



TREASURE COAST FORENSIC TREATMENT CENTER RESIDENT HANDBOOK



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Welcome

A MESSAGE FROM THE HOSPITAL LEADERSHIP TEAM

We would like to take this opportunity to welcome you to the Treasure Coast Forensic Treatment Center. The staff here is looking forward to helping and 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 work with your recovery team during your stay with us. Remember the most useful, important tool in your recovery is you!

On a monthly basis you will meet members of your recovery team. In these meetings, you will have the opportunity to express any concerns and/or make suggestions how TCFTC can improve meeting your needs.

On the day of your admission, an Admission and Discharge Unit staff member will discuss the information in this booklet with you. Should you have any questions regarding information in this booklet or anything else concerning your treatment, please do not hesitate to ask any staff member for clarity and additional information.

As a resident of TCFTC, you have rights and responsibilities which are outlined in this booklet, including your right to file a grievance.

At any time you feel that your rights have been violated, or feel you or other residents are not being treated fairly, you may make a verbal or written complaint. Should you feel that you or other residents have been abused in any way, you should call the Abuse Registry at (1-800-962-2873) immediately, and then notify the Resident Advocate at TCFTC.

During your stay here at TCFTC, please keep in mind that this administration expects that all employees will be respectful of the rights and dignity of each resident and their family. We would only ask that you return this courtesy during your treatment. All of us here at TCFTC look forward to making your stay here a productive one.

Sincerely,
Hospital Leadership Team



Artwork by TCFTC residents

The Program

ABOUT TREASURE COAST FORENSIC TREATMENT CENTER

TCFTC is a 208 bed forensic mental health facility. It is funded by the Florida Department of Children and Families and managed by Wellpath Recovery Solutions. The facility officially opened and began receiving residents on April 2, 2007 at it's location in western Martin County. The address of the facility is 96 S.W. Allapattah Road, Indiantown, Florida 34956. You will frequently see the name of this facility represented by its initials TCFTC.

TCFTC provides services to residents who are either Incompetent to Proceed (ITP) to trial or have been adjudicated Not Guilty by Reason of Insanity (NGI). For ITP residents, the purpose of TCFTC is to restore their competency so that they may return to Court and proceed with their case. Residents who are declared NGI will receive treatment to help relieve their symptoms from their mental illness and help them develop skills that will prepare them for transition to a less restrictive setting.

During your stay at TCFTC you will be assigned to a recovery team. The recovery team is made up of a psychiatrist, nurse, social worker, forensic psychologist, recovery plan coordinator, and other individuals as needed, such as a dietician. The goal of everyone here at TCFTC is to work in their respective roles to assist in your recovery. During your stay, always remember the most important tool in your recovery is you. Your input and cooperation with the recovery team is crucial to your recovery.

THE Wellpath MOTTO: RECOVERY IS REAL

WHAT IS RECOVERY? Recovery is a way of living a satisfying, hopeful, and productive life even with limitations caused by illness. Recovery is a personal and unique process of changing one's attitudes, values, feelings, skills, and roles. Recovery is growth beyond the effects of mental illness. Recovery promotes your active involvement in all aspects of your treatment and rehabilitation. You will work in partnership with your Recovery, Team to address and resolve issues relating to your treatment, rehabilitation, and quality of life.

PROGRAMS

The residents are offered 7 hours of daily programming Monday through Friday and 4 hours of programming on both Saturday and Sunday. Residents receive classes and groups on and off of their units. Classes provided in the classroom are facilitated by Recovery Specialists, Rehabilitation Specialists, and Substance Abuse Counselors. Groups provided on the units are facilitated by Peer Support Specialists, Mental Health Technicians, Social Workers, Psychology Interns and other disciplines. In the evenings and weekends, a variety of services are offered, providing some residents more than 7 hours of programming in one day. Many of these are "Honor groups". Honor groups are designed for Residents who are complying with their program and treatment goals and needs. These groups or activities include but are not limited to the WEC room, Creative Expressions, Parenting for Life, Alpha Series, Games and Tournaments. We also offer Alcoholic Anonymous, Narcotics Anonymous, Adult Basic Education, the gym, library, and various spiritual and religious services.

"The most important tool in your recovery is you"

The Program

All of our interactions with residents, families, and support network and staff are guided by the following principles:

- **Holistic:** We focus on the dignity and respect of each resident as a whole, not exclusively on his status or behavior.
- **Hope:** We believe that people can and do overcome the barriers and obstacles that confront them. We believe that hope is the foundation for ongoing recovery and fundamental to human dignity.
- **Self-Direction:** We focus on enhancing the ability of each resident to make informed choices in order to restore competency.
- **Strength-Based:** We focus on abilities and skills of the resident that assists them with making positive changes in their life.
- **Person Involvement:** We focus on the opportunity for each resident to participate in all aspects of his recovery.
- **Safety:** We focus on our commitment to assure the safety and security for every resident, staff member and the community.
- **Partnership:** We focus on utilizing a group approach consisting of a treatment team based on the resident's individual needs to facilitate recovery and restore competency.

Hope



Strength

Recovery Plan

RECOVERY PLANNING

Following admission to the treatment facility, the resident will be assessed by nursing staff and preliminary goals will be set to ensure the health and safety of all residents. Within five days of admission, residents will meet with their Recovery Team to develop their Stabilization Plan. Within 30 days of admission, the resident will meet with the Recovery Team to develop their Master Plan. The resident will then meet with their Team every 30 days thereafter, or as often as needed, as determined by the team. Each team consists of a Psychologist, Psychiatrist, Social Worker, Recovery Plan Coordinator, Nursing/Medical Staff, Program Staff, Peer Support Specialist, Mental Health Technicians, and Security Staff. However, not all of these members will be present at every team meeting.

A Recovery Plan includes goals and objectives that the team and resident discuss together. These goals are reviewed at least monthly to monitor the progress of each resident. The Recovery Plan identifies various interventions that will assist the resident with meeting his goals. Interventions may include medication, program activities, or anything else the team members and resident believe will be useful. You will be provided a copy of your Recovery Plan. Please utilize your plan to follow in your recovery process.

Competency Restoration Program: TCFTC offers a competency restoration program that is intended to prepare Residents for court. The program currently includes competency groups offered both on and off of the units by Rehabilitation Specialists, Recovery Specialists, Social Workers, Peer Support Specialists, and Substance Abuse Counselors, as well as Mental Health Technicians (MHT). The Psychology Department also facilitates competency groups as well as organizes Mock Trial sessions with the residents weekly.



“Hope is the foundation for ongoing recovery and fundamental to human dignity”

Your Rights

YOUR RIGHTS AS A RESIDENT

As a resident of TCFTC you have certain rights. These rights will be respected at all times during your stay here. If at any time during your stay you feel these rights have been violated, you can bring this to the attention of any staff member, file a Resident Grievance, or bring to the attention of the Resident Advocate. These rights are as follows:

1- RIGHT TO INDIVIDUAL DIGNITY

- To be respected and treated with respect at all times.
- To be free from abuse or neglect.
- To have freedom of movement unless restricted as part of treatment or by court order.

2- 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.

3- RIGHT TO EXPRESS AND INFORMED CONSENT

- To be informed of 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 advocate through the court to help.

4- RIGHT TO QUALITY OF TREATMENT

- To receive treatment that is skillfully, safely, and humanely administered.
- To receive social, educational, and rehabilitative services as needed.

5- RIGHT TO CARE AND CUSTODY OF PERSONAL EFFECTS

- You have a right to personal clothing and that your belongings be respected.
- To have an explanation of why any of your personal belongings are taken from you.
- To receive an inventory list of all the items removed. Those items are stored until you leave.

6- RIGHT TO VOTE IN PUBLIC ELECTIONS (IF ELIGIBLE)

- To vote in primary and general elections.
- To obtain all applicable voter registration forms, applications for absentee ballots, and absentee ballots.

7- RIGHT TO CONFIDENTIALITY OF RECORDS

- To have reasonable access to your own records.
- To authorize release of information to person or agencies.
- To have your records kept confidential.

8- RIGHT TO HABEAS CORPUS

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

9- RIGHT TO COMMUNICATIONS, ABUSE REPORTING, AND VISITS

- To file a grievance against the staff or facility.
- To send and receive mail and use the telephone unless restricted as a part of your treatment.
- To visitors at reasonable hours unless restricted as a part of your treatment.

10- RIGHT TO DESIGNATE A REPRESENTATIVE

- To designate a person to make decisions on your behalf relevant to your treatment.

Your Rights

11- RIGHT TO PARTICIPATE IN TREATMENT AND DISCHARGE PLANNING

- To help make decisions about your treatment.
- To make plans concerning your discharge and follow-up care.

12- RIGHT TO TRANSPORTATION

- To be transported in a safe and dignified manner.

13- RIGHT TO A TRANSLATOR

- To have reasonable accommodations made to breach any language barriers for effective verbal communication in your treatment.

If you feel that you have been abused or neglected or that you have witnessed abuse or neglect call:
Florida Abuse Registry 1-800-962-2873

A resident is responsible for:

- Providing to the recovery team, to the best of his knowledge, accurate and complete information about present mental and physical conditions, past illnesses, hospitalizations, medications, and other matters relating to his health.
- Participating in the planning and development of his treatment plan.
- Expressing, if necessary, lack of understanding of the treatment plan, including reasons for taking medication.
- Following the treatment plan, this includes taking your medicines daily.
- Showering and grooming daily.
- Keeping the room neat and clean.
- Not bringing contraband into room, unit, or anywhere in the facility.
- Abiding by the staff's instructions and requests to follow the daily routines and rules of the unit.
- Seeking appropriate assistance (for example: advice, suggestions, counseling from unit staff) to deal with any personal feelings of anger and/or frustration.
- Complying with all requests made by the doctor and nurse related to medical treatment, such as providing blood and/or urine specimen(s).
- Acting at all times in a manner that does not harm your safety, the safety of other residents, or the safety of staff. Obey all safety rules.
- A resident is responsible for his actions if he refuses treatment or does not follow the instructions related to his treatment. If a resident harms others or damages property during their stay here, the resident could face criminal prosecution for their actions. If a resident attempts to leave TCFTC without permission, a resident could also face criminal prosecution.

Your Rights

INDIVIDUAL RIGHTS

In most cases, you have the right to look at or get a copy of health information about you that we use to make decisions about you. If you request copies, we may charge a fee for the cost of copying and mailing. You also have the right to receive a list of instances where we have disclosed health information about you for reasons other than treatment, payment or related administrative purposes. If you believe that information in your record is incorrect or if important information is missing, you have the right to request that we correct the existing information or add the missing information.

You may request in writing that we not use or disclose your information for treatment, payment, or administrative purposes or to persons involved in your care, except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request, but are not legally required to accept it. Otherwise, the person you name as your first representative is notified that you have been admitted to the hospital, will be told when you are discharged from the hospital and will be told of your hearing dates. You should also know that unless you say that we may not do it, we will tell your parent or next of kin, if they should ask your current mental and physical condition and a summary of your treatment plan.

COMPLAINTS

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the Resident Advocate. You may also send a written complaint to the Secretary U.S. Department of Health and Human Services. The Resident Advocate can provide you with the appropriate address upon request. Under no circumstance will you be retaliated against for filing a complaint.

OUR LEGAL DUTY

We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.

RELIGIOUS RIGHTS

As part of the admission process, religious affiliation or preference of residents who want to have a preference identified will be noted in the clinical record and in the demographic database. Services are scheduled weekly by the Chaplain. Each denomination's special holy days are observed. The Chaplain will also schedule services for persons served of other faiths depending on need and availability of the service. Notification of services will be made to each newly admitted person served and a schedule of services will be posted on each unit.

There is also faith based programming that occurs in the evenings on weekdays and also during the day on weekends. The schedule for the faith based programming is located on each housing unit. The Chaplain is available to discuss all spiritual/ faith based programs.

CHURCH ATTENDANCE

Church attendance will not be denied to any resident, unless the resident's behavior constitutes a disruption of the service. It may be deemed that a resident cannot go to a particular service for certain safety reasons.

Your Rights

LISTED BELOW ARE THE PROPER STEPS IN FILING A RESIDENT GRIEVANCE

Grievances may be addressed either informally or formally. You may simply address your grievance verbally to unit staff or treatment staff and they may be able to resolve your issue simply by hearing your grievance and taking the steps necessary to resolve the issue. If you cannot resolve your grievance verbally or you wish to file a formal grievance without submitting your grievance verbally, you may file a written grievance.

1. To file a written grievance, ask any of your unit staff for a blank grievance form. Fill out all of the fields in the top part of the grievance form to include your name, resident identification number, housing location, date and time of your grievance. Be sure that all of these fields are filled out as they are important and need to be tracked. Check off which department you feel your grievance is responsible for. On the lined section of the grievance form please provide a brief description of the issue or incident you are grieving. Include when the issue or incident happened, what staff were involved, what action or lack of action was taken, where the issue or incident occurred, and what you believe should take place to correct the issue or incident. You may have staff assist you in writing your grievance if you have any difficulty doing so. Once the form is completed place your grievance form in the grievance box located on your unit. Grievances are picked up Monday through Friday.
2. Upon receipt of your grievance the Resident Advocate will assign staff to investigate your grievance, generate a grievance receipt noting the date and time your grievance was received, the staff assigned to investigate the grievance, the date staff was assigned to investigate the grievance, and the date the investigation is due to be completed (within seven days of being assigned to staff).
3. Upon completion of the investigation into your grievance, a grievance response will be generated. The grievance response will reflect your name and resident identification number, the date your grievance was received by the resident advocate, the name of the staff assigned to investigate your grievance and the date assigned, and a written response explaining the results of the investigation and any corrective action taken. You will receive the written response within twenty-four (24) hours of the completion of the investigation.
4. If you wish to appeal the response to your grievance to the facility administrator or his designee you can obtain an appeal form from staff on your unit. On that form indicate your name, resident identification number, grievance tracking number, and the date you are filing the appeal. The facility administrator will have five (5) working days to review the initial response to your grievance and make a final decision concerning the outcome of your grievance. Once the final decision is made, you will receive a written response within twenty-four (24) hours.
5. If you feel that you are not satisfied with the resolution provided by the facility administrator or his designee, you may refer your grievance to: Disability Rights Florida: 1-800-342-0823

Rules and Responsibilities

Some Rules to Remember when coming to Programs

1. Radios are to remain on the unit when going to programs.
2. Hats are to remain on the unit when going to programs.
3. No reading material, playing cards or games are allowed.
4. No cups or food should be brought down to programs.
5. Residents are expected to have their I.D cards on their person when leaving the unit.

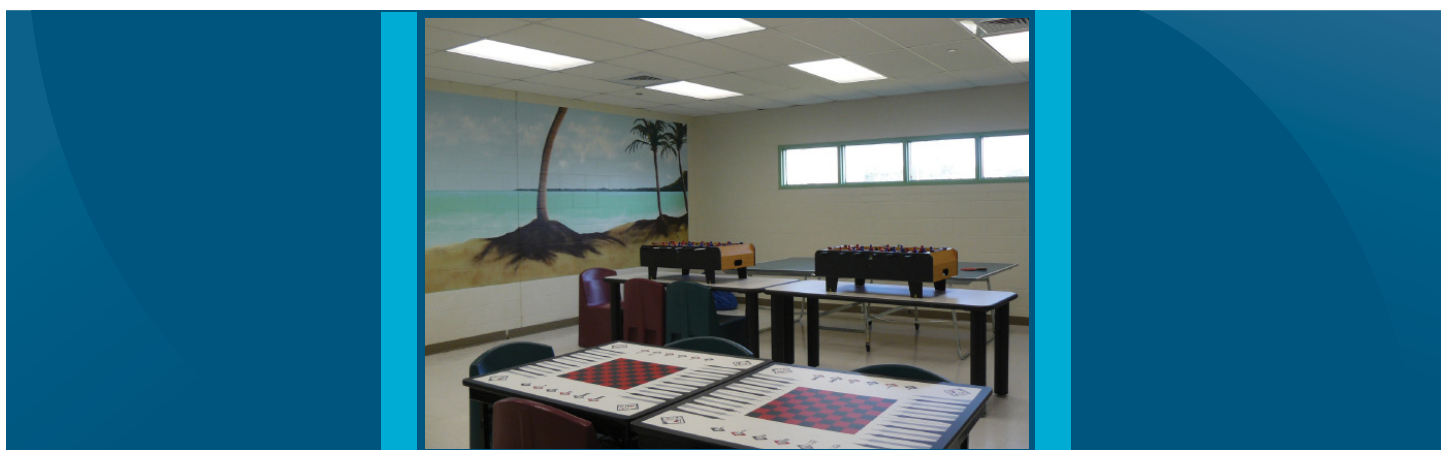
Before leaving your unit please make sure all of these items are left on the unit. If you bring these items to programs you will be escorted back to your unit and/or the items will be confiscated until the end of the programs.

RESIDENT RESPONSIBILITY DURING MOVEMENT

- When the bell rings all instruction comes to a halt.
- Residents will line up for their next class as instructed by the MHT or the Facilitator.
- Any resident scheduled to remain in that class does NOT line up.
- Facilitators will be at the doors and MHTs will remain at the front of the classroom.
- Facilitators will announce movement for the next class.
- At the end of the last class residents should return to their units.

YOUR RESPONSIBILITIES

Just as we assure that you will be treated with dignity and respect at all times, we will expect that you treat other residents and staff with respect as well. You must also assume the following listed responsibilities. Additional responsibilities may be part of your individualized treatment plan.



Rules and Responsibilities

UNIT RULES

1. TV's are to remain off during programming hours.
2. Telephone calls are not to exceed 10 minutes if others are waiting to use the telephone.
3. No calls are to be made during on unit/off unit groups or programming.
4. Radios are to remain on the unit when going to programs.
5. Hats are to remain on the unit when going to programs.
6. Residents are expected to engage in groups on the units as they do during programs.
7. Sneakers, sweaters, and pants are to be free of any shoe laces or any other fabric or material used to simulate laces.
8. Residents are expected to have their I.D. Cards on their person when leaving the unit.
9. All residents are expected to attend on/off unit programs unless deemed inappropriate for programs by treatment team.
10. There will be no items of property (drawings, artwork, pictures or papers) hung or attached to the walls. This issue is governed by the State Fire Marshal and there can be no exceptions.

“Your attendance and participation is crucial to your recovery and discharge”



Rules and Responsibilities

OVERALL BENEFITS OF THE PROGRAM

- To have a better understanding of your illness.
- To understand the importance of taking medication and monitoring side effects from medications.
- To recognize warning signs of your symptoms and prevent relapse.
- To learn how to monitor and manage your risk factors.
- To maintain good physical and mental health.
- To educate your family and friends about your illness.
- To cope with the stigma associated with having mental illness.
- To increase your awareness of the legal process and how to assist in your own defense.
- To increase your awareness of various supports available to you and to manage your illness in other settings.

Other Services: There are a number of other services that will be offered to assist you in completing your recovery. Some other services that will be offered are a library, commissary, dental clinic, medical clinic, basketball courts, recreation area, mail delivery, visitation, and telephone use.

As a resident in this facility, we expect that you:

- Ask your doctor or nurse what to expect regarding your pain management.
- Discuss pain relief options with your doctors and nurses.
- Work with your doctor and nurse to develop a pain management plan.
- Ask for pain relief when pain first begins.
- Help your doctor and nurses assess your pain.
- Tell your nurse if your pain is not relieved.
- Tell your doctor or nurse about any worries you have about taking pain medications.



Security

SECURITY

Staff is constantly reminded that the two most important issues at TCFTC are safety and recovery. Both of these are equally important and constantly monitored to meet the goals of our mission. During your stay you will have many activities supervised by security. You also will very often be escorted by security in your movement about this facility. It is crucial to your recovery that you follow all direction given by security, just as we expect you to follow direction from all staff at TCFTC. Remain mindful during your stay that security is here to ensure your safety as well as the safety of all other residents and staff.

**While at TCFTC all staff and residents are being monitored by recordable video cameras for safety and security reasons. **

CONTRABAND MATERIALS LIST

1. Customarily used or designed to be used as a weapon.
2. Any intoxicating beverage that causes or may cause an intoxicating effect.
3. Any controlled substance, as defined in Florida Statute Chapter 893.
4. Any property of the state or Treasure Coast Forensic Treatment Center in a person's possession which was obtained without proper authorization and approval from the person(s) responsible for the safekeeping of that property.
5. Any unauthorized camera, including cell phone cameras, voice recording instrument or item which may violate the confidentiality or privacy of an individual is considered contraband but may be authorized with the express and informed consent of the Facility Administrator.
6. Any form of cigarette lighter or matches are considered contraband.

The facility has also designated the following items as contraband for residents, but under certain circumstances residents may be permitted access to them under the supervision of staff or as part of a therapeutic activity:

- Bottles and glass
- Ropes/string and cord
- Tools
- Pins and needles
- Umbrellas
- Chewing gum
- Nail files/clippers
- Any medications
- Aerosol cans, soda cans
- Scarves
- Cell phones
- Beepers
- Radios with cords
- Television with cords
- Pornography
- Wire hangers
- Poisonous liquids (bleach, lighter fluid, nail polish remover, etc.)
- Razor blades (Residents are to use facility issued razors).
- Balloons
- Plastic bags
- All caffeinated products
- Metal toed shoes and boots
- Belts
- Suspenders
- Articles containing alcohol (i.e. mouthwash)
- Shoe laces
- Batteries
- Hooded sweatshirts/shirts
- Scissors (large pointed)
- All smoking materials and smokeless tobacco
- Food (other than items from commissary)

To further ensure the safety of residents this list may be expanded on a case-by-case basis to include other items upon the written authorization of the attending physician for a period of 7 days and renewed weekly.

Personal Health Information

NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices is provided to you as required by the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. It describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

USES AND DISCLOSURES OF HEALTH INFORMATION

We may use health information about you for treatment (such as sending your medical record information to a specialist physician as part of a referral), to obtain payment for treatment (such as sending billing information to a health insurance plan), for administrative purposes, and to evaluate the quality of care that you receive (such as comparing patient data to improve treatment methods).

We may use or disclose identifiable health information about you without your authorization for several other reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, abuse or neglect reporting, auditing purposes, judicial and administrative proceedings, research studies, and emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. We may also contact you about appointment reminders or treatment alternatives. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new notice in appropriate areas throughout the hospital, such as on bulletin boards and the admissions office. You can also request a copy of our notice at any time.



Facility Services

TCFTC FOOD AND NUTRITION DEPARTMENT

Our Food and Nutrition Department provides a well-balanced diet to the residents. Every day the residents are served three meals. They are also given an evening snack. The meal times are as follows.

***BREAKFAST from 7:30 p.m.**

***LUNCH from 12:00 p.m.**

***DINNER from 6:00 p.m.**

Our menus have been carefully planned to provide the residents adequate nutrition and fulfill their daily food requirements, as specified by the daily requirement intake recommendations. The calorie, fat, protein and carbohydrate levels of all meals are measured using standards set forth by the American Dietetic Association. Upon admission every resident is nutritionally screened, that is, evaluations are made to determine the best type of diet for the resident. Residents that need a special therapeutic diet (diabetic, low fat, low sodium) will receive a follow up nutritional assessment as clinically determined. Changes in meal patterns/diet will be made as they become necessary.

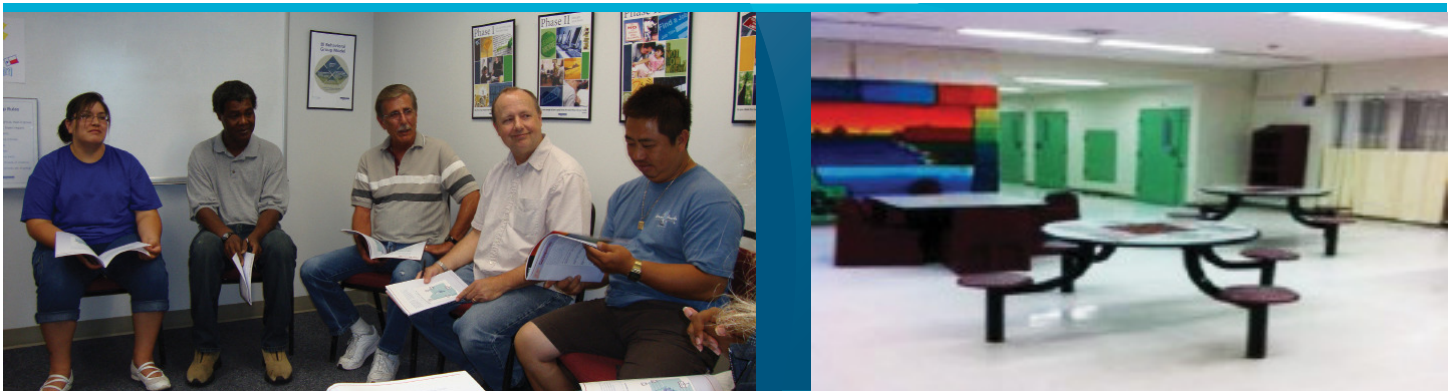
SOCIAL WORK SERVICES

The role of social workers is to help the residents with visitation, business office transactions, contacting community resources, and obtaining information from outside agencies to include The Immigration and Naturalization Service and The Social Security Administration. The social workers will work with you to determine who is authorized to visit you and will coordinate your visits. Your Social Worker will also consult with you to have you sign consent forms for contact. This is how we get your approval to contact your family or loved ones in regards to your recovery. Social workers will be present on your unit at least once daily.

DEAF OR HARD OF HEARING

Wellpath Recovery Solutions and TCFTC are committed to providing residents who have physical disabilities the same high quality treatment, care, and services provided to all of our residents. 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.



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 Treasure Coast Forensic 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 (4) 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, Abiligy, 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 two weeks such as: 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 real high and low mood swings that you may experience and that your family might notice.
4. **ANTIANSXIETY:** 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 an addict, you should be under careful observation when taking these medicines.

Resident Property and Obligations

PERSONAL PROPERTY

When you are admitted to this facility an inventory is completed of all items that you came here with. Items you are allowed to have in your possession will be given to you shortly after the admission process. Items that you cannot possess during your stay here will be stored in the property room until you leave this facility. Any property we store for you will be respected and stored in a manner that will not damage it. Clothing items that you may have will be sent for laundering and given to you when they come back. Certain clothing items will be stored if they are inappropriate or deemed contraband. Once you receive all of your property, you must be able to fit it all in the locker provided. This is a matter of safety which is a State Fire Marshal rule and there will be no exceptions. If you consistently have excess property left outside your locker, it will be removed from your room and stored in the Property Room. Every resident is responsible for maintaining their personal property in a neat and orderly manner in their assigned room.

In order to receive packages, you must complete a package permit. Your Social Worker will assist you with this process. For residents who are NGL or ITP, you may receive 4 packages per year. All packages MUST have a package permit on file before entering TCFTC. Your Social Worker may authorize additional packages throughout the year (i.e. birthday and holiday packages). These packages require a package permit. Residents may exchange property for in-house stored property in order to receive new items. Please speak with your Social Worker or Property Clerk regarding an exchange. An exchange for outside items will require a package permit.

CLOTHING

Residents may have 5 sets of clothes (a set of clothes being one pair of socks, one set underwear, one pair pants and one pullover shirt), (1) pair of rubber soled shoes and one pair of shower slides or flip-flops. The total sets of facility issued clothing will be reduced as residents receive clothing from home. If a resident is issued five sets from the facility and receives one set from home, then one set of facility issued clothing will be returned.

SHOES

Slip on type only (no shoes with laces or metal strips in the sole).



JEWELRY

The only personal jewelry residents will be allowed to retain possession of is (one) wedding band and (one) wrist watch (Only plastic watches with cloth or plastic bands allowed). All other personal jewelry will be inventoried and stored in property until you leave the facility.

FOOD

You will have the ability to purchase food items from the commissary to keep in your room. Any food in rooms must be stored in a sanitary manner so as not to cause infestation of pests. Items should be consumed when unwrapped and not left out after being unwrapped. All wrappers and containers should be disposed of when empty. Any empty containers found in rooms will be confiscated as contraband and disposed.

HYGIENE

Residents will be required to maintain their personal hygiene at all times. Residents may take a shower or shave every day. Residents will not be allowed to shower or shave at any time they are scheduled to attend groups, treatment team meeting, or a clinical/medical appointment.

Resident Property and Obligations

MAIL

You have the right to receive and send letters. If you cannot afford stamps the facility will mail at no cost to you up to three letters per week or one international. If you can afford stamps, or someone sends you stamps, you may mail as many letters as you have stamps. The staff in your unit will give you the letters that are mailed to you. You must open the letters in front of staff. They need to check that contraband does not come in through the mail. You may have family send packages to you while you are here. There are guidelines concerning what exactly can be sent to you while you are here. The only items that can be mailed to you while you are here are:

CLOTHING- Up to five sets of clothing (a set being one pair socks, one pair underwear, one pair pants and one shirt (pullover type only- no hooded sweatshirts/shirts)

SHOES- Slip on type only (no shoes with laces)

WATCHES- Plastic only, no metal cases or bands, no glass faces.

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. Items found in packages that are prohibited to be in the possession of residents will be inventoried and placed in property. Residents will receive a copy of the inventory of any items stored. When you are discharged, the items will be forwarded to the address you give us.

MONEY ORDERS

- All money orders will be deposited into the resident's account.
- Trading or bartering of personal property is strictly prohibited.

RESIDENT GOVERNMENT

Resident Government allows a resident a method for him to have grievances and concerns addressed by the respective departments. Each unit will elect a Unit President and Unit Vice President who will address the concerns of all residents in their unit to the respective departments in a monthly meeting. Given the responsibility associated with the position of Unit President or Unit Vice President, residents must meet the approved criteria in order to be eligible for selection. Unit Presidents and Vice Presidents will be elected during community meetings. The Resident Advocate will arrange the elections when the need arises. All Unit Presidents and Vice Presidents are to clearly understand that this position gives them no authority over other residents. They are to gather information and concerns to bring to monthly meetings. Any resident who is found to abuse their position or demonstrate behaviors that place them outside the criteria for election will be swiftly removed from the position.



Resident Property and Obligations

PRESIDENT AND VICE PRESIDENT QUALIFICATIONS

- Has not displayed any aggressive behavior in the last three weeks.
- Has not expressed suicidal or homicidal ideations in the last three weeks.
- Attends classes and group training on his schedule.
- Behaves and speaks appropriately during classes and group training.
- Respects and is courteous to staff and peers.
- Obeys the rules of the facility.
- Practices good hygiene.
- Cooperates with the Treatment Team in following his treatment plan.

TELEVISIONS ON UNITS

The televisions on the units are placed there for use by all of the residents during their off programming hours. Televisions will not be on during program hours. This facility is contracted by The Department of Children and Families for the purpose of restoring the competence of our residents. It is for that reason the televisions are not on during hours residents are expected to attend programs. The control of the television is handled by the MHTs on the units. Residents are not to be in possession of the television remote control. The television viewing selection will be determined by majority vote among the residents. No one resident will take control of the channel selection. Arguing or fighting over the channel selection will not be tolerated.

HEALTH CARE ADVANCE DIRECTIVES

The Resident's Right to Decide: Every competent adult has the right to make decisions concerning his or her own health, including the right to choose or refuse medical treatment. When a person becomes unable to make decisions due to a physical or mental change, such as being in a coma or developing dementia (like Alzheimer's disease), they are considered incapacitated. To make sure that an incapacitated person's decisions about health care will still be respected, the Florida legislature enacted legislation pertaining to health care advance directives (Chapter 765, Florida Statutes). The law recognizes the right of a competent adult to make an advance directive instructing his or her physician to provide, withhold, or withdraw life-prolonging procedures; to designate another individual to make treatment decisions if the person becomes unable to make his or her own decisions; and/or to indicate the desire to make an anatomical donation after death. By law, hospitals, nursing homes, home health agencies, hospices, and health maintenance organizations (HMOs) are required to provide their patients with written information, such as this pamphlet, concerning health care advance directives. The state rules that require this include the Florida Administrative Codes 58A-2.0232, 59A-3.254, 59A-4.106, 59A-8.0245, and 59A-12.013.

