



YOUTH ACUTE PROGRAM FAMILY INFORMATION



PATIENT ID #:

Unit Nursing Desk Phone: 208.625.4800 OR 1.800.221.5008
(Call 24 hours a day for updates and questions)

Patient Phone Calls: 6:00PM-9:00PM ~208.625.4829
(Patient phone- only plugged in during the above time. Each patient can have a 10 min phone call daily.)

Virtual Visting via FaceTime or Skype: M-F Evenings between 6:00PM-7:00PM,
WEEKENDS: 1:00PM-2:00PM and 6:00PM-7:00PM
(15 min each patient to accommodate all patients)

In person visiting = Monday, Tuesday, Thursday, and Friday from 6p-7p
(Each patient is allowed 2 adult visitors during the above time. Check in at the front desk with your ID. All visitors must be on the communication list)

Our average length of stay is 7-10 days, and you are responsible for transportation at discharge. We do not hold/house patients who are waiting for residential/out of home placement.

MY CHILDS CARE PROVIDERS:

PROVIDER:

THERAPIST:

CASE MANAGER:

TABLE OF CONTENTS

I	Welcome Letter.....	3
II	Introduction to the Youth Acute Treatment Program	4
III	Admission	5
IV	Medications.....	6
V	Destruction to property.	6
VI	Rights.....	6
VII	Emergency Medical Services	6
VIII	Behavior Management System.....	7
	a. Problem-solving	7
	b. Limit Setting	7
	c. Refocus Time.....	7
	d. Focused Therapeutic Intervention	7
	e. Observing Program.....	7
	Ensuring a Safe Environment.....	7
	f. Observation Room.....	7
	g. Physical Holds/Escorts	8
	h. Seclusion/Restraint.....	8
	i. Video Surveillance	8
IX	Stamp Card	8
X	Abuse and Neglect	8
XI	Religious/Cultural Preferences	8
XII	Unit Living	9
	a. Activities of Daily Living	9
	b. Dress	9
	c. Clothing List Guidelines	9
	d. Smoking.....	10
	e. Visitation	10
	f. Limiting Visits Due to Illness	12
	g. Mail	12
	h. Phone Calls	12
	i. A Touch of Home.....	13
	j. Treats.....	13
	k. Dangerous Items	13
	l. Money/Valuables	13
	m. Housekeeping	13
	n. Staff Signs	14
XIII	Grievances.....	14
XIV	Patient and Parent Rights and Responsibilities	15
XV	Program Schedules	18

Welcome

Dear Parent:

We would like to welcome you to our program. We know your journey may have been a stressful and difficult one and hope your loved one's admission to Kootenai Behavioral Health Center will be a milestone for many positive days ahead.

All our staff members are here to ensure this is a safe haven for you and your child. Your rights to receive effective, safe, and compassionate care are foremost in our intentions. We have developed a therapeutic program that permits us to tailor our treatments to your child's specific needs in a rich program of multidisciplinary interventions. In addition, we also provide ample opportunities for our patients to develop healthy personal habits, through diet, exercise, and stress management, which can form the foundation for a sustained recovery.

Your primary source of support in your child's treatment will be your family's hospital therapist. They will be working with your child individually and as a family to establish healthy relations for your child's safe reintegration home. Your family's Case Manager will provide you with updates on course of treatment as well as work with you and your insurance company for financial and discharge planning. You may also call the unit and speak with a member of nursing staff to get an update on how your child is doing in program groups and their behaviors on the unit.

We constantly strive to provide service excellence and improve our performance. If at any time you have questions or concerns that come up during your child's care, please let a member of our treatment team know so that we may receive feedback and help address any areas for improvement.

Most sincerely,

Youth Acute Treatment Team

Brandee Lawhead, BSN, RNC
Youth Service Program Manager

INTRODUCTION TO KBHC YOUTH ACUTE TREATMENT PROGRAM

We would like to welcome you to Kootenai Health. This information packet is designed to help you become more familiar with the Youth Acute Treatment Program and admission procedures. Staff members will be glad to answer your questions or try to help you and your child feel more comfortable. Please let them know if you have any questions or concerns.

There is some important information that you need to know upon placing your child in our treatment program. The family information packet includes many of the details of the program rules and expectations, so please read it thoroughly.

WHAT WILL YOUR CHILD BE DOING?

Your child will be involved in various groups and activities, including school, individual, family and group therapy, recreational therapy, health education, and various leisure and social skills building groups. An individualized treatment plan will be developed to address specific needs.

WHO WILL BE CARING FOR MY CHILD?

Your child's care at Kootenai Health incorporates a full range of professionals, including Psychiatric Providers, Case Managers, Therapists, and Recreational Therapists. Nursing staff is in the hospital twenty-four hours a day and Mental Health Specialists along with Certified Nursing Assistants will assist with skills teaching and behavioral interventions. Case Managers will also be in contact with you and are able to provide you with information about insurance information and discharge planning.

Kootenai Behavioral Health's Acute Youth Unit includes the Adolescent Program, which serves youth from 14 – 17, and the Youth Program which serves youth from 10 to 13 years of age who are in need of an acute care psychiatric program. The populations on the Acute Unit are in the same physical location but are participating in separate programming throughout their treatment day. Everyone in our Youth Acute Treatment Program is unique and has different needs. Our staff is specifically trained to provide the individualized care your child requires.

WHO WILL TALK WITH ME?

Your child's treatment team will be multidisciplinary. Some of these members include a primarily attending provider, a therapist, and a case manager. You will be able to speak to these team members' once they have been assigned during our daily morning treatment team which lasts from 8:30a-10a. You may also speak directly with the nursing staff on the unit at any time for an update on your child (208) 625-4820. Staff understand that you may have some anxiety from being away from your child and will be considerate of your need to call and get frequent updates if desired.

WILL MY CHILD BE IN SCHOOL?

Kootenai Behavioral Health has an on- site school room. Your child will have the opportunity to attend 3 hours of school, Monday through Friday with the goal of coordinating with their community school to keep them caught up academically. We ask that you sign a release of information for your child's community school so that our classroom staff can contact them to receive instructional assignments. You can also choose to bring in your child's work if you wish to as well. Our goal is to offer an environment for assessment, work completion, and academic success. Your child will also be participating in recreation therapy two times per day for large muscle gym groups. They will need a pair of soft-soled tennis shoes to participate in the gym activities.

WHAT IF MY CHILD STARTS TO CRY OR EXPRESSES ANGRY FEELINGS WHEN I LEAVE?

The decision to place your child in treatment was a difficult one. You have probably tried other solutions to your problems before contacting us. Rest assured, our treatment team will make every effort to answer any questions to help relieve anxieties of both you and your child during the admission process and beyond.

ADMISSION

Upon admission and during the first few days in the Youth Acute Program, your child will be introduced to the unit program and staff, and the following things will be occurring:

- A) Height and weight will be measured on admission and weekly. Temperature, pulse, respiration rate, and blood pressure will be taken on admission and daily after admission.
- B) Laboratory work (blood levels and urinalysis) will be done per provider order.
- C) Your child may be asked to take some tests and complete various questionnaires to assist us in determining how to best help your child.
- D) You and your child will be interviewed by various staff members, including psychiatric providers, nurses, and therapists. These interviews, along with the tests and questionnaires, will enable us to get to know him/her better so we can determine the most effective treatment.
- E) You will be asked to complete a medical history questionnaire to assist our medical staff in understanding your child's physical history.
- F) We will need legal documents regarding custody.
- G) Someone will search your child's clothing and belongings as a routine part of the admission procedure. This is to ensure that there are no items that could be used to harm him/herself. Your child's personal items, including the clothes he/she is wearing, will be searched. This is not a strip search but is designed to ensure that items are not brought onto the unit that could be potentially dangerous. She/he will be asked to change into hospital scrubs during this search. Many items considered dangerous by hospital staff may seem harmless everyday things, such as paperclips, drawstrings etc.

Admission Continued:

For safety reasons, they are not allowed on the unit. Random searches may be done throughout the hospital stay to ensure the continued safety and integrity of the unit. Items found to be purposely withheld will be viewed as being non-compliant/resistant to treatment. It is recommended that any valuable items such as money or jewelry should be sent home with family, or it can be placed in a valuable's envelope for safekeeping until discharge. Jewelry of any kind, including body piercings, is not allowed. Exceptions can be requested if a piercing is a risk of closing with the removal. In these cases, the piercing may be allowed with a small stud or silicone retainer. The piercing will be checked twice daily to ensure it remains intact.

MEDICATIONS

During the course of treatment, your child's Provider may recommend routine medications. These recommendations will be communicated, and your authorization will be obtained. Dosage adjustments will be done at the provider's discretion during assessment and titration and would not be communicated at each change. There may be times when emergent medications are needed in crisis situations without authorization and in those situations the provider will utilize their clinical judgement and order such medication as deemed medically appropriate.

DESTRUCTION TO PROPERTY

Destruction of hospital property is unacceptable and will have financial, as well as potentially legal consequences if done intentionally.

PATIENT'S RIGHTS

As a patient placed in Kootenai Behavioral Health's Youth Acute Program, your child has certain rights that are important for you to understand. These rights are not unlike those your child has outside the hospital, in school, at home or other places they might go. A copy of those rights has been provided to you in this packet as well as to your child. If you do not understand your rights, please talk with your child's therapist, or unit staff.

MEDICAL PROCEDURES/CONSULTATIONS

Your child may be transported by program staff to medical procedures and/or consultations that we do not provide on-site as necessary. You will be informed of the appointment prior to it occurring and have the option to attend that appointment if desired and appropriate.

EMERGENCY SERVICES

Unit staff is trained in First Aid and Basic Life Support. If at any time during your child's stay they require emergency medical intervention, they may be transferred to the main hospital (Kootenai Health) via unit staff or ambulance. For any medical crisis considered life-threatening, staff will activate the EMS system via "911." Nursing staff will notify you, as well as your child's provider, in these events.

BEHAVIOR MANAGEMENT SYSTEM

The Behavior Management System will be explained to you and your child by one of the members of the staff. Here is a brief description of the different types of interventions used:

- **Problem-solving steps** - These are taught and reinforced by staff to assist your child with becoming aware of the connection between his/her behavior and the larger issues that he/she is in treatment for. The five steps are: 1) stop and think; 2) list your options; 3) pick an option; 4) do it; and 5) get feedback.
- **Limit Setting** - Staff will explain what the boundaries are for the given situation.
- **Refocus Times** – Allows your child to be given the opportunity to take time in their room out of groups to utilize their coping skills to calm down and or re-group when their behaviors are escalating in a group or situation. This time is then followed by verbal processing with staff on the events leading up to the refocus time and how their coping skills worked.
- **Focused Therapeutic Interventions (FTI)** – Patients progress and function at different levels and pace throughout their treatment. Your child may encounter the need to have individual modifications made to our basic program structure in order to better meet their needs. Examples include if your child's behaviors escalate to the point that he/she is unable to safely participate in the full schedule of unit activities, a patient who needs a decrease in stimulus in order to continue progress on their treatment issues, or a patient who needs more time to work on specifics of their treatment plan. This may include altering the group activities he/she attends, providing writing or drawing assignments related to issues that need to be resolved or skills built to assist the patient in returning to regular programming and/or making progress on their treatment goals. This status is evaluated routinely by the treatment team. Your child is informed of the rationale for the modification, specific program routine and assignments as well as behaviors that are needed to progress back to the main program.
- **Observing Program** – If a child has been repeatedly intrusive and disruptive in groups and class, the treatment team may feel that it is necessary for the child to be an observer of the group rather than an active participant. This will provide them with an opportunity to observe more appropriate ways to interact with their peers and the staff on the unit. They may be asked to complete some assignments in the groups or at the end of the group to reflect on their observations and learnings.

ENSURING A SAFE ENVIRONMENT

While in treatment, if your child becomes aggressive or dangerous to him/herself or another, our specially trained staff will take the necessary steps, up to and including, the use of physical restraint, to ensure it is a safe environment for everyone. These steps can include:

- ❖ **Observation Room** – If a child demonstrates behaviors that are violent or disruptive to the point that they present a high risk of physical and emotional harm to themselves or others, and less restrictive interventions have been applied without success, they may be required to go to an observation room where they can be closely monitored until demonstrating safe behavior.

- ❖ **Physical Holds/Escort** – If all other interventions have failed and a child is demonstrating behaviors that are dangerous to themselves or others, he/she may require a physical hold to temporarily take control of their behavior until they can regain rational thought or a physical escort to move them out of an area to a safe room for the safety of themselves or the other patients. Continued attempts to de-escalate and move the child into rational thought and safe behavior are made throughout the hold/escort for safe release.
- ❖ **Seclusion/Restraint** - If all other interventions have failed to return your child to a more rational state, he or she may need to be placed in locked seclusion or restrained in order to protect his/her safety, or the safety of others. This intervention is used only as a last resort, and staff will be continuously observing your child. All efforts will be made to quickly release your child. Staff will process the incident with your child in an effort to assist him/her in developing skills to prevent another incident. Staff members will also notify you as soon as possible of any instances of seclusion and/or restraint and will be able to answer any questions you may have.
- ❖ **Video Surveillance** – For the safety of patients on the Youth Acute unit, all of our hallways, group rooms, and patient’s rooms (1800, 1801, 1802, 1803, 1806, 1808, 1809 and 1810) are under continuous video surveillance.

STAMP CARD

The Stamp Card is a reinforcement program that provides your child with feedback on his/her positive behavior throughout the day. The stamp card is set up to reinforce appropriate behavior and progress in your child’s treatment by offering real time feedback from staff in the form of giving a stamp and verbal explanation when they see your child doing positive things throughout their day/groups. Your child has a visual and verbal reminder that he/she is on track and progressing in treatment and the stamps can be cashed in towards a daily goal.

ABUSE AND NEGLECT:

KBH complies with Idaho State laws that require health care professionals to report suspected child abuse, neglect, or exploitation to Child Protective Services and / or local law enforcement agencies. All KBH staff is trained in child abuse prevention.

RELIGIOUS/CULTURAL PREFERENCES:

KBH makes reasonable efforts to accommodate the religious and cultural preferences of patients in the program. Clinical Pastoral services are available to meet the spiritual needs of the patients. Your child will be asked about their religious preference and if they desire contact with a spiritual leader. The hospital’s Chaplain will be notified to consult if your child wishes to receive visits. In addition, a Chaplain may provide religious literature your child requests, and/or arrange for approved local spiritual leaders to visit. You may also list any spiritual leader that you wish to remain in contact with your child through their communication list.

UNIT LIVING:

ACTIVITIES OF DAILY LIVING:

Your child will be expected to make his/her bed and clean his/her room, sharing the last responsibility with his/her roommate. Linens are changed once a week.

Your child is always expected to clean up after himself/herself.

Outside of scheduled movie times on the weekend, general television viewing is only used on special occasions. Educational videos are utilized for structured group enhancement.

Your child will be expected to attend all meals. His/her nutritional intake will be carefully monitored by staff. Morning, afternoon, and evening snacks are served daily. Efforts will be made to respect the child's food preferences as well. If your child has a food sensory issue or is a very picky eater etc. it would be helpful to give staff a list of foods your child will eat.

DRESS:

Dress on the unit is informal. Please be sure that your child has gym shoes and proper sleeping attire. Due to limited storage and safety on the unit, please limit the number of personal items you bring in for your child. There is a washer and dryer on the unit for your child to utilize throughout their stay. Kootenai Behavioral Health Center is not responsible for lost or stolen items and limiting the number of personal belongings brought into the hospital, helps ensure that your child receives everything back along with making the discharge process more efficient.

CLOTHING LIST GUIDELINES:

Due to safety on the unit and limited storage, all patients will be limited to the following items:

(These are the maximum number of each item. Bring at least 3 days' worth of clothing.)

5 Tops (sweatshirts, T-shirts, sweaters, etc.) *** No hoodie type sweatshirts, only crew neck**

5 bottoms (jeans, shorts, sweatpants, etc.) *** no legging/yoga type pants, shorts have to be at fingertip length or longer.**

5 pairs of socks

5 pairs of undergarments **-* for female patients we encourage sports bras, support Bras will need the underwire cut out in order to be safe for the unit**

3 pairs of pajamas

1 pair of tennis shoes **(must be non-marking with good tread for gym/recreational activities. No skate/Felt type soles due to Fall risk)**

OPTIONAL:

1 stuffed animal

1 blanket for a touch of home, i.e., comforter (the hospital provides blankets otherwise)

PERSONAL HYGIENE ITEMS: (Due to space, no jumbo size please)

- * Unit has travel size items, but most patients like to use their own- No aerosol or pumps
- Shampoo/Conditioner
- Toothbrush/Toothpaste
- Feminine Protection
- Soap/Deodorant (unit only has roll on)
- Brush/Comb (unit only has picks and combs)
- Make-up (limited to 3 items – No metal or glass in containers)
- Non-metal hair ties (no scrunchies)

ITEMS NOT ALLOWED:

- Hair spray, nail polish, cologne, perfume/body spray,
- Hats
- Nothing too tight, too loose, too short, or see-through
- No clothing depicting drugs, alcohol, tobacco, sexual acts, acts of violence (including cartoons), or other items deemed inappropriate for the treatment setting.
- Clothing must be in good repair (no holes above the knees)
- Drawstrings (drawstrings can be removed or cut out to allow clothing to be used)
- Hooded sweatshirts
- Legging, tights, or yoga type pants
- No strapless, sleeveless, or backless clothes
- No items with band/performer names
- Jewelry: i.e. rings, watches, necklaces, earrings etc.
- Belts
- Eyeglass case with metal hinges (soft fabric ones allowed)
- Spiral notebooks
- No items with staples in them (books, magazines etc.)
- No hardback books or books with ribbon or elastic place holders

Items not allowed or items that exceed the maximum number will be sent home. We require that families make arrangements to pay for shipping of additional items brought onto or shipped to the unit. We are not equipped to store a large number of belongings. Any items left and not claimed in 30 days will be donated to a charity.

SMOKING:

KBH is a smoke free campus. Smoking is not allowed on any portion of the hospital campus by patients, families, or visitors. Your child will be encouraged to talk with their provider if they are experiencing withdrawal symptoms from previous nicotine use for treatment options.

VISITATION:

We encourage you to visit your child often. Two Adult visitors are allowed at a time. In-Person visiting times are Monday, Tuesday, Wednesday, and Friday from 6:00 pm – 7:00 pm. Virtual Visits via Face Time and Skype are available Monday-Sunday with an additional time on Saturday and Sunday from 1:00pm –2:00 pm. The virtual visit sessions are 15 min in length. If there is a conflict with the above times, please communicate with your child's therapist so that reasonable accommodations can be made to fit the needs of your child and his/her visitors. The

hours during which your child receives visitors shall be limited only if it interferes with effective treatment and efficiency of the facility i.e. not allowed during therapy group.

Due to space limitations, we ask that no more than two adults visit at a time. Minors under the age of 18 yrs. of age are not allowed due to the confidentiality of all our patients. If you make plans to visit with your child, be sure to follow through with our plans. Consistency and predictability are important to your child. If you are traveling a great distance to see your child, you may wish to call ahead to get an update on the emotional and behavioral status of your child to ensure that they are in good space to receive a visit.

Please make sure that visitors are appropriately attired. Failure to meet these expectations may lead to your visit being terminated. Visitors under the influence of drugs or alcohol are not allowed to visit. Visitors must be listed on the communication list that the legal guardian fills out on admission or updates throughout your child's stay. We ask that only immediate family members be added to allow for your child to focus on their treatment as well as respect the confidentiality of other youth in our care.

You will be asked to show picture identification upon checking in with our Health Unit Coordinator (HUC). If you are early, please wait in the lobby since your child will still be in a group and unavailable until visiting hours start. If you are bringing in items for your child, please label them with your child's name and leave them with the front desk HUC. Staff will bring the items back onto the unit once visits are finished to ensure they can be properly checked and added to your child's belongings list without taking time out of your visit.

Please lock all personal belongings in your car or the lockers provided in the front lobby, as we do not allow purses, bags, cell phone or valuables on the unit for safety reasons. Glass items (including bottles) are considered dangerous items and restricted from the unit for the safety of all our patients and staff. Cameras and tape-recording equipment may not be used on the unit or on grounds anywhere. If you wish to bring in food for your child due to a special occasion (Birthday or Holiday), please arrange this with their Therapist, Provider, or unit Charge Nurse provider ahead of time. All food items must be commercially prepared and consumed during the visit or will be disposed of.

Your child will have the right to receive visitors with reasonable privacy as is consistent with his/her treatment plan. It is very important that both patients and their families respect the privacy and honor the confidentiality of other patients. Please limit any communication with other patients and their families during visits and remain in the visiting area. If you would like a tour or to see your child's room, please ask for assistance from your child's therapist during a family session.

Your child has the right to receive visits, phone calls, or correspondence from his/her provider, psychologist, clergyman, social worker, attorney or any employee of his/her attorney's firm, or a representative of the state protection and advocacy system, in private, irrespective of visiting hours or parental approval, provided that the visitor shows reasonable cause for visiting at times other than the normal visiting hours. Staff may impose conditions on your child's visits and privacy of visits if there is reason to believe that a visitor poses a substantial risk of harm to your child or others in the facility. You, the parent/guardian/legal custodian, must approve all other visitors. You will be asked to complete a communication list and releases of information to allow others to visit whom would be a benefit and support to your child while in treatment.

LIMITING VISITS DUE TO ILLNESS:

We strongly encourage you not to visit if you are ill as it places our patients at risk. We want to prevent the spread of infection or communicable diseases and illnesses to our patients and staff. If you have any questions as to whether you or someone with you should or should not visit, feel free to call the nurse on the unit before coming to the program.

MAIL:

Having frequent letters or cards from home can be reassuring to a child and will help him/her feel more comforted and secure. Please write to your child often unless the treatment team advises you otherwise. Your child may receive mail from those listed on his/her communication list, as well as from those enumerated in the patient's rights.

If your child receives letters or a package, they will be asked to open it in the presence of a staff member to ensure that no contraband is contained. Mail may be inspected, but not read, by staff members with care taken to preserve your child's rights to privacy to the extent compatible with his/her clinical status. We will encourage your child to write to you. Please supply them with postage stamps as needed.

PHONE CALLS:

Your child will have the opportunity to sign up on the phone call list and/or you can contact the nursing station (208) 625-4800 to be put on the daily list. Phone times are in the evening Monday - Sunday 6:00p.m. - 9:00p.m. The patient's phone line number is (208) 625-4829 and is only plugged in during the above time. Phone calls are limited to 10 minutes to allow all patients on the unit to connect with their family. Be reassuring and supportive towards your child's treatment during these phone calls. Your child may put pressure on you to "take me home" and make many promises to change and "be good." This is expected. Again, be reassuring and try not to continually explain to your child why they need to be here. If they continue to pressure you, it is best to cut the conversation short and hang up. Telephone conversations are to be light, not confrontational or issue oriented. Those interactions should be saved for family therapy.

To be respectful of your privacy as well as your child's, they will be given reasonable private access to phones. Your child may place or receive one telephone call daily to those designated on his/her communication list, approved by you. Other calls protected under their rights are calls from his/her physician, psychologist, clergyman, social worker, attorney or any employee of his/her attorney's firm, or a representative of the state protection and advocacy system. If there are special circumstances i.e. divorce, separation etc., please let a member of the treatment team know so that accommodations can be made.

The treatment team may restrict your child's phone calls if there is a safety risk. If this occurs, it will be communicated to you along with the rationale (i.e. dangerous behavior toward self or others)

A TOUCH OF HOME

We want to be compassionate to your child's needs and understand that having a few personal items from home can be comforting for a child away from home. A stuffed animal or a picture (not in a frame) of family can be settling. You may wish to bring in an item for your child's room. Please use good judgment and don't bring in too many things that could be distractions or considered dangerous.

TREATS:

It is the Youth Acute treatment program's policy that food is not brought in except on holidays/birthdays. Because of Health Code Regulations, all food brought on to the unit must be commercially prepared and sealed and approved by the treatment team. Please speak with your child's Therapist, Provider, or the Charge Nurse to arrange for such occasions in advance.

DANGEROUS ITEMS:

Any items you bring in for your child will be left with the front receptionist. Please do not bring items into visits/family sessions with you as they need to be checked and inventoried. Please do not bring/give your child any items considered sharp or dangerous. Items made of glass or hard plastic and items made of metal or having sharp points are considered dangerous (i.e. staples, paperclips). If you have any questions about the appropriateness of an item, please call first and ask one of our staff.

MONEY/VALUABLES:

No money is needed while at the hospital. To reduce the risk of damage, loss, or theft, children are not allowed to keep money or valuables on their person or in their rooms. Any checks or money sent to your child in the mail are to be placed in the valuable's cabinet for safekeeping, and will be retrieved upon discharge, or sent home with family. We encourage you not to send any money/valuables if possible. Kootenai Behavioral Health will not assume responsibility for items you choose to let your child keep in his/her possession.

Federal regulations require that cameras and tape-recording equipment not be used on the unit or on the grounds anywhere. This includes cellular phones that have photo and recording capabilities.

HOUSEKEEPING:

Housekeeping staff will sanitize the bathroom and provide clean towels every day. They clean the unit community areas daily and the patient rooms at discharge.

STAFF SIGNS:

Your child will be given or may choose to make their own sign that says "STAFF". These are used like a call light and alert staff that your child needs assistance when it is placed outside his/her bedroom door. They serve to address needs outside of scheduled activities.

GRIEVANCES:

It is the policy of Kootenai Health to implement practices consistent with regulatory standards to manage patient concerns related to the care and services they receive. It is also organization policy to assure that patient or family member grievances or complaints are communicated in a timely, reasonable, and consistent manner to the appropriate departments for investigation, problem resolution and follow up.

Should you have a concern at any point in your child's treatment that his/her rights have been violated, you can address this issue with any member of the Treatment Team working with your family, or the Program Manager. If you continue to feel that you are not getting the results you desire, you may choose to address the issue through a formal or informal written grievance or escalate your verbal concern.

❖ How do I communicate a complaint or grievance?

- Kootenai Health Patient Advocacy
 - Phone: 208.625.4298 or 208.755.3534
 - Mail: Kootenai Health
Attn: Patient Advocacy
2003 Kootenai Health Way
Coeur d'Alene, ID 83814
- Det Norske Veritas Healthcare Hospital Accreditation (DNVHC)
 - Online: www.hospitalcomplaint@dnv.com
 - Toll free: 866.523.6842
 - Mail: DNV Healthcare
Attn: Hospital Complain DNV
Healthcare Inc.
400 Techne Center Drive, Suite 100
Milford, OH 45150
- Idaho Bureau of Facility Standards
 - Phone: 208.334.6626
 - Mail: Idaho Bureau of Facility Standards
P.O. Box 83720
Boise, ID 83720

Patient Rights

At Kootenai Health our primary commitment is to provide professional care at the highest standard in collaboration with the families we serve. Our patients may exercise these rights without regard to race, sex, culture, economic, educational, or religious backgrounds, gender identity, sexual orientation, disability or their source of payment for their care.

Kootenai Health respects the right of patients to formulate Advance Directives and follows the wishes of patients, when these are known, in accordance with federal and State law. When requested, Kootenai Health will provide Advance Directive information to all adult patients.

As A Patient, You Are Entitled to:

- The right to receive important messages from Medicare if you are a Medicare patient.
- Receive information in a manner in which you understand and best fits your personal learning needs.
- Receive sufficient information to give consent prior to treatment except in life threatening situations.
 - Be informed concerning your diagnosis, treatment, and prognosis as well as the names of those responsible for your care. (The primary provider responsible for coordination of your care and relationships of other professionals involved in your care).
 - Participate in decisions about your care, treatment, and services provided to you.
 - Refuse treatment to the extent permitted by law and/or obtain a second opinion regarding your treatment.
 - Examine and receive explanations of your bill regardless of the source of payment.
 - Be assured your physician and your family (a family member or other representative) will be promptly notified when you are admitted.
 - Express a complaint of concern to the appropriate personnel without fear of jeopardizing continuing services and expect appropriate action within a reasonable period of time. You have the right to know with whom you can file a complaint.
- Receive considerate and respectful care, being assured of personal privacy and confidentiality concerning your medical care.
- Care provided with staff following current standards of practice for patient's environmental safety, infection control, and security.
- Receive care in a safe setting without any abuse or harassment.
- Be assured of confidentiality of your medical record as well as your ability to access information contained in your medical record.
- Assured privacy except for medical and safety reasons.

- Appropriate pain management through cooperative planning involving you, your provider and your nursing staff.
- Enjoy full and equal visitation privileges consistent with your preferences.
 - Be informed of your visitation rights, including any clinical restrictions or limitation to those rights.
 - Receive visitors that you designate and have the right to withdraw or deny visitation consent at any time.

Patient's Responsibilities

As A Patient, Your Responsibilities Are:

- Provide accurate and complete information concerning your complaints, past medical history, or other matters related to your health.
- Ask questions and seek any information you need to understand your illness and/or treatment.
- Obtain and carefully consider all information you may need to be able to give informed consent for a procedure or treatment.
- Understand and weigh the potential consequences of your refusal.
- Follow your provider's instructions or recommendations as well as following Kootenai Health policies and procedures.
- Promptly fulfill your financial obligations.
- Request assistance as needed with appropriate financial awareness.
 - Assist third party payers in compiling a complete medical record by authorizing release of necessary medical information to them.
- Express opinions, concerns, or complaints in a constructive manner so Kootenai Health can improve services.
- Be considerate of the rights of other patients and facility personnel.

Parent's Rights and Responsibilities

As a parent, you are entitled to:

- Receive considerate and respectful care for your child.
- Receive information in a manner in which you understand and best fits your personal learning needs.

- Be informed concerning your child's diagnosis, treatment and prognosis and the names of those responsible for your child's care.
- Receive sufficient information to give consent prior to treatment except in life-threatening emergencies.
- Refuse treatment to the extent permitted by law and to be informed of the medical consequences.
- Be assured of privacy concerning your child's medical care.
- Expect that a transfer to another facility be carefully evaluated based on the hospital's capacity to serve your child's needs and on the urgency of the situation.
- Examine and receive an explanation of your bill regardless of the source of payment.
- Express a complaint or concern to the appropriate personnel (immediate caregiver, nurse manager, Director of Risk Management, or administrative office) without fear of jeopardizing continuing services and expect appropriate action within a reasonable period of time.
- Be informed of our visitation rights, including any clinical restrictions or limitation to those rights.
- Receive visitors that you designate and have the right to withdraw or deny visitation consent at any time.
- Not be restricted, limited, or otherwise denied visitation privileges based on race, color, national origin, religion, sex, gender identity, sexual orientation, or disability.
- Enjoy full and equal visitation privileges consistent with your preferences.

Parent's Responsibilities

As a parent, you have a responsibility to:

- Take part in decisions concerning your child's diagnosis care and treatment and play an active role in your child's healthcare.
- Ask questions about treatment and procedures you don't understand.
- Provide a complete and accurate medical history to those involved in caring for your child, as well as assisting in identifying any pain your child is experiencing.
- Weigh the potential consequences of any refusal to comply with the provider's instructions or recommendations.
- Request assistance as needed with appropriate financial arrangements regarding hospitalization.



ADOLESCENT PROGRAM SCHEDULE (14-17 yrs. of age)

TIME	MONDAY Emotional Reg	TUESDAY Mental Inflexibility	WED. Communication	THURSDAY Boundaries and assertiveness	FRIDAY Values	TIME	SATURDAY Social Skills	SUNDAY Goal Setting
7:15	WAKE UP/ CLEAN	WAKE UP/ CLEAN	WAKE UP/ CLEAN	WAKE UP/ CLEAN	WAKE UP/ CLEAN	7:45	WAKE UP/ CLEAN	WAKE UP/ CLEAN
7:45	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	8:15	BREAKFAST	BREAKFAST
8:30	AM COMM	AM COMM	AM COMM	AM COMM	AM COMM	9:00	AM Comm.	AM Comm
9:30	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	10:00	RT	RT
10:20	SNACK	SNACK	SNACK	SNACK	SNACK	11:00	THERAPY	THERAPY
1030	RT	RT	RT	RT	RT	12:00	LUNCH/REST	LUNCH/REST
1130	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	1:00	SOC. INTERACT. /VISITS	SOC. INTERACT./ VISITS
12:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	2:00	LEISURE ED	LEISURE ED
1:15	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	3:00	SNACK/ JOURNALING	SNACK/ JOURNALING
2:15	LEISURE ED	LEISURE ED	LEISURE ED	LEISURE ED	LEISURE ED	4:00	RT	RT
3:05	SNACK	SNACK	SNACK	SNACK	SNACK	5:00	ROOM TIME	ROOM TIME
3:15	THERAPY	THERAPY	THERAPY	THERAPY	THERAPY	5:15	DINNER	DINNER
4:15	RT	RT	RT	RT	RT	6:00	LIFESKILLS/ VISITS	LIFESKILLS/ VISITS
5:15	DINNER	DINNER	DINNER	DINNER	DINNER	7:00	HYGIENE	HYGIENE
6:00	SOCIAL INTER./ VISITS	SOCIAL INTER./ VISITS	SOCIAL INTER./ VISITS	SOCIAL INTER./ VISITS	SOCIAL INTER./ VISITS	7:30	GOALS/ROOM	GOALS/ROOM
7:00	HYGIENE	HYGIENE	HYGIENE	HYGIENE	HYGIENE	0800	MOVIE/SNACK	MOVIE/SNACK
7:30	GOALS	GOALS	GOALS	GOALS	GOALS			
8:00	LIFESKILLS/SNACK	LIFESKILLS/SNACK	LIFESKILLS/SNACK	LIFESKILLS/SNACK	MOVIE/SNACK			
9:00	WRAP UP/RELAXATION	WRAP UP/RELAXATION	WRAP UP/RELAXATION	WRAP UP/RELAXATION	9:15-WRAP UP/RELAXATION	9:15	WRAP – UP/RELAXATION	WRAP- UP/RELAXATION
10:00	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	10:00	LIGHTS OUT	LIGHTS OUT

polpro/youth/yacute/prosch.doc

- In person Visiting hours are Monday, Tuesday, Thursday, and Friday 6:00pm-7:00pm
- Virtual FaceTime/Skype Visits are Monday-Sunday 6p-7p and additionally Saturday and Sunday from 1pm-2pm ~ 15 min in length.
- Phone times are daily from 6pm- 9pm.

YOUTH PROGRAM SCHEDULE (10-13 yrs. of age)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY	SUNDAY
7:00	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	8:00	WAKE/CLEAN	WAKE/CLEAN
7:45	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	8:30	BREAKFAST	BREAKFAST
8:30	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	9:00	SOCIAL SKILLS	SOCIAL SKILLS
9:30	AM COMMUNITY.	AM COMMUNITY.	AM COMMUNITY.	AM COMMUNITY.	AM COMMUNITY.	10:00	THERAPY	THERAPY
10:20	SNACK	SNACK	SNACK	SNACK	SNACK	11:00	RT	RT
10:30	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	12:00	LUNCH	LUNCH
11:30	REC THERAPY	REC THERAPY	REC THERAPY	REC THERAPY	REC THERAPY	1:00	CREATIVE PLAY	CREATIVE PLAY
12:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	2:00	LIFE SKILLS	LIFE SKILLS
1:15	THERAPY	THERAPY	THERAPY	THERAPY	THERAPY	3:00	SNACK	SNACK
2:15	SCHOOL	SCHOOL	SCHOOL	SCHOOL	SCHOOL	3:15	REC THERAPY	REC THERAPY
3:05	SNACK	SNACK	SNACK	SNACK	SNACK			
3:15	REC THERAPY	REC THERAPY	REC THERAPY	REC THERAPY	REC THERAPY	4:15	NURSING ED	NURSING ED
4:15	LIFESKILLS	LIFESKILLS	LIFESKILLS	LIFESKILLS	LIFESKILLS			
5:15	DINNER	DINNER	DINNER	DINNER	DINNER	5:15	DINNER	DINNER
6:00	CREATIVE PLAY	CREATIVE PLAY	CREATIVE PLAY	CREATIVE PLAY	CREATIVE PLAY	6:00	LIFE SKILLS/VISITS	LIFE SKILLS/VISITS
0700	GOALS	GOALS	GOALS	GOALS	GOALS	7:00	GOALS/ROOM	GOALS/ROOM
7:30	PM HYGIENE	PM HYGIENE	PM HYGIENE	PM HYGIENE	PM HYGIENE	7:30	PM HYGIENE	PM HYGIENE
8:00	STRUCTURED READING/ SNACK	STRUCTURED READING/ SNACK	STRUCTURED READING/ SNACK	STRUCTURED READING/ SNACK	MOVIE/SNACK	8:00	MOVIE	MOVIE
9:00	WRAP UP	WRAP UP	WRAP UP	WRAP UP	9:15P WRAP UP	9:15	WRAP UP	WRAP UP
9:15	RELAXATION	RELAXATION	RELAXATION	RELAXATION	9:30P RELAXATION	9:30	RELAXATION	RELAXATION
1000	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	10:00	LIGHTS OUT	LIGHTS OUT

polpro/youth/yacute/prosch.doc

- In person Visiting hours are Monday, Tuesday, Thursday, and Friday 6:00pm-7:00pm
- Virtual FaceTime/Skype Visits are Monday-Sunday 6p-7p and additionally Saturday and Sunday from 1pm-2pm ~ 15 min in length.
- Phone times are daily from 6pm- 9pm.