



Touchstone Community Facility

# Program Handbook

Updated July 2020



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

## Contents

Overview .....	1
Program Introduction.....	2
Program Orientation.....	3
Programming Opportunities .....	6
Community Engagement and Family Visitation .....	8
Personal Wellness .....	12
Treatment and Coaching .....	15
Program Expectations and Privileges .....	17
Fire and Emergency Procedures .....	23
Use of Tobacco Products .....	24
R-Rated Movies, Video Games and Gang Affiliation.....	25
Release Information .....	26
Release To My Employer .....	27
Narcotics, Firearms, Intoxicants and Search Law .....	28
Escape Policy .....	29
Residential Disciplinary Standards .....	30
Youth Complaint and Legal Assistance Forms .....	32
Agreement to Participate in Treatment .....	33

### **Touchstone Community Facility**

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## Overview

This handbook provides an overview of the Touchstone Community Facility program, information about many interesting opportunities and our expectations while you reside here. Touchstone 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 Touchstone staff or counselors.

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## Program Introduction

Touchstone Community Facility is one of eight state group homes for JR youth and houses up to 15 young men. Touchstone is committed to fostering a warm and caring environment so that you feel safe in making big changes. Touchstone also provides education, vocational training and skills-based treatment services to help you successfully transition back into the community.

Treatment at Touchstone is based on the Integrated Treatment Model. Dialectical Behavioral Therapy (DBT) and Independent Living skills are taught in weekly groups and are a part of your treatment plan. We will also help you build skills to find work, be successful in school, problem solve and to get your needs met “pro-socially” in the community.

At Touchstone Community Facility, we understand that everyone is unique, with diverse backgrounds, different ways of expressing yourselves and individualized strengths and needs. Staff are encouraged to look at each resident and situation individually and help you reduce behaviors that may get in the way of your goals. Part of your treatment plan will be to identify things that motivate you and establish achievable short and long-term goals.

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

## Program Orientation

Upon arrival, each resident goes through an orientation process. This includes meeting with your assigned counselor, taking inventory of your belongings, touring the facility, introducing you to residents and other staff and reviewing basic program rules and expectations. During the first 30 days of residence your counselor and staff team will assist you with the following:

1. Meet all staff
2. Meet all other residents in the program
3. Familiarize with program routines
4. Initiate family/volunteer contacts to establish support system
5. Plan personal programming with counselor (i.e. school, work, treatment goals, career goals, health plan)
6. Get comfortable in a new home and community setting
7. Learn address and phone number
8. Begin to establish trust

After a community access review, residents may be expected to be responsible for their own transportation to and from work/school. This is usually through use of the public bus system and residents are responsible for purchasing their own bus passes/tickets.

During your first two weeks you will have limited community access. Exceptions will be made for medical appointments or other appointments relevant to your treatment, or for activities deemed necessary by the case management staff.

## Safety

At Touchstone, we want you to not only be safe, but also feel safe. It is important for you to know that your privacy matters and we do not tolerate any physical or emotional intimidation by peers or staff. Staff do not physically restrain residents. Your privacy is considered and respected. Staff want to hear your concerns. If at any time you do not feel safe in the program or in our local community please inform staff immediately. We will discuss the issue with you and help to identify some solutions to remedy the situation.

## Your Right to an Abuse-Free Environment

Touchstone 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 complete a PREA Education session reviewing the following:

- 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 Touchstone 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 in the following ways:

- Tell your counselor, a supervisor, teacher, nurse or any staff at Touchstone you feel comfortable speaking with
- Tell someone you trust
- Call the END HARM Hotline at 1 (866) 363-4276
- Fill out a youth complaint form and turn it in (complaint box is checked daily Monday-Saturday)
- Call the 24-hour Victim Services Hotline 1-888-560-6027

## Privacy

All residents have a right to shower, perform bodily functions and change clothing in privacy. The only exceptions to this is in an emergency safety situation (example: if you fell in the shower and needed medical assistance). In order to maintain your privacy we recommend changing clothes in the bathrooms. Residents must be fully dressed (shirt and shorts) when moving from the bathroom/shower back to their bedroom (you may not walk to your room wrapped in a towel).

You may also change in your room, away from the door. When staff are checking on residents, 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 only enter your room in this instance if there is a safety or security issue.

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

## Your Voice and Opinions Matter

At Touchstone, 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 Touchstone, 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 want 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 are able to 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 (i.e. public school, job in community, new friends, etc.)
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.

### Life Skills and Independent Living

Touchstone promotes an independent living experience. Residents are expected to keep the group home clean, keep their rooms clean, do laundry and shop for hygiene and personal snacks. Residents are required to contribute to the cleaning of the group home including daily room cleaning, daily details and weekly room and building generals. Residents are allowed to have personal linens and clothes, which help the living experience to feel more comfortable. Touchstone will help you with managing your finances, looking for housing, health care, transportation and recreation.

## Programming Opportunities

### Education, Employment and Day Program

All residents are required to have a full time work and/or school program. Upon arrival, you will meet with your assigned counselor and the schoolteacher to assess the best program for you. Together, you will develop a personalized plan that links your goals with your treatment needs. If you will be enrolled in school you most likely will start on-campus within your first few days. If you will be attending college level classes or working in the community you will start on the Day Program.

The Day Program is for residents who have not yet employed or in a school program full time. The purpose of a structured day program is to provide opportunities to develop a work ethic and follow a schedule.

Day Program Schedule	
8 a.m. – 9:30 a.m.	Wake up, breakfast, room care, hygiene, details
9:30 a.m. – 11 a.m.	Room care, shower, details
11 a.m. – 12 p.m.	DBT Group/Independent Living (Orientation, Life Skills)
12 p.m.– 1 p.m.	Lunch, details
1 p.m.	Free time

Note: Times may change to meet other programming needs. Upstairs closes at 11 a.m.

### Education Opportunities

Any resident coming to Touchstone Community Facility without a high school diploma or GED can expect to be enrolled in one of the many educational programs offered. Each resident can expect to go through:

- Assessment and individualized program for academic and behavioral improvement.
- Exploration of school and work options.
- Monitored school or vocational program (possibly a part-time job later).
- Pre-release – assistance with transfer, re-enrollment, obtaining funding, post testing and revising goals.

Programs offered:

- In-house school education program provided through the Olympia School District.
- GED preparation at Gravity High School
- Olympia High School
- New Market Vocational Skills Center
- Evergreen State College
- South Puget Sound Community College



## Employment

There are a number of job opportunities in the local community. Staff will work with you to find employment options. Jobs are dependent on what is available. Some opportunities may start within a few weeks of residence and some may take several months to secure. When you secure employment, you, your employer and the Touchstone administrator must sign an employment supervision agreement. This form explains the core rules and conditions you will need to be aware of while you are working. You and your counselor will review this form prior to starting your job. It is vital to remember that when you are working in the community, you are representing Touchstone and Juvenile Rehabilitation. Following the rules and regulations outlined in the Employment Agreement is extremely important.

Security regulations require staff to transport youth to work during their first 30 days in residence. Residents who attend school only part-time are encouraged to find part-time employment to provide for personal needs and to gain employment skills.

Staff assess behaviors, responses and overall program motivation throughout the entirety of your stay. This assessment helps to determine the level of community involvement you will have. Prior to any new community program, staff will work with you on improving pro-social behaviors so you can achieve all of your goals.

## Community Engagement and Family Visitation

### Family Visitation

We encourage as much family and community support contact as reasonable during your stay at Touchstone. During your first 30 days, only immediate family may visit you. In order 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 to schedule visits during visiting hours. All children who are visiting Touchstone must be under the direct supervision of a parent or guardian at all times.

### Non-Family Visitors

Once you reach Phase 2 of the program, you are eligible to have non-family visitors. Your counselor and family must approve all non-family visitors prior to their arrival. All visitors that are under the age of 18 must be accompanied by their own parents. You can work with your counselor to arrange for non-family visitation.

### Visiting Hours

Visiting hours are Monday, Wednesday, Thursday and Friday from 3 p.m. to 5 p.m., weekends from 10 a.m. to 7 p.m. and Tuesdays as arranged by your counselor, as it is staff meeting day. You must plan these visits in advance with staff. Residents are not allowed to miss school, work or treatment groups for visitation.

### Visiting Protocol

- Visits can be scheduled outside of visitation hours with staff approval.
- Visiting hours can increase based on your Level.
- Limit of four visitors per resident.
- All visitors must check in with the staff on duty, sign the visitor log and present valid photo I.D.
- Visitors may bring food and clothing for residents at Touchstone. All items are subject to prior approval by staff and will be searched and inventoried.
- Gifts, clothing, money and any other material items must be turned in to staff on duty. You cannot receive these items directly from visitors.
- All food brought in must be pre-cooked or homemade and ready to eat.
- Leftovers must be labeled, dated and placed in the refrigerator for snack only. Store bought desserts may be shared with other residents if pre-approved and enough is brought for all residents.
- Visitors must keep their children in sight at all times.
- Visits will not interfere with your treatment program.
- Residents are not allowed to use or be in possession of cell phones during visits. Violation results in visitation privilege suspension for 30 days.
- Ask staff before taking pictures. Staff need to protect the confidentiality of other residents and will find an area to take pictures.
- Visits may only take place in the dining room, living room or outside patio.
- Ask staff before going outside.
- Once a visit has started, you cannot go back to your room.
- If you need to use the restroom during a visit, you must ask staff permission and be searched before and after.
- Residents and visitors should use respectful communication free of profanity and offensive gestures.

- Smoking is not allowed on Touchstone property.
- Tobacco products and lighters are not allowed in the facility.
- You may greet with a hug or hand shake and depart with a hug or handshake, however no other physical contact is allowed.
- Exceptions to the visitor policy may be granted under specific circumstances (long distance travel, work schedule, etc.). When requesting an exception, allow 48 hours for administrator or supervisor approval.
- Staff can terminate visits at any time.

Individuals may have privileges withheld or limited for the following reasons:

- By order of the court.
- Unexpected situations or emergencies.
- Violation of visiting policy
- Youth caught with a cell phone or using a cell phone during visit will have visitation privileges suspended for 30 days.
- Serious security concerns (i.e. if resident's communication with others or a specific person is detrimental to their safety and well-being or counterproductive to treatment).

### Authorized Leave

During the last six months of your residence at Touchstone, you may be eligible for authorized leave. Authorized leave is based on your level of motivation and engagement in treatment, your program level, your parent/guardian's level of involvement in your treatment and your trust level in the program. All Authorized Leaves must support family involvement, treatment and transition. You can meet with your counselor to review guidelines for authorized leave.

### Community Involvement Passes

Once you have reached Level 2: Prep and have established positive community accountability, you may be eligible for Community Involvement Passes (CIP). Your first CIP will only be for three hours and will advance to eight hours as you progress to a higher level. This will be at your counselor's discretion. These passes are used to increase independence and support transition goals in the community. These passes must be approved by the administrator. All outings are required to be in the general area of the group home and in a location that staff can access for community checks. You can meet with your counselor to arrange CIPs and to review guidelines for family outings. Below are a few things to keep in mind:

- You must be on an approved level to go on a CIP.
- You are actively involved in your approved program (work/school).
- You are meeting facility and community expectations.
- You are actively engaged in treatment requirements and making progress.
- You know your targets and skills and demonstrate them in the milieu.
- You have a restitution and a community service plan.

The CIP process from beginning to end is as follows:

- Request a CIP form from staff.
- Complete all information in pen.
- Submit form prior to requested day.
- Your case manager must review your request.

- The CFA will also review and give or deny approval.
- Before a CIP occurs your parent/guardian needs to visit and meet staff (unless distance is a factor), communicate regularly with you and your counselor and be actively involved in your treatment.
- Parent/guardian or volunteer need to attend an orientation prior to the outing. During the orientation, they need to submit a copy of their driver's license and valid insurance, unless they will be walking or using public transit.
- Only those listed in the CIP are allowed to attend the planned event.
- You and your escort sign a form agreeing to and verifying the conditions of the outing.
- Youth and escorts coming back from a CIP will debrief staff and provide receipts. Receipts are needed even if the escort pays for the activity; this is to ensure accountability in the community.
- Once a CIP is approved there cannot be any changes without the approval of the administrator.
- Staff may do a visual while you are on your outing.
- If residents are late, a phone call is required to the group home

## Telephone Use

The number of phone calls you can receive or make per day depends on your Level in the program:

1. Level 1: Orientation – Two calls per day incoming and/or outgoing to immediate support only. Phone calls end at 9 p.m.
  2. Level 2: Prep – Four calls per day incoming and/or outgoing. Phone calls end at 9:30 p.m.
  3. Level 3: Advance – Six phone calls per day incoming and/or outgoing. Phone calls end at 10 p.m.
  4. Level 4: Executive – Unlimited phone calls. Phone calls end at 10:30 p.m.
- All calls must be logged and signed off by staff on the daily phone log.
  - You must communicate to staff if there are any questions about a No Contact call.
  - No calls may be transferred to third party, another resident or another phone number.
  - Phone hours are 10 a.m. – 10:30 p.m. (depending on Level).
  - One long distance call can be made per week through staff or the use of phone cards, which can be purchased at the student store.
  - Absolutely no cell phones – no exceptions.
  - Phone calls are limited to 15 minutes.

Please review the Phone Use Policy posted next to the resident phone in the staff office for more detail regarding phone hours, time limits and Level phone privileges.

## Resident Funds

While at Touchstone, you may receive or earn money. Touchstone staff are the assigned custodians of all money received by youth. Staff will document and receipt all money and place it in the youth's individual in-house account. Youth should immediately turn in all money to the staff on duty.

- You will work with your counselor on developing a budget and financial goals. You will also review your restitution balances and develop a financial obligations payment plan.
- Half of all money earned will go toward any restitution you owe.
- All residents have a savings account through Banner Bank

- You will be required to assist and sign off on all banking/resident fund transactions.
- Loaning or borrowing money from other residents, staff or community members is prohibited.
- Staff return funds to you upon release or forward to the receiving institution in case of transfer.
- Touchstone staff collect all paychecks, most businesses use direct deposit and this is acceptable.
- You may sign out money on a daily basis for bus fare, lunch, etc. Your counselor must approve all spending.
- Residents will provide receipts for all purchases made while on community involvement passes, authorized leaves or staff-escorted shopping trips.

## Shopping

Shopping at local businesses, the mall and factory outlets for personal hygiene supplies, snacks, clothes or other items are planned with staff in advance. We want to assist you in learning how to plan ahead, budget your money and think about needs versus wants. Staff may designate certain days for store runs. All budget requests must be turned in by the Tuesday staff meeting.

## Written Correspondence

We encourage you to write often to your family. Touchstone supplies envelopes, paper and pencils for writing letters and stamps.

All incoming and outgoing mail will be documented in the mail log regarding sender information. Mail can only be received from those on your approved contact list. If you receive mail from someone not on your contact list, it will be given to your counselor to approve.

Staff open all incoming mail. Staff do not read mail, but do screen your mail for contraband and/or money. Staff receipt and place your money in a designated safe to be deposited into your account. Staff confiscate contraband and any mail bearing gang symbols, inappropriate photographs, obscene symbols or language or anything contrary to the treatment process.

JR prohibits mail delivery between facilities without supervisor approval. We will inform you in writing if mail from a source is restricted, and the reasons for restriction.

## Community Service

In order to foster community involvement, develop support networks, give back to the community and practice social skills, community service is a requirement at all JR community facilities. This allows our residents to complete any community service hours owed to the court.

There are numerous opportunities to volunteer. Touchstone is a member of the local neighborhood association and we participate in a variety of local community service projects. We help make trails, clean up parks, set up events, clean up graffiti and help out the YMCA on events when needed. You will have the opportunity to be a part of our supporting community.

## Personal Wellness

Touchstone supports personal wellness and healthy lifestyles. We have a full time cook who provides nutritious, balanced meals. Touchstone also provides some structure to encourage necessary levels of sleep and exercise. We also have weights and a sport court on site.

## 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 needed medical plan.

All residents are eligible for a DSHS medical card under the Medicaid program unless wage earnings exceed the allowable limits for eligibility. Your private insurance carrier may cover treatment. Medical coupons cover some basic services, while other services cost extra. Touchstone pays any necessary treatment not covered by medical coupons with approval by the program administrator.

It can take up to 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 the nearest hospital emergency room.

Vision screening and corrective lenses are available from our local provider. Your medical coupon 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 your medical coupon or insurance is your responsibility unless approved by your counselor, the supervisor or the administrator.

Touchstone prohibits keeping medications in resident rooms or personal possession. Staff manage all medication. Staff supervise consumption of any medication.

A current immunization record is required for school attendance. If your record date is not current, it will be necessary to bring it into compliance with required vaccinations.

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

Those residents that are seriously ill may request to be put on bed-rest (vomiting, fever, diarrhea, etc.), but must remain on bed-rest all day. Bed rest is not for those who are tired.

If you need to miss school due to illness, you must remain at the house, sleeping or relaxing in your room. When sick, you must sign a sick status contract and cannot change status until the following day.

- All meals are served and eaten in your room
- No non-emergency phone calls
- You will need to remain in your room and away from other residents for the day
- Missed homework must be made up

## Mealtime Expectations

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

- Let your counselor know of any dietary needs based on cultural or religious practices

- You must wash your hands before meals and snacks
- Ask staff for permission to enter the kitchen
- Do not trade food
- Only take as much food as you plan to eat (you can have more food after everyone has had a chance to eat)
- All residents are required to report on time to meals and either accept or decline the meal
- Please be courteous and respectful during mealtime (say please, thank you and talk at a reasonable volume)
- Foul language is not tolerated
- Please wear shirts with sleeves, close-toed shoes and pants/shorts at all meals
- Must remove hats and hoods during meals
- Eat all food in the dining room
- Residents may not watch TV, play video games or make phone calls (etc.) until all meal details are completed
- When you have finished your meal, ask staff to excuse you from the table
- Remain in common area after meals

Mealtime Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	8 a.m.	8 a.m.	8 a.m.	8 a.m.	8 a.m.	9 a.m.	9 a.m.
Lunch	12 p.m.	12 p.m.	12 p.m.	12 p.m.	12 p.m.	12 p.m.	12 p.m.
Dinner	5 p.m.	5 p.m.	5 p.m.	5 p.m.	5 p.m.	5 p.m.	5 p.m.

## Bedroom Cleanliness

We have minimum standards for room cleanliness at Touchstone. It is important for yourself and your roommates that your room is neat and orderly. Rooms should be cleaned daily when you wake up and kept neat through the day. You are responsible for your possessions. 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 swept and cleaned, rugs are vacuumed when necessary
- Clean clothes are in your wardrobe/dresser and dirty clothes are in the basket
- Waste containers are emptied
- Beds, desks and other furniture must remain in designated areas, please do not rearrange furniture in your room

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

## Bedtime and Lights Out

Bedtime dress code is pajamas or shorts and a t-shirt. Residents must keep their nightlights on throughout the entire night. The overhead light is off by 11 p.m.

### Bedtime Schedule

	Level 1: Orientation	Level 2: Prep	Level 3: Advance	Level 4: Executive
Sunday – Thursday	9:30 p.m.	10 p.m.	10:30 p.m.	11 p.m.
Friday – Saturday	10 p.m.	10:30 p.m.	11 p.m.	11:30 p.m.

### Laundry

All Touchstone residents are responsible for doing their own laundry. Staff will help you understand how to do your own laundry (using the machines, proper amounts of detergent, etc.). An iron and ironing board are available for use by the residents. These must remain downstairs in a shared area. The laundry room closes at bedtime, so plan accordingly.

### Exercise and Recreation

Touchstone has a bench press and weight set in the Day Room that residents can use during free time. There is also a basketball court in the backyard which can be converted into a pickle ball court. Please do not adjust the hoop below 10 feet.

We have a YMCA membership that offers basketball, weights, cardio equipment and an indoor pool for swimming laps. School outings may include cultural exhibits in museums, art exhibits and social learning experiences. Group outings to the ocean, beaches, Mt. Rainier, Mt. St. Helens, Nisqually Wildlife refuge or to go fishing may occur seasonally.

### Spirituality

Spirituality can be an important part of life and transition back into the community. Touchstone fully supports attending spiritual services. There are many churches, temples and mosques in our community. If you are interested in attending these services, talk to your counselor about what is available.



## Treatment and Coaching

### Individual Counseling

Touchstone administration assigns counselors to youth prior to arriving to the facility. Your counselor will help you through the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

The first priority in your individual counseling sessions will be to orient you to treatment. You will meet weekly and work to develop a therapeutic relationship. Your counselor will review limits of confidentiality with you (what will remain confidential and what will have to be reported or discussed with other staff). Together you will identify behaviors to increase the positive changes you are making in your life. You will also look at the trouble behaviors that got you here. Your parents or guardians will be involved in your treatment as much as possible. When challenges arise during your stay, we will process and work through them with the goal of learning from mistakes and having positive outcomes.

During sessions, you will discuss what has worked well for you in the past and what has not. In addition, you will share what skills you have already learned and areas that you would like to continue to grow. Alongside staff, you will identify both short and long-term goals to work toward while at Touchstone and beyond. Your regular sessions will focus on finding target behaviors that you and your counselor agree are important for your growth. Behavioral Chain Analysis (BCA) 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

During your orientation period you are required to complete Diary Cards so staff can get to know you. These cards will also have assigned DBT skills that you will learn and review with staff each day. You are required to get staff to sign your card every day. Your assigned counselor will review the skill cards with you and help you get started.

### Treatment Groups

All residents participate in weekly treatment groups. There are a variety of treatment groups to participate in.

1. **DBT Skills 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.
2. **Skills Generalization Group** – This group meets weekly and is for residents who have completed the DBT skills training group and have a basic knowledge and understanding of the DBT skills. This group focuses on identifying behaviors you would like to change (target behaviors) and exploring vulnerabilities around this behavior. You and your peers work to develop a Skill Action Plan to decrease the chances of this behavior happening again. In this group you will work through chain analysis and treatment plans.

## Specialized Treatment

1. **Drug and Alcohol Education** – For residents that may not have dependence or abuse, but may have had involvement with drugs and alcohol. This group is for all residents, but is only offered as needed.
2. **Drug and Alcohol Intensive Outpatient Program** – This program educates residents about the physical effects of marijuana, alcohol, cocaine, stimulants, psychedelics, depressants and steroids. Residents learn about the disease of addiction, progression, recovery and relapse prevention. If you are deemed as needing this treatment, it will take priority over work and school.
3. **Drug and Alcohol Aftercare** – This program is for residents that have completed in-patient drug and alcohol treatment. This group meets weekly and focuses on recovery and aftercare issues. Residents may request to go to a sober support group as staffing allows.
4. **Mental Health Counseling** – This is offered in the community to continue services provided at the sending facility.

## Program Expectations and Privileges

Touchstone has a three-tiered level system for identifying privileges and in-house program structure. Below is an explanation of the expectations and privileges you can earn.

### Level 1: Orientation

Orientation Level is for residents transferring to Touchstone. The goal of this level is for you to get an understanding of the program, identify goals and familiarize with the community. This level is an assessment period.

- ❖ Complete two hours of community service.
- ❖ No work for the first two weeks in the program.
- ❖ When employed, staff will drive you to work for the first 30 days.
- ❖ Get to know program rules and ask questions.

### Level 1 Privileges

- ❖ Two incoming and outgoing calls to family per day.
- ❖ May take phone calls until 8:30 p.m.
- ❖ Bedtime is 9:30 p.m.
- ❖ Family members can visit at group home.

### Leveling Up

- ❖ Full 30 days with no more than one major consequence.
- ❖ Work with your case manager to present diary cards and the skills you are using to staff.

### Level 2: Preparation (Prep)

This level is for residents who actively participate in the house program including details, day program and actively working on treatment targets.

- ❖ Complete three hours of community service.
- ❖ Obtain an individual program (education, vocation or employment)

### Level 2 Privileges

- ❖ Three incoming and outgoing calls per day.
- ❖ May take phone calls until 9:30 p.m.
- ❖ Bedtime is 10 p.m. Sunday through Thursday, and 10:30 p.m. Friday and Saturday.
- ❖ Family members and approved friends can visit at group home.
- ❖ CIP – up to two hours in the local community.

### Leveling Up

- ❖ Full 30 days with no major consequences.
- ❖ Actively participate in daily programming and groups

### Level 3: Advanced

This level is preparation for Leadership Level and is for residents who are actively working on their individual and daily house program.

- ❖ Complete four hours of community service.
- ❖ Limited arguing.
- ❖ Following staff cues.
- ❖ Following all aspects of programming with limited cues and directives.
- ❖ Willing to problem solve difficult situations.

### Level 3 Privileges

- ❖ Four incoming and outgoing calls per day.
- ❖ May take phone calls until 10 p.m.

- ❖ Bedtime is 10:30 p.m. Sunday through Thursday, and 11 p.m. Friday and Saturday.
- ❖ Family members and approved friends can visit at group home.
- ❖ CIP – up to four hours in the local community.
- ❖ May request independent CIPs for vocation, transition or employment.

### Leveling Up

- ❖ Create a packet with the following and give it to your case manager to present to staff:
  - Complete at least one peer-related leadership group
  - Complete all required community services for 90 days.
  - No major infractions for 90 days.
  - No minor infractions within for 60 days.
  - Complete DBT Skills test.
  - Write an essay about what a leader is to you and why you want to be a leader.
  - Get a statement from all case managers on what you need to work on to be an effective leader and how you have demonstrated leadership.

### Level 4: Executive

- ❖ Unlimited incoming and outgoing calls per day.
- ❖ Phone calls end at 10:30 p.m.
- ❖ Bedtime is 11 p.m. Sunday through Thursday, and 11:30 p.m. Friday and Saturday.
- ❖ Family members and approved friends can visit at group home.
- ❖ CIP – up to eight hours in the local community.
- ❖ May request CIPs for vocation, transition or employment.

### Treatment Interfering (TI)

Residents will be placed on this level for the following reasons:

- Threatening staff or residents.
- Being physical with others.
- Not following supervision plan.
- Being out of bounds.
- Non-compliant with program rules.
- Not following staff directives/cues.
- Taking the property of others.
- Not accepting responsibility for behaviors.

### Restriction

Residents will be placed on Restriction for a minimum of three days for the following reasons:

- Possession of cell phone.
- Possession of tobacco, nicotine or other contraband items.
- Having Touchstone property in bedroom, including food.
- Repeated low-level behaviors.

### Social Skills

We expect you to practice effective social skills to help you develop respect and concern for others. Examples of good social skills include using appropriate language, refraining from profanity, introducing yourself to others, shaking hands, treating people the way you want them to treat you, demonstrating

active listening skills, good manners, making requests instead of demands and respecting the opinions of others.

## Dress Code

Youth will wear clothing appropriately. When clothes do not fit properly, staff will attempt to find clothes that do fit. While in the house, wear a top and bottom at all times outside of your room or bathroom stalls. Staff will coach you on the proper public dress attire.

## Hair

Your hair style should be appropriate for the community program that you are working toward or participating in. Changes to hair styles need staff approval. Gang-related haircuts are not allowed.

## Program Policy

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

- Residential Disciplinary Standards
- Release of Information
- Release to My Employer
- Use of Tobacco products
- Escape Policy
- Narcotics, Fire Arms, Intoxicants and Search Law
- R-rated Movies, Video Games and Gang Affiliation

Below is a general overview of the basic rules and procedures you need to know:

- Be where you are supposed to be.
- Kitchen, staff offices, front yard and school require staff supervision at first.
- Be mindful of language.
- Learn where to argue. We value your opinion, but if you offer it on the floor in front of everyone, your needs will not be met. If you are frustrated with staff, pull them aside and ask for a good time to talk.

## Program Restrictions

At Touchstone Community Facility, we want to reward and recognize positive behavior and increase your skill set to be a successful individual in the program as well as upon release. You will work with your counselor to generalize your DBT skills for more positive interactions. When necessary, restrictions will apply.

### Graduated Interventions

- Every effort will be made to intervene and manage situations without the use of force.
- Staff will use verbal de-escalation skills to effectively resolve non-emergent situations.
- Staff will coach and teach a new skills appropriate for the behavior.

**Failed Intervention Methods May Result in the Following:**

- Level drop.
- Student restrictions, including community outings, one phone call to parents/guardians only and no visitors.
- Early bed (30 minutes earlier than regular time).
- Outing restrictions.
- Phone restrictions.
- Termination of employment, including not following Touchstone programming, positive UA test and unskillful interactions with employer.
- One work shift pull.
- Cancel scheduled CIPs and ALs.
- Removal from Touchstone Community Facility.

**Restitution**

Restitution payments are a priority for youth during their residency. You and your counselor will arrange restitution payments. If the court specifies a certain percentage that must be deducted from your wages, Touchstone must follow the court order. Restitution agreements will be completed with your case manager once you arrive.

**Additional Procedures and Property Restrictions**

- Fire and emergency drills are practiced routinely and at various times of day – when you hear the extremely loud fire alarm:
  - Leave the building at once.
  - Gather on the sport court where staff will do a head count.
  - Listen and follow staff directions so that if a real emergency occurs you will know what to do.
- All money goes through your Touchstone Community Facility Resident Account. This includes wages from work and gifts from family/others.
- No R, NR, NC-17, M, or X-rated movies or video games.
- Gang related pictures, drawings or designs are not allowed and will be confiscated.
- No gambling, trading, borrowing or loaning.
- No energy drinks or unapproved supplements.
- No aerosol cans of any kind.
- No trees or poisonous plants.
- No cell phones with internet access.
- No weapons or vehicles.
- Dorms are small and can get crowded – try to limit personal possessions to necessities:
  - Touchstone is not responsible for your belongings.
  - Please do not bring valuable or irreplaceable items.
  - All personal items must be inventoried.
- No open flames, lighters or any other behavior to ignite or start a fire – you will be held accountable for destructing or possible destruction of Touchstone property.
- No fireworks, flares or explosives.
- No nicotine or tobacco products.
- No alcohol, drugs or other drug paraphernalia.
- We use the back yard for hanging out and the front yard for coming and going.

- When outside, ensure staff can see you from the sliding door. If you need to venture further, ask staff permission.
- Don't climb the trees or the fence.
- No pets (beta fish and other small animals may be approved on an individual basis)
- No appliances (coffee makers, heaters, etc.)
- Music
  - Please keep volume at reasonable levels.
  - No music outside (neighbors complain).
  - Keep music equipment in your room.
  - Music that contains swearing, glorifies violence, criminal acts or anti-social behavior is not allowed.
  - Burned CDs are not allowed.
  - No large stereos.

## Upstairs Rules

- You may only be in your doorway or the bathroom doorway. This is for your protection. If you would like to hangout, there is room downstairs.
- The bathroom is shared and we ask that you respect the privacy of other residents and their belongings.
- Get dressed in the shower or away from the window views in your bedroom.

## Personal Property

Your case manager must approve all property. If you receive items from family during a visit, give it to staff immediately. Staff will place it in the office until your counselor or a staff can document it on your inventory. Property is not considered yours unless it is on your inventory.

- Staff will not store your property. If you have excess or you have lost the privilege to have certain property, you must make arrangements for it to be taken home.
- We recommend that anything of value be sent home.
- Residents do their own laundry. If you have items that cannot be dried, pay attention to your laundry. Residents trying to be helpful may put things in the dryer if you are not around.
- You are not allowed to lend, borrow, trade or give property away without the permission of your counselor and the other resident's counselor.
- Staff will inspect personal belongings.
- Pat searches, metal detector and room searches will occur randomly or as needed.
- If you leave the house without staff for your program, you will be searched when you leave and return.
- Shared spaces are searched daily.

## Complaint Services

If you have a complaint regarding your treatment at Touchstone, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort on your part to approach the situation appropriately – staff can coach you through this process. If you have done this and feel 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 in the front foyer. If you need help understanding the form, talk with the

program supervisor or administrator. Fill out the complaint form and place it in the locked “youth complaint box” located in the great room (next to the staff office window).

### 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 information board in the resident hallway. There are Legal Assistance Request Forms located there. Team Child is currently the legal counsel for JR youth. If you complete a Legal Assistance Form please give it to your counselor, the supervisor or administrator and they will fax it to Team Child. It is important to let the administrator know when you request legal assistance so they can follow up to assure your request is answered. You can contact them at (877) 295-2714 or (206) 322-2444 x 101. Calls to your attorney do not count toward your daily-allotted phone calls. If you have further questions, you can talk with your case manager, program supervisor or program administrator.



## Fire and Emergency Procedures

### Fire Drills

The fire alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Meet on the sport court for a head count. Staff will be in both meeting locations.

### 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 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. Offer assistance only if you are sure it will help the situation. At Touchstone, our first consideration in any emergency is the protecting and saving of lives.

## Use of Tobacco Products

1. JR youth are not permitted to use tobacco products inside or on the grounds of Touchstone Community Facility. In addition, visitors to Touchstone will not be allowed to use tobacco products on the grounds.
2. JR youth shall not possess or use tobacco products.
3. Touchstone treatment staff are not permitted to distribute tobacco products to JR youth or transport youth for the purpose of buying or obtaining tobacco products. Staff are not permitted to use tobacco products in the presence of Ridgeview youth residents.

## Sanctions

1. Touchstone youth caught smoking on the grounds will initially be counseled as to the “No Tobacco Use” policy and to the physical and safety hazards of the use of tobacco products.
2. Continued violations of the “No Tobacco Use” policy are as follows:
  - a) Chronic abuse of the policy may result in a loss of privileges and may also become a focus or treatment target on your treatment plan.
  - b) Smoking in the house is a safety and security concern and could lead to loss of eligibility to remain in the program.
3. Education, health, prevention and cessation programs will be discussed, offered and may be required.

**I have read and understand the above policy.**

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## R-Rated Movies, Video Games and Gang Affiliation

### Movies

1. Residents of Touchstone Community Facility will not view R, X, NC-17 or unrated movies on Touchstone grounds or in the community during community outings.
2. Staff will not transport students to view, rent or purchase R, X, NC-17 or unrated movies.

### Video Games

1. Video games depicting gratuitous violence or mature sexual content are not allowed.
2. Mature-rated video games are not allowed.
3. Teen-rated games must be previewed and approved by staff.

### Gang Affiliation or Identification

1. No graffiti, colors, sagging, rags, signs (signing), symbols or wearing of clothing or jewelry that identifies a resident as a gang member or drug dealer.
2. Residents with gang or convict identifying tattoos will be required to keep them covered when in the community and in the milieu.

### Music

1. Music containing parental advisories or anti-social lyrics such as profanity, degrading and abusive messages or messages that reinforce violence toward self or others are prohibited and considered contraband.

**I have read and understand the above policy.**

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Release Information

I hereby authorize Touchstone Community Facility to release any information (legal, social, psychological, psychiatric, education, medical or dental) from my records and any legal file to appropriate educational institutions, employers, medical or dental personnel and community treatment facilities.

This information is deemed confidential and shall be released on a need-to-know basis only.

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Release To My Employer

To my employer:

Please be advised that I give my permission for any staff member of Touchstone Community Facility to have full and complete access to all work-related documents, reports or concerns whether in oral or written form.

I understand that this release includes full and complete access to my work evaluations, work reports, performance and payroll information.

This release specifically authorizes my employer to release my paycheck to any staff member of Touchstone Community Facility.

I also give my permission for any staff member of Touchstone Community Facility to use a copy of this release as if it was an original document.

Thank you for your support in this matter.

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Narcotics, Firearms, Intoxicants and Search Law

The following state law applies to Touchstone Community Facility:

Any person or vehicle entering these premises is subject to search. It is prohibited to bring any intoxicants, narcotics, drugs, firearms, explosives or weapons onto the grounds. Any person knowingly possessing a deadly weapon, narcotic drug or controlled substance upon these premises is guilty of a felony.

Violators will be prosecuted (RCW 9.94.040.9a.04.110).

**I have read and understand the above law.**

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Escape Policy

Escape shall be defined as any unauthorized absence from Touchstone Community Facility or from the group home staff supervision, school or work site, authorized leave status, community involvement pass (CIP) or any time when whereabouts are unknown.

- ☐ I understand that escapes from Touchstone Community Facility may be referred for prosecution.
- ☐ I understand that standard range guidelines for escapes committed within a 12 month period as a juvenile (under age 18) provide for additional sentences of up to 84 days.
- ☐ I understand that escapes committed as an adult (18 years of age or older) will be handled in the adult system and carry possible incarceration with the Department of Corrections (jail or prison) of up to five years.
- ☐ I understand that youth adjudicated for an escape (or any other offense) will not be granted subsequent leaves prior to having served their minimum term, and may also be returned to a more secure institutional setting.

**I have read and understand the above information.**

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Residential Disciplinary Standards

1. Serious violations by a youth include:
  - a) Escape or attempted escape.
  - b) Violence toward others with intent to harm or resulting in significant bodily injury.
  - c) Involvement in or conviction of a criminal offense under investigation by law enforcement or waiting adjudication for behavior that occurred during current placement.
  - d) Extortion or blackmail that threatens the safety or security of the facility or community.
  - e) Setting or causing an unauthorized fire with the intent to harm self, others or property or with reckless disregard for the safety of others.
  - f) Possession or manufacture of weapons, explosives or tools intended to assist in escape.
  - g) Interfering with staff in performing duties relating to the security or safety of the facility or community.
  - h) Intentional property damage in excess of \$1,500.
  - i) Possession, use or distribution of drugs or alcohol or use of inhalants.
  - j) Rioting or inciting others to riot.
  - k) Refusal of urinalysis or search.
  - l) Other behaviors that threaten safety or security.
  
2. Other violations by a youth placed in a community facility include:
  - a) Unaccounted for time when a youth is away from the community facility.
  - b) Violation of conditions of authorized leave.
  - c) Intimidation or coercion against any person.
  - d) Misuse of medication such as hoarding medication or taking another person's medication.
  - e) Self-mutilation, self-tattooing, body piercing or assisting others to do the same.
  - f) Intentional destruction of property valued at less than \$1,500.
  - g) Fighting.
  - h) Unauthorized withdrawal of funds with intent to commit other violations.
  - i) Suspensions or expulsions from work or school.
  - j) Violations of school, employment or volunteer work agreements related to custody and security concerns.
  - k) Escape talk.
  - l) Sexual contact or any other behavior, not defined as serious violation, resulting in a referral to the department of licensing, child protective services or law enforcement.
  - m) Lewd or disruptive behavior in the community.
  
3. Youth must be held accountable when there is reason to believe they have committed a violation. Whenever a youth placed in a community facility commits a serious violation, the youth must be returned to an institution (higher security level unit). Sanctions for other violations listed in section 2A-M may include transfer to a higher security level institution and must include one or more of the following:
  - a) Loss of privileges.
  - b) Loss of program level.
  - c) Room confinement up to 72 hours.
  - d) Change in release date.
  - e) Reprimand or loss of points; additional restitution.
  - f) Community service.



4. When a sanction is imposed, the youth must also receive a counseling intervention to address the violation.

Residential disciplinary standards are posted on the student bulletin board. Please review in detail.

**I have reviewed and understand the above standards.**

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Youth Complaint and Legal Assistance Forms

Youth complaint and appeal forms and legal assistance request forms are located on the resident bulletin board in the front foyer. You have access to these forms at all times. You can also contact your attorney for legal advice at any time.

**I am aware of the youth complaint/appeal and the legal assistance process. I am aware of where the forms are located and understand that I can seek legal advice and file a complaint at any time.**

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Signature of Resident, Date

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Printed Name of Resident, Date

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Staff Witness, Date

## Agreement to Participate in Treatment

Before you transfer to a community facility, you must understand that your willingness to continue work in treatment is essential. Your ability to succeed in a group home is completely dependent on your readiness and motivation to participate in treatment. Before you sign these agreements, please take some time to think them through. Why are you coming to a group home? Is it just to work or go to school? To see your family? Those are all good reasons, but all of those privileges are directly linked to your level of participation in treatment.

**I agree to attend and actively participate in all assigned treatment groups.**

X \_\_\_\_\_

Signature of Resident

**I agree to work on any problems that interfere with the progress of my treatment or my peer's treatment.**

X \_\_\_\_\_

Signature of Resident

**I agree to work with and meet with my counselor to identify and prioritize behaviors and skills that I can work on that will help me transition successfully back into the community.**

X \_\_\_\_\_

Signature of Resident

\_\_\_\_\_  
Printed Name of Resident, Date

\_\_\_\_\_  
Staff Witness, Date