

Resident Handbook

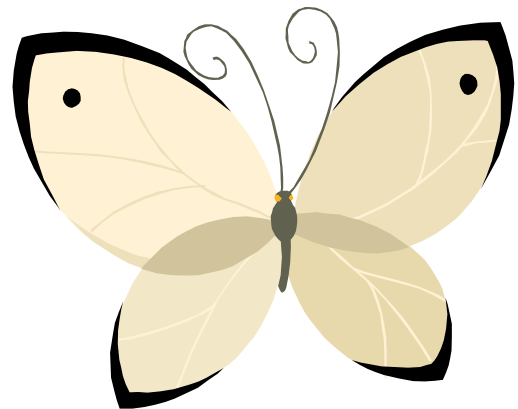


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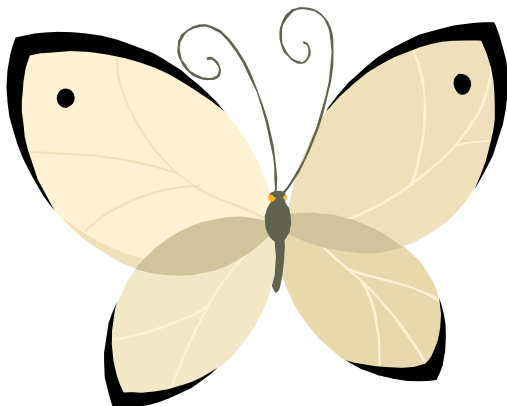
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Welcome to Let's Talk About It Girl's Home!

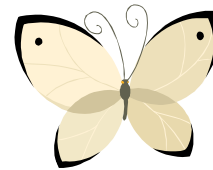
Our Mission is *Empowering Families One Child At A Time.*

The goal of our program is to:

- foster emotional healing
- create a safe and stable environment
- improve family relationships
- build spiritual and moral development consistent with the individual's spiritual beliefs
- increase personal competency and responsibility in relationships
- improve educational and vocational performance
- identify and nurture strengths

Our unique services include:

- Group Counseling
- Individual Counseling
- Substance Abuse Counseling
- Family Counseling
- Life Skills Development



We offer the following support services:

Education: Our residents attend public, charter and alternative schools. In collaboration with community and university organizations, tutorial services are provided for all residents.

Health and Wellness: Menus, including meals and snacks, are selected according to nutritional dietary requirements. Each resident will be enrolled at the local Y.M.C.A.

Group and enrichment activities: Each resident's personal interests and strengths are identified and nurtured; for example, interest in theater, poetry, music, and other arts is fostered and encouraged.

Therapeutic Services: Individual, group, family and substance abuse therapy are provided.

Academic Responsibilities:

We are committed to providing the following:

- Assistance with school enrollment (charter, alternative, public high or middle)
- Assistance with homework, projects, special assignments, etc.
- A place to study
- School supplies (pens, paper, pencils, markers, etc.)
- Advocacy on behalf of the student (communicating with teachers, counselors, principals and other school staff when necessary. Also, representation at court ordered appointments)

The following will be discussed during orientation:

1. Behavioral Expectations
2. Phases of Residency
3. Home/Family Visits
4. Incentives and the Four Levels
5. Restriction Policy
6. Etc.

Behavioral Expectations:

Treat other residents with respect. All residents are expected to display courtesy and respect to other residents of the LTAI facility. Basic expectations include proper greetings, appropriate conversation; supportive comments. The following would be considered violations and subject to restriction: (i.e., inappropriate name calling, verbal and/or physical threats, use of profanity, combative/aggressive tones, slander, voice elevation, etc.).

Treat staff and guests with respect. All residents are expected to display courtesy and respect to all staff and guests of the LTAI facility. Residents are expected to greet staff at all times (i.e., speaking, responding appropriately to questions asked, etc.).

Treat self with respect. All residents are expected to respect themselves. This includes, but is not limited to, maintaining proper hygiene, not engaging in self-destructive behaviors, etc.

In addition, residents should NOT:



- Use profanity
- Disrespect staff verbally or physically
- Gossip or gang up on each other
- Engage in sexual activity of any kind in the house or with other residents
- Break curfew
- Miss tutoring
- Miss group therapy
- Miss individual therapy
- Have visitors at the house without permission
- Engage in any illegal activity
- Have sharp objects on their person
- Enter another residents room without permission
- Leave the house without permission
- Leave chores undone
- Have confrontations with staff or residents
- Disrespect others and their boundaries
- Engage in inappropriate behavior at school, home or at any time
- Have food or drink of any kind in computer lab
- Neglect personal hygiene
- Refuse to participate in fire drills
- Enter or Exit second floor emergency exit
- Failure to report to your room during “All Clear”
- Sleep in other resident’s room/bed
- Attempt to do laundry on unassigned days
- Possess lighters, candles, matches or anything that ignites a flame (s)

Please note this list is subject to change.

Each resident is also expected to attend school daily; attend group therapy meetings; attend individual and or family therapy; participate in study table/tutor time; and participate in any other required activities.

There is a **NO TOLERANCE** policy for violating any of the above expectations. Residents in violation of any expectation will be subject to the Restriction Policy.

Phases of Residency:

There are four (4) phases of residency: Initial, Lower Intermediate, Upper Intermediate and Integration. During the initial, lower intermediate and upper intermediate phases residents are not allowed to leave the residence for twelve (12) weeks without staff or therapist (s). There will be a minimum of one (1) planned activity per week to allow residents an opportunity to interact in the Kalamazoo community and one (1) transport trip per week [for residents with cash and not on restriction], to allow for personal shopping. Residents on restriction may only attend if the activity is educational or developmental.

Phases of Residency (continued):

Initial Phase/Level 1:

During the “Initial Phase” residents are transitioning into the LTAI Girl’s Home, receiving orientation, and becoming familiar with the expectations.

Lower Intermediate Phase/Level 2:

Residents in the “Lower Intermediate Phase” are becoming acclimated to the LTAI Girl’s Home. They are accustomed to the expectations and are beginning to demonstrate (behaviorally) the mission and goal of the LTAI Girl’s Home.

Upper Intermediate Phase/Level 3:

Residents in the “Upper Intermediate Phase” are preparing to seek employment, community service or volunteer opportunities. Residents will be allowed to leave the residence for the aforementioned reasons only, however, she must be accompanied by staff.

Integration Phase/Level 4:

Residents in “Integration Phase” will be allowed to integrate into the Kalamazoo and surrounding communities. Residents will also be allowed to secure employment and engage in community service opportunities, and leave the residence without staff.

The Four (4) Levels:

A Resident will remain on each level for a minimum of 4 weeks. During the Resident Evaluation Meetings, residents will receive ratings of progress, regress or maintain. These ratings and subsequent movement will be assessed weekly depending on the resident evaluation.

AWOL: If a resident AWOL’s during integration phase/level 4, she will regress to lower intermediate phase/level 2 and be held to the 1st violation restriction. A second AWOL during regression will result in the resident returning to the initial phase/level 1 and subsequent restriction (s). Moreover, residents who AWOL while on level 1, 2 or 3 will regress to level 1/week 1; residents who AWOL while on level 4 will regress to the first week in level 2.

Resident Evaluations:

Residents will have weekly “Resident Evaluation Meetings” (with therapists) to determine their progress and forward movement. In addition, the Individual Behavior Plan (IBP) will be reviewed and discussed during this meeting. These weekly meetings are designed to last approximately 15 minutes.

Incentives:

Incentives will be distributed every four weeks during Incentive Saturday. Residents will receive incentives for successful completion of each level, as long as she is not on restriction during Incentive Saturday. Residents who are not on restriction may select one item from the respective level, in addition to receiving her weekly allowance.

Level 1 – [ideally] Weeks 1, 2, 3, and 4

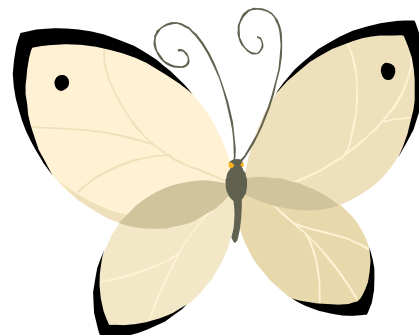
\$5 weekly allowance

- Socks
- Hair Product

Level 2 – [ideally] Weeks 5, 6, 7 and 8

\$10 weekly allowance

- \$5 Fast Food Gift Card for
- Slippers
- Earrings

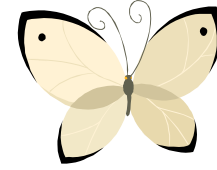


Incentives (continued):

Level 3 – [ideally] Weeks 9, 10, 11 and 12

\$10 weekly allowance

- \$10 Fast Food Gift Card
- \$15 Target Gift Card



Level 4 – [ideally] Resident is employed or volunteering in the community

\$15 weekly allowance

- \$20 Rave Gift Card
- \$25 Restaurant Gift Card
- \$25 Hair Weave

Level 4 incentives will be distributed on a quarterly basis.

Telephone Usage:

Residents will be allowed to use the telephone on designated days and times (Fridays and Saturdays from 4 p.m. to 10 p.m.). Each resident will be allowed to use the telephone for a maximum of 30 minutes on the designated days. No more than 2 calls per resident will be permitted. Telephone must be check out (and returned) for use by residents.

Family connection calls may be *received* from family members on Sundays from 3 p.m. to 6 p.m.

Cell Phones:

Cell phones are prohibited and will be confiscated if resident possess one.

Allowance:

Each Resident will be eligible to receive a weekly allowance. Amounts will be based on status and earned points in the LTAI facility. Allowance will be discontinued once resident obtains employment.

Bedtime:

All residents are expected to be in their rooms no later than 30 minutes prior to bedtime. Bedtime is 9:30 p.m., Sunday thru Thursday; 10:30 p.m. Friday and Saturday.

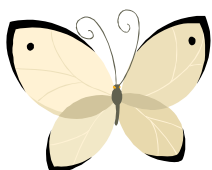
Curfew:

Once residents reach integration phase/level 4 curfew will be 8 p.m. Occasionally permission *may* be granted for special events/extenuating circumstances.

Home/Family Visits:

Home/Family Visits are considered after a five week review. Thus, home passes are not permitted for a minimum of five weeks. Exceptions *may* be made during major holidays. Resident must have no record of restriction over the five week period in order to qualify for a weekend/day family pass. Resident is only allowed one (1) pass per five week period. Further, the “Home Visit Request” form must be completed in a timely manner, and resident must take the following steps:

1. Resident must obtain a home/family visit request form from staff;
2. Resident must arrange an agreed upon date with her family;
3. Resident must write at least three goals with the action steps (for accomplishing the goals) for every home visit;
4. Resident must submit her home/family visit request to the Program Director for approval;
5. Once the Program Director and Therapist make a decision, the Resident will be notified.
6. Form must be completed a minimum of 2 weeks prior to the requested home/family visit.



Home/Family Visits (continued):

Upon successful completion of the home/family visit and to be considered for future visits the following must be completed:

7. Resident takes the appropriate form on the visit to discuss her visit goals and completes the necessary homework/tasks for addressing the goals.
8. Parent/guardian writes specific comments in the space provided (or on a separate sheet) explaining the overall success of the visit.
9. Resident is required to add her comments, then submit the form to the Program Director within 24 hours of returning from the visit.

Please note pre-planned family visitations are every 1st and 3rd Sunday between 3 p.m. and 6 p.m., unless otherwise court ordered.

Restriction Policy:

A resident will be placed on restriction for violating, including but not limited to, the following: missing curfew, missing group (unexcused), destroying property, using profanity, not completing chores, skipping school, running away, physical aggression, not reporting to your own room during an "all clear," falling short of any of the above mentioned behavior expectations, etc. See list above.

1st Violation:

- Individual 60 minutes; (55/5) resident will spend 55 minutes in her room and 5 minutes in "room"; based upon behavior during the restriction, the time in her room may decrease to a 45/15, then a 30/30, respectively. This will continue throughout the week day and on Saturday (or Sunday if staff schedule does not permit for Saturday).
- No television, no telephone use, no computer use, no allowance, no weekly group outing.

If a resident has received 1st Violation penalties and offends within the same week, she will be subject to the following:

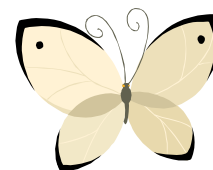
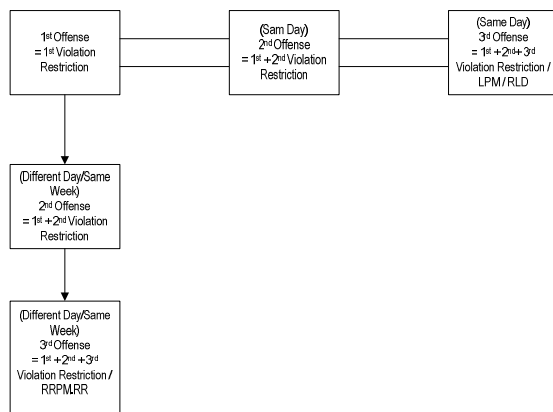
2nd Violation:

- Room assignment to complete a hand-written one page assignment
- No television, no telephone use, no computer use, no allowance, no weekly group outing.

If a Resident has received 1st and 2nd Violation penalties and offends within the same week (or day), again, she will be subject to the following:

3rd Violation: In addition to the penalties assessed for both violations 1 and 2, the resident could also incur additional weeks of restriction. Also, an RRPM will be enforced and possibly an RR.

If resident continues to violate after a 3rd violation, expulsion from LTAI may be considered and placement in a lock down facility may occur.



Residents should also take note and have an understanding of the following:

All Clear

An “All Clear” is called when a resident is exhibiting disruptive and or threatening behavior toward staff or other residents. During an “All Clear” residents are to immediately report to their room and close the door until the situation is diffused. Once the situation has been diffused residents may resume previous activities. **NOTE:** Residents must report to their room [only] during this time. Any resident in violation of this rule will be placed on restriction. Additionally, an “all clear” is signified by a staff member saying “all clear.”

Residential Restriction Prevention Meeting (RRPM)

In the event of a potential residential restriction, residents will have the opportunity for a RRPM. A residential restriction prevention meeting is an opportunity for peer residential intervention in resolving conflict. A non-involved resident will call an emergency RRPM with all of the residents present during the time of the violation. During this meeting a captain will be elected by the peers to facilitate the intervention strategy. Upon completion of the meeting, which will last no longer than 30 minutes, the captain will report the outcome of the meeting to the staff on duty. Based upon the outcome a residential restriction (RR) will either be enforced or the individual responsible for violating the rule(s) of the house will comply with the established rules and regulations, therefore, preventing an RR. The RRPM must take place in an open area, not in an individual room and must be requested within 5 minutes of the RR warning announcement.

Residential Restriction (RR)

A Residential Restriction (RR) is necessary when one or more residents refuse to comply with the expectations. The RR includes:

- bedtime immediately following successful completion of chores/dinner
- no television
- no weekly planned activity
- no transport trip

If an RR is issued on or over a Friday, no allowance will be distributed that week.

