



HELPING KIDS CHOOSE THE
RIGHT PATH

PATHWAYS PROGRAM
PATIENT HANDBOOK
&

GUIDELINES

INTRODUCTION TO RESIDENTIAL TREATMENT PROGRAM



This handbook will describe to you the program and policies of Wyoming Behavioral Institute (WBI). Read through this handbook and continue to refer to it during your stay. This will help you use your program to meet your needs during treatment.

We know that moving into residential treatment can be difficult and confusing. Staff members and other patients want to assist you in making this transition as smooth and easy as possible. The staff members at WBI include doctors, nurses, Licensed Professional Therapists, teachers, occupational therapy assistants, Mental Health Specialists, and case managers. Together they form an “Inter-Disciplinary Treatment Team”. They will help you outline your goals for treatment and to measure your progress. The patient community also provides an important part of your treatment and will help you settle in, feel comfortable, and give you valued feedback.

It is your responsibility to cooperate with these guidelines so that everyone can benefit from a safe, non-violent, and healing setting within the WBI community.

All treatment plans and therapeutic assignments are individualized and based on each person’s abilities. If you have trouble writing, assignments may be reviewed verbally with staff. If at any time, you feel unable to complete an assignment, or you do not understand the assignment, please ask for help and a staff member will be glad to help you.

A therapist will be assigned to you upon admission. This person coordinates the Treatment Team involved with your care plan. The therapist will help you monitor your treatment progress and help you with discharge planning. The staff assigned to you from other areas will keep track of your progress in each of their respective areas and work together with the rest of the staff to provide you with a meaningful treatment program.

Another important part in your treatment is your family; their participation is essential. Please encourage them to attend all scheduled family therapies, meetings, and groups. Your primary therapist will contact your family within 24 hours of admission or the next working day (M-F).

At the end of this handbook, you will find a form for you to sign.

By signing this form you are acknowledging that you have received your own handbook and a copy of the patient's rights. You are responsible for reading this handbook.

At any time, please let us know if you have any questions we can answer for you or if there is anything unclear that we can clear up for you. For example, if you have problems reading this handbook, it will be read to you.

INDIVIDUALIZED TREATMENT PLANNING

THE INTER-DISCIPLINARY TREATMENT TEAM

The Inter-Disciplinary Treatment Team's main responsibility is the development of the Individualized Treatment Plan, known as the "Master Treatment Plan." This plan considers all your needs, including: therapeutic, academic, medical/physical, vocational, recreational, social, emotional, cultural, and spiritual needs. The Team meets within 5 days of admission to design the plan and then meets every month, thereafter to discuss progress and issues that may arise, or changes that need to be made. These meetings, known as "treatment team", have a representative from each discipline in attendance to ensure a well-rounded plan and discussion of your progress. Your primary therapist will go over your plan with you in detail and make sure you understand.

MEDICATION THERAPY

You may benefit from medication therapy. Medication therapy is assessed and monitored by the attending physician. The physician and the nursing staff will discuss your medications with you and your family before this treatment option is started they will provide any needed information and feedback as treatment is continued.

*“I am in the world to change the world”
- Muriel Rukeyser*

PHILOSOPHY

The Wyoming Behavioral Institute (WBI) program will provide you with a safe, predictable, organized, supportive, and healing environment, which we believe, is vital in the treatment of adolescents having emotional difficulties.

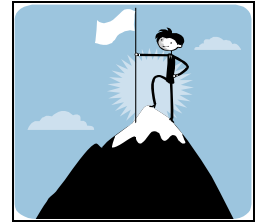
The philosophy of the WBI values safety, daily living skills, respect, honesty, responsibility, effort, and growth. You will be taught to use healthy means of verbal and non-verbal showing of feelings, to show respect for yourself and others, to maintain good mental and physical health habits, to be honest, to accept responsibility for your behaviors and supporting others while they do the same, and to know the joy of effort and its accompanying successes and growth.

Living in the therapeutic community will help you be aware of areas in need of growth and provide opportunities for resolving conflict and expressing feelings with new skills in communication. Our community offers emotional support and feedback as you gain insight and make changes.

Residential treatment can help you develop new ways of thinking, new ways of acting and behaving, help you in creating relationships with new people and get you thinking of new ideas for your life. Please take this chance to learn and grow from this experience.

“If you want something to change, you must change something.” 5

-Anonymous



TIPS FOR SUCCESS

We have found that there are many ideas for you to try, which will make it more likely for you to be successful at Wyoming Behavioral Institute and when you leave.

1. Accept that you must be personally responsible for your own behavior and you need to give up behaviors that do not work for you.
2. Commit yourself to change by learning from your mistakes and exploring why you made those mistakes.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly with staff and peers about your thoughts and feelings rather than acting out and manipulating.
5. Commit yourself to being honest in all of your relationships and to avoid lies and distortions. This also means being honest with yourself.
6. Be willing to follow community rules and limits, even if you do not agree with them.
7. Accept the value of relationships with others so that learning to build and maintain close, trusting relationships will be an important life goal.
8. Accept the value of work and effort, which means going to school, trying hard, setting goals for yourself, and working toward a future of financial and personal independence.
9. Know that you can learn from your own experience, and the experiences of others, and take advantage of these chances for growth.

“Create the world you dream of with every choice you make.”

-Anonymous

MEET YOUR INTER-DISCIPLINARY TREATMENT TEAM

Your assigned Psychiatrist approved your admission to Wyoming Behavioral Institute. You and your Psychiatrist will be working closely with a team of nurses, therapists, and others in creating an Individualized Treatment Program. Those persons involved in this process and in guiding your treatment while you are here, are listed below. Make sure you get to know the members of your Team!

PSYCHIATRIST (M.D./D.O.)

Your assigned psychiatrist has the responsibility of prescribing, observing effects, changing, and evaluating medications if they are necessary. He will also oversee your diagnosis and discharge. He or she will meet with you during scheduled Doctor's Group.

PHYSICIAN ASSISTANT (PA)

You will be assigned a physician assistant or a nurse practitioner that, with the help of the nursing staff, will deal with any medical problems you might have. A complete history and physical will be done within 24 hours of admission.

THERAPIST

You will have an assigned primary therapist who is a doctoral or master's level clinician to provide individual, group, and family psychotherapy. They will also complete a psychosocial history soon after admission and are responsible for making your treatment program succeed.

CASE MANAGER

The case manager is responsible for review of your insurance to ensure we provide the best possible care available. They will evaluate your continued need for treatment and coordinate your needs with the Treatment Team.

DIRECTOR OF NURSING (DON)

The Director of Nursing is the person directly responsible for ongoing operation of programming on the unit. The Director of Nursing will gladly help you with issues that may arise and have not been taken care of by others.

NURSES

The nursing staff not only attends to medical needs and administers medications. Nurses work closely with Mental Health Specialists to provide ongoing support, problem-solving help, conflict resolution, and interventions as needed. They are responsible for maintaining a safe, therapeutic environment (milieu) where you can work through your problems and be successful in meeting your treatment goals.

MENTAL HEALTH SPECIALISTS (MHS)

MHS's and Nurses work together in the running of the day-to-day community and providing the help and support mentioned above. You will be assigned to a particular MHS for each shift. The MHS's are responsible for the 24-hour ongoing supervision of the adolescents and the implementation of unit programming.

TEACHERS

Certified teachers will help you with your educational needs. Their goal is for you to have a successful learning experience while at WBI. They will assess your needs and develop an educational plan that will also meet your Treatment Plan needs.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANTS (COTA)

The Occupational Therapy department will provide you with therapeutic and challenging activities that will help you grow not only physically, but also socially and emotionally. They will provide assessments and individual therapy as ordered by your doctor. You will meet with a COTA during scheduled groups.

CHEMICAL DEPENDENCY COUNSELORS

These counselors are licensed and or certified by the State of Wyoming as alcohol and drug counselors. They will assess the need for chemical dependency treatment. They will help you understand your past drug or alcohol abuse and work with you to determine how to make healthier choices in your future.

INTER-DISCIPLINARY TREATMENT TEAM

A person from each of these areas will be involved in designing and carrying out every patient's Master Treatment Plan. This plan is developed with input from everyone and is discussed, changed, and evaluated based on your participation in treatment and your progress in meeting your treatment goals. This process is ongoing, daily the Treatment Team meets ("staffing") and once a month each patient is evaluated in depth.

OPPORTUNITIES FOR GROWTH

Wyoming Behavioral Institute (WBI) uses a series of therapeutic assignments called “opportunities for growth”. These therapeutic assignments offer you opportunities to be successful, to try out new skills, to make mistakes, to try again and learn in the process. It is expected that you will grow and flourish, but also that you may return to old habits. As you move through the different therapeutic assignments, you will be asked to meet higher standards of behavior and accept more responsibility. Opportunities For Growth are one of many tools we use in determining when you are ready to be successful as you leave Wyoming Behavioral Institute. The purpose of “opportunities for growth” is to offer you a visible, objective view of your progress in treatment and to recognize your efforts and accomplishments in living in the therapeutic community at WBI. It also offers staff a way to be objective, fair, and consistent as they give you feedback on your behaviors in the community/milieu, while continuing to give you the necessary support and encouragement.

Opportunities For Growth Meetings are weekly. This is where you will present your therapeutic assignment to your staff and peers. After peers and staff give feedback to you, the staff will meet and determine who progresses to the next Opportunity For Growth. To progress you must meet the outlined expectations for each assignment, progress toward treatment goals, school performance, and behavior and attitude within the community/milieu.

OPPORTUNITIES FOR GROWTH

#1 – “What brought me to WBI...”

#2 - My Life Story

#3 – My Life Themes

#4 – My Thinking Errors

#5 – Review of My Treatment

*“If you think you can do a thing or think you can’t do a thing;
You are right.”
-Henry Ford-*

OPPORTUNITY FOR GROWTH #1

This assignment will help you understand the behaviors and circumstances that brought you to WBI. This is your chance to really explore how you got to the place you are in your life. You will begin setting treatment goals for yourself and your staff will help you in reaching those goals.

EXPECTATIONS OF BEHAVIOR

1. Show safe, non-violent behavior.
2. Begin work with your therapist identifying problem areas in your life.
3. Present a neat, clean appearance with appropriate clothing.
4. Keep room and unit areas clean and neat.
5. Attend all groups and activities as directed. Be on time and prepared.
6. Interact with others in a respectful manner.

“What brought me to treatment...”

Explain in detail the event(s) that led up to your placement at Wyoming Behavioral Institute. If this involved an arrest, describe the circumstances of your arrest and state what you were charged with. Complete this assignment on a separate piece of paper. This assignment will be presented in the Weekly Level Meeting.

Include the following: Where you are from, any previous inpatient/outpatient treatment of therapy you have had (including chemical dependency treatment), where you were living before you entered WBI, what school you were attending and what grade you were in.

Identify three goals you have for yourself at Wyoming Behavioral Institute.

OPPORTUNITY FOR GROWTH #2

This assignment is your opportunity to tell your peers and staff your story, the way you want to tell it. This provides you with a great opportunity to begin talking to family members about things you may not remember. It seems this assignment is impossible, but start writing and you will be surprised how quickly the pages fill up. There is a second part to this assignment after you have finished your life story. You will begin exploring how your free time relates to the issues you are dealing with at WBI. It is okay to struggle while you are working on this assignment, however, you should be talking about feelings rather than acting them out.

EXPECTATIONS

1. Be safe, comply with WBI rules and guidelines, keep room and area neat and clean and attend to your personal appearance and hygiene.
2. Begin to work on personal problem areas.
3. Be able to identify treatment issues and to talk about and work on them in individual, group, and family therapy.
4. Use self-control and learn to take responsibility for your behaviors and attitudes.
5. Participate actively in all groups and community events by offering information, ideas, and opinions in a positive manner.
6. All expectations of the previous Opportunities For Growth.

OPPORTUNITY FOR GROWTH #3

This assignment is your chance to begin discovering your life's themes. What things have shaped your life up to this point? Looking back on your life story can give you some ideas. For example, moving is often a life theme for adolescents because their families move often and they are the "new kid". Use this assignment to see how your life's themes have made you who you are.

EXPECTATIONS

1. Be safe, comply with WBI rules and guidelines, keep room and area neat and clean, and attend to your personal appearance and hygiene.
2. You are expected to be a positive role model for others within the community, using good social skills.
3. Begin to ask more questions and seek out help with treatment issues.

4. Demonstrate supportive, caring, empathic behavior toward peers.
5. Appropriately confront negative behaviors in the community.
6. All expectations of the previous Opportunities For Growth.

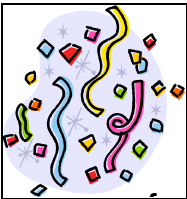
OPPORTUNITY FOR GROWTH #4

During this Opportunity For Growth you are considered a leader in the community. You should be using newly learned skills in your interactions with others. This assignment allows you the opportunity to understand how you think and identify when you are using a thinking error. Once we are able to identify our thinking errors, we can begin changing them.

EXPECTATIONS

1. Be safe, comply with WBI rules and guidelines, keep room and area neat and clean, and attend to your personal appearance and hygiene.
2. Be a consistent positive role model in the community with demonstrated leadership skills in daily living and all community groups and activities.
3. Be actively engaged in the resolution of treatment issues.
4. Develop positive personal goals, in terms of school, family, relationships, work, leisure and healthy lifestyles.
5. All expectations of the previous Opportunities For Growth

OPPORTUNITY FOR GROWTH #5



Congratulations! You worked hard to get here. It's time to feel good about yourself and progress. You are now nearly ready to return and be successful in the "real world." You need to be actively involved in the process of leaving and setting up your post WBI experiences; home and family, independent living, school, and work. This last assignment will help you to accomplish this.

EXPECTATIONS

1. All expectations of the previous Opportunities For Growth.
2. You must demonstrate trustworthiness and positive peer leadership.
3. Demonstrate behavior that shows you are ready to move to a less restrictive setting.



GROUP RULES AND EXPECTATIONS

Groups are a time for you to express feelings, think about what has been happening in your life up to now, plan for your future years, improve interpersonal relationships, build social skills, improve decision-making skills, and learn how to problem solve more effectively. This is not a time for fading into the background, disrupting the group, having side conversations, or engaging in horseplay. Respect the rights of others and they will respect you. Most important, respect yourself and begin to work on ways to make your life more meaningful and happy.

- ~ Be ready to come to groups when called. No excuses!**
- ~ Come prepared to work. Bring related assignments. Be prepared to state what you would like to happen and what you would like from peers and staff. You are responsible for getting your own needs met.**
- ~ Be attentive, sit up straight, eyes open, mentally alert, head up, feet on floor.**
- ~ Allow only one conversation at a time.**
- ~ Be prepared to address peers in an appropriate and supportive manner.**
- ~ Give appropriate feedback to peers and relate group issues to your own issues.**
- ~ No personal items used during group.**
- ~ Respond to feedback from peers or staff in an open and non-defensive manner.**
- ~ Assume a leadership role.**
- ~ What is said in group stays in group.**

Take risks and let peers know you through your participation and self disclosure in group. Allow yourself to be vulnerable and trust.

“WHAT GETS SAID IN GROUP STAYS IN GROUP”

PATIENT GROUP DESCRIPTIONS

The following is a list of groups offered by WBI on a regular basis. These groups will teach you specific skills or deal with certain types of issues. Again, take advantage of the information and processes involved in these groups. There is much to learn and take with you when you leave here.

DAILY FOCUS GROUP

This group is designed to reinforce the Community Expectations and Non-Violence Statement. It gives you an opportunity to practice goal setting, by setting daily treatment goals. It helps to increase your focus on what you need to do while you are here and where to focus daily in your treatment.

WRAP UP

This group happens in the evening before bedtime. This group focuses on what each patient has done that day to get better. This is a supportive group and a time to process goals, and journal/target assignments. It is also a time to get peer feedback on how you are doing in the community.

THERAPY GROUP

This group provides patients with an opportunity to participate in the group experience and deal with individual trauma issues in a supportive and sometimes confrontational atmosphere. It is a time to work on learning new skills while in a group led by a trained therapist or psychologist.

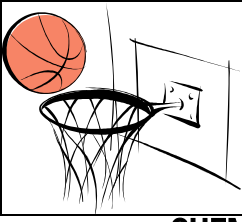
THINKING BARRIERS

This group focuses on identifying thinking errors also know as cognitive distortions and how these relate to acting out behaviors. The group also focuses on changing or redoing the negative thinking errors, which cause problems.

COMMUNITY MEETING

While in the hospital, WBI unit becomes your “community” with problems and issues just like any community. This meeting is designed for patients and staff to come together to resolve problems, request help, give praise and recognition, and interact positively with one another. It involves learning and practicing new interpersonal skills such as assertiveness, listening and giving feedback in a support environment.

RECREATIONAL THERAPY



This group focuses on skills to improve physical, social and emotional functioning. It improves focus and attention span, stress management, and impulse control. Some groups may include leisure education, fitness, teambuilding, problem solving/challenge, and wellness.

CHEMICAL DEPENDENCY PROCESS TREATMENT GROUP (STEPS)

The purpose of this group is to increase the awareness and knowledge of the signs and symptoms of the disease of chemical dependency and to help address current problems and issues to be dealt with by recovering teens. Only patients dealing with alcohol/drug issues will attend this group led by trained CD counselors.

SUBSTANCE EDUCATION

This group is designed to educate all patients to the psychological, spiritual, emotional, social, and physical effects of drug/alcohol abuse.



SCHOOL

Patients will attend classes during the day. The focus is on having a positive learning experience by meeting each student's individual needs. Classes are taught by state certified teachers.



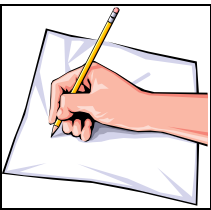
TOPIC GROUPS

A variety of these groups will be offered at various times on a rotational basis. Topics to be included and taught in these groups include: assertiveness skills, anger management, health & medication education, life skills, communication skills, problem solving, conflict resolution, social skills, values clarification, relationship building, healthy lifestyles, positive affirmations, and others as the need arises.

“WHAT GETS SAID IN GROUP STAYS IN GROUP”

JOURNAL WRITING/TARGET WORK/RELAXATION

While not a group, this process is a valuable one for patients. Journal writing is an important tool, particularly for those who find it difficult to express feelings verbally or to confront others directly. Patients write or draw, to their ability, in their journals daily and turn them into the staff for feedback. Target work consists of assignments given to patients that will help them to address issues and work toward their treatment goals. Assignments are given based on development and learning abilities and are coordinated with the level system.



SPECIAL COMMUNITY / FEEDBACK MEETINGS

Because of events in the community or because of strong feelings, or extreme negative behaviors or excellent positive behaviors or vents, it may become necessary to have a special community meeting. At this meeting, events and feelings can be dealt with and processed and decision-making, problem-solving, and conflict resolution can be practiced, and learned as in any community where the choices of some impact everyone.

“WHAT GETS SAID IN GROUP STAYS IN GROUP“

It should not be discussed with any other participants. Nobody wants everyone to know everything about him or her. You need to be able to trust each other. You also need to know that the Treatment Team will be told important things said in each group in an effort to improve your treatment. You must trust the members to use such knowledge to promote your safety and well-being.

INDIVIDUAL AND FAMILY TREATMENT

At Wyoming Behavioral Institute, you will be participating in individual, family and group therapy. All are designed to help you work through various problems and issues in your life. You are strongly encouraged to take advantage of all treatment opportunities.

INDIVIDUAL THERAPY

You will see your primary therapist at a minimum of one time per week (for approximately 1 hour). This is a time to work on specific issues to further enhance the progress toward achieving the treatment goals.

FAMILY THERAPY

Family members meet weekly with the primary therapist as arranged. Family therapy sessions are held in person or by phone if needed (parents who are not in the local area.) For the most part family sessions are held during the week.

MULTI-FAMILY GROUP

Family members can meet monthly Saturday at 9am to 5pm to attend a

licensed therapist run group, including other patients and their families. This is an opportunity to engage with other families in similar situations. See handouts for program format.

*“And the trouble is if you don’t risk anything, you will risk even more.”
-Erica Jong*

SPECIAL BEHAVIORAL INTERVENTIONS

Although the philosophy of WBI emphasizes a collaborative problem-solving environment, patients do not always choose to actively problem solve with their staff. Therefore, a consistent pattern of consequences for negative behavior can help teach you to make decisions based on your understanding of what happens as a result of that decision or action. Consequences provide a learning experience to help you make better decisions for yourself in the future. Consequences help discourage impulsive behavior and promote the acceptance of responsibility for your actions.

COLLABORATIVE PROBLEM SOLVING

Often when a patient is not behaving in an appropriate way it is because they are unable to do so at the time. Staff will offer you an opportunity to place your concern on the table, in hopes of identifying the problem. The staff will then put their concern on the table. Together you and the staff problem solve until you come up with a solution both are happy with. This allows you to learn skills that will benefit you in your future interactions. This is the preferred intervention at WBI.

REFOCUS

Staff will give a verbal or nonverbal prompt to stop an unacceptable behavior. If the choice to change the behavior is not made, this will result in an appropriate consequence to assist you in regaining control of your impulses.

TIME OUT

1. Self Time Out (STO) – This can happen when you feel you need a short time by yourself to calm down and regain control of yourself. This should be no longer than 15 minutes. Your staff determines the location of the STO after acknowledging your needs and desires. This is the time you slow down, breathe, think, feel and process with yourself to regain control and rejoin the community when you are ready.

2. Staff Directed Time Out (SDT) - This can happen when redirection has not worked. Your staff will provide you a safe location where you can begin to refocus on appropriate behavior and how you can remain successful within the community.

“Together each accomplishes more.”

-Anonymous

REMOVAL FROM COMMUNITY

1. 30-minute removal - This can happen when staff assess a greater length of time is needed for demonstration of appropriate behavior before returning to the community. This can be used as an opportunity for you and staff to develop alternatives to negative behavior.

2. 2-hour removal – This will happen when you have demonstrated unsafe behavior. This will give you an opportunity to begin using coping skills and develop alternative behaviors. You may be given a therapeutic assignment to assist you and staff in future use of safe behaviors. We encourage you to use this time effectively, to ensure a quick return to the community once your plan of alternative behavior is complete.

3. 4-hour removal - This will happen when you have demonstrated violent or threatening behavior toward your peers or staff. This ensures the safety of the community and staff. You will be given a therapeutic assignment to address your unsafe behavior and the thinking errors you are using. We encourage you to use this time to recognize and take responsibility for your behavior. Staff will review and ensure you understand the Community Expectations and Non-violence Statement. You will return to the community only when you are no longer a danger to others, and you have begun to use alternative behavior to cope with your emotions.

ADOLESCENT PROGRAM GUIDELINES AND EXPECTATIONS

Living in a community requires certain expectations, and guidelines for behavior. These vary within each community. The purpose of these guidelines is to help individuals to be successful and meet their needs within the community and to help the community run smoothly. Below you will find the guidelines, expectations, and rules for living successfully in the Pathways community.

GUIDELINES

- 1.** Patients should follow staff instructions and directions. If there are concerns about the instructions, patients have every right to ask for

clarification and understanding in an appropriate manner and at the appropriate time.

2. When using any sound equipment (including their voice), patients are expected to be respectful of others and control the volume.
3. Patients may not trade, purchase, or exchange clothes, money, or belongings. **Clothing should be marked with the patient's initials.**
4. Room decorations may not contain material related to drugs, sex, alcohol, or violence. All room decorations must be temporary and easily removed.
5. Patients are expected to maintain socially acceptable standards of behavior. The following behaviors are among those actively discouraged and given consequences:

* lying	* stealing
* destruction of property	* physical
* aggression/verbal aggression	* "scapegoating"
* sexual acting out	* profanity
* abusive behavior	* substance abuse
* self-destructive behavior	* social withdrawal
* running away or attempting	
* threats or intimidation	
6. Patients are actively encouraged to develop skills as a positive role model and community leader. You are expected to treat staff and peers with respect.
7. Other items not allowed on the unit for reasons of sanitation, safety, liability, confidentiality, or negative influences include, but are not limited to the following:

* Personal food, gum, candy
* Any clothing that displays substance abuse, sexual behavior, Satanism, violence, or any inappropriate messages
* Personal CDs, tape cassettes, headsets, radios (hospital will provide via levels)
8. Items, which clearly may present danger to individuals in the community, are not permitted. These items can be thought of as contraband and they include but are not limited to:

* Weapons or obvious potential weapons
* Medications (we will supply)

- * Solutions (toiletry) containing alcohol
- * Razors or razor blades
- * Scissors, pins, and needles
- * Aerosol cans
- * Drugs or drug paraphernalia
- * Nail clippers or metal nail files
- * Any glass or metal items, including mirrors
- * Any alcoholic beverage
- * Aluminum cans
- * Matches, lighters, cigarettes, or chewing tobacco

“SHARPS” CLOSET/CONTROLLED ITEMS

These are items that are allowed on the unit for personal care, but must be stored in a secured area for safety reasons. They are the following:

- * Electric razors * Emery boards * Fingernail Clippers
- * Make-up * Tweezers
- * Electrical items (hair dryers, curling irons,



ROOM RULES

The rooms you live in while at Wyoming Behavioral Institute have been lived in by others and will be lived in after you leave. It is important to take care of them. Also, your room as well as your appearance gives people a message about how you feel about yourself and who you are. Therefore, it is very important in order to feel your best and show your best that you keep your room neat and clean. In order to help you with this the following guidelines have been established.

- * Rooms are to be kept neat and clean at all times. Bathrooms are to be clean and neat. Clothing must be in drawers. No suitcases are to be stored in rooms. All dirty laundry must be stored appropriately.
- * Furniture must be arranged in the set patterns advised by maintenance for safety reasons.
- * All controlled items (“sharps”) must be locked in the designated area and must be signed out for patient use.
- * No objects are to be hanging from light fixtures, on top of the lights or from the vents
- * Absolutely no food, candy, or product wrappers in the rooms.
- * Linens will be changed weekly.

SEARCHES

Searches may be necessary at times for your protection and the protection of others. They decrease the possibility of drugs, dangerous objects, and other restricted items from being brought into the facility.

Searches will be done on admission, outings, transports and after therapeutic passes. A search may also be done at the doctor's discretion when patient behavior warrants this.

There are two types of searches:

1. Room Search

This occurs when staff feels there may be restricted contraband present. You may be present during the search of your room, unless your behavior becomes a danger to the situation.

2. Full Search

This is a thorough check, which requires removal of and search of clothing in the presence of two same sex staff members. This generally takes place on admission and on return from therapeutic passes.

BEDTIME

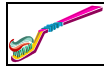
- * Bedroom door is to remain open and bathroom door to remain shut to maintain safety and appropriate behavior.
- * You are to remain quiet in your room and out of your alcove after bedtime and should not come out unless staff gives permission.
- * You must wear appropriate sleepwear.
- * Lights are to be turned out at bedtime and radio used at staff discretion.
- * You must sleep in your own room unless otherwise instructed by staff.
- * Bedtime hours will be consistent and meet your sleeping needs.



BOUNDARIES

Because of therapeutic treatment issues, the following guidelines are established:

- * Patients will respect personal space (how close to someone you can be and still have it comfortable for them) boundaries of peers and staff.
- * Patients are not to enter the nursing station or medication areas for any reason.
- * Patients are not to go into any room other than their own.
- * Horseplay is not allowed (i.e., piggyback rides, play fighting) between patients and with staff.



HYGIENE



Appearance affects not only how you feel about yourself, but also how other people see you; therefore, proper hygiene is expected. You are to shower each day and wear clean clothes, brush your teeth at least twice a day, and have clean and combed hair. You should wash your hands after using the restroom and before and after each meal and snack.

LAUNDRY

A washer and dryer and detergent are provided for washing clothes. A schedule will be set up to make sure everyone has a time to get this done. Washing clothes is not to interfere with the academic or therapeutic process.

DRESS CODE

GENERAL (for everyone)

- * High-heeled shoes and boots are not allowed.
- * Feet must be covered with slippers, socks and/or shoes at all times.
- * No skin or underwear may show between shirts and pants.
- * No tank tops or sleeveless shirts unless worn as an undergarment and completely covered.
- * No clothing which displays violence, skulls, sex, drugs, alcohol, or gang affiliation.
- * No hats may be worn within the building.
- * Clothing that is thought to be gang related will be handled on an individual basis.
- * Coats are to be worn for outside activities only.
- * No earrings or jewelry.

FEMALES

- * Bras must be worn and cleavage must be covered.
- * No short shorts, excessively tight or see-through clothing.
- * Underwear is not to show at any time.

MALES

- * Shirts must be buttoned.
- * Underwear is not to show at any time.
- * No short shorts, or excessively tight or see-through clothing.

PERSONAL BELONGINGS

1. Staff is to make sure that they meet the program's safety and appropriateness standards. All personal belongings that patients bring to the facility will be checked. Items not meeting these standards will be sent home.

2. Due to limited space, patients must limit their personal items to the allowed number. Items must be able to be stored neatly in the available space.

- | | |
|--------------------------------|--|
| *6 shirts | *1 pair flip flops (room use only) |
| *4 pairs of pants | *1 pair of tennis shoes |
| *7 pairs of underwear | *1 pair of slippers (unit use only) |
| *7 pairs of socks | *1 personal pillow and blanket |
| *3 bras (with no under wire) | *Personal hygiene items containing no alcohol |
| * Electric Razor | *Family pictures, journal, comfort items (with therapist approval) |
| *Makeup (no glass, no mirrors) | |

3. Patients will not be allowed to bring in highly valuable or expensive items that could be lost or stolen.

4. Patients will not be allowed to possess money except on specific times as designated by staff.

5. The patient or family, prior to or on admission, must mark all personal belongings. Controlled or valuable items will be sent home.

6. No borrowing, sharing or lending of any personal items is permitted.

MISCELLANEOUS

1. Patients or staff may not style patient's hair.
2. No self-abusive behavior is allowed including the piercing of body parts
3. Marking or drawing on the skin is not permitted.
4. Making bets or gambling of any kind is not allowed.

CAFETERIA EXPECTATIONS

In order to ensure a pleasant dining experience for everyone the following expectations are set for behavior in the cafeteria.

- * You are to stay in line while walking to and from the cafeteria. You should be quiet in line and facing forward.
- * There is to be no sharing of food from each other's trays.
- * There is to be no yelling or excessive noise.
- * You must ask permission from staff to leave the cafeteria.
- * You should use proper table manners.

- * When a person has a special diet, they are expected to follow that diet and not share.
- * You should make sure your table is cleaned up after your tray is returned and push your chair in.
- * You should not take any food or drink, silverware, or dishes from the cafeteria; staff will monitor tray return.
- * Any person who cannot follow the above expectations in the dining room may be removed from the cafeteria and is subject to cafeteria restriction.



Mail will be delivered to the unit on a daily basis, Monday through Friday in the afternoon. Stamps must be removed by a staff member from all envelopes or packages on incoming mail. The contents of the envelope or package must be opened and shaken out in front of a staff member, for safety purposes. Please give outgoing mail to your MHS and they will see that it gets mailed.

TELEPHONE USE GUIDELINES

1. Phone calls must be limited to a reasonable length, determined by your staff so that all patients have a chance to use the phones.
2. Patient may make or take phone calls only during phone times, unless contacting their case worker, or lawyer
3. Phone calls may be stopped if a patient shows inappropriate behavior while on the phone (for example; profane language, sexually explicit or erotic talk, etc.

PHONE TIMES

Monday – Friday	5:30pm – 6:00pm	and	8:00pm – 9:00pm
Saturday – Sunday	1:00pm – 3:00pm	and	5:30pm – 6:00pm
	8:00pm – 9:00pm		



VISITING HOURS GUIDELINES

Special visiting hours can be facilitated through the therapist, or nursing supervisor. For safety reasons the following rules apply:

- * A parent or guardian must accompany and supervise all visitors under the age of 18.
- * Visits are limited to people who are on the approved visitor list.
- * All Visitors must sign in and out at the reception desk in the main lobby.
- * Visitors must follow the Dress Code guidelines when visiting.
- * If your family needs to make other arrangements for visitation, please have them contact your therapist, nursing supervisor, or charge nurse.

VISITING HOURS

Monday- Friday 7:00pm
Saturday – Sunday 1:00pm – 3:00pm and 7:00pm

We encourage families to visit during scheduled meal times. Meal tickets may be purchased at the reception desk for \$2.00 during the workweek. On weekends you may pay with cash directly to our dietary staff.

THERAPEUTIC PASSES

Therapeutic passes will be given based on the clinical issues of the patient. This will be decided in the Treatment Team Meetings. The patient must complete pass forms beforehand, stating their goals for the pass. Your therapist can help you with this. Family members should complete their portion upon return to give staff information on how the pass went. The following are some guides:

- No alcohol, drugs, tobacco, etc. are to be used while on pass.
- You must remain in the company of your parents or adult taking you on the pass at all times.
- You must report any incidents of inappropriate behaviors, injuries, any illegal contacts you have, or other significant events to the staff by phone or immediately upon returning.
- Take medications as directed by your doctor and nurse while on pass.

- You may be expected to do a UA/drug screen upon return if ordered by the doctor, as well as a search.

GOING HOME

As you meet the goals and objectives on your treatment plan, you will be more actively preparing for discharge. Patients are expected to participate fully in program activities until discharge.

CLOSURE

The process of saying goodbye to other patients and staff after completing treatment here is called closure. Closure is a very important process in which you review the problems you entered with, the work done, and the progress made with the physician, the staff and other patients. It is a time of sharing, a sad time of separation, and a happy time in that you, your family, and the staff feel that you are ready to go home and begin again with new tools for success.

LEAVING

Before leaving your room, please give it a final check to see that you do not forget any personal items.

AFTERCARE

Your therapist, family, and you will formulate an aftercare plan to include continued treatment as needed.

CONCLUDING REMARKS FOR THE PATHWAYS HANDBOOK

In any society or community, certain routines are necessary. This handbook has been prepared to make you aware of the routine of the Wyoming Behavioral Institute community. Please read it carefully and look back at it as needed during your stay.

If there is anything in the handbook that you do not understand, please ask a staff member or peer. We hope that your stay with us will be therapeutic, not only for you, but for your family as well. Please remember to learn as much as possible from all the therapeutic opportunities that are available. Remember, that our entire hospital staff has one main goal – to provide you a safe place to heal and the skills to accomplish this.

Wyoming Behavioral Institute Pathways program ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I will read or listen to the contents of this handbook.

I understand the nature of the program described in this handbook, and I consent to the routines and restrictions described in it. I have also received a copy of the Code of Conduct.

Patient's Signature

Date

Staff Signature

Date

Parent/Guardian Signature

Date