



**“Accountability, Responsibility, Respect and
Compassion”**

ACUTE ADOLESCENT UNIT HANDBOOK

This handbook is a guideline for all patients. If you believe that you have a special need that will require and excepting to any of these rules, you may request and exception from your treatment team. You and your team will make the determination as to whether these accommodations should be made. Exceptions will ONLY be made when clinically indicated and appropriate and will require a written contract signed by the team and accompanied by a doctor’s order.



We welcome you to our Adolescent Acute Treatment Program. We look forward to providing comprehensive care to you and your family and/or significant others, such as your guardian(s), probation officer, treatment foster care, and family members, etc.

PHILOSOPHY:

MVH adolescent treatment program is designed for adolescents who require crisis stabilization and short-term intensive and structured treatment for emotional, behavioral, substance abuse and psychological problems. We provide a positive, structured, caring environment that is conducive to individual growth and development.

PATIENTS' RIGHTS:

Your rights are posted on each unit. You have many legal rights as a patient at MVH. Your therapist can assist you in understanding your rights more clearly. During your treatment stay if you feel your rights have been violated, there is a grievance procedure that you may pursue. Special Concern forms will be available on each unit and will be submitted to the Patient Advocate for review. If clinically indicated your physician can write an order to deny rights due to dangerous behavior or to protect your safety.

CONFIDENTIALITY:

Mesilla Valley Hospital follows all applicable laws and regulations regarding confidentiality. MVH adheres to the law and exceptions to confidentiality regarding reportable abuse and illegal behaviors. State Licensing and other regulatory agencies may be privileged to view records. Upon a patient's return to educational institutions certain records may be released prior to enrollment with parental consent. Any other sharing of information will require a Release of Information to be signed.

Upon admission, an Admissions and Referral representative will receive from your legal guardian a list of approved phone numbers. When applicable, the therapist will also seek input from your Juvenile Probation/Parole Officer (JPPO). These individuals will be given your patient I.D. number to protect your confidentiality. You are expected to respect the confidentiality rights of other patients. You are not to discuss information regarding other patients.

TREATMENT TEAM:

A group of individuals with specialized training in different areas of expertise will be working with you. They will be referred to as the Treatment Team. The program strongly subscribes to a "team" concept, and the Treatment Team will make decisions as a group regarding treatment interventions.

Psychiatrist/Licensed Medical Provider: supervises all treatment provided by the Acute and RTC units. A Psychiatrist is a Medical Doctor who has specialized training in the treatment of mental and behavioral disorders. Psychiatrists/licensed medical providers are the only mental health professionals who can prescribe medication to a patient.

Psychiatric Nurse/Charge Nurse: is Licensed Mental Health Clinician who administers medications, assesses and plans for medical care, teaches about medical and psychological needs, and reports the patient's psychiatric progress to the psychiatrist. The psychiatric nurse handles patient emergencies and crises on the unit.

Therapist: is the patient's Primary Clinician and provides the majority of the patient's therapy and case planning throughout the treatment process. The therapist is responsible for facilitating individual therapy, group therapy, and family therapy. Your therapist will work with you and develop creative interventions to address your issues.

Adjunctive Therapist: is a trained and Licensed Recreational Therapist who teaches the resident both life skills and recreational skills.

Mental Health Technician (MHT): is a Paraprofessional who coordinates the daily programming and who facilitates vocational, living skills, interpersonal management groups, and aids the patient in completing basic tasks of daily living. The MHT also supervises the patient 24-hours a day.

On the acute unit the patient will have a treatment team meeting within 72 hours of admission. The team will be contacting you by phone to conduct this meeting.

The patient will see the Psychiatrist/Licensed Medical Provider every weekday. Take part in group therapy 6 days a week, and see the therapist once a week.

The scope of treatment on the acute unit is to address, and stabilize suicidal ideations, homicidal ideations, psychosis, and substance detox.

Our average length of stay is 7 to 10 days. If stabilization cannot be achieved in that timeframe a recommendation to a Residential Treatment Center (RTC) will be made. The RTC program is for 90days.

ADMITTING/DISCHARGING PROCESS

All of a patient's belongings must be accounted for on the inventory sheet and must be labeled with a patient's first and last name. The patient may keep no more than three pairs of pants, three shirts, one set of pajamas, one sweater or jacket, two pairs of shoes. If shoes have strings they must be taken out and stored until discharge. Contraband items must be returned to Guardian. If this is not possible, the items will be stored in our storage facility. Once belongings

are in the storage area, they may not be removed until discharge. Patients will be given one pair of hospital slippers.

- No money will be allowed to remain the patient.
- Patient valuables will be stored in the safe and receipt will be issued.
- All jewelry must be removed from body. These items will also be inventoried and stored.

If you have been placed on suicide precautions by the Doctor you will be given scrubs to wear and your clothing will be stored until it is determined you are safe to have them returned. Scrubs will not be given out if the patient is not on precautions.

Searches

For safety reasons, a body & clothing search will be executed by a staff member (of the same gender). Bedroom and unit searches are routinely performed for safety reasons. Searches can and will be conducted as per Mesilla Valley's protocol.

Discharge

The patient is responsible for going through belongings and making sure they are accounted for when leaving MVH. Patient and staff must sign the inventory sheet. Items left by the patient, if not claimed within 30 days, will be donated to charity.

At admission all patient belongings must be searched for contraband items and every item of the patient's belongings must be inventoried. We will assure that all your valuables are returned to you at discharge.

Upon discharge we will ask you to secure any firearms in the home. To include any others means of self-harm.

Mesilla Valley Hospital will make the first follow-up appoint for you. If this is an initial appointment with an outpatient facility please plan on at least a 2 hour intake process. The outpatient facility will manage all future medications, and therapy.

At discharge you will be provided with a written prescription that will need to be filled at a pharmacy of your choice. This prescription will be for a one month supply of medications. The prescription will not have any refills, as medication management will need to be conducted at an outpatient facility.

Spirituality and Cultural Beliefs

We truly honor and respect your individual cultural/spiritual beliefs. Upon initial assessment, your therapist will ask you many questions about your spiritual and religious beliefs/preferences. We will attempt to accommodate/meet your needs during your stay at MVH.

Your staff will also ask you many questions about your “cultural” practices. These questions may include inquires about your ethnic background, your sexual orientation, food and music preference, etc. We will do our best to include your personal practices in your individualized plan of care.

VISITATION

- Please request the Visitation Hours form to see the dates and times of visiting hours and phone hours. This can be obtained at the front desk.
- Visits are allowed for any person on the patients approved visitation list, all visitors must be at least 5 years of age. Due to safety concerns we cannot make any acceptance to this policy
- Anyone under the age of 18 must be accompanied by an approved adult.
- All inappropriate (contraband) items must be sent back with guardian.
- During visitation, patients will be allowed to consume food and beverages. If you bring food items please have them be store bought. No food or beverages will be allowed on the units.
- Absolutely no cell phones, cameras or recording devices of any kind will be allowed. Visitors must leave personal belongings in their vehicles.
- Hospital rules must be followed by patients and their visitors. Any cussing, foul language or conversations involving inappropriate material will not be allowed.
- Significant others who are visiting are not allowed to have inappropriate public displays of affection. This includes, kissing, groping, sexual conversations, etc.
- Mingling with other patients and their visitors is not allowed to ensure confidentiality.
- If contraband items are brought in by visitors staff may make a team decision to not allow visitors to bring in any items (ie, food, gifts) for a period of time.
- If illegal items are brought into the facility and given to patient /minors, police will be called and charges will be filed.
- Patient will be searched for contraband upon return from visits for safety reasons

MAIL

- Postage will be provided for outgoing mail.
- The postal service will not allow any incoming or outgoing mail to have graphic designs on the envelope.
- Patients will be asked to open mail in front of staff to monitor for contraband. Stamps and stickers will be given to staff to be thrown away.

- Guardians may request mail to be withheld or returned to sender. A doctor's order must be obtained in order to withhold mail.
- Mail may not be sent to patients on other units.
- Incoming mail will be searched for contraband.

TELEPHONE USE

The number of phone calls and length of phone calls will be based on level. If the patient is in CYFD custody, they may receive a phone call from their caseworker/social worker or guardian ad litem (GAL) at any time; otherwise, every other individual on the phone list must have approval by guardian. Phone lists will be made during the admission process. The Psychiatrist and/or other Licensed Medical Provider can restrict individuals on the phone list if it is observed to interfere with the patient's treatment issues.

- Phone hours on the adolescent unit are daily 5:00 p.m. – 6:00 p.m.
- Limit of 7 people on list.
- The parent or guardian must be the first call made.
- Staff will dial/place the call.
- The adolescent's romantic partners will not be added to the list.
- Patients who engage in inappropriate behavior on the telephone will first be asked to correct their behavior, and if this does not occur, the staff will terminate the call. This includes: cussing, conversations about drugs, alcohol, gangs, weapons, etc.
- Patients are permitted to make 1 phone call on orientation to guardian only. If the patient does not speak to the Guardian, no other phone call will take place.
- A maximum of 3 attempts to unanswered households will be made before patient must wait for an incoming call.
- Patients must remain at the areas designated by staff.
- Patients may not say peers names, or discuss peers issues while on the phone. This is a breach of confidentiality.

HYGIENE

- Patients are to shower at least once daily and brush their teeth at least twice daily.
- Patients may not keep hygiene products in their rooms.
- Liquid hygiene products may not contain alcohol.
- Shaving is not allowed on the adolescent unit.

SICK DAYS

- You may request a sick day from the nurse. A sick day means that you will be out of the milieu for the day. You will not be allowed to participate in any unit activities and will remain in your room, on your bed for the entire day unless otherwise specified by staff.
- During a sick day, you will not be expected to earn points, and all points will be placed on hold. They will not count for or against you.

ROOM BEHAVIOR

- Bedroom doors are to be completely open during bathroom breaks, room time, bedtime and when occupied by an individual. The doors are to be shut and locked at all times when rooms are un-occupied.
- Patients are not to sit on roommate's beds or go into roommates belongings.
- Bathroom doors are to remain shut when occupied.
- Changing clothes may only occur in the bathrooms with the door closed.
- When a patient is in the bathroom or room, roommates are to be out of the room, with the exception of bedtime.
- Patients are not allowed in any other bedroom besides their own.
- Patients are not allowed to move their furniture.
- Patients are to make their bed and have rooms clean and checked each morning.
- All curtains must be closed at sunset.
- All patients must sleep with their head at the top of the bed due to fire dept. codes.
- Absolutely no food in rooms.

UNIT RULES**DO's:**

- Lining up: patients should be arm's length apart with fingers locked in front of their body. Please, no talking in line.
- English will be spoken except conversations with a monolingual non-English speaking family member.
- Manners are required at all times. This includes saying "Please", "Thank You" and "You're Welcome".

- During code situations, patients must evacuate to the area designated by staff and follow all staffs instructions without procrastinating or arguing.
- Room Time is 8:30 p.m. Lights out at 9:00 p.m.
- Journaling is mandatory on every unit and must be related to the day's activities and your treatment issues. This includes thoughts and feelings.
- Pencils and hygiene products must be turned in before "Lights Out".
- Lint from the lint trap on the dryer must be removed after each drying of clothes.
- Patients may get haircuts with parental/guardian consent if not on consequence. There is a limit of two inches being cut both male and female patients. Patients are not to cut their own or other patient's hair.

DON'Ts:

- Running is not allowed on units.
- Throwing ANY objects is not allowed.
- No Cussing.
- No shouting or yelling.
- No use of mechanical pencils, pens or permanent markers.
- Patients must not cross restricted floor areas without permission and must not approach the RN station without permission.
- No violence or threats of violence (verbal or behavioral).
- No sexual behaviors will be tolerated with same or opposite sex members. This INCLUDES: writing notes and passing notes to peers on your unit or peers off you unit, holding hands, inappropriate touching or hugging, flashing (both male and female) and any other behavior deemed inappropriate by staff.
- No threatening or attempting to elope.
- No selling, borrowing, lending, giving or trading of personal items or money. This includes but is not limited to ALL hygiene, contraband items and clothing.
- No gambling, No stealing.
- No ethnic or racially degrading comments or demeaning comments.
- No instigating, no provoking, setting others up, or asking others to behave in a negative manner.
- Room time is at 8:30 p.m. You may not leave your room without permission after this time.
- No personal food or gum permitted on the unit at ANY TIME.
- No staff splitting, no gossiping.
- Gym time should not include contact sports; including basketball.
- No gang glorification including Old English lettering, pictures etc.

DRESS CODE

- Casual, inexpensive clothing is recommended. This facility cannot assume responsibility for items retained in your possession.
- Jewelry made in adjunctive therapy will be placed in contraband.
- All clothing must be labeled with your name.
- Gang colors may not be represented.
- Shirts and pants must be different colors.
- Patients will be responsible for the care of own clothing. Clothing must be clean.
- Clothing may not be altered in any way.
- Pajamas are not to be worn outside the unit at any time.
- Patients must wear socks and footwear at all times.
- No “Homies”, “Low-rider”, “Smile Now, Cry Later”, “South Pole” or imitation shirts allowed.
- No bandanas/ Doo rags, hair nets or beanies of any kind.
- Clothing with drawings and/or words of profanity, alcohol, drugs, sex, violence, music/band oriented, and sports related clothing, etc. is not allowed.
- Clothing is to be within two inches of your measurements-“sagging” is not allowed.
- No muscle shirts, tank tops or spaghetti straps. All shirts must have sleeves.
- Pants with phrases or words/letters of any kind over or around the rear end area will not be allowed or to roll up any of the two pant legs to the knee.
- Overalls will not be worn.
- Ripped, torn or cut clothing is not allowed.
- Shirts must be worn buttoned at all times.
- Pull-away pants are not allowed.
- Undergarments including: boxers, underwear, bras and panties must be worn at all times and are not to be revealed in any manner. No under-wire bras may be worn while on acute adolescent unit. If this is all you have, with your permission, we can remove the under-wire and place in your contraband.
- Shorts must be no shorter than 2 inches above the knee, including pajamas.
- No skirts.
- Patients must sleep in shorts and a t-shirt or both 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.)
- No see-through attire.
- Hats are not allowed.
- Hoods must be left down.
- No Boots

- No layering of clothes

CONTRABAND

Contraband includes but is not limited to the following:

- Weapons or objects that could be utilized as weapons.
- Tobacco products
- Alcohol, other drugs, drug paraphernalia or any product used to alter the mind.
- Lighters, matches or fire starting equipment.
- Objects used for tattooing, piercing, branding or mutilation of any kind.
- Glass objects.
- Jewelry
- No retainers, spacers, or body jewelry is allowed. There will be no use of materials (such as comb teeth) to use as spacers or retainers. Belts, chains, mirrors, make-up with mirrors, pencil sharpeners, eyelash curlers, and personal tweezers.
- Bar soaps.
- Pagers, beepers, cell phones, CD's, DVD's, movies of any kind.
- No make-up

*This list is not necessarily the only items not allowed. Any other items deemed a danger by staff.

SHUTDOWN

During a potential crisis situation, a shutdown may be mandatory in order to maintain the safety of the unit and patients. Shut Down is at the treatment team's discretion.

- Patients will be in their rooms or day room (at staff's discretion) at all times. If something is needed for a patient, staff will get the item.
- Patients will work on treatment assignments at all times unless otherwise noted by staff.
- Patients will be allowed a three minute phone call to parent or guardian as clinically indicated.
- Patients can be placed on Shutdown on an individual basis.

SECLUSION AND RESTRAINT

The use of seclusion and restraint are not utilized as treatment responses and will only be used to protect the patient from injury to self or others. The uses of physical restraints or seclusions require a Doctor's order. In the event that this is necessary, the rational and authorization will be clearly documented in the patients chart.

OFFENSES AND TREATMENT RESPONSES

Please note that any individual involved in, or having knowledge of an incident will receive the same level of treatment response as the individual committing the offense. The only exception to this rules is if the witnessing patient has a developmental delay.

Level D Offenses

Level D Treatment Responses

<ul style="list-style-type: none"> ○ Property damage ○ Tattooing/Piercing ○ Sexual acting out ○ Drugs ○ Weapons ○ Harm to others ○ Physical assault ○ Tampering with alarms` ○ Elopement ○ Slurs, Hate language, Race, Ethnicity, Sexual orientation. ○ Cheeking or sharing medications ○ Possessing or use of any tobacco product ○ Dangerous “games” that could cause physical or psychological harm ○ Dangerous Contraband ○ Any other serious behavior as determined by the treatment team 	<ul style="list-style-type: none"> ○ Automatic drop to Orientation ○ 4 hours in the hall while awake and compliant to complete treatment work ○ Meals On Unit (MOU) ○ Successful completion of Treatment Packets as determined by staff. Hall way time may be increased. ○ School Work ○ Written assignment related to the offense, alternate behaviors ○ 5 minute phone call to guardian ○ Letter (s) of apology, as directed ○ Mediation as recommended ○ Group presentations as directed (Specific to offense) ○ Any natural consequence as determined by your staff. ○ Loss of all points
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Level C Offenses

Level C Treatment Responses

<ul style="list-style-type: none"> ○ Threats of elopement ○ Stealing ○ Interfering with staff ○ Threatening to code ○ Dangerous Contraband (use of, or in patients possession) ○ Horseplay ○ Gang related activity- including gang hand signs, clothing, languages, glamorizing, displaying art, gang colors ○ Posturing ○ Verbal threat to others ○ Breaking confidentiality ○ Any other serious behavior as determined by the treatment team 	<ul style="list-style-type: none"> ○ 3 hours in the hall while awake and compliant to complete treatment work ○ Meals On Unit (MOU) ○ Successful completion of Treatment Packets as determined by staff. ○ Written assignment related to the offense, alternate behaviors ○ 5 minute phone call to guardian ○ Letter (s) of apology as directed ○ Mediation as recommended ○ Group presentation as directed (Specific to offense) ○ Any natural consequence as determined by your staff.
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Level B Offenses

Level B Treatment Responses

<ul style="list-style-type: none"> ○ Verbal altercations ○ Room visiting ○ Staff splitting ○ Note passing or possession of a note ○ Gambling ○ Name Calling ○ Inappropriate boundaries ○ Any other behavior as determined by the treatment team 	<ul style="list-style-type: none"> ○ 2 hours in the hall while awake and compliant to complete treatment work ○ Meals On Unit (MOU) ○ Successful completion of Treatment Packets as determined by staff. Hall way time may be increased. ○ School Work ○ Written assignment related to the offense, alternate behaviors ○ 5 minute phone call to guardian ○ Second offense for same behavior will result in a level drop ○ Mediation as recommended ○ Letter (s) of apology as directed ○ Any natural consequence as determined by your staff.
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Level A Offenses

Level A Treatment Responses

<ul style="list-style-type: none"> ○ Non-attendance or leaving group/activities without permission or refusal to participate in gym/adjunctive/alternative physical activity ○ Not following directions ○ Inappropriate Table manners ○ Non-compliance with dress code ○ Borrowing/lending ○ Lying ○ Cussing ○ Minor Contraband ○ Any other behavior as determined by the treatment team 	<ul style="list-style-type: none"> ○ 1 hour in the hall while awake and compliant to complete treatment work ○ Apologizing to the group (be specific) ○ Meals On Unit (MOU) ○ Successful completion of Treatment Packets as determined by staff. Hall way time may be increased. ○ School Work ○ Written assignment related to the offense, alternate behaviors. ○ Letter of apology as directed ○ Loss of item until discharge ○ No social interactions or games after 8:30 ○ 5 minute phone call to guardian. ○ Second offense for same behavior will result in a level drop ○ Any natural consequence as determined by your staff.
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POINT LOSS FOR OFFENSES

Offense Level	Point loss
A	Level 1 = -100 Level 2 = -200 Level 3 = -300 Honors = -400
B	Level 1 = -200 Level 2 = -300 Level 3 = -400 Honors = -500
C	Level 1 = -300 Level 2 = -400 Level 3 = -500 Honors = -600
D	Loss of all points. Restart orientation level

Points may not go into a negative balance.

If the patient responds positively to feedback, and takes responsibility for their actions they may receive a 25% refund on level A,B, and C offenses.

- All treatment responses will be individualized and determined by three team members.
- Hours in the hall do not include groups.
- Hours will not apply until successful completion of written assignments.
- Self-harm may result in treatment response as determined by therapist, an automatic level drop and no social for one week
- Time in the hall way will be dedicated to completion of assigned treatment work. If you finish your treatment work early, we will supply you with additional assignments.
- Treatment assignments will be filed in your chart to be reviewed by therapist.
- Treatment response begins as soon as offense occurs.
- Treatment responses may be completed during the following times Patio, Quiet, Free time on the unit schedule or downtime.

LEVEL SYSTEM

All new patients begin the program at Orientation. Through treatment assignment completion, completion of daily goals, and appropriate behavior residents are able to move up the level system one level at a time, and at only one level per day. Each higher level allows the patient to experience increased privileges as reward for their hard work in treatment. Each level in the program is accompanied by required therapeutic assignments and expectations. Our program helps each patient develop healthy coping skills and strengthen appropriate behaviors. Attendance at all scheduled activities and groups, and working with your peers and staff are basic expectations of our program.



Patients can earn points towards a higher level as indicated in the below forms.

Patients will be able to spend their points at the unit store on Tuesday, Thursday, and Saturdays. They will not incur a loss of level by turning in their points. They may also turn in all of their points the day they discharge.

New Patients must spend at least one day on the orientation level.



LEVEL 1 POINT SYSTEM

Name: _____

7 - 3	Possible	Earned
Activity Wake Up: On time, bed made before breakfast, hygiene completed, dress code according to program rules	5	
Breakfast: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	5	
Community: Attends group on time, has goals written in journal and comes to group prepared, focused and fully participates w/out redirection	5	
Adjunctive: Attendance and full participation; respectful to adj. therapist and peers at all times; complies with all program rules	5	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	5	
Lunch: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food	5	
Implementation/awareness of treatment plan issues.	5	
Group Participation: remain throughout group, active in discussions, avoid side talking.	5	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	5	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	5	
7 - 3 Total	50	

Date: _____

3 - 11	Possible	Earned
Activity Gym/Patio (Alt Physical Activity): Proper boundaries at all times, no cussing, attends and fully participates, respectful to peers and staff at all times	5	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	5	
Dinner: Maintains proper table manners, do not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	5	
Group Participation: remain throughout group, active in discussions, avoid side talking	5	
Wrap-up Group: Attends group with written goal information present, focused and fully participates without redirection	5	
Journaling/Goal Completion: Completes daily behavioral goals	5	
Implementation/awareness of treatment plan issues.	5	
Bedtime: Follows directives to go to room for room time and directives for lights out, does not come out of room after room time, no talking after lights out, attends all needs from staff and nurse before 2030	5	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	5	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	5	
3 - 11 Total	50	

Totals

	7 - 3	3 - 11	Total
Earned			
Possible	50	50	100

Levels
400+ = Honors
300-399 = Level 3
200-299 = Level 2
100-199 = Level 1
Under 100 = Orientation Level



LEVEL 2 POINT SYSTEM

Name: _____

7 - 3		
Activity	Possible	Earned
Wake Up: On time, bed made before breakfast, hygiene completed, dress code according to program rules	10	
Breakfast: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	10	
Community: Attends group on time, has goals written in journal and comes to group prepared, focused and fully participates w/out redirection	10	
Adjunctive: Attendance and full participation; respectful to adj. therapist and peers at all times; complies with all program rules	10	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	10	
Lunch: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food	10	
Implementation/awareness of treatment plan issues.	10	
Group Participation: remain throughout group, active in discussions, avoid side talking.	10	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	10	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	10	
7 - 3 Total	100	

Date: _____

3 - 11		
Activity	Possible	Earned
Gym/Patio (Alt Physical Activity): Proper boundaries at all times, no cussing, attends and fully participates, respectful to peers and staff at all times	10	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	10	
Dinner: Maintains proper table manners, do not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	10	
Group Participation: remain throughout group, active in discussions, avoid side talking	10	
Wrap-up Group: Attends group with written goal information present, focused and fully participates without redirection	10	
Journaling/Goal Completion: Completes daily behavioral goals	10	
Implementation/awareness of treatment plan issues.	10	
Bedtime: Follows directives to go to room for room time and directives for lights out, does not come out of room after room time, no talking after lights out, attends all needs from staff and nurse before 2030	10	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	10	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	10	
3 - 11 Total	100	

Totals

	7 - 3	3 - 11	Total
Earned			
Possible	100	100	200

Levels
400+ = Honors
300-399 = Level 3
200-299 = Level 2
100-199 = Level 1
Under 100 = Orientation Level



LEVEL 3 POINT SYSTEM

Name: _____

7 – 3		
Activity	Possible	Earned
Wake Up: On time, bed made before breakfast, hygiene completed, dress code according to program rules	15	
Breakfast: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	15	
Community: Attends group on time, has goals written in journal and comes to group prepared, focused and fully participates w/out redirection	15	
Adjunctive: Attendance and full participation; respectful to adj. therapist and peers at all times; complies with all program rules	15	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	15	
Lunch: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food	15	
Implementation/awareness of treatment plan issues.	15	
Group Participation: remain throughout group, active in discussions, avoid side talking.	15	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	15	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	15	
7 – 3 Total	150	

Date: _____

3 -11		
Activity	Possible	Earned
Gym/Patio (Alt Physical Activity): Proper boundaries at all times, no cussing, attends and fully participates, respectful to peers and staff at all times	15	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	15	
Dinner: Maintains proper table manners, do not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	15	
Group Participation: remain throughout group, active in discussions, avoid side talking	15	
Wrap-up Group: Attends group with written goal information present, focused and fully participates without redirection	5	
Journaling/Goal Completion: Completes daily behavioral goals	15	
Implementation/awareness of treatment plan issues.	15	
Bedtime: Follows directives to go to room for room time and directives for lights out, does not come out of room after room time, no talking after lights out, attends all needs from staff and nurse before 2030	15	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	15	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	15	
3 – 11 Total	150	

Totals

	7 - 3	3 - 11	Total
Earned			
Possible	150	150	300

Levels
400+ = Honors
300-399 = Level 3
200-299 = Level 2
100-199 = Level 1
Under 100 = Orientation Level



HONORS LEVEL POINT SYSTEM

Name: _____

7 - 3		
Activity	Possible	Earned
Wake Up: On time, bed made before breakfast, hygiene completed, dress code according to program rules	20	
Breakfast: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	20	
Community: Attends group on time, has goals written in journal and comes to group prepared, focused and fully participates w/out redirection	20	
Adjunctive: Attendance and full participation; respectful to adj. therapist and peers at all times; complies with all program rules	20	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	20	
Lunch: Maintains proper table manners, does not bring anything to or from the dining room; complies with asking to get up; not wasteful of food	20	
Implementation/awareness of treatment plan issues.	20	
Group Participation: remain throughout group, active in discussions, avoid side talking.	20	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	20	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	20	
7 - 3 Total	200	

Date: _____

3 - 11		
Activity	Possible	Earned
Gym/Patio (Alt Physical Activity): Proper boundaries at all times, no cussing, attends and fully participates, respectful to peers and staff at all times	20	
Treatment: Complies with treatment hour, but in the absence of treatment hour, does adequate amount of treatment work throughout the shift	20	
Dinner: Maintains proper table manners, do not bring anything to or from the dining room; complies with asking to get up; not wasteful of food.	20	
Group Participation: remain throughout group, active in discussions, avoid side talking	20	
Wrap-up Group: Attends group with written goal information present, focused and fully participates without redirection	20	
Journaling/Goal Completion: Completes daily behavioral goals	20	
Implementation/awareness of treatment plan issues.	20	
Bedtime: Follows directives to go to room for room time and directives for lights out, does not come out of room after room time, no talking after lights out, attends all needs from staff and nurse before 2030	20	
Social Interaction: To include staff and peers, must use manners at all times, no instigating, gossiping, cussing, no rude gestures or actions. MUST BE RESPECTFUL AT ALL TIMES!	20	
Level Appropriate Behavior: Honors should exhibit leadership skills etc. Other levels should exhibit skills listed in the handbook	20	
3 - 11 Total	200	

Totals

	7 - 3	3 - 11	Total
Earned			
Possible	200	200	400

Levels
400+ = Honors
300-399 = Level 3
200-299 = Level 2
100-199 = Level 1
Under 100 = Orientation Level



Receipt of Adolescent Acute Handbook

I have received a copy of the Adolescent Acute Handbook.

I am aware that I am responsible for following the specified guidelines/expectations of the program.

I have been educated about and agree to the use of the unit's level system.

	<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>
Patient				
Staff				