



Attention Homes' Procedure for Admitting a Private Placement

- 1) The parent/legal guardian calls the program; a youth can not self admit. A youth can inquire about the program but must have parental participation and agreement regarding placement.
- 2) Attention Homes' (AH) Direct Care Staff (DCS) completes an inquiry and a phone screen.
- 3) DCS tells parent/legal guardian our Private Placement Coordinator (PPC), will contact them to set up an interview within 48 hours Monday through Friday. The DCS informs PPC of all information relating to the prospective placement. PPC calls the family, sets the interview time and date and informs both parents and youth they must attend the interview.
- 4) PPC calls parent/legal guardian to provide them an overview of our program that best fits their youth's needs, answers questions, explains process of placing with AH and sets a date for an in person interview. PPC obtains parent/guardian's email address/fax number to send program guidelines, adolescent and parent questionnaire to them. If they do not have access to email or a fax, the paperwork can be mailed or can be picked up at AH. If there is not time to mail the paperwork, the family is requested to come 45 minutes early to the scheduled interview to complete paperwork (adolescent/parent questionnaire).
- 5) The interview:
 - PPC will review parent/guardian documents.
 - PPC next provides parent/guardian an overview of private program specifics – program criteria and expectations.
 - PPC completes all items on the interview checklist/review documents (see attached) - 30 to 45 minutes max.
 - After the PPC completes the interview checklist, the PPC will explain the monthly/daily rate of payment the parent/guardian will be responsible for. Rates are determined by a sliding scale and the family tax return documents. PPC will ask parent/guardian to agree on the daily rate and pay for the first 2 weeks up front and subsequent payments every 2

weeks. The Private Placement Financial Coordinator (PPFC) will be available to meet with the parents/guardians if the daily rate per the sliding scale is a hardship for the family. This meeting should not be longer than 15 minutes. (The PPFC, is Jim Rianoshek ED or Amy Jenkins EPD).

- PPC closes the interview by reminding the family to think about what was discussed – possible placement, rules, possible outcomes and payment.
 - Next, the PPC briefs our Executive Program Director (EPD) regarding appropriate ‘fit’ of youth and the prospective program. Post brief and decision to place or not, the PPC will call the family the next business day with our decision.
 - Upon parent/guardian’s decision to place their teen with Attention Homes, PPC provides parents/youth a program handbook for review.
- 6) Intake date and time is set.
 - 7) Added conditions if necessary are added to the contract (as approved by EPD).
 - 8) Intake occurs and intake packet is completed by DCS on duty.
 - 9) If youth is deemed inappropriate for placement with AH, the PPC will provide appropriate referral sources.



Attention Homes' Private Placement Parent and Resident Guidelines

Family Agreement

Attention Homes (AH) is dedicated to supporting your teenager in living a healthy behavioral, sober and meaningful life. In our home each teenager is coached in the areas of life and social skills, responsibility, work ethic, and sobriety. Our program and home environment encourages and challenges troubled teenagers to become responsible for their behavior at home, school work and with their friends. AH research indicates family/kinship/mentor relationships are fundamental for not only assisting the youth but in making the family healthier. We are licensed as a Residential Child Care Facility (RCCF) and are pending an Alcohol and Drug Abuse Division (ADAD) accreditation.

Pre Admission Assessment

AH's assessment process is designed to determine two major questions 1) the appropriateness of our services for your youth 2) how your level of support will be beneficial to them while they are here and when they return home. Candid and accurate information about your family and teen is very important for helping us determine the appropriateness of placement. It is also required parents agree to work constructively with us and with their teen while their teen is here and at home. You and your youth's willingness to participate in our program will largely determine success.

Length of Stay

We believe family support throughout the placement and return home is important for your youth's success. Therefore our private placement length of stay is a minimum of 30 days. If we believe more time in placement will be beneficial, a staffing will be scheduled with parents, youth, our assigned AH case manager and the EPD to discuss an extended length of stay.

Attention Homes General Placement Criteria

It is imperative you are aware of our placement criteria.

1. **AH serves the following populations:**
 - a) Youth 12 years of age up to their 18th birthday (exception if in DSS custody upon 18 birthday, placement can extend beyond 18 yrs of age.)

- b) Youth who have been removed from their home and/or are experiencing the following while residing in home:
 - I. domestic abuse
 - II. parent - child conflict
 - III. neglect
 - IV. physical abuse
 - V. refusal to abide by family rules and structure
 - VI. BCOP – Beyond Control of Parent
- c) Youth with the following diagnoses and are compliant with a psychotropic medication regime:
 - I. ADD/ADHD
 - II. Oppositional Defiant Disorder
 - III. Mood disorders
 - IV. Attachment issues
- d) Youth with delinquency issues – first or second time offenders – such as theft, criminal trespass, criminal mischief, minor in possession and possession of a control substance. Misdemeanors.
- e) Youth who agree to reside within AH and youth and family who agree to participate in AH's program and services.

2. Populations that will be considered on an individual basis include:

- a) Youth diagnosed with Conduct Disorder – depends on the severity of Conduct Disorder.
- b) Youth who have more than one substance abuse related charge.
- c) Youth who have documented or reported substance abuses and repeated usage, which the youth, society & family may constitute as “experimental.
- d) Youth with felony charges/convictions.
- e) Youth who are under the influence of a substance (drugs, alcohol). AH acceptance is contingent on the kind of substance used and the Addiction Recovery Center's (ARC) admitting the youth for either detoxification or a stabilization period if the youth is not considered initially safe in AH program and current residents.
- f) Youth who have successfully completed a DSS approved Sexual Specific Offender Treatment program and have not re-offended in the last year.
- g) Youth with unfounded or dismissed allegations of sexual perpetration.
- h) Youth diagnosed with Attachment Issues and/or having a formal diagnosis of Reactive Attachment Disorder.
- i) Youth who have demonstrated past suicidal or homicidal thought/intent/plans to harm self or others but no current thoughts or plans.
- j) Sibling groups.
- k) Youth on ankle monitors.

3. Populations inappropriate for our programs include:

- a) Youth charged with violent crimes against another person or crimes involving a weapon. These include but are not limited to charges such as

assault with a deadly weapon, murder, manslaughter, aggravated assault and vehicular assault or homicide.

- b) Sexually offending youth who have an open investigation or case with Dept. of Social Services/Judicial system or where an investigation has confirmed the sexual perpetration allegations and the youth has not had Sex Offender Specific Treatment.
- c) Multiple charges/incidents related to fire starting/arson where the youth has not received treatment or has engaged in fire starting in the past three years.
- d) Reported and/or legal documentation of current gang involvement. Youth in a leadership role within the gang. Youth without an interest to change behaviors.
- e) Youth diagnosed with an Axis One diagnosis that are not compliant taking their psychotropic medication, are not under a psychiatrist's care and have not had time to stabilize on their medications.
- f) Youth with an IQ below 80, and an inability to abide and comprehend structural components of program or our AH assessment of our program does not meet the youth's needs.
- g) Youth who have demonstrated active suicidal (within 24-72) hours or homicidal plans and intent.
- h) Youth with infectious and contagious diseases including but not limited to: HIV, chicken pox, lice, mumps, measles, rubella, the infectious stages of tuberculosis, or a diabetic youth who is inconsistent in regulating their insulin and/or dietary restrictions.
- i) Runaway and/or Homeless youth without parent(s)/guardian(s) authorization/consent for placement.

PRIVATE PLACEMENT SPECIFIC CRITERIA

Requirements:

- a) Private Placements must meet Attention Homes' Placement Criteria
- b) Youth and parent(s) have completed an assessment interview
- c) Youth and family demonstrate motivation and are committed to following the expectations of the program
- d) Parent(s)/Legal Guardian(s) attend all staffing meetings and family coaching sessions.
- e) Financial agreement is signed including initial payment before time of admission.
- f) Parent(s)/Legal Guardian(s) agree not to remove youth prior to agreed upon length of stay, at least 30 days. In the event of removal prior to our minimum stay, parent(s)/legal guardian(s) will be held responsible for full payment.

The Choices Program

Our social skills program is called the Choices program. It is a skill building training built upon best outcome driven practices. It encourages teenagers/family to change behaviors to ones that build trust, honesty, responsibility, accountability and other key social skills.

Choices educates youth to understand they always have decision-making power in the choices they make and with it comes good and bad life consequences. Our program is designed to provide natural consequences for both good and bad behavior. The goal is to encourage our teens to practice behaviors that assure success in social situations. We reward a youth's good choices with privileges such as phone, free time & in- and out-of-home visitations. Bad choices result in privileges being withheld.

We recommend a 30 day stay for your youth. Outcome studies strongly suggest a child's social improvement accelerates at 30 days or longer length of stays. We encourage families to embrace and utilize our services for helping establish, maintain and building good, healthy social skills. A list of expectations for family and youth follows. Adhering to these will best assure positive outcomes on both social and mental health levels for your youth and you, nor are the skill building practices easy.

Program tracts may include

- Respite care – (30 days placement) – Emotional Regulation/Stabilization, psycho-educational/social skills group curriculum, therapeutic milieu & low staffing ratios.
- Sober Living residential care – Substance Abuse monitoring , SA education groups, 12 Step - NA/AA meetings, Chemical Addiction Counselor Case Manager
- Transitional Living – Independent living skills, GED/HS diploma support, transition plan and support, employment

Services

- All established program aspects as identified in the program handbook.
- Recreational therapy – youth are provided schedule activities from the YMCA, hikes, climbing fourteeners, skiing etc.
- Case Management.
- Weekly individual behavioral coaching.
- Weekly CM family coaching - with youth and by phone with parents to debrief pass/visit.
- A minimum of two face to face family coaching sessions.
- Weekly psycho-educational/social skills groups (i.e. conflict resolution, independent living skills and substance abuse education).
- Substance abuse random monitoring – UA/BA.
- Participation in community resources: AA/NA, ISIS/ITOP, Mental Health and after school programs.

Education/Vocational Services

All youth at Attention Homes must attend school fulltime, attend a GED tract or obtain a job as detailed in the Resident Handbook. Whenever possible, each youth will maintain enrollment in their homes school as long as the school is within BVSD or SVSD districts.

Voluntary Departure/Discharge Policy

In the event your youth demonstrates reoccurring AWOLS or you determine your child is ready to return home prior to the agreed upon length of stay, the 14 days of placement is nonrefundable. The resident will be given an opportunity to collect all personal belongings. Attention Homes is not responsible for any lost, stolen or left behind items.

Visitation/Passes

Attention Homes' goals for your family are 1) improved relationships, 2) communication and 3) providing skills to create a safer home environment. Weekly family phone contact, visits and passes are required but the length and kind of visits/pass is directly related to the level your youth earns in the Choices program (see Handbook). All passes are for family visits. Completion of the family feedback form is a requirement upon return from any pass/visit.

Payment Policy

1. The cost of providing each day of our services to your youth is \$195.00. For those who can not afford the daily rate, we provide a sliding scale payment. In order to qualify for this payment scale/fee, you must provide proof of:
 - Family income - provide a copy of signed 2009 tax return/W2 to the PPFC. A financial agreement will be completed and is necessary for admission. (a copy of all financial information will be kept in client file, including a copy of your signed contract.)
 - Evidence of monthly child support payment is necessary for admission.
2. The PPC or PPFC will determine your daily rate by use of AH's sliding payment scale, base upon your income tax return/financial forms. Payment for the first 14 days of placement is required by the intake date; it is nonrefundable.
3. Payment may be made by:
 - Mastercard, Visa, money order or cash.
 - If choosing a credit card, AH can set up payment via auto pay.

Attention Homes' Resident Guidelines

You are responsible for meeting program's expectations as outlined in the resident handbook. Your choice to not abide by our stated program expectations earns you a loss of privileges and, worst case, dismissal from program.

Dress code

You are expected to follow the dress code as outlined in the resident handbook. 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 remarks, sexual remarks, alcohol/drug signs or gang signs. You may not borrow clothing or other personal belongings. Failure to adhere to the dress code will result in loss of that particular clothing and loss of privileges. The clothing policy is to be signed at intake.

Client rights

While living at Attention Homes, you are afforded specific inalienable client rights. Please refer to the Resident Handbook for a list of these.

Program Participation/Conduct:

Participation in all program activities and outings are expected. Staff seek out and enjoy affording opportunities in the community for fun, learning and growth. However, it is important to realize our outings are earned and not guaranteed. They may be lost due to inappropriate behavior and choices. Behaviors that may result in loss of an outing:

- Dangerous behavior to self or others.
- Blatant disrespect for others despite redirections and loss of points.
- Inappropriate public behavior.
- Freshman level status.

Chronic (daily) unsatisfactory behavior and attitude inconsistent with AH's rules will result in the loss of this privilege.

Music

Music is often an important coping mechanism. AH recognizes its importance and we require all music be appropriate and listened to by earphones (no gang reference or reference to killing, racial slurs, degradation sex oriented. see resident handbook for more details).

Smoking

No smoking is allowed on Attention Homes' property. Any items related to smoking will be confiscated and destroyed. There will be program consequences earned for ignoring this rule standard (see resident handbook for more details).

Substance Abuse Monitoring

Drugs and alcohol are not allowed. Use of substances, bring them into the houses or sharing them with others will result in an emergency staffing. Consequences including possible removal from AH programs may result. As a resident of the sober living program, you will be required to submit to random UA/BA monitoring. As a resident of all other AH program tracks, random UA/BA's will be required as well if deemed necessary based on your presenting behaviors. Refusal to submit to a UA/BA will be considered guilty of using substances.

Searches

When returning to the program from all outings, trips or passes you and your belongings will be searched (see resident handbook for more details).

Items to bring to interview:

- Adolescent interview form completed.
- Parent interview form completed.
- Evidence of family income - provide a signed copy of 2009 tax return/W2 to admitting staff member.
- Verification of US citizenship i.e. passport/SNN card/Driver's License.
- Court documents evidencing primary/custodial parent rights (if applicable).

Items to bring to intake:

- Youth's Social Security Number.
- Insurance documentation in the event of a medical emergency.
- Emergency contact information and phone numbers.
- Authorized family and approved friends contact information list.
- Clothing compliant with clothing policy and limitations.

Items to not bring:

These items will be confiscated and AH is not responsible for their return.

- Personal computer, DVD player, stereo system.
- Cell phone.
- Cigarettes and lighters.
- Candles.
- Any electronic devices that connects to the Internet.
- Camera.
- Any form of aerosol cans (hairspray, deodorant/body spray, shaving cream etc).
- Finger nail polish and fingernail polish remover.



Resident Name: _____

DOB: _____

Parents/Legal Guardians: _____

This contract between the parents of _____, herein referred to as _____ and Attention Homes, herein referred to as AH, is entered into _____ to provide a respite for the family and to address key issues that are impeding _____ residing in the home.

As the legal parent/guardian of _____, I understand and will abide by the following Program expectations.

As the youth _____, I also understand and will abide by the following Program expectations.

Program:

- Placement is a minimum of 30 days in length. Program expectations and guidelines are detailed in resident handbook.
- Parents will support program consequences for youth – i.e. loss of privileges.
- Parent(s) will attend all team staffing/meetings regarding youth and placement.
- Both parents with sibling if deemed appropriate must attend scheduled sessions – min of two sessions in thirty days.
- Parents will maintain written/phone contact with youth weekly,
- Parents will converse weekly with AH case manager.
- Youth will be picked up by family on the designated discharge date and time.
- If AH asks for removal due to danger to self or others or chronic disruption of program, you, the legal parent/guardian must come within a 12 hour period of our call and remove your son or daughter from Attention Homes. In the event you do not pick up your child, the county Department of Housing and Human Services will be called and you may be charged with neglect/abandonment.
- Attention Homes and County Department of Human Services are not connected in any way. Therefore, placement in Attention Homes is in no way connected with any county agency or department of Human Services.

Financial:

- You will provide payment in the form of a Mastercard, Visa, money-order or cash.
- You will provide non refundable payment for the first 14 day of service at the time of intake.
- You agree to pay Attention Homes the amount of \$ _____ as determined by the sliding scale documentation and discussion with management.

In signing below, I attest:

- I am the legal parent/guardian of said youth
- The information provided to AH regarding my family and child is accurate and truthful to the best of knowledge. Falsification of information or withholding information may lead to immediate removal of your child from AH programs.
- Thirty day discharge date is _____.

Youth Signature: _____

Date: _____

Parent Guardian Printed Name: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

AH DCS Intake Staff: _____

Date: _____



Private Placement Adolescent Questionnaire

Name: _____ DOB: _____

Email address: _____

Date of completion: _____

Thanks for completing this form, your honesty is valuable for making a better assessment about you and your family's needs.

Describe what has prompted our meeting. What has been going on in your family's life and yours that is causing problems/difficulty.

Please mark the following with a letter C for (childhood – younger than 12 yrs) and the letter A for (adolescence – 12 yrs and older) to designate when this event occurred. If both apply mark both.

Behavior problems		Legal trouble		Sibling conflict
School Problems		Low self esteem		Mental Illness
Eating problems		Anger issues		Parenting fighting
Family conflict		Social/friend issues		Lack of consistent rules and family structure

	Medical problems		Drug/alcohol problems		Depression
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What is your current grade level: _____

What are your grades? _____

School activities: _____

Educational goal: _____

What do you do in your free-time?

Describe a good friend of yours? _____

Are you satisfied with your social life? _____

Have you ever had/engaged in:

	Yes/No	Frequency/Dates/Comments
Suicidal ideas		
Suicidal attempt		
Anxiety		
Feeling of emptiness		
Feeling of worthlessness		
Perfectionism		
Sleeping problems		
Self-cutting		
Extreme risk taking activities		
Sexual relationship		
Fighting – Verbal or Physical (please circle)		

Who lives in your physical home with you/names & relationship to you:

On a scale of one to ten (ten being wonderful) rate your relationship (ability to talk to, engages in activities with, likes) with:

_____	Father	_____	Mother
_____	Sister	_____	Brother
_____	Sister	_____	Brother
_____	Other (describe relationship): _____		
_____	Other (describe relationship): _____		

What is your feeling/motivational level & concerns about possibly living at Attention Homes?

How much time do you spend weekly on the computer/cell phone? _____

Mark all that apply: **Time each day**

<input type="checkbox"/>	Facebook/My Space	
<input type="checkbox"/>	Twitter	
<input type="checkbox"/>	Chat rooms	
<input type="checkbox"/>	Online games	

Any additional information you would like to share:

Questions you may have for the Placement Coordinator.

I attest that that the information contained in the document is true and correct to the best of my knowledge.

Youth Signature: _____

Date

Received by AH staff on (date and initials): _____



Private Placement Parent Questionnaire

Date: _____

Mother's Name: _____ Father's Name: _____

Marital Status (circle): S M D W

Stepparent name (if applicable): _____

If parents do not live at the same address provide separate information.

Address: Both Mother Father

Address: Both Mother Father NA

Home number: _____ Mother Father

Home number: _____ Mother Father

Work number: _____ Mother Father

Work number: _____ Mother Father

Email: _____ Mother Father

Email: _____ Mother Father

Mother's employer: _____

Father's employer: _____

Emergency contact: _____ Relationship: _____

Phone Number: _____

Regarding your youth: (mark all that are true – provide brief explanation (i.e. frequency, severity))

Does your youth have a mental health diagnosis by a medical doctor/psychiatrist?
Yes No (if yes – explain what, when and whom diagnosed).

Does youth take routine/psychotropic medications (please provide names and dosage):
Yes No

How is conflict handled in your home? What role does each parent take?

What consequences are given when youth is in trouble?

How does he/she respond?

Rate your relationship with your youth on a scale of 1 to 5 (1 = poor to 5 = awesome).

Mother with youth		Father with youth	
Communication		Communication	
Getting along		Getting along	
Doing activities together		Doing activities together	

Additional information:

How did you hear of Attention Homes? _____

Person completing this form? _____

Questions you have for Private Placement Coordinator

I attest that I am the legal parent/guardian of _____ and the information provided to AH regarding my family and child is accurate and truthful to the best of knowledge. Falsification of information or withholding information may lead to an immediate denial of youth for placement or immediate removal of your child from AH programs.

Parent/Legal guardian

Date

Parent/Legal guardian

Date

