



Transitional Living Center

CLIENT & FAMILY HANDBOOK



Table of Contents

- Welcome 1
- Our Mission, Vision & Values 1
- About the Transitional Living Center 2
- Admissions 2
- What to Expect 3
- Team Conference 3
- Your Treatment Team 4
- A Typical Day at TLC 6
- Visiting Hours 7
- Day & Weekend Passes 7
- Day Treatment Program 7
- Finances 8
- What to Bring 8
- Laundry Services 9
- Personal Funds 9
- Meals & Snacks 9
- Medications 9
- Program Rules 10
- Phone Use 10
- Mail 11
- Religious Services 11
- Communications Assistance 11
- Your Rights 11
- Your Responsibilities 13
- Preparing to Leave 13
- Access to Other Casa Colina Programs & Services 14
- Our Code of Ethics 15
- Grievance Procedures 16
- Important Contact Information 18
- Campus & Freeway Maps 19



Welcome

Welcome to Casa Colina's Transitional Living Center (TLC). Everyone who works at our TLC is here for one reason: to help you in your recovery and rehabilitation after a disabling injury or illness. Your questions, concerns, and feelings about your treatment and your stay at Casa Colina are very important to us. This handbook will introduce you and your family to Casa Colina's TLC. Please let a member of your treatment team know if you need more information or have a problem with any aspect of your stay at the TLC. They will make sure that your concerns are addressed.

A staff member will meet with you during your stay to receive feedback about the care we are providing. We use this feedback to make important changes to the program when appropriate. You may also be called six months after discharge to help us better understand how you are doing in the home setting.

Our Mission, Vision & Values

Mission

Optimize medical recovery and rehabilitation outcomes for all patients in a safe environment that respects their dignity, diversity, and individuality.

Vision

Leading and defining excellence in specialized medical, surgical, and rehabilitative care.

Values

Apply clinical excellence, education, and research to enhance quality of life in the communities we serve, with a commitment to compassion, collaboration, and integrity.



About the Transitional Living Center

The Transitional Living Center is a unique rehabilitation service offered by Casa Colina Hospital and Centers for Healthcare, which provides a complete continuum of inpatient, outpatient, community, and residential treatment programs for individuals with disabling conditions such as brain injury, spinal cord injury, stroke, and other neurological or orthopedic conditions.

The TLC opened in 1980 to expand Casa Colina's continuum of rehabilitative care. Since that time, the center has offered a critical bridge between acute rehabilitative care and home for the patients who need it most. Rigorous physical, speech, and occupational therapies let TLC residents experience significant gains in functional communication, mobility, and independence between admission and discharge.

Our 46-bed facility provides five daily hours of therapy and neuropsychology services, a minimum of five days per week, helping residents return to productive activity in their community. TLC therapies focus on functional, real-world tasks while also tackling challenges that clients will face at home or in the workplace. In addition to residential rehabilitation, the TLC also offers day treatment and advanced day treatment programs.

The Casa Colina Transitional Living Center strives to maintain the highest standards possible and is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Admissions

An on-site assessment is frequently performed by a nurse or therapist prior to admission. Tours of the facility are also encouraged. Your admission is then coordinated by a representative who verifies your funding source. Shortly after your arrival, you or your family will meet with an admissions associate who will help you complete your admissions forms. You should have your insurance identification cards with you, as well as any Advance Directive, Durable Power of Attorney for Healthcare, or Conservatorship papers. During your admission, you will receive information about your right to make decisions about your medical treatment.



What to Expect

You are about to enter the next phase of your recovery. Rehabilitation at Casa Colina's TLC will be both challenging and rewarding, as you continue the process of learning to become active, functional, and independent.

During the first week, clinical evaluations take place and you will be oriented to our facility and familiarized with our treatment approaches and schedules. Once evaluations are completed, each client's program is customized to meet their unique needs and personal priorities. Each client has an individualized treatment schedule, including cognitive and physical activities in either individual or small group sessions. Our skilled treatment team works hard to ensure that everyone who works with you is using a consistent treatment approach to maximize your opportunities for recovery.

Soon after you arrive, you will be appointed a case manager, who will help you understand the program and how it works for you. They will assist you in expressing your own needs, expectations, and desires for rehabilitation. The case manager develops a two-way communication between the client and treatment team. Remember: You are the most important member of your treatment team, so we encourage you to be active and vocal throughout this process whenever possible. Other treatment team members who can serve as your advocate include your therapists, neuropsychologist, clinical director, and program administrator. Each of these professionals can hear your concerns about your rehabilitation program and help you and your team address issues as they arise. We also hold a Residents Council meeting to provide all residents with a forum for expressing input into the daily operations of TLC.

Team Conference

Our goal is to include families as part of the treatment process whenever possible. Your treatment team will meet with you and your family during your stay to discuss evaluation findings, treatment goals, and progress. These family conferences are held throughout your time at TLC, with frequency to be determined by the treatment team. The treatment team will talk with your family about observing therapies, receiving family training, and providing home evaluations.



Your Treatment Team

Casa Colina's TLC utilizes a unique interdisciplinary team approach. Your treatment team is a group of highly skilled rehabilitation professionals who combine their experience and knowledge to address your individual needs and goals for recovery. Clinicians work with you to develop a treatment approach that considers your physical, cognitive, and emotional needs while meeting your functional goals. Team members communicate with each other continually to ensure that everyone is working together on the same goals and utilizing the same strategies and treatment approaches. Your treatment team may include the following people:

Physician

Your medical needs may be addressed by a physical medicine and rehabilitation physician who specializes in traumatic brain injury, spinal cord injury, and other neurological or orthopedic diagnoses. Alternatively, you may continue under the care of your own outside personal physician or physical medicine and rehabilitation specialist. Your physician will meet with you to evaluate your progress, prescribe any medication or services you require, and provide input into your treatment plan.

Nurse

The rehabilitation nurse works with you, the treatment team, and your physicians to coordinate your medical care. The nurse oversees the front-line staff in providing basic nursing care. In addition, the nurse provides education and training on your specific medical needs.

Physical Therapist

The physical therapist guides and assists you in therapeutic activities and functional training to improve strength, endurance, flexibility, balance, coordination, and mobility. If appropriate, the physical therapist will work with you to develop your physical abilities in areas of interest to you before your injury, or in areas related to your work responsibilities.

Occupational Therapist

The occupational therapist helps you relearn the activities of daily living that will allow you to become more independent. These may include basic self-care, cooking, shopping, driving, home management, and pre-vocational skills. The occupational therapist helps you develop the coordination, strength, flexibility, visual perception, organization, memory, and problem solving to address these functional goals.



Speech-Language Pathologist

The speech-language pathologist works with you to improve your basic communication skills and swallowing, as well as higher-level thinking skills such as attention, memory, problem solving, and organization. The speech-language pathologist also helps you develop strategies to be more independent and productive in your home, community, or work setting.

Neuropsychologist

The neuropsychologist is a clinical psychologist with specialized training working with individuals with neurological injury. They will provide a comprehensive evaluation of cognitive strengths and weaknesses to aid the team in treatment planning. In addition, the neuropsychologist provides group and individual therapy to clients and families to encourage emotional adjustment, as well as education on neurological injury and recovery.

Recreational Therapist

The recreational therapist guides and assists you in performing activities that you enjoyed prior to your injury, as well as introduces you to new activities that would augment your life through recreational enjoyment. Working in conjunction with the other therapists, the recreational therapist will help you regain your ability to participate in leisure activities while improving your physical and cognitive function.

Activities Coordinator

The activities coordinator provides meaningful activities you can participate in during non-therapy hours, or in conjunction with other therapies during therapy hours. Activities may include news groups to stay abreast of current events, specific crafts, participation in board and card games, woodworking, or outings to community venues such as the movies, stores, or the local coffee shop. These activities will help you to increase function and independence to the best of your ability.

Residential Technician

The residential technician works in conjunction with licensed staff to assist clients in carrying out their daily activities and therapies. They receive training and supervision in occupational therapy, physical therapy, speech therapy, nursing, and behavior management. As our front-line staff, their relationships with clients play an integral role in establishing trust with the rehabilitation process and maintaining continuity of treatment.



Case Manager

The case manager oversees your treatment plan; communicates with payors, physicians, and outside case managers to update them on your progress; and advocates for your rehabilitation needs. The case manager ensures that your treatment program progresses as quickly and efficiently as possible.

The case manager is available to discuss your concerns about personal and financial matters, as well as your and your family's adjustment to the rehabilitation process. The case manager may offer resources to help you reintegrate back into your community, and may help coordinate your transition from the TLC to your home, work, or other programs.

Clinical Director

The clinical director is a clinician with expertise in catastrophic injuries and the impact these life-altering injuries may have on individuals and their families. The clinical director provides leadership and guidance to the treatment team to ensure implementation of high-quality rehabilitation services and realization of client goals and objectives.

Program Administrator


The program administrator is responsible for oversight of the TLC program and staff. The program administrator is available to help clients and families with any concerns or issues related to the Transitional Living Center program.

A Typical Day at TLC

Residential clients generally rise by 7 a.m. to complete their basic hygiene and grooming and eat breakfast. For many clients this is when their rehabilitation day begins, with training in dressing, grooming, bathing, and room organization.

The structured treatment day begins at 9 a.m. for both residential and day treatment clients. While a great deal of work takes place on the Casa Colina campus, we feel it's important that our clients become comfortable and successful interacting in "real-life" surroundings. Community reintegration is incorporated into the client's daily program to provide opportunities to practice skills in functional situations and to facilitate a transition to the site of discharge. A productive day is emphasized, including fulfilling roles within the home, school, work, or volunteer settings.

Lunch is served from 12 to 1 p.m. and clients are welcome to eat in the indoor or outdoor dining areas. Some clients may be able to select their own meal at the Casa Colina Café. Therapies for all clients continue until 3 p.m., when our day treatment clients typically return home.



Dinner is served at 6 p.m. During the evening there are opportunities to participate in leisure activities, socialization, and community outings.

We provide structured therapy on Saturday morning, which often incorporates the practice of skills in the community. Clients who are going home on weekend passes generally leave the TLC Friday after 3 p.m., returning on Sunday. Other clients may go out with family on Saturday or Sunday for therapeutic home visits.

Visiting Hours

We believe that family and friends are important to your recovery, and we encourage you to have visitors. Visiting hours are from 12 to 1 p.m. and 3 to 9 p.m., Monday through Friday; 12 to 9 p.m. on Saturday; and 10 a.m. to 9 p.m. on Sunday. Observing treatment is often possible and frequently encouraged, however it is best to discuss this with your clinical team or case manager. Children under the age of 18 are welcome on campus for visitation but must remain under the direct supervision of an adult at all times.

Day & Weekend Passes

Day and weekend passes are an important part of your transition back home. When you go out on passes we encourage you to practice the skills you have learned in therapies. Passes must be pre-approved by your therapy team and may also depend upon approval from your insurance company and physician. Most typically, day passes are approved first, with overnight and weekend passes occurring as you progress closer to your discharge from residential treatment. Families will be trained to assist you prior to your leaving on a pass.

Day Treatment Program

Day treatment clients typically attend therapies Monday through Friday from 9 a.m. to 3 p.m., but special drop-off and pick-up times may be arranged to help working families. The day treatment program is the same as our residential program for therapy. Often clients begin as residents, making the transition to day treatment as they progress. Day treatment clients have the same lunch options as those in the residential program. Space is available for personal belongings while in treatment. Day treatment clients are generally responsible for providing their own medications. However, if necessary, special arrangements can be made with our nurse to assist with medications or other medical needs.

Finances

Casa Colina's admissions department is closely involved with your stay at the TLC from the time you are referred. Prior to admission, your admissions representative will coordinate with your funding source and receive its authorization. Throughout your stay, your case manager will regularly keep your funding source informed about your progress and future rehabilitation needs. The billing office will arrange all billing and collections, except for physician fees. Any questions you may have about your financial responsibility should be discussed with your case manager, who will refer you to a patient account representative in the billing office, if needed.

Casa Colina acts solely as your agent in filing for insurance benefits and therefore assumes no responsibility in guaranteeing payment of your account by your funding source.


Services provided by Casa Colina's TLC are covered by many health insurance plans and workers' compensation. Services are not eligible for Medicare or Medi-Cal reimbursement. To the extent that funds are available, the Casa Colina Foundation provides funds for uncompensated care to economically disadvantaged patients.

What to Bring

You and your family are responsible for your clothing needs. It is important that you wear comfortable clothing. We recommend a minimum of five changes of clothing. We also recommend that you label all clothing with your name.

Clothing recommendations:

- 5 pairs pants/sweat clothes
- 5 shirts/blouses, at least one with short sleeves
- 5 pairs underwear
- 5 pairs socks
- 1 sweater or light jacket
- 2 sweatshirts
- 1 pair gym shoes or sneakers
- Nightwear, including robe and slippers
- Grooming articles including: shampoo, hairbrush, toothpaste, toothbrush, shaving equipment, makeup, etc.



Clients are encouraged to bring their own music, photographs, and memorabilia to help them feel more at home. Pictures of family with descriptions of events, names, and dates written on the back are often helpful. We ask you to leave valuables at home. **Casa Colina is unable to assume liability for any personal items that may be lost or stolen.**

Laundry Services

The TLC is equipped with washers and dryers. In order to help clients achieve their greatest degree of independence, staff will help clients complete their laundry. If a client is unable to complete this task then staff will do it for them. Please bring items that are washable and do not require dry cleaning.

Personal Funds

Clients frequently go out into the community on outings, or wish to purchase their own incidentals and hygiene items. The cost for community trips and personal expenses ranges from \$50 to \$100 per month, depending on the client. For residential clients, we will keep personal funds in a safe location. We generally discourage clients from keeping money on their person or in their rooms.

Meals & Snacks

We provide three meals a day, served in our residential dining rooms. Some clients progress to selecting their own meals at the Casa Colina Café. Clients on a special diet will have a tray provided by the Café. Clients may have snacks in their room that are non-perishable and approved for their diet. If you have any additional special dietary needs or preferences, we will do our best to accommodate you. Snacks and beverages are always on hand, depending on dietary restrictions.

Medications

Prescriptions are purchased through a local pharmacy, which will bill your insurance. You may have a co-pay, depending on your insurance plan. It is your responsibility to pay the pharmacy for your co-pay. All prescription and non-prescription medications need to be checked in at the nursing station. Even simple items like cough drops or vitamins need to be reviewed by the nurse and the doctor assigned to you at TLC. Toiletries that are medicated must be stored at the nursing station.

Program Rules

- Clients must inform the staff person in charge and sign out on the log prior to leaving the facility for any reason.
- Common areas are provided for visitation in order to respect the privacy of you and your roommates.
- Clients are expected to respect the property and rights of others.
- Meals are to be eaten in designated areas only, which include dining rooms, recreation room, and outside patio areas.
- Bedtime is at the discretion of the client provided that any late-night activities do not disturb others and the client is ready to begin therapy the following day at 7 a.m. Late bedtimes that interfere with the client's ability to participate in treatment will be adjusted by the therapy staff.
- Unauthorized drugs or alcohol are strictly forbidden, including marijuana or THC in any form. The unprescribed use of either alcohol or drugs can result in immediate discharge.
- Smoking is allowed outside only in designated smoking areas and outside of therapy hours. Cigarette lighters are maintained at the nurses station. Vape pens are not permitted on the premises.
- Bluetooth speakers and televisions need to be off at 9 p.m. in client rooms. However headphones may be used until 10 p.m.
- Borrowing money, property, clothing, cigarettes, food, or personal belongings from other clients or staff is not allowed.
- Sexual activity is not allowed. Exposure of one's body in an inappropriate/sexual nature or over-revealing clothing are not allowed.
- Theft and/or destruction of property is not tolerated.
- Weapons, including knives, are strictly forbidden.
- If you have a personal vehicle parked on campus, keys will be stored at the nurses station.

For a complete list of program rules, see those provided to you upon admission.

Phone Use

Clients have access to a land-line phone between the hours of 8 and 9 a.m., 12 and 1 p.m., and 3 and 10 p.m. Staff are available to assist clients with making calls as needed during these hours. Many clients also have personal cell phones. We ask that calls, text messages, emails, and other cell phone activities are limited to the same land-line phone hours, unless indicated by your therapist. This allows you to focus your energy and attention on your rehabilitation during treatment hours.

Mail

Letters and packages are delivered once a day, Monday through Friday. Outgoing mail may be deposited with the administrative assistant.

Religious Services

Casa Colina has a spiritual care provider on staff who is available for clients of all religious denominations. Additionally, we are available to take clients to attend religious services in the local community.


Communications Assistance

Assistance is provided to all clients and family members with special communication needs, such as those who are sight- or hearing-impaired or non-English speaking. Assistance includes printed or verbally presented patient information, foreign language and sign language interpreters, and supplemental hearing devices. Our TDD telephone number for hearing-impaired individuals is 909/596-3646.

Your Rights

We believe each client has the right to:

- Be treated with dignity, and to have privacy and humane care
- Regular physician contact and medical care
- Know who is planning your care and be involved in the planning of your care
- Be informed about evaluations, examinations, or treatments
- Refuse treatment and express choice
- Receive reasonable responses to your requests for services
- Confidentiality of medical records and information
- Be informed as to our relationship with other providers regarding your care
- Receive an accurate bill with an explanation of the bill
- Be informed about our rules, including visiting hours

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- Have family or others informed about your care plan
 - Receive prompt and complete communication with your family and have families involved in activities
 - Have visitors, including advocacy representatives
 - Wear your own clothing
 - Use your own personal items
 - Possess and control your cash resources
 - Individual storage space
 - Live in a safe and comfortable setting, with suitable furnishings and equipment
 - Be provided with three nutritious meals per day, including snacks
 - Access phones to make and receive calls
 - Be free from any abuse or neglect
 - Be free from corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, etc. This includes freedom from use of restraining devices or being locked in any room or building
 - Be free from unnecessary drugs
 - Participate in planning and decision-making regarding care and treatment
 - Promptly receive your unopened mail
 - Purchase your own property
 - Respect for your own religious or cultural practices and to attend religious services and activities
 - Move as freely as possible inside and outside of the facility
 - Receive assistance to vote in public elections
 - Complain or offer grievances without fear of retaliation and to receive a timely response
 - Receive information about services that are not available
 - Receive information about any out-of-pocket expenses for care
 - Move from the facility in accordance with the Admission Agreement
 - Access legal entities for appropriate representation
 - Investigation and resolution of infringement rights
 - Adherence to research guidelines and ethics when you are involved in research
 - Receive information on and have access to self-help services
 - Other legal rights

Your Responsibilities

We believe each client has the responsibility to:

- Provide us with complete information about their present condition and past medical history
- Report any changes in your condition
- Follow the Transitional Living Center rules
- Follow the treatment plan and instructions of the treatment team regarding your care
- Tell us if you do not understand what is expected of you
- Take responsibility for your actions, if you do not follow instructions or refuse treatment
- Be considerate of the rights of others
- Respect the property of others

Preparing to Leave

Planning for discharge begins as soon as you arrive at the TLC. This is because your successful reintegration into the community is what we are working toward. Clients are discharged from the TLC when:

- Treatment objectives have been met and goals have been accomplished
- An individual is transferred to a different level of care upon reaching the maximum potential for improvement
- There is not sufficient progress toward objectives and goals to justify continued need for intensive restorative rehabilitation therapy
- An individual suffers additional illness or increased disability, necessitating transfer to 24-hour acute care (hospital care)
- An individual cannot continue in community living arrangements and placement outside the Transitional Living Center is necessary

At the time of discharge, reports are prepared by the clinical director or case manager and the members of the treatment team for the use of physicians and other caregivers following discharge.



Access to Other Casa Colina Programs & Services

Many additional programs and services are available to clients while at Casa Colina. These include a state-of-the-art audiology center, a vestibular and balance rehabilitation program, aquatic therapy gym, woodshop area, and much more. Programs of special interest to TLC clients may include:

Outdoor Adventures and Wheelchair Sports

This recreational program empowers people with disabilities by creating opportunities through challenging and exciting outdoor activities like kayaking, rock climbing, and a variety of wheelchair sports. Emphasizing ability over disability, the program lets participants experience success both physically and emotionally while providing an exciting environment where they can apply skills learned in therapies.

Fitness Program

Access to a well-equipped, on-site fitness gym with aquatic therapy pools, weights, and cardiovascular equipment.

Adaptive Driver Training Program

Behind-the-wheel, on-the-road driver evaluation and training are available. Drivers must have a current license or permit. Ask your physician for a referral to this service.

Peer Support Groups

Your treatment team will provide you with specific information on these programs and other educational activities for clients and families.

Assistive Technology

Our Assistive Technology Center offers people of all ages and abilities access to state-of-the-art digital devices, software, and wireless- and Bluetooth-enabled equipment. This technology can make your life more efficient and productive, as well as easier and safer.

Our Code of Ethics

The governing board of Casa Colina has established a code of ethics in recognition of the organization's responsibility to our publics, including patients, clients, residents, donors, internal staff, board of directors, volunteers, referring agents, regulatory agents, suppliers, and the general public. It is the responsibility of every member of Casa Colina to act in a manner that is consistent with this code of ethical behavior.

The guiding principle:

All publics deserve to be treated with dignity, respect, and courtesy. The organization will strive to adhere to this principle and will expand on it through policy and procedures:

- Casa Colina will fairly and accurately represent ourselves and our capabilities.
- Casa Colina will provide appropriate services to meet the identified needs of patients, clients, and residents and will not provide services that are unnecessary.

We will not discriminate on any basis:

- Casa Colina will provide for the uniform performance of care processes throughout the organization and strive to provide care that meets or exceeds local standards.
- Casa Colina will strive to maximize benefit to its current patients, clients, and residents as well as advocate for the larger community of persons living with impairment and disability.

Respect for the Patient, Client, or Resident includes recognition of their rights, such as:

- Involvement in care decisions
- Education on resources at Casa Colina and in the community
- Right to complain or file a grievance without prejudice
- Fair and objective resolution of conflicts
- It is our policy to request the disclosure of potential duality of interest of all members of the governing board, administration, medical staff, and employees so that such interests do not inappropriately influence important clinical or organizational decisions.
- We will bill fairly and explain your bill in detail upon request.

- Patients, clients, and residents with limited financial resources will be provided uncompensated care as resources are made available from donors for such needs and, when they exist, from operating profits of the corporation as designated by the governing board.
- In marketing our services, we will accurately represent ourselves and our capabilities.
- Specific reports of the quality and outcomes of Casa Colina services will be supported by evidence to substantiate any claims made.
- The organization recognizes the need to maintain confidentiality of information about patients, clients, and residents. In addition, personnel and management issues will be maintained in confidence. Access will be given only to authorized individuals.


Grievance Procedures

You have the right to file a formal complaint if you are dissatisfied with the type or quality of the services you have received, and if you feel that your complaints have not been properly addressed following your discussions about them with Casa Colina staff.

If you want to file a grievance with this program, you may do so by writing or calling the Program Administrator, Casa Colina Transitional Living Center, 255 E. Bonita Avenue, Pomona, CA 91767; phone 909/596-7733, ext. 4132. The grievance will be reviewed, and we will provide a written response within 30 days. The written response will contain the steps taken to investigate the grievance, the results of the grievance process, and the date of completion of the grievance process.

If you are not satisfied with the response to your grievance, you may submit your grievance to our Compliance Officer, Casa Colina Hospital and Centers for Healthcare, 255 E. Bonita Avenue, Pomona, CA 91767; phone 909/596-7733, ext. 3410 and further to the governing Board of Directors as outlined in Casa Colina's Transitional Living Center Policy and Procedure on Client Grievances.

You also have the right to file a complaint with the State Department of Social Services regardless of whether you use the Casa Colina grievance process. Contact information is as follows: State Department of Social Services, Community Care Licensing Division, Los Angeles Residential East District Office, 1000 Corporate Center Drive, Suite 500, Monterey Park, CA 91754; phone 323/981-3300; Complaint Hotline, 844/LET-US-NO (844/538-8766) or email letusno@dss.ca.gov.



Additionally, you have the right to file a complaint with CARF International, the Commission on Accreditation of Rehabilitation Facilities, the accrediting body for TLC. CARF may be contacted at 6951 East Southpoint Road, Tucson, AZ 85756; phone 888/281-6531 or email feedback@carf.org.

Grievance forms are distributed to staff and placed in accessible areas at the TLC for clients and/or families to access. The filing of a formal grievance will not result in retaliation or barriers to services.

Finally, you have further rights under state law. See the posters on the wall of the facility for more information about your rights. If you have any questions about your rights and responsibilities as a client, or if you are experiencing any problems, contact your case manager or program administrator.

Important Contact Information

Transitional Living Center 909/596-7733, ext. 4100
Nursing Station ext. 4158
Fax 909/593-7541
Email rehab@casacolina.org

Casa Colina Corporate Offices..... 909/596-7733
Chief Executive Officer ext. 2300
Finance Department..... ext. 2115

TDD-TTY-Q..... 909/596-3646

Mailing Address..... P.O. Box 6001, Pomona, CA 91769-6001

Street Address..... 255 East Bonita Avenue, Pomona, CA 91767

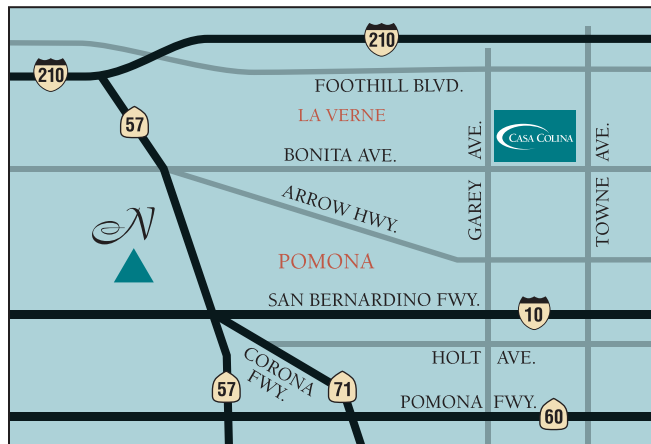
Your Other Important Phone Numbers at Casa Colina:

Your Notes:

Casa Colina Campus Map



Freeway Location Map





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