



**Child and Adolescent
Behavioral Health**

214.464.5000



Dear Patient and Family,

We know that this is a difficult time for you and your family. It is never easy to make a decision that may forever change the relationship you have with the people you love so much.

The staff of the Child/Adolescent Behavioral Services Unit would like for you to know that we are here to assist you and to support you and your family in any way possible. We promise to try to work with you and your family to make the time you spend with us beneficial. We are committed to working with you and your family.

We also realize that change is hard work and can be painful at times. We are dedicated to providing an atmosphere of hope, compassion, understanding, communication and intervention.

Sincerely,

The Staff of the Child/Adolescent Behavioral Services Unit

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UNIT PHONES

217-464-5000 or 217-464-2893

FAX

217-464-2547

**NO CELL PHONES, CAMERAS, OR RECORDING DEVICES
WILL BE ALLOWED ON THE CHILD/ADOLESCENT UNIT
AT ANY TIME. WE APPRECIATE YOUR UNDERSTAND-
ING OF THE NEED FOR CONFIDENTIALITY FOR ALL THE
FAMILIES WE CARE FOR HERE AT ST. MARY'S HOSPITAL.**

CONFIDENTIALITY

Confidentiality - entrusted with the confidence of another, information shared in confidence, information shared in a confidential setting. This includes all information gathered in the Behavioral Services Program. Therefore, all group therapy, individual session, milieu therapy, etc. will be treated in a confidential manner.

Each patient has the right to privacy and respect while seeking mental health treatment, and we will honor this right.

- Patients are not allowed to talk about past patients on the unit to current patients.
- They are not to talk to family members about past or current patients. This includes phone conversations.
- They are not allowed to pass or exchange personal information such as phone numbers, addresses, etc., with other patients. If passing of information is discovered, the information will be confiscated and destroyed.

BREAKING CONFIDENTIALITY WILL RESULT IN A LOSS OF LEVEL.

EDUCATIONAL PROGRAM

An individualized educational plan will be developed for each student enrolled in our program. An Illinois certified teacher provided by Macon/Piatt Regional Office of Education will coordinate school services with the student's home district.

Daily programming includes two hours of classroom instruction with additional time provided as needed. The parent or guardian will be asked to provide study materials, books, and loose-leaf paper. The parent or guardian will also be responsible for bringing and returning materials to the home school as needed.

VISITING

| | |
|---|---------------------|
| MONDAY & THURSDAY | 2:00-3:00 PM |
| TUESDAY, WEDNESDAY, & FRIDAY | 6:30-7:30PM |
| SATURDAY & SUNDAY | 2:00-4:00PM |

- VISITING IS LIMITED TO PARENTS, CAREGIVERS, TEACHERS, MENTORS, COUNSELORS, AND LEGAL GUARDIANS
- CLERGY ARE WELCOME TO VISIT, BUT THEY MUST BE ON YOUR CALL LIST
- PLEASE SIGN IN AT THE NURSES STATION WHEN YOU COME TO VISIT
- VISITING IS RESTRICTED TO AREAS DESIGNATED BY STAFF
- PLEASE CHECK ALL PATIENT ITEMS BROUGHT ONTO THE UNIT AT THE NURSES' DESK
- WE ENCOURAGE YOU TO MAKE THIS A SOCIAL TIME WITH YOUR CHILD

If the above designated visiting schedule is not possible for you due to your work schedule, then please notify the staff, and an alternative time can be given.

PHONE TIMES

Phone time will be 10 minutes per child/adolescent per day. Available times are listed on the Unit Daily Schedule. Please speak to a staff member if none of these times are possible. The 10 minutes may be divided into two five minute calls. Parents will need to provide a phone card for long distance. (Please refer to the age specific Unit Schedule.)

MAIL

- Mail may be given to the patient anytime at the staff's discretion.
- Any mail from a person(s) not on the patient's call list will be returned to the sender

BEDTIME

Children under 12 years of age begin bedtime routines at 8:30pm, with lights out at 9:00pm Sunday through Thursday. If behaviors are appropriate, they are allowed to stay up for the unit movies on Friday and Saturday nights.

Adolescents 12 years of age and above, begin bedtime routines at 9:00pm, with lights out at 10:00pm Sunday through Thursday. If behaviors are appropriate, they are allowed to stay up for the unit movies on Friday and Saturday nights.

INPATIENT PERSONAL ITEMS

Five changes of clothing for daytime wear. (Please refer to the Dress code included in this unit booklet.)

Sleeping attire-may include pajamas, gowns, sweats, shorts.

PARENTS ARE RESPONSIBLE FOR THE LAUNDRY

(Patients may ask parents for clean clothes at phone time, if needed)

Patients may have items such as comb, brush, toothpaste, toothbrush, shampoo, deodorant, hair dryer, curling iron, make-up, and lotion. Bring in non-breakable containers. (No products containing alcohol, or aerosols, will be allowed).

Patients are allowed to chew gum in supervised areas. Family may bring a supply for their child/adolescent.

Stamps and envelopes, if desired.

Lined loose-leaf paper. (No spiral notebooks allowed in rooms).

PLEASE REMEMBER THAT NO ITEMS ARE TO BE GIVEN TO A PATIENT WITHOUT STAFF PERMISSION

DRESS CODE

General:

- Shirts and socks must be worn at all times.
- No clothing with strings. No belts.
- Robes must be worn over brief pajamas. Sleeping attire must be appropriate.
- Girls must wear a bra at all times (except when sleeping).
- **NO BAGGY/SAGGY PANTS.**
- No borrowing or sharing of clothing, belongings, make-up, combs, or hairbrushes.
- Clothing must be appropriate in the Staff's judgment, or the article(s) will be sent home. {This includes anything thought to be too suggestive, too revealing, too short, too tight, any thing with an inappropriate statement, or message about drugs, alcohol, sex, etc.} When in doubt please ask.
- No hoodies, sunglasses, hats, tank tops, tube tops, cropped tops, or biker shorts.
- No clothing that has been torn or cut in inappropriate places, or that has writing or drawing on them.
- All jewelry is to be removed, including all piercings, and placed in the lock-up area, or given to parent(s)/caregivers(s) to be taken home. Watches are the only exception. They may be worn if deemed appropriate by the staff. This will be determined on an individual basis.
- Patients are not allowed to sleep in street clothes, and sleep clothes are not to be worn during the day.
- No shoes or hard soled slippers are allowed.
- House shoes without string or hard soles are appropriate.

ONLY FIVE SETS OF CLOTHING, PLUS ONE SET OF PAJAMAS OR SLEEPING ATTIRE, PLEASE.

UNIT GUIDELINES

It is very important for this program to maintain an environment of safety, encourage cooperation, and develop a sense of community. To that end St. Mary's Child/Adolescent Behavioral Services Program has developed the following expectations to be followed by everyone.

Upon admission, patients will be thoroughly searched and will be on a 24 hour initial assessment period, or I.A.P. After the first 24 hours, patients will be given an assignment packet at group time, the following day. There is a different assignment packet for each of the three Levels. Assignment packets must be presented to staff for approval of completion. There are more privileges possible as the person reaches a higher Level. Patients will also be required to have a certain amount of points accumulated before they can advance to a higher Level.

In other words, a patient must successfully complete the assignment packet, AND have sufficient points, to progress to the next Level.

INTENSIVE CARE (IC)

When a child/adolescent is admitted to the unit the professional team will decide if it is necessary to provide a more specialized intervention. Intensive Care will be used whenever there is a question of safety and/or possibility of harm to the patient or others. This will include, but not be limited to, the following interventions:

- Person will be placed in a Security room under video observation.
- Assessment for psychotic and/or aggressive behavior will be done on an ongoing basis
- Daily evaluation will be conducted by the treatment team

24 HOUR STABILIZATION (24S)

- A child/adolescent that has needed seclusion and/or restraints will be placed on 24 Hour Stabilization (24S) for a minimum of 24 hours.
- 24S requires the child/adolescent to be placed in a Security Room due to the aggressive and/or destructive nature of the behavior.
- The individual may return to their original Level (after 24 hours) if there are no further episodes of inappropriate behavior.
- 24S may also result from failure to follow directions, after numerous opportunities are given to correct the behavior, or when someone is particularly disruptive to the milieu. In this incidence, 24S may be spent in their regularly assigned room. It will be at staff discretion.
- The person may attend all activities, but will spend mealtimes and free-time in the Security Room (or assigned room).
- Non-compliance will increase the length of time on 24S by 15-30 minute time frames for each problem behavior, or as per team decision.
- Loss of Level I will result in the patient being placed on 24S.

TIME OUT (TO)

Time Out (TO) is the restriction of a patient to a certain room, or area, for a period of time. It is a consequence for disruptive and/or inappropriate behavior. TO provides an immediate intervention for such behavior. It removes the disruptive person from the situation, and it removes the audience, which can encourage problem behavior to continue. It is meant to give the patient an opportunity to regain self control, to reflect on their behavior, and to consider more constructive alternatives.

When necessary, TO is typically given in periods of 5-30minutes, with shorter periods usually given to younger patients. During TO the patient may be required to complete a written assignment; they may also be given the opportunity to talk to a staff member about the problem behavior. Any staff member, or person supervising patient behavior, may direct the child/adolescent to TO. Use of TO is governed by Hospital Policy and Illinois law.

SOCIAL INTERVENTION (SI)

Social Intervention (SI) will be used to separate patients for the following reasons:

- Those who may harm one another
- When their conduct disrupts the programming
- To prevent inappropriate touching and/or talking
- No PDA- Public Displays of Affection

Persons on SI do not talk to, sit with, or sit by, the designated peer. They are to maintain a ten foot distance between each other at all times.

Persons who break SI will loose their Level for 24 hours

ILLNESS INTERVENTION (II)

If a child/adolescent becomes ill, they may be directed by the RN to remain in their room for up to 24 hours. The child/adolescent will be reevaluated each shift by the RN.

POSSESSION OF CONTRABAND (POC)

Contraband is defined as any item considered harmful or hazardous to the unit, staff, patients, visitors, etc. This includes, but is not limited to: weapons, cigarette lighters, drugs, drug paraphernalia, sharps, etc.

The possession of such items will result in the person(s) being placed on 24S.

INDIVIDUALIZED BEHAVIORAL CONTRACT (IBC)

In certain instances a specifically designed (individualized) intervention may be deemed necessary by the treatment team. A contractual agreement will be discussed and implemented by the treatment team, and will be reviewed with the child/adolescent. Both parties will sign the agreement. The contract will be reviewed, and/or revised as necessary by the treatment team during treatment planning.

UNIT EXPECTATIONS

1. Be kind to others.
2. Be kind to yourself.
3. Listen and cooperate with staff.
4. Keep your hands, feet, and objects to yourself.
5. No physical/verbal aggression. (Hitting, kicking, biting, etc.). This includes horseplay and teasing.
6. Respect other people's things (no vandalism, no stealing, no punching or kicking walls, no destruction of property).

MEALTIME RULES

1. Pick a seat, and stick with it.
2. Only four to a table.
3. No sharing or trading of your meal.
4. No playing with your food.
5. Talk to the people at your own table.
6. Only leave your seat with staff permission.
7. Clean up your area after your meal.

If these rules are not followed, you may be asked to complete your meal in another room

SAFETY

Wristbands must be worn at all times.

Sitting on window ledges or tables is not allowed.

Keep all chair legs on the floor.

Walking on furniture is not allowed.

Make-up and hair care are to be completed in the make-up room. Make-up room time is monitored by staff.

***Patients may shave when staff is available to monitor ***

Toothpaste, toothbrush, hair brush, and/or comb may be kept in your room. All other items will be placed in storage or your personal box.

Box items are personal items allowed on the unit, but kept under staff supervision, such as bath and hair care items, alcohol free mouthwash, make-up, barrettes not in use, stamps, etc.

RESPECT

Respect yourself. NO self abusive behaviors.

Respect everyone's personal space. NO intimate behavior (hugging, touching, kissing, etc.)

****This will lead to Social Intervention (SI) and all participants will have a Loss of Level for 24 hours****

Respect others' belongings. NO SHARING OR GIVING GIFTS.

Respect your space. Beds are to be made by 8am weekdays and 9am on weekends. Keep your room neat.

Bed linens are changed on Tuesday and Friday

WILLINGNESS/COOPERATION

Please use your call light to contact staff, when you are in your room.

Permission from staff is needed to enter the nurse's station.

All meals are eaten in the dining room.

Patients do not sleep in street clothes

COMMUNICATION

Express feelings/thoughts appropriately (talk to staff, time yourself out, draw, journal, etc.).

Talk without swearing.

Do not communicate with those in time-out.

Do not pass notes or letters. When these items are found, they will be confiscated.

CONSEQUENCES

Cooperation and/or safety issues:

Time out, written assignment, or redirection

Communication and/or respect issues:

Loss of level may be given

Harming of self or others:

Intensive Care, 24 Hour Stabilization, or Social Intervention¹³

UNIT DAILY SCHEDULE

| (Under 12 years) | | (12 years & over) | |
|------------------|---------------------------|--------------------------------|---------------------------|
| 6:30am-8:30am | Showers | | *** |
| 8:30am-9:00am | Breakfast | | *** |
| 9:00am-9:30am | Community | | *** |
| 9:30am-10:30am | Recreation Therapy | | Process Group |
| 10:30am-11:30am | Process Group | 10:30am-12:00pm | School |
| 11:30am-12:30pm | School | 12:00pm-12:30pm | Lunch/ <u>Phone</u> * |
| 12:30pm-1:00pm | Lunch/ <u>Phone</u> * | | School |
| 1:00pm-2:00pm | School | | Recreation Therapy |
| 2:00pm-3:00pm | QuietTime/ <u>Phone</u> * | Visiting <i>M&Th</i> | QuietTime/ <u>Phone</u> * |
| 3:15pm-4:00pm | Snacks/Recreation Therapy | (No Recreation Therapy on Wed) | *** |
| 4:00pm-5:00pm | Focus Group | <i>T,W,F</i> | *** |
| 5:00pm-6:00pm | Dinner/Showers | <u>Phone</u> * | *** |
| 6:30pm-7:30pm | Visiting | <i>T,W,F</i> | *** |
| 6:00pm-7:00pm | Focus Group | <i>M,Th,Sat,Sun</i> | *** |
| 7:00pm-8:00pm | Free time | <u>Phone</u> * | *** |
| 8:00pm-8:15pm | Wrap-up | | *** |
| 8:15pm-8:30pm | Snacks | | *** |
| 8:30pm | Bedtime | | Free Time |
| 9:00pm | Lights out | | Bedtime |
| 10:00pm | | | Lights out |

Patients are allowed to stay up past 10:00 pm on F&Sat for the movie.

***= Same Activity

**CHILD AND ADOLESCENT BEHAVIORAL SERVICES
WEEKEND & HOLIDAY SCHEDULE**

| | |
|------------------------|---|
| 8:00-9:30am | Wake up/Breakfast/Personal Time |
| 9:30-10:00am | Community Meeting/Rules Group/Med Group |
| 10:00-11:00am | Recreational Therapy Group |
| 11:00am-12:15pm | Free Time/Church (Sunday) |
| 12:15-12:45pm | Lunch/Phone Time |
| 12:45-1:30pm | Free Time |
| 1:30-3:00 | Quiet Time/Phone Time |
| 2:00-4:00pm | Visiting Hours/Free Time |
| 4:00-5:00pm | Recreational Therapy |
| 5:00-5:30pm | Showers |
| 5:30-6:00pm | Dinner/Free Time(Saturday: Pizza night) |
| 6:00-7:00pm | Focus/Process Group |
| 7:00-8:00pm | Phone Time |
| 8:00-10:00pm | Snacks/Wrap up/Movie |
| 9:00-10:00pm | Study Time (Sunday) |
| 10:00pm | Bedtime for those on IAP, 24S, and children under 12 |
| 11:00pm | Bedtime for those on Level 1, 2, or 3 (Fri & Sat only) |

Daily schedule may be amended based on individual patient or unit needs.



The Mission of St. Mary's Hospital

The mission of St. Mary's Hospital is to participate in the health care ministry of the Church. We commit our valuable resources to provide a family-centered approach in meeting the health care needs of all people in the community and surrounding area regardless of ability to pay, and to foster the values of respect, care, joy and competence.

The Vision of St. Mary's Hospital

Proclaiming God's healing presence through our exceptional health care services.

