



Canyon View Community Facility

Program Handbook

Updated June 2020



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Contents

Overview	1
Program Introduction.....	2
Program Orientation.....	3
Programming Opportunities	6
Community Engagement and Family Visitation	7
Personal Wellness	11
Treatment and Coaching	17
Program Levels and Privileges.....	19
Fire and Emergency Procedures.....	27

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Overview

This handbook provides an overview of the Canyon View Community Facility program, information about many interesting opportunities and our expectations while you reside here. Canyon View is a great place to accomplish your desired goals as you complete your time with Juvenile Rehabilitation (JR). If you have any questions, please have your case manager reach out to any of the below listed Canyon View staff or counselors.

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Program Introduction

Canyon View Community Facility is one of eight state community facilities for Juvenile Rehabilitation (JR) youth. Canyon View is committed to fostering a warm and caring environment so that you feel safe in making big changes. Canyon View also provides educational, vocational training and skills-based treatment services to help you successfully transition back into the community.

Treatment at Canyon View is based on the Integrated Treatment Model. Dialectical Behavioral Therapy skills are taught in weekly groups and are a part of your treatment plan. We will also help you build skills to find work, be successful in school, problem solve and to get your needs met “pro-socially” in the community.

At Canyon View Community Facility, we understand that everyone is unique, with diverse backgrounds, different ways of expressing yourselves and individualized strengths and needs. Staff are encouraged to look at each resident and situation individually and to help you reduce behaviors that may get in the way of your goals. Part of your treatment plan will be to identify things that motivate you and to establish achievable short and long-term goals.

Living at Canyon View allows for lots of privileges – more time in the community, more time with your family, opportunities to earn money and continue your education. With that comes a higher expectation of pro-social, adaptive behavior and an increased need to establish trust. There are many rules, especially regarding community access. It is important that you follow these rules at all times. During your orientation, we will review these rules and expectations with you.

Program Orientation

JR institutions refer youth to community facilities through the eligibility process outlined in JR policy. Upon arrival, each resident goes through an orientation process. This includes meeting with staff for room assignment, taking inventory of your belongings, touring the facility, introducing you to residents and other staff and reviewing basic program rules and expectations.

Safety

At Canyon View, we want you to not only be safe, but also feel safe. It is important for you to know that your privacy matters and we do not tolerate any physical or emotional intimidation by peers or staff. Staff do not physically restrain residents. Your privacy is considered and respected. Staff want to hear your concerns. 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 help to identify some solutions to remedy the situation.

Your Right to an Abuse-Free Environment

Canyon View 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 is investigated. As part of your orientation, you will receive a safety guide on sexual abuse and harassment and Canyon View 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 Canyon View and in JR.
- The response procedures to sexual abuse and sexual harassment.

We strongly urge you to report incidents or suspicions of sexual abuse and sexual harassment immediately in the following ways:

- Tell your counselor, a supervisor, teacher, nurse or any staff at Canyon View you feel comfortable speaking with.
- Tell someone you trust.
- Call the END HARM Hotline at 1 (866) 363-4276 (you will not be disciplined for calling the End Harm Hotline when you are in the community, including using a cell phone).
- Fill out a youth complaint form and turn it into the Youth Complaint/PREA box located next to the laundry room. You will not be required to resolve any issues with youth or staff when you report any allegation of sexual abuse.
- Call the 24-hour Victim Services Hotline 1-509-888-HELP (4357) Safety Advocacy Growth and Empowerment (SAGE).

Privacy

All residents have a right to shower, perform bodily functions and change clothing in privacy. The only exceptions to this is in an emergency safety situation (example: if you fell in the shower and needed medical assistance). Residents must be fully dressed when moving from the bathroom/shower back to their bedroom (example: you may not walk to your room wrapped in a towel).

In order to maintain your privacy it is important for you to stand in front of your closet when changing or dressing in your room. When staff are checking on residents, they will knock first and wait for a response. This is when you should inform staff that you are changing clothes. They will not come in. Staff only enter your room in this instance if there is a safety or security issue. Opposite gender staff will announce themselves prior to entering the resident hallway. On graveyard shifts, staff will not knock first.

During sleeping hours, you are required to be fully clothed in pajamas (t-shirt or tank top and shorts, sweats, etc.).

Your Voice and Opinions Matter

At Canyon View, we will teach you how to get your voice and opinions heard in an effective way. We welcome your feedback and provide 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).

Treatment and Programming

At Canyon View, we incorporate Dialectical Behavioral Therapy (DBT) as part of JR's Integrated Treatment Model (ITM). Below is a general outline and description of the core components. Your counselor can discuss these further with you when you meet.

The Five Functions of Integrated Treatment Model

1. Motivation and Engagement of Clients
 - How can we motivate you to want to be in treatment and keep you engaged in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
 - You will gain skills through acquisition groups and one-on-one counseling to help you manage your relationships, school and work and life events.
3. Skill Generalization
 - We help to ensure you are able to use the skills you have learned in a variety of contexts or settings. This is done through role-play practice and exposure to new places and situations (i.e. public school, job in community, new friends, etc.)
4. Structuring the Environment
 - We will help to create a place where you feel comfortable learning and using new skills. We will help to create an atmosphere that promotes your success and 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 the ITM model and provide you the best treatment guidance they can.

Expectations

First 24 Hours

- Orientation, introduced to staff, notified of who your counselor will be, tour of building, given student handbook
- PREA Zero Tolerance of Sexual Abuse and Sexual Harassment information

- Suicide Self Harm and Screen and Sexual Aggressive Vulnerable Youth
- Room placement based on age
- Incoming urinalysis
- Consent forms signed
- Parent phone call home

First 72 Hours

- All other forms in the file (initial treatment plan, restitution plan, DBT, etc.)
- Programming needs discussed with your counselor (GED, high school diploma, college, work, drug and alcohol treatment, mental health therapy, etc.)
- Meet the on-site school teacher to evaluate educational needs (if applicable)
- Diary card orientation

First Week

- Complete PREA Comprehensive Education (3-10 days after arrival)
- Medical and treatment appointments scheduled
- Obtain Washington State identification card (if needed)

First Month

- Complete a BCA and update treatment and transition plans
- Verify you will be receiving parole or probation services and contact your assigned parole/probation counselor
- Schedule weekly individual sessions with your counselor
- Two hours of community service completed

Weekly

Expectations are set each week to help develop healthy habits and assist with reentering the community. These weekly expectations include:

- Attending DBT group
- Hour-long one-on-one counseling session
- Involvement in school or work program
- Following your treatment plan and completing assignments
- Attending Community Support meetings (if applicable)
- Attending Resident Council Meetings – This is an opportunity to make suggestions and plan for activities, program changes, etc.

Daily

We know that you have worked hard to make it to Canyon View (congratulations!), and because of this we are confident that you are able to meet the following daily basic expectations:

- Up on time and prepared for the day
- Detail and room completed
- Active daily program in place
- Daily exercise
- Take medications as prescribed
- Mindfulness hour: follow expectations
- Weekly completion of a diary card
- Bedtime behavior/lights out on time
- Pro-social modeling and leadership demonstrated in the milieu
- Completion of all counselor assigned treatment work

Programming Opportunities

Education

Upon arrival at Canyon View, staff assess your educational needs to determine an appropriate placement that will meet your GED, public school, employment and/or college requirements.

If you do not have your high school diploma or GED, you will be required to attend the onsite school program at Canyon View through the Eastmont School District. You are expected to be on time to class and participate in all school activities as directed by the teacher.

If you are scheduled to attend the Eastmont High School or Jr. High, you will meet with the Canyon View teacher, administrator, assigned counselor and staff at the high school to establish your class schedule. Staff expect you to leave for school no earlier than 12 minutes before the first bell and must arrive back at the facility no later than 12 minutes after the last bell. If you attend EJHS, you are to leave for the bus no earlier than 12 minutes before the bus arrives and return to the group home no later than 12 minutes after the bus drops you off.

Employment

Residents who are engaged and motivated in their treatment, making progress on their target behaviors and have completed Orientation are approved to obtain employment. Residents are encouraged to seek out and obtain appropriate employment and/or vocational programs to assist with skill development and receive certified training certificates. Employment may not replace or interfere with your education and treatment.

When seeking community employment, inform your employer of your current residential status prior to starting work. We are required by law to inform prospective employers of your JR incarceration, committing offense(s), criminal history and expectations of your employer to supervise you according to JR policy. Your employer needs to agree and sign the conditions in the Employer Agreement form prior to you starting work.

Your weekly work schedule needs to be clearly outlined, shared with staff each week and posted in the duty staff office. Any changes should be shared as soon as possible so we are kept informed.

Let your counselor know your payday and turn in any/all tips to the staff on duty the same day that you receive them. Your assigned counselor will make arrangements to pick up your paycheck or have it mailed. All money will be receipted into your account.

In order to maintain a good working relationship with the employers in our area and maintain a positive job reference for yourself, do not terminate your employment at any time without the approval of your assigned counselor. You are expected to give a minimum of two weeks advance notice prior to ending your employment.

You can expect staff to conduct random visual checks while you are working. Your counselor will check in with your supervisor at a minimum of twice a month.

Community Engagement and Family Visitation

Family Visitation

We encourage as much family and community support contact as reasonable during your stay at Canyon View. In order to visit, your family must first call ahead and speak with your counselor. After this, we will add them to your approved visitor list and they can begin visiting during scheduled program visiting hours or by calling ahead to make arrangements. All children who are visiting Canyon View must be under the direct supervision of a parent or guardian at all times.

- Only three residents are allowed to have a visit at any given time.
- Visitor passes must be completed and approved at least 24 hours in advance of the visit.
- All persons visiting the facility must sign in upon their arrival and sign out when leaving.
- Visiting is limited to 1.5 hours per visitor per day unless prearranged for longer.
- You may have up to two visits per week.
- No last minute substitutions will be allowed for visitors that do not show up.
- Longer visit time may be allowed for families traveling long distances.
- On site visitation by friends is limited to the main entrance room and the TV room only
- Family may visit in main entrance room, the TV room, the outside court area and the conference room.
- Visiting is not allowed in resident's rooms or the parking lot.
- When the facility is being monitored by a single staff, friends will not be allowed to visit or remain on site.
- Other than family, visitors may not provide you with money or run errands for you.
- All visitors that are under the age of 18 must have parental approval to visit the Canyon View campus.

Visiting Hours

Visiting hours are Saturday from 11 a.m. to 4 p.m. and from 6 p.m. to 9 pm., and Sunday from 1 p.m. to 4 p.m. You must plan these visits in advance with staff. Family members may visit outside of these designated days and times with prior assigned counselor approval. Staff will oversee visiting to encourage pro-social interaction.

Community Involvement

All community involvement is a privilege. Community involvement provides opportunities to have staff, family, or personal supervision in the community for treatment-related purposes. You can earn CIPs based on your weekly treatment progress and program participation.

- All behavior expectations in the facility apply out in the community.
- When in the community, you must remain in eyesight of the supervising staff or family member.
- You must remain within the designated boundaries of the CIP, school or work site as defined by Canyon View staff and standards.
- Staff will check on your whereabouts in the community to ensure you are at the specified location.
- It is very important that you always return on time when involved in any activity in the community – failure to do so can result in unauthorized absence.
- Staff expect you to complete the sign in/out sheet when leaving and returning to Canyon View.

Authorized Leave

During your stay at Canyon View, you have the opportunity to go home on authorized leave. Authorized leave is based on your level of motivation and engagement in treatment, your parent/guardian’s level of involvement in your treatment and your trust level in the program. You can meet with your counselor to review guidelines for authorized leave.

Transport in Community Facility Vehicles

While riding in state vehicles, staff will adjust the climate or radio controls. Residents do not have the authority to make changes.

- Youth are not to be in any state vehicles unless accompanied by staff.
- Stay seated and properly buckled up at all times.
- Keep your arms, hands and head in the vehicle at all times.
- Do not to operate the vehicle cell phone, fire extinguisher or open the first aid kits unless there is an emergency.
- After returning to the community facility, help keep the vehicles clean by removing your belongings.
- No food or drink in vehicles.

Public Transport

Staff may approve you to use public or commercial transportation like buses, taxis and trains to accomplish treatment/program goals. You are responsible for any fares charged by these carriers.

Telephone Use

Your counselor will work with you to create a list of approved contacts. All incoming/scan calls are limited to 20 minutes. We want all youth to have equal access to the phones, so it is important to be mindful of other’s needs. If phones are in high demand, you may have wait to make another call.

Phone Schedule			
	Orientation/Contemplation Level	Preparation Level	Transition Level
Monday-Thursday	3-5 p.m. 6:30-9 p.m.	3-5 p.m. 6:30-10 p.m.	3-5 p.m. 6:30-11 p.m.
Friday	3-5 p.m. 5:30-10 p.m.	3-5 p.m. 5:30-11 p.m.	3-5 p.m. 5:30 -11:30 p.m.
Saturday	11 a.m.-5 p.m. 5:30-10 p.m.	11 a.m.-5 p.m. 5:30-11 p.m.	11 a.m.-5 p.m. 5:30-11:30 p.m.
Sunday	11 a.m.-5 p.m. 6:30-9 p.m.	11 a.m.-5 p.m. 6:30-10 p.m.	11 a.m.-5 p.m. 6:30 p.m.-11 p.m.

- Staff assist with placing all calls.
- Only one person at a time is allowed near the resident phones.
- You may only receive from and make phone calls to people on your approved phone contact list (under age 18 needs parent approval).

- Phone calls from places outside of the community facility are prohibited, unless it's an emergency or to contact the community facility.
- Cell phones, pagers, two-way communication devices and calling cards are not allowed.
- Using foul or abusive language on the phone results in the termination of your call and a RTO.

Resident Funds Procedures

While at Canyon View, you may receive or earn money. Canyon View staff are the assigned custodians of all money received by youth. Staff will document and receipt all money and place it in the youth's individual in-house account (not to exceed \$300). All money over \$300.00 will be kept in a savings account at the bank. Youth will immediately turn in all money to the staff on duty.

- Youth who have restitution or court fees will have a minimum of 25% of their income go towards paying that off.
- Youth requesting money need to submit a money request form to their counselor before Tuesday morning of each week. Money will be available after 4 p.m. on Fridays.
- Residents will provide valid receipts for all purchases made, which include date of purchase, amount spent, items purchased, place of purchase and signature.
- Staff will not approve new money requests until the previous week's request has been reconciled using the above receipts.
- Shopping occurs on Fridays, or as determined by staff.
 - Orientation Group has one shopping day based on need.
 - Preparation Level has one shopping day on the second Friday of the month.
 - Transition Level has two shopping days on the first and third Friday of the month.

Resident Funds Expectations

- Budget plan developed to include restitution payments and savings prior to making any money requests.
- Orientation to money process and management prior to making any money requests.
- Money requests made with and approved by assigned counselor only (final approval by supervisor or administrator).
- Money requests for needed items only (clothes, restitution, savings and hygiene).
- Money dispersed and shopping needs taken care of with attending counselor.
- Money and receipts collected by attending counselor.
- Unspent money returned to resident account by attending counselor.
- Money request closed including receipts with attending counselor.
- All money must be returned to account.
- Requests will be closed by the following Tuesday.

Written Correspondence

We encourage you to write often to your family. Canyon View supplies envelopes, postage, paper and pencils for writing letters.

- Staff open all incoming mail. Staff will ask you to be present for opening legal or attorney-client mail. Staff will not read legal mail unless you give them permission to do so. Staff do not read mail, but do check for contraband and/or money. Staff place all money in your resident account for safekeeping.

- Staff confiscate contraband and any mail bearing gang symbols, inappropriate photographs, obscene symbols or language or anything contrary to the treatment process.
- You may not subscribe to any book or magazine publications, or become a member of any video or music clubs.
- You will not be allowed to communicate by mail to your co-defendants, victims, or residents in adult correctional facilities unless it is a family member and prearranged by the administrator.

Community Support Meetings

Canyon View encourages residents to attend community support meetings. It is important to plan for the meetings you wish to attend. Because every community support group is fully self-supporting, you are expected to contribute to the basket if you take coffee or food served at the meeting. Residents are responsible for following the group norms of the community support meetings. Residents are encouraged to obtain a sponsor.

Personal Wellness

Canyon View supports personal wellness and healthy lifestyles. We have a full time cook who provides nutritious, balanced meals. Canyon View also provides some structure to encourage necessary levels of sleep and exercise.

Medical, Dental and Mental Health Services

Medical, dental and mental health services are available off site at community agencies. When you arrive, we will make an appointment so you can meet our doctor and set up any needed medical plan.

All residents are eligible for a DCYF medical card under the Medicaid program unless wage earnings exceed the allowable limits for eligibility. Your private insurance carrier may cover treatment. Medicaid covers some basic services, while other services cost extra. Canyon View pays for essential treatment not covered by Medicaid with approval by the program administrator.

It can take several weeks to schedule appointments. Please do not wait to speak with staff if you feel you need to go to the doctor, dentist, psychiatrist or a therapist. In the event of an emergency, staff will take you to the nearest hospital emergency room.

Vision screening and corrective lenses are available from our local provider. Medicaid covers some basic services, while other services cost extra. Please speak with your counselor for details.

You must have a physician prescription for non-prescription drugs, herbal supplements, remedies or vitamins. Any costs not covered by Medicaid or insurance is your responsibility unless approved by your counselor, the supervisor or the administrator.

If you refuse medical or dental care, you need to sign a waiver releasing Canyon View from any responsibility. Taking your prescribed medication(s) is voluntary, though refusing your medication results in consultation with the supervisor or administrator.

If you need to miss school due to illness, you must remain at the house, sleeping or relaxing in your room. Follow your physician's instructions for taking any prescribed medications, care of your illness or injury and any activity restrictions. Youth who do not must sign a waiver.

- All meals are served and eaten in your room
- Contact with others will be greatly limited
- Bathroom breaks and medication calls are allowed at staff discretion

Alcohol, Drugs, Tobacco and Inhalants

There is a zero tolerance policy on drugs, alcohol, nicotine and mind-altering substances. If you have any knowledge of these substances in the house, inform staff immediately.

As part of keeping the environment safe, aerosols of any kind, are not allowed. You may not keep bleach, cologne, rubbing alcohol, white out, permanent markers, toxic glues or any item that may be huffed in your room. If you are unsure about a product, have it checked by staff.

Kitchen and Mealtime

Good nutrition is important and Canyon View encourages a healthy, well-balanced diet. Canyon View provides three meals daily. Please inform your counselor of any food allergies – they will notify the cook to make accommodations. Below are a few mealtime expectations:

- You may only be in the kitchen when monitored by staff

- You may not enter the pantry at any time
- Access to the walk in refrigerator and freezer is with staff permission only
- Residents must wash hands upon entering the kitchen regardless if you have recently done so
- All food served in the kitchen is to be eaten in the dining room
- Hoarding food from the kitchen is not allowed

Mealtime Schedule			
	Breakfast	Lunch	Dinner
Monday-Friday	7-7:20 a.m.	12-12:30 p.m.	5-5:30 p.m.
Saturday and Sunday	9:30-10 a.m.	12-12:30pm	5-5:30 p.m.

Bedroom Cleanliness

We have minimum standards for room cleanliness at Canyon View. It is important for yourself and your roommate that your room is neat and orderly. Rooms should be cleaned before you leave the facility in the morning and kept neat through the day. You are responsible for your possessions and bedroom area. The following are the basic expectations for room cleanliness:

- Bed is neatly made
- Desk, dressers and tables are neat and free of dust
- Floor is to be mopped, rugs washed weekly
- Clean clothes are in your wardrobe/dresser and dirty clothes are in the basket
- Waste containers are emptied
- Hang clothes on drying racks or in your closet

We check bedrooms in the morning, during weekly detail generals and at staff discretion.

Room Expectations

Staff may search your room and belongings at any time for safety and security purposes. Residents must use Canyon View property as it was intended and properly maintain it. Staff will hold you responsible for any loss or damage to community facility property. Please report any damage or loss of community facility property to staff as it occurs. The following are general guidelines for community property:

- Do not rearrange room furniture without staff permission
- Furniture cannot block door or hide residents from staff observation through the doorway windows
- Do not disassemble bunk beds
- Do not take Canyon View's linen, pillows, blankets or towels outside of the community facility
- You may purchase or use your own pillows, blankets and towels
- For safety reasons and due to the limited space in your room, you may not have electrical kitchen appliances, weights or exercise equipment in your room
- Do not hang personal belongings and effects from the ceiling, heat detectors, curtains, closet doors, light fixtures or the hallway doors and overhangs, or cover your windows with any materials
- Any posters or pictures must comply with the following JR policy:

- No pictures and posters that depict gang signs, white supremacy symbols, death themes, Satanism, demeaning or subjugating people, people in bathing suits or lingerie, nudity, cross-dressing, or pictures and posters that promote the use of drugs alcohol tobacco and drug paraphernalia.
- No black lights, brightly colored or flashing lights
- Do not use nails, tacks or screws to hang items in your room
- Except for the curtains, you are not to cover up or block your windows
- Do not cover up or block heat and air conditioning vents
- No food or beverages in the resident rooms, main entrance room, TV room, student phone area, conference room and hallways
- All couch cushions are to remain on the couches

Bedtime, Hygiene and Lights Out

During the week, staff give two wakeup calls. The first wakeup call is at 7 a.m. with the expectation that youth are out of bed by 7:05 a.m. Wakeup calls don't happen on weekends or holidays unless requested. On those days, you can wake up on your own and have your room and or details done by 11 a.m. We encourage you to purchase your own alarm clock and practice the skill of getting up on your own to meet your daily obligations.

Bedtime and Lights Out Schedule

	Bedtime (In room with door shut)	Lights Out (All lights out, in bed, no talking)
Administrative Review		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Rule Infraction		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Tobacco Sanction		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Treatment Interfering Group		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Contemplation Group		
Sunday - Thursday	8:30 p.m.	10 p.m.
Friday - Saturday	10 p.m.	11 p.m.
Orientation Group		
Sunday - Thursday	9 p.m.	10 p.m.
Friday - Saturday	10:30 p.m.	11 p.m.
Preparation Group		
Sunday - Thursday	10 p.m.	10 p.m.
Friday - Saturday	11 p.m.	11 p.m.
Transition		
Sunday - Thursday	11 p.m.	11 p.m.
Friday - Saturday	11:30 p.m.	11:30 p.m.

Below are some suggestions to consider to avoid personal hygiene problems such as acne, lice, skin rashes, or having a foul odor in your room or from yourself:

- It is encouraged that you shower daily and after physical exercise or working to maintain good personal hygiene
- There is to be only one youth in the shower at a time
- No loitering in the bathrooms will not be permitted
- Use the bathroom and then exit.
- There are to be no more than four youth in the bathroom at one time
- Bathroom use is limited to toilet, showering, self-care and grooming
- Place Canyon View towels in the dirty clothes hamper after each use – you will receive clean towels as requested
- If you braid your hair, take the braids out regularly and wash your hair
- Don't share hats with others
- Use deodorant
- Brush your teeth after meals and before you go to bed each night
- Shirts, pants and footwear are to be worn at all times when outside of your room

Laundry

- Wash clothes regularly and do not let them pile up in your room
- You are responsible for the safekeeping of your clothing in the laundry room
- Remove your clothing as soon as it is done washing and drying
- Staff can close and lock the laundry room while your loads are washing
- Only residents with assigned laundry days are allowed in the laundry room
- Do not overload the washer and dryer beyond their recommended capacities
- Clean out the dryer lint trap after each use
- Do not put your shoes in the dryers
- Use only the recommended amounts of detergent or bleach for each load
- Detergent and bleach are provided by Canyon View
- Do not dye any clothing in the washer
- The laundry room closes at 10 p.m. Sunday through Thursday, and at bedtime on Friday, Saturday, and holiday nights – do not wait until the last minute to start or remove your laundry
- Remove all personal laundry from the laundry room before it closes
- Laundry days are posted on the laundry room door

Personal Property

Youth are responsible for all property in their possession. JR, Canyon View Community Facility and its employees assumes no liability for personal property brought into the community facility. The following are general guidelines on personal property:

- Mark your personal property for identification purposes and to make sure it is securely stored
- You are responsible for keeping your inventory up to date
- Refrain from keeping high value or irreplaceable items in the community facility – you are responsible for notifying staff if you bring items like this into Canyon View
- Loaning or exchanging personal items needs prior counselor approval
- Youth who transfer suddenly or who escape will have their property (according to the property listed on the youth's inventory sheet) gathered and boxed by staff

- Only property that can be packaged in two boxes (18" high x 18" wide x 12" deep) can be moved by state transportation
- Youth are responsible for cost of shipping property that cannot be transported by the state
- JR, Canyon View Community Facility and its employees assume no responsibility for lost or stolen items during the transportation process
- No pets

Mindfulness Hour

Mindfulness hour is for you to do treatment work, schoolwork, letter writing, etc. Mindfulness hour is from 5:30-6:30 p.m. Sunday – Thursday.

1. Unless you are attending groups, counseling, visiting with your sponsor or family or completing your detail, staff expect you to use mindfulness hour effectively. This means doing homework, applying for jobs, treatment related work, etc.
2. The laundry room, phone calls, television, video games or outdoor activities (including working out) are not to be done at this time. The computers are only to be used for homework, job applications or other learning opportunities.
3. If you are on Transition Level, you may go outside (basketball or working out) during mindfulness hour.

Treatment and Coaching

Individual Counseling

Canyon View administration assigns counselors to youth prior to joining the facility. The counselor will be in regular contact with you at least 30 days before you arrive. Your counselor will help you during the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

The first priority in your individual counseling sessions will be to orient you to what treatment and counseling will look like, and what you will discuss when you meet with your counselor. You will meet for a minimum of one hour every week. Your counselor will work to develop a therapeutic relationship with you and will review limits of confidentiality (what will remain confidential and what will have to be reported or discussed with other staff). Together you will identify what areas you would like to work on and/or that your parents/guardian or staff would like you to work on.

You will also discuss what has worked well for you in the past and what has not, skills you have already and skills you would like to learn. Alongside staff, you will identify both short and long-term goals to work toward while at Canyon View and beyond. Your regular sessions will focus on finding target behaviors that you and your counselor agree are important for your growth. Chain analysis will also be used to help you and your counselor assess your behaviors and the “function” of your behaviors so that you can work together to make changes.

Diary Cards

Staff or your DBT group leader will give you Diary Cards to use. You will work with your counselor and group leader to determine when you will complete diary cards.

Treatment Groups

All residents participate in weekly treatment groups. There are varieties of groups you may participate in.

- 1. DBT Acquisition Group** – This group meets weekly and teaches ways to manage anger, emotions and frustrations, and can help you develop effective interpersonal skills. There are four separate teaching modules including mindfulness, interpersonal effectiveness, emotion regulation and distress tolerance. These modules provide specific skills to practice in the program and in the community. Additionally, opportunities for role-play scenarios will help you practice and strengthen your skills in problem solving.
- 2. DBT Generalization Skills Group** – This group meets weekly and uses role-play scenarios to help you practice skills learned in acquisition group. The goal is for you to try to solve the issues described in the role-play.
- 3. House Meeting** – These meetings address house issues, communicate information and allow residents to provide input on programs.

Specialized Treatment

Some residents need specialized treatment services. These allow youth to get the individualized treatment they need and helps youth from the area continue treatment while on parole or after release from Canyon View.

1. **Drug and Alcohol Treatment Services** – Residents who require Drug and Alcohol Services will attend individual and/or group therapy at Center for Alcohol and Drug Treatment located in Wenatchee. Outpatient alcohol and drug treatment will be scheduled accordingly through the Center for Alcohol and Drug Treatment. You will be expected to maintain compliance with all aspects of treatment programming. Random breathalyzer and urinalysis tests are conducted as part of your treatment at Canyon View.
2. **YSO Treatment** – A certified sex offender therapist and sex offender coordinator provide assessment, individual counseling and group sessions. The YSO providers collaborate with Canyon View counselors to ensure youth get the best treatment for their individual needs.
3. **Catholic Family and Child Services** – Specialized treatment providers in the community are available to serve your mental health needs while at Canyon View. This includes assessment, individual and group therapy, medication management and any other mental health services you may need.

Program Levels and Privileges

Canyon View has a level system – Contemplation, Orientation, Preparation and Transition. Below is an explanation of the expectations and privileges you can earn.

Contemplation Level

Youth in this group have been reviewed after their first 30 days on Orientation Level, but did not meet the expectations to promote to Preparation Level. Youth on this level may also have been demoted from a higher level when they were not meeting basic expectations of that level or progressing in their treatment. Contemplation Level youth reside in rooms L1, R1, L2 and R2. Youth become eligible for the Preparation Level after 30 days, but must also complete their checklist in order to be promoted. Demoted youth can be reviewed after two weeks.

Contemplation Privileges

- ❖ Visits from family members only
- ❖ One phone call per day to family only
- ❖ Listen to radio, MP3 or CD player in room only
- ❖ 14-day minimum
- ❖ May use the Contemplation/Orientation level TV room only
- ❖ No CIPs
- ❖ No Shopping (essential only, bus pass, work clothes, alarm clock, etc.)

Orientation Level

Youth in this group are new to the program. They reside in rooms L1, R1, L2 and R2 (space dependent)

Youth on this level will be oriented to diary card, rules, CIPs, visiting, community violations, authorized leaves, and supporting one another as a group. During intake, each youth will receive their checklist that can promote them to Preparation level. Youth become eligible for the next level after 30 days but must ALSO complete their checklist with positive feedback in order to be promoted. You must be at Canyon View for 30 days and be Preparation status before starting a job.

Orientation Privileges

- ❖ Visits from family members only
- ❖ One phone call per day to family only
- ❖ Shopping and money requests one time only, as needed
- ❖ May use the Contemplation/Orientation Level TV room only
- ❖ Listen to radio, MP3, or CD player in room only
- ❖ No CIPs

Preparation Level

Youth in this group have successfully completed orientation and are making good progress on their treatment goals. They reside in rooms R2, L2 and L3(space dependent)

Preparation Privileges

- ❖ Visits from family members and approved others with 24-hour notice
- ❖ Eligible for Authorized Leave
- ❖ Eligible for employment
- ❖ Eligible to self-transport to/from work and treatment services
- ❖ Family CIPs – up to six hours weekly with counselor approval
- ❖ Two phone calls per day to family and approved others
- ❖ Shopping and money requests are allowed the second week of the month

- ❖ May use the Preparation/Transition Level TV room
- ❖ Listen to radio, MP3, or CD player in room only

Transition Level

Youth in this group have demonstrated a clear commitment to meeting their goals, and practice skills that support reentry into the community. They reside in rooms L4 and R3 (space dependent).

Transition Privileges

- ❖ Phone calls to family and approved others
- ❖ Visits from family and approved others with 24-hour notice
- ❖ Radio, MP3, CDs, personal DVD or TV (no bigger than 24") with headphones in room
- ❖ This is the only level where you are allowed to take your MP3 and headphones out of your room
- ❖ May use the Preparation/Transition Level TV room
- ❖ Family CIPs – up to 12 hours weekly with counselor approval
- ❖ Independent CIPs including shopping – must have a minimum of 45 days without sanctions
- ❖ Shopping and money requests are allowed the first and third week of the month – individual CIPs are highly encouraged for this purpose
- ❖ Allowed to use protein powder, with doctor approval, if following a regular workout plan
 - Note: We do not make special appointments for protein powder approval – plan with your counselor at your initial appointment if you think you may want this privilege
- ❖ Allowed to spend Mindfulness Hour outside or in weight room
- ❖ Co-facilitate groups

Daily Behavioral Goals and Accomplishments

You should strive to achieve the following daily goals now that you are in a community placement:

- Getting up on time and ready for the day
- Finishing breakfast by 7:25 a.m. on weekdays
- Completing your detail and cleaning your room by 7:45 a.m. on weekdays
- Refraining from use of foul language
- Refraining from conversation regarding past drug use or glorifying drug use and gang related conversation
- Remaining clean and sober
- Taking medications as prescribed
- Following community facility rules and meeting expectations
- Abiding by posted phone hours and encouraging friends to use the student line and not the business line
- Obtaining an official work schedule from your work site and writing your schedule on the calendar every week
- Refraining from any gang-involved behavior
- Attend treatment programming (work, school, treatment groups) as scheduled
- Remain in bounds and at approved location at all times
- Turn in all monies received to staff on duty and obtain receipts for all money purchases
- Attend community support meetings weekly, if applicable
- Actively engage in individual counseling sessions
- Complete BCAs as assigned
- Treat others with respect

- Engage in behavior that is not seen as intimidating, threatening or aggressive

Plus Behaviors

Staff reward residents for the following plus behaviors:

- Willingness to complete your daily treatment work – it can be challenging, which is why willingness is rewarded
- Treating others skillfully using dearman, give, fast – this is about respect and being mindful of yourself and others
- Showing new residents the ropes in a way that helps them to do well
- Being helpful to others
- Being polite to everyone
- Keeping in mind that you are not bad when you make a mistake, you just need to work on your issue
- Trying to use skills
- Working through problems with others without becoming aggressive
- Doing what's right without being told
- Being on time each day for school
- Self-regulating
- Being willing to compromise
- Being accountable
- Striving to be honest
- Striving to cooperate
- Look for the plus in others.
- Listen and consider other points of view
- Work towards what works without having to be right
- Encourage others to do their best

Television Use

- The TVs are for all the residents to use and no one person can monopolize their use.
- The TV in the Contemplation/Orientation Room are for everyone.
- The TV in the Preparation/Transition Room are for those levels only.
- Do not play video games on the main TV.
- The TV hours:
 - Monday–Thursday after school, off during meal times and through details, on from 6:30-10 p.m.
 - Friday TV hours are 12:30-5 p.m., off during dinner and detail then back on from 5:30-11:30 p.m.
 - Weekends and holidays begin at 11 a.m. to 5 p.m., off during meal times and through details, then back on 5:30-11:30 p.m.
- TV programs that depict extreme violence, nudity or profanity are not allowed. Staff have discretion.
- Only video games rated “E” and “T” are allowed. The administrator confiscates and disposes of games not rated “E” or “T.”
- If you have personal CDs, DVDs or music, they must coincide with JR policy.

Music

- Music originally marketed with a “Parental Advisory Explicit Content” label is not allowed in the group home – any edited versions of this music must have counselor approval.
- Any explicit music will be confiscated and disposed of.
- No burned CDs are allowed.
- Music volume should not be heard outside of your room.
- Music systems may only be used in your room.
 - iPods and MP3s are allowed in your room only (unless you are “T” Level).
 - iPods and MP3s cannot have any video function (either recording or watching).
 - iPods and MP3s may not have internet or wireless access.

Program Policy

To ensure residents have a safe environment to focus on treatment issues and goals for reentry, Canyon View has many program policies. These policies explain rules, expectations and consequences for not meeting expectations or for breaking rules. The following program policies directly affect you. Your counselor will review each of these policies with you during Orientation.

1. PREA Zero Tolerance and Education session
2. Reporting for residents who are deaf or hard of hearing
3. Residential Disciplinary Standards
4. Release of Information
5. Release to my Employer
6. No Use of Tobacco products
7. Escape Policy
8. Narcotics, Fire Arms, Intoxicants and Search Law
9. R-rated Movies, Video Games and Gang Affiliation
10. Youth Complaint and Legal Assistance
11. Legal Correspondence Notice
12. Communication Notice
13. Use of Internet and Electronic Devices Agreement
14. Agreement to Participate in Treatment
15. Rights to Participate in or Decline Religious Activities
16. Shower Policy
17. Restitution Plan
18. Facility Acknowledgement

Safety and Security

In order to protect residents, staff and the facility, Canyon View prohibits the following items:

- No firearms, knives, scissors, lighters, matches, explosive materials, any apparatus which propels a projectile or objects
- No possession of anything that can be used as a weapon or any object that may be of danger to anyone or property
- No physical and/or sexual contact with others
- No aggressive physical contact or verbal assaults, including remarks that can be considered racially or culturally insensitive, insults to family, sexual or religious slurs (no matter how slight and regardless of the intention or invitation to do so)

- While inside the facility or out on the facility grounds do not go into areas that hide you from immediate staff line of vision – stay within eyesight of staff at all times
- CIPs are not allowed when the facility is single staffed
- No visiting of family and friends in the parking lot
- When rooms are occupied, keep the doors unlocked
- Please lock your room door when leaving the room unoccupied
- No visiting in other's rooms or in the hallway
- Do not give or receive a tattoo, pierce any body part or self-mutilate – these conditions apply to family CIPs and Authorized Leave
- Do not dye or perm your hair or the hair of another person
- No extravagant amounts of jewelry and/or dangling earrings
- No tinted eyewear indoors or after dark
- No laser emitting pens, pointers, etc.
- Do not burn any materials on the grounds

Time Out

- When told by staff, go to your room quietly and without argument.
- Stay in your room for the amount of time it takes for you to regulate your emotions before returning to the milieu.
- You can expect a time out for behaviors like using profanity, horseplay, physical contact with peers, verbal escalation, etc. This includes receiving sanctions and may result in losing your level.

Rule Infraction (RI)

- Staff give RIs for the following behaviors:
 - Being in someone else's room
 - Verbal aggression towards peers, staff or visitors
 - Consistent problematic behaviors
 - Failure to follow staff directives
 - Being out of bounds
 - Other behaviors at staff discretion
- If placed on restriction before 8 p.m., you will serve it that night and start the next day off of restriction. If you are placed on restriction after 8 p.m., you will serve it the following day.
- Bed time is 8 p.m. and you will take care of your bathroom, hygiene, medication, laundry, gathering needs, etc., before that time.
- Respect the loss of privileges for the day:
 - No TV, video games, visits or phone calls.
 - No ride-alongs, shopping or activities out of the community facility(unless required for school or by appointment)

Tobacco Sanction

If you are caught using, possessing, trading, selling or having anything to do with nicotine products, staff will impose the following sanctions for each infraction:

- No TV or video games for one week
- Loss of all phone calls, including family, for one week
- Money restriction (depending on Level)

- No activities (other than staff-supervised 12 step meetings) out in the community for one week
- Bedtime at 8 p.m. – take care of your bathroom, hygiene, medication, laundry, gathering needs, etc. before 8 p.m.
- If you are on Orientation or Preparation and placed on Tobacco sanction, you will be reviewed to earn back your level or to be placed on Contemplation once you have completed your sanction. Review will consider how you handled the sanction over the week.
- If you are on Transition Level and placed on Tobacco sanction, you will be reviewed for placement on Preparation Level or lower. A Transition Level resident will need to work back up to their previous level.

Treatment Interference Status

- Minimum of three days on status.
- Privilege losses are the same as RI.
- Complete a Behavior Chain Analysis or a Behavior Education Essay, which identifies the issue that got you placed on Treatment Interference.
- Develop an identifiable plan that outlines how you will return to the level you were on.
- Demonstrate compliance with the plan for a time to be determined by staff.

Administrative Review (AR)

- Privilege losses are the same as RI until reviewed in a meeting with you and the Supervisor or Administrator.
- This level reflects that you may be sent back to the institution after review.
- You will be placed on AR for Serious Violations (as listed in the youth Orientation packet and in the next section) and other serious issues at the discretion of staff.

Program Termination

JR outlines specific behaviors that result in the termination of your placement and an immediate return to an institution:

1. Escape or attempted escape
2. Violence toward others with intent to harm and/or resulting in significant bodily injury
3. Involvement in or conviction of a criminal offence under investigation by law enforcement or awaiting adjudication for behavior that occurred during current placement
4. Extortion or blackmail that threatens the safety or security of the facility or community
5. Setting or causing an unauthorized fire with intent to harm self, others or property, or with reckless disregard for the safety of others
6. Possession or manufacture of weapons or explosives or tools intended to assist in escape
7. Interfering with staff in performing duties relating to the security and/or safety of the facility or community
8. Intentional property damage in excess of one thousand five hundred dollars
9. Possession, use or distribution of drugs or alcohol, including inhalants
10. Rioting or inciting others to riot
11. Refusal of urinalysis or search
12. Other behaviors or circumstances that threaten the safety or security of the facility, its staff or residents or the community.

Urinalysis (UA)

Staff schedule UAs randomly throughout the week and administer in the staff bathroom. When staff assign UAs, they give residents adequate and specific timelines to provide their sample. A resident who fails to provide a sample or within the established timelines, will be addressed according to policy.

Due to the fact that consumption of poppy seeds may result in a positive UA test (opiates), such consumption is banned during your stay at Canyon View Community Facility.

Gang Affiliation

Canyon View prohibits any gang affiliation including:

- Language, behavior or dress that encourages or promotes a gang lifestyle.
- South Pole, Playerz 69, Raiders and LA in Old English Script are some examples of writings that are not allowed.
- Gang-affiliated team brands may also be restricted such as 49ers, Cowboys, Bulls, Playboy, etc.
- Staff confiscate gang-affiliated paraphernalia until release.
- No blue or red clothing (dress is at staff and counselor discretion).
- No sagging of pants.
- For everyone's safety, residents must refrain from gang-affiliated behaviors such as signing or whistling. Any suspicion of this type of behavior in the community will result in a sanction.

Complaint Services

If you have a complaint about how you are being treated at Canyon View, 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. Note: Reporting sexual abuse does not require you to resolve any issues with youth or staff.

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 next to the laundry room). 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 supervisor or administrator. Fill out the Complaint Form and place it in the locked "youth complaint/PREA box" located next to the laundry room door. This box is checked on a regular basis. Once your complaint is submitted, the Administrator or Supervisor will meet with you within seven days of receiving the complaint.

1. The community facility Administrator or Supervisor will provide you a written response within seven days of the date your complaint is received, and will go over it with you in person so you can ask questions.
2. You have the right to appeal a written decision within seven days of receiving a response if you are not satisfied with the decision. All appeals must be submitted within those seven days.
3. First, you may request a review from the community facility Administrator. You will receive a response within seven days of the date they received the appeal.
4. You may request a further review from the Regional Administrator if you are still not satisfied. You will receive a written response within seven days of the day they received your appeal.
5. You may request a final review from the Division Director, if you are still not satisfied. You will receive a written response within 14 days of the date the Director receives the appeal. The Director's decision is final.

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 next to the duty station where you can find TeamChild Connecting with Legal Services Information and the Juvenile Rehabilitation Referral Form for TeamChild Legal Services.

Call TeamChild at (206) 322-2444 x 101 or toll free at (877) 295-2714. You may call TeamChild anytime. Calls to TeamChild do not count toward your daily-allotted phone calls. If you have further questions, you can talk with your counselor, the Supervisor or Administrator.

Fire and Emergency Procedures

Fire Drills

The fire alarm is a loud and continuous blast. Immediately exit the building by the shortest and safest route. Meet on the front parking lot by the dumpster where staff will do a head count. Canyon View practices fire and emergency drills routinely and at various times of day. Please follow directions during drills so that if a real emergency occurs, you will know what to do. This is for everyone's safety and is required by law to conduct fire alarm drills. Everyone is required to participate in these drills as directed.

Actual Fire

Sound alarm (note alarm locations on fire escape map located throughout the house). Notify staff and/or call 911 immediately. Exit the building by shortest and safest route. Save life over any property.

Other Emergencies

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

This handbook is not exhaustive, and guidelines change from time to time. It is important to recognize that staff will make the final interpretation of these guidelines.