General Information

Welcome to Mesilla Valley Hospital!
MVH uses treatment modalities to provide you with the most comprehensive care during your stay. Therapy groups address issues that will aid and strengthen you within. We also have exercise and relaxation groups and time set aside for learning how to incorporate healthy leisure time into your life. The Program Schedule is posted on the wall on the Unit for your reference.
Your treatment will involve regularly scheduled individual and family therapy sessions. Your treatment team will work with you, your family/significant other(s), and/or employer to develop a comprehensive aftercare plan for you prior to your discharge from MVH.

Expectations
For You
We expect you to:
1. Maintain focus upon yourself and your needs during treatment. It is easy to focus on others or other issues or personal relationships while you are here, however, this does not help you in your treatment.
2. Be honest with us and yourself about how you are feeling. Tell your therapist about your personal history. We understand this may be difficult, but your honesty is necessary for you to be able to use treatment effectively.
3. Attend and be on time and prepared for your sessions, groups and meetings.
4. Read this manual and sign off as a contract and a commitment to treatment.

For MESILLA VALLEY HOSPITAL
You can expect us to:
1. Work with you through this challenging time.
2. Explain all rules of MVH’s Program clearly and concisely and be consistent in enforcing rules. Unit rules are attached.
3. We will be honest with you regarding our observations of your effort(s), your progress and your prognosis for the future. We will assist in providing a discharge plan that will help you after you successfully complete the program.
4. Provide a meeting with a patient advocate if you have a special concern about your patient rights and it is not resolved. Your advocate will work with you to resolve these issues.
On Your Arrival
When you arrive, a nursing staff member will search you, your clothing and belongings. This is done for your safety and the safety of the other patients. Items not allowed on the unit will be sent home with your family or locked in patient storage. A list of contraband items is attached.

Your temperature, blood pressure, pulse and respiration will be taken shortly after you arrive and we will measure your height and weight. Your nurse will compile a brief medical and psychiatric history. The morning after your admission, a doctor will complete a physical examination and may request routine lab work.

Soon after arrival, you will meet your therapist, who will talk with you and complete an assessment pertaining to your history, the challenges you are faced with now, the progress you would like to make, and how you want your family to be involved in treatment. MVH therapists conduct many therapy sessions via telephone in order to accommodate the needs of our patients.

You will most likely have a roommate for your stay. If there are problems we will attempt to make appropriate accommodations. You will be asked to keep your area of the room clean, as well as cleaning up after yourself in the bathroom. Please be considerate of your roommate and housekeeping staff.

Privacy
Patient confidentiality is essential and you are asked not to talk to anyone about other patients at MVH. We use first names only on the unit. We will not share any information about you without your written permission, with the exception of threat of harm to self or others or in case of a medical emergency. Sharing the identity or personal information about another patient to someone outside of the hospital is very serious. We also ask that you respect other patient’s privacy once you have left the facility.

Suicide Precautions
A patient may be placed on suicide precautions for his/her safety. If this occurs, all items considered contraband will be removed from the patient’s immediate area. You may be asked to remain in the Day Room areas for staff to maintain lone of sight for your safety.
Treatment
Sometimes you will not feel like attending or participating in therapy or other activities. This is normal. However, you will be expected to attend unless you are excused for medical or psychiatric reasons. We will provide you with treatment assignments which will specifically address the issues you are privately working on in your therapy sessions.

Treatment Team
During your stay you will be seen by a team of professionals including your psychiatrist MD, therapist, nurses, activity therapists, discharge planner, patient advocate, utilization reviewer, and others. Along with you, they make up your treatment team. Your psychiatrist is the treatment team leader and is responsible for clinical care while you are here.

Your therapist represents you to the treatment team, and assists you in creating and updating your Master Treatment Plan. You will meet with your therapist for individual, family or group sessions. If you have special needs or requests, please discuss them with your therapist, and they will assist in meeting those needs. Your therapist and discharge planner will assure that you get the most comprehensive follow-up care possible.

Your registered nurse, along with your therapist, oversees the day-to-day operation of the unit. Your nurse communicates with your psychiatrist and distributes any medications you will be taking.

The mental health technicians (MHTs) are responsible for daily activities, carrying out psychiatric orders, establishing and maintaining a healthy, nurturing and therapeutic environment. They communicate your behaviors and monitor your blood pressure and temperature. The activity therapist provides healthy recreation and independent leisure time activities which include recreation and art group. Please report any food allergies or dietary restrictions due to any medical condition.

Individual and Family Therapy
You will plan with your therapist how much your family is included in your treatment. If you are returning home to family members, it is strongly recommended they be a part of your treatment. Optimally, they will attend family therapy sessions with you in person. If they are unable to travel here, sessions may be conducted by telephone. You will also participate in a family group, to explore family dynamics.
Your therapist schedules regular individual therapy sessions with you. You will have written assignments to work on between sessions. You and your therapist will review your progress throughout your stay. You may always request to meet with your therapist if you feel the need to, and he or she will do their best to accommodate you.

**If you and your therapist cannot resolve an issue and you are not pleased with the care you are receiving, please request to speak with the Director of Clinical Services so that your concerns can be addressed immediately.**

Your psychiatrist will be on the unit regularly. If you would like to speak with your psychiatrist, please let the staff know that you need to schedule an appointment.

**Emergency Treatment Plan Meeting**

An Emergency Treatment Plan is called for when a patient is continually having difficulty engaging in treatment and is negatively affecting themselves or others in treatment. The meeting focuses attention upon treatment goals and is designed to problem solve and assist in treatment. The treatment team may also recommend and/or decide to restrict certain activities until the patient re-engages in treatment or discharges.

**12 Step Meetings**

We are fortunate to have AA Meetings conducted on the unit on Tuesday and Thursday which are open to anyone on the unit. If you have alcohol or other drug issues, your doctor may require you to attend the meetings as an integral part of your treatment. They will also help you make contact with a group to continue your sobriety upon your successful discharge from the inpatient program.

**Groups**

You will be involved in several groups that are effective for your treatment. Part of successful treatment is attending all groups and activities. The types of groups you may be involved in include, but are not limited to, the following:

1. **Life Skills.** Assist in the development of effective coping skills by education and discussion on such topics as anger management, problem solving, boundaries, and relationship skills.
2. Psychotherapy. A less structured, process group where a variety of issues can be discussed, facilitated by a Master’s Level Group Therapist.

3. Chemical Dependency. Educational groups where abuse of chemicals and related topics are discussed.

4. Adjunctive Therapy. Recreational and art groups that provide creative outlets for expression of thoughts and feelings. MVH is committed to “teaching” clients how to enjoy life. Therefore, the Program is devoted to incorporating Leisure Awareness and Recreational Therapy.

5. Morning Community Meeting. During this time, you will identify and discuss client concerns on the unit and to review milieu expectations. You will be asked to set a personal therapeutic goal for the day.

6. Wrap-Up Group. Review the day, progress made toward the goal set in the morning and to assist in promoting closure for the events of the day.

**Phones Calls**
Please limit your phone calls to 10 minutes each. If you engage in abusive or threatening language on the phone, your calls may be restricted, limited or suspended. Calls to your legal representative or minister may be placed outside of regular phone times. If you need a private area to make a telephone call, speak to your therapist prior to making the call, and they will assist you. Personal phone call hours are from 6:30pm-9:00pm on Monday through Friday and 1:00pm-9:00pm Saturday and Sunday. Business phone calls are 1:00pm-1:30pm Monday through Friday.

**Visiting Hours**
Please request the Visitation Hours and Guidelines form from a Mesilla Valley Hospital staff member. Special visiting times can be pre-arranged with your therapist. Visiting is not always permitted the first twenty-four hours after admission. Please limit your number of guests to 3 at any given time. For the safety of others, we do not allow children under the age of 5 on the unit.
Mail
Clients may receive mail while at Mesilla Valley Hospital. Although staff will not read your mail, we reserve the right to be present when the mail is opened if there are concerns about the mail containing items considered contraband by the hospital. Such items could include drugs or sharp items. Clients may post mail while at the hospital by giving the mail to a staff member.

Meals and Food Service
Nutritious meals are provided three times daily with more than one entrée option. Special diets, such as diabetic and low sodium, will be accommodated. A registered dietician is also on staff to provide diet education to patients. Please don’t bring back food from the dining hall to the unit or your room. Nursing staff will provide snacks at designated times. If you are unable to go to the dining hall with the other adult patients, a nutritious meal will be brought to the unit for you. If you have special dietary requests for religious, cultural or other reasons, please inform staff in advance so that we can work with you to accommodate your needs.

Medications
Some patients may be placed on medication by their doctor as part of the treatment process. Medications are given under the direction of your doctor (psychiatrist). Nurses will dispense medication, teaching you and your family about side effects and medication management.

Vitals
Vital signs are taken every morning before breakfast. If ordered by your doctor, vital signs may be taken at additional times throughout the day. If you are on detox status, your vital signs will be taken every 2 hours and can be changed to include more or less frequent monitoring as deemed necessary by your MD/Nurse on the Unit.

Linens, Laundry and Rooms
Clean towels will be provided for you on Mondays, Wednesday and Fridays. Please take your soiled towels to the linen cart on the unit prior to picking up clean towels. Sheets are changed once weekly. If you are in need of clean linens at another time, please ask for assistance. A laundry room is available on the unit. Laundry detergent is provided but staff must be present when adding soap to your laundry. Please keep your rooms neat, including making your bed every morning.
**Bedtime**
Patients should be in their rooms by 9:30 p.m. This is vital for therapeutic reasons. Good sleep is essential in the treatment process. If you find you cannot sleep within about one hour of trying, please let the Nurse on duty know. Room checks are done by staff every 15 minutes throughout the night. Please leave your door open at least 6 inches.

**Personal Behavior**
Physical contact between clients is discouraged. This includes hugging, kissing or other physical contact. It is important to understand that patients are very vulnerable during treatment, and may assume more meaning to your behavior than you intended. Additionally, we request that you maintain focus upon yourself and your needs during treatment, and do not attempt to develop close personal relationships during your stay, as it disrupts the treatment milieu for everyone and interferes with progress.

Entering another patient’s room is not allowed, even with the permission of that patient. Standing in the doorway of another patient’s room is also not allowed. Please restrict visiting to public areas such as the day room. Please do not give or exchange clothing or any personal belongings with another patient. Please do not use another patient’s personal belongings, even with the permission of that patient.

**Discharge Planning**
Planning for your discharge begins at admission. Your therapist will discuss recommended aftercare treatment with you as your treatment progresses. Your insurance company requires regular reports about your progress. Your continued stay in the program depends upon your progress as well as the benefits specific to your policy. As you demonstrate commitment to treatment, your treatment team advocates for you with your insurance company. We cannot tell you exactly how long of a stay will be approved, but your therapist and utilization review specialist will keep you informed as they know. Additionally, your insurance may require that you contribute a co-pay for each day of service. If you will be expected to pay any portion of your bill, a representative from the Business Office will visit with you about arrangements for payment.
**Discharge Against Medical Advice**
As a voluntary patient, you may request discharge at any time. Your therapist will discuss with you possible consequences of not completing treatment. If you request discharge prior to completion of treatment and your psychiatrist does not feel you are a danger to yourself or others, you will be allowed the option of discharge. If you have not yet completed treatment, the discharge may be considered “Against Medical Advice” as an unsuccessful discharge, meaning your treatment team believes you still need to remain in the program. When the hospital submits your bill to the insurance company, the status of your discharge is also reported.

PLEASE FEEL FREE TO ASK ANY STAFF FOR HELP AT ANY TIME. IT IS OUR PLEASURE TO BE OF ASSISTANCE TO YOU.

**Unit Rules/Guidelines for a Therapeutic Environment**
- No violence or threats of violence towards self or others.
- No contraband (see list).
- Must participate in all group and activities. Only the nurse or therapist may excuse client for medical or psychiatric reason.
- No littering.
- Clean up after yourself.
- Watch your personal boundaries at all times. Absolutely no sexual behaviors (this includes, touching, hugging, flashing).
- Proper social courtesy and manners are required.
- No lending, borrowing, or giving away of personal items.
- Any clothing or items brought to hospital must be searched and inventoried.
- Proper hygiene must be followed.
- No gambling, horseplay, or stealing.
- Clothing must be clean and in accordance with approved dress code.
- Special Concerns forms may be completed if you feel you have been treated inappropriately.
- No written or verbal communication with other units.
- No visiting other rooms.
- No food in rooms unless specifically authorized by unit nurse.

**Dress Code**
- Casual, inexpensive clothing is recommended. This facility cannot assume responsibility for items retained in your possession.
- No revealing or tight clothing such as spandex. No see-through attire.
- No spaghetti straps, low cut or halter tops.
• No belts, no shoe laces or ties. Patients are encouraged to bring comfortable athletic footwear without laces.
• Gang colors may not be represented.
• Patients will be responsible for the care of own clothing. Clothing must be clean.
• Pajamas are not to be worn outside the unit at any time.
• Patients must wear footwear at all times.
• Clothing with drawings and/or words of profanity, alcohol, drugs, sex, and/or violence is not allowed.
• Muscle shirts and tank tops may be worn underneath clothing or in patient rooms at bedtime.
• Ripped, torn or cut clothing is not allowed.
• Undergarments including: boxers, underwear, bras and panties must be worn at all times and are not to be revealed in any manner.
• Shorts must be no shorter than 2 inches above the knee. No skirts above the knee.
• Patients must sleep in both shorts and a t-shirt or both top and bottoms to pajama sets.
• Stomach area must be completely covered at all times. (Must be able to do a “shirt check”, raising both arms above head and bending over to touch toes without skin being revealed.)

**Contraband**
Contraband is any object that can be used to injure you or others. Though you might not be a danger to yourself or others, there may be patients on nearby units who do present this danger, so the rules of contraband apply to all. The following is a partial list of prohibited items:

- Aluminum cans
- Cell phones
- Weapons of any kind
- Cigarettes and lighters
- Glass bottles, vases
- Mirrors
- Tape recorders/cameras or video games
- Matches/Lighters
- Drugs, alcohol
- Sharp objects
- Other electronic devices
- Razors (can be used with supervision by staff)
- Plastic Bags
- Pornography
- Paperclips or staples
- Spiral notebooks
- Tweezers

Any object deemed a danger by staff based on your individualized treatment you will not be permitted to have these items during your stay. Any objects brought to the hospital will be secured by staff until you are discharged from this facility and will be returned to you at that time.
Disposable razors can be used in the presence of staff if the patient is not on precautions. Razors must be returned to staff directly after use. Hygiene products, your tooth brush and tooth paste are at the Nurse's station.

We are a no cash facility. Any valuables/money/etc. will be placed in the facility safe and not to be retrieved until discharge. The only exception is in regards to insurance cards that may be required by the business office.

**ADJUNCTIVE THERAPY**

**Group Rules:**
Adjunctive Therapy is a scheduled group that promotes healthy leisure skills, enhances positive social skills, and increases self esteem. Adjunctive groups are scheduled off the unit and participation is mandatory. All personal needs MUST be completed prior to attendance as you are expected to remain in adjunctive the entire session. All unit rules apply to adjunctive groups and areas. For all adjunctive activities, full participation is expected. This is a leisure group, not a treatment group, therefore, all treatment work needs to remain on the unit and may not be brought to adjunctive.

**Room Rules:**
Craft projects must be done in a specific order. Each project must be done according to instructions and signed off by adjunctive staff before proceeding to the next project. If you do not understand instructions, ask for assistance. Remember, you are not the only one in the art room, so you may need to be patient. You may start only one new project in a session and will be responsible for cleaning and returning supplies. Your work area must be maintained as neat and clean. Projects may not be related to gangs, violence, sex or anything negative. Nicknames, numbers, initials, sports and music related material are also banned.
Receipt of Handbook

I have read, understand and accept the responsibility to do my best in treatment. I sign off as a contract and a commitment to treatment.

_________________________________________  _________________________
Patient                                      Date

_________________________________________  _________________________
Witness                                     Date