

RIMROCK TRAILS ADOLESCENT TREATMENT SERVICES

Introduction to the Program

You have been accepted by Rimrock Trails Adolescent Treatment Services for one primary reason: to receive treatment and counseling for problems due to your use and abuse of/ addiction to drugs and/or alcohol. We truly welcome you into the family of recovery.

Within a two-week assessment period you will receive information from counselors and peers as to the extent of your problem from their viewpoint. If during the assessment time Rimrock Trails does not believe you have sufficient identified problems, you will be released from treatment. Your personal honesty will help make this assessment.

This is a voluntary program, and therefore, the final decision to remain in treatment is up to you. You must accept that the use of drugs and alcohol has made your life unmanageable. It is this acknowledgment that allows you to begin to address chemical abuse or addiction in your life.

You must be honest with yourself and others. Successful treatment does not simply happen to you. It is a process each individual willingly participates in through self-examination, making the decision to change, and accepting that only you can make the commitment. It is natural to feel ambivalent (unsure) about change for a while. It is important to be open to exploring new ideas and trying new behaviors during this difficult period.

The goal of our treatment program is not for you to just gain insight on how to control your behavior. Our objective is help you build competence and confidence in a wide range of areas for pro-social and healthy emotional behaviors that will sustain quality sobriety for you.

During the first week or more in the program you will be under a great amount of stress. Partly, you may be "detoxing" from the use of drugs/alcohol, as well as sugar, caffeine and nicotine. It is expected that you will be nervous, edgy and agitated. Also, you are in a new, strange and unfamiliar place, with lots of different activities and schedules that you are not used to.

There are many other clients expressing their concerns, learning how to cope, and dealing with other personal and emotional issues. It is natural to feel unsettled. Foremost is to establish stability, security and a trusting relationship with this, your Substitute Family.

The residential environment is planned and structured to emphasize daily interactions that strengthen healthy emotional and reasoning skill development. Together these abilities will provide you with the life skills necessary to lead a life free from all drugs and alcohol.

The disease of addiction has influenced every aspect of your life, therefore, our program must address the affected areas, i.e., trust, honesty, relationships, thinking, health, etc.

You will be assigned a primary counselor, who, with you and your family's help, will develop a list of goals and activities for you to work on. Together, you will address your individual needs and gain the necessary knowledge and skills that will promote your recovery. Your counselor will work with you and your family or support system and community self-help groups to support your transition back to

your community.

Each individual has weaknesses and strengths. Together, we will focus on your strengths to build a strong program of recovery.

We are asking you to trust in us, that we are committed to your welfare. We ask you to trust in the program and process. Many of the staff has been where you are today - they know - and will be models for you in your recovery.

We pledge to you that, while in treatment, you will be safe and that you will be treated with dignity and respect. We expect the same from you. Your circumstances and personal history is private; what you say here, will remain here.

You will be provided with nutritional meals, a personal area, public education or alternatives and a variety of activities in treatment and recreation for a balanced, comprehensive program.

PROGRAM SCHEDULE: Monday - Thursday School Schedule (example)

5:30	All clients wake up (shower/personal hygiene routine)
6:30	Breakfast
7:05	Kitchen chores
7:30	Meditation
8:00	Bathroom Break
8:05	School
10:15	Snack
11:55	Lunch
12:35 pm	School
1:55	Clean classroom
2:05	Rest and relaxation
3:00	Afternoon Group/split group
4:00	Gender group/Art/free time
5:30	Chores, mail, phone
6:00	Recreation
6:30	Edutheapy Group/12 step meeting
7:30	Case Management, Journal, snack, dishes
8:30	Bedtime Routine
9:00	Lights out

Eligible clients may go to the library. In order to be eligible, a client must have case management current, daily progress on packets and no Entry Level consequence.

THE TWELVE STEPS-AA

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends with all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principals in all our affairs.

THE TWELVE STEPS-NA

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends with all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to addicts, and to practice these principals in all our affairs.

CORE BELIEF STATEMENTS

The "Core Statements" are used as short lessons within Rimrock Trails . Much of your behavior and attitudes toward using drugs/alcohol will fit into one or more of the categories that these statements represent. These beliefs represent the value systems of recovery.

Our goal in using these statements is to provide you with some belief concepts from a recovery base. Many are straight from self-help literature that you will be using during your stay in the program and hopefully, later in your continuing sobriety.

This information helps reinforce that we are dealing with the disease of alcoholism and addiction. The disease has overridden every other part of the addict's life. At Rimrock Trails we are *not* trying to be the "normal world". Our job is to assist you in establishing your recovery and to build strength and hope in a short amount of time.

The "Core Belief Statements":

1. Honesty

The first letter in HOW. Being honest with yourself is one of the corner stones of recovery. Is this really the way you want your life to go? Many people in recovery have said that "getting honest" with themselves is where their recovery started. Without honesty, a program of recovery will not work.

Being honest with others, sharing your honesty, is one of the ways to begin to seek help in recovery. Being a model of honesty is one of the most convincing ways to share your recovery with others. This includes what you are doing, thinking and feeling. We learn to understand the honesty of our feeling, toward our self and others.

Cross reference: "Half Measures", Openness, Willingness

AA Big Book References: pages 58, 481, 482, 507, and 550.

NA Basic Text References: pages 10, 18, 20, 29, 32, 35-36, 37, 50, 64, 81, 86-87, 92-95, 99, 123, 127, 135-138, 175, 187, 204, 209, 218, 225-226, 228, 237, 260, 262, 264.

2. Openness or Open Mindedness

The second letter in HOW. Letting yourself hear new ideas or see new ways that things might be. Being open to recovery allows hope to enter. Without openness, you do not give yourself a chance. Openness means not fighting, but calmly accepting what you see and hear. Openness also means sharing with others, again your thinking, actions and feelings.

AA Big Book Reference: page 550

NA Basic Text References: pages 9, 18, 20, 24, 26, 29, 33, 44, 50, 75, 76, 86, 91-93, 96, 98, 102, 138, 180, 209.

3. Willingness

The third letter in HOW. We can be honest and open, however, without willingness to attempt new ways of dealing with the world and life, we are nowhere. Willingness means action. This is what is referred to as "Walking the Walk." We can say and mean many things, but without action, it is only wishful thinking. What new thing or behavior will we attempt today to bring recovery to our lives?

The core of willingness is being willing to believe that life without alcohol and other drugs is possible. Life does not have to be the way that it has been. Believing this, everything else will follow!

AA Big Book References: pages 12 - 13, 46 - 47, 69, 76, 79, 93, 229, 503, and 550.

NA Basic Text References: pages 5, 7, 15, 17-19, 20, 22, 25-26, 29, 31, 33-34, 35-36, 37-38, 39, 46, 50, 54, 66, 79, 82, 86, 88-89, 92-94, 96, 98, 100, 102, 127, 131, 135, 138, 175, 187, 192, 195-196, 199, 209, 226, 227, 242, 263-265.

4. Half Measures

"Half measures availed us nothing." (Page 59 of Big Book) Going only half way, holding back part of yourself, is not really working a program of recovery. There is no such thing as half honesty, or half willingness. How can you half recover? Recovery demands of us that we fully engage in this process. Do not say you will try to do something. State positively what you will do. A half measure is akin to trying, which is not making a commitment.

5. Acceptance

All persons, places, and things are exactly like they should be. The sooner we accept this, the sooner our lives will fall into place. We can change the world, but we have to start with ourselves. Acceptance of our disease, of our powerlessness over our disease, of our powerlessness over the disease in others ... is the foundation of recovery.

Acceptance means taking responsibility for your life as it is now. Changing your behavior and attitudes with true acceptance shows responsible action.

AA Big Book References: pages 14, and 449 - 452.

NA Basic Text References: pages 5, 16, 18-19, 21-22, 24, 28-29, 32, 34-36, 40, 42, 45-46, 50, 53-54, 56, 59, 81, 86-87, 90-95, 97-98, 114, 127, 131, 138, 148, 174, 198, 204, 247, 263, 268.

6. Insanity

Insanity means "trying the same old behaviors, and expecting different results". Somehow alcohol and drugs have put us in the place we are today, but we think that they can help us out. The same old friends that are still using, the same old habits that went with using ... all of this is insanity. Running away from our problems, acting out with anger, avoiding, ... all of this is insanity.

Insanity is in our thinking, attitudes and behavior. We have engaged in thinking errors, believing that others would believe our manipulation and lies. In the disease we lived these deceptions and thought others would believe them as well.

See Step Two, and AA Big Book References: pages 57 and 551.

NA Basic Text References: pages 22-23, 41, 53, 130, 161, 165, 185, 188, 197, 209, 212, 245, 261, 270.

7. Patience

Change takes time. Progress is made "One Day at a Time". Just because we have decided that recovery is for us, does not mean that everyone in our lives should believe us. We took years to get to the point of starting recovery, and it will take awhile for trust to be reestablished.

Sometimes we are still in the disease with our impulses. We want what we want, when we want it.

We must be patient. Sometimes we don't get the answers that we want. Sometimes what we really need is not what we want.

"More will be revealed". Every day we learn a little more, and understand more about how recovery works. We must learn to be patient in this growing understanding. Gaining patience is practiced through daily meditation and simple things like counting to ten before you react or speak.

AA Big Book Reference: pages 126 - 127.

NA Basic Text References: pages 40, 50, 96.

8. Resentments

Resentments -- anger with people, places, or things that we hold onto -- can be the undoing of our recovery. We must accept that things are exactly as they ought to be. That there is a lesson to be learned. We need to let our resentments go, and let go completely

Resentments are often expressed with frustration or anger. Often we are as angry with ourselves as we are with others. Honestly identifying our feelings in Anger Management groups can get bottled feelings out where they can be dealt with.

If we hold onto our resentments, they lead to "stinking thinking" which leads to a relapse. Resentments are the number one cause of relapse.

AA Big Book References: pages 64, 66, 551, and 552.

NA Basic Text References: pages 16, 39, 76-78, 94, 98, 133, 181, 209-210, 211, 229, 249, 263.

9. Serenity

Use of the Serenity Prayer in all settings is recommended. In case you don't know it:

God, grant me the Serenity to accept the things I cannot change
(Like my disease, my parents, staff, the rules, the program)

Courage to change the things I can
(Like myself, my attitude, how I approach life)

and Wisdom to know the difference ... (This part is an on-going process of recovery.)

AA Big Book References: pages 544, 551, and 552.

NA Basic Text References: pages 46, 117, 127, 147, 168, 198, 205, 213, 232.

10. Self Will

Self will, pulling ourselves up by the bootstraps, or doing it on our own, is a destructive tendency among most newly recovering people. As individuals we are not stronger than the disease. The disease affects our thinking and our actions. We need help. Self will means wanting what we want and wanting it yesterday. And that may not be fast enough.

Self Will represents our egotism, or self centered focus. We use our stubbornness rather than our humility to make things happen. We fight ourselves rather than fighting the disease of addiction.

AA Big Book Reference: page 60

NA Basic Text References: pages 18, 61, 77, 91, 101, 127, 143, 202, 209.

11. Change

Change takes time. AA has a motto, "**Easy does it, yet do it**". Behaviors, thoughts, and feelings that took years to build are not undone in the blink of an eye. It takes time. However, recovery people learn they must take the action to change. (See patience.) Trying on new behavior feels strange and sometimes phony. This feeling is OK, this is where "trusting" the process comes in.

NA Basic Text References: pages 15-16, 21, 25-26, 32, 33, 35, 38, 40, 44, 48, 53-56, 61, 67, 71, 75-76, 81, 83, 86, 88, 92, 94-95, 97, 101-102, 116-117, 121, 126-127, 135, 138, 167-168, 186, 189, 204, 237, 261.

12. Courage

Real courage is to face the world as it is, and learn to live with it. A society filled with alcohol and drugs, abusive parents or relatives, friends that use and offer drugs to you, and any number of other situations are part of the real world. In recovery you must be courageous, and face these situations head on. You need help. You can use the help of your peers, staff, and friends in recovery to assist you with this. Be Courageous!

NA Basic Text References: pages 26, 28, 29, 30, 40, 46, 82, 92, 93, 127, 141, 187, 195, 247.

13. Gratitude

As alcoholics and addicts we tend to look to the dark side. Our lenses are inside out. Each day we should take some time to reflect upon what we are grateful for. The small things and the large things should count. When we are new at this, we sometimes need to make lists to remind ourselves of what we have to be grateful for. Being alive, having another chance, having family that cares, the list goes on.

AA Big Book Reference: page 449

NA Basic Text References: pages xi, xii, 8, 29, 47, 50, 78, 80-81, 83, 89, 92, 94, 101-103, 105, 117, 120, 128, 130-131, 152, 166, 168, 173, 188, 196, 210, 213, 225-226, 229, 247, 250, 252, 265, 269, 272.

14. Humility

Being humble, getting ourselves in the right size and perspective is a key element of recovery. In the disease we are grandiose -- we think we are the center of the world, the universe revolves around us. In recovery we practice humility to keep ourselves in perspective. "We are but a grain of sand." We are not the Center of the Universe. Other peoples feelings and thoughts count. Humility is as simple as saying, teach me, I do not know....

"As Bill Sees it" reference: page 36 (also see index for many more references on this subject.)

NA Basic Text References: pages 12, 35-36, 39-40, 47, 50, 72, 82, 95, 97, 127, 148, 203-204, 241.

EDUTHERAPY CYCLE

Edutheapy is a cycle of classes which educate clients in recovery skills and gives situations to role-play or discuss as a group. These weekly themes are addressed in depth during class times, and then are used as topics during process groups, individual sessions, parent groups, as well as during milieu problem solving.

Communicating Feelings Appropriately

You will learn how to communicate feelings appropriately through learning a broad vocabulary for emotional states, taking responsibility for your emotions and actions based on those emotions, and developing listening skills such as paraphrasing.

Values

You will learn the core beliefs of recovery (see Core Beliefs), identify the difference between recovery values and addiction values, and then learning how to be proactive in behavior instead of reactive.

Disease Concept

You will learn that addiction is a disease much like cancer. Addiction has genetic origins, a biochemical predisposition, and a predictable course of progression. It influences psychological and social functioning, and is life-long. Based on this position, abstinence is the only way to put the disease of addiction into recession.

Physiology of Alcohol and Drugs

You will learn how alcohol and drugs affect the body, why withdrawals occur, why tolerance to alcohol and drug use happens, the immediate (motivation, depression) and long-term (organ failure) effects upon a person who continues to use alcohol and drugs.

Denial and Acceptance

During this weekly theme, you will explore how continued alcohol and drug use has gotten you to this point in life, being in a residential treatment center. You will learn how to recognize defense mechanisms and thinking errors, and learn behaviors which interrupt addiction (honesty, openness, willingness).

Relapse

You will learn how to recognize relapse signs and triggers, practice refusal skills, and develop an extensive relapse prevention plan which includes support from A.A. and N.A. sponsors, teachers, chemically abstinent friends, family, and addiction treatment agencies.

Tobacco Education

You will learn that tobacco is a drug. You will also learn the immediate and long-term effects upon a person who continues to use tobacco.

Sexual Education

Client will obtain sexual education during school. The following are examples of topics to include; dating, safe sex practices, birth control, sexually transmitted diseases, gender separate issues, development etc..

Other topics include:

- *Anger management
- *Emotion regulation
- *Progressive muscle relaxation
- *Peer review/feedback
- *Mindfulness
- *Communication skills
- *Craving management

GROUP RULES

The Do's and Be's of Group:

1. Do use the bathroom before—be prepared.
2. Do stand up behind your chair if you are sleepy—be alert.
3. Do keep all legs of your chair on the floor at all times—be respectful.
4. Do listen thoughtfully and be ready to paraphrase—be diligent.
5. Do fully participate when it is your turn to speak—be active.
6. Do speak for yourself only—be responsible.
7. Do practice Honesty, Openness and Willingness (HOW)—be straightforward.
8. Do give feedback using the 3 "I" statements—be supportive.
9. Do use constructive language—be considerate.

SCORING SYSTEM

While you are in treatment, you will receive a daily score card at the beginning of each morning. Your behavior/performance will be scored during each shift. A loss of points will generally result in immediate notification by staff of your lowered score and an explanation of the problematic behavior observed. Scores will be averaged at the end of each shift, at the end of each day and again at the end of the week. You will earn points based on your score and will be able to trade points to obtain rewards/incentives each week. The scoring system will help you:

- Identify your problem behaviors
- Learn to solve problems
- Move into the solution with feedback and rewards for ownership of your treatment objectives.
- Maintain safety and control of the milieu.
- Reward appropriate behavior and provide accountability for misbehavior.

Level Advancement System

The following level system is the basic structure of the Rimrock Trails program. All residents

should be familiar with this system. Advancement is based on scores for behavior and performance, completed assignments and individually demonstrated responsible progress. In order to advance to the next level, you must fill out a petition and ask at least six staff who are in support of the advancement (two from each shift) to sign it. Petitions will be considered each week at the staff meeting.

***Clients are scored each shift in various areas/activities. SCORES ARE BASED ON THE EXPECTATIONS FOR EACH LEVEL. Therefore, a client may currently be on a Level 4, but is found breaking the rule of relationship building by "making eyes" with a client of the other gender while in group. This client's behavior would not meet the expectations of a Level 4 (role-modeling/leadership), and would likely receive a score of 0. Clients are not only scored on behavior but also on performance. This is to account for those clients who "act" ok or in compliance but are "doing" very little in regards to their treatment program.**

-Clients can earn up to one bonus point for each shift. This is for behavior that staff believes to be evidence of change, pro-social and recovery based. This is for behavior recognized as above and beyond what is expected for their current level and in need of recognition.

-Clients must maintain each level for two weeks before moving up to a higher level even if they have a score that would indicate a higher level (but they will earn points according to the score) That means that a client on level one cannot petition for or receive a level two for at least two weeks. A client on level two must maintain that level for two weeks before moving to a Level three and so on. However, Entry Level clients can apply for Level One after only one week in the program. In addition, if a client is dropped a level during treatment, they will not have to wait two weeks to regain their level.

- In addition, staff can deliver a "Recovery Skills Recognition Card" when they observe a client using a recovery skill, life-skill or coping skill. Each week during the staff meeting, each client's "Recovery Skill Recognition Cards" will be totaled with a half point added for each card to the weekly averaged score. That means that a client who has an average score that is only a few points or a half point away from a score that meets a higher level (ex. 2.75) could potentially make that level if they have enough Recognition Cards to earn the extra points. This will be at the discretion of the Clinical Team, along with the Clinical Supervisor and will not occur in all cases.

***You must maintain the following weekly average scores in order to advance to a higher level and to keep your current level.**

***Levels directly correspond with scores. Therefore, a client who is on Level 3, will be expected to maintain an average score of 3 to maintain their level. In order to advance to Level 4, that same client would need to increase their weekly average score to a 4.**

Daily Score Cards:

Clients will be able to earn points in the range of entry level up to one point above their current level on any daily score card for any activity. That means that a client on Entry level will only have the option of being scored in the range of 0-1. Level one will have the option of

being scored in the range of 0-2. A client on level two will have the option of being scored in the range of 0-3 and a client on level three in the range of 0-4.

Entry Level = Score of 0 average maintained

Level one = Score of 1 average maintained

Level two = Score of 2 average maintained

Level three = Score of 3 average maintained

Level four = Score of 4 average maintained

Level five = Score of 5 average maintained

LEVEL EXPECTATIONS

Entry Level—Score of 0

*This is a time to adjust to the program and to work out a plan for your time in treatment. This is a blackout period. No phone calls or visits during this time but you can send and receive mail.)

Expectation:

Is compliant in regards to personal safety and the safety of others and does not resort to aggressive (verbal or physical) or otherwise threatening behaviors. These clients participate at least in regards to attentiveness and stays in sight of staff.

Level One— Score of 1

Expectation:

Basic program compliance with rules and expectations. Responds appropriately to no more than two redirections with minimal argumentation or disruption to the group.

Level Two—Score of 2

Expectations:

Begins to open up/actively participate in group at least 50% of the time. Demonstrates a willingness to seek and accept help from others.

Level Three—Score of 3

Expectations:

Demonstrates internalized change (by an observable change in behavior—using newly learned skills). Is able to express insight into their behaviors (takes ownership for behavior) when redirected and responds without argumentation. Is actively working on their educational goals and relapse prevention plans while working to develop a stable plan for success (aftercare plan)

Level Four—Score of 4

Expectations:

Consistent display of leadership/role modeling. Encourages others to do the same. Avoids turmoil (drama) within the group by actively separating oneself from the negative peer group. Sets self as an example for others. These clients are able to identify thinking errors and unhealthy behavior within themselves without redirection and can successfully intervene/cope using reasonable judgment. Continues to work on education goals and refines relapse prevention

plan accordingly as life continues to present new challenges and new skills/concepts are developed.

Level Five—Score of 5

Expectation:

Has had a spiritual awakening as a result of having worked the steps and their individual recovery program; profound change.

The following behaviors are clearly lower than the Level 1 expectation of “basic program compliance” and therefore will result in the score of 0:

***** Any major incident or behavior that would be considered “zero tolerance” (e.g. disruptive, violent, safety threat to self or others, inappropriate sexual behavior, involves property damage etc...) will be considered grounds for a score of 0.**

+++If you lose or destroy a card, or if you refuse to complete an assigned consequence, you will receive a score of 0 for that shift, and it will become a treatment plan issue to be discussed with your case manager, program manager, referral source and your parents. Losing, destroying or refusing to complete a consequence is a “zero tolerance offence” -- blatant refusal to comply with a staff re-direction.

*****A placement on Guidance or Safety Level (see below for description) will likely take place as a result of these behaviors. If you are not placed on Guidance or Safety, you at minimum will not be given a chance to improve the score for that shift (no bonus points or points above the score needed to maintain the current level, and you will receive a consequence in addition to the score. The case manager, program manager and executive director will review the incident, and additional consequences may be assigned including, behavioral contract, placement on RESTRICTION (see below for description), up to and including discharge from the program.**

Level Advancement Requirements and Privileges

Entry Level/Assessment Level:

Expectation:

Is compliant in regards to personal safety and the safety of others and does not resort to aggressive (verbal or physical) or otherwise threatening behaviors. These clients participate at least in regards to attentiveness and stays in sight of staff.

- Daily:
 - Attend/Participate in all groups, classes and scheduled treatment activities.
 - Clean room/personal area daily.
 - Complete chores as assigned.
 - Follow 5 foot rule at all times.
 - Follow rules; if unsure, ask staff.
 - Stay within sight of staff at all times.
- Privileges:
 - May write and receive letters from your approved list.
 - May have 1 personal memento in your room with your case manager's approval

- May have family visits after seven-day blackout period

****In special circumstances, personal bedding/items and/or photos may be approved before level advancement ONLY if deemed therapeutic by case manager.**

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*****This is a time to adjust to the program and to work out a plan for your time here. This is a blackout period. No phone calls or visits during this time but you can send and receive mail.)**

- To Advance to Level One
 - Behavior must meet Level One Expectations.
 - Meet with your case manager and review your treatment plan progress. Make adjustments if necessary.
 - Demonstrate progress on your educational plan.
 - Continue to show that you are willing to listen, observe and learn.
 - Show that you know 4 core beliefs and the first 2 steps of recovery by using them in your daily routine.
 - Complete a detailed and honest Lesson 1. This must be approved by your case manager and then shared in group.
 - Complete your collage and share in group.

Level One: Average Score of 1 needed to advance from entry level and maintain

Expectation:

Basic program compliance with rules and expectations. Responds appropriately to no more than two redirections with minimal argumentation or disruption to the group.

- Daily:
 - Attend/Participate in all groups, classes and scheduled treatment activities.
 - Clean room/personal area daily.
 - Complete chores as assigned.
 - Follow rules; if unsure, ask staff.
 - Stay within sight of staff at all times unless given permission by staff.
- Privileges:
 - All of the privileges of Entry Level
 - One phone call per week, lasting up to 5 minutes
 - Family visits
 - Access to Recovery-Reward Store
- To Advance to Level Two
 - Behavior must meet Level Two Expectations
 - Demonstrate progress on your educational plan.
 - Continue to show that you are willing to listen, observe and learn.
 - Show that you know 9 core beliefs and the first 4 steps of recovery by using them in your daily routine.
 - Must have at least started a Relapse Prevention Plan, and personal assignments (that includes finding and using a recovery sponsor).
 - Complete Lesson 2 and share in group.

Level Two: Average Score of 2 needed to obtain and maintain level

Expectations:

Begins to open up/actively participate in group at least 50% of the time. Demonstrates a willingness to seek and accept help from others.

- Daily:
 - Attend/Participate in all groups, classes and scheduled treatment activities.
 - Clean room/personal area daily.
 - Complete chores as assigned.
 - Follow rules; mentor new clients.
 - Stay within sight of staff at all times unless given permission by staff.
- Privileges:
 - All of the privileges of Level 1
 - Two 5-minute phone calls per week
 - Five personal photos allowed in room, with case manager approval
 - Access to Recovery-Reward Store
- To Advance to Level Three
 - **Behavior must meet Level Three Expectations**
 - Meet with your case manager and review your treatment plan progress. Make adjustments if necessary.
 - Demonstrate progress on your educational plan.
 - Continue to show that you are willing to listen, observe and learn.
 - Show that you know the 14 core beliefs and the first 6 steps of recovery by using them in your daily routine.
 - Complete Lesson 3 and share in group.
 - 50% of relapse prevention plan completed.

Level Three: Average Score of 3.0 needed to obtain and maintain level

Expectations:

Demonstrates internalized change (by an observable change in behavior—using newly learned skills). Is able to express insight into their behaviors (takes ownership for behavior) when redirected and responds without argumentation. Is actively working on their educational goals and relapse prevention plans while working to develop a stable plan for success (aftercare plan)

- Daily:
 - Attend/Participate in all groups, classes and scheduled treatment activities.
 - Clean room/personal area daily.
 - Complete chores as assigned.
 - Follow rules; mentor new clients.
 - Stay within sight of staff at all times unless given permission by staff.
 - **Demonstrate appropriate leadership.**
- Privileges:
 - All of the privileges of Level 2,
 - Two 10-minute phone calls per week.
 - Personal jewelry

- May petition for day pass.
- Access to Recovery-Reward Store
- Advancement to Level Four
 - Behavior must meet Level Four Expectations.
 - Meet with your case manager and review your treatment plan progress. Make adjustments if necessary.
 - Demonstrate progress on your educational plan.
 - Continue to show that you are willing to listen, observe and learn.
 - Prepare and present one Edu-therapy class to the group
 - Complete Lesson 4 and share with another person of your choice, as approved by case manager.

Level Four: Average Score of 4.0 needed to obtain and maintain level

Level Four—Score of 4

Expectations:

Consistent display of leadership/role modeling. Encourages others to do the same. Avoids turmoil (drama) within the group by actively separating oneself from the negative peer group. Sets self as an example for others. These clients are able to identify thinking errors and unhealthy behavior within themselves without redirection and can successfully intervene/cope using reasonable judgment. Continues to work on education goals and refines relapse prevention plan accordingly as life continues to present new challenges and new skills/concepts are developed.

- Daily:
 - Attend/Participate in all groups, classes and scheduled treatment activities.
 - Clean room/personal area daily.
 - Complete chores as assigned.
 - Follow rules; mentor new clients.
 - Stay within sight of staff at all times unless given permission by staff.
 - **Demonstrate consistent leadership, self-direction and intervention on addictive thinking cycle**
- Privileges:
 - All of the privileges of Level 3,
 - Two 15-minute phone calls per week, as approved by case manager
 - personal bedding, pictures, posters as approved by case manager
 - May be without staff in front yard, playing ball, lounging on the grass or at picnic tables (with staff permission)
 - May go to store and purchase food items with staff.
 - May petition for home passes/extended home passes (requires staff team consensus)
 - Access to Recovery-Reward Store
 - May go to lunch with approved family member (s) on Sunday prior to family visitation.

Level Five: Average Score of 5.0 or above to obtain Level

Level Five—Score of 5

Expectation:

Has had a spiritual awakening as a result of having worked the steps and their individual recovery program; profound change.

- Privileges:
 - All of the privileges of Level 4,
 - Petition for any further privileges (requires staff team consensus)

Behavior and performance are assessed as follows:

- 1) **Attitude** - a state of mind or feeling to some matter.
 - a) **Recovery behaviors** in this category:
 - i) honesty
 - ii) open-mindedness
 - iii) willingness
 - iv) acceptance
 - v) patience
 - vi) compassion.
 - b) **Relapse behaviors** in this category:
 - i) Dishonesty
 - ii) close-mindedness
 - iii) unwillingness
 - iv) rejection
 - v) impatience
 - vi) coldness.
- 2) **Awareness**
 - a) **Recovery behaviors** in this category:
 - i) mindfulness of your own thoughts, feelings, urges and actions, and their effect on your relationships
 - ii) use of your own senses to assess personal/group safety
 - iii) making appropriate interventions when indicated.
 - b) **Relapse behaviors** in this category:
 - i) unawareness/ rationalization of/denial of your own thoughts, feeling, urges, actions, and their effect on your relationship
 - ii) denial/avoidance your senses when the safety of yourself/the group is in question
 - iii) not making appropriate interventions when indicated or making inappropriate interventions.
- 3) **Teamwork** - cooperative effort by the members of a group or team to achieve a common goal.
 - a) **Recovery behaviors** in this category:
 - i) asking for and giving feedback/direction/help
 - ii) accepting direction/help
 - iii) appropriate use of group problem solving process
 - iv) no secrets
 - b) **Relapse behaviors** in this category:
 - i) self-centeredness
 - ii) isolation
 - iii) alienation
 - iv) resentments
 - v) power-thrusts
 - vi) manipulation
 - vii) secrets
- 4) **Active participation** - in action, engaged, causing or initiating action or change. To take part in, join or share with others
 - a) **Recovery behaviors** in this category:
 - i) meaningful and appropriate contributions to the group and all activities
 - ii) active listening
 - iii) willingness to try new ideas and to step out of fear into faith

- b) **Relapse behaviors** in this category:
 - i) close-mindedness, isolation, refusal to try new ideas and to step out of fear into faith
 - ii) self-pity
 - iii) helplessness
- 5) **Role-modeling/Leadership** - an individual who serves as a model in a particular behavior role for another individual. The capacity or ability to lead.
 - a) **Recovery behaviors** in this category:
 - i) putting your recovery first
 - ii) honesty, open-mindedness and willingness
 - iii) acceptance/tolerance of others
 - iv) willingness to set rules/boundaries that reinforce the recovery process for self and others
 - v) responsibility for your own thoughts, feelings, urges, actions and relationships
 - b) **Relapse behaviors** in this category:
 - i) self-obsession/self-pity/self-will
 - ii) resentments/dishonesty
 - iii) closed-mindedness/unwillingness
 - iv) putting recovery down on the list of priorities
 - v) unwillingness to take responsibility for your own thoughts, feelings, urges, actions and relationships

BASIC RESIDENTIAL PROGRAM RULES REGARDING CONDUCT

ALL RULES

IF BROKEN, WILL LEAD TO SERIOUS CONSEQUENCES INCLUDING LOSS OF PRIVELGES, LOSS OF LEVELS, PROGRAM RESTRICTION, COURT AUTHORIZED SANCTIONS, AND/OR DISCHARGE.

1. **In treatment, we are working to become clean and sober and live a life in recovery. We do not bring drugs, alcohol or contraband on the premises or into the building. This can result in IMMEDIATE DISCHARGE.**
2. **We are not violent or threatening toward any members of our community and do not do anything to harm ourselves as this type of behavior interferes with recovery efforts. Serious physical violence or threats/posturing/intimidation/possession of or concealing of any form of a weapon will result in an IMMEDIATE DISCHARGE.**
3. **We respect each other's boundaries, remain focused on our treatment goals and DO NOT GET INVOLVED IN ANY SEXUAL ACTIVITIES WITH OTHERS OR BECOME INVOLVED IN ROMANTIC RELATIONSHIPS WITH OTHER RESIDENTS IN TREATMENT. Repeated covert behavior involving the opposite sex (passing notes, gestures, talking etc.), engaging in sexual activity or romantic relationships with others or physical contact in treatment will result in IMMEDIATE DISCHARGE.**
4. **We do not smoke or chew tobacco products on Rimrock property, recreational outings or home/day passes as we work to become mindful of our health and practice skills for relapse prevention. This can result in IMMEDIATE DISCHARGE.**

5. At all times we follow staff direction RESPECTFULLY and do not give verbal feedback if we do not agree with a particular rule or expectation. If you have issues with program rules or expectations you are asked to speak with the management.
6. Sexist, racist, homophobic or oppressive language or behaviors are NOT TOLERATED! Making inappropriate sexual comments or conversations about past sexual activities, desires, or sexual thoughts would be considered extreme boundary violations as it can un-intentionally "trigger" or evoke emotions/insecurities/past trauma in those involved in the conversation or those who might overhear it. Clients are to refer to one another by using their first names only. No nicknames, last names or other labels that could intentionally or un-intentionally create conflict on an interpersonal level.
7. We do not steal/hide or accept possession of anyone's belongings, as we all respect one another's personal items and space. We recognize that theft, covert behavior and dishonesty are relapse prone behaviors.
8. We respect one another's personal space by not entering another's room. Do not go into another's room at any time. This could result in a loss of level and/or privileges.
9. We do not pierce, stretch, or tattoo ourselves or one another while in treatment, as it is not a sterile environment and can lead to infectious disease. Writing on ourselves can be considered tattooing.
10. We respect our living space and do not destroy or deface any of our own, our peers or Rimrock's property. Destruction of Rimrock Trails or another's property will likely lead to criminal charges and you will be responsible for the cost of all damages and repairs that must be made as a result of your behavior.
11. We do not leave treatment or staff's sight without permission.
12. To keep our community safe, we do not keep secrets and do not keep knowledge of any peers who have broken these rules to ourselves.

Rule Violations/Crisis Management

When a resident breaks a rule the following will occur:

- 1) A verbal intervention/warning from staff encouraging correction followed by the appropriate loss of scores.

If the resident repeatedly breaks a rule they will be placed on one of two Individualized Levels:

- 2) **INDIVIDUAL GUIDANCE LEVEL (G-LEVEL)**
 - The client is moved to an area away from the other residents. This will also be reflected in their scores.
 - For a GUIDANCE LEVEL the resident will be given a RE-FOCUS ASSIGNMENT and will

remain on GUIDANCE LEVEL until they can review the assignment with the next available case manager. ****Only a Case Manager can authorize the client to rejoin the group.** However, any staff member has the right to place any client on a Guidance Level to gain or maintain control of the group.

3) INDIVIDUAL SAFETY LEVEL (“SAFETY”)

-A client can be placed on SAFETY without verbal warning. A client will be placed on SAFETY for verbal aggression, threats of aggression, inappropriate sexual behavior, and abusive or assaultive behavior towards other clients or staff. ***Any of these behaviors can result in IMMEDIATE DISCHARGE.**

***Any client who is believed to be an immediate risk of harm to self or others, (including client’s believed to be a high run risk), any client who engages in self-injurious behavior or who has reported thoughts/feelings of self-harm/suicide will be placed on IMMEDIATE SAFETY STATUS and will remain on SAFETY until he/she is removed by a Case Manager or with Administrative approval. ** Client must be provided a no-harm contract and must be willing to sign the contract before being removed from Safety.**

-For SAFETY placement, the client will be moved to an area away from the other residents where he/she will be under constant supervision. His/her shoes will be removed and staff will ensure that the client does not possess anything which could be used as a weapon or agent for engaging in self-harm. This may include room/building searches. If a client remains on SAFETY or GUIDANCE throughout the night, their mattress will be brought into the dayroom and they will sleep under constant supervision.

*******THE ON-CALL ADMINISTRATOR WILL BE NOTIFIED WHEN A CLIENT IS GIVEN A G-LEVEL OR PLACED ON SAFETY STATUS THAT IS JUDGED TO POSSIBLY INVOLVE LEGAL ACTION OR HARM TO SELF OR OTHERS. *******

- **All Guidance and Safety Level placements result in a CONSEQUENCE and may include:**
 - A written assignment; this will be faxed to the PO.
 - Loss of passes, calls, visits, recreational activities or other privileges;
 - Movement to a lower level in treatment (determined by Case Manager);
 - Po’s and parent/guardian informed;
 - A flat score of 0 will be given for the day the client was placed on guidance.**
 - Loss of access to Recovery-Reward Store for the week.
 - 2 Guidance/Safety Levels=REFERRAL for staffing at the next staff meeting and a possible behavioral contract.

4) PLACEMENT ON BEHAVIORAL CONTRACT

- **If the behavior continues, the client will be placed on a BEHAVIORAL CONTRACT or a LAST CHANCE CONTRACT (depending on the severity of the offense). No passes are approved while on a contract.**

5) PLACEMENT ON RESTRICTION (In-House Suspension)

- **This is the last measure before DETENTION or DISCHARGE. PO’s and parents/guardians are contacted immediately.**

RESTRICTION STATUS includes:

-Permission from the on-call administrator/management must be given before placing a client on restriction and will occur after the previous interventions failed to produce change.

- No activities or interaction within the residential community for 48-72 hours. Clients on restriction will be expected to attend educational groups.**

- ii. The person on Restriction will be required to complete all kitchen chores at all meals and/or additional chores/community service as assigned.
- iii. Time will be spent working on Individual Treatment Plan Assignments, with time allowed for exercise and personal time.
- iv. Points and store privileges will be lost and client will be given a flat score of 0 during days on Restriction.
- v. No phone calls, visits, outings or passes are approved.
- vi. Client will be required to meet with all individuals (clients and staff) involved in the incident that lead to placement on restriction.
- vii. Complete a "Request for Re-entry paper" where you will make a case as to why you should be allowed to stay in treatment, take accountability for your actions, make apologies where needed and specify the exact changes you plan to make in order to avoid further problems that lead to your placement on restriction.
- viii. Present the "Request for Re-entry" to their case manager or counselor on shift and then present to the group.
- ix. A copy will be faxed to your referral source and your parents.
- x. Participate in receiving feedback from the group on your problem behaviors and program re-entry.
- xi. A meeting will be held with your case manager, the program manager and, your referral source.
- xii. Any refusal to comply with the terms of restriction will result in a Probation Violation, Detention or Discharge from treatment.

*****Clients who return from Detention will be placed on a LAST CHANCE CONTRACT and the next Guidance or Safety Level will result in DISCHARGE.*****

Recovery-Reward Store

The Recovery-Reward System was designed to support, encourage, reward and recognize a youth for demonstrating change in regards to his/her personal treatment goals and meeting program expectations.

Point System: All clients at Rimrock Trails will earn weekly points based on scores. These points will be logged in an account book. The points can then be exchanged once a week for various incentives/rewards at the Recovery-Reward Store. The amount of points earned each week will be based on your weekly average score. Points are calculated by multiplying your weekly average score by 100. Therefore, a score of 1 would equal 100 points, score of 2 equaling 200 points and so on. The "cost" (in points) of incentives will start at a low end of say 400 points to a higher end; with the incentives consisting of items such as soda, candy, ice cream, crafts (yarn, crochet hooks, crayons, markers etc), silly putty, personal journals, extra phone time, phone card, hair cut, DQ tokens etc....). Points can be saved in order to purchase higher end items. Clients will never lose their points earned. However, if a client is dropped a level based on their score, fails to participate, or is placed on a Guidance or Safety Level, they will lose Store privileges for the week, but will retain their points.

***The points of client's who are unsuccessfully discharged from the program will be collected and converted into dollars and used for special privileges, recreational outings, games and equipment for the remaining clients.

***The winner of the Role-Model award each week will become the "Store-Manager" and will be responsible for managing the points used for exchanges or purchases from the Store.

Damage Repair: If a client is being charged for damage repair they will continue to earn points; however, points will be converted to dollars (1.00 for every 100 points) and their points will go towards the balance owed for damages until the debt is paid off. Consequently, they will lose Reward Store privileges during that time.

GROUP LIVING RULES/MILIEU

When a group lives together, there must be basic rules to provide guidelines for coexistence.

The most important rule that you can learn is to ask. Throughout your placement there will be situations and problems that you will encounter. We ask you to **ASK** Staff first. Do not assume that anything will be okay. The answer **"I didn't know"** is not an excuse and will not be accepted. It is your responsibility to learn the rules and be accountable to follow the rules. You will learn about group consequences and how your behavior can impact others.

Five-foot rule: in order to ensure our clients' safety, and to respect our personal boundaries, male and female clients are to maintain a 5-foot distance at all times. Clients who violate this rule or who "relationship-build" will be required to maintain a 10-foot distance and are subject to additional consequences including IMMEDIATE DISCHARGE.

Outpatient clients: Residential clients are to have no contact with Outpatient clients, unless supervised during a treatment activity.

Bathroom Breaks:

*Before transitioning from one activity to the other, clients will be taken to the bathroom as a group (client with laundry are required to change their laundry at this time only). Individual trips to the bathroom will only be allowed on an emergency basis.

*It also means that we do things in an orderly fashion. **Being quiet and "listening-up"**, asking appropriate questions, and then moving as an orderly group, without running, shouting, etc. The group is to maintain an appropriate volume level in the building and on outings.

Spitting: Spitting is not allowed! Clients are to ask for a tissue and dispose of it in the garbage can. Spitting can jeopardize safety as it is a sanitation/hygiene issue.

Room Assignments/Maintenance: Room assignments are made when a client comes into the program. You and your roommate(s) are responsible for the cleanliness and maintenance of your room. There is an assigned time each day in the morning schedule for you to take care of cleaning your room and the bathroom. In addition, you are expected to keep the areas of your drawers and closets clean and tidy. Your score for morning tasks will reflect these efforts. You and your roommates will be held accountable for any contraband in your room.

It is your responsibility to properly make your bed. If you do not know how to properly make your bed, ask for staff assistance. A properly made bed consists of:

- 1) Mattress cover
- 2) Two sheets, tucked in (that you sleep between)
- 3) A pillow with a pillowcase cover
- 4) A blanket
- 5) A bedspread tucked in. Blanket folded on the end of your bed

Bedding is to be laundered weekly on Saturday or Sundays.

Decorations: You are to ask permission of your counselor to hang any posters, pictures or other room decorations. Staff will initial and date approval for all pictures/posters. You may not post any items on doors, ceilings or curtain rods or in bathrooms.

Pets are not allowed in the building; however, with staff approval, your pet can visit with you outside but **ONLY** with prior approval. You must petition for this privilege.

Posters, pictures, signs, etc., that promote drugs, sex, violence, Satanism, gang activity, anarchy signs, or other motifs that are contrary to our recovery theme, are not appropriate. Persons hanging such items will be held accountable even if a staff unknowingly allows it. Accountability starts with clients reading and learning the rules while at Rimrock.

Room Arrangement/Access

ALL CLIENTS ARE TO ASK TO GO DOWN THE HALL AND ASK TO COME OUT OF THE HALL. THIS INCLUDES ASKING TO GO TO THE TIME-OUT ROOM.

During waking hours, your door will be locked. Bedroom doors will be opened during designated times throughout the day. During sleeping hours, **doors are to be left open at least 18 inches.**

Beds are to be placed with the head of the bed against the wall away from the desk wall. The bed closest to the window must be at least 2 feet from the wall. Beds should not be placed in a manner to block access to the door. Beds are to be kept in a flat position, not elevated. **Beds are not to be pushed together.**

You may NOT go into any bedrooms other than your own. If you are seen in another room, you will receive a score of 0 or 1. You may be dropped a level and have to re-apply. **Clients are not to enter the opposite gender's hallway. This is a zero tolerance offense and could lead to IMMEDIATE DISCHARGE.**

Your room may be searched at any time for contraband or to check for cleanliness. **EACH PERSON IN THE ROOM MAY BE HELD ACCOUNTABLE FOR CONTRABAND IN YOUR ROOM.**

Showers:

Due to schedule restraints, three to six clients will shower at the same time. No individual showers will be allowed. Clients who are waiting to shower will do so by lining up in the hallway (may sit on the

floor, read a book etc). This will ensure that clients in the showers and those clients waiting to shower are visible to staff. As clients are to be within staff sight at all times, you must get all needed items (clothes, shoes, towel etc) from your room and have them with you as you wait in the hall. You will not be allowed to re-enter your room to get forgotten items. When all clients are done showering, you will all be allowed back in your rooms to put your belongings away. This will be done as a group to ensure adequate supervision.

Snacks:

Snacks are provided twice a day, at a school break in the morning and late in the evening. Snacks/juice are to be eaten at the table in the dining area. Food is not allowed in rooms unless prescribed by staff on a designated sick day. Graduation cakes are to be eaten at the tables as well.

Damages/graffiti:

Please refer to the Damage Policy section of this manual for information regarding consequences for these actions.

Random strip searches/urinalysis testing:

When you first enter treatment there will be a thorough strip search of your person and all possessions. You will also be asked to submit to urinalysis testing, commonly called U.A. After every pass you will be searched upon re-entering the program, and, after home visits or any other time you are found to be out of staff sight, you will be asked to submit to a U.A.

As you continue in treatment, there may be other occasions where random searches will occur or, when you are asked to submit to a U.A. The reasons are obvious: we do not trust the disease of addiction, and it is our responsibility to insure the safety and well-being of all who reside in the program. Therefore, whenever we suspect that any form of contraband is in the facility, we will search your person and/or room and in some cases request that you submit to a U.A.

After home visits UA's must be done within 4 hours after returning to the center. One 6-ounce glass of water may be drunk to aid in urinating. If you attempt to alter your UA, testing will show this. You are not to drink excessive amounts of fluids before returning to Rimrock. A UA may be considered positive for drugs, if it is abnormally diluted. It will be imperative that you use good judgement in regards to the amount of fluids you consume before returning from your pass.

Harassment and Intimidation

Harassment and intimidation of other clients or staff is never allowed. You may be IMMEDIATELY DISCHARGED from Rimrock Trails if you harass or intimidate other clients or staff members. Examples of harassment and intimidation include (but are not limited to):

- Sexual harassment (sexual advances, leering, making sexual gestures, "dirty" jokes)
- Threatening language
- Physical assault (hitting or kicking people or objects)
- Threatening physical assault (verbally threatening to hit someone, or pretending to hit someone by punching close to the person's body)
- Rude gestures ("giving someone the finger," etc.)

- Hazing new clients
- Ganging up on one client
- Posturing toward a client or staff

VEHICLE RULES

The following rules apply whenever clients travel in one of the company vehicles:

1. Genders will be separated by a staff member.
2. The staff will assign a client to the front seat. You may not "call shotgun" or claim the front seat based on being the senior client. Staff will assign all clients to their place in the van.
3. You must wear seatbelts whenever the vehicle is running. Pretending to fasten the seatbelt will result in a score of "0." This is a zero tolerance offense and could lead to a loss of levels.
4. You must keep your head, arms and all other body parts inside the vehicle at all times.
5. Do not throw anything from the window.
6. Do not yell at people outside the vehicle.
7. Remain seated, facing forward, whenever the vehicle is moving or the engine is running. Do not turn in your seat to talk to the person seated behind you. Do not place your arm over the back of your seat.
8. **Drinking and eating are never allowed in the vehicle.**
9. **Never engage in horseplay, rowdiness or loud behavior in the vehicle.** If the group is out of control, the driver will pull the van over until order is restored. They may choose to return to the facility. If this happens, clients will do case management assignments for the remainder of the shift with all privileges suspended. The driver or other staff may also require clients to ride in silence.
10. Clients may not drive the vehicle or sit in the driver's seat for any reason.
11. The driver will always be the first person to mount and the last person to dismount the vehicle. Stay with the vehicle until everyone is dismounted and the driver has joined the group.
12. Clients are **NEVER ALLOWED TO HAVE ACCESS TO VAN OR OTHER VEHICLE KEYS!**
13. **The radio station 94.1 (and/or those similar to it) are NOT ALLOWED.**
14. **If the radio is on, clients are not allowed to talk. If clients begin to talk, the radio will be turned off.**

CLOTHING & NECESSITY LIST

The following is a list of **the maximum number of clothes** you should bring. You should bring enough clothes to last through a 7-day week but not so many clothes that it takes away from the space of roommates. The staff at Rimrock Trails always reserves the freedom to judge if clothing is appropriate or not. No see-through clothing of any kind is allowed. No client is to be in the day area in nightclothes. Females must always wear a bra when out in the day area.

PANTS: No more than **10 separate** pieces including jeans, slacks, (which fit up on your hip without the use of a belt) (i.e. no baggy or saggy looks), shorts and skirts (for girls). Several should be jeans, one pair should be an athletic fitting, non-baggy, type. If you own a pair of nylon pants, please bring them with you to treatment. Skirts should be no more than 2 inches above the knee. Pants and skirts must not have any holes or rips. Two belts will be allowed. Wearing of shorts is by

permission of staff, only during warm weather beginning June 1st.

SHIRTS: No more than **10 separate** pieces, several should be t-shirts. Shirts must not promote drugs (including tobacco products), violence, death themes, negative attitudes, gang activity, Satanic or hate symbols. Shirts must not portray rock groups who are known as drug using groups, or who promote violence or counterculture themes. No tank tops, low neck lines, or muscle shirts. Shirts must not have rips or holes. No sleeveless shirts. Shirts must cover the stomach when your hands are raised. Plain white or mostly white shirts are **NOT ALLOWED**.

DRESSES: For females, no more than **2 dresses**, the length of which should be no more than 2 inches above the knee, and with a conservative neck-line. No see-through dresses.

SHOES: No more than **5 pairs** of shoes: 2 pairs of tennis shoes, 1 pair of flat street-type shoes, 1 pair of boots, 1 pair of sandals, and 1 pair of house slippers and/or flip flops. You are encouraged to bring a pair of hiking boots if you own them.

UNDERWEAR: For females, no more than **10 pairs** of panties and **7 bras**, with at least one pair each of athletic type of underwear. For males, no more than **10 pairs** of underwear, with at least one pair of supportive athletic underwear.

SOCKS: No more than **10 pairs** of socks or nylons. If at all possible, one pair should be wool for hiking and climbing.

SWEATERS: No more than **4 sweaters** or sweatshirts. (Included as tops)

COATS: No more than **2 coats**; 1 heavy coat and 1 lighter jacket.

SEASONAL: Throughout the year, swimsuits can be used. Females should wear a 1-piece **type** which is conservative in nature (suits need to be approved by your counselor). Males should wear loose-fitting, boxer type; no spandex. In the **Winter**, gloves, a stocking hat, wool socks, longer underwear, boots, and snow clothing should be brought. In the **Summer**, shorts (**no spandex or short shorts**), and sandals should be brought. The wearing of shorts must be approved by staff on a daily basis.

MEDICATIONS: Only prescribed medication will be allowed in treatment. Any current medical issues, allergic reactions, and dietary needs should be noted at intake. All other medication, such as for pain, and vitamin supplements will be provided.

TOILETRIES: Shampoo, soap, deodorant/antiperspirant, toothbrushes, toothpaste, razors, and towels will be provided for clients who need them. These items may be brought from home **ONLY** if they are new, Unopened and do not appear to have been tampered with. Clients are asked to bring their own unopened container of toothpaste (still in the box), bar soap, unopened bottle of shampoo and conditioner (if it appears tampered with it will not be allowed), unopened new toothbrush and hair brush. Clients may also bring lotion and face wash as long as it does not contain alcohol, is new and unopened. Chapstick is allowed only if brought in an unopened container. . **No finger nail polish or polish remover. No products with alcohol or agents that have intoxicants in them (i.e. Mouth Wash etc) will be allowed. Any products which appear tampered with or are suspected**

of being tampered with will not be allowed. Any product that has been previously used or is open will not be allowed. All products including hair and tooth brushes must be new and unopened.

HATS, JEWELRY, AND MAKE-UP: Bring a beanie and a sun hat with you to wear on recreation outings. After reaching level 3, you may wear the hats at other times as well per staff direction. Jewelry may be worn on Level 3. Jewelry may never be worn on camping trips or outings. Make-up is not allowed. There should be no more than **2 hats, 10 pieces of jewelry**. Expensive items of jewelry or family heirlooms are not allowed as we cannot accept responsibility for them. **NO PEIRCING'S ALLOWED AT ANY TIME.**

If you come in with jewelry piercings they will be sent home at intake.

Staff are not responsible for personal jewelry.

If you attempt to re-pierce any past piercings you may lose your levels.

STUFFED ANIMALS: You may have one stuffed animal or a transitional item when you reach Level 2. However, the final approval of all items is by the staff.

MONEY: There is no need for money to be brought to treatment, unless it is specifically needed for clothes or haircuts.

MUSIC: THERE WILL NOT BE ANY PERSONAL TAPES, CD, TAPE/CD PLAYERS, TV's, VIDEOS, OR VCR's throughout your stay at Rimrock Trails.

RECREATIONAL GEAR: You should bring hiking boots, fleece sweatshirts, and nylon pants, if you own them. There is no need for any other recreational gear to be brought to treatment. All recreational items, such as skateboards, musical instruments, and electronic games, and bicycles, will not be allowed until after being in the program but can be petitioned for once on level four. Then will only be allowed with permission from the Program Manager.

PICTURES, PHOTOS, AND POSTERS: Pictures, photos, and posters will not be allowed to be hung in the bedrooms until you reach level 2. However, you may bring photos of family members (only) and keep them in your personal box. All other pictures and posters must be approved by your counselor before bringing them to treatment (Counselors will initial and date all items approved on the back of pictures/posters). Do not bring valuable keep-sake items to treatment.

SCHOOL ITEMS: Pencils and paper will be provided. You may bring your own pencils and paper if you wish, but no ink pens are allowed. Specific schoolwork should be brought if possible, including books and assignments.

IDENTIFICATION: A social security card and a birth certificate must be brought in order to be admitted into treatment. If you are currently getting Adult and Family Services (AFS) benefits, you can get a copy of the social security card and birth certificate from your local AFS branch.

INSURANCE: Please bring insurance cards and any special prescription cards with you when you come to treatment. We will require proof of family's yearly income in order to determine the amount charged for treatment. You will likely be required to submit an initial down payment prior to

entering treatment. The payment will discourage family members from responding to their child's initial plea to rescue them from treatment (this is typical and expected of new clients) and can be used to ensure payment for any medical care provided within the first few weeks of treatment.

CLOTHING/DRESS CODES

1. At intake, all of your personal effects will be screened and inventoried. Any articles that are inappropriate will be held in storage or subsequently sent home.
2. Clothing is to be in good repair, **free of holes, tears**, missing buttons, etc.
3. Very expensive items of dress or jewelry are not allowed
4. Shoes are to be worn in the center during all seasons. Shoes must be tied appropriately.
5. **You are not to loan, trade or sell your personal effects.** The program will not be responsible for lost, loaned or damaged clothing.
6. Modest pajamas or nightwear are to be worn while sleeping. **Boys and Girls must at least wear shirts and shorts;** Once the change has been made to your nightwear **you must stay in your room;** the only exception is the bathroom. Nightwear is not to be worn to the staff station, daily area or to meals.
7. Coats and long pants are required during cooler/winter weather. Staff has the discretion to approve wearing shorts in warmer weather. You must ask staff at the start of each shift if wearing shorts is approved. Shorts must reach the tips of your fingers when your arms are held down at your sides.
8. Inappropriate Clothing Dress & Attire defined:
 - A. T-shirts or brand name clothing that have drug or alcohol messages/suggestions (ex. *billabong*). Shirts with rock groups known to be "users", or who advocate violence or counter cultural themes. Skulls, satanic or hate symbols, swastikas etc are not allowed.
 - B. Sports bras worn as tops, see-through or mesh fabrics, sleeveless shirts of any kind are not allowed
 - C. Cut-offs above front pockets are not allowed.
 - D. Spandex, or other overly tight clothing are not allowed.
 - E. Swimming Suits (other than on recreational outings). No tight suits for male, and no two piece for females
 - F. No gang colors, emblems or other styles identified with a group or gang (ex. south pole brand).
 - G. Slippers may be worn after shower and before bedtime, but **not during the day.**
 - H. No Bandannas
 - I. No Tank Tops
 - J. No hats or sunglasses in the building.
10. Jewelry is allowed after reaching Level 3. Inappropriate jewelry is that which has symbols of drugs (marijuana leaf, mushrooms). Tattoos: No tattooing is allowed while clients are in the program or on home visits.
11. Haircuts: The program will arrange for clients to get a haircut when requested and on Level 2. Clients with personal money, or adequate accumulated points, will pay for their own haircuts.
12. Clients are not allowed to cut their own hair, dye or shave their head while in the program or on home visits.
14. Sunglasses can be worn on Level 4. Sunglasses are not worn in the center at any time.

Residents may wear sunglasses on outside recreational/field trip outings. Sunglasses are not allowed during recreation or games that could result in broken lenses and/or possible eye injuries. Sunglasses are to be turned into staff and placed in personal boxes after outside activities.

15. Hats are considered similar to jewelry and will be allowed once on Level 3. **They may be worn outside the center only, and will be removed when entering all buildings outside Rimrock Trails.** They may not be worn turned backwards or pulled down over the eyes. On recreation outings staff may determine if it is appropriate to allow hats.
16. **Pants are not to excessively sag and are not to show boxer shorts or underwear. No excessively baggy clothes. Pants must be worn up on the hips. Clients may be required to wear a belt with all pants having belt loops.** Belts must not be excessively long. **Clients who continually dress is a matter inconstant with these rules will be issued sweat pants/t-shirt and this is all they will be approved to wear.**
17. If approved, wallets may be given on Level 4, without ID/money. Only approved phone numbers and pictures may be carried in the wallet.
18. Jackets and coats may not to be worn in the building. Sweaters and sweatshirts may be worn.

DAMAGES/VANDALISM

During your stay with Rimrock Trails, you are responsible for the cleanliness and safekeeping of your area. **It is never considered "okay" to damage property.** If you take your anger or frustrations out on our property, by hitting and/or kicking walls and/or doors, or maliciously damaging any property of the facility, **you will be financially responsible for the repair or replacement and will be legally charged.**

DAMAGES: Any intentional damage that you cause will result in you being charged with property destruction. Based on your attitude and any past incidents, staff will determine if you are to be officially charged -- meaning that a Police Officer will come to the center and a complaint against you will be filed. **A willful act of damage will also result in lowered scores (zero), and a week of Entry Level privileges (at a minimum).** Staff will determine other consequences as appropriate. The Executive Director will determine the cost of repairs/replacement and a damage report will be presented to you outlining the cost and method of payment.

GRAFFITI: Please do not write or scratch in any marks in your room, on school desks or anywhere else throughout the center. It will be your responsibility to either remove by washing, sanding, painting or paying for the same to be done. In addition, if you supply the labor, a fee for needed supplies (sandpaper, etc.) will be assessed. **If you avoid personal responsibility for this Graffiti, you may be charged with vandalism and charged a flat fee, assessed by the Director.**

TAMPERING: For the safety of our clients, we have installed a security system in each room and at the end of each hallway. This system is activated at all times to alert us to people attempting to come and go from the center. **Any tampering with these systems will result in all clients in that room having their level suspended until full honesty & responsibility is taken. If honesty & responsibility is not reached, then the entire group involved will each be charged accordingly.** Window screens that are damaged will be treated in the same manner as damage to the security system. Any damage to screens will result in an automatic charge including any service charges.

Do not attempt to correct any electrical, plumbing or maintenance problems. Report these problems immediately to staff.

ILLNESS POLICY

Clients will be expected to participate in all activities unless they have a **high temperature, are vomiting, have diarrhea, or other physical impairment (i.e. knee injury)** that prohibits participation as *written by prescription from a medical doctor*.

Illness will be verified by physical evidence and/or personal witnessing by the staff. If it is determined that you are in need of medical or dental services an appointment will be made for you.

Those unable to participate because of illness will be expected to stay in their bed for the entire day and only be up for use of the bathroom.

1. Clients who are on a sick day are expected to take their meals in their rooms. It will be the discretion of staff on duty to request a diet of **clear liquids** for clients if necessary (i.e., **clear broth, juice, etc. based on physical symptoms**).
2. During illness, clients may not make or receive phone calls.
3. Clients are to remain in bed and may read/write program literature or Residential Counselor assignments only. **No magazines or library books.**
4. Clients are to accept illness without being disruptive, rude, or having fits of anger. If clients accept illness in an appropriate fashion, their sick day will not be included in their scoring average. **If negative behavior occurs, or if you use illness as a manner of escaping problems you will be graded with scores of less than 5.**
5. Sick day without verifiable reasons will result in **scores of less than 5.**
6. When staff believes that the "illness" is caused by an **emotional withdrawal, depression, or malingering (faking)**, the client will be expected to have a counseling session regarding the problem immediately after recovery.
7. If client "suddenly" gets well, they are to remain in their room working on writing or reading assignments for the remainder of the day.
8. Detoxification: During the first two weeks of treatment if a client is still detoxing he/she may have a one-hour nap mid-day or more if needed. This may not be during group, and the time must be decided at the discretion of staff. Additionally, one extra juice at meals may be given as well as ice chips during the day.

LAUNDRY SCHEDULE AND SATURDAY BAG

Laundry Schedule:

So that all clients are assured equal time with the washers and dryers, and so that all clients have a specified time each week to wash bedding and towels, we have established a permanent laundry schedule by room. This schedule is posted at the staff station. You are responsible for doing your laundry on your specified day. **This is mandatory.** If you are scheduled for a laundry day you must take all dirty clothes you intend to wash out of your room in the morning and place them in the

bathroom to be washed before meditation. You will not be allowed back in your room to gather additional laundry after that time. **All of your laundry must be washed, dried and put away before bedtime.** When one load is washed and dried, it should remain in the bathroom until all clothing is complete. You will be given permission to take them back to your room during rest and relax or bedtime (when everyone goes as a group). Any clothing left in the laundry area or machines will be Saturday bagged. If you cannot do your laundry on your specified day due to a sick day or a need to have laundry done prior to your day, (i.e., to meet a home visit schedule) consult staff with your request to vary from the schedule. This will be granted on a case-by-case basis. **Do not assume that you can do laundry just because the washers and dryers are vacant.** If it is not your specified day, it is the right of those who are scheduled to have first priority anytime during their day. For health and sanitation reasons, all bedding should be washed **weekly and separately from others belongings.** The responsibility for having appropriate and clean clothing is yours.

Towel Policy:

A towel and a washcloth will be given out on Sunday and Wednesday mornings. You will be assigned a number corresponding to your towel. They need to be turned in on Saturday and Tuesday evenings for washing.

Saturday Bag:

If your clothing (clean or dirty) is left out in your bedrooms or bathrooms, the day room or any other place, it will be picked up by staff and placed in the "Saturday Bag". These clothes will not be accessible until the next Saturday morning when you may retrieve any of your articles.

Due to health and safety reasons, all rooms in the center must be kept reasonably tidy and clean. Clothing items left strewn around your room, piled under beds or otherwise dumped in your rooms may also be added to the Saturday Bag. If you are going on a weekend home visit and you have had a majority of your clothing added to the Saturday Bag (or at least items you need for your pass), make your request to a staff member on duty to have your items released early.

MUSIC POLICY

Goal: Music in the program is intended to be relaxing, and to lessen the stresses of residential living. The music, words and themes are to support the recovery process.

Music is an earned privilege. When clients have free time, or have accomplished all of their assigned tasks, music may be played at the discretion of staff. Lyrics promoting drugs, sex or violence are prohibited.

Policies:

1. Personal stereos, walkmans, music/video cassettes, CD players, radios and/or alarms clocks or electronic games are not permitted in the program. If a client does bring these items to the center, or receive them as a gift, they will be placed in lock-up and sent home with the first available parent or guardian. Self-help, inspirational, and/or cultural/religious tapes are permitted with permission of the shift coordinator.
2. Program stereo/Cassette Player: Only staff may turn this on. The volume and base/treble setting are not to be changed from the levels marked on the dial. Clients are not allowed in

the staff station where the stereo and tapes are kept. In addition, we have obtained a program **portable cassette** player. This is for program tape use only, i.e., **recovery tapes, 12 Step materials for assignments, etc., and not for recreational music use. It must be checked out and returned after the assignment is complete.**

3. Music may be played until bedtime, 9:30 p.m. Music may be used for wake-up at 5:45 a.m. in the morning. No music is to be played during the nighttime hours from 9:30 p.m. to 5:45 a.m. **Exception is soft and relaxing tapes played for 30 minutes after lights out.**
4. Van or other vehicle: Music may be played at a reasonable level. Stations are selected by the staff.

Prohibited music includes music or musicians that promote drugs/alcohol, sex, violence, anarchy or satanic themes, also lyrics that are vulgar, profane or promote unhealthy viewpoints (putting down individuals, genders, ethnic groups, etc.).

All tapes, CD's, or videos (PG-13 only) are to be approved by the shift coordinator or program manager.

PASS REQUEST POLICY/GUIDELINES

Weekend/Day Passes:

1. To be eligible for overnight weekend/day passes a client must have advanced to Level 3 or 4. Passes granted before Level 3 are termed therapeutic. Therapeutic is not just a pass to go home. **There must be some therapeutic value.**
2. Pass forms must be completed with a **detailed hourly plan.**
3. Weekend passes will be scheduled to begin no earlier than 8:00 a.m. on Thursday and terminate no later than 3:00 p.m. on Sunday, unless travel arrangements prohibit this. Pre-approval from the clinical team is needed for alternate times and dates.
4. When a client returns from a home pass, his/her parents must attend the Sunday Family Group at 3:30 pm. This is a vital component to the recovery process. It will allow the family time to debrief from the home visit and discuss any problems that may have occurred. It will also allow the staff to observe family dynamics.
5. Day passes will need to correspond to the appropriate weekend recreational schedule.
6. All passes must be signed by a counselor, program manager and approved by parents/referral agency if on probation or custody of SCF.
7. All passes must be presented at the Wednesday staff meeting of that week. If the client does not meet the pass criteria described above, and the staff feels that it would be beneficial to the client's treatment that they get a pass, it will be termed a therapeutic pass, and requires the approval of the program manager.
8. **All weekend/day passes may be revoked at any time.**
9. Passes are for the purpose of developing a working relationship with your parents or guardians. Therefore, at least the first pass is considered house close and you must be supervised by an approved adult at all times. Contact in person or by phone with friends or present and past clients may not be made at all on the first pass. On the second pass, if deemed therapeutic, contact can be made with persons approved by your case manager.

10. Clients on passes are required to call into the center on daily basis to check in. Leaving a message on the machine is not considered sufficient check-in. Clients who neglect to do this will have 2 days of entry level privileges upon return as a consequence.
11. Smoking or any other use of nicotine products on a pass is prohibited. Clients who do so will return to entry level upon return and be given a smoking cessation assignment by their Residential Counselor.

RECREATION

Experience a "natural" high -- our recreational activities are designed to provide you with new experiences in a clean and sober life and a fun, constructive use of free time.

Recreation is an opportunity for supervised risk-taking in treatment. It requires risk-taking to make changes, to share weakness and to acknowledge you are afraid or fearful.

Learning to play and let your free, natural child come out is exciting, fun and provides a release to a lot of the tension that builds up during treatment.

Many clients really have not tried different sports or activities, i.e., swimming, bowling, rock climbing, etc. These sports can become long-time companions to use to release energy, burn off frustrations or simply provide things to do when you're "bored".

Participation: Recreational activities are group activities and we expect that all clients will participate. Not participating will be reflected by lower scores and loss of Recovery-Reward Store privileges.

Safety: In all sports/activities the following rules will apply:

1. There is no horseplay.
2. Practice good sportsmanship at all times.
3. Practice awareness at all times.
4. Aggression will not be allowed under any circumstances.
5. Teasing and put downs will not be tolerated.
6. Always follow staff direction.
7. Staff will brief clients before an activity and establish "off limit" places, activities or hazards.
8. No physical contact.

In-Sight: Clients are expected to remain in sight of staff, be it swimming, hiking or other indoor activities. Clients must ask permission to be excused for bathroom breaks, trips for water, etc. Staff is to be in front and behind the client group; clients are not to go ahead of the staff in front or fall behind the staff in back. If they do, they will be strip searched upon returning to the building. All client's will be subject to a "pat down" upon returning to the building.

Swimming: Staff will go over swimming rules as posted for the Bend/Redmond Swim Centers, or at the Prineville Pool. We follow their rules. In addition, our rules are:

1. No mixed genders in the pool. Maintain appropriate distance--5 feet or more
2. No dunking or wrestling in pool at any time

3. Ask permission to go to dressing room and/or bathroom. All clients must go as a group.
4. Do not leave swim center grounds.

Swimsuits must be approved by staff before they are worn. Only one piece suits for the girls. No holes, no spandex or overly revealing styles.

There is no swimming in lakes or rivers; wading up to the knee level may be approved. If we have a certified life guard on shift you may be allowed to swim in a contained area.

Other Summer Recreation: In addition to swimming, we partake in many of the recreational activities common to the Central Oregon Area. On weekends and during school breaks we commonly hike, rock climb, or go camping.

Winter Recreation: During the winter months there exists the opportunity to cross country ski, go sledding and/or tubing and to partake in snowball fights. In each of these activities there exists the potential for problems. Clients should pay attention to the guidelines given by staff. We must make sure that we are considerate/safety conscious of each other and other people who may be present. There will be no snowball fights unless staff are present and supervising the activity. Friendly, soft throws with snow that is loose is appropriate, versus hard packed, wet snowballs. Do not try to put snow down the necks of others and do not bring snowballs inside the center, any other building, or the van.

Recreation Area Designated: Hackey Sack may be played outside on the lawn or at the gym or park, not in the hallways or rooms. When played in the hallway or rooms, we end up with marks on the walls. Hackey sacks are to be kept in personal boxes and checked out through staff. There will be no mixed-gender hackey sack. **NO SPORTS EQUIPMENT OF ANY KIND WILL BE ALLOWED IN THE RESIDENTIAL LIVNG AREA.**

Gym: There will be no mixed gender basketball. With permission from the supervisor on shift or on-call administrator; males and female client's can play on the same side of the court in volleyball ONLY to even the team if necessary. This will not be allowed if the teams are off balance simply because there are some who are refusing to participate. All clients are expected to play; when playing volleyball. Males and females generally rotate turns when playing basketball and volleyball. Eating is not allowed in the gym. The doors to the gym must be kept closed and locked when not in use.

Weight Lifting Gym: The weight room will only be used when staff is present. There will be no mixed genders in the weight room. Only one person may use machines at a time. A spotter must supervise all lifting. Clients should lift appropriate weight levels.

RELATIONSHIPS IN TREATMENT

Every alcohol and other drug treatment program discourages its participants from having intimate relationships while in the early stages of recovery. Rimrock Trails is no exception to this. For those not experienced in what happens in treatment, this discouragement of building relationships might seem strange. Why would someone discourage a relationship at the time when you seem most in need of support?

There are several reasons why this must be, and it is helpful to know and understand these reasons:

1. Keep the FOCUS on recovery.

The effects of alcohol and other drugs reach into every area of life. Many of the clients of Rimrock Trails have legal problems, school problems, family problems, money problems, and other serious problems that are related to their drinking and using.

As all of these problems are related to the drinking and using behavior, the solution to all of these problems begins with recovery. The experience of thousands of people in recovery has been that anything that goes before recovery ends up destroying recovery.

There is a motto in Alcoholics Anonymous, "First things first", that relates directly to this. The focus must be on recovery, with everything else secondary, for everything else in life to be successfully dealt with. Recovering people are at risk of relapse at any time. They must forever be on guard against relapse. During the first year of recovery, relationships are dangerous in that they can provide a focus away from recovery.

Until a person is well settled into a clean and sober life, and has a support system of other recovering people, any relationship will take the energy and direction away from recovery. Sobriety must be a priority, and everything else, including relationships, has to come in a distant second place.

2. The "HIGHER POWER" risk.

One of the key parts to the early stage of recovery is to discover an individual spiritual meaning to life. The third lesson in our program specifically calls for an understanding of a "higher power".

When a newly recovering person enters into a relationship with another person, especially another person new to recovery, there is a tendency to have that person become a "higher power". Evidence of this happens when specific behaviors indicate that the relationship is more important than recovery.

Examples include secret communications that take away from honesty, time spent thinking about the other person that takes away from time spent thinking about recovery, trying to "save" the other person from relapse without noticing your own risk for relapse, planning for time alone with the other person, etc. -- The problem here is that with the relationship being more important than recovery, being a "higher power" to recovery, recovery is ultimately sabotaged. The result of this in nearly every case is relapse. Getting support from one person puts an undue and unrealistic expectation on that person.

3. Relationship Addiction

Drugs and alcohol have the affect of changing how one feels on a basic physical/emotional level. Close relationships, especially those of a sexual nature; also have the same affect of changing how we feel. As alcoholics and addicts, often alcohol/drugs and relationships happen at the same time. It is extremely difficult for a newly recovering alcoholic or addict to sort out these overlapping feelings.

Often newly recovering alcoholics and addicts use relationships in the same way that alcohol and other drugs were used, to "make me feel different." In this sense there is an element of using the other person in the relationship. These types of relationships actually end up treating the people in

them as objects rather than as human beings with a full range of feelings and emotions.

Once an "addictive" relationship is started, all of the elements of addiction apply. Rationalization, denial, secretiveness, wanting more, surrounding yourself with friends in the same circumstances, and being extremely defensive when given feedback are all symptoms of the "addictive" nature of this type of relationship.

In sum, the requirement that residents in the Rimrock Trails program not have a boyfriend/girlfriend type of relationship does not come from some sort of off-base parental motivation. It comes from a very caring place, one that cares intensely that recovery come first to all things.

4. Safety and Well Being

As a matter of policy we also need to state that not allowing romantic relationships also will keep you safe from any sexually transmitted diseases. Our responsibility is that we will treat any sexual contact as the most serious form of misconduct - as endangering the physical health of another. Any infraction will be immediately staffed to determine the clients' further placement in the program and if the client will be charged legally

5. Physical Contact Boundaries

Understanding boundaries is an important step toward understanding culture, family, intimate relationships and self-esteem. Incest, battering, abuse, and negative messages about one's sex and sexuality are all forms of boundary intrusions of the body, mind, and spirit.

Boundaries must be defined in every relationship. This is true between countries, between individuals, and within our inner psychic system. Boundaries define what belongs to you, what belongs to me, and what belongs to our relationship. Appropriate boundaries vary according to the power assigned to individual roles. The boundaries of a teacher-student relationship are different from those of a friendship between peers. The teacher, by virtue of his or her power over the student, has more power in the relationship. The one with more power in a relationship always has the most responsibility to maintain appropriate boundaries. Think of a boundary as a fence that surrounds all that belongs to you -- your right to succeed, to fail, to control how you are touched, your feelings, your opinions, and to bear the consequences of your behavior, both the successes and the failures. Essentially, we are talking about your right to run your own life. No one has a right to enter this domain without your permission: not parents, friends, lovers, clergy, or medical professionals.

The internal signal that someone is violating a boundary is a rush of anger. Hey, you stepped on my foot; you shoved ahead of me; you manipulated me to be sexual after I said no; you raped me. Because some people are conditioned to repress their anger, they don't learn to recognize boundary intrusions and to see red flags indicating danger. This keeps them in a victim role.

Clients placed on 10 foot rules for relationships will be given required reading on the subject.

SCHOOL PROGRAM

The school at Rimrock Trails will function in harmony with the ongoing substance abuse treatment

program. The school will provide a general education program, with subjects that are applicable to the curriculum found in most Oregon public schools so that the student, upon completion of his/her program, will be able to return to school and continue their education. Credit is earned for the classes you have from your home school. It is possible for extra credit to be earned. Please ask the School Teachers. These subjects are also very suitable for preparing for the GED (General Equivalency Diploma) test.

Classroom Rules:

1. Students are expected to arrive at the classroom on time, prepared to work, i.e., with student notebook, pencil, with currently assigned books.
2. Students are expected to follow the directions of the teaching staff and remain alert and awake during class time.
3. Students are expected to show courtesy to other students and teaching staff:
 - A. Raise hand and get permission before talking.
 - B. Do not leave classroom without the teacher's permission.
 - C. Show respect for others' point of view.
 - D. No loud talking, vulgar language or indecent gestures.
 - E. No racist or sexist comments, no name-calling.
 - F. No food in classroom, snacks will be served at break
 - G. Bathroom breaks will be taken during school breaks.

Scoring/Expectations:

Scores for school are provided based on assessment of the same criteria as the residential program.

SELF HELP GROUPS

Self-Help Groups, primarily A.A. (Alcoholics Anonymous) and N.A. (Narcotics Anonymous) in our area are strongly encouraged as a resource for you in your recovery. Following are some guidelines and rules regarding your participation in these programs:

Self-Help Meetings, Group Attendance: From your first days in the Rimrock Trails Program, we as a group attend self-help groups. There are some rules regarding common courtesy and attendance that we would like to point out to you:

1. Cross-talk, talking while someone is sharing, is inappropriate, rude and discounts the person sharing.
2. Bathrooms are to be used prior to attending AA/NA meetings. If you must go during a meeting ask for a staff accompany you to the restroom. This is to be done without being a distraction to the rest of the meeting.
3. Do not attempt to obtain cigarettes or smokeless tobacco from members at the meeting.
4. Stay with the group at all times.
5. No Coffee, tea or other products containing caffeine.

Self-Help Meetings, Attendance on Passes During Home Visits: Clients are given passes to attend

Self-Help meetings to aid in their recovery program, and to have more contact with the recovery community. Clients are required to take an AA/NA Attendance Form and have it signed by the secretary. This attendance form will also include a short summary, done by the client, on the content of discussion at the meeting.

Self-Help Sponsorship: Shortly after you advance to Level 2, you will be expected to obtain a temporary sponsor, and while on Level 3 a sponsor from your home community. This sponsor must have a minimum of 2 years of sobriety, be of the same gender and over 21 years of age. The first name and phone number of these sponsors needs to be provided to your Residential Counselor. Rimrock Trails will help coordinate visits with your sponsor. As a matter of policy, A Rimrock Trails staff member cannot sponsor clients or past clients due to a conflict of interest with the employee agreement. If a client wants to attend a recovery meeting with their sponsor, it will need to be pre-approved at the staff meeting. This pass is a privilege on Level 3.

TELEPHONE USE POLICY

Telephone use is a privilege. It is earned by working the program, particularly the H.O.W. (Honesty, Openness, and Willingness) of the program. No phone calls into or out of the program are allowed while you are on Entry Level. The number and length of calls is outlined in the Levels/Privileges Outline of this manual. Upon intake or with your Residential Counselor a list of eligible people to call will be made; usually this will include family members only. All calls are to be made collect or using a phone card.

General Guidelines for How to Use the Phone:

1. Ask permission of staff to use the phone. Staff will check the telephone log to insure that you are eligible to make a call for that day and the eligible calling list will be checked. Staff will dial all phone numbers.
2. Log the phone call on the telephone log (found at staff station); include the date, your name, who you are calling (specifically, by name), the phone number and the time you started your call.
3. Staff will set the timer at the beginning of your call to the allotted time by your level.
4. Only the phone numbers which are listed on an approved phone list will be dialed. Each client is to work with her/his counselor, parents, and referral agency to make an approved phone list.
5. Phone calls are to be used to contact parent, family, sponsors, and other people who are of support in your recovery. The phone is not to be used to contact friends.

Phone privileges are only allowed during specific times and at the discretion of staff. You must refer to confidentiality guidelines and not discuss other clients (either current or past) in the program. Only one client is allowed at the phone at a time. If a client uses their level privileges to allow someone on a lower level to send messages through the phone, the higher level client will share the lower level client's consequences.

If phone privileges are misused by the following examples, you may lose phone privileges for no less than one week. If misuse continues, phone privileges can be lost indefinitely:

Misuse is defined as:

1. Contacting friends to meet you on a planned program activity.
2. Arranging to have contraband delivered to you at the center, A.A. meeting, or planned

- activity.
3. Breaking the confidentiality/anonymity of other clients' names, circumstances. This includes gossiping and spreading rumors.
 4. Contacting individuals against the wishes of your parents, caseworker, probation officer or Rimrock Trails.
 5. Charging phone calls to a phone number or credit card. There could be legal charges.
 6. Disruptive phone calls to individuals supporting treatment.
 7. Contacting previous clients who are drinking/using or not on your approved phone list.

CONTRABAND

Contraband is defined as any unauthorized article that is not approved to be in treatment. Examples of contraband include but are not limited to: tobacco, weapons of any kind, ink pens etc. IF CONTRABAND IS BROUGHT INTO THE FACILITY, IT COULD LEAD TO IMMEDIATE DISCHARGE.

VISITATION POLICY

Sunday Family Time:

Sunday afternoon has been set aside as a time for family education and visitation with clients. Family visitation is from 1:00 - 5:00 p.m. with Family Group from 3:30 - 5:00 p.m. Visitation for clients begins the first Sunday after they have completed their "black-out" period. Notification of the first date they may visit is given to family members the day of intake.

Initially, we ask that only immediate family members visit clients in the facility. This is due to a lack of room and the need to be able to accommodate each family who chooses to visit. If there is a request for an exception to whom is eligible to visit, i.e., a supportive aunt, uncle, etc., it should be directed to the shift coordinators. If clients on Level 3 or above have a supportive girlfriend/boyfriend of long standing, who they would like to have visit them in the program, they should first clear it with their Residential Counselor, and get approval of the program manager.

Family members and friends who have been approved for visitation in the program will receive some guidelines for visitation. Clients and families will not be allowed to visit outside the building. Family members/friends are not to bring contraband to clients. If gifts or money are brought to you, it needs to be checked in with staff first, and arrangements made to add items to the appropriate listing, i.e., personal inventory list, or personal money envelope.

SUNDAY FAMILY VISITATION RULES (Visitation hours are Sunday's from 1:00 to 5:00pm)

* All persons are subject to search

- 1) All visitors must be on the clients Contact List. This includes **immediate family only**.
- 2) Clients may receive visitors on the first Sunday following their 7-day blackout period.

- 3) All clients and their families are *required* to attend family group meetings; staff members will announce the time.
- 4) Once allowed into the facility, visitors are not allowed to leave for any reason unless they plan on not returning.
- 5) Cameras, cell phones and other electronic equipment are not allowed in the facility at any time.
- 6) Knives and weapons of any kind are prohibited.
- 7) Drugs of all nature are prohibited (including prescription medication and tobacco).
- 8) No outside food or drink are allowed into the facility for clients or visitors. Water only will be provided for visitors.
- 9) No purses, large parcels, backpacks etc. will be allowed into the facility. Visitors will be responsible for securing their belonging in their vehicles.
- 10) Visitors are not allowed to pass objects to a client without staff approval (photos must be pre-approved) and staff has the right to confiscate anything brought into the facility, which was not pre-approved or deemed inappropriate.
- 11) No outside pets are allowed in the facility.
- 12) All articles brought in for clients are to be taken directly to staff, including magazines, letters, books and photos. Items will be inventoried by the Graveyard shift and if approved, given to clients the following morning.
- 13) Visitors with small children are responsible for bringing activities for children such as coloring books, crayons, markers etc. Rimrock Trails ATS does not provide these materials to visitors. All items brought into the facility will be searched.
- 14) Clients and visitors are prohibited from entering the kitchen or staff station area at any time without staff approval.
- 15) Staff will be available to unlock the staff bathroom for the use of all visitors. Visitors are not allowed to use any other facilities.
- 16) Visitors may only view client rooms if accompanied by a staff member and with staff approval. Bedroom and bathroom doors will remain locked at all times. Bathroom breaks for clients will be as a group only.
- 17) Clients are to remain at least 10 feet from any vehicle in the parking lot. Clients may not walk to a vehicle to greet visitors, nor walk to the vehicle on their departure.
- 18) Clients are responsible to stay within staff's sight at all times. The group or conference rooms may be available for private visiting time with staff approval only.
- 19) All visitors are to be free of drugs and alcohol at all times. If a visitor is suspected as being under the influence of a substance (looks or acts suspicious, smells of alcohol etc), staff will discreetly ask the visitor to leave. If a visitor refuses to leave the facility when asked, local police will be notified and the visitor removed.
- 20) Clients and their visitors are expected to remain appropriate at all times. This includes the proper use of language and respect for other clients and their visitors. Family members are not allowed to interact or visit with any client who is not their immediate family member.
- 21) Staff must approve any gifts family members wish to bring to their children before the day of visitation. Call and make prior arrangements.
- 22) Visitors are expected to adhere to the following dress code.
 - All attire must be deemed appropriate by staff.
 - Staff has the right to discreetly ask a visitor to leave due to inappropriate or provocative clothing.

- Undergarments are required.
- Shirts must be worn.
- Crop tops, bathing suit tops, tube tops and halter-tops are discouraged.

Graduates/Former Clients: Rimrock Trails is proud of those who have graduated and wish to continue to support former clients in their recovery. The bonds that develop between those who share in the treatment process are deep and long lasting. It is for these reasons that many former clients wish to return to the center to visit current clients or staff members. In keeping with our tradition of offering support and guidance to past graduates it is imperative that they understand the importance of establishing a support system outside of the center. To assist former clients in expanding their support system, the following guidelines have been established:

1. Past clients may attend center graduations with the permission of Rimrock Trails staff. This permission will be granted on an individual basis upon verification of the past client's sponsor that the client is working a strong program/clean and sober for 90 days.
2. Past clients will not use staff members as Self-Help Group Sponsors. Residential Counselors are required to assist their clients in obtaining a sponsor from the Self-Help community and to aid current clients in developing aftercare support systems. Acting as a past client's sponsor is not permitted and can only serve to impede the client/patient relationship.
3. Past clients are not to call or visit staff at staff's personal residence.
4. Past clients are encouraged to call their sponsors instead of calling staff at the center. Dealing with past clients' phone calls is time consuming and takes away from current clients' treatment time. It impedes past clients' progress in developing their support system. We do however, encourage past clients from time to time, to call and let us know how they are doing. It is particularly encouraging to hear success stories of clean time.

EVACUATION PLAN

The evacuation plan is posted in every major room within Rimrock Trails. The evacuation route for each room is located near each door exit. Staff will calmly have all clients exit accordingly. All personnel will meet at the Parking Lot lamp post (West end).

CLIENT AGREEMENT

At intake into the program, you signed a statement of agreement as follows:

1. That I will be a client of Rimrock Trails Adolescent Treatment Services for the purpose of receiving treatment leading to recovery from alcoholism and other drug addictions. I acknowledge that depending upon my progress and success in the program that my length of stay in this program will be approximately 60 days. This is variable depending upon your willingness and sincerity.
2. I agree to work towards a successful completion of my stay at Rimrock Trails ATS, develop an individual recovery plan for myself that will be the basis of my continued alcohol and drug free life, and to encourage the involvement of my family members in my treatment.
3. I acknowledge that I have received the Client Bill of Rights, the Client Grievance Procedure, an explanation of the Levels system (including discipline procedures), and an explanation of

- the daily schedule.
4. I understand that I am responsible for seeking explanation from staff of my rights and my responsibilities as a client of Rimrock Trails.
 5. I have received a copy of the Rimrock Trails ATS Group Living Rules, and agree to follow them.
 6. I agree to attend all groups, classes, program events, and other activities which I am expected to attend.
 7. I understand and acknowledge that the Rimrock Trails ATS will cooperate with other agencies including law enforcement agencies as the law requires.
 8. I agree to keep confidential and not reveal to anyone outside of the Rimrock Trails program the names or identities of any past, current, or future client of the Rimrock Trails ATS.
 9. Failure to uphold this agreement may result in the termination of placement, legal action, or other unforeseen consequences.

CLIENT GRIEVANCE PROCEDURE

At any time as a client of the Rimrock Trails program you feel that the staff have treated you unfairly or have in any other way treated you improperly, you have the right to make a complaint.

First, try to deal with the problem directly. Talk with those involved and try to solve the problem.

To formally make a complaint, you may either in writing or verbally talk with the Program Manager regarding your complaint. The Program Manager will listen to your complaint. If needed, additional information will be gathered and the Program Manger will respond in writing to you.

If you feel that the decision of the Program Manager has not properly addressed your complaint, you may then appeal to the Executive Director of the program. Again, you may do this in writing or verbally. The first question you will be asked is if you have completed your complaint process with the Program Manager and if you haven't you will be directed to do so. Your complaint will be responded to in writing.

If you still feel that the decision of the Executive Director has not properly addressed your complaint, you may contact the Board of Directors, the State Office of Mental Health and Drug Abuse or the Department of Human Services. Please contact the Executive Director for instructions on how to do this.

CLIENT BILL OF RIGHTS

All clients of Rimrock Trails Adolescent Treatment Services must be advised of their legal and human rights. Since all clients of Rimrock Trails are minor children, their parents have the same rights as the clients, except as designated by specific rules and regulations.

All clients have the right to competent and considerate care regardless of race, national origin, creed, age, sex preference, or ability to pay. All clients have the right to expect that communications and records are private and confidential consistent with Section 2 of 42 CFR and related Federal regulations, and that information will be revealed to others only with the client's

informed consent or according to the other exceptions in Section 2 of 42 CFR.

All clients have the right to an explanation of all treatment rendered them. In the event that the client is unable to exercise sound judgement, treatment procedures must be explained to family members having the legal right to consent. All clients have the right to information regarding alternatives to care and treatment. The client has the right and must participate in the formulation of his/her treatment plan, unless clinically contra-indicated. The nature of this participation must be documented in the client's case record.

All clients have the right to examine and receive a full explanation of their bills. All clients who deposit money with the facility for safekeeping have the right to proper accounting. All clients have the right to send and receive unopened mail provided that incoming mail is opened in the presence of staff to inspect for contraband. Clients have the right to refuse visitations from anyone they so desire provided that this refusal is provided under law. All clients have the right to exercise all civil rights according to their legal status and age. All clients have the right to fair and reasonable discipline measures. Staff management of behavior problems prohibits physical punishment, seclusion in a locked room, withholding of shelter, meals, clothing or aids to physical functioning and prohibits the disciplining of one resident by another.

All clients have the right to review their own case records with a treatment staff present. Each has the right to an explanation of records in clear, understandable language and the right to correct inaccurate information in their records. The client's review of records will be recorded in the file as a progress note, signed by client and the staff.

RELIGIOUS FREEDOM

You have the right to religious freedom, which means that you have the right to worship any religion - or no religion - that meets your needs. While you are here, we will do everything that is reasonable, appropriate and in line with your treatment plan to make sure that your religious needs are met.

While you are here, we will also encourage you to explore your sense of spirituality and your belief in a higher power. These are important parts of your treatment.

However, no one has the right to force their religious beliefs on you. If you ever feel that someone -- either another client or a staff member -- is trying to "push" their religious beliefs, it is important that you discuss the problem with your case manager or the program manager.

CONFIDENTIALITY

Confidentiality is a major concern in any human service program. This is doubly true for an alcohol and drug program, as the Federal standards supersede State statutes. All staff and clients are expected to understand and follow the laws regarding confidentiality.

The program may not disclose any information about any resident. This means that staff may not talk to anyone about a client, unless there is a signed release form. Clients may not disclose

information about any other client, i.e., cannot talk on the phone about them, cannot write about another client in their letters, and cannot discuss another client while on home visit.

If staff or clients receive a request from someone to whom a written release has not been signed, they may only respond by saying: "I'm sorry, but Federal Confidentiality regulations prohibit me from disclosing any information to you which might identify any resident of this program." This means that staff may not take messages for clients at the business phone. It is the responsibility of the client to share the client phone number with persons with whom they want to speak.

If in doubt, do not disclose. You are personally liable for the consequences of an unauthorized disclosure. Under the Federal law, you may be fined \$500 for the first violation, and \$5,000 for any subsequent violation of the regulations.

Exceptions:

There are four notable exceptions to this policy that could directly affect you:

1. Crime on Property or Against Persons: If a client commits a crime on the program property, then staff can report that crime, without consent. Also, if a client commits a crime against a staff member either on the property or off of the property, then this can be reported to the police. Reports will also be generated for any assaults against other clients while in the facility.
2. Runaway Reporting: All clients sign a disclosure at intake that they understand that we consider a runaway from the facility a risk to their well being, and therefore will report all runaways from the program.
3. Reporting Suspected Child Abuse and Neglect: The law is clear. If it comes to the attention of staff in any way that a resident may have been abused or neglected as a minor child, we must report this to the local authorities. No information can be withheld.
4. Suicidal/Homicidal Risk: If a client reports suicidal/homicidal ideation, plan or intent or displays acts of self-harm proper authorities may have to be notified in order to protect the client's personal safety and/or the safety of others.

If you have questions surrounding the confidentiality issue, immediately call either the Program Manager or Executive Director to seek a decision.