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Middlesex DUI Program

Admission Information For Clients Entering the 14 Day Residential Program

The information contained in this packet is designed to introduce new clients, their families and friends to the Middlesex DUI Program. Our objective is both to help the incoming client be better prepared on Admission Day and to provide those at home with a general understanding of the program.

Specifically, this packet should:

- Tell you what the program is and what it is not.
- Provide information you will need in preparing to attend the program.
- Acquaint you with life at DUI – and what you can expect from the program.

Please take the time to review these materials

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I. The Middlesex DUI Program

What It Is

- The DUI Program, located in Tewksbury, Massachusetts, is the fourteen-day, residential program for men and women who have been convicted of a second offense for driving under the influence of liquor (or other substances).
- The DUI Program is a court mandated program. Clients who come here do so under court order as an alternative to incarceration.
- The DUI Program is a program whose objective is to help clients explore their relationship with substance use to prevent future problems through its education, counseling and referral services.
- The DUI Program is a program of Middlesex Human Service Agency, Inc., located in Waltham, Massachusetts.
- The DUI Program is a **Tobacco and Fragrance-Free Program**.

What It Is Not

- The DUI Program is NOT a detox facility.
When reporting for admission, you are required to have been free of alcohol and/or substances for a minimum of 72 hours.
Clients who are in need of detox services should seek them before entering the program.
- The DUI Program is NOT a medical facility. We do not provide medical treatment other than basic first aid and life saving measures. Clients who need medical attention will be sent or referred to appropriate facilities off premises, such transportation and treatment being at their own expense. We do not provide medications- clients must bring their own medications and related supplies with them.
- The DUI Program is NOT a state agency. Although the program is licensed by the state and contracts with the state to provide second offender services, it is not run by the state. It is part of a private non-profit organization. Clients make payments directly to the Middlesex DUI Program to help cover the cost of their attendance. These payments are not part of their court costs or other court-imposed fines.
- The DUI Program is NOT part of the Tewksbury State Hospital. The Middlesex DUI Program occupies one of many buildings on the grounds of the Tewksbury Hospital complex.

II. Admission Process

The DUI Program admits clients every other Sunday. Each client is assigned a specific time when he or she is to report. **Your appointment time is listed on the cover letter** included with this information packet. Arriving on time (not excessively early or late) helps to keep the admission process flowing smoothly.

You will need to arrange for someone to drive you to the DUI Program. In making your arrangements, keep in mind that **your driver will need to remain in the area until you have completed the admission process (generally in the two-hour range.)** If for some reason you are not admitted, your driver must be available to take you home. If you come by public transportation, make sure you have a way of returning home in the event you are not admitted.

Drivers, or others accompanying you, are not permitted to enter the DUI building other than to use the restrooms by the entrance. However, the following are two exceptions to this rule:

- Clients who may have difficulty with English (spoken or written) are encouraged to bring someone with them who can help them through check-in, provided this person is at least eighteen years old. Children are not permitted in the building.
- If someone else is using their credit card to make your admission payment, staff will have you call your designated payee to make the payment when you come to financial.

At your appointment time, you should report with your belongings to the admission entrance in the rear of the building on the lower level. Follow the signs. You will need to have the following items/materials easily accessible.

Your completed paperwork
A form of positive identification
Your means of payment
Your medical insurance card
All medications and medical related items
Blue or black pen

II. Admission Process continued

During the check-in process, you will be asked to take a breathalyzer test. Should you fail the test (the program has zero tolerance in this regard) or refused to be tested, you will not be admitted.

A brief medical evaluation, which includes checking your temperature and blood pressure, is also part of the admission process. The program is not able to admit clients with a blood pressure over the American Heart Association's guideline of 160/100.

Once you have successfully completed the medical and clinical steps, you will have a moment to say goodbye to your ride. A staff member will then thoroughly search your belongings for items. The last process is financial payment. After this process is completed, you will be escorted to your room to unpack and get settled.

On Admission Sunday a light lunch is provided during the process.

It is advised that you eat breakfast as the light lunch depends on how much time it takes for you to be processed.

Do not bring any food or beverages into the building with you.

(Vending machines are available for snacks.)

III. Payment Information

The payment arrangements you agreed to with the court are detailed in the Admission Letter included with this information packet. If you originally chose to use the payment plan option, you may, of course, elect to make full payment at the time of admission. Doing so will allow you to receive your completion paperwork more quickly.

Payment: The Middlesex DUI Program accepts money orders, bank checks and credit cards (Visa, MasterCard and Discover).

You can make the checks out to Middlesex DUI Program

We do not accept cash, personal checks, business checks or credit card account checks. We also do not accept third party payments from insurance companies or flexible spending accounts.

The DUI Program will provide you with the paperwork necessary to obtain a new driver's license only when you have completed payment of all charges due to the Program. Your probation generally will not be terminated while there is a balance remaining on your DUI account.

IV. Tobacco Free/ Non-Smoking Policy

If you are a smoker or regularly use any other type of tobacco product, it is important for you to know that the use of all tobacco products (cigarettes, cigars, chewing tobacco, snuff or snus, e-cigarettes, vape, etc.) is prohibited while on the premises. This means that you will not be able to smoke or use other tobacco products during the fourteen days you are here. To facilitate compliance with this policy, you will not be permitted to bring tobacco products, matches or lighters with you when you enter the program.

We recognize that for many people tobacco cessation is neither a quick nor easy undertaking. We also do not advocate that anyone just try to stop smoking the day they enter our program. If you currently smoke or use other tobacco products, we strongly recommend that you consult your personal health care provider to discuss what options (nicotine patch, various prescription medications, etc.) may be best suited to your individual situation.

Web sites such as www.makesmokinghistory.org can provide you with additional resources and information to aid in your planning process.

DUIL Program's policy regarding various nicotine cessation aids is as follows:

- **Nicotine patches, Nicotine Pouches (Zyn) & Nicotine Lozenges** are allowed while you are here at the program. Please make sure you bring in enough for your 14 day stay, we don't do any store runs for tobacco products.
- **Nicotine lozenges**- may be used at any time in accordance with package instructions; a doctor's note is not required unless you plan to use the patch and lozenges at the same time.
- **NO Nicotine gum**- no gum of any kind is permitted.
- **NO Electronic cigarettes**, nicotine cartridge inhalation systems, vape, etc.

V. Medications and Other Medically Related Policies

A. Prescription Medicine

- **Anyone having diabetes** must bring their own testing supplies.
- **Epi Pen:** Anyone who has been prescribed an Epi Pen for allergic reactions must bring an Epi-Pen with them. (Be sure to check that it hasn't expired.)
- **Prescribed medication: Please bring a 14-day supply** of your medications. If you are unable to do so, please see that you can obtain the necessary refill(s) in a timely manner.
- **All prescription medications** must be in their original containers with your name on them and be dated consistent with prescribed usage.
- Daily pill reminder containers, with compartment are not allowed.

Over the Counter (OTC) medications: You don't need a note to take Over the Counter (OTC) Medications, you will be allowed to take the dosage that the bottle states.

Over the counter medications should be in factory-sealed, unopened containers.

- Aspirin prescribed for heart conditions may have been previously opened.

The program does have a few common OTC medications such as (acetaminophen, ibuprofen, Imodium, antacids, and Milk of Magnesia tablets for constipation) available to clients.

B. Vitamins, Nutritional Supplements and Over the Counter items:

Items that are allowed without medical note:

Vitamins, Melatonin, over the counter allergy medications, non-stimulant laxatives, athletes' foot fungus/jock itch cream/powder, cough drops, antacids, anti-diarrheal, protein powder and hard candies such as jolly ranchers/life savers.

All items must be in original, factory-sealed containers.

C. Other Medical Devices, Equipment, Etc.

If you have any medical devices or equipment that you use on a regular basis to function comfortably or maintain your health, it is important that you bring them with you. It is also a good idea to call the program several days before your scheduled appointment to let us know. Some examples would include:

- Oxygen tanks/equipment. If needed, arrangements can easily be made to have oxygen supplies delivered to the program.

You don't need a doctor's note if you use the following:

- Cane, crutches, boot/cast, cervical collar, walker or wheelchair.

A medical note is **NOT** needed for:

- Over the counter support braces such as wrist, ankle, knee, back/lumbar, and elbow.
- Ace bandage
- CPAP machine
- Heating pad. Staff will need to check it is in safe condition.
- If you have a medical condition which requires multiple pillows to sleep at night, do not bring them yourself. The program will provide them.

D. Medical Clearance

If you have previously been refused admission to, or discharged from, the program for medical reasons or if you have any condition(s) that would require assistance or accommodation, please provide a note from your health care provider, on or before admission, stating that you have medical clearance to attend the DUII Program or need accommodation. Such conditions would include, but are not limited to:

- Having a history of strokes or seizures- having heart or breathing problems.
- Having been hospitalized recently for any reason or having received emergency room treatment within the past 10 days.
- Having an open wound. (you must call the program to discuss accommodations prior to admissions)
- Having uncontrolled high blood pressure. The maximum blood pressure checked prior to admission.

If you have had blood pressure concerns in the past, or even if you aren't aware of having any, before coming to DUII, we suggest having your blood pressure checked prior to admission.

We may admit you if your blood pressure is over 160/100 only if you present as medically stable and your medical clearance note specifies the range your doctor would consider to be "normal" or acceptable for you over our maximum acceptance of 160/100.

If you do have a history of abnormally low or uncontrolled high blood pressure, your medical clearance note should specify the range your doctor would consider to be "normal" or acceptable for you.

E. Reasonable Accommodation for Medical Conditions/Needs

If you have any medical conditions which may limit your ability to participate in DUII programming or may require special arrangements, please call the DUII Program to discuss your individual situation. This will allow our staff time to assess how the requested accommodations may be managed within the scope of the program. Examples of situations which should be brought to our attention include:

- Inability to sit for prolonged periods of times.
- Medically necessary dietary requirements- including special needs for those with diabetes, those who have had gastric bypass surgery, are pregnant or have food allergies.
- Hearing or vision impairments.
- Concerns with using the stairs.
- If you need monitoring for treatment of medical conditions which would be necessary during your 14 days stay at the DUII Program, **you will need a medical note from your doctor.**

VI. Dress Code and Guidelines

When packing to attend the DUII Program you will need to bring casual clothing adequate for 5 to 7 days (coin-op laundry facilities are available for \$2.00 each).

Clothing should be comfortable, modest, and must cover the following areas: thighs, midriff, behind, back and chest areas. This includes while bending, sitting, reaching, or otherwise performing required activities.

- Shorts should have at least a 10-inch inseam.
- Dresses and skirts must fall close to the knee.
- Clothing worn on the top half of the body (t-shirts, sweatshirts, etc.) may have writing or graphics on it. However, such items must not display anything promoting alcohols, drugs, obscene or relates to gang affiliation or gang culture.
- Clothing worn on the lower back half of the body shall be free from slogans/graphics.
- Undergarments should not be visible or exposed in any manner.
- Halter tops and tube tops are not allowed.
- Sheer or transparent clothing is also prohibited.
- Excessively baggy clothing is also prohibited.
- Straps on any sleeveless clothing must be no less than two inches in width.

Footwear:

- Clients must wear footwear that is secure to the foot.
- Sandals and slides are acceptable. (slides may not be worn during any outdoor activity)
- Big, fuzzy slippers are not permitted.

Jewelry: Please bring the minimum amount of jewelry that you are comfortable with

Miscellaneous:

- **Tattoos:** If you have tattoos which violate DUIL's graphics rules for shirts (see above), you will be asked to keep them covered.
- **Sunglasses and hoods** may be worn when clients are outdoors but are not to be worn inside the DUIL building. Clients requesting a waiver of this rule for medical or religious reasons must provide documentation acceptable to the program on or before their admission date.
- If you would like to use the program's exercise equipment during recreation time, you should plan to pack suitable clothing and footwear. Please keep in mind, however, that all above listed clothing rules apply to exercise clothing as well.

VII. Fragrance Free Policy, Personal Care Items

The program maintains a strict fragrance-free policy in an effort to help reduce allergic reactions.

Please bring all the necessary personal care items such as shampoo, bath soap, toothbrush and toothpaste, deodorant, comb/brush, nail clippers, shaving kit, etc.

Please see the following restrictions

- **Do not bring anything scented or with a fragrance**, such as body/hand lotions, aftershave and Moroccan oil. Products such as **Axe and Old Spice** are known for their scent. This type of product is prohibited.
- **Do not bring shower gel** unless it states that it is Fragrance Free.
- Most (regular original scented) shampoos and deodorants, although they do have a light fragrance, will be acceptable if we cannot detect fragrance after use.
- Do not bring any liquid product containing alcohol, such as mouth wash, perfume, cologne or any other product where alcohol is a primary ingredient.

Policies regarding cosmetics:

- Nail polish and nail polish remover are not allowed.
- Hair spray is not allowed.

Some suggestions and guidelines regarding personal care items that may be helpful are listed below:

- Shaving kits- disposable and electric razors are permitted.
- Hair dryers, curling and straightening irons (in good working order) are permitted.
- Nail clippers and emery boards are permitted.
- Remember to pack tampons/sanitary napkins

VIII. Packing Guidelines: No “Regular Luggage” Policy:

The DUIL Program restricts the volume of clothing and personal items a client may bring. It also requires that everything be packed following specific guidelines.

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|--|
| NO “REGULAR LUGGAGE” IS PERMITTED TO ENTER THE BUILDING |
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- All possessions (other than medical devices and a fan) must be packed in a disposable container, such as a plastic trash bag or duffel which you are willing to discard.
- Your belongings will be transferred to, and must fit into, a laundry bag the size of a 15-gallon kitchen trash bag.
- If you over pack, you will be asked to sort your belongings and return excess items to your ride.
- Your bag should be light enough for you to carry it by yourself upstairs, unless you have a medical condition which prevents you from lifting.
- A very small purse/handbag or fanny pack (must be washable material) for money and other personal items is permitted but will be taken at admissions and washed.
- You will be given a large, heavy- duty, plastic bag to use when packing to leave the program.

Please do not bring any of the following items:

- **Luggage of any type.** Your clothing and other personal items must be packed in accordance with the instructions listed above.
- **Tobacco products of any type** such as cigarettes, chewing tobacco, snuff or snus; matches, cigarette lighters, e-cigarettes, vape, etc.
- **Electronic/battery operated devices** which store data or may be used to transmit, play or receive information including, but not limited to:
 - Cell phones/Smart watches/ GPS Health tracking devices/ Cameras/ iPad's/ Tablets/ Laptop Computers/ iPod type music devices/ TV's/ Radios/ PDA's/ Electronic Games/ CD-DVD players.
- **Any form of linens (brand new and used) is not permitted such as blankets, pillows, pillowcases, sheets, face cloths or towels.**
- **Other electronic/battery operated devices such as:**
 - Electric blankets, air conditioners, space heaters, massage devices and vibrators.
 - Food and beverages unless pre-arranged and authorized by the program for medical or dietary necessity.
 - Any liquid product containing alcohol, such as mouth wash, perfume, cologne or any other product where alcohol is a primary ingredient.
 - Products with fragrance.
 - Anything packaged in an aerosol can
 - Weapons of any type, real or toy, or any sharp or pointed objects, such as scissors, nail files, sewing needles, knitting needles or knives.
 - Bedding of any type including pillows, blankets, sheets and bedspreads. (You will be provided with bed linens.)
 - Laundry detergent, fabric softener, bleach, etc. Toilet paper or tissues
 - Books, magazines, pictures, literature or materials of any kind which promote alcohol, drug or tobacco use, or that are sexually oriented
 - Musical instruments, sports equipment, toys, games and stuffed animals.
 - A car or other motor vehicle. If you drive here and attempt to leave your vehicle, it will be towed at your expense.
 - Big fuzzy slippers are not permitted.

Make sure to bring with you

- All medications, prescriptions and over the counter that you take, and any other medical devices used.
 - Your admission forms (enclosed with this packet) have been fully completed.
 - A form of positive identification, your medical insurance card (if any)
 - Payment due to the program.
 - Reading glasses if you normally use them.
 - A notebook and pen.

You should also plan to bring some money with you

- To wash laundry; Cost is \$2.00 for wash and \$2.00 for dry
- To use vending machines (soda, water and most snacks range from \$2-\$3) Debit cards accepted
- Pay phones
- To purchase medications should you have a minor illness or medical problem.
- The amount you bring will depend on your individual circumstances, but between \$50.00 and \$100.00 works well for most people.
- Your money should be **in \$1 dollars, plus rolls of quarters**. Please plan accordingly as each call costs \$1.00 for 4 minutes so make sure you bring enough as we are unable to make small and big bills into quarters. There is an option for digital calling cards (see pg. 16) but we are not responsible for any lost funds from the calling cards.

Other items you may find useful

- An alarm clock. (Do not bring a clock radio.)
- An electric fan. Client rooms are not air conditioned and can be hot year-round. Make sure it is not the type that also has a small heater as heaters are **NOT** permitted.
- A clear water bottle
- Stamps, stationery and envelopes.
- Something to read, but no more than a few magazines or books, as long as the subject matter is program appropriate.
- Shower shoes
- Bath robe
- A book light or night light

IX. Daily Routine

The DUIL client's day begins at 6:30 am with a morning wake-up by staff and ends with lights out at 10:30 pm. Each day provides for a structured schedule of activities during your stay at DUIL, you will attend a variety of classes and group processing sessions as well as have one-on-one assessment and referral sessions with your individual counselor. Participation in these activities is required. Attendance is taken, and you must arrive on time. Each evening you will be attending a self-help meeting such as AA or NA

All clients stay in dormitory style rooms with a small three drawer dresser for each client's belongings.

The DUIL Program provides clients with three cafeteria style meals each day and a snack before bedtime.

No food or beverages are permitted in your room, except for bottled water, which is allowed throughout the building. Vending machines, located in the basement recreation area, are stocked with a variety of snacks, sodas and bottled water. You may also refill water bottles in the cafeteria.

Time is provided for supervised recreational activities such as group walks, yard games such as corn hole, badminton, ladder ball, board games, ping pong and craft projects. No one is required to participate in any specific recreational activity, but clients are encouraged to take advantage of these opportunities. Some exercise equipment is available for clients to use during designated time periods. These include a weight machine, exercise bike and an elliptical machine.

There is also free time to read or write letters in your room or just to sit around and talk with other clients in the common room on your unit. You should be aware, however, that very little time is set aside for watching TV.

Clients are responsible for keeping common areas, bathrooms, hallways, classrooms and the cafeteria, as well as their own rooms, neat and clean. Times are set aside each day for doing life skills (housekeeping), and each client is assigned daily tasks to perform while at DUIL. Performing assigned life skills is part of attending the program. When you check-in, you may be asked if you would like to volunteer to help out in the kitchen (serve and clean-up.) The kitchen duty would be considered a life skills task.

X. Other Useful Info Including Mail & Pay Phones

Mail: You may have friends or family write to you, using the following address:

“Your Name”

Middlesex DUI Program

P.O. Box 149

Tewksbury, MA 01876

Incoming mail is distributed to clients in the late afternoon. Outgoing mail is no later than 7:30 AM. If you plan to send out mail, you will need to bring stamps and writing materials with you. Stamps are not available to purchase at DUI. You may also receive packages (via US Mail only) mailed to the above address should you find there is something you forgot to bring. You may have any items sent to the DUI Program that you would be allowed to bring in. Please be aware, however, that all packages will be searched in your presence.

Phones:

Cell phones are not permitted at the DUI Program; however, a few pay phones are available for client use. If you expect to make calls, you are advised to bring quarters. If you bring a calling card, please make sure it can be used with a pay phone. You will not be able to receive incoming calls from the pay phones.

No Messages:

The DUI administrative offices are not able to take messages for clients due to issues of client confidentiality. If anyone calls the DUI Program with a message for you, the person will be told that due to federal regulations regarding client confidentiality we cannot confirm whether you are in fact at the Middlesex DUI Program. Please make family and friends aware of this policy.

If there is an emergency call, we will not confirm or deny that a client is at the program, but the client will be advised that a call was received.

No Visitors:

Clients are not permitted to have visitors or items dropped off while attending the DUI Program.

Laundry:

Coin operated washers and dryers are available for your use while at the DUI Program. The cost is \$2.00 for washing and \$2.00 for drying. Single load boxes of laundry detergent are provided. Please do not bring your own detergent.

XI. Discharge Information

Clients who successfully complete the fourteen-day DUI Program are discharged on Sunday morning two weeks after their admission. The discharge time is 8:00 am. There is no wait time for discharge. As soon as your ride arrives, you may leave.

Packing Tips

- Remember, no regular luggage is permitted. You must bring your belongings in a disposable bag such as a plastic trash bag. Should you arrive with a suitcase or similar item, you will be required to transfer your possessions to a plastic bag before entering the building.
- Your belongings must fit into a laundry bag the size of 13-gallon kitchen trash bag.
- Pack only the amount of comfortable, casual clothing you really need for 5 to 7 days.
- Tee shirts, sweatshirts, jeans, capris, Bermuda shorts, casual shirts, sweaters, and slacks work well here.
- Gather all toiletries together and place them inside one or two plastic zip-lock bags, or perhaps in a plastic supermarket bag.
- Do the same with any medications, prescription or over the counter.
- Have your ID, payment information, medical notes, and admissions paperwork handy.
- The zip-lock bag technique also works well for managing such things as pens, paper, notebooks, stamps, and other small items.
- Make sure you have plenty of quarters to use for things like pay phones, vending machines, and laundry as we are unable to make bills into quarters.

Digital Calling Card for Pay Phone

www.aloworld.us

1. Purchase a calling card from the website before your admission date.
2. Dial access # 1-800-630-0923
3. Enter your pin number
4. Enter the phone number you want to reach

Directions

Middlesex DUIL Program

978-863-0048

The Middlesex DUIL Program is located in Hall 3 on the grounds of the Tewksbury State Hospital complex, just off Route 38 in Tewksbury, Massachusetts, about 25 miles north of Boston and just south of Lowell. The program is easily reached from all the area's major highways- Routes 3, 93, 128 and 495. The entrance is located on the basement level toward the rear of the building.

From Rt. 128

- Take Rt. 128 to I-93 North and follow the directions below from I-93.

From I 93

- Take exit 38- the Dascomb Road Exit- off I-93. If southbound, turn left at the end of the ramp and then right at the first traffic light onto Dascomb Road. If northbound, turn left at the end of the ramp onto Dascomb Road. Follow it for approximately 3 miles. It will change to East Street along the way
- After passing the Little League fields on your right, continue to the first traffic light. At the light, turn left onto Chandler Street; after .3 miles turn left at the sign for "Tewksbury State Hospital/ Tewksbury Public Library."
- Drive about .3 miles, passing the library parking lot, through an open area then over a large speed bump. At the intersection after the speed bump, turn right into Parking Lot E which is beside Hall 3 (the DUIL building.)

From Rt. 3

- At the intersection of Route 3 and 495, take Rt. 495 North (see below)

From Rt. 495 (either direction)

- Take exit 92 (Route 38). At the end of the ramp, turn left and follow Rt. 38 for about 2.7 miles. Ignoring all signs for Tewksbury Hospital along the way, proceed through 5 sets of traffic lights.
- At the sixth set of lights, a gas station with a Dunkin Donuts will be on your left. Make a sharp left onto Chandler Street and take an immediate right at the sign for "Tewksbury State Hospital/Tewksbury Public Library."
- Drive about .3 miles, passing the library parking lot, through an open area then over a large speed bump. At the intersection after the speed bump, turn right into Parking Lot E which is beside Hall 3 (the DUIL Program)

Via Public Transportation

- Take the MBTA train to Lowell from North Station in Boston.
- Take a taxi from Lowell station to the DUIL Program (cab fare should be under \$20.00). You will be approaching from Rt. 38; use the above directions to help your driver locate the building.

A Note for GPS Users

Because the DUIL Program is located on the campus of Tewksbury State Hospital, it does not have a unique street address which can be used by a GPS system.

Using 300 Chandler Street, the address of the Tewksbury Town Library, as your destination is probably the best alternative. Then follow the directions given above from the library.