

DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF JUVENILE SERVICES

YOUTH REHABILITATION & TREATMENT CENTER-HASTINGS
(YRTC-H)
Hastings, Nebraska

PARENT HANDBOOK



Administration

Ms. Camella Jacobe.....	Facility Administrator
Mr. Rich Williams.....	Program Manager
Ms. Corinne Jensen.....	Administrative Technician
Mr. Scott English.....	Superintendent
Ms. Kristie Himmelberg.....	Nurse Supervisor
Ms. Rita Uldrich.....	Business Manager
Mr. Lucas Jones.....	Compliance Supervisor
Mr. Brett Hopkins.....	Training Coordinator
Ms. Lisa Stramel.....	Food Service Director
Ms. Lanette Grothen.....	Religious Coordinator
Mr. Todd Lancaster.....	Unit Manager
Mr. Daniel Browitt.....	Facility Maintenance Manager
Ms. Lisa Ferguson.....	YSS Manager

(Created April 12, 2021)
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TABLE OF CONTENTS

Contact Information.....	3
History of YRTC-H.....	4
Letter from the Staff.....	5
Orientation	6
Living Units.....	6
Programming.....	7
Youth Conduct.....	9
Progress Letter.....	9
Education	10
Medical	11
Mental Health.....	11
Recreation / Leisure	11
Food Service	12
Spiritual Program.....	12
Volunteer Program.....	12
Community Service Activities	13
Telephone	13
Mail	14
Clothing, Personal Items & Money	15
Hair and Nails	15
Visits	16
Legal Rights	19
Notice	20
Schedule.....	21
Signature Page	22

CONTACT INFORMATION

Directions

From I-80 go South on Highway 281 to 12th Street and turn right (West). On 12th Street continue West until Highland Road and turn left (South). The facility is on the right (West) side.

From Highway 6, go North on Highland Road. The facility entrance is on the left (West).

Mailing Address through United States Postal Service (USPS)

Youth Rehabilitation & Treatment Center-Hastings
4200 W 2nd Street
Hastings, Nebraska 68901

See page 14 for more details.

Numbers

Phone

(402) 462-1971 Option 1 to schedule visits and Operator assistance

Fax

(402) 460-3145

Web Site: <https://dhhs.ne.gov/Pages/YRTC-Facilities.aspx>

HISTORY OF YRTC-HASTINGS

The Hastings Regional Center (HRC) was established in 1889, located two miles west of the town of Hastings. It was originally known as the Nebraska Asylum for the Incurably Insane. The first patients arrived from the Lincoln State Hospital on August 1, 1889. The original building housed psychiatric adult patients. In 1895, the name was changed to The Nebraska Asylum for the Chronic Insane. In 1905, a post office was established on the grounds and was named Ingleside. The name was then changed to the Nebraska State Hospital. In 1915, the name was again changed to Ingleside Hospital for the Insane. In 1921, the name was changed back to the Hastings State Hospital and would continue to be known as that until 1969 when it was changed to the Hastings Regional Center.

In 1999, 40 juveniles from the Youth Rehabilitation and Treatment Center (YRTC) – Kearney (K) were transferred to HRC to start the Hastings Juvenile Chemical Dependency Program. The program dealt with juveniles with substance abuse issues and behavioral issues.

On July 1, 2007, HHSS reorganized into the Department of Health and Human Services (DHHS). DHHS is the parent agency of nine 24-hour care facilities including three Regional Centers, three Veterans Homes, one Development Center, and two YRTC's.

In 2017, a master campus plan was made which authorized the building of three new buildings and renovating the Chapel and Administration Buildings. The buildings and renovations were completed in 2020.

On October 1, 2020, the Hastings Juvenile Chemical Dependency Program was moved to Whitehall Campus in Lincoln, Nebraska.

On April 12, 2021, HRC transitioned to a female youth facility Youth Rehabilitation and Treatment Center – Hastings (YRTC-H), housing female youth from YRTC-Kearney.



Program Building containing West Hastings School, Medical Services and Food Service.

Dear Parents/Guardians:

Our mission at the Youth Rehabilitation and Treatment Center-Hastings (YRTC-H) is to help youth live better lives through effective services affording youth the opportunity to become a valued member of the community. The Nebraska Juvenile Courts understand this mission and committed your daughter to YRTC-H in order to give her this opportunity. The emphasis of our program is to return your youth to their home/community so that they may productively enter into adult life.

YRTC-H staff depend upon the youth's family to support them and their efforts. Positive communication with family is a must for all youth. Celebrating their gain in self-worth and knowledge is vital to their success. Your preparation for their return to the community is important to their program success. The youth's community worker will work with them while at YRTC-H. The worker and you will receive monthly case plan updates indicating how your youth is progressing through the program.

We urge you to work in cooperation with YRTC-H staff in supporting your youths and their needs. **English will be the primary language always spoken and interpreter services will be provided if there are barriers to understanding the communication or material. Please let staff know if you need assistance** Together, we can turn these opportunities and successes into a productive life for them.

Do not hesitate to ask questions of YRTC-H staff. Without correct information and knowledge no one can succeed in life. Thank you for working with us to assist your youth.

MISSION STATEMENT

To provide a program that has responded to juveniles in a sensitive, humane, and just manner and to create hope for juveniles to stay motivated to achieve their full potential by providing a safe and secure environment, programming, therapy, education/vocation, case management, and life skills, which empower them to succeed.

ORIENTATION

Your youth's stay at YRTC-H begins with Stage 1. All youth will go through Stage 1 with trained YRTC-H staff going over the Youth Program Handbook. During this Stage the youth will gain knowledge of the program and discipline model that will be in place while at YRTC-H. Also, during the Stage 1, the trained staff will discuss how to advance through the four stages and what it takes to complete each Stage. Orientation (Stage 1) will give them the opportunity to learn about the program and will give us the opportunity to complete the necessary assessments to help us develop an individualized plan for them.

In 2003, the United States Congress passed the Prison Rape Elimination Act (PREA). In the years following the passage of the Act, the U.S. Department of Justice developed national standards for the detection, prevention, and elimination of sexual abuse and harassment in adult prisons and jails, community confinement facilities, and juvenile facilities.

YRTC-H incorporates best practice PREA standards that pertain to juvenile facilities into daily programming and services offered to our youth residents. This includes written policies, procedures, and practices to further ensure that we provide a safe environment for your youth. Upon their admission to the YRTC-H, youth will be informed of the YRTC-H Zero Tolerance Policy of sexual abuse and harassment from other youth as well as staff, contractors, and volunteers. Incidents of sexual abuse and sexual harassment are rare at YRTC-H because we have comprehensive ways to ensure the physical and psychological safety of the youth. You may visit the YRTC-H website <https://dhhs.ne.gov/Pages/YRTC-Facilities.aspx> and click on "Zero Tolerance Policy" to learn more.

As parents, grandparents, and legal guardians you are encouraged to report if your youth for whom you serve as guardian reports to you that they have been sexually harassed or sexually abused. We ask that you call the Nebraska Child Abuse and Neglect toll-free hotline number, 1-800-652-1999, an external entity, to report abuse. Like you, YRTC-H wants to provide the safest possible environment for the youth we serve.

LIVING UNITS

Each living unit is managed by a Unit Manager who works with various other staff that form a Treatment Team that meets weekly. The team discusses your youth's progress and plans unit activities. The living unit is structured with individual youth rooms, shared restroom/shower, kitchen, lounge, laundry room and safety shelter.

Youth will be classified within a week of admission. They will have the opportunity to identify the problems and thinking traps they may feel needs worked on, and identify their educational goals, vocational goals, and placement plans following their YRTC-H stay.

Your youth will be assigned to living unit details, inside and outside the unit. Youth will also have opportunities for service projects on and off the YRTC-H campus.

To ensure the safety and security of your youth, they will be instructed in emergency procedures in the event of a fire or tornado. Fire drills are conducted monthly. Tornado drills are conducted on a seasonal basis.



Living Unit



Lounge area on Living Unit

THE YRTC-H PROGRAM

The YRTC-H mission is to provide a program that has responded to juveniles in a sensitive, humane, and just manner and to create hope for juveniles to stay motivated to achieve their full potential by providing a safe and secure environment, programming, therapy, education, vocation, case management, and life skills, which empower them to succeed.

This is accomplished through four stages the youth work through. In addition, based on your youth's individual needs, their YRTC-H program may include: individual therapy; individual counseling; family counseling; academic education; psychiatric/psychological counseling; chemical dependency treatment; trauma counseling; problem resolution; and transitioning to the community. The four stages are detailed below:

Stage 1

During this stage of your youth's treatment, you will work with their assigned case manager to learn their Individualized Plan of Care. Your youth will have to work on improving any behavior problems and will start to attend daily meetings that consist of VOICES, Moral Reconciliation Therapy (MRT), Alcoholics Anonymous/Narcotics Anonymous (AA/NA), Target, Mindfulness, Dialectic Behavioral Therapy (DBT), Group Building, and feedback meetings. At each of those meetings, they will be expected to attend and participate.

- Learned and demonstrated their understanding of the rights and responsibilities.
- Listened, learned and demonstrated how to follow the basic expectations.
- Completion of the variety of tasks related to orientation of the facility and programs (Recreation, Medical, Dental, Education, Mental Health, Food Service, and Programming).

Stage 2

In Stage 2, your youth will make choices that involve honesty, acceptance, trust, and commitment to change as learned in MRT meetings. Youth on Stage 2 find that their negative thinking is challenged by peers and staff more assertively and may find it stressful. It is possible for youth to become more upset on this stage and return to old ways of thinking and prior defense mechanisms for brief times. However, the expectation is that youth work through these instances and issues, think about things differently, and continue to learn about the issues in their lives.

- Learned and demonstrated reasonable, emotional, and wise mind thinking/behavior concepts.
- Learned and demonstrated the application of the skills learned in meetings.
- Been open to receiving feedback, even when it might be difficult to hear.
- Demonstrated the ability to provide feedback to peers.
- Demonstrated the ability to be accountable for their behavior and start to understand how their actions affect others.

Stage 3

In Stage 3, they will be continuing to work on major issues in their life including family relationships, dealing with the bad things that happen in life, how they have victimized other people, and how they may have been victimized. On this stage, they will also work on special concerns such as chemical abuse and other specific issues that influence or interfere with positive thinking and decision-making. The direction of treatment changes on this stage from behavioral focus to developing a new life direction in the community. This includes: finding employment; re-establishing connections in the community; placement planning; development of support systems, mentors, and leisure time activities in the community; making amends for some of the destructive actions in the past; and, learning a more in-depth sense of community.

Demonstrated the ability to apply all the skills they have learned, and co-lead meetings with facilitators;

- Demonstrated the understanding to speak about their physical, mental, and emotional health;
- Created and finalized plans for a “Community” service project;
- Taught the rights and responsibilities to new youth in their group;
- Facilitated check-ins without prompts from the Treatment Team;
- Created and facilitated a personalized presentation/journey of their life (Dramatized Play, Power Point, Poetry, Video/Pictures, etc.).

Stage 4

On Stage 4, youth consistently demonstrate the skills and teachings that they have learned. Youth are expected to maintain the physical, mental, and emotional changes and demonstrate they can deal with difficult situations. In addition, they are expected to give back to the

community in a number of ways; including assisting to help others, resolving problems they experience by learning new ways of thinking and acting, role modeling the character traits, and being a leader for change within the peer group. Youth are expected to avoid acting in ways that hurt others and demonstrate completion of their treatment program before going to their re-entry hearing.

YOUTH CONDUCT

To maintain safety, security and a humane environment, youth are provided with a written set of rules and disciplinary procedures. The disciplinary process governing the YRTC-H is clearly defined providing learning opportunities for self-improvement, and provide for the safety, security and good order for juveniles and staff. The process involves not only the identification and sanctioning of negative behavior, but the recognition and rewarding of good behavior.

Incentives are available for youth as an effort to encourage positive and appropriate behaviors. In addition, youth may also earn a variety of privileges as a result of their good behaviors and advancement in the program. YRTC-H believes in using methods to de-escalate a juvenile's behavior prior to the point where it intensifies to the level of a minor or major violation. Minor violations are those behaviors that disturb the functioning of group interactions and the learning of appropriate behaviors from staff, but such behaviors do not threaten the safety and security of staff or youth, nor the order and stability of the facility. Major violations are those behaviors that threaten the safety and security of staff or youth or threaten to disrupt the maintenance, order, or stability in the facility.

A Disciplinary Committee conducts disciplinary hearings on all Major Violation reports with the youth present at the hearing unless they waive that right in writing or their behavior justifies exclusion. If the youth is found to have committed the violation, the committee will determine the program freeze consequence, based on established guidelines, according to the type of violation committed including the history of violations received. If the violation is for destruction of property, restorative justice will be to pay restitution determined by the Facility Administrator. A program freeze will result in the loss of the privilege to purchase items off-campus and stage advancement. If the violation is determined to be amended to a minor or dismissed, the violation is given to the Facility Administrator for review of the decision and any further steps to be taken.

PROGRESS LETTER

A personalized and comprehensive Plan of Care will be developed for your youth to help guide them during their YRTC-H stay. The case goals are designed to help them prepare for their return home. A Progress Letter will be provided monthly with an update on how they are doing, problems they need to work on, and areas they are doing well in.

The Plan of Care is developed within 14 calendar days of admission. The Progress Letter is reviewed and signed by the youth, the youth's Case Manager and the Facility Administrator. Your youth has a copy of their Progress Letter to guide them during their program stay. Your youth's Case Manager will provide you a copy. Your youth's worker from the community will also receive a copy and everyone will discuss it in Family Team Meetings. The committing

judge will receive the original Progress Letter so they can stay apprised of the progress your youth is making.

The Plan of Care for your youth includes the following: goals, individual therapy, chemical dependency group, and additional group counseling sessions. Strategies will be in place to help guide your youth to be successful in completing these goals. The Plan of Care will outline the resources that are available to them, i.e. teachers, individual therapists, chemical dependency counselors, religious coordinator, etc. The Plan of Care will be reviewed and updated monthly with their Progress Letter. Her goals could change month to month depending on the progress of your youth.

Your youth's Education Plan becomes a part of the Plan of Care and is authored by your youth's teachers. The Individual Education Plan (IEP) includes what education classes and services they will take part in at YRTC-H.

EDUCATION

YRTC-H operates a state accredited school, West Hastings School (WHS), with a full scholastic program. The WHS educational program is designed for students with varied academic abilities and backgrounds. The credits they earn during their stay are transferable to a public school following their release. The school year will run on a traditional August – May schedule. They will have an individual Academic Plan designed to meet their academic needs. They will attend school with classes in session each day, Monday through Friday with the exception of holidays. They are expected to participate in class, complete their assignments to either earn credits toward a high school diploma or prepare to earn a General Education Diploma (GED). If they complete graduation requirements during their stay, a diploma from WHS is available at no cost to them.

For youth who are eligible to apply, YRTC-H offers a GED program that is provided at no cost, and final testing is completed through Central Community College (CCC). A youth must be considerably behind in their credits in order to be eligible. The superintendent, school counselor, and the program manager will meet to discuss their GED eligibility. Youth are required to be 18 years old and be considered withdrawn from school to start the program. The youth must score at or above the 9th grade level on both math and reading MAP assessments. When enrolled as a GED student, the student must study for at least 10 logged hours per subject and pass each of the four subject's pre-tests prior to taking each subject's final test. The student must make a score of 145 or better on each subject test to earn the GED. The four GED subjects are: Mathematical Reasoning, Reasoning Through Language Arts, Science and Social Studies.



West Hastings School classroom

A typical school day will find them attending core classes for four or more class periods and the other four or less class periods in elective classes, totaling eight class periods. Elective classes include but are not limited to: Business Information and Technology, Career Education, Family Life Skills, Health Education, Psychology, and Physical Education. Their education is a very important part of their future.

MEDICAL

Access to health care is explained to all youth in orientation. Your youth may initiate requests for health services on a day-to-day basis through the use of a Health Call Form. It is their responsibility to fill out a Health Call form for any health concerns or medical needs. The nurse checks these boxes daily, excluding weekends and holidays.

Upon arrival at the facility, an Intake Health Screening is completed by health-trained staff and reviewed by a qualified health-care professional. Information from this form may alert staff to any immediate problems. A member of the nursing team will complete a Comprehensive Nursing Appraisal within the first seven days of their arrival at the facility. The contractual dentist or hygienist will examine their teeth within 14 days of admission, and as needed based on their treatment needs. They will also have dental cleanings every six months. YRTC-H does not perform orthodontic procedures. They will receive a physical examination by the Advanced Practice Registered Nurse (APRN) on campus within the first 14 days of arrival at the facility. The APRN is available on campus for medication management and to assess illness and injuries. If they have a chronic medical diagnosis, this will be addressed on-campus with routine assessment and treatment. If they have an illness or injury requiring immediate medical attention, an appointment may be scheduled off campus at one of the local emergency departments. They may see the contractual eye doctor as needed or annually for eye exam.

MENTAL HEALTH DEPARTMENT SERVICES

The YRTC-H offers services for individuals in therapy and family therapy, and mental health concerns. Their mental health needs are assessed upon admission and throughout their stay. Mental Health Department staff, including a psychologist and therapists, conduct assessments and provide recommendations based upon your youth's needs.

RECREATION/LEISURE

Recreation and leisure activities are an important part of the program and an essential life skill. Your youth will have access to a variety of constructive leisure time activities. Recreation/leisure time activities will be developed and information disseminated and posted for youth and staff. Recreation programs shall be designed to allow each youth to participate in activities beneficial to their personal development while at YRTC-H. Activities may include, but are not limited to: the use of the gym, outside play areas, arts & crafts, and special events. A major portion of the YRTC-H youth recreation program are structured sports. These seasonal

sports include softball, flag football, volleyball, basketball, and soccer. Getting and staying fit is part of a healthy lifestyle and the program provides these opportunities.



Summer Fun Day provides the youth with a variety of games and activities including water slides.

FOOD SERVICE

YRTC-H provides three (3) balanced meals a day. Menus are planned to meet or exceed the nutritional standards as recommended by dietary guidelines and are approved by a Registered Dietician. With the Healthy, Hunger-Free Kids Act of 2010, the meal pattern requirements and nutrition standards for the National School Lunch and Breakfast Programs have changed. This rule requires schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and Trans fat in meals, and meet the nutrition needs of school children within their calorie requirements. Regular dining facility inspections are made by the State Department of Health.

Special diets will be provided for your youth when prescribed by YRTC-H medical staff members. Religious diets will also be provided on the recommendation of the YRTC-H Religious Coordinator and with the approval of the Administrator.

SPIRITUAL PROGRAM

Religious/spiritual programming is another part of the overall YRTC-H program. Religious programming is available to your youth, should they decide to participate. A full-time Religious Coordinator is employed by YRTC-H. Upon request a spiritual leader will be contacted. The religious program consists of weekly non-denominational worship services, Bible Study classes, individual counseling, and special spiritual programs. Chapel services are held weekly for any youth expressing an interest in attending.

VOLUNTEER PROGRAM

The YRTC-H administration encourages citizen involvement and volunteer programs. The goal of citizen and volunteer programs is to generate a variety of services and experiences for your youth. Citizen volunteers participate with youth in Bible studies and other campus and off campus activities.

COMMUNITY SERVICE/ACTIVITIES

The primary goal of the YRTC-H youth community service/activities program is to help your youth repair their relationship with the community through volunteer services as part of restorative justice. Youth are led by staff in projects throughout the year.



GOATS FROM A PETTING ZOO MAKE VISITS

TELEPHONE

Your youth will be able to make calls on the Automated Youth Calling System. Youth may place calls to contacts approved by their Case Manager and their Treatment Team. The phone calls each month will be provided by YRTC-H and will be added to the youth phone account during one of the first five business days of each month. They will be given 240 minutes per month, which is equivalent to 60 minutes per week.

Upon your youth's arrival at YRTC-H, she will be allowed a free phone call to their parents or guardian. This call is to let you know that they are at YRTC-H and are safe.

All telephone calls are electronically recorded and may be monitored by authorized YRTC-H staff. Use of the Automated Youth Calling System by your youth and acceptance of the call by you is consent to record and monitor the conversation by authorized staff.

Your youth is not allowed to receive phone calls at any time. If an emergency should arise, please call the Front Office, 402-462-1971, **Option 1** for an injury, death, or serious illness within the immediate family. In these cases, arrangements will be made, when possible, for the youth to visit members of the immediate family or attend the funeral. Remember, however, this applies to immediate relatives only. (Immediate relatives are defined as mother, father, siblings, or grandparents.)

MAIL

Your youth may write letters to whomever they choose, however staff has the right to determine if this correspondence is harmful to their positive development. Youth are not allowed to correspond by mail or phone with former youth of the facility or their families. The program will provide stamps for two (2) letters a week. One of these stamps must be used to write their parent(s) or guardian(s). Also, YRTC-H will provide stamps for any legal correspondence they may have. The youth can write their lawyer or Guardian Ad Litem when they need to. If you feel letters they are receiving are having a negative influence on them, you have the right to request that they stop writing that person.

If your youth wishes to correspond with their immediate family in a correctional facility, they will need to request this through their Case Manager who will forward the request to the Facility Administrator who will write the Administrator / Warden of the facility. Documentation of the request for correspondence signed by Administrator / Warden will be placed in the youth's file. Immediate family include brothers/sisters, father, mother, and grandparents.

Your youth's mail may not be given to them if it is determined such letters will harm their safety, security, or rehabilitation process. They will be informed as to the reason for not receiving such letters. If their mail is not given to them, it will be returned to sender with reasoning for denial and documented. If the sender wishes to challenge the decision, the Department Grievances Procedure must be used.

Your youth MAY NOT SEAL their letters. The youth should be aware that all their letters will be read by YRTC-H staff if there is just cause. The youth may seal letters to their lawyer or state officials.

Your youth's mail must be opened by a staff member in your youths' presence. Storage at YRTC-H is limited. Packages containing snack food or drinks are not allowed to be mailed to your youth at YRTC-H. Direct shipping food items and drinks from Amazon, Walmart.com or other retailers is not allowed.

Example of proper YRTC-H mailing procedure through the United States Postal Service:

Name Return Address	Stamp
Your Youth's Name Here YRTC-H 4200 W 2 nd Street Hastings, NE 68901	

CLOTHING, PERSONAL ITEMS & MONEY

YRTC-H youth are not allowed to wear personal clothing other than approved shoes. Adequate clothing will be provided by YRTC-H. Any personal clothing brought into the YRTC-H facility will be sent to youth's home at their expense. Your youth may have one (1) pair of personal tennis shoes if they are **Primarily White** or **Primarily Black**, with **Minimal Accent Colors**. Primarily white shoes must have solid white laces and primarily black shoes must have solid black laces. K-Swiss, British Knights or Nike Cortez shoes are examples that will not be allowed. No boots of any kind will be allowed. Youth are only allowed one pair of shoes.

One (1) wristwatch and one (1) small religious medal on a single simple chain is the only jewelry allowed. MP 3's, Compact Disc players, radios or any electronic device are not allowed. Equipment that will record is not allowed. Your youth may be requested to send any unacceptable property home by U.S. Mail at their expense. **YOUR YOUTH ASSUMES FULL RESPONSIBILITY FOR ALL PERSONAL PROPERTY.** YRTC-H will not assume liability for your youth's personal property and strongly recommends ALL expensive or sentimental personal items remain at home. There is no lending or borrowing of personal property among youth.

The YRTC-H Business Office will establish an account for your youth. All funds received for them will be placed in their account and a receipt is issued to the depositor and your youth. The monthly YRTC-H allowance of \$15 will be deposited in their account by the YRTC-Kearney Business Office. The allowance is for purchase of personal hygiene and food items off-campus. Your youth is not allowed to carry cash. Institutional checks may be written by them for off-campus and other special purchases. The Receptionist/YSS will receipt any money, money order or cashier's check, you would like to deposit in your youth's account. Money orders and cashier's checks may be sent in letters. **NO PERSONAL CHECKS WILL BE ACCEPTED.** After leaving YRTC-H it takes about six (6) weeks to clear your youth's account and send the balance.

HAIR AND NAIL POLICY

HAIR:

Youth have the right to have the length and style of cut they choose.

Youth are not allowed to groom each other's hair.

Youth are not allowed to have hair extensions, weaves or wigs at any time during their placement at YRTC-H.

Youth are not allowed to cut, color or alter hairstyles on visits. This includes on and off-campus visits.

FINGERNAILS:

Youth's fingernails will not be longer than their fingertips.

Youth are not allowed to have artificial fingernails.

Youth are not allowed to apply or have anyone apply artificial fingernails on a visit. This includes on and off-campus visits.

VISITS

Visits are an important part of your youth's YRTC-H programming and are encouraged throughout their stay. Visits are intended to allow youth and their family to communicate effectively and discuss their YRTC-H progress and their plans when released from YRTC-H. If you have questions after reading the following policy, be sure to ask your youth's Case Manager or the YRTC-H Receptionist. The youth will not be able to have a visit until 72 hours after admission.

YRTC-H currently offers three different ways for you to visit with your youth. Webex visits, on-campus visits and when they're approved, off-campus visits. Youth are only allowed one visit per week so if you have a Webex visit on Saturday you cannot have an in-person visit on Sunday. All visitors must be pre-approved and on the visitation form to be able to participate in a visit. This typically includes parents, grandparents, guardian, foster family, and siblings. Siblings over 19 can visit alone with the youth on campus. Any exceptions to the above policy must be approved in advance.

Meals or snacks may be brought into the Center during weekend visits. All food items must be pre-packaged or purchased at a fast-food restaurant. Staff are required to inspect all food and drink items. Energy drinks are not allowed. Food brought in must be eaten or taken home at the conclusion of the visit or thrown in the trash. No food items will be taken back to the living unit. Glass containers are not allowed. Youth who are on Stage 3 can have one each of hygiene products that are purchased by family/guardian off-campus. These items must fit inside a container no larger than **16"x10"x 6"** (shoe box) and must be approved by the Receptionist/YSS before you leave campus. Hygiene products can contain the following alcohol ingredients: Cetyl, Stearyl, Cetearyl and Benzyl alcohol, but all other alcohol ingredients are not allowed.

Unapproved items must be taken home at the end of the visit. If an item is restricted and not given back to the parent/guardian at the end of the visit, the youth will have to pay to have it shipped home or may choose to have the item destroyed or placed in storage. Expensive items are discouraged. Youth are not allowed to handle any forms of money. If during your visit, you are leaving money for your youth's account, you must handle the transaction. The Receptionist/YSS will issue a receipt to the person who leaves the money on the account. Cash, money orders or cashier checks are accepted. Personal checks will not be accepted. Cash or money orders may be sent in letters, but sending cash by mail is not recommended.

If you're unable to visit during the normal visitation hours, you can request an exception from your youth's Case Manager and this request will be reviewed by the Administrator. Special visits for family emergencies, funerals, or weddings are permitted with the approval of the Facility Administrator.

Other adults with sincere interest in your youth's welfare or any adult who has a legal interest (teachers, ministers, your lawyer, etc.) may receive permission from the Case Manager to visit. These visits will not be counted against the weekly visiting privilege and will last one hour. These visitors must also be on the approved visitor list.

The YRTC-H facility is a Drug Free Zone. The use of any tobacco products including vaping items, drugs, and alcohol are forbidden on State of Nebraska property, which includes all parking lots.

Pets are not allowed on campus unless they are a certified service animal. You will have to show the proper paper work each time you visit. The animal must wear a service vest and be on a leash at all times. Service animals are working animals and should not be touched by anyone other than the owner of the animal. Please do not allow anyone else other than the owner of the animal to pet, play, carry around or distract the animal. You're responsible for cleaning up after the animal and any damage that animal may cause. For the safety and health of the youth and staff, service animals are only allowed in the public areas of the facility. This includes the Administration Building and outside visitor areas.

YRTC-H encourages you to visit with your youth. We urge you to discuss the following with your youth during the visit: How are you doing with schoolwork? What problems are you working to solve? Are you helping yourself and your group members? Have you spoken with your worker from the community lately and what did you talk about for plans upon leaving YRTC-H?

VISITATION HOURS:

All visits must be scheduled in advance by calling the main number to the facility (402) 462-1971, OPTION 1, Monday through Friday, between the hours of 8:00am and 4:30pm.

All on-campus visits are on Saturday or Sunday, between 8:00am and 4:00pm providing your youth meets on-campus visit requirements.

Off-campus visits are on Saturday or Sunday, between 9:30am and 3:30pm providing your youth meets the off-campus visit requirements.

If you misrepresent a visitor, i.e. identifying a boyfriend as your son, cousin etc., your future visits may be at risk. If you aid in a youth's escape in any way, you will be unable to visit in the future and may be subject to legal action.

PURSUANT TO NE STATUE 28-912.01, ANY PERSON WHO ENTICES OR ATTEMPTS TO ENTICE A JUVENILE AWAY FROM A FACILITY OR PROGRAM WHEN THE JUVENILE HAS BEEN LEGALLY PLACED WITH OR COMMITTED TO THE OFFICE OF JUVENILE SERVICES/YRTC OR WHO KNOWINGLY HARBORS, TRANSPORTS, CONCEALS, OR AIDS IN HARBORING, TRANSPORTING, OR CONCEALING ANY JUVENILE WHO HAS ESCAPED FROM THE CUSTODY OF THE OFFICE OF JUVENILE SERVICES/YRTC IS GUILTY OF A CLASS IV FELONY.

Your visit can be canceled at any time during the visit. If your youth or you are not following the visitation policies and rules of the facility, the Administrator or designee, may at their discretion end your visit at any time during your visit. Follow the rules and have a good visit. If you have questions or need help, make sure you ask your youth's Case Manager, Youth Security Supervisor or the Receptionist.

The following holidays are considered “Free” Visit Days, do not count toward the youths’ weekly visits and may be on days other than Saturday or Sunday: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

To begin each visit, you must register with the Receptionist/Youth Security Supervisor (YSS). You must provide a valid photo ID (non-expired) for each visitor the age of 16 and older at each visit. The Receptionist/YSS will give you two (2) forms which must be completed prior to the visit beginning. Your clothing should not be a distraction or offensive to youth or other visitors.

Please call your youth’s Case Manager prior to your visit if you have questions about visitation or questions relating to her programming or activities.

WEBEX VISITS

Webex visitation hours are on Saturdays and Sundays, between 8:00 am 4:00 pm and are conducted via a facility computer. Each visit must be scheduled by a parent/guardian Monday through Friday, 8:00 am to 4:30 pm by calling the main number to the facility (402) 462-1971, **OPTION 1**. Webex visits are monitored by facility staff and subject to the same rules and regulations as stated below for on-campus visits.

ON-CAMPUS VISITS

On-campus visits must be scheduled in advance by you. This can be scheduled by calling the main number to the facility (402) 462-1971, **OPTION 1**. All on-campus visits will be monitored by facility staff. Your vehicle keys will be secured in a locker for the duration of the visit during on-campus visits. **All electronic gear including cell phones, tablets, electronic games, cameras, computers, smart watches, purses, diaper bags, backpacks, etc. must remain locked in your personal vehicle or locked in a locker in the reception area for the duration of the visit.** Your visit will take place in the Administration Building lobby or outdoor visitor area on the South side of the Administration Building. If these areas become too crowded, notify the Receptionist/YSS and other arrangements may be made by the YSS on a case-by-case basis. Your youth and any siblings **MUST** remain under your constant supervision at all times. You, your youth, and any other visitors in your party are not allowed to use a cell phone or any type of electronic item, smoke, use alcohol or drugs while on visits. Your youth will be given an UA after an on-campus visit. A positive UA will result in termination of future visits and will be subject to law violations. You’re not allowed to participate in facility activities while visiting. At your request, a photo of you and your youth may be taken by staff using a facility camera. The image will be emailed to you later. If you are on campus to attend a graduation ceremony, all visitation rules apply.

OFF-CAMPUS VISITS

Once on Stage 4, your youth may earn a two-hour off-campus visit on Saturday or Sunday. This privilege will be determined by their Treatment Team. Off-campus visits can be scheduled by calling the main number to the facility (402) 462-1971, **OPTION 1**. All off-campus visit approval paperwork provided by your youth’s Case Manager must be completed, signed, returned to the facility and approved by the Administrator or designee before the visit can take place. The parent/guardian requesting the visit must complete the appropriate paperwork prior

to leaving the campus and may arrive 5 minutes before the scheduled visit. The off-campus visit privilege will be lost if your youth has received a major violation, minor violation, freeze or travel plan within seven days prior to the date of the scheduled off-campus visit. Youth will be able to have an on-campus or Webex visit based on schedule availability. Your youth will be given an UA after an on-campus visit. A positive UA will result in termination of future visits and will be subject to law violations.

Youth must be always under constant supervision of the parent/guardian while on the visit. **Off-campus visits are restricted to the city limits of Hastings.** If you plan to go off-campus, you must inform the Receptionist/YSS prior to leaving campus and include this in the itinerary of your visit on the visitation form. **ONCE YOU LEAVE THE YRTC-H CAMPUS ON A VISIT, YOUR VISIT ENDS WHEN YOU RETURN TO CAMPUS. THE PARENT/GUARDIAN IS REQUIRED TO CHECK THE YOUTH IN WITH THE RECEPTIONIST AT THE END OF THE VISIT.**

During the off-campus visit, the following conditions and instructions apply: youth are not allowed to use any electronic devices including but not limited to: cell phones, tablets, and computers with the intention of accessing social media or communicating with anyone other than direct family; youth cannot use alcohol, tobacco, un-prescribed medications and/or illegal drugs; youth will not operate a motor vehicle or possess any weapons and will obey all laws of the State of Nebraska; there will be no piercing, tattooing, hair coloring or changes to her physical appearance; youth will return with the state-issued items/clothing on possession on off-campus visits, any personal items/clothing brought back will be sent home at youth's expense; youth will not return with any contraband in accordance with the Youth Handbook, and will not communicate with any past/present YRTC youth or do this for someone else.

RESTRICTED VISITS

Restricted visits may occur due to safety security concerns. Only the **parents or guardian** will be allowed to visit. The visit is limited to one (1), two (2) hour period per week and the location will be determined by the YSS at the time of the visit. **The YSS may place the youth in full mechanical restraints as appropriate based on the rule violation committed, and a staff member will supervise the visit in a room designated in the Administration Building.** The visit can be cancelled by the YSS, with approval from the Facility Administrator or designee, at any time should it be deemed too high of a risk for other youth and/or staff.

LEGAL RIGHTS

If Law Enforcement contacts the facility and requests to interview your youth as a witness or suspect in a crime, they have the right to say no to the interview. Youth have the right to an attorney when questioned by law enforcement. The Facility Administrator will contact the YRTC-H contracted attorney when a law enforcement interview request is made. Juveniles at YRTC-H are not subjected to discrimination based on race, religion, national origin, gender, sexual orientation, disability or political view.

NOTICE

If you have a concern or question about YRTC-H, we urge you to contact the YRTC-H administration. You also may express your concerns about YRTC-H to:

Nebraska State Ombudsman
P.O. Box 94604
Lincoln NE 68509-4712
(800)742-7690

OR

The Department of Health and Human Services Advocate may be contacted by calling or writing to the following address/phone number.

DHHS Advocate
P.O. Box 95026
Lincoln NE 68509-5026
(800)254-4202

YRTC-H'S CUSTOMARY DAILY YOUTH SCHEDULE:

Unit A Monday

0620 (After Debrief)	Wake Up Routine and Self-Care Make your bed, ensure your room is organized and clean	
0630 - 0650	Breakfast	
0655 - 0715	Medication Pass with YSS present / Circle Up and Goal Sheets	
0720 - 0740	Brush Teeth / Hygiene	
0745 - 1125	School	
1125 - 1145	Lunch	
1145 - 1205	Circle-up / Feedback (Unit)	
1205 - 1225		
1225 - 1437	School	
1440 - 1525	Group	
1530 - 1540	Recreational Leisure	
1545 - 1630		
1635 - 1655	Large Muscle Recreation in Chapel	
1700 - 1720		
1725 - 1745		
1750 - 1810	Supper	
1815 - 1900	JJ Ministries	
1900 - 1945	Daily Details / Snack Box / TV / Begin Showers	Showers / Phone Calls with YSS Present
1950 - 2000		
2000 - 2030	Cubby Time / Showers End	
2030 - 2100	Medication Pass with YSS present / Circle Up and Goal Sheets	
2100	All Youth in Rooms	
2130	Lights Out / Bedtime	

PARENT HANDBOOK SIGNATURE PAGE

PLEASE RETURN THIS SIGNED PAGE TO THE YOUTH REHABILITATION AND TREATMENT CENTER IN THE ENCLOSED SELF-ADDRESSED PREPAID ENVELOPE INCLUDED IN THIS PACKET OF INFORMATION. (This form must be on file with the facility before you are able to visit your youth.)

Upon signing this form, I certify I understand and will comply with all the rules, policies, and procedures at the YRTC-H facility.

Parent/Guardian Print and Sign Signature:

Print

Signature

Relationship to youth: _____ **Date:** _____

Parent/Guardian Print and Sign Signature:

Print

Signature

Relationship to Youth: _____ **Date:** _____