

Valley Lake II Transition Home Participant Handbook

2023

Program Overview

Valley Lake II is a transitional residential program that serve youth between the ages of 16 and 20. We specialize in working with young people who are in need of transitional services. We are located in Breckenridge, Minnesota and are operated by Valley Lake Boys Home that has served youth and families in

West Central Minnesota since 1975. Valley Lake II – Transition Home, is licensed by the Minnesota Department of Human Services. Our agency’s mission is to provide a community-based continuum of care to children and families.

Our programs assist residents in building the independent living skills they need as they begin their journey into young adulthood. With a focus on access to trauma-informed and client-centered care, residents receive services tailored to their individual needs and goals. Program components include daily independent living skills-focused groups, one-on-one skills coaching, recreation and leisure opportunities, household management practice, vocational opportunities, and community outings. Residents have access to a wide range of community-based resources including mental health counseling, psychiatric medication management, chemical dependency services, sexual assault advocacy, spiritual and cultural resources, medical and dental care, and education services. At the completion of the program, residents are equipped with the skills necessary for a successful transition into independent living.

Trauma-Informed Care

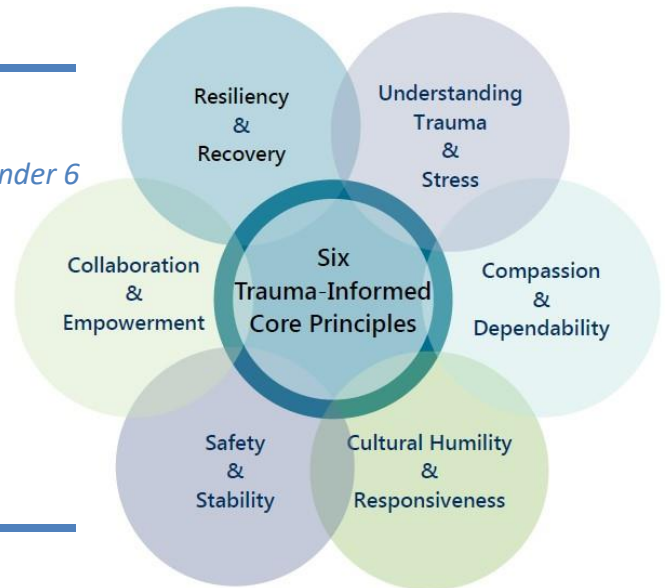
Trauma-informed care is a fundamental part of Valley Lake II programming. This means that we understand that when a person has experienced traumatic events, it can impact the way they form relationships, build trust, and interact with the world. Individuals may develop coping skills that serve them well in adverse circumstances but are not as effective in other situations. Our program meets clients where they are at, while honoring their lived experience, culture, and inherent strengths.

As a trauma-informed program, we believe the following:

Everyone deserves to feel safe.
Everyone deserves to feel respected.
Everyone deserves compassion.
Each client’s culture is important.
Each client’s spirituality is important.
Physical health is important.
Mental health is important.
Education is important.
Change is possible.
Healthy relationships are a key to success.
Collaboration of families, service providers, and treatment teams is crucial.
Every client comes into the program with individual strengthes, talents and needs.

As a traumainformed program, we operate under 6 core principles, including:

- 1) Understanding Trauma and Stress*
 - 2) Compassion & Dependability*
 - 3) Cultural Humility & Responsiveness*
 - 4) Safety & Stability*
 - 5) Collaboration & empowerment*
 - 6) Resiliency & Recovery*
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Who Does What?

Program Director: The program director is responsible for making sure our program provides the services we promise. They assist you, your worker, and guardians to determine if our programs would be a good fit for you and help plan your intake. The program director will also assist your case manager in planning your programming.

House Manager: The house manager acts as your case manager. Your case manager carries out the intake process. They will collect information from you and your team in order to build your service plan. You will meet with your case manager on a weekly basis to review your goals and talk about your thoughts, feelings and progress in the program. Your case manager is directly connected to your care. They will assist you in obtaining important legal documents and help connect you to resources in the community depending on your specific goal areas. They will help you and your family set up visits and will schedule all of your weekly appointments. He will have ILS group and teach you individual skills necessary for independent living. Additionally, the house manager will maintain your transportation, recreation, and community activity schedule.

Youth Workers: Your youth counselors help support you in your programming day and night. They will keep your day structured and will assist you in your daily programming, including hygiene, daily chores, food and nutrition, recreation and leisure. Your youth counselors will also lead daily groups to help you with life skills and independent living.

All levels of staff in our program participate in annual trauma training, as well as in specialized topics including working with sexually exploited youth, working with diverse populations, grounding techniques, and Life Space Crisis Intervention. We use the most current evidence-based research to guide programming. Our programming and environment are adaptive based on the outcomes of each youth's trauma screen that is completed upon their admission.

What Can I Expect During Intake?

During intake, your house manager will work with you and your team to identify your programming and service needs and begin developing goals that will make up your service plan. You will be asked questions to help determine what resources and approaches will be helpful in supporting you in your goal areas. In addition to learning about your educational history, cultural background, and personal goals, your case manager will also administer a trauma screening on the day of your intake. This helps us identify common trauma symptoms you may be experiencing so we can better support you in your programming and access resources in the community that may be helpful to you.

We understand that for some, intake can be an overwhelming experience. We try to make this process as comfortable as possible for our new residents. We can break the intake process into chunks, take breaks, and go at a pace that is comfortable for you. You can choose to skip any questions that you are not comfortable answering.

Upon arrival to our program, you will receive a tour of the house and be shown your bedroom. You will have your own room. Your room is locked with a keypad. We will show you where we keep our menu for the week, cooking and chore schedules, group and recreation schedules, and show you the laundry facilities. Upon intake, you will wash your items and inventory them. You will be given any hygiene items you are needing, as well as a pillow, towels, and blankets. Over the course of the next few days, your staff and peers will help you get comfortable and learn the daily structure of our programs. Don't be afraid to ask questions!

YOUR SERVICE PLAN

Congratulations on being a participant at VLII – Transitional Living!

Each youth's lived experience is unique to them, as are their strengths, talents, and needs. It is our goal to equip every youth with the skills and resources they need to succeed in their next step toward independence. For these reasons, our service plans are individualized to each youth and are constructed with their input. The service plan and forthcoming referrals will be informed by the trauma screening administered to the resident upon intake. A service plan is a document that lays out your strengths, areas of opportunity, circle of support, safety measures, and goals in all areas of independent living, along with strategies our program will utilize to support youth in meeting each of their goals.

We base our service plans around the **11 Domains of Independent Living**. These are areas that everyone needs in their daily lives. These domains serve as a guide for you and your team to identify and prioritize goal areas as you prepare for the next steps in your life.

11 DOMAINS OF INDEPENDENT LIVING

1. **FAMILY-** Immediate, extended, and chosen family; connections and values; maintaining contact; parenting skills
2. **BASIC NEEDS-** Adequate food, shelter, and transportation; personal hygiene
3. **SOCIAL/RECREATIONAL-** Friendships; hobbies and leisure activities; school-based organizations; social activities; healthy support system
4. **EDUCATIONAL/VOCATIONAL-** High school diploma/GED; accommodations needed for academic success; attendance; job hunting skills; accessing and sustaining employment; planning for post-secondary education
5. **EMOTIONAL/MENTAL HEALTH-** Mental health counseling; psychiatric medication management; chemical dependency counseling; skills support (CTSS/ARMHS); coping skills and managing mental health symptoms
6. **PHYSICAL HEALTH-** Medical, dental, and optical care; management of specific illness, injury, or chronic health condition; maintaining preventative care appointments; access to reproductive health care; insurance
7. **LEGAL-** Advocacy services; maintaining contact with courts and probation; legal representation; guardianship; understanding court ordered requirements
8. **CULTURAL/SPIRITUAL-** Ethnicity; racial identity; values and traditions; religious affiliation; spiritual beliefs; mentorship; access to ceremony and teachings; access to ethnically appropriate haircare
9. **SAFETY-** Maintaining personal safety within the community and relationships with others; internet safety; safety planning to reduce risk of harm to self and others
10. **ECONOMIC/FINANCIAL-** Budgeting and money management; accessing resources for financial assistance; setting up bank account; planning for the future
11. **COMMUNITY -** Community engagement, sense of belonging; familiarity with resources within the community

Your First 30 Days

Your initial 30 days in the program is an adjustment period where you will be learning about the daily routine of the programming. You will be getting to know the program staff and we will be getting to know you.

Your case manager will set you up with various services during your first month of programming. These are some examples:

- Individual and/or family therapy
- Advocacy services
- Education
- Medical, Dental, and Optical check-ups
- Medication Management
- Chemical Dependency counseling
- Cultural, spiritual, and religious resources

Your case manager will meet with you weekly to work on skills in a one-on-one setting. During your first meeting, your case manager will administer an assessment to identify your strengths and areas of opportunity in independent living skills, along with what strategies will be most helpful to you. These skills will support the goals outlined in your service plan. Some examples of things your case manager can help you with include:

- Resume building, interviewing skills & job search skills
- Budgeting and money management; setting up and maintaining a bank account
- Time management
- Social and recreational skills
- Educational planning, scholarships, and financial aid
- Healthcare planning and insurance coverage
- Seeking community connections, including mentorship and recreational opportunities
- Obtaining a driver's license
- Obtaining legal documents (tribal, state identification, birth certificate, social security card)

Your first 30 days is a time to build trust with staff and your team. If you are doing well in your programming after the first 30 days, we can begin add further opportunities for independence into your programming. For example, attending extracurricular groups and activities at school or in the community, and obtaining independent time within the community. In order to earn these extra privileges, we look at the following areas of success:

- Participating in all daily groups, recreation, and leisure activities
- Positive peer relationships & following staff directives
- Engaging in healthy coping skills when under stress
- Completing household responsibilities (chores, cooking days) without excessive prompting
- Maintaining responsible, pro-social behavior while on community outings with the house
- Consistent attendance at school and/or work
- Getting good grades and turning assignments in on time
- Attending all appointments with service providers
- Free of disrespectful words and actions

It is important for all residents to understand that these opportunities depend on how you are doing in each area of your programming. We will gradually increase your privileges as time goes on, and you move up in levels, provided that it does not lead to a detriment in any area of your existing programming. For example, if you are just starting school, we can explore job opportunities once we see that you are

maintaining your educational responsibilities, including attending all classes, turning in work on time, and passing all of your classes. If you begin working and we notice that your grades are lower or you are falling behind, we will work with you to come up with a plan to have a better balance between work and school, which may mean cutting down on hours at your job until you get caught up at school. If you are working full time, and your responsibilities are failing, or it affects your mental health, we will talk about sleep schedules, a different job or cutting down on hours.

School and Job:

If you are completing High School, VLII will provide educational services at Breckenridge High School. Each resident will have all educational needs met by Breckenridge Public School, Independent School District #846. The district ensures each child is assessed for any special needs and responds appropriately to the evaluation. The school involves all of the people who may have relevant input on the resident's educational needs. If it is deemed appropriate for the resident, there are employment opportunities offered to a resident on school premises. Residents are assisted with their job interests, strength and weakness during their job search, job interests, employment searching, resume or job application writing, and the interview process. We will work closely with your school supports including IEP Case managers, teachers, and school social worker to ensure you have everything you need for a successful educational experience.

If a regular classroom setting is not for you, online classes can be set up. The VLII staff will assist as needed. If you need a tutor, that can be arranged.

If you would rather get your GED, VLII will assist you in getting registered for instruction, pre-tests and the GED exam.

Program staff provide transportation to and from school and work. Your attendance and grades are monitored by the program case manager.

By now, you have met the house manager. This person is your main resource. He will assist you as much or as little as you want. He will help you find a job, transport you to where you need to be, and be your support as you work your way into independent living. You will form a treatment plan and goals. The staff will assist you and guide you on a path so you can follow your goals, measuring success.

If you find a job, and you are questioning whether there may be a better option, you should give the current job some time. You may be uncomfortable at first as you are learning or decide that you can get used to it. There may be room for advancement. You can always ask for more compensation or different hours.

One important thing is, not to quit a job, or give notice, until you have secured another job.

In addition to school or work, you may have some appointments for services that you need. VLII will provide the services or adequate access to the services.

Each of you will have an independent living service plan that may include some of the following:

- Counseling services, to help individual residents and their families.
- VLII will arrange outside counseling services with Birchwood Counseling in Breckenridge or a counselor in the local area where the young man has been and will be living.
- Job services, to help residents prepare for or secure employment. Residents may also search online on indeed or other job sites.
- Residents can use ND Job Service and will be assisted in employment in the area, finding job applications, and transported to job site.
- The house manager will provide individual and group living skills training, to help you prepare for independent living; Your treatment plan will have goals toward independent living and job skills.

- If you are in your last year of high school, VLII will assist in education services, to assist a resident to enroll in academic programs if the resident is not currently enrolled in a program. Any student will have at least a part time job.
- Related supportive services such as assistance in locating housing, budgeting, meal preparation, or other services, to meet your needs and improve your ability to live independently.
- A safety plan may be included in your independent living plan.

YOU AND YOUR PROPERTY

Clothing

Each participant should have:

- A. an adequate amount of clean clothing appropriate for the season and for work.

If you do not, you can purchase the clothing needed. There are stores in the area, including a thrift store. If you cannot pay for it right away, you may take a loan from VLII. You will need to reimburse VLII with your first paycheck or come up with a payment plan. The house manager will assist you with this.

Participants will receive all their personal property upon discharge unless prohibited to do so by law or Treatment Plan.

If there are discrepancies between the resident's inventoried property turned over to the facility at admission and the property returned to the resident at discharge, and there is no resolution of the discrepancy, this will be documented by facility staff.

If you fail to take your belongings or if they are not picked up within 90 days after release, the items will be forfeited.

Bedding

Valley Lake II will ensure that each resident:

- B. is provided with an appropriately sized, clean, fire-retardant mattress; two sets of sheets and a mattress pad. All beds will have a mattress protector, sufficient clean blankets to provide comfort under existing temperature conditions; one pillow and one pillowcase that is antiallergenic, if required, to meet a resident's health care needs.

All residents will be able to pick a donated quilt upon arrival that you will be able to keep and take with you when you leave. All bedding brought from home must be laundered before use.

Valley Lake II will ensure that each resident:

- C. Is provided with adequate bath towels and washcloths. Clean bedding/linens will be furnished upon each new admission, and bedding/linens must be cleaned once every two weeks or more often as needed to maintain a clean/safe environment. Bedding/linens that are worn out or unfit for further use will not be used.

Laundry

Residents are responsible for their own personal laundry. The machines are free, and VLII provides detergent and bleach. Please be respectful of others laundry, and work out times and days with them of who needs to do their laundry, when. Staff members will help a resident do laundry if they are unsure how to do it.

Doing laundry consistently:

- Protects the resident's clothes.
- To teach independent living skills to all residents.

VLII DAILY SCHEDULE FOR PARTICIPANTS

This schedule will vary based on work and school schedules. Please be mindful of those who work late, sleep late, or those who have to get up very early.

7:00AM-Begin Wake-up,

7:00AM-9:00AM- Clean rooms, shower, do morning jobs, get ready for work, pack lunch.

8am Leave for HS

8:00AM-4PM -Work day /School Day until 3:30

4pm Work/Job for Students

4:30PM-Return to VLII

4:30-5:00PM-Snack, discuss day.

4:00PM-6:30PM-Recreation and homework or group

6:30PM-Supper.

7:00PM-8:00PM-Dishes and supper clean-up

8:00PM-10:00PM-Free time, phone calls

10PM QUIET-Last calls 11PM-Lights out.

Supper time is the time that we all sit at the table and enjoy a meal together. If you are not at work, it is expected that you be at the table. The time may vary slightly based on work schedules or outings.

It is understood that you work most of the day. There are still responsibilities at the house that are expected to be done in a timely matter. Anyone living in the house needs to take care of their responsibilities. Some days, you may see that you can do more and relieve someone else of his duties. A different day, a peer may do this for you if they see you are not up to the task that day. This is a good learning experience. Here, you will have others helping you as they do their part. When you have a living space of your own, you may be the only one who takes care of all cleaning, lawn work, general maintenance, etc.

Valley Lake Boys Home Wellness, Exercise and Recreation Plan

Recreation time is encouraged for all residents. There will be opportunities scheduled, but due to other residents' schedules, most will be individual. The nature of your job may determine how much of your recreation time is physical and how much will be healthy relaxation. For example, if you are taking classes or your job is not hard physical labor, you may want to shoot some hoops, go for a run, or participate in men's softball. If you have a job such as landscaping, on hot summer days, you may want to sit in the shade fishing or take a walk through the park. Staff will work with you so you can partake in community activities or introduce you to parks and recreation opportunities. Some may be scheduled, organized, and supervised daily activity including physical activity, hobby/crafts, and games. Recreation is almost anything but watching television or playing video games. The purpose of this time

is (a) to give you time for exercise and fresh air, (b) to help you experience as many new activities as we can, (c) to teach the basic skills and rules for those activities, (d) to help the residents find fun ways to fill the time you used to spend getting into trouble and being bored, (e) to make sure the residents are not just sitting in their rooms, and, (t) to give you the opportunity to develop teamwork, sportsmanship and cooperative skills.

Through our recreation program we hope to teach residents various skills that will help them to find a healthy outlet.

Recreational equipment available as requested, and there are many opportunities in the community at various parks and facilities that we will use.

VL II encourages all residents to tell of special interests and *preferred* activities.

If you break or damage any Valley Lake II equipment through misuse or anger, you will replace it.

All residents are required to participate in scheduled recreation time unless (1) a resident has a physical limitation or (2) has a valid reason such as an appointment, illness, or there is homework to complete.

Nutrition

The primary goal of nutrition education is to provide knowledge and teach skills to help you make food choices that maintain and promote health. All residents participate in cooking and meal planning.

Residents will eat all meals in our dining area. It is considered to be a clean, adequate dining space. Meals and a snacks provided by our Valley Lake. Restriction of food or physical activity will never be used as a disciplinary measure. We will ensure that nutritious meals are served. You may have your own groceries. If it is observed that you are only eating non-nutritious meals, this will be addressed, as you should make better choices for yourself, living independently.

Health and Hygiene

VLII has two resident bathrooms. The home has two shared resident bathrooms. Residents may choose their shower time in accordance of their schedule. All residents must shower once a day. Morning shower times must be limited due to time restrictions and water bills. Youth are expected to leave the bathroom as clean as they found it after use. VLII will provide the following basic hygiene items to all residents: toothbrush, toothpaste, soap/body wash, deodorant, hairbrush, lotion, shampoo and disposable razors. Culturally specific hygiene items will be provided based on need. Residents will have the opportunity to get haircuts at a local salon approximately once every few months. If a resident is interested in obtaining other specialty services (hair color), this will need to be arranged with their guardian or placing agent. Residents are not allowed to dye their hair on premises using at-home kits. Residents can bring their own hygiene products, if there are additional or different items that you want to use.

Transitional Planning

Your service plan and daily programming are designed to support you in your next steps in life. Each goal in your service plan and skills session with your case manager helps you take steps toward transitioning into young adulthood. Your completion of the program is based on the goals in your service plan, as well as you and your treatment teams' plan for transition.

Every resident's transition plan is different. We will have residents transition into a variety of living situations, their own apartment, college dorms, living with a family member, or with an adoptive or foster family. During the course of your time at VLII, you and your treatment team will meet periodically to discuss how your programming is going and begin planning for your transition. This is a time to talk about options including your living arrangements, employment, schooling, and financial preparedness. You will be presented with information regarding benefits and resources you can utilize as you begin this next step, as well as any court-ordered expectations that may apply.

As you begin planning for your transition, you will receive a check sheet to help you think about these areas and you know what to concentrate on. You can bring this to your weekly one-on-ones with your case manager so they can help you with any areas that require extra planning.

Following discharge, your case manager will check in with you periodically. Your case management team will help you access any needed resources and services as you adjust your new living situation, as well as hear how things are going for you. We are invested in your success and are here to provide a safe place to talk about any challenges you are experiencing.

Program Guidelines and Expectations

While residents are in our programs, they are expected to treat themselves, other residents, staff, and property with respect. Being safe, kind, and respectful helps the program runs safely for all residents and staff. Below is a list of ways each resident can be safe, kind, and respectful and have appropriate boundaries.

Being Safe is when you...
• Use healthy coping skills such as deep breathing, muscle relaxation, & more
• Stay in view of staff
• Keep prohibited items out of the program
• Stay on the premises of your assigned house, unless directed otherwise
• Stay out of staff areas, to help maintain confidentiality for all residents
• Use the furniture as intended

<ul style="list-style-type: none"> • Take your medication as prescribed
Being kind is ...
<ul style="list-style-type: none"> • Offer to help staff and peers
<ul style="list-style-type: none"> • Say kind words to others
<ul style="list-style-type: none"> • Accept people who may be different than you
<ul style="list-style-type: none"> • Acknowledge your strengths
<ul style="list-style-type: none"> • Acknowledge the strengths of others
<ul style="list-style-type: none"> • Help others feel safe
<ul style="list-style-type: none"> • Speak words with quiet tones
<ul style="list-style-type: none"> • Encourage and support others to make choices that help them towards their goals
<ul style="list-style-type: none"> • Include others in activities
Being respectful is when you...
<ul style="list-style-type: none"> • Listen to the directions staff give
<ul style="list-style-type: none"> • Honor and appreciation of the differences in others
<ul style="list-style-type: none"> • Say kind words to others
<ul style="list-style-type: none"> • Keep your bedroom neat and clean
<ul style="list-style-type: none"> • Help keep the house clean
<ul style="list-style-type: none"> • Make amends when needed
<ul style="list-style-type: none"> • Only handle your own property
<ul style="list-style-type: none"> • Work through conflict with words, a quiet tone, listening and compromise
Boundaries are when you...
<ul style="list-style-type: none"> • Keep your hands, feet, and body to self
<ul style="list-style-type: none"> • Keep at least an arm's length away from others
<ul style="list-style-type: none"> • Refrain from passing notes
<ul style="list-style-type: none"> • Only enter your own room, bathroom, and the hallway assigned to you
<ul style="list-style-type: none"> • Say words that help others feel safe, respected, included, and heard
<ul style="list-style-type: none"> • Keep your own belongings, without loaning, trading, or selling
<ul style="list-style-type: none"> • Learn when and how to say no to others
<ul style="list-style-type: none"> • Have relationships that are friendship-based and free of sexual comments, actions, or gestures

Young men, or anyone, can mess up. Sometimes you will be totally on-track with your treatment plan progress, and once in a while, you might take a step backwards. The staff are here to help. Your case manager, the house manager, or any staff can go over this next form with you. Do not consider this a citation to your mistake, but steps to try to recognize how to not let it happen again.

1st Infraction Support Plan

Name:

Date:

1) What lead to the infraction?

2) How can we help you so the infraction doesn't happen again?

3) What support do you need so the infraction doesn't happen again?

Triggers:

Interventions that work:

Positive Support Strategies

When a participant struggles to act in a safe manner, there are positive support strategies implemented, which are also outlined in this section. Staff members will communicate verbally and/or in writing to ensure the resident understands the strategies and interventions implemented to support them in meeting these expectations.

1. Building safe and trusting relationships is our foundation

Young people respond best in challenging situations when they have a caring relationship with adults in their life. Our staff join in on fun and exciting opportunities and outings with the participant. This helps establish healthy adult attachments through shared experiences.

2. Cultivating and Sustaining a Therapeutic Environment

We believe providing trauma-informed care is a journey, not a destination. Therefore, we use the most current evidence-based research to guide programming. Our programming and environment

are adaptive and based on the outcomes of each participant's trauma screen that is completed upon their admission. The environment of the residential program was designed to help each resident be successful. Our environment was created to enhance safety while still meeting the needs of each individual resident. We do so through individualized safety planning, 24/7 staffing, alarms on doors and windows, skills-based groups on maintaining personal safety at home and within the community, and individualized service planning to guide each participant's programming at a pace and skillset that fits their individual needs. Residents will take part in designated sensory breaks, as needed, throughout the day to promote a calm environment and internal skills for self-regulation. Sensory times may be quiet reflection in your room, sitting on the deck, shooting hoops outside, gardening, lifting weights, taking a walk, or cooking or baking. Everyone has different ways of relaxing, and you can find what works for you.

3. Routines and Structure

The program provides expectation for each participant in care as outlined in the handbook, and upon admission. The participant will experience daily structure and routine. Consistency cultivates further safety and security. Staff strive to uphold a calm and structured environment.

4. Role Modeling

Staff work alongside the residents all day. We believe the best way to teach behavior management skills is by "walking the walk" or role modeling. Staff role model and demonstrate appropriate responses to frustration, conflict resolution, and problem solving.

5. Learning Lessons

When a resident makes an unhealthy choice, staff use this as an opportunity to redirect them or teach a more healthy and constructive means of responding. These opportunities teach problem solving skills.

6. Logical Consequences

The staff utilize natural and logical consequences to manage inappropriate behavioral choices. A logical, natural consequence is used as a teaching tool for helping direct and teach participant more appropriate behavioral choices and teaches the process of making amends.

7. Verbal Contracts

When a resident engages in a pattern of poor choices, a verbal behavioral contract is created with the resident.

In this contract, the residents and staff identify the inappropriate behavior and collaborate to create an agreement for change. This process helps teach the relationship between cause and effect and allows the resident to have an impact on the outcome, increase problem solving skills, and greater ownership for the situation.

8. Written Contracts

When a resident continues to engage in a pattern of unhealthy choices, and the verbal contracts have been unsuccessful, a written contract may be created with the resident, house manager, and placement team. The placement team collaborates to create a unique written contract that works with the client's strengths and capacities to help foster change.

Incentives & Privileges

The program here is much like real life. If you are productive, following all house expectations and guidelines for public image, you will be able to earn privileges with each level.

Level I

When you enter, you are on Level I. This is a stage where you are earning your trust. Your phone and device use is limited, you will be escorted/transported to work or school. You may be checked up on at school or work. Any outings will be with staff or monitored by staff. Level one is for two weeks. This can be extended if it looks like these things are difficult.

If all is followed on Level I, you will move onto Level II.

Level II

On this level, you will ease into privileges, earning more time on devices and some monitored outings and independent time in the community. During this level, significant progress will be made toward goals, making positive choices, and being helpful to staff and your peers. When you are doing well and you have met or are coming close to meeting all of your goals, you will move to Level III.

Level III

On this level, you will be searching for housing options and you will have mastered budgeting your money and know how to pay your bills, find adequate transportation to work, become familiar with your area resources, and manage any appointments that you need to keep.

Independent Time

When you are ready for independent time, you can submit a Quick Note to the staff. You can find these on the bookshelf or you may ask staff for a blank copy. On your Quick Note, you will indicate where you would like to go, what your transportation needs are, who you plan on being with, and the date with start and end times. Similarly, if you have an outing you would like to attend with your church group or other community group, please put the details into a Quick Note for the staff or house manager so they can help you get set up with that. The house manager will also check in with your guardian and workers regarding off-grounds and independent time requests so the whole team can be on board.

Valley Lake celebrates birthdays and holidays with special treats and activities. The staff will provide you with a wish list to complete for your birthday and Christmas. You will also be able to choose a cake, pizza, and pop to share with the house for your birthday, if you choose.

QUICK NOTE

Date: _____

Request

In this request, please include:

Where you would like to go, what your transportation needs are, who you plan on being with, and the date with start and end times.

Approval by:

Staff Date

Notes:

No approval

Reasons

Staff Date

VLII TRANSITION HOME EXPECTATIONS

The VLII Transition program has developed the following expectations for your safety and security. If they are not followed, they could lead to infractions or termination from programming.

An infraction will be issued if the following guidelines are not met:

1. Attend mandatory meetings. Staff will update you on dates and times.
2. Not cleaning up after yourself or your guests. This includes common areas, hallways and bathrooms.
3. Complete assigned house responsibilities. Have daily house responsibility completed by 10p Mon-Sat and by 8p on Sundays. If you are assigned kitchen responsibility, it must be completed between 8pm-9pm daily. See handbook for more details.
4. Keep windows in sleeping rooms and common areas **closed** for safety and security reasons.
5. Dress properly when not in sleeping room (**no pajamas**).
6. Store all food in kitchen. No food allowed anywhere else in the house.
7. No tampering with room thermostats. Ask staff for assistance.
8. No hair dyeing (except in hair salon with salon professional present).
9. Not providing verification of appointments, work schedules, or school.
10. Residents are not allowed in other resident's rooms.
11. Not attending required classes per week as decided by the program.
12. Not returning to the home by set curfew.

13. No vaping, smoking or tobacco use, no alcohol or drug use, no mind or mood altering substances may be used during your stay.
14. You must leave the building during a fire alarm.
15. You must be respectful of other residents, staff, and volunteers. This includes no gossip or foul language, including name calling or telling others outside of VLII who is here and why.
16. You must return to the home sober.
17. Making any racial slurs, jokes or gestures is not allowed. Our mission includes eliminating racism wherever it exists. If a racial slur or joke is made, the resident will be required to meet with staff to discuss what racism is and how it affects others. You will be terminated from programming if there are any other racial comments after this.
18. Storing any prescription medication not in your medication lock box in your room.
19. Failure to not take medication as prescribed/directed.
20. Not following signed pandemic agreement.

You may be asked to leave for the following zero-tolerance violations:

- Breaking confidentiality. You may not mention other residents' or staff names during or after your stay at the house.
- Having a weapon, alcohol or illegal drugs in the building or on property.
- Stealing or destroying another's property.
- Disrespecting staff or residents in any way, including using foul language.
- Making threats or aggressive behavior
- Allowing others inside the VLII Transition without staff knowledge.
- Smoking in the building.
- Playing with or unplugging any smoke detectors or other security devices.
- Committing any violent or abusive behavior on or off VLII property during your stay.
- Tampering with security
- Not participating in Covid-19 testing when asked to do so.

Violent and Abusive Behavior

The VLII Transition is a violence-free building. Physical or verbal abuse is not allowed. This includes spanking, yelling, or verbal/physical threats of violence.

All staff members are required by law to protect others from harm. Staff will file reports with Child Protective Services if they see or suspect abuse or neglect.

Alcohol and Drugs:

VLII does not allow the possession of alcohol or drugs or their use on the property.

If you are suspected of using alcohol, staff may give a Breathalyzer test. If you return to the house after drinking alcohol you could be asked to go to the clinic or ER to be medically cleared. Staff will do their best to assist with finding resources for a safe place for you to go if you are not safe to return to the house.

Staff may give you a breathalyzer test at any time.

If you are suspected of using drugs, you may be subject to drug screening. You may be taken to the clinic or ER to be medically cleared to stay at the house. Staff will do their best to assist with finding resources for a safe place for you to go if you are not safe to return to the house.

Any drug use could lead to termination from programming.

Room Inspections:

To provide a safe environment for individuals residing at the house, a house staff member who suspects a resident of possessing alcohol, illegal drugs, drug paraphernalia, weapon, medications, and/or stolen property may search the room and the resident's personal property and seize the prohibited item(s). If a weapon or illegal drug(s) are found, law enforcement may be contacted. Room checks are done on a regular basis for safety reasons & cleanliness checks.

- ◆ Do not put anything on wall; this includes tacks, tape, nails, or any other device used to hang things.
- ◆ If any form of marker, pen, etc. is used on the walls, residents will be expected to remove all marks.
- ◆ A checklist with room safety and cleanliness expectations is posted on the back of each sleeping room door. Please refer to this when cleaning your room every day.

To Keep House Safe:

- ◆ Keep a clear path between the window and the door in your room so fire fighters can easily get in and out (if needed).
- ◆ There is a limit of items that residents can store in their rooms due to fire codes. Two bags per person is what is allowed.
- ◆ To avoid spreading germs, if you or family members are ill, remain in your room as much as possible. Masks may be available in the intake office. Please ask staff.
- ◆ Staff is on-site or on call 24 hours a day.
- ◆ Always lock your door.
- ◆ You may not burn sage, incense or candles. If you would like to smudge a room in the house, staff approval must be obtained beforehand in case a fire alarm is set off.
- ◆ VLII is not responsible for lost or stolen items. Staff can assist you with filing a report with law enforcement if requested.
- ◆ ***Do not open windows, or tamper with thermostat in rooms.***
- ◆ Staff will complete random nightly bed checks to assure that all residents are safely in house. Staff will lock all resident doors while doing bed checks.
- ◆ You may not leave the house without staff knowledge between 11p-6a Monday through Friday and 12a-6a Saturday and Sunday. There are alarms throughout the building for everyone's safety.
- ◆ Sign your name 'out' on sheet when leaving the building and sign 'in' when returning to the building (for fire safety)

If a staff person has concerns about the physical or mental well-being of any resident, the staff will provide a referral and you must contact the appropriate provider within 3 days.

VLII Cultural and Spiritual Services

Residents are given an opportunity to participate in spiritual services, activities, and counseling on a voluntary basis. VLII Participants will not be required to attend these activities. All spirituality services and activities will be held in a private location so that residents who do not wish to participate will not be exposed to the service or activity. Attendance or lack of attendance at a religious service or activity will not be considered as a basis for any right or privilege in the facility. Every effort will be made to meet the resident's spiritual needs related to the resident's culture. VLII allows residents who request private interviews or counseling regarding family problems, the opportunity to meet with a spiritual or religious person of their choice within reasonable program rules needed to protect the security and the safety of other residents and staff within the program.

- ❖ You will have opportunities to associate with culturally and ethnically similar adults, peers and role models.
- ❖ VLII offers opportunities to participate in positive experiences related to the resident's cultural and ethnic group. Effort will be made to find culturally specific programming such as sweats, smudging, cultural education, and participation in pow wows.
- ❖ Culturally appropriate program services that address the needs of all residents in care.
- ❖ Hiring staff will be sensitive to PIBOC Standards
- ❖ Cultural sensitivity including the provision of interpreters and English language skill development to meet the needs of facility residents as required by Laws 1995, chapter 226, article 3, section 60, Subp. 2, paragraph 2, clause (v)

Equal treatment and access to services will be provided to all residents without regard to race, creed, color, national origin, religion, sexual preference, or public assistance status.

- During intake, as resident will be given a Culturally Specific Screen that addresses his comforts and preference to male/female staff, other cultures, and his own traditions and cultures.
- Accommodations will be made for cultural diet, traditions, and beliefs.
- No discrimination, bullying or racism is allowed at the facility. Anyone showing this behavior will receive appropriate consequences.

Medication Policy

- If you are prescribed medication, it is your responsibility to take it as prescribed.
- It is important to develop skills and strategies to follow through with your personal responsibility once you are on your own.
- Medication is expensive.
- If you are taking prescribed medication, it needs to be taken following the doctor's orders in order to avoid any possible side effects.

If for some reason you do not wish to be on your medication, it is up to you to discuss it with your case manager. Your case manager will set up the necessary procedures (for example: an appointment or phone call to your doctor). If you wish to refuse medication, you need to sign off on your refusal on the medication form and state your reason. Non- prescription medication or over the counter medication may be requested during regular medication delivery times.

Following is a list of the medication times. It is your responsibility to take your meds during prescribed times, following instructions on the bottle. You need to ask the staff for your medication, unless you have it in your possession.

- ·AM Meds Between 7 am and 9pm- Before you leave for school or work.
- Lunch Meds Between noon and 1:00
- Afternoon Meds Between 3:30 to 4:30 pm

- Supper Meds Between 5:30pm and 7:30pm
- Bedtime Meds Between 8 pm and 11pm

Depending on your level, or how close you are to release, you may have medication in your possession. It is important to take it at the correct time, take the prescribed dose and never to give your prescription medications to other residents. It is up to you to contact staff or the pharmacy to get your medications filled on time. Remember, you may need to contact a provider to have a prescription sent to the pharmacy. It is up to you to ask for assistance with this if you need direction.

VLII COMMUNICATION & VISITING, PHONE CALLS, FAMILY INVOLVEMENT

VLII encourages appropriate contact between each resident and their family and/or other persons. At admission, an approved contact list is developed by the placing agency. This list identifies who the resident can communicate with via telephone and visits. The Case Manager coordinates with the county worker and parent/guardian and includes limitations of any contacts in the resident service plan.

Cell Phones: Youth may earn cell phone privileges for off-site activities including work and independent time. Cell phones are not brought to school. Valley Lake does not fund cell phone plans or purchase cell phones for residents. If a resident comes into the program with a cell phone, the case manager will keep it locked in a safe until cell phone privileges are earned.

During your stay with us at Valley Lake, you may earn the privilege to purchase and keep a cell phone, once certain requirements and levels are met. This will be outlined in your service contract. This privilege comes with responsibilities and accountability. This contract is to ensure you understand and agree to the expectations of your responsibilities and accountability so we may assist you in keeping and learning the privilege of a cell phone.

Below is what is expected of you.

- The privilege of having a cell phone may be earned once you have attained Level 2 of our program.
- You must purchase the cell phone with your own money or you may keep one you have previously purchased.
- If your cell service is on your parents' plan you will be expected to send them money each month to assist with paying your bill. The amount depends on your plan and service.

- You may also be expected to pay Valley Lake an additional \$5-\$10 each month for the accountability/monitoring service we use. Our monitoring service allows us to view your text messages, emails, messages, phone calls, web activity, photos, videos, social networking activity, and track whereabouts, etc.
- If you do not already have a cell phone, staff will assist you with purchasing one as well and it will be on VLII plan.
- Cell phones are to be turned off and placed on a charger in the staff office each night at bedtime (10 p.m.).
- Cell phones are not to be brought to school, if you are in high school. You may not use your cell phone until after school.
- You will lose your cell phone, for a time determined by staff, if you misuse it by:
 1. Accessing inappropriate websites
 2. Using your cell phone to harass another person
 3. Use your cell phone to contact anyone you are prohibited to contact

You must sign that you agree to the terms stated above for having and maintaining the privilege of a cell phone and cell phone service.

PHONE CALLS -When you do not have possession of a cell phone:

Incoming and outgoing phone calls are allowed during the following times every day: 8am-10pm.

Residents are allotted 20 minutes to call or receive calls from individuals on their contact list. The first call can be up to 20 minutes, the second call, 15 minutes and any other call, 10 minutes. Staff has a right to not permit a call if the number of calls per day are excessive, or end a call if conflict is noted and it is a disruption. The number of weekly incoming phone calls will not be limited unless otherwise stated by the House Manager. Phone calls with county/tribal workers, legal counsel, and other members of the youth's treatment team are unlimited and may be received outside of the above call times.

Family involvement.

If family involvement is a goal in resident's case plan, Valley Lake II will do everything we can to include family. How much they are involved will be the decision of the resident and placing agent. This will also be included in the case plan. Home visits and visits from the family are an important part of this type of plan. The family will be included in decision making of treatment plan and program activities

ON-SITE VISITS

Parents, family members and workers who are on the approved contact list may visit at any time as approved. The program Case Manager will schedule all visits to ensure that the resident is available at the requested time. 24-hour notice is requested.

VLII Children & Family Services visitation rules

1. Visitors must be listed on the Contact List approved by the legal guardian. This list is typically limited to parents, guardians, relatives/family members, and other adults responsible for the resident's care. Other positive people in the resident's life may be included with the approval of the legal guardian.
2. Visits by an attorney, probation officer, caseworker or religious/spiritual counselor are allowed and will be permitted to take place in private.
3. All visits should be scheduled with the House Manager 24 hours prior to the visit to ensure resident is available.

4. Visitors will sign in upon entry to the program, give their name, address and relationship to the resident and produce a reliable form of identification.
5. Some visits may be supervised by the program Case Manager or Youth Worker, depending on the resident's case plan or needs.
6. Visitors are asked to keep tobacco products, lighters and matches, pocket knives, cell phones and all other valuables in their locked vehicle.
7. The Case Manager or designee may terminate a visit based on the safety, security and order of the facility.
8. A parent or guardian must accompany visitors under the age of 18.
9. Any visitor suspected of being under the influence of drugs or alcohol will not be allowed to visit.
10. No contraband is allowed in the home or on the grounds.
11. Any denial of a visit will be given to the resident and visitor and documented in the resident's file.
12. Visits will not conflict with the normal activities of other residents.
13. No Pets are allowed to visit.

HOME VISITS

Residents will be eligible for home visits during placement at VLII depending on individual case plans and goals. Home visit planning involves parents/guardians/workers and VLII staff. A 48-hour notice is requested for home visits, as well as off-ground visits. Residents will be UA tested upon return from any home visit, independent time, or offsite visit that is not accompanied by a worker or other service provider.

Home visits are a working part of the program for those who will live with family members after leaving VLII. It is important the expectations are practiced between the resident and his family to create a smooth transition.

UA'S

Youth will be UA tested upon return from any home visit, independent time, or offsite visit that is not accompanied by a worker or other service provider.

MAIL

Incoming mail: Any incoming mail must go through the house manager, who will document it in the resident's mail log. All mail will be opened in front of staff and is unlimited.

Outgoing mail: Any outgoing mail must go through the case manager, who will document it in the resident's mail log. Mail will be sent out using VLII Transition Home envelopes with the resident's initials on top.

ADAPTIVE COMMUNICATION DEVICES We will provide interpreters or equipment for any resident with special physical and language needs when necessary to ensure that each resident and their representative with whom the staff is working with, are informed in a way they can understand about case plans, choices, and rights. The resident will not be used as an interpreter.

Peer Confidentiality

It is Valley Lake II's policy that all youth practice peer confidentiality. This means that youth are not permitted to talk about other residents to people outside of the facility or in the facility during phone calls, work, school or visits. Youth may not talk about other youth to their peers or bring up personal information that may have been disclosed during group.

Safety Expectations

In providing trauma-informed care to the youth we work with; safety is our top priority. We maintain safe and secure premises in the following ways:

- We have 24/7 staff who supervise residents at each part of their day.
- Alarms on windows and doors
- Security cameras on perimeter; motion lights outside
- Procedures for emergencies are practiced monthly. This includes fire, tornado, intruder, and lay low drills.
- Sharp objects (razors, kitchen knives, etc.) are locked in the staff office and checked in and out for use.
- Staff wand and bag search residents upon entry into the house when returning from school, work, off-site visits, and independent time.
- Residents are to stay in sight and sound of staff at all times, unless at work, school, or an independent outing
- Residents are checked on at random intervals throughout the night; residents can be placed on 15minute checks if there is a safety concern.

In order to build skills and fully engage in a program like ours, it is also important that residents feel emotionally safe. When we are emotionally safe, we are able to interact with our environment with ease, try out new things, and learn about ourselves and the world around us. Some basic emotional safety guidelines include:

- No bullying of any kind is tolerated in the programs. We welcome and celebrate all forms of diversity in our programs, including but not limited to culture, race, ethnicity, sexual orientation, gender identity, and disability.
- Safety planning with case manager to reduce the risk of harm to self or others. Safety planning will include sensory soothing strategies that youth can engage in privately, such as in their bedrooms, conference room, patio, and gardens. Baskets of sensory soothing objects and fidget toys are located in the family room and case manager office. We will also assist youth in planning for self-soothing strategies that work well in public, including school

settings. The program approves of youth taking breaks when needed in times of stress and needing to de-escalate.

- Peer-to-peer mediation with staff is provided in the event there is a conflict you would like to help resolving.
- Monthly safety check-ins with the case manager – this is a place you can talk privately about any concerns you have about your personal safety. This happens formally each month but check-ins with program staff are available at any time and highly encouraged if you are feeling unsafe in any way, or just need space to talk.

We recognize the importance of ensuring ongoing safety of our residents and prevention of further exposure to trauma. Accommodation to meet youth's needs for safety are built into a plan called an IAPP (Individual Abuse Prevention Plan) that is set upon intake, along with the Service Plan. This plan considers the vulnerabilities and experiences of each youth and identifies strategies the program and staff will implement to reduce the risk of abuse, exploitation, and engaging in harmful acts to oneself and others. In addition to the IAPP, program staff assists residents in establishing personal safety within their community. This occurs through risk-reduction measures within daily programming and is a significant part of transition planning. All agency staff are trained in evidence-based trauma-informed strategies to assist young people in maintaining personal safety and experiencing safety within our programs.

Other Safety Considerations

Law Enforcement

We have close working relationships with local law enforcement. They know our programs well and are quick to respond to any emergencies. Situations where police may be called include but are not limited to:

- If a fight occurs in the house or on the surrounding property
- If a youth threatens a staff or another youth
- Anytime a youth has a gun on the property or the staff suspects that a youth may have a gun
- If a youth is involved in an abusive relationship and their abuser comes to the house and refuses to leave, including violations of “order for protection” (OFP) and/or restraining orders
- Anytime staff feels that it is an unsafe environment and there is a potential for someone to be seriously hurt
- If a youth goes on run
- Serious property damage

Mandated Reporting

All VLII staff are considered to be Mandated Reporters. We are required to report if we know of or have reason to believe:

- A child is being neglected or abused.
- A child has been neglected or abused within the preceding three (3) years.
- A vulnerable adult is or has been abused.

PARTICIPANTS RIGHTS AND BASIC SERVICES

A participant has the right to:

- Reasonable observance of cultural and ethnic practice and religion.
- Reasonable degree of privacy.
- Right to participate in development of the resident's treatment and case plan.
- To Positive and proactive adult guidance, support, and supervision.
- To be free from abuse, neglect, inhumane treatment, and sexual exploitation.
- To adequate medical care.
- To Nutritious and sufficient meals and sufficient clothing and housing.
- To live in clean, safe surroundings.
- To receive a public education.
- To reasonable communication & visitation with adults outside the facility, which may include parent, extended family members, siblings, legal guardian, caseworker, attorney, therapist, a physician, a religious advisor, & a case manager in accordance with resident's case plan.
- To daily bathing or showering and reasonable use of materials, including culturally specific appropriate skin care and hair care products or any special assistance necessary to maintain an acceptable level of personal hygiene.
- Access to protection and advocacy services.
- Retain and use a reasonable amount of personal property.
- Courteous and respectful treatment.
- Be free from bias and harassment regarding race, gender, age, disability, spirituality, and sexual orientation.

- Be informed of and to use a grievance procedure.
- Be free from restraint or seclusion used for a purpose other than to protect the resident from imminent danger to self or others.

VLII Transition Home Grievance Policy

VLII Transition Home has developed a grievance procedure that allows residents, their families/guardians, legal representative, or other concerned person in the participant's life to make a formal complaint, suggestion or express concern about any aspect of the participant's care during the participant's stay. It is our belief that the majority of issues with staff are most effectively resolved by talking directly to the staff person involved. This is the first step in healthy conflict resolution. Residents and families are encouraged to address concerns verbally with staff involved prior to filing a formal grievance. If you are not comfortable doing so, please talk to any staff or your placing agent.

It is important that the grievance process is handled in an accepting and non-intimidating environment with appropriate and objective personnel. If verbal resolution is not satisfactory, or upon request, staff will give the resident or family/guardian a *Grievance Form* to complete. If the resident or family would like assistance completing the paperwork, an administrative staff person will assist. If the resident is particularly vulnerable or has difficulty expressing their grievance in writing, they may verbally file it with an administrative staff person and they will document its content.

The steps to resolution of a written grievance are as follows:

1. Upon receipt of the written grievance, the receiving staff begins attempts at resolution and provides a response to the resident or individual who filed the grievance. If appropriate, the grievance will also be reviewed with the staff involved (if the grievance concerns the issue of staff conduct) for the staff's response to the grievance; if the grievance involves another resident, it will be reviewed with the resident(s) involved for their response to the grievance. The staff may suggest mediation as part of the resolution process. If a satisfactory resolution is reached, no further action is required. If a satisfactory resolution is not reached, the grievance goes to the Case Manager; the Case Manager may designate another staff person, as appropriate, to address the grievance.
2. The Case Manager, or designee, has three (3) business days to review the grievance and provide a response. If a satisfactory resolution is reached, no further action is required. If a satisfactory resolution is not reached, the grievance goes to the Program Director for review and resolution.
3. The House Manager has ten (10) business days to review the grievance and provide a response. The House Manager may designate another staff person, as appropriate, to address the grievance. If a satisfactory resolution is reached, no further action is required. If a satisfactory resolution is not reached, the grievance goes to the Program Director for review and resolution.

4. The Program Director has fifteen (15) business days to review the grievance and provide a response. The Program Director may designate an appropriate administrative staff person to address the grievance. If a satisfactory resolution is reached, no further action is required. If a satisfactory resolution is not reached, the grievance goes to the Executive Director for review and resolution.
5. The Executive Director has twenty (20) business days to review the grievance and provide a response. If a satisfactory resolution is reached, no further action is required. If a satisfactory resolution is not reached, the resident or individual who filed the grievance will be directed to the appropriate external entity (i.e. MN Department of Human Services). Contact information for the external entity will be provided.
6. At any time in the process, the grievance can be submitted directly to the Executive Director, who has the highest level of authority.

Response and steps taken towards resolution are documented on the original grievance form by all staff who reviewed the grievance. Staff will not attempt to influence a participant's statement about the program in the grievance document or during an investigation resulting from the grievance. A person who reports a grievance will not be subjected to adverse action by VLII Transition Home, as a result of filing the grievance.

After a grievance is filed, administrative staff document the grievance along with any resulting action taken by the agency. A copy of this report is maintained in the Executive office and kept on file for at least two licensing periods.

The resident and their families/guardians receive a copy of the grievance procedure upon or shortly after admission.

Contact Information for External Entities

Office of Ombudsman for Mental Health and Developmental Disabilities

121 7th Place East
Metro Square Building, Suite 420
St. Paul, MN 55101-2117

Voice: (651) 757-1800
Toll Free: (800) 657-3506
Fax: (651) 797-1950
E-mail: ombudsman.mhdd@state.mn.us
Website: <http://mn.gov/omhdd>

MN Department of Human Services Licensing Division

PO Box 64242
St. Paul, MN 55164-0242

Phone: (651) 431-6500
Fax: (651) 431-7673

MN Department of Health PO Box 64975

St. Paul, MN 55164-0975

Phone: (651) 201-5000
Toll Free: (888) 345-0823

Valley Lake Boy's Home, Inc., / VLII Transition Home Resident Grievance Form

Date of event: _____

Resident Name: _____

Please explain in your own words the reason for this grievance, the staff involved, additional staff present, any witnesses, and any additional information you think would be helpful. Please write what you would like the outcome of this grievance to be. You can ask staff for an envelope to keep the grievance in if you feel more comfortable giving the form to staff on another shift, or you may keep it and give it directly to the Executive Director. If you need more room to write, please use the back of this form.

Signature

Date

ACTION TAKEN BY VALLEY LAKE BOY'S HOME, INC., ADMINISTRATION:

Signature and Title of Administrator

Date

- I agree with resolution of this conflict.
- I do not agree with this resolution.

This resident _____ has been presented with a solution to this grievance and is satisfied with the outcome or resolution of this conflict.

Signature

Date

DISCHARGE AND AFTERCARE

- A. Prior to your release from the program, VLII, in conjunction with your placing agent, will develop a transition plan for the you. Your plan will recommend ways to meet your needs and identify resources that are available in the community to address your continuing needs after release from the facility. The plan will consider the environment into which you will return, and recommend how you may deal with issues and potential challenges within that environment. The plan will be developed with input from you, your family, if appropriate, the providing school district, if you are still in school, and the persons who will provide support services to you upon release. A copy of the plan must be given to you and to the school, or to your treatment facility that you will attend or go to after release.

- B. Your Case Manager will introduce this plan as a focus toward release, including goals toward this plan. When you participate in creating the plan, it will include at least the elements in subitems (1) to (7):
 - (1) housing, recreation, and leisure arrangements;
 - (2) appropriate educational, vocational rehabilitation, or training services;
 - (3) a budget plan and a description of your financial and employment status;
 - (4) transportation needs; (5) treatment services; (6) health services; and (7) personal safety needs.

Participation in following your treatment plan

VLII must document the extent to which your stay in the facility met the goals and objectives of your treatment plans as follows:

- A. identify which services, including education, were provided directly or indirectly to you and who provided the services; and
- B. identify the services, including education, that were recommended in your case plan or treatment plan but were not provided to you.
- C. Your monthly progress toward your treatment goals.

You will earn release when you have secured housing, have budgeted money, know your resources for services, and all agree that it is warranted.