

# Adult Residential Handbook

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This handbook is designed to provide you with the information necessary to complete a successful program at Sojourner. It is your obligation to familiarize yourself with its content and to ask questions of staff on anything that you do not understand. It is yours to keep and to refer to during your stay.

No handbook can have every piece of information in order to fully understand the program and its procedures, but this handbook serves as a good reference piece. Anything not covered within these pages can be addressed with staff.

You are 100% responsible for your progress in your program.

## Mission

Sojourner is committed to be the provider of choice for individuals, families, and communities in need of substance abuse and mental health services. Through comprehensive, evidence-based practices and individualized services, we empower those we serve to make positive choices that contribute to healthy and productive lives.

#### Vision

Save Lives, Foster Hope and Strengthen Communities

## **Beliefs**

- We believe in treating people with respect.
- We believe in providing a safe, supportive, structured and compassionate environment.
- We believe that the client's decision to change is internally motivated.
- We believe in individualized treatment with clearly defined and specific goals and plans.
- We believe in evidence based treatment.
- We believe in holistic treatment
- We believe in treating the individual and the family.
- We believe we are accountable to each client for their treatment experience.
- We believe in complete client confidentiality before, during and after treatment.
- We believe in treating one's self with respect.
- We believe in modeling for clients and for each other, honest and ethical behavior, personal and group accountability, and social responsibility.
- We believe in continuing education and training.
- Above all, we believe the work we do helps save lives.

## **Client Rights**

Please note these are your rights as they apply to the facility, programming and personnel employed by Sojourner.

• To be treated with consideration and respect for personal dignity, autonomy and privacy.

- To be informed of available program services.
- To give consent or to refuse any service, treatment or therapy.
- To know your progression in the program.
- To participate in the development, review and revision of one's own individualized treatment plan and to receive a copy of it.
- The right to freedom from unnecessary or excessive physical restraint.
- To be informed of, and the right to refuse any unusual or hazardous treatment procedures.
- To be advised of, and also the right to refuse, observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies or photographs (Note: We use video cameras as security devices and you will be recorded).
- To consult with an independent treatment specialist or legal counsel at one's own expense.
- To have confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of client information under the state and federal law.
- To have access to one's own client record in accordance with program procedures.
- To be informed for the reason(s) for terminating your participation in the program.
- To be informed of the reason(s) for denial of a service.
- Not to be discriminated against receiving services on the basis of race, ethnicity, age, color, religion, sex, national origin, disability, political views or HIV.
- To know the cost of services.
- To be informed of all client rights.
- To exercise one's own client rights without reprisal.
- To file a grievance in accordance with program procedures.
- To have oral and written instructions concerning the procedure for filing a grievance.

## **Complaint/Grievance Procedure**

It is our goal to provide you with an enjoyable experience while you are a client of our program. When there are concerns with your experience in the program we want to hear those concerns. However, please remember that such concerns must follow the below guidelines.

All clients are encouraged to resolve concerns with the individual they are having a concern with. If the concern can not be resolved at this level then the concern proceeds to the complaint level.

The client can address the complaint that they may have by submitting a complaint form to their primary clinician, or if the complaint is with their primary clinician, then the client can submit it to the staff's supervisor. If the complaint is against the supervisor, then you may submit the complaint in writing to the Vice-President of Clinical Services.

You are encouraged to resolve matters utilizing a pro-social communication approach in order to better practice and prepare positive communication skills in all aspects of your life as you affirmate successfully from the program.

If the complaint is not settled to your satisfaction then you can file an official grievance. All clients have a right to due process in filing a grievance if they feel as though they have not received fair treatment by the staff of Sojourner or if there has been mistreatment in their care. No client will be harassed, nor will punitive action be taken in the event a client exercises this right.

Clients can obtain a grievance form from any staff member. All grievances must be written on these forms, and the forms must be completed entirely. If you need help filling out the form you may get assistance from a staff member.

- 1. Concern is addressed with the staff member the client is having the concern with
- 2. Complaint if not satisfied with the outcome of the concern. The client may submit a written complaint form to their primary clinician.
- 3. Grievance if not satisfied with the outcome of the complaint. The client may file a grievance in writing to the Grievance Officer, Vice President of Clinical Services.

#### Filing a Complaint:

All complaints must be filed within three (3) days of the alleged incident. Once completed, please submit the form to your primary clinician. Staff will provide you with an Acknowledgement of Complaint within 3 business days. Your complaint will be investigated and the outcome will be discussed with you, within 14 days of the filing of the complaint.

#### Filing a Grievance:

If at anytime you are unsatisfied with the outcome of the complaint process, you have the right to file a grievance. The completed grievance form will be place in a sealed envelope and it will be delivered to the Grievance Officer for Sojourner. The staff is trained to give this to the Officer within 24 business hours.

The grievance will be reviewed by the Grievance Officer as a formal grievance. The Officer has 7 days from the grievance date to investigate your grievance and respond to you with a meeting time, where the outcome will be documented

# **Intake and Orientation**

Upon your admission to Sojourner, you will meet with agency staff and be assigned a Primary Clinician. You will complete the intake procedure day of arrival.

For a minimum of a 2 week period you will be placed on Safety Monitoring. The purpose of safety monitoring at admission is to give us time to know you better, give you time to acclimate to the program and the opportunity to focus on yourself without

interference from the community and outside issues. Safety Monitoring includes restricted contact to the community (no visitors), limited movement (with Sojourner staff only), turning in cell phones, and increased contact with staff to evaluate your acclimation to the program.

During this time period you will:

Receive a copy of this handbook
Be assigned a Peer-Buddy
Be oriented to the residence and program
Meet with the staff
Be assigned a room
Be assigned a chore
Initiate your treatment plan
Begin attending groups
Follow recommendations of Clinical Team

All clothing items brought into the facility, at admission, drop-offs, or returns from passes, must be dried in the dryer for a minimum of 20 minutes.

## **Programming**

Sojourner programming is based on your assessed needs that were determined at assessment. The length of your personal program is based on your needs. The completion date is dependent upon your investment in treatment and is subject to change dependent upon that investment and adherence to your program.

You are expected to follow all program rules and expectations, as well as work toward completion of your treatment plan in order to successfully complete the program. Your involvement and participation in treatment plays an important role in how long you will be with us. Some things that will help you get the most out of treatment and assist you in completing in a successful manner are:

Positive attitude

Attendance and participation in group

Attendance and participation in individual sessions

Taking an active role in your treatment

Making pro-social choices

Following house rules

Learning and utilizing pro-social skills

Positive progress on treatment plan

You will be provided a program schedule. It is your responsibility to be at the designated groups and events listed on this schedule.

During your stay at Sojourner you will be given an opportunity to show that you are focusing and exhibiting a positive investment of yourself in treatment. Staff may recognize you as a Senior Peer. Along with this status you will receive increased privileges and increased responsibility. The following criteria to achieve senior peer status is:

- Strong interest, regular attendance in sober support system.
- Plans for aftercare
- Recovery Action Plan Implemented
- Sober support from family, friends, significant individuals
- Client who respects self, others and SRS guidelines
- Client who continues to work toward goals, i.e., secure housing, employment, education, etc.
- Shares openly and honestly and continues to maintain sobriety
- Role models appropriate behaviors (i.e., arrives at group on time, completes dailies, keeps room and surrounding areas in order, etc.)
- As well as expectations listed under Programming

## S.A.F.E. Meetings

#### Successful Achievement of Family Engagement

Sojourner believes in treating both the individual and the family. Recovery is more than just stopping the use of substances. It is learning to live a healthy life without substances. Your success in the program is directly linked to your family and support network being involved in your treatment.

The purpose of the S.A.F.E. Meeting is to provide education and support to you and your families. The facilitator of this group will offer education and resources for growth and recovery.

S.A.F.E. Meeting occurs on Saturday mornings at each facility. You are encouraged to invite family members or other sober and supportive individuals during your second week at the facility. You are required to complete the expectations of S.A.F.E. Meeting and will receive a certificate of completion. Upon completion you are excused from S.A.F.E Meeting if you choose, however must remain in facility until 1230. Following group you may have a visit with any family members that attended S.A.F.E. Meeting. You are not allowed visitors on Safety Monitoring. Family members may attend S.A.F.E., however, may not stay for visitation.

## **Children**

If you have your children staying with you in treatment, or your children are onsite visiting, you are 100% responsible for the care of and safety of your children. Sojourner accepts no responsibility for the care of your children, during non-programming hours. Child care is offered during program hours Monday through Saturday.

# **Confidentiality**

The confidentiality of client records maintained by this program is protected by Federal law. The program will not convey either personal or programmatic information to a person outside the program, nor disclose any information identifying a client as an alcohol or drug abuse client unless:

- The client consents in writing
- The disclosure is allowed by court order
- The disclosure is made to medical personnel in a medical emergency
- The disclosure is made to qualified personnel for research, audit, or program evaluation.

#### Please also note:

- Suspected confidentiality violations may be reported to appropriate authorities in accordance with Federal law.
- Federal regulations do not protect any information about a crime committed by a client, either at the program or against any person who works for that program, or about any threat to commit a crime.
- Federal regulations do not protect any information about suspected child or elder abuse or neglect from being reported under state law to appropriate state or local authorities.

## **Client Property**

- Sojourner is not responsible for lost, damaged, or stolen property. If you choose to bring in valuable possessions, you do so at your own risk.
- Do not loan your personal items or lend money to other clients.
- Upon completion of programming you are responsible for removing all personal property.
- You may decorate your room with allowable and appropriate items. Please check with staff prior to putting anything on the walls
- Your belongings will be inventoried upon arrival. Any non-allowable items will be sent home with your family.
- Any items that are dropped off will be added to your inventory list, checked by staff and then given to you to place in your room.
- Any items not on the allowable item list may be considered contraband and may be confiscated and kept until your program completion.

We will hold your belongings for a 14 day period following discharge. If you do not make arrangements to pick them up, they will then be donated to a local charitable organization.

#### Following is the Allowable Item List:

- 9 pairs of pants
- 9 shirts
- 1 nice outfit
- 2 sleeping outfits
- 1 belt
- 9 pair of underwear
- 9 pair of socks
- Shower shoes (to be worn in the shower)
- 3 pairs of shoes (only 2 pair of gym shoes)
- 1 winter coat

- 1 hat and gloves
- 1 jacket
- Items required for care of your children (If applicable to the client)
- Toothbrush
- Brush/Comb
- Feminine hygiene products
- Razor (no straight edge razors)
- Wooden emery board
- Blow-dryer
- Curling iron
- Non-aerosol hairspray
- Fingernail polish and remover (remover must be secured by staff)
- Appropriate family photographs
- Robe
- Dental floss
- Battery operated alarm clock
- Small nail clippers
- Lip Balm
- Make-up
- Fan (small, this is the only item that can be plugged in)
- Laundry basket
- Writing materials/stamps/envelopes
- Small table lamp (on the Hill)

The following items must be unopened when bringing into the residence:

- Shampoo/Conditioner
- Toothpaste
- Non-aerosol deodorant
- Shaving cream
- Detergent and fabric softener

Drop offs from approved family members or significant others may occur any day of the week from 0900 to 1700. Visits are not permitted when dropping off items.

# Non-allowable Items

Anytime these items are confiscated they will be locked away until you leave the residence. If it is an illegal item it will not be returned to you. It will be disposed of in an appropriate manner.

Products containing alcohol
Clothing w/ inappropriate messages
Electric item not battery operated
Medications containing alcohol or narcotics
Televisions (except where approved)
Candles/Incense

Aerosol Sprays
Drugs and drug paraphernalia
Sexually explicit/revealing clothing
Weapons
Gang related materials

## **Automobiles**

Clients will be permitted to have their automobile on property after the first 30 days in treatment as long as the following are in place:

- You are showing investment in your program
- You provide a valid driver's license
- You provide ongoing proof of insurance

#### **Phones**

You are permitted to have a cell phone while in treatment. At any time you are placed on Safety Monitoring your cell phone must be turned into staff.

Sojourner Cell Phone Guidelines

In order to maintain a safe and secure environment, Sojourner implements the following cell phone guidelines.

- 1. Cell phones are not permitted to be used after 11:00pm.
- 2. Cell phones are not permitted to individuals on Safety Monitoring.
- 3. Individuals may not allow other clients to use their cell phones.
- 4. Calls made on cell phone must be made to pro-social family members, significant others, and sober support.
- 5. Cell phones are not permitted to be in group.

#### Violations:

- 1. 1<sup>st</sup> offense results in loss of cell phone for 1 week.
- 2. 2<sup>nd</sup> offense results in loss of cell phone for 2 weeks.
- 3. 3<sup>rd</sup> offense results in loss of cell phone until program completion.

# **CCR's and Therapeutic Leave of Absences**

Reconnecting to the community is an integral part of your treatment. You will be allowed to go on Therapeutic Leave of Absences (TLOA) from the residence on weekends. These are skill building opportunities, privileges, in which you are expected to work on what is being learned in treatment.

Throughout treatment you will have a treatment plan to help identify areas that you are working on improving. The treatment plan will define the areas to work on while in treatment and on your TLOAs. Our goal is to prepare you to return to the community safely and productively.

TLOA will not occur in the first 2 weeks during orientation period. TLOAs are an earned privilege. You must show the following in order to be considered for this privilege:

- Program compliance to rules and expectations
- Program progress on treatment plan (this includes all aspects of your program)
- Consistent positive behavior and positive response to redirection

- Approval by the team (consisting of primary clinician, RA staff, supervisors)
- No use of drugs and alcohol

TLOA hours will be determined based upon your time in program and progress in treatment.

TLOA hours are available on Fridays 1700-2200, Saturdays 1230 to 0000 and Sundays from 0800 to 2000. You may be eligible for a Saturday overnight.

TLOA forms are a very important part of the request to go on a TLOA. They must be filled out completely and carefully. All sections must be completed with insight and focus. Incomplete forms will not be accepted.

These forms are to be submitted to your primary clinician by the designated day. They will be reviewed by the team and you will be informed of the status of your TLOA on Friday morning, by your Primary Clinician. Please remember the TLOA is an earned privilege and may be revoked for any inappropriate behaviors.

TLOA hours cannot be changed once approval is given by the Primary Clinician. Upon early return from TLOA timeframe, you are not permitted to leave the facility until next approved departure time.

Community Connections for Recovery (CCR) will be granted on Tuesday, Wednesday and Friday evenings for 3 hours between the hours of 1700 and 2200. The CCR's must be approved by your Primary Clinician. The CCR's are for attending sober support, church, or other groups/meetings/appointments that support your recovery.

Passes may be granted during the week for medical, mental health, and court appointments. These will be set up and approved by your primary clinician. Case Management request must be completed 48 business hours prior to appointment time.

You must sign out and back into the facility every time you leave the building. You and your belongings will be searched upon all returns to the building.

All chores must be completed and verified prior to your leaving the building for all TLOA and CCR. You are not permitted to leave facility until completed and verified.

# **Observed Holidays**

Sojourner observes the following Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Clinical programming will not occur on the Holiday's, however structured programming/activities will be offered. Passes are granted for eligible clients (not on Safety Monitoring) on Thanksgiving Day and Christmas Day. All other holiday's you are permitted to have visitors at the facilities from 1200-1800.

## **Job Searching and Employment**

Employment is an important factor on your road to recovery. Sojourner supports you in finding employment when identified as a goal on your treatment plan. You are permitted to job search on weekend TLOAs. You are also encouraged to complete on-line applications. This can be completed with RA staff or at the library.

If employment is gained while in treatment, you must attend all regular scheduled programming, and will be permitted to work evenings and weekends. Work schedule, from your employer, must be turned in weekly.

#### Searches

It is the policy of Sojourner to conduct periodic searches and for cause searches. All clients are subject to a search of their person or property at any time. It is your responsibility to cooperate during these searches. You do not have to be present when your area is searched.

When you return to the residence from a TLOA, outing or appointment that was not with staff, you, and your belongings, will also be searched upon your arrival.

## **Emergency Procedures**

Evacuation drills occur on a monthly basis for Fire/Severe Weather, rotating between three shifts. You will be notified of an evacuation drill at the time. Always evacuate the premises as though an emergency exists.

#### **Evacuation Procedure: Fire/Bomb Threat/Gas**

- Once a fire emergency has been determined, all clients must line up in an orderly fashion as quickly as possible and exit the building.
- Clients are to proceed to the designated safety location and attendance will be taken.
- All clients will remain in the designated location until the all clear has been issued by representative of fire department, or staff is it is a drill.

#### **Designated Emergency Evacuation Locations by Facility**

**HFC**: Designated location is in front of New Haven Baptist Church located at the corner of High and Center Street

**HILL**: Designated location is near the basketball hoop in the parking lot.

**Brookwood**: Designated location is across Brookwood Ave in front of Apartments.

**449**: Designated location is across Hensel Place in business parking lot.

**Erie:** North end of parking lot.

#### **Designated Tornado Shelter Locations by Facility**

HFC: Basement. Enter Basement through cellar doors near front door at 516 entrance.

HILL: File Room located in the office hallway.

**Brookwood**: Basement

449: Basement

Erie: Rooms 3, 4 and 5.

#### **Evacuation Procedure: Severe Weather**

A "WATCH" indicates that conditions are favorable for severe weather. Staff should monitor weather and be prepared immediately.

A "WARNING" indicates severe weather is near. Staff should act quickly and without hesitation to move the clients to the designated location.

- 1. Once a weather emergency warning has been determined, all clients must line up in an orderly fashion as quickly as possible and count off.
- 2. Staff will guide clients to designated location indicated with "Tornado Shelter" signs.
- 3. All clients will remain in the designated location until the all clear has been issued by city officials or weathermen.
- 4. Facilities are equipped with a weather radio, emergency blankets, flashlights, emergency cell phone and first aid kit.

Included in your intake packet is a copy of the emergency procedures for Fire and Severe Weather.

#### Wake-up and Lights-out

Lights out: Sunday through Thursday at 2300, Friday and Saturday at 0030. After lights out, all clients should be in their assigned rooms/ dorms, all televisions are turned off and all recreation is stopped.

Wake-up lights: Monday through Friday lights are turned on at 0630. On Saturday they are turned on at 0800.

You are entitled to 8 hours of sleep a night. This time is provided for you per the schedule. The following are the times you are provided for sleep:

The time allotted for you to sleep is the time you must be in bed and be quiet. If you choose not to sleep at this time, this does not mean you will be able to get 8 hours a sleep at another time. Once you are out of your bed in the morning, you will be up and engaged in the activity per the schedule. The couches and chairs in the common areas are not for sleeping.

# **Medications**

All medications, both prescribed and over-the-counter are to be secured in your medication locker. If a medication is deemed medically necessary to stay on your person, prior approval will be given by the Clinical Director. You are required to report all new prescriptions and over-the-counter medications to the staff. There are specific medications not allowed to be taken while at Sojourner, even when prescribed by a physician. Exceptions may be made at the discretion of the Vice-President of Clinical

Services. All medications must be taken as directed by the doctor or the directions on OTC medications.

When it is medication time in the residence you must wait in the common area until called to come into the area where meds are being completed. You must remain in the medication area until staff states you may leave.

Please see posted medication times on the schedule. During these posted times you will be able to take your medication as prescribed. Access to medications at all other times may be limited to staff availability.

You are solely responsible for your medication and taking it when prescribed. Sojourner will not replace stolen or lost medications.

Do not give out your locker combination to anyone. Do not leave the combination on the back of the lock.

Medication counts will be completed with staff and client present. This will occur periodically to ensure medication compliance. For all controlled substances medication count will occur on a regular basis.

Upon completion of program or leaving from the facility, your medication will be released to you only. Prescriptions that are not filled will not be released to you upon your departure.

Prescribing medication is at the discretion of the Sojourner doctors. Prescriptions may be discontinued based upon Program and/or MAT non-compliance.

# **Visitation**

Visitation Hours are Saturday and Sunday 1:00pm-3:30pm.

Visitation Expectations:

- You are not allowed visitors on Safety Monitoring. Family members may attend S.A.F.E., however, may not stay for visitation.
- All visitors must be approved by the Primary Clinician.
- Visitors must sign-in before a visit will be allowed.
- All minors visiting must be accompanied by an adult.
- You must remain in the visitation area during your visits.
- Appropriate attire must be worn by all visitors.
- All items being brought to you will be given to staff for search and will be given to you following visitation.

## **Phone Calls**

You may place two 10 minute calls per day, between the hours of 0600-2200. The time will be as permitted by the schedule and availability of staff. You must be aware of your

time limit and end the call when requested by the staff. Your cooperation in this is appreciated since there will be others who will also be waiting to use the phone.

## **Smoking**

Smoking is allowed only in the designated areas provided. Smoking in the building is a major violation. This includes electronic cigarettes.

#### **Environmental**

The house in which you are currently residing is your responsibility to keep in a clean and safe manner. You are responsible to contribute to this process on a daily basis. Part of making positive changes in your life is taking responsibility for your environment.

Chores will be assigned to complete while you are here. Your chore will be checked off by the staff. It is your responsibility to make sure it is done properly. If you require guidance on the completion of the chore it is your responsibility to ask the staff.

Staff can request that you complete the chore again if is not done properly. Completing chores is part of the program and will reflect on positive movement toward program completion.

It is your responsibility to pick up and keep your room area clean. It is also your responsibility to clean up after yourself in the general environment, bathroom, and kitchen, and outside. Your bed is to be made when you get up in the morning.

On a weekly basis you will be required to sign-up for laundry times. Your sheets and blankets must also be laundered at this time.

You will be required to shower daily and keep appropriate and healthy hygiene. This includes brushing your teeth and wearing deodorant.

Sojourner supplies basic household cleaning materials. They are available upon request and are the property of Sojourner. You must turn in all supplies upon completion of your programming.

Please notify staff of any problems with the physical condition of the building so they may follow up with the maintenance department.

## **Community Resources**

If, during your stay with us, you present with a need for referral to an outside agency we will assist you in connecting to that agency. We will attempt to meet the needs that you present with while in treatment with us.

#### **Client Assistance**

It is your responsibility to provide yourself with needed hygiene essentials while you are in the program. We also realize that there will be times in which you may not be able to provide for the basics you may require. We will make the effort to ensure that you have the essentials needed to follow proper hygiene.

## **Drug and Alcohol Testing**

You will be tested randomly throughout your stay. Sojourner uses instants and lab testing. If you are unable to submit a sample when requested you will have a 90 minute period to submit. During this 90 minute time you will be required to stay in the sight of staff and will not be allowed to consume more than 12 ounces of fluid. Failure to provide a sample within the specified time will result in a "urine stall" and will be handled as a positive urine sample. Tampering with a sample will also be considered a positive urine screen.

Positive urines will result in Safety Monitoring and clinical intervention. They may also result in the discontinuation of MAT services.

## **House Rules and Expectations**

- 1. Client agrees to communicate in an appropriate manner to all staff, peers and guests.
- 2. Client agrees to eat/drink in approved areas only.
- 3. Client agrees to follow schedule and attend all scheduled programming.
- 4. Client agrees to dress in an appropriate and specified manner. This will include clothes being worn correctly, no hats on in the buildings, and shoes worn at all times when out of the bedroom area.
- 5. Client agrees to maintain their area and the residence in a safe, healthy and clean manner.
- 6. Client agrees to respect the personal space of others and refrain from physical contact with others. This includes both aggressive and non-aggressive behaviors.
- 7. Client agrees to respect direction given by staff and respond in an appropriate and respectful manner.
- 8. Client agrees to respect the property and refrain from causing property damage. Client will be responsible for all damage.
- 9. Client agrees to keep staff informed of whereabouts.
- 10. Client agrees to respect confidentiality for all peers.

- 11. Client agrees to follow all the rules and expectations set in the handbook.
- 12. Client agrees to maintain a safe environment.

# **Behaviors and Consequences**

Your behavior in the program will be an important part of your journey with Sojourner. You will review your behavior with your primary counselor on a weekly basis. The following is an example list of incidents you may be reviewing with your primary clinician:

#### Appropriate Behavior:

- Progress on your programming and treatment plan
- Completing your group assignments in a timely manner
- Responding appropriately to redirection
- Maintaining your room in a clean and healthy manner
- Completing your chores well and in a timely manner
- Using appropriate language
- Using positive skills to deal with life events
- Volunteering to help staff
- Following the schedule on time and ready for programming
- Cleaning up after yourself
- Assisting peers when needed
- Having a positive attitude
- Helping to ensure safety and respect

#### Inappropriate Behavior:

- Making threats
- Use of profanity
- Sexual misconduct
- Causing disturbances
- Ignoring redirection
- Disrespect
- Lying
- Possession/use of contraband or illegal substances
- Failure to maintain safe behaviors
- Stealing
- Non participation
- Refusal to follow rules
- Refusal to attend to and maintain your program

#### Appropriate Behavior Consequences:

Verbal recognition

- Certificates
- Outings
- Extended visits
- Special meals
- Public recognition
- Extended TLOA time

## Inappropriate Behavior Consequences:

- Behavioral contract
- Loss of privileges
- Denial of TLOA time
- Restriction from activities
- Possible probation violation
- Possible extended time in programming
- Extra chores
- Safety monitoring (due to behaviors)
- Negative termination from program
- Discontinuation of MAT services