



SOUTH FLORIDA EVALUATION & TREATMENT CENTER

PATIENT HANDBOOK

18680 SW 376th Street
Florida City, Florida 33034
Phone: 786.349.6000 / Fax: 786.349.6028

WELCOME

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WELCOME



On behalf of Wellpath, LLC and the staff, I would like to welcome you to South Florida Evaluation and Treatment Center (SFETC). The staff look forward to helping you and to making your stay as pleasant as possible. We will make every effort to provide you with the best therapeutic care within a safe and secure environment. In order to provide you with the best treatment, we will need your participation and cooperation. It is especially important that you comply with the medication treatment from the doctor in your unit.

As a patient of SFETC, you have rights and responsibilities which this booklet explains. On your day of admission, a staff member will go over the information in this booklet with you. Should you have questions later about this information, do not hesitate to ask any staff member for assistance. Please keep this booklet for your future reference.

You will be assigned a private room in one of our nine units. Each day you will meet in community meetings with the other patients in your unit, along with some staff members. In these meetings, please feel free to express any concerns you may have or make suggestions about how SFETC can better meet the needs of our patients. We value your opinions.

We want to make sure that you are satisfied with the treatment and care you receive. Let us work together to make your stay a productive one.

Sincerely,

Jacqui Estrella

Facility Administrator
18680 SW 376th Street
Florida City, Florida 33034

General Information Telephone Number: 786-349-6000

About SFETC

South Florida Evaluation and Treatment Center (SFETC) is located in Florida City, Florida, about forty miles south of Miami. SFETC is operated by Wellpath, LLC. SFETC was first accredited by The Joint Commission in 1991, and continues to be accredited to this date. This licensed and accredited forensic treatment facility is a maximum-security facility, which provides screening, evaluation and recovery-focused treatment to 238 patients. All patients have been declared incompetent to proceed (ITP), or not guilty by reason of insanity (NGI) by the state courts. The facility accepts the majority of forensic non-English speaking patients in Florida. Emphasis is placed on recruitment of bilingual and multi-cultural staff to serve the diverse needs of all patients.

Our goal is to help individuals committed to SFETC to improve their mental health as quickly as possible so that they can continue with their futures.



Mission and Philosophy

The mission of SFETC is to improve the lives of those touched by a mental illness. Our vision is to be the leader in providing quality forensic psychiatric care that anticipates and responds to the changing needs of the patients we serve and to empower patients with mental illness and their families to achieve the highest quality of life. We are committed to promoting the potential of our patients in an atmosphere of dignity and respect. We will pursue clinical, forensic and workforce excellence. Our treatment environment promotes recovery through therapeutic alliances with clinical, security, administrative and support staff. We hold that the delivery of quality services is dependent upon evidence-based practice, a safe and therapeutic environment, patient and family involvement in treatment planning, highly competent staff, and responsible fiscal management. We uphold the highest professional standards and ethical behavior.

Helping You In Your Recovery

You will be assigned to one of our treatment teams on the day you are admitted. The members of the treatment team will meet with you to find out your needs, interests, and strengths. Together, you and your treatment team will develop the most appropriate treatment plan for you. The Treatment Team is made up of a psychiatrist, nurse, social worker, forensic psychologist, recovery specialist, recovery plan coordinator and other individuals as required, such as a dietitian. The Treatment Team will meet with you when you are admitted to the unit, then monthly thereafter unless more often is necessary. During each treatment team meeting, you will have the opportunity to review and discuss your progress with the treatment team, and to make necessary changes to your treatment plan.

The [Psychiatrist and Nurse](#) will work with you to determine your medication needs. It is very important for your mental health recovery that you take your medicines every day. Report to your doctor any side effects that you feel from your medicines.

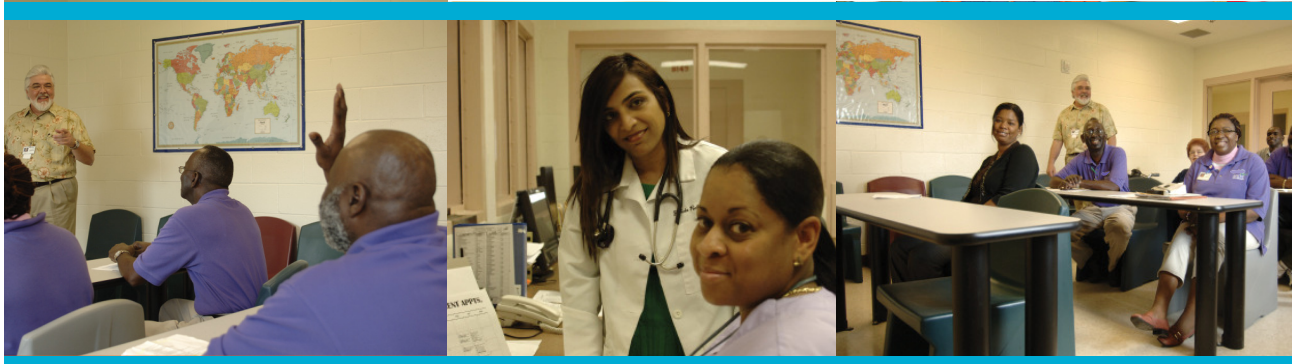
The [Social Worker](#) will assist you by scheduling visits with people you would like to visit you. This staff person will also assist you in contacting official offices in the community and in making deposits into your money account at SFETC.

The [Forensic Psychologist](#) will work with you to help you better understand the legal aspects of your legal case and to help you return to court to receive your court hearing.

The [Recovery Specialist](#) will help you to determine your needs, interests, and strengths concerning your mental health recovery. This help will prepare you for a possible return to a supervised community.



Helping You In Your Recovery



The recovery and rehabilitation treatment we offer include different types of programs.

The [Educational Program](#) has classes, such as Adult Basic Education, Competency Class, Cultural Awareness, Life and Vocational Skills, Health Education and Maintenance, GED, and English for Speakers of Other Languages.

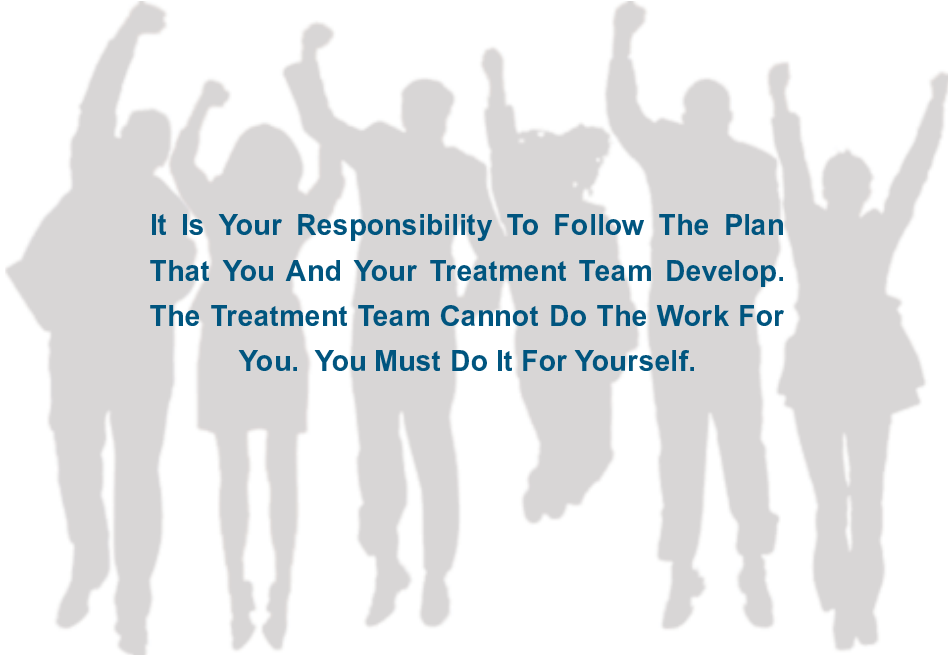
The [Psycho-educational Program](#) involves Anger Management Training, Interpersonal Skills Training, Illness Management and Recovery Training, and Managing Your Risk and Relapse Prevention.

The [Psychotherapy Program](#) incorporates Anger Treatment and Cognitive Therapy to deal with hallucinations and delusions; Dialectical Behavior Therapy techniques to deal with relational and self-injury problems; Trauma Therapy; Substance Abuse Therapy; and under special circumstances, Individual Therapy.

We also have a [Token Economy Program](#) and a [Patient Labor Program](#). Through participation in the Token Economy Program, patients can earn points when they show they can take care of themselves, be personally responsible for honestly and actively participating in their treatment programs, be able to work with others in a group, and show courtesy and caring to others. Patients can also earn points through the Patient Labor Program. To participate in this program you must first be recommended by your treatment team. Participation in this program can help you learn many necessary skills that will be important for you to maintain a job when you return to a community setting. In the evenings you will be able to choose to attend different activities that include, AA/NA groups, movies, library and church activities, as well as physical exercise programs.

Individualized Treatment Plan

Your unit has a treatment team that is responsible for working with you to help you improve your mental health and daily functioning. You and your treatment team together will develop your own individualized treatment plan, which will focus on your present needs, strengths, interests and goals. The purpose of the plan is to help you set and achieve goals on your road to recovery. The plan will list the goals you need to accomplish and by an expected date. A copy of your treatment plan will be given to you.



**It Is Your Responsibility To Follow The Plan
That You And Your Treatment Team Develop.
The Treatment Team Cannot Do The Work For
You. You Must Do It For Yourself.**

What Is “Recovery”?

It is very important to understand that “recovery” does not mean “cure”. Recovery is a personal and unique process of changing one’s attitudes, values, feelings, goals, skills and roles. It is a way of living a satisfying, hopeful, and contributing life even with limitations caused by mental illness. We want to help you be a “recovered person with a mental illness.” The approach we use at SFETC to help you recover from your mental illness includes medication, individual and group therapy, psychotherapeutic programs, recreational activities, dietary monitoring, and clinical supervision.

Please remember that your treatment team cannot help you “recover” without you doing your part. You will need to participate actively in treatment planning. **YOU CAN DO IT!**

Other Hospital Services

Dental Services

Dental staff are available to assist you with your oral care needs. This may include services such as dental examinations, restoration/filling teeth, extractions, teeth cleaning, and dental education. Within ten days of your admission, you will receive a complete dental examination and the dentist will develop a treatment plan that will address your dental needs.



Medical Services

Our clinic has doctors and nurses that treat the medical needs of our patients. The clinic is staffed from 8:00 AM to 11:00 PM seven days a week. There are doctors on call at all other times. The clinic includes X-Ray and laboratory services. An optometrist and podiatrist come to the facility on a contracted schedule. Patients with special medical needs are transported to outside clinics/hospitals.

Housekeeping Services

On a daily basis, housekeeping staff maintain the cleanliness of each unit, including the patients' rooms, showers and dayroom. However, you are responsible for keeping your room neat and free of clutter.

Social Work Services

The role of the social workers is to help you with visitations, business office transactions, contact community resources, and get information from outside agencies; this includes the immigration and social security offices. The social workers also work with community case managers to help eligible patients be placed in community programs. The social workers communicate with other departments in our hospital to help coordinate services for you.

The social worker on your unit will meet with you soon after your arrival. He/she will arrange your visitations. The social worker can only contact the people you approve to let them know you are in our hospital. Please remember that all visits must be approved by your social worker. People who come to visit you, but have not been approved by the social worker, will not be allowed to have a visit. Please inform your social worker when you would like to arrange a visit with family or friends. The social worker can also assist you to register to vote and to fill out a voter absentee ballot.



Food, Nutrition, and Mail Services

Food and Nutrition Services

Our Food and Nutrition Department provides a well-balanced diet to the patients. Every day the patients are served three meals. They are also given an afternoon and evening snack.

Breakfast: 7:00 AM to 7:30 AM

Lunch: 11:30 AM to 1:00 PM

Dinner: 5:00 PM to 6:00 PM



Our menu has been carefully analyzed to provide the patients adequate nutrition and fulfill their daily food requirements, as specified by the Daily Requirement Intake recommendations.

The daily meals given to the patients may vary depending on the nutritional assessments made by our hospital's Registered Dietitian or Dietary Technician. Upon admission every patient is nutritionally screened, that is, evaluations are conducted to determine the best type of diet for the patient. Patients that need a special therapeutic diet (Diabetic, Low Fat, Low Sodium, etc.) will receive a follow up nutritional assessment as clinically determined. Changes in meal patterns/diet will be made as they become necessary. Patients' food allergies and dislikes for certain foods are respected by removing the food items from their trays and substituting them with their nutritional equivalents. Should you have any issues regarding food or you have food related problems, please feel free to request a consultation with a dietitian.

Mail Services

You have the right to receive and send letters. You may also receive packages. If you cannot afford stamps, the hospital will mail at no cost to you up to three letters per week. If you can afford stamps, or someone sends you stamps, you may mail as many letters as you have stamps. When you write to family or friends and wish a return letter, their letter should be addressed to:

Your Name (and unit if known)
South Florida Evaluation and Treatment Center
18680 SW 376th Street
Florida City, Florida 33034

The staff on your unit will give you the letters that are mailed to you. You must open the letters in front of the staff. They need to check that contraband does not come in through the mail. Packages mailed to you will be opened by the mail clerk in the presence of a security officer and examined for contraband before the packages are given to you. A list will be made of items found in your packages that the patients are not permitted to have, and they will be kept in the property room. You will be given a copy of the list. When you are discharged, appropriate items will be given to you or forwarded to the address you give us.

Care of Your Personal Property

When you are admitted to our hospital, all of your items are sent to the property room. A list will be made of all the items that you brought with you. You will be given a copy of this list and another copy will be put in your patient chart. On the same day that you are admitted, all personal clothes that you brought with you will be sent to the laundry room to be washed. All patients are given a jump suit, underwear, and sandals on the day they are admitted. About twenty-four hours after your admission, your personal clothes will be returned to you, unless they are the type that you are not permitted to have. For example, hard-soled shoes, heavy belt buckles, and inappropriate words or pictures on the clothes.

The maximum number of clothes that patients are allowed to have in their rooms is five sets. Two pair of soft-soled shoes are also allowed. Patients who do not bring any personal clothes will be given five sets of clothing. Patients who bring less than five sets of clothes will be given enough clothes to make up the five sets. If you bring more than five sets of clothes you will be permitted to have only five sets of personal clothes at one time. You may however request to exchange your clothes with what you have in the property room. If you wish to request items that are being kept for you in the property room, you must complete a Property Request Form. The staff will give you a copy of this form and help you complete it.

Patients may receive items through visitors or mail. The security staff inspects all items that visitors bring to the patients. Items that are considered contraband will not be accepted by security and will be given back to the visitor. Items that are accepted are sent to the property room, where the staff will make a list of the items. The items will then be taken to you along with a copy of the list the property room staff made. Please allow for one regular business day to receive the items that visitors bring to you. Items brought to you on a Friday or weekend will not be delivered to you until Monday.



Money Account Services

Although patients are not allowed to have cash or other forms of currency, you will be able to have an account with the Business Office at SFETC. You may use the money in your account to buy items in our canteen. You or members of your family and significant others may make deposits into your account. Deposits can be in cash, checks, or money orders. The Business Office will keep records of your account and provide a balance statement upon request. You cannot use the money from a deposit until the money has been recorded into your account. Please keep in mind that it usually takes about two business days for a cash deposit to be recorded into your account.

The Business Office cannot record checks from your family members or others that are made to you until you sign them and they are cleared at the bank, which takes about 14 days. Remember that you cannot use the money from a deposit until the Business Office records it into your account.

Token Economy

Our hospital has a Token Economy Program for patients. The Token Economy Program is one in which patients can earn points for appropriate behavior and then use their points to purchase items from the canteen. A few of the ways a patient can earn points are by getting up on time, taking prescribed medications, arriving on time for programs, completing class room assignments, following unit rules, handling conflict without aggression, and demonstrating positive behaviors. Please feel free to ask the staff on your unit for a copy of the “Daily Motivational Point Sheet.” This list shows all of the ways you can earn points.

You will be able to use the points you earn in the Token Economy Program to order items from our canteen. A few examples of things patients can obtain with points from the canteen include: candy, crackers, hygiene items and nonperishable items such as birthday cards. A complete list of things for sale at the canteen is available on your unit.

In addition to purchased canteen items with points patients may purchase canteen items with money in their patient trust accounts. Patients who complete a canteen order by Wednesday will receive their items on Tuesday of the following week. There is a limit of five (5) items per order, which may include a combination of edible and non-edible items.



Your Part In Your Care & Safety / Helpful Tips About Medication

Your Part In Your Care & Safety

Everyone has a role in making your stay here at South Florida Evaluation & Treatment Center safe. Your role includes speaking up if you have questions or concerns or if you do not understand your recovery plan. Participate and make decisions in your care and learn from your hospital experience. Know your medications and understand how they will help you.

If you experience any unsafe conditions or unanticipated outcomes in your treatment and/or medical care, it should be reported to your unit nurse/recovery team for review and appropriate action. **You** can play an important role in achieving the best outcome from your medication. To ensure medications are used safely and effectively, follow these tips:

- Maintain a list of all your medications and learn the names, purpose, dosage strength, and schedules of your individual medications.
- Maintain a list of medications that you cannot take (for reasons like allergic reactions) and be able to explain the reasons why.
- Don't hesitate to ask questions regarding anything you do not understand or that does not seem right.
- Verify your understanding of proper medication use and effects by repeating this information to your health care providers (for example, during your recovery team meetings).

Helpful Tips About Medication

There are four main types of medication used to treat mental illness. Here is a brief summary of each type of medication. More detailed information can be given to you by your nurse or doctor.

1. Antipsychotics

Examples include: Risperdal, Seroquel, Haldol, Zyprexa, Geodon, Abilify, Invega.

These medications lessen hallucinations (voices), stabilize mood swings, aid you in concentration, lessen paranoid and bizarre thoughts, and help you to be able to care for yourself.

2. Antidepressants

Examples include: Lexapro, Prozac, Effexor, Wellbutrin, Paxil

These medications help lessen the symptoms of depression that last at least 2 weeks. These symptoms include being withdrawn, change in eating or sleeping habits, thoughts of harming self, and feelings of hopelessness.

3. Mood Stabilizers

Examples include: Lithium, Depakote, Tegretol, Trileptal

These medications even out your mood, preventing the high and low mood swings that you may experience and that your family might notice.

4. Antianxiety

Examples include: Vistaril, Klonopin, Ativan, Buspar

These medications are used to decrease severe anxiety and calm nerves. These can produce physical and psychological dependence and withdrawal symptoms. If you are addiction prone or have a substance abuse problem, you should be under careful observation when taking these medicines.

Patient Rights

The following are rights you have as a patient of SFETC. If at any time you feel one of your rights has been violated, you may bring the matter to the attention of your treatment team, file a written grievance, or call the SFETC Patient Advocate at **786-349-6057**. Lastly, the Ethics Committee may be asked to review your concern.

Right To Individual Dignity

- To be respected at all times
- To be free from abuse or neglect
- To have freedom of movement unless restricted as a part of treatment or by a judge

Right To Treatment

- To receive therapeutic treatment
- To receive treatment in the least restrictive setting possible
- To receive appropriate assessment and management of pain
- To prepare an advance directive
- To have privacy
- To participate in the development of your treatment plan

Right To a Translator

- To have, free of charge, a sign language interpreter or other communication assistance for persons who are deaf or hard-of-hearing – Contact Dr. Valdez at **786-349-6057**.

Right To Express and Informed Consent

- To be informed about the nature of your treatment
- To consent or not consent to treatment unless restricted by a judge or in an emergency
- To be provided, if necessary, a guardian, through the court, to help with decisions regarding your treatment

Right To Quality Treatment

- To receive treatment that is skillfully, safely and humanely administered
- To receive such medical, vocational, social, educational and rehabilitative services as needed
- To receive a copy of your treatment plan
- To be informed of any unexpected treatment result if that result caused you any harm

Right To The Care And Custody of Personal Effects

- You have a right to personal clothing and belongings to be respected
- To have an explanation of why any of your personal belongings are taken from you
- To have a list of all items that are taken from you

Right To Communications, Abuse Reporting And Visits

- To file a grievance against the staff or the facility
- To send and receive mail and use the telephone unless restricted as a part of your treatment
- To have visitors at reasonable hours, unless visits are restricted as a part of your treatment
- To have access to a telephone at any time to report abuse, neglect, exploitation or sexual assault
(1-800-962-2873)

Patient Rights

Right to Ask For a Court Order

- To question the cause and legality of your detention
- To ask the circuit court to order your release

Right To Vote In Public Election

- To vote in all Public Elections if eligible
- To be assisted in registering to vote
- To vote by absentee

Right To Education

- To receive education and training as appropriate
- To receive education and training in the least restrictive setting possible

Right To Clinical Records

- To have reasonable access to your own records
- To authorize release of information to persons or agencies
- To have all information in your record kept confidential, except as permitted or required by law

Right To Transportation

- To be transported, to and from the facility in a safe vehicle
- To be transported, to outside agencies for needed treatment

Right To Designate Representatives

- To designate a person to act on your behalf

Right to Participate in Treatment and Discharge Planning

- To help make decisions about your treatment
- To make plans for your discharge

Right to Receive Patients Booklet

- To receive a copy of the Patients Rights Booklet upon entry into the facility



YOU Have The Right To More Detailed
Information About Your Rights!
Contact Disability Rights Florida at
1-800-342-0823



Patient Rights

Advance Directives

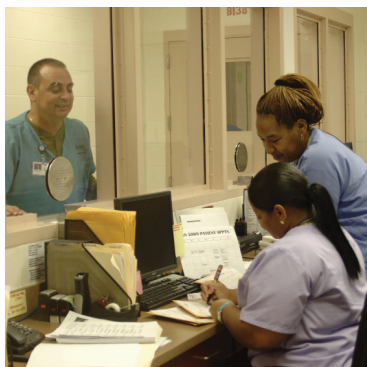
Every competent adult has a right to make decisions concerning his or her own health, including the right to choose medical treatment. When a person becomes unable to make a decision due to physical or mental change, such as being in a coma or developing dementia (like Alzheimer's disease), they are considered incapacitated. Advance Directives are signed in advance to let your doctor know your wishes concerning medical treatment should you become incapacitated. To make sure that an incapacitated person's decisions about health care will be respected, Florida law recognizes the right of a competent adult to prepare Advance Directives. Depending on your individual desires you may complete any one or a combination of the three types of Advance Directives which include a Living Will, Health Care Surrogate Designation or an Anatomical Donation.

During your admission process you will be provided with written information and oral explanation about Advance Directives. You are not required to complete an Advance Directive. If you choose to do so, the admission staff will help you to complete the proper forms. You may make a decision about an Advance Directive at a later point in time or cancel your decision at any time.

Grievances And Complaints

If at any time you feel that your rights have been violated, or you feel you or other patients are not being treated fairly, you may make a verbal or written complaint. The steps that we request you follow to file a complaint are posted in your unit. You may also ask any staff member in your unit to give you a copy of the grievance process.

The staff will always work hard to resolve your complaints to your satisfaction. However, some complaints may not have merit, or the corrective action you desire may not be in keeping with SFETC's policies and procedures or resources. We want your stay at SFETC to be a pleasant one.



Patient Rights

Ethical Treatment

In addition to the rights that are listed, you can expect to be treated by the staff in an ethical manner. This means you have the right to be treated in a morally correct way and staff must behave in a morally appropriate way. What each person thinks is morally proper is based on religious teachings, family upbringing, and cultural values.

SFETC created an Ethics Committee to help you and the other patients with ethical concerns or dilemmas. If at any time you think you are being asked to do something that is not morally correct or you think staff members are doing something that is not morally right, you may request to bring your concern to the attention of the Ethics Committee. This committee will look into your concern and make a recommendation to the Hospital Administrator if indicated. You will be informed of the decisions of the committee and of the Hospital Administrator.

Should you want to bring a concern to the attention of the Ethics Committee, please tell the Patient Advocate and they will assist you in referring your concern to the Ethics Committee.

Disabilities for Deaf and Hard-of-Hearing

SFETC is committed to provide patients who have physical disabilities the same high quality treatment, care, and services provided to all of our patients. This commitment supports the Settlement Agreement between the Florida Department of Children and Families (DCF) and the U.S. Department of Health and Human Services, Office for Civil Rights. This comprehensive Agreement is designed to help bring DCF into compliance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act in its provision of healthcare and social services to persons who are deaf or hard-of-hearing.

In keeping with this Agreement, DCF and its contract providers agree to take measures designed to ensure that they provide auxiliary aids and services when necessary to ensure effective communication with deaf or hard-of-hearing patients and companions.

You have the right to a translator for Limited English Proficiency (LEP) and appropriate auxiliary aids and services to assist with deafness or hard-of-hearing. If assistance is needed or you have any questions, ask any member of your treatment team to speak with the facility's Single Point of Contact (SPOC) who can assist.

To receive treatment in a language you understand, at your request or the request of your treatment team, arrangements will be made to obtain the necessary translation services.

A Customer-Companion Communication Assessment and Auxiliary Aid- Service Record will be completed by your social worker and maintained in your medical record.

Your Responsibilities

You are expected to respect the other patients and the staff at all times. You are also expected to meet the following responsibilities. You may receive additional responsibilities in keeping with your individualized treatment plan.

A patient is responsible for:

1. Providing to the treatment team, to the best of your knowledge, accurate and complete information about present mental and physical conditions, past illnesses, hospitalizations, medications, and other matters relating to your health.
2. Participating in the planning and development of your treatment plan.
3. Expressing, if necessary, lack of understanding of the treatment plan, including reasons for taking medication.
4. Following the treatment plan, this includes taking your medications as ordered.
5. Showering and grooming daily.
6. Keeping room neat and clean.
7. Keeping your unit and room contraband free.
8. Abiding by the staff's instructions and requests to follow the daily routines and rules of the unit.
9. Showing respect and consideration to others and their property, as well as the hospital's property.
10. Seeking appropriate assistance (for example: advice, suggestions, counseling from unit staff) to deal with personal feelings of anger and frustration.
11. Complying with all requests made by the doctor and nurse related to medical treatment, such as providing blood and/or urine specimen(s).
12. Acting at all times in a manner that does not harm the safety of self, the other patients, and the staff – obey all safety rules.



Unit Rules

We have developed rules in our hospital to provide you and your fellow patients with an orderly, safe, and pleasant environment. You are expected to follow the rules.

Start and End of Each Day:

- Every day wake up time is at 6:00 AM and lights out in the bed rooms is at 11:00 PM from Sunday through Thursday and 1:00 AM on Friday and Saturday.

Medication:

- Medications are given at 8:00 AM, 12 noon, and 8:00 PM., unless specified differently for you by the medical doctor.

Room Cleanliness:

- You are responsible for the cleanliness of your room. By 7:30 AM every day you will have your beds made, and all clothes, shoes and towels properly placed.
- Room cleanliness includes the room being free of bad odors.

Admission to the Unit:

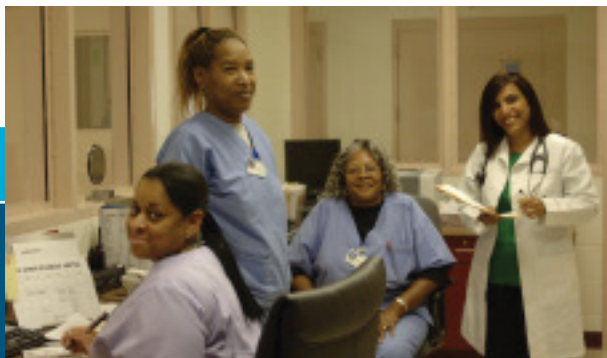
- You will remain in the jump suit for the first twenty-four (24) hours after admission.
- For safety reasons you will be kept on close observation for the first seventy- two (72) hours after admission.

Fire And Disaster Drills

- At times, drills are held to train hospital staff and to educate you on what to do if there was an emergency at the hospital. We ask that you follow the direction of staff during these times, as they are trying to provide for your safety.

Telephone (Telephone Times will be Reasonable):

- The unit staff will develop a daily schedule for the patients to use the telephone. The schedule will allow each patient to use the telephone for twenty (20) minutes each time. You have the right to call the Abuse Registry at any time. You may call your attorney or the SFETC Patient Advocate at a reasonable time. SFETC considers reasonable time to be 8:00 AM to 5:00 PM Monday through Friday. You are also not allowed to use the telephone during the times you are scheduled to attend groups or other clinical or medical services.



Unit Rules

Television:

- You are allowed to watch television in your unit only when there are no programs or therapeutic activities scheduled. Since programs and therapeutic activities are scheduled Monday through Friday, from 9:15 AM to 11:15 AM, and from 1:15 PM to 3:15 PM, watching television is not permitted during these times. On weekdays, you may watch television between 11:00 AM and 1:00 PM and from 4:00 PM to 11:00 PM. On weekends and holidays, you may watch television from 8:00 AM to 1:00 AM.
- The staff will keep the television remote at all times. They will change the channel based on what the majority of the patients on each unit want to watch. At the completion of each program, the staff will ask the patients on each unit which program they want to see next. The channel selected will be the one the majority of the patients want to watch.
- When movie videos are available, the patients may vote to watch a movie instead of the regular TV programming. The decision to watch a movie will be based on majority vote by the patients. Movies will be rated G, PG, or PG 13.

Radios:

- Based on approval by the treatment team, patients may have the type of radio that has been approved by SFETC.

Program and Class Attendance:

- Patients are expected to attend all of their scheduled programs, classes, and activities. Patients who refuse to attend will not be permitted to watch television, use the telephone, sleep in their rooms, or play table games during the time of their scheduled activities.

Church Attendance:

- Church attendance will not be denied to any patient, unless the patient's behavior presents a disruption to the church service, or for the safety of the individual or the group. Patients may attend church as often as they request.

Clothing:

- Patients may have five (5) sets of clothes, two (2) pairs of rubber-soled shoes, and one (1) skullie. Clothing with drawstrings and belts are not permitted.



Unit Rules

Pierced and Non-Pierced Jewelry: *(This is based on Risk Assessment and Approval by the Treatment Team)*

- You may be allowed to wear studded earrings only.
- You may be allowed to wear wedding rings and have one (1) watch with leather or plastic strap under \$50.00 value.

Personal Hygiene Items:

- You are allowed to have your personal toothpaste, toothbrush, small comb, shampoo, and deodorant in your room.
- You are not permitted to keep certain hygiene items such as body lotion and powder in your rooms.

Laundry:

- You may have several opportunities a week to wash your clothes. The unit staff makes weekly laundry schedules for the patients.

Showers and Shaving:

- It is expected that you will take a shower every day. You may take a shower between 6:00 AM and 7:30 AM, and after dinner. However, you will not be permitted to take a shower at the time you are expected to attend groups, treatment team meeting, or a clinical/medical appointment. The staff will post a sign-up log.

Food:

- Food is not permitted in the patients room. It is your responsibility to keep your room clean and not put your peers at risk of insect infestation.
- You may eat food that is bought by your visitors from the vending machines in the SFETC Visitation Room. You are not allowed to take food or drinks from the Visitation Room to your units.

Family Support Group and Visitors

Family Support Group

Wellpath/SFETC recognizes that families contribute to the recovery process and that they also need support to help the person with a mental illness. The purpose of our Family Support Group is multifaceted: to serve as a place for sharing painful experiences, to help revitalize strength and well-being of families, to give educational updates regarding mental illness, to understand how medications work, to provide coping skills training, to learn how the court system works with regards to people with a mental illness, and to develop a network of support among families. Helping a person who has a mental illness can create emotional and financial hardships. The Family Support Group helps families cope with their difficulties.

The Support Group usually meets on the last Sunday of the month at 12 noon. The meetings are held in the Administration Conference Room. Sandwiches and drinks are provided.

Visitors

We encourage visitation from families and friends. Get-togethers with significant others are therapeutic. They make a valuable contribution to your recovery process. The social worker on your unit schedules visits. Tell the social worker who you would like to have visit you and he/she will schedule the visits. Before the initial visit, the social worker will interview the person and explain the rules of visitation.

Patients can enjoy their visits in our Visitation Room. It is equipped with vending machines. Visitors are not permitted to bring food from the outside. Food and drinks that are bought from the vending machines must be consumed before the end of the visit. Patients are not allowed to take food and drinks to their rooms.



Visitors

Visitors may make money deposits in the lobby for you. A receipt stating the amount of the deposit will be given to the visitor and the money recorded into your account. Visitors may also bring clothing items and reading materials to you. These items must be in keeping with the contraband list and are received and recorded by the staff in the lobby. The visitor is given a receipt and the items are transferred to the property room where they are inventoried. The items are then delivered to the patient by the staff in the property department.

Visitation hours are from 9:00AM to 4:00PM on Saturday and Sunday. Visits are forty-five (45) minutes. Extended visits up to two hours can be arranged for individuals that have to travel more than 150 miles. Visitations to accommodate unique circumstances may be arranged Monday thru Friday from 7:30PM to 9:00PM.

Communication & Cooperation

Your communication and cooperation with the staff are very important for your recovery. Being open and honest with the staff can help them to better understand your needs, interests, and concerns. Your cooperation will allow the staff to work with you in developing and applying the most effective treatment plan for you. You are encouraged to carry out your responsibilities. Please feel free to ask the staff any questions you may have. We encourage you to always ask the staff for any assistance that you may need.

We look forward to assisting you in your recovery.



