

**Muskegon River Pathway of Hope  
Residential Handbook**

**Last updated 10/15/15**

**Mission Statement:**

We are committed to bringing Hope to hurting and troubled girls and their families.

We will:

- Serve with Love and Compassion
- Commit to Excellence
- Use Mentoring as a source of Strength and Accountability

**Values Statement:**

We Believe:

- Muskegon River Pathway looks to God for faith, hope, and love to meet life's challenges. We look to biblical principles to guide decisions.
- God designed the family to be the foundation of society. We will provide quality programs which will advocate, restore, support, and enhance strong and healthy family relationships.
- Everyone we serve is a precious child of God and as such, will be treated with honor, dignity, and respect.
- We will provide a safe, challenging, and rewarding work atmosphere.
- God expects us to be good stewards of the resources He has entrusted us with. We require and promote moral excellence and accountability.
- The foundation of all our treatment and growth programs is the family.
- Adventure-based experiences are a unique and highly effective treatment tool. We will make use of this tool to provide opportunities for spiritual, mental, emotional, and physical growth.

**Program Statement:**

Pursuant to Rule 400.4109

Muskegon River Pathway of Hope is under contract with the state of Michigan for 14 residential Juvenile Justice Beds. Any Abuse/Neglect youth placed, must be placed by exception request. MRPOH may take up to 3 abuse/neglect residents at one time. The type of child benefiting from Muskegon River Pathway of Hope is a delinquent female/girl needing out-of home residential placement in an open setting. Muskegon River Pathway of Hope is a family living style program in a rural residential

neighborhood in northern Lower Michigan. Girls who are chronic runaways, highly aggressive, or severely mentally limited will not relate well to the group process and benefit from the program. (A private referral will be considered.)

The program used by Muskegon River Pathway of Hope is designed to touch on the major elements of the girls' lives. Counseling, education, life skills, spiritual training, recreation, and work are the primary tools used. All residents, age 14 and over, are required to learn life skills such as physical care. And all residents who have had a child or are pregnant are taught Independent Living skills and parenting techniques. Children may not be placed with resident mothers.

Referral contacts may be made with the Director, the Assistant Director or the Administrative Assistant by telephone or email. An updated social history and any available social, psychological, legal history, medical information will be requested for admission consideration. The Director will review the material and respond promptly. A pre-placement visit may follow, and if the child is accepted, the following documents will be needed: completed application for admission (Muskegon River Pathway of Hope format), a current dental and physical examination with updated immunizations and a signed Informed Consent for psychiatric medication, court order or a purchase of service agreement, birth certificate, social security card and a medical assistance card.

Muskegon River Pathway of Hope is a for profit, state-licensed institution. It operates a structured residential care program for girls, ages ten through seventeen. Muskegon River Pathway of Hope is located at 8835 Oak Road in Evert, Michigan 49631.

The length of stay at Muskegon River Pathway of Hope is typically 6-9 months, but the length of stay depends on each child's severity of need, level of motivation and family support.

MRPOH offers a 6-9 month program, a 90 day fast track program, and an aftercare follow up program based on the individuals treatment plan upon release.

**Admission of Girl:**

The primary type of youth accepted at Muskegon River Pathway of Hope is the JJAU youth. A child shall be admitted only after establishing the institution is an appropriate placement to meet the youth's needs. Because of the open campus and non-secure atmosphere at Muskegon River Pathway of Hope, we do not favor the admission of the chronic runaway child or the highly aggressive child. Although we are not equipped to service the mentally limited (for example an I.Q. below 65 may not be accepted) girls with borderline diagnosis may benefit from it. After a resident is accepted into the program at Muskegon River Pathway of Hope a resident intake summary must be completed and a Behavior Support Plan will be completed with the following information.

- Name, address, telephone number of parents or guardian
- Date of birth
- Race
- Gender
- Current height and weight
- Ethnicity
- Religion
- Language spoken
- Last school attended
- Highest grade completed
- Eye color, hair color, and complexion
- Scars, marks, tattoos
- Legal status
- Previous placement
- Current case manager
- Summarization of the offenses with a current photo
- Case Managers will complete an intake assessment of the Resident

Muskegon River Pathway of Hope will keep the Behavior Support Plan in a secure area inaccessible to other residents but available to the staff of MRPOH on a 24 hour basis. The Behavior Support Plans will be updated annually if the resident is still in our care.

**Youth Orientation Policy:**

Residents will complete a comprehensive orientation process within 72 hours of intake into the Muskegon River Pathway of Hope program. Orientation will include, but is not limited to:

- Tour of the program building
- Review of the entire resident handbook
- Review of the PREA policy/PREA Intake screening
- Grievance policy and the location of the grievance box and forms
- Explained where all exits are and the location of cameras in the facility
- Fire drill policy and safety locations
- Medication and medical procedure policies and location of medical box and forms
- Will be given a counseling binder
- Phone Call Information
- Clothing Policy/ Documenting and going through all personal items including clothes, makeup, footwear, etc.
- Personal Possessions
- Scoring/Level System
- List of staff and roles
- School Enrollment Forms
- Genogram Completed

- Picture
- Drug/pregnancy test
- Head check
- Check for scars
- CONNERS Assessment
- Case Manager Assessment
- MAYSI/JASAE/MJJAS

A Resident Orientation Form will be signed and kept in the resident file. The assigned Lead Staff will be responsible for ensuring that the Orientation is completed and documented. Within 24 hours of completion of the orientation, the assigned Administrator will issue a Behavior Support Plan for the resident to the agency staff.

MRPOH will utilize the following assessments for youth in care:

### **Massachusetts Youth Screening Instrument (MAYSI)/(MAYSI-2)**

The Massachusetts Youth Screening Instrument (MAYSI)/(MAYSI-2) is a brief screening instrument (52 questions) designed to identify potential mental health needs of adolescents involved in the juvenile justice system. The instrument uses seven scales to assess the youth:

- Alcohol & Drug Use
- Angry – Irritable
- Depressed – Anxious
- Somatic Complaints
- Suicide Ideation
- Traumatic Experiences

### **CONNERS Comprehensive Behavior Rating Scales**

CONNERS Comprehensive Behavior Rating Scales (CONNERS CBRST<sup>™</sup>) is designed to provide a complete overview of child and adolescent concerns and disorders. Each resident at MRPOH will complete the CONNERS CBRST at the time of intake to assess a wide spectrum of behaviors, emotions, academics, and social problems and implement a treatment plan according to the results of the assessment. Each resident will be re-assessed using the CONNERS CBRST at the time of discharge (if discharge is more than 90 days after the initial assessment) from the program in order to be able to assess progress in treatment.

## **Juvenile Automated Substance Abuse Evaluation**

ADE Incorporated's JASAE assessment is a 107-question, automated adolescent substance abuse evaluation. This instrument simplifies the difficult task of conducting assessments with juveniles by focusing on age and life situations as part of the substance abuse assessment. The JASAE incorporates the differences in life situations for juveniles, including: living at home, going to school and not having a job or a family to support.

The JASAE instrument is easy to administer and provides accurate information in a matter of minutes. The JASAE addresses the following areas of concern:

- Alcohol and other drug use based on DSM-5 and ASAM Guidelines
- Attitudes and life stress

## **Casey Life Skills**

**Casey Life Skills (CLS)** is a free tool that assesses the behaviors and competencies youth need to achieve their long term goals. It aims to set youth on their way toward developing healthy, productive lives. Examples of the life skills CLS helps youth self-evaluate include:

- Maintaining healthy relationships
- Work and study habits
- Planning and goal-setting
- Using community resources
- Daily living activities
- Budgeting and paying bills
- Computer literacy
- Their permanent connections to caring adults

## **Michigan Juvenile Justice Assessment System (MJJAS)**

The MJJAS risk assessment tools are adopted from the Ohio Youth Assessment System as developed by the University of Cincinnati Center for Criminal Justice Research. The assessment covers their criminogenic risk by a self-report and conducting an interview of the following areas:

- Juvenile Justice History
- Family and living arrangements
- Peers and social support system
- Education and Employment
- Pro-Social skills
- Substance abuse, personality, and mental health
- Values, beliefs and attitudes

### **Initial Treatment Plan:**

An initial service plan shall be completed by the therapist for each resident within 30 calendar days of admission. It shall be developed with input from the treatment team which includes the resident, parents, and the referral source, unless documented as inappropriate. Parent(s)/legal guardian(s) must be notified in advance of treatment planning meetings and encouraged to participate in person, by telephone, or through video conference. When parent(s)/legal guardian(s) are unable to participate in person, their written input must be encouraged. The treatment plan shall comply with all of the following provisions, and follow the MiSACWIS format or A/N format in DHHS policy:

- a) Assess the resident's and family's strengths and weaknesses in the areas of education, economics, psychology, society, and health, as these relate to the resident's needs.
- b) Identify plans for parent and child visitation
- c) Specify treatment goals to remedy the problems of the resident and family and time frames for achieving the goals.
- d) Identify indicators of goal achievement.
- e) Specify the persons responsible for coordinating and implementing the resident and family treatment goals.
- f) Specify staff techniques for achieving the resident's treatment goals.
- g) Specify the projected length of stay and next placement.
- h) Assessments that may include, but are not limited to: MJJAS, MAYSI, Connors, JASAE, and Casey Life Skills.

The purpose of this policy is to ensure residents placed in a residential treatment institution are provided individually appropriate, complete and timely treatment planning which supports services, and identifies the behavioral needs. The plans include a DSM-1V diagnosis with specific plans to identify treatment methods and interventions for the youth's behavioral needs.

### **Updated Service Plan:**

An updated service plan shall be completed by the therapist for each resident at least once every 90 calendar days following the initial service plan. The updated service plan shall be developed with the resident, the resident's parents, and the referral source, unless documented as inappropriate. The updated service plan shall include the following provisions on the DHHS forms for JJAU placements:

- a) Progress made toward achieving the goals established in the previous service plan.
- b) Any changes in the service plan (including new problems and new goals to remedy the problems). Indicators of goals and time frames for achievement shall be specified.
- c) The updated expected date of release and updated permanency goals for the resident.

### **Strengths/Needs Assessment:**

The strengths/needs assessment will be completed by the case manager within 25 calendar days of the resident's acceptance into Muskegon River Pathway of Hope. This assessment will be done before the residents ITP plan is completed. The case manager will do an evaluation of the youth and family to determine what the treatment need is by collecting data from the treatment team and the parent/guardian. The strength/needs assessment will include information pertaining to the resident collected from the following areas:

- Family relationships
- Emotional stability
- Substance abuse
- Social relations
- Education
- Victimization
- Sexuality
- Life skills/functional independence
- Health care/hygiene
- All other needs otherwise addressed

### **Release Plan / Discharge Service Plan:**

Upon discharge from Muskegon River Pathway of Hope the following information shall be documented in the case record within 24 hours after discharge using the DHS forms:

- a) The reason for the discharge and the new location of the child
- b) An assessment of the resident's needs which remain to be met.
- c) A statement that the discharge plan recommendations have been reviewed with the resident, parent and referral worker
- d) The name and official title of the person to whom the resident was discharged
- e) A release treatment form in MiSACWIS for all JJAU placed youth
- f) A MJJAS Re-Entry assessment for all JJAU placed youth.

### **After Care Services**

MRPOH offers an aftercare follow up program through Professional Consulting Services, Inc. In the event that they are not available, a designated staff will provide aftercare services to the resident released from the program. MRPOH will comply with the Michigan Youth Re-Entry Initiative and all JJAU placed youth will be offered at least one home visit per month for the first six months after release. MRPOH will document and place a 90 day after discharge treatment update in the residents file. Documentation

of all contacts may be found in the case file and/or in the Release Outcomes Reporting format in MiSACWIS.

Pursuant to Rule 400.4131

**House Rules:**

- 1) Residents need to ask before getting into any drawer, cupboard, appliance, or shelves in the kitchen.
- 2) Residents need to ask before crossing to go down the hall, into the bathrooms, or into any of the bedrooms.
- 3) At night, residents may come to the end of the hallway to ask the up-night staff to use the bathroom. When they are finished with the bathroom, they need to let the up-night staff know and ask to go back to bed.
- 4) No residents are allowed in the basement unless a tornado warning is in affect.
- 5) Residents may not use any of the electronic equipment unless they have staff permission.
- 6) Residents may not be allowed to be on a computer without staff permission. Direct supervision by a staff is required. No more than one girl on one computer.
- 7) Residents may not enter into another resident's bedroom.
- 8) Residents may not use other resident's make-up, hair supplies, clothes, shoes, or any other type of personal items.
- 9) No physical contact. No resident will be allowed to groom another resident. (ie. No doing hair, make up, or plucking of eyebrows)
- 10) A resident is responsible to show good manners while a resident at Muskegon River Pathway of Hope.
- 11) A resident is required to respect Muskegon River Pathway property at all times.
- 12) For health reasons, a resident needs to sleep between their sheets, not on their comforter.

## **Daily Schedule:**

### **Monday-Friday**

6:15-6:30: Wake up/Breakfast (Pregnant girls get up at 6:30)  
6:30-7:00: Room jobs and house jobs  
7:00-7:30: Morning Hygiene  
7:30-8:00: Meds/Quiet Time  
8:00-11:30: School/Recreation  
11:30-Noon: Lunch  
Noon-1:30: School/Recreation  
1:30-2:30: Quiet Time  
2:30-4:00: School/Recreation  
4:00-5:30: Group Counseling /Life Skills  
5:30-6:00: Dinner  
6:00-8:00: Free Time/Showers/Meds/Phone Calls  
8:00-8:30: In bedrooms and quiet  
8:30: Lights out (Intake and Level Two)  
9:00: Bedtime/Lights out Level Three  
9:30 Bedtime/Lights out Level Four

### **Saturday-Sunday**

7:00-8:00: Wake up/Bathroom Time  
8:00-8:30: Breakfast  
8:30-9:00: Breakfast Clean up  
9:00-12:00: Structured Work/Deep Clean (Sunday Church)  
12:00-1:30: Lunch and Clean up  
1:30-5:00: Structured Activities  
5:00-6:00: Dinner and clean up  
6:00-7:00: Quiet Time/Showers/Journals/Phone Calls/Nap time for pregnant residents  
7:00-8:00: Meds/Free Time (Level 1 7:00-8:30)  
8:00: Bedtime/Lights Out (Later by staff discretion on Friday and Saturday nights.  
**This schedule is subject to change according to the seasons, counseling, Probation Officer/Worker visits, and any other circumstances that may arise throughout the day.**

### **Household Duties:**

Residents are assigned to and responsible for household duties that are supervised by staff. The same person who does a job incorrectly must correct it.

When a special need arises, every girl's cooperation in doing extra duties will be required.

The following is a description of the household duties. All household duties and descriptions are subject to change as needed.

### **KP1:**

- Put away all dishes
- Wash all dishes in the kitchen
- Take care of dirty rags

### **Saturday:**

- Clean cabinets in front of sink
- Clean counter on both sides of sink
- Clean the sink with Comet
- Clean and Straighten underneath the sink

### **KP2:**

- Set and clear the table for all meals
- Set out all non-cooking foods
- Clean the stove and microwave each morning
- Put away all leftovers and date them
- Wipe all counters not covered by KP1
- Clean up any mess left on counters

### **Saturday:**

- Throw away all leftovers dated before the previous Wednesday
- Clean out and scrub the refrigerator

### **Sweep and Mop:**

- Sweep kitchen and dining room floors
- Mop kitchen floor
- Empty mop bucket every day

### **Saturday:**

- Wash baseboards around the kitchen floor and clean behind the refrigerator and stove

### **Laundry:**

- Responsible in evenings to sort laundry before bed
- Fold laundry and put in laundry baskets
- Responsible for reminding residents that all undergarments need to be collected
- Straighten towel closet daily
- Clean or straighten any mess involving the laundry
- Make sure sheets are washed on non-home visit weekends
- Clean the laundry room and shower

### **Vacuum and Dust:**

- Dust all non-bedroom furniture and pictures
- Vacuum under dining room table
- Vacuum hallway and living area

### **Saturday:**

- Move all furniture and vacuum underneath and behind it
- Responsible to put away vacuums

### **Bathroom Duty:**

- Make sure each bathroom has three rolls of toilet paper
- Clean tub, toilet and sink
- Carefully take care of improperly used personal products and tell staff
- Sweep and mop the floor
- Wash the mirror

### **Saturday**

- Clean Vents

### **Trash and Windows**

- Empty all trash
- Clean windows
- Put trash in outside garbage can
- Keep area surrounding trash clean (Wash the cupboards and walls by trash)

**Saturday:**

- Wash outside windows when weather permits
- Wash outside garbage cans when weather permits
- Wash inside of the garbage cans

**Seasonal Duties:**

- Water all plants and flowers
- Shovel snow on sidewalks

**Entryway:**

- Sweep and mop the entryway
- Clean staff bathroom
- Not responsible for shoes, book bags

**Saturday:**

- Throw down rugs to be washed
- Wipe shoe rack down

**Bedrooms:**

- Empty trash
- Dust
- Vacuum/sweep floors

**Saturday**

- Wash bedding

**Bedroom Items:**

All items are to be placed in a resident's personal drawer. The bedrooms are to be organized and clean. No sharp objects (glass, razors, scissors, etc.) are allowed. It will be at agencies discretion to make any changes.

Muskegon River Pathway provides all bedding. However, residents may bring their own bedding if it is Muskegon River Pathway appropriate. Space is limited; Muskegon River Pathway asks that you do not bring any bed skirts or extra pillows. Muskegon River Pathway is not responsible for the loss of or destruction of, any personal items brought in.

### **Check-In:**

When residents arrive, all of their belongings will be checked in by a staff member and recorded for their protection.

### **Check-Out:**

When leaving the program, a staff member on duty, to insure that residents have all their belongings, will check out residents.

### **Dress Code:**

Pursuant to Rule JR2-240

- Clothing must be clean and in good repair.
- Clothing must be modest and fit properly. Pants are to be worn at the waist level with shirts tucked in unless designed to be worn on the outside. Residents clothing must not expose their underclothing.
- Youths must remain fully clothed at all times with the exception of shower time and when changing clothes. Changing of clothing must take place in a bathroom.
- Muskegon River Pathway of Hope awake night staff will wash laundry daily for the residents.
- Underwear and bras must be worn by the residents at all times.
- No head coverings are allowed in the house except for nighttime when African Americans need to protect their hair in bed.
- Must wear slippers or socks at all times in the house to prevent the spread of fungus infections.
- Clothing may not be altered in any way. (IE. Hair ties on shirts to make them tighter, sleeves cut off, and cuts to expose more skin.)
- T Shirts may not depict or promote gang activity, drugs, pornography, illegal activities, violence, nudity, smoking, alcohol, profanity, or any sexual suggestions or sexual explicitly.
- Bathing suits must be modest (tankinis are acceptable)
- Blue jeans and khakis are to be worn to school; Exception may be made to pregnant residents or new resident moms, allowing expectant and/or new moms to wear comfortable attire, including wind pants, jogging pants, or sweatpants as long as they are not tattered or torn and are neat and clean.
- Resident's hair must be combed and clean at all times. Youth's hair (including eyebrows) must not display lettering, signs or symbols.
- Neatness and cleanliness are expected.
- Space is limited for storage of clothing. Residents should only bring what is needed based on the season.
- Residents are not allowed to get tattoos while in the facility.
- If clothing items are not claimed within 90 days after release or emergency discharge of a resident and all reasonable efforts have been made to return

them to parents or guardians then MRPOH may dispose of the items at their discretion.

Each resident will be issued a minimum of three t-shirts per Level that will coordinate by color with the respective level. For example, each resident at intake will be issued three red t-shirts to wear during their intake level (30 Days). Level shirts will be replaced if they become stained or torn. If a resident purposely destroys a Level shirt she may be required to purchase a new one from her allowance. Residents will be given the option of wearing a sweatshirt/jacket over their Level shirt when going to school or out into the community. Each resident will be required to take the sweatshirt/jacket off at the time of return to Pathway and place it in their entry way locker.

**Intake Level- Red**  
**Level Two – Blue**  
**Level Three – Purple**  
**Level Four – Pink**

All clothing must be Muskegon River Pathway of Hope appropriate and will be approved by a designated staff member for wear. We encourage our residents not to bring their expensive clothing that needs to be dry-cleaned or has a lot of value to them. Our goal at Muskegon River Pathway of Hope is to help our residents make appropriate choices when deciding what to wear and teaching them to dress for success. In doing so, we hope to help their self-confidence and promote self-esteem.

**Level System:**

Pursuant to Rule 400.4137  
Updated 11-04-2011

**Intake: 30 Days**

Requirements: All residents upon arrival at the program will start on “intake.”

- Bedtime will be at 8:00 pm and lights out will be at 8:30 pm.
- Approved letters by DHHS worker or court upon arrival
- Tested for drugs, alcohol, and pregnancy
- Scars and tattoos recorded
- No computer until level two, unless required for a school or counseling assignment
- In staff eyesight at all times
- May apply for level two after 30 days, however, there is no guarantee that you will be moved to the next level at that time
- May not go off grounds during first 14 days of placement without special permission granted from Program Administrator.

Privileges:

- One call per week, on Mondays unless otherwise specified by their counselor.

### **Level One: Consequence Level**

It is important that the residents at MRPOH learn to think about their negative choices and take responsibility for their actions. When a resident makes a negative choice they will receive a Level One Referral Form. Examples of negative choices include, but are not limited to: failing grades, low program scores, positive drug screens, going AWOL, bullying peers, blatant disrespect, and refusal to comply with program requirements. Level one will occur during the same time allotted for Free Time on the daily schedule (7-8:30 pm). **Residents must complete the requirements listed on their Level One form during their assigned Level One time or additional time and/or requirements may be added.** Refusal to comply with Level One may result in discharge from the program. Any resident who does not maintain at least a 3.5 average for a week will be given a level one referral for failed week and may lose program privileges such as makeup and extra hair grooming for the following week based upon individuals and treatment goals.

- Level One will occur in a designated area/room and will be separate from other residents not on level one.
- Pop or candy will not be permitted while on Level One.
- Residents must remain quiet during their Level One time unless permitted by a staff member to speak
- Computer use will not be permitted during Level One time unless authorized by a Case Manger (this would be documented on the form)
- Residents will receive a score for Level One Time. If a resident receives a score lower than a 3, she will be given an additional Level One Time.
- If a resident completes their assignments prior to the end of the Level One time that day they must remain quiet for the remainder of Level One time
- Suggestions for Level One requirements: apology letter, serving a peer, chores inside and/or outside, essay on topic relevant to reason for Level One referral, thinking plan.
- Case Manager may take further action if deemed necessary and/or appropriate (Example: failed drug tests may result in the loss of the next home visit)
- Staff on duty should notify a resident that she will be required to serve Level One Time and the reason. Residents will be given their Level One Referral Form with their requirements at the time that Level One starts that day.

## **Discipline:**

Discipline will be given for disobedience and wrong attitudes. Extra household duties, restriction from privileges, essays and even dismissal will be used. Staff may use additional, appropriate, discipline methods as needed.

Natural and logical consequences are the most effective teachers.

Any severe physical discipline such as hitting, choking, or kicking by any staff member employed by Muskegon River Pathway of Hope is absolutely forbidden. Staff members should also be sensitive to the feelings of the residents and are prohibited from verbal abuse, ridicule, or humiliating punishment. No resident will be denied sleep, shelter, food, clothing and essential personal needs as a consequence.

**All applications will be reviewed at staff meetings to determine if qualifications and requirements are met and have staff approval. Goals will be given if the application is denied.**

## **Behavior Management:**

Any resident demonstrating out of control behavior (Ex: Destruction of property, self-harming, verbal aggression, physical aggression, refusal to comply with directives) during their placement at MRPOH may be isolated from the group in order to manage their behavior. Any resident that has to be physically restrained due to out of control behavior may not be released until they are verbally and physically compliant and are no longer a threat to self or to others. In the event that the physical restraint last longer than 20 minutes, the Director or Designee will need to be notified by the Lead Shift Supervisor on shift. A resident may be required to sit at a table in order to demonstrate compliance and/or complete a thinking plan prior to re-entry into the group setting.

## **Level Two: May apply after 30 Days**

Requirements:

- Maintain a minimum 3.5 score average each week—evaluated every week/ if not maintained the will lose their makeup and extra hair grooming privileges for the following week.
- Bedtime will be at 8:00 pm and lights out will be at 8:30 pm.

Privileges may include:

- Can go off grounds with family if permission was given from case manager or supervisor and all other requirements are met
- May have two phone calls a week on scheduled days
- May use computers (will be supervised at all times)

- May watch movies during down time from Pathway library
- May have candy or pop on weekends
- Home visits every other weekend/or as approved by worker

### **Level Three: May apply after 120 Days**

#### Requirements:

- Must define the following terms using a dictionary: Disrespect, Manipulation, Character, and Negativity. Explain what each word means to you. (A minimum of one paragraph)
- There will be absolutely **ZERO** tolerance for disrespect, manipulation, and negativity. If you are disrespectful in any way you will receive a score of two or below. If you attempt to manipulate any person you will receive a score of two or below. If you prompt any negativity in the house you will receive a score of two or below.
- Level 3 Residents are expected to respond to all directives.
- Maintain a 3.7 minimum score average each week—reevaluated once per week. If Resident does not maintain her required weekly score average she may be dropped back to Level Two and have to re-apply for Level Three.

#### Privileges may include but are not limited to:

- Can use headphones with appropriate music from Pathway library
- Three phone calls per week
- May have pop or candy during the week
- Bedtime/Lights out is at 9:00 pm but may go to bed any time after 8pm if they desire.
- Off grounds outings with family when scheduled in advance with Case Manager and approved by DHHS Worker or Probation Officer. Home visits every weekend with family transporting one direction every other week on level three weekends.

\*All privileges will be determined by case manager on a case by case basis.\*

### **Level Four: May apply after 150 days**

#### Requirements:

- Memorization of three character traits
- Memorization of two scriptures **and/or** life poem (75 words)
- Six successful home visits

- Write an essay about your life before you came to MRPOH and how your life has changed during your stay at MRPOH. Please specify the things that have helped you the most (60 typed lines, must be done thirty days before applying).
- Must maintain a minimum 3.9 score average each week—reevaluated once per week. If Resident does not maintain her required weekly score average she may be dropped back to Level Two or Three and have to re-apply for Level Four.
- Complete life skills group
- Prior to applying for level four, a resident must choose two residents that she will serve. She will serve each resident for one week. This resident should be one that she does not normally interact or get along with.
- Must teach at least one group to the residents

Privileges may include but are not limited to:

- Can use headphones with appropriate music
- No chore of choice
- Three phone calls per week on scheduled days
- May have pop or candy during the week
- Off-campus visits with family
- Home visits with family every weekend
- Bedtime/Lights out is at 9:30 p.m.
- May have alone time in your room, with staff approval and depending on schedule
- To graduate this program you must be on level four for a minimum of thirty days

\*All privileges will be determined by case manager on a case by case basis.\*

### **Ways Residents Can Serve:**

- Help them with their chores
- Help them with their homework/group projects
- You may give up an incentive that you would normally receive to this resident
- Make yourself available to this resident at any time
- Serve them at mealtimes
- Interact with them during down time/game time
- Residents may choose to serve in other ways than suggested with prior approval

**Scoring System:**

“5” – Excellent, positive leader, positive attitude, helping others without needing to be asked, going above and beyond without anyone suggesting.

“4” – Completing program criteria, doing what is asked to your fullest ability.

“3” – Fair, Completed what was asked of you without much effort.

“2” – Not completing the tasks that are asked, given at least one warning to follow through with a directive that was given, poor or negative attitude.

“1” – Given at least two warnings to complete a directive or a program task, poor or negative attitude after warning

“0” – Complete disrespect to staff and/or residents, not following directives given, not following Muskegon River Pathway of Hope rules and guidelines as listed in the Resident Handbook.

**Resident Allowance/Rewards Policy:**

Each resident will have the opportunity to participate in the Rewards Store to purchase things that they need or want. Residents earn an “allowance” which is to be spent in store or on items that they need by earning their Level Score Average each day within the program requirements.

The amount that will be earned each day will be as follows:

|                     |                |                   |
|---------------------|----------------|-------------------|
| *Intake and Level 2 | \$2.00 per day | Score Average 3.5 |
| *Level 3            | \$2.25 per day | Score Average 3.7 |
| *Level 4            | \$2.50 per day | Score Average 3.9 |

**If a Level 1 Consequence (0) is given during that day no allowance will be earned.**

Store will be opened for purchases on Monday afternoon. No purchases or requests will be taken after that time.

Residents can lose the ability to attend store by:

\*Earning a “0” or Level 1 consequence, on two separate days during the week.

\*If the resident does not meet their **weekly** score average such as listed above.

**The money that was earned will be saved for the next store time earned.**

No Resident may “share” their allowance with another resident.

All purchases made through the Rewards store will be honored by Muskegon River Pathway of Hope Designated Staff. All purchases will be made in a timely manner and to the best of the Designated Staff's capability. Any additional needs of a Resident that may not be listed on our store order book may be discussed with Designated Staff to come to an agreement of cost and ability to make that purchase.

Muskegon River Pathway of Hope will designate a staff member to oversee the Rewards Store. This designated staff will document the allowance that is earned by each Resident at Muskegon River Pathway of Hope. Each Resident will be notified on Monday of each week of their account balance. The Rewards Store will be open for purchases on Monday of each week. Residents must meet their Level Score Average each week without more than two consequences given to be able to participate in "Store" for that week. Residents may purchase items that are in the "Store" or use a "Request Form" to have an item purchased for them specifically. Residents may request "cash" that may be taken on a visit with them. Residents will receive a receipt of all purchases or cash withdrawals. Muskegon River Pathway of Hope Case Managers will be aware of all transactions that are made in and out of the residents account.

All "Requests" will be honored within the week with the approval from the House Supervisor. Any Money Requests will be processed on Thursday of each week. All documentation of the Residents accounts will be reviewed each Thursday of each week. The designated staff will report to a second designated staff each week on Thursday, at the time of disbursement of any cash money. Each of the designated staff will place their signatures on the Request Form and put the amount of cash that was asked for in an envelope to be given to the Resident when the Resident goes on their visit.

Residents will be able to choose from the items that are in the "store" located at Muskegon River Pathway of Hope, or from a list of items that will be available to each Resident to request to be purchased by using a Request Form. All purchases or requests must be made on Monday during store time.

On the 1<sup>st</sup> of each month all accounts will be reviewed. No account will go into the next month with a balance of more than \$25.00.

**Jewelry:**

Pursuant to Rule JR2-240

Residents may not wear jewelry while at Muskegon River Pathway of Hope.

**Items to Bring:**

- Notebook
- Journal
- Pens/Pencils
- Bible

### **Do Not Bring:**

- Candy, gum, or snack food
- Mouthwash containing alcohol
- Nail polish and/or polish remover

**If you are unsure about bringing an item, please ask during your interview.**

### **Activities/Off Campus Activities:**

Pursuant to Rule JR2-221

Residents stay together as a group under supervision of a staff member during activities. All residents will participate in on grounds activities unless prior authorization is given by the Director/Case Manager or a medical condition prohibits them from participating.

If the event or activity is scheduled to be off grounds, such as general off-grounds, employment, schooling, community services, or level outing, two staff must go with the residents. At least one of the staff attending the off grounds must be certified in CPR, First Aid, Crisis Intervention, and Physical restraints. The staff must familiarize themselves with the activity setting and note all potential safety risk, escape routes, and have a plan of action in place if anything does go wrong. No resident may go off grounds if they are:

- A threat to public safety or another resident
- They are a flight risk
- The residents behavior is not acceptable (3.0 score average for past 48 hours or more)
- The resident has engaged in recent fights, assaults, suicidal behaviors, sexual misconduct
- They have been in the program for less than 14 days.
- Have a medical condition that prohibits the resident from participation.

An off-campus **risk assessment** shall be completed after an incident involving assault, AWOL, suicidal behavior, sexual misconduct, and/or verbally aggressive/threatening behavior by the lead staff on shift. Residents that are deemed to be a high risk will not be permitted to participate in off-campus activities for 48 hours after the assessment. At the end of the 48 hours, the resident will be re-assessed using the same assessment tool. If the resident is found to no longer be a risk, she will be permitted to participate in off-campus activities. If the resident is found to still be a high risk, she will be re-assessed every 24 hours thereafter until she is safe to enter into off-campus activities. The assigned Lead staffs may complete a new Risk Assessment at any time after a resident is deemed high risk if necessary for therapeutic reasons/activities. Residents will be permitted off-grounds for medical appointments or Emergency Room visits but additional staff and/or an ambulance may be required to ensure safety. Residents deemed high risk may be

permitted to attend Court Hearings if requested by the Court/Placing worker if compliant at the time of the Hearing.

\*Special Exceptions may be made by the agency Case Manager and/or Program Administrator to allow a resident to go off-campus for therapeutic reasons, special events, or program activities. Special exceptions will be documented and placed in the resident case file. \*

Staff must maintain line of sight supervision at all times with the resident's and follow resident to staff ratios when off grounds. If a resident must use the bathroom while off grounds the staff is to maintain line of sight supervision with at least a portion of the resident's body visible to them. In the event of a residents escape the staff must follow Muskegon River Pathway of Hope's AWOL Policy and procedures including an incident report using the DHS alert system.

### **Religious Policy:**

Pursuant to Rule JR2-241

Muskegon River Pathway of Hope will provide the residents an opportunity to voluntarily participate in religious activities while placed here. MRPOH will find a mentor from the designated religious preference to mentor and pick up the resident for services. The mentor must meet all of Pathway's policy and procedure for mentoring or volunteering with Muskegon River Pathway of Hope. MRPOH will provide transportation when necessary to worship services or events the resident wishes to attend providing they meet all the requirements for an off grounds visit/outing. Pathway will maintain a log of all attendance to a religious event for the resident and attend the services with the resident if a mentor or volunteer cannot be found.

Muskegon River Pathway of Hope will have a Chaplain or designated staff member as the religious coordinator. That person will be responsible for:

- Viewing all literature forms from the facilities
- Collaborate with local community leaders.
- Inform scheduler of up-coming services
- Get the list of all possible mentors/volunteers from the church they wish to attend.
- Review requests for special diet or specialized rituals.

### **Drug Screening:**

All residents who have a history of drug abuse or have tested positive for drugs in the past year will be drug screened after every off grounds visitation not directly supervised by Muskegon River Pathway of Hope, and random drug testing of residents attending school off grounds. In the event that the test was positive the urine or saliva must be sent out to the laboratory for analysis.

### **DNA:**

If a resident who was adjudicated or convicted of an identified offense they must submit a DNA profile prior to release or placement in a non-secure placement such as Muskegon River Pathway of Hope. If a resident's case record documents that the DNA profile was submitted then no other actions are required. If a DNA profile is not documented a DNA profile must be submitted before the youth is placed in a non-secure program. DNA profile sample collection kits are available at

Michigan State Police (517-336-6208)

DNA Lab

714 S. Harrison Road

East Lansing, MI 48823

MRPOH will provide the kits and complete the DNA Profile Verification forms and file them in the residents file. The resident will be responsible for the fees involved in sending for the kits and the filing of them. The fees will be deducted from the residents allowance and the resident will be given a receipt for their records.

### **Sex Offenders Registration:**

Before a resident is placed with Muskegon River Pathway of Hope who has criminal charges for sexual misconduct the Director will notify all other residents in the facility of the possibility of placement. A resident who is not comfortable with the placement may ask for removal from the Muskegon River Pathway of Hope program. If Muskegon River Pathway of Hope admits a resident with a criminal charge for sexual misconduct they will document and maintain records that the youth is registered before placement, and all documents are filed with the Michigan State Police and the forms are complete.

### **Michigan Protection and Advocacy Service:**

A resident who is placed with Muskegon River Pathway of Hope who suffers from a severe and chronic condition that can be attributed to mental or physical impairment (or a combination of the two) will be eligible for MPAS services. Muskegon River Pathway of Hope will make every effort to request the services for any resident that meets the requirements for MPAS. If the parent(s)/legal guardian(s) object in writing to the residents MPAS services then MPAS representative or designee is not allowed to any visitation with the resident. If the resident is 18 years or older she may grant consent for MPAS services. Only MPAS advocates or attorneys on a list provided by MPAS will be allowed access to the residents from 8am-5pm. If or when a MPAS needs access, due to a particular complaint, between the hours of 5pm to 8am they must provide 24 hour advance written notice to the Muskegon River Pathway of Hope director. In the event of an emergency MPAS may gain access by telephone to the Director or designee, or by contacting the director of the BJJ Residential Facilities Division. MPAS will maintain and provide copies of all written consents and treatments and services provided.

### **Physical Examination:**

Muskegon River Pathway of Hope requires documentation of physical examination upon admission, of all residents, as follows:

- a) An initial health screening of a resident within 24 hours of arrival for health conditions which require immediate attention and/or are a health risk to other residents in the facility. If this is not the case a health screening will be done within 7 days of arrival for immunization updates, medication review, and the overall health of the resident.
- b) The physical examination must have been completed within 1 year prior to admission or a new physical examination will be completed within 30 days after admission. And yearly thereafter if resident is still with the MRPOH program.
- c) Vision and hearing testing will be done for each resident with a referral to vision specialist or audiology as indicated by the referring physician.

Sufficient health information shall be provided in regard to each child in order to better treat them. Any resident who has a history of intravenous drug abuse must be tested for Hepatitis B and offered HIV counseling and testing.

### **Immunization:**

Muskegon River Pathway of Hope will require the residents to have current immunizations as required by the Department of Public Health.

In the event there are no immunization records available, immunizations shall begin within 30 days of admission unless a statement from a physician indicating that immunizations are contraindicated is included in the resident's records.

A statement from a physician, referring agency, parent or guardian indicating immunizations are current is sufficient documentation of immunizations.

### **Dental Care Policy:**

Muskegon River Pathway of Hope will arrange for the provision of and shall document dental examination and treatment for each resident. A dental examination within 12 months prior to admission shall be documented or there shall be an examination not later than 3 months following admission. Reexamination shall be provided every 6 months.

### **Employee Attending Resident Child Birth:**

One employee will be assigned to each pregnant resident at Muskegon River Pathway of Hope and will be referred to as the birthing mentor/coach. An employee can be assigned to more than one resident as long as delivery is scheduled for two separate dates. The assigned birthing mentor will be contacted immediately when the resident starts labor and will transport to or meet the resident at the hospital. The assigned birthing mentor will be in the labor and delivery room along with any other approved family members or mentors. Case managers and placing workers must approve for any family members or mentor to be at the hospital and/or delivery room prior to the date of delivery. The assigned birthing mentor will remain at the hospital for the duration of time that the resident remains in the hospital following labor and delivery. The assigned mentor may be relieved by an alternative employee at any time by contacting the Administrative Assistant.

### **Storage of Clothing:**

All clothing will be kept downstairs. Each resident will be provided a shelf. Only staff will have access to the downstairs. Underclothes and pajamas will be stored upstairs in designated storage spots. Residents will be able to switch out appropriate clothing monthly. Appropriate clothing that is stored downstairs will not be available until the next switch day. Residents need to plan accordingly. All clothing is inventoried on intake and a record kept of items taken home and brought back for the duration of the residents' stay with Muskegon River Pathway of Hope. When the resident is released from the program an inventory will be supplied to the resident upon their departure. If a resident is AWOL from the program and all efforts have been made to return the residents' belongings to the right person after 90 days then the items will be disposed of by a designated staff.

### **Buying Clothing/Bringing Clothing Back From Home Visits:**

We encourage all parents who would be willing to buy their child clothing to give the amount of money that would be spent to MRPOH and MRPOH will take the resident shopping so that it is guaranteed that appropriate clothing is purchased. If inappropriate clothing is brought to MRPOH by the parents and/or participating members, it will either be given back to them to take home or put down in storage. We encourage parents and/or participating members to keep receipts and to leave tags on until the clothes are approved.

### **Home Visit Packing/Clothing Policy:**

1. Residents will only be allowed to take home one pair of pants and one shirt for each day that they will be home as well as necessary undergarments. Residents may be able to specify to staff which of their clothes they would like to take. However, staff will be responsible to write out packing lists. If residents become

- defiant in any way about what clothing they want to take home, then staff will pick out the appropriate clothing.
2. Residents will only be allowed to return with the same clothing and type of clothing that they left with. Residents are not to bring back inappropriate clothing. If anything that is brought back is determined by staff to be inappropriate or excessive, the items will be bagged and sent home at the time of their next home visit. The residents must leave all belongings from their home visit in the conference room until a staff can go through them and log what came back. Residents will not be allowed to document what they brought back.
  3. Residents will be required to bring home any excess or inappropriate clothing that they have either brought with them at the time of intake or brought from home visits. They will also be required to take home any excess jewelry, make-up, or other items they do not need at Pathway. These items must stay home.
  4. Any defiance against our policy during packing and unpacking times may result in the loss of a home visit.

### **Personal Possessions and Money:**

Money that is brought in or received by mail will be turned over to the supervisor or administration and put on an account record. This policy is in effect to deter the temptation to leave the grounds by residents and the high risk of money being taken by other residents. If a resident needs their money they can ask administration to take it home on their home visits. A log will be kept on monies brought in and taken home.

Other personal possessions such as cameras and cell phones will be given to Administration to lock up. If that resident is given permission to have their camera while at MRPOH they will sign a contract to not hold MRPOH or their staff responsible for loss or stolen items. The item may be given to them and placed in a locked area in the house where they will sign that item in and out with permission from the staff on duty. No cell phones will be given back to the residents until graduation or dismissal from the program.

Trading, borrowing, selling, lending, or giving away resident's property is forbidden without specific prior permission from the director or supervisor.

### **Mail:**

Pursuant to Rule JR2-210

Residents shall be permitted to send and receive mail. All residents' letters will be screened by designated personnel with authorization from Judge's. Mail will be opened in front of the residents. Packages are exempt from the prohibition against inspection. All packages are subject to inspection. If any pornographic or other material deemed inappropriate by the designated persons sent, the supervisor or respective counselor is to be notified immediately and the mail will not be given to the resident. The

person who sent the inappropriate mail may be asked to stop contact by the resident's judge.

### **Telephone Calls:**

Girls may receive calls on Saturdays between 12:00 p.m. and 8:00 p.m. and Monday between 6:00 p.m. and 8:00 p.m. or after work responsibilities are completed. The lengths of the calls are determined by each girl's case. Girls may split phone time with two parents who live in separate locations with prior approval. No resident will get more than fourteen minutes or less than ten minutes. Intake Level Residents will receive phone calls on Mondays; Level 2 Residents will receive phone calls on Mondays and Saturdays. Level 3 and 4 Residents will receive phone calls on Mondays, Thursdays, and Saturdays.

- An approved list of incoming and outgoing calls will be readily available to direct care staff at all times.
- Staff will allow for reasonable privacy during phone call times.
- Staff will not listen to an outside party's portion of a phone call conversation unless given permission by the party or a court order.

### **Visitations:**

Pursuant to Rule JR2-212

Muskegon River Pathway of Hope will not deny Parent(s)/legal guardian(s) visits as long as it is approved by the court. All visits and any extra visitors must be pre-approved at least 48 hours in advance by the Director or Case Manager of the resident. Visitations can and may be supervised by the staff at Muskegon River Pathway of Hope. (PARENTS AND YOUTHS DO NOT HAVE ANY RIGHT TO AN UNSUPERVISED VISIT) Visitors may not bring in personal items such as keys and cellular devices to their visit. If they do it will be locked in a secure place and returned upon their departure. The Director or the Case Manager may deny a visit but must provide reasons for their decision and meet with the resident's treatment team before this decision is made. Muskegon River Pathway of Hope will provide in writing any restrictions or denial of the visit to the staff and to the parent/legal guardian or other approved visitors. The treatment team will meet and determine the reinstatement of visits and provisions of the next visit. When all on grounds visitations are met to the satisfaction of the Director/Case Manager then the resident may be allowed to have off ground visits with approved parent(s)/legal guardians or mentors based upon rules stated in the level requirements. A resident on level one will not be allowed to leave the grounds.

Visit by the parent/legal guardian may be terminated when:

- A resident or parent(s)/legal guardian(s) behavior warrants staff intervention. This includes behavior prior to the visit by the resident.
- The parent/legal guardian or any other visitor is suspected of bringing in or involved in the transfer of contraband to the resident.

## **Home Visit Requirements:**

### **Intake Level:**

- No home visits. A resident must be at Pathway for at least thirty days for a potential visit to occur.

### **Level Two:**

- All home visits will be approved by the case manager, supervisor, director, DHHS worker and/or probation officer. Prior to a home visit, there must be a counseling session with all parties involved. Although Pathway will transport to and from visits, parents are encouraged to be involved in transportation whenever it works according to their schedule. It is important that parents and workers communicate twenty-four hours in advance.

### **Level Three and Four:**

- Residents may go on a home visit every weekend if all requirements are met. On a level three/four weekend it is the responsibility of the parent to transport one direction for the visit. If a parent wants a visit with a resident, it is their responsibility to call and make arrangements with staff by 4:00 p.m. on the Thursday prior.

When girls return to MRPOH from their home visits they are to be dressed MRPOH appropriate. If a resident is not dressed appropriately they will receive a **Level One referral** and possibly the loss of an overnight visit determined by attitude.

**Residents are not allowed to bring food back to Muskegon River Pathway.**

### **Education Policy:**

Muskegon River Pathway of Hope will provide an appropriate education program in accordance with Act No. 451 of the Public Acts of 1976, as amended, being § 380.1 et seq. Of the Michigan Compiled Laws, and known as the school code of 1976, not later than 5 school days after admission and continuously thereafter for each resident of school age.

Along with basic education a certified special education teacher will be there to meet the needs of the learning disabled student and the emotionally impaired student.

Education for the resident shall be provided by the MOISD, the Ewart Public School, or the Ewart Alternative Education School.

### **Rules for Computer Use and Homework Time:**

1. A staff must be present for a resident to use a computer.
2. The ONLY time a resident is allowed to use the internet is for APEX.
3. Residents are not allowed to listen to music online.
4. Residents are not allowed to access e-mail or other social network accounts.
5. The laptops are NOT allowed to be unplugged or leave their station.
6. There is to be no talking unless receiving help on work from staff.
7. Headphones on the computers are to be used ONLY for Apex. (No Music)
8. Residents may be on a computer for 90 minutes at a time to ensure that each resident gets time to complete their school work. If additional time is available, a staff member may allow based on the needs of each resident.
9. If a resident needs to research a topic for school or for therapeutic reasons. A staff member may search and print information for that resident.
10. If any resident violates the computer and/or homework rules, they may be placed on Level One and/or lose their computer privileges.

### **Counseling:**

Residents will have a minimum of one individual counseling session each week, scheduled by their case manager. Group counseling is scheduled twice per week. Residents are to notify the staff on duty if they need immediate help or counsel.

### **Counseling Policy:**

Muskegon River Pathway of Hope provides counseling services for

- Eating Disorders
- Self-Harming
- Depression
- Grief and Loss
- Abandonment
- Rejection
- Abuse/Neglect
- Mental Health (ODD/Bipolar/ADHD/ADD/PTSD/Conduct Disorder/Anxiety Disorder)

Muskegon River Pathway of Hope uses these types of modalities:

- Visual
- Auditory
- Kinesthetic (When age appropriate)

Muskegon River Pathway of Hope uses these therapeutic methods:

- Cognitive Therapy
- Art Therapy
- Play Therapy
- Reality Therapy
- Spiritual Therapy (When appropriate)
- Trauma Informed

Muskegon River Pathway of Hope sessions are:

- Individual
- Groups
- Family

### **Life Skills:**

Residents will be given the opportunity to learn many life skills during their stay at Muskegon River Pathway. These life skills will include: cooking, house keeping, and landscaping. Other subjects that are covered periodically are banking, hygiene, proper etiquette, job interviews and applications, budgeting, and love and logic parenting classes, a ten week parenting class, which all mothers are required to take.

### **Quiet Time:**

The residents are sent to their rooms for a quiet time for the sole purpose of a shift change between 1:45pm and 2:30pm. No resident shall be made to stay in their room for more than 30 minutes during this time per rule R400.4137, if a resident chooses to come out of their room at the end of the 30 minutes they must remain quiet with something to work on so that the other residents who wish to stay back for the full time may rest quietly. Residents also go to their rooms for a reflection time between the hours of 6pm and 8pm. They are given a topic to write on and must write at least  $\frac{3}{4}$  of a page. Showers and phone calls also take place during this time.

### **Smoking:**

Smoking is never permitted at Muskegon River Pathway of Hope.

### **Relationships:**

- Residents are not allowed to develop romances or date during their stay at Muskegon River Pathway of Hope
- Residents are encouraged to develop healthy, positive relationships with the opposite sex
- Time at Pathway should be devoted to working on treatment plan

### **Basement Policy:**

Pursuant to rule 400.4513 and 400.4170

Muskegon River Pathway of Hope will not allow any of the residents to be in the basement other than for a tornado warning.

### **Video/TV Guidelines:**

Residents may view appropriate movies and television while at Pathway as long as they are pre-approved by Pathway's designee. The movies must be rated G or PG by the MPAA or TV-Y, TV-7, or TV-PG as rated by the television industry. Unrated movies must be viewed by the designee and pre-approved for viewing before the residents may watch them. If a staff determines that a movie has treatment benefits and wishes to have a movie approved that is not in the rating it may be approved by the director/case manager for the residents to watch.

### **Music**

#### **In House or in Vehicle:**

Residents are permitted to listen to music in the house and in agency vehicles from the Muskegon River Pathway of Hope audio library and/or CD Library. The Muskegon River Pathway of Hope audio library is located on the staff computer. The CD Library is located in a locked staff closet. The Muskegon River Pathway of Hope audio and CD library consists of positive music from all genres. The Muskegon River Pathway of Hope audio library does not contain music that contains violence, vulgar language, sexual content, and/or words that promote a negative environment.

Residents may purchase MP3 Players through rewards store and have music from the MRPOH library downloaded on them. MP3 Players available in the rewards store will not have internet accessing capabilities. Residents may not bring in MP3 Players from outside of the agency. Resident MP3 players purchased through rewards store will be kept locked in the little bin closet and may be accessed during daytime hours at the permission of the staff on duty. Residents must keep the volume low enough to be able to hear staff directives at all times. Residents may not take the MP3 Players outside of the building or agency for any reason. Residents may not add any music on the MP3 Players at any time. Residents may temporarily or permanently lose their MP3 privileges if MP3 rules are not followed and/or they do not earn required level score averages. If a MP3 player is permanently confiscated from a resident it will be placed downstairs in storage until the resident is released from the program. MRPOH is not responsible for any lost or stolen MP3 players purchased through rewards store.

Residents are not permitted to dictate the music that is played in the house or in an agency vehicle. Residents may not possess CDs or access the agency CD Players. All music must be approved by agency administration prior to entering the Muskegon River Pathway of Hope audio and/or CD library.

Keep the volume at a pleasant level especially at bedtime when the girls should be settling down.

### **Fire Drill Policy:**

Pursuant to Rule 400.4506

Muskegon River Pathway of Hope will have quarterly emergency fire drills for each shift. Two of the drills shall include evacuations, unless approved by the department in writing, as clinically contraindicated. Written records shall be maintained for each drill indicating the date and time of the drill and where evacuation was a part of the drill, the approximate evacuation time.

Suitable communication to the fire department shall be provided. The telephone number of the fire department shall be posted conspicuously by all phones designated for outside service.

### **Grievance and Appeal Procedure:**

A grievance is herein defined as a complaint against Muskegon River Pathway of Hope, its administrative, supervisory, or other personnel in which the resident deems herself to have been treated in an unfair or unethical manner. A grievance may be against a person, a policy, procedure, or condition of work. A grievance is not an interpersonal dispute among residents, unless that dispute relates to the above described conditions. Grievances will be kept private and confidential. Upon arrival into the Muskegon River Pathway of Hope program the resident will be directed as to where this box is located and instructed on the procedure for filing the grievance. The resident will sign a document stating that they understand the policy and procedure and the form will be placed in the resident's file.

Every possible effort shall be made to reach a clear understanding of the nature of the grievance, and to find a resolution.

#### **The following process for resolving a grievance should be followed.**

A resident with a grievance should fill out the grievance form located next to the grievance box in the agencies designated area. The resident should submit the completed form into the box immediately after filling it out. The grievance box will be emptied daily by the Director, Supervisor, and/or Team Leader member. Each grievance form is private and will not be shared with other residents or staff members. A resident may also report a grievance to the assigned agency Case Manager, Supervisor, or Director if the resident is more comfortable doing so. Grievances may be initiated by the resident, a member of the resident's family or a member of the resident's treatment team. Once the grievance is received it will be investigated by the Director/Case Manager. All parties involved will be interviewed and the evidentiary material reviewed. Once the investigation is complete the Director/Case Manager will provide a written response, including the rationale for the decision, to the resident or family member within five calendar days. Response to an emergency nature must be done immediately. If the resident or family members do not agree with the decision of Muskegon River Pathway of Hope then they may appeal the

grievance response within 15 calendar days. The Director/Case Manager will follow up with a response by:

- 1) Conducting additional interviews if needed
- 2) Gather any additional information available.
- 3) Review the initial record.
- 4) Follow up with another written response within in 7 calendar days.

Copies of all grievances will be maintained in a secure place in corresponding order along with any receipts or other confirmations obtained during the investigation of the initial grievance. These records will be kept on file for five years.

### **Personal Hygiene Policy:**

Pursuant to Rule 400.4168

Muskegon River Pathway of Hope will assure that each resident maintains or receives personal care, hygiene, and grooming appropriate to the resident's age, sex, race, cultural background, and health needs. All residents are required to shower daily at assigned times. Each resident will be given fifteen minutes of bathroom time during the daily assigned shower time and fifteen minutes of mirror time at the assigned morning hygiene prep time. Residents however may lose the privilege of using non-essential hygiene prep items, such as little bin items, hair straighteners, curling irons, blow dryers, make up and gel/grease/hairspray due to not making their level averages and or as a level 1 consequence.

### **Hair Grooming Policy**

Privately contracted licensed cosmetologists will provide the following cosmetology service needs for youth placed at MRPOH:

- Hair Cuts/Trims
- Instruction for proper hair grooming and styling for all ethnicities and cultures

Youth are expected to keep their hair neatly groomed during awake hours while placed in the program. Youth will be provided with the basic supplies for all hygiene needs, including hair grooming.

#### *Other options:*

Youth placed at MRPOH may purchase hair extensions/weave/tracks and supplies from the MRPOH Rewards store. However, each youth will be responsible to place them in their own hair.

Youth placed at MRPOH may choose to cut and color their hair during home visits with the permission of their parent/guardian. Placing workers may provide special permission for hair color for youth who do not have an identified parent/guardian and/or that do not have visitation with anyone outside of the facility.

Additional grooming items may be purchased from Rewards store. Youth may also purchase a professional hair/salon appointment from the Rewards store.

Parents/workers must provide written permission to the agency prior to providing cosmetology services to any youth.

**Privacy and Confidentiality:**

Pursuant to Rule 400.4130

Employees having access to confidential information regarding Muskegon River Pathway of Hope, its residents, its donors, or fellow employees, may in no way reveal or divulge such information except in the direct performance of job responsibilities. Violations of this rule may constitute immediate probation, and if deemed detrimental to Muskegon River Pathway of Hope, it may be followed by immediate dismissal. The resident's identity will not be disclosed for public purposes or publicity unless the following criteria have been met: a) the parent has consented in writing b) the resident has consented or c) probation officer or DHHS worker has consented in writing. Decisions pertaining to any change, change of placement or legal status of a resident are the sole or domain of the referring agency/court. Communication concerning recommendations or changes of case plans by Pathway will be made by the clinical staff or directors who will communicate with the referring workers and the court.

**Policy on Resident's Contacting DHHS Worker, Probation Officer, and/or Attorneys:**

1. If a resident wishes to contact their DHHS Worker, Probation Officer, and/or Attorney they have the following options:
  - The resident may write a private letter and have it mailed to their worker.
  - The resident may submit a written statement/request to their worker to be faxed by Pathway to that worker.
  - The resident may verbally request or request in writing to make a phone call to their worker.
2. A resident wishing to make a call to their worker/attorney must get approval by the MRPOH Case Manager/Director. Residents may request to a Direct Care Staff to contact administration for permission to call their worker/attorney. Once permission is granted, the Youth Specialty Worker person may then make the phone call.
3. The Case Manager, Administrative Secretary, Director, or Youth Specialty Worker person will initiate the phone contact with the requested worker. The resident will then be allowed to have a private phone conversation with their DHHS Worker, Probations Officer, and/or Attorney.
4. A resident's phone call with their worker may be supervised if the resident has been acting out and the worker is in agreement that MRPOH Staff be present for the conversation.
5. The resident will be asked to show compliance with the program rules and requirements before their request will be honored. However, the Case

Manager, Administrative Secretary, or Director will call the DHHS Worker, Probation officer, and/or Attorney to update them on the resident's current behavior and let that worker know that the resident is requesting contact.

6. Muskegon River Pathway of Hope will make every effort to ensure that each Resident will have in person and/or phone contact with their DHHS Worker or Probation Officer at least one time each month.
7. Any DHHS Worker, Probation Officer, and/or Attorney have permission to call in and speak to their client at any time.
8. All phone calls made to Case Workers, Probation Officer, and/or Attorneys are logged by the Administrative Secretary, Case Manager, and/or Youth Specialty Worker.

### **Recreation Policy:**

Pursuant to Rule 400.4176

Muskegon River Pathway of Hope will provide a variety of indoor and outdoor recreational activities designed to meet the resident's needs physically, emotionally, and reinforce positive interaction. Supplies and equipment will be provided by MRPOH in conjunction with Ferris State University and their professionally trained and highly qualified physical fitness instructors. Each resident will be properly trained in how to use the equipment required for certain activities.

Swimming will be permitted only where and when a qualified lifeguard is on duty.

Each Muskegon River Pathway of Hope resident is required to participate in a minimum of one hour of physical recreation and one hour of recreation that fits under at least one of the following categories: economical/social/emotional/cultural. If a resident is physically unable to participate in a scheduled activity the written reason will be provided to the staff on duty by the Case Managers as to why the resident is exempt from participation.

### **Search Policy:**

It is imperative that residents be searched when it is evident or highly suspected that some substance, illegal item(s), or stolen property has been brought in or taken from another resident of Muskegon River Pathway of Hope. Every resident will be subject to search after any off grounds activity that was not directly supervised by Muskegon River Pathway of Hope staff.

Every bit of care possible should be exercised so that modesty, ethics, and humiliation guidelines are not violated.

Residents are to be searched by a female staff member only.

As it has been a practice to use clothing as a hiding place of the above mentioned items that violate Muskegon River Pathway of Hope's policy, a personal search may be necessary. Socks should be checked first and if a further search is deemed necessary, the resident should be taken into a room that is private. Shirts and pants should then be removed by the resident to prove guilt or innocence. Under no circumstance is the resident required to remove their underwear.

To avoid false accusations, it is required that another female staff witness be present.

### **Resident Illness Policy:**

If a resident reports to a staff member that she is feeling ill, the following procedures will be implemented:

- The resident's body temperature will be taken and recorded. If the resident's body temperature is above normal (above 98.6) she will be scheduled to see a doctor within 24 hours or taken to the Emergency Room
- The staff will document the symptoms that the resident is reporting as well as any visible medical concerns
- The resident will be given any appropriate over the counter medication
- The resident will be given the option to rest in bed as needed for 24 hours

If a resident continues to report feeling ill for more than 24 hours and there is no clear medical reason for the illness that does not require professional medical attention (Ex: menstruation), she will be scheduled to see a doctor within 24 hours or taken to the Emergency Room. Residents who report feeling ill, including due to menstruation, are expected to have an attitude of program compliance at all times and may be held accountable for non-compliance for non-participation. Staff will take into consideration when a resident is ill and allow for a resident to be excused from an activity and rest when appropriate.

If a resident is evaluated by a physician and it is found that she is ill with a contagious condition, she will be isolated as instructed by the physician. (Ex: remain in bed for 24 hours). If a resident is evaluated by a physician and found to be ill with a non-contagious illness, the agency will follow all instructions given by the doctor for recovery and that resident will be required to participate in all program activities that she is medically able to. If the resident is evaluated and found to be healthy, the resident will be required to participate in all program activities as scheduled and will be given a consequence for non-compliance.

### **Psychotropic Medication Policy:**

#### **Overview**

The use of psychotropic medication as part of a resident's comprehensive mental health treatment plan may be beneficial. The administration of psychotropic medication

to children is not an arbitrary decision and documented oversight is required to protect children's health and well-being.

### **Definition**

Psychotropic medication affects or alters thought processes, mood, sleep or behavior. A medication classification depends upon its stated or intended effect.

Psychotropic medications include, but are not limited to:

- Anti-psychotics for treatment of psychosis and other mental and emotional conditions.
- Antidepressants for treatment of depression
- Anxiolytics or anti-anxiety and anti-panic agents for treatment and prevention of anxiety.
- Mood stabilizers and anti-conventional medications for treatment of bi-polar disorder (manic-depressive), excessive mood swings, aggressive behavior, impulse control disorders, and severe mood symptoms in schizoaffective disorders and schizophrenia.
- Stimulants and non-stimulants for treatment of attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD).

### **Prohibited Use**

Psychotropic medication must not be used as a method of discipline or control for any child. Psychotropic medications are not to be used in lieu of or as a substitute for identified psychosocial or behavior interventions and support required to meet a child's mental health needs.

### **Prior to Prescribing**

Counseling or psychotherapy will in most cases be before and continue concurrently with prescription of a psychotropic medication; see Urgent Medical Need in this policy for exception.

Prior to initiating each prescription for psychotropic medication the following must occur:

- The child will have had current physical and baseline laboratory work and a mental health assessment with a DSM-IV TR psychiatric diagnosis of the mental health disorder.
- The prescribing clinician explains the purpose for and effects of the medication in a manner consistent with the individual's ability to understand (child, caregiver(s), and birth parent/legal guardian if applicable). The explanation must be documented in the case file and include the following:
  - Residents/Youths mental health diagnosis.
  - Treatment options (non-pharmacological and pharmacological).
  - Treatment expectations.
  - Potential side effects of the medication.
  - Risks and benefits of taking the medication versus not taking the medication.

### **Prescribing Clinician**

Only a certified and licensed physician can prescribe psychotropic medications to a resident. If the prescribing clinician is not a child psychiatrist, referral to or consultation with a child psychiatrist, or general psychiatrist with significant experience in treating children, must occur if the child's clinical status has not experienced meaningful improvement within a time-frame that is appropriate for the child's clinical response and the medication regimen used.

### **Oversight**

For each resident that is prescribed psychotropic medications, medication compliance and treatment effect must be addressed by the DHHS/Placing worker during the worker's monthly visit with the resident and Case Manager.

### **DHHS-1643 Psychotropic Medication Informed Consent**

Muskegon River Pathway of Hope must obtain informed consent for each psychotropic medication prescribed to a resident. An informed consent is consent for treatment provided after an explanation from the prescribing clinician of the proposed treatment, expected outcomes, side effects and risks. The DHHS-1643, Psychotropic Medication Informed Consent form, must be used to document the requirements.

The DHHS-1643 consists of three sections:

1. Section A, Psychotropic Medication Recommendation, is completed by the licenses medical professional. Section A contains:
  - Child's identifying and clinical information.
  - All current psychotropic medications.
  - New medications and recommendations including potential side effects, alternative treatments, documentation of medication benefits/side effects and rationale if medication falls within the criteria triggering further review defined by the DHHS Health Education and Youth Unit.
2. Section B, Notification, is completed by the foster care worker.
3. Section C, Consent for Administration of Psychotropic Medications, is completed to allow or deny consent by the parent of temporary court wards, by the supervising agency for MCI state wards or by the court for permanent court wards

### **Authority to Consent**

For temporary court wards, a parent must consent to the prescription and dose of all psychotropic medications, including those prescribed for continued use upon discharge from a hospital or as a result of outpatient treatment. Muskegon River Pathway of Hope has the authority to consent to an MCI wards psychotropic medication and the Court must provide written consent for a permanent court wards psychotropic medications. The DHHS-1643 must be used to authorize content for all psychotropic medications. Foster parents and/or all other caregivers may not sign consent for psychotropic medications.

When a parent is unavailable or unwilling to provide consent and a child's physician or psychiatrist have determined there is a medical necessity for the medication, Muskegon River Pathway of Hope must file a motion with the Court requesting consent for the prescription and use of necessary psychotropic medication. Courts are provided authority for this action pursuant to MCL 712.A12 and MCL 712.A13a (7) (c) prior to adjudication and MCL 712A.18 (1) at initial or supplemental disposition.

The worker must continue to communicate with the child's parent regarding treatment options when medication is not deemed a medical necessity but there is a DSM-IV TR psychiatric diagnosis supported by documented evidence/observations that medication would improve a child's well-being or ability to function.

### **Informed Consent Exceptions**

Circumstances that may permit an exception to the psychotropic medication informed consent would include:

- A resident entering the program is currently taking psychotropic medication without a signed informed consent; every effort must be made to obtain the DHHS-1643 within 45 days of entry into the program. Psychotropic medication must not be discontinued abruptly unless it has been determined and documented as safe to do so by a physician.
- A physician determines that an emergency exists, requiring immediate administration of psychotropic medication prior to obtaining consent. The Case Worker must obtain a copy of the report or other such documentation regarding the administration of emergency psychotropic medication within 7 calendar days. The report must be filed in the medical section of the child's case record. If the medication will continue after the emergency, the DHHS-1643 must be completed.

### **Urgent Medical Need**

The role of non-pharmacological interventions should be considered before beginning a psychotropic medication, except in urgent situations such as suicidal ideation, psychosis, self-injurious behavior, physical aggression that is acutely dangerous to others, severe impulsivity endangering the child or others, marked disturbance of psycho physiological functioning (such as profound sleep disturbance), or marked anxiety, isolation, or withdrawal.

### **Monitoring**

It is the role of the Muskegon River Pathway of Hope Case Manager to review medication compliance and the medication's effect on the resident a minimum of once per month.

The following steps will be taken to ensure that compliance is achieved:

- The Michigan DHHS psychotropic medication informed consent form will be completed: at the time of intake for any resident that is prescribed psychotropic

medication; prior to any psychiatric assessment or psychiatric medication review appointments for residents that are referred during placement at Pathway; prior to any medication change made during placement.

- The Muskegon River Pathway of Hope Case Manager will notify the parent/guardian and DHHS/Placing Worker of all psychotropic medication related appointments a minimum of seven days in advance unless it is an emergency situation. The Case Manager will notify the parent/guardian and DHHS/Placing Worker of any emergency situation related to psychotropic medication immediately.
- The resident will sign a form at time of intake, and any time there is a medication change during placement, indicating that they understand and agree to take the medication.

### **Muskegon River Pathway of Hope**

Why would you like to come to Muskegon River Pathway of Hope?

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What would you like to see happen in your life while at Muskegon River Pathway of Hope?

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I have read the rules of this program and agree to submit to the rules and the staff of Muskegon River Pathway of Hope.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact Information**

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