



Ridgeview Community Facility

Program Handbook

Updated January 2020



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Ridgeview Community Facility
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Overview

In this handbook, you will find an overview of the Ridgeview Community Facility (RCF) program, information about many interesting opportunities and our expectations while you reside here. As you review this material, it is our hope that you will find Ridgeview to be a great place to accomplish your desired goals as you complete your time with Juvenile Rehabilitation (JR). If you have any questions, please do not hesitate to have your case manager reach out to any of the below listed Ridgeview staff or counselors.

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Program Introduction

Ridgeview Community Facility is one of seven state group homes for JR youth and houses up to 11 young women. Ridgeview's treatment program is a gender responsive and aims to build skills based on strengths you already have. While in residence, you will gain skills to help you successfully transition back into the community.

Treatment at Ridgeview 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 Ridgeview 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 make decisions that will best support a desired behavior while reducing not so desirable behaviors. Part of your treatment plan will be to identify things that motivate you and to establish achievable short and long-term goals.

Living at Ridgeview 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

Upon arrival, each resident will go 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. During the first 30 days in the program, you will be on a limited movement program, which allows you to:

- Meet all staff
- Meet all other residents in the program
- Get familiarized with program routines
- Initiate family/volunteer contacts to establish support system
- Plan personal programming with counselor (i.e., school, work, treatment goals, career goals, health plan, etc.)
- Get comfortable in a new home and community setting
- Learn address and phone number
- Begin to establish trust

Staff will transport you to and from work/school programs for the first 30 days in residence. After that, your counselor will work with you to determine what the best transportation options are for your individual program. Some options include:

- City bus (you are responsible for purchasing passes)
- Walking
- Riding a bike
- Continued staff transport

Safety

At Ridgeview, 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 and if at any time you do not feel safe in the program or in our local community please inform staff immediately. We will discuss the issue with you and help to identify some solutions to remedy the situation.

Your Right to be Abuse Free

Ridgeview 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 be provided with a safety guide on sexual abuse and harassment and Ridgeview 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 Ridgeview 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 Ridgeview 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
- Call the 24-hour Yakima Victim Services Hotline at (509) 452-9675 or (888) 605-6999

Privacy

All residents have a right to shower, perform bodily functions and change clothing in privacy. The only exceptions to this would be 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 located in the resident hallways.

You may also change in your room – all bedrooms have a cover over the viewing window. 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 will 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.). All sleep clothing must fully cover both your top and bottom. You may not sleep in a bra and underwear. 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).

Your Voice and Opinions Matter

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

Treatment and Programming

At Ridgeview, we incorporate both Dialectical Behavioral Therapy (DBT) as part of JR's Integrated Treatment Model (ITM) and Gender Responsive Programming specific for girls. Below is a general outline and description of the core components of the ITM and Gender Responsive Programming. 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.

The Five Core Practices of Gender Responsive Treatment for Girls

1. A Relational Approach
 - Develop therapeutic relationships with residents
 - Foster healthy, mutual and empowering relationships with and among residents
2. A Strengths-Based Approach
 - Focus on resident strengths
 - Teach new skills
 - Give residents healthy power and control
 - Allow residents to impact programming
3. A Trauma-Informed Approach
 - Take trauma into account
 - Avoid triggering trauma reactions
 - Support each resident's individual coping capacity
 - Allow survivors to manage their trauma symptoms successfully so that they are able to access, retain and benefit from treatment services
4. A Culturally Competent Approach
 - Ensure that counselors and staff have the capacity to value diversity, conduct self-evaluation, manage the dynamics of difference, acquire cultural knowledge and adapt to the diversity and cultural contexts of the clients and communities they serve
5. A Holistic Approach
 - Acknowledge the larger contexts of females' lives, thoughts, feelings, behaviors and decision-making
 - Empowerment and advocacy for young women

Programming Opportunities

Work, School and Day Programs

All residents are required to have a full time work or school program. Upon arrival, it will be determined whether you will work or go to school by linking your personal goals with your treatment needs. You will meet with your assigned counselor and the schoolteacher in order to assess the best program for you.

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

Day Program Schedule	
6:30-7 a.m.	Wake up and breakfast
7-8 a.m.	Room care, hygiene, morning details
8-10:30 a.m.	Kitchen, house and outside cleanup or other tasks as assigned by staff
10:30-11 a.m.	Individual activities (cannot disrupt school)
11-12 p.m.	Job search, job prep and assigned individual programming
12-1 p.m.	Lunch and clean up
1-1:30 p.m.	Recreation or quiet reflection and mindfulness
1:30-2:30 p.m.	Education, study and/or reading time (no TV)

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

Ridgeview Online School

The Ridgeview Online School is part of the Yakima School District and offers individualized course work for high school credit. Most students can expect to start out in this program.

Davis High School and Eisenhower (Ike) High School

Davis High School and Eisenhower (Ike) High School are two public schools in the Yakima School District. Students must complete a referral process to be placed in either school. For placement at a public high school, you must be close to on track with credits and behaviorally trustworthy in a community school. The time of placement in the program is also a factor to consider.

Ridgeview School

Ridgeview School is a classroom located at Ridgeview Community Facility and is only for residents. In this classroom, you can retrieve lost credits, earn credits toward your high school diploma or prepare to take your GED.

GED Completion

Ridgeview Online School offers GED prep classes or testing as well as a traditional educational track for high school diploma. Staff will work hard to support and assist you with GED completion if that is determined to be the best course of continuing your education.

Employment

There are a number of job opportunities in the Ridgeview community as well as surrounding community. Staff will work with you to find employment options. Jobs are dependent on what is available. Some opportunities may start within a few weeks of residence and some may take several months to secure. When you secure employment, you, your employer and the Ridgeview administrator must sign an employment agreement. This form explains the core rules and conditions you will need to be aware of while you are working. You and your case manager will review this form prior to starting your job.

You will be assessed based on behavior, goals and level of community access for placement in a community-based program. This assessment will be completed and reviewed prior to starting any community-based placement.

Community Engagement and Family Visitation

Family Visitation

We encourage as much family and community support contact as reasonable during your stay at Ridgeview. Ridgeview considers family to be the main supporting adult in your life – usually the person you plan to live with upon release.

During your first 30 days, only immediate family can visit you at the group home (speak to the program administrator for exceptions to this rule). 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 Ridgeview must be under the direct supervision of a parent or guardian at all times.

Non-Family Visitors

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

Visiting Hours

Visiting hours are from 3-5 p.m. Monday through Friday and weekends from 10 a.m. - 5 p.m. You should always check with staff first before planning a visit. Visits outside of these hours are possible only if approved by staff.

Family Outings

Once you have been in the program 30 days and your parent/guardian has been out to meet with your counselor, you may be eligible to go on family outings. Family outings can last from 1-12 hours depending on your level of engagement in treatment. 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 for family outings and to review guidelines for family outings.

Note: In order for a family member to pick you up and take you on an outing they must be able to present staff with a current driver's license and a valid vehicle insurance card.

Authorized Leave

Once you have completed 60% of your JR sentence, you are 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 level of motivation and engagement in treatment and your trust level in the program. You can meet with your counselor to review guidelines for authorized leave.

Telephone Use

You may receive or make two phone calls per day and may "purchase" another phone call with your points for a total of three calls in or out per day.

- All calls are documented in the phone call log. Only calls where you are able to make contact are counted.
- You may only receive from and make phone calls to people on your approved phone contact list.

- No calls may be transferred to third party, another resident or another phone number.
- Long distance calls can be made with staff assistance.

Community Service

In order to foster community involvement, develop support networks, give back to the community and practice social skills, community service is a requirement at all JR community facilities. At Ridgeview, we take great pride in the service hours our residents complete each year. The expectation is that all community service take place outside of the Ridgeview facility. Community service at Ridgeview is authorized only under special circumstances and with the approval of the program administrator or supervisor.

After your first 30 days at Ridgeview, you must contribute a minimum of four hours of community service every month. Failure to complete monthly community service hours results in some loss of privileges (e.g. no telephone, no outings and no visits until complete).

Personal Wellness

Ridgeview supports personal wellness and healthy lifestyles. We have a full time cook who provides nutritious, balanced meals. Ridgeview 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. You will see the dentist for check-ups or any dental issues that arise. Mental health services are available for individual counseling, therapy and/or medication management. If you are currently seeing a psychiatrist at Echo Glen, you may maintain those appointments via “telemed.” You will discuss your needs with your counselor upon arrival. Your medical, dental and mental health needs are always confidential.

Note: 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 the nearest hospital emergency room.

Bedroom Cleanliness

We have minimum standards for room cleanliness at Ridgeview. It is important for yourself and your roommates that your dorm room is neat and orderly. Rooms should be clean 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
- Carpet is clean and vacuumed (we require you to vacuum weekly)
- Clean clothes are in your wardrobe/dresser and dirty clothes are in the basket
- Waste containers are emptied

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

Quiet Hour

Every night we have a quiet hour in order to let residents get settled and ready for bed. Quiet hour starts 30 minutes before your bedtime and ends 30 minutes after your bedtime at “lights out.” Expectations for quiet hour are as follows:

- No room visiting
- Quiet talk, music and/or television
- Take care of bedtime routines

Example: If you have a 9 p.m. bedtime, then at 8:30 p.m. you will go down the hall and take care of any hygiene (wash face, brush teeth etc.). At this time, you may come in and out of your room for water, medications or anything else you need before bed. At your 9 p.m. bedtime, you are expected to be in your room and remain in your room. You can visit with your roommate, listen to music, read, etc. until “lights out” at 9:30 p.m. At “lights out” means the following:

- You are in bed
- Your music low or off
- You are not talking
- Your lights are out
- The TV is off

Exercise

Ridgeview has a local gym membership that residents may use with staff supervision. Staff also take residents on scheduled/requested hikes, running, walking, swimming and more. There is also a volleyball court and an outdoor sport court in the back yard for basketball.

Treatment and Coaching

Individual Counseling

Prior to arriving at Ridgeview, you will be assigned a counselor. This person will be in regular contact with you at least 30 days before you arrive. This person 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, what you will discuss when you meet with your counselor, how often you will meet and for how long. 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 Ridgeview 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 and/or your DBT group leader will give you Diary Cards to use. You will work with your staff and group leader to determine when you will complete diary cards.

Treatment Groups

All residents participate in weekly treatment groups. We currently have six ongoing treatment groups.

1. **DBT Group** – This group meets weekly and teaches ways to manage your 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. **Drug and Alcohol Group** – If you are assessed as in need, you will attend drug and alcohol treatment in the community. There are two types of drug and alcohol treatment provided; Outpatient and Intensive Outpatient. Your program will be determined based on your individual assessment.
3. **Women’s Empowerment** – This group meets weekly to discuss self-identity, honoring diversity, mind, body, spirit, relationships with peers and paths to the future.
4. **Independent Living Skills Group** – This group meets weekly to learn independent living skills such as cooking, paying bills, budgeting, how to change a tire, etc. The topics in this group are driven by youth requests.
5. **All4YOU** – This group meets weekly and is a comprehensive sex education curriculum.

Motivation and Engagement – “Hold”

There may be a time when you struggle with staying motivated and engaged in treatment. You may feel like just being left alone, feel frustrated with having to attend groups and you may not want to meet with your counselor. Many youth go through this and it is a normal part of the treatment process. However, if it lasts so long that it starts to affect your ability to follow basic program expectations or leads to concerns regarding safety and security in the community, then you will be placed on the Motivation and Engagement (ME) plan and your privileges will be placed on “hold.” The ME plan was created for residents who need time to realign with their goals or identify new goals to help them work toward positive change.

During ME time you will work closely with your counselor to develop an individualized plan that will help you re-enter regular programming. This is a time when staff will work hard to build and strengthen their relationship with you, help you identify goals and look for ways to support you in regaining your motivation to actively engage in treatment.

While you are on the ME plan you will not have as much community access as you once did however, you may earn some privileges through the specialized program you and your counselor develop.

Residents will be placed on the ME plan for the following reasons:

1. Ongoing behavior problems where coaching, reinforcement programs and contingency plans have been unsuccessful.
2. Ongoing unwillingness to engage in treatment, such as refusal to meet for one-on-one counseling, disrupting or refusing treatment groups, refusing to complete treatment assignments/behavior chains and difficulty or refusal to follow basic program expectations.
3. Concerns regarding safety and security.

The specialized program that you and your counselor develop and implement will be specific to your needs, but will follow a general guideline:

1. Complete a behavior chain to identify and assess why you are feeling unmotivated and unwilling to participate in treatment.
2. Identify vulnerabilities and the potential positive and negative outcomes of discontinuing treatment.
3. Identify the function of your behavior and replacement skills you are willing to try.
4. Develop a daily program to follow that includes treatment assignments, community service and structured free time activities.
5. Identify what motivates you and what you are willing to work toward. We call these “reinforcers.” Examples of reinforcers are phone calls, community access, punches on your punch card, etc.
6. Modify your treatment plan with your counselor so that the behaviors that led to your loss of privileges are targeted as your primary treatment focus.

Staff will support you every step of the way and help you get back on track.

Relational Aggression

There will be times when you become frustrated or even angry with one of your peers. This is normal and staff are here to help you resolve these situations. However, sometimes this anger festers and becomes what we call “relational aggression.” Relational aggression is when people start spreading rumors about the person they are mad at, get their friends involved in “hating” the person, making the person they are mad at feel like everyone hates them and/or they are not welcome, making mean comments to them or about them, etc. Ridgeview has a zero tolerance policy for this type of behavior. We expect everyone to use their skills to problem solve effectively. Staff will help you as needed and this topic will be discussed during DBT, Girls Circle and other process groups. If you struggle with relational aggression, it may become a target behavior on your treatment plan. You and your counselor will discuss this topic in more detail during your counseling sessions.

Guidelines to Aid Personal Growth

Program Expectations and Privileges

There is no level system at Ridgeview. This section of the manual explains privileges and behavior expectations for maintaining them. Together with your counselor, you will discuss what expectations look like for you and how to earn the many privileges available at Ridgeview.

Privilege Possibilities

- iPod, MP3 or stereo in room (no internet)
- Group outings (after seven days in program)
- Family visitations at group home
- Community job searches (with staff)
- Work and/or school in the community (staff transport first 30 days)
- Family outings
- Authorized leave (furloughs) at 60% of sentence
- Self-transport to work and/or school
- TV, DVD, stereo and/or game station in your room
- Later bed time
- Approved social and volunteer outings
- Extra community access privileges (with staff approval)
- Ability to check out extra money for spending
- Treatment-related independent community passes during last six months of sentence

Behavioral Expectations After 30 Days

- Complete diary cards as assigned
- Participate in all assigned treatment groups and get to know group expectations
- Practice listening and participation skills
- Attend weekly individual sessions with your counselor to discuss treatment needs and goals and to work on your treatment plan and chain analysis
- Follow “Day Program” expectations until you get an individualized program – waking up on time, helping with breakfast and lunch, working on treatment assignments and staying constructive, busy and active through the day
- Get to know program rules and ask questions

Behavioral Expectations for Maintaining Program and Privileges

- Continual work on diary cards assigned by your counselor – these cards are specific to you and the skills you are learning and improving
- Actively engage with your counselor during weekly sessions, treatment planning, goal setting, problem solving, etc.
- Active participation in assigned skills/treatment groups - be awake and focused, ask and answer questions and complete assignments
- Know and follow basic program rules and expectations
- Strengthen your leadership role by helping new residents learn rules and expectations
- Work on “skillfully” accepting cues, coaching and feedback from staff

By now, you should have an individualized program, which will consist of going to school or working full time. You will be fully participating in your program if you:

- Go to work as scheduled unless you have a staff-approved appointment with a doctor, court, family, etc.
- Arrive back in the program on time and without incident
- Have no behavior problems while at work or school – follow instructions, accept feedback and direction from co-workers, supervisors and/or teachers
- Skillfully and effectively solve conflicts with peers either independently or by asking staff for assistance
- Inform staff of your work/school schedule and any changes to it
- Wake up on time – set alarm and/or leave a wake-up slip for staff
- Complete four hours of community service each month
- Practice good time management skills – complete details and homework assignments on time, without staff prompting or coaching

If you are an independent, positive role model and group leader who is continually working on transitioning back into the community, you will be considered highly motivated and engaged in your treatment. The following highly motivated behaviors may earn you extra privileges and longer time on your passes:

- Actively participating in your work or school program
- Accepting cues and feedback from staff without incident
- Actively participating in treatment and skills groups
- Role modeling independent and positive leadership to residents
- Taking an active role during groups and meetings
- Coaching residents (as needed) on “skillful” behavior and helping others continue to learn program rules and expectations
- Actively working with staff on transition planning
- Ability to disagree and get your opinion heard in an effective and skillful manner
- Ability to effectively and skillfully resolve conflicts with peers
- Taking a leadership role during groups and meetings – focused and on topic, helping others stay focused and on topic and showing appropriate ways to make requests, disagree and/or be heard
- Submitting copies of your school/work schedule and communicating changes
- Completing daily tasks independently – details, room etc., and modeling good time management skills
- Going the extra mile, helping when needed, etc.

Program Policy

To ensure residents live in a safe environment where they can focus on their treatment issues and goals for transitioning back into the community, Ridgeview has program policies that explain rules, expectations and consequences for not meeting expectations or breaking rules. Please review and initial the following program policies (attached to the back of this manual), which directly affect you.

- Residential Disciplinary Standards
- Release of Information

- Employer Release
- Use of Tobacco Products
- Escape Policy
- Narcotics, Firearms, Intoxicants and Search Law
- R-rated Movies, Video Games and Gang Affiliation
- Youth Complaint/Legal Services Request Forms
- Commitment to Treatment

Basic Rules and Procedures

Staff are always available to answer questions regarding rules and procedures. If you are ever in doubt, do not hesitate to ask for clarity. The following is a basic overview of rules and procedures:

- No pets
- You are responsible for your own laundry
- No locks on bedroom doors
- When checking out of Ridgeview, you must sign the checkout sheet and ask staff to initial
- When you return to Ridgeview, you must sign in and have staff initial
- Tattooing, piercing or other forms of disfigurement are not allowed
- No phone, TV, etc. during meal times
- No smoking
- Please report any broken item or damages to staff
- Please ask before going outside
- You may not go outside after dark without staff supervision
- Swearing is discouraged
- You must be under direct staff supervision a minimum of 12 hours every day (please ask about the 12-Hour Rule)
- If you stay home from work or school due to illness, you will be required to remain at the house sleeping/relaxing in either your room or the living room
 - No TV, video games or computer – this is so you can rest and feel better
 - No phone calls except to parent/guardian

Additional Procedures

- Fire and emergency drills are practiced routinely and at various times of day – when you hear the extremely loud fire alarm:
 - Leave the building at once
 - Gather on the sport court in the backyard where staff will do a head count
 - Listen and follow staff directions so that if a real emergency occurs you will know what to do
- Staff open all incoming mail for contraband and negotiable items
- All money goes through your Ridgeview Community Facility account, including wages from work and gifts from family/others
- Our secretary will stamp and mail reasonable amounts of personal mail daily
- No R-rated movies and no M-rated video games (games rated “T” are at staff discretion)
- Room decorations that are insensitive or offensive to others are not permitted
- No gambling

- Dorms are small and crowded, so try to limit personal possessions to necessities
- Please do not bring valuable or irreplaceable items as Ridgeview is not responsible for your belongings
- No open flames in bedrooms, including candles and incense
- Everyone has an assigned detail
 - Details are done throughout the day
 - Details change every Saturday
 - Detail generals are on Saturday mornings
- Music (see policy on page 22)
 - Please keep volume at reasonable levels
 - Please keep equipment in your own room
 - Music that contains swearing, glorifies violence, criminal acts or anti-social behavior is not allowed

Program Restrictions

We want to reward and recognize positive behavior and actions. Restrictions are limited:

- Ridgeview Community Facility does not use isolation
- Sanctions are generally used when teaching and coaching has failed to change negative behaviors
- Sanctions vary by need, circumstances and individuals involved – rarely are group sanctions used at Ridgeview

Some Types of Restrictions and Sanctions

- Time Out – You may choose or be asked to go to your room for a short period of time (less than one hour) to cool down or regulate your emotions
- Restriction/Grounded – No outings, no phone and no visitors (school and work are allowed)
- Total Restriction – No school, no work, no phone and no visitors
 - Meet with supervisor or administrator to discuss your commitment and eligibility to remain in the program is required
- Early Bed – In bed 30 minutes earlier than your usual bedtime
- Outing Restrictions – No community outings
- Phone Restriction – No phone calls

Complaint Services

If you have a complaint regarding your treatment at Ridgeview, 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 coach you through this process. If you have done this and feel that your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form located on the resident bulletin board in the front foyer. If you need help understanding the form, talk with the program supervisor or administrator. Fill out the complaint form and give it to the program administrator or supervisor and/or place it in the locked Youth Complaint Box located in the great room (next to the staff office window).

Legal Services

Staff will not provide you with legal advice, but you can contact your attorney at any time. If you do not have an attorney, but would like to seek legal assistance, you can consult the bulletin board in the front foyer. There are Legal Assistance Request Forms located there. Team Child is currently the legal counsel for JR youth. You can contact them anytime 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 in the sport court in the backyard for a head count. Please review the fire escape map attached to the back of this manual.

Actual Fire

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

Other/All Emergency Situations

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

Use of Tobacco Products

1. JR youth are not permitted to use tobacco products inside or on the grounds of Ridgeview Community Facility. In addition, visitors to Ridgeview will not be allowed to use tobacco products on the grounds.
2. JR youth shall not possess or use tobacco products.
3. Ridgeview treatment staff are not permitted to distribute tobacco products to JR youth or transport youth for the purpose of buying or obtaining tobacco products. Staff are not permitted to use tobacco products in the presence of Ridgeview youth residents.

Sanctions

1. Ridgeview youth caught smoking on the grounds will initially be counseled as to the “No Tobacco Use” policy and to the physical and safety hazards of the use of tobacco products.
2. Continued violations of the “No Tobacco Use” policy will be as follows:
 - A. Chronic abuse of the policy may result in a loss of privileges and may also become a focus or treatment target on your treatment plan.
 - B. Smoking in the house is a safety and security concern and could lead to loss of eligibility to remain in the program.
3. Education, health, prevention and cessation programs will be discussed, offered and may be required.

I have read and understand the above policy.

Signature of Resident

Date

Printed Name of Resident

Date

Staff Witness

Date

R-Rated Movies, Video Games and Gang Affiliation

Movies

1. Residents of Ridgeview Community Facility will not view R, X, NC-17 or unrated movies on Ridgeview grounds or in the community during community outings.
2. Staff will not transport students to view, rent or purchase R, X, NC-17 or unrated movies.

Video Games

1. Video games that depict gratuitous violence or mature sexual content are not allowed.
2. Mature-rated video games are not allowed.
3. Teen-rated games must be previewed and approved by staff.

Gang Affiliation or Identification

1. No graffiti, colors, sagging, rags, signs (signing), symbols or wearing of clothing or jewelry that identifies a resident as a gang member or drug dealer.
2. Residents with gang or convict identifying tattoos will be required to keep them covered when in the community and in the milieu.

Music

1. Music that contains parental advisories and/or anti-social lyrics such as profanity, degrading and abusive messages or messages that reinforce violence toward self or others are prohibited and considered contraband.

I have read and understand the above policy.

Signature of Resident Date

Printed Name of Resident Date

Staff Witness Date

Release Information

I hereby authorize Ridgeview Community Facility to release any information (legal, social, psychological, psychiatric, education, medical or dental) from my records and any legal file to appropriate educational institutions, employers, medical or dental personnel and/or community treatment facilities.

This information is deemed confidential and shall be released on a need-to-know basis only.

Signature of Resident Date

Printed Name of Resident Date

Staff Witness Date

Release to my Employer

To my employer:

Please be advised that I give my permission for any staff member of Ridgeview Community Facility to have full and complete access to all work-related documents, reports and/or concerns whether in oral or written form.

I understand that this release includes full and complete access to my work evaluations, work reports, performance and payroll information.

This release specifically authorizes my employer to release my paycheck to any staff member of Ridgeview Community Facility.

I also give my permission for any staff member of Ridgeview Community Facility to use a copy of this release as if it was an original document.

Thank you for your support in this matter.

Signature of Resident Date

Printed Name of Resident Date

Staff Witness Date

Narcotics, Firearms, Intoxicants and Search Law

The following state law applies to Ridgeview Community Facility:

Any person (and/or vehicle) entering these premises is subject to search. It is prohibited to bring any intoxicants, narcotics, drugs, firearms, explosives or weapons onto the grounds. Any person knowingly possessing a deadly weapon, narcotic drug or controlled substance upon these premises is guilty of a felony.

Violators will be prosecuted (RCW 9.94.040.9a.04.110)

I have read and understand the above law.

Signature of Resident Date

Printed Name of Resident Date

Staff Witness Date

Escape Policy

Escape shall be defined as any unauthorized absence from Ridgeview Community Facility or from the group home staff supervision, school or work site, authorized leave status, community involvement pass (CIP) or any time when whereabouts are unknown.

- I understand that escapes from Ridgeview Community Facility may be referred for prosecution.
- I understand that standard range guidelines for escapes committed within a 12 month period as a juvenile (under age 18) provide for additional sentences of up to 84 days.
- I understand that escapes committed as an adult (18 years of age or older) will be handled in the adult system and carry possible incarceration with the Department of Corrections (jail or prison) of up to five years.
- I understand that youth adjudicated for an escape (or any other offense) will not be granted subsequent leaves prior to having served their minimum term, and may also be returned to a more secure institutional setting.

I have read and understand the above information.

Signature of Resident Date

Printed Name of Resident Date

Staff Witness Date

Residential Disciplinary Standards

1. Serious violations by a youth include:
 - A. Escape or attempted escape
 - B. Violence toward others with intent to harm and/or resulting in significant bodily injury
 - C. Involvement in or conviction of a criminal offense under investigation by law enforcement or waiting adjudication for behavior that occurred during current placement
 - D. Extortion or blackmail that threatens the safety or security of the facility or community
 - E. Setting or causing an unauthorized fire with the intent to harm self, others or property, or with reckless disregard for the safety of others
 - F. Possession or manufacture of weapons, explosives or tools intended to assist in escape
 - G. Interfering with staff in performing duties relating to the security and/or safety of the facility or community
 - H. Intentional property damage in excess of \$1,500
 - I. Possession, use or distribution of drugs or alcohol or use of inhalants
 - J. Rioting or inciting others to riot
 - K. Refusal of urinalysis or search
 - L. Other behaviors that threaten safety or security

2. Other violations by a youth placed in a community facility include:
 - A. Unaccounted for time when a youth is away from the community facility
 - B. Violation of conditions of authorized leave
 - C. Intimidation or coercion against any person
 - D. Misuse of medication such as hoarding medication or taking another person's medication
 - E. Self-mutilation, self-tattooing, body piercing or assisting others to do the same
 - F. Intentional destruction of property valued at less than \$1,500
 - G. Fighting
 - H. Unauthorized withdrawal of funds with intent to commit other violations
 - I. Suspensions or expulsions from work or school
 - J. Violations of school, employment or volunteer work agreements related to custody and security concerns
 - K. Escape talk
 - L. Sexual contact or any other behavior, not defined as serious violation, resulting in a referral to the department of licensing, child protective services or law enforcement
 - M. Lewd or disruptive behavior in the community

3. Juveniles must be held accountable when there is reason to believe they have committed a violation. Whenever a juvenile placed in a community facility commits a serious violation, the juvenile must be returned to an institution (higher security level unit). Sanctions for other violations listed in section 2A-M may include transfer to a higher security level institution and MUST include one or more of the following:
 - A. Loss of privileges
 - B. Loss of program level
 - C. Room confinement up to 72 hours
 - D. Change in release date

- E. Reprimand and/or loss of points; Additional restitution
- F. Community service

4. When a sanction is imposed, the youth must also receive a counseling intervention to address the violation.

Residential disciplinary standards are posted on the student bulletin board. Please review in detail.

I have reviewed and understand the above standards.

Signature of Resident

Date

Printed Name of Resident

Date

Staff Witness

Date

Youth Complaint and Legal Assistance Forms

Youth complaint and appeal forms and legal assistance request forms are located on the resident bulletin board in the front foyer. You have access to these forms at all times. You can also contact your attorney for legal advice at any time.

I am aware of the youth complaint/appeal and the legal assistance process. I am aware of where the forms are located and understand that I can seek legal advice and/or file a complaint at any time.

Signature of Resident

Date

Printed Name of Resident

Date

Staff Witness

Date

Agreement to Participate in Treatment

Before you transfer to a community facility, you must understand that your willingness to continue work in treatment is essential. Your ability to succeed in a group home is completely dependent on your readiness and motivation to participate in treatment. Before you sign these agreements, please take some time to think them through. Why are you coming to a group home? Is it just to work or go to school? To see your family? Those are all good reasons, but all of those privileges are directly linked to your level of participation in treatment.

I agree to attend and actively participate in all assigned treatment groups.

X _____
Signature of Resident

I agree to work on any problems that interfere with the progress of my treatment or my peer's treatment.

X _____
Signature of Resident

I agree to work with and meet with my counselor to identify and prioritize behaviors and skills that I can work on that will help me transition successfully back into the community.

X _____
Signature of Resident

Printed Name of Resident Date

Staff Witness Date