



MESILLA VALLEY HOSPITAL

You are the creator of your own destiny



**GIRLS
RESIDENTIAL TREATMENT
CENTER/TRAUMA INFORMED
CARE HANDBOOK**



Dear:

Welcome to Mesilla Valley Hospital's Residential Treatment Program (RTC)/Trauma Informed Care. We have prepared this handbook to help you learn what to expect and for you to get to know our staff and other services that we provide upon admission/prior to joining our unit.

We realize that coming to treatment might be difficult, uncomfortable, and stressful for you and your family. It is our goal to make it as comfortable as possible and help with this transition and change. We are confident and committed that we can help you make the changes necessary to keep you physically, mentally, and emotionally safe and healthy.

You will find the unit to be structured, directive, supportive, and caring. This is done to assure a therapeutic environment that will facilitate your change. We want to welcome you and partner with you and your family/legal guardian and encourage any suggestions and feedback in all areas of our programming at any point. The point of contact for you and your family /legal guardian will be your primary therapist, unit nurse, and/or your psychiatrist.

We are looking forward to having a wonderful experience.

Respectfully,

Mesilla Valley Hospital Team

MISSION STATEMENT

Mesilla Valley Hospital is the quality provider of Behavioral Health Services in New Mexico.

- P** Professionalism
- R** Respect
- I** Integrity
- D** Diversity
- E** Excellence

PHILOSOPHY

We are dedicated to providing a safe, nurturing, accepting, and supportive environment to allow adolescents to heal from trauma and other life changing events to facilitate change. Each adolescent is treated with respect and compassion in an intensive setting that effectively combines psychotherapy, pharmacology, and other specialized therapeutic interventions within a therapeutic milieu. We provide a positive, structured, directive, and caring surrounding that is conducive to individual growth and healthy development.

PATIENTS' RIGHTS

We value and respect your patient rights; therefore, The New Mexico State Mental Health Services Rights Information is posted on the unit along with a list of contact agencies for your use. You have legal rights as a patient in a residential treatment center that may not be clear to you; therefore, MVH staff will be happy to assist you in understanding your rights more clearly during your treatment stay. If you feel your rights have been violated there is a grievance process that you may pursue. There is a **special concern box** available to you, that when used it will be submitted to the Patient Advocate for review. We want you to feel comfortable and know that this process is confidential between you and the Patient Advocate and retaliation against you will not be tolerated by the MVH team. In addition, be aware that a restriction of your rights may be implemented **if** therapeutic indications necessitate restrictions on visitors, mail, telephone calls, or other forms of communication. Those restrictions are evaluated daily for therapeutic effectiveness.

CONFIDENTIALITY

Mesilla Valley Hospital follows all applicable state and federal laws and regulations regarding confidentiality. Exceptions to confidentiality is our legal duty to report previously unreported abuse and neglect and our legal duty to warn when a patient has an intent to cause serious harm to someone. In addition, State Licensing and other RTC regulatory agencies may be privileged to view your records. Any other sharing of information will require a **Release of Information (ROI)** to be signed.

Upon admission, MVH staff 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. When applicable, you are expected to follow your probation agreement which may restrict you from contacting other individuals who are on probation, parole, or are incarcerated.

You are expected to respect the confidentiality rights of other patients and will be asked to sign a confidentiality form that will guarantee your commitment and prevent any discussion/information regarding personal information of other patients, along with your own to include Facebook, addresses, last names, and/or phone numbers, etc.

TREATMENT TEAM

Your treatment team consists of your psychiatrist/nurse practitioner, licensed therapist, licensed registered nurses, your parent/legal guardian, and/or other (JPPO, CYFD, Care Coordinators). This group of individuals with specialized training in different areas of expertise will be working with you. They are 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 **and discharge planning**. Your treatment team meeting will be conducted within fourteen (14) days of admission and thereafter every twenty-eight (28) to thirty (30) days.

Psychiatrist/Licensed Medical Provider and/or Nurse Practitioner: supervises all treatment provided by the RTC units. A Psychiatrist is a Medical Doctor and a Nurse Practitioner is a Licensed Independent PR actioner, who have specialized training in the treatment of mental and behavioral disorders. Psychiatrists/licensed medical providers and/or nurse practitioners are the only mental health professionals who can prescribe medication to a patient.

Psychiatric Nurse/Unit Nurse: is a Licensed Registered Nurse who administers medications, assesses and plans for medical care, teaches about medical needs, and reports the patient's psychiatric progress to the psychiatrist. The unit nurse handles patient emergencies and crises on the unit and provides input during treatment team meetings. The unit nurse also provides guidance, support, and in a nurturing way leads patients to succeed in their treatment goals.

Therapist: is a Licensed Masters Level Mental Health Counselor who provides specialized therapeutic treatment that includes individual therapy, family, and group therapy. Therapist also assists to ensure a safe discharge plan and provides individualized interventions that address your issues.

Adjunctive Activities: are Certified Ropes Instructors who conduct Ropes courses periodically, to help the patient overcome fears. They also organize team/group healthy functions to include arts and crafts, physical and cognitive activities to build confidence, teamwork, communication skills, and coping skills.

Educational Specialists: are Public School Teachers who are part of our treatment team licensed in Education. In addition, they are experienced and specially trained to serve the educational needs of youth with psychiatric/behavioral problems.

Mental Health Technician's (MHT's): are paraprofessionals who supervise, direct, and guide patients 24-hours a day to assure their safety. They are trusted adults who mentor and role model healthy behaviors and process with them when patients are in crisis and/or in distressful situations. They also facilitate vocational (i.e. college preparation/application and financial aid), life skills (i.e. etiquette, job preparation, and manners) and social skills (i.e. healthy interactions with peers, teaches, other adults, etc.).

Music/Art/Tai Chi: are professional/paraprofessionals whose specialties deliver treatment interventions/activities that assist patients to cope with life stressors/distresses in a healthy way.

Spirituality and Cultural Beliefs

We believe and see you in a holistic way; therefore, we value your mind, along with your spiritual and cultural beliefs. We understand that you are a unique individual; therefore, upon admission we will respectfully be exploring your cultural background which may include SES (socio-economic status), race, ethnicity, gender, sexual orientation, age, physical abilities, or other ideologies. We will do our best to accommodate your cultural practices and individualize your plan of care. Even though we strive to respect all individual practices and beliefs; therefore, specific spiritual/cultural practices need to have prior approval by the treatment team.

Searches

We take pride in our ability to keep and maintain a safe environment; therefore, expect different searches to include body, room, and/or wand searches performed routinely in a sensitive and dignified manner. Prior to a body search, the process will be explained to you and conducted by a same-sex staff. In addition, during a room search you or a selected peer will be present. Searches can be done at any time, based on need and at staff discretion for safety reasons.

Inventorizing / Belongings

At admission your belongings will be searched for any items that will not be allowed on the unit. Every item will be inventoried and placed in a secure box. We will assure that all items kept are returned to you at discharge. All of your belongings will be accounted for on the inventory sheet and will be labeled with your name. You will be allowed to have no more than seven pairs of pants, seven shirts, two sets of pajamas, one sweater or jacket, one pair of shoes, seven pairs of socks and seven undergarments in your room. Items that are not allowed will be returned to your parent/legal guardian in person or by mail. **Any additional items that are placed in the secure box, will not be accessible to you until discharge.** We understand the importance of your valuables, therefore, items of high worth and/or money are not allowed on the unit. Also, due to infection control your clothing will be washed in hot water prior to being taken to your room. You, along with a staff member will be responsible for going through your belongings and making sure they are accounted for when leaving. You and a staff must sign the inventory sheet; items left behind by you will be donated to charity if not claimed within 30 days.

Recommended Items

We recommend that you bring the following items to ensure that you have a comfortable stay:

- Up to seven (7) pairs of appropriate fitting pants
- Up to seven (7) shirts (no low-cut shirts, labels, see-through, spaghetti-strap, tank-top, or layered along with shirts that reveal your stomach or back)
- Up to seven (7) wireless bras
- Up to seven (7) underwear
- Up to seven (7) pairs of socks
- Up to one (1) sweater/jacket (no labels, team logos)
- One (1) pair of shoes
- Shampoo and conditioner
- Alcohol-free liquid body soap
- Alcohol-free lotion
- Foot Powder if necessary
- Deodorant
- Toothpaste
- Toothbrush
- Hair ties (small elastic ties)
- Tampons or Pads
- One (1) Large Tooth Comb
- Family photographs appropriate in an RTC environment.
- Arts and Crafts Materials as approved by your treatment team (washable markers, coloring books, crayons, and Play-Doh).
- Other items may be subject to approval

****If you do not bring the above recommended hygiene products, BASIC ESSENTIAL HOSPITAL HYGIENE products will be supplied (roll-on deodorant, toothpaste, 3-in-1 Wash, regular tampons, thick/hospital pads, and lotion).***

*****Personal makeup will be held and allowed to be used as earned and monitored by staff.***

******Hospital does not offer any type of clothing.***

Items not allowed

- ZERO Tolerance will be given to any attempts to bring alcohol, tobacco products, drugs, or drug paraphernalia and/or the misuse of any product for mind-altering purposes.
- Any aerosol and/or products containing alcohol are NOT ALLOWED, including but not limited to hairspray, mouthwash, mousse, face washes, topical products, and hair styling products.
- Shoelaces, drawstrings, or BELTS are NOT ALLOWED.
- Food, drinks, gum, or any other caffeinated items (coffee, tea, and soda) are NOT ALLOWED.
- Prescribed/Over-the-Counter medication, herbal products, vitamins are NOT ALLOWED.
- Any objects that can be used to penetrate the skin, such as weapons, glass, cans, sharp objects, hard plastics, jewelry, wood, etc. and/or any other items used for the purpose of tattooing, piercing, branding, or mutilation (harm to self or others) are NOT ALLOWED.
- Lighters, matches, or fire starting equipment are NOT ALLOWED.
- Jewelry is NOT ALLOWED (any exceptions will be evaluated by the physician and the team and a doctors order will be required).
- Bar Soap, loofas, Nair, or spacers (used for piercings) are NOT ALLOWED.
- Mirrors, chains, pencil sharpeners, and personal tweezers are NOT ALLOWED.
- Pens and chalk are NOT ALLOWED.
- Electronics (Pagers, cell phones, CD's, DVD's) are NOT ALLOWED.
- Due to safety reasons, stuffed animals will be inspected for any alterations and anything noted as suspicious will NOT BE ALLOWED.
- All forbidden items will be stored in a secure box and returned to your parent/guardian as soon as possible during

visitation and/or by mail.

**The above list is subject to change as the need is presented. The treatment team reserves the right to evaluate any additional restriction of items.*

Dress Code Expectations

- **Casual, inexpensive clothing is recommended. This facility cannot assume responsibility for items retained in your possession.**
- Rings, bracelets, and/or arts and crafts made in adjunctive therapy will be allowed as per level, provided no initials, nicknames, or numerals are on the jewelry (only your first name). Otherwise, jewelry and/or arts and crafts made in adjunctive will be mailed and/or given to parent/guardian at your next visit.
- All clothing must be labeled with your name.
- Gang affiliated clothing will NOT BE ALLOWED and ZERO TOLERANCE will be implemented to include, but not limited to: gang colors, color on color (black on black, white on white), labels (“HOMIES”, “ECHO”, “PLAY BOY”, ETC.), sagging, bandanas, doo-rags, or hair nets.
- Patients will be responsible for the care of own clothing. Clothing is to be washed on assigned laundry day. Special circumstances will be considered.
- Ripped, altered, torn or cut clothing is not allowed.
- Pajamas and/or slippers are NOT ALLOWED to be worn outside the unit at any time.
- Double layering of clothing is NOT ALLOWED, including wearing a non-zip up sweatshirt over a shirt.
- Leggings, spandex, see-through, or yoga pants are NOT ALLOWED.
- Clothing with drawings and/or words of profanity, alcohol, drugs, sex, violence, music/band oriented, and sports related clothing, skulls, etc. is NOT ALLOWED.
- Muscle shirts and tank tops, spaghetti straps are NOT ALLOWED, even as undergarments.
- Pants with phrases or words/letters of any kind over or around the rear end area are NOT ALLOWED.
- Two pant legs rolled up to the knee (to make capris) is ALLOWED. One pant leg down, with one up is NOT ALLOWED.
- Shirts must be worn buttoned at all times.
- Undergarments including: boxers, underwear, bras without under wires and panties must be worn at all times and are not to be revealed in any manner. Sports bras may be used with low cut shirts to prevent revealing areas of the body.
- Shorts must be no shorter than 2 inches above the knee, even pajamas.
- You 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.)
- Hats may only be worn outside the building as earned.
- Shoes and socks must be worn at ALL TIMES! Exceptions to shoes are when you are placed on elopement precautions and must wear hospital sandals.
- Personal artwork or graffiti on your clothing or shoes are NOT ALLOWED.
- Tying shirts up in knots around the bottom to reveal waist and stomach are is NOT ALLOWED.
- ANY NON-COMPLIANT DRESS CODE CLOTHING WILL BE TAKEN AWAY AND WILL BE GIVEN TO PARENT/GUARDIAN AND/OR MAILED.

Hygiene Expectations

- You are expected to shower at least once a day and to brush your teeth twice a day.
- You may not keep hygiene products in your room, but hygiene boxes will be provided and you will be responsible for putting them away after use.
- Hygiene includes washing clothing and is expected on your scheduled laundry day.
- Only large toothed combs may be used
- Large hair ties, barrettes, headbands etc... are NOT ALLOWED.
- Hygiene maintenance is highly encouraged and if you have any questions please talk with your unit staff.

***If you choose to abuse any other hygiene products, you will be placed on restriction from that item until it is reassessed.**

****This list can be added to if any other items become consistently abused and as deemed necessary by MVH staff for the safety of the units.**

Sick Days Guidelines

- Sick days will be assessed and evaluated by unit RN who will then monitor for signs and symptoms which may include, but not limited to, fever, vomiting, and/or unstable vitals. A sick day means that you will be out of the milieu for 24 hours. You will not be allowed to participate in unit activities and will remain in your room, on your bed for the entire 24 hours unless otherwise specified by staff.

Visitation Guidelines

- A list of visitation hours will be provided at admission. RTC visiting hours are from 1:30pm until 4pm on Saturday and Sunday.
- **ALL VISITORS MUST BE APPROVED BY THE PATIENT'S GUARDIAN AND TREATMENT TEAM DURING YOUR INTIAL TREATMENT TEAM MEETING.**
- Visits are allowed for any person on the patients approved visitation list, all **visitors must be at least 5 years of age. Maximum of 4 visitors at a time in visitation room** (maximum of 7 visitors allowed on your list during your entire stay).
- Visitation of a patient's own children should be discussed at your TREATMENT TEAM MEETING.
- Anyone under the age of 18 must be accompanied by an adult (21) if on the approved visitation list.
- All items in the secure box will be packed during Friday Movie Night time, when possible, and will be followed up by weekend staff to send back with parent/guardian.
- Food from your parents and/or visitors cannot be brought back to the unit. During visitation, you will be allowed to consume food and beverages. *****No food or beverages will be allowed back onto the units.*****
- If you are on a special diet indicative of your medical condition, **you are responsible to follow diet assigned by dietician.** Restrictions will be implemented if diet is not followed.
- Your drink, along with your visitor's drinks, must be sealed (plastic bottled drinks).
- Absolutely NO cell phones, cameras or recording devices of any kind will be allowed behind locked doors! Visitors must leave personal belongings in their vehicles. If any of these devices is brought into the facility, visitors may be asked to leave.
- Hospital rules must be followed by you and your visitors. Any cussing, foul language or conversations involving inappropriate material will not be allowed.
- You and your visitors are not allowed to have inappropriate public displays of affection. This includes, sitting on each other's laps, kissing, groping, sexual conversations, etc.
- Mingling/talking with other patients and their visitors is NOT ALLOWED to ensure confidentiality.
- If items that are not allowed in the facility are brought in by visitors, restrictions may apply thereafter.
- If illegal items are brought into the facility, police may be called and charges will be filed (weapons, knives, drugs, cigarettes, alcohol).
- You and your visitors are not allowed to bring pets into the facility.
- Visits may only occur with individuals approved by the treatment team. All visitors must be on the phone list **(maximum of 7 visitors allowed during your entire stay).**
- **Visitations are not allowed outside of visiting hours.**

Mail Expectations

- Postage will be provided for outgoing mail (no stamps allowed).
- Graphic designs on incoming/outgoing envelopes are not allowed.
- You will be asked to open incoming mail in front of staff and seal outgoing mail in front of staff, to monitor for things/items that are not allowed. Any incoming stickers will be assessed and monitored by staff.
- Mail restriction may be applied per parent/guardian, JPO, or Treatment team request.
- A physician's order is required to restrict incoming or outgoing mail.
- No mail contact with former peers is allowed and you are expected to follow probation conditions regarding any

association prohibited by probation officer.

- Exchanging personal information such as addresses and phone numbers is not allowed.
- Any food or candy that is mailed to you will be returned to senders.

Telephone Expectations

- **Limit of 7 people on list. This includes ALL family members, JPPO's, attorneys, GALs, social workers, etc.**
- **Anyone attempting to reach you must have your ID number. Zero exceptions will be given.**
- **The number of phone calls and length will be earned.** If you are in CYFD custody, you may receive a phone call from your 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 developed during initial treatment team meeting. The Psychiatrist and/or Licensed Medical Provider can restrict your phone list if it is observed to interfere with your treatment issues.
- Staff will dial/place the call!
- You can have 3 attempts to make phone calls during phone hours.
- If you engage in inappropriate behavior on the telephone you will first be asked to correct the behavior, and if this does not occur, the staff will terminate the call. This includes: cussing, conversations about drugs, alcohol, gangs, weapons, etc.
- Upon arrival and while on Orientation level you are permitted to make one phone call to parent/guardian ONLY. You will be allowed to make that call in three separate attempts. If you are unable to reach your parent/guardian you will be asked to wait for incoming call. You are allowed call your guardian for a ten minute call. Calling anyone other than your guardian is not permitted.
- You will be allowed three separate attempts to unanswer households. If unable to reach house hold, you will be asked to wait for incoming call.
- You will be expected to remain in designated phone area during calls.
- You are expected not to talk about peers, say peers names, or discuss peer issues while on phone, This is a breach of confidentiality and has ZERO TOLERANCE.
- No contact with former peers who have discharged will be allowed.
- No 3-way calls allowed. Any attempts and/or doing so will result in a consequence.
- No Calls (incoming/outgoing) after 2000 hours (8pm).
- All phone calls must be completed by 2030 hours (8:30 p.m.)

SPECIFIC BEHAVIORAL EXPECTATIONS: We understand that behavioral expectations might be confusing at the beginning; therefore, the following guidelines are designed to help you.

Unit Expectations

- Lining up: You need to be arm's length apart with hands to the side at ALL TIMES. Talking is NOT ALLOWED.
- English will be spoken on the unit and with your family members unless special accommodations are made between you and staff regarding monolingual speaking family members.
- Being polite and displaying manners is expected. Using terms such as, "Please", "Thank You", "Excuse Me", and "You're Welcome" will be evaluated and taken into consideration as you advance in your treatment.
- During code situations, patients must evacuate to the area designated by staff and follow all staff member's instructions without procrastinating or arguing.
- Room Time is 8:30 p.m. Lights out at 9:00 p.m. Exceptions are for Integrity at staffs discretion.
- All journal entries, 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.
- Rooms must be clean and beds made after breakfast.
- Staff may cut your hair with parental/guardian consent. You are not allowed to cut your own or a peers hair. Haircuts are a privilege and must be earned.
- You can only style each other's hair with staff permission if you and the peer are on Integrity level.
- Please remember that you have a scheduled day, weekly to meet with your therapist; if you have an important

issue that needs a therapeutic intervention, please use the therapist's box.

- Running is NOT ALLOWED on units for safety reasons.
- Throwing ANY objects is NOT ALLOWED.
- Cussing, shouting, or yelling is NOT ALLOWED.
- Pens are earned and supervised on Insight and Integrity.
- You must ask to cross the red line at the RN station, due to confidentiality issues.
- Violence or threats of violence (verbal, behavioral, or implied) will NOT BE TOLERATED.
- Sexual behaviors will NOT be tolerated with same or opposite sex members. This INCLUDES: holding hands, inappropriate touching or hugging, flashing (both male and female) and any other behavior deemed inappropriate by staff. Displaying these behaviors will result in an immediate placement on orientation.
- Joking, threatening or attempting to elope will NOT BE TOLERATED
- Inappropriate hand gestures will NOT BE TOLERATED (gang affiliated and/or suspicious). There are to be no handshakes of any type with peers. Handshakes with staff **must be a professional handshake.**
- Selling, borrowing, lending, giving or trading of personal items or money is NOT ALLOWED. This includes but is not limited to ALL hygiene, contraband items, food, and clothing.
- Stealing is NOT ALLOWED.
- Ethnically or racially degrading comments or demeaning comments are NOT ALLOWED.
- Whispering between you and our peers is NOT ALLOWED.
- You are NOT ALLOWED to ask peers for addresses to mail their family/ friends, etc....
- Tattooing, piercing, or using any items to keep piercings open are NOT ALLOWED.
- Instigating, provoking, setting others up, or asking others to behave in a negative manner will NOT BE TOLERATED.
- Room time is at 8:30 p.m. You may not leave your room without permission after this time. All needs must be met prior to this time unless an emergency arises and/or you have earned the privilege.
- Personal food, drinks, candy, and/or gum are NOT ALLOWED at ANY TIME.
- Staff splitting and gossiping is NOT ALLOWED.
- Gang glorification is NOT ALLOWED.
- Breaking of confidentiality is NOT ALLOWED. This includes talking to anyone other than MVH staff about peers on or off your unit. This includes during family sessions, visitation, phone calls, writing peers, etc.
- Acrobat or gymnastic behavior is not permitted due to safety risks.
- **You are NOT ALLOWED to ask staff to purchase you individual items, foods, drinks, clothing, or gifts.**
- **You may not borrow and /or use staffs personal electronic devices.**

Room Expectations

- 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 other times.
- You are not to sit on roommate's beds or go into roommates belongings.
- Bathroom doors are to remain shut when occupied and when patients are in the rooms
- Changing clothes may only occur in the bathrooms with the door closed.
- When you or a peer are in the bathroom, roommates are to be out of the room. Unless staff is present in the hall at room time.
- You are NOT ALLOWED in any other bedroom besides your own or to talk to peers in other rooms during room times.
- You are NOT ALLOWED to stand at your bedroom door to visit with staff after 8:30pm.
- You are NOT ALLOWED to move your furniture.
- You are to make your bed and have rooms clean and checked each morning.
- All curtains must be closed at sunset.
- Whistling and whispering is NOT ALLOWED.
- You must sleep with your head at the top of the bed due to fire dept. codes.
- Food in rooms WILL NOT BE TOLERATED!
- Sleeping without a top/bottom cloth is NOT ALLOWED and will not be tolerated.

School Expectations

ALL STAFF INCLUDING TEACHERS MAINTAIN OPEN COMMUNICATION AND ALL MVH EXPECTATIONS ARE APPLIED DURING SCHOOL HOURS.

- Enter the classroom quietly, get your folder, pencil and take your seat.
- Writing on anything other than paper provided to you during class IS NOT ALLOWED. Destruction of school materials will result in a therapeutic response and you having to pay to replace items.
- Throw trash from your seat to the wastebasket IS NOT ALLOWED.
- Always ask permission from a teacher to leave the classroom.
- There should be ABSOLUTELY NO TALKING when moving from one classroom to the next. Yelling in school, classroom or hallway is NOT ALLOWED.
- Do not bring anything to the classroom. We will provide all materials necessary.
- Please use manners and excuse yourself if you need to pass gas or burp during class.
- You will be responsible for checking out a pencil and/or erasers in class, and returning it/them before leaving.
- Both hands need to remain on the table/desk at all times.
- Discussing anything that does not involve school during school hours will not be allowed.
- Ask for a teacher's help if you need assistance with your work. Do not ask your peers.
- Food or drinks in the classrooms is NOT ALLOWED.
- Do not change your name on the computer in computer class and do not add names to the computers.
- CHEATING OR COPYING OTHERS IS NOT ALLOWED.
- Do not enter teacher's workspace unless asked to do so by teacher.

LOSS OF POINTS and SUSPENSION AND MAY OCCUR IF YOU FAIL TO COMPLY.

TEACHERS ARE A PART OF THE TEAM and CAN DETERMINE TREATMENT RESPONSES.

***Final grades for each nine weeks will be given based on completed assignments, behavior and attendance.**

***If a student has accumulated more than one suspension for each nine-week period, that student will lose points off their final grade.**

***A student that has been suspended will receive an "F" for each day of suspension.**

Cafeteria Expectations

- Being polite, respectful, and courteous to kitchen staff.
- If you do not like the food being served, please be polite and keep your thoughts to yourself.
- No talking in line other than to order food. Due to health and safety regulations, the tables must be wiped down when the unit is done eating when you are assigned the chore.
- Food and drinks are NOT ALLOWED to leave the cafeteria.
- All dietary restrictions will be monitored by staff, nevertheless, you will be held responsible if you knowingly deviate from your assigned diet or if you attempt to eat food you are allergic to.
- Interaction between other units in the dining area is NOT ALLOWED, unless you are on level and are having a meal with the other unit peers on level.
- You are expected to ask staff to leave your seat at any time.
- You are expected not to waste, share, or trade food.

Group Expectations

- Group will begin when everyone is focused up, feet flat on the ground, no reading, writing, side-talking, slouching, or playing with hair or anything else.
- Out of respect for yourself you will be present and on time for group sessions. Due to your input being valuable you will be expected to actively participate in group discussions, activities, etc. This will be considered in your level advancements.
- Out of respect for others you will listen attentively and without interruptions while others are speaking and will offer constructive feedback when asked to do so.
- Out of respect for the group. You will not use abusive language toward other group members. You should raise your hand when you have feedback or an opinion.

- You are expected to respect confidentiality of others by not repeating what is said in group. What is said in group stays in group.

Socials Expectations

- Physical contact including hugging, holding hands and kissing is NOT TOLERATED and will result in an immediate return to the ORIENTATION LEVEL.
- Physical or verbal aggression IS NOT ALLOWED AND WILL RESULT IN AN IMMEDIATE RETURN TO THE ORIENTATION LEVEL.
- Food is NOT ALLOWED be taken back to the unit.
- Trash must be thrown in the trash can, not on the floor.
- The gym and patio must be clean before returning to the unit.
- You must be on Insight to attend Sunday socials.
- Patients on Orientation and Exploration Level are not eligible to attend socials.
- You must be on Insight to attend Friday socials.
- Passing notes, exchanging/accepting gifts and/or verbal messages are NOT ALLOWED.
- Gossiping is NOT ALLOWED.

ADJUNCTIVE, GYM, AND OUTSIDE ACTIVITIES EXPECTATIONS

Group Rules:

Adjunctive activities consist of scheduled group from each unit that promotes healthy leisure skills, enhances positive social skills, and increases self esteem. Adjunctive groups are scheduled off or on the unit and participation is part of the treatment. 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.

Art 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. You must maintain your work area clean and neat. Projects will be appropriate and may not be related to gangs, violence, sex, satanic, or anything negative.. Nicknames, numbers, initials, sports and music related material are also banned. If you are not sure, please ask. You will have an opportunity to redo a project that has not been approved by adjunctive staff. You will be evaluated on: following directions, proper use of materials, good efforts, completing a project, good use of materials, area tidiness, and positive interactions with peers and staff. Point loss and/or Treatment Responses may be imposed for violation of adjunctive and/or program rules. You will be asked to empty pockets for safety reasons.

Outdoor Activities:

You may attend outdoor activities if you are not on precautions (Elopement precautions, pending individual precautions, SI, or HI), treatment response or activity restriction. Only your doctor or nurse may excuse you from participating in outdoor activities. If you are on physical restrictions or you are excused from adjunctive, you will remain on the unit. For safety purposes in outdoor activities, if anyone in your group needs to leave, the entire group will leave together. Closed toed shoes must be worn. Physical aggression or rough play will not be tolerated. Conversations about elopement will result in a level consequence as this is taken very seriously. You will be evaluated on good efforts, sportsmanship, proper use of equipment and positive interactions with peers and staff. You will be asked to empty pockets for safety reasons. During the summer season, pool rules will be provided by staff that you will be expected to follow. ZERO TOLERANCE will be given for any attempts to dive into the pool.

Gym Activities:

Full participation is required in adjunctive gym and can only be excused by your doctor or nurse. If you cannot participate in gym, you must remain on the unit. Closed toed shoes must be worn. Proper use of all equipment is expected; a consequence will be enacted for misuse. TOUCHING OR HANGING on the basketball rims or nets is NOT ALLOWED for safety reasons. **Physical aggression or rough play WILL NOT BE TOLERATED.** You will be evaluated on good efforts, sportsmanship,

proper use of equipment and positive interactions with peers and staff. You will be asked to empty pockets for safety reasons.

ROPES Activities:

ROPES activities are designed to promote teamwork, cooperation, problem solving, and overcoming fears. It is a tool that can be used to help build self-esteem, self-confidence and a sense of accomplishment. High Ropes involve climbing various elements in the course and safety equipment must be used at all times. Closed toed shoes must be worn.

Attendance, assisting with groundwork and positive feedback to your peers is expected; however climbing the element is your choice, and is encouraged. You will be evaluated on your participation, cooperation, and communication skills and following all safety procedures and instructions from staff. **All outside activity and unit rules apply.** Joking about or jeopardizing safety of yourself and others will not be tolerated. You will be asked to empty pockets for safety reasons.

Outings: Prior to a body search, the process will be explained to you and conducted by a same-sex staff.

Going on outings is a privilege that you will gain once you obtain your high level. If applicable, you must have approval from your probation officer to leave the premises. Outings are a fun opportunity to participate in positive activities in the community. For safety reasons, a full body search will be conducted. Prior to a body search, the process will be explained to you and conducted by a same-sex staff. Elopement or elopement attempts will result in this privilege being forfeited for the remainder of your stay. You will not be excused to attend an outing that is scheduled during your school time if you have received a "U" in the last 5 school days.

Therapeutic Passes: Therapeutic passes are a privilege that you will gain once you have been on Insight level for over a week or on Integrity level. If applying for a therapeutic pass, you must ask the therapist for the pass form and fill out with the day, time, people attending, and goals of the pass; This must be turned in by Wednesday prior to the pass. During these passes, you will be expected to follow the rules and guidelines as listed on the back of the pass form and follow any additional instructions written by the therapist. For safety reasons, a full body search and a UDS will be conducted upon reentry to the facility. Prior to a body search, the process will be explained to you and conducted by a same-sex staff.

Goals for the Day

Goals help us to keep focus and achieve and/or improve what we want; therefore, you are expected to develop three daily goals which will include a treatment, unit, and personal goal the night before community group. Community group takes place at every morning at 8:00 am. In addition, you will be expected to work on your goals during the day and present during wrap-up group in the evening. If you achieve your goal, you are ready for a new goal. If you do not achieve your goal, your goal will be revised and you will identify barriers (what kept you from achieving your goal). You will be expected to continue this goal, addressing barriers the following day or until the goal is successfully completed.

POINT AND LEVEL SYSTEM

The point and level system is based on the ability to adapt and learn new positive behavior to help you succeed in the program and in your life after you leave treatment.

The following is an explanation of the levels you will be expected to follow:

Orientation Level

The orientation level provides an opportunity for you to get to know the staff and program expectations. You will remain on orientation during the first three days following your admission. This is the time that you will prove that you have self-control, can follow directions, and can follow the rules of the unit. At the end of the third day, you will be evaluated and you will advance to the Exploration Level or remain based on your behavior.

Things that you are allowed to do:

You will be allowed three separate attempts to call your guardian if your first two calls are not answered. You will be asked to wait for incoming call. You are allowed call your guardian for a ten minute call. Calling anyone other than your guardian is not permitted.

Exploration Level

Exploration will give you the opportunity to learn new, healthy behaviors with the support of the staff. This level represents your growth as you have become familiar with program expectations. Aside from privileges, you will be given the opportunity to earn up to 100 points which can be translated to rewards that you can obtain on Fridays. While on exploration, you are still expected to follow the expectations of the orientation level; in addition, you are expected to use coping skills, follow unit rules and accept staff redirection. You will also display the ability to process your thoughts and feelings to avoid crisis. You are expected to give feedback in respectful ways and receive it non-defensively. You must display a positive attitude and be polite and respectful. When you have been on exploration for two weeks you can apply for Insight. Expectations are that you earn at least 85% of the points for this level by the first week. If you do not earn 85% of the points you will be given feedback on areas that you need to work on and will be expected to display the expected behavior by the end of the second week. If you do not display expected behavior, you will be given the opportunity to refocus for two days on the orientation level. This opportunity will be given to you only one time per level during your entire stay at MVH.

Privileges Earned:

- 12 minutes of phone time with up to two (2) contacts
- Check out the unit radio
- Check out board games from adjunctive

Insight Level

Insight is the time to reinforce and implement your new and learned healthy behaviors. You will be expected to follow orientation and explorations level expectations. At this time, you will not only receive more enticing privileges, but you will be given the opportunity to earn up to 200 points which will again translate to more attractive rewards which can be obtained on Fridays. You will be expected to show the ability to calm down and discuss issues immediately when upset or frustrated, follow first directive, show positive attitude and influence peers to follow model behavior. In addition, you will be expected to use effective coping skills and problem solving in difficult situations. When you have been on Insight for two weeks you can apply for integrity level. Expectations are that you earn at least 88% of the points for this level. If you do not earn 88% of the points the first week, you will be given feedback on areas that you need to work on and receive the opportunity to display expected behavior by the end of the second week. If you do not display expected behavior, you will be given the opportunity to refocus on exploration and can reapply for insight the following week. This opportunity will be given to you only one time per level during your entire stay at MVH.

Privileges Earned:

- 15 minutes of phone time with up to three (3) contacts
- Attendance of socials for one and half (1.5) hour from 6:30 pm to 8:00 pm
- Hair style without heat devices. One (4) four hour on-grounds pass per week with your parents
- Attendance to outings with adjunctive (1x while on the second week of Insight)
- Check out board games from adjunctive and request special adjunctive crafts
- Wear store jewelry or adjunctive jewelry during socials only
- Dining with the opposite RTC (boys/girls) higher levels, once per week
- May shop from exploration or insight section of the store.

Integrity Level

Integrity is the time that previously learned behaviors are strengthened and fully implemented. You will be expected to maintain orientation, exploration, and insight expectations. You will receive better, enticing privileges and you will be given the opportunity to earn up to 300 points, which can then be translated into more appealing awards that can be obtained on Fridays. You will be expected to show complete self-control and the ability to problem-solve through your

daily stressors. You will be a positive role model and show the ability to solve your problems and resolve conflicts. Expectations are that you earn at least 92% of the points for the first week. If you do not earn 92% of the points the first week, you will be given feedback on areas that you need to work on and receive the opportunity to display expected behavior by the end of the second week. If you do not display expected behavior, you will be given the opportunity to refocus on exploration and can reapply for integrity the following week. This opportunity will be given to you only one time per level during your entire stay at MVH.

Privileges Earned:

- 20 minutes of phone time with up to 4 (four) contacts
- Attendance of socials for (2) two hours
- Make-up use all day
- Hair style with heat devices
- Passes will be on-grounds or off-grounds for up to (8) hours, limited to (2) two per week
- Honors meals with choices of available staff at staff discretion and when appropriate
- Outings
- Paint nails with designs
- Check out board games, special adjunctive craft 2 X a week, and use of Wii as appropriate times designated by Unit Nurse. Examples-free-time, room-time, patio-time.
- Wear store jewelry or adjunctive jewelry all day, must be turned in by the end of the day
- Culinary/CPR classes after (2) two weeks of being on level
- Optional-may have special meal with the opposite unit (boys/girls)
- Dining with both units (3) three X a week
- Shaving is a privilege and will be earned by you. MVH will provide razors. Shaving is monitored by staff at all times and the razor must be returned immediately after use. You are only allowed to shave lower legs and underarms. Any shaving exceptions and/or restrictions will be assessed and determined by the treatment team (examples: sharp restriction, suicide precautions).
- May shop from any section of the store.

Level Advancement Celebration Time:

A weekly meeting will be held on Fridays to celebrate your accomplishments throughout the week. You will be talking to staff about your level advancement application individually, where it will be determined if your level advancement was approved. After staff has provided feedback and your level has been determined, then you will join with peers to celebrate your level advancement and/or the areas where you need improvement. Peers will be giving you positive feedback on how to meet behavioral expectations. Receiving the correct level percentage points does not guarantee level advancement. The treatment team (to include Nursing, MHTs, Therapists, Practitioners, and School personnel) must be in agreement with the advancement.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIORS AS PER LEVEL EXPECTATIONS

Yellow Behavior

- Refusing to participate with groups (at facilitator discretion) or leaving designated area without permission
- Not following directions
- Sleeping in group/class without medical cause (as determined by nurse)
- Not following directions per level expectations
- Inappropriate manners, including purposely not excusing yourself (passing gas or burping)
- Non-compliance with dress code after redirections or other interventions have been implemented (continuing to wear or obtain clothing that has been sent home or put in storage)
- Demanding requests to therapist/nurse/staff
- Cussing as per level expectations
- Verbal aggression with peers
- Physically entering into another peers room
- Name calling in a demeaning way
- Physical inappropriate boundaries (invading someone's personal space)

- Emotional inappropriate boundaries (belittling peers)
- Spreading rumors (Example-“Did you know so and so is doing that”)
- Peer manipulation in an intimidating way (Example-You better give me you snack or I will hit you.)
- Disrespecting staff or peers
- Wearing peers clothing
- Asking another staff member the same question to try to get another result (staff splitting).

Consequences for Yellow Behavior

- **Loss of 100 points for Exploration , 200 for Insight, 300 for Integrity (which is one day’s worth of points) if you do not process with staff who identified the behavior**
- **Timeout and you will be expected to process with staff and accept feedback (must be by end of shift)**
- **If you accept feedback, take ownership and respond positively without argument, loss of points can be evaluated so that you may earn up to 25% of points back.**
- **You cannot continue to accumulate reward points until processing occurs and appropriate and NATURAL CONSEQUENCES be given at staff discretion according to the situation/circumstances**
- **All privileges are on hold.**

Orange Behavior

- Threatening with signs of force (yelling , threatening to hurt staff or peers)
- Interfering /being intrusive with staff redirection of other peer
- Wrestling (arm/body, even if in a playful manner)
- Posturing in an aggressive or threatening manner (even if playful, due to safety)
- Note passing/Possession of a note
- Instigating conflict with staff and peers

Consequences for Orange Behavior

- **Loss of 200 points for Exploration , 400 for Insight, 600 for Integrity (which is two days’ worth of points) if you do not process with staff who identified the behavior**
- **Timeout and you will be expected to process with staff and accept feedback (must be by end of shift)**
- **If you accept feedback, take ownership and respond positively without argument, loss of points can be evaluated so that you may earn up to 25% of points back.**
- **You cannot continue to accumulate reward points until processing occurs and appropriate and NATURAL CONSEQUENCES be given at staff discretion according to the situation/circumstances**
- **All privileges are on hold.**
-

Red Behavior/Zero Tolerance Behaviors

- Property Damage
- Tampering with motion sensors/alarms
- Tattooing/Piercing in the facility (puncturing of skin)
- Sexual Acting Out (Examples-oral/anal/vaginal sex, kissing, and/or fondling)
- Harm to self of others (Examples- aggression toward peers and/or staff, punching, self-mutilation)
- Elopement at MVH or TFC family pass
- Slurs, Hateful/aggressive language toward race, ethnicity, or sexual orientation
- “Cheeking” or sharing medication
- Possessing or use of any tobacco products, alcohol, hooch, or other mind altering substances (also applicable while on pass)
- Dangerous “games” that could cause physical or psychological harm (Examples-California Knockout)
- Breaking confidentiality
- Interfering or involvement in a code (Interfering with a peer CPI hold)
- Making false accusations toward staff
- Any other serious behavior as determined by the treatment team
- Cussing at staff
- Diving and/or attempts to dive in the pool due to safety risks

- Any type of gang activity/gang glorification including but not limited to graffiti and/or gang signs

Zero Tolerance behavior will be cause for an automatic drop and you will restart the level process program, beginning at orientation level at this point you will stay at orientation for seven days. This is to give you the opportunity to reorient and refocus on the areas expected for each level. Points will not be awarded for 7 days starting from the day the red consequence was received.

Consequences for Serious, Continuous, Violent/Behavioral Issues

- Therapeutic timeout, which is up to 30 minutes where you will go to a designated area to give you the opportunity to gain self-control. If you are still not responding, an additional therapeutic hold intervention will be initiated.
- During a therapeutic timeout you will be expected to engage in treatment work that will be assigned by your staff. This may include writing a paper on the incident that led to the therapeutic timeout, outlining how the situation could have been handled differently which would have prevented the need for a therapeutic timeout.
- Restraint/seclusion can be applied for any violent behavior and JPO's, along with guardians will be notified.
- All privileges will be removed for three days including but not limited to personal items and hygiene products will be replaced with hospital hygiene products
- Other NATURAL CONSEQUENCES will be given including but not limited to writing a paper of why the zero tolerance behavior is not beneficial to you and this paper will be presented by you to your peer group before applying to the next level.
- All privileges are on hold.

Refocusing the Unit

During a potential crisis situation (examples-riots, more than half of the unit displaying physical aggression or threats of), a group or unit refocus may be mandatory in order to maintain the safety of the unit and patients. Unit Refocus is at the treatment team's discretion.

- Patients will remain in a designated area 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 one three-minute phone call to parent or guardian as clinically indicated.
- During Unit Refocus, the individual and/or individuals in crisis will be placed on a therapeutic time-out and will not be allowed to earn points.
- Talking to peers is not allowed.

Receipt of RTC Handbook

I have received a copy of the RTC Handbook and 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				