**WELCOME TO**

**TOUCHSTONE COMMUNITY FACILITY**

**j0185604**

**PROGRAM ORIENTATION MANUAL**

**Updated 7/24/16**

**Touchstone Community Facility**

**2010 Puget St NE**

**Olympia, WA 98506**

**(360) 586-1080**

**Welcome to Touchstone Community Facility:**

In this packet you will find the following; an overview of the TouchstoneCommunity Facility (TCF) program, information about many interesting opportunities, and the expectations for you while you reside here. I hope that, as you review this material, you will find Touchstone to be a great place to help you accomplish your desired goals as you complete your time with JR. If you have any questions, please do not hesitate to have your case manager send me or one of the Touchstone counseling staff an email or give us a call at the number below.

Bob Ritchey, Community Facility Administrator

Dan Henrie, Juvenile Rehabilitation Supervisor

Case Managers:

Kasey Knight

Justin Knutson

Ron Webb

Cameron Dooley

Sincerely,

Bob Ritchey (CFA)

**Mission Statement**

Touchstone provides supervision, treatment and transition opportunities to juveniles committed to Juvenile Rehabilitation. Offense specific treatment, educational, occupational, and social opportunities are available for resident growth. Touchstone’s mission is to provide transition/re-entry services to youth from state institutions. Touchstone is a treatment facility and all residents are expected to fully participate in all modes of their treatment. The Touchstone program continues the important treatment work that began in the institution while transitioning back to the community.

**Program Overview**

*The information in this packet will help to get you off to a good start. Please ask questions whenever you are unsure of a rule or don’t understand your treatment program. We are here to help you be successful!*

*We are pleased to have you with us and would like to welcome you to our community.*

**Orientation**

When residents arrive at Touchstone, they are given an orientation from the staff on duty. This orientation includes the signing of agreements which apply to policies, rules, treatment and daily routine expectations. The orientation period consists of the resident being assessed for appropriate community eligibility during their time at Touchstone. During that time residents will work with their counselors to develop goals related to transition and develop a community programs that support those goals. Commitment to good behavior and participation in treatment will determine is how residents earn their way off orientation.

**Life Skills**

Touchstone promotes an independent living experience. Residents are expected to keep the group home clean, keep their rooms clean, do laundry, and shop for hygiene and personal snacks. Residents are required to contribute to the cleaning of the group home including daily room cleaning, daily details and weekly room and building generals. Residents are allowed to have personal linens and clothes, which help the living experience to feel more comfortable.

Those residents who are planning to be released into an independent status are encouraged to obtain necessary items in setting up their own apartment. Apartment hunting with a staff member is encouraged before they are released to allow the resident to gain an understanding of rent payments, utility payments, rent deposits, leases, rental agreements, etc.

**Your Voice and Opinions Matter**

At TOUCHSTONE we hope to teach you skills to get your voice and opinions heard in an effective manner. Your feedback is welcome and there will be opportunities for you to participate in program planning and discussion groups as well as opportunities to give your opinions, comments and feedback directly (in group or meetings) and indirectly (through feedback forms) .

**Safety**

While you are at TOUCHSTONE, we want you to not only be safe but feel safe. It is important for you to know that your privacy matters and that we do not tolerate any physical or emotional intimidation by peers or staff. Staff does not physically restrain our residents. Your privacy is considered and respected. Staff wants to hear your concerns and if at any time you do not feel safe in the program or in our local community PLEASE inform staff immediately. We will discuss the issue with you and will help you identify some solutions to remedy the situation.

**Your Right to Be Safe From Abuse**

Touchstone is committed to protecting your right to be safe from sexual abuse and sexual harassment. We have a **ZERO** tolerance policy toward all forms of sexual abuse and sexual harassment. This means EVERY REPORT of abuse or harassment will be investigated. Touchstone staff are committed to providing treatment to youth in safe environments. This means that we want to ensure that wherever you might be receiving treatment, whether it is an institution, community facility, or in the community, we want all youth to be safe from harm.

As part of your orientation, Touchstone staff will educate you on:

* Your right to be free from sexual abuse and sexual harassment
* Ways you can protect yourself
* How you can report incidents
* Your right to be free from retaliation for reporting sexual abuse or sexual harassment
* The Zero Tolerance policy at Touchstone and JR
* The response procedures to sexual abuse and sexual harassment.

Abuse can take place in many forms. It can be physical, emotional, or sexual. For example, hitting, intimidation, bullying, threatening, harassing or sexual abuse. You will be provided a safety guide about sexual abuse and sexual harassment. Talking about abuse in any form can be very uncomfortable and it may be difficult to discuss the information in the guide. As hard as it is to talk about abuse, it is important that we discuss it so we can make sure youth in JR’s care are as safe as possible.

*If you or any other youth have been*

*Sexually abused or harassed, REPORT IT!*

We take every report seriously and will immediately investigate them. We will also protect you from others that may try to get revenge because you made a report or helped with an investigation.

You can report known or suspicions of sexual abuse and sexual harassment by:

* Telling your counselor, a supervisor, a teacher, a nurse or any staff at Touchstone that you feel comfortable speaking with.
* Telling another person you trust
* Calling the END HARM Hotline at 1-866-363-4276
* Submitting a youth complaint form
* Calling the 24 hour Victim Services Hotline.

**Privacy**

All youth have a right to shower, perform bodily functions and change clothing without staff viewing them. The only exception to this would be in a case of an emergency safety issue (an example might be if you fell in the shower and needed medical assistance).

In order to maintain your privacy it is recommended you change your clothes in one of the bathrooms in front of the showers. You may also change your clothes in your room (not in view of the door).

When staff are doing checks on residents the procedure is that they knock first and wait for a response. At this time you could inform staff you are changing your clothes and they will not come in. The EXCEPTION to this is; if staff are concerned there is a safety or security issue they WILL enter your bedroom.

Residents are required to be fully clothed in pajamas, a t-shirt or tank top and shorts, sweats etc. during sleeping hours. Residents must be fully dressed when moving from the bathroom back to their bedroom. (You may not walk to your room wrapped in a towel).

**Treatment and Programming**

At TOUCHSTONE we incorporate Dialectical Behavioral Therapy (DBT) as part of JR’s Integrated Treatment Model (ITM). Below is a general outline/description of the core components. Your counselor can discuss these further with you.

**The Five Functions of the ITM are:**

1. Motivation and Engagement of Clients
   * How can we motivate you to want to be in treatment and keep you engaged (actively participating) in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
   * Teaching you skills through Acquisition groups and 1:1 counseling to help you become more skilled at managing your relationships, school/work, and life events.
3. Skill Generalization
   * Ensure you are able to use the skills you have learned in a variety of contexts or settings; we do this through role play practice and exposure (when possible) to new places and situations i.e. public school, job in community, new friends etc.
4. Structuring the Environment
   * Create a place where you feel comfortable learning and using (or practicing) new skills; create an atmosphere that promotes your success; teach you how to structure your own environment for both short-term and long-term success.
5. Motivate and Engage Treatment Providers
   * This area of the ITM is for managers to make sure they motivate and engage the counseling staff to stay focused on our model (ITM) and provide you the best treatment guidance they can.

**Programming Opportunities**

**Work, School and Day Programs:**

**Day Program** is for residents who have not yet acquired a full time work or school program. The purpose of a structured day program is to provide opportunities for those not in a full-time program to develop a work ethic through completing details, job applications, and treatment assignments. The day program consists of:

**Schedule**

Daily Schedules are provided in Appendix A.

*Note: Times may be changed to meet other programming needs.*

**Levels**

***Cracked: (review at staff meeting)***  *egregious behaviors (threatening staff/residents), being physical with others, not following supervision plan or being out of bounds, and anything that clears the floor. Taking others property. Not accepting responsibility for behavior or not providing lock code for technology found as contraband. Repeat “R” behaviors can be bumped to Cracked.*

***Restriction (3 day min)*** *cell phone, nicotine products other contraband such as lighters, matches, porn, Touchstone property in room (including food) and repeated low level behaviors not remedied Tx.*

* Complete treatment work and/or homework at the dining room tables 7:30-8:00pm daily.
* No video games or outings.
* One 15 minute call.
* Phone calls end at 7:30PM.
* Lasts minimum 3 days, you earn it back at your pace.

***Focus Level: (1)***

* *Generally not following program expectations (cussing, dirty room, no diary card, failing classes, not completing detail on time, late to bed)*
* Phone calls and video games end at 8:00pm.
* Two 15 minute calls.
* One 3 hour CIP

***Advanced: (2)***

* *Follow program expectations (clean room, diary card daily, completing details on time, etc…).*
* Phone calls and video games end at 9:30pm.
* Three 15 minute calls.
* Eligible to reside in a suite, but Leadership Level residents have priority.
* One 4 hour CIP

**10 Simple Rules to Follow That Make Touchstone Easy:**

1. **Stay in bounds:** On the property we have some boundaries. Some places require a staff escort or permission like staff offices, out front, beyond the fence in back, other youth’s room, kitchen, storerooms and school house. The secretary’s office is a secure area and you are not allowed in at all. (Don’t feel bad, you are not missing out on anything cool.) In the community with staff you have to stay within line of sight and during your programs without staff you have to stick to your plan.
2. **Contraband:** This is stuff that is against the rules like: nicotine products, porn, rated “R” movies, rated “M” games, cell phones, Wi-Fi devices, weapons, money, Touchstone food or property etc.
3. **Responding to staff cues:** this is when we coach you. It is for your benefit as well as the benefit of your relationship with staff.
4. **Be on time:** be up on time, to program on time, treatment on time, get your detail done on time, in bedroom on time and turn your lights and approved devices off on time. Just be on time!
5. **Turn in homework and diary cards:** pretty simple, turn in diary card before bed and bring assigned work to group and session.
6. **No touching without permission:** horseplay leads to fights so please refrain. Youth have the right not to be touched. Also staff have boundaries so please be don’t touch us. Some of us are jumpy.
7. **Talk with respect:** being loud has its place and in the house is not the place. Cussing shows lack of power of the situation and causes unneeded conflict. Threatening is a serious choice to make and will be handled accordingly. Remember in our cars and in the community to respect the driver and the world. Don’t be yelling out the windows or being loud to draw attention to the group. It is not as impressive as you may think.
8. **Upstairs is for purpose not play:** if you want to go up for a break, shower etc. you may. If you are hanging out in the hall, running around or visiting at others doors then you may lose the freedom to access to the upstairs without a staff escort. Bathroom is for releasing waste, shower and hygiene not for horseplay and hanging out. Dry off in the shower and get a top and bottom or a robe on before exiting the shower.
9. **Share and Respect Shared Spaces:** we like to allow the youth to structure the phones, TV, games etc. Please share and interact using GIVE with others. When asked to end phone calls please acknowledge staff and wrap up call to hang up within 30 seconds. Please do not eat or drink on carpeted areas including the cars.
10. **Don’t steal stuff:** if it is not yours then ask! This includes house food, video games and dishes. Do not take anything to your room without permission.

These are the main rules. It is not an inclusive list but covers the basics. We want to keep it simple.

**Education Opportunities**

Our goal is to assist you in meeting your educational goals. Touchstone has access to a variety of educational opportunities that are listed below:

* An in-house education program is provided for residents through the Olympia School District. This program offers individualized learning plans to those youth who are motivated to work on self-paced programs with assistance from the in-house teacher.
* GED preparation- Gravity High School
* Residents at Touchstone can also attend Olympia High School
* New Market Vocational Skills Center
* Evergreen State College
* South Puget Sound Community College

**Employment Opportunities**

Emphasis is also placed on work oriented programs. Work training programs have been found to be one of the most effective ways in providing a resident with increased self-esteem and a better understanding of the community in coordination with skills training.

Residents who intend to find employment should utilize the orientation period by completing the “job search packet”, job applications, updating resumes and practicing interviewing/employment skills. This time should also be utilized in attaining a State Identification card, Social Security Card and/or Birth Certificate if needed. Those that complete the orientation period and are working on their treatment targets will be approved to job search and eventually be able to accept employment or a volunteer position.

**Community Service & Volunteer Projects**

We are a member of the local neighborhood association and participate in a variety of local community service projects. We help make trails, clean up parks, set up events, clean up graffiti and help out the YMCA on events when needed. You will have the opportunity to be a part of a supporting community. Participation in events may be required.

**COMMUNITY AND FAMILY INVOLVEMENT**

We encourage as much family/community support contact as reasonable during your stay at Touchstone. “Family” is defined as the main support person (adult) in your life and is usually the person you plan to live with when you release.

Touchstone has a limited amount of space for recreational events. Therefore, we utilize community recreation sources. Touchstone offers basketball, free weights, sports equipment, various board games and video games.

We have a YMCA membership that we use frequently that offers basketball, weights, cardio equipment and an indoor pool for swimming laps.

Outings can be linked with the school and may include cultural exhibits in museums, art exhibits, and social learning experiences.

Seasonally, group outings may be taken to the ocean beaches, Mt. Rainier, Mt. St. Helen’s, Nisqually Wildlife refuge, fishing etc…

**Shopping**

Store runs to the local businesses, the mall and factory outlets for personal hygiene supplies, snacks, clothes or other items are planned with staff in advance. We want to assist you in learning how to plan ahead, budget your money and think about needs versus wants. Staff may designate certain days for store runs. Your money is for you and we ask you only buy items for you and your family. All budget requests must be turned in by the Tuesday Staff meeting.

**Community Involvement Passes (CIP)**

Youth can work with their case manager on setting up local outing with guardians in the Olympia area. Youth tend to like to go to a park, shopping, and bowling or to a restaurant with their families. The case manager will provide a CIP orientation with all the guidelines.

**Authorized Leave**

Residents may be allowed to attend authorized leaves. Authorized leaves on designated times in which the resident will reside at their home with their guardian. Authorized leaves are collaboratively created with your counselor. AL is intended to strengthen family bonds and assist the youth in transitioning back into his original community. Leaves are only allowed during the last 6 months of a resident’s stay, prior to release.

**Mail**

* We will provide a reasonable amount of stamps.
* All incoming mail will be opened and examined for appropriateness and/or contraband and/or restricted property.
* Checks received for residents will be given directly to the counselor on duty who will receipt the check to the resident as soon as possible.
* All incoming and outgoing mail will be documented in the mail log regarding sender information.
* Mail can only be received from those on your approved contact list, if you receive mail from someone not on your contact list, it will be given to your counselor to approve.

**PERSONAL WELLNESS**

*TCF supports personal wellness and healthy lifestyles.*

**Medical, Dental and Vision Services**

Basic medical/dental care and emergency care may be provided by medical coupons if parents do not have insurance. Some medical clinics will not accept coupons. If the resident chooses to go to a clinic that is not covered by coupons, the expense will be paid by the resident and/or his parents. Alternative and supplemental medical care (such as chiropractic and orthodontics) must be requested in writing and will be approved/denied by the administrator. It is your responsibility to bring medical and dental concerns to the staff on duty.

**Diet**

Touchstone has an on-site cook who serves three meals and two snacks per day. Residents are allowed to have their own food, but can only eat personal snacks during the evening snack time.

**Recreation**

Residents will have the opportunity to go on outings to outdoor courts and fields to play various kinds of games. There are outings to the YMCA to lift weights, play basketball, go swimming or play racquetball. Touchstone will also set up flag football games and basketball games against other group homes. Other types of recreation, such as hikes, fishing trips or clamming, are available

**Exercise**

Touchstone has a bench press and weight set in the day room that residents can use during free time. There is also a basketball court in the backyard which can be converted into a pickle ball court.

**Spirituality**

Spirituality can be an important part of life and transition back into the community. Touchstone fully supports those residents wanting to attend services offered. There is a wide variety of churches, temples and mosques in our community, so residents who are interested in attending these events should inquire with their counselors what is available to them.

**Wake Up**

Wake up times vary depending on program but typically are*:*

*Monday through Friday : 7:30*

Breakfast served between 7:30-8:15.

*Saturday, Sunday & Holidays: 9:00am*

*Breakfast served from 9:00-10:30AM*

**TREATMENT AND COACHING**

Prior to your arrival at Touchstone you will be assigned a counselor. This person will be in regular contact with you at least 30 days before you arrive. This staff member will help you in the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

**Planning and Programming**

Touchstone and school staff assists residents in planning and achieving in the areas of:

* Treatment -Drug and alcohol, mental health, arson and behavior modification
* Education - GED, high school diploma, adult education, college or vocation. Work preparation and experience
* Interpersonal relationships
* Independent living skills
* Increased family relationships

The goal is to ensure the best possible transition into the community and post-release adjustment for each resident and is a team effort accomplished by a process rather than a series of events.

**Treatment (Intervention)**

* Participation in treatment groups
* Knowing and working on specific treatment targets
* Generalizing skills and accepting feedback as coached
* Tracking on a daily diary card
* One-on-one counseling
* Participation in specialized treatment areas

**Education**

* Assessment and individualized program for academic and behavioral improvement.
* Exploration of school and/or work options.
* Monitored school/vocational program, possibly a part-time job added later.
* Pre-release – assistance with transfer, re-enrollment, obtaining funding, post testing, revising goals.

**Employment**

* Assessment of employability, re-mediation and practice.
* Supervised job search, possible enrollment in an employment program.
* Support services such as job search and/or work clothes.
* Monitored work experience.

**Interpersonal Relationships**

* Individual, group, and family counseling in areas including mindfulness, distress tolerance, emotion regulation, interpersonal effectiveness and problem solving.
* Skills training to improve peer, adult, and family interactions.
* Pre-release: Once eligible, community involvement passes with family, supervised home visits in order to work on reintegration, etc.

**Substance Abuse and Mental Health Issues**

* In-house counseling, community treatment, and aftercare when needed.
* Participation in local Sober Support Groups.
* Pre-release: Identify resources in release community.
* Participation in AA groups

**Independent Living Skills**

* Money management – financial goals and budget, credit, contracts, comparison shopping, consumer actions, pay check, taxes, etc.
* Housekeeping – cleaning details, menus and nutrition, yard work, maintenance, vehicle care, room maintenance, hygiene, and personal laundry.
* Recreation and leisure time – low cost community facilities, club memberships, sports, movies, shopping, cards, pool, etc.
* Transportation – using the bus, car costs and responsibilities.
* Housing – kinds of apartments, leases, deposits, utilities, etc.
* Manners and social skills – are expected in common areas and in the community.
* Health care – where, cost, good health habits, birth control, etc.
* Pre-release – Apartment hunting or arranging for temporary housing or rent payments, acquiring household furnishings, figuring out transportation, obtaining a driver’s license, updating budget.

**Treatment Groups**

At Touchstone there are a number of treatment group opportunities for residents to participate in. All youth will get the opportunity to be in acquisition group with the goal of earning your way to the generalization group until you release.

The following skill modules are covered in our acquisition and generalization groups:

* Core Mindfulness Skills: Residents attending these groups will learn various states of mind; wise mind, emotional mind and reasonable mind. Residents will learn observing, describing and participating (“what skills”). They will also learn taking a nonjudgmental stance, focusing on one thing in the moment and being effective (“how skills”). Learning to be in control of your own mind, instead of letting your mind be in control of you is the goal of this module. These groups are offered throughout the year on a rotating basis.
* Interpersonal Effectiveness: Residents attending these groups will learn assertiveness and interpersonal problem-solving skills. The goal of this skill area is to teach youth to evaluate what he wants, what his environment offers, and to apply specific interpersonal skills to get what the youth wants without violating his own self-respect or the dignity of others. These groups are offered throughout the year on a rotating basis.
* Distress Tolerance: Residents attending these groups will learn to tolerate and survive crises and with accepting life as it is in the moment. Four sets of crisis survival strategies are taught: distracting, self-soothing, improving the moment, and thinking of pros and cons. Acceptance skills include radical acceptance, turning the mind toward acceptance, and willingness versus willfulness. These groups are offered throughout the year on a rotating basis.
* Emotion Regulation: Residents attending these groups will be taught to recognize and identify uncomfortable feelings, and then to gain tolerance or self-soothing skills in order to reduce the vulnerability to impulsively act in the midst of stressful or painful emotions. By changing the way youth feel about situations, youth can alleviate and avoid cues that would normally give way to problem behaviors.
* Problem Solving: This group helps residents to build and maintain skills to learn how to solve problems on their own. An emphasis will be put on identifying the problem, brainstorming, using Pros and Cons and then self-evaluating to see if your solution worked. Behavior Chains are also another way to identity problem behaviors and work toward finding effective solutions.

**Specialized Treatment:**

* Drug/Alcohol Intensive Outpatient Program – Educates residents about the physical effects of pot, alcohol, cocaine, stimulants, psychedelics, depressants, and steroids. Residents learn about the disease of addiction, progression, recovery and relapse prevention. Videos and booklets are used to supplement group content. If you are deemed as needing D/A treatment, this takes priority over work/school. Arrangements may be made with the treatment provider if you are scheduled to work, but must be made prior to the group. The final say is with the treatment provider.
* Drug/Alcohol Aftercare – For residents that have completed in-patient drug/alcohol treatment. This group focuses each week on recovery and aftercare issues. Videos, pamphlets, newspaper, and magazine articles are used to supplement group content. Residents may request to go to a sober support group as staffing allows.
* Drug/Alcohol Education-For residents that may not have dependence or abuse, but may have had involvement with drugs and alcohol. This group is for all residents, but is only offered as needed.
* Mental Health Counseling: in the community is offered to continue services provided at the sending facility.

**GUIDELINES TO AID WITH PERSONAL GROWTH**

**Program Expectations and Privileges:**

**DRESS CODE**

Youth will wear clothing in an appropriate fashion. When clothes do not fit properly, the staff will attempt to find you clothes that do fit.

While in the house youth will wear a top and bottom at all times outside of their rooms or bathroom stalls. Staff will coach youth on the proper dress attire when we go into public. What we wear to the beach will look different than what we wear to job interviews.

**HAIR**

Hair styles will be appropriate for the community program that you are working toward or participating in.

Changes to hair styles need staff approval. Gang related haircuts will not be approved by anyone regardless of your affiliation.

**Behavioral Expectations**

**Social skills**

We expect you to practice effective social skills, as this will help you develop respect and concern for others. Examples of good social skills include using appropriate language, refraining from profanity, introducing yourself to others, and shaking hands, treating people the way you want them to treat you, demonstrating active listening skills, using please and thank you, asking is this a good time, making request instead of demands, keeping your feet off the furniture at all times respecting other peoples opinion, etc.

**Upstairs rules**

* While upstairs the only doorway you can be in is your own or the bathroom. This is for your protection.
* We have plenty of room downstairs to hang out.
* The bathroom is shared and we ask that we respect the privacy of other residents and their belongings.
* Youth are asked to get dressed in the shower or away from the windows views in their bedroom.

**Details and Room Cleaning**

Each resident will be assigned a detail. The detail list is posted and gives each youth the opportunity to contribute to the house cleaning.

Your general room-care and personal hygiene is a reflection of you as a person.

Rooms are expected to be clean throughout the day.

We will assist you in times to clean your room or shower if you lack time management skills or place the same priority on cleanliness that we expect!

**Laundry**

All Touchstone residents are responsible for doing their own laundry. Seek out staff if you have special questions about your laundry, such as working instructions, amounts of laundry products to use, wash temperature, stain removal, or the best way to launder certain fabrics.

An iron and ironing board are available for use by the residents. It IRON MUST REMAIN DOWNSTAIRS IN A SHARED AREA.

The Laundry Room will be open daily. The laundry room closes by bedtime.

**Outside Boundaries**

* We use the back yard for hanging out and the front yard for coming and going.
* Basic rule is if we can see you from the sliding door your cool, if not, ask before you venture off.
* We ask that you don’t climb the trees or fence and please do not hang on the basketball hoop.
* If you can dunk on a 10 foot hoop, tear it up. Please do not adjust the hoop below 10 feet. If you really want to dunk, we can take you to the YMCA and work on your leg muscles☺

**Tobacco Use**

* Can’t use nicotine products of any kind, sorry.
* But I am 20… still can’t, sorry.
* But…. State Law buddy, not a debate either of us can win!
* If you choose to indulge we will take that opportunity for teaching and assist you with your urge.

**Program Policy**

In order to assure that residents live in a safe environment where they can focus on their treatment issues and goals for transitioning back in to the community, Touchstone has many program policies which explain rules, expectations and consequences for not meeting expectations or breaking rules.

The following program policies directly affect you. You will review each of these with staff during your Orientation process.

1. Residential Disciplinary Standards
2. Release of Information
3. Release to my Employer
4. Use of Tobacco products
5. Escape Policy
6. Narcotics, Fire Arms, Intoxicants and Search Law
7. R-rated movies, video games and Gang affiliation

**Some Basic Rules and Procedures**

There are lots of rules and procedures for your safety and development.

* Be where you are supposed to be.
  + Kitchen, staff offices, front yard and school all require staff to be present at first.
  + You will learn how to earn your way into some new areas.
* Be mindful of your language.
* Learn where to argue! I value your opinion, just not in front of everyone. On the floor in front of everybody will not get your needs met. If you are frustrated with staff, pull them aside and ask for a good time to talk. Some will even let you speak freely, it’s crazy!

*Please ask for more details and when in doubt, ASK!*

*We want you to succeed here.*

**Program Restrictions**

From time to time we all make choices that get in the way of our goals. When we choose to break a rule, we must learn from that. When choices are have serious implications we must intervene.

When your risk in the community rises we must decide if you need a break from the community for a while to reengage in your goals. Some choices cause harm and can lead you to be removed from the house for a few days.

We do our best to bring you back… if you are willing!

**Youth Complaints**

If you have a complaint about how you are being treated at Touchstone, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort on your part to appropriately approach the situation-staff can help coach you through this process. If you have done this and feel that your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form (located on the resident bulletin board in the front foyer.) Once you get a form, read over the criteria on the top of the form. If you need help understanding the form, talk with the program supervisor or administrator. Fill out the Complaint Form and give it to the program administrator or supervisor and/or in the locked “youth complaint box” located in the great room (next to the staff office window). The timelines and procedures are explained in more detail on the Youth Complaint Form.

**Legal Services**

Staff will not provide you with legal advice, but you can contact your attorney at any time. If you do not have an attorney, but would like to seek legal assistance, you can consult the bulletin board in the front foyer. There are Legal Assistance Request Forms located there.

**Charlie Rosenberry is the legal counsel for JR youth. He can be contacted at 1-888-463-3757 or (206) 463-4845.**

You may contact him at any time. Calls to your attorney do not count toward your daily allotted phone calls. If you have further questions you can talk with your case manager, program supervisor or program administrator.

**Fire and Emergency Procedures**

**Fire drills**

Alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Meet in the sport court out back for a head count. Please review the Fire Escape map attached to the back of this manual.

**In Case of an Actual Fire**

Sound alarm (note alarm locations on Fire Escape map). Notify staff and/or call 911 IMMEDIATELY! Exit the building by shortest and safest route. Save life over any property.

**Other Emergency Situations**

Notify staff or call 911 immediately. Remain calm and cooperate with proper authorities. Offer assistance only if you are sure it will help the situation. At Touchstone State Community Facility our first consideration in any emergency is the protecting and saving of lives.

**Personal Property**

Your case manager must approve all property. If you receive property from family during a visit it must immediately be given to staff. Staff will place it in the office until your counselor or a staff can document it on your inventory. If your property is not on your inventory form, it is not considered yours!

*Care of Personal Belongings*

It is the resident’s responsibility for the care of personal belongings including:

* Staff will not store your property. If you have excess or you have lost the privilege to have certain property, you must make arrangements for it to be taken home.
* We recommend that anything of value be sent home.
* Residents do their own laundry. If you have items that cannot be dried, pay attention to your laundry. Residents trying to be helpful may put things in the dryer if you are not around.
* You are not allowed to lend, borrow, trade or give property away without the permission of your counselor and the other resident’s counselor.

**Property Limits**

We recommend that you do not keep items valued over $100.00 here. We will not be liable for lost belongings. Property of residents who escape will be considered to be abandoned and we will manage it according to policy.

**Availability of Locked Storage**: Money will be kept in individual envelopes secured in the facility safe. If you would like property stored, you must get approval for temporary storage until arrangements for pick-up ca be made.

**Searches**

We do searches and are respectful**.**

* Staff will inspect personal belongings of residents.
* Pat searches, metal detector and room searches will occur randomly or as needed.
* If you leave the house without staff for program you will be searched when you leave and come back.
* Shared spaces are searched daily.

Contraband (property that is illegal to possess) and Restricted Property (which jeopardizes safety, health, security, or treatment) will be confiscated.

**ANY and ALL contraband brought into Touchstone will be confiscated and result in an action plan.**

The following items will be confiscated upon discovery:

* Alcohol, drugs, or drug paraphernalia
* Cell Phones or Wi-Fi devices
* Stolen items – or any item suspected of being stolen
* Fireworks, flares, or other explosives
* Pornographic or sexually explicit material of any kind
* Other – any item defined by staff as presenting a threat to the health, safety, or well-being of any resident or staff.
* Any Nicotine related product, (i.e. Chew, cigarettes, lighters, cigars, wrappers, vapor, e-cig, oils etc.)
* Weapons or any item with a potential to harm or endanger human life will be turned over to the police.

**Restricted Property:**

The following property is not allowed:

* Vehicles
* Weapons
* Cell phones or devices that have internet access
* Trees or poisonous plants
* Aerosol cans of any type
* Large stereo systems
* Extra furniture, clothes in excess of each resident’s assigned storage area,
* Large boxes or anything which take up excessive space,
* Pets (beta fishes, or other small animals may be approved on an individual basis),
* Appliances (coffee makers, hot plates, portable heaters, etc.)
* Parental Advisory CDs or recorded music. Rated R, NR, NC-17, M or anything rated in the X series.
* Energy drinks or unapproved supplements.
* Other material which would negatively affect the well-being of residents, staff, or individuals in the community.
* **NO SNAKES NEAR THE HOUSE!!!!!!!!!PLEASE!!!!**

**Youth Finances**

You may not have money in your possession in the house. All money received from visits, mail, paychecks, tips, etc., must be immediately turned in to a staff member for tracking purposes (you will receive a receipt). Gambling, including lottery tickets and pull tabs, is not allowed. You may not loan or borrow money. Gift cards are to remain in the lock box and accessible by staff only. JR prohibits you from accessing a personal account you have outside of the group home.

When you go on a shopping trip or store run with a staff member or family, you will sign out your money with the counselor and may carry it on your person. When you return, you must turn in all receipts and left over money to equal what was taken out.

|  |
| --- |
| **Budget request case manager to spend your money**:  I understand the staff team will use the following criteria to approve/deny my request:   * Have I been motivated in my treatment and group? Do I regularly use my skills? * Have I shown good behavior and had a positive attitude most of the week? * Is my ledger book current? * Is my community service complete? * Identify wants vs. needs * The money will be spent on the appropriate items. |

We expect our youth to save money while they are at Touchstone. JR requires payment of restitution and court fees. The designated staff member will contact the county you were committed from to determine what restitution and court fees you owe. If you owe money to the courts, you and your case manager will figure out a reasonable portion of your paychecks to go to those fines.

**Attending Outside School and Employment**

When a youth’s program includes employment and/or school, the following rules apply.

* A school/employer agreement must be completed and signed prior to your start date. A staff will meet the supervisor, manager, and/or teacher to explain the form and obtain signatures. Residents are to explain the hiring situation (hours unavailable due to treatment/accountability issues) and offense prior to accepting employment or starting a school program. Any person supervising you must be listed on the agreement and they must be presented a copy of the agreement.
* A supervision plan will also be completed by your counselor indicating dates, times, bus routes, addresses and the specific route you must take. Do not deviate from the supervision plan without first getting Touchstone Staff permission.
* Residents are required to sign out each time they leave the building and sign back in upon return.
* Residents will go straight to and from work/school/community programmed activity at the approved scheduled times. Prior approval is required if an exception is necessary
* Youth from Touchstone will be expected to follow policies while at school/work i.e. no internet access without approval/supervision from teacher, no use of phone, smoking etc. Any resident participating in a community school program that is issued a student email account must share that address and password with assigned counselor.
* Schedules will be submitted to staff and will be verified with employers/supervisors. Changes to that schedule require the permission of staff. Random phone checks and visual checks will be made assuring staff that the resident is at the approved location when scheduled.

**Appendix A**

**Touchstone Daily Schedules**

**Weekday Schedule**

**7:30-8:00 AM Wake up for school youth**

**8:00 AM Breakfast MORNING DETAILS**

**8:30AM SCHOOL OR PROGRAM BEGINS**

**10:00-10:20AM SNACK**

**NOON-12:30PM LUNCH**

**(On Tuesday school is out at noon for staff meeting until 4PM)**

**2:00-4:00PM Structured Activities**

**4:00PM GROUP MEETING (TV/Video Games off)**

**4:08 PM DINNER then Details**

**When details are over we go on outings and staff led activities. All outings back by 8PM.**

**8:00-8:30 SNACK Everyone in the House**

**8:47 Details Complete**

**9:30 TV and Games off, get ready for bed.**

**10PM-Bed Time (In Rooms) All Diary Cards turned in, signed off and returned.**

**10:30PM Honors Bed Time (In Rooms)**

**10:45PM LIGHTS OUT**

**Friday and Saturday Lights out at Midnight**

**Weekend Schedule**

**8:30 Program Opens if you want to get up (Breakfast, Shower, Room Detail)**

**9-11:00AM Breakfast served, ROOM GENERALS**

**11:00 Kitchen closes and everyone down stairs, showered with clean rooms**

**11:30AM All Morning Details Complete**

**12:00 PM -Snack/Lunch**

**12:30-1 Lunch Detail**

**1-4pm Visitation and Structured Activity**

**4:00PM GROUP MEETING (TV/Video Games off)**

**4:08 PM DINNER then Details**

**When details are over we go on outings and staff led activities. All outings back by 8PM.**

**8:00-8:30 SNACK Everyone in the House**

**8:47 Details Complete**

**9:30 TV and Games off, get ready for bed.**

**10PM-Bed Time (In Rooms) All Diary Cards turned in, signed off and returned.**

**10:30PM Honors Bed Time (In Rooms)**

**10:45PM LIGHTS OUT**

**Friday and Saturday Lights out at Midnight**

**5PM Planned Activities**

**Monday-** Outings from List

**Tuesday-** Outings from List

**Wednesday-** Gateways with Evergreen or Outings from List

**Thursday-** Shopping Night

**Friday-** Outings from List

**Saturday-** DBT Groups then Movie Night

**Sunday-** Game Night