



## CANYON VIEW COMMUNITY FACILITY HANDBOOK



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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## Washington State Department of **CHILDREN, YOUTH & FAMILIES**

### **CONTENTS**

CONTENTS .....	1
Overview .....	4
Program Introduction .....	5
Program Orientation .....	6
Safety .....	6
Your Right to an Abuse-Free Environment.....	6
Privacy .....	7
Your Voice and Opinions Matter .....	7
Treatment and Programming.....	7
The Five Functions of Integrated Treatment Model .....	7
Expectations .....	8
First 24 Hours.....	8
First 72 Hours.....	8
First Week.....	8
First Month .....	8
Weekly .....	8
Daily .....	9
Programming Opportunities .....	9
Education.....	9
Employment .....	9
Community Engagement and Family Visitation.....	10
Family Visitation .....	10
Visiting Hours.....	11
Community Involvement.....	11
Authorized Leave.....	11

Transport in Community Facility Vehicles .....	11
Public Transport .....	12
Telephone Use .....	12
Resident Funds Procedures .....	12
Resident Funds Expectations .....	13
Written Correspondence .....	13
Community Support Meetings .....	14
Personal Wellness .....	14
Medical, Dental, and Mental Health Services .....	14
Alcohol, Drugs, Tobacco, and Inhalants .....	15
Kitchen and Mealtime .....	15
Bedroom Cleanliness .....	16
Room Expectations .....	16
Bedtime, Hygiene, and Lights Out .....	17
Laundry .....	19
Personal Property .....	20
Mindfulness Hour .....	20
Treatment and Coaching .....	21
Individual Counseling .....	21
Diary Cards .....	21
Treatment Groups .....	21
Specialized Treatment .....	22
Program Levels and Privileges .....	22
Contemplation Level .....	22
Contemplation Privileges .....	22
Orientation Level .....	23
Orientation Privileges .....	23
Preparation Level .....	23
Preparation Privileges .....	23
Transition Level .....	24
Transition Privileges .....	24
Daily Behavioral Goals and Accomplishments .....	24
Plus Behaviors .....	25

Television Use.....	25
Music .....	26
Program Policy.....	26
Safety and Security.....	27
Time Out.....	27
Rule Infraction (RI).....	27
Tobacco Sanction .....	28
Treatment Interference Status.....	29
Administrative Review (AR).....	29
Program Termination .....	29
Urinalysis (UA) .....	30
Gang Affiliation.....	30
Complaint Services .....	30
Legal Services .....	31
Fire and Emergency Procedures .....	31
Fire Drills.....	31
Actual Fire.....	31
Other Emergencies .....	31

## Overview

This handbook provides an overview of the Canyon View Community Facility program, including information about opportunities and expectations. Canyon View is a great place to accomplish your desired goals as you complete your time with Juvenile Rehabilitation (JR). If you have any questions, please have your case manager reach out to any of the below listed Canyon View staff or counselors.

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## **Program Introduction**

Canyon View Community Facility is one of eight state community facilities for Juvenile Rehabilitation (JR) youth. Canyon View is committed to fostering a warm and caring environment. Canyon View also provides educational, vocational training and skills-based treatment services to help young people successfully transition back into the community.

Treatment is based on the Integrated Treatment Model. Dialectical Behavioral Therapy (DBT) skills are taught in weekly groups and are a part of treatment plans. Canyon view also helps young people build the skills to find work, be successful in school, problem solve and to get your needs met “pro-socially” in the community.

Everyone at Canyon View is unique, with diverse backgrounds, different ways of expressing their own and individualized strengths and needs. Part of your treatment plan will be to identify things that motivate you and to establish achievable short and long-term goals.

Living at Canyon View allows for lots of privileges. Including more time in the community, more time with your family, opportunities to earn money, and continuing your education. With that comes a higher expectation of pro-social, adaptive behavior, and an increased trust. There are many rules, especially regarding community access. It is important that you always follow these rules. During your orientation, we will review these rules and expectations with you.

## Program Orientation

JR institutions refer young people to community facilities through the eligibility process outlined in JR policy. Upon arrival, each young person goes through an orientation process. This includes meeting with staff for room assignments, taking inventory of your belongings, touring the facility, introducing you to young people and other staff and reviewing basic program rules and expectations.

## Safety

At Canyon View, we want you to not only be safe but also feel safe. It is important for you to know that your privacy matters and Canyon View does not tolerate any physical or emotional intimidation by peers or staff.

Staff do not physically restrain young people. Staff want to hear any and all concerns. If at any time, you do not feel safe in the program or in our local community please inform staff immediately. Staff will discuss the issue with you and help to identify some solutions to remedy the situation.

## Your Right to an Abuse-Free Environment

Canyon View is committed to protecting your right to be safe from sexual abuse and sexual harassment. We have a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. This means every report of abuse or harassment is investigated. As part of your orientation, you will receive a safety guide on sexual abuse and harassment and Canyon View staff will educate you on:

- Your right to be free from sexual abuse and sexual harassment.
- Ways you can protect yourself.
- How you can report incidents.
- Your right to be free from retaliation for reporting sexual abuse or sexual harassment.
- The zero-tolerance policy at Canyon View and in JR.
- The response procedures to sexual abuse and sexual harassment.

We strongly urge you to report incidents or suspicions of sexual abuse and sexual harassment immediately in the following ways:

- Tell your counselor, a supervisor, teacher, nurse or any staff at Canyon View you feel comfortable speaking with.
- Tell someone you trust.
- Call the END HARM Hotline at 1-866-363-4276 (you will not be disciplined for calling the End Harm Hotline when you are in the community, including using a cell phone).
- Fill out a youth complaint form and turn it into the Youth Complaint/Prison Rape Elimination Act (PREA) box located next to the laundry room. You will not be required to resolve any issues with youth or staff when you report any allegation of sexual abuse.
- Call the 24-hour Victim Services Hotline 1-509-888-HELP (4357) Safety Advocacy Growth and Empowerment (SAGE).

## Privacy

All youth and young people has a right to shower, perform bodily functions, and change clothing in privacy. The only exception to this is in an emergency safety situation. For example, if you fall in the shower and need medical assistance. Young people must be fully dressed when moving from the bathroom or shower back to their bedroom. You may not walk to your room wrapped in a towel.

To maintain privacy, it is important for you to stand in front of your closet when changing or dressing in your room. When staff are checking on young people, they will knock first and wait for a response. This is when you should inform staff that you are changing clothes. They will not come in.

Staff will only enter your room if there is a safety or security issue. Opposite gender staff will announce themselves prior to entering the resident hallway. On graveyard shifts, staff will not knock first.

During sleeping hours, you are required to be fully clothed in pajamas (t-shirt or tank top and shorts, sweats).

## Your Voice and Opinions Matter

At Canyon View, we will teach you how to get your voice and opinions heard in an effective way. We welcome your feedback and provide opportunities for you to participate in program planning and discussion groups, as well as opportunities to give your opinions, comments and feedback directly (in group or meetings) and indirectly (through feedback forms).

## Treatment and Programming

At Canyon View, we incorporate Dialectical Behavioral Therapy (DBT) as part of JR's Integrated Treatment Model (ITM). Below is a general outline and description of the core components. Your counselor can discuss these further with you when you meet.

### The Five Functions of Integrated Treatment Model

1. Motivation and Engagement of Clients
  - How can we motivate you to be in treatment and keep you engaged in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
  - You will gain skills through acquisition groups and one-on-one counseling to help you manage your relationships, school and work and life events.
3. Skill Generalization
  - We help to ensure you can use the skills you have learned in a variety of contexts or settings. This is done through role-play practice and exposure to new places and situations (public school, job in community, new friends).
4. Structuring the Environment
  - We will help to create a place where you feel comfortable learning and using new skills. We will help to create an atmosphere that promotes your success and teach you how to structure your own environment for both short-term and long-term success.
5. Motivate and Engage Treatment Providers



- This area of the ITM is for managers to make sure they motivate and engage the counseling staff to stay focused on the ITM model and provide you the best treatment guidance they can.

## Expectations

### First 24 Hours

- You will attend orientation, be introduced to staff, learn who your counselor will be, tour of building, receive a student handbook.
- PREA Zero Tolerance of Sexual Abuse and Sexual Harassment information.
- Screen for Suicide or Self Harm and Sexual Aggressive Vulnerable Youth.
- Room placement based on age.
- Incoming urinalysis.
- Consent forms signed.
- Call a parent or home.

### First 72 Hours

- All other forms in the file (initial treatment plan, restitution plan, DBT, etc.)
- Programming needs discussed with your counselor (GED, high school diploma, college, work, drug and alcohol treatment, mental health therapy, etc.)
- Meet the on-site teacher to evaluate educational needs (if applicable).
- Diary card orientation.

### First Week

- Complete PREA Comprehensive Education (3-10 days after arrival).
- Medical and treatment appointments scheduled.
- Obtain Washington State identification card (if needed).

### First Month

- Complete a Behavioral Chain Analysis (BCA) and update treatment and transition plans.
- Verify you will be receiving parole or probation services and contact your assigned parole/probation counselor.
- Schedule weekly individual sessions with your counselor.
- Two hours of community service completed.

### Weekly

Expectations are set each week to help develop healthy habits and assist with reentering the community. These weekly expectations include:

- Attending DBT group
- Hour-long, one-on-one counseling session
- Involvement in school or work programs
- Following your treatment plan and completing assignments
- Attending Community Support meetings (if applicable)

- Attending Resident Council Meetings – This is an opportunity to make suggestions and plan for activities, program changes, or more.

### Daily

You have worked hard to make it to Canyon View and because of this we are confident that you will be able to meet the following daily expectations:

- Wake up on time and prepare for the day.
- Detail and room completed.
- Active daily program in place.
- Daily exercise.
- Take medications as prescribed.
- Mindfulness hour: follow expectations.
- Weekly completion of a diary card.
- Bedtime behavior/lights out on time.
- Pro-social modeling and leadership demonstrated in the milieu.
- Completion of all counselors assigned treatment work.

## Programming Opportunities

### Education

Upon arrival at Canyon View, staff assess your educational needs to determine an appropriate placement that will meet your GED, public school, employment and/or college requirements.

If you do not have your high school diploma or GED, you will be required to attend the onsite school program at Canyon View through the Eastmont School District. You are expected to be on-time to class and participate in all school activities as directed by the teacher.

If you are scheduled to attend Eastmont High School or Jr. High (EJHS), you will meet with the Canyon Viewteacher, Administrator, assigned counselor and staff at the High School or Jr. High School to establish your class schedule. Staff expect you to leave for school no earlier than 12 minutes before the first bell and must arrive back at the facility no later than 12 minutes after the last bell. EJHS is within walking distance from the Canyon View Facility.

### Employment

Residents who are engaged and motivated in their treatment, making progress on their target behaviors and have completed 30 days of orientation are approved to obtain employment. Residents are encouraged to seekout and obtain appropriate employment and/or vocational programs to assist with skill development and receive certified training certificates. Employment may not replace or interfere with your education and treatment.

When seeking community employment, inform your employer of your current residential status prior to starting work. We are required by law to inform prospective employers of your JR commitment committing offense(s), criminal history, and expectations of your employer to supervise you according to JR policy. Your employer needs to agree and sign the conditions in the Employer Agreement form prior to you starting work.

Your weekly work schedule needs to be clearly outlined, shared with staff each week, and posted in the duty station office (DSO). Any changes should be shared as soon as possible.

Let your counselor know your paydays as they will pick up all and any tips you receive from them. Your assigned counselor will make arrangements to pick up your paycheck or have it mailed. All money will be deposited into your account and documented.

To maintain a good working relationship with the employers in our area and maintain a positive job reference for yourself, do not terminate your employment at any time without the approval of your assigned counselor. You are expected to give a minimum of two weeks' advance notice prior to ending your employment.

You can expect staff to conduct random visual checks while you are working. Your counselor will check in with your supervisor at a minimum of twice a month.

## **Community Engagement and Family Visitation**

### **Family Visitation**

We encourage as much family and community support as reasonable during your stay at Canyon View. To visit, your family must first call ahead and speak with your counselor. After this, we will add them to your approved visitor list, and they can begin visiting during scheduled program visiting hours or by calling ahead to set up a visit. . All children who are visiting Canyon View must always be under the direct supervision of a parent or guardian.

- Only three residents are allowed to have a visit at any given time.
- Visitor passes must be completed and approved at least 24 hours in advance of the visit.
- All people visiting the facility must sign in upon their arrival and sign out when leaving.
- Visiting is limited to 1.5 hours per visitor per day unless prearranged for longer.
- You may have up to two visits per week.
- No last-minute substitutions will be allowed for visitors that do not show up.
- Longer visit time may be allowed for families traveling long distances.
- On-site visitation by friends is limited to the main entrance room and the TV room only.
- Family can have visits in the main entrance room, the TV room, the outside court area and the conference room.
- Visiting is not allowed in residents' rooms or the parking lot.
- When the facility is monitored by a single member of staff, friends will not be allowed to visit or remain on site.
- Other than family, visitors may not provide you with money or run errands for you.

- All visitors that are under the age of 18 must have parental approval to visit the Canyon View campus.

## Visiting Hours

Visiting hours are Saturday from 11 a.m. to 4 p.m. and from 6 p.m. to 9 p.m., and Sunday from 1 p.m. to 4 p.m. You must plan these visits in advance with staff. Family members may visit outside of these designated days and times with prior assigned counselor approval. Staff will oversee visiting to encourage pro-social interaction.

## Community Involvement

All community involvement is a privilege. Community involvement provides opportunities to have staff, family, or personal supervision in the community for treatment-related purposes. You can earn a Community Individual Pass (CIP) based on your weekly treatment progress and program participation.

- All behavior expectations in the facility apply out in the community.
- When in the community, you must remain in view of the supervising staff or family members.
- You must remain within the designated boundaries of the CIP, school or work site as defined by Canyon View staff and standards.
- Staff will check on your whereabouts in the community to ensure you are at the specified location.
- It is very important that you always return on time when involved in any activity in the community – failure to do so can result in unauthorized absence.
- Staff expect you to complete the sign in/out sheet when leaving and returning to Canyon View.

## Authorized Leave

During your stay at Canyon View, you have the opportunity to go home on authorized leave. Authorized leave is based on your level of motivation and engagement in treatment, your parent/guardian's level of involvement in your treatment and your trust level in the program. You can meet with your counselor to review guidelines for authorized leave.

## Transport in Community Facility Vehicles

While riding in state vehicles, staff will adjust the climate or radio controls. Residents do not have the authority to make changes.

- Young people are not to be in any state vehicle unless accompanied by staff.
- Stay seated and properly always buckled up.
- Keep your arms, hands and head in the vehicle at all times.
- Do not operate the vehicle cell phone, fire extinguisher, or open the first aid kits unless there is an emergency.
- After returning to the community facility, help keep the vehicles clean by removing your belongings.
- No food or drink in vehicles.

## Public Transport

Staff may approve of you using public or commercial transportation like buses, taxis and trains to accomplish treatment/program goals. You are responsible for any fares charged by these carriers.

## Telephone Use

Your counselor will work with you to create a list of approved contacts. All incoming/scan calls are limited to 20 minutes. We want all young people to have equal access to phones, so it is important to be mindful of other people's needs. If phones are in high demand, you may have to wait to make another call.

Phone Schedule			
	Orientation/ Contemplation Level	Preparation Level	Transition Level
Monday- Thursday	3-5 p.m. 6:30-9 p.m.	3-5 p.m. 6:30-10 p.m.	3-5 p.m. 6:30-11 p.m.
Friday	3-5 p.m. 5:30-10 p.m.	3-5 p.m. 5:30-11 p.m.	3-5 p.m. 5:30 -11:30 p.m.
Saturday	11 a.m.-5 p.m. 5:30-10 p.m.	11 a.m.-5 p.m. 5:30-11 p.m.	11 a.m.-5 p.m. 5:30-11:30 p.m.
Sunday	11 a.m.-5 p.m. 6:30-9 p.m.	11 a.m.-5 p.m. 6:30-10 p.m.	11 a.m.-5 p.m. 6:30 -11 p.m.

- Staff assist with placing all calls.
- Only one person at a time is allowed near the resident phones.
- You may only receive from and make phone calls to people on your approved phone contact list (under age 18 needs parent approval)
- Phone calls from places outside of the community facility are prohibited, unless it's an emergency or to contact the community facility.
- Cell phones, pagers, two-way communication devices and calling cards are not allowed.
- Using foul or abusive language on the phone results in the termination of your call.

## Resident Funds Procedures

While at Canyon View, you may receive or earn money. Canyon View staff are the assigned custodians of all money received by youth. Staff will document and receipt all the money and place it in the young person's individual in-house account (not to exceed \$300). All money over \$300.00 will be kept in a savings account at the bank. Youth will immediately turn in all the money to the staff on duty.

- Young people who have restitution or court fees will have a minimum of 25% of their income go towards paying that off.
- Young people requesting money need to submit a money request form to their counselor before Tuesday morning of each week. Money will be available after 4 p.m. on Fridays.
- Residents will provide valid receipts for all purchases made, which include date of purchase, amount spent, items purchased, place of purchase and signature.
- Staff will not approve new money requests until the previous week's request has been reconciled using the above receipts.
- Shopping occurs on Fridays, or as determined by staff.
  - Orientation group has one shopping day based on need.
  - Preparation level has one shopping day on the second Friday of the month.
  - Transition level has two shopping days on the first and third Friday of the month.

## Resident Funds Expectations

- Budget plan developed to include restitution payments and savings prior to making any money requests.
- Orientation to money process and management prior to making any money requests.
- Money requests made with and approved by assigned counselor only (final approval by supervisor or administrator).
- Money requests for needed items only (clothes, restitution, savings and hygiene).
- Money dispersed and shopping needs taken care of with attending counselor.
- Money and receipts collected by attending counselor.
- Unspent money returned to resident account by attending counselor.
- Money request are closed including receipts with attending counselor.
- All money must be returned to account.
- Requests will be closed by the following Tuesday.

## Written Correspondence

We encourage you to write often to your family. Canyon View supplies envelopes, postage, paper and pencils for writing letters.

- Staff open all incoming mail. Staff will ask you to be present for opening legal or attorney-client mail. Staff will not read legal mail unless you give them permission to do so. Staff do not read mail but do check for contraband and/or money. Staff place all money in your resident account for safekeeping.
- Staff confiscate contraband and any mail bearing gang symbols, inappropriate photographs, obscene symbols or language or anything contrary to the treatment process.
- You may not subscribe to any book, magazine, publication, or become a member of any video or music clubs.
- You will not be allowed to communicate by mail to your co-defendants, victims, or residents in adult correctional facilities unless it is a family member and prearranged by the

administrator.

## **Community Support Meetings**

Canyon View encourages residents to attend community support meetings. It is important to plan the meetings you wish to attend. Because every community support group is fully self-supporting, you are expected to contribute to the basket if you take coffee or food served at the meeting. Residents are responsible for following the group norms of the community support meetings. Residents are encouraged to obtain a sponsor.

## **Personal Wellness**

Canyon View supports personal wellness and healthy lifestyles. We have a full-time cook who provides nutritious, balanced meals. Canyon View also provides some structure to encourage necessary levels of sleep and exercise.

## **Medical, Dental, and Mental Health Services**

Medical, dental and mental health services are available off site at community agencies. When you arrive, we will make an appointment so you can meet our doctor and set up any medical plan needed.

All residents are eligible for a DCYF medical card under the Medicaid program unless wage earnings exceed the allowable limits for eligibility. Your private insurance carrier may cover treatment. Medicaid covers some basic services, while other services cost extra. Canyon View pays for essential treatment not covered by Medicaid with approval by the program administrator.

It can take several weeks to schedule appointments. Please do not wait to speak with staff if you feel you need to go to the doctor, dentist, psychiatrist or a therapist. In the event of an emergency, staff will take you to the nearest hospital emergency room.

Vision screening and corrective lenses are available from our local provider. Medicaid covers some basic services, while other services cost extra. Please speak with your counselor for details.

You must have a physician prescription for non-prescription drugs, herbal supplements, remedies or vitamins. Any costs not covered by Medicaid or insurance are your responsibility unless approved by your counselor, the supervisor or the administrator.

If you refuse medical or dental care, you need to sign a waiver releasing Canyon View from any responsibility. Taking your prescribed medication(s) is voluntary, though refusing your medication results in consultation with the supervisor or administrator.

If you need to miss school due to illness, you must remain at the house, sleeping, or relaxing in your room. Follow your physician's instructions for taking any prescribed medications, care of your illness or injury and any activity restrictions. Youth who do not must sign a waiver.

- All meals are served and eaten in your room.
- Contact with others will be greatly limited.
- Bathroom breaks and medication calls are allowed at staff discretion.

## **Alcohol, Drugs, Tobacco, and Inhalants**

There is a zero-tolerance policy on drugs, alcohol, nicotine, and mind-altering substances. If you have any knowledge of these substances in the house, inform staff immediately.

As part of keeping the environment safe, aerosols of any kind, are not allowed. You may not keep bleach, cologne, rubbing alcohol, white out, permanent markers, toxic glues or any item that may be huffed in your room. If you are unsure about a product, have it checked by staff.

## **Kitchen and Mealtime**

Good nutrition is important. Canyon View encourages a healthy, well-balanced diet. Canyon View provides three meals daily. Please inform your counselor of any food allergies – they will notify the cook to make accommodations. Below are a few mealtime expectations:

- You may only be in the kitchen when monitored by staff.
- You may not enter the pantry at any time.
- Access to the walk-in refrigerator and freezer is with staff permission only.
- Residents must wash their hands upon entering the kitchen regardless if you have recently done so.
- All food served in the kitchen is to be eaten in the dining room.
- Hoarding food from the kitchen is not allowed.



Mealtime Schedule			
	Breakfast	Lunch	Dinner
Monday-Friday	7-7:20 a.m.	12-12:30 p.m.	5-5:30 p.m.
Saturday and Sunday	9:30-10 a.m.	12-12:30pm	5-5:30 p.m.

## Bedroom Cleanliness

We have minimum standards for room cleanliness at Canyon View. It is important for yourself and your roommate that your room is neat and orderly. Rooms should be cleaned before you leave the facility in the morning and kept neat throughout the day. You are responsible for your possessions and bedroom area. The following are the basic expectations for room cleanliness:

- Bed is neatly made.
- Desk, dressers, and tables are neat and free of dust.
- Floor is to be mopped, rugs washed weekly.
- Clean clothes are in your wardrobe/dresser and dirty clothes are in the basket.
- Waste containers are emptied.
- Hang clothes on drying racks or in your closet.

We check the bedrooms in the morning, during weekly detail generals and at staff discretion.

## Room Expectations

Staff may search your room and belongings at any time for safety and security purposes. Residents must use Canyon View property as it was intended and properly maintain it. Staff will hold you responsible for any loss or damage to community facility property. Please report any damage or loss of community facility property to staff as it occurs. The following are general guidelines for community property:

- Do not rearrange room furniture without staff permission.
- Furniture cannot block the door or hide residents from staff observation through the doorway windows.
- Do not disassemble bunk beds.
- Do not take Canyon View's linen, pillows, blankets or towels outside of the community facility.
- You may purchase or use your own pillows, blankets, and towels.
- For safety reasons and due to the limited space in your room, you may not have electric kitchen appliances, weights or exercise equipment in your room.

- Do not hang personal belongings and effects from the ceiling, heat detectors, curtains, closet doors, light fixtures or the hallway doors and overhangs, or cover your windows with any materials.
- Any posters or pictures must comply with the following JR policy:
  - No pictures and posters that depict gang signs, white supremacy symbols, death themes, Satanism, demeaning or subjugating people, people in bathing suits or lingerie, nudity, cross-dressing, or pictures and posters that promote the use of drugs alcohol tobacco and drug paraphernalia.
- No black lights, brightly colored or flashing lights.
- Do not use nails, tacks, or screws to hang items in your room.
- Except for the curtains, you are not to cover up or block your windows.
- Do not cover up or block heat and air conditioning vents.
- No food or beverages in the resident rooms, main entrance room, TV room, student phone area, conference room and hallways.
- All couch cushions are to remain on the couches.

### **Bedtime, Hygiene, and Lights Out**

During the week, staff give two wakeup calls. The first wakeup call is at 7 a.m. with the expectation that youth are out of bed by 7:05 a.m. Wakeup calls don't happen on weekends or holidays unless requested. On those days, you can wake up on your own and have your room and or details done by 11

a.m. We encourage you to purchase your own alarm clock and practice the skill of getting up on your own to meet your daily obligations.

Bedtime and Lights Out Schedule		
	Bedtime (In room with door shut)	Lights Out (All lights out, in bed, no talking)
Administrative Review		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Rule Infraction		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Tobacco Sanction		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Treatment Interfering Group		
Sunday - Thursday	8 p.m.	10 p.m.
Friday - Saturday	8 p.m.	10 p.m.
Contemplation Group		
Sunday - Thursday	8:30 p.m.	10 p.m.
Friday - Saturday	10 p.m.	11 p.m.
Orientation Group		
Sunday - Thursday	9 p.m.	10 p.m.
Friday - Saturday	10:30 p.m.	11 p.m.
Preparation Group		
Sunday - Thursday	10 p.m.	10 p.m.
Friday - Saturday	11 p.m.	11 p.m.

Transition		
Sunday - Thursday	11 p.m.	11 p.m.
Friday - Saturday	11:30 p.m.	11:30 p.m.

Below are some suggestions to consider avoiding personal hygiene problems such as acne, lice, skin rashes, or having a foul odor in your room or from yourself:

- It is encouraged that you shower daily and after physical exercise or working to maintain good personal hygiene.
- There is to be only one youth in the shower at a time.
- Loitering in the bathrooms will not be permitted.
- Use the bathroom and then exit.
- There are to be no more than four youth in the bathroom at one time.
- Bathroom use is limited to toilet, showering, self-care and grooming.
- Place Canyon View towels in the dirty clothes hamper after each use – you will receive clean towels as requested.
- If you braid your hair, take the braids out regularly and wash your hair.
- Don't share hats with others.
- Use deodorant.
- Brush your teeth after meals and before you go to bed each night.
- Shirts, pants and footwear are to be worn at all times when outside of your room.

## Laundry

- Wash clothes regularly and do not let them pile up in your room.
- You are responsible for the safekeeping of your clothing in the laundry room.
- Remove your clothing as soon as it is done washing and drying.
- Staff can close and lock the laundry room while your loads are washing.
- Only residents with assigned laundry days are allowed in the laundry room.
- Do not overload the washer and dryer beyond their recommended capacities.
- Clean out the dryer lint trap after each use.
- Do not put your shoes in the dryers.
- Use only the recommended amounts of detergent or bleach for each load.
- Detergent and bleach are provided by Canyon View.
- Do not dye any clothing in the washer.
- The laundry room closes at 10 p.m. Sunday through Thursday, and at bedtime on Friday, Saturday, and holiday nights. Do not wait until the last minute to start or remove your laundry.
- Remove all personal laundry from the laundry room before it closes.
- Laundry days are posted on the laundry room door.

## Personal Property

Young people are responsible for all property in their possession. JR, Canyon View Community Facility and its employees assume no liability for personal property brought into the community facility. The following are general guidelines on personal property:

- Mark your personal property for identification purposes and make sure it is securely stored.
- You are responsible for keeping your inventory up to date.
- Refrain from keeping high value or irreplaceable items in the community facility – you are responsible for notifying staff if you bring items like this into Canyon View.
- Loaning or exchanging personal items needs prior counselor approval.
- Youth who transfer suddenly or who escape will have their property (according to the property listed on the youth's inventory sheet) gathered and boxed by staff.
- Only property that can be packaged in two boxes (18" high x 18" wide x 12" deep) can be moved by state transportation.
- Young people are responsible for the cost of shipping property that cannot be transported by the state.
- JR, Canyon View Community Facility, and its employees assume no responsibility for lost or stolen items during the transportation process.
- No pets

## Mindfulness Hour

Mindfulness hour is for you to do treatment work, schoolwork, letter writing, etc. Mindfulness hour is from 5:30 -6:30 p.m. Sunday – Thursday.

1. Unless you are attending groups, counseling, visiting with your sponsor or family or completing your detail, staff expect you to use mindfulness hour effectively. This means doing homework, applying for jobs, treatment related work, etc.
2. The laundry room, phone calls, television, video games or outdoor activities (including working out) are not to be done at this time. The computers are only to be used for homework, job applications or other learning opportunities.
3. If you are on Transition Level, you may go outside (basketball or working out) during mindfulness hour.

## Treatment and Coaching

### Individual Counseling

Canyon View administration assigns counselors to youth prior to joining the facility. The counselor will be in regular contact with you at least 30 days before you arrive. Your counselor will help you during the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

The priority in your individual counseling sessions will be to orient you to what treatment and counseling will look like, and what you will discuss when you meet with your counselor. You will meet for a minimum of one hour every week. Your counselor will work to develop a therapeutic relationship with you and will review limits of confidentiality (what will remain confidential and what will have to be reported or discussed with other staff). Together you will identify what areas you would like to work on and/or that your parents/guardian or staff would like you to work on.

You will also discuss what has worked well for you in the past and what has not, the skills you have already and skills you would like to learn. Alongside staff, you will identify both short and long-term goals to work toward while at Canyon View and beyond. Your regular sessions will focus on finding target behaviors that you and your counselor agree are important for your growth. Chain analysis will also be used to help you, and your counselor assess your behaviors and the “function” of your behaviors so that you can work together to make changes.

### Diary Cards

Staff or your DBT group leader will give you Diary Cards to use. You will work with your counselor and group leader to determine when you will complete diary cards.

### Treatment Groups

All residents participate in weekly treatment groups. There are varieties of groups you may participate in.

1. **DBT Acquisition Group** – This group meets weekly and teaches ways to manage anger, emotions and frustrations, and can help you develop effective interpersonal skills. There are four separate teaching modules including mindfulness, interpersonal effectiveness, emotion regulation and distress tolerance. These modules provide specific skills to practice in the program and in the community. Additionally, opportunities for role-play scenarios will help you practice and strengthen your skills in problem solving.

2. **DBT Generalization Skills Group** – This group meets weekly and uses role-play scenarios to help you practice skills learned in acquisition group. The goal is for you to try to solve the issues described in the role-play.
3. **House Meeting** – These meetings address house issues, communicate information and allow residents to provide input on programs.

## Specialized Treatment

Some residents need specialized treatment services. This allows young people to get the individualized treatment they need. It also helps young people from the area continue treatment while on parole or after release from Canyon View.

1. **Drug and Alcohol Treatment Services** – Residents who require Drug and Alcohol Services will attend individual and/or group therapy at Center for Alcohol and Drug Treatment located in Wenatchee. Outpatient alcohol and drug treatment will be scheduled accordingly through the Center for Alcohol and Drug Treatment. You will be expected to maintain compliance with all aspects of treatment programming. Random breathalyzer and urinalysis tests are conducted as part of your treatment at Canyon View.
2. **Youth Sex Offense (YSO) Treatment** – A certified sex offender therapist and sex offender coordinator provide assessment, individual counseling and group sessions. The YSO providers collaborate with Canyon View counselors to ensure youth get the best treatment for their individual needs.
3. **Catholic Family and Child Services** – Specialized treatment providers in the community are available to serve your mental health needs while at Canyon View. This includes assessment, individual and group therapy, medication management and any other mental health services you may need.

## Program Levels and Privileges

Canyon View has a level system – Contemplation, Orientation, Preparation and Transition. Below is an explanation of the expectations and privileges you can earn.

### Contemplation Level

Youth in this group have been reviewed after their first 30 days on Orientation Level, but did not meet the expectations to promote to Preparation Level. Young people on this level may also have been demoted from a higher level when they were not meeting basic expectations of that level or progressing in their treatment. Contemplation Level young people reside in rooms L1, R1, L2 and R2. Youth become eligible for the Preparation Level after 30 days but must also complete their checklist to be promoted. Demoted young people can be reviewed after two weeks.

### Contemplation Privileges

- Visits from family members only
- One phone call per day to family only
- Listen to radio, MP3 or CD player in room only

- 14-day minimum
- May use the Contemplation/Orientation level TV room only
- No CIPs
- No Shopping (essential only, bus pass, work clothes, alarm clock, etc.)

## Orientation Level

Young people in this group are new to the program. They reside in rooms L1, R1, L2 and R2 (space dependent).

Young people on this level will be oriented to diary card, rules, CIPs, visiting, community violations, authorized leaves, and supporting one another as a group. During intake, each youth will receive their checklist that can promote them to Preparation level. Young people become eligible for the next level after 30 days but must ALSO complete their checklist with positive feedback to be promoted. You must be at Canyon View for 30 days and be Preparation status before starting a job.

## Orientation Privileges

- Visits from family members only
- One phone call per day to family only
- Shopping and money requests one-time only, as needed
- May use the Contemplation/Orientation Level TV room only
- Listen to radio, MP3, or CD player in room only
- No CIPs

## Preparation Level

Young people in this group have successfully completed orientation and are making good progress on their treatment goals. They reside in rooms R2, L2 and L3 (space dependent).

## Preparation Privileges

- Visits from family members and approved others with 24-hour notice
- Eligible for Authorized Leave
- Eligible for employment
- Eligible to self-transport to/from work and treatment services
- Family CIPs – up to six hours weekly with counselor approval
- Two phone calls per day to family and approved others
- Shopping and money requests are allowed for the second week of the month



- May use the Preparation/Transition Level TV room
- Listen to radio, MP3, or CD player in room only

## Transition Level

Young people in this group have demonstrated a clear commitment to meeting their goals, and practice skills that support reentry into the community. They reside in rooms L4 and R3 (space dependent).

## Transition Privileges

- Phone calls to family and approved others
- Visits from family and approved others with 24-hour notice
- Radio, MP3, CDs, personal DVD or TV (no bigger than 24") with headphones in room
- This is the only level where you are allowed to take your MP3 and headphones out of your room
- May use the Preparation/Transition Level TV room
- Family CIPs – up to 12 hours weekly with counselor approval
- Independent CIPs including shopping – must have a minimum of 45 days without sanctions
- Shopping and money requests are allowed the first and third week of the month – individual CIPs are highly encouraged for this purpose
- Allowed to use protein powder, with doctor approval, if following a regular workout plan
- Note: We do not make special appointments for protein powder approval – plan with your counselor at your initial appointment if you think you may want this privilege
- Allowed to spend Mindfulness Hour outside or in weight room
- Co-facilitate groups

## Daily Behavioral Goals and Accomplishments

You should strive to achieve the following daily goals now that you are in a community placement:

- Getting up on time and ready for the day.
- Finishing breakfast by 7:25 a.m. on weekdays.
- Completing your detail and cleaning your room by 7:45 a.m. on weekdays.
- Refraining from the use of foul language.
- Refraining from conversation regarding past drug use or glorifying drug use and gang related conversation.
- Remaining clean and sober.
- Taking medications as prescribed.
- Following community facility rules and meeting expectations.
- Abiding by posted phone hours and encouraging friends to use the student line and not the business line.
- Obtaining an official work schedule from your work site and writing your schedule on the calendar every week.
- Refraining from any gang-involved behavior.
- Attend treatment programming (work, school, treatment groups) as scheduled.

- Always remain in bounds and at approved location.
- Turn in all monies received to staff on duty and obtain receipts for all money purchases.
- Attend community support meetings weekly, if applicable.
- Actively engage in individual counseling sessions.
- Complete BCAs as assigned.
- Treat others with respect.
- Engage in behavior that is not seen as intimidating, threatening or aggressive.

## Plus Behaviors

Staff reward residents for the following plus behaviors:

- Willingness to complete your daily treatment work – it can be challenging, which is why willingness is rewarded.
- Treating others skillfully using DEARMAN give, fast – this is about respect and being mindful of yourself and others.
- Showing new residents, the ropes in a way that helps them to do well.
- Being helpful to others.
- Being polite to everyone.
- Keeping in mind that you are not bad when you make a mistake, you just need to work on your issue.
- Trying to use skills.
- Working through problems with others without becoming aggressive.
- Doing what's right without being told.
- Being on time each day for school.
- Self-regulating.
- Being willing to compromise.
- Being accountable.
- Striving to be honest.
- Striving to cooperate.
- Look for the plus in others.
- Listen and consider other points of view.
- Work towards what works without having to be right.
- Encourage others to do their best.

## Television Use

- The TVs are for all the residents to use and no one person can monopolize their use.
- The TV in the Contemplation/Orientation Room is for everyone.
- The TV in the Preparation/Transition Room is for those levels only.
- Do not play video games on the main TV.
- The TV hours:
  - Monday - Thursday after school, off during mealtimes and through details, on from 6:30 - 10 p.m.
  - Friday TV hours are 12:30 - 5 p.m., off during dinner and detail then back on from

5:30 - 11:30 p.m.

- Weekends and holidays begin at 11 a.m. - 5 p.m., off during mealtimes and through details, then back on 5:30 - 11:30 p.m.
- TV programs that depict extreme violence, nudity or profanity are not allowed. Staff have discretion.
- Only video games rated “E” and “T” are allowed. The administrator confiscates and disposes of games not rated “E” or “T.”
- If you have personal CDs, DVDs or music, they must coincide with JR policy.

## Music

- Music originally marketed with a “Parental Advisory Explicit Content” label is not allowed - Canyon View – any edited versions of this music must have counselor approval.
- Any explicit music will be confiscated and disposed of.
- No burned CDs are allowed.
- Music volume should not be heard outside of your room.
- Music systems may only be used in your room.
  - iPods and MP3s are allowed in your room only (unless you are “T” Level).
  - iPods and MP3s cannot have any video function (either recording or watching).
  - iPods and MP3s may not have internet or wireless access.

## Program Policy

To ensure residents have a safe environment to focus on treatment issues and goals for reentry, Canyon View has many program policies. These policies explain rules, expectations and consequences for not meeting expectations or for breaking rules. The following program policies directly affect you. Your counselor will review each of these policies with you during Orientation.

1. PREA Zero Tolerance and Education session
2. Reporting for residents who are deaf or hard of hearing
3. Residential Disciplinary Standards
4. Release of Information
5. Release to my Employer
6. No Use of Tobacco products
7. Escape Policy
8. Narcotics, Firearms, Intoxicants and Search Law
9. R-rated Movies, Video Games and Gang Affiliation
10. Youth Complaint and Legal Assistance
11. Legal Correspondence Notice
12. Communication Notice
13. Use of Internet and Electronic Devices Agreement
14. Agreement to Participate in Treatment
15. Rights to Participate in or Decline Religious Activities
16. Shower Policy
17. Restitution Plan
18. Facility Acknowledgement

## Safety and Security

To protect residents, staff and the facility, Canyon View prohibits the following items:

- No firearms, knives, scissors, lighters, matches, explosive materials, any apparatus which propels a projectile or objects.
- No possession of anything that can be used as a weapon or any object that may be of danger to anyone or property.
- No physical and/or sexual contact with others.
- No aggressive physical contact or verbal assaults, including remarks that can be considered racially or culturally insensitive, insults to family, sexual or religious slurs (no matter how slight and regardless of the intention or invitation to do so).
- While inside the facility or out on the facility grounds do not go into areas that hide you from immediate staff line of vision – always stay within eyesight of staff.
- CIPs are not allowed when the facility is single staffed.
- No visiting family and friends in the parking lot.
- When rooms are occupied, keep the doors unlocked.
- Please lock your room door when leaving the room unoccupied.
- No visits in other rooms or in the hallway.
- Do not give or receive a tattoo, pierce any body part or self-mutilate – these conditions apply to family CIPs and Authorized Leave.
- Do not dye or perm your hair or the hair of another person.
- No extravagant amounts of jewelry and/or dangling earrings.
- No tinted eyewear indoors or after dark.
- No laser emitting pens, pointers, etc.
- Do not burn any materials on the grounds.

## Time Out

- When told by staff, go to your room quietly and without argument.
- Stay in your room for the time it takes for you to regulate your emotions before returning to the milieu.
- You can expect a time out for behaviors like using profanity, horseplay, physical contact with peers, verbal escalation, etc. This includes receiving sanctions and may result in losing your level.

## Rule Infraction (RI)

- Staff give RIs for the following behaviors:
  - Being in someone else's room.
  - Verbal aggression towards peers, staff or visitors.
  - Consistent problematic behaviors.
  - Failure to follow staff directives.
  - Being out of bounds.
  - Other behaviors at staff discretion.

- If placed on restriction before 8 p.m., you will serve it that night and start the next day off restriction. If you are placed on restriction after 8 p.m., you will serve it the following day.
- Bedtime is 8 p.m. and you will take care of your bathroom, hygiene, medication, laundry, gathering needs, etc., before that time.
- Respect the loss of privileges for the day:
  - No TV, video games, visits or phone calls.
  - No ride-along, shopping or activities out of the community facility (unless required for school or by appointment).

## Tobacco Sanction

If you are caught using, possessing, trading, selling or having anything to do with nicotine products, staff will impose the following sanctions for each infraction:

- No TV or video games for one week.
- Loss of all phone calls, including family, for one week.
- Money restriction (depending on Level).
- No activities (other than staff-supervised 12-step meetings) out in the community for one week.
- Bedtime at 8 p.m. – take care of your bathroom, hygiene, medication, laundry, gathering needs, etc. before 8 p.m.
- If you are on Orientation or Preparation and placed on Tobacco sanction, you will be reviewed to earn back your level or to be placed on Contemplation once you have completed your sanction. The review will consider how you handled the sanction over the week.
- If you are on Transition Level and placed on Tobacco sanction, you will be reviewed for placement on Preparation Level or lower. A Transition Level resident will need to work back up to their previous level.

## Treatment Interference Status

- Minimum of three days on status.
- Privilege losses are the same as RI.
- Complete a Behavior Chain Analysis or a Behavior Education Essay, which identifies the issue that got you placed on Treatment Interference.
- Develop an identifiable plan that outlines how you will return to your previous level.
- Demonstrate compliance with the plan for a time to be determined by staff.

## Administrative Review (AR)

- Privilege losses are the same as RI until reviewed in a meeting with you and the Supervisor or Administrator.
- This level reflects that you may be sent back to the institution after review.
- You will be placed on AR for Serious Violations (as listed in the youth Orientation packet and in the next section) and other serious issues at the discretion of staff.

## Program Termination

JR outlines specific behaviors that result in the termination of your placement and an immediate return to an institution:

1. Escape or attempted escape.
2. Violence toward others with intent to harm and/or resulting in significant bodily injury.
3. Involvement in or conviction of a criminal offense under investigation by law enforcement or awaiting adjudication for behavior that occurred during current placement.
4. Extortion or blackmail that threatens the safety or security of the facility or community.
5. Setting or causing an unauthorized fire with intent to harm self, others or property, or with reckless disregard for the safety of others.
6. Possession or manufacture of weapons or explosives or tools intended to assist in escape.
7. Interfering with staff in performing duties relating to the security and/or safety of the facility or community.
8. Intentional property damages more than one thousand five hundred dollars.
9. Possession, use or distribution of drugs or alcohol, including inhalants.
10. Rioting or inciting others to riot.
11. Refusal of urinalysis or search.
12. Other behaviors or circumstances that threaten the safety or security of the facility, its staff, or residents, or the community.

## Urinalysis (UA)

Staff schedule random UAs throughout the week and administer in the staff bathroom. When staff assign UAs, they give residents adequate and specific timelines to provide their sample. A resident who fails to provide a sample or within the established timelines, will be addressed according to policy.

Since consumption of poppy seeds may result in a positive UA test (opiates), such consumption is banned during your stay at Canyon View Community Facility.

## Gang Affiliation

Canyon View prohibits any gang affiliation including:

- Language, behavior or dress that encourages or promotes a gang lifestyle.
- South Pole, Playerz 69, Raiders, and LA in Old English Script are some examples of writings that are not allowed.
- Gang-affiliated team brands such as 49ers, Cowboys, Bulls, Playboy may be restricted.
- Staff confiscate gang-affiliated paraphernalia until release.
- No blue or red clothing (dress is at staff and counselor discretion).
- No sagging of pants.
- For everyone's safety, residents must refrain from gang-affiliated behaviors such as signing or whistling. Any suspicion of this type of behavior in the community will result in a sanction.

## Complaint Services

If you have a complaint about how you are being treated at Canyon View, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort on your part to appropriately approach the situation. Staff can help coach you through this process. Note: Reporting sexual abuse does not require you to resolve any issues with youth or staff.

If you have done this and feel that your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form (located on the resident bulletin board next to the laundry room). Once you get a form, read over the criteria on the top of the form. If you need help understanding the form, talk with the supervisor or administrator. Fill out the Complaint Form and place it in the locked "youth complaint/PREA box" located next to the laundry room door. This box is checked on a regular basis. Once your complaint is submitted, the Administrator or Supervisor will meet with you within seven days of receiving the complaint.

1. The community facility Administrator or Supervisor will provide you with a written response within seven days of the date your complaint is received and will go over it with you in person so you can ask questions.
2. You have the right to appeal against a written decision within seven days of receiving a response if you are not satisfied with the decision. All appeals must be submitted within those seven days.
3. First, you may request a review from the community facility Administrator. You will receive a response within seven days of the date they received the appeal.
4. You may request a further review from the Regional Administrator if you are still not

satisfied. You will receive a written response within seven days of the day they received your appeal.

5. You may request a final review from the Division Director, if you are still not satisfied. You will receive a written response within 14 days of the date the Director receives the appeal. The Director's decision is final.

## **Legal Services**

Staff will not provide you with legal advice, but you can contact your attorney at any time. If you do not have an attorney, but would like to seek legal assistance, you can consult the bulletin board next to the duty station where you can find TeamChild Connecting with Legal Services Information and the Juvenile Rehabilitation Referral Form for TeamChild Legal Services.

Call TeamChild at 1-206-322-2444 x 101 or toll free at 877-295-2714. You may call TeamChild at any time. Calls to TeamChild do not count toward your daily-allotted phone calls. If you have further questions, you can talk with your counselor, the Supervisor or Administrator.

## **Fire and Emergency Procedures**

### **Fire Drills**

The fire alarm is a loud and continuous blast. Immediately exit the building by the shortest and safest route. Meet in the front parking lot by the dumpster where staff will do a head count. Canyon View practices fire and emergency drills routinely and at various times of day. Please follow directions during drills so that if a real emergency occurs, you will know what to do. This is for everyone's safety and is required by law to conduct fire alarm drills. Everyone is required to participate in these drills.

### **Actual Fire**

Sound alarm (note alarm locations on fire escape map located throughout the house). Notify staff and/or call 911 immediately. Exit the building by the shortest and safest route. Save life over any property.

### **Other Emergencies**

Notify staff or call 911 immediately. Remain calm and cooperate with the proper authorities. Help only if you are sure, it will help the situation. At Canyon View, our first consideration in any emergency is protecting and saving lives.

This handbook is not exhaustive, and guidelines change from time to time. It is important to recognize that staff will make the final interpretation of these guidelines.



