



Woodinville Community Facility

# Program Handbook

Updated May 2020



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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**Woodinville Community Facility**

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## Overview

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

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## Program Introduction

Woodinville Community Facility is one of eight state group homes for JR youth and houses up to 16 young men. Woodinville is committed to fostering a warm and caring environment so that you feel safe in making big changes. Woodinville also provides education, vocational training and skills-based treatment services to help you successfully transition back into the community.

Treatment at Woodinville is based on the Integrated Treatment Model. Dialectical Behavioral Therapy (DBT) and Aggression Replacement Training (ART) 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 Woodinville 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 help you reduce behaviors that may get in the way of your goals. Part of your treatment plan will be to identify things that motivate you and establish achievable short and long-term goals.

Living at Woodinville 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 goes through an orientation process. This includes meeting with your assigned counselor, taking inventory of your belongings, touring the facility, introducing you to residents and other staff and reviewing basic program rules and expectations.

During your first 30-45 days in the program you are on Phase 1, which is the orientation phase. Privileges and expectations for Phase 1 are reviewed in detail in the Phase Level section of this handbook. During the first 30 days of residence your counselor and staff team 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 meeting with your case manager and the school teacher
7. Get comfortable in a new home and community setting
8. Learn address, phone number and bus routes
9. Begin to establish trust

After a community access review, residents may be expected to be responsible for their own transportation to and from work/school. This is usually through use of the public bus system and residents are responsible for purchasing their own bus passes/tickets.

During your first two weeks you will have limited community access. Exceptions will be made for medical appointments or other appointments relevant to your treatment, or for activities deemed necessary by the case management staff.

## Safety

At Woodinville, 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

Woodinville 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 Woodinville 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 Woodinville 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. Each room has a closet area that is out of view of the room window, please utilize this area when changing your clothing.

When staff are checking on residents, they will knock first and wait for a response. This is when you should inform staff that you are changing clothes. They will not come in. Staff only enter your room in this instance if there is a safety or security issue.

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

## Your Voice and Opinions Matter

At Woodinville, we will teach you how to get your voice and opinions heard in an effective way. We welcome your feedback and provide opportunities for you to participate in program planning and discussion groups, as well as opportunities to give your opinions, comments and feedback directly (in group or meetings) and indirectly (through feedback forms).

## Treatment and Programming

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

## The Five Functions of Integrated Treatment Model

1. Motivation and Engagement of Clients
  - How can we motivate you to want to be in treatment and keep you engaged in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
  - You will gain skills through acquisition groups and one-on-one counseling to help you manage your relationships, school and work and life events.
3. Skill Generalization

- We help to ensure you are able to use the skills you have learned in a variety of contexts or settings. This is done through role-play practice and exposure to new places and situations (i.e. public school, job in community, new friends, etc.)
4. Structuring the Environment
    - We will help to create a place where you feel comfortable learning and using new skills. We will help to create an atmosphere that promotes your success and teach you how to structure your own environment for both short-term and long-term success.
  5. Motivate and Engage Treatment Providers
    - This area of the ITM is for managers to make sure they motivate and engage the counseling staff to stay focused on the ITM model and provide you the best treatment guidance they can.

### Life Skills

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

## Programming Opportunities

### Education, Employment and Day Program

All residents are required to have a full time work and/or school program. Upon arrival, you will meet with your assigned counselor and the schoolteacher to assess the best program for you. Together, you will develop a personalized plan that links your goals with your treatment needs. If you will be enrolled in school you most likely will start on-campus within your first few days. If you will be attending college level classes or working in the community you will start on the Day Program.

The Day Program is for residents who have not yet employed or in a school program full time. The purpose of a structured day program is to provide opportunities to develop a work ethic and follow a schedule.

Day Program Schedule	
7 – 9:30 a.m.	Wake up, breakfast, room care, hygiene
9 – 10:30 a.m.	Daily cleanup including kitchen, house, outside and other tasks assigned by staff
10:30 – 11 a.m.	Break time – games, outside, etc.
11 a.m. – 12 p.m.	Job search, job prep, assigned individual programming
12 – 1 p.m.	Lunch and cleanup
1 – 1:30 p.m.	Recreation time – basketball, weight training, etc.
1:30 – 2:30 p.m.	Education, study, reading time (no TV)

Note: Times may change to meet other programming needs.

### Woodinville In-House School

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

### Public High School

Inglemoor High School is a community-based school in the Kenmore area. Students must complete a referral process to attend classes. Things to consider for placement at Inglemoor:

- You must be close to on track with credits
- Proven to be behaviorally trustworthy to be in a community school
- Consideration for the time of placement in the program

### GED Completion

Woodinville in-house school provides GED prep classes and testing. GED work may be completed in community-based settings like Friends of Youth or at Lake Washington Institute of Technology. Transportation options, availability of courses, covering course costs and level of trust in the community are all factors taken in to consideration for enrollment in these programs. Woodinville 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.

### Cascadia Community College or Lake Washington Institute of Technology

These are for students interested in starting post-high school education. You can work towards completing an associate's degree or a technical degree. You and your counselor can discuss this in greater detail once you arrive at Woodinville.

### Employment

There are a number of job opportunities in the local 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 Woodinville 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 counselor will review this form prior to starting your job. It is vital to remember that when you are working in the community, you are representing Woodinville and Juvenile Rehabilitation. Following the rules and regulations outlined in the Employment Agreement is extremely important.

Security regulations require staff to transport youth to work during their first 30 days in residence. Residents who attend school only part-time are encouraged to find part-time employment to provide for personal needs and to gain employment skills.

Staff assess behaviors, responses and overall program motivation throughout the entirety of your stay. This assessment helps to determine the level of community involvement you will have. Prior to any new community program, staff will work with you on improving pro-social behaviors so you can achieve all of your goals.

## Community Engagement and Family Visitation

### Family Visitation

We encourage as much family and community support contact as reasonable during your stay at Woodinville. During your first 30 days, only immediate family may visit you. 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 to schedule visits during visiting hours. All children who are visiting Woodinville must be under the direct supervision of a parent or guardian at all times.

### Non-Family Visitors

Once you reach Phase 2 of the program, you are eligible to have non-family visitors. Your counselor and family must approve all non-family visitors prior to their arrival. All visitors that are under the age of 18 must be accompanied by their own parents. You can work with your counselor to arrange for non-family visitation.

### Visiting Hours

Visiting hours are Monday, Wednesday, Thursday and Friday from 3 p.m. to 5 p.m., weekends from 10 a.m. to 7 p.m. and Tuesdays as arranged by your counselor. You must plan these visits in advance with staff. Residents are not allowed to miss school, work or treatment groups for visitation.

### Visiting Protocol

- Visits are typically scheduled in two hour time blocks.
- Visits can be scheduled outside of visitations hours with staff approval.
- Visiting hours can increase based on your Level.
- Limit of four visitors per resident.
- All visitors must check in with the staff on duty, sign the visitor log and present valid photo ID.
- Visitors may bring food and clothing for residents at Woodinville. All items are subject to prior approval by staff and will be searched and inventoried.
- Gifts, clothing, money and any other items brought for a resident must be cleared ahead of time by staff. Any of these items must be given directly to staff on shift to either search or, in the case of money, deposit in to the residents house account.
- All food brought in must be pre-cooked or homemade and ready to eat.
- Leftovers must be labeled, dated and placed in the refrigerator for snack only. Store bought desserts may be shared with other residents if pre-approved and enough is brought for all residents.
- Visitors must keep their children in sight at all times.
- Visits will not interfere with your treatment program.
- Residents are not allowed to use or be in possession of cell phones during visits. Violation results in visitation privilege suspension for 30 days.
- Ask staff before taking pictures. Staff need to protect the confidentiality of other residents and will find an area to take pictures.
- Visits may only take place in the dining room, living room or outside patio.
- Ask staff before going outside.
- Once a visit has started, you cannot go back to your room.
- If you need to use the restroom during a visit, you must ask staff permission and be searched before and after.

- Residents and visitors should use respectful communication free of profanity and offensive gestures.
- Smoking is not allowed on Woodinville property.
- Tobacco products and lighters are not allowed in the facility.
- You may greet with a hug or hand shake and depart with a hug or handshake, however no other physical contact is allowed.
- Exceptions to the visitor policy may be granted under specific circumstances (long distance travel, work schedule, etc.). When requesting an exception, allow 48 hours for administrator or supervisor approval.
- Staff can terminate visits at any time.

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).

## Family Outings

Once you have reached Phase 2 in the program you may be eligible to go on family outings. Family outings can last from 1-12 hours depending on your phase level in the program. 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. Your supervising adult must also review with staff an Orientation to Community Involvement Passes document prior to your first CIP.

## Authorized Leave

Authorized leave is based on your level of motivation and engagement in treatment, your phase level, your parent/guardian's level of involvement in your treatment 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.

## Community Involvement Passes

Once you have reached the highest program phase and have established positive community accountability, you may be eligible for Community Involvement Passes (CIP). These passes are used to increase independence and support transition goals in the community. These passes must be approved by the WCF Administrator. 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.
- You are actively involved in your approved program (work/school).

- You are meeting facility and community expectations.
- You are actively engaged in treatment requirements and making progress.
- You know your targets and skills and demonstrate them in the milieu.
- You have a restitution and a community service plan.

The CIP process from beginning to end is as follows:

- Request a CIP form from staff.
- Complete all information in pen.
- Submit form prior to requested day.
- Your case manager must review your request.
- The CFA will also review and give or deny approval.
- Before a CIP occurs your parent/guardian needs to visit and meet staff (unless distance is a factor), communicate regularly with you and your counselor and be actively involved in your treatment.
- Parent/guardian or volunteer need to attend an orientation prior to the outing. During the orientation, they need to submit a copy of their driver's license and valid insurance, unless they will be walking or using public transit.
- Only those listed in the CIP are allowed to attend the planned event.
- You and your escort sign a form agreeing to and verifying the conditions of the outing.
- Youth and escorts coming back from a CIP will debrief staff and provide receipts. Receipts are needed even if the escort pays for the activity; this is to ensure accountability in the community.
- CIPs can be denied for incomplete request forms, forms submitted late, behavior, safety, security issues, inappropriate activities, unapproved escort, invalid treatment considerations, facility situations and invalid license or insurance.
- Outings can be canceled without prior notice.
- Once a CIP is approved there cannot be any changes without the approval of the administrator.
- Staff may do a visual while you are on your outing.
- If residents are late, a phone call is required to the group home

## Treatment Addendum

Treatment addendums are required for all unsupervised movement off campus. You are required to have addendums in order to go to school, work, family outings, school outings, etc. Staff will meet with you in order to go over this paperwork.

## Telephone Use

The amount of phone calls you can receive or make per day depends on your phase level in the program:

1. Phase 1 – two calls per day Sunday – Thursday and three calls per day Friday – Saturday
  2. Phase 2 – four calls per day Sunday – Thursday and five calls per day Friday – Saturday
  3. Phase 3 – No limit of phone calls per day
- All calls must be logged and signed off by staff on the daily phone log.
  - You must communicate to staff if there are any questions about a No Contact call.
  - Phase 1 calls must be made by staff and taken in the staff office.

- No calls may be transferred to third party, another resident or another phone number.
- Phone hours are 10 a.m. – 9:45 p.m. (depending on phase level)
- One long distance call can be made per week through staff or the use of phone cards, which can be purchased at the student store.
- Absolutely no cell phones – no exceptions
- Phone calls are limited to 10 minutes (Phase 3 can negotiate longer if not a busy time of day)

Please review the Phone Use Policy posted next to the resident phone in the staff office for more detail regarding phone hours, time limits and phase level phone privileges.

## Resident Funds

While at Woodinville, you may receive or earn money. Woodinville staff are the assigned custodians of all money received by youth. Staff will document and receipt all money and place it in the youth's individual in-house account. Youth 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.
- Half of all money earned will go toward any restitution you owe.
- All residents have a savings account through Bank of America and a quarter of your money will go toward savings.
- You will be required to assist and sign off on all banking/resident fund transactions.
- Loaning or borrowing money from other residents, staff or community members is prohibited.
- Staff return funds to you upon release or forward to the receiving institution in case of transfer.
- Woodinville staff collect all paychecks, most businesses use direct deposit and this is acceptable.
- You may sign out money on a daily basis for bus fare, lunch, etc. Your counselor must approve all spending.
- Residents will provide receipts for all purchases made while on community involvement passes, authorized leaves or staff-escorted shopping trips.

## Written Correspondence

We encourage you to write often to your family. Woodinville supplies envelopes, paper and pencils for writing letters, however, you will need to provide your own postage (exceptions will be made if you cannot afford postage).

Please give outgoing mail to staff before 10 a.m. on weekdays to be mailed the same day. All incoming and outgoing mail will be documented in the mail log regarding sender information. Mail can only be received from those on your approved contact list. If you receive mail from someone not on your contact list, it will be given to your counselor to approve.

Staff open all incoming mail. 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.

Additionally, you may receive publications as long as they are pro-social in nature, not drug or alcohol related and do not objectify women.

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 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. This allows our residents to complete any community service hours owed to the court. There are numerous opportunities to volunteer. All Woodinville residents are required to complete community service hours and we take great pride in the amount of hours our residents are able to complete each year.

The expectation is that all community service be done away from WCF. Community service at WCF is authorized only under special circumstances and with the approval of the program administrator or supervisor.

The minimum required hours each month are as follows:

Phase 1 – two hours per month

Phase 2 – four hours per month

Phase 3 – six hours per month

Failure to complete monthly community service hours will result in some loss of privileges (telephone, outings, and visits etc.)

## Personal Wellness

Woodinville supports personal wellness and healthy lifestyles. We have a full time cook who provides nutritious, balanced meals. Woodinville also provides some structure to encourage necessary levels of sleep and exercise. We also have weights and a sport court on site.

### Medical, Dental and Mental Health Services

Medical, dental and mental health services are available off site at community agencies. When you arrive, we can 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. Woodinville 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.

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

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

Woodinville prohibits keeping medications in resident rooms or personal possession. Staff manage all medication. Staff supervise consumption of any medication.

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 Woodinville from any responsibility. Taking your prescribed medication(s) is voluntary, though refusing your medication results in consultation with the supervisor or administrator.

Those residents that are seriously ill may request to be put on bed-rest (vomiting, fever, diarrhea, etc.), but must remain on bed-rest all day. Bed rest is not for those that have a cold or are tired.

If you need to miss school due to illness, you must remain at the house, sleeping or relaxing in your room. When sick, you must sign a sick status contract and cannot change status until the following day.

- Meals may need to be served and eaten in your room.
- 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

### Mealtime Expectations

Good nutrition is important and Woodinville encourages a healthy, well-balanced diet. Woodinville 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
- We'll make you a cake of your choosing for your birthday
- Special treats are prepared for various occasions and holidays
- You must wash your hands before meals and snacks
- Ask staff for permission to enter the kitchen
- Do not trade food
- Only take as much food as you plan to eat (you can have more food after everyone has had a chance to eat)
- All residents are required to report on time to meals and either accept or decline the meal
- Please be courteous and respectful during mealtime (say please, thank you and talk at a reasonable volume)
- Foul language is not tolerated
- Please wear shirts with sleeves, close-toed shoes and pants/shorts at all meals
- Must remove hats and hoods during meals
- Eat all food in the dining room
- Residents may not watch TV, play video games or make phone calls (etc.) until all meal details are completed
- When you have finished your meal, ask staff to excuse you from the table
- Remain in common area after meals

### Mealtime Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.	9:30 a.m.	9:30 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	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.

### Bedroom Cleanliness

We have minimum standards for room cleanliness at Woodinville. 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
- 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 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 Schedule			
	Phase 1	Phase 2	Phase 3
Sunday – Thursday	9 p.m.	9:30 p.m.	30 minutes before swing staff leave
Friday – Saturday	9:30 p.m.	10:15 p.m.	30 minutes before swing staff leave

Every night we have a Quiet Hour in order to let residents get settled and ready for bed. Expectations for Quiet Hour are as follows:

- In rooms and no room visiting
- Quiet talk, music or television
- Take care of bedtime routines

Once Quiet Hour is over, the expectation is that you will be:

- In bed
- Music low or off
- No talking
- Lights out
- No TV

## Exercise Room

There is weight lifting equipment and a pool table in the basement exercise room. Residents must ask staff before using this area. This room is open during most “open program” times. There may not be more than four residents at one time using this area unless staff are directly present.

## Sport Court

There is an outdoor sport court on campus. This court may be utilized in the same way as the exercise room. There is no music allowed outside.

## Treatment and Coaching

### Individual Counseling

Woodinville administration assigns counselors to youth prior to arriving to the facility. Your counselor will help you through 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 treatment. You will meet for a minimum of one hour every week. Your counselor will work to develop a therapeutic relationship with you and will review limits of confidentiality (what will remain confidential and what will have to be reported or discussed with other staff). Together you will identify 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 sessions, 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 Woodinville 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

During your orientation period you are required to complete Diary Cards so staff can get to know you. These cards will also have assigned DBT skills that you will learn and review with staff each day. You are required to get staff to sign your card every day. Once you have turned in 14 cards you are eligible to start using the resident phone located outside of the staff office (during your first 14 days, all phone calls are received and made from the staff office). Once you have completed and turned in 28 skill cards you are eligible to move to Phase 2 in the program. Your assigned counselor will review the skill cards with you and help you get started.

### Treatment Groups

All residents participate in weekly treatment groups. There are a variety of treatment groups to participate in.

1. **Orientation Group** – Every youth will attend this group upon arrival to Woodinville. This group meets weekly and focuses on Woodinville’s program and rules, as well as defining and understanding the treatment process.
2. **DBT Skills Acquisition Group** – This group meets once a week and teaches ways to manage anger, emotions and frustrations, and can help you develop effective interpersonal skills. There are four separate teaching modules including mindfulness, interpersonal effectiveness, emotion regulation and distress tolerance. These modules provide specific skills to practice in the program and in the community.
3. **Skills Generalization Group** – This group meets weekly and is for residents who have completed the DBT skills training group and have a basic knowledge and understanding of the DBT skills. This group focuses on identifying behaviors you would like to change (target behaviors) and 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.

- 4. Drug and Alcohol Group** – This group meets weekly and covers drug and alcohol treatment and educational purpose. Residents attend this group based on need assessment. Residents also attend weekly AA/NA group meetings in the community.

Other treatment groups and meetings can be scheduled as needed. You will work with your counselor to determine which groups to attend.

## Program Expectations and Privileges

Woodinville has a three-tiered phase system for identifying privileges and in-house program structure. Below is an explanation of the expectations and privileges you can earn.

### Phase 1

- ❖ Complete 28 skills cards. Your skills card has assigned skills based on the four modules taught in the DBT skills groups as well as some basic social skills. These are all skills you need to practice for staff to sign off on your cards. Staff sign off on the skills daily.
- ❖ Participate in all assigned treatment groups and get to know group expectations. Practice listening and participation skills.
- ❖ Follow “Day Program” expectations until you get an individualized program. This means waking up on time, helping out with breakfast and lunch details, working on treatment assignments given to you by your counselor and generally staying constructive, busy and active through the day.
- ❖ Get to know program rules and ask questions.
- ❖ Complete two hours of community service per month.

### Phase 1 Privileges

- ❖ May have stereo in room.
- ❖ Able to go on group outings after second weekend in program.
- ❖ Family members can visit at group home.
- ❖ Ability to go out in the community on job searches with staff.
- ❖ Ability to work or go to school in the community (staff transport).

### Moving to Phase 2

Once you have completed your first 30 days in Phase 1 with all assignments turned in and positive participation, you may be eligible for in-house Level 2 privileges. This allows you to get Level 2 bedtimes, phone calls and privileges in the program (no Level 2 community access privileges). In order to receive your outright Phase 2, you must take the following steps:

- ❖ Meet with your counselor and make sure all your cards have been completed and turned in.
- ❖ Ask your counselor for feedback on what you have been doing well and what you can continue to improve.
- ❖ Develop a plan with your counselor on how you will make improvements and how you will continue the behaviors/skills you have been doing well. Write this on paper for yourself and your counselor.
- ❖ Have your counselor review, approve and sign off on your plan for you to request your Phase 2.
- ❖ Have your counselor present your plan and request for Phase 2 to the staff team during the Tuesday staff meeting.
- ❖ Once your request has been reviewed by the team, you will either receive your Phase 2 or you will be given specific feedback on what you need to continue working on. You can then re-apply for your Phase the following Tuesday.

### Phase 2

- ❖ Continue working on skills cards your counselor has assigned to you. These cards are specific to you and the skills you are learning. Work with your counselor to decide how often you need to turn skills cards in, and how many signatures you need to get on each card.
- ❖ Actively participate in assigned skills/treatment groups. This is the time to start working on your leadership skills. Active participation means you will be “awake and focused” during group.

Work on increasing your participation by asking and answering questions and completing assignments.

- ❖ Know and follow basic program rules and expectations.
- ❖ Work on increasing your leadership role by helping Phase 1 residents learn rules and expectations.
- ❖ Work on accepting cues, coaching and feedback from staff “skillfully.”
- ❖ By now, you should have an individualized program, which consists of going to school or working full time.

You will be fully participating in your individualized program if you:

- ❖ Go to work as scheduled unless you have a staff-approved appointment (i.e. 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 from co-workers, supervisor and teachers).
- ❖ Keep staff aware of your work/school schedule by completing the Daily Program Monitoring sheet.
- ❖ Wake up on time – set your alarm or leave a wake-up slip for staff.
- ❖ Complete four hours of community service per month.
- ❖ Are able to practice good time management skills.

### Phase 2 Privileges

- ❖ TV, DVD, VCR, stereo in room.
- ❖ Five 10-15 minute phone calls per day.
- ❖ Approved friends may visit at group home.
- ❖ Ability to leave campus for community service.
- ❖ Ability to use the public bus for transportation to and from work, school and community service.
- ❖ Ability to go on approved family outings.
- ❖ During the last six months of your sentence you are allowed Authorized Leave.

### Moving to Phase 3

- ❖ Have consistent Phase 2 behavior.
- ❖ Get feedback from staff on what behaviors and skills you should improve, what you are doing well and what you should continue doing.
- ❖ Ask your staff to get feedback from the team during the weekly staff meeting on what behaviors and skills you can work on.
- ❖ Write a plan for how you will work on these skills and behaviors.
- ❖ Have this plan approved by your staff and begin working on these behaviors.
- ❖ Work with your staff to decide when you can begin working on your Phase 3 packet. This packet consists of treatment assignments, skills/program knowledge tests, feedback forms from your boss, teacher and program staff and a Phase 3 project that you and your counselor will decide upon.
- ❖ Complete your Phase 3 packet and project and turn it into your staff for review and approval.
- ❖ Have your staff arrange a time for you to present your packet and project during the weekly staff meeting.
- ❖ Once you have made your presentation you will either receive your Phase 3 or you will be given specific feedback on behaviors/skills to improve or what additions/corrections you should make to your packet or project.

### Phase 3

You are now considered an independent, positive role model and a leader in the group who is continuing to actively work on transitioning back into the community. Your behaviors and interactions should reflect this. You will:

- ❖ Actively participate in your work or school program.
- ❖ Accept cues and feedback from staff without incident.
- ❖ Actively participate in treatment and skills groups.
- ❖ Role model independent and positive leadership to residents.
- ❖ Take an active role during groups and meetings.
- ❖ Coach Phase 1 and Phase 2 residents (as needed) on “skillful” behavior and help them continue learning program rules and expectations.
- ❖ Actively work with your staff on transition planning.
- ❖ Be able to disagree and get your opinion heard in an effective and skillful manner.
- ❖ Take a leadership role during groups and meetings. Stay focused and on topic, help others stay focused and on topic, and model appropriate ways to make requests, disagree and get your opinions heard.
- ❖ Complete daily tasks independently and model good time management skills.
- ❖ Go the extra mile and help out when needed.

### Phase 3 Privileges

- ❖ TV, VCR, DVD, stereo, game station in your room.
- ❖ Unlimited phone calls as negotiated with staff
- ❖ Later bed time as negotiated with staff
- ❖ Family outings (increased times)
- ❖ Authorized Leave
- ❖ Approved social and volunteer outings

## Motivation and Engagement/Re-Focus

Residents will be placed on the Motivation and Engagement Phase for the following reasons:

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

The specialized program that you develop and implement with your counselor is individualized to your specific needs, but will follow a general guideline as follows:

- Complete a behavior chain to identify and assess why you are feeling unmotivated and unwilling to participate in treatment.
- Identify any vulnerabilities you may have and what the outcomes (both positive and negative) of not doing treatment are.
- Identify the function of your behavior and then identify replacement skills you are willing to try.
- You and your staff need to work out a daily program for you to follow that includes treatment assignments, community service and structured free time activities. It is important that you help

develop your daily program so that you are aware of expectations, and so you can agree ahead of time about what you are willing to do.

- Help your staff identify things you are willing to work for (things that motivate you). We call these “reinforcers.” Examples of reinforcers are phone calls, community access, punches on your punch card, etc.
- Work with your counselor to modify your treatment plan so the behaviors that led to your loss of privileges are targeted as your primary treatment focus.
- While you are on the Motivation and Engagement Phase/Re-Focus you will not have as much community access as you once did and your privileges will be placed on “hold.” However, you may earn some privileges through the specialized program you and your counselor come up with.

There is no set amount of time that you will be on Motivation and Engagement Phase/Re-Focus.

## Tickets

Woodinville has a token economy system to help motivate residents to make better choices. You can earn tickets by practicing skillful behavior that is specific to your targets. The number of tickets are determined by how difficult the specific situation is for you. You are given tickets when staff observe positive behaviors or attempts to be “skillful”. Tickets can be used for extra phone calls, later bed times and to buy items out of the student store. Your staff will explain how to earn and spend tickets in greater detail when you meet.

## Program Policy

To ensure residents have a safe environment to focus on treatment issues and goals for reentry, Woodinville 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 process.

- Residential Disciplinary Standards
- Release of Information
- Release to my Employer
- Use of Tobacco products
- Escape Policy
- Narcotics, Fire Arms, 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:

- You are responsible for your own laundry.
- No locks on bedroom doors. You can lock your wardrobe, a key is provided.
- You must sign the checkout sheet before leaving of the home and upon your return. Staff must 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 or downstairs.
- Swearing is discouraged.
- Within 24 hours of the day you must be under direct staff supervision a minimum of 12 hours (please ask about the 12-Hour Rule).

## Program Restrictions

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

- Isolation is not used at Woodinville Treatment Center.
- Generally, sanctions are 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 WTC.

Some types of restrictions and sanctions include:

- Time Out: Go to room for short period of time (less than one hour). Time outs are used when you need time to cool down or regulate your emotions. You are encouraged to take self-time outs as needed.
- Student Restriction: No outings, no phone and no visitors. School and work is allowed.
- Total Restriction: No school, no work, no phone and no visitors – review board required.
- Early Bed: In bed 30 minutes before your regular scheduled bedtime.
- Outing restrictions: No community outings.
- Phone Restriction: No phone calls.

## Restitution

Restitution payments are a priority for youth during their residency. You and your counselor will arrange restitution payments. If the court specifies a certain percentage that must be deducted from your wages, Woodinville must follow the court order. If you have large restitution and have completed high school/GED, you will have to look at work in lieu of other programs unless you can combine two programs (i.e. work/school). Restitution agreements will be completed with your case manager once you arrive.

## 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 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.
- Staff review outgoing mail and initial the envelope prior to sealing contents.
- The Woodinville administrative assistant stamps and mails only reasonable amounts of personal mail daily.
- All money goes through your Woodinville Community Facility Resident Account. This includes wages from work and gifts from family/others.
- No R-rated movies and no M-rated video games (games rated “T” are at staff discretion).



- Insensitive or offensive room decorations are not permitted.
- Gang related pictures, drawings or designs are not allowed and will be confiscated.
- No gambling, trading, borrowing or loaning.
- Dorms are small and can get crowded – try to limit personal possessions to necessities:
  - Woodinville is not responsible for your belongings.
  - Please do not bring valuable or irreplaceable items.
  - All personal items must be inventoried.
- No open flames, lighters or any other behavior to ignite or start a fire – you will be held accountable for destructing or possible destruction of Woodinville property.
- Details are done after evening meals and change every Wednesday. Detail generals (deep cleaning) happen on Sunday night.
- Music
  - Please keep volume at reasonable levels.
  - No music outside (neighbors complain).
  - Keep music equipment in your room.
  - Music that contains swearing, glorifies violence, criminal acts or anti-social behavior is not allowed.
  - Burned CDs are not allowed.

### Complaint Services

If you have a complaint regarding your treatment at Woodinville, 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 located on the resident bulletin board in the dining/phone area. 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.

### 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 in the resident hallway. 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 sport court 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 Woodinville, our first consideration in any emergency is the protecting and saving of lives.

## Resident Orientation Checklist

I have been provided an orientation and a copy of the program handbook. All major topics have been pointed out to me. If I have any questions I may ask staff or refer to my handbook. I agree to read the handbook.

Resident Signature/Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Resident Initials	All these points <u>must</u> be covered with new residents.
	30 DAY IN-HOUSE POLICY
	PROGRAM DESCRIPTION
	ESCAPE FORM
	USE OF TOBACCO
	DRUG AND ALCOHOL TESTING
	GANG AFFILIATION FORM
	RESIDENT COMMUNICATION
	PERSONAL PROPERTY
	RULES, REGULATIONS AND CONSEQUENCES FOR VIOLATIONS
	GRIEVANCE/COMPLAINT PROCEDURES/RIGHTS
	NOTIFY FAMILY OF ARRIVAL AND EXPLAIN FAMILY INVOLVEMENT POLICY
	FAMILY NOTIFIED OF RULES, ESCAPE POLICY AND COMMUNITY ACCESS PROCEDURES (VIA INTAKE LETTER)
	PROGRAM EXPECTATIONS (TREATMENT, SCHOOL AND WORK), CURFEWS, SIGN-IN/OUT
	PERSONAL OUTINGS
	CLOTHING, HYGIENE AND APPEARANCE
	DBT PROGRAM AND STORE
	JOBS (COMPLETION OF THE JOB SEARCH PACKET/PROCESS)
	LAUNDRY AND LINEN
	MEDICAL AND DENTAL POLICIES
	MONEY MANAGEMENT (BUDGET, RESTITUTION, SAVINGS, ETC.)
	MEALS, SNACKS AND PERSONAL FOOD
	MORNING ROUTINE
	RECREATION
	PERSONAL MUSIC/HEADPHONES
	RESIDENT ROOM EXPECTATIONS
	COMMUNITY SERVICE

## Counselor's Contract of Agreements

- I agree to make every reasonable effort to offer you treatment as competently as possible.
- I agree to make my best effort to be supportive, to help you gain insight and learn new skills, and to teach you behavioral tools that you may need to be more effective with your current treatment targets.
- I cannot save you or solve your problems, but I can give you the tools and help coach you to do it yourself.
- I agree to guide you, although you will need to make the changes yourself.
- I agree to make contact with you and be available to you. In the case of my absence, I will have a back-up counselor available to assist you with basic needs.
- I will attend regular staff meetings and ask the assistance of other staff to help me develop treatment targets, assist in coaching skills or shaping your behaviors.
- I agree to provide honest feedback to you so that you may learn and grow.
- I agree to respect your confidentiality regarding treatment information when interacting with people outside of the Woodinville Program.
- I agree to believe that you are doing the best that you can. I also believe that you can do better given more resources.
- I will not give up.

Counselor Signature/Date:

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Resident Witness  
Signature/Date:

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## Resident's Contract of Agreements

- I agree to attend to all personal hygiene needs, to get up on time, to be ready to participate in the daily program, arrive to meals on time and go to bed on time.
- I agree to help keep the house clean by doing chores, picking up after myself and asking others to do the same. I will help around the house with yard work, cooking, etc.
- I agree to communicate any concerns or problems I have to staff one-on-one. This includes thoughts of running away, using drugs and hurting myself.
- I agree to share information, discuss feelings and explore my behavioral and emotional patterns with (at least) my assigned case manager/counselor.
- I agree to receive feedback and guidance from staff.
- I agree to ask for help and respect staff at all times.
- I agree to take advantage of all programs offered to me, to participate in groups, to use my DBT skills, to complete all treatment assignments and to give my best effort in everything I do.
- I agree to be in my designated community location at all times and to only enter authorized areas of the house.
- I agree to respect other people's property and the property of the house. I will not engage in theft or the destruction of property. If I cause any property damage, even accidentally, or see others damaging property, I will inform staff.
- I agree to respect the rights, feelings and personal space of others. I will not victimize others. I will communicate in a way that is respectful toward everyone.
- I will not encourage negativity with peers as I understand this is inappropriate.
- I agree to familiarize myself with and follow all the program rules and procedures by reading the Program Handbook and signage in the house. I will ask questions if I do not understand something. I realize that the Program Handbook is not exhaustive and that policies change from time to time. I understand I must do what staff ask of me.
- I agree to use my earned income to pay any outstanding restitution I may have.
- I agree to participate in monthly community service projects.
- I understand that following the rules, making responsible decisions, showing positive behavior and demonstrating motivation in treatment are ways to earn trust and privileges.
- If I break any of the above agreements, I will look at my goals and link them to my behaviors. I will review why being a Woodinville Community Facility resident is important to me and make a plan to address the barriers I had in fulfilling the above agreements.
- I agree to refrain from:
  - Using drugs and alcohol
  - Using or possessing a cell phone
  - Any gang behavior
  - Using aggression (fighting, intimidation, etc.) to solve problems
  - Committing the felony of Escape 2 degree or assisting or encouraging others to do so
- My signature below indicates my willingness to reside at Woodinville Community Facility and follow the agreements above.

Resident Signature/Date:

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Counselor Signature/Date:

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## Escape and Unauthorized Absences

This document pertains to all youth who leave Woodinville Community Facility without official permission or deviate from an approved Supervisor Plan.

Any resident leaving this agency without the direct permission from an official Woodinville Community Facility staff member will be referred for escape charges.

Any resident leaving this agency with the direct permission of an official Woodinville Community Facility staff member, but failing to follow the designated plan (Supervision Plan) may be referred for escape charges. You must call Woodinville Staff immediately if there are any delays (i.e. you miss a bus).

Any resident leaving this agency with the direct permission of an official Woodinville Community Facility staff member who fails to return at the designated time may be referred for escape charges.

Escape from this agency will be referred to the prosecutor's office. The prosecutor's office will determine juvenile or adult charges.

Deviation from an approved Supervision Plan or CIP is not permitted. This may be considered an unauthorized absence or an escape.

Any resident leaving this agency to go on leave status with the direct permission of an official Woodinville Community Facility staff member who fails to stay at the designated leave residence, will be charged with escape unless prior approval is given by an official Woodinville Community Facility staff member.

Resident Signature/Date:

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Staff Signature/Date:

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## Gang Association or Affiliation

While at Woodinville Community Facility, I am committed to refraining from all gang-related activities.

I will wear clothing that is safe, appropriate and doesn't identify me with any gang members or group. I will choose to wear clothing in a responsible manner that is not common to gang members and I will not display other items or actions that identify me as a gang member.

I agree to accept feedback and direction from staff pertaining to my gang involvement, including colors, clothes, sagging, language and any other issues that Woodinville staff bring to my attention.

Resident Signature/Date:

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Staff Signature/Date:

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## Drug and Alcohol Agreement

I am committed to making responsible choices and will not ingest, deal in or have in my possession, controlled substances or alcohol during my entire stay in the Woodinville program. As part of this agreement, I understand that I may be required to submit to drug testing at staff's discretion. I understand that if I use drugs or alcohol I will be returned to the institution immediately.

I will receive 10 points on my CRA score and will receive an updated treatment evaluation.

Resident Signature/Date:

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Staff Signature/Date:

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## Community Service Agreement

Community Service is part of an agreement to the community of Kirkland. Woodinville residents will perform community service in the local area. This allows the opportunity for residents to:

- Understand restorative justice and offer repair to communities.
- Give back to a community and experience the rewarding and educational experience.
- Represent themselves in a positive manner when interacting with community members and creating ambassadors for rehabilitation efforts.

I will perform community service as offered.

Resident Signature/Date:

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Staff Signature/Date:

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