



rosecrance®  
Jackson Centers

THE BILL & MARIENNE CENTER FOR RECOVERY



# Adolescent Handbook

*Welcome to Rosecrance Jackson Centers Adolescent Substance Abuse program! This handbook will provide you the basic expectations and information about our program and how we can help you succeed through your recovery journey. If you have questions about the material in this handbook, please speak with a staff member – we are happy to help.*

### Basic Expectations

1. Respect yourself and others – This means:
  - a. Be aware of boundaries, no physical touching.
  - b. No verbal or physical aggression.
  - c. No lending, borrowing, or stealing.
  - d. No derogatory terms, name calling, racial remarks, or nicknames.
  - e. No sexual activities, no sexual comments.
2. You are here for YOUR treatment. Focus on yourself and your goals.
  - a. Be honest in your communication with others.
  - b. Maintain Confidentiality.
  - c. Attend all groups and activities and participate in a positive manner.
  - d. Attend school, get caught up, and complete schoolwork.
3. Housekeeping Areas
  - a. Keep room clean and make bed daily.
  - b. 10 outfits on the unit, the rest accurately inventoried and in storage.
    - i. No crop tops, no short shorts.
    - ii. No gang affiliation on clothes.
    - iii. No drug, alcohol, or sexually graphic designs on clothing or hats.
  - c. Maintain appropriate grooming and dress.
  - d. No food or drink in bedrooms.
  - e. No property damage/vandalism.
  - f. No gum on the unit.
4. No self-harm, whipping, or new tattoos or piercings.
5. No drugs or alcohol, or Tobacco, including cheeking medications or making alcohol.
6. Respect Staff
  - a. Listen to staff requests the first time.
  - b. No horseplay with staff or peers.
  - c. Be mindful of Language.
7. Medication compliance is paramount for successful recovery.

## ADMISSION PROTOCOL

*By this time, clients have already completed their initial assessment with the access department.*

*Next steps include:*

1. Admission counselor will bring upstairs.
2. Nurse will complete a full physical assessment and have client shower and change into scrubs (clients should remove any piercings at this time if not already obtained by Access counselor).
3. Client is then able to meet and program with unit/peers.
4. Client's belongings are inventoried.
5. During gray level (minimum 72 hours), client is on 15-minute checks and expected to program unless nursing excuses due to medical reasoning.
6. Once off gray level, client is given approved items (10 outfits, approved coping skill or personal items, hygiene products). Client will use RJC bedding/sheets.

## UNIT SAFETY MEASURES

**STAFF AWARENESS:** Patients will be monitored on regular checks per policy which at a minimum could be 15 mins, and maximum 1 hour. Activity on unit may be limited for safety reasons based on clinical and medical assessments. Client will be notified of these limitations.

**ROOM SEARCHES:** Regular and random room searches are done at RJC. Room searches can occur without client notice. If contraband is found, client will be notified and given appropriate consequence.

**TRAY CHECKS:** All client trays will be checked following meals. Food intake will be documented for safety by unit specialist(s).

**NO RESTROOM USE ONE HOUR AFTER MEALS:** No clients will use the restroom one hour after mealtimes. If a client enters the bathroom, they must sing or continuously talk to staff during the duration of their time in the restroom. Staff must be present in the hallway if clients are using restroom or supervising that there is not more than one client in the bathroom at a time.

**SELF-HARM MEASURES:** Clients will be assessed for self-harm and suicidal ideation by their primary counselor. Counselor will work with multidisciplinary team to address any symptoms to best assist the client. We ask that clients communicate with staff/provider if they are experiencing any self-harm or suicidal thoughts.

- *If a client presents at moderate or high risk, a risk assessment will be completed every 24 hours to ensure safety ongoing. If high or immediate, program transfer or hospitalization may be considered.*

**HOSPITALIZATION:** If a client is in crisis or a danger to themselves or others and it is clinically determined that they are not safe on the unit. Staff/therapist/coordinator can request an assessment from residential nurse to consider client safety. Parents/contacts will be notified. It is not guaranteed that clients will return to the unit following transfer as safety will be monitored and assessed at the hospital level.

**NO PIERCINGS:** Clients are to remove ALL piercings prior to programming (this should be done during admission). This includes all piercings and time the piercing was obtained does not effect this rule.

**POCKET CHECKS AND TRANSITIONS:** Clients will be expected to do pocket checks at each transitional period. Clients are to be respectful during transitions. Clients are not allowed to speak with clients from other units or cause disruption to other unit's programming.

- Random wand searches can be done at ANY time without notice to clients.

**BODY CHECKS:** If there is suspicion of or evidence of potential safety risks to a client(s), a body check can be performed at any time to ensure safety. Body checks are done by nursing/medical staff and documentation of body check will be entered into client chart.

**CONTRABAND ITEMS:** The following items are not allowed at RJC (some items may be approved by unit coordinator/therapist and placed in your "personals box.")

Compacts with mirrors	Batteries, rocks
Metal nail files, tweezers, nail clippers	Money
Aerosols (deodorant, hair spray, etc.)	Gang or alcohol/drug related materials
Shaving cream/ Nair (can be brought but will be locked up for shaving times).	Inappropriate pictures (all pictures need to be approved by therapist)
iPods, cell phones, or other electronics including chargers of any kind	Limit of 10 outfits
Pins, safety pins, needles, scissors, masks with wires, bobby pins	Video games, CDs, DVDs
Markers, staplers or pens	Journals with wires
Items containing alcohol in the first five ingredients	Other items deemed potentially dangerous or triggering
Food of any kind in rooms	Any hygiene products (should be in personals box) *feminine hygiene excluded.

***Rosecrance Jackson Centers is not responsible for lost, stolen, or destroyed property!***

***Do not bring anything of value into the facility.***

*\*Any high dollar or valuable items will be placed in a locked safe until client discharged from programming.*

*\*Specific shaving and medication expectations to ensure safety listed on pages 15 & 16.*

*\*If a client is in immediate danger, nursing will assess and 911 contacted.*

## OTHER UNIT EXPECTATIONS

**ROOM CHANGES:** Room changes/adjustments can be done at any time per therapist/coordinator discretion.

- Clients are to sleep in their own rooms and beds and their items are to be kept in their room.
- Clients are not to be in any other clients' rooms for any reason.
- Room changes are determined by therapists and coordinator.

**ROOM TIME:** There are designated times on the schedule (depending on the time of year) in which all clients have room time. There are also designated times on the schedule (depending on the time of year) in which higher level peers have additional room time privileges. Cannot be on 15-minute checks. If not a scheduled time, no room time is permitted during the day. Doors to rooms must remain open from wake to lights out.

**UNIT DEEP CLEAN:** Unit spaces and rooms will be deep cleaned once per week. Rooms are to be tidy each day including bed made. New clients will be instructed on what a true deep-clean looks like within the unit by staff or a senior peer. (*Deep clean expectations form on unit*).

**PHONE CALLS:** All clients will get a phone call on Saturday and Sunday to approved contacts (20-minute call on both Saturday and Sunday). Calls earned during the week will be 10 minutes long.

- Mondays & Wednesdays are reserved for female client calls (10 minutes). These have scheduled times that will be communicated with guardians.
- Tuesdays & Thursdays are reserved for male client calls (10 minutes). These have scheduled times that will be communicated with guardians.
- Fridays are reserved for clients who have earned an additional phone call time per their level. (Green = 10 min.; Red = 15 min.; Blue = 20 min.)

*\*During the day, clients are in schooling and groups. To deter distraction and allow for recovery focus on the unit, the phones may temporarily be placed on do not disturb during these times. Clients will not be placed on the phone if they are in groups, programming activities, or school. A message will be provided to the client that a contact has called, and they may choose to call this person back at scheduled phone call times. If an emergency situation, please call the front desk (712-226-1800) or the extension for the child's primary counselor or unit coordinator.*

**DRESS CODE:** Upon admission clients will pick out a maximum of 10 outfits. Clients are to be appropriately groomed including wearing appropriate shoes.

- Clothing restrictions: no crop tops/shirts need to be long enough to cover stomach, no undergarments showing through or around clothing, undergarments must be worn to cover any cleavage, shorts must be minimum of 3" seem or fingertip length with shoulders relaxed, no shorts (no exceptions) on the unit after September, no bathing suits,

no clothing containing gang or drug/alcohol related symbols, no inappropriate wording/language or gestures, no bandanas.

- All clients must wear appropriate clothing to bed; including a top and bottom that meet dress code expectations.
- Clients must change in the bathrooms. NO changing clothing in client rooms.

**GRIEVANCE PROCEDURE:** Any client has the right to request a grievance form if they feel their rights have been violated. The following procedure has been established for filing a grievance:

1. Client requests and fills out grievance form. If no forms are available, a grievance can be written on an 8.5" piece of paper. Grievance needs to be signed and dated.
2. Grievances will be given to the appropriate authority and reviewed.
3. Resolution of the grievance will be discussed with the client verbally or by receiving a grievance resolution form.
4. If the issue continues, the client is to fill out a second grievance form and indicate that the issue was addressed before with a prior grievance.

**FOOD:** NO outside food permitted. NO food in client rooms. Snacks will be provided to clients between mealtimes. If you do not eat your snack at the designated time, it will be placed in your snack bin. To obtain a snack from this bin a staff must approve you having the snack and unlock the snack cabinet. No snacks after 9pm. Staff are NOT allowed to bring food for clients. Parents are NOT allowed to bring any food for clients or unit OR order food to be delivered to the unit. Craving candy is provided on the unit. This includes holidays. If clients are sent food for holidays or birthdays/special events, it will go in their permanent items until discharge.

**BLANKETS/PILLOWS/STUFFED ANIMALS/ETC.:** These items are to always remain in client rooms. No exceptions.

**TRANSPORTATION:** If transportation is needed, all clients and staff must follow the law regarding proper seating, capacity, and restraints. Clients are to be sitting during the duration of the vehicle ride, buckled, and appropriate. - Current approved locations for outings include Bacon Creek, Stone Park, Floyd Monument, Dorothy Pecaut Nature Center, War Eagle Park, & Sertoma Park.

If Client is attending an appointment, parents may be approved to provide transport for said client. *\*No transportation across state lines unless approved by unit coordinator or JCO. JCO must also be notified and communicated with to determine appropriateness of off-campus outings of any kind. This will be done by client's primary counselor.*

**INDIVIDUAL THERAPY SESSIONS:** Each client is required to attend and participate in a minimum of one individual therapy session with their primary therapist (another therapist may be utilized for this session if needed. Client would be informed of this and reasoning for meeting with alternative therapist).



**FAMILY THERAPY SESSIONS:** Each client is required to attend and participate in one family therapy session per week. On occasion clients may have bi-weekly sessions with family. This is decided by family and therapist. Clients are to stay for the duration of the session and contribute to the session.

*\*Clients without family to attend sessions will participate in JCO/DHS weekly or bi-weekly visits/sessions.*

*\*Family therapy sessions can be conducted without clients present.*

**COURT HEARINGS/INVOLVEMENT:** Clients who are court ordered or have necessary involvement with the legal system are required to attend court hearings as scheduled and keep open communication with their DHS/JCO/attorney.

*\* Court reports will be submitted by primary therapist as needed for clients who are court ordered to treatment.*

*\*Family meetings including JCO will be conducted at minimum every 30-days (unless behavioral concerns require more frequent meetings). These will be arranged by primary counselor.*

**STAFF DESK/AREA:** Clients are not to be at or around the staff desk unless actively speaking with staff and approved. Client documents are located at this desk. Clients are never allowed behind the staff desk for any reason. Clients must stop at 'carpet line' on unit to inquire about needing something from a staff member. \*Clients are never allowed ON the staff desk.

**CONFIDENTIALITY:** All clients shall have respect toward other client(s) (past and present) in regard to confidentiality. Clients will not share personal information about others. With that being said, we cannot guarantee that clients will keep personal information to themselves and suggest client's keep this in mind when sharing information. RJC is not responsible for information shared between clients.

**COMMUNITY AREA/GROUP AREA:** The unit is split into two sections (group side and community side). All groups are to be conducted on the group side of the community. If clients are not in group, they are to be located on the community side and will receive a refusal for said group.

**5-10 MINUTE BREAKS:** RJC recognizes that taking a break or giving yourself space is, at times, beneficial. Clients are allowed to take 5-10 minutes if needed due to increased emotional state; however, clients should speak with staff if they need to take this time to get this approved, should process following or during this time, and should return to programming after the allotted 5-10-minute break.

**LAUNDRY EXPECTATIONS:** There is a separate girls and boys hygiene area on the unit that includes a sink, washer, dryer, and mirror (bathrooms in this area as well). Clients will do their own laundry while at RJC. They will not mix their laundry with others and will be courteous of others regarding switching and removing laundry when needed. Lint collector needs cleaned after each cycle.

**BATHROOM EXPECTATIONS:** During school hours, clients must sign out to use the restroom and get permission from school staff. On the unit, one individual is allowed in the bathroom at a time (this may depend on shower use; speak with staff if this occurs).

### **SCHOOL EXPECTATIONS AND ATTENDANCE**

All clients will attend school. Hours per day vary depending on time of year or academic breaks. Clients will be educated on classroom rules and expectations and required to follow these. Clients will respect education staff as well as fellow classmates. Clients will follow recreational activity expectations, dress code, computer policies and library policies. As part of treatment/programming, clients will attend all school days. If a client refuses to comply with going to the classroom, a staffing will be done to discuss potential discharge. Clients are to return library books prior to discharge or a letter for payment of this item will be sent to the family.



## **SCHEDULED TREATMENT GROUPS**

There are a minimum of 5 groups per day. Clients are expected to attend all groups unless otherwise excused by nursing, provider, or therapist. If clients are not attending groups, a homework assignment will be given going over all group content for clients to “catch up” on missed information. Client will need to complete assignment or they will not be eligible for group attendance punch card incentive or weekly incentive. All groups start and end at scheduled times.

**The following groups are facilitated within the adolescent substance abuse programming:**

1. **Morning/meditation group:** Clients provide a check-in feeling, complete a daily journal, read ‘Morning Light’ and relate, and develop a daily goal specific to their journal.
2. **Community Group:** Clients express current feelings, hold themselves and others accountable appropriately, rate the group, obtain staff announcements, list one positive about themselves and one about the group.
3. **Group therapy:** Facilitated by therapist daily. Check-in feeling verbalized, reading from “Just For Today” and relate, DBT incorporation, group activity designed by therapist, processing, check-out feeling provided.
4. **Recovery Group:** This time is utilized to educate clients about relapse prevention, gaining insight into their addictive thinking and behaviors, learning about healthy supports, NA/AA format, obtaining sobriety chips/tags, and opening up about personal struggles within their addiction.
5. **H&I:** Hospitals and Institutes is a group of outside speakers who volunteer their time to share their personal stories of recovery and provide hope and healing to the clients.
6. **Her Health:** Local organization facilitates group with outside speakers to educate clients on healthy relationships.
7. **Closing/Reflections Group:** Clients provide current feeling, announce if they completed their daily recovery goal, discuss what they learned throughout the day, their daily wins, etc.
8. **Lecture:** Professionals from across RJC present educational information to the clients in a formal setting.
9. **Study group/calm period:** Clients utilize this time to complete treatment work, read, do a quiet coping skill, etc. to relax and decompress from the day’s events.
10. **Activities Group:** Clients utilize this time to do an activity with peers (wii, puzzles, board games, etc.) to learn about fun in recovery and build cohesion in the group.
11. **Education Group:** This group is done to educate clients on various things about substance abuse and mental health.
12. **Team Building:** An activity is done to promote teamwork and build unit cohesion.
13. **Life Skills Group:** Lessons done to build/obtain a life skill (topics vary).
14. **Therapeutic Recreation:** Creative or physical activity done with purpose. Processing about purpose done following activity.
15. **Yoga:** Done once per week to help clients learn an additional coping skill, be active, and feel relaxed.
16. **Sexual Education/Sex Ed.:** Once per week.
17. *There are additional groups depending on the time of year including character building, art groups, music groups, etc.*

## LEVEL AND POINT SYSTEM

Upon arrival, you will be assisted in understanding the expectations and structure of our program. There are 6 levels in our program (gray, white, orange, green, red, and blue).

Level determination takes into consideration your behavioral, emotional, and physical status.

There are **three main assessment areas** which are as follows:

(1) Unit Behavior	40%
(2) Therapy/Treatment Plan Participation	40%
(3) School Participation	20%
	100%

### Gray Level/White Level (week 1)

**Treatment assignments:** complete initial assessments including biopsychosocial and treatment plan goals with counselor, complete a chain analysis regarding event(s) that brought you to treatment, “Do I Have a Problem?” “What Got Me Here?” complete a Stanley Brown Safety Plan with counselor and obtain information on the basics of DBT and the 12-steps.

**Incentives on this level:** person clothing given back after minimum of two days depending on behaviors, safety, and completion of programming expectations.

### Orange Level (week 2)

**Treatment assignments:** step 1 packet, life story written/verbalized and processed with counselor, “Interferences” worksheet, “Insanities” worksheet, and education on mindfulness DBT skills (“How” and “What” skills and wise mind).

**Incentives on this level:** on-campus visitations with family, weekly incentive (depending on behavior), and 20 recovery bucks.

### Green Level (week 3)

**Treatment assignments:** step 2 packet including finding your higher power worksheet completed and presented to peers, care project including activities worksheet completed and group facilitated with peers and education on distress tolerance DBT skills (distract with ACCEPTS, self-sooth with the five senses, IMPROVE the moment, radical acceptance, turning the mind, and pros and cons).

**Incentives on this level:** attend NA off-campus meetings, access to recovery buck vending machine, friends may be added to call list if approved by primary counselor and guardian(s) and 40 recovery bucks.

### Red Level (week 4)

**Treatment assignments:** step 3 packet, start step 4 packet, values group worksheet completed and presented to group, and education on emotional regulation DBT skills (identify and observe

emotions, every emotion has a function, ABC PLEASE, ride the wave, opposite action, and love your emotions).

**Incentives on this level:** 3-hour off-campus visitation with family, additional room time or off unit time (per scheduling and when staffing allows), wii during activity group times, potential recovery buddy status, and 60 recovery bucks.

### **Blue Level (week 5)**

**Treatment assignments:** step 4 packet completed, relapse prevention plan finalized, home living contract finalized, and education on interpersonal effectiveness DBT skills (DEARMAN, GIVE, FAST).

**Incentives on this level:** outside meal and 80 recovery bucks.

### **Week 6**

\*This will be the final week for some clients and should be spent wrapping up treatment goals and finalizing any discharge plans.

\*Some clients will continue treatment past this week and will be eligible for additional incentives including home passes (if insurance allows). These clients will also be adding additional treatment goals related to individual work-ons needed to be successful following discharge.

### **BRIDGINGS – SUCCESSFUL DISHARGE**

If a client successfully discharges from the program, they will receive a bridging. Guardians, referrals, peers, staff, and other supports will be invited to this ceremony. Each person present will give a hope, wish and prayer to the client. Client will than give their “words of wisdom” and hand out bridging coins to individuals who have helped them through their recovery. Client will be given three bridging coins (one to keep and two to hand out). Client will discharge immediately or soon after bridging ceremony (these ceremonies can be done the day prior to discharge if needed).

### **OTHER UNIT INCENTIVES**

**Group Facilitation:** Clients can assist with facilitating group and completing readings/tasks during group per their level. This goes by seniority. Client with the highest level gets to choose if they would like to assist with this or offer it to the person with next lowest seniority.

### **Recovery Buck Vending Machine**

- Clients can receive recovery bucks per level, “recovery buddy” status, or going above and beyond on the unit.
- These recovery bucks can be used to purchase various items from the recovery buck vending machine. Clients will be able to go to the vending machine on Wednesday nights following dinner.

- Clients can attend the recovery buck vending machine if they are on green level or above and have been displaying good behavior (no chain analysis or behaviors resulting in major consequence).

**Punch cards:** Clients will get a punch for each day that they attend ALL groups that day. Clients that get all 10 punches will get a soda and a small bag of chips.

**Off-campus outings:** (these will be done per level incentive and behavior) All clients leaving campus will be monitored with a staff member present (ratio 1 staff: 8 clients). Clients will be respectful to items, transportation, staff, other clients, civilians, and will act in a mature manner. Outings can be taken away at any time if expectations are not followed or if outing is not earned per behavior.

**NA meetings in community:** Clients on green level (unless otherwise approved for specific situation) can participate in off-campus NA meetings.

### **Peer and Student of the week**

- During the unit's weekly adolescent meeting with staff, peer(s) of the week and student(s) of the week are selected. These titles indicate that the client(s) chosen, have gone above and beyond regarding unit expectations or school expectations as observed by staff. These clients are given 50 recovery bucks for this achievement.

**Weekly Incentive:** Clients on orange level or above can earn a weekly incentive (chosen by staff) if good behavior is demonstrated. Clients cannot miss more than one group during the week in order to be eligible for weekly incentive.

## **FAMILY EDUCATION SESSIONS**

*\*\ ALL CLIENTS AND THEIR FAMILIES SHOULD BE WORKING ON FAMILY EDUCATION THROUGHOUT THEIR TREATMENT IN FAMILY THERAPY SESSIONS. FAMILY EDUCATION WILL ALSO BEGIN ON FEBRUARY 2, 2023, ON SUNDAYS. Time TBD.*

## **FAMILY ON-CAMPUS VISITATION**

\*Clients on orange level or above can earn family visitation time on Sundays. Time TBD.

\*All visitors must be approved and have a valid release. Upon arrival, visitors will show ID, sign a confidentiality agreement and be notified of expectations of visits.

\*Visitors should not attend if they are feeling unwell or have any COVID related symptoms or have been exposed to COVID recently.

\*Limited to two adult visitors unless otherwise approved. Friends and Boyfriends/girlfriends cannot attend these visits. Children under 18 can attend with the two approved adults.

\*No food of any kind allowed in the visits or given to clients. Visitors can have a clear bottle of water. No other drinks/liquids. Clients are not to drink out of family's water bottles.

\*No unnecessary items are to be brought in for clients. Necessary items like clothing needed or hygiene are exceptions and should be handed directly to a staff member as they will need searched, approved, and inventoried.

\*Phones/purses/personal items should be left in vehicle and not brought into session. If items need to be brought in, they are to be given to staff to be locked up during the visit.

### **HOME PASSES PER LEVEL SYSTEM**

*(Will be discontinued if COVID level in county is moderate or above)*

Home passes are earned via client's current level. If a client's level is "frozen" they do not earn a visit. Clients can only leave the building with approved parties with a valid release and emergency contact permission. Said person(s) will need to provide proof of ID. Approved party is responsible for client during the time of outing/home pass.

Emergency contact and responsible parties will be notified that client has earned a home pass on Tuesdays. Clients must arrive back to the building ON TIME. If you are running late, contact to the unit must be made. Not arriving back to the facility from a home pass will result in unsuccessful discharge from the program.

\*24-hour home pass if in treatment more than 6 weeks and on red level (insurance has to approve).

\*48-hour home pass if in treatment more than 8 weeks and on blue level (insurance has to approve).

*\*If you are struggling financially to participate in family visitations or home passes, please notify therapist and/or coordinator.*

### **UNIT CONSEQUENCES/LEARNING TOOLS**

**CBI (community-based intervention):** CBI is implemented for the entire unit. Clients lose all privileges earned during this time (including level incentives) unless otherwise told by coordinator/approved staff. CBI is put in place when the majority of the community is not recovery focused and/or not following unit expectations. CBI can be placed on the unit immediately without notice and is typically reviewed every 24 hours.

- Assigned seats will be given, clients are to raise their hand for a staff member to approve for them to leave their seats (this includes using the restroom), all meals will be eaten on the unit, no outings, no shaving privileges, no tv. (Additional rules can be implemented at any time during CBI).

**Behavior logs:** Each client will have an ongoing behavior log. Staff will document behavioral concerns and therapist/coordinator will be responsible for processing behaviors and giving learning assignments or tasks. Behavior logs will be submitted to parents monthly (or more if needed) and JCO if necessary. Will be uploaded to client chart following discharge.

**Chain analysis:** (DBT tool; written assignment) given for major behaviors. Due within three days of behavior including presented to peers in group therapy (unless otherwise informed). Given by counselor/therapist or coordinator. These can affect level status and have to be completed in order to advance in the levels.

**Loss of incentives:** Regardless of level.

**Level Freezes/Thaw:** If your level is “frozen,” you will need to request a level thaw form. If level is frozen, client loses all privileges earned while on said level. Complete and present to staff in team meeting on Tuesdays and staff will determine if client’s level should be thawed.

**Level Drop:** Client’s levels can be dropped at any time due to behavioral concerns, not following unit expectations, etc. Clients will need to follow testing expectations in order to regain level(s). Additional treatment work will be given for each level prior to testing. Level severity will be determined by severity of behavioral concern.

**No Contact Contract:** This is a signed agreement due to poor boundaries exhibited by client. This is developed by the counselor. Counselor can choose to implement this contract at any time if needed and adjust the contract if needed. Contracts are individualized based on client behavior/actions.

**Action Plan for Success:** If it appears a client is struggling with aspects of programming or exhibiting negative/unwanted behaviors, they will be given an action plan for success developed by counselor. This will include the behaviors being shown, ways to prevent ongoing behavioral concerns, and what can occur if behaviors continue. This is not a disciplinary action.

**Staffing:** This is a formal meeting conducted with all necessary parties (client, referral, counselor, guardian(s), JCO, DHS, etc) to discuss forward planning for a client if behaviors are continuing on the unit.

**Behavioral Contract:** This is a disciplinary action/contract enacted due to ongoing unwanted behaviors after several attempts to address. Contract lists behaviors and client signs with the understanding that their behavior could lead to discharge if not corrected. Clients could still be discharged following signature of behavior contract if behavior is severe and provides a safety risk for client(s)/staff.

**Discharge from the program:** A client may be asked to discharge from the program if they are demonstrating ongoing unwanted behaviors, severe behaviors (sexual activity of any kind, physical violence, bullying, elopement from treatment, etc.), or if leadership feels the client cannot remain safe in the program or requires more mental health need than the program can provide.

*\*Clients exhibiting major behavior(s) can be discharged immediately at staff request (including clients with a substance abuse court order). Guardians would be notified and expected to pick up their child as soon as possible to ensure safety on the unit. If a client is court ordered, a court report with discharge updated information will be sent. Primary counselor will assist the family with aftercare referrals and scheduling.*

## MEDICATION PASS EXPECTATIONS

This system has been developed to help assure safety in medication passing and because part of your recovery and achieving health is developing responsible habits to take your medications.

Please demonstrate respect for the process and the medication passer. We appreciate the teamwork in your recovery community.

1. Be seated in designated area by start of med pass time.
2. Bring a book or something to work on. This will be quiet time. (this may also be during groups).
3. Nurses will only be passing meds during this time -not addressing health concerns. Any health concerns or questions need submitted on a health concern form and placed in box. Nurses will pick this up and address at least twice daily. Do not place any emergency medical concerns in box-talk to unit staff immediately.
4. If you are not present at med pass time, you will not receive your medication scheduled for that time. It will be marked as a refusal. Only exception is if ill and cleared to remain in room or if on detox care. Nursing will come to room to pass those meds.
5. Nursing will call you up to med cart area one at a time. You will be administered meds in private location. After receiving medications, you will take a seat back in designated area. Please keep hands away from mouth after receiving meds.
6. Unit staff will check your mouth for potential med cheeking.
7. Everyone will be dismissed to leave area at same time once nursing has passed all medications to keep environment safe for everyone's med pass. (or when group is completed).
8. Reminder to please not discuss your medications with your peers. Everyone has an individualized treatment plan with medical services.

## SHAVING EXPECTATIONS

Girls shaving is held on Saturdays.

Clients are to wear shorts (a pair will be kept in the shaving bin) and a tank top (if you do not have one, one will be provided to you). Each client will be given one towel, two washcloths, a razor, shaving cream, and a bucket for water. If a client has brought their own shaving items to treatment, they can use their own personal items. Girl's shaving will be done in a designated area away from other clients and staff.

Area's clients are allowed to shave include legs, arms, feet/toes and armpits. Clients cannot shave other body areas including private areas or panty lines. Facial razors and/or tweezers may only be used during this time with staff monitoring. Clients must be facing staff at all times and may not cover their body with additional cloths/towels.

Following shaving completion: Clients must bring their razor directly to staff. Client must remain by staff until staff approves razor has not been tampered with. Staff will then approve the client(s) to clean the rest of their area.

Things that cause a client to be ineligible to shave:

1. Any clients on 15-minute checks.
2. Clients experiencing any suicidal or self-harm ideation or actions.



3. Clients demonstrating any intimidating or threatening behaviors.
4. If any shaving items are found in client(s) room, shaving privileges will be taken away for the remainder of their treatment duration.
5. If a razor is missing person(s) involved or entire group can lose shaving privileges for the remainder of their treatment duration.
6. If client intentionally does not follow the expectations listed above for shaving, their privileges will be taken away permanently.

### Boys shaving is held on Saturdays.

Each client will be given one towel during this shaving time. Clients can use their own shaving razors and shaving creams. Electric razors can be used. Shaving is done on the unit in front of the hygiene mirror with staff monitoring. Shaving may also be done in the bathroom near the sinks/mirrors if even staff are present to ensure safety. (If shaving is done in the restroom, no one may utilize the restroom for any other reason unless staff and all other clients have exited the restroom).

Male clients are able to shave facial hair. Male clients may also shave their legs, arms, armpits if they choose. They will need to request this from staff so additional arrangements can be made.

Following shaving, clients must give their razor directly to the staff member and cannot leave that area until the razor has been checked and approved (meaning not tampered with). Clients will then be responsible for cleaning their area. If needed.

*\*Shaving supplies will be kept downstairs in the permeants room for safety reasons. Tank tops, shorts, etc. will also be in permeants. (Girls and Boys supplies).*

*\*Clients are not to shave outside of shaving times for any reason. If you missed shaving time, you will have to wait until the following Saturday during shaving time.*

*\*Clients must notify staff if any injuries/nicks/etc. occur in result of shaving. These areas will be assessed by nursing and treated accordingly.*

## **Recovery Buddy Expectations**

**Patients demonstrate the following actions which indicate they are ready to be a recovery buddy:**

- Role-model RCC thinking & behaviors for others.
- Take responsibility for own actions.
- Hold peers accountable.
- Encourage others to follow RCC expectations and work on their own program of recovery.
- Actively works on treatment goals.
- Completes assignments and is an active participant in group activities.
- Use healthy coping skills.
- Must be on red or blue level (level cannot currently be frozen).

**Recovery buddy Expectations:**

- Role models RCC and recovery behaviors.
- Assists and motivates fellow peers to attend and participate in groups.
- Leads community group, morning group, and closing group.
- Reads prayers and passages during groups.
- Line leader and closer.
- Help new clients to learn the rules and expectations of the unit/program.
- Continuously follow the rules and expectations of the unit/program.
- Hold other accountable.
- Community issues may be brought to them outside of the Community group.

**Mentor responsibilities:**

- Be assigned new peers.
- Read through and help explain the rules and expectations of the program as written in the handbook to new peers.
- Assist new peers in being timely and getting to groups (following the schedule).
- Assist with treatment assignments and identifying coping skills that work including initial chain analysis assignment.
- Assist with redirecting community and assisting with creation of positive unit culture.

*\*Recovery buddies will be given 30 recovery bucks per week if they are following expectations of their role.*

*\*Once a client is on red level, staff will decipher if they are ready for recovery buddy status/expectations.*

## Individualized Group Expectations

### STRUCTURED JOURNALING

- Be on time and prepared.
- Complete the entire morning journal section.
- Be respectful of peers by working quietly and not being disruptive.
- Follow all unit rules and expectations.

### MORNING/MEDITATION GROUP

- Be on time and prepared.
- Recite the prayer to begin and end group.
- Provide a check-in.
- Introduce yourself and greet and thank your peers.
- Listen attentively to the meditation reading.
- Relate to the reading.
- Follow all unit rules and expectations.
- Help to provide a supportive and non-judgmental environment.
- Communicate with staff if you NEED to leave.
- Leaving without communication, if not allowed or being asked to leave will result in a refusal.

### COMMUNITY GROUP

- Be on time and prepared.
- Sit appropriately in a circle.
- Recite the prayer to begin and end group.
- Follow all unit rules and expectations.
- Be respectful of peers be listening attentively and providing support.
- Introduce yourself and greet and thank your peers.
- Take accountability for any actions if needed.
- Provide a group rate and explain why if the rating is a 6 or below.
- Name on positive thing about yourself and one positive thing about the group.
- Listen attentively during staff announcements.
- Process any values checks if needed.
- Communicate with staff if you NEED to leave.
- Leaving without communication, if not allowed or being asked to leave will result in a refusal.

### GROUP THERAPY/DBT GROUP

- Be on time and prepared.
- Sit appropriately in a circle.
- Recite the prayer to begin and end group.
- Participate in the check-in following required format.
  - o Name
  - o Alcoholic/Addict
  - o Sponsor/No sponsor
  - o Sober Days
  - o Feeling
- Introduce yourself and greet and thank your peers.
- Listen attentively during the "Just For Today" reading.
- Relate to the reading.
- Participate in any group discussions and activities.
- Respect any materials used during activity including cleaning up.

- Communicate with staff if you NEED to leave.
- Leaving without communication, if not allowed or being asked to leave will result in a refusal.
- Provide a check-out feeling.

### RECOVERY GROUP

- Be on time and prepared.
- Sit appropriately in a circle.
- Recite the prayer to begin and end group.
- Follow all unit rules and expectations.
- Introduce yourself and greet and thank your peers.
- Participate in any group discussions and activities.
- Communicate with staff if you NEED to leave.
- Leaving without communication, if not allowed or being asked to leave will result in a refusal.

### CLOSING GROUP / STUDY GROUP

- Be on time and prepared.
- Sit appropriately in a circle.
- Recite the prayer to begin and end group.
- Follow all unit rules and expectations.
- Complete closing group form.
- Respect peers during study group by working quietly.
- Communicate with staff if you NEED to leave.
- Leaving without communication, if not allowed or being asked to leave will result in a refusal.

### THERAPEUTIC RECREATION

- Be on time and prepared.
- Follow all unit rules and expectations.
- Introduce yourself and greet and thank your peers.
- Participate fully in all group activities and discussions.
- Communicate with staff if you NEED to leave.
- Leaving without communication, if not allowed or being asked to leave will result in a refusal.
- Respect all group materials/items.
- Clean up following group activities.
- Follow staff directives and structure.

## DBT-A Cheat Sheet:

### Mindfulness

The WHAT skills:

- **Observe:** Just notice what's going on around you
- **Describe:** Put words/labels on what you are observing
- **Participate:** Completely throw yourself into doing ONE thing

The HOW skills:

- **Don't Judge:** Notice but don't make judgments
- **Stay Focused:** Do one thing at a time
- **Do What Works:** Do what you need to do in order to meet your goal

### Distress Tolerance

Distract with ACCEPTS:

- **A**ctivities: Call a friend, journal, play sports
- **C**ontributing: Do something nice for someone else
- **C**omparisons: Compare yourself to someone less fortunate than you
- **E**motions: Do something that will create a positive emotion: watch a funny movie, read comics, listen to music
- **P**ushing Away: Push the painful memory out of your mind *temporarily*, build an imaginary wall between you and the negative thought
- **T**houghts: Read, do word puzzles, count things
- **S**ensations: Braid your hair, pet your dog or cat, touch soft fabric

### Pros & Cons:

Come up with the pros and cons of doing the (unskillful) typical behavior you are used to doing and the pros and cons of doing the (skillful) more healthy behavior that will keep you out of trouble and doing what works

### Self-Soothe with the 5 senses:

- **Vision:** watch a sunset, make a space in your room look pretty, look at nature
- **Hearing:** listen to soothing music, sing your favorite song, pay attention to nature sounds
- **Smell:** Put on your favorite lotion, bake cookies
- **Taste:** have a good meal, drink cocoa or tea, have your favorite ice cream
- **Touch:** have a massage, take a bath, brush or braid your hair, hug someone

### Radical Acceptance:

I can't change this particular issue right this minute so I will just set it aside until I can deal with it. I don't like it, but it is the way it is for now.

### Emotion Regulation

Observing & Describing Emotions:

An emotion happens in this order: An event, your thoughts and assumptions, senses in your body, your body language, your actions, the aftereffects / consequences.

### PLEASE MASTER:

- **Treat P**hysical illness: Take care of your body, take meds as prescribed
- **B**alance **E**ating: Don't eat too much or too little
- **A**void mood-altering drugs: Stay away from non-prescribed drugs
- **B**alance **S**leep: Don't sleep too much or too little
- **G**et **E**xercise: Do some sort of exercise every day – aim for 20 minutes
- **B**uild **M**ASTERy: Do one thing every day that makes you feel proud, effective, and in control

### Build Positive Experiences:

Do things that make you feel good and happy. Do positive things.

### Opposite to Emotion Action:

- **Fear:** Do what you are afraid of doing
- **Guilt:** Repair the mistake
- **Sadness:** Get active and do things that make you feel self-confident
- **Anger:** Avoid the person you are angry with, do something nice for them, empathize

### **Interpersonal Effectiveness**

Cheerleading statements: give yourself a boost with little “I think I can” statements.  
Examples: I have a choice; I can stand it if I don't get what I want; I am an important person in this world; I can say no and people will still like me.

**DEAR MAN:** To be used when asking to get something you want

- **Describe:** Describe the situation while sticking to the facts
- **Express:** Use “I feel...” statements
- **Assert:** Ask for what you want clearly
- **Reward:** Tell the person the positive effects of giving you what you want
- **(Be) Mindful:** Don't get distracted
- **Appear confident:** Use a confident tone of voice and make good eye contact
- **Negotiate:** Be willing to give in order to get

**DEAR MAN GIVE:** To be used when asking for something when it's important to keep a good relationship. Say a DEAR MAN while acting GIVE:

- **(be) Gentle:** Be nice & respectful
- **(act) Interested:** Listen to the other person
- **Validate:** Show the other person you understand their feelings
- **(use an) Easy Manner:** Use a little humor and smile

**DEAR MAN FAST:** To be used when asking for something when it's important to keep your self-respect. Say a DEAR MAN while acting FAST:

- **(be) Fair:** Be fair to yourself and the other person
- **(no) Apologies:** Don't OVER apologize
- **Stick to values:** Stick to your beliefs
- **(be) Truthful:** Don't lie

## **THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS**

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs

## **THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS**

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.



