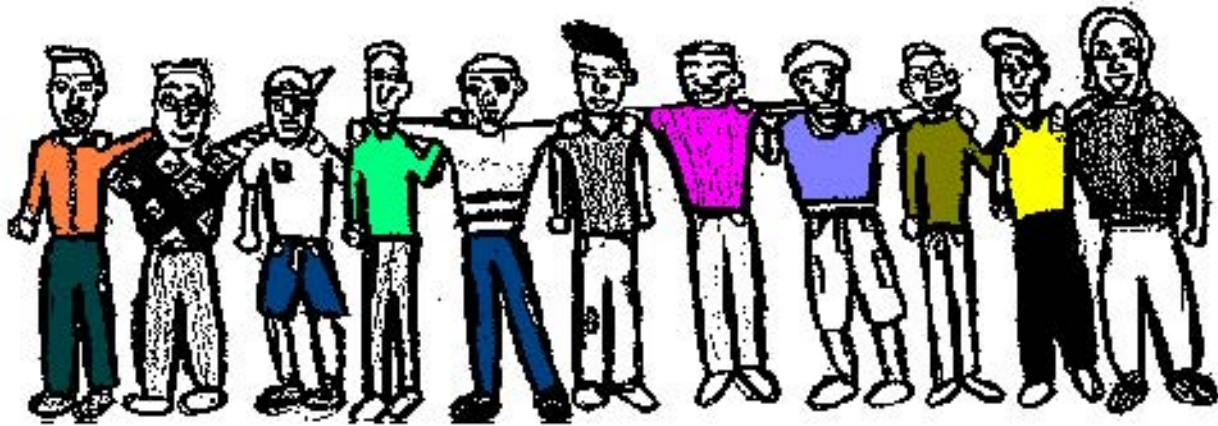


Sequoyah Resident Handbook



Welcome

Sequoyah is a place where you can feel safe while you work on your issues. This handbook will help you understand how we do that. Read and follow the rules in this book. If you have any questions, please talk to staff.

W. Henry Gardner, Ph.D, Director

VISITOR GUIDELINES

HOURS OF VISITATION

Weekdays: 2:00 - 7:00 PM **Weekends:** 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 required at all times.

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



NON-NEGOTIABLE RULES

- 1 NO PHYSICAL HARM TO YOURSELF OR OTHERS
- 2 NO SEXUAL BEHAVIOR WITH OTHERS
- 3 NO DRUG OR ALCOHOL POSSESSION

LODGE RULES

1. Sequoyah is a safe place. You are expected to manage your anger without hurting yourself or others.
2. You are expected to get along with your peers and the staff on your lodge. Provoking body language and behavior, even just joking such as strutting, pimping, shadowboxing, whistling, signing, etc., are not allowed.
3. No roughhousing or horse playing. No recreation. activities such as running or bouncing a ball inside the lodge.
4. You are expected to use respectful language at all times. No cussing or provoking of others.
5. Residents are expected to follow all staff directives.
6. Residents are expected to attend lodge meetings, groups, meals and activities unless otherwise directed by staff.
7. No chewing gum or seeds (sunflower, pumpkin, etc.) on grounds.
8. Food and drinks are allowed in approved areas only.
9. Keeping the lodge clean is everyone's responsibility. All residents are assigned lodge chores to be completed every day. Extra chores may be assigned.
10. Alcohol, smoking, drugs, weapons, and jewelry are not allowed. See complete list of prohibited items on page 10.
11. You may not lend, borrow, give away, sell, or trade any items.
12. Residents are expected to dress appropriately. See lodge and school dress codes on page 5.
13. Damaging or destroying property is not allowed. This includes tagging.
14. Only one resident is allowed in the bathroom, laundry room, and janitor's closet at a time, unless directed and supervised by staff.
15. You must receive permission before you come out of your room. Knock on your door and wait until staff answers you. Do not stick your head out of the door without permission.
16. Ask permission before crossing any blue line in the lodge.
17. No secret communications, such as whispering or hand signs.
18. No spitting.
19. No gambling.
20. Gang-related behavior will not be tolerated. This includes whistling, signing, hand gestures, gang-related language, displayed artwork and writing, clothing, and sagging.
21. You cannot go into another resident's room.



RESIDENT TELEPHONE RULES

- 1 You may make calls to or receive calls from anyone on your phone list unless your therapist has restricted your contact with certain people. Requested calls to people who are not on your phone list will be discussed with your therapist.
- 2 Sequoyah will pay the phone bill for one (1) long distance call per week, providing it is to an immediate family member or guardian. The phone call week begins on Sunday mornings and ends on Saturday evenings without exception. The call can last up to ten (10) minutes, if you have purchased enough phone call time. All additional long distance calls will be collect or by prepaid phone card. Long distance calls may not be split up. Whether the call lasts one (1) minute or the full ten (10) minutes, it will count as your one call.
- 3 Residents may not trade or give prepaid phone card minutes to each other.
- 4 Staff will dial all phone calls, and all calls made or received will be documented on your phone log.
- 5 Calls are to be made during designated phone times, which normally coincide with purchased privilege times.
- 6 Calls made at other times must be approved by your therapist. Calls to your attorney, physician, clergy, JPPO, guardian-ad-litem, Protection and Advocacy (P&A) or other privileged calls can be made at other times providing you are in control of your behavior and it is not a program activity time.
- 7 Be polite on the phone. You must speak appropriately and adhere to time limits at all times or staff will discontinue the call.
- 8 One phone call a day is “free” and does not cost points if limited to five (5) minutes. The first call of the day is your free phone call. Any calls made in addition to this or of longer duration must be purchased during the previous shift at reflections. Unused phone times may not be carried over to the next shift.



DRESS CODES

GENERAL

1. Steel-toed, heavy work boots, motorcycle or cowboy boots cannot be worn. Hiking boots may be worn on hikes, but will be stored in locker. Shoes must be tied.
2. No clothing with the words “north”, “south”, “east” or “west”. No clothing with the initials “N”, “S”, “E”, or “W” on them.
3. Clothing should be clean and not torn.
4. Clothing cannot have cusswords, drugs, violence, morbidity, or sexual pictures on them.
5. No sunglasses, hats, or hoodies inside the building. Hats can be worn on outings and must be worn facing front.
6. No jewelry. No body, nose or tongue rings.
7. Breaking up colors or “uniforms” is required (ex: no black on black). This includes when the majority of the color of the shirt is the same as the pants.
8. British Knight, Calvin Klein, Dickies, Ben Davis, and Playerz brand clothing is not allowed.
9. No sagging or wearing pants, trousers, or shorts more than one inch below the waistline.
10. Hair nets and bandanas can be worn inside private bedrooms (not displayed in room).
11. Button-up shirts must be buttoned except for the top button or worn completely open if undershirt is worn.
12. No new tattoos or body piercing.
13. Sleeveless shirts cannot be worn in the cafeteria, classroom, or administration building. Sleeveless shirts or tank tops may be worn for recreational activities and walking laps.
14. Shoes and socks must be worn at all times. Slippers are not to be worn outside of the lodge and shower shoes are only to be worn for hygiene activities.
15. Knee high socks are not permitted.
16. Hair cannot be cut shorter than a #2 on top and #1 on the sides. You cannot shave your head or have a 0 cut.
17. No clothing that may be considered gang-related.

Note: Other restrictions may be added and enforced at Staff's discretion.

SCHOOL DRESS CODE

- 1 No sweat pants are allowed in the classroom.
- 2 Dress shorts or shorts that appropriately cover the body.
- 3 Shirts can be T-shirts or button-up shirts. Clothing cannot have cusswords, drugs, violence, gang symbols, or sexual pictures on them. No muscle shirts are to be worn in the classroom. Plain white T-shirts can be worn only with permission from your teacher.
- 4 No hats, bandanas, hoodies or sunglasses can be worn in the classroom.
- 5 Clothing should be clean and not torn.
- 6 Shoes and socks must be worn at all times.
- 7 If you come to school wearing inappropriate clothing you must return to the lodge and dress appropriately for the classroom.



KEEPING YOUR ROOM CLEAN

1. Make your bed when you get up in the morning.
 2. Nothing can be lying on the floor.
 3. Both your desk and cubby area should be neat and clean.
 4. Clothes are to be folded and put away neatly.
 5. Put your dirty clothes in your hamper.
 6. Dust, sweep and mop your room daily.
 7. Do not hang the following pictures on your walls. (Examples - no pictures of a sexual nature, drug/alcohol related, racist, pictures glorifying death or gang-related art).
 8. Do not cover your windows.
 9. Do not tape pictures or paper on your lamp/light.
 10. A pen and pencil may be checked out at the beginning of each shift and will be checked in at the end of each shift or at free time.
 11. You can have these items based on your level. Books (Bible or other religious book not included); Magazines, Comic Books; Pencil/Pen
- Level I One of each item Level II Two of each item Level III Three of each item Level IV Four of each item Level V Five of each item
12. Rooms can be searched by staff at any time.



CAFETERIA RULES

1. Sit down in your assigned seat as soon as you enter the cafeteria.
2. There will be a moment of silence before the meal.
3. Staff will stand at the serving window. They will call you up to get your tray/food based on your level.
4. Talk only to people at your table. One staff member will sit at each table with residents.
5. When you need to get up, ask staff permission.
6. You are responsible to stack your dishes neatly when finished eating. Don't throw the dishes away.
7. One resident will have the cafeteria chore.
8. Staff will tell you when to line up to return to the lodge.
9. Be respectful to the cafeteria staff.
10. Be respectful to others by having good table manners.



GROUP RULES

- 1 Participating in groups is part of your treatment. These groups will help you deal with your feelings and help you solve problems.
- 2 You can talk about anything in group. This includes problems you might have with another resident or with a staff. Talking about problems in group is a good way to solve things.
- 3 Confidentiality: Do not discuss what was said in group with friends or family.
- 4 Group is a good time for talking about people or things that upset you. The goal is for you to learn to express yourself without disrespecting others. You will not be allowed to use put-downs, insults, or verbal abuse.
- 5 Treat your group members with respect. You cannot hurt someone or say you want to hurt someone in group.
- 6 Only one person talks at a time. Listen when someone else talks.
- 7 Wait until others are done before you start speaking.
- 8 Ask for a “time out” if you need one.
- 9 Be quiet in the halls on the way to and from group.

“SLOW DOWN”

“Slow Down” may occur when the lodge becomes dangerous or unsafe. “Slow Down” is when the regular program stops and residents stay in their rooms. The purpose of Slow Down is to make sure that everyone is safe and can work on their treatment issues. Staff will search the lodge and your rooms for anything not allowed. They will remove your personal

items until “Slow Down” is over. You may be assigned written assignments which you will be expected to finish.

You will eat your meals in your room. Other activities such as chores, hygiene and recreation will be

done one-to-one with staff. Residents will be brought out of their

room for groups. Slow Down will last until the lodge is safe.



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 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.*

YOUR AUTOBIOGRAPHY

We would like you to write your life story so we can get to know you. Answer these questions as you write. Your life story will help us understand what you need to work on.

1. Write about where you were born.
2. Write about your family.
3. Write about how you have done in school.
4. Write about the most important person/or people in your life.
5. What do you do for fun? (hobbies, sports, etc)
6. Write about the good and bad things that have happened in your life. How have you handled them?
7. Write about the times you've used drugs or alcohol.
8. Write about any jobs you've had or jobs you'd like to have.
9. Why did you come for treatment at Sequoyah? What do you want to learn while you are here?
10. What do you think you'll be doing in 5 years?



SERVICES OFFERED

Individual, group and family therapy Specialized groups include: Art and Recreation therapy Substance Abuse Fully-accredited school Gang Awareness Speech/language therapy Special Issues Sweep (vocational program) Life / Special Skills 24-hour nursing services Family Issues Lodge program including behavior management system Anger Management Psychiatric and pediatric services Access to religious activities Pet Therapy Cognitive Computer Assisted Brain Injury Therapy

GENERAL INFORMATION

We do not talk about your treatment with many people. However, we may share your treatment issues with the following people:

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

If you don't like how you are being treated you have a staff person you can talk to. His name is Pat Dexter. If you have any concerns about care and safety at Sequoyah, you can use the grievance process and you may contact the director at 222-0375. You may also contact the Director, Dr. Henry Gardner, 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. Protection and Advocacy's phone number is 256-3100 (Albuquerque).

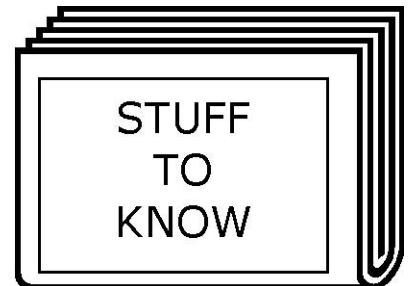
DISCHARGE PLANNING

You will be discharged when you complete your treatment here at Sequoyah.

Planning for your discharge will begin as soon as you arrive.

You, your family and your treatment team will decide on follow-up services.

You could be discharged if your treatment team determines you are not benefiting from Sequoyah's program



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 thorough 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 will 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.

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

Parents for Behaviorally Different Children

1101 Cardenas, N.E., Suite 202 Albuquerque, NM 87110
(505) 265-0430; (800) 273-7232 E-mail: pbdc2000@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 Web: 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

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

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.

Date W. Henry Gardner, Ph.D. - Director