

Welcome to Camano Cottage!

Camano Cottage Program Manual

Camano Cottage is one of the three cottages that make up the inpatient psychiatric unit at Child Study and Treatment Center (CSTC). Camano Cottage (Building 52) admits boys and girls from 5 ½ through 11 years of age (with some variation). This program provides intensive mental health and educational services to children with severe psychiatric illness. The length of stay in the program is individual and is contingent on the severity of the psychiatric disorder and presenting symptoms.

Who's Who on Camano:

Primary Counselor: Two Psychiatric Child Care Counselors (PCCC1 day/swing) will be assigned to your child and one will be designated as his/her primary counselor. The primary counselor will summarize your child's progress at treatment planning meetings, update the safety plan, and also inform the team of any special needs that may have arisen. Because the primary counselor will be spending a lot of time with your child, s/he will get to know your child very well. The primary counselor will also communicate with you weekly about how your child is doing. The primary is dedicated to helping your child learn to successfully manage his/her feelings, make safe choices, and get along with others. PCCC's for A Pod Shannon & Sarah P.; B pod Kim D. & DonRay; C Pod is Tom & Kent; and D Pod is Shawna & Steve.

Dominic is a PCCC1 on days. Our night shift PCCC1 is Nona.

Shift Lead: Clinton W. (day), Cecilia H. (swing), and Dave A. (nights) are Shift Charge (PCCC2 or "the 2"). They ensure staffing coverage on each shift and oversee the details for the smooth running of the cottage; everything from making certain enough staff are present each shift to outfitting children for Halloween to providing crisis counseling and staff training. They also stand in for primary counselors as needed.

Secretary: Barbara Harris takes care of admission forms, charts, assists with staffing, and other important paper work. She also answers the phone and keeps people in the loop.

Cottage Supervisor: The Cottage Supervisor (PCCC3 or "The 3") is Sarah Magdanz, who is responsible for seeing that the counselors have the support and resources they need to provide the best possible care for your child. If you have a question or concern about your child's care, feel free to contact Sarah.

Nurses: There is at least one nurse on each shift. Our nursing staff includes Cathy, Marlin, Michelle and Karen. On nights we have Kim S and Mary M. The nurses take care of physical problems. They are also in charge of dispensing prescribed medication and educating the children about their medications. Nurses may provide individual or group

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counseling to your child. They track the children's progress and help maintain the quality of psychiatric care. They also schedule medical appointments.

Recreational Therapist: Kim Stutts, CTRS is our Camano Recreation Therapist. He, along with other members of the recreational therapy team, provides opportunities for the children to exercise, to relate enjoyably with others (especially peers) and develop prosocial skills. If you have any questions about fun things to do with your child on the cottage, in the community, or at home please ask Kim.

Program Director: Jeremy Norris, PsyD ("Dr. Jeremy") is a clinical psychologist. He oversees the cottage treatment program by working with the treatment team, families, and community team members to meet your child's behavioral and programming needs. Dr. Jeremy also provides individual, family, and group psychotherapy. Contact Dr. Jeremy if you have questions about your child's treatment program.

Attending Psychiatrist: L. Lee Carlisle, MD ("Dr Lee") is in charge of your child's medical care, including psychiatric care. Upon admission she will meet with you and your child to discuss symptoms and concerns. She also will give your child a physical exam and arrange for medical treatment if needed. Dr. Lee will meet with your child regularly to discuss his/her progress and medications. She also communicates regularly with parents and guardians regarding these issues. Dr. Lee also supervises Psychiatric Residents from the UW.

Psychiatric Social Worker: Sharon Kelley, MSW is an experienced clinician who provides our social work services at Camano. She coordinates your child's admission, takes a detailed history, plays a key role in discharge and treatment planning, and advocates for your child's needs. She has regular contact with community members, helping to plan for the necessary supports for discharge. Sharon also provides family and group therapy.

Psychology Trainees: At any given time on Camano there may be up to three Psychology trainees. Trainees work under the supervision of Dr. Jeremy while s/he is preparing to qualify for licensure as a clinical psychologist. Camano will sometimes have a psychology intern or graduate practicum student(s) on site as well.

Trainees and Volunteers: Since CSTC is a training site for counselors and doctors, you will see and talk to other people involved with your child's care. These include residents in psychiatry and psychology, interns in recreation therapy and psychology, college students in education, psychology, and related fields, nursing students, and community volunteers. All trainees and volunteers are supervised by licensed or certified staff members.



The Treatment Process

- Upon admission your child will receive a thorough assessment, which includes physical

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examination, psychiatric, social work, nursing, and behavioral/developmental assessments. The parents or guardian(s) and, when appropriate, other people familiar with the child are interviewed. On the basis of these assessments and historical information provided prior to intake, a comprehensive Treatment Plan is prepared, which includes long- and short-term goals and, in some cases, individual behavioral interventions. Most children do not do off-cottage activities for the first 48 hours after admission and generally do not go off-campus for 14 days in order to learn about the program and expectations.

- The treatment plan is subsequently reviewed at 14, 30, and 60 days following admission and every 60 days thereafter. As a parent /guardian, or member of your child's team you will receive advanced notification of the treatment planning meetings and your participation is expected. Please let us know if you can attend in person or via conference phone. The clinical staff and child counselors will meet with you and your child to review his/her progress, treatment, medications, and diagnostic issues. Your child's goals will be examined for appropriateness and may be revised. The Treatment Plan Review (TPR) is also an opportunity to discuss discharge planning and legal issues which may be important to your child's treatment program or discharge plan.
- A primary goal for each child is to bring his/her behavior under control and to acquire the necessary skills so that s/he may rejoin the community

as soon as possible. A therapeutic and meaningful relationship between a child and the Psychiatric Childcare Counselor (PCCC) provides an important foundation for this growth. Within the context of this and other relationships, the child develops an understanding of his/her perceptions, feelings, and actions. S/he experiences the consequences of his/her behaviors and eventually learns to make choices that support more safety and enjoyment.

- Your child's ability to generalize his/her gains outside the treatment environment is a primary goal. We rely on the family and/or community team to provide opportunities for the child to have outings and overnight passes when possible. Your child can practice what s/he has learned, strengthen his/her relationship with you, and experience success.



- Cottage structure is designed to assist children in developing good habits of daily living and relating to people within the context of Positive Behavior Support (PBS). PBS focuses on 4 domains: Safety, Commitment, Respect and Responsibility. Cottage rules and routines are an important part of learning to carry out basic functions of self-care and living safely within a community. In addition, each child has at least three short-term behavioral goals--taken from their treatment plan--which they actively work on. Camano children review their behavioral goals with their

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counselors on a daily basis. In this way, children are encouraged to regularly examine and apply the skills involved in achieving their active goals. Children are also encouraged to share their progress, their goals, and their ideas at group meetings. These meetings help the children to commit to their own progress and to receive emotional support from others.

- Children are also taught how to structure their time by contracting to do certain activities for blocks of time (30 minutes). These activities may include playing a game with a peer, completing an art project, reading a book, or completing schoolwork with adult assistance. The children concentrate on developing various skills, such as personal safety, social, and coping skills, through participation in psychoeducational groups. Recreational therapy sessions expose children to different activities, encourage positive interactions, and teamwork, and enhance self-esteem.



- As behavioral difficulties arise, psychiatric childcare counselors create learning opportunities from these critical situations. The events contributing to a behavioral incident, including experiences, feelings, and perceptions outside the immediate context, which may be contributing to the current situation, are examined and discussed with the child.

Keeping in mind that it is important for children to acknowledge and accept responsibility; children are accountable to their peers, adults, and the community for their actions. Consequences for negative behaviors may involve restriction of privileges, written and/or verbal apologies, deduction from allowance, and/or community service. We direct the children to use time-out from positive reinforcement either as a strategy to help them calm down or as an outcome for negative behavior. Children are recognized daily by counselors and others for their positive behaviors and progress. Through their positive behaviors the children may earn privileges, for example, the opportunity to purchase special items or special time with a staff person, and, of course, there is always plenty of verbal praise.

- Sometimes your child may not be responsive to our efforts to guide his/her behavior or to calm him/her. In these instances, should your child's behavior pose a threat to him-/herself or to others it may be necessary to implement a more restrictive intervention. Our staff is trained to verbally deescalate and to safely contain children so that they will not hurt themselves or others (this can include a personal or staff directed time out). If your child does not respond to these measures, s/he may be placed in seclusion (quiet room) where they will be closely monitored. A licensed nurse immediately notifies the physician to obtain authorization for this intervention. Your child will remain in seclusion until s/he is able to talk about his/her behavior and

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demonstrate that s/he is calm. Following a seclusion placement the nurse will examine your child and the primary staff will debrief the incident with the child and other involved staff.

- Regular communication with parents or guardians and community team members (e.g., social worker, community mental health worker, Guardian ad litem, and RSN representative) is an essential component of successful treatment and discharge planning. The children's success or failure depends to a great extent on the relationships and supports available to them from their families and communities while in hospital. Input and participation from the families and communities are strongly encouraged. Primary counselors regularly communicate with each child's parents, guardians, and community team members regarding behavioral progress, achievements, and special incidents. Other professional staff, nursing, social work, education, psychiatry, and psychology, also communicate with families and community members regarding various aspects of the child's care and discharge planning. Each family is assigned a family therapist and/or contact.
- During the course of their hospital stay children have the opportunity to visit with their families off hospital grounds when they are safe. Either a physician or psychologist must authorize these visits. A day or extended (overnight) pass or therapeutic leave allow children and families to gradually and safely reintegrate their child into their home

and community. Problems and challenges that may arise are discussed when the child is returned to the hospital. Parents and/or children may also contact hospital staff at any time during the pass with questions, for coaching, or for guidance during crisis.

- Children are typically considered ready for discharge when they are behaving in healthy and safe ways, and have acquired the basic skills to be successful with their families and within their communities. For a successful discharge to occur, this depends not only on the child achieving his/her behavioral goals, but it also depends on the ability of the entire treatment team, including the family and community members, to work together in the best interests of their child.

The Level System

Children on Camano are assigned levels based on behaviors each shift, in order to provide residents immediate feedback. The sexual safety / boundary program is a component of the Camano level system.

Level 3: "Role Model" This is the highest level with the most privileges. Level 3 shows that a child is working on their treatment goals, following directions, demonstrating excellent boundaries and coping skills. Bedtime is 9:00 or on weekends 9:30.

Level 2: "Cooperation" – This means the child has worked on all of their goals. Bedtime is 9:00. Child has had no safety or boundary violations. May do a verbal check-in.

Level 1: "Skill Building" - Mid level, some progress, minor safety violations,

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trouble with honesty, 8:30 Bedtime. Written check-ins required.

Level R: "Practicing Safety" - Results from unsafe behavior. Fewest privileges; 8:00 bedtime. Major boundary or safety violations during the last shift. Kids are restricted to the cottage and have limited interaction with peers.

Run Risk: Camano Cottage staff work closely with children and families to prevent Unauthorized Leave (UL or Running Away). We take any attempted UL very seriously, and children may be placed on Run Risk status for 48 hours to 5 days depending on the incident. Additionally, we will debrief any UL event and learn to help the child handle the emotion that inspired them to run.

Educational Program

Camano children attend year round school at Oak Grove Elementary School which is on the campus of CSTC. There are two classrooms that average 8 students each and have a ratio of 1 adult

per 2 students. Most students have an IEP and receive annual testing to identify academic needs. Teachers and school staff are employed by Clover Park School District.

Recreation Therapy Program

The Recreation Therapy Program is designed to help the children improve their self-esteem and to promote their independent leisure functioning. This is accomplished through the teaching of leisure skills, improving physical fitness, and improving social functioning. Activities specifically provided by the recreation therapists are designed to meet these objectives. The Recreation Therapists also assist to organize annual campus wide activities, such as the summer carnival. If you have any questions regarding the program please contact Byron Tani, Recreation Therapy Supervisor, at (253)756-2694.

Other Things You Need to Know

What to Bring for Your Child

➤ It is advisable to have your child bring casual, comfortable clothing that is machine washable and durable. The children typically have opportunities to play outdoors and from time to time to go on outings to area parks, beach museums, etc. Therefore, athletic and other comfortable, durable styles are recommended. A week's supply of clothing and underwear, no more than two pairs of shoes, a jacket or coat appropriate for the season, a one piece swimsuit for girls or swim trunks for boys, and pajamas are sufficient. You may label your child's clothing or we will do it prior to washing/drying it on the cottage.

➤ Have your child select some favorite items with which to decorate his/her room, a stuffed toy to sleep with, a favorite pillow or comforter, family photographs, or posters. Radios or small boom boxes are permissible. Since the bedrooms are small and have little storage area, we recommend that you and your child limit the number of items you bring. We also request that you not bring anything of monetary or sentimental value that would be difficult to replace. Therefore, expensive toys, clothing, and other items are ***not*** allowed. Although we monitor the children and their rooms closely, we cannot guarantee the safety of valuables from theft, loss, or destruction. You will be asked to sign a waiver for any valuable items brought to the cottage,

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such as a guitar or video game (anything over 50\$).

- Your child is welcome to bring his/her skates, bicycles, or rollerblades. Skateboards are discouraged. We require that children wear a helmet when riding a bicycle as well as wearing a helmet and pads when using skates or rollerblades. Bicycles are stored outside the back entrance to Camano. We strongly recommend that you prominently label the bicycle with your child's name and provide a lock. Although we take precautions to prevent theft or destruction, we cannot guarantee safety from loss. Other protective equipment is stored in bins and should also be labeled.
- Your child will have his own room and a small area to store personal belongings and personal snacks. The PCCC1 or PCCC2 will take an inventory of all items brought to Camano. Any items that are not permitted will be returned to your home or stored safely until discharge.



Allowances

You may open an account for your child. Some caregivers choose to provide the child with a small monthly allowance. The recommended amount is \$5.00 per month. The money is kept in a secure place and dispensed by staff as needed. The children usually spend their money on refreshments or small items on outings. The cottage will provide a small amount (usually \$2.00 per month) for a child's personal use. For special activities we have a budget for admission, tickets, and other recreation activities.

Haircuts

If you would like us to take your child to a salon for a haircut please let us know. We will need your written authorization to do so. You may sign this form at admission or when otherwise appropriate. With parent or guardian permission haircuts may be arranged on cottage.

Communicating, Visiting, and Passes with Your Child

If you are the child's parent *and* legal guardian or caseworker you are welcome to contact your child via telephone, letter, or in person anytime. Of course the best times to call your child are when s/he is available, which would be after 3:15 PM on school days, after 8 AM on weekends, and when they are not involved with a treatment activity. Depending on your child's behavior any given day, bedtime is from 8-9 PM. You may contact your child by calling him/her at (800)283-8639 and pressing 1 for Camano.

If you need to contact your child at a time when they may not be easily available please let us know in advance by calling the nurse's station at (253)756-2679 or (800)283-8639 and notifying the Camano nurse or shift charge.

Your child may make one phone call of 10 minutes length each shift. While there is no limit for the number of incoming calls that your child may receive, we kindly request that you limit calls to once per shift and maintain your calls to a reasonable time limit (preferably 10 minutes). We recognize that there will be necessary exceptions to these guidelines. We hope you understand that our intention is to make the lines readily available, particularly during times of frequent usage.

You may choose to visit your child on the cottage or hospital grounds in lieu of going off grounds. This may be due to a time and/or safety factor. Please let us know when you will be visiting. If you plan to arrive during school hours, notify us one day

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in advance so that we may check with the school regarding schedule and availability. It is a good idea to locate your child's primary staff when you enter the cottage, however be aware that it may take a few minutes for them to respond if they are supervising children at that time. If you are ill with a contagious bug and have scheduled a visit with your child please call the cottage nurse prior to making the trip. We ask that you not bring any visitors that may have a cold, flu, or other contagious illness.

Passes may be for a few hours or a few days depending on your child's and your needs, your child's level of safety, the appropriateness, and the agreed treatment plan. We encourage legal guardians (which includes parents), case workers, and other identified friends or family to spend time with their child either on the cottage, in the community, or in their home. Overnight passes are typically authorized for one day and one night. Prior to you and your child going on pass we will ask you when you plan on returning and for the two of you to identify a goal to work on (e.g., following directions, making safe choices). Later you will be requested to rate your child's behavior on their goal during the pass, which may influence the child's level. We ask you to please return your child to CSTC prior to their designated bedtime.

As your child approaches his/her discharge date, we may discuss authorizing longer passes in order to support the transition to their home and community. Also, if you and your child live a substantial distance from CSTC a longer pass may be warranted. Whatever plans you would like to make with your child we request that you notify us by Wednesday for weekend passes or 3 days in advance by calling the nurses station at 253-756-2679. This allows us time to order the necessary medication for your child's absence from the hospital and to obtain the doctor's order.

Visitors other than parents/legal guardians and caseworkers

Any contact (i.e., letter, telephone, on cottage, passes) between your child and other persons must be authorized by the parent/legal guardian or the caseworker. Once the authorization has been approved, the same practices and policies as explained in the previous section may apply. This, of course, will depend on the type of contact that is permitted by the guardian and other considerations.

Concerns and complaints

If during the course of your child's stay at CSTC you have concerns or complaints regarding any aspect of his/her care or treatment you may discuss these with the Program Director. Dr. Jeremy will address the concerns with you, direct them to the indicated staff member for resolution, and/or help you access the appropriate resources. If you and/or your child are dissatisfied with the resolution you may complete a grievance form that will be reviewed by an independent party. Children at CSTC have access to Grievance Forms at all times. The forms are located in the day hall and there is a locked box where the child may place his or her form. In addition, counseling staff may assist a child to submit a grievance. Children at CSTC may also use a preprogrammed telephone in the day hall to leave a private voice message for Rick Mehlman, CEO. Children may also use this telephone to make a private phone call to either Disability Rights – Washington (DR-W) or Department of Assigned Counsel (DAC). DR-W is a private non-profit organization in Washington, federally mandated to support the rights of individuals with a developmental disability or mental illness. DAC is the organization that would provide a court appointed attorney in the event that the state orders a person to involuntary treatment. Children may use this preprogrammed telephone outside of school hours and when their behavior is safe.

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Parents and guardians of children at CSTC may obtain a formal Grievance Form and a copy of the policy on Family Members/Guardians Complaint Process at the reception desk of CSTC (available on the website.)

Housekeeping Services

Housekeeping staff interacts with the children daily. They encourage and support cleanliness on the cottage. The custodian for Camano is Margie Matthews. While the primary counselor encourages the children to take out dirty laundry, pick up their rooms, & brush their teeth, the custodian is responsible for the cleanliness of the cottage. If you have any questions about custodial services please contact Brenda Branch at 253-756-3959.



Training Program

All childcare and nursing staff undergo an extensive orientation process that includes information on child development, counseling techniques, childcare basics, and crisis response. Direct Care Staff are trained in Pro-Act and are required to have a current Agency Affiliated Counselor Registration.

Business Office

The Business Office is responsible for trust accounts and healthcare billing. Upon your child's admission, you complete numerous forms, including a form to establish an account for your child and another form to determine Medicaid eligibility. After considering many factors, among them insurance benefits, federal or state benefits, and income, the Medical Eligibility Department renders a decision which may require the parent / guardian to either submit a co-payment or have existing benefits reduced during your child's treatment stay.

While CSTC does not make the eligibility decision, we are notified of such. Should you disagree with their decision, we can direct you to the appropriate agency to assist in a review of the decision. If you have questions regarding your child's trust account or healthcare billing, please call (253)756-2300.

Medical Records

Upon admission staff from Medical Records Department will ask you to complete admission paperwork related to medical and psychiatric care while your child is in the hospital. If possible please bring immunization records, medical coupon or other insurance cards, copies of your child's birth certificate, copies of your child's social security card and any standing court paperwork. Medical Records will need your current mailing address so that you can receive copies of treatment plan reviews – please notify us if your address should change. If you have questions about Medical Records at CSTC please contact April Rose at (253) 756-2830.

Dietary Services

We have a full complement of dietary staff on site. All cottages are equipped with staffed kitchens. A cook is assigned to each cottage. They prepare three full meals and a healthy snack according to a menu planned by a registered dietician. Breakfast is usually served from 7:45-8:15 AM., lunch from 12-12:30 PM, dinner from 5-5:30 PM, and snack is served at 7:00 PM. Meal times may vary occasionally.

Special diets may also be prepared according to physician orders. We also prepare and serve treats for special occasions, such as birthdays and holidays, and for different cottage activities, such as open house, camping, and summer carnival.

You may bring food items to share with your child, such as fast food or home baked cookies, but you may not share these items with the other children. You may, however, bring purchased bakery goods, such as a birthday cake, to share with all the children. We realize that your child may have favorite foods that you will want to

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bring him/her. Due to lack of storage space and infection control issues we discourage this practice. Small “personals” may be brought to save for dessert or special occasions.

Visiting Expectations

Parent, Guardians, Caregivers and family members on the Approved Visitor List (created by the child’s legal guardian) are welcome to visit the cottage. You are welcome to visit in your child’s room unless otherwise informed by the treatment team (the dining hall, TV rooms, and conference room are also available). We ask that any children you bring to visit Camano stay with you at all times. Cigarettes may only be smoked in the designated Smoking Area near the Maintenance Building. Each cottage has a Parent / Guardian Welcome board, please be sure to check it regularly for updates and announcements.

Important phone numbers

You may contact nursing or childcare staff at the main cottage number (253)756-2679. Other treatment team members may be contacted at the following phone numbers:

Jeremy P. Norris, Psy.D.

*Program Director...O: (253)756-2752
C: (253)905-1126*

Sharon Kelley, MSW

Psychiatric Social Worker (253)756-2398

L. Lee Carlisle, M.D

Attending Psychiatrist...O:(253)756-2688

Sarah Magdanz, PCCC3

Unit Supervisor(253)756-2389

Jon McClellan, M.D., Medical Director or

Rick Mehlman, PhD, CEO may be

contacted by calling the main number for CSTC (253) 756-2504 or (800) 283-8639.

Conclusion

It is our goal to provide a safe, structured and therapeutic environment to help each child realize their potential. Please do not hesitate to contact us at any time if you have questions, concerns or ideas. Thank you.

-Camano Cottage Staff

CSTC Mission Statement

Working with children, families and communities to promote effective treatment, healing and growth in a safe, nurturing environment.

***CSTC Phone Number
1 800 283-8639***

CSTC Website

<http://hrsa.dshs.wa.gov/cstc/>



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