



# YOUTH DEVELOPMENT SYSTEM (YDS)

## Resident Handbook

(Boys)

### China Spring Youth Camp

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## **What is this handbook all about?**

There are some things you should know before you enter the program which will make your stay here at the Camp more productive. It is important you understand everything in this handbook as it contains very important information about your program.

The Youth Development System (YDS) is set up so you can learn, grow and see progress while in this program. You will move up the system by showing positive social skills, learning new ways of handling problems, and making good decisions. When you respond to the expectations staff have of you, you will gain recognition and privileges. As you continue to progress in the program, staff expectations of you will increase. When this happens, your privileges will also increase. Our hope is this will help you achieve your goal and ours -- a successful return to your community.

There are four stages to the Youth Development System. The names of these stages: Orientation, Adjustment, Transition, and Honor, spell the word "OATH". An oath is a solemn, formal declaration or promise to fulfill a pledge. It is something which is declared or promised. Your progress through the system will require you to make an "oath", a "commitment", and a "promise" to yourself and your family to do your best to change your thinking and behavior.

## **How the YDS Works**

When you are admitted to the program, you are placed in the first stage of the Youth Development System. This first stage is called Orientation. During your first four weeks in the program, you are responsible for reading your Youth Development System Manual and becoming familiar with all of the behavioral expectations. Also you will need to become familiar with the responsibilities of an Orientation Stage Resident. As soon as your mentor feels you have been following your stage responsibilities on a consistent basis and you have completed the necessary assignments, you will be recommended for advancement.

When staff believes you are ready for advancement, all reports about your behavior and any progress you have made will be discussed. If your behavior meets the criteria for promotion and everyone at treatment team agrees, then you will be promoted to the next stage of the Youth Development System. You will also receive a different colored shirt once you advance (a different colored shirt is given at each stage). This shirt will show all staff and residents you have achieved a certain level of responsibility in the Program. You should wear it with pride.

How long you remain on any stage in the program depends on YOU!! Everyone will move through the stages at different rates. It is really important you show motivation and willingness to do what is expected of you. If you should have a problem along the way, staff will do what they can to help you. This may mean developing what is called a Behavior Improvement Plan (BIP). This plan is a way of identifying the problem and setting a goal for you. The plan is meant to help you correct any problems which may slow you from making progress in the program.

We expect you to act responsibly. As in any situation, you have CHOICES. Should you choose to act out or not follow our rules, you will receive consequences. A Behavior Improvement Plan will be written to help you learn how to resolve a habitual problem. Should you continue to not follow certain behavioral expectations, you could lose some or all of your privileges. Again, it is up to you to follow the rules in order to make progress and move forward through the stages. We know you can do it!

## **May I watch TV or listen to music?**

You are not allowed to watch TV while you are a resident of the facility. During certain groups, the dorm may be given the opportunity to listen to Camp approved music per staff's discretion. If exceptions are made to this rule, it is made by administration and will usually only occur if there is a significant reason for doing so.

You will be granted opportunities to watch a movie for "Educational Movie" group. The movies provided are Camp approved and are not chosen by residents. Generally, the movies you will watch have been picked by the staff and have a message they wish to share with you. Depending on the level of the resident and his weekly behavior, the resident may be given the opportunity to attend "Upper Level Movie

Night” and watch a movie of choice from Camp’s movie library.

### **May I go to church?**

You will be given opportunities to attend non-denominational church services at the Camp. Currently, the camp provides one church service, which you may attend if you wish. Church service is held every Sunday from 1:30 p.m. to 3:30 p.m.

### **May I have a journal?**

You may be assigned a journal as a part of the treatment you receive while a resident at the Camp. You will not receive a journal as a privilege or right. If you are given a journal, the following rules apply:

1. Journals will be assigned to a resident through treatment team.
2. Journals will be kept in a secure location for a resident to check in and out.
3. Residents will not be denied appropriate access to their journals.
4. Journals will be standardized.
5. Journal instructions will be present in each journal reminding residents and staff of the conditions by which residents may journal. (see below)
6. Information related to issues of confidentiality may be used in an effort to protect the residents or other persons.
7. Information related to issues of confidentiality will be communicated to administration.
8. Access to resident journals will be limited to those persons specified. Access will be designated on the inside of journals. Staff’s access is therefore limited and unless otherwise specified is prohibited.
9. All confidentiality rules apply.
10. Residents may not draw in the journal unless prior approval from Treatment Team is granted.
11. Residents may not under any circumstance share the contents of their journal with any other resident. Journals and journal assignments are private and any discussion regarding such is prohibited.

#### **Journaling Guidelines**

- Residents are not allowed to keep journals in their rooms.
- Residents should not be drawing in the journals unless assigned a specific “drawing” journal.
- All drawings are to remain appropriate.
- Case Manager and/or Psychologist should check journals periodically.
- Specified staff should monitor journals to ensure appropriate use.
- Journals are assigned and approved through Treatment Team.
- Journals are to be used for therapeutic purposes.
- Journals are not to be shared or discussed with peers.
- Staff will initial each page after review.

### **Counseling Program**

You will be assigned a Case Manager. You will also be assigned a staff member upon intake who will act as your Mentor for the remainder of your program. Your mentor will be available to you for individual and/or group counseling weekly and will be responsible for assisting you in your promotions. In addition, you will have opportunities to meet with other youth counselors, supervisors, psychological staff and administration. Case Managers will spend time frequently with you and will aid in helping you to improve behavior and work on personal, as well as, family issues. You will also be involved in group counseling sessions weekly throughout your program.

### **School Program**

The China Spring Educational Program is operated by the Douglas County School District and you can earn credit which will be transferable when you return to your community school. During your program, you will be attending Jacobsen High School.

You will participate in an educational program as part of your individual treatment plan. If you have received or are working toward your GED/HiSET or diploma you will be enrolled in school until confirmation is received regarding your school status. Once confirmation has been received an individualized plan will be developed for you. If you are interested in earning you GED/HiSET or adult diploma, the school staff will talk about these options with you. Keep in mind a GED/HiSET or adult diploma is not feasible in every situation. The school staff is the expert in this area and, along with your Case Manager; they will make a determination which is in your best interest. Your educational goals will be developed by the school staff after testing, review of the past school history and a personal interview with you. Earning a diploma or GED/HiSET will also be required to be approved through Treatment Team. If a GED/HiSET is determined to be in your best interest, arrangements will be made to help you reach this goal prior to you being released from the Camp.

Your placement in classes is determined by your needs, abilities and academic history. Classes offered by Douglas County School District are designed to provide a basic education. The academic options available are math, English, science, career development, directed studies, culinary arts, graphic arts, social studies, U.S. history, world history, U.S. government, graduation equivalency diploma preparation, physical education, health, and computer lit. Chapter I and special education services are available for qualified residents. The majority of school work will be completed through A+ (a computer- based learning curriculum).

### **How will I be graded in school?**

The teachers will assign academic grades to each student bi-weekly. Your grades will be available via Classroom Systems Connector and may be viewed daily. You will be graded in all the subjects you are enrolled as well as how you behaved during the school day.

If you earn below an 80% in any academic subject, you will be required to set up a meeting with your teacher to discuss your grade and how to improve. These classes are designed to help you work on the skills which are necessary for you to improve your grades. The grades you earn in school may affect your progress in the program. School is an important part of your program and treatment here and we expect you to take the opportunity seriously.

### **Wilderness Program/CHOICES Challenge Course:**

You may be a participant in the wilderness program or the challenge course (CHOICES). Your participation in these programs is dependant on a variety of factors. Activities, which you may be participating in, range from hiking to snowshoeing, and team building to low and high challenge course elements. Your participation in the CHOICES program is "challenge by choice".

### **Important Information about Your Rights**

The following are resident's rights:

1. All residents are assured equal opportunity to participate in all Camp programs without discrimination based on race, national origin, color or religion.
2. A healthful and orderly physical environment is provided for all residents consistent with all federal, state and local fire and safety regulations.
3. No resident will be subjected to either medical or pharmaceutical testing for experimental or research purposes.
4. All youth are assured of residence in a safe and caring environment.
5. All residents may exercise their constitutional right to practice their religious beliefs.
6. All residents may send and receive mail which is uncensored, except for a contraband search.
7. All residents will be afforded the opportunity for daily exercise through the school physical education class and organized recreation programs.
8. Residents are required to participate in uncompensated work assignments if the work is part of an approved vocational or training program or is a sanction imposed for disciplinary purposes.
9. Residents have the right to seek regress through the courts pursuing remedies for illegal conditions or loss of rights protected by constitutional or common law.
10. All residents have access to administration through the use of an administrative grievance form or an Administrative Communication Form (HELP meeting request form).

11. All residents have letter writing opportunities without a restriction of amount.

### **Important Information about the Camp**

When mailing out letters or receiving letters, you will not be placing your name on the envelope. Instead, you will be using your Camp number. The reason for this is to protect your confidentiality. Be sure you give this important information to anyone who will be writing letters to you.

The mailing address is: *Your Camp Number*      The telephone number is: CSYC/APGF (775)265-5350  
c/o CSYC/APGF  
P.O. Box 218  
Minden, NV 89423

### **Youth's Access to Administrative Personnel**

Any resident who wishes to converse or meet with the director or program manager will be given the opportunity to do so. Residents will never be denied this opportunity. Residents requesting to speak to administration may use the Administrative Communication Form (meeting requests). These forms are to be available to the residents without restriction. Residents will place the completed form in the appropriate, locked box within the dormitory. Staff is prohibited from seeking information regarding the contents of the communication. Residents may also request immediate communication with administration. In this instance, a phone call will be placed to administration.

Additionally, residents have the opportunity to make a complaint via the administrative grievance form. These forms are to be used without restriction. These forms are to be used by those (staff or residents) who feel their rights have been violated. These forms are not to be interfered with and must be placed in the locked boxes.

Administration has exclusive access to the locked boxes. Administration will review the contents of the box and make arrangements to address the contents of the resident's grievance and/or communication.

### **Zero Tolerance Policy**

China Spring Youth Camp has a Zero Tolerance Policy against all forms of sexual abuse and sexual harassment. The protection of the facilities youth against all forms of sexual abuse and sexual harassment is important. All employees, staff, residents, contract employees, contract services personnel, volunteers and visitors are subject to the Zero Tolerance Policy.

### **How do I report sexual abuse and/or sexual harassment?**

Residents of the facility have the right to report sexual abuse and/or sexual harassment free of retaliation and consequence. Reports can be filed in the following ways:

- 1) Tell a trusted staff member, request a supervisor, or request to speak to a member of Administration. Administration accepts phone calls 24 hours a day.
- 2) Complete a Grievance form and place in the secured box.
- 3) Ask staff to make a private phone call and contact one of the listed outside agencies provided during intake.
- 4) Use the dorm phone to select a pre-programmed number:
  - a. Line 1: Internal PREA Message Line for PREA Compliance Manager. This is checked by message and email by the PREA Compliance Manager.
  - b. Line 2: Contact Family Support Council for Victim Services, Emotional Support, or to contact your designated advocate. 775-782-8692.
    - i. Physical Address: 1255 Waterloo Lane, Gardnerville, NV 89410
    - ii. Mailing: P.O. Box 810 Minden, NV 89423
  - c. Line 3: Contact the Reno Crisis Call Center 1-800-992-5757
    - i. 900 N. Virginia St. Reno, NV 89557

- 5) Residents may also request a private phone call to their parents, JPO, attorney, or other guardian.
- 6) Parents or other third parties may report on behalf of a resident using any of the contact numbers provided on the website, including contacting Douglas County Sheriff's Office.

Additionally, residents of China Spring Youth Camp will receive on going PREA Education about their protection of sexual abuse and sexual harassment from the PREA Compliance Manager or designee. The curriculum will be designed to be age appropriate and take into consideration any limitations the resident may have.

### **What if I have medical need or counseling need?**

The Camp has a licensed nurse and doctor available to respond to all your medical needs and in Camp nurse services are provided every Tuesday and Thursday. We also have a psychologist and family support case manager available to help you with any concerns.

Be sure to report to staff immediately if you are sick, injured or require medical attention. You will need to document your concern on the Medical Request Form. There are four medical administration calls per day and arrangements can be made to attend to your medical issue. If it is an emergency or an issue which cannot wait, inform staff immediately.

If you would like to see the Psychologist, please make this request to your Case Manager and they will write a referral for you.

If you would like emotional support services outside of the facility, please request an advocate through your case manager. The Camp and Family Support Council work collaboratively to meet individual resident needs. Once an advocate is established, residents may contact them by setting up an appointment through their case manager, mail, or by using the pre-programmed dorm phone line, line 2.

### **What If I need a haircut?**

Male residents entering the program will be given a hair cut on the first day of their arrival. If during the course of your program you require an additional hair cut, you will need to sign up on the designated days and times. Males are expected to get their hair cut when necessary; however, they are only allowed a haircut in Camp. They are not to get haircuts on their home visits. Hair cuts are to be of the approved style and length as designated by the program.

### **4 Basic Camp Rights – All Stages**

- All residents will have the following items: deodorant, shampoo, toothpaste, toothbrush, and comb/brush.
- All residents may have one (1) Bible/spiritual document.
- All residents will be given the opportunity to have 8 hours of uninterrupted sleep per night.
- Weekly access to storage.

### **Home Visit Program**

Upon promotion to Transition Stage, every resident will be given the opportunity to participate in the Home Visit Program. You will be able to go home starting with every other weekend with a 12 hour day pass from 7:00AM to 7:00PM. As you promote to the Honor stage you will begin going on 24 hour home passes and progressing to Friday to Sunday at 6:00 p.m. This progression is determined by your Case Manager and your progress in transitioning into your home environment. The following is a list of requirements to participate in this program:

- ➔ Resident will be Transition Stage or Honor Stage to begin the Home Visit Program.
- ➔ Resident will have completed a sufficient portion of their Treatment Plan.
- ➔ Resident will have 80% or higher in all academic classes.
- ➔ Overall behavior in the dorm is satisfactory.
- ➔ No IR within the week of a home visit (excludes 24 hour LOP)
- ➔ Your parent/guardian has to attend one Family Systems Course or family meeting (in person/via phone) prior to first home pass/ day pass.

- ➔ Once you enter the Home Visit Program, you will begin going home every other weekend pending you have met all the requirements. You may also have more than two home visits on each Stage if needed.
- ➔ You will have outlined all the expectations and goals for every home visit located on the “Home Visit” treatment page.
- ➔ You will complete the individual assignment during the home visit and present it during Welcome Back Group. If you don’t complete the assignment, you will not progress to the next Home Visit Stage.
- ➔ If you violate on your home pass, you will start your Home Visit Stages over and be subject to program disciplinary action as well (i.e. IR-CHOICES, Demotion). This will be determined by Treatment Team.
- ➔ You will be required to turn in your home visit paperwork (Weekend Reflection, Parent Questionnaire, and Individual Assignment) into the Case Manager after review from your mentor. Failure to turn in paperwork will result in consequences.
- ➔ You will meet with your mentor after the home visit. Any issues will be brought to CM attention for follow up.
- ➔ Your Case Manager will randomly check all your social networks for compliance. You will be asked to give your ID/passwords to your social networks (i.e. Facebook, MySpace, Twitter, SnapChat, Instagram etc.). Going on any type of social network will result in consequences, (i.e. IR-CHOICES, Demotion).
- ➔ It is your responsibility to complete all the assigned tasks in order to efficiently progress through the Home Visit Stages. Exceptions may be considered based on resident’s progress, family situation, travel distance, etc. These exceptions will be made through Treatment Team.

**Dorm Personal Items**

*(One item allowed unless otherwise specified. Additional items may be stored in personal bin. All items in room must be neat and organized and remain as such.)*

Hygiene	<ul style="list-style-type: none"> <li>☑ Deodorant (non-aerosol)</li> <li>☑ Ethnic/Special hair products (with approval)</li> <li>☑ Toothpaste (1)</li> <li>☑ Toothbrush (Holder okay) (1)</li> <li>☑ Dental Floss-in Hygiene storage</li> <li>☑ Wash Cloth (2) (Solid Color)</li> <li>☑ Towel (solid color) (2)</li> <li>☑ Unscented Lotion (1)</li> <li>☑ Acne Product(s) (Discretionary)- in Hygiene Storage- alcohol free</li> </ul>	<ul style="list-style-type: none"> <li>☑ Shampoo (1)</li> <li>☑ Conditioner- in Hygiene storage (1)</li> <li>☑ Comb/Brush (1)</li> <li>☑ Lip Balm (1)</li> <li>☑ Athlete’s Foot (non-aerosol)-in Medical Storage (1)</li> <li>☑ Bar Soap (Holder okay) (1)</li> <li>☑ Sun Block (Non-aerosol- min SPF 30) in medical storage</li> <li>☑ Body wash (honors only) (1)</li> </ul>
Writing	<ul style="list-style-type: none"> <li>☑ Pencil-non-mechanical (3) – no metal</li> <li>☑ High Lighter (1)</li> <li>☑ Binder (5)</li> <li>☑ Pens (3 - Honors only) (no click pens)</li> </ul>	<ul style="list-style-type: none"> <li>☑ Stamps (no limit stored in staff office)</li> <li>☑ Envelopes (1 box)</li> <li>☑ Paper (limited by neatness/space)</li> </ul>
Other	<ul style="list-style-type: none"> <li>☑ Bible or Other Religious Book (1)</li> <li>☑ Drug/Alcohol Class Related Materials</li> <li>☑ Book Markers (must be approved by staff)</li> </ul>	<ul style="list-style-type: none"> <li>☑ Camp Achievements</li> <li>☑ Counseling Related Materials</li> <li>☑ One small family photo (parents/guardians, pets,OK)- Honors may have 4-5 family photos including pets (approval required)</li> </ul>
Clothing	<p><b><u>NO LOGOS</u></b> (except Camp Related). Clothing must be sized appropriately.</p>	

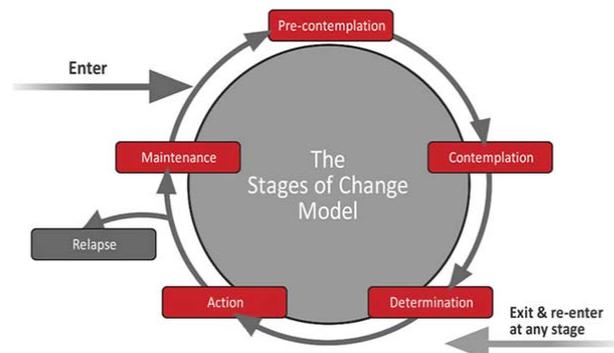
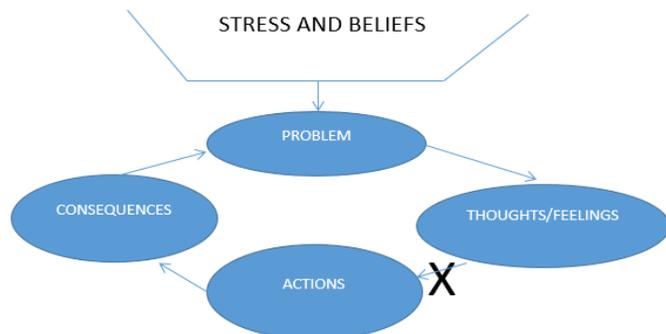
<ul style="list-style-type: none"> <li>☑ T- Shirts (7)- white</li> <li>☑ Camp issued pants (3)</li> <li>☑ Camp issued Shirts (3)</li> <li>☑ Camp Issued Shower Shoes</li> <li>☑ Pajamas (standard top &amp; pants) (2)- no shorts</li> <li>☑ Winter Coat (season specific)- no logos (1)</li> <li>☑ Baseball style cap- solid color/no logos (1)</li> <li>☑ Beanie (season specific)- solid color/no logos (1)</li> <li>☑ Athletic Running shoes (1) (white only, no major brands) (i.e. Nike, Adidas, etc.) (1)</li> <li>☑ Shorts (2)- athletic – black, gray, or white</li> <li>☑ Shorts (3) dark gray or black (season specific and must be exchanged with a pair of pants)</li> </ul>	<ul style="list-style-type: none"> <li>☑ Sweat Shirt (2)- black or gray only</li> <li>☑ Long Underwear (season specific) (1 set)</li> <li>☑ Bath Robe (length at least to knees) (1)</li> <li>☑ Athletic Socks (7 pair) – White only</li> <li>☑ Underwear (standard/modest) (7 pair) – White only</li> <li>☑ Work Boots (1)- no steel toe</li> <li>☑ Work Gloves (1)</li> <li>☑ Sweat Pants (2)- black or gray only</li> <li>☑ Swim suit shorts (solid color, length above knee) (1)</li> </ul>
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## THE PROBLEM SOLVING STEPS

The Problem Solving Steps are what you will need to learn and practice while here. It is important to remember every problem has a solution. Whenever you have a problem and depending upon what level you are, you will be expected to resolve the problem using the Problem Solving Steps.

- ☑ Stop and Think
  - Do the 3 steps
    - Be Quiet
    - Get Space
    - Calm Down
- ☑ Problem Description
  - What is the problem?
- ☑ Get Information to Set a Goal
  - What are the Facts?
  - Other person
  - What are my opinions and beliefs?
- ☑ Choices and Consequences
  - What are my choices?
  - What are my consequences
- ☑ Choose, Plan, Do
  - What are my choices?
  - What is my plan?
  - Do it
- ☑ Evaluate
  - Am I closer to my goal?
  - Did I hurt anyone?
  - What have I learned



# Orientation

## Reluctant Beginner

The Orientation Stage resident is new to the program and must demonstrate a general commitment to participate in the program. In addition, the Orientation Stage Resident must learn and practice positive social skills.

### Requirements:

- ▶ You will need to demonstrate you accept your placement.
- ▶ You will need to begin to develop plans for the future which are more than “just getting out of CSYC/APGF”.
- ▶ You will need to demonstrate a commitment to participate in the program.
- ▶ You will need to demonstrate a commitment to change your behavior, show initiative, and learn you can use positive skills.
- ▶ You will be expected to take school seriously and work on your educational/vocational skills.
- ▶ You will need to demonstrate you can follow directions from authority and assume responsibility for your actions.
- ▶ You will be expected to act with self-control and consider the feelings of others.
- ▶ You will need to work on behavior problems and solve these problems quickly.
- ▶ You will need to demonstrate you see and accept how your behavior affects others.
- ▶ You will need to take responsibility for your own actions and not have to depend on others to behave the way you should.
- ▶ Finally, you will need to develop leadership skills and relate well with other residents in the facility, accepting constructive advice from your peers.
- ▶ You will need to complete the Orientation goals and objectives tool sheet.

### Privileges:

- Facility Sports
- Educational Movie Night
- In Camp Details
- Phone Call (Must be in program minimum of 30 days)
- In-Camp Visits (Must be in program minimum 30 days)
- One **family** Photo
- One educational book (staff's choice) once all Orientation Treatment is complete

### Staff's Interaction Style:

- Telling
- Directing
- Firm
- Task focused
- Specifies the task to be performed
- Provides specific instruction and directions
- Develops behavioral improvement plans for you **without** your participation
- Supervises and evaluates your performance without your input

## Expectations:

With **CONSTANT** staff direction you will be expected to:

1. Comply with all facility behavioral expectations, with frequent reminders.  
See Behavioral Expectations List (page 8).
2. Comply with instructions from medical staff.  
Take medication, wear glasses (when prescribed, follow orders).
3. Be familiar with behavior expectations in each aspect of the program.  
e.g.: education, counseling, dorm, dining room, etc.
4. Learn and follow daily schedule and routines  
Wake up, school time, meal time, bed time, etc.
5. Remain under close supervision  
You must be visible to staff at all times.
6. Get permission to move  
You must ask, or be given permission by staff to move from one place to another.
7. Participate in programs  
e.g.: Anger Control, Skill Streaming (Tool worksheets), Moral Reasoning, Substance Abuse, Decision Making, Psychological, Writing, etc.
8. Follow directions from all staff.  
Follow directions of Staffs, Teachers, Cooks, Case Managers, etc.
9. Seek clarification from staff (not residents) if you are unclear about program expectations.
10. Be familiar with the Youth Development System.  
You should know the expectations, responsibilities and criteria for advancement for each stage.
11. Be familiar with Problem Solving Steps  
You should know the 6 problem solving steps.
12. Understand what short and long term goals mean  
Define and describe both terms.
13. Participate in all program areas  
e.g.: Counseling groups, use listening skills, complete homework, participate in classroom discussions, etc.
14. Interact with staff when necessary.  
You will talk to all staff when necessary.
15. Maintain good hygiene.  
This includes keeping yourself and belongings neat and clean.

## Advancement Criteria:

**Note:** Treatment Team /Administration must approve all promotions.

Based upon staff observation, weekly progress in the program, and any other relevant information, and with staff direction, you will:

1. Have no unresolved rule violations or restrictions.
  - ➔ No outstanding Behavior Improvement Plans (BIP)
  - ➔ No outstanding Incident Reports (IR)
  - ➔ No active or pending disciplinary actions.
2. Be willing to become involved in treatment  
Reports from staff, class, and chronological entries show you are participating in program activities.
  - ➔ You accept and work on Behavior Improvement Plans.
  - ➔ You are actively participating in counseling and training programs.
  - ➔ You accept and work on your case management plan.
3. Be willing to accept placement
  - ➔ You acknowledge and accept responsibility for your offense(s).
4. Begin to demonstrate basic behavior control.
  - ➔ You work on controlling impulsive behavior
  - ➔ You begin to work on positive interactions with peers and staff.
5. Actively participate in basic programs and complete minimum requirements for stage promotion.
6. Respond appropriately to staff
  - ➔ Comply with all Orientation Stage responsibilities (with frequent staff reminders).
7. Begin to demonstrate an awareness of cultural and gender differences.
  - ➔ No put downs of anyone.
  - ➔ No use of ethnic or gender slurs
  - ➔ Treat people with respect
8. Seek clarification from staff about programs expectations when you have questions or concerns.
  - ➔ You ask staff when you are uncertain about what is expected.
9. Seek staff assistance with problems and be receptive to staff working through problem solving steps.
  - ➔ You ask staff to help you with problems.
  - ➔ You allow staff to work through the problem solving steps with you
10. Meet requirements of the Orientation Stage and begin to exhibit characteristics of Adjustment Stage
  - ➔ See Adjustment Stage description for list of characteristics.
  - ➔ Proficiency in Social Skills specific to Orientation Stage.
  - ➔ Pass Orientation Mastery Test.
  - ➔ Pass the Orientation to Adjustment Advancement Test

# Adjustment

## Enthusiastic Learner

The Adjustment Stage resident has no realistic plans for the future.

### Characteristics:

- ▼ You make an effort to change because you are now motivated to work on your problems.
- ▼ Even though you may still be weak in pro-social, educational or vocational skills you have developed some important skills but need staff direction/support to feel confident in using these skills.
- ▼ In program, you follow basic rules, but don't seem to understand the reasons for them.
- ▼ You may still blame others and make excuses for your behavior, but your problems are getting less serious and happen less often.
- ▼ You resolve your problems more quickly and with less help from staff.
- ▼ You can still sometimes show impulsiveness and be negatively influenced by your peers.
- ▼ You now take some responsibility for your own behavior.
- ▼ You may accept that your behavior impacts others, but don't always see how.
- ▼ You are beginning to give positive advice to others.
- ▼ You are starting to accept constructive feedback.

### Privileges:

- ☑ Facility Sports
- ☑ In Camp Details
- ☑ Phone Call (one 10-min call, from Parent or Guardian, Monday-Friday if you haven't received a visit the prior weekend)
- ☑ In-Camp Visits (Sundays from 9:00 a.m.-11:00 a.m. unless another day/time is approved through your Case Manager)
- ☑ One **family** Photo
- ☑ Out of Camp Details
- ☑ Reading book from Library (1)
- ☑ May apply for camp jobs (i.e. GH, Dog program, etc.)

### Expectations:

With **SUPPORT** from staff, you will be expected to:

1. Comply with Orientation Stage expectations.
2. Adhere to facility behavior expectations.
3. Follow staff directions.
4. Continue to seek clarification if unclear about what is expected.
5. Begins to seek advice from staff when having a problem, concern or need feedback.
6. Know and begin to use problem solving steps.
7. Begin to resolve problems with peers and staff.
8. Begin to use pro-social skills (e.g. Anger control techniques).
9. Generally, interact with peers in a positive manner.
10. Begin to identify problems in individual/group counseling.
11. Recover from regressive behavior with high staff involvement.
12. Begin to take responsibility for inappropriate behavior and accept consequences.
13. Begin to show a willingness to follow your schedules and to be an active participant in all program areas with less direction from staff.
14. Interact positively with any and all staff, when necessary.
15. Practice learned behavior and skills.
16. Use privileges in a responsible manner.
17. Develop awareness of other cultures.
18. Begins to set short and long term goals with high staff involvement.
19. Maintain good hygiene (Including keeping yourself and belongings clean and neat).

## Advancement Criteria:

**Note:** Treatment Team/Administration must approve all promotions.

Based upon staff observation, weekly progress in program, Incident Reports, and any other relevant information, and with staff direction and support you will:

1. Have no unresolved rule violations or restrictions.
  - ➔ No outstanding Behavior Improvement Plans (BIP)
  - ➔ No outstanding Incident Reports (IR)
  - ➔ No active or pending disciplinary action.
2. Establish a pattern of positive behavior.
  - ➔ Weekly reports from staff consistently confirm you follow rules expectations.
3. Establish a pattern of participation in program areas.
  - ➔ Reports from staff, class and logs show you are involved in program.
  - ➔ You consistently follow expectations, are cooperative and are prepared.
4. Demonstrate improvement in recovery from regressive behavior.
  - ➔ If you demonstrate a negative behavior you used in the past, you are able to resolve the problem more quickly and will use learned skills better than you did in the past.
5. Demonstrate willingness to learn from mistakes
  - ➔ You seek staff assistance to work through the Problem Solving Steps.
  - ➔ You do not repeat mistakes.
6. Begin to establish yourself as a credible, reliable and responsible person.
  - ➔ You need less frequent reminders to do what is expected of you.
7. Meet requirements of the Adjustment Stage and begin to exhibit characteristics of the Transition Stage.
  - ➔ See Transition Stage description for list of characteristics.
  - ➔ Proficiency in Social Skills specific to Adjustment Stage.
  - ➔ Pass the Adjustment to Transition Advancement Test.

## Staff's Interaction Style:

Coaching: Creates some resident involvement

Involvement

Teaching

Provides specific direction and instruction but may solicit ideas from resident

Clarifies the task to be performed

Develops Behavioral Improvement Plan(s) for residents but may solicit ideas from resident

Continues to supervise and evaluate resident performance and may solicit resident input.

# Transition

## Cautious Performer

The Transition Stage resident is now more invested in the program and committed to work on personal goals.

### Characteristics:

- ✔ You are beginning to develop realistic plans for your release.
- ✔ You have pro-social skills, but might not know how you can use them at home.
- ✔ Your educational performance is improving while your vocational interests/skills are being developed.
- ✔ You may lack confidence in your abilities and may sometimes be unsure about how your new skills can help you back home.
- ✔ In program, you follow the rules.
- ✔ You begin to accept responsibility for some of your behaviors and may resist negative peers.
- ✔ Problems are now likely to happen less often and are quickly resolved.
- ✔ You have begun to take more responsibility for directing your own behavior, as well as seeing how your behavior affects others.
- ✔ You begin to be a role model for others.
- ✔ The advice you give is usually positive.

### Privileges:

- ✔ Apply for jobs
- ✔ Armoire Decorations (Staff Approved – Inside the Armoire)
- ✔ Letter Storage (Neatly in an envelope in my storage bin)
- ✔ Facility Sports
- ✔ In Camp Details
- ✔ One **family** Photo
- ✔ Out of Camp Details
- ✔ Board Games (staff discretion)
- ✔ Reading book from Library (2)
- ✔ Begin Home Visit Program (12-hour Day pass every other weekend.)
- ✔ In camp visit, or 10-minute telephone call (1 per week-exceptions made through admin).
- ✔ Extended Phone Calls (determined by Case Manager)
- ✔ Upper level movie night (per staff discretion)
- ✔ See full list for Privileges not listed

### Staff Interaction Style:

Participatory  
Involvement  
Assigns tasks and ask resident how the task can be done  
Involves resident in problem identification and goal setting  
Listens to and facilitates resident's problem solving and decision making  
Works with resident to evaluate resident's performance

## Expectations:

With *INPUT* from the staff, you will be expected to:

1. You comply with Adjustment Stage expectations.
2. You consistently follow all staff instructions.
3. You control behavior and display appropriate responses.
4. You recover from regressive behavior.
5. You demonstrate the initiative to ask questions when unclear about expectations.
6. You demonstrate the initiative to seek advice from staff when having a problem, concern or need feedback.
7. You demonstrate learned problem solving steps.
8. You more consistently identify your problems in individual and group counseling.
9. You more consistently interact with your peers in a positive and productive manner.
10. You displaying leadership behavior (volunteer for tasks, help peers, etc.).
11. You more consistently take responsibility for your inappropriate behavior.
12. You are accepting of consequences.
13. You are beginning to take responsibility to plan personal activities.
14. You are beginning to work toward short and long term goals, with moderate supervision.
15. You use privileges in a responsible manner.
16. You model positive behavior and learned skills.
17. You demonstrate an appreciation of cultural diversity.
18. You maintain good hygiene, keeping yourself and your belonging neat and clean.

## Advancement Criteria:

**Note:** Administration must approve all promotions.

Based upon staff observation, weekly progress in the program, Incident Reports and any other relevant information, and with staff direction and support you will:

1. Have no unresolved rule violations or restrictions.
  - ➔ No outstanding Behavioral Improvement Plans (BIP).
  - ➔ No outstanding Incident Reports (IR).
  - ➔ No active or pending disciplinary action.
2. Have less and infrequent regressive behavior.
  - ➔ Staff observations contain no references to behavior expected of a lower stage resident; or, if this type of behavior has occurred, it is an exception to your usual behavior.
3. Consistently demonstrate an ability to recover from regressive behavior.
  - ➔ If you demonstrate regressive (inappropriate) behavior, you are able to resolve the problem.
4. Consistently demonstrate skills learned in programs.
  - ➔ You demonstrate skills learned in daily living situations.
  - ➔ Proficiency in Social Skills specific to Transition Stage.
5. Actively support programs.
  - ➔ Evaluations from the Jacobsen High School show you have a positive attitude and you contribute to program.
  - ➔ You set a good example for other residents by following rules, cooperating with others and by being prepared.
6. Meet requirements of the Transition Stage and begins to exhibit characteristics of an Honor Stage resident.
  - ➔ Honors application must be completed
  - ➔ Honors group must be completed
  - ➔ Pass the Transition to Honor Advancement test.

# Honor

## Competent & Committed Performer

The Honor Stage resident is now responsible, demonstrating both competence and cooperation.

### Characteristics:

- ✔ You feel capable.
- ✔ You like as well as see value in doing the task asked of you.
- ✔ You have developed a good release plan and are taking steps to achieve it.
- ✔ You demonstrate pro-social skills.
- ✔ You are performing positively in the educational program.
- ✔ You are a reliable and dependable worker.
- ✔ You follow rules.
- ✔ You accept responsibility for your actions.
- ✔ You positively influence your peers and act in a pro-social manner.
- ✔ Problems are usually avoided. Those which are present are minor.
- ✔ You take responsibility for directing your own behavior.
- ✔ You recognize and articulate how your behavior affects others.
- ✔ You are consistently a positive role model.
- ✔ You give positive advice to others on a regular basis.

### Privileges:

- ✔ Eating outside with staff supervision
- ✔ Resident Lounge
- ✔ Use of pen (no click pens)
- ✔ Armoire Decorations (Staff Approved – Inside of Armoire)
- ✔ Letter Storage in room (unlimited except by neatness)
- ✔ Choice of position in line movement (staff discretion)
- ✔ Facility Sports
- ✔ In Camp Details
- ✔ 4-5 **Family** Photos (Pets ok)
- ✔ Out of Camp Details
- ✔ Board Games
- ✔ Reading book from Library (3)
- ✔ In-room personal alone time (10-minute check ins)
- ✔ Continue with Home Visit Program (overnight passes begin) every weekend
- ✔ In camp visit, or 10-minute telephone call (1 per week – exceptions made through admin).
- ✔ May lead necessary dorm groups per staff discretion and approval by supervisor
- ✔ Upper level movie night (per staff discretion)
- ✔ See full list of privileges for those not provided here.

### Expectations:

1. Know, comply with and model all facility rules and Transition Stage expectations.
2. Demonstrate pro-social behavior.
3. Demonstrate skills in resolving problems and conflicts.
4. Use pro-social skills learned in programs, and assist others in the skills.
5. Demonstrate ability to identify your individual problems.
6. Take responsibility to recover from infrequent regressive behavior, should it occur.
7. Be willing and able to resolve problems with staff and peers.
8. Do presentations upon request.
9. Model appropriate behavior and pro-social skills.
10. Demonstrate a positive sense of community.
11. Demonstrate the initiative to seek out advice from staff when having a problem, a concern or are

in need of feedback.

12. Begin to politely offer advice and feedback to peers who are having problems/concerns.

## Honor

13. On a more consistent basis, use skills that are taught in class and in group counseling, including pro-social skills learned through special group sessions.
14. Follow all staff instructions on a more consistent basis.
15. Maintain good hygiene. This includes keeping self and belongings neat and clean.
16. Make sure dorm or other buildings are clean at all times.
17. Initiate work details.
18. There should always be two honors in the dorm.
19. Assist residents in lining up five minutes before an event/movement of the population.

### Advancement Criteria:

**Note:** Treatment Team/Administration must approve all promotions.

Based upon staff observation, log entries, activity reports, progress reports and any other relevant information, and with staff direction and support you will:

1. Have no unresolved rule violations or restrictions.
  - ➔ No outstanding Behavioral Improvement Plans (BIP).
  - ➔ No outstanding Incident reports (IR).
  - ➔ No active or pending disciplinary action.
2. Have little to no regressive behavior.
  - ➔ Logs and reports contain no references to behavior expected of a lower stage resident; or, if this type of behavior has occurred, it is an exception to your usual behavior.
3. Consistently demonstrate skills learned in programs.
  - ➔ You demonstrate skills learned in daily living situations.
  - ➔ Proficiency in Social Skills specific to Honor Stage.
4. Meet requirements of the Honors stage and begins to exhibit appropriate behavior for release.
  - ➔ You complete a release plan
  - ➔ Pass Honors to Community test

### Staff's Interaction Style:

#### Delegating

Staff defines problems with resident and sets goals collaboratively upon resident's request for help.

Staff allows resident to develop own plan of action. Resident brings plan to staff for review.

Staff delegates tasks to resident (e.g.: assign tasks for resident to complete on own initiative).

Staff allows resident to evaluate their own performance and will work with resident to evaluate resident's performance.