WELCOME TO
WOODINVILLE TREATMENT CENTER

PROGRAM/ORIENTATION MANUAL
Welcome to Woodinville:

In this packet you will find an overview of Woodinville program, opportunities, and expectations. I hope that as you review this material you find Woodinville to be a perfect fit in helping you accomplish your desired goals as you complete your time with JR. If you have any questions, please do not hesitate to have your case manager send me or one of the Woodinville counseling staff an email or give us a call at the number below.

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Sincerely,

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Mission Statement

Woodinville State Community Facility’s (WSCF) philosophy has been and continues to be to provide skills based treatment in a least-restrictive, rehabilitative environment, while supporting access to community-based services for male juvenile offenders.

In supporting the Department of Social and Health Services mission to transform lives, Woodinville CF collaborates with various employers and educational institutions to do just that. WSCF also strives to create a safe and nurturing environment that supports transitional goals, promotes change, and emphasizes healthy living decisions.
Program Overview

Woodinville Community Facility (WCF) is one of seven state group homes for JR youth and houses up to 16 males. Woodinville’s treatment program is “skills based” meaning you will learn skills to help you transition back into the community successfully. Treatment at WCF is based on the Integrated Treatment Model and should be familiar to you. (This is the same treatment model they use at the institution) DBT skills and ART skills are taught in weekly groups and are a part of your treatment plan. While you are here we will also help you with skills needed to find work, be successful in school, to problem solve, and to get your needs met “pro-socially” in the community.

At Woodinville Community Facility we understand that you are an individual and that you have different ways of expressing yourself. Staff is encouraged to look at each resident and each situation individually and to make decisions that will best reinforce a desired behavior and reduce a not so desirable behavior. Part of your treatment plan here will be to identify things that motivate you and to establish both short and long-term goals that we can help you achieve.

Living at WCF allows for many privileges: more time in the community, more time with your family, ability to earn money and go to school, athletics, apprenticeships, and more. With that, comes a high expectation of pro-social, adaptive behaviors and an increased need to establish trust. There are rules; especially as it pertains to community access. It is important that you learn and follow these rules at all times. During your orientation, we will review these rules and expectations with you.

This is a general overview of our program, as we are continuing to work to improve our program and treatment process. Please ask questions whenever you are unsure of the rules or do not understand your treatment program or the facilities program. We are here to help you to be successful.
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ORIENTATION TO THE PROGRAM

Upon arrival, you will go through an orientation process. This will include a meeting with staff who will assign you a room, inventory your belongings, give you a tour of the facility, introduce you to residents and staff and review basic program rules and expectations. During your first 30-45 days in the program you are on Phase 1 which is our “orientation phase”. Privileges and expectations for this phase are reviewed in detail in the Phase Level section of this handbook. 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. Get familiar 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. Education planning meeting with your case manager and the teacher at the in house school.
7. Get comfortable in a new home and community setting
8. Learn address, phone number and bus routes

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.

Please note that during the first two weeks in program 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.
Your Voice and Opinions Matter

At Woodinville we hope to teach you skills to get your voice and opinions heard in an effective manner. Your feedback is welcome and there will be 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). Woodinville is in the process of creating it’s very own Youth Voice, which will be another avenue for getting your voice heard.

Youth Complaint Process
You have the opportunity to formally submit a complaint in a private and secure way. There is a locked complaint box and a form that describes the process for you to complete and submit if need be. This is in the event you have not found a resolution after following the procedure of first going to the staff involved, next discussing with your case manager, lastly bringing to the supervisor or CFA in person. If you are still not satisfied with the response, this complaint form is the next step.

Life Skills

Woodinville 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.
Safety

While you are at Woodinville, 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 does not physically restrain residents. Your privacy is considered and respected. Staff wants to hear your concerns and 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 will help you identify some solutions to remedy the situation.

Your Right To Be Safe From Abuse

Woodinville 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 will be investigated. Woodinville staff is committed to providing treatment to youth in safe environments. This means that we want to ensure that wherever you might be receiving treatment, whether it is an institution, community facility, or in the community, we want all youth to be safe from harm.

As part of your orientation, you will receive education on 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 Woodinville and JR
- The response procedures to sexual abuse and sexual harassment.

Abuse can take place in many forms. It can be physical, emotional, or sexual. For example, hitting, intimidation, bullying, threatening, harassing or sexual abuse. You will be provided a safety guide about sexual abuse and sexual
harassment. Talking about abuse in any form can be very uncomfortable and it may be difficult to discuss the information in the guide. As hard as it is to talk about abuse, it is important that we discuss it so we can make sure youth in JR’s care are as safe as possible.

*If you or any other youth have been sexually abused or harassed, REPORT IT!*

We take every report seriously and will immediately investigate them. We will also protect you from others that may try to get revenge because you made a report or helped with an investigation.

You can report known or suspicions of sexual abuse and sexual harassment by:

- Telling your counselor, a supervisor, a teacher, a nurse or any staff at Woodinville that you feel comfortable speaking with.
- Telling another person you trust
- Calling the END HARM Hotline at 1-866-363-4276
- Submitting a youth complaint form
- Calling the 24 hour Victim Services Hotline.
Privacy

All residents have a right to shower, perform bodily functions, and change clothing without staff viewing them. The only exception to this would be in a case of an emergency safety issue (an example might be if you fell in the shower and needed medical assistance).

In order to maintain your privacy it is recommended you change your clothes in one of the bathrooms located in the resident hallways. You may also change your clothes in your room, there are no windows on the doors. Staff may enter your room without knocking, so it is highly recommended that you bring your clothes with you to the bathroom and change there.

Residents are required to be fully clothed in pajamas, a t-shirt or tank top and shorts, sweats during sleeping hours. Residents must be fully dressed when moving from the bathroom back to their bedroom. (You may not walk to your room wrapped in a towel).
Treatment and Programming
At Woodinville we attempt to incorporate all treatment associated with JR's Integrated Treatment Model (ITM). Below is a general outline/description of the core components. Your counselor can discuss these further with you.

The Five Functions of the ITM are:

1. Motivation and Engagement of Clients
   How can we motivate you to want to be in treatment and keep you engaged (actively participating) in the process?

2. Enhancing Capabilities of the Client (Skill Acquisition)
   Teaching you skills through Acquisition groups and 1:1 counseling to help you become more skilled at managing your relationships, school/work, and life events.

3. Skill Generalization
   Ensure you are able to use the skills you have learned in a variety of contexts or settings; we do this through role play practice and exposure (when possible) to new places and situations i.e. public school, job in community, new friends etc.

4. Structuring the Environment
   Create a place where you feel comfortable learning and using (or practicing) new skills; create an atmosphere that promotes your success; 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 our model (ITM) and provide you the best treatment guidance they can.
PROGRAMMING OPPORTUNITIES:

All residents will have an employment, school and/or volunteer scheduled program. Your personal goals and program development will be discussed during the pre-placement phase. Once you arrive to WCF you and your counselor will determine what program modifications will need to be made. 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 Day Program. Here are some program descriptions:

**Day Program** is for residents who have not yet acquired full time work or school program. The purpose of a structured day program is to provide opportunities for those not in a full-time program to develop a work ethic through completing details, job applications, and treatment assignments. The day program consists of:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-9:00 AM</td>
<td>Wake up, breakfast, room care &amp; Hygiene</td>
</tr>
<tr>
<td>9:00-10:30 AM</td>
<td>Daily Clean up to include: Kitchen, house, outside and other tasks as assigned by staff.</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>Break time- games, outside etc.</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td>Job search, job prep &amp; assigned individual programming</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>Lunch and clean up.</td>
</tr>
<tr>
<td>1:00-1:30</td>
<td>Rec. Time, basketball, weight training etc.</td>
</tr>
<tr>
<td>1:30-2:30 PM</td>
<td>Education, study and/or reading time. No TV.</td>
</tr>
</tbody>
</table>

*Note: Times may be changed to meet other programming needs.*
Education Opportunities

**Woodinville On-Campus School**

This school is part of the Northshore School District and offers individualized course work for high school credit. Most students can expect to start out in this program.

**Inglemoor High School:**

Community based school in the Kenmore area. Students must complete a referral process to attend classes. Things to consider with placement at Inglemoor is you must be close to on track with credits, proven to be behaviorally trustworthy to be in a community school and consideration for the time of placement in the program.

**GED Completion:**

Woodinville on-campus school can provide GED prep classes and testing. GED work may be completed in community based settings like Friends of Youth or at Lake Washington Institute of Technology. Transportation options, availability of courses, covering course costs and level of trust in the community are all factors taken in to consideration for enrollment in these programs. WCF staff will work hard to support and assist you with GED completion if that is determined to be the best course of continuing your education.

**Lake Washington Institute of Technology**

**Cascadia Community College**

These are for students interested in starting post-high school education. You can work towards completing an Associate degree or a technical degree. You and your counselor can discuss this in greater detail once you arrive at WCF if this is an option you would like to pursue.
Employment Opportunities

There are a number of job opportunities in the Woodinville and surrounding community. After a community access assessment is completed, you may be responsible to get to and from work. Staff will work with you in finding employment options. Jobs are dependent on what is available with some opportunities starting as soon as a few weeks after arriving up to some jobs taking several months to secure. When you do secure employment, an Employment Agreement must be signed by you, your employer and the WCF Administrator. This form spells out the core rules and conditions you will need to be aware of while you are working. You and your case manager will review this form prior to starting your job.

All residents will be assessed based on behavior, goals, and level of community access for placement in a community based program. This assessment will be completed and reviewed prior to your start of any community based placement.
Community Service

In order to increase community involvement, develop support networks, “give back” to the community and to practice social skills, community service is required by all JR Community Facility Programs.

At Woodinville we take great pride in the amount of community service hours our residents are able to complete each year.

The expectation is that all community service be done away from WCF. Community service at WCF will be authorized only under special circumstances and with the approval of the program administrator or supervisor.

The minimal required hours each month is as follows:

- Phase 1- Two (2) hours per month
- Phase 2- Four (4) hours per month
- Phase 3- Six (6) hours per month

Failure to complete monthly community service hours will result in some loss of privilege (s), i.e. no telephone, no outings, and no visits until complete. Community service requirements begin after the first 30 days of residence at WCF.
COMMUNITY AND FAMILY INVOLVEMENT

We encourage as much family contact as reasonable during your stay at WCF.

Family Visitation

During your first 30 days only immediate family can visit you at the group home. (exceptions to this rule can be approved by the program administrator) In order for your family to visit they must first call ahead and speak with your counselor. Once your counselor has spoken with or met with your family members they will be added to your approved visitor list and can then visit during scheduled program visiting hours or by calling ahead to make arrangements. (All children who are visiting WCF must be under the direct supervision of parent or guardian at all times.)

Visiting Hours

Visiting hours are generally from 3:00 PM-5:00 PM Monday, Wednesday, Thursday and Friday; and weekends from 10:00 AM-7:00 PM; Tuesdays as arranged with the case manager. You should always check with staff first before planning a visit. Visits can be scheduled outside of visitation hours if approved by staff. Visits are normally scheduled within 2 hour time blocks. *Visiting hours can increase based on your phase level in the program. Contact with immediate family and friends will be encouraged. Limitations may be imposed as outlined: Visitations are permitted as follows:

1. A limit of four visitors per resident.

2. All visitors must check in with staff. ALL food brought into the facility MUST BE CHECKED BY STAFF.

3. Immediate family only during the initial 30 days of residency. (Immediate family: mother, father, sister, brother, grandparents, legal guardian). After 30 days, ALL OTHER visitors (Extended family and/or friends) must be approved by the Counselor.
4. Friends may be Approved to visit after the initial orientation but must first meet with the assigned counselor, be approved by the family of the resident and be supportive of the resident’s treatment. Approved friends will be indicated on the approved visitors list.

5. Exceptions to the above will only be granted under specific circumstances, i.e. long distance travel time, conflict with employment schedule. When asking for an exception to visitor policy please allow 48 hours so that we may have time to get the proper approvals (administrator or supervisor).

Visits shall not interfere with the resident’s treatment program.

6. Residents are NOT ALLOWED to use cell phones.

7. You must first ask staff before taking pictures. Staff will arrange for an area to take photos. We must protect the confidentiality of other residents.

8. Visits will be conducted in the following designated areas only: Dining room, living room or outside patio. You must ask staff prior to going outside. Once your visit has started you cannot return to your room. If you have to use the restroom you must inform staff. If you do need to use the facilities you must be searched before and after using.

9. It is the responsibility of the visitors to conduct themselves in an appropriate manner.

10. The rights of residents and their visitors will be respected.

11. Respectful communication free of profanity and offensive gestures.

12. Gifts, clothing, money and any other material/valuable items must be turned into staff on duty. Youth cannot receive these items from their visitors.

13. All food brought in for residents 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.

14. Visitors under 18 must be accompanied by their own parents.

15. You must keep your children in your sight at all times. We do have youth that have sexually offended on the premise that may have treatment restrictions from children.

16. You may greet with a hug and/or a hand shake and depart with a hug and/or handshake, however nothing beyond this with regards to physical contact.

17. No Smoking on Campus, visitors must step outside of the gate to smoke (please let staff know).

18. When visiting for the first time, visitors must be prepared to present picture I.D. and provide age, address, phone number, and vehicle license number. Visitors may be asked to show identification more than once due to staffing changes.

19. Individuals may have privileges withheld or limited for the following reasons:
   a. By order of the Court.
   b. Unexpected situations or emergencies.
   c. Violation of visiting policy
   d. Use of a cell phone during visit will have visitation privileges suspended for 30 days.
   e. Serious security concerns i.e. If it has been determined that resident’s communication to others may be detrimental to their safety and well-being, or If it has been determined that communications from specific persons is
detrimental to the safety or well-being of a resident, or is counterproductive to treatment.

20. Persons identified as counterproductive to a resident’s treatment program will be restricted from visitation or telephone contact. Such persons may include:

Those designated by court worker or JPC.

Those having previous difficulties following expectations in the past.

Those having a criminal history.

21. Visits can be terminated at any time by staff on duty.

22. During the first visit your visitor will be asked to sign a visitation policy stating that they have read the policy and agree to abide by it.

Name: _____________________________        Relationship: _________________________

(must be on approved visitors list)

Who you are visiting: _____________________________

Over 18: [ ] Yes   [ ] No (must be with parent)   Parents list children that will attend with you.

Address:

________________________________

Age:

Phone Number:

_____________________________
**Family Outings (regular Community Involvement Pass’s)**

Once you have reached phase 2 in the program and your parent(s)/guardian or identified support person(s) have been out to meet with your counselor, you may be eligible to go on family outings. Family outings are from 1-12 hours depending on your phase level in the program. Your parent/guardian can pick you up at the group home and take you on an “outing”. 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 make arrangements for family outings and to review guidelines for family outings. Any family outing must have a completed and signed Community Involvement Pass form detailing the outings approved destinations.

**Non-Family Visitors**

Once you have reached phase 2 in the program you are eligible to have non-family visitors. Your counselor, PRIOR to their arrival at the group home, must first approve all non-family visitors. Usually, this requires a minimum of 24-hour notice. All visitors that are under the age of 18 must have parental approval to visit the WCF campus. You can work with your counselor to make arrangements for non-family visitation.

**Authorized Leave**

Per JR Policy, you may eligible for an Authorized Leave. Authorized Leaves are based on your level of involvement in treatment, your parent(s)/guardian(s) level of involvement in your treatment, your phase level in the program and your trust level in the program. You can meet with your counselor to review guidelines for Authorized Leave. Authorized Leaves are approved for specific transition and reentry goals. Your counselor will work with you and your family/community supports to identify these goals.
Independent Community Involvement Passes

Residents who have reached the highest program phase and have established positive community accountability may be eligible for Independent Community Involvement Passes (CIP). These passes are used to increase independence and support transition goals in the community. These passes must be approved by the WCF Administrator.

CIP’s

The following outlines the outing intentions, procedures, and policy regarding outings in the community.

Residents are eligible for Community Involvement Passes if they;

- Are Level 2 or higher and not on restriction
- Are actively involved in their approved program (work/school),
- Are meeting facility and community expectations,
- Are actively engaged in treatment requirements and are making progress. Residents should know their Targets, skills and demonstrate skill use in the milieu.
- Have a restitution and a community service plan.

Procedure to request a regular CIP

- Residents will request a CIP request form from staff.
- The CIP request form will be completed and submitted to staff prior to requested day.
- All CIP request forms will be reviewed by case manager.
- The request will be reviewed by and require CFA approval.
- Before a CIP occurs the parent/guardian/volunteer needs to visit and meet staff (unless distance is a factor), communicate regularly with the resident and counselor and be actively involved in the resident’s treatment.
• Parents/Guardians/Volunteer will attend an orientation prior to the outing. During the orientation, they will need to submit a copy of their driver’s license AND Valid insurance, unless they will be walking or using public transit.

THE CIP PROCESS FROM BEGINNING TO END:

1. Complete all information in pen.

2. Include all pertinent information: dates, times, specific location (address), escort name, and transportation.

3. Please fill in date of request, your name, counselor’s name, the date the committee will review your request and the date the programmed activity will occur.

4. Please include a detailed description of the activity being requested. This will include a time schedule and time requirements for transportation.

5. A detailed description will need to include who, what, when, where, why (treatment value) and how.

6. Form must be turned in before the outing.

7. Parents/Guardians/Volunteer transporting will provide proof of license.

8. License number will be provided on the form and make/model of transportation.

9. Cell phone number must be provided if available.

10. If returning early or late for whatever reason the facility needs to be contacted.

11. Only those listed in the CIP are allowed to attend the planned event.

12. The resident and the escort will sign form agreeing to and verifying the conditions of the outing.

13. All signatures will be obtained prior to the outing.
14. All residents/escorts coming back from a CIP will be followed up by a debriefing and receipts check. Receipts are needed even if the parent pays for the activity; this is to ensure accountability in the community.

15. CIPs can be denied for incomplete request forms, forms submitted late, behavior, safety, security issues, inappropriate activities, unapproved escort, invalid treatment considerations, facility situations, and invalid license and/or insurance. Outings can be canceled without prior notice.

16. Once a CIP is approved there cannot be any changes without the approval of the Administrator or designee.

17. A staff may do a visual while you are on your outing.

**Mail**

- Please give mail to staff prior to 10am during the weekdays to be mailed that same day.
- All mail regarding magazine subscriptions, mail orders, or free items must be cleared through individual counselors.
- Residents must provide their own stamps, although some exceptions may be made if the resident does not have any money.
- All incoming mail will be opened and examined for appropriateness and/or contraband and/or restricted property.
- Checks received for residents will be given directly to the counselor on duty who will receipt the check to the resident as soon as possible.
- All incoming and outgoing mail will be documented in the mail log regarding sender information.
- Mail sent to or from other institutions will need permission from WTC and the other facility, no exceptions.
- 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.
**Telephone Use**

The amount of phone calls you can receive or make per day depends on your phase level in the program:

1. **Phase 1** - 2 calls (Sun. – Thur.) 3 calls per day (Fri. – Sat.)
2. **Phase 2** - 4 calls per day (Sun. – Thur.) 5 calls (Fri. – Sat.)
3. **Phase 3** - No limit of phone calls per day

- All calls must be logged and signed off by staff on the daily phone log with a time on and time off the phone. You must communicate to staff if there are any questions about a No Contact call.
- Phase 1 calls must be made by staff and taken in the staff office
- No calls may be transferred to third party, another resident, or another phone number.
- Phone hours are 10am – 9:45pm (depending on phase/level)
- Long distance calls can be made through staff (1 call per week) or through the use of phone cards which can be purchased at the student store. (Residents with long distance calls are encouraged to purchase phone cards with through the Student Store or the local store in the community)
- Absolutely No Cell Phones, no exceptions (This is considered contraband and there will be consequences.)
- Phone calls are 10 minutes in limit between the hours of 8am – 10pm (Phase 3 can negotiate longer if not a busy time of day)

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 phase level phone privileges.
PERSONAL WELLNESS

WCF supports personal wellness and healthy lifestyles. WCF has a full time cook Monday through Friday who provides balanced meals and nutrition. In addition to diet, WCF provides some structure to encourage necessary levels of sleep and exercise. Here is an overview of bed times, quiet times and exercise room use:

**Bed Time**

**Sunday – Thursday:**
- Phase 1 – 9:00pm
- Phase 2 – 9:30pm
- Phase 3 – 30 min before swing staff leaves

**Friday – Saturday:**
- Phase 1 – 9:30pm
- Phase 2 – 10:15pm
- Phase 3 – same as above

**Quiet Hour**

Every night we have a quiet hour in order to let residents get settled and ready for bed. Expectations for Quiet Hour are as follows:

- In rooms and no room visiting.
- **Quiet** talk, music and/or television
- Take care of bedtime routines

Once Quiet Hour is over the expectation is that you will be:

- In bed
- Music low or off
- No talking
- Lights out
- No TV
**Exercise Room:** There is weight lifting equipment and a pool table in the basement exercise room. Residents must ask staff before using this area. This room is open during most “open program” times. There may not be more than 4 residents at one time using this area unless staff are directly present.

**Sport Court:** There is an outdoor sport court on campus. This court may be utilized in the same way as the exercise room. There is no music allowed outside.
TREATMENT AND COACHING

When you arrive at WTC, you will be assigned a counselor. This staff member will help you in the treatment process and communicate with your family and parole counselor.

Individual Counseling

Your counselor will meet with you weekly for “staff talks”. The first priority in staff talks will be to identify goals that you would like to work on while at WTC and beyond. Your regular talks will focus on finding target behaviors that you and your counselor agree are important for you to work on. Staff talks will focus particularly on skills that are relevant in achieving identified target behaviors, and these skills should also help you to attain your long-term identified goals. Staff talks will also use any Chain Analysis you have completed to help you assess your behavior and the “function” of your behavior so that you can take steps to make changes.

Social Skills Cards or Diary Cards

During your orientation period you are required to complete “skills cards” so that you can start to get to know staff and we can get to know you. These cards will also have assigned DBT skills that you will learn and/or review with staff each day. You are required to get staff to sign your card every day. Once you have turned in 14 cards you are eligible to start using the resident phone located outside of the staff office. (Your first 14 days all phone calls are received and made from the staff office). Once you have completed and turned in 28 skill cards you are eligible to move to Phase 2 in the program. Your assigned counselor will review the skill cards with you and help you get started.
Treatment Groups

All residents will participate in weekly treatment groups. Currently we have 3 on-going treatment groups.

Orientation Group

Every youth will attend this group upon arrival to Woodinville. This group focuses on Woodinville’s program and rules, as well as defining and understanding the treatment process. This group meets once a week.

DBT Skills Acquisition group

This group will teach you skills to help with individual growth. There are four separate modules you will be taught: mindfulness, interpersonal effectiveness, emotion regulation and distress tolerance. These modules will give you specific skills to use and you will be expected to practice these skills in the program and in the community. This group meets weekly.

AND

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 focus of this group is on identifying behaviors you would like to change (target behaviors) and exploring your 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.

Drug and Alcohol group

This group meets weekly and covers both drug and alcohol treatment and education purposes. All residents attend this group based on the assessment of need. Residents also attend weekly AA/NA meetings in the community.
Other treatment groups and meetings can be scheduled as needed. You will work with your staff to determine which groups you will attend.
Woodinville uses a three-tiered phase system for identifying privileges and in-house program structure.

All privileges are based on the phase that you are on.

**Phase 1**

- Complete 28 Skills cards - staff will sign off on the skills daily. Your skills card will have assigned skills based on the 4 modules taught in the DBT skills groups as well as some basic social skills. These are all skills you will need to practice in order for staff to be able to sign off on your cards.

- Participate in all assigned treatment groups-get to know group expectations. Practice listening and participation skills.

- Follow “Day Program” expectations until you get an individualized program. This will mean waking up on time, helping out with breakfast and lunch details, working on treatment assignments given to you by your counselor and generally staying constructive, busy and active through the day.

- Get to know program rules, ask questions.

- Complete 2 hours of Community Service per month.

**Phase 1 Privileges:**

- May have stereo in room
- Able to go on group outings (after second weekend in program)
- Family members can visit at group home
- Ability to go out in the community on job searches (with staff)
- Ability to work and/or go to school in the community (staff transport)
How To Move To Phase 2

- Once you have completed your first 30 days in Orientation Group with all assignments turned in and positive participation you may be eligible for in-house level 2 privileges. This will allow you to get level 2 bedtimes, phone calls and privileges in the program (no level 2 community access privileges). In order to receive your outright phase 2 you must take the following steps:
  - Meet with your counselor and make sure all your cards have been completed and turned in.
  - Ask your counselor for feedback on what you have been doing well and what you can continue to work to improve.
  - Come up with a plan with your counselor on how you will work to make improvements and what you will do to continue the behaviors/skills you have been doing well. Write this up on a piece of paper for yourself and your counselor.
  - Have your counselor review and approve your plan and sign off on their approval for you to request your Phase 2.
  - Have your counselor present your plan and request for Phase 2 to the staff team during Tuesday Staff Meeting.
  - Once your request has been reviewed by the team you will either receive your Phase 2 or you will be given specific feedback on what you need to continue working on. You can then re-apply for your Phase the following Tuesday.
Phase 2

- Continue working on skills cards that your counselor has assigned to you. These cards will be specific to you and the skills you are working to learn and improve. You will work with your counselor to decide how often you will need to turn skills cards in, and how many signatures you will need to get on each card.

- Actively participate in assigned skills/treatment groups. This is the time to start working on your leadership skills. Active Participation means you will be Awake and Focused during group. You will work on increasing your participation by asking and answering questions and completing assignments.

- Know and follow basic program rules and expectations.

- Work on increasing your leadership role by helping Phase 1 residents learn rules and expectations.

- Work on accepting cues, coaching and feedback from staff “skillfully”. (you will learn what “skillfully” means in your weekly skills groups and through conversations with your staff)

- By now, you should have an individualized program, which will consist of going to school or working full time.

You will be fully participating in your individualized program if you:

- Go to work as scheduled unless you have a pre-approved (by staff) appointment i.e. Doctor, court, family etc.

- Arrive back in the program on time and without incident

- Have no behavior problems while at work/school; follow instructions, accept feedback etc from co-workers and supervisor and/or teachers.

- Keep staff aware of your work/school schedule by completing the Daily Program Monitoring sheet.

- Wake up on time-set your alarm and/or leave a wake-up slip for staff.

- Complete 4 hours per month of Community Service.

- Are able to practice good time management skills.
Phase 2 Privileges:

- TV, DVD, VCR, Stereo in room
- 5, 10-15 minute phone calls per day
- Approved friends may visit at group home
- Ability to leave campus for Community Service
- Ability to use the public bus for transportation to and from work/school/community service
- Ability to go on approved Family Outings.
- During the last 6 months of your sentence you are allowed approved Authorized Leave.
How to move to Phase 3

- Have consistent Phase 2 behavior.
- Meet with your staff and ask for feedback on what behaviors and skills you need to work to improve and what you are doing well and need to continue doing.
- Ask your staff to get feedback from the team during weekly Staff Meeting on what behaviors and skills you can work on.
- Write out a plan for how you will work on these skills and behaviors.
- Have this plan approved by your staff and begin working on these behaviors.
- Work with your staff to decide when you can begin working on your Phase 3 Packet. (This packet will consist of treatment assignments, skills/program knowledge tests, feedback forms from your boss, teacher and program staff and a phase 3 project-that you and your counselor will decide upon.)
- Complete your Phase 3 packet and project and turn it into your staff for review and approval.
- Have your staff arrange a time for you to present your packet and project during weekly staff meeting.

Once you have made your presentation you will either receive your Phase 3 or you will be given specific feedback on behaviors/skills to improve and/or making additions/corrections to your packet or project.
**Phase 3**

You are now considered an independent, positive role model and leader in the group who is continuing to actively work on transitioning back into the community. Your behaviors and interactions should reflect this. You will:

- Actively participate in your work or school program.
- Accept cues and feedback from staff without incident.
- Actively participate in treatment and skills groups.
- Role model independent and positive leadership to residents.
- Take an active role during groups and meetings.
- Coach Phase 1 and Phase 2 residents (as needed) on “skillful” behavior and help them continue to learn program rules and expectations.
- Actively work with your staff on transition planning.
- Be able to disagree and get your opinion heard in an effective and skillful manner.
- Take a leadership role during groups and meetings. Stay focused and on topic, help others stay focused and on topic, and model appropriate ways to make requests, disagree and get your opinions heard.
- Complete daily tasks independently and model good time management skills.
- Go the extra mile...help out when needed!

**As a Phase 3 you are the highest level in the program. You are not expected to be perfect. However, you are expected to be actively working on your treatment issues and increasing your skill level so that when you do make mistakes you are able to take immediate ownership and responsibility, make plans to correct, take action to correct, and move on.**
Phase 3 Privileges:

- TV, VCR, DVD, Stereo, Game Station in your room
- Unlimited phone calls (as negotiated with staff)
- Later bed time (negotiable)
- Family Outings (increased times)
- Authorized Leave
- Approved Social and Volunteer outings
Motivation and Engagement/Re-Focus

Residents will be placed on the Motivation and Engagement Phase for the following reasons:

1. On-going behavior problems where coaching, reinforcement programs and contingency plans have been unsuccessful.
2. On-going unwillingness to engage in treatment such as refusal to meet for 1:1 counseling, disrupting or refusing treatment groups, refusing to complete treatment assignments/behavior chains and difficulty or refusal to follow basic program expectations.
3. Concerns regarding safety and security.

The specialized program that you and your counselor develop and implement will be individualized to your specific needs but will follow a general guideline as follows:

1. Complete a behavior chain to identify and assess why you are feeling unmotivated and unwilling to participate in treatment.
2. Identify any vulnerabilities you may have and what the outcomes (both positive and negative) of not doing treatment are.
3. Identify the function of your behavior and then identify some replacement skills you are willing to try.
4. You and your staff will need to work out a daily program for you to follow that includes treatment assignments, community service and structured free time activities. It is important that you help develop your daily program so that you are aware of expectations and so that you can agree ahead of time about what you are willing to do.
5. Help your staff identify things you are willing to work for/things that motivate you. We call these “reinforcers”. Examples of reinforcers are phone calls, community access, punches on your punch card, etc.
6. Work with your counselor to modify your treatment plan so that the behaviors that led to your loss of privileges are targeted as your primary treatment focus.
While you are on the Motivation and Engagement Phase/Re-Focus you will not have as much community access as you once did and your privileges will be placed on “hold”. However, you may earn some privileges through the specialized program you and your counselor come up with.

This probably seems like a lot of work and may feel overwhelming. That is okay. Staff will help you get through this and back on track. We know you can do it!!

Note to self, there is no set amount of time that you will be on Motivation and Engagement Phase/Re-Focus.
TREATMENT ADDENDUM

Treatment addendum’s are required for all unsupervised movement off campus. You are required to have addendum’s in order to go to school, work, family outings, school outings etc. Your staff will meet with you in order to go over this required paperwork.

Money

Money Security:

All monies will be logged through your case manager. You will be given a receipt for money placed in your account in the safe. You must turn in all money given to you by family, received as tips or found.

Paychecks and family money:

Your paychecks will be collected with or by a staff member. No resident is allowed to collect his paycheck without a staff member.

Money from family members must be turned in directly to staff.

Budget:

You will work with your assigned counselor regarding a savings program, future plans, and a budget for spending. All monies and financial plans must go through your assigned counselor.

After contributing to your restitution you will be encouraged to begin a savings program for your future in the community.

All residents have an in house account and a savings account at Bank Of America. Half of all earnings while at WTC go toward any restitution you may owe. One quarter of your earnings goes into a savings account and one quarter of your earnings is for general spending. You may sign out money on a daily
basis for bus fare, lunch money etc. Your counselor must approve all other spending.

Tickets

WTC has a token economy system that is used to help motivate residents to make better choices. Residents can earn tickets by practicing skillful behavior that is specific to their targets. The number of tickets will be determined how difficult the specific situation is for you. Residents will be given tickets when staff observes positive behaviors or attempts to be “skillful”. Tickets can be used for extra phone calls, later beds and to buy items out of the student store. Your staff will explain how to earn and spend tickets in greater detail when you meet.
Program Policy

In order to assure that residents live in a safe environment where they can focus on their treatment issues and goals for transitioning back in to the community, WTC has many program policies which explain rules, expectations and consequences for not meeting expectations or breaking rules.

The following program policies will directly affect you. You will review each of these with staff during your Orientation process.

1. Residential Disciplinary Standards
2. Release of Information
3. Release to my Employer
4. Use of Tobacco products
5. Escape Policy
6. Narcotics, Fire Arms, Intoxicants and Search Law
7. R-rated movies, video games and Gang affiliation

Bedroom Cleanliness

It is important for yourself and your roommates that your dorm room is kept neat and orderly. We have minimum standards for room cleanliness at WTC and rooms should be clean before you leave the facility in the morning. Bedrooms are checked in the morning, during weekly detail generals and at staff discretion.

The following are the basic expectations for room cleanliness:

1. Your bed is made and neat.
2. Desk, dressers and tables are neat and dusted.
3. Carpet is clean and vacuumed (vacuuming is required 1 x per week).
4. Clean clothes are in the wardrobe; dirty clothes are in basket.
5. Waste containers are emptied.

*You are responsible for your possessions and bedroom area.
Basic Rules and Procedures

There are lots of rules and procedures. These are just a general overview of the basics you need to know.

- You are responsible for your own laundry.
- No locks on bedroom doors. You can lock your wardrobe, a key is provided.
- Prior to checking out of WTC you must sign the checkout sheet and ask staff to initial. You must also sign-in upon your return and have staff initial.
- Tattooing, piercing or other forms of disfigurement are not allowed.
- No phone, TV etc. during meal times.
- No smoking.
- Please report any broken item or damages to staff.
- Please ask before going outside or downstairs.
- Swearing is discouraged.
- Within 24 hours of the day you must be under direct staff supervision a minimum of 12 hours. (Please ask about the 12-Hour Rule)

Please ask for more details and when in doubt, ASK!
We want you to succeed here.

Medical/Dental Policy

If you are not feeling well you need to communicate your symptoms to staff. Upon initial assessment of your symptoms, staff will determine if there is self-care that may need to be administered and/or if we need to make an appointment for medical attention. Those residents that are seriously ill may request to be put on bed-rest (vomiting, fever, diarrhea), but must remain on bed-rest all day. Bed rest is not for those that have a cold or are tired. If you have a serious injury, you may be taken to Urgent Care or Emergency room. All residents must have an annual physical.
• Medication must be taken as prescribed by your doctor. Continued refusal will require a physicians' intervention and a possible return to the institution for closer monitoring.

• If you take prescription medication you are unable to take over-the-counter-medication without a signed release from the doctor. This should be attained at a doctor’s visit.

• Youth must receive prior approval from a medical practitioner for vitamins and/or supplements.

Restitution

Restitution payments are a priority for residents during their residency.

Restitution payments, per Policy 2.20 (section 5.3 and 6.1), will be arranged by the youth with his counselor. If the court specifies a certain percentage that must be deducted from a youth’s wages, JR, (Woodinville), must follow the court order. Residents who have large restitution and have completed High School/GED, will have to look at work in lieu of other programs unless the resident can combine two programs, i.e. work/school. Restitution Agreements will be completed with your case manager ounce you arrive.
Odds, Ends and More Stuff To Know

1. The Fire Drill is a painfully loud blast. Leave the building at once. Gather on the sport court. Staff will do a head count. (See map included in this packet.) Fire and emergency drills are practiced routinely and at various times (day, evening, graveyard). Please listen and follow staff directions during drills so that if a real emergency occurs you will know what to do.

2. All incoming mail is opened. Staff are looking for contraband and negotiable's.

3. All money goes through your Woodinville Community Facility account. This includes wages from work and gifts from family/others.

4. Our secretary will stamp and mail REASONABLE amounts of personal mail daily.

5. No R-rated movies, no M-rated video games (games rated “T” are at staff discretion), Room decorations that are insensitive or offensive to others are not permitted.

6. No gambling.

7. Dorms are small and crowded. Try to limit personal possessions to necessities. WTC is not responsible for your belongings, so please do not bring valuable or irreplaceable items.

8. No open flames in bedrooms; this includes candles and incense.

9. Everyone has an assigned detail. Details are done after evening meals. Details change every Wednesday. Detail Generals (deep cleaning) are on Sunday night.

10. You must be respectful of others when playing your music.

    • No music outside (neighbors complain)
    • Please keep volume at reasonable levels.
    • Please keep equipment in your own room.
    • Music that contains or glorifies violence, criminal acts or anti-social behavior is NOT ALLOWED.
• Burned CD’s are not allowed and will be confiscated.
Program Restrictions

We want to reward and recognize positive behavior and actions. Restrictions are limited.

- Isolation is not used at Woodinville Treatment Center.
- Generally, sanctions are used when teaching and coaching has failed to change negative behaviors.
- Sanctions vary by need, circumstances and individuals involved. Rarely are group sanctions used at WTC.

Some Types of Restrictions/Sanctions:

- **Time Out**: Go to room for short period of time (less than one hour). Time outs are used when you need time to cool down or regulate your emotions. You are encouraged to take self time outs as needed.
- **Student Restriction**: No outings, no phone, and no visitors. School and work is allowed.
- **Total Restriction**: No school, no work, no phone, and no visitors, review board required.
- **Early Bed**: In bed ½ hour before your regular scheduled bedtime.
- **Outing restrictions**: No community outings.
- **Phone Restriction**: No phone calls
Youth Complaints

If you have a complaint about how you are being treated at WTC, 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. 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 in the dining/phone area). 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 program supervisor or administrator. Fill out the Complaint Form and give it to the program administrator or supervisor. The timelines and procedures are explained in more detail on the Youth Complaint Form.

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 in the front foyer. There are Legal Assistance Request Forms located there.

Team Child is the legal counsel for JR youth. They can be contacted at 206-322-2444

You may contact them at any time. 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

Alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Meet in the sport court for a head count. Please review the Fire Escape map attached to the back of this manual.

If there is an Actual Fire

Sound alarm (note alarm locations on Fire Escape map). Notify staff and/or call 911 IMMEDIATELY! Exit the building by shortest and safest route. Save life over any property.

Other/All Emergency Situations

Notify staff or call 911 immediately. Remain calm and cooperate with proper authorities. Offer assistance only if you are sure it will help the situation. At Woodinville State Community Facility our first consideration in any emergency is the protecting and saving of lives.
## RESIDENT ORIENTATION CHECKLIST

I have been provided an orientation and a copy of the resident handbook. All major points have been pointed out to me. If I have any questions I may ask staff or refer to my handbook. I agree to read the handbook.

Resident’s Signature/Date: __________________________________________________________

Staff Signature: _________________________________________________________________

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<thead>
<tr>
<th>Resident’s Initials</th>
<th>All these points <strong>must</strong> be covered with new residents.</th>
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<tbody>
<tr>
<td>30 DAY IN-HOUSE POLICY (minimum)</td>
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<tr>
<td>PROGRAM DESCRIPTION</td>
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<td>ESCAPE FORM</td>
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<td>USE OF TOBACCO</td>
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<td>DRUG AND ALCOHOL TESTING</td>
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<td>GANG AFFILIATION FORM</td>
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<td>RESIDENT COMMUNICATION</td>
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<td>PERSONAL PROPERTY</td>
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<td>RULE AND REGULATIONS AND CONSEQUENCES FOR VIOLATIONS</td>
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<tr>
<td>GRIEVANCE/COMPLAINT PROCEDURES/RIGHTS</td>
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<td>NOTIFY FAMILY OF ARRIVAL AND EXPLAIN FAMILY INVOLVEMENT POLICY</td>
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<tr>
<td>FAMILY NOTIFIED OF RULES, ESCAPE POLICY, AND COMMUNITY ACCESS PROCEDURES (VIA INTAKE LETTER)</td>
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<tr>
<td>PROGRAM EXPECTATIONS (TREATMENT, SCHOOL &amp; WORK), CURFEWS, SIGN-IN/OUT</td>
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<tr>
<td>PERSONAL OUTINGS</td>
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<td>CLOTHING/HYGIENE AND APPEARANCE</td>
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<td>DBT PROGRAM &amp; STORE</td>
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<td>JOBS (Completion of the Job Search Packet/Process)</td>
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<td>LAUNDRY &amp; LINEN</td>
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<tr>
<td>MEDICAL/DENTAL POLICIES</td>
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<tr>
<td>MONEY MANAGEMENT (BUDGET, RESTITUTION, SAVINGS, ETC)</td>
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<td>MEALS/SNACKS/PERSONAL FOOD</td>
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<td>MORNING ROUTINE</td>
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<td>RECREATION</td>
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<td>PERSONAL MUSIC/HEADPHONES</td>
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<td>RESIDENT ROOM EXPECTATIONS</td>
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<tr>
<td>COMMUNITY SERVICE</td>
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COUNSELOR’S CONTRACT OF AGREEMENTS

• I agree to make every reasonable effort to offer you treatment as competently as possible.

• I agree to make my best effort to be helpful, to help you gain insight and learn new skills, and to teach you behavioral tools that you may need to more effective with your current treatment targets or problems that may arise.

• I cannot save you or solve your problems, but can give you the tools and help coach you to do it yourself.

• I agree to guide you, although you will need to make the changes yourself.

• I agree to make contact with you and be available to you. In the case of my absence I will have a back-up counselor available to assist you with basic needs.

• I will attend regular staff meetings and ask the assistance of other staff to help me develop treatment targets or assist in coaching skills or shaping your behaviors.

• I agree to provide honest feedback to you so that you may learn and grow.

• I agree to respect your confidentiality regarding treatment information when interacting with people outside of the Woodinville Program.

• I agree to believe that you are doing the best that you can. I also believe that you can do better given more resources.

  • I will not give up.

SIGNED ____________________________ DATE
COUNSELOR

WITNESSED __________________________ DATE
RESIDENT
*Resident’s Contract of Agreements*

- I agree to attend to all personal hygiene needs, to get up on time, to be ready to participate in the daily program, arrive to meals on time, and go to bed on time.
- I agree to help keep the house clean by doing chores, picking up after myself, and asking others to do the same. I will help around the house as needed with yard work, cooking, etc.
- I agree to communicate any concerns or problems I have to staff one-on-one, this includes thoughts of running away, using drugs, and hurting myself.
- I agree to share information, discuss feelings and explore my behavioral and emotional patterns with (at least) my assigned case manager/counselor.
- I agree to receive feedback and guidance from staff and I agree to ask for help/respect staff at all times.
- I agree to take advantage of all programs offered to me, to participate in groups, to use my DBT skills, to complete all treatment assignments, and to give my best effort in everything I do.
- I agree to be in my designated community location at all times and to only enter authorized areas at the house.
- I agree to respect other people’s property and the property of the house. I will not engage in theft or the destruction of property. If I cause any property damage, even accidental, or see others damaging property I will inform staff.
- I agree to respect the rights, feelings, and personal space of others. I will not victimize others. I will communicate in a way that is respectful toward others and staff.
  - I will not encourage negativity with peers, as I understand this is inappropriate.
- I agree to familiarize myself with and follow all the program rules and procedures by reading the Resident Handbook and signs in the house. I will ask questions if I do not understand something. I realize that this
handbook is not all-inclusive and policies change from time to time. I understand I must follow what staff ask of me.

- I agree to use my earned income to pay any outstanding restitution I may have.
  - I agree to participate in monthly community service projects.
  - I understand that following the rules, making responsible decisions, showing positive behavior, demonstrating motivation in treatment are ways to earn trust and privileges.
- If I should break any of the above agreements, I will take a look at my goals and link them to my behaviors. I will review why being a Woodinville Community Facility resident is important to me and make a plan to address the barriers I had in fulfilling the above agreements.
  - I agree to refrain from:
    - Using drugs/alcohol/the use and possession of cell phones.
    - Any gang behavior
    - Using aggression (fighting, intimidation, etc.) to solve problems
    - Committing the felony of Escape 2 degree or assisting or encouraging others to do so

My signature below indicates my willingness to reside at Woodinville Community Facility and follow the agreements above.

SIGNED _______________________________ Date _____________
(Resident)

SIGNED _______________________________ Date _____________
(Counselor)
Escape and Unauthorized Absences

***THIS DOCUMENT PERTAINS TO ALL INDIVIDUALS WHO LEAVE***
FROM THIS FACILITY WITHOUT OFFICIAL PERMISSION
And/or deviate from an approved Supervision Plan

Any resident leaving this agency without the direct permission from an official Woodinville Community Facility staff member will be referred for escape charges.

Any resident leaving this agency with the direct permission of an official Woodinville Community Facility staff member, but failing to follow the designated plan (Supervision Plan) may be referred for escape charges. You must call Woodinville Staff immediately if there are any delays (i.e.: you miss a bus).

Any resident leaving this agency with the direct permission of an official Woodinville Community Facility staff member and fails to return at the designated time may be referred for escape charges.

Escape from this agency will be referred to the prosecutor’s office. The prosecutor’s office will determine juvenile or adult charges.

Deviation from an approved Supervision Plan or CIP in not permitted. This may be considered an Unauthorized Absence or an Escape.

Any resident leaving this agency to go on leave status with the direct permission of an official Woodinville Community Facility staff, but fails to stay at the designated leave residence, will be charged with escape unless prior approval is given by an official staff member Woodinville Community Facility.

_____________________________________________  ___________________________________________
Resident Signature/date  Staff Signature/date
GANGS/ASSOCIATIONS/AFFILIATIONS, ETC

While at Woodinville Community Facility, I am committed to refrain from all gang-related activities.

I will wear clothing that is safe, appropriate and will not identify me with any gang members or group. I will choose to wear clothing in a responsible manner that is not common to gang members, display other items, or actions which identify me as a gang member.

I agree to accept feedback and direction from staff pertaining to my gang involvement; including colors, clothes, sagging, language and any other issues that Woodinville staff bring to my attention.

___________________________________  __________________________________
Resident Signature/date  Staff Signature/date

DRUG AND ALCOHOL AGREEMENT

I am committed to making responsible choices and not ingest or deal in, or have in my possession, controlled substances or alcohol during my entire stay in the Woodinville Program. As part of this agreement, I understand that I may be required to submit to drug testing at staff’s discretion. I understand that if I use drugs or alcohol I will be returned to the institution immediately.

I will receive 10 points on my CRA score and will receive an updated treatment evaluation.

___________________________________  __________________________________
Resident Signature/date  Staff Signature/date
COMMUNITY SERVICE AGREEMENT

Community Service is part of an agreement to the community of Kirkland, Woodinville residents will perform community service in the local area. This allows the opportunity for residents to:

- Understand restorative justice and offer repair to communities.
- Give back to a community and experience the rewarding and educational experience.
- Represent themselves in a positive manner when interacting with community members and creating ambassadors for rehabilitation efforts.

I will perform community service as offered.

___________________________________  ____________________________
Resident Signature/date                Staff Signature/date
This handbook is a general overview of our program. Because we continue to work to improve our program and our treatment process at Woodinville Treatment Center, we will continue to make program changes.

Please ask questions whenever you are unsure of a rule or don’t understand your treatment program. We are here to help you be successful!

Last Updated
7/11/18