

ATTENTION HOMES

RESIDENT

PROGRAM

HANDBOOK

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WELCOME TO ATTENTION HOMES

Life is full of choices. Oftentimes the circumstances in our lives can make us feel powerless. Frequently, there are situations that seem beyond our control. However, much is in your power to control or transform; including the behaviors you choose to engage in; the decisions you make; the respect and responsibility you express, and so on. Our desire while you are here is that you learn more about yourself and acquire skills to help you when our milieu and your life become difficult.

We all have our ups and downs, but we are all different in how we learn to react to them. We can choose to unlearn old reactions and patterns of behavior and learn new coping skills and life strategies. We want you to grow and learn, we can help and we know only YOU can make this happen. We will assist you in providing an environment that is safe and supportive. The rest is up to you. The choice is truly yours.

With your arrival to Attention Homes (AH), you have the opportunity to focus and work on your personal goals. We are committed to helping you achieve these goals. Each resident is treated equally and fairly because we respect each of you no matter who you are.

Attention Homes has four different service tracks:

- Emergency and respite residential care
- Variable-term residential care,
- Substance abuse residential care which includes monitoring and substance abuse education,
- Transitional living care with a focus on independent living skills, transition plans and employment.

We are here to help you address personal and family issues that have resulted in your placement with Attention Homes. Each track is community-based and provides you with opportunities to develop yourself in healthy ways through behavioral change.

The milieu/behavior program at Attention Homes, *CHOICES*, is based on a cognitive behavioral approach because we know that to change a behavior, you must first address your explanations that best explain your behavior. Our strength-based program is also based on doing what you say you will do, honesty and respect.

The Choices Program is a level system designed to empower you to accept responsibility and take accountability for your behavior, attitude and choices in all areas of your life. It addresses four major areas: character development, relationships and interactions, group living responsibilities and a weekly individualized target behavior.

Consequences don't just happen to you; they are the result of the choices you make. Therefore, YOU are the person that has the largest impact on your destiny and success. Only you have the choice to make life satisfying and rewarding. In our program you will receive all kinds of opportunities to gain more privileges and Freedoms, but the choice is up to YOU.

Most importantly, remember that we are here for you. Use your time here constructively by being open and honest with staff, respecting yourself and others and working toward your goals. We encourage you to always ask questions when they arise and to let staff know how we can support you.

Attention Homes provides:

- Behavioral based level system (Ranging from Freshman to Graduate level, depending on compliance and performance in program)
- 24-hour-a-day staff presence
- A cognitive behavioral program
- A rotational psycho-educational/social skill group
- Substance abuse educational groups
- NA/AA group
- Academic and recreational support
- Case management
- Individualized behavior plan
- Behavioral, individual, and family coaching
- Access to community mental health services; ITOP, ISIS, BCMH
- Community involvement
- Random poly-UA and BA screens
- Support in obtaining part and/or full-time work
- Hands-on life skills training

Our belief is behavior change begins with first understanding how you think about you, others and events and then identifying ways to change those thoughts that are unhealthy and do not work for you to help you achieve socially appropriate results.

At Attention Homes you opportunity to focus on yourself, examine your thoughts and behaviors, work on your personal goals and practice sober living. We also provide a safe space for learning accountability and responsibility for the choices that you make. We are committed to helping you achieve success by supporting you in a non-judgmental manner while providing you a safe, well structured and healthy environment.

Welcome to Attention Homes.

RESIDENT RIGHTS

To best support the fundamental human dignity and the civil, constitutional, and statutory rights of each resident and to foster healthy growth and development, program staff will ensure the protection and maintenance of each resident's rights.

The following rights are extended to each resident without reservation or limitation:

1. The right to have impartial access to treatment regardless of race, gender, sexual orientation, religion, ethnicity, handicap, or source of financial support.
2. The right to have personal dignity recognized and respected in the provision of all care and treatment.
3. The right to receive individualized treatment, including the provision of an individualized treatment plan, active participation in the development of the treatment plan by the resident, with periodic review, implementation and supervision by professional staff.
4. The right to receive prescribed services within the least restrictive and appropriate environment.
5. The right to protection of privacy and confidentiality of communication with treatment staff, and of material written in the resident's record, within the structure of the individualized treatment plan.
6. The right to request the opinion of a consultant, at the resident's own expense or to request an in-house review of the individualized treatment plan.
7. The right to be fully informed of all resident rights by receiving a written copy of the list of resident's rights, by having them posted in full view of the community and, if necessary in a language that the resident understands.

The following rights are extended to each resident unless they are determined to be clinically inadvisable by the treatment team. In some instances limitations or restrictions will be discussed with the resident and/or family and reviewed by staff for clinical effectiveness within each week of placement:

1. The right to receive visitation by family and significant others, regardless of age, in a suitable place with appropriate privacy, or refuse it.
2. The right to receive and send mail without hindrance.
3. The right to conduct private telephone conversations (unless otherwise indicated by caseworker or guardian) with family and friends, initiated and/or receiving calls.

The following rights will be extended to each resident, resident's family or

guardian only as clinically appropriate and indicated:

1. The right to be informed of the identity and professional status of the staff responsible for the resident's care.
2. The right to be informed of risks, benefits, and side effects of all treatment procedures, particularly those considered innovative or experimental.
3. The right to be informed of the nature of the care, procedures and treatment prescribed.
4. The right to be informed of alternative and appropriate treatment procedures.
5. The right to refuse to participate in any research project without compromising or jeopardizing access to other facility services.
6. The right, to the extent permitted by law, to refuse specific medications or treatment procedures.
7. The right to be informed that refusal of medications or treatment prescribed involves the responsibility of the staff to seek appropriate legal alternatives, orders, involuntary treatment, or in accordance with professional standards, to terminate the relationship with the resident upon responsible notice.
8. The right to be informed of the cost and charges for services rendered.
9. The right to be informed of the source of the facility's reimbursement for the resident's care and any limitations placed on the duration of services.
10. The right to be informed of any treatment staff changes or intent to transfer the resident and the reason for these changes.
11. The right to be informed of the program rules and regulations applicable to the resident's conduct.
12. The right to initiate a complaint or grievance and to be informed of the appropriate means of requesting a hearing or review of the complaint.
13. The right to participate in and be informed of discharge plans.
14. The right to discuss plans for meeting suggested mental and physical requirements following discharge.
15. The right to participate in work programs providing the work is therapeutically prescribed within the context of the individualized treatment plan which in turn complies with either local, state, and federal law and regulations, is fairly compensated according to the economic value of the work and is performed voluntarily. Personal housekeeping tasks are excepted.
16. The right to informed consent through a written form dated and signed by the resident, resident's family or legal guardian for voluntary participation in the following activities:
 - a. Audio-visual or other means of recording the resident's activities for subsequent review.

b. Any procedures for which consent is required by law.

GRIEVANCE PROCEDURE

You, your parent(s), guardian(s) and caseworker may file a grievance with regard to any rule, policy, action, decision, or condition made or permitted by any Attention Homes' employee or other person responsible for the care and treatment of a youth(s) residing at Attention Homes.

Prior to filing a grievance we encourage you to first attempt to resolve the situation with the direct care staff. If the situation is not resolved to your satisfaction, you may file a grievance with the Program Manager. The grievance form is available by asking a direct care staff.

Your grievance must be filed with the Program Manager within five days of the incident. The grievance must be in writing and must include your suggestion for a resolution of the problem (See attached grievance form). You may request assistance in writing and filing your grievance from any of the direct care staff. When you have completed filling out your grievance form, seal it into an envelope, write "Program Manager" on the outside envelope and staff or you will deliver it to the Office Manager in the Attention Homes, administrative offices. The Office Manager will put a date on the envelope to evidence when it was filed /received.

Within five working days following the filing of your grievance, an attempt will be made with your participation to resolve the problem. This attempt shall be in the form of a meeting. The day of the meeting will be documented in writing.

If the problem is not resolved to your satisfaction, Attention Home's Executive Program Director will be notified of the grievance and will work with all parties toward a resolution. A copy of the grievance will be placed in your file.

For more information about the grievance procedure, please request to meet with the Program Manager.

PROGRAM DEFINITIONS, GUIDELINES AND EXPECTATIONS

(Listed alphabetically)

**Understand that all rules and expectations are not listed in this manual. This manual is designed to provide you with an OUTLINE of behavioral standards. All expectations and consequences are subject to staff discretion.

AWOL:

If you are outside the house without permission or inside the house but intentionally hiding from staff sight, you will be considered AWOL. You will also be considered AWOL if you don't call the program if you are going to be late. However, calling Attention Homes to inform us you are late does not necessarily eliminate consequences. When an AWOL occurs all key individuals are notified, including parents, caseworker, probation officer, BEST officer, GAL, etc. and a run report is filed/faxed to the police.

BURNING ITEMS:

Burning items like lighters or matches, candles, incense or other flammable items are not permitted in the house, nor are they to be on your person, in your belongings or in your room. If staff believes your behavior is unsafe, you may be placed on Freshman level, face police involvement and/ or removed from the program.

CASE MANAGER:

Upon your intake you will be assigned a Case Manager. They will be scheduling a weekly time to meet with you. They will document your progress in the program and schedule your necessary staffings, court appearances and other appointments. Your Case Manager also will be the primary person who maintains contact with your parents, guardians and/or support team.

CHANGES IN PERSONAL APPEARANCE:

You must have haircuts, hair color changes, tattoos and piercing approved by parent and/or caseworker. This must be done under the supervision of a parent and/or caseworker. Haircuts, piercings and tattoos are **not** to be given to yourself or other residents in the program.

CLOTHING:

You are expected to follow the dress code (as signed upon intake). We ask that you dress appropriately according to weather and activity. Shoes are to be worn outside at all times. Sleepwear is not to be worn in the milieu or outside. You may

not wear clothing with profanity, racial or sexual remarks, alcohol/drug signs or gang signs. You may not wear clothes that expose midriff or cleavage. You may not borrow clothing or other personal belongings. Failure to adhere to the dress code will result in loss of that particular article of clothing and a loss of points and/or privilege.

COMMUNITY:

Living in this community is a privilege. Please be respectful of our neighbors and our community at large. We do not allow yelling out windows of our house or vehicles, or at any other time while in the community. We expect you to be quiet/respectful when leaving and returning from pass/free-time, pick-ups, etc. If you are unable to follow staff requests to comply with these expectations, consequences could range from low points to Freshman, or loss of free-time or passes. We also expect that radios in the program vehicles be kept at a reasonable level and to only be used to play appropriate music. Please note that the radios in the cars are a privilege and can be adjusted (volume, station) by staff.

CONTRABAND:

You may not have unapproved items on the property, in your room, on your person or in your possession. This includes, but is not limited to, cigarettes and other tobacco products, matches, lighters, cameras, candles, incense, cell phones, internet accessing devices, illegal substances, pornographic material (nudity) etc. If contraband is found in a room the items will be confiscated, and all or some roommates may lose privileges. Police involvement will be sought in the event the contraband is a controlled substance/alcohol. The police may also be called to search all or part of the program/property if staff suspects the presence of contraband on the program grounds at any time.

Periodically we utilize local police/sheriff's department drug dogs to survey and search AH property and house. You are not allowed to interfere or impede this search.

DESTRUCTION OF PROPERTY:

If you damage any property while living at Attention Homes, you are required to work doing community service around the house until the work completed matches the monetary value of the damages incurred. You will be 'paid' for your completed work at a rate of \$7 an hour. If you have accumulated incentive points (see "incentive points" section of handbook), a monetary value earned will be applied to your debt.

DISCHARGE:

Upon discharge your room must be clean, all belongings must be packed and removed, and all discharge paperwork must be completed. If your discharge is unplanned, AH will collect all your belongings and hold them for thirty days. If your CW/parent does not pick them up in time, they will be donated to the local shelter/clothing shop. Please see “belongings disclosure” signed at intake.

ELECTRONIC DEVICES - CAMERAS/PICTURES:

Due to confidentiality, pictures of residents are not allowed to be taken. Electronics with photographic capabilities will not be permitted at the facility. If an electronic device such as an Ipad, MP3 player etc. has the capability to take pictures or record video that feature must not be used, and will be confiscated in the event that it is used in that capacity. Saved or printed photographs that contain any kind of pornography, nudity, drug/drinking references, or images that staff deem inappropriate will be confiscated and consequences will be given. Personal laptops are prohibited from the facility.

EMPLOYMENT:

Attention Homes supports you in the pursuit of obtaining employment.

1. Program Employment Eligibility

While living at AH, you will be asked to address several aspects of your life, your behaviors and choices. For example, the following are guidelines to obtain/maintain a job while at AH:

- Your job can not interfere with any program required activity/counseling sessions. You must schedule around those times.
- Public transportation – Residents means of transportation will be local RTD buses.
- Full-time students/those working to obtain a GED/PT college student may work up to 25 hours a week.
- Those with a GED/HS diploma may work 30-35 hours a week.
- Residents eligible to seek employment:
 - a) Those residents maintaining Jr. level. In the event you do not maintain Jr. level for one week, you are placed on probation and noted in client’s file. If you do not earn Jr. level within one week you may be required to forfeit your job or take a leave of absence.
 - b) **SA specific** - Must have 30 days sobriety in program

2. Program Expectations

If you are employed while at AH, you must adhere to the following expectations:

- 1) Submit an original work schedule to AH staff or a copy of the schedule signed by the employer. You may not be allowed to go to work if staff does not have your work schedule prior to the time that you are expected to be at work. Work schedules must be approved by your AH Case Manager.
- 2) Cooperate with frequent AH staff random checks to verify employment, schedule and attendance. Every attempt will be made to ensure that such checks do not disrupt your eligibility at places of employment.
- 3) Recognize the following are some, but not all, of the behaviors that may result in loss of employment: drug/alcohol use, three late returns from work, manipulating or lying about work schedule or hours.
- 4) Obtain approval from DHHS caseworker/parent and/or other involved professionals prior to accepting an offer of employment.
- 5) Do **not** accept work at the following types of establishments: those that sell alcohol exclusively or primarily (i.e. liquor stores), those that sell drug or alcohol paraphernalia (i.e. head shops) or those that sell products or offer services deemed inappropriate by AH staff.
- 6) Be in the house by designated, level curfew times unless written permission for an extension is granted by the Resident Program Manager or Executive Program Director.
- 7) The Executive Program Director may terminate employment at any time.

ENTRANCE INTO HOUSE:

To enter and exit the house you must use the main entrance (the west facing door in the front yard). Failure to do so may result in loss of points and/or privileges.

FREE TIME:

You may take free time if it is approved by your parent/case worker and if you are on a level which allows free time. Free time is allowed during designated periods of the day (see schedule). Prior to leaving the house you must let staff know where you will be, what you plan to do during your free time and sign out in the free time log. If you are going to be late, you **MUST CALL THE PROGRAM!** (see “AWOL expectation”).

GANG RELATED ACTIVITY:

No gang signs, writing/graffiti, conversation, “whistling” or gang clothing will be tolerated at Attention Homes. If you choose to engage in any gang related activity

while at Attention Homes, you may be removed from the program. Any graffiti found will be removed by responsible party with possible monetary compensation for damages as well as consequences will be earned.

GROUPS:

You are expected to attend and participate in all AH groups. Residents who have an issue may make a request for a house issues' group. While the group rules are subject to change, the basic rules for all AH groups include:

- One person talks at a time
- No ganging up on residents
- Anything said in group stays in group
- No put-downs

HOUSE CLEANLINESS:

You all live together, so please respect the living space of others.

- **You** are expected to clean up after yourself and keep your belongings in your room. Belongings left in the common area after bedtime may be confiscated and must then be earned back by doing extra chores or using your earned incentive points (see incentive points section of handbook) – 10 pts per item.
- If dishes are left in the sink or kitchen/living areas after bedtime, the entire house may receive a consequence. If it is prior to going on an outing, you may not leave until area is clean.
- You will be assigned a daily chore. It is your responsibility to complete it to the specifications as set by the program/staff. Staff will go over what is expected and show you how it is to be completed.
- Your room must be clean before you may go on outings or activities.
- Every Saturday morning, scheduled major chores to be completed.
- Every Sunday a major room cleaning is scheduled, in addition to normal daily cleaning. Your room is expected to always be clean. Major room clean provides you the opportunity to “deep clean” those things you may have overlooked everyday. If you have a Saturday pass scheduled you must deep clean your room on Friday night or Saturday before leaving on pass.

Expectations for MAJOR Room Clean:

- Clothes: your clothes must be folded, put away on shelves or in drawers, hanging or in a hamper/ laundry bag (if dirty).

- Shoes: organized in rows in closet or lined up under or along the bed.
- Beds: beds must have full clean linens, a mattress pad, fitted and top sheets and pillowcases for all pillows.
- Mattress box clean – lift mattress and remove all trash, papers, etc.
- Dust/Clean/Vacuum: all surfaces, window sills.
- Windows, cleaned.
- Hygiene Products: together in one place and organized neatly in designated plastic bin .
- Cleaning products: put back in designated places. – Be sure to sign the cleaning product log when obtaining a cleaning product and sign again upon return.

HYGIENE/MEDICAL ITEMS:

The following are not allowed in the program; any form of aerosol cans (hairspray, shaving cream, deodorant or body spray, etc.), fingernail polish, fingernail polish remover or rubbing alcohol or peroxide.

ILLNESSES:

Unfortunately, we all get sick. To aid in promoting health and to minimize the transmission of illness, if you are sick and feel too ill to go to school or participate in the group activities, the following will occur:

- You may be taken to the Doctor’s office.
- You must stay in your room/bed except for meals. If you come out of your room, you will earn zeros on your level sheet.
- Staff will complete regular sick bed room checks.
- You will earn grades for that time period when you are sick if you choose to abide by the above expectations (you will not earn higher than a “3” in any category = meeting expectations) Therefore, there is no penalty for being sick.
- Failure to abide by the sick bed expectations will result in earning scores of “0” for that period of time in all areas. You may also earn Freshman status. School or work (if applicable) will be called and the excused absence will be changed to an unexcused absence.

INCENTIVE POINTS:

Incentive points are a way for residents to earn program currency which may be spent by residents on approved items. Instead of giving cash to residents, staff will purchase approved items as scheduling allows.

- You may earn a maximum of 50 points weekly, from Wednesday to Wednesday, for positive behaviors or task completions that exceed expectations.
- Staff will award incentive points based on what they think is an appropriate amount, not to exceed 10 points per day.
- Each 10 points equates to \$1.
- Residents may cash in points weekly or points can be accumulated/saved up to the value of 150 (\$15.00), although the program might be unable to “cash in” all your saved incentive points at one time. If you chose to save your incentive points, you will need to check with the Program Manager to spend amounts larger than 100 incentive points.
- You cannot earn or spend incentive points while you are on Freshman level.

INTERNET:

The internet is a privilege and is not used at AH or the Boulder Public Library as a recreational device or communication device. Therefore, there is no access to the internet unless indicated on your behavior plan, outlined in the educational plan, the vocational plan or requested in writing from a teacher for a specific assignment. When deemed necessary your use is under direct supervision of staff. No resident is allowed to use any Attention Homes computers for any reason.

LINE OF SIGHT OBSERVATION:

If you are determined a threat to yourself or others, you will be asked to remain in the direct presence of staff until the safety concern is resolved. If you are unwilling to comply with “line of sight” procedures, the police will be contacted.

MEDIA:

All media time is a privilege and the amount of media time (T.V. – Xbox etc) is based on the level earned. Your access to media time is based on level, availability, schedule and staff discretion. The T.V. remote and game controls are held in the staff office and must be checked out. Checked out, you are responsible for and accountable for any misuse. If you choose to allow someone who did not earn the privilege of media to use the controls etc, you may lose your time earned.

MOVIES/VIDEO GAMES:

- Movies or videos staff deem inappropriate (excessive violence, racial, sexual content) must be turned off immediately and returned to staff. Failure to do so results in loss of movie/game until your discharge from the program.
- Personal movies/games will not be kept in bedrooms. You must store them in your lockers or return them to legal guardian/parent. Failure to do so may result in confiscation and not returning them until your discharge.

MUSIC:

- Music is a privilege. All music is to be appropriate (no gang references or references to killing, racial comments or degradation of any population) and played with earphones on and not heard from others around you.
- No electronic devices may be used when social interaction is expected or required; i.e. dinner, group, staffings, etc. Your player may be confiscated until your discharge if this policy is violated.
- Portable devices that can be connected to the internet are not allowed in the program. This includes IPOD touches, PSPs, and laptops.
- We do not allow the use of boom boxes or other speaker systems (iphones, portable speakers). If you do not have headphones or a portable music device, please let us know and we may provide a house music player for you to use based on your level and availability.
- Failure to abide by these guidelines will result in loss of music privileges.
- If you choose not to abide by program expectations, on the third infraction the device will be taken and you will not get it back until you are discharged from the program.

MEDICATION:

Any forms of medication, even cough drops, are not allowed in rooms and are to be turned into staff. If needed you will need to request the identified and approved medication from staff.

FACILITY/PROPERTY:

- DOOR POLICY- There are no doors on rooms with the exception of the program designated independent living bedroom. Sheets or blankets are not permitted to be over the doors.
- FIRE SAFETY – You must understand fire escape routes and fire drill procedure as demonstrated by staff. Tampering with the smoke alarms, posted fire escape plans or fire extinguishers will result in your being placed immediately on Freshman level, criminal charges may be filed, and/or you

may be removed from the program. You will also be held responsible for reimbursing the cost of repair or replacement of equipment.

- STAFF OFFICE - At no time are you permitted in the staff office without permission and supervision. You may not touch anything in the office. Staff may invite you into the office to have a private conversation; however, you must leave the staff office upon staff's request. At all other times residents are **not** allowed in the staff office. Choosing to not abide by this expectation will result in earning Freshman level
- GENDER SPECIFIC AREAS – Boys are **never** allowed in the girls' rooms or hallways. Girls are **never** allowed to enter the boys' hallway or rooms.
- PROPERTY BOUNDARIES: You must ask staff for permission prior to going outside (front and back yards) and a staff member must be present when you are outside. If you wish to leave the common area/living room, you **must** ask staff prior to leaving.
- ROOMS – You will be assigned a room. You may have a section of the closet and two drawers in a dresser.
 - Your belongings need to be kept in your designated area. If you have more belongings than can fit in your designated area, staff will assist in bagging them and storing them in our shed until your CW/parent comes and takes them.
 - You are expected to keep your rooms clean. This means bed made, clothes folded and hung up. Dirty clothes in designated basket, trash empty, floor clutter free, and if deemed needed necessary, vacuumed (no visible trash – pieces on floor).
 - Decorations should not be hung with tacks or nails, nor should decorations include profanity, racial or sexual remarks, alcohol or drug signs or gang signs.
 - No perishable items or contraband allowed in rooms; Food, drink/water bottles, candles, incense, etc.
 - You may not be in another resident's room **at any time**.
 - You must ask permission to be in your room and must otherwise be in the common area/living room.
 - Due to the nature of the house your assigned room may be moved based on program needs and/or compatibility.
- WINDOWS – For your safety and the safety of other residents, you must have no part of your body out of any window at any time. Removing window screens is considered damage to property (see damage of property). Removal of window screens will be considered a Freshman offense and damage to windows or screens will result in re-imbursement for repairs.

PHYSICAL CONTACT PERSONAL BOUNDRIES:

There is **no** physical contact allowed between you and other residents or you and staff. Fighting is not allowed nor are sexual relationships. Violation of any of these rules may result in police involvement and removal from the program.

- Horseplay/rough-housing - pushing, shoving, punching, throwing things at, and wrestling with peers/staff - is not permitted and you will earn Freshman status.
- No romantic relationships with fellow residents are allowed. This includes no passing notes, whispering, engaging in sexual conversations. No persons of the opposite sex may sit beside each other at any time.
- No physical touching; hugging, hand holding, etc.
- High Fives are permitted but only if kept appropriate (i.e. – not longer than a couple of seconds, not interlocking fingers and not forceful (does not ‘move’ the other person)).

PASSES/VISITS:

- We believe passes with family and significant others are very important for you. However, in order to earn this privilege you must demonstrate that you are responsible and trustworthy. You may go on pass if it is approved by your caseworker and/or case manager and if you are on the appropriate level.
- Passes need to be set up 24 hours in advance. A “family feedback” form must be completed for all passes and returned to staff upon return to Attention Homes.
- To ensure a smooth start to the week, Attention Homes requires all residents to have returned for dinner to the designated program on Sunday by 6pm. (An exception to this would if the following Monday were a holiday.)
- Visits are also based on level. All visitors and visits must be approved by your CM at least 24 hours in advance, must be during designated visiting hours and must not interfere with programming and daily schedule. If a visitor shows up for a visit and the visit has not been approved by placing entity (DSS or parent), staff cannot allow the visit to occur.

PERSONAL LAUNDRY:

Upon intake you will be shown the laundry facilities and a staff member will demonstrate their use. You will be assigned a minimum of one laundry day per week. All laundry must be done on assigned days. Laundry may be done any time during the assigned day with staff permission, but must be completed and out of

the laundry area prior to your earned level bedtime. Prior to using the washing machine/dryer, staff will ensure you are aware of how to separate clothes, best settings on the machines to use and amount of soap used. Due to safety issues, bleach is not allowed in the program. If you choose to not do your laundry on your assigned day, you may lose the privilege to do your laundry that week. Sheets and towels will be washed weekly on your designated day. Failure to do so will result in loss of points and/or reduced privileges

PHONE:

- You may make phone calls, the length of which depends on your earned level.
- You may only make calls/receive calls from people who are your approved contact list. If you wish to add another person to your list, AH staff must get approval from your caseworker/parent/guardian prior to allowing you to call.
- Phone calls can be monitored, terminated and phone call privileges can be suspended if the phone call policy is abused or the phone call is creating an unsafe/escalated situation.
- Phone calls must be made during a time when there is nothing planned or presently occurring. It must be completed by the earned level curfew time.
- You can always call your caseworker(s), approved family members and other professionals at the designated times; however, you must be on the appropriate level to make calls to approved friends or contacts at the appropriate times.
- Phone call length is determined by level. These phone limits are set to allow phone access to you and other residents. Due to the same phone line being used for business purposes and for resident calls, a wait may occasionally be unavoidable.
- You may **not** have a cell phone while living at Attention Homes. All cell phones **must** be given to parent/guardian or caseworker at time of intake or any time you have a cell phone in your possession (cell phones will be locked in staff office until parent/ guardian or caseworker is able to pick up).

PROGRAM PARTICIPATION/CONDUCT:

Participation in all program activities and outings is expected. However, it is important to realize that outings are a privilege and can be lost because of inappropriate behavior/attitude and choices. Some behaviors that may result in loss of an outing include:

- Dangerous behavior to self or others.
- Blatant disrespect for others despite redirections and loss of points.
- Inappropriate behavior in public including AWOL.

- Freshman status.

Chronic (daily) poor behavior and/or attitude related to outings will result in the loss of this privilege. Freshman level status and/or loss of points will be given to those who can not behave appropriately while on an outing.

PROGRAM DRY ERASE BOARDS:

You may not touch or alter the dry erase boards without permission from staff.

QUIET TIME:

You are required to be in your room during the designated “Quiet Hour” each evening. This is time for you to work on homework, school assignments, read or write. Quiet Hour will last up to an hour and will take place between 4:30 pm and 6:30 pm depending on program schedule. You may not come out of your room unless there is an emergency. If you do choose to leave your room without permission, you will earn consequences.

RESIDENT LOCKERS:

You will be assigned a locker. Staff will have the key to your locker and you may only get things out or put things into your locker under staff supervision. Only program locks are allowed on the lockers and any others will be cut off. If contraband is found in your locker, you will lose your locker privileges.

SEARCHES:

- (Person) - You will be searched upon entering the house and/or returning to the program from any and all outings and trips. You must enter the house using the main, front door entrance and you must stay in the entry room until a search is completed. If multiple residents need to be searched or staff members are otherwise occupied, a staff member will notify you, as soon as possible, when it is your turn to be searched it is your responsibility to remain where staff directs until your search has been completed.
 - A search of your person includes removal of shoes, socks, belt and outside upper body layers except for a single shirt. You will need to turn out your pockets and run your hand along the waistband of your pants. You will need to push long sleeves above your elbows and lift long pants to your knees. If you are wearing shorts beneath your pants, you will be expected to show waist and turn out your pockets. Staff will not be touching you during the search.
 - Also all belongings brought into the facility will be searched.
 - Your person will also be searched in the event you must submit a UA.

- The consequence for refusing to be searched is Freshman status and the possible notification of the Boulder Police Department. Staff has the ability to search at a more in-depth level if it is deemed appropriate. In the event of a more thorough search, the Program Manager/EPD will be notified and an additional staff member will be present to insure appropriateness and safety.
- (Room, locker and property) – Room and property searches will be done randomly and at a minimum of once a week. You may not necessarily be present during room searches. In that event, you will be notified that a search occurred. However, if you are present, you are not allowed to engage in the search. You may stand at the doorway of your room and observe only.
- All searches and results are documented.
- If any items/contraband are found and removed during a search, you will be notified items were taken and claim responsibility for the items/contraband. Consequences can be given to you even if contraband is not claimed. Contraband will not be returned to you and will only be returned upon discharge or directly given by staff to CW/legal guardian/parent.

SKATEBOARDING/BIKE STUNTS:

Due to liability issues you are not permitted to skateboard/ride on AH grounds. These include the backyard and front walkway/stairs/parking lot/basketball court and deck. Proper safety equipment; i.e. helmet and pads, are required to engage in the above listed activities at the appropriate/designated locations.

SHUT DOWN:

Staff declares shut down when there is an important safety issue or emergency that needs to be resolved immediately. This may include but is not limited to the discovery of illegal substances on the property, stolen property, etc. Shut down will last until the issue is resolved. There will be no privileges i.e. free time, visits, passes, for any resident during shut down. Failure to comply with shut down will result in the police being contacted immediately.

SIGNING OUT:

Anytime you leave for free time, school, work or pass, you must fill out the “sign out sheet,” located in the Staff Office. It will be made available to you before requesting to leave the facility. You will also have to sign in and sign out certain items such as cleaning products, TV and video game remotes and DVDs. If you fail to sign out, consequences will be given including but not limited to loss of points, reduced privileges, and Freshman status.

Substance Abuse Specific:

- If you are on the Substance Abuse Track, you must have at least 30 days of clean UA's and BA's in order to earn Free Time and unsupervised transportation offered in the Junior, Senior, and Graduate levels.

TARGET BEHAVIOR:

Each week your Case Manager will assign a target behavior directly related to your Behavior Plan for you to work on throughout the following week. The CM will talk with you regarding this chosen target behavior. The score you earn on your target behavior will average into your weekly level.

TRANSPORTATION:

- **BUS TOKENS** – Unused bus tokens in your possession must be turned into staff upon your return to the property. If you lose your bus tokens, you will be required to reimburse the program for the cost of the tokens. You can work off the lost tokens or use your incentive points earned/banked for payment.
- **BUS PASSES** – You may have a bus pass or request bus tokens if your behavior indicates you are responsible enough to self-transport (Junior Level). Bus passes must be turned into staff upon re-entering the program. If you lose your bus pass, you will be required to reimburse the program for the cost of the pass or you are responsible for the cost of bus tokens until a new pass is provided (work it off, use incentive points or monetarily pay for it).
- **RIDES** - You **cannot** obtain rides for transportation from anyone who has not been approved by your parent/caseworker.
- **VEHICLES** – Seatbelts must be worn always, and no outing begins until all passengers are wearing a seatbelt. You must keep all your body inside the car at all times. Failure to do so will result in the loss of outing privileges.
- **PERSONAL VEHICLES**--While in placement you may not have access to your personal vehicle nor may you drive yourself to any appointment, scheduled activity, pass or school.

Failure to abide by transportation outlines may result in a loss of that privilege.

UA POLICY & PROCEDURE:

UA/BA POLICY – If you have a history of abusing substances or it is deemed by your behavior or appearance you may be under the influence of a substance, staff will ask you to take a Breathalyzer (BA) or Urine Analysis (UA). UA's will be administered within one hour of staff inquiry. During this time you must be in the

"line of sight" of staff. You are not to sit next to anyone else, nor sit on the couch, but remain on a bench at the dining room table until providing the UA/BA. Failure to do so will be considered a positive UA result. Refusing to take a BA/UA will be deemed as a positive result and Freshman level will be earned.

Substance Abuse Specific:

- If you are on the Substance Abuse Track, you will be expected to take a UA and BA within one hour upon your return from pass, free time, or an AWOL incident. You must remain in line of sight of staff until they are done. If you do not submit to a UA/BA within this hour they will be considered positive and consequences will be given. During this hour all normal UA/BA rules listed above apply. Failure to comply is considered a positive UA result.

THE CHOICES PROGRAM AND THE FOUR FOCUS AREAS

The Choices Program is a level system designed to empower you to accept responsibility and accountability for your behavior, attitude, and choices. It addresses four major focus areas:

1. DEVELOPMENT/ACCOUNTABILITY
2. RELATIONSHIPS/INTERACTIONS
3. GROUP LIVING RESPONSIBILITIES
4. TARGET BEHAVIOR/WEEKLY GOAL

1) DEVELOPMENT/ACCOUNTABILITY

Honesty- Tell the truth, earn and maintain the trust of staff and peers.

Abstinence- Maintain sobriety.

Responsibility - Follow all program rules and expectations. Be punctual and consistent. Attend all program, school, and treatment requirements.

Treatment/Coaching Programming- Attend all treatment sessions as outlined in behavior plans. Complete all required and related homework and assignments. Participate actively in group, family and/or individual sessions.

Self-reflection- Make thoughtful and positive efforts to reflect on your thoughts, your decision-making processes, your actions and how these areas affect your own

life and the lives of others. Work on accurately evaluating your behavior, your achievements, your mistakes and your impact on others.

School - Attend school and all classes. Complete all assignments on time. Display an effort to learn subject areas through appropriate achievement of grades and reports from teachers. Behave appropriately in school according to the school guidelines and provide weekly school progress reports to staff.

Work (if applicable) – Maintain expected number of hours for your individualized behavior plan. Consistently show up for work and provide proof of shift work; e.g. punch slips or notes from manager. Arrive at and return from work when expected.

Self-care - Bathing/hygiene daily. Wash hair, use deodorant, brush your teeth, and wear clean and appropriate clothing.

2) RELATIONSHIPS/INTERACTIONS

Respect- Demonstrate respect towards staff, peers, yourself, and others through the use of appropriate language always. Use wisely your volume & tone of voice, positive listening skills and active sharing. Respect the right of others at all times.

Positive Peer- Encourage peers to achieve goals and meet program expectations. Support peers who are struggling, role model appropriate behaviors and effective decision-making and hold peers accountable.

Cooperation- Be polite and courteous, work together for the common good, help when others request it and follow program guidelines and staff requests.

Community - Act appropriately, and represent Attention Homes as a positive influence in all social settings including the milieu environment.

Support System- Make attempts to develop and maintain positive relationships with your support system (these include; family members, guardian(s), foster parents, professionals, etc.).

3) GROUP LIVING RESPONSIBILITIES

House Responsibilities:

- Chores- Complete your assigned chores. These include daily, weekly and the weekend Major Chore.
- Daily room appearance-make beds, organize belongings and vacuum/dust. Complete weekly “major room clean” according to established standards.
- Bathroom- Return personal belongings (towel, clothes, hygiene supplies) to your room/appropriate storage area when finished in the bathroom. Towel is hung up on designated hook. Floor dried after shower. Sink, mirror, and toilet are clean, and trash can is empty.

4) TARGET BEHAVIOR/WEEKLY GOAL

On Wednesday, the day that weekly levels are assigned, you will be informed of your target behavior for that week. It will be a specific, measurable goal that relates to goals identified on your behavior plan.

It is your responsibility to check in with staff each day regarding your target behavior. If you choose to not do this you will earn a score of “0” for your identified target behavior, which will effect your overall daily level. Your target behavior will outline when you should be checking in; i.e. “Each morning....,” “Each evening...”

THE CHOICES PROGRAM: TRACKING YOUR PROGRESS AND MOVING THROUGH THE LEVELS

You will be graded in the four focus categories with scores ranging from 0 to 4, twice during each of the two shifts. You will also be given one general score for the overnight shift.

Scoring: The following is a list of the different scores you can earn:

- A mark of "4" reflects behavior that is exceptional; i.e. Senior and Graduate level effort/commitments, role modeling, leading by example and meeting/exceeding programmatic expectations. (vacuuming room daily, reminding peers to engage in appropriate interactions and appropriate language, etc.).
- A mark of "3" reflects behavior that meets expectations: i.e. positive interactions, positive peer behavior, obvious effort in focus areas, responsible behaviors without prompting from staff (getting up on your own,

going to bed at the right time without being asked, picking up after yourself without being asked, etc.).

- A mark of "2" reflects behavior that does not meet basic minimum expectations and demonstrates little positive response to redirection and/or an intentionally delayed response.
- A mark of "1" reflects a minimal effort behavior that falls below expectations, and is marked by resistance and/or a negative attitude.
- A mark of "0" reflects absolutely no effort.

Your daily level score is an average of the scores earned that day. It is an indicator of how your behavior is earning levels. All individual category scores are then averaged for the week, resulting in your earned weekly level.

It is up to you to make the appropriate choices regarding your behavior and attitude in order to progress up the level system. While you can move from one level to the next on a weekly basis, excluding Graduate, Freshman behavior drops you to lowest level immediately.

Weekly level points breakdown:

0.00 - 1.94 = Freshman

1.95- 2.94 = Sophomore

2.95 - 3.44 = Junior

3.45 – 4.0 = Senior

CHOICES LEVEL DESCRIPTIONS

➤ Orientation level (first 7 days at BYS):

You will start your first week on Orientation with all the rights and privileges of Junior level, except for unsupervised free and reduced media time. Your orientation status allows you to get used to the program and demonstrate you are able to handle expanded privileges and responsibilities. Before you end your orientation status, you must complete a program test that demonstrates you are aware of program expectations and all house rules. If at the end of seven days you have not taken the test, you will earn Freshman status

until it is completed. Once the test is completed you will be placed on the level earned with your behaviors, attitude and compliance with program expectations.

- Freshman is the most closely supervised and restricted level. It demonstrates clearly your choice is to engage in unsafe or unhealthy behavior.
- Sophomore level indicates you are relatively safe but you are still not meeting our basic program expectations.
- Junior level is earned when you choose to do what is expected and you are demonstrating satisfactory behaviors, attitude, and choices.
- Senior level is reserved for those who choose to do their best and are a role model in attitude, choices, taking initiative, and going above expectations.
- Graduate is the highest level of achievement. With it comes the most freedoms and responsibilities. It is earned by doing well in school/job, actively meeting with CM, achieving assigned goals as defined on your individual behavior plan and by demonstrating exceptionally positive peer behaviors. Graduates have **not** received incident reports. Graduate level is achieved by obtaining one month (or 4 consecutive weeks) of Senior status (orientation week does not count). On Graduate level you are no longer given daily points, however, expectations regarding compliance to program rules remain the same. If you earn Freshman or are not demonstrating Graduate behavior, you will lose your Graduate status.

FRESHMAN STATUS:

When you earn Freshman level you retain all the limits and expectations until:

1. You earn a full 24 hour period of Junior level
2. If the behavior is severe or a repeated behavior, a staffing may be requested. Your case manager and other members of your team will discuss your choices of behaviors, what actions should be taken and/or a review of appropriateness of placement. If deemed appropriate, you will attend this meeting.
3. You complete a Freshman Responsibility Summary sheet and review with staff.

When offenses are related to substance abuse– i.e. possession, positive UA/BA, etc. the following rules apply:

1. The first offense is three complete (24hr) days of Freshman.
2. To complete your three days of Freshman, you must:
 - Meet the freshman requirements listed above.

- Of the three days, you must earn the minimal two days Junior level with only one day of Sophomore level consecutively.
 - Your Freshman Responsibility Summary sheet must address the substance abuse incident.
3. The second offense is six days of Freshman.
- If you earn six days of Freshman you must complete:
- Freshman requirements listed above.
 - Of the six days, you must at the minimal earn four days of Junior level with only two days of earning Sophomore level consecutively.
 - A placement review staffing with all relevant parties will be scheduled and must be attended by you.
 - Your Freshman Responsibility Summary sheet must address the substance abuse incident.

Failure to complete the Freshman expectations is your choice. You will further incur consequences and possible longer Freshman status. While serving your earned Freshman status, you are continuing to earn points based on your current behaviors, attitudes, and choices. When you have earned your way off Freshman level you will return to the level you earned prior to earning Freshman status.

Some behaviors that result in Freshman status

- Verbal or physical aggression, threatening (verbally or posturing) or acting out (*note that all such behaviors will be taken seriously under every circumstance).
- Harassment, bullying, provoking, posturing, using racial slurs or derogatory names and comments that are viewed by staff as creating an unsafe environment.
- Use of drugs, alcohol, tobacco and or other harmful substances.
- Refusing UA's and/or Breathalyzers.
- Stealing.
- Going AWOL. These include AWOLS from the program, passes, work and school.
- Property destruction (including tagging/graffiti).
- Dishonesty: this specifically includes withholding information, negative contact with peers and maintaining secrets when they are a danger or safety issue.
- Entering the staff office without permission.
- Entering a restricted wing of the house without permission.
- Altering/defacing in any form the large program white board .

- Sexual Activity.
- Bringing drugs, alcohol, tobacco, paraphernalia or weapons onto Attention Homes' property or into the program.
- Refusing to be searched.
- Using the staff phones without permission.
- Unsafe behaviors in the vehicles.
- Being in another resident's room

OVERVIEW OF CHOICES LEVELS:

Freshman Level:

- Consider yourself “grounded” or on restriction.
- Media (T.V., gaming systems)
Monday through Thursday- not available.
- Friday through Sunday – not available. An exception to this may be if in the evening you have earned all “3”s during the previous scoring block - a house movie may be watched. No Snacks.
- No free time.
- No impromptu outings – movies, Gateway Park, etc.
- All program approved recreational activities are required attendance, within line of sight of staff at all times but with no treats/incentives etc.
- Telephone- You may not talk with any friends. You have a ten-minute limit with parents, therapist, caseworker, probation officer, GAL and BEST officer.
- No off-site passes.
- Onsite family and professional visit – one hour in duration on a Saturday or Sunday. Visit must be scheduled 24 hours in advance with AH Case Manager.
- Bedtime – 9:15pm in room, 9:30pm lights out.
All of your hygiene and other needs must be completed by 9:15pm (getting water, brushing teeth etc.) or points will be lowered and/or freshman level awarded.
- Weekend – same bedtimes.

Sophomore level:

- Media (TV, gaming systems).
Monday through Thursday – 30 minutes daily
Friday through Sunday – 45 minutes daily.
maximum. An exception to this may be in the evening if you have earned all “3”s during the previous scoring block - a house movie may be watched. Reduced snack privileges... no coke, candy.
- Two five minute free-time allotments on AH property only. Must be in front yard, on the deck or playing basketball.
- Pass - four hour family and professional offsite visit
- Bed time – 9:30pm in room, 10:00pm lights out.
All of your hygiene and other needs must be completed by 9:30 (getting water, brushing teeth etc.) or points will be lowered and/or freshman level awarded.
Weekend – one hour later on Friday and Saturdays.
- **Substance Abuse Specific** - All transportation is supervised by staff or parents/professional until you have reached Junior Level for the first time.

Junior Level:

- Media (T.V., gaming system, internet).
Monday through Thursday – 60 minutes daily
Friday through Sunday – 90 minutes daily. Additional movie is permitted at the discretion of staff.
- Telephone- you may make 3 approved daily calls to friends.
- Professional and family visits to the program up to two hours, with CM approval.
- Pass - one weekend overnight (up to 24 hours) with family.
Substance Abuse Specific: you cannot have a 12 or 24 hour pass until demonstrating abstinence for 30 days in the program - Pass - day visit with family (up to 12 hours).
- Free-time: Two thirty minute periods of free-time not to be taken consecutively. If staff deems it feasible with the schedule and your behavior/attitude has evidenced compliance with all program expectations, you can divide a thirty minute break into two fifteen minute breaks per staff approval.
- Bed time – 10:15pm in room, 10:45 pm lights out.
All of your hygiene and other needs must be completed by

10:15pm (getting water, brushing teeth etc.) or points will be lowered and/or freshman level awarded.

Weekend – one hour later on Friday and Saturdays.

Senior Level:

- Media (T.V., gaming system, internet).
Monday through Thursday – 120 minutes daily.
Friday through Sunday – 150 minutes daily. Additional movies are permitted by staff at their discretion.
- Telephone- you are able to make 3 approved calls daily while on Senior Level (Friends must be on approved contact list).
- You have a fifteen-minute limit with parents, therapist, caseworker, probation officer, GAL and BEST officer.
- Pass – weekend day pass up to 14 hours.
- Pass – weekend pass (up to 48 hours) with family.
- **Substance Abuse Specific:** you must be abstinent for 45 days in the program to have the 14 hour weekday or 48 hour weekend pass.
- Free-time: weekdays 90 minutes. This time can be divided up into smaller increments as agreed upon by you and staff.
- **Substance Abuse Specific:** must be abstinent for 45 days *in the program*.
- Bed time – 11:00pm in room, 11:30 pm lights out.
All of your hygiene and other needs must be completed by 11:00 (getting water, brushing teeth etc.) or points will be lowered and/or freshman level awarded.
Weekend – one hour later on Friday and Saturdays.

Graduate Level

- You can petition to staff for this level after you have been a Senior for 30 consecutive days, or 4 weeks.
- Media (T.V., gaming system, internet).
Monday through Thursday – 150 minutes daily
Friday through Sunday – 180 minutes daily. Additional movies permitted at staff discretion.
- Telephone -You may make 4 daily phone calls to friends, as long as they do not interfere with other resident's ability to make their scheduled calls. This is per availability of the phone and at staff discretion. You have a fifteen minute limit with

every phone call, including parents, caseworker, probation officer, GAL and BEST officer.

- Pass- extended passes to transition home.
- **Substance Abuse Specific:** must have maintained 60 days of abstinence in the program to access a weekend pass (up to 48 hours) with family. If you meet this goal, your length of pass will be discussed in a staff meeting with all relevant parties.
- Free-time: weekdays 2 hours, weekends 3 hours daily. This free time can be divided up into smaller increments as agreed upon by you and staff.
- Option for an individualized schedule (i.e. work curfew) with approval of CM.
- Bed time – 11:30pm in room, 12:00 am lights out.
All of your hygiene and other needs must be completed by 11:30pm (getting water, brushing teeth etc.) or points will be lowered and/or freshman level awarded.
Weekend – one hour later on Friday and Saturdays.

ATTENTION HOMES SUBSTANCE ABUSE SPECIFIC DRUG AND ALCOHOL POLICY

The following is a copy of the contract you signed during the intake procedure. You agreed to comply with the following standards specific to drug use and possession:

- 1) While you are a resident at Attention Homes, you will not use **any** illegal drugs, alcohol, or tobacco.
- 2) You will ask for assistance when you struggle with 1), the first standard.
- 3) You will provide urine samples randomly and frequently, as requested and witnessed by staff, to be tested for traces of drugs and alcohol. The results of testing will be held as evidence of your abstinence or use. You will also submit to random and frequent breathalyzers to test for alcohol use.
- 4) You will not have in your possession any drugs, alcohol or tobacco.
- 5) You will attend all Drug and Alcohol education and/or 12-step groups as outlined in your individualized treatment plan. You will create a Recovery Plan with your treatment team and/or family prior to successful discharge.

The following is a list of the consequences of breaching this contract.

- 1) Any use of drugs or alcohol will be considered a *relapse* and will result in restrictions: placement on Freshman Level, increased supervision in the house and the community/outings, temporary employment or recreational suspension, (as determined by staff) **and** intervention: increased treatment and support, family notification and involvement, caseworker notification and a meeting set up in a timely manner to discuss appropriateness of placement.
- 2) Two *relapses* or *continuous use* will result in placement review and possible recommendation for higher level treatment and/or discharge, as well as the consequences detailed previously.
- 3) Use of tobacco products will result in placement on Freshman Level **and** intervention, increased treatment and support, family notification and involvement and caseworker notification.
- 4) Possession of drugs or alcohol while a resident in Attention Homes' program will result in sanctions as agreed upon by a resident's treatment team (i.e. detention). **Possession will also result in placement on Freshman Level, police involvement and filed charges when applicable.**

- 5) Possession of tobacco products and paraphernalia *on Attention Homes' property* will result in placement on Freshman Level and disposal of all related products.
- 6) Refusal of urinalysis will be considered identical to substance use and will be treated as a *relapse* with accompanying consequences.
- 7) Refusal to attend group or therapy without staff permission will result in a zero in scoring on accountability and development. Additionally, a resident who refuses to attend group will not be allowed to participate in recreation or free-time activities for the duration of the shift.
- 8) A resident cannot be *successfully* discharged without a Recovery Plan.

