

ORCAS COTTAGE



challenge
courage
flexibility
belonging

ORIENTATION & COMMITMENT
RESPONSIBLE FOR SAFETY
COLLABORATION
AUTONOMY
STABILITY

compassion
communication
honesty
strength
support
advocacy

DBT
integrity
trust
respect
mastery

**CHILD STUDY AND
TREATMENT CENTER**

**8805 STEILACOOM
BOULEVARD SW
LAKEWOOD, WASHINGTON
98498 - (253) 756-2384**

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Welcome to Orcas Cottage!

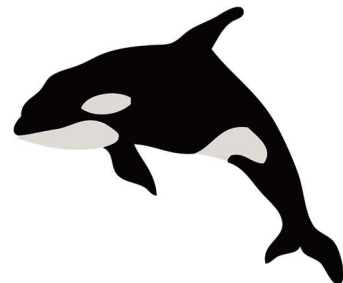
Orcas Cottage is a program for older adolescents within Child Study and Treatment Center (CSTC), the Washington State psychiatric hospital for children and adolescents. Orcas Cottage generally admits youth who are a danger to themselves or others due to a psychiatric disorder. Behavioral characteristics of Orcas youth often include suicidal and para-suicidal behavior, aggression, interpersonal chaos, emotional instability, impulsivity, identity confusion, psychotic behavior, and in some cases an inability to manage basic self-care needs.

The focus of the Orcas Cottage program is to provide extended psychiatric treatment to help youth develop the skills necessary for them to successfully return to their families and communities. **Dialectical Behavior Therapy (DBT)** addresses many of the core issues of our client population and serves as the primary theoretical orientation underlying the Orcas Cottage program. Additionally, other treatment modalities incorporated into the milieu include Positive Behavioral Support, Motivational Interviewing, Collaborative and Proactive Solutions, Trauma Focused-Cognitive Behavioral Therapy, Cognitive Behavioral Analysis System of Psychotherapy, and Adventure Based Therapies. All these interventions are utilized to accomplish our mission to transform the lives of youth and families by promoting personal growth, skill development, and healing in a safe, supportive, therapeutic environment. We focus on engaging youth and families, providing individualized care, and promoting sustainable overall well-being.

Inclusion Statement: Our youth come from all walks of life, and so do we. Orcas supports youth and families from a variety of backgrounds, not just because it is the right thing to do, but because it makes our community stronger. We welcome the unique contributions that patients and families bring in terms of education, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, color, religion, disability, and sexual orientation. The collective sum of individual differences, life experiences, knowledge, and self-expression contribute to the effectiveness of the teams supporting our patients. If there is something we can do to better include you or our family in our program, please let us know!

Our mission and vision are grounded in five values. You will hear about them often because they are the core of the Orcas Cottage program.

1. **Orientation and Commitment**
2. **Responsible for My Safety**
3. **Collaboration**
4. **Autonomy**
5. **Stability**



A major focus of the Orcas program is on relationships: between you and your counselors and clinical team members (the Orcas Treatment Team), counselors with each

other, and counselors with clinical team members. Relationships often enable you to heal and learn to collaborate effectively with others.

Counselor-client relationships in DBT have a dual role:

1. They allow the counselor to be more effective in working with you.
2. The relationship is therapy.

The strong relationship between you and your counselor helps you change your behavior, and you can heal, become stronger, make changes, and “get better” by being in the relationship.

To build positive relationships, the Orcas Treatment Team believes certain things about you. We assume the following about you and your treatment:

1. You are doing the best you can.
2. You want to improve.
3. You cannot fail in treatment.
4. The lives of suicidal individuals are unbearable as they are currently being lived.
5. You must learn new behaviors in all relevant contexts on and off the cottage: in meetings, in the milieu, and ultimately in natural life contexts outside the hospital.
6. You may not have caused all your problems, but you must solve them anyway.
7. You need to do better, try harder, and/or be more motivated to change.
8. The cottage is often rigid and invalidating, and may contribute to your emotional dysregulation; nevertheless, you must work toward your goals on the cottage.

Assumptions about Treatment in our Setting:

1. The most caring thing the counselors can do is to help you change in ways that make a life without hospitalizations a possibility.
2. Clarity, precision, and compassion are of the utmost importance in the context of treatment.
3. The relationship between you and your counselor is a real relationship between two equal people.
4. Because of the hospital hierarchy, counselors automatically have considerable power over you, and that power must be used compassionately and in a manner in line with Assumption #3.
5. The Orcas Treatment Team can fail to apply the treatment effectively.
6. Even when applied effectively, inpatient treatment can fail to achieve the desired outcome.
7. The Treatment Team working with you needs support and this is especially true of counselors.

Rights and Responsibilities

You have both rights and responsibilities while hospitalized. You have a responsibility to treat counselors in a civil and respectful manner which is consistent with the hospital’s

commitment to maintain a respectful and considerate relationship with all youth and caregivers. Mutual respect supports communication and teamwork in a way that makes the hospital safer, more effective, and better overall. Your responsibilities include providing information, asking questions, and treating others with respect.

CONCERNS ABOUT YOUR CARE:

If you, your family/guardians, or other support people in your life have concerns about your care, we urge you to speak directly with any of the Orcas team members about your concerns (please see the who’s who list for names and phone numbers). If you would like support in expressing your concerns you can fill out a **Grievance Form** and a cottage supervisor, Program Director, or the Director of Nursing will meet with you to discuss the issue and figure out how we can resolve the problem. If you would like to leave a voicemail for the CEO, Byron Eagle, regarding a more urgent concern, you may call 1-800-283-8639. You may also make a private phone call to either Disability Rights-Washington (DR-W) or the Department of Assigned Counsel. DR-W has advocates who work with adults and youth with developmental disabilities or mental illness who feel their rights have been violated. The Department of Assigned Counsel has court ordered attorneys that are assigned to youth at CSTC when the youth is ordered to stay for involuntary treatment. You may use this phone outside of school and therapy group hours and when your behavior is safe.

Concerns?
Patient Advocacy Support Services

DR-W *0201	Disability Rights – Washington Disability Rights Washington (DRW) is a private non-profit organization that protects the rights of people with disabilities. They are a legal resource to improve service systems.
CPS *0202	Child Protective Services Child Protective Services (CPS) is a state agency that investigates reports of child abuse and neglect. Anyone who has reasonable cause to believe that a child has suffered abuse or neglect can, in good faith, report including patients.
CEO *0203	CEO Patient Line The Chief Executive Officer (CEO) is the highest-ranking employee at CSTC. This position is ultimately responsible for making managerial decisions regarding the overall operations of hospital.
TJC	The Joint Commission

If a family member or caregiver has a concern about the care of their loved one, they can contact the Grievance Department. The Grievance Department investigates complaints and can help you understand the process. You can also contact Disability Rights Washington for more information.

Family members and caregivers can also obtain a copy of the Grievance Form. They can also contact the Department of Assigned Counsel that provides legal advocacy for youth in the State of Washington.

Who’s Who on Orcas Cottage

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- **Program Director – Jordan Skalisky, Ph.D.**, is the licensed clinical psychologist on your Treatment Team. Dr. Jordan works to develop the cottage program and create opportunities for you to achieve your treatment goals. Dr. Jordan also manages milieu, individual, family, and group therapy. She can be reached at **(253) 319-5120** or **(253) 579-3348**.
 - **Psychiatrist – Dr. Jon Kuniyoshi, M.D., Ph.D.**, is a medical doctor and the attending psychiatrist on Orcas. He is the member of your Treatment Team who will work with you to understand your problems and design a treatment plan to help you meet your goals. If you need any medications, Dr. Jon will review your medications, and work with you to find the most effective combinations. Each new youth has an interview with Dr. Jon and has a physical examination shortly after being admitted. Dr. Jon can be reached at **(253) 756-2384** or **(206) 291-8984**.
 - **Social Worker – Chapman Clark, MSW**, is the social worker on your Treatment Team. He will have regular meetings with you to discuss your treatment progress and discharge goals. Chapman plays a key role in intake and discharge planning. He schedules Treatment Plan Review (TPR) meetings and works to make sure that you remain connected with your family and community supports. He can be reached at **(253) 984-5675**.
 - **Cottage Supervisors – Sean Heermann, PCCC3 & Seth Newcomb, PCCC3**, are the cottage supervisors. They are the members of your Treatment Team who coordinate staffing and work with the Program Director to make sure that the cottage runs smoothly. They can be reached at **(253) 756-3926**.
 - **Shift Charges, PCCC2s**: Each shift has a shift charge. They are the members of your Treatment Team who make staffing assignments for each shift and help to make sure your treatment plans are being followed. They can be reached at **(253) 756-2384** or **(253) 756-2746**.
 - **Psychiatric Child Care Counselors** – PCCCs are the members of your Treatment Team that assist you daily in achieving your individualized treatment goals. They are there to provide you with coaching when you are having a hard time coping on your own. Additionally, PCCCs help you practice the skillful behavior that you learn about during therapy groups.
 - **Mentor Counselor** – This is the PCCC who works most closely with you, your family, and the other members of your Treatment Team. Your Mentor will work with you to decrease target behaviors and develop more skillful actions. They work with you to create your Safety Plan and provide the Treatment Team with input for your Treatment Plan Reviews (will be discussed further later). Your Mentor will also have weekly contact with your guardian to notify them of your progress in treatment. It is important to note that your Mentor may change when/if you move from Harbor to Sound or vice versa. Your guardian will have the option of your Mentor providing weekly updates via email or telephone.

- **Nurses** – There is a registered nurse (RN) scheduled to work each shift. Some of the counselors are also licensed practical nurses (LPNs). Nurses are the members of your Treatment Team who give out medications, make and take you to medical appointments, give immunizations, provide basic first aid or medical assessments, and answer any questions you might have about your health or medications. They can be reached at **(253) 756-2384** or **(253) 756-7953**.
- **Recreation Therapist – Raewyn Heim, CTRS**, is the member of your Treatment Team who works with you to develop a wide range of healthy and enjoyable leisure activities. She along with the other Recreation Therapists on campus lead Recreation Therapy and Participation groups and activities. Our recreation staff can be reached at **(253) 756-2550**.
- **Secretary – Stacy Boyd** helps track of such things as cottage schedules, money, and staffing. Stacy can be reached at **(253) 756-2394**.
- **Housekeepers, Food Services, & Maintenance** – These team members work with everyone to keep our cottage clean and safe, and to keep you healthy and fed!

Things to Know About Living on Orcas Cottage

Cottage Layout: The Orcas Cottage layout consists of two separate living areas for youth: Sound (General Program) and Harbor (Close Attention Program). Harbor has its own set of rules and guidelines but follows the same program (this program manual) as Sound. The Sound side has two pods – West pod and East pod – that have bathrooms, showers, a tub room, and four single bedrooms each. You are only allowed to access the pod you live in. Additionally, Sound has a day hall, TV room, dining room (meals, snacks, and group meetings), kitchen, nurses’ station, conference room, and office areas. Harbor has a multipurpose area, a dining room, bathrooms with showers, and seven single bedrooms. Most youth will initially begin their treatment on Harbor, but they may move to the Sound side of the cottage as they demonstrate the ability to be more independent and responsible in their treatment. Some youth may remain on Harbor if they need closer attention due to concerns related to 1) aggression, 2) self-harm behaviors or thoughts, or 3) inability to maintain their basic activities of daily living (ADLs) without close supervision. You must ask permission to enter all areas of the cottage including the pod and the day hall. **Going into another youth’s room is never allowed on Sound or Harbor. Additionally, two youths are never allowed to be together unsupervised.**

Your First Day: When you arrive at Orcas Cottage you will meet several members of your Treatment Team but first, staff from the Medical Records department will have you read, and sign documents related to your hospitalization. They will also take a picture of you for your chart. After this, you’ll meet with Dr. Jon for a psychiatric intake and physical. Finally, you’ll meet with Chapman to do a Social Work intake. Dr. Jordan will meet with you individually and you will complete a trauma checklist and safety plan. During your first two weeks, you can also

expect to receive laboratory examinations, a dental check-up, and hearing and vision screenings.

Treatment Planning: At the time of admission, you, your family, your community support team, and members of your Orcas Cottage Treatment Team will draw up a list of behaviors that you need help with. These behaviors are called **target behaviors** and will form your initial Treatment Plan. We will discuss your progress with you, your family, and your community team at **Treatment Plan Reviews (TPRs)**, which are held at 14-days, 30-days, 60-days, and every 60 days after that until you are discharged. On Orcas, youth often attend TPRs to provide their perspective and to hear feedback about their goals and progress. TPRs are a great time to share any questions you might have about treatment.

The Educational Program: All youth on Orcas are provided educational services through Firwood Secondary School, which is located on the CSTC grounds and is a part of the Clover Park School District. It is a unique school because all the teachers are trained and experienced in teaching adolescents with emotional and behavioral disorders. Each class has approximately 8-12 students, a para-educator, a teacher, and 1-2 PCCCs who will go with you from the cottage and stay with you throughout the day. Each student will receive an educational assessment, and the school staff will contact your guardians and your community school to help develop an educational plan based on your unique learning needs. The successful completion of any high school subject may earn credits that can be transferred to any high school attended in the future. Youth who are unable to leave the cottage for safety or other reasons will receive educational services on Harbor.

We feel strongly that school is one of the most important activities in adolescents' lives. That's why our school program is an important part of your treatment program, and you will be expected to attend every day. Many students who come to CSTC have been unsuccessful in other school settings and we understand that this might be a big challenge for you. We are committed to helping you be as successful as possible in an educational setting. Our PCCCs will attend classes with you and will be there to help support you. The Treatment Team works closely with the educational staff to make sure that your treatment and educational needs are well coordinated. If you refuse to go to school or are late (without being excused) you will need to do a chain analysis to identify barriers and solutions to your absenteeism (chain analysis will be discussed in more depth later in this packet). Additionally, if you miss or do not attend school you will need to complete work study (schoolwork or community service) for academic time you missed. For example, if you are one hour late to school you will need to complete a chain analysis as well as one hour of academic work or community service on the cottage before you can access privileges. If you miss a full day of school, you will need to complete 8 hours of work study.

Cottage Routine: The Orcas schedule is structured and includes mealtimes, school hours, group meetings, recreational activities, community outings, and bedtime. The specific groups and activities that you participate in depend on your needs and the time of year. Your schedule is also impacted, in part, on how you are doing in the program and how safe you are. It also

depends on what side of the cottage you reside on and your Level. You will also have some free time, where you can choose what you would like to do. Being able to identify leisure or fun activities is an important developmental task that Orcas counselors will help you with. You must be involved in an activity to be in public areas (the day hall, TV room, dining room). Below is an example schedule.

ORCAS COTTAGE SCHEDULE EXAMPLE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00am	Wake up & Breakfast (7-8:15am)						
7:30am							
8:00am							
8:30am	<i>Hygiene Group + Cartoons & Coffee Group</i>	School (8:30am) <i>Homeroom</i> (11:40am-12pm)	School (8:30am) <i>Homeroom</i> (11:40am-12pm)	<i>Mindfulness Group</i> 8:30-9:15am	School (8:30am) <i>Homeroom</i> (11:40am-12pm)	School (8:30am) <i>Homeroom</i> (11:40am-12pm)	<i>Cottage Chores & Clean Up</i>
9:00am							
9:30am							
10:00am				School (9:30am)			
10:30am							
11:00am							
11:30am							
12:00pm	Lunch (12:10-12:40pm) // Wednesday (Late Start) Lunch (12:30-1:05pm)						
12:30pm	<i>Cooking Group or Heroes Group</i>	School (12:50- 2:30pm)	School (12:50- 2:30pm)	School (1:15-2:30pm)	School (12:50- 2:30pm)	School (12:50- 2:30pm)	<i>Sports Teams Group</i>
1:00pm							
1:30pm							
2:00pm							
2:30pm	Transition (2:40-3:10pm)						
3:00pm							
3:30pm		<i>DBT Skills Group 3:15- 4:30pm</i>	<i>Process Group 3:15- 4:00pm</i>	<i>DBT Soccer 3:15-5pm Recreation Therapy</i>	<i>Healthy Masculinity 3:15-4:00pm // Relational Aggression Groups 3:15-4:00pm</i>	<i>Tolerance Group or Court 3:15-4pm</i>	<i>Mindful Eating Group 3:15-4pm</i>
4:00pm			<i>4-5pm Expressive Arts Recreation Therapy</i>		<i>4-5pm Recreation Therapy</i>		
4:30pm							
5:00pm	Dinner (4:30/5:00pm)						
5:30pm	Transition						
6:00pm		<i>Improv Group 6-7pm</i>	<i>Fitness 6-8pm Recreation Therapy</i>	<i>Outings 6-8pm Recreation Therapy</i>	<i>Fitness 6-8pm Recreation Therapy</i>	<i>Friday Night Sports 6-8pm Recreation Therapy</i>	
6:30pm							
7:00pm		<i>Harbor Rec 7-8pm Recreation Therapy</i>					
7:30pm							
8:00pm							
8:30pm							
9:00pm	Bedtime (9:00pm)						
9:30pm							

Substance Use: Each cottage at CSTC provides substance use education and prevention groups, including age-appropriate information addressing alcohol, nicotine, cannabis, and other drugs. We use the nationally recognized evidenced based program, Project Alert. Our practice is a strength-based approach, designed to engage and educate our patients in developing skills for positive and thoughtful decision making.

The curriculum addresses the impact of alcohol, nicotine, and other drugs physically, mentally, socially, legally, and spiritually. You may participate in lectures, interactive discussions, videos, art projects and/or co-operative learning/role playing. In addition, CSTC will also offer substance use disorder assessments for patients referred by the cottage treatment teams. If you meet criteria for a substance abuse disorder, our substance abuse counselor will provide outpatient-level services.

Sleep Hygiene: Developing and maintaining healthy sleeping habits is a skill that we encourage on the cottage. We do our best to create an environment that promotes sleep between 8:30pm and 7am (Quiet Hours). Swing shift counselors will work with you to make sure that you are able to **complete** all final requests **before your bedtime**. This includes requests for tea, hot chocolate, one-to-one counselor time, laundry, and hygiene (shower, bath, brushing teeth). Because good sleep habits are important to your overall wellbeing and health, counselors are unable to fulfil requests made after bedtime, except for using the bathroom or getting water. It is expected that you quietly remain in your room from your designated bedtime until 7am. Also, you are expected to be up no later than 8am on school days and 9am on non-school days. There are usually outings scheduled on non-school days. If you want to be eligible for outings, make sure that you are awake at the appropriate time. Many youths who come to Orcas Cottage have difficulty falling or staying asleep. If this is a concern for you, talk to a member of your Treatment Team and they can share strategies that can help.

Visits and Passes: Families and community team members are an important part of your care here at CSTC and their support of you is essential. Adults over the age of 18 (and siblings over the age of 7) are welcome to visit if they are approved by your legal guardian and are pre-arranged with the Social Worker or Program Director. Although there are no set visiting hours, visits should take place during the times that you are not in school, recreational therapy, or group therapy. In general, visits and passes should end by 8pm. Visits may be off campus when you demonstrate responsible and safe behavior. Passes to visit home are a part of the treatment process and therapeutic goals will be identified by you, your family, and your Treatment Team.

Contraband Checks: Whenever you enter the cottage, you and your belongings will be checked for contraband. Counselors will ask you if you have anything that is not allowed on cottage and then you will be instructed to empty your pockets and take off your shoes. The counselors will also wand you with a metal detector, if it beeps then they will ask you more questions.

Telephone Calls: You may receive phone calls on the cottage phone. **No cell phones are allowed on cottage.** The cottage cannot accept any collect calls. You may only receive and make calls to people on your approved phone list. Unless specifically prohibited by the Treatment Team, you may call the people on your approved contact list at reasonable times, once each day. Please try to limit all phone calls to 15 minutes in length and between 2:30pm – 8:30pm on weekdays and 9:00am – 8:30pm on weekends. You may also request to make phone calls during your lunch break. Phones are generally not accessible during school hours and therapy groups. You have the right to contact **Disability Rights Washington** (*0201), **Child Protective Service** (*0202), **The Joint Commission** (*0203), or the **CEO Patient Line** (*0204) at any time if needed, as long as you are not presenting dangerous behavior. Based on your treatment needs, your phone calls may be monitored (staff stay nearby and listen to you as you speak on the phone) or supervised (staff listen to your call on speaker phone).



Orcas Youth Phone Numbers

- **Nurses Station:** (253) 756-2384 or 1-800-283-8639
- **Harbor:** (253) 756-2746
- **Sound:** (253) 319-5199

Mail: You are encouraged to write letters to your friends and relatives. You will receive mail that is sent only if the sender is on your approved contact list. Incoming mail will be opened in the presence of staff to make sure that no prohibited items enter the facility. Mail can be addressed to you as follows:

YOUTH'S NAME
C/O Orcas Cottage
8805 Steilacoom Boulevard SW,
Lakewood, WA 98498-4771



Diet & Food Stuff: The hospital strives to meet your nutritional needs and provides breakfast, lunch, dinner, and snacks. Families are welcome to bring in foods of ethnic origin and hold family picnics. For health and safety reasons, we request that no food be made for other cottage youth. We also ask that families try to provide healthy and nutritious snacks that are in line with our Healthy Dietary Guidelines for the CSTC campus (for more information please ask the nurses or doctors about this). The food you bring should be nonperishable (e.g., crackers, Gatorade, chips, peanut butter). Your items will be stored in your **Blue Box** (2x2x2) which you will have the opportunity access during certain times on each shift. We do not allow caffeinated drinks on cottage. Also, there are NO cans or glass containers allowed on cottage. **You are not permitted to share Blue Box items with other cottage youth. If you share Blue Box items, or take more than you are allowed, then you will be placed on Blue Box restriction.**

Chores: You do not work during your hospitalization; however, you are expected to complete basic chores to help you learn responsible behavior. Chores include:

- Making your bed in the morning
- Keeping your room clean and neat

-
- Washing your laundry (with assistance as needed) and folding towels
 - Wiping off dining room tables

You can also do extra chores to earn Jerome bucks which can be used to buy items from the incentive store (e.g., candy, clothing, art supplies etc.). **Before you can access privileges, your room will be inspected for cleanliness** (bed made, no trash in your room, floor clean) **by your swing shift staff Monday through Friday and day shift staff Saturday and Sunday.**

Seclusion (Seclusion Room): When you engage in behavior that puts you at immediate risk of harm to yourself or others, you may be physically restrained by our specially trained counselors and nurses. If you're calm, the staff will let go and closely monitor you to make sure you stay safe. However, if you are unable to calm, you will be physically escorted to the Seclusion Room (SR) and a counselor will remain outside the door closely monitoring your safety. If the door to the SR is locked, a doctor or nurse will come and assess you to also make sure you are safe. At CSTC, we are committed to continually decreasing the use of seclusion and restraint and we will work with you to develop strategies to help you calm and stay safe without the use of the SR.

Emergency Quiet Time (EQT): If someone is engaging in unsafe behavior a counselor will ask you to "clear the floor." This means that you need to go stand by your bedroom door and wait for a counselor to open it for you to enter. You need to remain in your room until a counselor tells you that you can come out. We try to make this time as short as possible, and we will give you \$1000 Jerome bucks to spend at the Jerome Store (more on the Jerome Store later) if you stay in your room until the "clear the floor" is over.

Levels of Observation: If you present with the risk of suicide, running, or inflicting harm to yourself or others, Orcas counselors may use three distinct levels of observation:

- ❖ **Extra Vigilance** requires that you be checked every 15 minutes by a counselor, you may leave the cottage but must be in continual and direct contact with a staff. Potentially dangerous items may be removed from your room.
- ❖ **Close Observation** requires that you are always in direct sight of a staff, confined to the cottage, sleep in an observable area, and be accompanied everywhere by staff (staff must be within arm's length of you). You may participate in school and recreational therapy programs with a Doctor's order. Potentially dangerous items will be removed from your room.
- ❖ **Maximum Precaution** requires you have one-to-one constant supervision by staff, meaning you are confined to the cottage, sleeping in an observable area at all times, and are accompanied everywhere by staff (staff must be within arm's length of you). Potentially dangerous items will be removed from your room.

Safety Precautions: If you demonstrate significant difficulty interacting safely with your peers, being safe off the cottage, or keeping yourself safe you may be placed on one of the

precautions below.

- **10ft:** A 10ft order means that you should not get within 10ft of a specific person, and you are not to engage with that person. For example, if you are placed on a 10ft from Johnnie you would need to stay at least 10ft away from Johnnie at all times and not talk to him.
- **30/30:** A 30/30 means that you spend 30 minutes in one area of the cottage and then 30 minutes in a different area. For example, if you are on a 30/30 with your room and the day hall, you would spend 30 minutes in your room and then 30 minutes in the day hall. This pattern repeats during waking hours.
- **Cottage and Campus Restriction:** If you are placed on cottage restriction you are not allowed to leave the cottage for any reason. If you are campus restricted, you can leave the cottage to attend school and therapy groups, but you are not allowed off campus.
- **Room Strip:** If your room is stripped, ALL items will be removed except for a pillow and blanket. This order may be modified so you can have certain items in your room, for example one set of clothing, a softcover book, or crayons.
- **Room Search:** Sometimes counselors will search your room for contraband (items not allowed on the cottage). Items that are not allowed will be sent home, placed in the basement, or thrown away. You have the right to observe your room being searched as long as you can stay safe.

Overview of Orcas Program

All youth are on the **ORCAS Stages Treatment Program**. Some individuals may also have additional treatment programs to assist them in achieving their treatment goals. The general Orcas Stages Treatment Program is described below.

ORCAS Stages of Treatment Program:

The stages approach is used to indicate which of your behaviors need the most attention and focus right now. The behaviors you are working on may be different from the behavior that your peers are working on. The Treatment Team will work with you to figure out which behaviors are most important for you to work on in each stage of treatment. You do not need to progress through each stage because you may not display any of the behaviors in a particular stage. In other words, it is possible to skip a stage. The purpose of figuring out your current stage of treatment is to pick out the behaviors that are making success difficult for you and to keep treatment focused on these behaviors. In this way, you and the Treatment Team are not overwhelmed with too many behaviors to address.

The ORCAS treatment program also allows you to have access to more privileges as you progress in stages of treatment and work on your problem behaviors. Access to privileges is determined by two factors: your stage of treatment and your current behavior. You will also work with Dr. Jordan to create daily individual treatment goals that you update when you

complete your Treatment Plan Review. Individual daily goals will provide counselors with the information they need to help you change current target behaviors.

Each stage of the ORCAS treatment program is described below with specific information about the expectations and general goals of each stage. You will also find out how to show you're ready for the next stage of treatment.

Orientation and Commitment (Level 1)

All youth start on this stage when they are admitted to Orcas Cottage. The focus of this stage is on learning the program, building your commitment to treatment, and forming relationships with your Mentor and other members of your Treatment Team. Privileges during this stage are limited because the main priority is your commitment to your treatment plan. There are 4 accomplishments that must be achieved for you to demonstrate your readiness to advance to the next stage of treatment.

1) *Meet with Dr. Jordan.* Dr. Jordan will work with you to go over the Orcas Program Manual to answer any questions you have. You will also work with Dr. Jordan to identify behaviors that you feel you need to work on and to review your first individual daily goals. You will be assigned a Mentor and an individual therapist. You may also be assigned a family therapist. You may also complete assessments with Dr. Jordan at this time, if needed.

2) *Create a Safety Plan.* Your Safety Plan tells you and your Treatment Team important information about your strengths, triggers, coping skills, what it looks like when you feel overwhelmed, and how we can help you when you're having a hard time coping on your own. Once you have worked on your Safety Plan with Dr. Jordan, the Treatment Team will review it so that they have a good understanding of how to help you when you're having a hard time. You will be updating your Safety Plans regularly as you develop new strengths and skills, and more insight into potential triggers.

3) *Complete Chain Analysis.* There is a lot of information about chain analysis later in this packet but the overall goal of completing an analysis is to gain an understanding of how you can engage in more skillful behavior to reach your treatment and life goals. The chain analysis that you do during this stage of treatment is aimed at introducing you to a new way of looking at and thinking about the circumstances surrounding problem behaviors. You will complete the chain analysis on the behavior that preceded your coming to Orcas. Your Mentor or Dr. Jordan will help you with your first chain analysis to answer any questions that may come up.

4) *Attend at least two Process groups.* Dr. Jon leads this group weekly or as needed. He will talk about the cottage program, and you can bring up issues or concerns you have about participating in treatment. This group includes the other youth on cottage, and they may also provide you with information about treatment on Orcas.

Once you have accomplished the four goals listed above you can fill out a Level Up Application form and hand in all the above documents to your Mentor. **All forms must be turned in to your Mentor or Dr. Jordan no later than 1pm on Tuesday.** Your Mentor will share the work you have done with the rest of your Treatment Team who will then give you feedback by 5pm that day about their view of your readiness to move to the next stage of treatment. As noted, this stage is intended to help you learn the cottage program, and once you progress to the next stage of treatment you will never come back to this stage again. Staying committed to treatment is expected throughout your stay on Orcas, and the challenges you have will be addressed at all stages when needed.

Responsible for My Safety (Level 2)

In this stage you are already committed to treatment and making changes in your life so you can achieve your goals. Now you're working on behaviors to keep yourself and others safe. Target behaviors may include physical aggression, verbal threats, self-harm, sexual gestures, possession of contraband, violating Doctor's orders, or property destruction. More dangerous behaviors will be targeted first. There are five accomplishments to demonstrate before moving to the next stage of treatment.

1) *Demonstrate safe behavior for a minimum of two weeks.* This goal will vary for each youth and will be more specifically identified by you and our Treatment Team in your daily goals. Specific behaviors may include no aggression, self-harm, or suicide attempts.

2) *Attend at least 2 skills groups.* The goal of attending groups is for you to learn skillful behaviors. You will learn skills to regulate your emotions, tolerate distressing situations, navigate relationships, and be more mindful of your life experiences. These skills, if practiced and used, can help you improve your ability to keep yourself and others safe. The facilitators of this group may give you weekly practice assignments so you can start to build mastery over the new skills outside of group.

3) *Complete ALL chain analyses for unsafe behavior (if necessary).* Chain analyses are provided to you when you engage in unsafe behaviors. The process of completing a chain analysis will be clearer when you complete your first chain during the Orientation stage of treatment. All chain analyses need to be complete to demonstrate your readiness for the next stage of treatment.

4) *Complete a Therapeutic Learning Project.* This project will be different for each youth but overall will demonstrate the new skills and achievements that you have focused on during this stage to improve your ability to keep yourself and others safe. Your individual therapist or Mentor will help you identify and work on your Therapeutic Learning Project.

5) *Review and modify your Safety Plan.* During this stage of treatment, you have been attending groups, completing chain analysis, and working with your Mentor and other counselors on developing new skills to help you engage in safe behavior. This valuable

information needs to be updated on your Safety Plan, so you and your Treatment Team are aware of your new strengths and skill set.

Once you have accomplished all five things listed above and you feel ready to move to the next stage of treatment, you will need to hand in your updated Safety Plan and your Level Up Application form to your Mentor or Dr. Jordan. Remember all documents must be turned into your Mentor by Tuesday at 1pm. The Treatment Team will discuss your input and provide you with feedback about their view of your progress in treatment by 5pm that day.

Collaboration (Level 3)

In this stage you have demonstrated you can keep yourself and others safe and are now focused on decreasing behaviors that interfere with you getting therapy or with other youth's treatment. Examples include non-collaborative behaviors, noncompliant behaviors, hostile and critical remarks to others, violating cottage rules, and pushing adults' and peers' personal limits. Again, like in the Safety stage of treatment, you and your Treatment Team will specifically identify the daily goals for you. Because you can engage in safe behavior, you will have access to more privileges (e.g., off cottage activities, community outings etc.). There are five achievements that must be accomplished to demonstrate that you're ready to move to the next stage of treatment.

1) *Continue to demonstrate consistent safe behavior.* Although safe behavior is not being targeted during this stage of treatment, it is important that you maintain safety for yourself and others. If you engage in unsafe behavior during this stage of treatment, your privileges will be suspended until you are able to refocus on skillful behaviors you can use to stay safe and make amends for any damages that you may have caused. The time for analyzing skillful behaviors and making amends is called Refocus and Repair. You will read more about this process later in this packet. If you engage in a series of unsafe behaviors or have an incident that is significant a member of your Treatment Team will talk with you about changing the focus of your treatment to maintaining safe behavior. If you have had any unsafe behaviors, you will need to complete all expectations for Refocus and Repair (described later) before you are able to move to the next stage.

2) *Actively participate in ALL therapeutic activities and school for at least three weeks.* It's important for you to continue to develop new skills that you can use to keep yourself and others safe. Additionally, participating in therapeutic activities and school will help provide you with many opportunities to work collaboratively with others.

3) *Demonstrate collaborative behavior.* Working with the Treatment Team to figure out how your treatment should be focused is what we call **collaborative behavior**. Specific collaborative behaviors that you need to work on will be identified in your daily goals. This may include attending treatment, being respectful towards staff and peers (including not getting in the way of your peers participating in treatment) or complying with cottage rules. Engaging in problematic behaviors (e.g., threatening others, refusing treatment, not

respecting others' personal limits) will result in the need to complete a chain analysis so more skillful solutions for the future can be figured out.

4) *Complete a Therapeutic Learning Project.* In this stage, the Therapeutic Learning Project will give you an opportunity to show how you use your newly learned skills to continue to make progress in treatment. You will identify what your project will look like with a member of your Treatment Team.

5) *Review and modify your Safety Plan.* During this stage of treatment, you have been going to more groups, completing chain analyses, and working on practicing new skills to help you engage in safe collaborative behavior. This valuable information needs to be updated on your Safety Plan, so you and your Treatment Team are aware of your new strengths and skill set.

Once you have accomplished all five things listed above and you feel ready to move to the next stage of treatment, you will need to hand in your updated Safety Plan and your Level Up Application form to your Mentor or Dr. Jordan. Remember all forms must be turned in to your Mentor by Tuesday at 1pm. The Treatment Team will discuss your input and provide you with feedback by 5pm that day about their view of your progress in treatment.

Autonomy (Level 4)

Youth in this stage are working skillfully with others to achieve their goals and can keep themselves and others safe. During this stage the focus is on you having the chance to develop more independence and mastery in using skillful behaviors to manage difficult situations. It is expected that you can use skills more independently and that you will ask for coaching from others when you need it. At this stage, you are also actively working on behaviors that improve your quality of life. Goals will vary but may include working on having better relationships, or decreasing symptoms of depression and anxiety, or treating trauma. You will be able to accept and tolerate inconsistencies in the environment and encourage your peers. You are being safe, working well with others, and are building more independence. As a result, you will have access to more privileges than the previous stages of treatment. There are five achievements that must be accomplished to demonstrate your readiness to advance to the last stage of treatment.

1) *Demonstrate ongoing safe behavior and commitment to treatment.* Although safety is not a target at this stage, you are expected to engage in safe behavior. If you engage in unsafe behavior, privileges of this stage will be suspended until you have Refocused and Repaired the damages of your behavior. Also, it is expected that you are working well with others and participating in your treatment by attending all therapy groups and school when you are on this stage. If you demonstrate non-collaborative behavior when you are on this stage of treatment, your privileges will be suspended until you Refocus and Repair. If your behaviors require you to Refocus and Repair more than twice, a member of your Treatment Team will talk with you about changing the focus of your treatment to match your area of struggle.

2) *Independently utilize skills in the moment to manage difficult situations or emotions AND appropriately requesting support when needed.* You are not expected to manage all situations on your own. The focus here is on you being able to self-regulate and request support when you need it.

3) *Actively address behaviors negatively impacting your quality of life.* As with previous goals, your specific target behaviors will be determined by you and your Treatment Team. For example, if you are working on decreasing negative thinking patterns associated with depression, your goals may include doing a daily thought log that will be used in individual therapy to change unhelpful thoughts. As in the previous stages of treatment, engaging in target behaviors will result in the need to complete a chain analysis so you and your Treatment Team can identify strategies that will be helpful in decreasing the behavior from occurring in the future. All chain analyses will need to be completed before applying for the next stage of treatment.

4) *Complete a Therapeutic Learning Project.* This Therapeutic Learning Project will give you a chance to show what newly learned skills you are practicing. You will figure out what your project will look like with your Mentor or a member of your Treatment Team.

5) *Review and modify your Safety Plan.* As you continue learning about yourself in treatment, you will update your Safety Plan with newly identified triggers, coping skills, and information about how you are able to cope on your own. This lets your Treatment Team know how they can best help you when things get hard.

In addition to these five achievements, you will also need to continue attending school and all therapeutic activities. Once you have accomplished all five things listed above and you feel ready to move to the next stage of treatment you will need to hand in your updated Safety Plan and your Level Up Application form to your Mentor or Dr. Jordan. Remember all documents must be turned into your Mentor by Tuesday at 1pm. The Treatment Team will discuss your input and provide you with feedback by 5pm that day about their view of your progress in treatment.

Stability (Level 5)

During this stage you have successfully demonstrated consistent safe behavior and have completed a variety of tasks to get you ready to return to the community. The goal for this stage is for you to be able to demonstrate your autonomy and use of skillful behavior needed to live in a less restrictive setting. In this stage you are being safe, working well with others, and demonstrating more autonomy, therefore, you will have more privileges than the last stages of treatment.

1) *Demonstrate ongoing safe behavior, commitment to treatment, and effectively collaborate with others.*

2) *Independently utilize skills in the moment to manage difficult situations or emotions.* At this stage, while you will generally be able to independently utilize skills to successfully manage situations and self-regulate, you are not expected to manage all situations on your own. You can still request support when you need it.

3) *Actively work on behaviors impacting your ability to return to the community.* As with previous goals, your specific behaviors will be identified by you and your Treatment Team.

4) *Actively participate in discharge planning.* You will be asked to provide your Treatment and community team with information about support you will need when you discharge. You will also start participating in more activities in the community, including meeting with outpatient treatment providers and attending school planning meetings.

Refocus and Repair (R&R) is a time for you to look at how you can prevent maladaptive behaviors from happening in the future and repair any damage that your behaviors may have caused. Damages can be to property and/or relationships. You are in the Refocus and Repair stage when you engage in behaviors that are unsafe and/or inconsistent with the stage of treatment that you are actively working on. All privileges of your current stage of treatment will be suspended until you have done the following:

- 1) Complete the R&R chain analysis
- 2) Review chain with your Mentor and make changes as needed
- 3) Update your safety plan to include what you learned from the analysis
- 4) Complete repairs
- 5) Have Mentor sign off on completion of repairs

Chain analyses go into a lot of detail about different things that lead to the behavior of concern. You complete chain analyses on your own, and then get feedback and support from a counselor. If you need help completing a chain analysis, you can ask a counselor. When doing a chain analysis, the focus is on non-judgmentally describing a behavior. In other words, you will not be saying if the behavior is “good” or “bad.” You will focus on the facts and replace the behavior that led to Refocus and Repair with skilled behaviors that will help you achieve your long-term goals. The chain helps you identify more skillful ways to change behaviors and decrease the chances that a problem behavior will happen again in the future. The new information that you get from the analysis should be shown on your safety plan so you and your Treatment Team can work together to help you change your behavior.

The final component of the chain analysis is to repair the damage caused by your behavior. **Overcorrecting** means “correcting something beyond what is needed.” For example, if you draw on the wall in the day hall the repair would be to clean the wall until the marks are

removed, the overcorrection (going beyond what is needed) would be to make something to hang on the wall or to buy a poster from the Jerome Store for the wall.

Once you have accomplished all five of the goals of Refocus and Repair you will return to your previous stage of treatment and privileges will be available. Refocus and Repair is a time for you to focus your attention on a specific behavior that is stopping you from living successfully in the community. If you require several Refocus and Repairs or engage in a significantly unsafe act, you and the Treatment Team will discuss changing your stage of treatment to make sure that the behavior is appropriately targeted and diminished. Finally, Dr. Jordan and Dr. Jon are not permitted to spend extra time with you while you are on Refocus and Repair.

Natural and Logical Consequences

Orcas utilizes natural and logical consequences to assist youth in developing more adaptive behaviors. Natural consequences are experiences that naturally follow a choice or behavior. For example, going outside during the winter without a jacket naturally results in feeling cold. Logical Consequences are created by adults to help youth make better choices in the future. For example, on Orcas Cottage riding your bike outside without a helmet has two consequences, the natural consequence of the possibility of falling and accidentally hurting yourself and the logical consequences of you not being able to ride your bike for 48 hours. One rule that you will hear about often on Orcas Cottage is **“If something is important to you, don’t misuse it!”** In the example above, the youth misused the bike by riding it without a helmet which violates CSTC rules, therefore access to the bike was restricted for a period of time. Natural and Logical consequence are intended to assist youth engaging in adaptive behaviors and making better choices.

Making Amends

Making Amends (aka Community Service) is utilized on Orcas Cottage to encourage personal responsibility. Youth receive Making Amends for various behaviors including property destruction, causing injury to others, and disrupting the milieu. Making Amends hours are determined using the following method:

- 1) Property damage = the cost of the damaged property, including labor
- 2) Injury to staff or peer = the medical costs associated with the injury
- 3) Disrupting the environment = time spent taken away from others in the environment

The total cost of the first two behaviors listed above (1 and 2) is divided by a fair wage, currently \$16 per hour and that accounts for the number of hours of Making Amends assigned.

For example, if a youth kicks a hole in the wall Making Amends would be calculated in the following manner:

Cost of labor to repair damage = 1 hour billed at \$40 per hour

Total cost of damages = \$40

Making Amends calculation = $\$40/\16

Making Amends assigned to youth = 2.5 hours

Making Amends for disrupting the milieu is calculated slightly differently to take into consideration the number of individuals affected by a behavior. For example, if a youth is in the milieu threatening and posturing, staff will need to have all other youth clear the area (EQT) and go to their rooms to keep them safe. Making Amends in this situation would be calculated by looking at the amount of time everyone in the environment was affected by the youth's behavior:

Amount of time peers spent in their room: 15 minutes

Number of peers affected: 6

Making Amends calculation: 15 minutes X 6

Making Amends assigned to youth = 90 minutes

Making Amends tasks are individualized and generally make the environment more pleasant for the youth residing on Orcas Cottage. Activities may include decorating or cleaning the environment, providing prosocial group leadership, assisting in cottage activities, assisting peers in making progress on their treatment goals or contributing to the cottage program. Time is credited minute for minute, which means if you lead a 45-minute group you will earn credit for 45 minutes of Making Amends. The purpose of completing these tasks is to help youth understand the damage caused to their environment and how to contribute to their environment in a meaningful way. Additionally, this helps youth develop a better understanding of the relationship between actions and outcomes. Youth who are assigned Making Amends will work with their Mentor or a member of the Treatment Team to identify an individualized plan (which will appear on your daily sheet) to complete their service. The individual plan will identify how youth will complete Making Amends hours to ensure that the activity is related to the behavior that resulted in the assigned hours (e.g., if a youth received Making Amends hours for ripping down artwork, they would be encouraged to make something to replace the missing art). The plan will also specify how much Making Amends needs to be completed per shift prior to a youth being able to access privileges. Staff will document Making Amends. Making Amends hours will not exceed 50 hours.

Counselor Coaching

When you're having a hard time coping, counselors will follow a protocol to help you self-regulate and make positive choices. Here is what you can expect:

- 1) A counselor will notice that you are becoming dysregulated, either by you verbally telling them or by your behavior. These behaviors may be outlined on your Safety Plan as signs that indicate you're having a hard time coping.
- 2) The counselor will approach and validate you, asking you about what is going on right now.
- 3) The counselor will then ask if you have used any skills. If you have, they will ask you to name them.
- 4) The counselor will then coach you on other skills that may be useful for you to try.
- 5) These first four steps may be repeated more than once.

Jerome Store, DBT Slips, and PROPS!

Jerome bucks are given to you for engaging in treatment related activities. For example, you can earn Jerome bucks by going to school, participating in groups, and following through with counselor's requests. Once a week, if you are safe, you will be able to spend your Jerome bucks at the Jerome Store. The Store has many different items you can purchase including food, candy, clothing, games, and hygiene products. Give us an idea of the items that you would like us to add to the Jerome Store.

DBT slips are earned by attending specific clinical groups, for example DBT Skills Group and Mindfulness Group. DBT slips are given out by Dr. Jordan and can either be traded in for Jerome bucks (check with Dr. Jordan for the current exchange rate) or can be used at staff discretion. You can only use one DBT slip at a time, and you cannot trade, barter, or sell DBT slips. You cannot use DBT slips if you are on R&R. DBT slip rewards:

- Purchasing one additional item from the Jerome store (you must still pay for this item)
- One free Blue Box access
- 15 minute later bedtime
- 15 minutes of extra media time (if eligible)

PROPS! are short behavior chains that are provided by staff when you are caught engaging in positive and appropriate behavior (like helping a peer cope). Two PROPS! can be turned into Dr. Jordan for one DBT slip. A list of example PROPS! behaviors can be found posted in the milieu.

What to Bring and What to Leave Behind

Belongings: We have very SIGNATURE: _____ not bring any additional items other than those allowed. **CB will not be held responsible for the breakage of items you bring to the cottage.**

Please do not bring any single item with a value of \$50 or more. Do not bring cameras, television sets, tools, knives, weapons, cell phones, or video game systems. We reserve the right to request that any personal item be returned home. Personal items may be taken away if

they are used in an unsafe way. Handheld video game systems (without wireless connections) are allowed, but only when approved by your Treatment Team. All cords that exceed 6 inches will be zip tied when you arrive. If you are unsure of whether you should have an item on Orcas, please ask a counselor or a member of your Treatment Team.

Money: You are not allowed to have any money on you at any time, this includes gift cards. The accounting office will keep ALL funds in your Trust Fund. When you go on outings, you are allowed to spend your own money, but CSTC will pay for the basic costs of outings (food, admissions, etc.). We urge families and friends not to give you more than \$20 at any time to avoid the money being used inappropriately. If your parents or family/friends give you money, please let the staff know and they will make sure it is put in your Trust Fund.

Clothing: You will be washing your own clothes so they should be easy to care for. Generally, guidelines will follow:

- 1) Clothing should be free from sexual, drug/alcohol, gang-related or offensive graphics or messages.
- 2) Pants should fit without being too tight, no sagging with undergarments showing. Leggings are only allowed if you have a top that is no more than 3 inches above the knee.
- 3) Shirts should cover the midriff, with no undergarments or excessive cleavage showing.
- 4) Shirts should have a strap of at least one inch over the shoulder.
- 5) No drawstrings or shoelaces are allowed.



Due to a limited space for storage, you should bring no more than what is listed.

Approximately, 2 15-gallon bins worth of items will be permitted on cottage. The following is a list of suggested clothing items:

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



Personal Hygiene and Grooming Products: CSTC will supply you with generic essential personal hygiene products, but if you prefer a certain brand of product, you will want to bring it with you. All products must be in plastic or paper containers, and they will be kept in a locked hygiene cabinet outside your room. The staff will lock and unlock your cabinet when you need to get access to those items. Make-up, hair dryers, flat irons, curling irons, and electric shavers are allowed only on Sound. They will be kept in the nurse’s station and used only with staff supervision when you are demonstrating safe behavior. **No Razors, cans, glass containers, mirrors, or aerosols are allowed on the CSTC campus.**

Items allowed in your room on Harbor (Close Attention Program)	Items allowed in your room on the Sound (General Program)
<ul style="list-style-type: none"> • Clothing (1 week supply – see above) • Photographs without frames – no photos of current or past patients • Soft cover books & magazines with appropriate content • Playing cards (not plastic) • Posters (appropriate content) • Stuffed animals (after being searched) • Personal bedding • Writing supplies (approved by staff) 	<ul style="list-style-type: none"> • Clothing (1 week supply – see above) • Photographs without frames – no photos of current or past residents • Soft and hard cover books & magazines with appropriate content • Playing cards • Posters (appropriate content) • Stuffed animals (after being searched) • Radio played at low volume • Personal bedding • Writing and art supplies (approved by staff)

Music, video games, DVDs, TV, magazines, and books: Media has a great influence on how you feel and act. You are encouraged to use media as you progress in treatment and the counselors on Orcas will help you make sure that the messages you are being exposed to are healthy and positive. Generally, movies, television, and video games are not accessible Monday – Thursday during school weeks. Music and books are accessible every day, at counselor discretion, pending your safety and Level.

Here are our expectations around media use on Orcas Cottage:

- Music, TV, movies, magazines, books, or video games that express excessive sexual content or violence are not allowed on cottage. If the staff become aware of excessively sexual, violent, or parental advisory media in your possession they will confiscate it.
- We do not allow music to be played in public areas that includes violent content and/or cursing. If a counselor hears you playing music with inappropriate content you will lose access to the device (e.g., radio).
- There is a list of approved television channels, even approved channels may have TV shows that are inappropriate, and staff will work with you to find something suitable.

- “R” rated movies and “M” rated video games are not allowed on cottage. There are no first-person shooter games allowed on cottage. PG-13 movies are only allowed on Sound at the Program Director’s discretion and are a privilege.
- Music can be accessed if you are a Level 3 (Collaboration) or higher. You cannot be on R&R if you wish to access music.
- You may not use media during sleeping hours (unless you have explicit permission from your Treatment Team).
- No personal Mp3 or iPod devices are allowed on cottage. You may not download, “rip”, “burn”, or share music, videos, and/ or video games while at CSTC.
- PSP’s, Blackberries, Palm Pilots, or other electronic devices that allow you to download information (videos, Internet access, etc.) or communicate with others (instant messaging, e-mail, etc.) are not allowed on cottage. Personal video game devices, like a Nintendo Switch, may be allowed at the Program Director’s discretion and can only be accessed if you are a Level 3 (Collaboration) or higher and not on R&R.
- Electronic devices are not allowed to go from the cottage to the school without prior collaboration and approval by your Treatment Team.



There is NO lending, trading, borrowing, or giving allowed on cottage. Your personal items should remain in your possession while you’re at CSTC. If you trade, lend, borrow, or give away something to a peer, the item will be confiscated for 24 hours. If it happens again the item will be placed in the basement for you to receive when you discharge. **The only exception to this rule is if you are willing to share an item with all youth on the cottage.** Only prepackaged items can be shared with other youth, for example store bought popcorn, cookies, or candy would be okay.

Privileges

Privileges are chosen with the rationale that they motivate you to progress through treatment and actively move toward discharge. Thus, there is a noticeable difference in privileges available between youth who are displaying dangerous behavior (Safety) and participants who are safe (Collaboration). This dramatic increase in privileges should motivate you in Safety and reinforce you when you are working on Collaboration. Another consideration in reducing the privileges available during the Safety stage is the understanding that youth will demonstrate more dangerous behavior and need to have less access to dangerous items.

Please see the list of privileges available for each stage of treatment:

Level 1 – Orientation and Commitment

Privileges:

Jerome Store

*Blue Box \$1250 (first week is free for Level 1)
Sports Court access
On-cottage activities
Movie or TV (30 minutes)
8:30pm Bedtime – 8:45pm on weekends

*You can access your Blue Box once on day shift and once on swing shift, a counselor will let you know what time. Each time you enter your Blue Box you can take out two items (one drink and one food item or two drinks, or two food items). Your counselor will help you determine what a serving size is for your food and drinks. Basic expectations must be met (i.e., safety, hygiene) prior to Blue Box access. **Blue Box access ends at 8pm.**

Level 2 – Responsible for My Safety

Privileges (all previous, plus the following):

On campus activities
Program outside 30 minutes per shift
8:45pm Bedtime – 9pm on weekends
Program to Sound (with Dr. order)

Level 3 – Collaboration

Privileges (all previous, plus the following):

Program outside at staff discretion
Video games (30 minutes)
Extra video game time (30 minutes) \$1000
Music access (30 minutes)
9:00pm bedtime – 9:15pm on weekend
Extra TV time (30 minutes) \$1000
Blue Box \$1000



Level 4 – Autonomy

Privileges (all previous, plus the following):

Sleep in extra 30 minutes on weekend
Room time in TV room/Sports Court/shower
9:30pm bedtime – 9:45pm on weekends
Cottage items in room (various)
*Cottage representative
Free Blue Box on Friday
Extra music or video game time (30 minutes) \$750
*2 to 1 outing
Blue Box \$750
Unlimited outside time

- *Cottage representative will get to provide input to Treatment Team members about programming or events on the cottage (e.g., having a movie night, special incentive outings).
- *Youth on Harbor and Sound can program on the Sports Court for room time at staff discretion.
- *If you are actively engaged in treatment and safe you may request to go on an outing off campus with a counselor or doctor. The 2 to 1 request form needs to be approved at least 3 business days before the date you are requesting the 2 to 1. Please make sure you have all required signatures before submitting to Dr. Jordan or Dr. Jon.

Level 5 – Stability

Privileges (all previous, plus the following):

9:45pm bedtime – 10pm on weekends
*Vacation day on weekend
Grounds privileges (with Dr. order)
Extra music or video game time (30 minutes) FREE
Blue Box \$500

Youth on this stage are first on the list for outings, can make suggestions for incentives and items in the Jerome Store, are eligible to order food from outside one day a month (need Doctor’s approval), and can help staff organize the Jerome store.

This list is not exhaustive. Other incentives and privileges can be explored with a member of the Treatment Team.

Please note that this Program Manual may not contain all the rules and guidelines for living on Orcas, and rules may change over time. Dr. Jordan and anyone on Orcas can update you on anything you have questions about. The rules and guidelines are usually posted in the milieus on Sound and Harbor.

If you have any questions, please let us know! We are here to work with you. We know you are doing the best you can, **and** we know you can do better!

Messages from past youth:

First learning to cope w/ all these new challenges, after a while I thought it would be impossible moving on w/ my treatment, but eventually I would actually start listening, not just to other people but within myself. I started paying attention to where I was at, ya know... was this really all worth it arguing w/ staff 3 such. And that's when it ticked, I need to change I became a 3 3, moved on from there.

Some advice I would give an incoming patient is learn to disengage from negative or not helpful comments or peers. By learning to disengage, you focus on yourself and improving yourself. Don't date!! When you date, you are worrying about someone else. At this time, you need to work on yourself. Also when you date, you can start drama. So Don't date and stay out of drama.

Mind your p's & q's.
~~Don't~~ play stupid games you will earn
~~stupid~~ prizes.
~~Let~~ Let the staff handle peers that annoy you.
There is ~~a~~ light @ the end of every tunnel; ~~basically~~ keep your head up.

To the Orientation Me
Even though people may not know your situation they can still understand you enough to help.

There will be times when you didn't do anything and still get consequences.

If you invest in your treatment you will see that you'll stay here and your life will be so much easier.

Life doesn't have to be easy or difficult it can be wonderful.

Don't do anything that you might regret meaning even if you think that you might get in trouble just don't do it.

things i wish i knew when i admitted:

- you abuse it, you lose it. if your unsafe with any item, you lose it be aware the whole cottage could lose it.
- the staff are human too. they might be strict but they care.
- your peers are your family. be kind. their struggling too.
- **NO DATING!** it causes problems with peers, clinic, and other cottages.
- have fun. this isn't prison, its here to help you grow.

I wish I knew how to be more open to sharing how I feel and advocating for what I need at least to the people I feel comfortable with, and just being more patient with my peers and staff

11/14/2022

THANKS TO YOU

Thanks to you all I am leaving somewhere that I will really miss.

I had a very hard time when I first got here.

When I first got here I felt like no one cared.

What I mean by this is I did maladaptive things to get attention.

None of the staff paid me any.

When I was doing good that is when I got attention.

One of the things I learned pretty quickly is the staff here aren't going to hesitate to do what it takes to keep me safe. Thanks to you all I got my BS together. I was scared for the longest time. To voice why I was pissed off. There were times when I just wanted to run off. Thanks to you I changed for the better.

You all helped me find the real me. At first it was scary. I felt scared because it is hard for me to adapt new things. Some of the things I had to adapt to was learning how to care for myself and I had to adapt to this quickly. Some of the ways I felt supported is learning to pick up on social skills. Another thing is I learned to know what I want and stick with it. I genuinely thought that I wasn't going to succeed and yet here I am leaving on the sixteenth.

Thanks to you I learned the true meaning of being loved and cared for. I learned I can go through struggles and not let those struggles stand in the way. I learned that I can trust males that I don't know. I learned that no matter how hard you try these staff genuinely care.

Thanks to you I don't think of this place as a dump. I think of this place as a second home. I learned that there will be people who understand but not as much as anyone here.

-Dedicated To CSTC