

San Juan Cottage Program Manual

Child Study and Treatment
Center

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DSHS
WASHINGTON STATE
**Department of Social
and Health Services**

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Welcome to San Juan Cottage

San Juan Cottage is one of the four cottages that make up Child Study and Treatment Center, the Washington state psychiatric hospital for children and adolescents. San Juan Cottage has 18 beds and admits older adolescents with severe emotional and behavioral disturbances who present as a danger to themselves or others due to a psychiatric disorder. Youth admitted to San Juan Cottage often present with suicidal behavior, self-harm, aggression, emotion dysregulation, psychosis, impulsivity, difficulties with relationships, and/or inability to complete self-care tasks. San Juan Cottage also admits forensic patients for competency evaluations and/or restoration. The length of stay in the program is contingent on the severity of the psychiatric disorder and presenting symptoms.

Treatment on San Juan Cottage is focused on helping patients develop necessary skills to safely return to their families and communities. The treatment program is primarily based on principles of Dialectical Behavior Therapy (DBT). Other modalities, such as Cognitive Behavioral Therapy (CBT), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Motivational Interviewing (MI), and Collaborative Problem Solving (CPS) are also incorporated into treatment and milieu programming on San Juan Cottage.



Consistent with DBT, the San Juan Cottage treatment team assumes the following things about you and your treatment:

1. People are doing the best they can.
2. People want to improve.
3. People need to do better, try harder, and be more motivated to change.
4. People may not have caused all of their own problems and they have to solve them anyway.
5. The lives of emotionally distressed individuals and their families are painful as they are currently being lived.

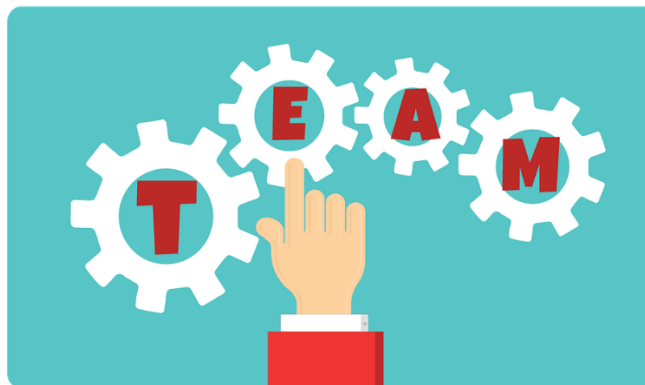
6. Patients and families must learn and practice new behaviors in all the different situations in their lives (e.g., home, school, work, neighborhood).
7. There is no absolute truth.
8. Patients and their families cannot fail in DBT.

San Juan Cottage is divided into two separate living areas for youth: Rainier and Glacier. Both “sides” of the cottage have two pods each with bathrooms, showers, and four single bedrooms in each pod. On the Rainier side, there are two additional single bedrooms off of the day hall. Both Rainier and Glacier have a day hall, dining room, and multipurpose room. An outdoor fenced-in sports court is accessible from either side of the cottage. Rainier and Glacier are divided by the nurses’ station and med room. Off of the nurses’ station, there is a hallway with offices and a conference room.

Most youth initially begin their treatment on Rainier, but they may move to Glacier as they demonstrate safe behavior and the ability to be more independent and responsible in their treatment. Some patients may remain on Rainier if they need closer attention due to concerns such as aggression, self-harming behaviors, the inability to carry out basic activities of daily living without close supervision, and/or for forensic or legal purposes.

It is important to note that you must ask permission to enter any area of the cottage, including the pod and the day hall. You are never allowed to enter another patient’s room or have another patient enter your room on Rainier or Glacier. Additionally, two or more patients are never allowed to be together unsupervised by staff.

You will work with several different people as part of your treatment on San Juan Cottage (i.e., your Treatment Team). They are described below:



Program Director: Morgan Costanza, Psy.D. (“Dr. Morgan”) is the licensed clinical psychologist and program director on San Juan Cottage. She develops and oversees the cottage treatment program and helps you achieve your treatment goals. Dr. Morgan also provides individual, group, and family therapy. Contact Dr. Morgan at (253) 319-5111 if you have questions about your treatment plan or program.

Psychiatrist: Robin Berger, M.D. (“Dr. Robin”) is the psychiatrist on San Juan Cottage. At admission, he will meet with you to do an interview and physical exam. He will also review your medications and work with you to find the most helpful combinations. Dr. Robin also provides individual, group, and family therapy. He can be reached at (253) 319-5115.

Social Worker: Heidi Collins, LICSW is the social worker on San Juan Cottage. She coordinates your admission and discharge planning. She also schedules Treatment Plan Reviews and works with your family and members of the community to ensure that you have resources to help you after you discharge. Heidi also provides individual, group, and family therapy. She can be reached at (253) 328-0248.

Cottage Supervisor (PCCC3): Ron Henderson and Evelyn Briscoe are the San Juan Cottage supervisors (PCCC3 or “The 3”). They coordinate staffing and work with Dr. Morgan to make sure that the cottage programming runs smoothly. They can be reached at (253) 319-5113.

Shift Leads (PCCC2s): Conner (day shift), Melissa (day shift), Chris (swing shift), TBD (swing shift), and Tammy (night shift) are the shift leads (PCCC2 or “The 2”). They make staffing assignments for each shift and make sure treatment plans are followed. They can be reached at (253) 319-5130 (Glacier) or (253) 319-5129 (Rainier).

Counselors (PCCC1s): PCCC1s work with you daily to help you meet your treatment goals. They provide coaching when you are having a hard time and help you practice skills to manage your feelings, make safe choices, and get along with others. Each PCCC staff member is trained in Crisis Prevention Institute skills and maintains an Agency Affiliated Counselor Registration (AACR) through the Washington State Department of Health.

Mentor: Each patient is assigned a mentor. This PCCC works closely with you, your family, and other members of the treatment team to help you reach your treatment goals. Your mentor will help you create and update your safety plan and give input into your progress towards your goals at Treatment Plan Reviews. Your mentor will have weekly contact with your guardian to update them on your progress in your treatment.

My mentor is _____

Nurses: There is at least one registered nurse scheduled to work on each shift. Nurses help you with physical problems. They are in charge of giving you your medications at the medication window, scheduling and transporting you to medical appointments, providing basic first aid, doing medical assessments, and answering questions that you have about your health and medications.

Recreation Therapist: Tausha is the recreation therapist on San Juan Cottage. She helps you develop a repertoire of enjoyably, healthy, and prosocial leisure activities. She and other members of the recreation therapy department lead recreation therapy groups and other activities. Recreation staff can be reached at (253) 756-2550.

Administrative Assistant: Bill is the administrative assistant on San Juan Cottage. He takes care of forms and charts, manages cottage money and buying items for the Sound Store, and helps out with staffing. He also answers the phone and keeps people in the loop. He can be reached at (253) 319-5110.

Housekeeper: James is the housekeeper on San Juan Cottage. He works with everyone to make sure that the cottage is clean and safe.

Cooks: Earnest, Dewaun, Josh, Guy, Ladia, Lexi, and Mary are cooks on San Juan Cottage. They prepare nutritious meals and healthy snacks for you.

Maintenance: Nic, Rocky, Doug, and Christian are members of the maintenance team. They keep the cottage in working order. If anything ever gets broken in your room or on the cottage, tell a staff member so they can let maintenance know.

Trainees: Because CSTC is a training hospital, there will be trainees from various disciplines working on San Juan Cottage. These include psychology trainees (practicum students, pre-doctoral interns, and post-doctoral fellows), psychiatry trainees (residents and fellows), recreation therapy interns, medical students, nursing students, and students from related disciplines. All trainees are supervised by licensed or certified staff members.

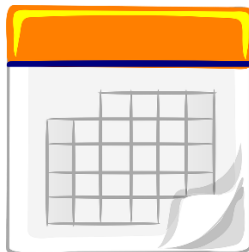
The Treatment Process

The primary goal of your hospitalization is to help you manage your emotions and behavior and learn necessary skills so that you can safely rejoin the community as soon as possible. An important part of this process is the development of a trusting relationship between you and members of the treatment team. Within these relationships, you can develop a better understanding of your thoughts, feelings, and actions; experience consequences of your behavior; and learn to make safe and effective choices. Once you begin to develop new skills to

manage your emotions and behavior safely, it is important to be able to generalize these skills outside of the treatment environment on San Juan Cottage. In other words, you will need to practice your new skills with family and members of your community team to help support your success after discharge. There are several components of the treatment process on San Juan Cottage, which are described below.

When you first arrive to San Juan Cottage, you will read and sign documents from the Medical Records department related to your hospitalization. They will also take a picture of you for your hospital chart. On your first day, you will meet with Dr. Robin for a psychiatric intake and physical exam. You will also meet with Heidi for a social work intake and Dr. Morgan to complete a trauma screening checklist. If you are coming to San Juan Cottage for a competency evaluation or restoration, a member of the forensic department will meet with you to discuss your rights and other information about the court process. Your treatment team may also talk to your parents or guardians or members of your community team to learn more about you. Based on this and historical information about you, your treatment team will work with you, your family, and members of your community team to create an individualized, comprehensive treatment plan with short-term and long-term goals. We will discuss your progress towards these goals during Treatment Plan Reviews (TPRs), which are discussed in the next section. Finally, during your first few weeks, you will receive lab work, a dental exam, and vision and hearing screenings.

Treatment Plan Reviews take place at 14, 30, and 60 days following admission, and every 60 days after that until you are discharged. You, your family, and your community team are expected to attend TPRs either in person or over phone/video. At TPRs, we will discuss your treatment, medications, and progress towards your goals. Depending on your progress, your goals will be updated to reflect your current stage in treatment and help you move closer to discharge. TPRs are also an opportunity to discuss discharge planning and legal issues that may be important to your treatment program or discharge plan.



My first Treatment Plan Review (TPR) is scheduled for _____

Therapy Program

While you are a patient at San Juan Cottage, you will be expected to participate in various forms of therapy to help you learn and practice new skills. Each Children's Long-term Inpatient Program (CLIP) patient will be assigned an individual and family therapist. (Forensic patients do not receive individual or family therapy at San Juan Cottage). You and your individual therapist will typically meet weekly to identify and work towards treatment goals together. Examples of goals for individual therapy include things like reducing self-harm and/or aggressive behavior, learning coping skills, and improving your relationships with other people.

You and your family members will meet at least biweekly with your family therapist either in person, via video conference, or over the phone. During family therapy, you and your family will work on improving your communication, establishing expectations for the home, practicing new skills, and helping to prepare you for discharge. Family therapy is also where visits and passes are usually arranged.

All patients are expected to participate in group therapy on San Juan Cottage in order to help you learn and practice new skills. Several different therapy groups are offered on a regular basis, including DBT skills, social skills, and many other special interest groups. Let your therapist or one of the doctors know if there are other types of groups that you would like to complete.

Each cottage at CTSC provides substance use education and prevention groups, including age-appropriate information addressing alcohol, nicotine, marijuana and other drugs. We use the nationally recognized evidenced based program, Project Alert. Our practice is a strength-based approach, designed to engage and educate our patients in developing skills for positive and thoughtful decision making. The curriculum addresses the impact of alcohol, nicotine and other drugs physically, mentally, socially, legally, and spiritually. Patients may participate in lectures, interactive discussions, videos, art projects and/or co-operative learning/role playing.

In addition, CSTC will also offer substance use disorder assessments for patients referred by the cottage treatment teams. If the child meets criteria for a substance abuse disorder, our substance abuse counselor will provide outpatient-level services.

Visits and Passes

Family and community members are important to your treatment, and it is important for you to have their support during your hospitalization. Adults age 18 and older and siblings age 7 and older who are approved by your legal guardian are welcome to visit you through pre-arranged visits with the social worker (Heidi) or your family therapist. All individuals present at a visit must be identified in advance and on your approved visit list. We ask that you schedule visits at least 24 business hours in advance. Visits should occur outside of times that you are in school, group therapy, and recreation therapy and should end by 8 P.M. Depending on your ability to demonstrate safety, visits can occur on cottage or on the grounds of CSTC's campus. We

generally schedule on-cottage visits for 2 hours to allow for multiple patients to have visits. Grounds passes may be longer. Visitors will not be able to come on campus if they are sick. Visitors may bring food for the visit but no outside utensils (staff will provide them). We are unable to refrigerate/store unfinished perishable food. Visitors may also bring items that are not on the contraband list (e.g., clothing, games, cards, etc.) for you to keep on cottage. These will need to be inventoried by staff before you can access them. If you have engaged in unsafe behavior, we may ask your visitors not bring any food or items to the visit. Visitors may not bring valuables or anything that can be used as a weapon onto campus. We also ask that visitors minimize cellphone use while on campus.



Off-campus day or overnight passes (also called Therapeutic Leaves [TLs]) are another important part of the treatment process. Passes allow you to practice your new skills and reintegrate into your home and community. Passes may be a few hours or a few days, depending on your and your family's needs, your level of safety, and your treatment plan. Starting out, overnight passes are typically one day and one night. As you show safer behavior and move closer to discharge, you may go on passes of a longer duration to support the transition process. Also, if you live a significant distance from CSTC, longer passes may be indicated. You, your family, and your treatment team will work together to identify goals for passes. Upon return, you and your family will rate your performance on your goals for the pass on a scale of 1-5. Passes should be planned at least three days in advance in order to have enough time to obtain medication and a doctor's order. You or your family can contact San Juan staff at any time during the pass for questions, coaching, or guidance if there is a crisis.

Educational Program

Educational services for San Juan youth are provided through Firwood Secondary School, which is located on CSTC's campus and is part of the Clover Park School District. Each class has 8-12 students, a teacher, a para-educator, and 1-2 PCCC staff who walk with you to and from the cottage and stay with you during school. All of the teachers have training and experience in teaching adolescents with emotional and behavioral disorders. Each student receives an educational assessment to identify academic needs. School staff will also contact your guardians and community school to help develop a learning plan that will best fit your unique needs. Successfully completing any high school class may earn credits that can transfer to any high school that you attend in the future. If you are not able to leave the cottage for safety or other reasons, you will attend school on Rainier.

School is an important part of your treatment program. Therefore, attending and participating in school every day is an expectation for all San Juan youth. We understand that many youth who come to CSTC have experienced challenges in school and that school may be challenging for

you. We are here to help you be as successful as possible in a school setting, so we take many steps to make school a positive experience for you. PCCC staff will walk with you to and from school, stay with you in the classroom, and provide coaching and support to you if needed. The Clinical Treatment Team also collaborates regularly with school staff to make sure that your educational needs are being met.



Because education is so important to your treatment, if you refuse to go to school, return to cottage without approval, or are late without being excused, you may be asked to complete a behavior chain analysis to figure out barriers to your ability to attend school and solutions to the problem. If you miss school without being excused, you will need to complete work study (make-up school work) for the amount of instruction time that you missed. For example, if you missed one hour of school, you will need to complete a chain analysis about your tardiness as well as one hour of work study before you can access privileges. Work study may only be completed on swing shift.

Recreation Therapy Program

The Recreation Therapy Program at CSTC is designed to help youth develop independent leisure functioning. Activities provided by recreation therapists are designed to teach healthy leisure skills, improve physical fitness, and improve social functioning. In addition to recreation groups, the Recreation Therapy Department also organizes campus-wide activities such as rocketry, camping, and the summer carnival. Forensic patients do not receive recreation therapy at San Juan Cottage.



Transition and Discharge

When you are consistently showing safe behavior and have learned and practiced new skills to help you be successful outside of a hospital environment, you will begin the transition and discharge process. Transition is typically a 60-day period where you, your treatment team, your family, and members of your community work together to make sure that important supports are in place for you to transition from San Juan back into your community as successfully as possible. During this time, you will continue to work towards your goals and practice skills you have learned at San Juan Cottage.

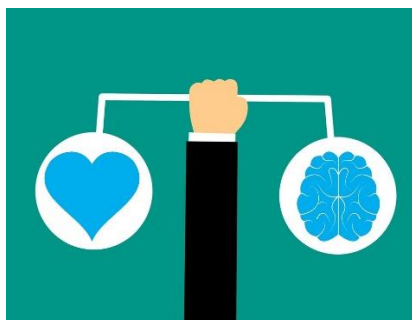
Treatment Program

All patients participate in the San Juan Cottage Treatment Program. Some patients may also have additional individual treatment programs to assist them in achieving their individualized treatment goals. There are three Core Principles of Treatment that guide your treatment throughout your time on San Juan Cottage, and there are four Stages of Treatment that reflect your progress in treatment, current treatment targets, and access to privileges. Each Core Principle and Stage of Treatment is described in detail below.

Core Principles of Treatment

There are three Core Principles of Treatment on San Juan Cottage that pertain to the ideas of dialectics and skills. The concept of dialectics means that two opposite ideas can be true at the same time, and when considered together, can create a new truth and a new way of viewing the situation. Being dialectical helps you to avoid extremes and help you be more flexible in your thinking and behavior. Dialectics teach you that:

1. There is always more than one way to see a situation and more than one way to solve a problem.
2. All people have unique qualities and different points of view.
3. Change is the only constant.
4. Two things that seem like (or are) opposites can both be true.
5. Honor the truth on both sides of a conflict. Avoid seeing the world in “black-and-white” or “all-or-nothing thinking.”



Another important component of your treatment on San Juan Cottage is a focus on developing new skills. Taken together, the ideas of dialectics and skills development make up the Core Principles of Treatment. An easy way to remember the Core Principles of Treatment on San Juan Cottage is that they spell out “San.” The Core Principles of Treatment are described below.

Striving for Change

The primary dialectic in DBT is acceptance and change. An example of this dialectic is the assumption that everyone is currently doing the best that they can, AND at the same time, they need to do better, try harder, and be more motivated to change. This means that your treatment team will encourage you to make changes to move you closer to your life worth living.

Acceptance

The other side of the primary DBT dialectic is acceptance. This means that we assume that people may be struggling with their emotions and behavior, AND they are always doing the best they can in that moment and want to improve their lives. This means that your treatment team will meet you where you are at through validation and empathy.

New Skills Growth

Another major focus of your treatment on San Juan Cottage is the development of new skills to help you regulate your emotions, practice more skillful behavior, have healthy relationships with others, and create a life worth living. This is accomplished through all of the various components of your treatment program (e.g., interactions with staff, individual/group/family therapy, recreation therapy, etc.).

Stages of Treatment

The San Juan Cottage Stages of Treatment are used to indicate which of your behaviors needs the most attention and work right now. Because everyone has unique treatment needs, the behaviors that you are working on may be different than the behaviors your peers are working on. The treatment team will work with you to figure out which of your behaviors are most important for you to target during each stage of treatment. The purpose of figuring out your current stage of treatment is to identify the behaviors that are getting in the way of your success the most and to keep your treatment focused on those behaviors. This way, you and the treatment team do not become overwhelmed with too many behaviors to address at once. Additionally, your access to privileges is determined by your stage of treatment and your recent behavior. The San Juan Cottage Stages of Treatment are designed to allow you to have access to more privileges as you work on your target behaviors and progress through the Stages of Treatment.

An easy way to remember the Stages of Treatment is that they spell out “Juan.” Each stage of the San Juan Cottage Treatment Program is described below with information about the expectations and goals for each stage, privileges, and how to show that you are ready for the next stage of treatment.

Joining the Program (Stage 1)

You will start on Joining the Program (Stage 1) when you are admitted to San Juan Cottage. The focus of treatment during this stage is learning the cottage treatment program, building your investment in and commitment to your treatment, and creating relationships with your treatment team. In order to give you adequate time to accomplish these tasks, you will be on this stage for at least 1 week. This amount of time could be longer if you need more time to learn the program and make a commitment to your treatment.



Privileges

Privileges are limited during Joining the Program (Stage 1) because the main priority is learning and committing to your treatment program. Below are privileges for this stage:

Joining the Program (Stage 1) Privileges

- On-cottage activities in the day hall
- Sound Store access (2 store items and 1 food item)
- Sports Court access
- TV/movies in the milieu (30 minutes per shift)
- Base Camp Box access for 10 Sand Dollars (1 item per access)
- 8:30 P.M. bedtime (8:45 P.M. on weekends)

How to Advance to the Next Stage of Treatment

In order to demonstrate your readiness to advance to the next stage of treatment (Understanding and Demonstrating Safety [Stage 2]), there are 4 steps that must be accomplished. They are described in detail below:

1. **Review the San Juan Cottage Program Manual.** Carefully read over the San Juan Cottage Program Manual. It describes everything you need to know about the cottage program and expectations. Ask staff if you have any questions about the manual.
2. **Complete the Joining the Program Worksheet.** You will need to fill out the Joining the Program Worksheet, which helps you identify behaviors you have had difficulties with. On this worksheet, you will also need to identify two behaviors that you commit

to working on in the next stage of treatment. You should choose behaviors that need to be focused on first in your treatment (i.e., safety-related behaviors). Your treatment team can help you prioritize these behaviors. The behaviors you choose to commit to working on will be used to create goals for your treatment plan.

3. **Create a safety plan.** During your first 10 days on San Juan Cottage (and regularly after that), you will complete a safety plan. You can get a copy of a safety plan from staff. Your safety plan is a tool to help you and staff understand what it looks like when you feel overwhelmed, your triggers, coping skills, and how we can help you when you're having a hard time coping on your own. Once you have completed your safety plan, your mentor will review it with you and may ask you to add information. Over time, you will update your safety plan several times with your mentor as you develop insight into your emotions and behavior and learn new skills.
4. **Complete a behavior chain analysis.** Behavior chain analyses are forms that go into a lot of detail about factors that led up to a behavior, the consequences of that behavior, and how you will repair harm caused by the behavior. One of the major goals of a chain analysis is to help you identify more skillful behaviors to use in order to decrease the likelihood that you will engage in problem behaviors in the future. When you complete a chain analysis, you should focus on nonjudgmentally describing behaviors and focusing on the facts of the situation. You will complete a chain analysis during Joining the Program (Stage 1) to help you find new ways of looking at and thinking about the circumstances surrounding problem behaviors. You will complete this chain analysis about the behavior that led up to you coming to San Juan Cottage. Your mentor will help you with your first chain analysis and answer questions about the process of completing a chain analysis.



Once you have accomplished the four goals listed above, you can apply to move up to Understanding and Demonstrating Safety (Stage 2) by turning your Joining the Program Worksheet and safety plan in to your mentor by 1 P.M. on intershift day. Your mentor will share the work you have done with the rest of the treatment team, who will give you feedback later on intershift day about your readiness to move on to the next stage of treatment. Because the purpose of Joining the Program is for you to learn the cottage program, you will not come back to this stage. Staying committed to your treatment is an expectation throughout your time on San Juan Cottage, and any challenges you have with commitment will be addressed at all other stages as needed.

Understanding and Demonstrating Safety (Stage 2)

The focus of treatment during Understanding and Demonstrating Safety (Stage 2) is working on behaviors to keep yourself and others safe. Examples of target behaviors that you may need to work on during this stage are physical aggression, threats, property destruction, self-harm or suicidal gestures, running away, sexual gestures, poor boundaries, possession of contraband, and/or violating safety rules or doctors' orders. More dangerous behaviors will be targeted first. The amount of time that you will spend on this stage varies based on your behavior, treatment plan, and individual needs. Most youth admitted to San Juan Cottage have struggled significantly to maintain their personal safety in the community and therefore need to spend a lot of time on this stage to learn skills to keep themselves and others safe.

Privileges

You will have access to a few more privileges than you did on Stage 1. Because you are focusing on keeping yourself and others safe, you will still need to have less access to potentially dangerous items. Available privileges during Stage 2 are listed below:

Understanding and Demonstrating Safety (Stage 2) Privileges

- Group activities (non-media related) in the multipurpose room
- Sound Store access (2 store items and 1 food item)
- Outdoor access (30 minutes per shift)
 - Can only go to the main playground or other places close to cottage
- Eligible for school off-cottage (requires approval from treatment team)
- Eligible for therapy groups off-cottage (requires approval from treatment team)
- Cottage MP3 player rental on Glacier only for 2 hours per shift for \$10 (with MP3 contract approval)
- Personal MP3 player access on Glacier only (with MP3 contract approval)
- Base Camp Box access for 8 Sand Dollars (1 item per access)
- 8:45 P.M. bedtime (9 P.M. on weekends)

How to Advance to the Next Stage of Treatment

There are several steps that must be accomplished in order for you to demonstrate your readiness to move to the next stage of treatment (Adapting to Challenges [Stage 3]). The steps are described below:

1. **Demonstrate safe behavior for at least two weeks.** The primary focus of this stage of treatment is safety. This goal will vary for each patient, depending on your individual treatment plan and target behaviors. Specific goals may include things like no aggressive behavior, self-harm, suicide attempts, etc. You and your treatment team

will work together to determine target behaviors and the length of time you must show safe behavior. If you engage in an unsafe behavior that you are currently targeting or you demonstrate significantly unsafe behavior, you may be placed on Refocus and Repair (“R and R”) status (described later). While you are on R and R, you will temporarily lose access to your privileges until you complete all the necessary steps to be taken off R and R. (See Refocus and Repair section.) All R and R steps must be completed to advance to the next stage of treatment.

2. **Attend skills groups regularly.** The goal of attending groups is for you to learn new, more skillful behaviors. There are several groups available on the cottage, including a regular rotation of DBT skills group. In groups, you will learn skills to be more mindful of your experiences, tolerate distressing situations, regulate your emotions, and be more effective in relationships. If you practice these new skills inside and outside of groups, you will improve your ability to keep yourself and others safe and to safely manage your emotions and behavior. Group facilitators will give you practice assignments to help you master new skills outside of group.
3. **Complete a therapeutic learning project.** You will need to complete a therapeutic learning project to demonstrate that you are ready to move up to the next stage of treatment. Each patient’s therapeutic learning project during this stage will be different depending on your treatment plan goals and target behaviors. Your project should demonstrate new skills you have learned during this stage to improve your ability to keep yourself and other people safe. Your mentor or other member of your treatment team will help you identify, prepare, and complete your therapeutic learning project.
4. **Review and modify your safety plan.** Throughout Stage 2, you will have been working a lot on safety through attending groups, completing chain analyses, and learning new skills. This new information needs to be added to your safety plan so that you and your treatment team know your new strengths and skills.
5. **Complete an I’m Ready for the Next Stage of Treatment form.** To apply to move up to the next stage of treatment, you will need to complete an I’m Ready for the Next Stage of Treatment form. You can find this form at the end of the program manual or ask a staff for a copy. This form helps you reflect on progress you have made so far in your treatment, target behaviors you will need to work on, and why you feel you are ready for the next stage of treatment.

Once you have completed all five of these tasks and you feel ready to move to Adapting to Challenges (Stage 3), you can apply by turning in your therapeutic learning project, updated safety plan, and I’m Ready for the Next Stage of Treatment form to your mentor by 1 P.M.

on intershift day. The treatment team will discuss your input and give you feedback about your progress later that day.

Adapting to Challenges (Stage 3)

Once you reach Adapting to Challenges (Stage 3), you have shown that you are able to keep yourself and others safe. The focus of treatment now is on learning skills to adjust and manage your behaviors that pose challenges to full participation in your or your peers' treatment programs (i.e., therapy-interfering behaviors). Examples of target behaviors that you may need to work on during this stage are violating cottage rules or expectations, engaging in noncompliant behaviors, failing to consistently and/or meaningfully participate in therapy and/or school, disrupting others' treatment, engaging in non-collaborative behaviors, pushing staff's and peers' personal limits, and/or failing to get along with others. Many San Juan Cottage youth have had difficulty fully engaging in and benefiting from treatment in the past due to a variety of therapy-interfering behaviors such as those listed above. Similar to Stage 2, the treatment team will help you identify what specific behaviors you need to target during Adapting to Challenges (Stage 3). The amount of time that you will spend on this stage varies based on your behavior, treatment plan, and individual needs.

Privileges

There is a significant increase in available privileges from Stage 2 to Stage 3 because you are showing consistently safer behavior. The available privileges for this stage are listed below:

Adapting to Challenges (Stage 3) Privileges

- Media in the multipurpose room
- Sound Store access (3 store items and 1 food item)
- Outdoor access (amount of time at staff discretion)
 - Stage 2 locations plus rec room, back playground, bike/skateboard/scooter access
- Eligible for off-campus outings
- Cottage video game access on Glacier only (30 minutes per shift)
- Additional 30 minutes of media time for 10 Sand Dollars
- Cottage MP3 player rental on Glacier only for 2 hours per shift for \$8
- Base Camp Box access for 6 Sand Dollars (2 items per access)
- Base Camp Box access for free on Fridays (2 items per access)
- Vacation day on weekend
- 9 P.M. bedtime (9:15 P.M. on weekends)

How to Advance to the Next Stage of Treatment

In order to demonstrate your readiness to advance to the final stage of treatment, Navigating Life Effectively (Stage 4), there are 5 steps that must be accomplished first. They are described in detail below:

1. **Continue to consistently demonstrate safe behavior.** Even though safety is not the major focus of this stage of treatment, you are still expected to maintain safe behavior throughout the course of your treatment. If you demonstrate unsafe behavior during Stage 3, you may be placed on R and R. All R and R expectations must be completed to advance to the next stage of treatment. It is important to note that if you engage in several unsafe behaviors in a short time or a significantly unsafe behavior, you and your treatment team will discuss changing your stage of treatment to Understanding and Demonstrating Safety to make sure that you are focused on maintaining safety.
2. **Actively participate in all components of therapy and school for at least one month.** Because your main focus of treatment during this stage is reducing therapy-interfering behaviors, you will be expected to participate consistently and actively in therapeutic activities and school, as these are important components of your treatment program. This includes following cottage rules/expectations; participating meaningfully in individual, group, family, and recreation therapy; being respectful to peers and staff; showing collaborative behavior with peers and staff; attending school; participating in class; and completing school work. If you fail to engage in these activities, or if you interfere with your peers' engagement in these activities, you will need to complete a chain analysis to figure out what is getting in the way, how you will repair damages caused by your behavior, and how you plan to reduce therapy-interfering behaviors in the future.
3. **Complete a therapeutic learning project.** Like the last stage of treatment, you will need to complete a therapeutic learning project to show that you are ready to move up to the next stage of treatment. Again, each patient's therapeutic learning project during this stage will be different depending on their treatment plan goals and specific target behaviors. Your project should demonstrate new skills you have learned during this stage to reduce therapy-interfering behaviors and fully engage in your treatment program. Your mentor or other member of your treatment team will help you identify, prepare, and complete your therapeutic learning project.
4. **Review and modify your safety plan.** During Stage 3, you will have been learning many new skills through your active participation in treatment. You will need to update your safety plan with this new information so that you and your treatment team know your new strengths and skills.
5. **Complete an I'm Ready for the Next Stage of Treatment form.** Similar to the previous stage, you will need to complete an I'm Ready for the Next Stage of Treatment form to apply to move up to the next stage of treatment. Again, you will complete this form to reflect on progress you have made so far in your treatment, target behaviors you will need to work on, and why you feel you are ready for the next stage of treatment.

Once you have completed all 5 of these tasks and you feel ready to move to Navigating Life Effectively (Stage 4), you can apply by turning in your therapeutic learning project, updated safety plan, and I'm Ready for the Next Stage of Treatment form to your mentor by 1 P.M. on intershift day. The treatment team will discuss your input and give you feedback about your progress later that day.

Navigating Life Effectively (Stage 4)

Youth in this stage of treatment have shown that they are able to keep themselves and others safe, and they have addressed therapy-interfering behaviors so they can fully participate in and benefit from treatment. During this stage, the focus is on using more skillful behaviors to improve your quality of life. Goals will be different for each patient, depending on your individual treatment plan. Some examples of goals during this stage are working on decreasing symptoms of depression and anxiety, treating trauma, tolerating inconsistencies in your environment, improving relationships with others, and encouraging your peers. During this stage, another major focus is working on developing more independence and mastery in using skills to self-regulate and manage difficult situations. As such, it is expected that you use skills more independently and that you continue to ask for coaching/support from others when you need it.

Privileges

Because youth in this stage of treatment have demonstrated safety and active engagement in treatment, and are building more independence, you will have access to more privileges than the previous stage of treatment. Privileges for Stage 4 are listed below:

Navigating Life Effectively (Stage 4) Privileges

- Sound Store access (4 store items and 2 food items)
- Transition in multipurpose rooms/Sports Court/shower
- Unlimited outside time
- Eligible for 2-to-1 outing with staff (once per month)
- TV/movies (1 hour per shift)
- Cottage video game access on Glacier only (1 hour per shift)
- Additional 30 minutes of media time for 8 Sand Dollars
- Cottage portable DVD player access on Glacier only (30 minutes per shift or bedtime movie)
- Overnight MP3 player access on Glacier only
- Base Camp Box access for 4 Sand Dollars (2 items per access)
- Base Campy box access for free on Mondays and Fridays (2 items per access)
- Cottage representative
- Grounds privileges with doctor's order
- 9:30 P.M. bedtime (9:45 P.M. on weekends)

How to Maintain This Next Stage of Treatment

Navigating Life Effectively is the highest stage of treatment on San Juan Cottage. Therefore, you will need to continue to work on all of your previous treatment targets, in addition to

improving your quality of life and independence, to maintain Stage 4. Specific expectations are outlined below:

1. **Continue to consistently demonstrate safe behavior and active participation in treatment.** Even though these are not the major focuses of treatment in this stage, it is expected that you continue to demonstrate safe behavior and active participation in your treatment and school. If you show unsafe behavior, do not actively participate in treatment and/or school, or interfere with others' ability to participate in treatment, you may be placed on R and R or be required to complete a chain analysis to figure out what is getting in the way, how you will repair damages caused by your behavior, and how you plan to reduce negative behaviors in the future. If you engage in several unsafe behaviors in a short time or a significantly unsafe behavior, or you demonstrate therapy-interfering behaviors, you and your treatment team will discuss changing your stage of treatment to a previous stage to match the area you currently need to focus on.
2. **Actively address behaviors negatively impacting your quality of life.** Similar to previous stages of treatment, this goal will vary for each patient, and your treatment team will help you develop specific goals in this area. Examples include completing thought logs to identify and challenge negative thoughts associated with depression, working on an exposure hierarchy to target anxiety, or completing a trauma narrative. If you engage in negative behaviors that you are targeting during this stage, you will need to complete a chain analysis to identify what is contributing to the behavior, the consequences of the behavior, how you will repair for the behavior, and how you plan to decrease the occurrence of the problem behavior in the future.
3. **Independently use skills in the moment to manage difficult situations or emotions and appropriately ask for help when needed.** Another major focus during this stage of treatment is increasing your ability to independently manage challenging situations and emotions using the skills you have learned up to this point in your treatment. However, you are not expected to manage all situations completely on your own. Everyone needs support from time to time, so you are still expected and encouraged to request support or help when needed.
4. **Review and modify your safety plan.** As you continue learning new skills in treatment, you will need to update your safety plan. This allows your treatment team to continue to best help you when you are having difficulties.

Privileges

The above list of privileges for each Stage of Treatment is not exhaustive. Other incentives and privileges that are appropriate to your current stage of treatment can be negotiated with the

treatment team. You will need to fill out an Additional Privilege Request form to indicate what privilege you are advocating for, why you would like access to that privilege, when and where you plan to use that privilege, and why you believe that you are ready for that privilege. You can find this form at the end of the program manual, or you can ask staff for a copy. The Additional Privilege Request form needs to be turned in to your mentor by 1 P.M. on intershift day. The treatment team will discuss your request and give you feedback later that day.

Another important note about privileges: All privileges, even those that you have earned based on your current stage of treatment, are always at staff discretion. Your ability to access any privilege will be determined by your current behavior and your shift safety status (described below).



Refocus and Repair

If you engage in behaviors that are unsafe, egregious, and/or inconsistent with the stage of treatment you are currently working on, you may be placed on Refocus and Repair (“R and R”) status for at least 24 hours. This amount of time can be longer if you continue to demonstrate unsafe behavior. It is important to note that R and R is not a consequence; R and R is an opportunity for you to identify what led up to a maladaptive behavior, and more importantly, how you can prevent similar behaviors from happening again. R and R also allows you to repair any damages that your behavior may have caused to property, relationships, or your self-respect. All privileges of your current stage of treatment will be suspended, your bedtime will be 8:30 P.M., and you will not be able to spend any extra time with staff or the doctors for at least 24 hours. You will remain on R and R until you do the following steps:

1. Complete the R and R behavior chain analysis
2. Review the chain analysis with your mentor and make changes as needed
3. Update your safety plan to include what you learned from the chain analysis as needed
4. Complete repairs for the behavior
5. Have your mentor sign off that you completed repairs
6. Use DEARMAN to advocate for yourself to be taken off R and R

If you are put on R and R, you will complete a chain analysis about factors that led up to the behavior that caused you to be on R and R, the consequences of that behavior, how you will repair the damage caused by the behavior, and more skillful behaviors you can use in the future. When you complete a repair for a negative behavior, you will “overcorrect” the maladaptive behavior. This means that you are correcting something beyond what is needed. For example, if you draw on a wall in the day hall, the repair would be to clean the marks off the wall, and the overcorrection (going beyond what is needed) would be to make something to hang on the wall or buy a poster for the wall to beautify the space. The expectation is that you complete the chain analysis independently, then get feedback and help from a staff. You should add the information that you learn from the chain analysis to your safety plan so that you and your treatment team can work together to help you change your behavior.

Once it has been at least 24 hours since you were placed on R and R, you are showing safe behavior, and you have completed all 6 steps of R and R, you will return to your previous stage of treatment and your privileges will be available again. If you are placed on R and R several times in a short period or you engage in a significantly unsafe behavior, you and your treatment team will discuss changing your stage of treatment to make sure that the behavior is appropriately targeted and diminished. Once you are taken off of R and R, you can submit a Problem Solve with a Doctor form (located at the end of the program manual or available from staff) if you would like additional help from one of the doctors.

What’s it Like on San Juan Cottage?

The routine and daily activities on San Juan Cottage are highly structured. There are scheduled times for waking up, completing hygiene, eating meals, going to school, attending therapy and recreation groups, participating in outings, and going to bed. Your ability to participate in some activities will be determined by how safe your behavior is. You will have some free time to choose activities that you would like to do. Being able to keep yourself busy with productive and safe leisure activities is an important skill for you to use when you return to the community. Therefore, whenever you are in a public area like the day hall, multipurpose room, or dining room, you will need to be involved in a structured activity. If you are not sure what kinds of activities are available on the cottage, talk to staff for help. Please fill out the information below to help you and your staff identify what kinds of activities you like to do for fun.

List 5 non-media activities that you can do by yourself:

- 1.
- 2.
- 3.
- 4.
- 5.

List 5 non-media activities that you can do with others:

1.

2.

3.

4.

5.

Schedule

This is what the weekly schedule on San Juan Cottage looks like. Some parts of the schedule will look different from day to day depending on the day of the week, your stage of treatment, whether it is a school day, etc. Routine med times are 7 AM-9 AM, 11 AM-1 PM, and 7 PM-9 PM.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:45 <i>Shift change</i>	6:45 <i>Shift change</i>	6:45 <i>Shift change</i>	6:45 <i>Shift change</i>	6:45 <i>Shift change</i>	6:45 <i>Shift change</i>	6:45 <i>Shift change</i>
7:00 Hygiene	7:00 Hygiene	8:00 Hygiene	7:00 Hygiene	7:00 Hygiene	8:30 Breakfast	8:30 Breakfast
7:30 Breakfast	7:30 Breakfast	8:30 Breakfast	7:30 Breakfast	7:30 Breakfast	9:00 Transition	9:00 Transition
8:00 Transition time	8:00 Transition time	9:00 Transition time	8:00 Transition time	8:00 Transition time	9:30 Chores/Hygiene	9:30 Chores/Hygiene
8:30 School	8:30 School	9:30 School	8:30 School	8:30 School	10:30 Groups and other activities	10:30 Groups and other activities
12:30 Lunch	12:30 Lunch	12:30 Lunch	12:30 Lunch	12:30 Lunch	12:30 Lunch	12:30 Lunch
1:00 Transition time	1:00 Transition time	1:00 Transition time	1:00 Transition time	1:00 Transition time	1:00 Transition time	1:00 Transition time
1:30 School	1:30 School	1:30 School	1:30 School	1:30 School	1:30 Groups, rec, and other activities	1:30 Groups, rec, and other activities
2:40 <i>Shift change</i> Transition time	2:40 <i>Shift change</i> Transition time	2:40 <i>Shift change</i> Transition time	2:40 <i>Shift change</i> Transition time	2:40 <i>Shift change</i> Transition time	2:40 <i>Shift change</i> Transition time	2:40 <i>Shift change</i> Transition time
3:10 Swing staff check in with youth “Team Time”	3:10 Swing staff check in with youth “Team Time”	3:10 Swing staff check in with youth “Team Time”	3:10 Swing staff check in with youth “Team Time”	3:10 Swing staff check in with youth “Team Time”	3:10 Swing staff check in with youth “Team Time”	3:10 Swing staff check in with youth “Team Time”
3:30 DBT Group	3:15 – 5:00 Groups, rec, and other activities	3:15 – 5:00 Groups, rec, and other activities	3:15 – 5:00 Groups, rec, and other activities	3:15 – 5:00 Groups, rec, and other activities	3:15 – 5:00 Groups, rec, and other activities	3:15 – 4:00 Cottage Clean-Up 4:00 Groups, rec, and other activities
5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner
5:30 Transition time	5:30 Transition time	5:30 Transition time	5:30 Transition time	5:30 Transition time	5:30 Transition time	5:30 Transition time
6:00 Groups, rec, and other activities	6:00 Groups, rec, and other activities	6:00 Groups, rec, and other activities	6:00 Groups, rec, and other activities	6:00 Groups, rec, and other activities	6:00 Groups, rec, and other activities	6:00 Groups, rec, and other activities
7:00 Snack	7:00 Snack	7:00 Snack	7:00 Snack	7:00 Snack	7:00 Snack	7:00 Snack
7:30 Groups, rec, and other activities	7:30 Groups, rec, and other activities	7:30 Groups, rec, and other activities	7:30 Groups, rec, and other activities	7:30 Groups, rec, and other activities	7:30 Groups, rec, and other activities	7:30 Groups, rec, and other activities
8:15 Sleep Hygiene	8:15 Sleep Hygiene	8:15 Sleep Hygiene	8:15 Sleep Hygiene	8:30 Sleep Hygiene	8:30 Sleep Hygiene	8:15 Sleep Hygiene
8:30 – 9:30 Bedtime	8:30 – 9:30 Bedtime	8:30 – 9:30 Bedtime	8:30 – 9:30 Bedtime	8:45 – 9:45 Bedtime	8:45 – 9:45 Bedtime	8:30 – 9:30 Bedtime

Sand Dollars

San Juan Cottage uses a token economy system where you can earn “Sand Dollars” for engaging in positive activities related to your treatment. Sand Dollars can be earned for things like completing hygiene, going to school, participating in groups, demonstrating positive interactions with staff and peers, practicing skills, and following through with staff’s requests. You can also earn Sand Dollars for completing extra chores around the cottage. You can spend your Sand Dollars to buy items from the Sound Store (see below) and to access various privileges.



Sound Store

Once per week, you can spend your Sand Dollars at the Sound Store. The store contains many items for purchase, such as snacks, candy, drinks, clothes, games, and hygiene products. If your shift safety status is “safe” at the time the Sound Store can be accessed, you will be able to purchase up to two items. If your shift safety status is “unsafe” at the time the Sound Store can be accessed, you will be able to purchase no more than one item. If you are on R and R, you will not be able to access the Sound Store. Please tell us items that you would like to buy from the Sound Store below:

Things I would like to buy from the Sound Store:

- 1.
- 2.
- 3.
- 4.
- 5.

Chores

While you are at San Juan Cottage, it is an expectation that you complete basic chores to promote responsible behavior and independence. For example, you will need to consistently keep your room clean and tidy, make your bed, do your laundry (with help from staff as needed), wipe down dining room tables after you finish eating, clean up after activities, and complete other basic chores to keep the cottage clean. Staff will regularly inspect your room to make sure that it is neat and clean (i.e., your bed is made, trash is thrown away, clothes and other items are picked

up off the floor and organized, etc.) before you can access privileges. In addition to basic chore expectations, you can choose to do extra chores around the cottage to earn Sand Dollars to spend at the Sound Store.

Phone Calls

You may make and receive phone calls only from people on your approved phone list on the cottage phone when your behavior is safe. The best time for phone calls is between 3:30 P.M. and 8 P.M. on weekdays and 9 A.M. and 8 P.M. on weekends. Typically, you may not make phone calls during school hours or therapy/recreation groups. Please limit phone calls to 15 minutes once per day to allow other patients access to the phone. Please note that no cellphones are allowed on the cottage, and the cottage cannot accept any collect calls. Based on your safety and treatment needs, your phone calls may need to be monitored (staff stay nearby during your call and listen to you as you talk on the phone) or supervised (staff listen to your call on speakerphone).



San Juan Cottage Phone Number:

(253) 319-5123

Mail

During your hospitalization, you are encouraged to write letters to friends and family members. You may only receive mail from individuals on your approved contact list. Incoming mail is opened in front of staff to ensure that no contraband enters the cottage. Mail can be sent to you at the following address:

Youth's Name

c/o San Juan Cottage

8805 Steilacoom Blvd SW

Lakewood, WA 98498-4771

Diet and Food Stuff

San Juan Cottage has a kitchen and cooks assigned to the cottage. Cooks prepare breakfast, lunch, dinner, and snacks according to a menu planned by a registered dietician. Special diets may also be prepared according to physician orders. We also prepare and serve special meals and treats for special occasions, such as birthdays, holidays, cottage activities, and discharges.



Families are welcome to bring food items and host family picnics. For health and safety reasons, no food may be made for other San Juan patients. We also ask that families try to provide healthy foods that are in line with our Healthy Dietary Guidelines for the CSTC campus. (Please check with a nurse or doctor about this.)

You will have a small space on the cottage, your Base Camp Box (see below), to store food. The food you bring should be non-perishable (i.e., crackers, Gatorade, etc.). You will only be able to access your personal food and other items in your Base Camp Box during certain times each shift. Please note that we do not allow caffeinated drinks, cans, or glass containers on the cottage.

Base Camp Box

Each San Juan youth will have a small locked storage area (called a Base Camp Box) on the cottage for snacks, personal items, etc. You can only access your Base Camp Box once per shift at designated times outside of school and therapy/recreation groups. You will need to spend your Sand Dollars to access your Base Camp Box. The amount of Sand Dollars that it costs to access your Base Camp Box depends on your stage of treatment (see privileges above). Staff will unlock your Base Camp Box for you to access your items and relock it when you are done.

Media Policy

Media (music, video games, movies, TV shows, books, magazines, etc.) has a strong influence on how you feel and behave. You are encouraged to use media as you progress in your treatment,

and the staff on San Juan Cottage will help you make sure that the messages you are exposed to are positive and healthy. Below are some of our expectations around media use on San Juan Cottage:

- TV, movies, and video games may only be accessed on weekends, holidays, and days there is not school.
- MP3 players can be accessed any day of the week at times approved by staff. You must complete the San Juan MP3 contract agreement to be eligible to access MP3 players on San Juan Cottage. MP3 players are only allowed on Glacier.
- You may not access media when assigned recreation therapy groups, recreation participation groups, outings, or other treatment activities are happening.
- You may not use media during sleeping hours unless you have permission from a doctor.
- Electronic devices are not allowed to be taken to school unless there is prior collaboration and approval from a doctor.
- Up to PG-rated media is allowed on Rainier.
- Up to PG-13-rated media is allowed on Glacier.
- Video games are only allowed on Glacier, and you must be a Stage 3 or higher to access video games.
- No video MP3 players are allowed on the cottage. MP3 players may also not have a camera or recording device. MP3 players may not have a glass screen.
- Electronic devices that allow you to download information (Internet access, etc.) or communicate with other people (instant messaging, email, etc.) are not allowed on the cottage.
- Any form of media that expresses excessive sexual content or violence is not allowed on the cottage. If staff become aware that you are in possession of any excessively sexual or violent media, or any parental advisory media, they will confiscate it.
- No music with violent or sexual content and/or cursing or offensive language may be played in public areas. If staff hear you playing music with inappropriate content, you will lose access to the device.
- You may not download, “rip,” “burn,” or share music, videos, and/or video games while at CSTC.
- “R” rated movies and “M” rated video games are not allowed on the cottage. No first-person shooter games are allowed on the cottage.

What to Bring

You will have your own personal bedroom and a small area on the cottage to store personal belongings and snacks (your Base Camp Box). There is very limited storage on the cottage, so you will only be able to bring two 15-gallon containers worth of items with you. If you run out of

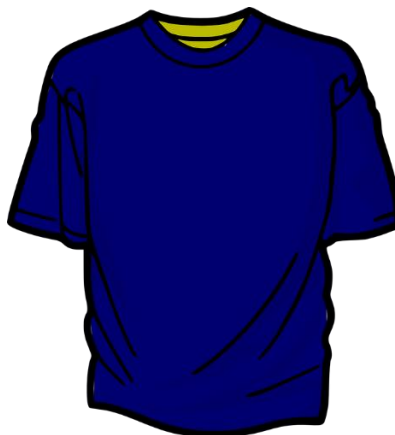
space for your items on the cottage, you may need to send items home, especially before you acquire any additional items.

Staff will take inventory of all items brought to the cottage. Any items that are not permitted on the cottage will be returned to your home. Additionally, San Juan staff and CSTC will not be held responsible for the breakage or loss of any valuables that you bring to the cottage. You will be asked to sign a waiver for any items brought to the cottage worth more than \$50. Guidelines for type and quantity of items that you should bring with you are described below.

Clothing

It is recommended that you bring comfortable, casual clothing to San Juan Cottage. You will be doing your own laundry, so your clothes should be durable, machine-washable, and easy to care for (i.e., no dry-clean only clothing). There will be many opportunities for playing outside and going on outings to area parks, beaches, and other attractions; therefore, athletic and other comfortable, durable clothing is recommended. Also, clothing sometimes gets misplaced or lost in the wash, so please do not bring any clothes that you cannot live without. Below are some recommendations for clothing:

- 2 pairs of tennis shoes (no shoelaces)
- 1 pair of slippers/flip flops/Crocs
- 6-8 pairs of socks
- 6-8 pairs of underwear/boxers
- 6-8 bras or sports bras (no underwire)
- 1 jacket or coat (no drawstrings)
- 5 pairs of jeans/pants/shorts
 - 6-8 T-shirts/shirts/blouses
- 1-3 sweaters/sweatshirts
- 1 swimsuit (1 piece only)



Here are some other important rules and guidelines for clothing on San Juan Cottage:

- Clothing may not have any sexual, drug/alcohol, gang-related, derogatory, or offensive graphics, words, or messages.
- Pants may not be too tight or sagging. No undergarments may be showing. Leggings are only allowed with a top that is no more than 3 inches above the knee.
- Shirts must cover the midriff area, with no undergarments or excessive cleavage showing.
- Shirts must have a strap of at least one inch over the shoulder.
- No drawstrings or shoelaces are allowed.
- You will have a specified laundry day, and you may not mix your laundry with other patients' laundry in the cottage washers and/or dryers.

Belongings

Due to limited storage on the cottage, you should not bring any items other than those allowed in your room. For example, you may bring items to decorate your room, stuffies, a favorite pillow and/or blanket/comforter, family photos (no glass frames), posters, and/or other small personal items. Do not bring anything of monetary or sentimental value that would be difficult to replace. Expensive toys, clothing, and other items are not allowed on the cottage.

You may not bring cameras, televisions, tools, knives, weapons, cellphones, or video game systems. Handheld video game systems (without wireless connections to the internet) and portable DVD players are allowed only with approval from your treatment team. All cords that exceed 6 inches will be zip tied by staff. Personal items may be taken away if they are used in an unsafe way. If you are not sure whether you are allowed to have an item on the cottage or in your room, please ask a staff member.

Lending, trading, borrowing, or giving is not allowed on San Juan Cottage. Your personal items must remain in your possession while you are at CSTC. If you trade, lend, borrow, or give something to a peer, the item will be confiscated for at least 24 hours. If this happens again, the item will be placed in storage, and you will not have access to it until you discharge. The only exception to this rule is if you are willing to share an item with all patients on the cottage. Only prepackaged items can be shared with other patients (i.e., store-bought popcorn, cookies, candy, etc.).

The following items are not allowed on Rainier: MP3 players, electronics, alarm clocks, radios, video games, hard-cover books, hard plastic items, swallowable items, makeup, jewelry, electric razors, hair dryers, flat irons, curling irons, full-size toothbrushes, pens/pencils/markers of any size.

Items Allowed in Your Room

Glacier	Rainier
<ul style="list-style-type: none">• Clothing (1 week supply)• Photographs without frames (no photos of current or past patients)• Hard cover books/magazines with appropriate content• Sports/trading cards (no plastic)• Posters with appropriate content• Stuffed animals (after being searched)• MP3 players (with signed and approved MP3 contract)• Alarm clocks/radios (played at a low volume)• Games, including electronics (only if approved by a doctor)• Personal bedding• Full-size pens, pencils, and markers• Hard plastic items (e.g., Lego, fidgets)• Jewelry	<ul style="list-style-type: none">• Clothing (1 week supply)• Photographs without frames (no photos of current or past patients)• Soft cover books/magazines with appropriate content• Sports/trading cards (no plastic)• Posters with appropriate content• Stuffed animals (after being searched)• Personal bedding• Crayons• Soft items (e.g., stuffed animals) after being searched

Hygiene Products

San Juan Cottage will supply you with basic essential hygiene products. If you prefer a certain brand of product, you will need to bring it with you. All products must be kept in plastic or paper containers, and they will be locked in a hygiene closet outside of your room. Patients may not access the hygiene closets. Staff will get your hygiene items out of the closets for you, and they will put liquid hygiene products in med cups and give them to you. Make-up, hair dryers, flat irons, curling irons, and electric shavers are only allowed on Glacier. They will be kept in the nurse's station and can only be used with staff supervision if you are demonstrating safe behavior. No razors, cans, glass containers, mirrors, or aerosols are allowed on campus.

Money

You may not have money on the cottage. The accounting office will keep money in your Trust Fund, which you can access with 24 hours' notice. When you go on outings, you are allowed to spend your own money on things like refreshments and small items, but CSTC will cover the basic costs of outings (i.e., admission, food, etc.). Family and friends should not give you more than \$20 at a time to avoid the money being used inappropriately. If your family or friends give you money, you must tell staff so that they can put it in a secure place for safe keeping.

Safety

On San Juan Cottage, it is important to keep yourself and other people safe. If you are struggling with difficult emotions or behaviors, staff will work with you to help you regulate yourself and make safe choices. There are several safety interventions used on San Juan Cottage to keep everyone safe. These are described below.

Counselor Coaching

When you are experiencing difficulty managing your emotions or behavior, staff will follow a protocol to help you calm down and make safe and effective choices. These are the steps that staff will follow:

1. Staff will notice that you are becoming dysregulated by your words, affect, or behavior. Some of these behaviors may be outlined in your safety plans as signs that you are having a hard time coping.
2. Staff will approach you, validate you, and ask you about what is going on in the moment.
3. Staff will ask you if you have used any skills. If you have, they will ask you to tell them what specific skills you have used and how you used them.
4. Staff will coach you and help you problem solve other skills that may be useful for you to try in the moment.
5. These steps may be repeated more than once.

If you need additional support after receiving coaching from staff, you can request support from Dr. Morgan or Dr. Robin by filling out a Problem Solve with a Doctor form. One of the doctors will meet with you within 24 business hours after receiving a request unless you have recently engaged in unsafe behavior or are on R and R.

Time Outs, Restraint, and Seclusion

If you are not able to calm yourself with staff coaching, it may be necessary for staff to use a more restrictive intervention. You may choose to take a personal time out, or you may be asked to take a staff-directed time out. When you engage in behavior that puts you in immediate risk of harm to yourself or other people, you may be physically restrained by staff or nurses who are specially trained in verbal de-escalation and physical containment so that you will not harm yourself or others. If you are calm, staff will let go and closely monitor you to make sure that you are safe. However, if you are unable to calm, you will be physically escorted to the seclusion room (quiet room), and a staff member will stay outside the door to monitor your safety. You will need to show safe behavior, and you will also be encouraged to debrief with staff before returning to the milieu. If you are physically restrained or placed in seclusion, a doctor or nurse will assess you to make sure you are safe. At CSTC, we are committed to decreasing the use of restraint and seclusion, and we will help you develop strategies to help you regulate yourself and stay safe without the use of the seclusion room.

Emergency Quiet Time

If a peer is engaging in unsafe behavior, you will be asked to “clear the floor” as part of Emergency Quiet Time. This means that you need to go to your bedroom and wait for staff to open your door for you to enter. You will need to stay in your room until a staff member tells you that you can come out. We try to make Emergency Quiet Times as short as possible so that

you can return to the milieu. We will also give you Sand Dollars to spend at the Sound Store if you say in your room until the Emergency Quiet Time is over.

Levels of Observation

If your behavior demonstrates that you are at risk of suicide, running away, or causing harm to yourself or others, staff may use more intensive levels of observation to keep you and others safe. They are described below:

- Extra Vigilance: This means that staff will check on you every 15 minutes. You may leave the cottage only if you are in continual and direct contact with staff. Potentially dangerous items may be removed from your room.
- Close Observation: This means that you must be in direct line of staff's sight at all times. You cannot leave the cottage, you must sleep in an observable area, and you must be accompanied by staff everywhere. You may participate in school and recreation therapy with a doctor's order. Potentially dangerous items will be removed from your room.
- Maximum Precaution: This means that you must have one-to-one constant supervision by staff and must be within arm's reach of staff at all times. You cannot leave the cottage, must sleep in an observable area, and must be accompanied by staff everywhere. Potentially dangerous items will be removed from your room.

Safety Precautions

If you are having significant difficulties safely interacting with your peers, being safe off the cottage, or keeping yourself safe, you may be placed on one of the safety precautions described below:

- 10-Foot Order: This means that you should not be within 10 feet of a specific person and cannot talk to them unless you are participating in a therapy group with clinical staff or a recreation therapy group. For example, if you are placed on a 10-foot order from Sally, you would need to stay 10 feet away from Sally at all times.
- 30/30 Order: This means that you must spend 30 minutes in one area of the cottage, then 30 minutes in a different area. For example, if you are placed on a 30/30 order in your room and the day hall, you will spend 30 minutes in your room, then 30 minutes in the day hall. This pattern continues during waking hours.

- Room Search: This means that staff will periodically check your room for contraband (items that are not allowed on the cottage). Contraband items will be sent home, placed in storage, or thrown away. As long as you can stay safe, you have the right to observe your room being searched.
- Room Strip: This means that your room is stripped of all items except for a pillow and blanket. Depending on your ability to show safe behavior, this order may be modified to allow you to have certain items in your room, such as one set of clothing, a book, or crayons.
- Cottage Restriction: This means that you are not allowed to leave the cottage for any reason.
- Campus Restriction: This means that you may leave the cottage to attend school and therapy groups, but you cannot leave CSTC's campus.
- Safety Mattresses, Blankets, Pillows, and Smocks: This means that you will only be able to use a special mattress, blanket, and/or pillow until you are able to keep yourself safe. You may also need to wear a safety smock instead of your regular clothes if you are having a hard time staying safe.

Contraband

Contraband is anything that is not allowed to be on the cottage due to safety concerns. Examples of contraband are things like glass, cans, razors, aerosols, mirrors, sharp objects, rocks, strings longer than 6 inches, items with explicit violent or sexual content, etc.

Whenever you enter the cottage, you and your belongings will be checked for contraband. Staff will ask you if you have anything that is not allowed on the cottage, you will be asked to empty out your pockets, and you may be asked to take off your shoes. Staff will wand you with a metal detector. If the metal detector beeps, they will ask you more questions.

Patient Rights and Responsibilities

You have both rights and responsibilities while you are hospitalized. You have a responsibility to treat all staff in a civil and respectful manner, which is consistent with CSTC's commitment to maintain a respectful and considerate relationship with all patients and caregivers. Mutual respect supports communication and teamwork in a way that makes CSTC safer, more effective, and better overall. Your responsibilities also include providing information, asking questions, treating others with respect, and following rules.

Concerns, Complaints, or Grievances

If you, your family/guardians, or other support people in your life have concerns about your care on San Juan Cottage, please speak directly with any of the San Juan team members about your

concerns (Please see the Who's Who list above for names and phone numbers of people on the treatment team). If you are not satisfied with the resolution or need support in expressing your concerns, you can fill out a Grievance Form, and the cottage supervisor or program director will meet with you to discuss the issue and figure out how we can resolve the issue. Forms are located in the day hall, and there is a locked box where you may place your completed form. Staff are available to help you fill out the form, if needed.

Patients at CSTC can also use a designated phone in the day hall to leave a private voicemail for Byron Eagle, CEO (*0203), Disability Rights Washington (DRW, *0201), Child Protective Services (*0202), and/or The Joint Commission (*0204). DRW is a private, nonprofit organization in Washington that has advocates who work with adults and youth with developmental disabilities or mental illness who feel their rights have been violated. You may also call the Department of Assigned Counsel, which has court-ordered attorneys assigned to patients at CSTC when the patient is ordered to stay for involuntary treatment. You may use the phone outside of school and therapy group hours and when your behavior is safe.

If a family member would like to make a formal complaint, they may obtain a copy of the Grievance Form and the grievance policy at the reception desk. They can also contact DRW at 1-800-562-2702.

Conclusion

It is our goal to provide a safe, structured, and therapeutic environment to help each San Juan youth realize their potential, learn new skills, and become safer upon discharge. Please do not hesitate to contact us if you have questions, concerns, or ideas. Thank you!

Joining the Program Worksheet

Name: _____

Date: _____

Behaviors to Target for Treatment

Please put a check mark next to items that you have had difficulty with while at San Juan Cottage or in the past.

- ☐ Suicide attempts
- ☐ Self-harm behavior
- ☐ Physical aggression (hitting, punching, slapping, kicking, biting, spitting, pulling hair, etc.)
- ☐ Verbal aggression (threats, screaming, yelling, cursing, etc.)
- ☐ Property destruction
- ☐ Running away
- ☐ Sexual aggression (inappropriate touching, sexual contact, public exposure, etc.)
- ☐ Poor boundaries
- ☐ Possession of dangerous contraband
- ☐ Violating safety-based doctors' order (safety smock, room strip, etc.)
- ☐ Refusing to attend therapy or school
- ☐ Being late for therapy or school
- ☐ Repeatedly leaving therapy or school
- ☐ Refusing to meaningfully participate in therapy or school (not doing homework, making off-topic comments, distracting others, sleeping, etc.)
- ☐ Refusing to take prescribed medications
- ☐ Verbal hostility or arguing with staff or other treatment providers
- ☐ Interfering with others' treatment
- ☐ Being demanding or rude to staff or peers
- ☐ Not getting along with others
- ☐ Lying
- ☐ Violating cottage or house rules
- ☐ Acting helpless or depending on others for things you can do yourself
- ☐ Other: _____

Take a look at the items you checked above and circle the two that you believe you should target first in your treatment. Remember that you will need to target behaviors related to your and others' safety first.

Please answer the following questions:

I am at the hospital because:

The behaviors that I need to work on are:

The most important people to me are:

Three things I value most are:

Some supports or services I want are:

Things I want my treatment team to know about me are:

Patient Signature / Date

I'm Ready for the Next Stage of Treatment Form

Name: _____

Current Stage of Treatment: _____

Date: _____

Requested Stage of Treatment: _____

My current target behaviors are:

I have made the following changes to address these behaviors:

My new target behaviors should be:

What I need from my treatment team to address these new target behaviors is:

Some skills/strengths or past successes that let me know I'm ready for the next stage of treatment are:

Some consequences if I do not change my behavior are:

I want to change my new target behaviors now because:

If I advance to the next stage of treatment, I am most concerned or worried about:

If I struggle during this stage of treatment, I plan to:

I completed the following therapeutic learning project (include date):

Patient Signature / Date

Staff Signature / Date

Additional Privilege Request Form

Name: _____

Current Stage of Treatment: _____

Date: _____

The additional privilege I am requesting is:

I would like this privilege because:

The time and place I will use this privilege are:

Steps I have taken in my treatment to show that I am ready for this privilege are:

Patient Signature / Date

Problem Solve with a Doctor Form

Name: _____

Current Stage of Treatment: _____

Date: _____

The last time I engaged in unsafe behavior was:

The problem I would like to solve is:

The skills I have already tried are:

The additional support I am requesting is:

Patient Signature / Date

San Juan MP3 Contract Agreement

I acknowledge that my guardian may provide me with an MP3 player that meets cottage expectations (see program manual and below). I may also purchase an MP3 from the Sound Store if I do not already have an MP3. I also understand that **I will need to complete the below steps to be eligible for my MP3 access.**

I am working on ways to learn skills and shape my target behaviors. I would like to request MP3 player access to be **used as a coping skill** and **not an avoidance behavior**. If I do not have my own MP3, I agree to the following rental agreement expectations and **understand that expectations can change at staff discretion.**

I must **complete all the steps** of stage advancement from stage 1, *Joining the Program* to stage 2, *Understanding and Demonstrating Safety*, and the MP3 contract, to be considered for MP3 player eligibility.

1. Review San Juan Cottage program manual with my mentor
2. Complete Joining the Program Worksheet.
3. Create safety plan
4. Complete chain analysis
5. Review and sign MP3 contract with mentor

Once the above list is complete, I will turn in my packet to my mentor by 1 P.M. on intershift day. My mentor will share the work I have done with the rest of the treatment team. Feedback will be given about my readiness to move on to the next stage of treatment **and whether or not my MP3 contract has been accepted.**

If I do not have a personal MP3, I agree to respect and care for all San Juan cottage MP3s. I **agree to accept the amount of time that staff allow me to use cottage MP3s based on my level.** I **understand that I must maintain safety in order to be eligible to use the cottage MP3.** I recognize that **safety is determined by my behavior and at staff discretion.** I understand that the San Juan cottage MP3 does not belong to me and is the property of San Juan cottage at CSTC.

When using an MP3, I will adhere to the following:

- I will store my MP3 where staff directs me.
- I will not take my MP3 to school, group, or an outing without a doctor's order.
- I will ask permission from my pod lead for when I can use my MP3 during the shift.
- I will keep 1 earbud out of one ear when not in my room so I can hear safety directions.
- I will not bring my MP3 to meals.
- I will not trade, share, or give away my MP3.
- I will not use my MP3 to play explicit, sexual, or derogatory music.
- I will not have an MP3 player with video, camera or recording capability on cottage.
- I will not bring an MP3 player to the cottage that has a glass screen.
- I will not download, "rip," "burn," or share music, videos, and/or video games while at CSTC.

If at any point during my contract agreement I **break, misplace, damage or misuse the cottage MP3**, I will lose my MP3 privileges and will have to resubmit a new MP3 contract with a **Chain Analysis**. I **will also be responsible for a cottage fine.** I will **pay Sand dollars**, to the **cottage PCCC3** and complete my chain analysis and new contract to be considered for reinstatement of my privileges. **If at any point I misuse my personal MP3**, I acknowledge that **I will lose my MP3 privileges** and will have to **resubmit a new MP3 contract** with a **Behavior Chain Analysis related to my behavior** to be considered for reinstatement of my privileges.

Patient Signature / Date: _____

Mentor Signature / Date: _____

San Juan Two-to-One Outing Request Form

Name: _____

Current Stage of Treatment: _____

Date: _____

Information about the Two-to-One:

Date of Outing: _____

Time of Outing (departure and return times): _____

Location of Outing: _____

Accompanying Staff: _____

Treatment Objectives for Outing: _____

Signatures:

Accompanying PCCCs: _____ (signature) _____ (date)

Accompanying PCCCs: _____ (signature) _____ (date)

I **support** or I **do not support** (circle one), this one-to-one with the following comments/suggestions:

Nurse: Medication order **will** be or **will not** be needed (circle one).

Nurse: _____ (signature) _____ (date) I **support** or I **do not support** (circle one), this one-to-one with the following comments/suggestions:

PCCC3: _____ (signature) _____ (date) This one-to-one is **approved** or **deferred** (circle one) with the following comments/suggestions:

Psychiatrist/Psychologist: _____ (signature) _____ (date) Order must be written for a one-to-one. Psychiatrist must write order if medication is needed.

Note: This is a stage 4 privilege.

ALL INFORMATION AND SIGNATURES MUST BE COMPLETED BEFORE SUBMITTING TO TREATMENT TEAM