



MAPLE LANE COMPETENCY RESTORATION

wellpath
Recovery Solutions

 *Washington State*
Department of Social
& Health Services

Transforming lives

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REFERENCE SHEET

Attorney's Name _____ Phone Number: _____

Pending Charge(s): _____

_____ Felony / Misdemeanor

Max sentence if convicted _____

Date of Admission: _____ Court Order _____

The 4 Plea Options

1. **Not Guilty**- You are saying that you **did not do** what you were accused of doing.
2. **Guilty**- You admit that you **did** what you were accused of doing.
3. **Not Guilty by Reason of Insanity**-You are saying that if you did do the act of which you are accused, you are not responsible for it because, at the time of the crime:
 - a) You suffered from a mental illness and
 - b) You could not tell the difference from right or wrong because of your mental illness.
4. **Alford Plea** - You are not saying you are guilty, but you feel you cannot prove your innocence, so you agree to accept the Court's judgment (i.e., I won't admit to doing the crime but I'm willing to do the time).

IMPORTANT NUMBERS

Family/Friends/Guardian: _____

Case Manager in the community (name and number): _____

Bank/ Payee: _____

Storage Unit/Housing Landlord/Apt/House Manager: _____

Crisis Line: _____

CURRENT MEDICATIONS: _____

Competency Restoration

First, we want to welcome you to the Maple Lane Competency Restoration Program (Maple Lane), which is operated by Wellpath Recovery Solutions under contract with the Washington Department Social and Health Services (DSHS). You are here for **Competency Restoration Treatment**.

This means that the courts have found that you need treatment in order to help your attorney with your defense. Treatment here will focus on some of the following items: Court Room Knowledge, Symptom Management to include Medication Adherence , Relaxation and Emotional Regulation Techniques, and Effective Communication.

Please understand that this also means that the staff here at Maple Lane are NOT responsible for your placement here. The judge in the court gave you an order for restoration treatment, and Maple Lane is the placement that was chosen for you to attend.

In this patient handbook, you will find information about the admission process, unit schedule, the staff who will be working with you, unit rules and expectations of the competency restoration program, visitation, and treatment available to you. You will also receive information about your rights and responsibilities as a patient at MLCRP.

Because you are court ordered here for treatment, there are certain expectations during your stay.

1. You are expected to attend CORE group, and to engage in programming with the staff members as they request.
2. You are expected to maintain safe behaviors at all times while at Maple Lane, this includes no threats, intimidation, assaults, property destruction or self -injury or suicide attempts. **ALL UNSAFE BEHAVIORS WILL BE ADDRESSED QUICKLY** by staff and if you are **unable or unwilling to control yourself, then measures will be taken to ensure your safety and the safety of those around you.**

It is important to note, that the Psychologist assigned to your Treatment Team **will not** be completing your formal competency evaluation. Your evaluation will be completed by an appointed evaluator.

All notes written by all staff members at Maple Lane are available for the evaluator to read and could be used in the formal evaluation that goes to the judge, prosecutor, and defense attorney and jail mental health staff.

During evenings and weekends, staff will provide opportunities for you to participate in various structured activities. These include Treatment Groups, Recreation Groups, Bingo, movies, card games, dominos, and board games as well as other activities.

The property on which Maple Lane is located is DOC, and **SMOKING** is NOT allowed.

At some point during your court ordered treatment, you will be seen by an evaluator, who will meet with you and then submit a report to the court, your attorney, the Prosecutor and jail regarding competency. During your evaluation, **you have the right to request your attorney be present**. Please make sure you let your psychologist or social worker know in advance so we can communicate that to the evaluator.

If you have any questions throughout your stay within the facility, a good person to ask is the Peer Support Specialist or a Residential Rehabilitation Counselor (RRC).

The Admission Process

Your legal rights will be explained to you at the beginning of the admission interview.

1. You have the right to have your attorney present for all formal assessments. Please let us know if you want your attorney present.
2. You have the right to refuse to talk to us and can walk out of the admission interview if you choose to do so. The staff will continue to request your cooperation.
3. The treatment team will not be asking any questions regarding the details of your pending charges and you should not discuss that information with anyone except your attorney and the evaluator.
4. We highly encourage you to participate in all assessments as this will help begin the treatment process and begin the road to discharge.

By now, you have been brought into the admissions area, introduced to staff, and provided sweat pants and a t-shirt or sweat shirt, and foot wear so you can change out of your jail uniform. You will now begin to be oriented to the unit, and shown your room.

During the admission intake interview, you will be asked what your understanding is as to why the court ordered you to Maple Lane for treatment. You will be asked medical, medication, safety, mental health and family and social history questions. These are important and necessary to determine your immediate medical and safety needs. Nursing staff will assess your vital signs.

You will meet with an admissions team (Psychiatrist, Competency Intervention Specialist, Registered Nurse, and Psychologist). That team will not necessarily be your treatment team. The individuals conducting your intake will let you know if they will be following your care and treatment and if not, they will make sure you have the names of members of your treatment team.

A Psychiatrist or Advanced Registered Nurse Practitioner will ask about your psychiatric treatment and medication history. You may be offered medications and encouraged to take them. The doctor will work with you to take medications voluntarily. Any requests to change medications or dosages will be handled by your treatment team psychiatrist. If you are not court ordered to take medications, and refuse voluntary medications and are demonstrating violent behaviors due to symptoms of your mental illness, then the psychiatrist will go to court to ask the judge for a forced medication order so that your symptoms can be treated. If the judge has ordered involuntary medications, then medications can be given without your consent.

Limitations to Confidentiality

During your stay at Maple Lane, your behaviors and statements will be assessed by staff. Staff will write notes regarding your behaviors and statements which will be placed in your medical chart. The documents in your chart are considered “discoverable material,” and may be reviewed by your attorney, the prosecuting attorney, the Judge, as well as staff members at Maple Lane and the jail. Unlike other hospital settings, your behaviors and statements are **not confidential**- or in other words, not kept a secret. The staff at Maple Lane does take precautions to ensure that your information is not released to unauthorized persons.

It's important to know that details regarding your current case **are confidential**, and should not be shared between you, other patients, and Maple Lane staff members. Staff members at Maple Lane will not ask you or your attorney questions regarding the details of your case. If you have any specific questions or concerns regarding your case, you should ask and discuss these concerns with your attorney

If there are concerns about your safety, you may be monitored more frequently so that we can provide extra support to you while you are getting adjusted to the unit and we are assessing what your treatment needs are to keep you safe.

Shortly after you have been admitted, you will meet with the medical provider who will complete a physical examination. It is important that you share all medical concerns with the medical provider. The provider will determine what type of diet you might need while you are in the facility.

You will be offered the opportunity to shower soon after arriving on the unit.

All staff members will help you learn the Maple Lane rules and this booklet will also provide you with important information about your rights and responsibilities while in treatment.

ORIENTATION

Every patient is placed on Orientation when arriving at the facility. You will remain on Orientation for 72 hours and will automatically advance to Level 1, once this time frame has elapsed.

The intent of the orientation program is to ease the transition into the competency restoration program while encouraging engagement in treatment planning and competency restoration as quickly as possible. The intent of the program includes the following:

- Set a tone of “patient centered” care – engaging patients immediately in their treatment process.
- Orient patients to schedule, activities, expectations of the program, and Patient rights and responsibilities.
- Focus first 72 hours in the program on treatment planning and goal setting.
- Offer skills building opportunities to assist patients in adjusting to the program.

In order to progress to additional Levels (2, 3 or 4), you must advocate for yourself during your weekly treatment team meeting.

If you at any time do not meet the criteria for your level, or display unsafe behavior your Treatment Team may freeze your level, return you to your previous level or place you on a Level 1.

COURT ORDERS

There are different court orders in which patients are admitted. Below is a brief summary of the different court orders. For specific information regarding your court order, please ask your Competency Intervention Specialist (CIS) or refer to page 2 of your handbook.

If you have scheduled court appearances during the time you are at Maple Lane, the court hearing will automatically be re-scheduled.

We are not allowed to give you or your family a specific return date to jail, however, you will be told the morning of your return date. Once you have been told that you are DISCHARGING, you will not be allowed to make phone calls. Your CIS can contact your family later that day to let them know you have returned.

The number of days listed for the orders below is a guide of potential court orders. This does not mean that this is your order. If the goals of the order are met, or if the evaluator determines that the goals cannot be met, you may be returned early, and the court will determine whether a new order is appropriate.

14-day or 29-day Competency Restoration- These court orders are for those with pending Misdemeanor charges. During this time, staff will be observing your behaviors and you will be attending competency restoration classes. The goal is to treat whatever mental illness might be interfering with your ability to understand your case and help your attorney.

45 or 90-day Competency Restoration- These court orders are for those with pending Felony charges. During this time, staff will be observing your behaviors and you will be attending competency restoration classes. The goal is to treat whatever mental illness might be interfering with your ability to understand your case and help your attorney.

2/90 Competency Restoration- This order simply means that you need more time for competency restoration treatment.

- If your assigned psychologist in conjunction with the Treatment Team at Maple Lane feel as if your competency screen indicates that the factors preventing your competency have improved to the point you may be deemed competent, Maple Lane can refer you for early evaluation. This means you would not have to stay all of the court ordered days in treatment.

MAIL/PHONE GUIDELINES

The Program Address/Phone:
Maple Lane Competency Restoration Program
PO Box 704
20311 Old Highway 9 SW
Centralia, Washington 98531
Main Number: 360-664-4641

*Please keep in mind that you **ARE NOT** allowed to receive packages while in MLCRP. All packages will be returned to sender, NO Exceptions!

PHONE CALLS

1. The patient phones in the common area cannot be used between 930pm and 6am or during CORE groups, supplemental groups, or recreation groups; however
 - Patients have the right to call their attorney, clergy or DRW any time (24/7)
 - If you need to call your attorney, clergy or DRW during hours in which phone calls are not able to be made from the patient phones in the common area, check-in with a staff member.
2. Phone calls are limited to 15 minutes. There is no limit on the number of phone calls which can be made throughout the day.
 - If you are abusing the phone privileges, making inappropriate phone calls, becoming agitated while on the phone, or if therapeutically indicated, you may be put on therapeutic phone precautions, which would include limited phone calls under staff supervision and other as needed intervention. If violations continue, a physician or Advanced Registered Nurse Practitioner can order your phone calls to be restricted. (Except to make calls to your attorney, clergy or DRW).
3. No phone calls can go in or out between 930pm and 6am, your attorney is the only exception.
4. Please provide your family/friends/partners/significant others/attorneys or anyone else wanting to talk to you, the main phone number (above).
5. If you need help contacting a family member, staff will assist you in dialing that number and verifying that you are calling the intended person. **If you have a no-contact order from the court, no staff member will assist you with any calls to that person. If you chose to violate that court order, you run the risk of additional legal consequences.**
6. Once you have been assisted with a call, please provide that person with the main phone number for future calls.
7. The facility will **NOT** receive or send emails or faxes on your behalf. The only exception will be with prior agreement between Administration and your Attorney.

1st Redirect to end call: Verbal

2nd Redirect to end call: Verbal and Behavioral Intervention Form completed

3rd Redirect to end call: Therapeutic Phone Precautions, refer to Treatment Team

*Continued Violations Warrant Additional Interventions, Including Loss of Level

MAIL

1. Mail is passed out when received by the Competency Intervention Specialist. Please understand that the Mail will be given out when the Competency Intervention Specialist (CIS) deems appropriate. Do not interrupt group to request your mail. Your mail will be given to you as soon as possible.
2. You must open all mail in the presence of the staff handing out the mail. If contraband is found in your mail, the contraband will be immediately confiscated. Your treatment team will be notified that contraband was in your mail.
3. Absolutely NO packages may be sent to patients. All packages will be returned to sender.
4. Anything that comes in the mail that has not been approved by the treatment team will be returned to the sender.
5. Do not have Credit/Debit Card sent to the facility. You will not have the ability to activate and use them while in treatment.
6. You are allowed 5 envelopes per week in order to send mail to family, friends or other agencies
7. Mail to your attorney, or to DRW is not restricted.
8. Your Mail cannot be forwarded to Maple Lane. This includes your bank statements, newspapers, bills, magazines or anything else that would normally be routed to your home of residence.

Treatment Team Members

Nurses:

Lead RN _____

RN _____

RN _____

The RN will assist you in many ways

1. They answer questions about your symptoms, treatment, medications and health related problems.
2. They determine if you will be excused from going to CORE Group.
3. They communicate with the medical doctor and relay your concerns between appointments.
4. They will listen and talk with you about your treatment and recovery.
5. They, along with all staff, will assist you with phone calls dependent on their availability.
6. If you are acting unsafely the RN can place you on increased monitoring, can put hands on you to escort you to seclusion and can place you in restraints if ALL other efforts fail to help you regain self-control.
7. The RN provides you with education about the medications you take and will be the person to give you your regular medications as well as PRN's.
8. The RN can direct you to the Comfort Room to take a break (Time Out) to help you regulate your emotions.

RRC'S

Day Shift 1:1 Contact Person _____

Evening Shift 1:1 Contact Person _____

Night Shift 1:1 Contact Person _____

The RRC will:

1. Be your first point of contact in the milieu.
2. They will answer questions and help you get your needs met.
3. They will help you get your clothes and bedding.
4. They will engage with you in a variety of activities in the milieu to include, spending time talking with you, engaging you in groups, and playing cards and board games as time permits.
5. They will provide you with safety, structure and consistency so that you can focus on your restoration.
6. They will encourage you to advocate for yourself in order to increase your level. They will help guide you into becoming assertive and help you get your needs met.
7. The RRC can direct you to the Comfort Room to take a break (Time Out) to help you regulate your emotions.

Care Coordinator

My Care Coordinator is: _____

Your Care Coordinator:

1. Can help you connect with your CIS, Psychologist, and Psychiatrist with any questions about treatment.
2. Supports you in finding safe outlets for emotional regulation.
3. Helps you overcome your barriers to competency.

Psychiatrist/Advanced Psychiatric Nurse Practitioner

Dr./ARNP _____

Your psychiatrist/ARNP:

1. Will prescribe medications to help you with restoration
2. Will formulate your mental illness diagnosis and explain it to you so you can understand.
3. Will meet with you weekly for the first 8 weeks and then at least monthly thereafter.

4. Your psychiatrist is available to meet with you when necessary regarding medications, side effects, and to answer questions and concerns you have about your treatment.
5. The psychiatrist is the head of the treatment team and oversees all aspects of your treatment.
6. He/She can request help from the court to provide an order for forced medication. This is called a Sell Order.

Medication Rights

You have the following rights in regards to psychotropic medication:

1. Refuse psychotropic medications. If your doctor wants you take medication, he or she must first tell you the name of the medication, what it is for, what it may do for you, and possible side effects.
2. You have a right to talk to another doctor about your need for medication.
3. Your Psychiatrist may propose a medication for you as part of your individualized treatment plan.
4. The Psychiatrist can request a court hearing for a Forced Medication Order if determined that you need to take psychiatric medications. Once granted, you will be required to take medications against your will.

Psychologist

My Psychologist is Dr._____.

Your Psychologist:

1. Meet with you to review your symptoms and progress towards restoration.
2. Will meet with you to look more in-depth at how we can help you to become competent
3. Will assist the treatment team in developing its plan to help you overcome your barriers to competency.
4. May ask you to do testing, and ask a lot of questions. This is to help provide you with better treatment.
5. Can request that you receive a competency evaluation prior to your court order being completed if he/she feels as if you are ready early.

Competency Intervention Specialist (CIS)

My Competency Intervention Specialist (CIS) is _____

The CIS will:

1. Formulate your treatment plan and ask for your feedback
2. Communicate with your family IF you sign a Release of Information form.
3. Lead competency restoration groups (CORE Group).
4. Meet with you weekly to listen, talk about your treatment, diagnosis, mental illness, symptom management, discuss and help you develop and practice coping and self-management skills, assess your progress and provide you with feedback. This will happen in Treatment Team.
5. Assist you along with any staff member to contact your attorney and family as available.
6. Screen, Arrange and Coordinate Visitation.
7. Help you understand paperwork you may receive.

The CIS or anyone else who works at Maple Lane **CANNOT** help you with the following while you are in Restoration Services.

1. Contact the Social Security Office. Social security cannot be started while you are in this program or a forensic treatment program. You must resolve your legal charges and then once you have done that, you can contact the Social Security Office in your home community.
2. We do not arrange for housing and services in the community for you while you are here. You will be returning to jail.
3. We do not set up payee services.
4. We cannot accept your personal property at Maple Lane. We cannot hold items in our offices and we cannot mail your personal property.
5. We cannot get your money or personal belongings from jail. Those items remain at the jail while you are in the program. You can get them when you return back to the county jail.
6. We cannot get you a new attorney, help you find a new attorney, nor can we talk to your attorney on your behalf while you are here. We cannot advocate on your behalf to the court.
7. We cannot assist you in a defense strategy for your pending charges.
8. We cannot assist you with making copies, researching information on the internet, faxing or e-mailing information related to your case.

9. Any requests outside of the scope of services provided above will be at the discretion of Administration.

PEER SUPPORT SPECIALIST

My Peer Support Specialist is: _____

The Peer Support Specialist:

1. Helps to Ease the Way
2. Has Compassion and Commitment to each Individual Patient
3. Supports you thru your transition to Competency
4. Brings Personal Experience to your mental health stability

SECURITY

Day Shift 1:1 Contact Person _____

Evening Shift 1:1 Contact Person _____

Night Shift 1:1 Contact Person _____

Security Officers:

1. Ensure the safety of you and others.
2. Intervene in crisis situations
3. Are extensively trained in the Mandt method.
4. Enforce the rules and standards of safety within the milieu

RECREATION SPECIALIST

My Recreation Specialist is: _____

The Recreation Specialist:

1. Helps you find alternative ways to manage your emotions
2. Gives you enjoyable activities which will assist you in your mental health stability

3. Helps you find appropriate outlets to stress
4. Encourages your transition to competency

TREATMENT PLANS

Treatment plans guide your treatment by addressing the specific barriers that must be addressed so that you can move forward to resolve your legal situation, and identify the strengths you have to assist you in treatment.

Your treatment plan is discussed by the treatment team and formulated by the Competency Intervention Specialist (CIS). Each member of your treatment team, including you, the patient, has specific tasks to do to help you in your recovery process.

You are offered the opportunity to sign your treatment plan. Your signature acknowledges that you received and reviewed your treatment plan with a staff member. You have the opportunity to mark on your plan if you agree, disagree or partially agree with your plan, and then write your comments. All of what is written on your plan by both you and the treatment team become part of your medical records.

You are provided a copy of your treatment plan for you to refer to throughout your treatment and to have as part of your personal records

Maple Lane Competency Restoration Program's Incentive Program:

As part of a therapeutic reward system, you will earn your way to one of four privilege levels based on your behavior, participation in treatment programs, and cooperation with your treatment plan. Dependent on that level, you will earn points that you can use at the Point Store.

Level increases are considered during weekly treatment team meetings. If you feel that you are ready to increase in your Level, please be prepared to discuss this with your treatment team. **WE WANT YOU TO ADVOCATE FOR YOU!**

If you display behaviors that are inconsistent with level expectations, decreasing your level will be discussed at the next morning rounds by your treatment team unless your behavior represents safety or security concerns, in which case the level may be decreased by the Program Administrator, Security Captain, or Residential Services Manager. Such concerns would include assaults, suicide attempts, elopement attempts, and property destruction.

All new admissions start on an Orientation for the first 72 hrs.

Level's 2, 3 and 4 all have specific criteria that is to be met before advancing to the next level. See Level System Section of Handbook

Level 4 is the highest level you can earn.

You will be notified about your level increase by a member of your treatment team. If you have questions, concerns or disagreements, those issues are to be addressed with your Competency Intervention Specialist (CIS).

LEVEL SYSTEM

Orientation: All patients when admitting to Maple Lane are placed on Orientation for the first 72 hours at the facility. After 72 hours, the patient will automatically advance to Level 1.

Expectations:

1. Participate in all Intake Assessments to include: History and Physical, PPD Plant, Pregnancy Test (if applicable), Nursing Assessment, Psychosocial, Psychiatric Evaluation, Personal Safety Plan Development, Vital Signs
2. Follow all Safety and Security Directives from Staff Members
3. Read and become familiar with the Patient Handbook

Privileges:

1. Daily Yard Time (unless Security risk)

Level 1: Patients on Level 1 can petition their treatment team at their first meeting (within their first 7 days) for advancement to Level 2.

Expectations:

1. Participates in the formulation of their treatment plan
2. Follows Safety and Security Directives
3. Adheres with rules of the facility with redirection
4. Continues to learn the patient schedule and refers to the patient handbook

Privileges:

1. Ability to earn 22 points per day (can earn but cannot go to store)
2. Daily Yard Time

Expectations to Advance to Level 2:

1. Has completed all Assessments and has signed required paperwork
2. Is Medication Adherent with Prompting at least 75% of the time
3. Follows Staff and Security Directives with minimal redirection

4. Refrains from Physical Aggression, Elopement Attempts, Bullying, and Property Destruction.
5. Uses Areas of Reduced Stimulation when experiencing emotional distress with prompting
6. Attends at least 75% of all assigned groups

Level 2: Patients on Level 2 must advocate for advancement during their treatment team meetings

Expectations:

1. Has completed all Assessments and has signed required paperwork
2. Is Medication Adherent with Prompting at least 75% of the time
3. Follows Staff and Security Directives with minimal redirection
4. Refrains from Physical Aggression, Elopement Attempts, Bullying, and Property Destruction.
5. Uses Areas of Reduced Stimulation when experiencing emotional distress with prompting
6. Attends at least 75% of all assigned groups

Privileges:

1. Ability to Earn 44 points per day
2. May have Store to spend earned points once per week (Thursday)
3. May have Visitation of Immediate Family
4. All Level 1 privileges

Expectations to Advance to Level 3:

1. Is Medication Adherent with Prompting 100% of the time
2. Follows Staff and Security Directives with minimal redirection
3. Refrains from Physical Aggression, Elopement Attempts, Bullying, and Property Destruction.
4. Uses Areas of Reduced Stimulation when experiencing emotional distress with prompting
5. Attends at least 90% of all assigned groups
6. Maintains socially acceptable hygiene and keeps room clean
7. Can discuss strengths/barriers to competency
8. Demonstrates the ability to use the coping skills on the Personal Safety Plan with prompting
9. Approaches staff with questions, concerns in order to get needs met in a health way (reminders, phone calls, encouragement, prompts and clarity)

Level 3: Patients on Level 3 must advocate for advancement during their treatment team meetings

Expectations:

1. Is Medication Adherent with Prompting 100% of the time
2. Follows Staff and Security Directives with minimal redirection

3. Refrains from Physical Aggression, Elopement Attempts, Bullying, and Property Destruction.
4. Uses Areas of Reduced Stimulation when experiencing emotional distress with prompting
5. Attends at least 90% of all assigned groups
6. Maintains socially acceptable hygiene and keeps room clean
7. Can discuss strengths/barriers to competency
8. Demonstrates the ability to use the coping skills on the Personal Safety Plan with prompting
9. Approaches staff with questions, concerns in order to get needs met in a health way (reminders, phone calls, encouragement, prompts and clarity)

Privileges:

1. Ability to earn 66 points per day
2. May have store to spend points on Sunday & Thursday
3. May have Visitation with a Sealed snack and drink during the visit
4. May check out a pre-loaded MP3 player for 1 hour on Saturday and Sunday
5. Wake up ½ hour later on the weekends
6. Ability to be elected/appointed by peers/staff to represent the Level 3's on the patient council
7. All Level 1 and 2 Privileges

Expectations to Advance to Level 4:

1. Is Medication Adherent 100% of the time without prompting
2. Follows Staff and Security Directives
3. Refrains from Physical Aggression, Elopement Attempts, Bullying, and Property Destruction.
4. Uses Areas of Reduced Stimulation when experiencing emotional distress
5. Attends at least 100% of all assigned groups unless given an excuse by the RN
6. Maintains socially acceptable hygiene and keeps room clean
7. Can discuss strengths/barriers to competency and is actively working to reduce barriers
8. Demonstrates the ability to use the coping skills on the Personal Safety Plan with prompting
9. Approaches staff with questions, concerns in order to get needs met in a health way (reminders, phone calls, encouragement, prompts and clarity)
10. Demonstrates health social boundaries (avoids yelling, profanity and respects other personal space)

Level 4: Patients on Level 4 are considered Role Models for other patients and are therefore held at the highest standard

Expectations:

1. Is Medication Adherent 100% of the time without prompting
2. Follows Staff and Security Directives

3. Refrains from Physical Aggression, Elopement Attempts, Bullying, and Property Destruction.
4. Uses Areas of Reduced Stimulation when experiencing emotional distress
5. Attends at least 100% of all assigned groups unless given an excuse by the RN
6. Maintains socially acceptable hygiene and keeps room clean
7. Can discuss strengths/barriers to competency and is actively working to reduce barriers
8. Demonstrates the ability to use the coping skills on the Personal Safety Plan with prompting
9. Approaches staff with questions, concerns in order to get needs met in a health way (reminders, phone calls, encouragement, prompts and clarity)
10. Demonstrates health social boundaries (avoids yelling, profanity and respects other personal space)

Privileges:

1. Ability to earn 88 points per day
2. May have store to spend points on Sunday, Tuesday & Thursday
3. May have Visitation with a meal from an outside vendor during the visit
4. May check out a pre-loaded MP3 player for 1 hour Everyday
5. Go to bed a half hour later every day
6. May wear Makeup
7. Attends the Patient Council Meetings with Administration
8. May play the PS3 during free time on the weekend (must sign up and have to share)
9. Wake up an hour later on the weekends
10. Ability to be elected/appointed by peers/staff to represent the Level 3's on the patient council
11. All Level 1, 2, and 3 privileges

POINT SYSTEM FURTHER EXPLAINED

Every day when you wake up AFTER YOUR ADVANCEMENT TO LEVEL 1, you will have the opportunity to earn up to 22 points (level 1), 44 points (Level 2), 66 points (level 3), or 88 points (level 4). Through making good and appropriate decisions, you will earn a point for different tasks required of you throughout the day such as: Activities of Daily Living (ADL's), Groups, Treatment, going to Bed on Time, staying in Your Room at Night, and Responding Positively to your Peers. As you progress thru the Level System the days a week during which you can use your points will increase. Although your points will never be taken away (once you earn them they are yours), your ability to be able to use them to purchase the items in the Point Store may be restricted.

The Point Store will include things like, snacks, sodas, ramen, makeup, coffee, journals, sketch books, crayons, and books.

CORE Group

You will be offered **at least** 20 hours of CORE Group per week. Your Competency Intervention Specialist (CIS) instructors will assign you points for Group participation if you actively participate in class. You receive 1 point for every 2 classes attended.

If you have questions regarding your CORE Group point, please ask to speak with the Competency Intervention Specialist (CIS) instructing group. It is important that you are calm and are ready to listen, as well as engage in a conversation, without threats of violence or violent acts.

If you have medical or other excused absences, the RN on the unit will make sure that information is on your sheet. Please talk to your RN to find out what is considered an EXCUSED absence. IF the RN excuses you they will provide you with an excuse slip. This is important, as group participation is directly tied to Friday Fun Night.

Group Responsibility: Patients are expected to be responsible members of their living unit and to assist other patients/staff when the need arises. If other patients are having a particularly difficult day, or are involved in behavior that may be harmful to themselves or others, it is the responsibility of all patients to bring this behavior to the staff's attention.

Group Guidelines:

1. Goals need to be tied to Competency Restoration
2. Sleeping is not considered participating
3. Raise your hand to participate
4. Sit with healthy posture
5. Must sit in assigned seats
6. Comments will be supportive and helpful
7. Engage with others in a way that promotes safety – avoid glaring or making comments that might prompt distress in others
8. Use of modulation skills will not interfere with the group process, or disturb your shoulder partner
9. Avoid noises/movements that would be disruptive to the group process: loud sighing, singing, cursing, dancing,
10. Answers are to be focused on the current group topic
11. Respect others as you wish to be respected
12. You may ask to leave 1 time per hour to use the restroom/take a breather, on the 2nd request, you may not return.
13. Always remember what is said in group, Stays in Group!

1st Redirect = Verbal

2nd Redirect – Verbal and a Therapeutic Intervention

3rd Redirect = You will be asked to leave group, and will not be able to return until the next scheduled group time. Please be advised this will result in a therapeutic intervention and will not be able to earn points for that group.

Mandt

All staff has been trained in the Mandt approach and are prepared to respond as a team to patients who are in crisis. This training helps staff to be good listeners and provides them with knowledge and skills for resolving conflict.

The Mandt method approach:

- Supports patients-in-crisis experiencing anger, rage, or frustration with life while at the program.
- Uses least restrictive interventions possible
- Helps to ensure the safety of you and others
- Encourages regulation of your emotions, and prompts time outs in areas of reduced stimulation
- Can help you if you are feeling out-of-control or unsafe.

COMFORT ROOM

Purpose: A semi-private relaxation space designed for individual patient use in times of psychological distress and disorganization in order to self-regulate and de-stress. Time out area which can be used in the following ways:

- Twice per shift limit (20 min per occurrence).
- In rare/occasional instances, if patient appears to truly need an additional 20 minutes, the RN can grant approval. The additional 20 minutes meets the twice per day limit.
- Patient or staff can initiate/suggest use of the comfort room
- Patient must be dysregulated and between a 5 and an 8 on the SUDS scale.

- Door can be open or closed but not locked.
- An RRC is in the area of the comfort room
- No major restrictions on type of regulation activity with the exception of dangerous behaviors:
 - Screaming and throwing a stress ball is NOT a dangerous behavior
 - Hitting, kicking walls, banging your head etc. are dangerous behaviors
- Patients may have relaxation music playing on the step outside the door.
- They may use the play-doh, stress balls, blankets, pillows, bean bag chair, coloring pages etc. Water, writing/art utensils are Okay.
- No food.

MILIEU GUIDELINES and EXPECTATIONS

The following Milieu Guidelines and Expectations are in place to help keep you and staff safe. Many guidelines and expectations are based on policies for health and safety, infection control, and security. Please take time to read and understand the rules and expectations and don't hesitate to ask questions. Safety is everyone's responsibility.

FOOD

1. You may have 1 cup of water at your bedside. No other food or drink may be taken to your room.
2. No giving, trading or sharing of food items with peers. You are not allowed to steal, hide, hoard, or ask others for their food. (if you share or trade store bought items, store privileges will be revoked for 1 week). Any violation to this rule is subject to point freeze and will interfere with level advances.
3. ALL dietary requests must go through the Nurse. Only Medical/Religious dietary needs will be fulfilled.
4. If you miss a meal (for any reason- sleeping in, refusing, etc.) meals will only be saved for a half hour due to health and safety regulations. After 30 minutes, please speak with staff and they will try to get some other food, if available. Be aware that this will consist of healthy snack items and would not amount to a full meal.
5. No food items can be mailed to you.
6. You may not bring food items from visits, meals or snacks or the point store back to your room.

PERSONAL PROPERTY

1. When you arrive to the facility with personal property, that property is logged in on a personal property form that is located in your chart. Your personal items are placed in a bag and tagged with your name on it and stored in the property room. When you are discharged from Maple Lane, your personal property is sent with you.
2. Personal property is not allowed in the milieu, except for the items listed below:
 - a. Three sets of clothing that will be provided per patient.
 - b. Address book (one/no wire binder)
 - c. Approved religious material
 - d. Books, magazines and/or periodicals (total of five combined/soft cover/no staples)
 - e. Newspapers (two issues total)
 - f. Treatment folder with education materials from the classes
 - g. Legal documents and citations
 - h. Photographs/pictures (on photo paper), not to exceed 20, as approved by your social worker.
 - i. Wrist Watch (one/cloth)
 - j. Glasses (prescription only)
3. Wedding Band (no stones allowed)
4. Jewelry items, hats, regular street clothes, shoes with shoe laces, and sunglasses are not allowed on the unit.
5. Your family or friends may not mail you or bring in any items (to include books, magazines, radios, clothes, shoes, food, hygiene or grooming items etc.) Patients receiving visits will be searched by Security on the way to the visit area and on the way back for contraband items.

MONEY

1. Money in any form is not allowed at the facility. We do NOT have a commissary.
2. If you arrive with cash or checks, the money will be sent by Security to the Residential Services Manager. The Residential Services Manager will forward the money to Western State Hospital for placement in a patient account.

CLOTHING

1. You are not allowed to wear regular street clothes or shoes during your stay at Maple Lane. Please do not ask your family to send or bring any of those items. The facility will not accept them.

2. Shoes or House Shoes are required any time you leave your assigned room.
3. No more than two shirts and one pair of sweatpants will be worn when leaving the building. You may not rip, alter or destroy any of your clothing. It is the State of Washington's property. If you request clothing that is too small or too large, you will be asked to stay in your room until you change into appropriate attire.
4. Jail clothing will not be worn at the facility except the day you are returning to jail.
5. All questions regarding clothing need to be addressed with RRC staff. Staff reserve discretion to request you to change, put on appropriate clothing or prompt you to remain in your room until dressed in a way in which fosters a safe therapeutic milieu.

COMMON AREA EXPECTATIONS

1. The Common Area is for everyone's use. Respect others and keep the volume of your voice to a normal level.
2. There is a TV for your enjoyment. It is to be shared by everyone. Do not bring your pillow and blanket in to the TV area to sleep. Staff will ask you to move back into your room to sleep.
3. When you watch TV, please make sure the volume remains at a normal level. Only staff are permitted to change TV channels.
4. Exercising in the common area is not allowed unless done as a structured activity.
Exercising in your room, wing or in the recreation yard is encouraged.
5. The lights will remain on in the TV rooms at all times.
6. TVs will be turned off and patients will not be allowed to watch TV during group time.
7. If you are having trouble sleeping and want to be out in the dayroom, you are welcome to do so; however, you must be quiet, as other people are sleeping. The TV is not available after Lights Out. Night staff is available to talk with you and will help to address your concerns so that you are able to go back to bed and sleep.
8. If you are having trouble sleeping at night, please make sure you let the RN know. Remember, you can ask for a PRN medication if this has been ordered for you.
9. Bullying, fighting, intimidation, posturing and racial slurs are not tolerated at Maple Lane. If you chose to engage in this behavior, you will receive interventions for your actions. You control you.

10. Property destruction and graffiti in your room or in the dayroom are not acceptable and will be reported to your treatment team
11. You must have your feet covered while walking in the common areas.
12. Shoes must be worn when in the recreation yard.

SELF MANAGEMENT AND BEHAVIORAL CONTROL

1. Staff will work with you to help you resolve the problem by using information you provide on your safety plan.
2. You will be offered the opportunity to go to the comfort room or another Area of Reduced Stimulation.
3. Follow staff direction at all times for your safety and the safety of others.
4. If you are displaying an increase in unsafe behavior, your Treatment Team may place you on a specialized behavior plan with restrictions that target the problem area.

BOUNDARIES

1. Maintain personal boundaries at all times. This means keeping your hands, feet and any other item on your body or being used by you to yourself. You have a Personal "BUBBLE" around you at all times. You should not be in anyone else's Bubble and they should not be in yours.
2. On the bottom step of C Wing there is a step painted RED, patients are not allowed to be on the upper level of this Wing at any time.
3. You are not allowed to go into anyone else's room other than your own even if invited. You are also not allowed to go into any other room such as a bathroom, storage room etc, with any other patient.
4. Hanging out at the nurse's station is not allowed. If you have a problem, or concern, please address it with the RRC's, they will help you. If you show up at the window or banging on the doors or glass, it is likely you will not be responded to by the person in the nurse's station. Please talk to the RRC's first to see if they can help you.

Room

8. Patients are **only** allowed in their rooms at the times allotted on the schedule

- At 0745, the patients' rooms are closed, and you will not be allowed back into your room until 1115. If you need something from your room during this time, a staff member will retrieve it for you.
- At 1200 during lunch, you must once again must your room and close your door. The next opportunity for you to be in your room is at 1800. Patients are encouraged not to sleep on the floors or at the tables in the milieu.
- These guidelines are also followed on the weekends.

VISITATION

1. In order to request visitation, you must notify your Competency Intervention Specialist (CIS) at least 5 days in advance. This allows for appropriate screening.
2. All visitors must be screened and approved by your Competency Intervention Specialist (CIS) prior to any visits being scheduled. You will need to sign an ROI (Release of Information) for each visitor so that we can screen them.
3. Visitation forms are due on Tuesdays by 4pm for the week of visitation.
4. Visitation is available for Adults FRIDAY, SATURDAY and SUNDAY 7-9pm and SATURDAY and SUNDAY 9:00 am – 11:15am, and 1:30pm – 3:45pm. Please remember that visitation is limited to 45 minutes unless extended visitation is approved.
5. Visitation is available for Minors FRIDAY, SATURDAY AND SUNDAY from 4:00pm – 4:45pm and SATURDAY AND SUNDAY from 12:00pm – 1:30pm. Please remember that visitation is limited to 45 minutes unless extended visitation is approved.
6. There is a limit of 6 people total per visitation hour (45 minutes) and this includes Patient and visitors.
7. **All patients will be searched going to and coming back from visitation. If contraband is found, it will be confiscated and your visits will be temporarily suspended until the treatment team meets to review.**
8. On Level 2, you are allowed to have a visit with immediate family only. No outside food or drink may be brought to the visit.
9. During a Level 3 visit, your family may bring sealed snack items and a sealed drink for the visit. No food items or money may come back to the unit after the visit.
10. When you are Level 4, you are permitted to have a visit with family or primary support people. During the Level 4 visit, your visitor may bring in food from a vendor for the visit. On the visitation form, you will need to write down the specific food item and how much. For example: x 2 Cheeseburger and x 2 Fries from Burger King. No food items or money may come back to the unit after the visit.
11. All drinks must be factory sealed. (No fountain drinks, hot drinks, milkshakes, smoothies, energy drinks, etc.) No glass bottles or cans may be brought in at any time.
12. NOTHING MAY BE BROUGHT BACK TO THE UNITS FROM VISITATION, **except** legal paperwork. Please make sure you put on your visitation form that your visitor is bringing in legal paperwork for you.

13. All visitors will be required to sign a Visitors Acknowledgement of Visitation Rules, Contraband and Liability Waiver before being allowed to visit.
14. Books and magazines **may not** be brought in to the visit and given to the patient to bring back to the unit.
15. **7 or more visitors require an exceptions signature** from the Program Administrator or designee.
16. If you have more than 1 visit scheduled for the week and there is a shortage of visitation spots, you may be asked to reduce your visiting hours that week.
17. During visitation, all visitors are expected to conduct themselves in a socially appropriate manner and to adhere to the rules regarding physical contact during visitation. If they do not, they will be asked to leave the grounds.

MLCRP PATIENT RIGHTS AND RESPONSIBILITIES

Maple Lane Competency Restoration Program employees a peer specialist who will review your rights and responsibilities with you and is available to answer your questions about these topics.

PATIENT RIGHTS

- Receive services without regard to race, creed, national origin, religion, gender, sexual orientation, age or disability;
- Practice the religion of choice as long as the practice does not infringe on the rights and treatment of others or the treatment services and, as an individual participant, the right to refuse participation in any religious practice;
- Be reasonably accommodated in case of sensory or physical disability, limited ability to communicate, limited English proficiency, and/or cultural differences;
- Be treated with respect, dignity and privacy, except that MLCRP staff members may conduct reasonable searches to detect and prevent possession or use of contraband on the premises.
- Be free of any sexual harassment;
- Be free of exploitation, including physical and financial exploitation;
- Have all clinical and personal information treated in accord with state and federal confidentiality rules and laws;
- Voice concerns and be heard
- Review their clinical record in the presence of the administrator or the administrator's designee and be given an opportunity to request amendments or corrections;
- Receive a copy of the MLCRP complaint and grievance procedures upon request and to lodge a complaint or grievance with MLCRP if the patient believes their rights have been violated;
- File a complaint with the DSHS without interference, discrimination, or reprisal when the patient feels the MLCRP has violated a Washington Administrative Code (WAC) requirement that regulates facilities.
- Personal privacy and sexual expression
- Receive quality treatment in a healthy, safe, clean and comfortable environment.
- Right to refuse psychotropic medications
- Be free of abuse, including being deprived of food, clothes or other basic necessities.
- Be free of restraint and/or seclusion, except as provided in WAC 246-337-110
- Participate or abstain from social and religious activities
- Participate in planning his or her own health care and treatment that considers his or her own medical and/or mental health advance directives
- Refuse to perform services for the benefit of the Program unless agreed to by the patient, as part of the individual health care plan and in accordance with applicable law
- Express and informed patient consent
- Right to contact attorneys or advocates
- Communication, Abuse Reporting and Visits
- Care and custody of personal effects of patients
- Voting and public election
- Habeas Corpus
- Participate in treatment and discharge planning

- File a complaint with the Department of Health without interference, discrimination, or reprisal when the patient feels the MLCRP has violated a Washington Administrative Code (WAC) requirement that regulates facilities. The patient may choose whether to notify MLCRP of the complaint.
- Privacy, provided that reasonable means may be used to detect or prevent items that may be harmful or injurious to the patient or others, from being possessed or used on the premises.

PATIENT RESPONSIBILITIES

- To provide accurate information and to contribute to the development of the patient's Recovery Plan.
- To make choices about treatments that will help patient progress toward returning to the community or fulfilling any obligations to the judicial system.
- To be actively involved in the treatment process, including asking questions when you do not understand something. Be informed about your treatments and medication.
- To follow rules, regulations, and instructions.
- To care for themselves and to respect their personal environment.
- To advocate for themselves or to ask someone to help you advocate on their behalf.
- To treat other patients with respect.
- To avoid doing things that would put the patient or others in danger.
- To accept consequences of their own behavior to the extent they are able.

If you feel your rights have been violated or if you have any comments concerning your treatment at Maple Lane you may use the following process:

1. You may verbalize your comment to any Maple Lane staff who will address it appropriately.
2. If verbalizing your comment is not satisfactory, you may request to talk with a different staff member or request a comment form from Maple Lane staff.
3. Complete the comment form, place it in an envelope and put it in the comment box near the nurse's station. You may request assistance with completing the form from staff, family, friends, or guardian.
4. If you are uncomfortable using the comment box, you may hand deliver the sealed envelope to the Program Administrator.
5. The Program Administrator/ or designee will meet with you to address your comment.

If you feel as if MLCRP cannot adequately address your concerns, the following options are also available to you:

Many legal services agencies provide direct legal assistance and advocacy to people in treatment. If a patient already has an assigned attorney, the patient may contact him or her about concerns regarding treatment at the residential treatment facility.

If a patient does not have an attorney, the following agencies may still be able to provide assistance:

Disability Rights Washington (DRW)
 315 5th Avenue South, Ste. 850
 Seattle, WA 98104
 Services 2201 Sixth Avenue - M/S: RX-11
 Telephone: (206) 324-1521 or (800) 562-2702

Department of Health
 Health Systems Quality Assurance (HSQA)
 Complaint Intake
 PO Box 47857
 Olympia, WA 98507-7857
 360-236-4700
 1-800-633-6828
 Email: HSQACompliantIntake@doh.wa.gov

Regional Manager
 Office for Civil Rights
 U.S. Department of Health and Human
 Seattle, WA 98121-1831
 Phone (800) 368-1019
 TDD (800) 537-7697
 FAX (206) 615-2297

DSHS Constituent Services
 Box 45131
 Olympia, WA 98504-5130
 800-737-0617

Additional Advocacy services numbers/addresses are available upon request. Please request an advocacy list from your Social Worker if needed.

Rights Which Depend on Your Treatment Needs

Your treatment team may limit the following rights. If they do so, the reasons will be discussed with you and/or your appointed guardian and will be a part of your treatment plan. The clinically responsible staff will review the restrictions at least every seven days. The reasons for your restrictions will be documented in your medical records. You have the right to the following as long as the exercise of these rights does not constitute a safety/security issue or create a danger to yourself or others or interfere with your treatment. The Maple Lane Competency Restoration Program has additional safety and security requirements that may limit these rights further.

You have the right to:

1. Wear sweat pants, sweat shirt or T-shirt. –Double layering of clothes is not allowed.
2. Have your family and others (e.g. your caseworker, friends, etc.) visit you during regularly published visiting hours. (MLCRP has a limit of 6 people total in the visitation room each 45 minutes of scheduled visitation.) Your visitors must be screened and approved by your social worker. Privileges during visits are subject to what level you are at the time of the visit.
3. Have reasonable access to a telephone and to make and receive calls. This is a pay phone during non-treatment hours.
4. Receive mail. However, all mail must be opened in the presence of staff. No one can restrict the number of letters to and from your attorney or private physician.
5. Privacy with regard to personal needs.

Spirituality/Religion

The program will reach out to community volunteers to discuss any issues or questions you may have regarding religious or spiritual needs. Please ask your treatment team for information. If you would like to borrow religious materials while you are at Maple Lane, please request those from your CIS.

Legal Library

Maple Lane has a legal library that you can request to use in the evenings after group. Please see your RRC to sign up.

Friday Fun Night

9. As an incentive program, “Friday Fun Night” encourages active patient participation in CORE, supplemental (weekend groups), the daily 12:30pm & 530pm Recreation groups, weekly treatment teams, 100% med adherent, as well as being a positive member in the milieu 100% of the time. While attendance is easily tracked using paper sign-in sheets and electronic medical records (ERMA), positive behavior or being a “Good Citizen” can be verified through daily observation and the daily report
10. Using deduction, patients who have **not** attended 100% of the CORE, supplemental (weekend groups), as well as the daily 12:30pm & 530pm Recreation groups, weekly treatment team, not taking medications, as well as **not** being a “Good Citizen,” *e.g.* No point freezes, breaking of Maple Lane Rules, completed Behavioral Intervention Forms, etc. are ineligible to participate in Friday Fun Night
11. On the other hand, when a patient does attend all CORE, supplemental (weekend groups), as well as the daily 12:30pm & 530pm Recreation groups, weekly treatment teams, is med adherent and is a positive member in the milieu 100% of the time, they are eligible to attend.

Friday Fun Night Requirements

12. 100% CORE attendance for a total of 20-hours by Friday
13. 100% Attendance in any group that has a facilitator, Recreation Group, RRC groups, RN Led Groups, etc.
14. Attend weekly Treatment Team
15. Being a “Good Citizen” is following Maple Lane Rules which are in the patient handbook and posted in the milieu
16. Following all treatment recommendations: this includes 100% medication adherent