



CAROLINA DUNES BEHAVIORAL HEALTH

ACUTE CARE PATIENT AND PARENT HANDBOOK

PRIMARY THERAPIST: _____ PHONE: _____

PATIENT ID CODE: _____ DOCTOR: _____

Visitation Times:

GIRLS: Monday & Wednesday: 3:00pm – 5:00pm

BOYS: Tuesday & Thursday: 3:00pm – 5:00pm

All visits limited to 30 minutes

*****No visitors under the age of 18 allowed*****

Phone Calls:

4:00 pm - 5:00 pm Every Day

Admission Note for Parent/Guardian

Please be available to attend a family therapy session within 72 hours of admission. This will be scheduled with the assigned therapist.

Discharge Note for Parent/Guardian

Please be available the morning of discharge (before noon) to complete the discharge process.

Carolina Dunes Behavioral Health
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WHO WE ARE

Welcome to Strategic Behavioral Center. We look forward to working with you. We want to make every effort to ensure that you have a positive experience at CDBH. Please take some time to read this handbook; it will assist you in becoming familiar with our program.

At Carolina Dunes Behavioral Health our goal is to improve the lives of struggling adolescents and their families. Our program addresses the emotional, physical, academic and social needs of your child.

Our goal is to provide opportunities that will allow your child to reach his or her true potential. We provide them with the needed resources to succeed in ways they may have never imagined possible. We believe that every child is full of potential and promise.

OUR TEAM

Throughout your stay you will be working with the following team members:

Psychiatrists	Therapists
Nurses	Program Coordinator
Recreational Therapists	Licensed teachers
Residential Advisors	Administrative support staff

OUR PROGRAM

When you are admitted to our program we will use a variety of tools to better understand your needs. This will help us develop your treatment plan. You will be assigned a therapist and will participate in individual, family and group therapy. Your family or caregiver is also expected to participate in treatment which will include family therapy, visitation, family education group and special program functions.

ACADEMIC PROGRAM

Students remain enrolled in their regular schools since the average length of stay is approximately two weeks. During your child's stay, he/she may have an opportunity, when appropriate, to work on school assignments during daily "Study Skills" time (depending upon acuity, length of stay, and type of assignments). Please note that resources in an acute setting are quite restricted and there is very limited access to the internet.

Parents/Guardians may bring their children's assignments to the facility for the student to complete. Assignments may be left at the front desk or given directly to the assigned therapist. Upon request, letters will be written to verify hospitalization for families to provide to school attendance officers.

FAMILY PROGRAMMING

Admission Information

Within three days after admission, a family therapy session will be scheduled with the assigned therapist. These meetings are to discuss your child's needs, identify ongoing services they may require, and review medications. It is also an opportunity for you to ask questions and obtain information you may need to assist with your child's discharge back into the home and/or community

Discharge information

Please be aware that the psychiatrist writes the discharge orders to occur before noon. Please make arrangements to be available the morning of discharge for a family discharge planning session.

Visitation

The following guidelines are designed to ensure the safety of Patients. Therefore it is important that these are followed by all visitors. **We ask that you keep ALL purses, cell phones and other personal items locked in your vehicle.** Any alcohol, tobacco products, illegal drugs, weapons, or sharps are not permitted on the premises. **We ask that no cards, games or items of this nature be brought in.** There are recreational items that CDBH will provide which may be utilized during visitation.

❖ **The initial family visit may only take place with Therapist approval.**

Visitation is limited to parents/guardians/primary caregivers (such as grandparents or foster parents: **only (2) visitors allowed at a time.** Please be sure to sign in at the receptionist desk. You will be asked to read the guidelines and sign at the bottom during your first visitation.

- ❖ Any additional visitors must be set up and approved through your therapist.
- ❖ Visitors will need to present the Patient's identification number before being allowed to visit.
- ❖ All visitors must present a picture ID.
- ❖ Visits are supervised, unless otherwise indicated by the treatment team.
- ❖ ***Please allow 15 minutes for staff to arrange for the visit.***
Please be sure to sign in at the receptionist desk. You will be asked to read the guidelines and sign at the bottom during your first visitation.
- ❖ An announcement prompting visitors that visitation is coming to an end will be made. You will have approximately ten (10) minutes to say your good-byes. After saying your good-byes, please gather your belongings and promptly depart from the visitation area.
- ❖ Family involvement is a requirement at CDBH. Families will be expected to attend family sessions, multifamily group and any scheduled meetings regarding treatment planning.

GUIDELINES FOR MAIL

- ❖ Patients may write letters and receive mail only from parents/legal guardians and others listed on their mailing list. Therapists will ensure that incoming and outgoing mail is addressed to or from an approved person.

PHONE CALLS

- ❖ **Initial phone calls may only take place with Therapist approval.**
- ❖ Patient's phone calls are restricted to parent/legal guardian and others on the approved call list. Telephone privileges may be restricted if the treatment team determines this to be in the Patient's best interest.
- ❖ Only parents/legal guardians will be allowed to call for updates. Please contact the nurse or therapist for information regarding your child.
- ❖ Patients are allowed to make calls daily during scheduled phone times, not to exceed 10 minutes. Only people from the approved list may be contacted. Additional phone time may be made at the discretion of the therapist.

Phone Calls

4:00 pm - 5:00 pm Every Day

PERSONAL BELONGINGS

All of your belongings will be searched, screened for appropriateness, laundered, and inventoried on a form which you sign upon admission. If you have belongings that are not appropriate, they will be sent home with your parents/guardians. All luggage will be required to be taken home at the time of admission. For identification purposes, all clothing labels will be marked with the patient's initials in permanent marker-which staff will provide.

Patients are responsible for keeping their own clothing clean and neatly stored in their bedrooms. Patients are encouraged to report missing clothing to staff immediately. You are strongly discouraged from bringing expensive clothing or expensive/valuable personal items that could be lost or stolen.

SBC IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN ITEMS.

Patients are not permitted to sell, buy, give away, borrow, lend, trade or exchange clothing or personal items.

ITEMS YOU WILL NEED TO BRING:

- ❖ One pair of shoes (laces are not permitted)
- ❖ Four of each of the following:
 - shirts
 - pants
 - shorts
 - underwear/bras (no underwires)
- ❖ Two sets of pajamas

- ❖ One jacket or sweater (no hooded sweatshirt)

All hygiene and toiletries will be provided by the facility unless prescribed by an MD then bring that with you.

STAFF RESERVES THE RIGHT TO PROHIBIT WEARING OF ANY ITEM THAT IS NOT ON THIS LIST. STAFF WILL ALSO DETERMINE BASED UPON WEATHER CONDITIONS THE APPROPRIATENESS OF ATTIRE.

Personal items are encouraged, but please keep them to a reasonable minimum. You are encouraged to bring the following:

- ❖ Personal photos (no frames)
- ❖ Personal books/magazines for reading – four **(4)** –Therapist approval will need to be obtained before Patients will be allowed access
- ❖ One **(1)** Journal (no metal)
- ❖ One **(1)** Sketch Pad (no metal)
- ❖ Religious/spiritual materials

Clothing and dress standards are as follows:

No article of clothing may be worn if it shows or suggests:

- Sexual inappropriateness
- Alcohol or Drug use
- Gang signs/affiliation
- Inappropriate language/pictures (derogatory, negative, curse words)
- Racial slurs
- Discrimination in any fashion (age, gender, sexual orientation, religion, race, disabilities etc.)
- Vulgarity
- Violence
- No bandanas, hats, scarves or belts
- Spandex and other tight-fitting clothing is not permitted
- Shorts must be appropriate in length (no more than 2-3 inches above the knee)
- All clothing must be in good condition (no rips, holes, frayed edges, etc.)
- Clothing may not have hoods and no hats or headwear of any kind may be worn

Clothing must fit appropriately

- No sagging pants
- No low cut shirts/blouses
- No wearing of see-through/thin apparel

Appropriate pajamas/night clothes must be worn

- Comfortable
- No nightgowns
- Appropriately covers body -no revealing clothing

Button down and zipped shirts

- The collar button maybe undone but all other buttons shall remain buttoned
- Zipped shirts shall be unzipped no lower than the opening of a buttoned shirt (as described above)

Underwear/Undergarments

- Males must wear a shirt at all times

- Males must wear underwear at all times (boxers, briefs etc.)
- Females must wear a bra under all shirts (the only exception is at bedtime)
- Females must wear underwear at all times (panties etc.)

Appropriate footwear must be worn at all times

- Shoes
- Slippers
- Socks are to be worn with shoes

PROHIBITED/CONTRABAND ITEMS

Staff reserves the right to remove items from a Patient or Patient's room that he/she feels are dangerous to that Patient or to others. Below is a list of some of the items Patients should leave behind. ***This is NOT a complete list of prohibited items:***

- | | |
|--|--|
| ❖ Electronic or battery operated items | ❖ Alcohol / Drugs and/or paraphernalia |
| ❖ Alarm Clocks | ❖ Explosives (e.g. firecrackers) |
| ❖ Lamps | ❖ Flammable liquids |
| ❖ Mirrors | ❖ Weapons |
| ❖ Fans | ❖ Laser Pointer |
| ❖ Perfume / Cologne | ❖ Tobacco products/ lighters/matches |
| ❖ Cell Phones | ❖ Syringes |
| ❖ Glass/metal/ceramic items | ❖ Razors - Sharp or unsafe items |
| ❖ Food/snacks/gum/candy | ❖ Wallet Chains |
| ❖ Non-prescription Medications | ❖ Toxic Markers |
| ❖ Jewelry | ❖ Hats |
| ❖ Bandanas | ❖ Stuffed Animals/Toys |

STORAGE BINS FOR PATIENT'S BELONGINGS

Upon admission each patient's personal items will be inventoried. If the patient has items that are not allowed, and these items are unable to be sent with the parent/guardian, they will be placed in a bin labeled with the patient's name in a storage room. These items will be given back to the parent or guardian the next time they visit the facility.

MOVIES

Patients are able to watch select movies which are rated **G – PG** unless parent/legal guardian has placed restrictions on viewing.

PATIENTS' CHORES

Everyone is expected to share in keeping the facility clean. Patients are responsible for keeping their personal spaces clean, making their bed daily, keeping clothing picked up, removing towels from the bathrooms. Patients are also

responsible for assisting with keeping common areas clean by picking up personal belongings, throwing away trash, returning furniture to its appropriate place. Additional chores may be assigned as well.

MIXING OF PATIENTS

- ❖ Patients are expected not to gather together (one on one) at any time.
- ❖ Patients are expected not to engage in “boyfriend” or “girlfriend” relationships while in the program.
- ❖ Patients are expected not to send notes/messages to each other regardless of gender.

ROUTINES AND RITUALS

Community Meetings

- ❖ Occurs three (3) times during the day – morning (kick-off), afternoon (Check In meeting), evening (Wrap Up group).
- ❖ Patients will identify their goals for the day in the morning. They will discuss how they are doing with their goals in later Community Meetings.
- ❖ Patients will discuss how they are doing as well as provide each other with feedback on how they feel others are doing for that day.
- ❖ They will hold each other accountable for behaviors/choices during these meetings as well.
- ❖ Patients and staff evaluate goals and discuss in each meeting if patients are achieving their goals.
- ❖ Patients who have had difficulty with their behaviors will have an opportunity to gain feedback and guidance from the group.
- ❖ Reviews for promotion to the next level will occur during the morning Kick-Off Community Meeting.

FOCUS AND TRANSITION:

At the end of every activity on the schedule, staff will explain to patients the next activity on the schedule, the expectations of the transition, and the instructions for when they arrive at the next activity. Patients will transition to different locations quietly and in a line.

COURT PROCEDURES

In accordance with NC General Statute 122C-224 – Judicial review of voluntary admissions. Voluntary admissions will be reviewed by the local county court system within 15 days of admission. The patient is represented by a court appointed lawyer who meets with them prior to the hearing. Patients may waive their right to testify, appear, or both. They may also choose to address the court in person. Patients will attend court at this facility so no transport is needed. The Judicial Staff hold court sessions here on a regular basis. Guardians will be notified by mail of the date and time of the hearing and are welcome, but **not required**, to attend.

In accordance with NC General Statute 122C-261, involuntary admission will have a court hearing no later than 10 days after taken into custody. The hearing will be held at Carolina Dunes. A few days after admission, a lawyer from the Office of Special Counsel will contact you and the patient, and will represent the patient at the initial hearing. The judge, at the hearing will decide if the patient should be treated at the hospital or should be released. The judge will also decide how many days the patient may be kept in the hospital before another hearing is held. The patient's commitment order may be for a period up to, but no more than 90 days.

HOW WE ENCOURAGE SUCCESSFUL DECISIONS

VALUES – Staff provide role modeling of nine specific values important to the therapeutic growth of all patients.

REDIRECTION – Patients will be given a verbal prompt when behaviors are not representative of the posted values.

TIME AWAY – Getting away from the immediate environment. You may ask staff for a Time Away from the current situation/environment in order to gain self control and refocus. Staff may also prompt you to take a Time Away as well.

LEARNING EXPERIENCE – A written assignment designed to give the patient an opportunity to reflect on his/her behavior.

COMMUNITY REFOCUS – This is an extended period of time away from the group (1/2 hour for middle school, 1 hour for high school) for a patient to reflect on his or her actions. Patients will be encouraged to process with staff during this time and will have an opportunity to complete the learning experience as well.

PARALLEL PROGRAMMING – Patients who are physically aggressive, who are not actively participating in treatment or are significantly non-compliant with unit rules may be asked to be separated from the peer group for an extended time. Parallel programming allows the patient time to focus on therapy tasks without distraction from others. Parallel programming is a therapeutic intervention which occurs in the day rooms on the halls and is monitored by staff and processed with a therapist. Assignments are completed by the patients to allow the patient to thoroughly consider their issues. When the assignments are complete and the behaviors have been discussed- the patient may be permitted to re-enter regular programming.

VALUES

Be Honest vs lying or withholding the truth, cheating on homework, quizzes, tests

Be Respectful vs gossiping, abusive language, manipulation, sarcasm, breaking confidentiality, bullying

Use Time Wisely vs sleeping, drawing in class, passing or receiving notes, talking

Follow Directions vs disregarding the request of any staff person

Respect Property vs writing on books, walls, destroying property, touching another person's belongings without permission

Remain in Area vs entering an area without permission or without staff present

Be Considerate vs disruptive behavior, talking out in line or in class, using negative or derogatory terms with others

Be Responsible vs not prepared for class, not having feedback sheet signed, tardy, incomplete assignments

Be Safe vs aggressive, dangerous behavior, threats of violence, any physical contact, self harm

POINT SYSTEM

Each day for every activity, Patients have the opportunity to earn points. These points are earned for working toward a treatment goal and for general behavior during the day. Each day a total of 100 points is possible. Promotion to higher levels is achieved by earning points. General behavior is defined as following the rules of the facility and staying focused on the posted values. Treatment goal points are earned when the patient is working toward a goal chosen from their treatment plan that morning. The points are used to "purchase" items in the points store each week. Items in the store range from 50 points to 1000 points. This system encourages good decision making, budgeting, patience and an overall feeling of accomplishment.

CAROLINA DUNES BEHAVIORAL HEALTH LEVEL SYSTEM

"L.A.W"

Learning, Accepting, Willing

Learning Level (L)

All patients begin treatment on the Learning Level for a minimum of 24 hours and will be restricted to the unit for the first 24 hours while they are being oriented to the program. The learning level offers patients time to get to know staff

and peers and to learn about Carolina Dunes Behavioral Health. This is a time to become familiar with our rules and expectations as well as how treatment occurs at our facility. The learning level is also for patients who are not yet invested in treatment or are not demonstrating that they are applying concepts they have learned. This is a level where

patients can focus on the basics. Patients on Learning Level are able to earn Point Store points, but are not allowed to spend them until they have been promoted to Accepting or Willing level.

To graduate to the next level:

1. Zero incidents of physical aggression toward staff or peers.
2. Zero incidents of self harm behaviors
3. No sexual acting out
4. Participate in all assessments that need to be done within the first 24 hours.
5. Earn at least 75% of possible points for two days.
6. Learn and state our Values (If you need help with this, staff or your therapist can help).
7. Be able to name 5 staff members.
8. Show openness about the issues that led to treatment by participating in the development of your treatment goals and verbalizing at least one to work on each day in Goal Setting Group.
9. Comply with Rules and Expectations.

Privileges

1. Bedtime 8:45 on Weekdays, 9:15 on Weekends
2. Patients may earn points for the Point Store (must be at Accepting level to redeem points).

Accepting Level (A)

Must be on Learning Level for 48 hours before moving to level A. Patients will show an openness for the need for change. Patients at the Accepting Level are able to show through words and actions that they are beginning to understand their need for treatment, are working on their issues and changing behavior. Patients at an Accepting Level are able to “accept” feedback from staff and peers about their behavior. They are beginning to consider causes for issues that have been a problem-as well as possible solutions. Staff will be able to recognize those who have moved from Learning Level to Accepting Level by observing their behavior on the hall, in activities, and in therapy. Patients are expected to attend school and make a genuine effort. Patients are expected to attend and actively participate in group therapy, town hall meetings, and life skills groups.

To graduate to the next level:

1. Continue to follow all lower level expectations.
2. Do not participate in or encourage negative behavior.
3. Follow rules with limited redirection.
4. No instigating or bullying.
5. Accepts consequences with minimal escalation or negative reaction.
6. Able to state Program Terms and values.
7. Verbalize desire to follow treatment program and work toward discharge.
8. Work with Therapist and Treatment team to continue development of Treatment Plan, establishing specific goals to work on and ways of meeting goals.
9. Understands and complies with program rules and schedule consistently.
10. Participate in group and family sessions appropriately and on a consistent basis.

11. Earn at least 85% of possible points per day.
12. Complete Handbook Quiz.

Privileges

1. Eat meals in the cafeteria.
2. Eligible for special movie nights or activities.
3. Permitted 15 minutes on gaming system.
4. Able to purchase items in the Point Store.
5. Bedtime 9:00 on Weekdays, 9:30 on Weekends.

Willing Level

Moving to the Willing Level is a significant sign of progress in treatment. Working at a Willing Level involves a readiness to change. Patients who are at the Willing Level demonstrate through words and actions that they understand their issues and are making clear efforts to address their issues on a daily basis. Patients who are working at a Willing Level are able to verbalize an understanding of their treatment goals and how they are doing at meeting those goals. A Willing Level patient does not feed into negative behavior, does not manipulate staff or peers, observes appropriate boundaries in their relationships, and sets a good example for other patients to follow. Willing Level patients can identify appropriate coping skills. Patients on the Willing Level will have zero incidents of physical aggression toward staff or peers. Patients on the Willing Level will have zero incidents of self harm, and will be able to talk about thoughts of self harm openly with staff or a therapist. Patients are expected to attend school and make a genuine effort. Patients are expected to participate in group therapy, town hall meetings, and life skills groups. Willing Level Patients lead with actions, not just words.

To maintain this level:

1. Continue to follow all lower level expectations.
2. Do not participate in or encourage negative behavior.
3. No instigating or bullying.
4. Follow rules with limited redirection.
5. Accept consequences with minimal escalation or negative reaction.
6. Able to state Program Terms and values.
7. Verbalize desire to follow treatment program and work toward discharge.
8. Work with Therapist and Treatment Team to review and revise treatment goals, establishing specific goals to work on and ways of meeting goals.
9. Understands and complies with program rules and schedule consistently.
10. Participate in group and family sessions appropriately on a consistent basis.
11. Earn at least 95% of possible points each week.

Privileges

1. Eat meals in the cafeteria.
2. Eligible for special movie nights or activities.
3. Permitted 25 minutes on gaming system.

4. Bedtime 9:15 on Weekdays, 9:45 on Weekends.

NOTE: A patient may be demoted to a lower level due to:

- Physical Aggression toward peer or staff
- Self-harm
- Poor participation in treatment
- Gross rules violations

PROGRAM TERMS

Honesty: Being open and truthful about past and present behaviors, thoughts, and feelings.

Respect: To show consideration without intruding upon the rights of others or authority.

Authority: Person or institution responsible for setting limits and establishing consequences for rules violations.

Arguing: Statements used to defy a rule, push a limit, avoid consequences, or gain power in a verbal interaction with an authority figure. These statements often involve what is “right” or “fair”.

Excuses: Statements used to avoid accepting responsibility for one’s behavior.

Maturity: Willingness to do what is best even when it is not what one wants.

Acceptance: The willingness to comply with set limits-whether they agree with them or not.

Willingness: Putting forth effort to accomplish a task, regardless of how hard, frustrating, scary, etc. Means 100% effort even without success.

Anger Formula: Fear + Hurt + Frustration = Anger (Fears may include: fear of failure, fear of rejection, fear of abandonment, fear of being alone).

Anger Management: Controlling one’s behavior even when feelings are powerful. Involves a two-step process 1) Don’t Speak 2) Get distance-either physical or psychological. (Shut up & Back Off)

Self Control: Controlling one’s behavior even when feelings, thoughts, and/or wishes are powerful. Involves a three step process: 1) Stop 2) Think 3) Make a Good Choice.

Compromise: The art of negotiating by making an appropriate request or accepting.

PATIENT’S RIGHTS - YOUTH SERVICES

All patients have certain rights and expectations within the program. There are also certain times when restrictions may be implemented. We have tried to provide you with clarification of these times in the list below. Patients may ask staff any questions they may have regarding their rights at any given time.

1. The right for you, your guardian, and your therapist to decide who can visit you.
2. The right for you, your guardian, and your therapist to decide who you can talk to on the phone.

3. The right for the people who take care of you to decide if they want you to take medication or get care from the doctor.
4. The right to contact the Patient Advocate at Carolina Dunes Behavioral Health about any concern you have while hospitalized.
5. The right to file a grievance and receive a written response.

These are your rights while in the hospital:

1. The right to be taken care of and make good changes in your life.
2. The right to be by yourself at times when you are safe and in control.
3. The right to have your information kept private from others.
4. The right to have privileges as long as you are safe and your behavior is under control.
5. The right to be taken care of if you are sick or injured.
6. The right to talk to your doctor about your problems.
7. The right to know what your medications are and what they do.
8. The right to talk about your ideas of where you will live after you leave the hospital and how you will keep making good changes in your life.
9. The right to have approved visitors during visiting hours.
10. The right to be kept safe when you may have a hard time controlling behavior by yourself.
11. The right to have your doctor decide when you might need special safety help-like closer observation or the quiet room.
12. The right to talk to your priest, rabbi or clergy with the permission of the people who take care of you.
13. The right to wear your own clothes as long as you are safe and in control of your behavior.
14. The right to send and receive mail authorized by your parent/guardian. You must open all mail in front of staff so they can check for contraband.
15. **Grievances:**

If you have a grievance, there are several ways to voice the concern. Patients may speak to any staff member or voice their concerns at any community group. If not resolved the patient should ask any staff member for a grievance form. The patient fills out the grievance form and places it in one of the grievance drop boxes. The grievance will be reviewed by the patient advocate and forwarded to the appropriate staff for follow up. If a resolution is not met, the grievance will be forwarded to the Clinical Director. A response to your grievance will be made in a timely manner and a written response will be provided.

LOCAL MANAGED CARE ORGANIZATION: Contact your therapist for this information.

STATE AGENCIES:

NC Department of Health and Human Services Complaint Hotline: 1-800-624-3004 or 919-855-4500

Joint Commission Complaint Hotline: 1-800-994-6610

Patient/Parent/Legal Guardian Responsibilities and Expectations:

1. You are responsible for providing information about the patient’s physical and mental health, including past illnesses, hospital stays, family history, developmental history, allergies and the use of all medicine (prescription, non-prescription, over-the-counter and herbal).
2. You are responsible for asking questions when you do not understand information or instructions. If you believe you cannot follow through with your treatment, you are responsible for telling your doctor or your therapist working with you.

3. Patients have the right to have an advance directive, such as a living will or health care proxy. Parents/legal guardians will be responsible for providing advance directives to the facility should they exist.
4. Patients/Parent/Guardian/Visitors are responsible for being considerate of the needs of other patients, staff, and the facility. This includes maintaining the confidentiality of other patients and their family information that you may encounter during any phase of treatment (observation, visitation, group sessions or other modes of disclosure). It also includes abiding by facility policies and procedures and respecting the facility grounds and property.
5. Patients will be issued an identification code upon admission. This should only be utilized by the parent/legal guardian when calling to follow up on the client's progress or when visiting. If the parent/legal guardian chooses to share this number with others, **confidential information will not be disclosed** to those individuals. It is your responsibility to manage disclosure of this code.
6. You have the right to know facility rules that affect you and your treatment and about charges and payment methods. You are responsible for providing information for insurance and for working with Carolina Dunes Behavioral Health, when needed, to arrange payment.
7. You are responsible for recognizing the effect of lifestyle on your personal health and mental health. Your health depends not only on the care you receive at our facility but, in the long term, on the decisions you make in your daily life in conjunction with parent/legal guardian decisions.

EXPECTATIONS

1. No threats or actions of violence.
2. No unapproved items in the facility.
3. No borrowing, lending or stealing of other's items.
4. No personal contact between residents is allowed.
5. Show respect by not using profanity, name-calling, racial slurs, gang signs, or symbols.

6. Patients are not permitted to enter each other's rooms.
7. No writing, passing or receiving notes.
8. No horseplay or disruptive behavior.
9. Allow staff to handle situations with other patients
10. Display positive behaviors as a role model to others.
11. Respect room time by not talking with patients in other rooms.

12. Ask for permission to leave your room.
13. Move from one area to another in the facility in a line and keep your hands at your sides.
14. Taking pride in your appearance and completing daily hygiene.
15. No tattooing, piercing or writing on our body or the body of others.
16. Discussing or attempting to runaway from the facility is not permitted.
17. Respect other's privacy. Do not discuss their issues with others. The exception would be when safety is a concern.

WHEN IN GROUP

1. Respect confidentiality-what is said in group stays in group. The exception would be when safety is a concern.
2. Be respectful. Listen and do not interrupt when others are speaking.
3. You are to remain in group unless staff has given permission to leave.
4. Group attendance in mandatory.

WHEN IN YOUR ROOM

1. Doors stay open at all times.
2. You are to stay out of your doorway.
3. Raise your hand if you need staff's assistance.
4. You will make your bed in the morning and after room time
5. Respect your roommate's property.
6. Do not write or draw on furniture or walls.

RESPECTING OURSELVES AND OTHERS

1. Change clothes in your bathroom.
2. Knock on the door and wait for a response before ever opening the door.
3. One person at a time in the bathroom.

HANDBOOK QUIZ

1. How many hours of school are required each day? _____

2. Which of the following is a way that patients can show respect for the privacy and personal items of ourselves and others?
 - A. Taking what I need and asking later

- B. Leaving my clothes on the floor in case my roommate wants to borrow something
 - C. I knock before I enter the bathroom to be sure no one is in there
 - D. Read other Patients' mail
3. True or False: I can wear hats and hoods whenever I want. _____
4. How will you know what clothing is yours if someone has a similar item? _____

5. The number of visitors I can have at one time is: _____
6. In order to allow everyone to have time for their calls, I must limit my phone calls to:
- A. 1 minute
 - B. 5 minutes
 - C. 10 minutes
 - D. 30 minutes
7. What is a community meeting? _____

8. The levels in order are:
- 1. _____
 - 2. _____
 - 3. _____
9. If I have a complaint or concern about something, I should:
- A. Tell a peer
 - B. Get mad about it
 - C. Write a grievance report
 - D. Call my guardian
10. When transitioning from one activity to another, I need to:
- A. Be polite and wave to staff from other halls
 - B. Call out to my therapist when I see him or her
 - C. Stay in line and be quiet
 - D. Skip