



Oakridge Community Facility

Program Handbook

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Overview

This handbook provides an overview of the Oakridge Community Facility program, information about many interesting opportunities and our expectations while you reside here. Oakridge 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 Oakridge staff or counselors.

Yolanda Lee, Community Facility Administrator

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Program Introduction

Congratulations on your acceptance into the Manufacturing Academy with Oakridge! Oakridge Community Facility is one of eight state group homes for JR youth and houses up to 16 young men. Residents range in age from 16-25 years and stay for a maximum of six months.

Oakridge is committed to fostering a warm and caring environment so that you feel safe in making big changes. Oakridge also provides education, vocational training, employment, internships and skills-based treatment services to help you successfully transition back into the community.

Treatment at Oakridge 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.

Living at Oakridge 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. As you read more about the program and the level system, you will learn how to earn these privileges as well as the rules of the program.

Program Orientation

Upon arrival, each resident goes through an orientation process. This includes reviewing program rules, daily routines, treatment expectations, taking inventory of your belongings, touring the facility and introducing you to residents and staff. After completing the initial orientation and review of the written program, staff will ask you to sign an agreement of understanding.

During the first two weeks, your counselor and Oakridge staff will assist you with the following:

1. Meet all staff
2. Meet all other residents in the program
3. Familiarize with program routines
4. Initiate family/volunteer contacts to establish support system
5. Plan personal programming with counselor (i.e. school work, treatment goals, career goals, health plan)
6. Education planning and resources with your counselor
7. Get comfortable in a new home and community setting
8. Learn address, phone number and bus routes
9. Begin to establish trust

Your Voice and Opinions Matter

At Oakridge, 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).

Safety

At Oakridge, 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

Oakridge 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 complete a PREA Education session reviewing the following:

- 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 Oakridge 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 in the following ways:

- Tell your counselor, a supervisor, teacher, nurse or any staff at Oakridge you feel comfortable speaking with
- Tell someone you trust
- Call the END HARM Hotline at 1 (866) 363-4276
- Fill out a youth complaint form and turn it in (complaint box is checked daily Monday-Saturday)
- Call the 24-hour Victim Services Hotline 1-888-560-6027

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). In order to maintain your privacy we recommend changing clothes in the bathrooms. Residents must be fully dressed (shirt and shorts) when moving from the bathroom/shower back to their bedroom (you may not walk to your room wrapped in a towel).

You may also change in your room. When staff are checking on residents, they will knock first. 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.

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

Treatment and Programming

At Oakridge, we incorporate all treatment associated with 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.

Programming Opportunities

Manufacturing Academy and Day Program

Oakridge Community Facility is a vocational training program. All residents participate in the Manufacturing Academy (MA). MA is a 24-week program consisting of a pre-apprenticeship vocational training program and the possibility of a paid internship. MA provides an overview of basic manufacturing skills in preparation for an entry-level position. Instructed by the Aerospace Joint Apprenticeship Committee (AJAC) at Bates Technical College (downtown campus), students gain experience in blueprint reading, precision measuring, riveting, electric soldering and much more. Students who graduate from this program earn seven industry standard certifications and both high school (if needed) and college credits. Residents are not eligible to work in the community while participating in this 24-week program – no exceptions.

Your acceptance into Oakridge's vocational program means you will be attending the Manufacturing Academy and Internship, only. If you no longer want to participate in this opportunity, you will be transferred back the sending institution.

For residents not participating in the Manufacturing Academy (recent graduates), you will be expected to have a school, employment, vocational or volunteer schedule and/ or program.

Day Program Schedule	
Monday-Friday	
6 a.m.	Wake up, room care, hygiene
6:30 – 7 a.m.	Breakfast
7 a.m.	Kitchen and dining room details
7:15 a.m.	Leave for Bates
8 a.m. – 2:30 p.m.	Bates (and other identified programming)
2:30 – 3 p.m.	Return to Oakridge
3 – 5 p.m.	Free time/recreation
5 – 5:30 p.m.	Dinner
5:30 – 6 p.m.	Details - Kitchen, dining room, bathroom , etc.
6 – 7 p.m.	DBT Group
7 – 7:30 p.m.	Help with homework
7:30 – 8p.m.	Free time/recreation
8 – 8:30 p.m.	Snack time
8:30 – 9 p.m.	Details

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9 – 9:30 p.m.	Free time
10 p.m.	Bedtime
Saturday, Sunday, Holidays	
8:30 a.m.	Wake up, room care, hygiene
9 – 9:30 a.m.	Breakfast
9:30 – 10 a.m. (Saturday 9:30 – 10:30 a.m.)	Details (Generals)
10 – 11 a.m.	Free time
11 – 12 p.m.	DBT Group (Saturday only)
12 – 12:30 p.m.	Lunch
12:30 – 1 p.m.	Details
1 – 4:30 p.m.	Free time, recreation, visiting hours
4:30 – 5 p.m.	Free time, recreation
5 – 5:30 p.m.	Dinner
5:30 – 6 p.m.	Details
6 – 8 p.m.	Free time, recreation, visiting hours
8- 8:30 p.m.	Snack time
8:30 – 9:30 p.m.	Details
10 – 10:30 p.m.	Free time
10:30 p.m.	Level 1 bedtime
11 p.m.	Level 2 bedtime
Midnight	Level 3 bedtime

Employment

MA graduates may have an opportunity to be placed in an internship by the employment developers associated with the Manufacturing Academy. Recent graduates are eligible to obtain employment after completing their internship, depending on the length of their remaining time at Oakridge.

All residents are assessed for placement in a community-based program based on behavior, goals and level of community access. This assessment is completed and reviewed prior to the start of any community-based placements.

Community Engagement and Family Visitation

Family Visitation

During your first 30 days, only immediate family can visit you at the facility (exceptions need approval from the program administrator). Family must first call and speak with your counselor. Once your counselor has spoken with or met your family members they will be added to your approved visitor list. They can then visit during scheduled program visiting hours or call ahead to make arrangements. (All children who are visiting must be under the direct supervision of a parent or guardian at all times.)

- Visitors under the age of 16 must be with an approved parent/guardian at all times.
- Visitors age 16-17 must first visit with their legal guardian and have all paperwork signed by them and their parents.
- All visitors age 16 and older must provide valid identification. Visitors may be asked to present ID more than once due to staffing changes.
- Each resident is limited to four visitors.
- Parents/legal guardians do not require approval unless visiting is contrary to an order or recommendation by the court, or deemed necessary by JR. Approval includes any family member residing in the parent/guardian household. If parents are separated or divorced, approval is automatically extended to both households.
- All other relatives including siblings residing outside the parent/guardian household require approval by your assigned counselor or the program supervisor.
- Visitors are required to schedule visits at least 24 hours in advance. If visitors arrive without scheduling in advance, they will be turned away.
- When asking for exceptions to visitor policy, please allow 48 hours so that staff have time to get the proper approvals.

Non-Family Visitors

After your first 30 days in the program, you are eligible to have non-family visitors. Your counselor and family must approve all non-family visitors prior to their arrival. This requires a minimum of 24-hour notice. All visitors under the age of 18 require specific approval and instructions. You can work with your counselor to arrange for non-family visitation.

Visiting Hours

Visiting hours are Saturday, Sunday and holidays from 1 p.m. to 4 p.m. You must plan these visits in advance with staff. Residents are not allowed to miss school, work or treatment groups for visitation.

Additionally, visitors must leave the premises during meal times.

Visiting Procedures

- All visitors must check in with the staff on duty, sign the visitor log and present valid photo ID.
- Items brought into the facility must be checked in and searched by staff. Staff will inventory clothing before returning to the resident.
- Staff will document and confiscate restricted items - these items may be returned to you upon release.
- All money must be given directly to staff. This money will be receipted and deposited into your youth account.
- Smoking is not permitted on the Oakridge campus. Visitors must smoke outside the gates and let staff know.

- Music is not permitted inside or outside during visitation hours.
- Visitors may bring food for residents at Oakridge. All food must be precooked and ready to eat. Visitors must provide utensils, napkins, condiments, etc. as Oakridge will not provide these.
- Physical contact during visits is prohibited. You may hug and shake hands during greeting and departing.
- Visits may be terminated at any time by staff on duty.
- If you are restricted from visiting or phone use, you will-be-notified in writing.
- Visitors must conduct themselves appropriately – profanity and inappropriate comments/gestures will not be tolerated.
- No visiting in vehicles or the parking lot. No approaching visitor cars. Violation of this will result in termination of visit immediately.
- You may visit in the dining room, outside directly in front of the building or on front dining room patio. You must ask staff prior to going outside.
- Once your visit has started you cannot return to your room. If you have to use the restroom, you must inform staff and be searched before and after.
- Visits shall not interfere with the resident's treatment program.
- Residents are not permitted to use cell phones. Violations of this will result in loss of CIPs and/or ALs for a minimum of 30 days.
- You must first ask staff before taking pictures. Staff will arrange for an area to take photos in order to protect the confidentiality of other residents.

Individuals may have privileges withheld or limited for the following reasons:

- By order of the court.
- Unexpected situations or emergencies.
- Violation of visiting policy
- Youth caught with a cell phone or using a cell phone during visit will have visitation privileges suspended for 30 days.
- Serious security concerns (i.e. if resident's communication with others or a specific person is detrimental to their safety and well-being or counterproductive to treatment).

Persons identified as counterproductive to a resident's treatment program will be restricted from visitation or telephone contact. Such persons may include:

- Those designated by court worker.
- Those having previous problems with Oakridge.
- Those having a criminal history.
- Those having introduced contraband to the residents at Oakridge.

Community Involvement Passes

Once you have been in the program 30 days you may be eligible for Community Involvement Passes (CIP). All outings are required to be in the general area of the group home and in a location that staff can access for community checks. You can meet with your counselor to arrange CIPs and to review guidelines for family outings. Below are a few things to keep in mind:

- You must be on an approved level to go on a CIP
- Supervisor/chaperone must:
 - Be at least 21 years of age
 - Be pre-approved

- Meet with the counselor prior to the first CIP
- Be with you the entire time of the outing
- Have a copy of driver's license and insurance on file at Oakridge (vehicle cannot be used without insurance)
- Only take you to specified/requested locations
- CIPs are a privilege
- Only approved destinations can be visited
- Only those listed on the CIP are allowed to attend
- CIPs can be denied for incomplete request forms, forms submitted late, behavior, safety/security issues, inappropriate activities, invalid treatment considerations, facility situations and invalid license or insurance
- Outings can be canceled without prior notice
- Residents must follow all facility rules during outing
- No smoking, chewing or drinking during CIPs
- No viewing R-rated movies
- Behavior must be appropriate in the community
- In sight of supervising adult at all times
- Oakridge staff may do visual checks while you are on your outing
- You must not deviate from the stated activity or plan

The CIP process from beginning to end is as follows:

- Complete all information in pen
- If money is being requested for the outing, please indicate that on the form
- Forms must be turned in by Tuesday evening or Wednesday morning
- The resident and supervising person need to sign the form prior to the outing
- The resident must have a copy of the form during the outing
- The resident and supervising person need to debrief the counselor within a week of the outing
- Upon return, Oakridge staff will search and inventory all purchased items
- Receipts must accompany all purchase
- If parent pays for merchandise, Oakridge needs a copy of the receipt
- Change must be counted, documented and turned in to Oakridge staff
- Oakridge staff will administer an alcohol swab, breathalyzer or urinalysis after outings
- Once a CIP is approved there cannot be any changes without the approval of the administrator
- If residents are late, a phone call is required to the group home
- Lateness can result in:
 - Unauthorized Absence
 - Adjustment to community program
 - Loss of CIPs

Authorized Leave

After you have surpassed your 60% date, you may be eligible for authorized leave. Authorized leave is based on your level of involvement in treatment, your parent/guardian's level of involvement in your treatment, your program level and your trust level in the program. All Authorized Leaves must support family involvement, treatment and transition. You can meet with your counselor to review guidelines for authorized leave.

Telephone Use

Your counselor will work with you to create a list of approved contacts. All incoming/scan calls are limited to 10 - 15 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 to wait to make another call.

- Calling hours are from 10 a.m. to 10 p.m.
- All calls are documented in the phone call log
- Residents will be given one scan call upon their arrival – scan calls are made by staff and forwarded to the youth
- All residents are entitled to one phone call per day with their parent/guardian
- Staff assist with placing all calls
- No calls may be transferred to third party, another resident or another phone number
- Staff will not monitor any calls without letting you know ahead of time
- Cell phones are prohibited and considered contraband – they will be confiscated at owner's expense
- The number of calls allowed each day depend on your Level (see Level section of handbook)

Resident Funds

While at Oakridge, you may receive or earn money. Oakridge staff are the assigned custodians of all money received by youth. Staff will document and receipt all money and place it in your individual in-house account. You should immediately turn in all money to the staff on duty.

- You will work with your counselor on developing a budget and financial goals. You will also review your restitution balances and develop a financial obligations payment plan.
- You will be required to assist and sign off on all banking/resident fund transactions.
- Staff return funds to you upon release or forward to the receiving institution in case of transfer.
- Most businesses use direct deposit for paychecks. If your employer doesn't use direct deposit, Oakridge staff will collect your paychecks.
- Residents will provide receipts for all purchases made while on community involvement passes, authorized leaves or staff-escorted shopping trips.
- After contributing to your restitution, staff encourage starting a savings program for your reentry to the community.

Written Correspondence

We encourage you to write often to your family. Oakridge supplies envelopes, postage, paper and pens/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 screen your mail for contraband and/or money. Staff receipt and place your money in a designated safe to be deposited into your account.

Staff confiscate contraband and any mail bearing gang symbols, inappropriate photographs, obscene symbols or language or anything contrary to the treatment process.

JR prohibits mail delivery between facilities without supervisor approval. We will inform you in writing if mail from a source is restricted, and the reasons for restriction.

Community Service

In order to increase community involvement, develop support networks, give back to the community and practice social skills, community service is a requirement for all JR community facilities. All community service should happen outside of the facility. Community service at the facility will be authorized only under special circumstances and with the approval of the program administrator or supervisor.

Personal Wellness

Oakridge supports personal wellness and healthy lifestyles. We have a full time cook who provides nutritious, balanced meals. Oakridge 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 DSHS medical card under the Medicaid program unless wage earnings exceed the allowable limits for eligibility. Your private insurance carrier may cover treatment. Medical coupons cover some basic services, while other services cost extra. Oakridge pays any necessary treatment not covered by medical coupons with approval by the program administrator.

It can take up to 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.

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

A current immunization record is required for school attendance. If your record date is not current, it will be necessary to bring it into compliance with required vaccinations.

If you refuse medical or dental care, you need to sign a waiver releasing Oakridge 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. When sick, you cannot change status until the following day. In most cases and depending on the illness:

- Meals are served and eaten in your room
- You must still cover your detail
- No non-emergency phone calls
- You will need to remain in your room and away from other residents for the day
- Missed homework must be made up

Life Skills

Oakridge promotes an independent living experience. Residents are responsible for keeping the community facility clean. Staff expect residents to clean bedrooms complete details daily. Additionally, you will be responsible for doing personal laundry and shopping for hygiene and personal snacks. You will be allowed to have personal linens and clothes, which can help the living experience to feel more comfortable.

Mealtime Expectations

Good nutrition is important and Oakridge encourages a healthy, well-balanced diet. Oakridge 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:

- Let your counselor know of any dietary needs based on cultural or religious practices
- You must be present at serving time for a head count (failure to be present results in RI)
- You must wash your hands before meals and snacks
- Ask staff for permission to enter the kitchen
- Please be courteous and respectful during mealtime (say please, thank you, talk at a reasonable volume and remain seated throughout meal)
- Please wear shirts with sleeves, close-toed shoes and pants/shorts at all meals
- Remove hats and hoods at meals
- Eat all food in the dining room including snacks
- Don't eat personal food during mealtimes
- Ask permission before taking food
- When you have finished your meal, ask staff to excuse you from the table
- Personal snacks are not allowed on Refocus Status

Mealtime Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	7:15 – 7:30 a.m.	7:15 – 7:30 a.m.	7:15 – 7:30 a.m.	7:15 – 7:30 a.m.	7:15 – 7:30 a.m.	9 a.m.	9 a.m.
Lunch	12 p.m.	12 p.m.	12 p.m.	12 p.m.	12 p.m.	12 p.m.	12 p.m.
Dinner	5 p.m.	5 p.m.	5 p.m.	5 p.m.	5 p.m.	5 p.m.	5 p.m.

Bedroom Cleanliness

We have minimum standards for room cleanliness at Oakridge. It is important for yourself and your roommates that your room is neat and orderly. Rooms should be cleaned daily when you wake up and kept neat through the day. You are responsible for your possessions. 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 swept and cleaned, rugs are vacuumed when necessary
- 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 (not on windows or extinguisher)
- Beds, desks and other furniture must remain in designated areas, please do not rearrange furniture in your room

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

Bedtime, Hygiene and Lights Out

Bedtime dress code is pajamas or shorts and a t-shirt. Residents cannot go to bed fully dressed or with shoes on.

Bedtime and Lights Out Schedule				
Level 1				
	Details	Bedtime	Reading Light & Quiet Activity	All Lights Out
Sunday-Thursday	9 p.m.	9:30 p.m.	9:30pm – 10p.m.	11 p.m.
Friday-Saturday	9 p.m.	10 p.m.	10p.m. – 10:30pm	11 p.m.
Level 2				
	Details	Bedtime	Reading Light & Quiet Activity	All Lights Out
Sunday-Thursday	9 p.m.	10 p.m.	10 p.m. – 10:30 p.m.	11 p.m.
Friday-Saturday	9 p.m.	10:30 p.m.	10:30 p.m. – 11 p.m.	11 p.m.
Level 3				
	Details	Bedtime	Reading Light & Quiet Activity	All Lights Out
Sunday-Thursday	9 p.m.	11 p.m. (Negotiable)	11 p.m. – 11:30 p.m.	12 a.m.
Friday-Saturday	9 p.m.	11 p.m. (Negotiable)	11:30 p.m. – 12 a.m.	12 a.m.

Hygiene is important. If you don't practice basic hygiene, your counselor will work with you to address the issue. Oakridge provides the following hygiene products:

- Soap/body wash
- Shampoo
- Toothpaste
- Toothbrush
- Combs
- Antiperspirant
- Shaving cream
- Disposable razors
- Shower slippers

Additional or special supplies are your responsibility unless required for medical reasons. Oakridge prohibits products in aerosol cans.

A certified barber or hair stylist must cut your hair. You are not allowed to cut your own hair or the hair of other residents. Hair styles will be appropriate for the community. If hair is long it will need to be clean and groomed (brushed or braided). We recommend a clean cut for job search/employment.

Laundry and Linen

Oakridge provides all residents with a fitted sheet, flat sheet, pillowcase, pillow, blanket, washcloth and bath towel. You are responsible for the linen package assigned to you including lost or damaged items. Residents can provide their own towels – we recommend using an easily identifiable color.

Residents must wash their own laundry. Oakridge provides laundry detergent until you can afford to purchase your own. You may purchase your own laundry detergent and dryer sheets if you choose.

- The laundry room is open daily until 10 p.m. You must complete and remove laundry by your bedtime.
- Separate white and dark colors into different loads.
- Wash full loads in order to save water and energy.
- Oakridge prohibits the purchase of bleach.
- Don't use soap from the kitchen for laundry.

Oakridge provides an iron and ironing board. You must return these items to the office after use. If staff have to go looking for these items, you will receive a Rule Infraction.

Treatment and Coaching

Individual Counseling

The first priority in your individual counseling sessions will be to orient you to treatment. You will meet regularly for these “staff talks” and work to develop a therapeutic relationship. Together you will identify behaviors to increase the positive changes you are making in your life. You will also look at the trouble behaviors that got you here. Your parents or guardians will be involved in your treatment as much as possible. When challenges arise during your stay, we will process and work through them with the goal of learning from mistakes and having positive outcomes.

During staff talks, you will discuss what has worked well for you in the past and what has not. In addition, you will share what skills you have already learned and areas that you would like to continue to grow. Alongside staff, you will identify both short and long-term goals to work toward while at Oakridge 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 give you Diary Cards to use. You will work with your staff and group leader to determine when you will complete Diary Cards. Completing Diary Cards and tracking your behaviors is part of your treatment program.

Treatment Groups

All residents participate in weekly treatment groups. The different groups you may participate in are listed below. Other treatment groups and meetings will be scheduled as needed. You will work with your staff to determine which groups to attend.

- 1. DBT Skills Acquisition Group** – This group 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.
- 2. Skills Generalization Group** – This group meets weekly and is for residents who have completed DBT Skills Group and have basic understanding of DBT skills. This group helps you identify behaviors you wish to change and supports you in exploring vulnerabilities around this behavior. You and your peers work to develop a Skill Action Plan to decrease the chances of this behavior happening again. In this group, you will work through chain analysis and treatment plans.
- 3. Drug and Alcohol Group** – This group meets weekly and covers drug/alcohol treatment and education. All residents attend this group based on the assessment of need.

Program Expectations and Privileges

Oakridge has a three-tiered level system for identifying privileges and in-house program structure. All youth begin their residence at Orientation Level. After 14 days, you can request to move to Level 1. Below is an explanation of the expectations and privileges you can earn.

Orientation Level

- ❖ Complete classes and tasks through in-house school
- ❖ Learn program and rules
- ❖ Open and willing to ask questions
- ❖ Willingness to get to know staff and peers
- ❖ Regular counselor meetings to discuss treatment plan and goals
- ❖ Willingness to effectively accept cues, follow directives and be coached by staff
- ❖ All movements are under staff supervision
- ❖ Pass the staff evaluations to level up

Orientation Level Privileges

- ❖ Visits from immediate family members only
- ❖ One phone call per day to family only (all calls placed by counselor)
- ❖ Listen to radio

Level 1

- ❖ Demonstrate positive, skillful interactions with peers and staff
- ❖ Ability and willingness solve problems with peers or staff
- ❖ Attend all treatment and group sessions with positive participation
- ❖ Step up and help out when asked (i.e. with details or general)
- ❖ Follow basic program expectations
- ❖ Actively participate in counseling

Level 1 Privileges

- ❖ Eligible for group outings at staff discretion
- ❖ Two calls per weekday, two calls on weekends and holidays
- ❖ Family may start visiting Oakridge
- ❖ Ability to have stereo in room

Leveling Up (After 30 Days in Program)

- ❖ Get counselor feedback on what you have been doing well and where you can improve
- ❖ Develop written plan with counselor on ways to improve and what has been working well
- ❖ Get counselor to approve your plan and sign off on Level 2 request
- ❖ Have counselor present your request to staff
- ❖ If your request is denied, you may reapply the following week

Level 2

- ❖ Minimal coaching needed from staff
- ❖ Be able to disagree and get your opinion heard in a skillful and effective manner
- ❖ Take a leadership role in milieu, groups, etc.
- ❖ Go out of your way to help out around the house
- ❖ Manage your daily schedule independently with minimal cues from staff
- ❖ Show a willingness to co-facilitate group
- ❖ Work with your counselor to be able to generalize your treatment

- ❖ Complete and follow general program requirements without staff guidance (details, rack times, meal times, etc.)

Level 2 Privileges

- ❖ Eligible for approved family outings (CIPs)
- ❖ Authorized Leave (during last six months of stay)
- ❖ Eligible to leave campus for community service
- ❖ Approved friends may visit Oakridge
- ❖ Four phone calls every day

Leveling Up (after 60-90 days)

- ❖ Show consistent Level 2 behavior
- ❖ Get counselor feedback on what you have been doing well and where you can improve
- ❖ Ask counselor to gather staff feedback on your progress
- ❖ Develop written plan with counselor on ways to improve and what has been working well
- ❖ Get counselor to approve your plan
- ❖ Begin working on and complete your Level 3 packet (treatment assignments, skills/program tests, employer feedback, Level 3 project, etc.)
- ❖ Submit packet to counselor and schedule a packet presentation to staff
- ❖ Have counselor present your request to staff
- ❖ If your request is denied, you can make adjustments to your packet/projects and reapply

Level 3

- ❖ Behaviorally demonstrate ability and willingness to meet and exceed expectations
- ❖ Being a powerful, positive and consistent role model
- ❖ Understand and apply DBT skills effectively
- ❖ Exhibiting integrity
- ❖ Take responsibility for maladaptive behaviors
- ❖ Desire to lean in and use effective prosocial skills
- ❖ Actively engage in all aspects of rehabilitation including school and extracurricular activities
- ❖ Work with your counselor to be able to generalize your treatment
- ❖ Avoid negative behaviors including staff and peer victimization
- ❖ Demonstrate leadership

Level 3 Privileges

- ❖ Independent CIPs (after 60% date, pass must relate to treatment or transition)
- ❖ Authorized Leave (after 60% day)
- ❖ TV in room
- ❖ Game system in room
- ❖ Able to have a hand held game system
- ❖ Unlimited calls (negotiate with staff)
- ❖ Eligible to request a Level 3 outing utilizing your own funds (movies, dinner, bowling, etc.)
- ❖ May have goldfish or beta in room
- ❖ Later bed times

Program Policy

To ensure residents have a safe environment to focus on treatment issues and goals for reentry, Oakridge has many program policies. These policies explain rules, expectations and consequences for not meeting expectations or for breaking rules.

The following program policies will directly affect you. You will review each of these with staff during your orientation phase:

- Residential Disciplinary Standards
- Release of Information
- Release to Employer
- Use of Tobacco Products
- Escape Policy
- Narcotics, Firearms, Intoxicants and Search Law
- R-rated Movies, Video Games and Gang Affiliation

Below is a general overview of the basic rules and procedures you need to know:

- No locks on bedroom doors
- No smoking or chewing tobacco
- No tattooing, piercing or other forms of disfigurement during your entire stay at Oakridge
- No phone or TV during mealtime
- Ask staff before going outside
- No swearing
- Report any broken item or damages to facility property to staff immediately.
- Sign out each time you leave the facility and have staff initial
- Sign-in upon your return to the facility and have staff initial
- You can only be out of direct staff supervision for 12 hours out of every 24 hours under community or family approved supervision

Restriction (R) Protocol

While on restriction, you will lose some privileges. You will serve a designated time (TBD by staff) on each restriction status. You must also complete a BCA with your counselor or with the issuing staff before coming off restriction. This may be an automatic level drop or drop to Orientation. A Restriction is not permanent, but it shouldn't be taken lightly.

Below is an overview of privilege losses during any R status.

- Loss of outgoing or incoming calls (work and immediate family okay)
- Loss of personal snack privileges
- You may lift weights in the weight area but no access to any other activities
- You may lose privilege of personal gaming devices
- Extra duties are assigned
- Residents may not participate in outings
- You may not be allowed to check out money
- No CIPs or ALs
- Limited access to internet/computer (email, job search, housing or placement research)

- If residing in short hallway, you may be moved into the long hallway

Resident Property

You may keep the following clothing:

- Seven pair of pants (total work and casual)
- Seven shirts (total work and casual)
- 14 pairs of underwear
- 14 pairs of socks
- Seven white undershirts
- Seven colored undershirts
- Four pairs of shoes total
- Two jackets total
- Four hats
- Four hoodies
- Four sweat pants
- Four basketball shirts

You may keep the following additional items:

- Small portable radio, alarm clock, MP3 player or CD player
- Headphones, earbuds or speaker
- A DVD player (based on level and no burnt CDs/DVDs)
- One watch, one ring, one bracelet, one necklace with a small appropriate pennant
- Size-appropriate earrings as approved by counselor
- Wallet
- Approved backpack
- Snapshots, reading materials, toiletries, address book
- Personal linens (comforter, blankets, sheets, pillows, etc.)
- Clear water bottle
- Individually wrapped snack items, soda, Tupperware

The following items are prohibited and staff may prohibit additional items at their discretion:

- Vehicles
- Trees or poisonous plants
- Hair clippers
- Aerosol cans of any type
- Large stereo systems
- Extra furniture
- Clothes in excess of your assigned storage area
- Large boxes or anything that uses excessive space
- Pets
- Appliances (coffee makers, hot plates, portable heaters, etc.)
- Parental advisory CDs or recorded music
- Any material that negatively affects the well-being of staff, residents or community

Contraband

Possessing contraband in rooms or property results in consequences, including transfer to a more secure facility. Staff confiscate contraband at the owner's expense. The following is an overview of items considered contraband:

- Cell phones
- Alcohol, drugs or drug paraphernalia
- Stolen items or any item suspected of being stolen
- Fireworks, flares or other explosives
- Pornographic or sexually explicit material of any kind
- Tobacco related product (chew, cigarettes, lighters, cigars, wrappers, etc.)
- Weapons or any item with a potential to harm or endanger human life – these will be turned over to the Pierce County Sheriff's department
- Any item defined by staff as presenting a threat to the health, safety or well-being of any resident or staff

Details

Each resident is assigned a detail. The detail list is posted on Sundays to the resident bulletin board along with descriptions of the details. When the count is low, details will be combined to help meet the cleanliness needs of the facility.

- Residents may be requested to do details that have not been assigned to them if someone is unable to perform their detail due to work, school or treatment
- Daily details should be done as specified
- Weekly generals should be done Saturday mornings before program opens
- Monthly generals occur on the first Saturday of the month
- Weekly room generals should be done before engaging in programming on Sunday mornings
- Failure to complete details results in a RI
- Failure to complete details twice results in a restriction
- Staff may request that you redo your detail if it is not done correctly
- You must ask staff to check off your detail, if not you may receive a RI
- Residents can be assigned details as collective action
- If you will not be here to complete your detail, you must arrange this through staff or you will receive a RI
- If staff request additional work for the detail, it becomes part of the detail

Music Policy

You are allowed to have a personal CD player and a small stereo (no detachable speakers). Staff consider MP3 players on an individual basis. Requests for these must include:

- How you intend to upload music that you
- Understanding the value must be below \$100.00
- Understanding there is no lending, borrowing, trading, sharing or gifting your MP3 player to another resident

Headphones are allowed, but you must have one ear out. This is so you can hear what is going on around you as well as staff directives. Violations may result in your device being taken or sent home.

Dress Code

Staff expect clothes and behavior to meet community expectations. Any clothing style that may be interpreted as inappropriate or controversial is not allowed in the community (i.e. gang colors, sagging pants, oversized clothes, etc.). You may not be able to access community privileges if you are dressed inappropriately. If you arrive with pierced ears, you may continue to wear earrings (earrings need to be approved by counselor). Hoods cannot be worn inside the building or during recreation time outside on the premises, unless it's raining. Color blocking is not allowed in any form (e.g. all red or blue or several youth in the same color). Residents must wear shoes in the community (no slippers). Tank tops can only be worn in your room and bathrooms except when it's 75 degrees in the house.

Television Policy

- Ask staff permission to turn any TV on
- TVs and games should not be used until details are completed, rooms are cleaned and hygiene has been attended to
- During enrichment time (history, food, news), video games should be turned off
- Staff will have final say about specific TV programs
- No boxing, wrestling, UFC, dating shows, Lock-up or Cops
- Staff determine TV volume
- No TV during meals
- Keep feet off furniture
- No lying down on couches, sitting on the backs or arms of furniture and no jumping over furniture
- No food or drink on carpeted areas (bottled water okay)
- Turn off TVs and games during group times
- Do not rent movies, bring personal videos/DVDs or download movies
- No movies with ratings of R, NC-17, XXX or unrated (NR) at any time in or out of the facility
- Staff screen all PG-13/TV movies or shows for appropriateness
- Movies or TV Shows with excessive profanity, sexual content, violence or movies that promote criminal behavior will not be allowed
- When wearing earbuds/headphones, one ear must remain clear at all times
 - First violation results in a warning
 - Second violation results in confiscation for three days
 - Third violation results in confiscation for 7 days
 - Fourth violation permanent confiscation

Group Recreation

Large groups (five or more youth) outside need to be supervised by staff. In-house recreation may also be coordinated and participation may be required.

- Don't take furniture outside
- Nobody is allowed behind the facility unless approved by staff
- Don't take Oakridge pillows or linens outside
- Don't play radios through bedroom windows or take radios outside
- Play all sports activities (softball, football, catch, etc.) out back, not out front

- Sport groups of more than two need to be supervised by staff
- You can wear tank tops outside on Oakridge property, but you may not go shirtless
- You may not go into the community wearing only a tank top for a shirt
- You may sunbathe out back with permission
- No games (basketball, pool, cards, etc.) until Restrictions are worked off
- No dunking or adjusting the basketball hoop – violation could result in restitution or consequences
- Don't take Oakridge cups or kitchenware outside for any reason. You may use your own water bottles or cups.

If you are on restriction, you must ask permission to go outside. You'll have one hour of exercise outside or in the game room to lift weights.

If you are not on restriction, you must request to go outside. Staff typically allow one hour of outside or weight lifting recreation a day as long as your daily behavior is appropriate.

The only door you should exit is the sliding glass door. Any area that staff cannot see you from the sliding glass doors is out of bounds. Please ask staff if you are unsure of the boundaries.

Game Rules

If game rules are not followed, the game room is closed for the day.

- No video games while on restriction
- Keep feet off of the furniture
- Game room is closed from 8:30 a.m. – 2 p.m. Monday through Thursday
- Residents must keep the game room clean
- No dining room chairs allowed in the game room
- You are allowed a maximum of two hours of game play. Don't monopolize the game systems
- Video games need to be approved:
 - E rated games are normally acceptable
 - Teen rated games need prior approval
 - M rated games are not allowed
- You may have your own personal games/movies at the group home (must be approved by staff and added to your inventory)
- If you choose to permanently donate a game/movie to Oakridge, a receipt will be provided
- Weights must be used with care and put away after use
- Benches will be wiped with anti-bacterial spray/wipes after each use
- Weight systems must be used properly and the following safety rules must be followed:
 - Residents must have a spotter when using any free weight bar system that is lifted over any part of the body (bench press, military press, squats, etc.)
 - All weights must be used on the mats
 - Weights must not be dropped, thrown or slammed
 - Collars must be on all free weight bars that have any plates on them
 - Residents will bring a towel to lay on the benches for hygiene
 - No horse playing allowed
 - If all equipment is not put away after each use, the game room will be closed for seven days

- Walking on furniture is an automatic restriction
- Game room door must remain open during use
- Lights must be on at all times
- No more than five youth at a time in the game room unless supervised by staff

Long Hall Rules

Residents of the long hall are not allowed in the short hall. You may not hang out down the hall. Unauthorized door visits and room visits will result in consequences. No passing belongings from room to room across the hall.

Unauthorized Areas

- All residents are to stay away from the fences
- Talking or communicating to people through the fence is not allowed
- Do not communicate with anyone walking through the property or beyond the fences – refer all questions to staff
- Residents are only allowed outside in areas that can be seen from the patio (the driveway, basketball court and grass area nearest the patio)
- You may not go behind the facility, into the staff parking lot, by the portables or side of the building outside of the classroom without staff permission
- Tree climbing results in an automatic restriction
- Residents can request permission at staff meetings to run inside the Oakridge fence as a part of a health and wellness program

Vehicles

Youth will not eat food or have drinks (other than water) in state vehicles. Headsets/ear buds must have one ear open. Youth are to conduct themselves in a pro-social manner while in transport.

Tobacco Policy

Oakridge is a smoke-free environment for youth, staff and the public. Consequences are logical and progressive. A behavior chain may be required to address the function of the behavior. You may be referred to our DIA treatment provider for smoking cessation group.

- Oakridge residents will not smoke or use nicotine based products in or on the grounds of Oakridge, JR contracted programs, all vehicles and community treatment programs
- Nicotine based products and smoking paraphernalia are prohibited
- Staff, volunteers, contractors or visitors will not provide nicotine based/smoking products to Oakridge residents
- Staff will discourage the use of nicotine based products by residents
- If caught with any tobacco, youth will lose CIPs or ALs for 30 days and extra receive extra duties
- Staff will offer counseling, advice, encouragement and support to those who have difficulty with this habit

Claims Against Residents

- Residents may be held financially accountable for damage or loss of property or for injury to themselves or others while at Oakridge
- If you damage/break something a restitution hearing will be held
- Residents have the right to appeal restitution findings
- The administrator may approve the withdrawal of funds from a resident's account for claims that have been reviewed by the Program Review Committee

Complaint Services

If you have a complaint regarding your treatment at Oakridge, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort on your part to approach the situation appropriately – staff can coach you through this process. If you have done this and feel your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form and place it in the locked complaint box. The complaint box is checked regularly and the administrator will follow up with you.

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 information board. There are Legal Assistance Request Forms located there. Team Child is currently the legal counsel for JR youth. If you complete a Legal Assistance Form please give it to your counselor, the supervisor or administrator and they will fax it to Team Child. It is important to let the administrator know when you request legal assistance so they can follow up to assure your request is answered. You can contact them at (877) 295-2714 or (206) 322-2444 x 101. 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

The fire alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Meet on the basketball court or in the parking lot right outside the front door (whichever is closer) for a head count. Staff will be in both meeting locations.

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 Oakridge, our first consideration in any emergency is the protecting and saving of lives.

Oakridge Community Facility Acknowledgment of Receipt of Program Handbook

I understand and agree to abide by the program expectations outlined in the program handbook. In the event that I am not following program expectations, I understand that privileges earned can and will be sanctioned.

Resident Name (Printed)

Resident Signature

Date