

# Parent Handbook



Sequoyah Adolescent Treatment Center  
3405 W Pan American Fwy NE  
Albuquerque, NM 87107  
(505) 222-0300  
W. Henry Gardner, Ph.D., Director

Dear Parent:

D.C. was 14 years old when we arrived at Sequoyah Adolescent Treatment Center. This was not the first trip to a residential treatment center or the first time I had to leave him. I had disagreements with the previous doctors, staff and Juvenile Corrections Officers, so I did my “I’m the mom” stance to show Sequoyah that I was prepared, but was not the first mom to have taken that stance. They greeted me with compassion and understanding and assured me this was a nurturing but disciplined environment. They knew that when treating my son that they were, in some ways, treating me. Thus began our journey to recovery.

I was the kind of parent who, unfortunately, was not consistent with her son. D.C. was an angry frustrated young man. He was angry about the divorce, lack of finances and my rules, and he reminded me often. I would feel sorry for him and at times, ignore the very behaviors that he was now in Sequoyah for. What I would find out through family therapy was that D.C. needed to have consistency and structure. Therefore, it was important that I watch and listen to the staff when they would share with me the best way to help D.C. be successful. Here are some ways to help in your son’s treatment:

1. Always keep a united front with the staff, even if you disagree. Disagreements can always be addressed at a later time, preferably away from your son. I can assure you the staff wants your son to be successful. “The truth will set you free” but first it can make you miserable. Boy Howdy!!
2. Consequences for inappropriate behavior are to teach your son accountability. This was the prime reason D.C. had not had successful relationships with family as well as peers. There had always been someone or something that caused him to escalate, when, in fact, he was responsible for his own behavior.
3. When your son tells you how “awful” it is in Sequoyah, stay neutral. I assure you the only thing that’s awful is he cannot do whatever he wants (i.e. cruise Central, smoke, hang out with his friends, etc.) Encourage him to talk to his therapist or the lodge staff about his feelings. Stay neutral.
4. Do not be offended if the visits you have with your son are supervised, as it’s just policy & procedure that they do so. We had to have many visits supervised for one reason or another and I got to know the lodge staff almost as well as D.C. did. They can be very entertaining and fun!

5. Sometimes phone calls are monitored. Once again, do not be offended. If you disagree, talk to your son's therapist or the lodge supervisor at a later time.
6. This is optional, but I found it very helpful to seek therapy through my church, as well as my HMO. I had a lot of anger while I watched other young men breeze through life so easily and D.C. had to struggle so much. Therapy outside helped when we came together for family therapy at Sequoyah. My "stuff" did not get mixed up with D.C.'s issues.
7. If the psychiatrists suggest medication for your son, you can be confident that they will use the least amount of medication and will always give you information about it.
8. Do not spring into defense mode if you are told that some of your actions or reactions are less than appropriate for the situation. I had a bad case of the "yeah, buts" in the beginning. Why? Because of all the worry he had put me through. I learned to keep focused on the big picture and to put the past behind me. Once again, my own therapy came in handy.

In conclusion, know that your son is getting the best care possible. Every consequence is given with encouragement. Every staff member from maintenance to the director is in this job at Sequoyah because they love our kids, and are highly trained to deal with every crisis that arises. The psychiatrists, nurses, therapists, and lodge staff are always open to discuss your son's progress.

Try to relax and know that your son is safe, being nurtured, and eating well. (I personally gained 8lbs from parent's day luncheons!)

Welcome to Sequoyah! God Bless You.

Sally H.

The staff welcomes you to the residential treatment program at Sequoyah Adolescent Treatment Center. We provide treatment to adolescent males between the ages of 13 and 17 who have a mental disorder, a history of aggressive behavior, who can benefit from our program and who wants treatment. Your son will be living in a secure and highly structured therapeutic community. We encourage you to participate in your son's treatment. It is important for you to share your needs and expectations. In turn, we expect you to provide information concerning your son's history of previous treatment or services.

This handbook describes the various departments and other services provided at Sequoyah. Please read this handbook and meet with your son's therapist to discuss any questions you might have.

Your son's therapist is \_\_\_\_\_, phone: \_\_\_\_\_ and lodge phone: \_\_\_\_\_.

### **Therapy**

The therapist who is assigned to your son's case is responsible for individual/family therapy and for developing a treatment plan. Each resident receives individual therapy 1-3 times per week or more often if it is necessary. Family involvement is very important. You are responsible for following your son's treatment plan and talking to your son's therapist about any concerns you may have.

Sequoyah has several specialty groups each week. Your son will participate in several of these groups while in treatment.

The following is a list of some of the groups at Sequoyah:

- Anger Management
- Drug & Alcohol
- Young Fathers
- Gang Group
- Life/Social Skills
- Sexual abuse/perpetrator
- Community
- Pet Therapy
- Recreation Therapy
- Art Therapy
- Speech/Language Therapy
- Cognitive Computer Assisted Brain Injury Therapy



We hope you will talk with your son's therapist about the types of therapies he will be engaged in, and make any suggestions you feel may be helpful.

In addition to individual, family, and group therapies, other interventions may be used to benefit your child's treatment. For example, alternative therapies that are valued by the family may be coordinated with standard treatment procedures by allowing the family, when appropriate, to bring in those who practice alternative treatments, such as traditional healers.

### **Medical Services**

During your son's stay at Sequoyah you can expect the following nursing/medical services:

- 24-hour nursing care
- Physical examinations by pediatricians from the University of New Mexico School of medicine
- Tuberculosis skin test
- Dental examination and treatment
- Diphtheria, Tetanus, Hepatitis, or Measles immunizations, if needed
- Hearing screening provided by a certified speech/language pathologist
- Mobile X-ray services
- Vision screening

If your son is prescribed psychotropic medication, he will sign a consent form. If your son is under the age of 14, your written consent will be required. The nurse will give medications as ordered by the psychiatrist or pediatrician and will be available for any questions your son may have. At the time of discharge, you and your son will be provided with the prescriptions and any of his remaining medication.

In the event of a medical emergency or other medical problems, your son will be transported to the University of New Mexico Hospital or another hospital when indicated. Every effort will be made to contact you prior to transporting your son.

## **Psychiatry**

At Sequoyah, two psychiatrists share responsibility for the four residential lodges. They are licensed by the state of New Mexico and are responsible for prescribing appropriate medications based on your son's diagnoses.

If your son needs medication, the psychiatrist's goal is to prescribe as few medications, and at the smallest dose, as possible. Potential side effects vary greatly from one medication to another. Our psychiatrists monitor and regulate these medications to minimize the adverse side effects while maximizing the beneficial effects. Periodically, the psychiatrist will attempt to lower the dose or discontinue certain medications with the goal of stopping ineffective medications. If your son is taking medication, the nursing staff will educate him on a variety of issues. Some of these issues are: the times and doses of the medication, intended benefits, possible side effects. You and your son will be given information regarding the potential risks and benefits of any medication given.

## **Sequoyah School**

Sequoyah School is accredited by the Public Education Department (PED) and the teachers are licensed and certified by the PED Licensing Bureau. Sequoyah School also employs a full-time Speech / Language Pathologist and contracts for Occupational Therapy, Physical Therapy and Diagnostic Services as needed.

The students spend 15-20 hours a week in a classroom consisting of no more than nine students. An Educational Assistant and milieu staff assist the teacher, ensuring much individual attention. Sequoyah has a 220-day school year.

## **Milieu Program**

Each of the four lodges has nine bedrooms. For each lodge, there is a clinical team, which includes one doctoral level licensed psychologist (the lodge clinician), a master's/doctoral level therapist, and a master's level clinical social worker.

The staffing ratio at Sequoyah is very high – no less than one staff for every three residents. This provides many opportunities for individual attention. The staff are highly trained in active listening, verbal de-escalation, and the giving of rewards and consequences. Your son's behaviors are closely observed and good behavior earns them "points" based on the Behavior Management System; a copy is available at your request. You may also have a copy of the Resident Handbook, which contains specific information such as the dress code, lodge rules, etc.

## **Therapeutic Recreation**

The primary goal of our therapeutic recreation program is to improve your son's understanding of leisure opportunities by providing a wide variety of activities. This program will also increase his awareness of the benefits of recreation as part of a healthy lifestyle. The Bob Hawk Recreation Center is home to the therapeutic recreation and physical education programs at Sequoyah and includes a high school size gym floor, weight training room, and an outside sand volleyball pit. A certified Therapeutic Recreation Specialist (CTRS) and a recreation leader direct a variety of sports, special events, and arts and crafts activities.

## **Social Services**

The Social Services Department at Sequoyah is comprised of a supervisor, three clinical social workers, and a transitional case manager. A social worker is assigned to each lodge. This department is the main liason between Sequoyah and the community. Social workers are also primary therapists for some of the residents on their lodge. They also conduct group therapy, participate as a member of the lodge treatment team, assist in discharge planning and will be the ones responsible for admitting your son.

Our social workers are knowledgeable about the mental health and juvenile justice legal system and are available to answer any questions you have. The social workers have a list of helpful support groups.

## **Medicaid-Managed Care Office**

Our Medicaid Office helps residents to access Medicaid services if they are eligible and coordinates monthly treatment progress with the managed care agency upon admission and throughout their stay at Sequoyah.

Services are provided regardless of parental ability to pay. However, a parent shall be responsible for the cost, whenever possible, of medical and psychiatric services provided to their son.

A Medicaid application is submitted for each resident which results in a Medicaid card that pays for medical and psychiatric treatment. There are four Managed Care Organizations (MCO's) who manage Medicaid medical benefits, and one MCO who manages psychiatric benefits and authorizes admissions and continued stays to Sequoyah.

If you have any concerns or questions about the MCO's management of you son's case, each managed care organization maintains a customer service line. You may also obtain information and assistance from Sequoyah's Medicaid Coordinator. You and your family have the right to appeal any funding decisions regarding treatment, care or services.

## **General Information**

Information about your son's treatment is confidential. However, we may share this information with the following people or agencies:

- Your insurance company
- His legal custodian
- His guardian ad litem
- Protection and Advocacy
- CYFD Childcare Licensure and Certification
- Accreditation agencies
- Any agency investigating allegations of abuse and neglect

You and your son may refuse to release his personal records to a third party outside the facility except: as required because of a transfer to another health care facility, as required by law, or as required by a third party payment contract. Any records containing information concerning your son's substance use requires prior written consent.

If you have any concerns about care and safety at Sequoyah, you can use the grievance process, which includes contacting the Director if you feel your grievance has not been resolved. The resident advocate handles this.

Sequoyah Adolescent Treatment Center is accredited by the Joint Commission on the Accreditation of Health Care Organizations (JCAHO) as a behavioral health care organization. If you feel that your concern has not been resolved through Sequoyah, you may contact the Joint Commission on Accreditation of Health Organization at (800) 994-6610 from 8:30 am to 5:00 pm Central Time, weekdays. This is a toll free number or by e-mailing them at [compliant@jcaho.org](mailto:compliant@jcaho.org).

Our address is 3405 West Pan American Freeway, Albuquerque, NM, 87107. Send mail to your son at this address, with your son's name and lodge on the envelope. Any items brought to your son must be inventoried by staff (including money).

Your son's phone, visitation, and mail privileges may be restricted for good cause by his therapist. Upon admission you will be asked for a list of all those whom you feel are appropriate to call your son. Residents are allowed use of the phone during the evening, and "purchase privilege times". Incoming mail will be opened in front of staff and examined for contraband. However, staff may not read your son's mail.

Your son will be given a copy of the Resident's Rights and Responsibilities upon admission. You may request a copy for yourself as well.

You are responsible for following Sequoyah's rules and regulations while you are on the premises and are expected to be considerate of the center's staff and property, as well as the other residents and their property. If you choose not to comply with these rules, you may be asked to leave the premises.

### **Discharge Planning**

Your son will be discharged when he completes treatment here at Sequoyah. Planning for his discharge will begin as soon as he arrives. You, your son and your son's therapist will decide on the services.

If your son does not complete his treatment successfully, that is called an involuntary discharge. He may be involuntarily discharged if he:

- Goes AWOL (runs away)
- Does not participate in his treatment
- Is not benefiting from Sequoyah's program

Be aware that you and your son are responsible for the outcome of his treatment if you do not follow the treatment plan.



# **VISITOR GUIDELINES**

## HOURS OF VISITATION

**2:00-7:00 PM**

**Week-ends – 12:00-7:00 PM**

**Other arrangements can be made due to special circumstances.**

## STATE RECOGNIZED HOLIDAYS

**New Year's Day/Martin Luther King Jr.'s Birthday/Memorial Day/Fourth of July/ Columbus Day/Veteran's Day/Thanksgiving Day and the day after/Christmas Day**

### Visitation Rules and Expectations

1. Visits are for one hour and are supervised or monitored by staff. If more time is needed, this must be prearranged with the therapist before the visit.
2. All visits should be prearranged with the therapist/social worker/lodge supervisor due to the need for staff coverage to supervise or monitor.
3. If more than four people wish to visit at the same time, this must be approved by the therapist prior to the scheduled visit.
4. Only six visitors can be accommodated at one time (others may have to wait until space becomes available).
5. An adult must accompany visitors under 18 years of age.
6. Visitors must bring a picture ID with them.
7. Visitors may only visit with the resident approved (no cross visits).
8. Adults visiting with small children are responsible for supervising them at all times.
9. All visitors, staff, and residents are expected to keep visits calm and quiet.
10. No taking pictures or recordings of any kind. Cell phones must be turned off.
11. No weapons or drugs allowed.
12. Purses and large bags may not be allowed.
13. All snacks or food brought in must be consumed during the visit; the resident and his visitor(s) are responsible for cleaning up after themselves.
14. Excessive, physical contact should be minimal.
15. Appropriate behavior and dress is expected at all times.

If you have any questions about these guidelines, please contact your son's therapist, social worker, or lodge manager.



## **Items that resident cannot bring to Sequoyah Adolescent Treatment Center**

- No guns, knives, pepper spray, mace, explosive materials or weapons of any kind.
- No drugs of any kind. Any outside medication must be checked in with nursing.
- No alcohol in any form, including products that contain alcohol (hairspray, mouthwash, cologne, etc.).
- No pornographic materials.
- No scissors, compass, or art supplies of any kind without approval of the staff.
- No steel-toed boots, heavy work boots, motorcycle, cowboy boots, or hard-soled shoes that may be used as a weapon.
- No wearing of jewelry, including handmade jewelry.
- No body, nose or tongue rings.
- No aluminum cans, glass, ceramic, or metal containers.
- No picture frames, glass, ceramic or metal figurines, wooden models or toys that could be used as weapons.
- No personal CD's, audio tapes, video tapes, DVD's or video games.
- No game boys or other handheld video games.
- No expensive or irreplaceable items (no items valued at over \$100.00).
- No clothing that violates the Sequoyah Adolescent Treatment Center Dress Code.
- No aerosol hygiene products.
- No cameras.
- No hair dryers.
- No tobacco, pipes or lighters.

*\* Note: Other items may be prohibited at staff discretion.*

**Sequoyah Adolescent Treatment Center**

**3405 Pan American Fwy. NE  
Albuquerque, New Mexico 87107  
(505) 222-0300**

**Lodge A Ext. 222-0369/222-0342**

Lodge A Manager Ext. 222-0337  
Lodge A Clinician Ext. 222-0323  
Lodge A Therapist Ext. 222-0327  
Lodge A Social Worker Ext. 222-0332

**Lodge B Ext. 222-0370/222-0343**

Lodge B Manager Ext. 222-0338  
Lodge B Clinician Ext. 222-0324  
Lodge B Therapist Ext. 222-0334  
Lodge B Social Worker Ext. 222-0331

**Lodge C Ext. 222-0371/222-0344**

Lodge C Manager Ext. 222-0339  
Lodge C Clinician Ext. 222-0323  
Lodge C Therapist Ext. 222-0327  
Lodge C Social Worker Ext. 222-0326

**Lodge D Ext. 222-0372/222-0345**

Lodge D Manager Ext. 222-0340  
Lodge D Clinician Ext. 222-0346  
Lodge D Therapist Ext. 222-0327  
Lodge D Social Worker Ext. 222-0332

Director of Social Services Ext. 222-0331

Medicaid Coordinator Ext. 222-0307

Medical Director Ext. 222-0347

Nursing Ext. 222-0350

Milieu Director Ext. 222-0336

Resident Advocate Ext. 222-0353

Special Education Coordinator Ext. 222-0318

Transition Case Manager Ext. 222-0306

# Youth Advocacy Agencies

## **State Mental Health Representative for Children and Youth**

Children, Youth and Families Department  
Prevention and Intervention Division  
P.O. Box 5160  
Santa Fe, NM 87502-5160  
(505) 827-9988  
E-mail: [dfmartinez@cyfd.state.nm.us](mailto:dfmartinez@cyfd.state.nm.us)

## **Parents for Behaviorally Different Children**

1101 Cardenas, N.E., Suite 202  
Albuquerque, NM 87110  
(505) 265-0430; (800) 273-7232  
E-mail: [pbd2000@aol.com](mailto:pbd2000@aol.com)

## **Parents Reaching Out (P.R.O)**

1920 B Columbia, S.E  
Albuquerque, NM 87106  
(505) 247-0192; (800) 524-5176 (In NM)  
E-mail: [nmproth@aol.com](mailto:nmproth@aol.com)  
Web: [www.parentsreachingout.org](http://www.parentsreachingout.org)

## **New Mexico Protection and Advocacy System**

1720 Louisiana Blvd. NE Suite 204  
Albuquerque, NM  
Call Monday through Friday 8:30am-5:00pm  
(505) 256-3100; 1-800-432-4682 (In NM)  
Web: <http://www.nmprotection-advocacy.com>

## **NAMI-New Mexico (National Alliance for the Mentally Ill)**

P.O. Box 3086  
Albuquerque, NM 87190-3086  
(505) 260-0154; (800) 953-6745  
E-mail: [NAMI-NM@nami.org](mailto:NAMI-NM@nami.org)

## **Native American Protection and Advocacy Project**

P.O. Box 392  
Ship rock, NM 87420  
(505) 368-3216; (800) 862-7271  
E-mail: [cjohn@dnalegalservices.org](mailto:cjohn@dnalegalservices.org)

# **SEQUOYAH ADOLESCENT TREATMENT CENTER RESIDENT RIGHTS AND RESPONSIBILITIES**

## **RIGHTS**

1. Sequoyah cannot deny you services because of your race, religion, age (within the age group that we treat), sexual orientation (whether you are gay or straight) or handicap.
2. You have the right to be treated with dignity and respect at all times.
3. You can get services at Sequoyah even if your parents can't pay for it. But, if your parents can pay for part of your services at Sequoyah, they might have to.
4. We will not hurt you or take things away from you in order to get you to follow the program.
5. We will not hold onto you or use anything else to keep you from moving unless you act like you are about to hurt yourself or someone else.
6. We will not share your records with people that don't need to see them. These are the reasons we may need to show someone your records:
  - a. Another treatment provider needs your records because you'll be going there.
  - b. The law says so.
  - c. The company paying for your treatment needs to see your records. If you have a problem with drugs or alcohol, you will be asked to sign a consent form before we can send these records to your insurance company.
7. You can have any visitors you want unless your therapist has a good reason to not let that person visit. Visiting hours are listed in the Parent and Resident Handbooks.

There are some people (like an attorney or priest) who do not have to visit only during normal visiting hours. Ask staff to tell you who these people are.
8. You can send and get mail that no one will read unless your therapist has a good reason to not allow the mail. You will open all your mail in front of staff so they can see what is in it. If you don't have any money, you will be given paper, pencil, envelopes and stamps so you can write a letter. Staff will help you get it mailed.
9. If you want to worship we will make that possible.
10. You will have your own room while you are here and a place to put your belongings. Unless we are concerned about your safety, we will respect your privacy while you are in your room or bathroom. Staff can go through your personal belongings during room searches.

11. You will have a chance to exercise every day.
12. You will get healthy food to eat.
13. The building you live in will not be a fire hazard and will be clean.
14. Our doctor will examine you when you first get here. Any time you feel sick you can ask to see the nurse.
15. If you want to see a doctor outside of Sequoyah you can request that but you have to pay for the service.
16. If you are under fourteen, you will be given medicine only if your parent or legal guardian agrees with the medicine your doctor recommends.

If you are fourteen or older, normally you will be given medicine if you agree to take it. This is true unless a judge decides that you can't make decisions for yourself, or if your doctor believes you need medicine because of an emergency.

17. You will receive individual, group and family therapy.
18. You have the right to help the therapist decide what you want to work on. Your parents can help you decide what you want to work on. You and your parents can come to meetings where the therapist talks about how you are doing. You can ask other therapists to review your therapy goals if you disagree with them.
19. If someone wants to take your picture or record your voice, special consent must be obtained from you and your parents.
20. No one can force you to say good things about Sequoyah. Sequoyah cannot use your picture in public without your permission.
21. Staff will explain all the rules to you.
22. If you feel you are being treated unfairly you may file a grievance. Staff will help you with this process.
23. You will have an attorney while you are at Sequoyah. You will meet her/him within 7 days of admission.

A judge can order you to Sequoyah for 60 days the first time you go to Court but after that she/he can order you for up to 6 months.

If the judge says that you don't have to stay at Sequoyah anymore, we can ask that you stay longer or you can ask to stay longer yourself.

If a judge tells you that you must come to Sequoyah and you don't think you need to, you can ask to talk to an attorney from Protection and Advocacy.



## **RESPONSIBILITIES**

1. It is your responsibility to plan and work on your treatment issues while you are here.
2. Tell staff if there is something you think you need.
3. Take your medicine as prescribed. Let staff know of any side effects.
4. Go to your therapy sessions and all scheduled activities.
5. Take care of anything Sequoyah gives you or lets you use.
6. Don't ever go into another resident's room.
7. Don't steal, destroy or borrow another resident's things.
8. Take care of your own personal items.
9. Do your chores.
10. Don't hurt yourself or others. Be kind.
11. Treat others with courtesy and respect.
12. Eat healthy foods while you are at Sequoyah.
13. Behave yourself while you're in a Sequoyah vehicle and out in the community.
14. Come back from passes on time. If you can't, you must call the staff before you are due back and let them know why you'll be late or AWOL protocol will be followed.
15. Take your medicine even when you're on pass.

## **GRIEVANCES**

If you don't like how your son is being treated, Sequoyah has a patient advocate. His name is Pat Dexter and he can be reached at 222-0353. Grievance forms are available on the lodge, from the patient advocate or the main office. If you have any concerns about the quality of care and safety at Sequoyah, you can use the grievance process. You may also contact the Director at 222-0375

If you feel that your concern has not been resolved through Sequoyah, you may contact the Joint Commission on Accreditation of Health Organization at (800) 994-6610 from 8:30 am to 5:00 pm Central Time, weekdays. This is a toll-free number.

**NUMBER:** 20-03-00

**EFFECTIVE:** 11/9/92

**REVIEWED:** 3/25/94 – 06/06/05

**REVISED:** 9/1/98-6/9/99-9/99-10/00-03/01-06/01-07/01-08/01-09/01-1/02-05/02-7/8/04- 09/13/04 – 04/19/06 – 05/09/06-6/5/08

**SUBJECT:** Seclusion and Restraint Policy

**I. AUTHORITY**

20-01-00

**II. REFERENCE**

JCAHO Behavioral Health Care Standards; American Psychiatric Association Task Force Report 22, 1984; NMSA 1995 - Section 32A-6-1 to 32A-6-32

**III. PHILOSOPHY**

Because seclusion and restraint have the potential to produce serious consequences, such as physical and psychological harm, loss of dignity, violation of an individual's rights, and even death, Sequoyah shall:

1. Continually explore ways to prevent, reduce and strive to eliminate the use of seclusion and restraint use through effective performance improvement initiatives;
2. Strive to prevent emergencies that have the potential to lead to the use of seclusion or restraint;
3. Emphasize the use of the least restrictive intervention that is most likely to resolve the situation. Staff will emphasize the role of nonphysical interventions as the preferred interventions;
4. Limit the use of seclusion and restraint to emergencies in which there is an imminent risk of an individual physically harming himself or others, including staff;
5. Recognize its responsibility to facilitate the discontinuation of seclusion or restraint as soon as possible;
6. Raise awareness among staff about how the use of seclusion or restraint may be experienced by the individual;
7. Preserve the individual's safety and dignity when seclusion or restraint is used;
8. Ensure an adequate number of staff that are trained and competent to minimize circumstances that give rise to seclusion or restraint and to maximize safety when seclusion and restraint are used. Adjustments to staffing levels will be based on a variety of factors including staff qualifications, physical environment and various resident characteristics.
9. Not use seclusion and restraint for coercion, discipline, convenience, or retaliation by staff.
10. Not allow residents to participate in seclusion or restraint of other residents.

**IV. APPLICABILITY**

This policy applies to all direct care staff.

**V. DEFINITIONS**

**Clinician:** A Licensed Independent Practitioner who is privileged by the clinical staff to write orders for seclusion or restraint. Only Physicians and Licensed Doctoral level Psychologists may be privileged to write orders for seclusion or restraint.

**Therapist:** A Master's Level member of the Clinical Staff who is privileged to provide therapy.

**Direct Care Staff:** Staff who work directly with residents on a regular basis.

**Senior Staff:** Nurses, Social Workers, Recreation Supervisor, Therapists, Special Education Teachers, Lodge Managers, Psych Tech Supervisors and Psych Techs with at least one year of mental health experience, who have received training in Addendum A-D.

**Processing:** The resident's attempt to problem-solve his feelings and the events that lead to maladaptive behavior, and to develop a plan for dealing more effectively with those circumstances in the future.

**Timeout:** A therapeutic intervention which is defined as a technique consistent with a written behavioral plan, which prevents or decreases the potential for unsafe behavior and is used to assist the resident to regain emotional control by removing the resident from his immediate environment and restricting the individual to a quiet area or unlocked quiet room for up to 30 minutes.

**Physical Escort:** Briefly touching or holding of the hand, wrist, arm, shoulder, or back without undue force for the purpose of inducing a resident who is exhibiting unsafe or potentially unsafe behavior to walk to a safe location. This does not constitute a personal restraint.

**Personal Restraint:** The application of physical force without the use of any device for the purposes of restraining the free movement of a resident's body. The term personal restraint is distinct from mechanical restraint and does not include briefly holding a resident without undue force in order to calm or comfort him or holding a resident's hand to safely escort a resident from one area to another

**Seclusion:** The involuntary confinement of a client alone in a room in which the client is physically prevented from leaving for any period of time.

**Mechanical Restraint:** The use of mechanical devices to physically restrict a resident's freedom of movement, performance of physical activity, or normal access to his body, and is distinct from personal restraint.

**Mental Status:** (for the purpose of assessment during seclusion/restraint): Orientation, evidence of psychosis, and suicidal or homicidal ideation.

**Initiate:** The person who initiates seclusion or restraint is the person who is present at the scene, and who makes the decision to implement.

**Vital Signs:** (for the purpose of assessment during seclusion/restraint): Breathing, skin color and ability to speak

**Participant:** Any staff member who is involved in a seclusion or restraint either by physically participating in a seclusion or restraint or by initiating a seclusion or restraint. Each participant should be part of the resident debriefing, except when the presence of a particular staff person may jeopardize the well-being of the resident.

**Observer:** Any staff member who was present during a seclusion or restraint, but did not physically participate or initiate the seclusion or restraint.

**Serious Injury:** Any significant impairment of the physical condition of the resident as determined by qualified medical personnel. This includes, but is not limited to, burns, lacerations, bone fractures, substantial hematoma, and injuries to internal organs, whether self-inflicted or inflicted by someone else.

## **VI. POLICY**

Seclusion or restraint is limited to situations in which there is an imminent risk of an individual physically harming himself, staff, or others, and nonphysical interventions would not be effective. Only those staff that have received training and demonstrate competency on a semiannual basis in the areas identified in Addendum A, B, C or D may participate in the implementation of seclusion and restraint.

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Date

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W. Henry Gardner - Director

