WACO CENTER FOR YOUTH

PARENT HANDBOOK

Revised February 2016

General Information:

Unit Assignment:_____

Unit Telephone:_____

Telephone Code:_____

Treatment Team Information:

Attending Psychiatrist:_____

Treatment Team Coordinator:_____

Nurse Manager:_____

http://www.dshs.state.tx.us/mhHospitals/WacoCenterForYouth

Parent Handbook
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"To give each youth a chance for change"

The Waco Center for Youth Program

Waco Center for Youth is a psychiatric treatment facility that serves teenagers, ages 13 through 17, with emotional difficulties and/or behavioral problems. Waco Center for Youth bases its treatment philosophy on the belief that both behavior change and an understanding of self and others are equally important in achieving significant long-term success in treatment. The mission of our program is "to give each youth a chance for change" by providing comprehensive psychiatric residential treatment services to adolescents diagnosed with mental illness in the state of Texas. Our facility is operated by the Texas Department of State Health Services and is accredited by the Joint Commission on Accreditation of Health Care Facilities.

Our treatment approach utilizes a structured group therapeutic milieu, provides a nurturing environment, and develops an individualized program that integrates family, behavioral, interpersonal, and group dynamics into the treatment process. Further, our program promotes academic achievement and encourages individual success. Our comprehensive therapeutic services include the following:

Adolescent Psychiatric Services: Treatment of your child is under the direction of an attending psychiatrist who is responsible for the initial psychiatric evaluation, supervising staff in the development and implementation of your child's individual recovery plan, and, if needed, prescribing and monitoring appropriate psychotropic medication.

Treatment Services: Treatment services provides each adolescent with an assigned therapist who is responsible for individual and group therapy, family therapy, coordination of the treatment team, individual case management, and providing assistance with after-care planning.

Co-occurring Psychiatric and Substance Use Services: Refers to education and treatment services that address the presence of behavioral disorder/mental illness and substance/alcohol use conditions. An educational approach to prevention activities about risk and protective factors to encourage abstinence from future alcohol and substance use disorders is provided to all residents. Residents diagnosed with a mental illness and substance use disorder receive additional services as identified in the individual's multidisciplinary recovery plan to treat this co-occurring condition.

Aftercare Services: Aftercare services ensure continuity of care upon discharge. Services include providing updates on your child's treatment progress to the Local Mental Health Authority (LMHA), scheduling after-care appointments upon discharge, scheduling meetings of the local Community Resource Coordination Group (CRCG) when needed and being an information and referral resource for other placement options.

Medical Services: Medical services provide continuous ambulatory medical care for all youth residing in all units of Waco Center for Youth. This medical care is provided on a 24-hour a day basis by our physicians with consultation/care off campus as deemed necessary. Our physicians are fully trained in their field and all are licensed by the state of Texas.

Nursing/Residential Services: The Nursing Services Department is responsible for meeting the nursing and daily living care needs of youth while in placement. Standards of nursing care have been developed and adopted to ensure that all youth with the same level of need will receive the same level of nursing care on all units. Through early recognition and early intervention, Waco Center for Youth's Nursing Services Department strives to restore and habilitate youth to their highest potential of functioning, enabling them to participate in the community in the least restrictive manner to the fullest possible extent as quickly as possible.

Education Services: Education services are delivered through Axtell Independent School District, which provides on-campus academic learning experiences in small group settings. Assessment, academic instruction, and physical education instruction are the three specialties provided in the education program. Areas assessed include: academics, speech, intellect, emotions/behavior, pre-vocational skills/interest and physical strength and endurance. In addition to typical academic subjects, instruction also includes social/behavioral and life skill building. Physical education instruction teaches physical fitness, health/safety and leisure sports/recreation.

Habilitation and Wellness Services: The goal of the Habilitation and Wellness Department is to meet the general nutritional needs of all residents, to encourage overall fitness, and to address specific individual needs on a case by case basis.

Upon admission, each resident is assessed by a Registered Dietitian to determine individual nutritional needs. The nutritional assessment includes a determination of current weight status, a determination of healthy weight range, an estimate of needed calories, an evaluation of other factors that may impact nutritional health including chronic disease states, and recommendations for nutritional interventions. Nutritional interventions are implemented in conjunction with the overall recovery plan for each resident.

The Waco Center for Youth menu is designed by the Registered Dietitian and includes eating plans for both regular and special diets. The menu contains a large number of specific food items commonly requested by teens. The regular and special needs eating plans are structured in a way that combines these highly preferred foods with other foods of high nutrient content to provide all the appropriate nutrients for the needs of adolescents. The menu includes a variety of meats, vegetables, fruits, milk, side dishes, salads, fast-food type items, and desserts. The menu is low in saturated fat and cholesterol, and moderately low in total fat. Meals are seasoned moderately in an effort to offer foods that are neither too bland nor too spicy. Residents should be encouraged to eat the cafeteria meals and snacks as a part of the development of healthy eating habits.

Adolescence is a time for many changes in the human body including sudden growth spurts. Many adolescents require additional calories and nutrients to support the increase

in physical growth and development. At the same time, the lifestyle and food habits common to adolescents such as irregular meals, snacking, preference for fast foods, and eating to meet emotional and/or social needs may result in either inadequate or excessive intake of essential nutrients and calories. Also, some adolescents may have specific individual nutritional needs related to body weight (overweight or underweight), behavioral or developmental disorders, drug or alcohol use, and chronic diseases.

Adolescents at Waco Center for Youth have a number of nutritional considerations specific to behavioral health care. Many of the medications used to treat behavioral disorders have direct effects on nutrition. Some medications inhibit appetite, while others may stimulate appetite. Some residents may need to be encouraged repeatedly to consume adequate calories to support their body weight. Poor impulse control may make it difficult for many residents to eat an appropriate amount of food without external controls imposed by the treatment team. Residents may, on occasion, demand or refuse food, voice multiple food complaints, focus on food to distract from treatment, or use food issues to seek additional attention. Residents exhibiting many of these different behaviors reside together on every living unit. In order for the treatment team to accurately assess and address the behaviors and the nutritional risks involved for each individual resident, **personal snacks and beverages are not allowed on the living units**. Instead, residents may use points earned through positive behavior to purchase allowable food and beverage items from the unit store.

Habilitation and Wellness Services also provides physical activities from a wellness platform. Such activities include: walking, dance, yoga, team sports (i.e. softball, volleyball), and recreational horsemanship and riding.

Chaplaincy Services: Chaplaincy Services exists to ensure the religious freedom rights of our youth and to offer them opportunities for religious formation and spiritual growth. All chaplaincy services and activities are voluntary and each young person has the right to attend or to refuse attendance. On campus worship services and activities include: a Sunday Chapel Service; a Saturday afternoon Chaplaincy movie consisting of Biblical Movies, Adventures and Gospel Music videos; weekly devotions on each living unit; and a Chapel Band and Worship team for those who wish to express themselves musically. Off campus activities include: the opportunity to attend a weekly worship service of one's choice in the community; opportunities for religious instruction in one's faith group; and opportunities to attend Gospel Music Concerts and Religious Plays. Chaplaincy Services seeks to work with parents and guardians in providing for our youth's religious needs. Bibles and religious materials are available, set out for distribution on a bookshelf in the Chapel/Auditorium, and given out upon request. The Chaplain and Chaplaincy staff makes regular visits on each living unit and Pastoral Care and Counseling is available upon request.

Community Relations: The Community Relations Department channels community resources to meet the needs of the residents and Waco Center for Youth. Both services from volunteers and material donations are accepted. Services of the Community Relations Office include:

volunteers, donations, special events, public information (Focus newsletter) and the Volunteer Services Council (VSC). The Volunteer Services Council is a chartered, non-profit organization which works for the betterment of the youth at Waco Center for Youth. The mission of the VSC is to give each youth a chance for change through direct and indirect contributions. It provides: 1. Goods, services and personal attention for residents beyond the care and treatment provided by the state of Texas; 2. Represents the facility in the community by informing the community of the facility's goals; 3. Acts as a policy-making body on request for community assistance; 4. Represents the community at the facility and interacts with facility staff members; 5. Accepts all donations.

In summary, residential life at Waco Center for Youth offers your child a variety of programs, activities, and learning experiences, so that he/she might successfully return to home and community.

Psychiatric Behavioral Emergency Interventions

Waco Center for Youth uses two physical interventions, restraint and seclusion, to respond to situations in which a resident poses a danger to self or others and does not respond to attempts at verbal interventions. The use of restraint and/or seclusion during a behavioral emergency is intended to provide safety for the resident and others as soon as possible with minimal risk of injury.

Restraint is defined as the use of a personal hold or a mechanical device to involuntarily restrict the free movement of the whole or a portion of an individual's body in order to control physical activity. Waco Center for Youth uses different types of personal holds that range from a vertical restraint to a restraint that involves placing a resident in a horizontal position on the floor. Mechanical restraint is used only in extreme circumstances and takes the form of a "mechanical restraint chair," in which the resident is strapped in an upright position in a chair designed for this specific purpose.

Seclusion is defined as the involuntary confinement of an individual away from other individuals for any period of time in a hazard-free room or other area in which direct observation can be maintained and from which egress is prevented. Each living unit is equipped with a room that can be used in the event seclusion is ordered.

Restraint and seclusion are used only in extreme situations and only with the involvement of a physician and registered nurse for the shortest period of time necessary for the resident to regain self-control. Staff provide continuous monitoring of all interventions used in a behavioral emergency. Staff are trained in the use of behavioral interventions and receive annual refresher training.

You will be notified after a behavioral emergency according to the "Notification of Behavior Emergency" form signed at admission. Standard procedure for notification is next business day, unless immediate notification is requested. The next scheduled meeting of the treatment team will include a scheduled time to discuss with you the behavioral emergency and how it can be prevented in the future. This may include modification of the individualized recovery plan. Your input is

important in exploring other options to prevent future episodes. Please feel free to discuss any questions or concerns you might have with the treatment team.

Responsibility of the Adolescent in Treatment at Waco Center for Youth

Before your child can be successful in treatment, there must be acceptance of the need to examine and change the behaviors that resulted in admission. For some, the willingness to do so is evident at admission, while with others it takes longer and still for others it does not take place. The Treatment Team will assess your child's willingness to engage in the change process throughout treatment, and will share their impressions with you and your child during scheduled treatment team meetings. We will make every effort to encourage your child's engagement in treatment; although occasionally we are not able to do so. Some adolescents become so disruptive over a continual period of time with behaviors that interfere with the treatment of other adolescents at WCY that they have to be discharged before successful completion of treatment. Every reasonable effort will be made to work with you and your child to provide for a successful treatment outcome. Please understand that the efforts of the staff at WCY to work with you and your child can only be effective if everyone agrees on the goals of treatment and works cooperatively as a team to reach those goals.

Patient Safety

Waco Center for Youth makes every effort to provide a safe and hazard free living environment. The facility has a Patient Safety Officer who is responsible for addressing safety concerns. You are welcome to share any concerns about safety issues that arise during your child's stay. Please call the Waco Center for Youth switchboard (254-756-2171) and ask to speak to the facility Patient Safety Officer.

All common areas in which residents attend programming are monitored with video surveillance.

The Security Department is a part of Patient Safety Services and is responsible for patrolling the campus to be aware of possible safety hazards and to direct visitors on the campus. The Patient Safety Officer and the Security Department share responsibility for fire safety on campus.

Parental/Family Involvement

It has been clearly demonstrated, that if youth are to benefit from successful completion of residential treatment, it is imperative that they must have the support of their families and their communities to continue success following discharge. The process of transferring learning that the youth will obtain at Waco Center for Youth to improve behavior in the family and in the community after discharge is part of the continuity of care process that MUST start even before admission to our treatment facility.

Parental/family involvement is an essential part of our treatment process. We require you to participate actively in your child's treatment program here at Waco Center for Youth. This will include: an admission interview, treatment team meetings, visits to campus, overnight furloughs home, discharge planning, and weekly contact with your child's Treatment Team Coordinator. Family conferences will be scheduled with treatment staff throughout your child's placement here

at Waco Center for Youth to discuss your child's progress in treatment and to explore ways to prepare for your child's return home.

Treatment Plan Reviews involving the child, the family, and the Treatment Team are held periodically to review the child's progress in treatment and to identify specific therapeutic objectives and goals.

You, as the legally authorized representative will ultimately again be your child's main support system. Therefore, your participation in the growth process is required.

Family involvement includes the following:

- **Admission Family Assessment Interview** An interview with the family and the child is **REQUIRED** at the time of admission to Waco Center for Youth. During this admission family interview, the presenting need for placement will be explored, the Waco Center for Youth treatment program will be explained, existing resources in your local community will be identified, and family concerns and questions will be addressed. During this interview, you will be informed how to contact the assigned Treatment Team Coordinator who will serve as a Waco Center for Youth contact person during your child's placement. All questions and concerns about your child's treatment should be directed to the Treatment Team Coordinator.

- **Multidisciplinary Case Conference** This meeting with the Treatment Team is for the purpose of defining goals that will guide your child's treatment experience. It is combined with the 24 Day Treatment Plan Review. The presenting problems previously discussed with you will be reviewed, as well as additional problem areas observed during the first twenty-four days of placement. It is also a time when medications and other health services are discussed. The school teacher will be available during the school year to discuss your questions about educational services. [Each youth admitted to WCY will have an Admission, Review and Dismissal meeting (A.R.D.) for the purpose of determining eligibility for special educational services. This meeting is held sometime within the first thirty days of admission.] Although it is preferred that you attend in person, telephone conferencing is available as an alternative way to participate.

- **Treatment Plan Reviews** Formal "Treatment Plan Review" meetings are times when the Treatment Team meets with you and your child to review the recovery plan and progress made to achieve the goals previously agreed upon. They are held at the following intervals from admission: 24 days, 54 days, 90 days, 180 days, 270 days and 360 days. Although it is preferred that you attend in person, telephone conferencing is available as an alternative way to participate.

- **Continuity of Care Staffing** A continuity of care planning meeting (also called a discharge staffing) is held sometime during the last thirty days of placement for planned discharges. Although it is preferred that you attend in person, telephone conferencing is available as an alternative way to participate.

- **Family Conferences** Family conferences are regularly scheduled to discuss family issues and concerns. Plan to make monthly visits to the facility to participate in treatment activities as requested by the Treatment Team Coordinator.
- **Family Education** Waco Center for Youth encourages your participation in educational workshops for families which focus on family life enrichment. Recommended topics include: parenting skills, child and adolescent development, limit setting, communication skills, conflict resolution/problem solving skills, discipline, self-control procedures, assertiveness training, blended and divorced families, single parenting, co-occurring mental health disorders and substance use addiction, the family as a system, transfer of learning from WCY to home and community, and advocating for your child in the community**.** Educational programs are available in your home community through many sources. **It is recommended that you attend two educational workshops while your child is at WCY.**
- **Family/Furlough House** Waco Center for Youth is committed to working with families in a manner that supports family reunification. The furlough house consists of a duplex, each with a private bath, bedrooms, living room, and kitchen which allow for overnight visits where children can stay with their families with the full support of our staff. Space is limited so family members are limited to the immediate family unless other arrangements are made with the Treatment Team Coordinator. The focus during these visits is to practice behaviors that have been identified as necessary to the achievement of therapeutic goals. Arrangements for use of this facility can be made through your Treatment Team Coordinator. There is a fee of $12.00 per night for use of the Family/Furlough House. (See Family/Furlough House Guidelines at the end of this packet.)
- **Family Visitation Center** Waco Center for Youth provides opportunities for families to visit on-campus when an on-campus visit is determined to be appropriate by the Treatment Team. The Family Visitation Center is located in the Community Relations Building and provides comfortable seating, a kitchen for minimal meal preparation, board games, a television and a dining table. Arrangements for use of this facility can be made through your Treatment Team Coordinator. (See Family/Visitation Center Guidelines at the end of this packet.)

- **Local Passes** The Treatment Team encourages family contact as much as is determined to be therapeutically appropriate. Depending upon your child's level, a local pass may be approved by the Treatment Team. Arrangements for a local pass can be made through your Treatment Team Coordinator.

- **Therapeutic Furloughs (overnight stays at home)** During your child's placement at Waco Center for Youth, overnight home furloughs will be scheduled according to your child's progress in treatment. Furloughs provide an opportunity to transfer the knowledge and skills learned at WCY and apply them to improving relationships within their families and communities. Our experience has shown that the transfer of behavior skills learned at Waco Center for Youth are increased when they are practiced at home and in the community. Therapeutic furloughs are arranged through your child's Treatment Team Coordinator with the approval of the Treatment Team. Your family will be asked to identify goals and to possibly complete "homework" assignments during this time. Therapeutic furloughs are opportunities to assess your child's therapeutic advances and emotional growth. Again, the purpose of home furloughs is to get your child back home, and thus, they are an opportunity to assess the degree

of progress your child has made, as well as to identify areas of concern in which more work is needed.

- **Telephone Calls and Mail** Your involvement with your child through the use of telephone calls and mail is **crucial**. Your phone calls and letters can become and are a part of the process of enabling effective and open communication between you and your child. We recommend that you talk with your child at least weekly. It is often helpful to agree on a specific day of the week. Most families phone once during the week and once on weekends. Because phone time is scheduled according to each unit program, your child will need to let you know when a scheduled phone time is assigned. Each resident is allowed phone time daily. Outgoing calls are discontinued from 8:00-9:00 p.m. daily to permit incoming calls from parents and other Legally Authorized Representatives. Residents are permitted unrestricted access to phone and mail except by a physician's order for clinical purposes. Please discuss any need to restrict phone and mail access with the Treatment Team Coordinator at the time of admission.
- **Therapist Contact** The Treatment Team Coordinator will be calling you on a regular basis to provide you with treatment updates, information, and guidance in making communication with your child a positive and constructive interaction. Following your child's admission, please direct any questions to your child's Treatment Team Coordinator at Waco Center for Youth. This number is in operation during business hours, 8:00 a.m.-5:00 p.m., Monday through Friday, excluding some holidays. You may leave a voice mail any time of the day or night. Your calls are always welcome.
- **Staff Contact** You may occasionally receive a phone call from someone other than the Treatment Team Coordinator, such as the On-Call Administrator or a nurse to inform you about an unusual incident, but generally the Treatment Team Coordinator is the designated contact person. Although program staff will answer the telephone, they are unable to provide you with specific information about your child's status in treatment. If you have an emergency need to speak to someone about your child's treatment and it is during non-business hours, you may ask the staff member to have the On-Call Administrator contact you.
- **Gifts** You may wish to show your appreciation and gratitude to staff and therapists at WCY for working with your child. However, our employees are unable to accept personal gifts from families. If you wish to show your appreciation, you may do so by giving a token of your appreciation that may be enjoyed by the entire unit or department and is of minimal monetary value. Please consult with your child's therapist for approval prior to giving a gift.

Family Agreement to Participate in Treatment

The purpose of this agreement is to promote and insure that you understand the crucial importance of family involvement in the treatment process while your child is placed at Waco Center for Youth and will participate in family services.

I understand that family participation in the Waco Center for Youth treatment program is **REQUIRED**.

I understand that my participation in the admission process is a requirement for the completion of a family assessment interview.

I agree to be present (or be available by telephone) for the Multidisciplinary Case Conference/24 Day Treatment Plan Review staffing with my child's treatment team.

I agree to be present (or be available by telephone) for the 54 Day Treatment Plan Review staffing with my child's treatment team.

I agree to participate in all formal treatment plan reviews (90-day, special and discharge) that are scheduled by my child's treatment team coordinator.

I understand that family contact (on-campus visits, local passes and overnight furloughs home) will be scheduled during placement following guidelines that are attached to this agreement. The guidelines are established to provide your child and family information about what they can expect in the way of planned contacts. They will begin at such point as I (we), the family, and my (our) child's treatment team determine that my (our) child is ready for such contacts. Prior to each furlough home the child, the treatment team coordinator and the family will define and reach an agreement on specific treatment goals for the furlough. The goals will be documented by the treatment team coordinator. Copies of the goals will be provided to the child and family. These contacts will be part of the therapeutic plan for improving family relationships and functioning.

I understand that while our child is learning new skills in placement, I will attend and participate in at least two family life education programs, e.g. family enrichment, personal growth and development activities such as parent training classes, coping skills, marital therapy, support groups, etc. The Local Mental Health Authority and the National Alliance for the Mentally Ill (N.A.M.I.) are good resources for educational opportunities. The treatment team coordinator can help identify other sources at your request.

I understand that I will participate with the Waco Center for Youth staff in discharge and aftercare planning.

GUIDELINES FOR FAMILY CONTACT

Family contact should be arranged through the assigned Treatment Team Coordinator far enough in advance to have been presented to the Treatment Team for approval. Treatment Teams meet weekly and on specific days. Please consult with the assigned Treatment Team Coordinator for this information. If you wish for non-custodial family members, relatives and friends to be able to have contact with your child while in placement, consent for this purpose must be signed. **All requests for family contact must be made through the designated legally authorized representative (LAR).** Although this may be inconvenient at times, it ensures compliance with treatment in progress and privacy rules.

Guidelines are intended to provide increasing levels of independent opportunity for contact that promotes positive family interaction. They are based upon a resident's progress in achieving identified treatment goals and objectives. Advancement in the level system of the Campus Behavior System is usually reflective of this progress, though not in all cases. The treatment team has the responsibility for ensuring that family contact is consistent with a resident's stage of treatment and current level in the Campus Behavior System.

Please review and keep the below guidelines as a reference document while your child is in placement. Following these guidelines will promote a successful outcome for you and your child.

Pre-Engagement State (1-30 days, approximately) ***Must be a level 1 or above to be approved for contact***

1. On-unit visit
2. On-campus visit (Visitation Center)

Engagement Stage of Treatment (30-60 days, approximately) ***Must be a level 2 or above to be approved for contact***

1. On-unit visit
2. On-campus visit (Visitation Center)
3. Local pass (not to exceed 8 hours)

Working Phase I (60-90 days, approximately) ***Must be a level 2 or above to be approved for contact***

1. On-unit visit
2. On-campus visit (Visitation Center)
3. Local Pass (not to exceed 8 hours)
4. An overnight visit at the Family/Furlough House or 2 day long local passes on consecutive days

Working Phase II (90-150 days, approximately) ***Must be a level 3 or above to be approved for contact***

1. On-unit visit
2. On-campus visit (Visitation Center)
3. Local Pass (not to exceed 8 hours)
4. An overnight visit at the Family/Furlough House or 2 day long local passes on consecutive days
5. Overnight furlough for 2 nights/3days

Transitional Phase (150 days-Discharge, approximately) ***Must be a level 4 or above to be approved for the contact***

1. On-unit visit
2. On-campus visit (Visitation Center)
3. Local pass (not to exceed 8 hours)
4. An overnight visit at the Family/Furlough House or 2 day long local passes on consecutive days
5. Overnight furlough for 2 nights/3 days
6. Overnight furlough for 4 nights/5 days

Each contact must be successfully completed before the Treatment Team will approve moving on to the next step. Success will be decided by completion of the goals that are agreed upon between you, your child and the Treatment Team Coordinator before the contact takes place. *Level II and above is required for your child to be eligible to stay in the furlough house with your family. Because of space and clinical reasons, the Treatment Team may not approve your child to spend the night in the family/furlough house.

Once your family has successfully achieved the working stages of family contact and the Treatment Team agrees that you and your child are preparing for discharge, the duration of

furloughs are increased to promote transfer of learning. During the transition stage of treatment your child is eligible to have any form of family contact successfully completed during the other stages, plus an overnight furlough of up to four nights and five days. To avoid school absences, planning should take into consideration the school calendar.

Visits home during the first thirty days of placement are not permitted.

Residents must return from passes and furloughs no later than 6:00p.m. nights before school and 7:00p.m. all other days.

Things to remember about planning family contacts:

1. Family contacts should be planned at least 2 business days in advance and approved through the Treatment Team. If someone other than an authorized parent or guardian is going to provide transportation for a visit, written authorization must be provided either in advance or at the time your child is scheduled to leave.
2. Furloughs may not be extended, except in emergency situations.
3. Visitors will not be allowed beyond the campus gates before 8:00 AM or after 9:00 PM, which includes picking up and returning residents from the Visitation Center, Family/Furlough House, day pass, or overnight furloughs, etc.

ALLOWABLE AND NON-ALLOWABLE PERSONAL ITEMS*

ALLOWABLE ITEMS

1. Personal hygiene articles which do not contain alcohol, are not combustible or toxic
2. Room decorations are allowed if they meet Fire Safety Standards
3. Reading materials and leisure time materials that are appropriate
4. Inexpensive jewelry and/or hair decorations
5. Plants that are non-poisonous
6. Inexpensive portable radio (radios in combination with CD player is acceptable)

NON-ALLOWABLE ITEMS

1. Alcoholic beverages or anything containing alcohol
2. Illegal drugs or drug paraphernalia
3. Non-prescribed drugs
4. Over the counter medications
5. Articles that have the capability for intoxicating
6. Sharp items or items capable of inflicting injury
7. Glass/ceramic items

8. Toxic items
9. Combustible items
10. Flammable items
11. Tobacco products
12. Wire hangers
13. Animals or insects
14. Plastic bags
15. Food and beverage items
16. Music/posters/magazines/clothing depicting substance use/violence/illegal activities
17. Cassette/CD/DVD players.
18. Audiocassettes, CD's, DVD's.
19. Throw rugs/carpets
20. Musical Instruments.

* The specific program to which your child is assigned may have additional requirements.

WACO CENTER FOR YOUTH

CLOTHING LIST

BOYS

Article	Quota
Pants (jeans or casual)	7 (winter) 3 (summer)
Shirts (knit, sport shirt or t-shirts)	7
Shoes (tennis shoes/casual)	1 or 2
Briefs	7
Socks	7
Gym/walking shorts	3 7 (summer)
Pajamas	2
Swim suit	1
Jacket/sweater (seasonal)	1 each
Hat and gloves during winter	1 each

GIRLS

Pants or jeans	7
Blouses or t-shirts	7

Dress outfit	2
Shoes (tennis shoes/casual)	1 or 2
Panties	7
Bras	3
Pantyhose	2
Socks/knee high or athletic	5
Shorts — gym or walking	3
Pajamas/gown	2
Swim suit (one piece)	1
Jacket/sweater (seasonal)	1 each
Hat and gloves during winter	1 each

Since the residents usually do their own laundry only once a week, it would be helpful to supply as much as possible of the above list. Clothing and storage space is limited. Please do not send additional items.

DRESS CODE FOR THE RESIDENT

Waco Center for Youth respects the rights of every adolescent to express his/her own identity through clothing, hair style, and jewelry within the limits of safety and propriety.

General Guidelines: Residents at Waco Center for Youth are expected to dress in a manner that is appropriate to specific program areas.

A. Specific guidelines for clothing:

1. Clothing is to be worn as designed.

2. All clients must be covered from mid-thigh (6 inches above the knee when kneeling) to top of chest and shoulders in clean, non-see-through materials with no openings or skin showing.

   a. Combs, sandals, and any outside apparel/jewelry with sexual, violent, satanic, obscene, racist or derogatory markings or implications or any reference advocating alcohol, drugs or tobacco products is prohibited.

   b. Clothing may not sag. (Too large which fall below the hipline.)

   c. Button up shirts should have no more than the top 2 buttons of the shirt unbuttoned

   d. If you can put your hands on your head and your stomach shows or if you sit down and your backside shows you cannot wear the item.

   e. Sleeveless shirts may be worn, but they must be hemmed, and must not sag under the arms. Jerseys, spaghetti straps, halters, muscle shirts, and similar tops may be worn as an outer garment if the shirt underneath meets the code.

   f. Sunglasses, except by Physician order, may not be worn indoors.

   g. Tattoos need not be covered, unless they have sexual, violent, satanic, obscene, racist or derogatory markings or implications or any reference advocating alcohol, drugs or tobacco products.

   h. Underwear must be worn at ALL times.

   i. Appropriate headwear (bandanas, ball caps, and hoodies) may be worn as designed, except in the cafeteria, classroom or auditorium, during therapeutic groups or meetings, or during indoor habilitation classes, and psycho-educational classes/groups. Questionable headwear will be individually addressed by respective treatment teams.

j. Foot attire (shoe, sandals, etc.) should be appropriate for the particular activity. Socks should be worn with shoes, other than sandals. Flip flops should only be worn to and from the pool, while in the shower, or with a specific doctor's order for a medical reason, not in general programming. House slippers may be worn only inside the living units.

k. All dresses and skirts must be at least 6 inches above the knee when kneeling.

l. Leggings and/or biker shorts may be worn if the front and back seam are covered at all times (bending over and standing) Shorts and/or skirts may be worn over leggings and biker shorts.

m. Any issues related to religious attire will be addressed by the treatment team, Chaplaincy, and with the LAR.

n. Appropriate dress in Habilitation programming.

o. Shorts may be worn, if weather permits. Shorts must not be shorter than six (6) inches above the knee while kneeling

p. For reasons pertaining to safety, torn or cut clothing may not be worn.

q. To participate in horse barn activities, appropriate/closed toed footwear must be worn.

3. Appropriate dress while in school.

a. Residents must not wear swim wear or swim gear to school.

b. Shorts may be worn, if weather permits. Shorts may not be shorter than six (6) inches above the knee while kneeling.

c. Residents must wear some kind of footwear (except house shoes or flip flops) to class each day. Athletic shoes must be worn to P.E. classes

d. Personal items may not be taken to school. This includes headphones and radios.

4. Appropriate dress on the unit.

a. Underwear must be covered by outer clothing when the residents are outside of their bedrooms.

b. Residents must wear footwear at all times (except in the shower and in bed). Flip flops may be worn in the showers.

c. When guests are on the unit, clothing that has been designated must be worn.

d. No see through sleep wear is allowed.

5. Appropriate clothing for swim time and sunbathing.

a. Appropriate swim suits are those that provide midriff coverage and full coverage of the bottom.

b. French cut suits, plunging necklines, and racing trunks and other similar revealing styles are not allowed for either gender.

c. Denim and other woven fabrics that fray when cut or torn are not allowed while in the swimming pool.

d. Swim suits or clothing with metal buckles or fasteners are not allowed while in the swimming pool.

e. Residents will be allowed to wear a T-shirt and/or athletic style shorts over swim suit if they desire. Residents may choose to swim in athletic style shorts and T-shirt over appropriate undergarments in lieu of a swim suit.

f. The HAB Instructor or senior staff member in the pool areas is authorized to determine appropriateness (or not) of client swimwear. If deemed inappropriate, the client will be required to cover the inappropriate swimwear with a dark colored tee-shirt or go back to the cottage to change.

g. Residents are to wear clothing over their swim suits while walking to and from the pool.

h. Residents will sunbathe only in the areas approved by HAB Instructor or senior staff members. All swim wear guidelines are to be followed.

B. Earring guidelines:

1. General Guidelines: Residents at Waco Center for Youth may choose to wear earrings except when medical orders prohibit them. Waco Center for Youth assumes no responsibility for injury related to wearing the earrings, but will provide necessary medical treatment.

2. Specific guidelines for earrings and studs.

   a. At the time of admission, the admitting RN will determine the location of all body piercings and document them in the nursing assessment.

   b. Earrings or other objects may not be worn in the cartilage. (Cartilage has a poor blood supply, which makes treating infections difficult.)

   c. Only earrings or studs may be worn. Gauges are not permitted without physician's order. Jewelry or other objects worn in piercings such as lip, nose, tongue, umbilicus ("belly button") or genitals are not allowed and will be sent home.

   d. During the resident's stay at WCY, no new piercings of any body part (including ear lobes) will be allowed, not even with the permission of the LAR while the client is on furlough or pass. The Admissions Office is encouraged to inform LARs of prospective residents not to allow new piercings within 2 months before admission, because WCY will not allow the resident to wear earrings, studs or any other object in new piercings. During the admission process, for piercings which appear to be less than two months old, the admitting nurse will take up any earring, stud or other object used to keep the piercing open and send it home with the LAR. The admitting nurse will also ensure that jewelry or gauges worn in other prohibited areas such as the lip, nose, tongue, umbilicus, etc. are removed and taken home by the LAR.

   e. Residents may not borrow earrings from or lend earrings to other residents. Residents who borrow or lend earrings may have the earrings taken up by the nurse manager, with a doctor's order, and sent home.

C. Fingernail guidelines:

We ask that clients' fingernails be trimmed to no longer than ¼" beyond the quick of the fingertip. Artificial fingernails are not allowed.

D. Hair:

Hair styles may vary according to individual preference; however, all hair must be clean

and well groomed. Hair should not be styled so that one or both eyes are covered. According to state code, only licensed barbers and cosmetologists may cut or chemically treat a resident's hair. Any questions about the appropriateness of a hairstyle and/or hair color will be addressed by the treatment team and with the LAR.

Beards and moustaches are not allowed.

Any questions about the appropriateness of wearing make-up will be addressed by the treatment team and with the LAR.

E. Conflict resolution:

If conflict arises between a staff person and a resident regarding any of the above, the matter will be referred to the Nurse Manager along with the primary therapist. If the problem persists, it will be referred to the physician and, if necessary, to the Superintendent to be resolved within 24 hours of referral to the doctor. Serious persistent behavior problems relating to the above dress code will be discussed by the resident's treatment team so that clinical issues can be appropriately addressed in his/her individualized treatment plan.

WACO CENTER FOR YOUTH

TRUST FUND

If you wish your child to have some extra spending money while in placement, it is recommended that it be deposited into a trust fund with our Business Office. You may wish to discuss a recommended amount with your child's Treatment Team Coordinator. Your child will then be able to request his/her money each week. Cash in possession is limited to $5 unless approved for a specific purchase. If approved, it will be issued each Thursday. If you wish to mail money to the trust fund, we prefer you send money orders or cashier's check so your child will have immediate access to the funds. Personal checks take much longer to clear the bank and we ~~do~~ wait for them to clear before allowing the child to use the money. Please make payable to **WACO CENTER FOR YOUTH** and indicate the child's name and **TRUST FUND** somewhere on the money order/cashier's check. We will be glad to send you a receipt upon request. Please address your trust fund items to the **CASHIER OFFICE**. By signing a form on the day of your child's admission, you give Waco Center for Youth your permission to manage this account for you.

MAIL

Each child is provided with FREE postage. Please address your child's personal mail as follows:

Child's Name, Building Name
c/o Waco Center for Youth
3501 N. 19th Street
Waco, Texas 76708

TELEPHONE

Your child has access to the telephone every day during non-programming time. Telephone times vary by unit. Local calls are free of charge, but long distance calls require a credit/calling card or collect call. Your child will be able to call you from his/her Treatment Team Coordinator's office at no charge, but this is done only as a part of therapy sessions. Your child will be assigned an identification number at admission which is to be used when calling the living unit or conducting business on campus. Please keep this number in a convenient, but safe place. Provide it to family members and acquaintances who you would like to have contact with your child. This number will also be provided to your child to permit unrestricted access to the telephone. In the event that a phone restriction is ordered by the attending physician, a new identification number will be assigned. The Treatment Team Coordinator will keep you informed of any changes as needed.

ADVOCACY

Protection and advocacy entities have been created across the country using federal funds. The purpose of these entities is to protect the rights of and advocate for mentally disabled persons. In Texas, the entity is called Disability Rights Texas. They are located at 7800 Shoal Creek Boulevard, Suite 171-E, Austin, Texas 78757. The telephone number is (512) 454-4816 or 1-(800) 252-9108.

FAMILY/FURLOUGH HOUSE
AT
WACO CENTER FOR YOUTH

- The Family/Furlough house is a place where families can stay when visiting their child or when their child is being admitted to WCY.

- The Family/Furlough house is available seven days a week.

- The agency Fiscal Standard Operating Procedures Manual sets the rate to be charged for individual lodging. The rate is currently $12.00 per night. The Residential Campus Supervisor will collect these fees.

- Please be familiar with all the rules and guidelines of the Family House & Visitation Center (see attached). These will also be posted in the building.

- The Family Furlough House will be used on a first come, first serve basis; however, reservations will need to be scheduled by the Treatment Team Coordinator.

- Family/Furlough House keys will be issued and collected by Campus Security staff by dialing 5114 from any campus phone.

- If you experience a problem involving Housekeeping or Maintenance areas during working hours (Monday through Friday between 7:30 a.m. and 5:30 p.m.), call the Maintenance department directly at extension 5144. After working hours, call Campus Security at 5114.

FAMILY VISITATION CENTER
AT
WACO CENTER FOR YOUTH

- The Family Visitation Center is a place that families can use for visits with their child, as well as a location for family therapy to take place. It provides a home-like setting that is away from the unit, and it also allows for more privacy during visits.

- The Family Visitation Center is available from Monday through Friday 5 p.m. to 8 p.m., and weekends 10:00 a.m. to 5:00 p.m.

- Please be familiar with all the rules and guidelines of the Family Visitation Center (see attached). These will also be posted in the building.

- The Family Visitation Center will be used on a first come, first serve basis; however, the Treatment Team Coordinator (TTC) must approve all visits and visitors. You must arrange this with your child's TTC prior to using these facilities. The TTC will decide whether supervision is required for the visits.

CENTER RULES and GUIDELINES

1. Waco Center for Youth is an alcohol and drug-free facility.

2. Please keep the areas neat and clean.

3. All food and drinks must remain in the kitchen area.

4. Please be courteous of other families.

5. Please leave furniture and fixtures in place. (This includes smoke/fire alarm equipment)

6. Visitors should remain in the furlough house area.

7. Children should be supervised at all times.

8. Park in the designated parking areas only.

9. Report any problems with the furlough house or visitation center to the Residential Campus Supervisor as quickly as possible by calling beeper #225-0234 and asking that the Residential Campus Supervisor call or come by your location.

10. Thank you for leaving your pets at home. Some visitors are allergic to them.

11. Waco Center for Youth is a tobacco-free facility.

12. Firearms and weapons are not permitted.

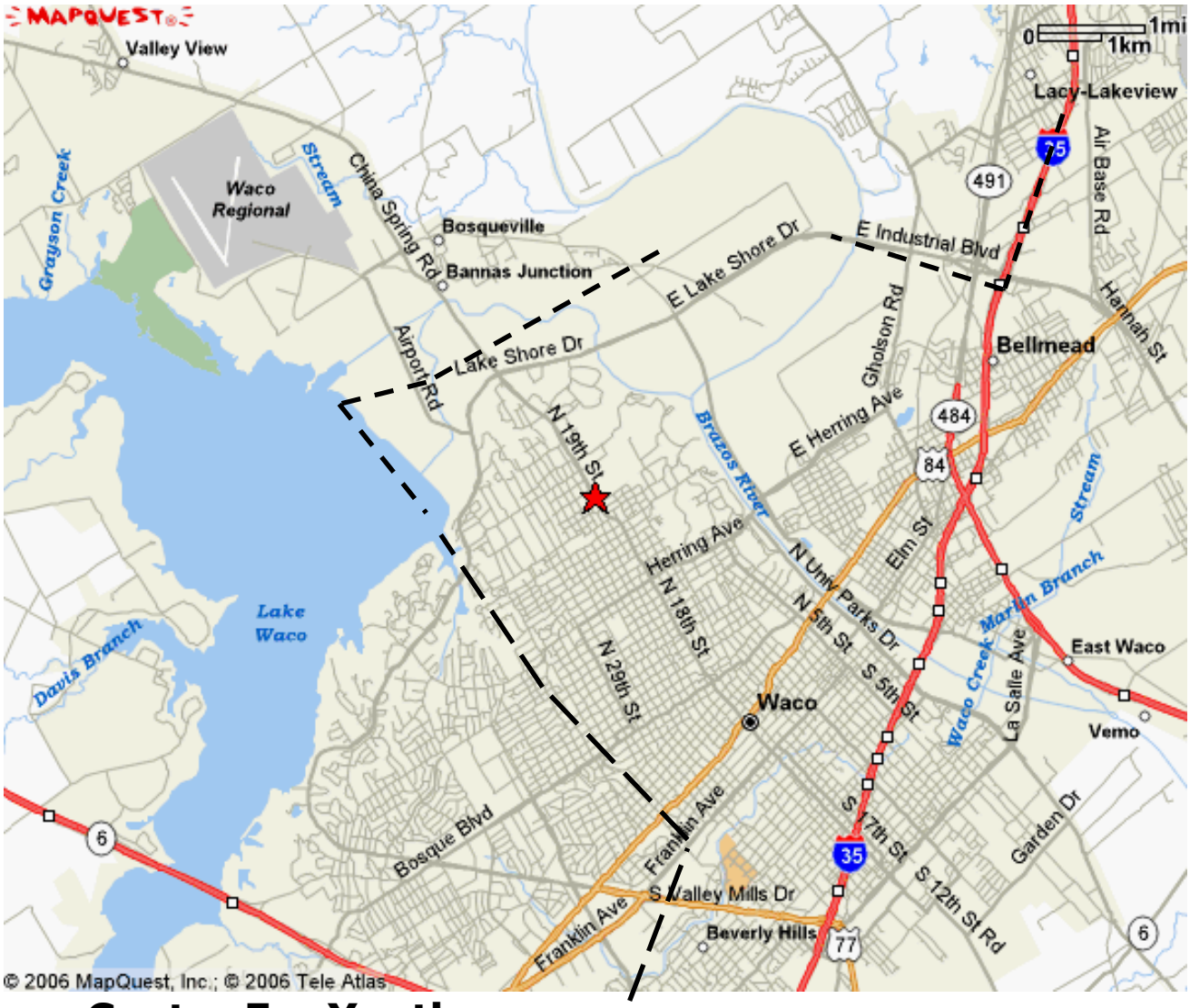
13. Inform the Residential Campus Supervisor when you are leaving to go home.

14. Give the house key to Security staff before leaving. You can reach them at extension 5114. (This applies to the furlough house only).

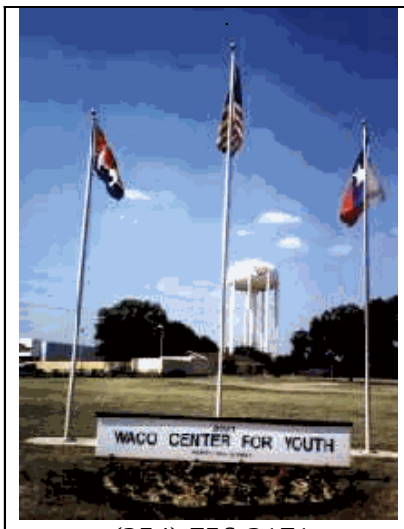
15. If you need to contact Unit staff, a list of telephone numbers is located by the telephones.

These facilities are furnished through the generous support of volunteers and offered by Waco Center for Youth to support family involvement.

Refusal to follow these guidelines could result in being asked to leave the facility or having access to these areas restricted. Your cooperation is greatly appreciated!



Waco Center For Youth



(254) 756-2171

Directions from Austin:

Take I-35 north to exit 334A (18th –17th St. Exit), left on North 17th (one way).
At W. Waco Drive move to center lane. 17th St. bends to the left and becomes Homan St. and crosses 18th, turn right on 18th, (N.18th become N. 19th just before WCY). The WCY entrance is on the right, just before McDonald's.

Total driving distance from I-35 to WCY 4.0 miles.

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Directions from Dallas:

Take I-35 south to exit 339, right on Lake Shore Drive/Loop 340. Drive 5.0 miles to North 19th. Left on N. 19th, drive 1.2 miles to WCY entrance on the left, immediately past McDonald's.

Total driving distance from I-35 to WCY 6.2 miles.

Notes: