

# Uintah Student and Parent PHP Day Treatment Handbook



# Day Treatment Handbook

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# *You are part of a community of safety, respect and responsibility*

## WELCOME TO DAY TREATMENT

### Youth Care Phone Numbers

Day Treatment Room Number	(801) 872-9497 Ext. 144352
Main Number	(801) 572-6989
Day Tx Program Coordinator – Morgan Wyatt	(385)465-5677 (call or text) Morgan.Wyatt@youthcare.com

**\*Please contact the Main number or Morgan if your student will be absent or late.**

### **Be Punctual:**

**Arrival Time:** 8:15am to 8:30am

**Departure Time:** 5:00pm

Be advised that if your student is picked up after 5:00pm, they will have to wait outside the day treatment building and will not be supervised by staff.

- Please do not arrive or depart early or late without prior arrangement. Treatment works best when attendance is consistent.

### **Dress Code and Personal Hygiene:**

Students are expected to take showers during the week. Students should dress in such a manner that it will not draw undue attention while at Youth Care or on activities. In addition, students should not dress in a way that would be considered detrimental to a therapeutic environment (i.e., gang attire, excessive makeup, glorifying substance use, immodestly dressed, etc.).

### **What to Bring for the Day:**

Students may bring a journal and reading book for school. Students are encouraged to bring a water bottle for the day, which will need to be empty prior to entering the building or have an unbroken seal. Cell phones, smart watches, keys, wallets, and medication will be collected during check in and will be handed back to students at the end of the day. Please be mindful of bringing items that could be unsafe in a treatment center, i.e. sharp items. Students may **not** bring a backpack/bag. **No gum or caffeinated drinks allowed.**

### **Week one Creating a Home Contract:**

Parents, students, and therapists will have the opportunity to create a home contract with specific target behaviors they can work on and have structure at home. The do's and don'ts of what the parents and students want for their home life.

### **Parent Expectations:**

Parents will be asked to: Participate in Multi-Family Group Therapy; held every Tuesday from 3:30pm to 5:00pm in the day treatment building, and family therapy sessions while their student is here.

- Complete homework assignments per the program.
- Picking up and drop off students at the program.
- Communicate to the program when students will not be in attendance for the day. Please call Main Line: (801) 572-6989 or text or call Morgan: (385)465-5677.
- Review their student's academics on a weekly report.

### **School and Therapy Preparedness:**

Students are expected to come prepared each day for therapy and school needs. Students should bring:

- Reading Book
- Personal Journal
- Therapy Binder

### **What Not to bring:**

- Backpack/bag of any kind
- Smart watch
- Aerosol sprays
- Sharp items
- Aluminum cans
- Caffeine (i.e. energy drinks, tea, coffee)
- Opened beverages (must be an empty water bottle, or the seal on the bottle must be unbroken)
- Glass bottles
- Illegal substances
- Gum
- Permanent markers/Sharpies
- Scissors
- Make-up
- Perfume/Cologne
- Pencil/Eyeline sharpener
- Hand held computer games
- Personal laptops
- Electronic nicotine or vape pens

### **Random Drug Testing:**

Day treatment students may be subjected to random drug testing.

*\*The State Office of Licensing mandates Youth Care report any illegal substances that are brought onto campus. (Including Nicotine products)*

### **Policy for Substance Use in Day Treatment**

- \* Upon admission to the program, **all** students will submit to drug testing.
- \* No backpacks are allowed, and searches will be conducted on all students coming in for day treatment.
- \* Students with a substance abuse history will submit to drug testing twice a week (Monday and Thursday or Friday). If a student tampers with the drug test, the student will be asked to leave the program, and a referral will be made to residential treatment.
- \* Students who present to day treatment under the influence of substances, including over-the-counter medications, will need to be picked up by parents immediately.
- \* Students who bring illegal substances and/or drug paraphernalia on campus will be referred to law enforcement. If a student continues to bring in illegal substances, the student will be asked to leave the program.
- \* If a student tests positive on two separate occasions within a thirty-day period, the student will be asked to leave the program. The student's therapist will make a referral to a substance abuse program (RTC/PHP) or residential treatment at Youth Care. After the first positive test, student and parent(s) will be asked to sign a contract stating they are aware of the consequences of a second positive drug test within thirty days.

## Confidentiality

It is the intent of our organization to maintain the strictest possible confidentiality concerning our students in compliance with Code Section 42 of the Federal Regulations. Under this Code Section, failure to maintain confidentiality of student information such as disclosure of student's identity, physical whereabouts, or student's status is prohibited and unlawful, and may be punishable by fine or other court action. In other words, you are not to discuss other students or their issues with anyone outside of a staff at Youth Care or Pine Ridge Academy.

By law, there are certain incidences where confidentiality will be overridden in order to report to proper authorities:

1. If a student reports abuse, we, by law, must call Child Protective Services within 24 hours of the report. It is not the responsibility or right of Youth Care to investigate or to determine guilt or innocence. It is only our responsibility to report the alleged abuse.
2. If a student discloses plans to hurt, kill, or abuse someone or themselves, we have the "Duty to Warn" the targeted victim. This may be done through a phone call, email, or letter.

## Student Rights

- You have the right to appropriate care regardless of your race, religion, sex, age, handicap, sexual preference or financial status.
- You have the right to participate in the development of your treatment plan, to give input on goals and objectives of treatment, and to review the treatment plan with the therapist.
- You have the right to receive the handbook with rules and policies of the program.
- You have the right to be treated with dignity and respect.
- You have the right to have family and friends visit according to the rules of the center.
- You have the right to talk privately on the phone with family and friends according to the rules of the center.
- You have the right to have your pain managed according to standard practices of care.
- You have the right to be served in the least restrictive setting.
- You have the right to have visits from your clergy or your lawyer at any reasonable time.
- If you lose privileges, they will be reviewed at least weekly.
- You are free to send and receive mail according to the rules of the center.
- You have the right to sufficient food, shelter, clothing, school, activities, and right to freedom of religion.
- You are entitled to a qualified therapist, social worker, certified teacher, psychiatrist, nurse and recreational therapist as part of the multidisciplinary team.
- You have the right to go outside according to the rules of the center.
- You have the right to have all information concerning your treatment be kept confidential according to State and Federal guidelines.
- You have the right to not be required to participate in work projects; however, you will be responsible for the upkeep and cleanliness of the building.
- You have the right to be referred to by your preferred name and pronouns.

## Student Advocate

There are times that you may feel that you need the help of a student advocate. The purpose of the student advocate is to help ensure your student rights are being met. The following protocol should be used when accessing your student advocate:

***Step 1– Fill out the “Request for Student Advocate” form.***

***Step 2- Discuss the issue with your primary therapist. If your concern involves your therapist and you are uncomfortable talking to him/her, you may proceed to step 3.***

***Step 3 – If not resolved, discuss the issue with the Clinical Director***

**Step 4 – If not resolved, discuss the issue with the Student Advocate**

After reviewing your form, if the advocate has determined that your rights have been compromised, he/she will call you on the phone or come and visit with you within 72 hours. Your student advocate should be contacted to help you in the following incidences:

1. You feel your student rights are being violated and you need help writing or do not know how to write a letter to the Program Coordinator to ask for a review of those rights.
2. The Ethics Committee is meeting to evaluate your written concern and you would like someone to represent you or go with you to that Ethics Committee Meeting.
3. You don't feel comfortable going to the Program Coordinator concerning a student rights violation.
4. You feel that the Program Coordinator is not acting on a written notification of rights violation.

The student advocate privilege is not to be used for day-to-day questions or complaints that would normally be addressed by the residential staff, primary therapist, or the Executive Director. It is only to be used in the case of rights violations.

If your Student Advocate feels your rights were not violated or that you have used the Student Advocate procedure inappropriately, the Student Advocate can return the letter to you via your primary therapist, a residential staff representative, or personally to you indicating that no rights have been violated. You can appeal to the Executive Director in writing if you so choose.

## Youth Care Sexual Harassment Policy

Youth Care is committed to ensuring a learning environment which is free of sexual and other forms of harassment for all students. This harassment could take many forms: student-student, staff-student, and student-staff. The program recognizes that such harassment can cause students to experience embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The program will not tolerate any type of illegal harassment of its students.

Students should immediately report any incidents of harassment to the advocate or to a staff member. These may include, but are not limited to:

- Unwelcome leering, flirtations, or propositions
- Unwelcome words or actions of a sexual nature
- Inappropriate touching
- Displaying sexually suggestive objects
- Sexual jokes, stories, drawings, pictures, or gestures
- Use of racial or other slurs or offensive statements
- Mocking, ridiculing, or mimicking another's culture, accent, appearance, or customs
- Threatening, intimidating, or engaging in hostile or offensive acts that focus on an individual's race, color, gender, age, religion, national origin, disability, or any other characteristic protected by law
- Offensive jokes or pranks
- Posting offensive material
- Circulating offensive material to others

The student may report an incident to their advocate or to a staff with whom they are comfortable. The student will be assured that all reports:

- Will be kept confidential
- Shall not require the student to resolve the concern directly with the offending person if they do not wish to do so
- Shall be dealt with promptly
- Shall cause discipline to occur as appropriate with the offender
- Shall keep the student making the complaint safe, secure and protected from any negative effects.

# Rules and Expectations

## 1. Be Safe

- Daily pocket checks and contraband searches will be conducted.
- Students will not bring contraband into the program. This includes gum, fingernail polish, aluminum cans, polish remover, permanent markers, glass containers, perfume or cologne, drugs, alcohol, tobacco, vape pens, unauthorized medication, coffee, tea, or other caffeinated beverages, opened drinks, weapons, and self-harm items.
- Students will stay within the day treatment assigned areas. They will ask permission before entering the breakroom and/or bathroom.
- Students will not leave Youth Care property without staff present during day treatment hours, unless communicated by parents to staff.
- All medications, including vitamins, are to be locked up upon arrival.
- Students may not have any money at the program. Student wallets/ID will be locked up upon arrival.
- Students will not have cell phones or smart watches during day treatment hours; phones will be locked up upon arrival.
- **In order to exchange personal information, you must get therapist and parent approval from both parties.**

## 2. Be Responsible

- Be punctual.
  - Be on time; check in by 8:30 am.
  - Be **prepared** for all meetings, activities, school, etc.
- Remind and educate others (staff and parents) if you are given privileges that you have not earned.
- Students will attend school and participate in the program on a regular basis.
- Students will thoroughly complete daily chores in a timely manner.
- You have a responsibility to report any unsafe items or behaviors to staff members, therapists, or parents.

## 3. Be Respectful

- Respect others (follow staff directions, no arguing, no name calling, no use of slurs, or use of profanity).
- Respect program property (do not put feet on furniture, do not sit on desks, no destruction, damaging, or defacing of program property).
- Youth Care documents and charts are confidential and must not be touched or read by students.
- Students will not enter staff offices without permission.
- Students will respect others' property.
- Students will interact appropriately. Students will not participate in massages, fixing hair, horseplay such as running, jumping, sliding on the floor, shadow boxing, wrestling or being excessively loud. No running inside the building.
- Students will maintain appropriate boundaries with peers (sexual innuendos, flirtatious behaviors, touching, sexual discussion or actions are prohibited).
- Communication will be open and will not include note passing. Note passing is not allowed between ANY students, at any time (notes are considered any papers moving between students including pictures, poems, etc.).

- Students will actively work on change and will not glorify old behaviors by telling “war stories” (talking about self-harm, suicide-attempts, former drug usage or other illegal or inappropriate activities to other students).

#### 4. Cleanliness:

1. Students will clean up after themselves (spills need to be wiped up, leave no garbage on the floor and push your chairs in. Use food items as intended.)
2. Chores need to be completed on a daily basis.
3. Keep your desk and the area around you clean.

## Personal Hygiene and Dress Code

Students will dress in such a manner that will not draw undue attention to themselves while at Youth Care or on activities. Also, they should not dress in a way that would be considered detrimental to therapeutic treatment (i.e.: gang or drug attire). Hairstyles and haircuts will also be included in the above standard.

- Students are expected to take showers daily.
- Clothing may not be cut-up, torn, or shredded. Students with jeans with an excessive number of holes may be asked to wear leggings underneath. Students cannot have holes above the knee in pants.
- No high heels.
- Bras or sufficient coverage/support of breasts must be worn by females. No dark bras under white or light-colored shirts.
- Tank tops may be worn under modest clothing only.
- No mini-skirts or spandex. Tight clothes are not allowed.
- Leggings may be worn only under skirts, dresses, ripped jeans, or with a long shirt covering the buttocks.
- Shorts must be no more than two inches above the knee.
- Low cut shirts may not expose cleavage when standing or bending over. No midriff shirts permitted.
- No alcohol/drug advertising or racial/ethnic/sexual connotation on clothing. No foul language on clothing. No gory or excessively violent themes on clothing such as weapons, body parts (severed), violent or swear words and sexually provocative words or pictures.
- Footwear must be worn at all times.
- Hats may be worn, as long as they are appropriate.
- Sunglasses may not be worn in the building.
- Students will wear appropriate clothing to the program. No yoga pants.
- No excessively baggy clothing. Students may not “sag” or wear pants lower than waistline.
- Students will be asked to change if staff deem their clothing inappropriate.
- **Other dress code issues may be enforced by treatment team discretion.**

**If students are unable to follow the dress code they will be provided with clothes to change into for the day.**

## **Goals Meeting Expectations**

The meeting is to be led by the students with staff present as support. The purpose of the meeting is for the students to *identify goals, support each other, set individual and group goals, and problem solve community issues*. The goals meeting will help the students set goals. The meeting will be conducted by a facilitator assigned by the staff. The facilitator leads the meetings by keeping the group focused, helping students set appropriate goals, and keep the meeting on agenda items. A scribe will also be assigned. The scribe is to record each student's daily goal and the group goal.

All students are expected to participate in the goals meetings. If a goals meeting is not being appropriately run by the students and/or the students are unwilling to redirect, the staff will take over running the goals meeting. Staff is encouraged to participate and be part of the group process. Distractions during this time need to be limited. Students should not have any items with them during this time. Nothing in their hands. Students are expected to be on-time to the meeting.

### **Rules for the goal's meetings are:**

- 1. Students are to show respect, including no put downs or personal attacks.**
- 2. Students are to raise their hand and wait to be called on by the facilitator prior to speaking.**
- 3. Students are expected to stay attentive and participate in the process.**

The agenda for the AM goals meeting is:

1. One-minute of Willing Hands (moment of silence) - students' hands should be out in front on their laps with palms up. No talking during this time.
2. All students recite expectations together.
3. Review a section of the Student/Parent Handbook.
4. Review daily activities.
5. Each student sets a behavior-oriented, specific goal for the day.
6. Group problem-solves any community issues.
7. Student QCCs (Questions, Comments, Concerns). (Limit to 3 students).
8. Staff QCCs.
9. Recite Serenity.

## Off-Campus Activities or Outings:

1. Each activity will begin with an expectation meeting which includes:
  - a. All students will sit down and listen during expectation meeting.
  - b. The plan and any expectations including safety issues are reviewed.
  - c. Student questions or concerns are addressed.
2. While in center vehicles the following expectations will apply:
  - a. Girls and boys will maintain appropriate boundaries and not sit on the same row of seats, unless the student is on a gender program.
  - b. A staff member will sit between opposite gender students. Unless a student is on a gender program.
  - c. Students will keep vehicles nice by not eating or drinking while in vehicles, picking up trash, and by not destroying the property.
  - d. Students will show respect to the driver and keep conversations at a moderate level. Noise levels will be determined by the driver.
  - e. Students will respect others and Youth Care by not interacting with other vehicles through talking or gestures.
  - f. Upon leaving the vehicle, all windows are closed, all trash is picked up and all doors are locked.
  - g. Staff will be the last one in the van and the first one out of the van.
  - h. Students will always wear seat belts.
  - i. Students will not touch the radio without staff permission.
  - j. Students will not touch the first aid kits that are in the vans.
3. While away from the Center, the following rules will apply:
  - a. All center rules will be observed while on activities outside the premises, including the dress code.

### Medical Leave of Absence (MLOA)

There are times where a student may need to temporarily leave Youth Care to have medical procedures, and a student may need time to recover prior to returning. While on MLOA students are expected to follow medical professionals' instructions. If they are able, they also should work on any assignments they are behind on in therapy or school. Remember this is a time to heal, **not** to go out and do activities.

### Injury/ Illness Reporting

There are times where a student may become ill or have an injury while at Youth Care. Unless a student is having a life-threatening injury (not breathing, severe bleeding), in which case 911 will be called, all other injuries and illnesses should first be reported to the PROGRAM STAFF. The Program Staff will then determine the next appropriate step by following the Student Injury/Illness/Pain policies and procedures. The Program Staff is the "gatekeeper" to the on-site medical personnel.

### Sick Days

Students who are presenting with contagious illness, fever, vomiting, diarrhea, and pain should stay home for the day or until the symptoms have stopped. While home, students should focus on getting better and should rest.

## Medications and Administrations Expectations

While receiving medications it is absolutely critical that the students stay focused on the person, and only the person, passing medications. To help reduce medication errors, students will follow these expectations.

- Be respectful and follow all directions.
- The student taking meds will not talk to other students or staff except for the person passing meds.
- Have nothing in their mouths (i.e. removable retainers, food, etc.).
- Long sleeves need to be pulled up to the student's elbows.

Once the student has the meds in hand, they need to follow these steps:

1. Put the meds on their tongue or in their mouth and quickly show staff that the meds are all there.
2. Drink the WHOLE glass of water.
3. Once the water is gone, open their mouth with their tongue out.
4. Lift up their tongue.
5. With fingers, pull cheeks away from their gums.
6. With fingers, pull their upper and lower lip away from their gums.
7. Cough and blow INTO THE CUP.
8. Show staff the cup and their hands.

**\*Reminder- failure to follow these expectations will result in a consequence.**

## Program Expectations

- I will remain seated unless given permission to get up.
- I will raise my hand and wait to be called on before I speak.
- I will get a drink and go to the restroom with teacher permission between class times.
- I will stay on task and follow teacher prompts the first time given.
- I will respect the classroom and the community.
- I will keep all four legs of my chair on the floor.
- I will not process during class time.
- I will advocate for 10-minute breaks as needed. I may read, write, journal or draw during my break.
- I will respect others' property by not touching it without permission from both the owner, and staff.
- I am expected to complete my assignments during class time and may be asked to make up assignments when I miss class when at home.
- I will only bring two therapeutic items to school including personal books, journals, or coloring books.
- I will follow all computer expectations and recognize computers are a privilege not a right.
- Rules are subject to change at the teacher's discretion.

## Uintah's Behavioral Interventions

When students participate in behaviors that break the expectations, students will earn consequences. Consequences vary depending on the severity or the violation. Listed below are the interventions and consequences.

**Peer Blocks:** A student may be placed on a block with peer(s) if staff have determined that the student's interactions are negative, inappropriate, or interfere with treatment. A student that is on a block with a peer may not interact in any way with that peer. This includes using non-verbal communication and they must be at least 5 feet away from that peer. Students will need to propose to the treatment team to be taken off a peer block. Students who have a peer block cannot propose to advance to levels 4 or 5 until those blocks are removed.

**Object/Area Blocks:** A student may be placed on a block with an object and/or area if they are not being appropriate or safe with a certain object. If a student is placed on an object/area block, they cannot possess, be near, on or in, whatever that block may be. Object/area blocks will be reviewed weekly in treatment team.

**Writing Assignments:** There may be times that students receive therapeutic writing assignments from staff to address problematic behaviors. These assignments will not exceed one page in length. A student could expect to receive a writing assignment for not following the rules and expectations outlined in the handbook.

**Behavior Chain Analysis:** When a student engages in behaviors such as inappropriate conversations, antagonizing behaviors to peers, engages in unsafe behaviors, peer bashing, aggressive comments, and the student is unwilling to redirect from that behavior, then staff can issue a Behavior Chain Analysis (BCA). This will include completing the writing assignment, and a 30-minute community block at a desk within the community. This time is for the student to think about how their behavior is impacting self and others. After thirty minutes of community block along with the completed assignment, students will process with staff on more appropriate behaviors and then rejoin peers. If the student is unwilling to follow the expectations of the intervention, staff will coordinate with the supervisor to determine if the student will remain on community block for an additional hour.

**Community Silence:** Community silence is a measure taken to help students focus on themselves and to assist staff during times when the community becomes disruptive, or too loud and students are not redirecting after prompts. When community silence is implemented, students may not talk to one another. If they have questions or requests for staff, students should raise their hands or write the request/question down on paper and wait for staff to respond.

- Behaviors that may require **physical intervention** from staff are trying to leave the program without authorization (AWOL), self-harm, engaging in major property damage, sexually acting out, and aggression toward others, including staff. When a student is in the time-out room, they will be monitored by staff at all times. When a physical restraint or seclusion occurs, the parent or guardian will be notified of the situation within two hours of the student leaving the timeout room

## **Computer Use At-A-Glance**

### Privileges/Use:

A. The use of Youth Care-Pine Ridge Academy's electronic resources is a privilege, not a right. Inappropriate use may result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. Youth Care-Pine Ridge Academy has the authority to close an account at any time. Any employee of Youth Care may request the academic department to deny, revoke, or suspend a specific student's access to technology.

B. Youth Care-Pine Ridge Academy provides access to its electronic resources for educational purposes only, which includes accessing and sharing information with teachers, storing files, conducting research, participating in educational digital classrooms for academic subjects, and collaborating on projects with others in a supervised academic environment. Level 3-4 students can access the computers for educational purposes.

C. The monitor of the computer should always face staff while in use. Designated seating areas for using a student computer will be set up in the classroom. However, if students are using the computer anywhere on campus, they are to make sure that the monitor is facing a staff member.

**Any infraction of these rules will lead to loss of computer privileges, a STOPP and Think or BCA**

### **Infractions/Breach of Contract**

Infraction consequences are as follows:

1<sup>st</sup> Infraction: Loss of computer privileges for 1 month. Student must DEARMAN to come off suspension.

2<sup>nd</sup> Infraction: Loss of computer privileges is permanent.

**For more information about computer and technology use please refer to the responsibility use contract.**