

LAKEMARY
CENTER

PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY

PROGRAM HANDBOOK

MISSION STATEMENT

**Empowering children and adults with intellectual and developmental disabilities
to achieve their individual potential.**

WELCOME TO LAKEMARY CENTER!

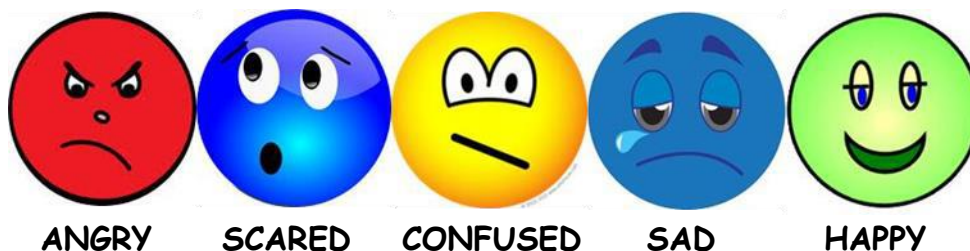
Lakemary is a place for children and adolescents to learn and grow. Before we talk about the program, let's learn a little about you and your Lakemary team.

My Name Is:

Sometimes People Call Me:

Today Is:

I Feel:



About Being Here Today.

It's ok to feel sad, angry, or even scared. Coming to a new place can be scary and is not always something we want to do. Just remember that we are here to help. Here is a little bit about the people who will be helping you at Lakemary Center:

My Therapist: _____

Case Manager: _____

Residential Therapists: _____

Psychiatric Provider: _____

Teacher: _____

ABOUT MY TEAM

At Lakemary Center, we believe it is very important to work together as a team. This means that different people come together to help you reach your treatment goals. Here is a little bit about the people on your team:

Your **Therapist** is here to help you come up with your goals, which are the things you want to work on while here at Lakemary. Once you have some goals in place, your Therapist will help come up with different steps to take to reach them. Your Therapist will see you about once a week to talk with you one-on-one. Your Therapist will help you with your thoughts, feelings, and behavior, and help come up with coping skills for you to use. Your Therapist also talks to your team members outside of Lakemary, which could be your parents, your case manager, your school, or even your doctor.

Your **Case Manager** is here an important part of your treatment team. They help with scheduling your visits, hair cuts, and any incoming packages or mail you might receive. Your Case Manager will also talk with your family with any needs you might have while at Lakemary. You will see the Case Manager during STAR Store hours.

The **Campus Coaches** and your **Residential Therapist** are here to help you where you live at Lakemary. The house you live in will be where you spend your time when you are not in school. There will be other kids who live in the same area, which we call zones, and you might even have a roommate. The Campus Coaches will help you get to know the rules in the house and introduce you to the staff who will be working with you in the house. The Residential Therapist will be doing group therapy in your zone while helping you work towards your goals. If you have any problems or questions about where you live, your Residential Therapist or Campus Coach are the first people to go to for help.

Your **Psychiatric Provider** is here to make sure that you are getting the medicines you need to feel your best and to make sure you are feeling ok about your medicine. It is important to tell your Psychiatric Provider how you are feeling and if you are having any problems with your medicine. You will see your them about once a month, but you can always talk to a nurse about how you are feeling as well.

Your **Teacher** will help you in your classroom during school to make sure you are learning new things. You will go to school most days during the week. In addition to learning, you will get to do different things during school, like art therapy and music therapy. If you have any questions about school, your Teacher is there to help.

There are many other people on your team you will get to know over the next couple of weeks. Remember, everyone is here to help you reach your goals!

Before we move on, let's talk about the final member on your team – **You!** What you have to say and how you feel is important. We want you to share with your team how you think you are doing and what you want to work on. If you want to do something differently, let us know and we will try to come up with a solution.

ABOUT YOUR RIGHTS

Lakemary has been around for a really long time, helping kids just like you to feel better about their selves, learn safe ways to be angry or upset, and tell others what you want or need in safe ways. There are lots of boys and girls here of different ages, from different states, and with different goals.

Even though there are a lot of differences, you all have the same **RIGHTS**. Your rights are what you can expect from Lakemary to keep you safe and secure.

Here are your **RIGHTS** while you are at Lakemary Center:

- You will not be treated different than other kids because of:
 - o Your gender (which means if you are a boy or a girl)
 - o The color of your skin
 - o Whether you like boys or girls
 - o Disabilities you may have
 - o Your religious beliefs
- You will be treated with dignity, courtesy, and respect by Lakemary Staff.
- You should be safe and free from abuse. If you don't feel safe, tell your therapist.
- Your Lakemary team works together, with you, to make a plan special just for you. Your plan is like no one else's.
- Whenever possible, Lakemary staff will give you choices. You can make these choices on your own, or with help from staff. Lakemary staff will support you with the safe choices you make.
- You will get the opportunity to do fun stuff in the community and to spend time with people you like.
- You will have privacy and free time when it is safe and appropriate.
- You have a right to express your feelings about yourself and others in a safe way.
- You have the right to stay in a house that is safe and comfortable for you.
- You have the right to confidentiality. This means that whatever you tell your therapist or staff won't be shared with other kids. Sometimes staff will need to talk to each other to keep you safe. And, sometimes staff will need to tell your parents things you talk about as well. But we will always try to ask you first.
- Your therapist is in charge of your treatment plan. You have the right to talk to them about your plan and tell them what you want to work on.
- You have the right to get medical care and medication when you need it.
- You have the right to know what medication is being given to you and why. If you disagree with your medicine, you can talk to the doctor about it and come up with a plan.
- You have the right to have enough to eat and drink.
- You have the right to stay clean and have good personal hygiene.
- You have the right to keep your things in your room when safe and appropriate. Sometimes things may be kept somewhere else for safety.
- You have the right to call, visit, or get mail from people your parents/guardian says is ok.
- If you ever do have to be restrained, you can expect staff to try as hard as they can to keep you comfortable and safe from getting hurt.
- You have the right to be heard, to identify problems, and express concerns.

ABOUT YOUR SAFETY

One of the biggest rights that you have as a person is the right to be **Safe**. While you are at Lakemary, we want to protect you from abuse, neglect, and exploitation. It is important you understand what these things are, and what you can do if you think one of these may be happening to you.

What is abuse?

Abuse is when someone hurts you or does something to you without your permission. Abuse can be physical (such as hitting, grabbing, or pushing), verbal (such as yelling or saying bad things to you), or sexual (such as someone touching you in private areas, someone asking you to touch them, or talking to you about sexual things in an inappropriate way).

What is neglect?

This means that someone is not giving you or helping you to get basic things such as food, clothing or medical care. Some examples are not taking you to the doctor if you are sick, not giving you your medicine or not letting you wear warm clothes in the winter.

What is exploitation?

This means that someone is taking advantage of you. Some examples are taking your money or making you buy things for someone when you don't want to.

What do I do if any of these happen to me or someone I know?

It is very important to tell someone if you are being hurt in any way, such as those listed on this page. You might be scared to say anything, but when you tell someone then they can help to keep you safe. If any of these things have happened to you, or are happening right now, **talk to your therapist immediately**.

What can I expect from my Lakemary Staff?

These are the behaviors we expect from our staff. If your staff is not showing respect, integrity, or dependability, then talk to your house manager, your therapist, or your principal about it.

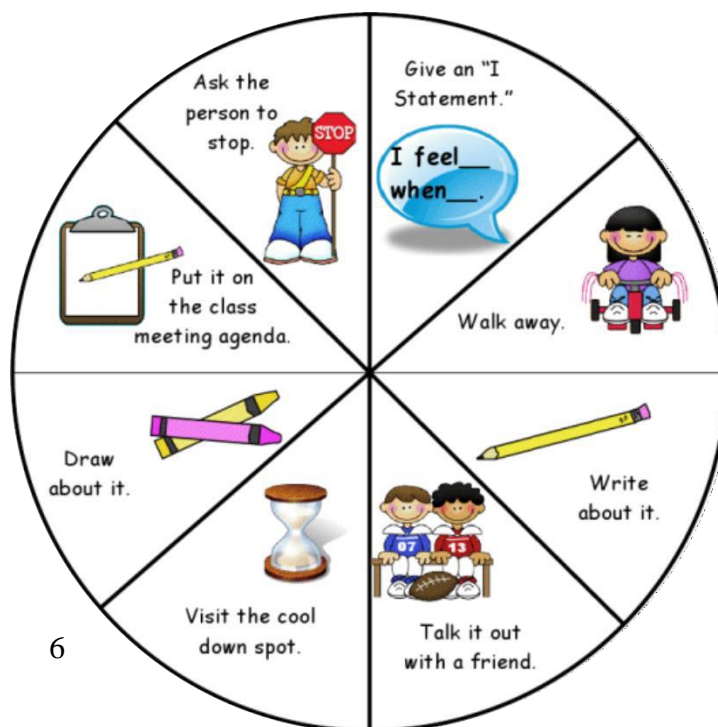
Respect	Integrity	Dependability
Staff will always speak to you with respect.	Staff will always give feedback honestly, directly and respectfully.	Staff will be consistent in our expectations of you.
Staff will never call you disrespectful names.	Staff will listen and never retaliate when you give us appropriate feedback.	Staff will do what we say we are going to do so you can learn to depend on us.
Staff will show you respect by protecting your rights.	Staff will never talk bad about you or your peers.	Staff will never abuse you.
Staff will protect your privacy whenever possible	Staff will protect your confidentiality.	Staff will always tell a staff member if we think you are being abused.

ABOUT QUESTIONS OR CONCERNS

Sometimes you may not agree with decisions that are made or maybe how someone treated you. If you feel you have been treated unfairly, you may have a **Grievance**. A grievance means you think something is wrong or unfair, and you would like something to be done about it. If you think you have a grievance, here are the steps you can take:

1. Talk to the person about it. Sometimes, things may be a misunderstanding. It's always best to talk about it first to see if you can fix it together.
2. If talking doesn't help, or you don't feel comfortable doing so, you can write a grievance. You can get a grievance form from your therapist, your residential staff, or your school staff, and any of these people can help you write it. This goes to your therapist who will talk with you about the problem and try to help find a solution. You can also request a meeting in person with the School Principal and/or the Clinical Director. All complaints are reviewed within two weeks.
3. If you feel like these people are not able to help, you can request a meeting with the Chief Program Officer. This person is in charge of everything in the school and residences. Or, you can request a meeting with Lakemary's President. This is the person in charge of all of Lakemary.
4. If you still believe your rights have not been respected, you may contact the DRC of Kansas: 635 S.W. Harrison Street, Suite 100 Topeka, KS 66603-3726; Voice: 785-273-9661; Toll Free: 877-776-1541; TDD: 877-335-3725; Fax: 785-273-9414

Remember – it's ok to be upset about something. It's not ok to hurt others, hurt yourself, or hurt property. Here are some choices you have to help you when you are frustrated:



ABOUT YOUR RESPONSIBILITIES

We have already talked about your rights, which are what you can expect from Lakemary. Now, we will talk about your **Responsibilities**, which are what Lakemary expects from you while you are here.

You are **Responsible** for keeping yourself clean.

It is really important that we take care of ourselves so we stay healthy. Part of this means doing our hygiene. At Lakemary, this means:

- Taking a shower every day.
- Brushing your teeth at least two times a day.
- Using the toilet when you need to go to the bathroom.
- Washing your hands after you go to the bathroom and before eating.
- Washing your clothes after wearing them, and only wearing clothes that are clean and appropriate for the weather.



It is ok if you need help with some of these things. Lakemary staff is here to help. One thing you will work on while you are here is how you can get better at doing some of these things on your own.



You are **Responsible** for keeping your things safe and clean.

It is ok for you to have some personal things at Lakemary. However, sometimes things can get lost or broken. It is important that you help take care of your things by putting them away when you are done with them and using them how they are supposed to be used. If you are worried about something getting lost or broken, it may be best to leave it at home while you are here. Your belongings belong to you – Lakemary does not allow sharing or borrowing items between kids.

You are **Responsible** for getting the rest you need.

Our bodies need sleep to be able to do what we need to do every day. When we don't get the sleep we need, we can have different problems. This can include:

- Having problems focusing or paying attention.
- Feeling cranky, upset, or "on edge".
- Not feeling good or feeling sick, like having headaches or stomachaches.



It is important that we try to get the rest we need and allow others to get their rest as well. To do this, it is important you follow the bedtime guidelines in your house. Quiet time will begin at bedtime. Even if you are not tired, please be respectful of the other kids around you who are tired and would like to sleep.



You are Responsible for eating balanced meals each day.

Just like how our bodies need rest, our bodies also need food to give us energy every day. You will be offered three meals a day and at least two snacks a day, either in the cafeteria or in your residence. If you don't like what is being served, you may ask for a different meal. We ask that you try new things – you may be surprised by what you like! Sometimes you may get to help with making meals. Talk to your staff if this is something you would like to do.

You are Responsible for respecting the privacy of others.

While you are living at Lakemary Center, you will live with other kids in your residence. You may have to share a bathroom, and you may even have a roommate. It is important to respect others' privacy and personal items, just like you would want yours to be respected. At Lakemary, you are not allowed to go into another child's room. If you have a roommate, you are to respect their space in the room and not touch their things.



Respecting privacy also means that you do not gossip or talk about things other kids are working on while they are at Lakemary. However, if someone is hurting you in anyway, then it is absolutely ok to talk about it! Be sure and let your staff or therapist know if this happens. You deserve respect, too!



You are Responsible for following the house rules.

There are some basic things that are expected of every child while they are at Lakemary Center. These guidelines help to keep everyone safe and things running smoothly in the house. Below are some of the main rules we have while you are living at Lakemary Center.

1. Use your STARS behavior (more on this later!).
2. Keep your personal items put away when not in use.
3. Your items belong to you – Lakemary does not allow trading or borrowing with other kids or staff.
4. Do your best to keep the zone clean – this includes cleaning up your room and completing weekly household chores. Your staff can help you with this, too!
5. Use the house phone responsibly. Phone calls are only to be made with staff assistance and are limited to 15 minutes so everyone can have a turn.
6. Participation in all fire and tornado drills is expected. We need to be sure you know what to do in case of an emergency

ABOUT YOUR BEHAVIOR EXPECTATIONS

Now that we have talked about your Rights and Responsibilities, let's talk about your **Behavior Expectations**. These are the words and actions that you need to do to show you are learning good coping skills and working on your treatment goals.

Lakemary has the same behavior expectations in the school and residence. These are our STARS behavior. Let's talk about what each part of the STARS behavior means:



Be Safe

One of the most important things to work on while you are at Lakemary is being safe. To be safe means that you are not hurting yourself, not hurting others, and not hurting property or things. For example, instead of hitting someone when you are angry, you can try using your words to tell them how you feel. This takes practice, but your Lakemary team is here to help you learn to be safe.



Try Your Best

It is always important to try your best, even if you need help along the way. In order to learn different ways of doing things, you have to try something new. No matter what you are working on, we want to see you give your best effort. Trying your best is what will help you learn and grow.



Ask For Help

It is great when we can do things all on our own, but sometimes we need help from others. It is important to learn to ask for help whenever we get frustrated or when we do not know how to do something. While you are at Lakemary, we want you to learn the appropriate way to ask for help in getting your wants and needs met.



Be Responsible

When you are being responsible, it means that you are taking care of yourself and your own actions. It is important to learn that you cannot control other people's behaviors, but you can always control your own actions.



Show Respect

Respect is a feeling that we can show to others through our words and our actions. You show respect to someone by listening to what they have to say and using kind words. It is important to also show respect for yourself. This can be done by standing up for yourself in an appropriate way (your therapist can help you with this while you are here!) and keeping personal boundaries with others (such as keeping your hands and feet to yourself). When you show respect for others and respect for yourself, then you will notice that other people respect you, too!

ABOUT YOUR REWARDS SYSTEM

We want to be able to reward you for using STARS behavior! To do so, we have a **Token Economy**, or a points system, to recognize when you are doing the right thing and trying really hard.

How do I earn Star Bucks?

You earn Star Bucks showing your STARS behavior. Whenever staff notices you are Being Safe, Trying Your Best, Asking for Help, Being Responsible, or Showing Respect, then they will give you a Star Buck.

How many Star Bucks can I earn?

There is no limit to how many you can earn! You can earn Star Bucks in both school and residence. You can also earn Star Bucks with any of your staff. How many you earn depends on what kind of behavior you are showing. If you are having a tough day, you may not earn as many. However, you will never lose the Star Bucks you have already earned.

What do I do with my Star Bucks?

You will have the chance to spend your Star Bucks at the Stars Store. You earn Star Bucks for the same thing in school and residence, but your Star Bucks do not combine. You will get to go the Stars Store twice a week, once during school and once in the residents. The store has all kinds of great things you can earn. If you have any ideas about what else can go in the store be sure to talk to your Case Manager or leave a suggestion in the suggestion box outside the Stars Store.



Summary

Now you know the basics about Lakemary and the expectations while you are here. We will be working hard with you to help you meet your goals so you can discharge as soon as possible. Your Lakemary and community team will decide when discharge is right for you, but your input is an important part of the process.

If you have any questions, please talk to one of your team members and they can help you.

Welcome to Lakemary Center!