



NEBRASKA
Good Life. Great Mission.
DEPT. OF HEALTH AND HUMAN SERVICES

MISSION STATEMENT: *HJCDP REDIRECTS THE LIFESTYLES OF YOUNG MEN AND PROMOTES SKILLS TO LIVE SUBSTANCE-FREE AND SUCCESSFUL LIVES.*

TO THE FAMILY:

Many sober individuals talk about the key role family plays in guiding them away from addiction and towards recovery. Families suffer when their teenager is addicted to drugs or alcohol. Most young men who enter our program continue to misuse substances despite the family's effort to help them stop. For a young person with addiction, making positive choices is difficult, even more so than for the typical teenager.

The Hastings Juvenile Chemical Dependency Program (HJCDP) embraces the opportunity to learn, make new choices, and fuel the desire to live a sober lifestyle. We help the family feel confident in understanding addiction, the costs of continued substance use, associated risks, and in inspiring the teen to stay sober. HJCDP is mindful of the costs and disappointments families have experienced, but bring optimism and determination to initiating the opportunity for change. Sobriety presents many difficult choices and requires uncomfortable habits for a teenager. We focus on placing the issues out in the open, and encouraging the teen to analyze his values and negotiating measurable rules and goals with the family. The family's love helps a teen weather the tough choices and hard work required to stay clean. That is why we at HJCDP support the family's involvement in visitation, family therapy, and the treatment plan process. We recognize that your participation in-person for the first treatment plan meeting and family therapy session can be difficult, but your involvement is essential in establishing an effective plan for the teen.

The HJCDP Handbook highlights the program philosophy, defines successful completion, outlines rules, and describes the key areas of behavioral expectations for your teenager. We invite you to come to our campus, experience the sober influence of our work, get to know our staff, and share how we can be helpful to your teenager. We are here to help you.

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WELCOME TO HJCDP *from Dr. Kenneth Zoucha, Medical Director*

Welcome to HJCDP. Evidence shows that the vast majority of adolescents who are addicted to drugs and/or alcohol never get a chance to receive treatment for their disease. Of the teens that do get treatment, only a small minority have the opportunity to go to an inpatient setting. You have an amazing opportunity here to find a way to live clean and sober, and stop the chaos in your life.



As I mentioned above, we know that drug addiction and alcoholism are medical diseases. Evidence shows that addiction involves changes in the brain reward and memory pathways. These changes cause a person to pursue a high or find relief from discomfort by use of drugs and alcohol despite significant troubles in that person's life caused by drug use. Unlike most illnesses, addiction is a chronic disease requiring continuing support and use of recovery tools.

Manifestation of addiction includes: an inability to stop using drugs and to maintain sobriety, a change in a person's control of their behavior, an overwhelming craving to use drugs and/or alcohol, and an inability to see that problems with poor behavior and trouble with relationships are being caused by drug and alcohol use. Without treatment and continual recovery activities, addiction can lead to significant health problems and even death.

We see addiction as a disease that hurts your mind, body, and emotions. As such, our treatment approach at HJCDP involves helping with the healing of your body, dealing with impaired thinking problems, and changing your response to hurt emotions. The treatment team encourages you to take full advantage of the chance you have at HJCDP to improve your health and your life through sobriety.

WELCOME TO HJCDP *from Dr. Lisa Buchta, Program/Clinical Director*

Some young men question why they are in this program. Others readily admit they are here because of their addictive behaviors. They keep using substances despite negative consequences. Maybe you have made a personal decision to change your behaviors, but when you tried to stop using, you found you were unable to do so for very long. Whether you are someone who does not think he needs to be in treatment or someone who is asking for help, we will meet you where you are on your path to recovery. We cannot force you into accepting your problem or making changes. But, we promote sobriety and will provide you with information and learning opportunities to practice recovery skills in a safe environment.



While you are in this program, you will have the opportunity to examine causes behind your addiction. You have likely experienced events and losses in your life that have impacted your thoughts, feelings and behaviors. These events might also be influencing your addictive behaviors. In addition to gaining a better understanding of the source of your addiction and what strengths and qualities you have to help you on your path to recovery, you will have the opportunity to learn new coping skills and will work to improve interpersonal and communication skills with your family.

We are glad you are here, and we look forward to working with you. It is ultimately your choice to change. You will determine what you gain from treatment.

WELCOME TO HJCDP, *continued*

The following are seven ideas that illustrate the keys to getting the most out of your time in treatment:

- ⇒ **THINK BEFORE YOU DO:** There can be a lot of negative consequences when you act before you think. Recovery requires you to think through situations, consider the pros and cons, and take complete responsibility for the choices you make.
- ⇒ **OBSERVE THE EGO:** In treatment, you are asked to focus on solving your problems. This requires you to step outside your automatic responses (i.e., anger/aggression), and use a variety of tools to help you make informed, responsible decisions.
- ⇒ **ASK FOR HELP:** This is difficult! Asking for help is the complete opposite of the secrets of addiction, victim thinking, the normal separation of teenage years, and the defiance and superiority of criminality. You gain new perspective when you ask for help, and are empowered to make informed, sober decisions. Take a scientific approach to recovery by collecting evidence, developing ideas and testing out your hypotheses.
- ⇒ **THE TALK OF THERAPY:** Therapy demands real conversations among you and your treatment team. HJCDP is a family-centered program. We will include your family/guardians in the therapy process. The therapeutic process will challenge you to consider change, and to turn words into action.
- ⇒ **STAY OPEN TO LEARNING:** Most young men in our program have already received a great deal of help. What else can you learn by staying engaged in the recovery process? Over time, your capacity to learn and integrate new information changes. You may have heard some of this information before, but look for ways you can use this information in your recovery process.
- ⇒ **PRACTICE A NEW WAY OF LIVING:** The journey to sobriety requires practice. Moving from being in treatment to recovery requires practicing new ways of thinking, taking responsibility, relating, acting and being. The skills you develop in treatment will pay off in the real world of sober living.
- ⇒ **TURN THE OTHER CHEEK:** Sobriety challenges people to think and act very differently. To move toward sobriety, it requires you to move away from the self-centered wants of a person who may have substance use disorder. Sobriety challenges you to walk in the footsteps of others, redefine your circle of influence, and consider the healing possibilities of turning the other cheek.

1. SUCCESSFUL COMPLETION

Now that you are at HJCDP, your goals are to practice sobriety and mature as a responsible young man. Stay open to recovery principles, and maintain a positive attitude during your stay. This is your time to start a personal recovery process, and to grow towards a sober lifestyle. Each individual's length of stay is determined by the progress made in treatment as assessed by the treatment team with an average length of stay between 90–120 days. The key measures of progress include: (1) showing self-control and adhering to the HJCDP core behaviors, (2) staying open to recovery ideas, (3) practicing new recovery tools, (4) participating in the daily schedule, and (5) working with your coaches, therapist and addiction counselor.

There are two paths to successful program completion; *recovery focus* takes more effort but is proven more helpful once you leave.

HJCDP CORE BEHAVIORS

- Is Respectful of Self, Peers & Staff • Works to be Honest & Positive • Listens and is Open to Recovery Principles
- Deals with Feelings in a Positive Manner • Accepts Feedback & Consequences • Is Careful with Language
 - Keeps Aggression & Violence in Check • Works to be a Thoughtful and Considerate Citizen
 - Overall participation in activities, school etc. • Task completion

You will earn a successful, recovery-focused completion if you:

- Sustain abstinence throughout your stay and show behavioral self-control.
- Fully describe your alcohol and drug problem through the *discovery* process.
- Practice and gain confidence in the use of novel, healthy *recovery tools* that sustain sobriety.
- Positively participate in all treatment groups showing knowledge, demonstrating awareness, and understanding the content of personal thinking errors, and tactics.
- Engage in genuine therapeutic conversations and complete work given by your therapist or addiction counselor to address goals on your treatment plan.
- Build honest communication and develop measures that show you are achieving sobriety and success with your parent(s) or guardian.
- Make significant contact with your sober support system.
- Develop a plan to prevent relapse and provide a safety net of support.
- Successfully complete assigned therapeutic home visits according to set guidelines. *
- In the unfortunate event of a relapse to substance use, you can still achieve successful completion if you cooperate in a Relapse Treatment Intervention Meeting and complete all assigned treatment work deemed appropriate by the treatment team.

Youth who successfully complete the program can select a HJCDP shirt as a reminder of the constant work it takes to achieve sobriety and work towards a successful lifestyle.

***See page 6 for explanation of guidelines and expectations for successful completion of therapeutic home visits.**

2. COMPLETION WITH HARM REDUCTION FOCUS

When you struggle to make the **choices** and **changes** required to earn a successful completion, you are discharged having shown minimal progress in completing your plan of abstinence or sobriety. This decision is only considered by the treatment team after 60 to 90 days of treatment, after much discussion with you and your parent/guardian, assigned worker or probation officer (PO) and multiple changes in treatment plan objectives and staff interventions.

To avoid an unsuccessful discharge, you are required to:

- Sustain abstinence throughout your stay and show behavioral self-control.
- Show effort to describe your alcohol and drug problem through the *discovery* process.
- Practice the use of novel, healthy *recovery tools* that help maintain abstinence.
- Positively participate in all treatment groups showing knowledge, demonstrating awareness, and understanding the content of personal thinking errors and tactics.
- Engage in honest therapeutic conversations, and complete work given by your therapist/addiction counselor to address goals on your treatment plan. The team identifies and communicates that you are showing a plan to avoid harm in your continuing use of substances.
- Communicate with your parent(s) or guardian showing willingness to comply with parental and legal expectations.
- Agree to comply with the terms and conditions required by your assigned worker or PO. The team gives sufficient warning to your assigned worker or PO concerning this lack of progress to ensure the best possible discharge plan and services, despite your lack of willingness to consider abstinence or sobriety.
- Successful completion of assigned therapeutic home visits according to set guidelines. *
- In the unfortunate event of a relapse to substance use, you can still achieve successful completion if you cooperate in a Relapse Treatment Intervention Meeting and complete all assigned treatment work deemed appropriate by the treatment team.

***See page 6 for explanation of guidelines and expectations for successful completion of therapeutic home visits.**

3. UNSUCCESSFUL COMPLETION

This does not happen often but, at times, a young man is unsuccessfully discharged because he:

1. Makes limited progress, shows a lack of treatment effort, and fails to negotiate changes in the treatment plan to meet the requirements for active treatment; and, thus, does not meet the criteria for continued stay as defined by Medicaid.
2. Shows repeated problems with behavioral control and/or HJCDP rules violations, and, thus, violates agreements made through the Behavioral Accountability Meeting and Relapse Treatment Intervention Meeting process.
3. Engages in a significant act of aggression/violence, perpetrates an act that places other youth at risk, or commits a legal violation that requires immediate dismissal from the treatment program and facility as determined by the Program/Clinical Director, Medical Director, Facility Operating Officer or Administrator.
4. Requires an alternative level of behavioral health care or administrative discharge as determined by the Program/Clinical Director, Medical Director, Facility Operating Officer or Administrator.

Therapeutic Home Visit

Guidelines and Expectations

Therapeutic Home Visits (THV's) are a time for you to practice implementing a lifestyle that supports recovery. These visits are also to work towards rebuilding family relationships which requires time spent with family.

1. **Sleep:** Maintain sleep guidelines per treatment facility. Eight hours of sleep per night and in bed by 1:00 a.m. at the latest.
2. **Social Media:** Time on social media should be limited to three hours per day you are home. Electronics are to be turned in to parents at 11:00 p.m. (cell phones, laptops, video game controllers, etc.).
3. **Quality Time with Family:**
 - A. Upon arrival home have a discussion with your family members surrounding possible activities to participate in which are agreeable and enjoyable for all parties.
 - B. Do an activity that requires effort (ex: go for a walk).
4. **Nutrition:** Practice healthy eating patterns. Limit caffeine intake(i.e., coffee, energy drinks, etc.).
5. **Meetings:** Attend at least two AA/NA meetings (planned with therapist/addiction counselor prior to leaving). Collect phone numbers of possible sponsors to discuss with your drug and alcohol counselor.
6. **Medication:** Take medication as prescribed. Two hours late is acceptable. The latest time meds should be taken is 11:00 p.m. for night meds and 11:00 a.m. for morning meds.
7. **Supervision:** Be under constant supervision of a parent, guardian, caretaker or approved family member.

Upon return to the facility from THV, youth must actively engage and participate in treatment programming.

See pass sheet for additional rules and guidelines

Youth: _____

Date: _____

Parent: _____

Date: _____

Therapist or

Drug and Alcohol Counselor: _____

Date: _____

PROGRAM LEADERS

Additional leaders who, on a daily basis, guide the treatment, educational and administrative functions of the program include: Amy Brezenski, Residential Services Manager; Dr. Lisa Buchta, Program/Clinical Director; Marj Colburn, Facility Operating Officer; Craig McLey, Principal; James Schulte, Activity Supervisor; Grant Johnson, Safety/Compliance Officer and Dr. Kenneth Zoucha, Medical Director.



HJCDP Leadership

NEBRASKA YOUTH ACADEMY

Continuing the education process while at the Hastings Regional Center is an important part of each youth's stay. At the Nebraska Youth Academy (NYA), located on the Hastings Regional Center campus, each young man attends school for five and a half hours every weekday. Although we are unable to issue diplomas, as a state accredited interim-program school, credits earned at NYA are transferred to the youth's home school district upon discharge. The average high school student leaves our school with seven courses completed, equaling more than a semester of work.

Students who are interested in and qualify for General Educational Development (GED) testing program are given the opportunity to apply for and take the series of tests while here.

The majority of coursework and GED preparation is done on computers through the APEX system - an on-line school curriculum. Each student is assigned to a computer and works through lessons designed for his grade level and educational needs. Teachers in each of the classrooms assist students as they work through lessons and classes.



HJCDP Teachers

PREVOCATIONAL CENTER

Young men who earn a high school diploma or have completed GED testing have the opportunity to participate in the Prevocational Center (PVC). In PVC, you will learn about different occupations, education requirements, employer's expectations, and the process to secure employment. The Center takes an experiential approach to life and job skills, encourages community service, and promotes the development of a vocational interest.

MEDICAL TEAM

HJCDP Medical Team consists of Medical Director Dr. Zoucha and registered nurses. Our nurses are available during waking hours. This staff is available to care for any medical needs and can be accessed by contacting your Coach or a Youth Security Supervisor. Services include, but are not limited to, care for illnesses or injuries, immunizations, preventative healthcare, and care of any ongoing or chronic medical conditions that a youth might have.

COACHES AND TEAMS ARE HERE TO HELP

While at HJCDP, you will be assigned a team consisting of a steward, coaches and peers. Your team members will support each other, and work together to help you meet your goals. Your steward, coaches, therapist and addiction counselor are your primary support and guides to successful program completion. You will meet with your coach every day to talk, work together, and practice new ways of living.



HJCDP Coaches



HJCDP Coaches

Your coaches are here to help guide you down the path of recovery, and assist you in making good choices on a day to day basis. Coaches will help you learn new life skills and assist you in practicing new coping skills to be successful.

You will be assigned a “Steward” to help you on the journey towards recovery. Upon admission you will meet with the Occupational Therapist (OT) for an assessment. Based on the results of your assessment, the Steward will work with you

to accomplish your OT goals. The Steward is a Supervisor who is specifically assigned as your advocate, mentor and liaison between facets of the treatment program. The Steward will assist in coordinating services such as life/survival skills, goal setting, social skills building, self-care services, personal wellness and vocational/ career planning to help you build an arsenal against addiction and criminal thinking. The Steward will also compile data and report individual progress at team meetings which are held bi-weekly. The



HJCDP Stewards

Steward is here to work closely with you and your family to answer any questions they may have about the program, privileges and off-campus outings. The Steward will work with you to get you back into your home communities to develop sober supports and look into school and/or job opportunities for when you are discharged.



HJCDP Clinical Team

The Clinical team includes therapists, addiction counselors, a social worker, a case manager, and a human services treatment specialist (HSTS). Members of the Clinical Team provide individual, family and

group therapy and psycho-education that promotes recovery. They will assist you in determining your path in recovery whether it is harm reduction, abstinence or sobriety. Your individual therapist will work closely with you and your family to provide weekly family therapy and will meet with you individually once a week. Your addiction counselor will meet with you once a week. The therapists and addiction counselors work together to coordinate your treatment and to provide group therapy. The social worker works closely with the team and your probation officer or assigned worker to make sure all outpatient services are in place prior to your discharge and assist with discharge placement planning. The case manager provides assistance with personal contacts and sets up transportation services. The clinical team will meet with you twice a month to review your progress in the program.

COACHES AND TEAMS ARE HERE TO HELP, *continued*

Your chief responsibilities are to show self-control and practice recovery skills. This program asks you to stop thinking and living a drug and street lifestyle. Drugs and criminal actions lead to broken dreams, lost opportunities, destruction, prison, and death. Give yourself a chance for change and to build a successful life. Challenge yourself to listen to recovery information, strengthen your sober relationships, and practice how to stay clean. Honesty and full accountability for your actions are the right place to start!

THE SAFETY and PRIVILEGE SYSTEM

The purpose of HJCDP is to give you an opportunity to stop using drugs and alcohol. The safety and privilege system encourages you to show self-control and positive behaviors. You will leave the program and succeed based on the skills you use, the self-control you show, and the decisions you make. Taking responsibility for your thoughts and actions is as important as limiting your mistakes.

The Safety and Privilege System consists of a two-week orientation level, and three additional levels developed to promote self-control and participation in the treatment process. Coaches and the team respond to help stop negative behaviors and reinforce mature choices and clear-headed problem solving. All privileges will be determined by the Treatment Team.

The six categories targeted by the Safety and Privilege System include:

1. Self-Care
 - a. Personal hygiene – shower/wash hair/brush teeth daily; wear clean clothes
 - b. Pants pulled up at all times
 - c. Laundry washed weekly
 - d. Room picked up/bed made daily
 - e. Food appropriately stored in totes
2. Language/Verbal Aggression
 - a. Speak respectfully to others (no name calling or verbal threats)
 - b. Stay recovery focused (no drug or gang glorification)
 - c. Use appropriate language (no swearing or other derogatory language)
3. Physical Aggression/Violence
 - a. Keep your hands to yourself
 - b. Appropriately dispose of food (do not throw it at walls/others)
 - c. Manage anger without aggression (no punching walls, hitting or physically intimidating others)
 - d. Respect property (no throwing objects, damaging property, or writing graffiti)
4. Boundaries
 - a. Respect others' personal space (do not enter others' rooms, keep hands to self)
 - b. Stay with your coaches/staff
 - c. Follow rules about no borrowing/lending/trading
 - d. Take food from your tote only
 - e. Follow rules about your assigned phone call time
 - f. Go to your room on time each night

THE SAFETY and PRIVILEGE SYSTEM, *continued*

The six categories targeted by the Safety and Privilege System continued:

5. Engagement
 - a. Get up on time each morning
 - b. Attend all scheduled programming
 - c. Stay awake during school and groups
 - d. Complete assigned school work
 - e. Participate in Tool Time
 - f. Complete your assigned details
6. Accepts Feedback and Consequences
 - a. Accept “no” the first time without arguing/manipulating
 - b. Follow staff cues
 - c. Limit your questions about your scores/ratings to two per shift

Orientation Level occurs during the first two weeks a youth is in HJCDP. This level allows the youth time to learn about the program, rules, and expectations for success. It also allows the program time to get to know the youth. Youth will have some privileges, but will remain on campus for visits. A pass may be earned during orientation if your parents/guardians come for your initial team meeting, and help us develop your goals and plan to follow the next few months you are here.

Bronze places safety first. This level is assigned when you show a significant rule violation, engage in aggression, relapse, or fail to participate in key aspects of treatment. The level is also used if there is a threat of harm to one self or others. It is important for you to address and resolve this safety roadblock. You will receive feedback and instruction on how to overcome this roadblock. You will need to show effort, complete assigned work, and follow plans of correction to move to a higher level. You earn no privileges on this level.

Silver is assigned to youth who struggle to meet the expectations and necessary effort required to work the program. Youth are open to feedback and improving behaviors. A person must learn to make choices, take responsibility, and change. This intermediate level can signal improvement and/or serve as a caution that you are not meeting the basic expectations of the HJCDP.

Gold reinforces your openness to the treatment process, coaches’ input, and recovery principles. This level recognizes your openness to the conversation and work of treatment and adherence to behavioral expectations, including treating others in the program with respect, using appropriate language and being recognized for achieving progress in the program.

Platinum allows youth the greatest privileges. It allows youth access to the Clubhouse, an area with pool tables and electronic video games. Time in the Clubhouse is a special privilege only for those youth on Platinum level that is attained by: attending an off-campus AA, NA, CMA meeting, presenting Step in MRT, earning 500 Plus Tool Time Points, 200 Stars in School and mentoring a peer as a positive role model.

My Voice - Youth can fill out a My Voice if they have a question, comment, or a request. Youth can get a My Voice form from any coach or supervisor. Youth can earn a positive My Voice from any staff for recognition of positive behavior. These are publicly shared at Community Meetings to recognize positive behaviors.

THE SAFETY and PRIVILEGE SYSTEM, *continued*

Not all behavioral health and safety issues can be addressed through the safety and privilege system. Safety measures and interventions are individualized by the clinical team to support your well-being. The Treatment Team will work with you to understand the reasons for treatment and safety interventions. The team will assist you in informing your family when behavioral problems occur, and our social worker keeps your assigned worker or PO updated about your treatment needs. Your safety is reevaluated on a frequent basis, and adjustments are made to use the least restrictive set of interventions.

LEARNING COMMITTEE

The Learning Committee meets twice a week to address behavioral concerns and to answer any questions, comments, or requests from youth. The Learning Committee uses discretion and works as a unified team to come up with the best possible outcome to keep you, your peers, and staff safe.

No Touch Policy— Youth review and sign off understanding of the No Touch Policy when they come to HJCDP, and it is reviewed monthly in the unit community meetings with all the youth. This policy gives guidelines on what is and is not acceptable as far as boundaries towards others in the program. It is not okay to purposely harm another youth or staff, and it is also a violation to sexually harass someone by using sexually explicit words, jokes, or actions. It is also a violation of the No Touch Policy to belittle or bully another person based on race, gender, sexual identity, or cultural issues.

Level Review— Youth may receive a level review from staff if they fail to follow cues or exhibit problems including, but not limited to: boundaries, elopement, gang glorification, physical aggression, property destruction, borrowing, trading, lending, stealing, substance/contraband, physical/verbal aggression or inappropriate behavior. If the behavior causes a safety or security concern, the youth earns a level adjustment immediately.

HJCDP is a treatment program committed to serving you even when you struggle to accept or practice recovery!

HJC DP Privileges

Allowance	Weight Room	Big DayHall	Budget	Off-Campus
\$5.00	Yes	Yes	Yes	Yes
\$4.00	Yes	Yes	Yes	Yes
\$1.50	Yes	Yes	Vending PVC	Noon AA Meetings and TX Activities per Treatment Team
Not Eligible	Per YSS	Not Eligible	Not Eligible	Not Eligible
\$2.00 2nd week	Yes	Yes	Vending PVC	Not Eligible

Platinum

Gold

Silver

Bronze

Orientation

<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>	<u>Week 5</u>	<u>Week 6</u>	<u>Week 7</u>	<u>Week 8</u>
Orientation- 4 hr. On-Campus							
Platinum Eligible for 2 Hour Off-campus meal visit after initial Treatment Plan Meeting		5 hr. Off-Campus (Weekends Only)	6 hr. Off-Campus (Weekends Only)	7 hr. Off-Campus (Weekends Only)	7 hr. Off-Campus (Weekends Only)	7 hr. Off-Campus (Weekends Only)	7 hr. Hastings/GI (Weekends Only)
Gold		4 hr. Off-Campus (Weekends Only)	5 hr. Off-Campus (Weekends Only)	6 hr. Off-Campus (Weekends Only)	6 hr. Off-Campus (Weekends Only)	6 hr. Off-Campus (Weekends Only)	6 hr. Hastings/GI (Weekends Only)
Silver		2 hr. off-campus (wknd)	2 hr. off-campus (wknd)	2 hr. off-campus (wknd)	2 hr. off-campus (wknd)	2 hr. off-campus (wknd)	2 hr. off-campus (wknd)
Bronze		2 hr. On-Campus	2 hr. On-Campus	4 hr. On-Campus	4 hr. On-Campus	4 hr. On-Campus	4 hr. On-Campus

<u>Week 9</u>	<u>Week 10</u>	<u>Week 11</u>	<u>Week 12</u>	<u>Week 13</u>	<u>Week 14</u>	<u>Week 15</u>	<u>Week 16</u>
Platinum 7 hr. Hastings/GI (Weekends Only)	*12 hr Home Visit	*12 hr Home Visit	*12 hr Home Visit	*12 hr Home Visit	*12 hr Home Visit	*12 hr Home Visit	*12 hr Home Visit
Gold 6 hr. Hastings/GI (Weekends Only)	*8 hr Home Visit	*8 hr Home Visit	*8 hr Home Visit	*8 hr Home Visit	*8 hr Home Visit	*8 hr Home Visit	*8 hr Home Visit
Silver 4 hr off-campus (wknd)	4 hr off-campus (wknd)	4 hr off-campus (wknd)	4 hr off-campus (wknd)	4 hr off-campus (wknd)	4 hr off-campus (wknd)	4 hr off-campus (wknd)	4 hr off-campus (wknd)
Bronze 4 hr on campus	4 hr on campus	4 hr on campus	4 hr on campus	4 hr on campus	4 hr on campus	4 hr on campus	4 hr on campus

**For youth outside of tri-cities*

HJC DP Family Therapy Privileges

	Therapist take and return	On-Campus
Admission to Orientation	All family therapy on-campus. On campus visit after family therapy.	All family therapy on-campus. On campus visit after family therapy.
End of orientation to 30 Day meeting	Silver, Gold & Platinum level All family therapy on-campus. Silver level eligible for 1.5 hour pass and Gold level eligible for 3 hour pass.	Gold & Platinum level eligible for a 3 hour off-campus pass after family therapy. (1.5 hours for Silver level)
30 day meeting to 60 day meeting	Silver , Gold & Platinum level Therapist can take youth home for family therapy.	Gold & Platinum level eligible for a 3 hour off-campus pass after family therapy. (1.5 hours for Silver level)
60 day meeting to discharge	Silver, Gold & Platinum level Therapist can take youth home for family therapy.	Gold & Platinum level eligible for day pass per Treatment Team approval. *See Note Below* Silver level eligible for 3 hour pass.

*After the 60-day team meeting, Gold level youth are allowed two day passes. Passes must be used after family therapy and the youth must sign up for the pass the week before it is to occur. Day passes will also only be allowed when the family comes to campus for family therapy. The family is responsible for transportation to and from day passes. Once the two day passes are used youth will be eligible for a 3 hour pass after family therapy.

Youth on Bronze level are unable to leave campus for family therapy or visits, but can have family therapy on-campus.

Initial family therapy session must be on-campus.

Curfew is 8:00 pm regardless of pass time.

All off-campus family therapy and passes are per treatment team approval.

SEARCHES

Staff will conduct pat searches when youth return after visits, off-campus activities, and other times as necessary. All areas, rooms, and personal items are subject to search at any time. More advanced searches are required at times; a youth security supervisor and a nurse are present during the search. *Every effort is made to prevent embarrassment and the loss of dignity to the searched person.* All contraband will be immediately confiscated; illegal substances and weapons are turned over to the Nebraska State Patrol. **Contraband** shall mean any illegal or prohibited items and personal medications (prescribed and over-the-counter). Prohibited items include, but are not limited to: alcoholic beverages, controlled and illicit substances, drug paraphernalia, over the counter medications, tobacco products, electronic cigarettes, matches, lighters, pornography, and any firearm, knife, or device that could be used to inflict harm. Anything brought back to the facility for the youth will be searched by staff and returned to the youth if approved or placed in storage if inappropriate.

HJCDP utilizes a comprehensive urine drug screen program to guide treatment and therapy. You may be asked to give a sample at any time during your treatment stay. This is done to assure safety of all youth in the program.

SURVEILLANCE

HJCDP uses video surveillance in all public areas of the building to protect the safety and security of youth, staff and visitors. Additional surveillance cameras are located on the units, school, group rooms, chapel and corridors to substantiate incidents and protect youth and staff.

EMERGENCY PROCEDURES

Follow directions of staff provided during fire and storm procedures, medical emergencies, and behavioral interventions. Your refusal to participate in emergency drills or during actual emergencies will be addressed by the Learning Committee.

HJCDP DAILY GUIDELINES

Telephone

You will be allowed one 10-minute telephone call per day. Staff will place the call for you. Telephone calls must be made during free time, not program time. Telephone calls to your probation officer, case worker or lawyer must be scheduled in advance with the Social Worker .

Money Management

You are not allowed to keep money on your person. Borrowing money from peers and staff is not allowed. Family may bring cash or a money order (NO checks) during a visit. Each youth is assigned a money pouch for up to \$25.00 which is secured in the Youth Security Supervisor's Office. All additional monies are kept in a personal account as part of the Patient Trust Fund bank account maintained by the Staff Assistants. You may withdraw up to \$25.00 weekly from your account. Approval for more than \$25.00, and all other special purchases must be arranged through the Learning Committee. A 24-hour advance notice is needed for any withdrawals over \$25.00.

Allowances

Youth are provided an allowance for assisting with duties assigned on the living units and within the building. The amount of the allowance is based on the safety and privilege system level that the youth is on at the time of weekly ratings. There is no allowance for the first week of admission or the last week of discharge. Youth in their second week of Orientation will receive a \$2.00 allowance. Youth on Bronze level are not eligible for an allowance. Silver level earns an allowance of \$1.50, Gold level, \$4.00 per week and Platinum level, \$5.00 per week.

Clothing

10 pairs of clothing and two pairs of shoes are allowed to be in your possession on the unit. Clothing must fit in the dresser in your room. Excess clothing will be temporarily stored in secure client storage, and sent home as soon as possible. All clothing will be inventoried and recorded. Staff has the responsibility to not accept clothing or personal items from family or other parties if items cannot be properly stored in the room or are deemed too expensive.

Trading, gifting or borrowing clothes from peers is not permitted. Shirts are to be worn in public areas; exceptions will be made for certain physical activities. Hoodies and hats are not allowed. Du-rags and hair nets are to be worn only at night time and must be kept in your room. Pants are to be worn at the waist. Pajamas, lounge pants and slippers are to be worn only on the unit. Walking around in underwear or a towel outside of your room is not permitted. *Clothing that contains messages contrary to sobriety and citizenship is not permitted* and will be stored in secure client storage. *Compression shorts are not allowed and will be placed in personal storage. If compression shorts are worn at the time of admission or upon return from pass, an advanced search will be completed. Items left after you have been discharged will be held for only 90 days – it is your responsibility to make arrangements to pick up these items. You are solely responsible for your personal items kept on the unit.* Keeping expensive items on the unit is not recommended. ***HRC IS NOT RESPONSIBLE FOR LOST OR STOLEN CLOTHING OR PERSONAL ITEMS.***

State Clothing

The Learning Committee can provide State clothing for youth in need of clean clothing.

HJCDP DAILY GUIDELINES, *continued*

Mail

Your mail *from approved contacts* will be delivered to HJCDP. Staff will open the mail and check for contraband and/or money *in your presence*. All money will be placed in your money pouch or deposited in your account in the Administration Building, and you will be given a receipt. All outgoing mail will have your full name and address on the envelope return, and will be given unsealed to staff for a contraband check. Letters to attorneys, courts, and HRC administrators may be sealed by youth. HJCDP will provide youth with postage for five letters per week and additional postage for legal correspondence. You or your family may purchase additional stamps. You are encouraged to write home once a week. All mail that is contraband will be confiscated including: drugs, alcohol, tobacco paraphernalia, matches, lighters, weapons, gang material, and sexual/pornographic items.

Personal Hygiene

You may purchase your own personal hygiene products or HJCDP will provide you with needed supplies. You are encouraged to maintain a neatly groomed appearance. Fingernails must be kept short to prevent injuries. Washing hands and wearing shower shoes in the shower room help prevent the spread of germs and health problems (e.g., athletes' feet, colds.) You are encouraged to shower and change socks and undergarments daily. You will be responsible for your personal laundry. Detergent and dryer sheets are provided. You are not allowed to shave your head or receive tattoos while in treatment. You are encouraged to plan haircuts during family visits. Youth can request haircuts for approval by the Learning Committee.

Jewelry, Piercings and Tattoos

While you are in treatment, you are allowed one wristwatch and one religious medallion on a single strand chain worn inside the shirt. If the treatment team thinks a youth should be able to wear a rubber band or other sensory item on their wrist, as agreed upon by the youth and therapist, it will be approved on a case-by-case basis as part of a coping tool. Earrings, gauges and other jewelry are not allowed in the program. You are not allowed to get additional piercings or tattoos while in treatment.

Music

Youth can bring in CDs that are still in the manufacturer's case. CDs with Parental Advisory or Explicit Warnings are not allowed. CDs must be checked in by staff and listed on your inventory sheet. CDs will be given to the Recreation Specialist when checked in to the facility and the music will be put on a State MP3 player. CDs will then be placed in your personal storage. MP3s may not be borrowed or traded at any time, and cannot leave the unit at any time. Doing so will be cause for a violation in the music guidelines. Personal MP3 Players, CD Players, Boom Boxes, External Speakers, and any other form of personal radios are not allowed. Headphones are required for use of State MP3 Players. State MP3 players will be turned into the Supervisor in the morning before 8am and will be returned to you in the afternoon. Violations of music guidelines will be reviewed by the Learning Committee. Additional guidelines are posted on the units, in classrooms, and in other areas of the facility. It is the youth's responsibility to be aware of and know these guidelines. MP3s will not be checked out to youth on level one.

HJCDP DAILY GUIDELINES, *continued*

Personal Rooms

It's your responsibility to keep your room clean and safe. Beds should be made every morning. Clothing needs to be stored in your wardrobe, and all items must be off the floor. You may display artwork that supports a therapeutic environment and photographs of yourself, family, and friends. These items must be posted inside your wardrobe. Pornographic photos are not allowed. You are accountable and responsible for any defacing or damage to your room and furnishings. Your door must be locked at all times when you are not present. A tote is provided for your food items, and you are only allowed what you can fit into your tote.

FAMILY VISITATION

Family involvement is strongly encouraged. Youth earn off-campus visits based on what level the youth has earned for the week and how long they have been in the program. (Please refer to the HJCDP Privilege Sheet.) No visitors under 21 are allowed without an approved guardian present who will take responsibility for the minor's conduct.

All visitors, mail and phone contacts must be approved by the youth's guardian and PO or assigned worker.

Approval for visitation, mail and phone takes place during a youth's treatment plan meeting. It is the youth's responsibility to ask at the end of their team meeting for contacts to be approved.

It is the youth's responsibility to sign up weekly for off campus visits. If you do not sign up, you will not be able to go off campus. All visits occur in Adams County unless preapproved by the Treatment Team.

Families are allowed to bring in food to consume while you visit, but food may not be taken to the unit. Only caffeine-free pop in sealed plastic bottles and snacks in manufactured sealed containers will be allowed on the units. Liter bottles of pop are not allowed. Youth are not to share food or drinks with other youth.

If a visitor appears to be under the influence of alcohol or drugs, staff will terminate the visit immediately and the assigned worker or probation officer will be notified.

GRIEVANCE PROCEDURE

You and your guardian have the right to file a grievance within 30 days of any act which you perceive to be a violation of your rights. The filing of a grievance will not subject you to any type of disciplinary sanction. Grievance forms are available on each unit and may be turned into the Clients Rights Officer to start the process. Grievances may be filed outside of HRC at the following locations:

Director of Behavioral Health Services Department of Health & Human Services PO Box 95026 Lincoln, NE 68509-5026 Phone: (402) 471-8553	Ombudsman Office PO Box 94604 Lincoln, NE 68509-4604 Phone: (800) 742-7690	Division of Public Health PO Box 95026 Lincoln, NE 68509-5026 Phone: (402) 471-3121
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The public may contact The Joint Commission's Office of Quality Monitoring to report any concerns or register complaints about a Joint Commission-accredited behavioral health care organization by either calling 1-800-994-6610 or e-mailing: complaint@jointcommission.org.

NON-DISCRIMINATION STATEMENT

If you believe that you have been discriminated against because of your race, color, national origin, disability, age, sex or religion, you may file a complaint with the Office for Civil Rights (OCR). Written complaints can be filed with the OCR on their web site at www.hhs.gov/ocr/civilrights/complaints/crcomplaintconsentpkg.pdf or in a written complaint to:

Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street—Room 353
Kansas City, MO 64106
Voice Phone: (800) 368-1019
Fax: (816) 426-3686
TDD: (800) 537-7697

CLIENT RIGHTS AND RESPONSIBILITIES

TO THE CLIENT:

While you are a client at the HASTINGS REGIONAL CENTER, you will be provided the best possible care to meet your needs. We are concerned that you understand and are satisfied with the care you receive here. To promote such understanding, the following is a list of the rights to which you are entitled in accordance with Nebraska Department of Health and Human Services, Medicaid and the Joint Commission. An individual's rights may be limited or restricted if it is determined that the individual's decision to exercise the rights is not in his/her best interest.

1. To receive prompt and adequate evaluation and treatment for mental illness and physical ailments and to participate in their treatment planning activities to the extent determined to be appropriate by the professional in charge of the treatment of such subjects.
2. To be informed in advance about care and treatment and of any changes that may affect the client's well being. Family members may be informed about the outcomes of care including unanticipated outcomes.
3. To give consent prior to participation in recordings or filming made for purposes other than identification, diagnosis, or treatment. In the case of clients under the age of 19, consent must be obtained from the legal representative.
4. To refuse treatment except such treatment as is essential to prevent injury to self or others or which will substantially improve his or her mental illness.
5. To self-direct activities and participate in decisions regarding care and treatment including pain management.
6. To communicate freely with all approved persons by sealed mail and private telephone conversations consistent with individual treatment plan.
7. To receive visitors as long as this does not infringe on the rights and safety of other clients and is consistent with individual treatment plan.
8. To have reasonably private living conditions, private storage space for personal belongings, furnishings, and clothing as space permits; unless to do so would infringe upon the rights and safety of other clients.
9. To engage or refuse to engage in religious worship and political activity.
10. To be compensated for labor in accordance with the federal Fair Labor Standards Act, 29 U.S.C. 206, as amended.
11. To have access to a Client Grievance/complaint procedure and to be informed of whom to contact to file a grievance without discrimination or reprisal.
12. To have an environment that preserves dignity and contributes to a positive self-image.
13. To be free of restraints and seclusion, except when provided as in 175 NAC 19-006.12.
14. To be free of physical punishment, mental, physical, sexual and verbal abuse, neglect, and exploitation.
15. To exercise his rights as a client of the facility and as a citizen of the United States.
16. To be free from arbitrary transfer or discharge.
17. To confidentiality of all records, communications, and personal information.

CLIENT RIGHTS AND RESPONSIBILITIES, *continued*

Your responsibilities:

1. It is your responsibility to comply with facility rules affecting your care and conduct.
2. It is your responsibility to inform staff if anyone attempts to or does violate your personal boundaries in a sexual/inappropriate manner.
3. You are expected to be considerate of the rights of other clients and staff and respect facility property. You are responsible for keeping your scheduled appointments and rescheduling if unable to attend.
4. You are responsible for providing, to the best of your ability, accurate and complete medical and psychiatric information, and for informing the staff of any changes in your condition.
5. You are responsible for the fullest possible involvement in the development and carrying out of your treatment plan.
6. You are responsible for informing staff if you have any questions about your treatment program.
7. You are responsible for any valuables you choose to keep in your possession (this may include personal music and CD players, money, jewelry, and clothing) and you must sign a waiver that releases the facility of responsibility to keep valuables in your possession. At your request, the facility will provide you with secured storage that is within reasonable limits.

SERENITY PRAYER

God, grant me the serenity to accept the things I cannot change,
Courage to change the things I can;
And the wisdom to know the difference.

ACKNOWLEDGEMENT FORM

I am aware that HJCDP does not allow trading, gifting or borrowing and I will not hold HJCDP responsible for lost or stolen clothing or personal items. HJCDP has informed me not to keep expensive items on the unit or to bring them into the program.

I have read and understand this handbook. Questions I have about the HJCDP Handbook have been answered.

Youth's Signature

Youth's Printed Name

____ / ____ / ____
Date

Youth Security Supervisor's Signature

Youth Security Supervisor's Printed Name

____ / ____ / ____
Date