Helping youth become FULLY Well

You’ve come to WellFully for a reason. Be it of your own choice, or the choice has been made for you, we are here to help make your stay a positive experience with a bright outcome.

Each of us, youth and adult, has our own story. That story is what makes us who we are, and what we will become. Our goal is to listen to YOUR story, and, by providing the best care possible for boys and girls like you, help you find ways to change your story, and ultimately, become FULLY Well!

For youth who are trapped in the terrible cycle of addiction, our caring, dedicated team is here to teach you ways to cope without the crutch of chemical or alcohol dependency. You will learn positive ways to improve the skills you have, learn new skills, and work on relationships. Our goal is to help you have a happier and healthier future.

Many boys and girls with behavioral challenges are just looking for someone that will listen, and help them through the hard times. The staff in our programs will work with you to enhance your self-concept, changing barriers in thinking and improving your relationships. Remember, YOU ARE SOMEONE WHO MATTERS.

With these treatment programs as well as educational support, group activities, field trips and the WellFully Scholarship program, we hope to offer ways to give you a more rounded experience, so that when you are able to leave us, you are moving toward a drug-free, well balanced life, leading to a productive future as an adult.

Our Mission:
WellFully’s MISSION is to provide health, recovery and development services to all adolescent youth

Our Vision:
We focus on being the premier Adolescent care provider in the region.
At WellFully, we have many staff members who will assist you along your way to becoming FULLY Well!

If you have any complaints or concerns we ask that you address them in the moment. If the issue involves a staff member please address it with that person. For questions about programming or issues regarding your treatment program, we ask that you speak to your counselor about the issue. They can assist you in working with you and the staff you have an issue with in order to find a resolution. Your counselor can also assist you in resolving questions regarding your treatment program.

Youth Care Workers (YCW):

The Youth Care Worker works with the youth on a daily basis, helping to guide you through your treatment program, and is responsible for your daily care and some groups. Their goal is to help you remain on track, and focused on your Treatment Plan, provide structure, direction, guidance, care, and understanding. They are available to talk.

Team Leader:

Oversees the daily care of the youth, directly supervising the Youth Care Workers. The Team Leader is responsible for ensuring that your daily needs are being met and that the program is running smoothly.

Behavioral Health Counselor:

Responsible for your Treatment Plans through monthly progress reports and individual and/or family therapy. The Counselors will have direct contact with your caseworker and guardian about your progress and concerns. Your Behavioral Health Counselor will see you weekly for individual and/or family therapy.

Addiction Recovery Counselor:

They assist in developing a Treatment Plan, continuing stay reviews, staffing, and individual and family therapy. The Addiction Recovery Counselor will have direct contact with the persons involved in your treatment. This individual will see you weekly for individual and/or family therapy. The frequency and duration of family based therapy is decided between the family, referral agency, and the Addiction Recovery Counselor.
Registered Nurse:
The nurse is responsible for meeting the medical needs of all the youth at WellFully. The nurse ensures that proper documentation and procedures are completed related to all medical, medication management and infection control issues.

Addiction Recovery Clinical Director:
Behavioral Health Clinical Director:
Leading a team of counselors, case managers, and education staff, the Clinical Directors are responsible for the management of WellFully program and service delivery including the behavioral health programs and addiction recovery services, and intensive outpatient services.

Operations Director:
Responsible for the smooth operation of WellFully, by monitoring and improving the performance, productivity, and efficiency through the provision of effective methods and strategies. The Operations Director leads a team of office management, maintenance, and counseling staff. This position is primarily responsible to plan and direct operations and improve productivity and efficiency.

Executive Officer:
Supervises all of the staff and youth progress in the various programs. The Executive Director ensures that our staff are trained and receive supervision and direction regarding the difficulties you may be experiencing and how to handle a variety of situations.

At WellFully, we change lives one day at a time. Kids come in sad, angry and confused. They are often malnourished physically and emotionally. They enter angry, but this is a facade to cover low self esteem and emotional pain. We plant seeds for the future - seeds of hope, love, self esteem and the desire to succeed. Seeing them blossom and change into healthy young men and women is what keeps me coming back day after day.

- Don Murray, former WellFully COO

“At WellFully, we plant seeds of hope!”

WellFully youth, along with Don Murray, test riding bicycles donated by the Rapid City Police Department.


It is Your Right at WellFully:

- To be treated with fairness, dignity, and respect.
- To have your cultural, psychosocial, spiritual and personal values, beliefs, and preferences respected.
- To have information provided in a manner that is understood.
- To know that services will be provided in the least restrictive manner as possible.
- To play an active role in conjunction with family and referring agencies in the treatment planning process.
- To have appropriate privacy granted in terms of correspondence (mail, visits, and phone calls) with approved family and friends based on your needs and level of care.
- To communicate with a personal physician, upon coordination with the agency nurse.
- To be informed of any possible risks, side effects or benefits of a medication or treatment procedure prior to utilization. Any alternative options are also discussed including any right to refuse medication or treatment.
- To participate in social, religious, or community activities, as appropriate to the level of care, with family or placing agency taking responsibility to obtain appropriate approval, coordinating activities and providing appropriate transportation.

These policies and procedures are intended for internal use only and shall not be deemed to expand or contract the legal duties, rights remedies of either WellFully or consumers.

It is Your Responsibility at WellFully:

- To accept responsibility for your actions and behaviors.
- To provide accurate and complete information about your current and past incidents relating to hospitalization, medications, substance use, and other matters relating to your behavioral, physical and mental health.
- To hold your peers accountable for their actions and behaviors.
- To become an active participant in the treatment program.
- To ask questions when you do not understand the care, treatment, or services or what you are expected to do.
- To care for personal possessions and respect the space and belongings of others.
- To maintain daily personal hygiene.
- To take healthy risks and ask for help.
- To maintain all living environment and facility cleanliness on a daily basis.
- To maintain healthy boundaries with peers as well as staff members, following WellFully’s Appropriate Physical Contact Rule.
- To show respect to yourself and others by upholding personal safety, using manners.
- To report any situation where the safety of anyone involved with WellFully is at risk.
- To respect the property and living environments of WellFully.
General Guidelines

During your stay at WellFully, there are rules and you will be expected to follow them in order to do well in the program.

These rules will help provide a structured and safe living environment. This helps you to feel safe and to learn about the good things that happen when you follow rules. Rules teach responsibility, consideration of self and others, and respect for authority.

1. You must ask for everything, including going to your bedroom, the bathroom, down the hallway, etc. This is done to make sure that the staff know where you are at all times. Being out of staff sight without permission will result in your placement on Learning Opportunity; this will be explained later in the handbook. This keeps you safe and your peers safe. It teaches accountability, consideration of self, and consideration of others.

Only one youth in the bathroom at a time. This helps to maintain healthy boundaries. You MUST change clothing/put on or remove hoodies in the bathroom only. You can not do this in your room. Youth MAY NOT use the restrooms for a minimum of 15 minutes following meals.

2. Food must remain in the dining area. Meals are served three (3) times a day with snacks offered three (3) times a day. During these times, the youth must eat in the designated dining areas. This is done for health and hygiene purposes.

Compassion

for these young people and their life experiences, inspiring in them a concern for the well-being of others.

Safety

in body and mind for all youth, because everyone needs somewhere to feel safe and secure.

Integrity

honesty, loyalty and promise-keeping which are essential in relationship building.

Communication

to promote better understanding and connection with others.

Responsibility

to yourself for actions and the consequences of choices made.

Empowerment

to allow yourself to conquer your goals and achieve a better tomorrow.

Professionalism

in how you approach others and the tasks ahead of you for a successful future.
3. You may have up to one carbonated drink (Pop or soda) a day once you have achieved **Level 1**, with limited amounts of caffeine. Youth who have this privilege may consume the beverage during one meal; ARU at lunch, BHU at Dinner. (this excludes Deep Clean soda, this is always consumed at the noon meal). Coffee, and energy-type drinks (Red Bull) are not allowed. **This teaches consideration of self.**

4. Please use manners. When speaking to or requesting things of others, use manners (such as please, thank you, you’re welcome, etc.). **This teaches respect of authority, consideration of self and others, and improves your self-image.**

5. Respect someone’s wish when they ask you to stop doing something. **This teaches consideration of others.**

6. No physical contact is allowed between the residents. Boundaries are critical to ensure that all youth feel safe and respected. Physical contact is a serious rule violation. The reason that we have this rule is so that everyone can feel comfortable. **This teaches consideration for others.**

7. Use open communication - speaking loud enough for everyone to hear. Staff must hear what you are saying at all times. If you are talking and staff cannot hear you, this is called low talking and is a violation of the rules, for which you will receive consequences. **This ensures safety and honest communication by all the youth.**

8. Note passing is not allowed. Youth are not permitted to communicate privately with each other. Staff must be aware of all communication. **This ensures safety of the youth and the unit.**

9. Relationships at WellFully should be friendships. Having a boyfriend/girlfriend interferes with your treatment program. Limiting these relationships, you can stay focused on completing your treatment goals and being discharged from the program. Attempting to initiate a romantic relationship warrants your placement on **Learning Opportunity.**

Knowledge of peers dating or attempting to initiate a relationship also warrants your placement on **Learning Opportunity** if you do not notify staff immediately. **This teaches consideration of self and others, improves your self-image, and helps you to not be misled or to mislead others.**

10. Respect the WellFully staff’s space. Do not go into the staff office unaccompanied or without their permission. **This teaches consideration of others.**

11. Respect your own and other youth’s space and personal belongings. Someone cared a great deal about you to buy your belongings, or you worked hard to earn them. Keep them. Don’t trade with others, give them away, or throw them away. **This teaches consideration of self and others, and helps you not to be misled or mislead others.**
12. Leave the chairs on all four legs or corners. This is the safest way to sit, and helps to protect the floor and furniture. *This teaches consideration of others.*

13. Stereos may be used in your bedroom at staff discretion. You must listen to your stereo with headphones. *This is non-negotiable.*

14. “Safe” jewelry is allowed while on WellFully property. Earrings should be close to the ear and should not hang down. Only stud earrings are permitted. You may not wear rings with large stones. If you come in with facial or body piercings, those earrings are permitted. Any new piercings acquired during your stay at WellFully must be done with your guardian. WellFully staff may not take you unless written consent from your guardian is received. *This teaches consideration of self.*

15. Do not open bedroom windows. All of the windows have alarms on them to alert staff if they are opened. *This teaches consideration of others and respect for authority.*

16. Each youth can hang two (2) posters on their bedroom walls. You can get two (2) pieces of poster board to hang individual items on them. This needs to be followed to ensure that we are in compliance with the fire code.

**WellFully taught me how to get back up after falling!**

Naomi grew up with a single mom who was diagnosed bipolar with multiple personalities who was physically and verbally abusive, neglectful, and an alcoholic. “We were first placed in foster care when I was 8 or 9. For the next couple of years we would go back and forth between foster homes and our mom.” Naomi says of her early life.

At age 11, (pictured top right) Naomi was removed from her home permanently, and went to a foster home. After repeatedly running away and acting up, in the fall of 2001 she was placed in the WellFully day treatment program and eventually was put in the inpatient program. “Dealing with anger, frustration and sadness by self harming, acting out physically to the point I would need to be restrained, and would be disrespectful and defiant towards the staff. The staff didn’t get mad at me and send me away, or give up on me. They worked with me no matter how much I resisted. Eventually they broke through my walls and I was able to trust and have healthy relationships with adults! They did not expect me to be perfect, they knew I would make mistakes but taught me how to get back up after falling!”

Today I am the wife of Adam and the proud mother of Ashton, Preston and Benton (pictured bottom right). I am a CNA and phlebotomist, and am now going to go to school to become a Registered Nurse. The staff at WellFully helped me see that I am lovable and deserve happiness in my life!”
Items must be approved by the staff. This teaches respect for authority and consideration of others. You are responsible for all items in your possession. Be aware of what is in your room or other areas at all times. You are responsible if something is found in your area.

17. Aggressive acts (hitting the wall, slamming a chair, etc) or threats of violence will not be tolerated. This will result in a Learning Opportunity and placement on Level-E status. Law enforcement will be notified at WellFully staff member’s discretion. WellFully believes in teaching real-life consequences; for this reason, we will press charges if appropriate. This teaches respect for authority, consideration of self and others, and anger management skills. No one likes to be hurt or feel scared.

18. WellFully is a gang-free environment. Any kind of gang representation is strictly forbidden and will result in placement on Learning Opportunity. This teaches respect for self and others.

Status Level Guidelines

Entrance Status (Level E+)

- You will remain on Entrance Status for the first week after being admitted (this is slightly different for the ARU, your first week counts as the first five (5) days of seven (7) after being admitted). This is a period when you are gaining trust and getting to know the staff and peers. No phone calls will be permitted at this time, except from case worker, attorneys, CASA workers etc.*
  *Only one (1) call per person from each approved contact, per staff member’s discretion
- Bedtime will be at 8:45pm and lights out at 9:30pm.

Level-One

- This level is awarded when you have developed a certain amount of trust with the staff and peers, typically after the first week (or five (5) days). You will receive your Level-One on the morning of the 6th day in ARU and the 8th day in BHCU.
- You are allowed two five minute outgoing phone calls per week.
- You will understand and undergo testing on “Time Bomb” Tactics on Tuesday evening.
- You will be allowed TV or video game - called Level Time from 8:45pm-9:00pm each evening.
- You may have a soda with the designated meal and personal snack during the evening snack.
- Bedtime is at 9:00pm, with lights out 9:30pm.

Level-Two

- You are eligible for Level Two after maintaining 80% scores on the daily scoresheets for five out of the previous seven days and after maintaining a level one for one week in the ARU and two
weeks in the BHCU. Applications for Level Two will be reviewed at the Wednesday staff meeting.

- You will undergo testing on “Time Bomb” Tactics and Barriers in Thinking on Tuesday evening. You must receive a score of 80% or above to be eligible to request Level-Two.
- You are allowed two 10-minute outgoing phone calls per week. You will be allowed one incoming phone call per day.
- BHCU/ARU Level-Two residents will receive one (1) Level-2 Privilege Card weekly, which may be used to get out of an evening or weekend group (excludes Issues and AA Groups). Family visitors may bring them fast food if they have the Level-2 Privilege Card.
- You may have a soda with the designated meal and personal snack during the evening snack.
- You will be allowed TV or video game - called Level Time from 9:00pm-9:30pm each evening.
- Bedtime is at 9:30pm, with lights-out at 10:00pm.

Level-Three

- You are eligible for Level-Three after maintaining 90% scores on the daily score sheets for five out of the seven previous days and maintaining level two for two weeks. Applications for Level Three will be reviewed at the Wednesday staff meeting.
- You will undergo testing on “Time Bomb” Tac-

Joshua distinctly remembers the moment he realized he needed help

“I almost died,” he says. Last fall, Joshua says he drank alcohol until he blacked out. When he came to, he was in the hospital. “I knew I had a problem,” he says.

“I learned a lot,” he says of his stay in WellFully’s residential chemical dependency program. Joshua said the most important thing he learned at WellFully was how to say “No.” Now, when friends ask him to party, he has answers “I say things like, ‘I have to get up early in the morning’ or ‘I have to study.’”

After completing his residential treatment at WellFully, Joshua got a new excuse for saying no to partying. He was hired for his first job. He smiled from ear to ear as he talked about his first paycheck and his plans to save his money for a car.

After his residential care at WellFully, Joshua continued to attend aftercare therapy at WellFully “I think it really helps,” he said. He likes knowing that he relates with other peers. He now hopes to someday enter the military and study aerospace science. He credits WellFully with putting him on the right path.

“I think it’s a great program,” he says before adding, “I’m actually really proud of myself!”
tics, Barriers in Thinking, and Steps to Responsible Thinking on Tuesday evening.

- You are allowed to make three (3) 15-minute outgoing phone calls per week.
- **BHCU Level-Three** residents will receive two Level-3 Privilege Cards weekly, which may be used to get out of an evening or weekend group (excludes Issues and AA Groups). Family visitors may bring them fast food if they have the Level-2 Privilege Card.
- **ARU Level-Three** residents will receive one (1) Level-3 Privilege Card weekly, which may be used to get out of an evening or weekend group (excludes Issues and AA Groups). Family visitors may bring them fast food if they have the Level-3 Privilege Card.
- **ARU Level-Three** residents will receive one (1) fast-food cards which may be used during family visits on weekend.
- **Level-Three Youth** will receive a $5 gift card for movies, etc.
- You may have a soda with the designated meal and personal snack during the evening snack.
- You will be allowed TV or video game - called **Level Time** from 9:00pm-10:00pm each evening.
- **Bedtime is at 10:00pm with lights out at 10:30pm.**

**All Levels:**

- Social Workers, Court Services Officers, Juvenile Corrections Agents, CASA Volunteers, and your attorneys are always allowed to have contact with you unless you are being unsafe at the time of the call.
- Phone calls should be completed before 8:30pm.
- You are allowed two level warnings in a week. If you receive three level warnings you will drop a level. If warnings are two days in a row you will also drop a level.
- If dropped a status level, you will have to wait until the next Wednesday staff meeting before being able to have the opportunity to apply for your next level. All who are approved will be moved up on the same day and at the same time.
- You can request to call your worker and will be allowed to during appropriate times. Staff will allow calls to be made Monday-Friday during business hours to your worker unless otherwise permitted by your counselor. If there is an emergency and you need to talk to your worker, talk to the staff about the situation and they will help you reach your worker.

**Bedroom/Bedtime Guidelines:**

- Beds must be stripped and washed on your scheduled laundry day. This must be done before 8:00am. Your laundry day will
be determined by staff and posted on the laundry schedule. You must request to start your laundry. You can do this with your Youth Care Worker.

• Bedrooms need to be cleaned and straightened before you attend school. If not done you will lose points for the morning scores

**Things to be done:**

• Beds made nicely (no mattress or sheets showing)
• Desks/shelving units may have decorations on them but no messy papers
• Floors should be picked up and vacuumed
• Closets/drawers need to be orderly
• Towels need to be placed in the laundry basket in the hallway
• You may have water in your room. Snacks are not allowed.
• If you are having room-time, you should ask staff if you could use the bathroom or come out of your room.
• You are not allowed in other peers rooms. You must stay on your side of the room and respect your roommate’s boundaries and properties.
• You may not talk to your roommate unless staff is present.
• You need to be in your room and ready to go to bed at lights out. Please plan ahead to get drinks of water or use the bathroom.
• You should be considerate of others after lights out. You are expected to turn off your lights and go to sleep at your designated lights out.

**Wake-up/Breakfast Guidelines:**

- **Weekday Wake-up Times:**
  - Behavioral Health Care Unit is 6:30am
  - Addiction Recovery Unit is 7:00am

- **Weekend/Summer Wake-up Times:**
  - Behavioral Health Care Unit is 7:30 am
  - Addiction Recovery Unit is 7:30am

• You are allowed up to 15 minutes to shower. A delay in this will result in a loss of points for the morning scoring.
• You are expected to interact appropriately and politely with staff when awakened.
• You should be considerate of others and use time wisely.
• Upon waking up you should follow your morning schedule while
The WellFully Addiction Recovery Unit (ARU) is a residential program designed to meet the needs of female and male adolescents, ages 9 to 18 who are chemically dependent and/or have psychological issues. We work with you and your guardian to use our program, improving the skills you have, teach new skills, work on relationships, and help you have a happier and healthier future.

The ARU focuses on developing insight into your relationship with drug and alcohol use. You will focus on barriers in thinking while learning and implementing steps to responsible thinking and relapse prevention. The program also addresses tactics to avoid accountability, grief and loss issues, values, living skills, and anger management techniques.

Groups are a significant part of our program. There are three specific group types that are the foundation of our treatment program:

1. **Addiction Recovery group** is an intense therapy group that focuses on processing thoughts, emotions, and behaviors, which may have led to your substance use.

2. **Evening group** focuses on developing insight into one’s own barriers in thinking while addressing tactics to avoid accountability, addressing grief and loss issues, values, living skills, anger management techniques, self esteem, healthy living etc.

3. **Family group** is a group to address issues, educate, and assist the family in meeting their needs when living with a chemically dependent family member. You will be allowed to have two people attend this group that will be supportive to your sobriety once you complete treatment. These people need to be on your contact list. No one under ten years old will be admitted. Visitors are not allowed to bring cell phones. Visitors are also expected to be on time for group. Family group date and time will be determined. Following your family group, you will have 30 minutes to visit with support members.
Your Treatment Plan:
• A treatment plan is an overview of you and your family’s history, strengths, and areas that staff and you will need to focus on while you are in the Addiction Recovery Unit. Your Addiction Recovery Counselor will write your Treatment Plan. You will give input and information to assist them. You have the right to question anything that is in the plan. There are basic goals that we would like everyone to achieve. You will need to learn tactics to avoid accountability, barriers in thinking, and the steps to responsible thinking.
• An example of other goals might be: “Jackie will learn and use anger management techniques.” or: “Jamie will discuss her chemical abuse issues in 1 out of 2 sessions.” The treatment plan will be reviewed. Staff will be held to discuss your progress and readiness to return home or be discharged from our program.

Visitation in Addiction Recovery Unit:
• Saturday and Sunday
• Between 1:00-2:30pm
• People on your contact list may come to visit you during this time.
• Visitors are allowed to come on Saturday OR Sunday.
• The same visitor cannot come on BOTH days. If you have a small support system, your supporter can talk with your counselor.
• Visitors are not allowed to bring cell phones, cameras, or other electronic devices into the unit.

Before Nikki arrived at WellFully at age 17, she was using meth daily. She spent 60 days working with WellFully’s addiction recovery counselors where she was taught new coping skills and about getting clean.

Now, with a new outlook on life, Nikki has no doubt where she would be today if not for WellFully’s help. “I would be dead,” she says, snuggling her tabby cat Tigs.

Nowadays…Nikki attends church each week and is focused on her education.
Personal Belongings:

All of your personal belongings and clothes will be marked with your initials. You can mark all of your own belongings before you come if you would like. Initials need to be on all of your clothes, marking the tags is fine. Make sure to use a permanent marker. Hygiene products also need to be marked with your initials. If your things are not marked before you come, staff will mark it after you get here.

Some personal items from home (such as pictures, bible etc.) are fine and usually make your stay a little more comfortable. All pictures will have to be approved by staff. If pictures are not appropriate they will remain in your box in the locked closet and be returned to you when you are discharged from the program. You should avoid bringing breakable items, glass items, or expensive or valuable items (such as jewelry, stereo equipment, electronic games etc.) CD’s and personal music must be evaluated by staff. We are not responsible for items that are lost and/or destroyed.

What to bring to the Addiction Recovery Unit:

• Tennis shoes       • Casual shoes
• Jeans/slacks/pants (enough for a week)
• Bathrobe/Slippers (if desired)
• Appropriate sleeping attire--youth must wear clothing on the upper and lower body to bed (shorts and a tee shirt would be fine)
• Bras (enough for a week)
• Appropriate shorts (enough for a week)
• Tee-shirts, shirts, blouses, tops (enough for a week)
• Sweater or light jacket
• Coat, boots, hat and gloves (during fall and winter)
• Underwear (enough for a week)
• Socks (enough for a week)
• Personal Hygiene items:

You or your family should provide personal hygiene items. If you run out of certain items we have some hygiene items on hand until you can replace them. We ask that you attempt to get hygiene products that do not contain alcohol (whenever possible). These personal hygiene items include:

• Toothpaste/toothbrush       • Bar soap       • Shampoo
• Hair conditioner       • Comb/brush       • Hairspray
• Deodorant       • Lotion       • Hair gel/foam etc.

Most products will be allowed in your room. Some products such as body sprays will be stored in a closet that remains locked. When you would like to use the products staff will get them for you.

• Make-up - No make-up for anyone under the age of 14. You must be a Level-Two or -Three to be able to wear any type of makeup or nail polish. Chapstick is approved at any level.
**Contraband Items**

Residents are not allowed to bring the following items:

- Cell phones
- Matches/Lighters
- Alcohol or other drugs
- Weapons or anything that can be used as a weapon (sharp or heavy blunt objects)
- Glass items or items that contain glass (i.e. mirrors, compacts, perfume bottles, picture frames, etc)
- Over the counter or prescription medications (these are to be given to medical staff and will be kept locked up in the Med Cabinets)
- Any item that impacts the safety of recovery focus of the units

**Dress Code**

- Clothing should be in good repair- no holes or tears.
- Sunglasses and hats should be worn outside only.
- Clothing with profane, morbid or negative statements, blood, weapons, satanic symbols, racial symbols, and advertisements for tobacco or substance abuse are not allowed. Obvious gang clothing/colors and bandanas are also not allowed.
- Spandex, short skirts, short shorts, halter tops, and clothing deemed too provocative, seductive, or sexual in nature are not permitted. Undergarments should be covered by clothing at all times and should not be visible at any time- this includes tops that show your skin when you lift your arms.
- Sleeveless shirts and tank tops are not permitted at any time.
- Socks must be worn at all times.
- Situations involving excessive or inappropriate make-up, inappropriate or bizarre hair color or style, writing on the body, inappropriate and/or provocative clothing, or not wearing weather-appropriate clothing will be addressed by staff members. Your guardian must approve hair styles or changes.
- Belts may be worn but may not be kept in your room. You must turn in your belt to staff at the end of the day.
- We encourage everyone to wear clothing that is neat and clean. We believe that good hygiene and being properly groomed is an important part of one’s self image. You are expected to shower every day and wear clean clothing.

*If any clothing that you bring is inappropriate, you will not be permitted to wear it while you are a resident and it will not be returned to you until you are discharged.*
Laundry
You are responsible for maintaining your own clothes. A washer and dryer will be available for your use once a week. You will be assigned a specific day to do your laundry; your laundry must be started with washing your bedding in the morning, followed by your clothing. We will gladly teach you how to do your laundry and maintain your clothes if these are new skills. We provide laundry detergent. If you would like to use fabric softener sheets, you are allowed to bring them and they will be kept in your box in the personal closet. Every time new clothing is brought in to the units, they must be washed and inventoried before you are permitted to have them.

Borrowing or Lending
Borrowing and lending is not allowed. We feel that these situations interfere with the development and maintaining of trust. It can cause frequent conflicts when items are lost or damaged and no money is available to replace them.

This means that you may not borrow jeans, shirts, jewelry, make-up, shoes, money, school supplies, etc. If you borrow or lend anything, you will be placed on Learning Opportunity.

Searches
When you first arrive, all of your belongings will be searched for contraband. You will also be searched. Any time you leave the unit, you will also be searched for contraband upon your return.

If at any time there is probable cause that you may be concealing a weapon or other types of contraband, staff will conduct a search of your belongings and possibly a pat down body search.

The staff will also conduct random room searches to make sure that there are no contraband items in your room. Please be aware that if any illegal substances are found during a room search, the police will be notified.

Chores
You will be assigned chores throughout the day. There are three specific times: morning, noon, and evening. There are many types of chores, such as: sweeping, mopping, clearing the table, dishes, vacuuming, etc.

Following through with chore completion teaches responsibility, consideration of self and others, respect of authority, and independent living skills. You will use these skills after you leave WellFully and throughout your life.

At various times during the day, you may be asked by the staff to complete other tasks. Following through with these requests shows respect for authority, responsibility, and consideration of others.
Addiction Recovery Group Guidelines

1. You can say anything you want, anytime you want with respect to others in the group. Silence is not a virtue during groups and can be harmful to your recovery.

2. Your hands should be empty, don’t “play” with anything unless you have staff approval. This is seen as disrespectful to the group.

3. What happens in the group sessions stays among the members with one exception: Counselors may consult with other counselors in order to provide more effective treatment. Confidentiality is a key to trust. Keep your peer’s issues private inside and outside of WellFully. You also are not allowed to talk about peers you know from other facilities as this breaks their confidentiality. Breaking confidentiality warrants being placed on Learning Opportunity.

Staff are mandated reporters and must report any alleged abuse or neglect issues.

4. Leaving the group area without permission is not allowed. You must request permission.

5. Verbal, emotional, or physical abuse will not be tolerated and will be confronted by staff and peers. This will warrant being placed on Learning Opportunity.

6. Individual participation is required if the group process is going to work properly. Resisting the group process is seen as resisting treatment.

7. Feedback is critical for the group process. Say what you think, feel and hear using “I” statements.

8. When you take a risk and share your thoughts and feelings you will develop trust. Trust is the foundation of the group process.

9. Keeping secrets destroys the group’s trust. Examples would be: a peer’s chemical use, a peer’s plan to run away, peers having relationships, gossiping about a peer, withholding information about yourself etc. Knowledge of these secrets and not informing staff is a serious issue. Depending on the situation you will face consequences up to and including being placed on learning opportunity.

10. You are expected to fully participate in all groups. If you choose not to participate in groups you will have a loss of points and a written group consequence.

11. Group sessions are between 1-3 hours in duration. Eating and drinking are not allowed in group sessions.
The WellFully Behavioral Health Care Unit (BHCU) is a residential program that is designed to be short-term. How long you stay at WellFully depends on a few different things. You, your family, workers, teachers, WellFully staff and anyone else who is involved in your treatment here will work together to inform you of your plan and evaluate your progress. The most important factor that impacts the length of your stay has to do with the amount of effort you put into your program.

Our belief is that your family and the community are important in your treatment program. Each youth and their family have strengths that can be built upon to improve their relationship and functioning in the home and community.

We work with your guardian and use our program as a place to improve the skills you have, teach new skills, work on relationships, and help you have a happier and healthier life. Our program focuses on enhancing your self-concept, changing barriers in thinking and improving your relationships.

Each youth is treated individually. We do not have the same treatment plan for every youth. We look at every aspect of you: your thinking, behavior, feelings, and your physical, educational, and spiritual needs.

The Treatment Plan is for you:

WellFully’s Treatment Plan is an overview of your history, strengths, and areas that you and the staff will need to focus on while you are in the BHCU. Your Behavioral Health Counselor will write the Treatment Plan. You and your family will give input. You have the right to question anything that is in the plan.

Once your plan is written, a Behavioral Health Counselor will hold a staff meeting to talk about the treatment plan. Your caseworker, family, teachers, or anyone else you would like are invited to attend, including you.

In your Treatment Plan, you will help identify goals for your treatment program. All youth will need to learn Corrective Thinking concepts such as tactics, barriers, and steps.
You will have to use these terms and learn to identify when they are being used by you or your peers. Another general goal is to obtain Privilege status. The Level System will be explained later in the handbook.

The rest of your goals will be made to assist you best with your own issues. An example might be “Jordan will address his loss issues”, or “Alexis will work on identifying healthy relationships”.

Your Treatment Plan will be reviewed monthly and written up as a “Monthly Progress Report”. Another staff meeting will be held to discuss your progress and readiness to return home or be discharged from our program.

**Your Treatment Program:**

Your treatment program is based on an environment in which the youth are expected to help one another and themselves. There are several components, including Issues Groups, Social Skills Groups, Anger Management Group, Team Building activities, Corrective Thinking, Grief & Loss Groups, and learning accountability, boundaries, self-esteem, and values.

A variety of groups are offered at WellFully such as Anger Management, Grief & Loss, Social Skills, Independent Living Skills, Corrective Thinking, Gender-specific groups, and many more. Groups are tailored to issues the youth in the program currently are dealing with.

You will be expected to learn and use the Barriers in Thinking, “Time Bomb” Tactics and Steps to Responsible Thinking and to follow the rules of the BHCU.

The central theme is that you help yourself and increase your self-esteem by caring about and helping others.

During an Issues Group, the youth discuss difficulties they may be having or accomplishments they have achieved, give others feedback and encouragement, and challenge their Barriers in Thinking.

Social Skills groups address the inter-personal skills needed for youth to handle stressful situations with peers and adults.

Anger Management groups concentrate on Barriers in Thinking and how it contributes to making poor choices. They assist you with getting a handle on your anger and give you tools to deal with your anger.

The Life Skills group teaches skills that will assist them in Independent Living. This includes everyday skills such as time management, money management & budgeting, etc. and appropriate community interactions.

During the school year, groups are held every evening. During the summer, groups are held in the afternoon. Groups are held during the weekend year round.
Personal Belongings:

All of your personal belongings and clothes will be marked with your initials. You can mark all of your own belongings before you come if you would like. Initials need to be on all of your clothes, marking the tags is fine. Make sure to use a permanent marker. Hygiene products also need to be marked with your initials. If your things are not marked before you come staff will mark it after you get here.

Some personal items from home (such as pictures, bible etc.) are fine and usually make your stay a little more comfortable. All pictures will have to be approved by staff. If pictures are not appropriate they will remain in your box in the locked closet and be returned to you when you are discharged from the program. You should avoid bringing breakable items, glass items, or expensive or valuable items (such as jewelry, stereo equipment, electronic games etc.) CD’s and personal music must be evaluated by staff. We are not responsible for items that are lost and/or destroyed.

What to bring to the Behavioral Health Care Unit:

• Tennis shoes
• Casual shoes
• Jeans/slacks/pants (enough for a week)
• Bathrobe/Slippers (if desired)
• Appropriate sleeping attire--youth must wear clothing on the upper and lower body to bed (shorts and a tee shirt would be fine)
• Bras (enough for a week)
• Appropriate shorts (enough for a week)
• Tee-shirts, shirts, blouses, tops (enough for a week)
• Sweater or light jacket
• Coat, boots, hat and gloves (during fall and winter)
  • Underwear (enough for a week)
  • Socks (enough for a week)

“I felt safe and felt like people actually cared”

I have been at WellFully before, and this place really changed my life. I had good times here and had some bad times. WellFully helped me get through all of it, and it is very exciting.

I loved going to sleep in a bed and I loved taking hot showers, I especially loved knowing where my next meal was coming from. The cook at WellFully was such a great one, I never hated the food. I loved WellFully for teaching me some skills, I got comfortable with the staff, they’re so friendly. Everything was fun, I miss it - it was better than home! I felt safe and felt like people actually cared.
Personal Hygiene items:
You or your family should provide personal hygiene items. If you run out of certain items we have some hygiene items on hand until you can replace them. We ask that you attempt to get hygiene products that do not contain alcohol (whenever possible). These personal hygiene items include:

- Toothpaste/toothbrush
- Hair conditioner
- Deodorant
- Bar soap
- Comb/brush
- Shampoo
- Lotion
- Hairspray
- Hair gel/foam etc.

Most products will be allowed in your room. Some products such as body sprays will be stored in a closet that remains locked. When you would like to use the products staff will get them for you.

- Make-up - No make-up for anyone under the age of 14. You must be a Level-Two or -Three to be able to wear any type of makeup or nail polish. Chapstick is approved at any level.

Contraband Items
Residents are not allowed to bring the following items:

- Cell phones
- Matches/Lighters
- Alcohol or other drugs
- Cigarettes/cigars/chewing tobacco
- Aerosol cans
- Weapons or anything that can be used as a weapon (sharp or heavy blunt objects)
- Glass items or items that contain glass (i.e. mirrors, compacts, perfume bottles, picture frames, etc)
- Over the counter or prescription medications (these are to be given to medical staff and will be kept locked up in the Med Cabinets)
- Any item that impacts the safety of recovery focus of the units

Dress Code

- Clothing should be in good repair- no holes or tears.
- Sunglasses and hats should be worn outside only.
- Clothing with profane, morbid or negative statements, blood, weapons, satanic symbols, racial symbols, and advertisements for tobacco or substance abuse are not allowed. Obvious gang clothing/colors and bandannas are also not allowed.
- Spandex, short skirts, short shorts, halter tops, and clothing deemed too provocative, seductive, or sexual in nature are not permitted. Undergarments should be covered by clothing at all times and should not be visible at any time- this includes tops that show your skin when you lift your arms.
- Sleeveless shirts and tank tops are not permitted at any time.
- Socks must be worn at all times.
• Situations involving excessive or inappropriate make-up, inappropriate or bizarre hair color or style, writing on the body, inappropriate and/or provocative clothing, or not wearing weather-appropriate clothing will be addressed by staff members. Your guardian must approve hair styles or changes.

• Belts may be worn but may not be kept in your room. You must turn in your belt to staff at the end of the day.

• We encourage everyone to wear clothing that is neat and clean.

• We also believe that good hygiene and being properly groomed is an important part of one’s self image. You are expected to shower every day and wear clean clothing.

• If any clothing that you bring is inappropriate, you will not be permitted to wear it while you are a resident and it will not be returned to you until you are discharged.

Laundry
You are responsible for maintaining your own clothes. A washer and dryer will be available for your use once a week. You will be assigned a specific day to do your laundry; your laundry must be started with washing your bedding in the morning, followed by your clothing. We will gladly teach you how to do your laundry and maintain your clothes if these are new skills. We provide laundry detergent. If you would like to use fabric softener sheets, you are allowed to bring them and they will be kept in your box in the personal closet. Every time new clothing is brought in to the units, they must be washed and inventoried before you are permitted to have them.

Borrowing or Lending
Borrowing and lending is not allowed. We feel that these situations interfere with the development and maintaining of trust. It can cause frequent conflicts when items are lost or damaged and no money is available to replace them.

“\textbf{I am a girl, and I am good enough to do this!}”

On a recent educational field trip, one WellFully youth gained confidence. “When I went to the Job Corps, I learned a lot of things about different trades. They showed me many things, but the thing that interested me the most was welding. There are so many different uses for welding like art and conventional uses.”

“I understand that, yes, I am a girl, and not many girls do this, but that’s what gives me more motivation to show people that I can do it. I can prove to them that I am good enough to do this.”
This means that you may not borrow jeans, shirts, jewelry, make-up, shoes, money, school supplies, etc. If you borrow or lend anything, you will be placed on Learning Opportunity.

**Searches**

When you first arrive, you, as well as all of your belongings will be searched for contraband. Any time you leave the unit, you will also be searched for contraband upon your return.

If at any time there is probable cause that you may be concealing a weapon or other types of contraband, staff will conduct a search of your belongings and possibly a pat down body search.

The staff will also conduct random room searches to make sure that there are no contraband items in your room. Please be aware that if any illegal substances are found during a room search, the police will be notified.

**Chores**

You will be assigned chores throughout the day. There are three specific times: morning, noon, and evening. There are many types of chores, such as: sweeping, mopping, clearing the table, dishes, vacuuming, etc.

Following through with chore completion teaches responsibility, consideration of self and others, respect of authority, and independent living skills. You will use these skills after you leave WellFully and throughout your life.

At various times during the day, you may be asked by the staff to complete other tasks. Following through with these requests shows respect for authority, responsibility, and consideration of others.

**Behavioral Health Care Unit (BHCU) Guidelines**

1. Be on time for all groups
2. Be respectful of others
3. Your hands should be empty, don’t “play” with anything unless you have staff approval. This is seen as disrespectful to the group.
4. What is said in group stays in group. Keep your peers’ issues private inside and outside of WellFully. Confidentiality is the key to trust. You also are not allowed to talk about peers you know from other facilities as this breaks their confidentiality. Breaking confidentiality warrants Learning Opportunity-2. This is where you will complete a packet that consists of 27 questions that allows you to reflect on your inappropriate choices you made. The WellFully staff are mandated reporters and must report any alleged abuse or neglect issues.
5. Leaving the group area without permission is not allowed. You must request permission.
6. Verbal, emotional, or physical abuse will not be tolerated and will be confronted by staff and peers.
7. Individual participation is required if the group process is going to work properly. Resisting the group process is resisting treatment.
8. Feedback is critical for the group process. Say what you think, feel and hear using “I” statements.
9. When you take a risk and share your thoughts and feelings, this develops trust. Trust is the foundation of the group process.
10. Keeping secrets destroys the group’s trust. Examples would be: a peer’s chemical use, a peer’s plan to run away, peers having relationships, gossiping about a peer, withholding information about yourself etc. Knowledge of these secrets and not informing staff is a serious issue. Depending on the situation you will face consequences up to and including being placed on learning opportunity.
11. A variety of groups occur at WellFully. You are expected to fully participate in all groups. It is best to stay on track and help by giving feedback to your peers. It is also important to be receptive to your peers and what they have to offer in the group setting. If you choose not to participate in groups you will have a loss of points and possibly a written group consequence.

“A GED was just the first step to my future!”

Prior to WellFully, Blue Sky had been living in a gang lifestyle, so she had the mentality that she didn’t care, couldn’t trust anyone, therefore she had a hard time building trust in herself. Her issues with drugs & alcohol made it hard for her to have any kind of positive outlook.

“The hardest part was actually changing. I just couldn’t admit having a problem” Once she accepted this, things began to move forward for her.

WellFully’s educational support team began working with her. “At first they thought high school was going to be best for me,” Blue Sky says, “but it turned out I was getting nowhere. I ended up failing that year.” Because she was too far behind, Blue Sky decided that she wanted get her GED.

With the help from a number of WellFully staff members, Blue Sky practiced for the things she had most trouble with. “They all encouraged me to try hard, keep at it and last but not least they believed I could do it.”

Then, in just about 4 weeks, Blue Sky passed and earned her High School GED certificate. Now with GED in hand, the future looks bright for Blue Sky. Now 18, she is moving to Oregon where she has enrolled in a community college to study criminal justice, and eventually, become a police officer.
Time Bomb Tactics:
Most people use tactics to some degree, but they are unhealthy when this becomes a pattern of thinking and the way you view the world. The staff and your peers will point these out to you. You probably already see these in others and yourself. The following is a list of ones we see quite often.

Shifts Blame:
• Attempts to confuse
• Points out others’ faults
• Builds self up by putting others down
• Makes a big scene over minor issues
• Accuses others of misunderstanding
• Uses anger as a weapon to control others
• Argues over “words” to avoid the real issue
• Introduces irrelevant material (racial/gender issues)
• Puts others on defense by embarrassing

Lies/Deceives:
• Deliberately Vague
• Avoids obligations by saying “I forgot”
• Tells what others want to hear, not the whole truth
• Omits facts, reveals only what pleases self
• Says “yes” without meaning it

Ignores Obligations:
• Does not pay attention
• Chooses only what is self-gratifying
• Refuses to communicate or participate-silence
• Minimizes behavior (“I just got into a little trouble”)
• Says “I’m changed”, after doing the right thing once

Barriers in Thinking
The following are concepts that you will be required to understand. You will be tested on the concepts and will be expected to pass the tests to receive your levels.

Closed Thinking
• Lies by omission
• Not self-critical
• Unreceptive to responsible alternatives

Victim Role
• Full of self-pity
• Blames others (family, childhood, social conditions, etc.)
• Sees self as the victim, not the victimizer
Superior Self-Image
- Focuses only on personal good deeds
- Refuses to acknowledge harm to others
- Fails to admit own destructive behavior

Reckless Attitude
- Says “I can’t” when means “I won’t”
- No concept of obligations to others
- Unwilling to do anything disagreeable
- Considers responsible living to be “dull and unsatisfying”
- Complies only when immediate benefits can be gained

Instant Gratification - “I want it now”
- Does not learn from the past
- Expects an immediate response
- Makes decisions on feelings only

Fear of “Losing Face”
- Has profound fear of personal insults or “put-downs”
- Experiences the “zero-state” (feelings of worthlessness)
- Has irrational fears but refuses to admit them (super-optimistic)

Power Control
- A compulsive desire to control every situation
- Manipulates and deceives to gain power and control over others
- Refuses to cooperate or participate (unless someone can be taken advantage of)

Possessive Attitude - “It’s Mine”
- Thinks other’s opinions are worthless
- No respect for rights and property of others
- Views all people, places, and things as theirs to possess
- Uses sex and sexual innuendo for power and control, not intimacy

Uniqueness
- Quits at first sign of failure
- Demands more of others than self
- Views self as unique and better than others

Steps to Responsible Thinking
These concepts are what you should strive for. Responsible thinking allows us to make healthy choices for our families, our community, and ourselves. While at WellFully, when you hold yourself and peers accountable, you need to give Steps. Steps means you use these concepts, such as saying “Josh, can you please have Open Channels, respect for self and others and be receptive when staff are holding you accountable”.

Open Channels
• Is receptive positive change
• Communicates truthfully and openly
• Evaluates own behavior honestly and critically

Personal Accountability
• Is reliable, prompt, and prepared
• Fulfills commitments and promises
• Takes responsibility for choices and actions

Self-Respect
• Shows gratitude
• Earns the respect of others
• Explores alternatives before making choices
• Controls feelings and works toward achieving positive solutions

Daily Effort
• Considerate of others
• Has healthy associations
• Organizes time, work, and fun to achieve what is expected
• Fulfills obligations to family, friends, employer, and community

Self-Discipline
• Plans and builds toward the future
• Makes decisions based on facts, not feelings
• Uses past experience and guilt as a learning tool

Courage over Fear
• Views criticism as positive feedback
• Trusts others and asks for help and advice
• Admits fears and meets challenges without dodging

Healthy Relationships
• Uses “I” language
• Seeks to understand others
• Chooses to let go of the desire to control others

Respect for Others
• Sees genuine value in others
• Works toward “win/win” cooperative relationships
• Respects the rights, property, and privileges with others

Humility
• Demands more from self than others
• Acknowledges a personal “Higher Power”
• Has a realistic view of self in relation to others (no better or worse)
One on One Processing:

• If you are having a difficult time, you can talk with a staff member individually. This will give you the opportunity to receive individual attention concerning an area that is causing you difficulty.

• There may be times when the Youth Care Workers are too busy, or the environment is too hectic to allow time for a one on one. Staff will see you when the environment is more stable.

• Staff also must be approved to conduct one on one sessions so at times the staff you would like to speak to may not be able to speak with you in a one on one setting. We ask that you please be respectful and patient during these times. You are encouraged to use this difficult period as a time to journal if the staff appear busy. Staff will talk to you as soon as they are able to.

“I began journaling and discovered a love of writing.”

At the age of 13, Carrie arrived at WellFully’s Residential Chemical Dependency Program with a painful history that included physical, emotional and sexual abuse as a youth child. Raised by a meth-addicted family member with Bi-Polar Disorder, Carrie says her first experience with drugs was at age 6 when a family member taught her to smoke marijuana. At age 10, her mother taught her to huff, and Carrie was introduced to meth and cocaine.

Carrie says she abused drugs and alcohol as a way to forget what had happened to her. But the pain never subsided and eventually, Carrie became suicidal and tried to take her own life. “I didn’t care what I did to my body,” she says. “I felt like I was lost.”

When she came to WellFully, things changed for her. “They made me feel that I finally belonged,” she said of the staff. “That people cared about me. Everybody helped me here.” realizing for the first time that she wasn’t alone. “They helped me understand I was important,” she said of her counselors at WellFully. “That I belonged on this earth.”

Carrie says her time at WellFully made her optimistic about her future for the first time. She began journaling and discovered a love of writing. She wants to become a writer, even write her own autobiography one day. She credits the staff at WellFully with giving her those dreams. “I never thought I could come this far.”
Journaling

It is often helpful for an angry or acting-out youth to sit down and write about their feelings and what they are thinking about. This often helps the person become more focused and makes others aware of where they are coming from.

During your journaling, you will write about the situation that you were involved in. You will also write about your feelings and thoughts during the situation and what actions you chose. Finally, you will describe the consequences and outcome of your choices and what you could have done differently.

You will be required every evening to write in your journal. You may write about your issues, problem situations throughout the day, your history, or your thoughts and feelings. Staff members will read your journal at the end of the day and respond to what you have written.

Levels of Redirection/Confrontation

Staff will be redirecting you and your peers, in addition to you holding each other accountable. The redirection can lead into levels of confrontation when the redirection is not followed.

The following is a list of increasing levels, so you are aware of the techniques used in our facility. Depending on the behavior, staff will determine the appropriate intervention.

• Non-Verbal: This is used for minor issues. It is done with a gesture of the hands or eyes. A staff may look at you, or motion to you to stop what you are doing. This is done to provide a less confrontational and more subtle redirection.

• Verbal: This is used when you or your peers do not accept the non-verbal cue and need a more direct approach. The staff will state their concern about the negative behavior and what it could lead to, and directly ask you to stop what you are doing.

• Reflect: If you choose to be unreceptive to the request made by a staff or peer, you may be asked to go to reflect. Reflect is a process where you sit in a desk and complete a written assignment. This is considered to be a consequence for your choice. There is no time requirement for this process. The length of time you take to resolve the issue is up to you.

• RAP Group: If one individual or a number of people in the group are having recurring problems, a RAP (Resolve A Problem) group may be requested. These groups can also be called by your peers. This type of group is an opportunity for you to give and receive feedback with staff and peers about the issue and how to resolve it together as a team.

• Physical Restraint: When a youth becomes physically out of control and is either harming themselves, others, or destroying property, they may be restrained by a trained staff member and only with the minimum amount of force needed to bring the situ-
ation under control. A physical restraint will result in the youth’s placement on Learning Opportunity 2, in which they will receive a level drop to E-.

- It can be difficult to adjust to being held accountable. Remember that your peers and staff are all here to help you achieve your goals. If you are confused about any of the consequences that you receive, you can ask staff in a respectful way to explain it to you.

**Critical Incidents:**

The following choices will result in being placed on *Learning Opportunity*. All choices that warrant being placed on *Learning Opportunity* (LO) 1 or 2, will result in you having to complete a LO packet. If warranted you will have to complete a RAP group with your peers prior to returning to normal activities.

**Learning Opportunity One:**

*Learning Opportunity*-1 (LO-1) will result in a loss of privileges for 8 hours. Hours counted begin at wake up, and continue until 9pm. You will also receive a level drop. The following actions will result in being placed on LO-1:

- Physical Escort
- Unauthorized Contact
- Giving/Trading contact information with a peer (address, phone number or email address etc.)
- Major disrespect
- Attempting to initiate a relationship
- Minor property damage (books, eyeglasses etc.)
- Intentional boundary breaking (bumping into a peer, grabbing their arm etc)
- Leaving staff sight without permission
- Boundary violations
- Note passing, at staff discretion
- Knowledge of critical incidents which you do not notify staff or hold peers accountable for.

**Other incidents may fall into this category based on staff discretion**

**Learning Opportunity Two**

Being placed on *Learning Opportunity*-2 (LO-2) will result in loss of privileges for 24 hours and being dropped to *Level E*. The following actions will result in being placed on LO 2:

- AWOL - being absent without permission (running away etc.)
- Physical restraint
- Sexual contact
• Intentional breach of confidentiality
• Dating a peer
• Major property damage (wall, furniture, building etc.)
• Creating a major disturbance/unsafe environment
• Possession of weapons, alcohol, drugs, illegal substances, tobacco, major contraband, etc.
• Stealing
• Racial slurs
• Use of drugs, alcohol, illegal substances
• Threatening/intimidating behavior (verbal threats, physical motions)
• Gang representation (drawings, clothing, hand signs)
***Other incidents may fall into this category based on staff discretion

Loss of Privileges:
• The resident will join the group during group time
• The resident will return to a desk during all other activities
• The resident is required to complete chores as assigned
• The loss of privilege (LOP) time will not begin until the resident is able to display appropriate behavior. If during the LOP time the resident displays disrespectful or non compliant behavior their time will stop. The LOP time is an opportunity for the resident to gain trust and practice things that they are discovering from their Learning Opportunity.

The following is a list of incidents that will result in a status level warning, as well as a writing assignment:
• Low score (no writing assignment), will result in a level drop if you receive two in a row. Will result in a level drop if you receive three in a week.
• Borrowing and lending
• Lack of participation in treatment program
• Spitting at staff
• Inappropriate language (Swearing, sexual comments)
• Mild contraband (pencils, pens, makeup)
• Being out of place/absent without permission (may result in L-2/Level-E drop depending on severity)

If you have already lost your level and have been placed back on Entrance Status, consequences may be different than what is listed above. All of the above listed consequences may be changed if staff feels as though the offense is more or less serious than this list was intended to cover.
**Staying in your day:**

While in treatment you are expected to stay in your day. This means that you are focusing on each day and not projecting into the future or focusing on the past. While in treatment you are not allowed to make calendars to keep track of the days you have been here or count down the days you have left. You are expected to concentrate on your program not when you will be getting out.

**Safety Watches**

Youth in the Addiction Recovery Unit are placed on a mandatory Intake Watch for 24 hours. After 24 hours, staff will evaluate if a longer watch is needed.

Youth are placed on Safety Watch for a variety of reasons. It may be that you need to be watched more closely, because you have been thinking about suicide or hurting yourself. It may be that you are a danger to others, or you may feel like running away.

A staff member may place you on a Safety Watch. This is done to protect you, not punish you.

A Safety Watch will be reported to your guardian and/or referring agency representative.

Your ARU counselor will meet with you to assess your current risk level. They will then decide whether or not it is safe to take you off of watch.

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To me, laughter is music, especially when it is coming from children.

I was reminded of this once again as I attended WellFully’s annual picnic held at Canyon Lake Park last month. Understanding the hardships that these boys and girls have suffered, it was truly music to my ears hearing the laughter from the youth of WellFully as they entertained themselves on the swings, eating lunch and even, rolling down the hill like they were small children.

- Todd Pfaff, WellFully Communications Coordinator

The joy of laughter as WellFully kids are rolling down the hill at the Summer Picnic
“WellFully put me on the right path... I’m actually proud of myself.”
- Joshua

“After admitting my addiction, I entered WellFully and realized that I can look forward to a future.”
- Khalil

“They showed me the fun things about being sober and how to stand up for myself and say NO.”
- LynDee

“They helped me understand I was important, that I belonged on this earth.”
- Carrie

“I felt safe and felt like people actually cared!”
- Annie

“WellFully taught me how to get back up after falling.”
- Naomi
The WellFully staff works closely with area schools to ensure that those students in our residential programs will not fall behind in their school work. Each school day, participating youth enter into a classroom atmosphere to complete school work from their home school district.

**WellFully Classroom Guidelines:**

1. You can walk around the room to get anything you need to complete your work.
2. The three phrases you are not allowed to say: “I can’t do it”, “I’m stupid”, “I don’t know how”. Swearing is not allowed.
3. If staff are helping another resident and you need help as well, please raise your hand and wait quietly and patiently. Staff will get to you ASAP.
4. If you are caught talking to a classmate and you admit to talking to them, you will receive five minutes to finish talking. If you choose not to be honest, there will be a consequence.
5. Bathroom/Water break is from 9:40-9:50 for BHCU and 1:10-1:20 for ARU.
6. Nobody is to be behind the staff desk.
7. All work is to be done in pencil (pen if requested).
8. You must have permission to get on the computer. The internet is for school use only: No Facebook, Twitter, Personal Email Accounts, or any other Social Networks. If you are found in violation of this rule you will be placed on Learning Opportunity and your access to the computer may be limited or revoked.
9. If a counselor or other staff member enter the classroom area, do not wave to, talk to, or approach them unless they call for you.
10. Do not take anything out of the classroom unless given permission by staff.
11. All work will be turned in and placed in the filing cabinet.
12. There will be behavior reports given each month to your counselor.
Public School Guidelines for Behavioral Health Care Unit:

1. You will abide by and respect all rules as outlined in the school’s student manual and/or guidelines.
2. You will respect and follow the directions of all faculty and staff.
3. You will not leave the school building during school hours without permission and will be at designated areas. If you are not where you are supposed to be, it is considered AWOL and results in placement on Learning Opportunity 2.
4. You will only ride to and from school with staff or other people who are approved contacts.
5. When returning from school, book bags, purses, and books are to be left on the dining area table for staff to search.
6. When returning from school, each youth will be expected to turn out their pockets and allow staff to search their jackets, socks, shoes, etc. before entering the unit.
7. Skipping or being late for classes will not be tolerated. Appropriate consequences will be given.
8. No affiliation with any gang members.
9. You will need to be outside in a designated area waiting for a WellFully vehicle right after school.
10. You are not allowed to take CD/MP3 players, soda/pop, or aerosol items to school.
11. Each Friday, you need to have your grade sheet completed by your teachers and turned in to the WellFully Education staff. Grades must be C’s or above, or you will begin the process of academic probation.

WellFully is very proud to extend congratulations to our latest youth to graduate from Central High School. “K” spent time with us as one of our Group Care residents.

She plans to attend Black Hills State University in Spearfish, hoping to major in Art and Photography. She is pictured above with her classmates and accepting her diploma.
WellFully understands that enriching field trips contribute to a child’s development into young men and women with more knowledge about art, have stronger critical-thinking skills, exhibit increased empathy, display higher levels of tolerance, and have a greater appreciation for art and culture.

WellFully Travel & Field Trip Guidelines:
1. Walking to/from the vehicle will be done in separate lines of boys and girls, with a chaperone at the head and rear of the line.
2. No youth are ever allowed in the driver’s seat.
3. Seatbelts must be worn at all times while in the vehicle.
4. No shouting or screaming while in the vehicle.
5. While in the vehicle, you will remain quietly in your seat, keeping hands and arms in your own space.
6. Music is allowed in vehicle as long as no one is talking. Only staff can touch the radio. Volume will remain at a level where staff can supervise all youth as well to ensure that no communication is taking place.
7. No physical contact is allowed between the residents. Boundaries are critical to ensuring that all youth feel safe and respected. Physical contact is a serious rule violation. The reason for this rule is so that everyone can feel comfortable. This teaches consideration for others.
8. Please use manners when speaking to or requesting things of others (such as please, thank you, you’re welcome, etc.). This teaches respect of authority, consideration of others, and improves your self-image.
9. When in public places, always be courteous of those around you. Remember, this space is for everyone.
10. When in public places, leaving the group area without permission is not allowed. You must request permission. Being out of staff sight without permission will result in your placement on Learning Opportunity 1.
11. Use open communication; speak loud enough for everyone to hear. Staff must hear what you are saying at all times. This ensures safety and honest communication by all the youth.
12. Ask for everything you would like to do, or go. This is done to make sure that the staff know where you are at all times. This keeps you safe and your peers safe. It teaches accountability, consideration of self, and consideration of others.
13. Do not take anything into the vehicle unless you are given permission by staff.
14. There will be behavior reports given each month to your counselor.
Because we value the importance of continued education after high school, the WellFully Scholarship program continues to give the young men and women we serve an opportunity to enhance their life and their future.

These scholarships are available to any past or present participant in a WellFully program. One award of $5000 is available to any High School Senior or current college student who has been accepted into a brick & mortar college or university. Five $1000 scholarships are also available this year to any qualified High School Senior attending any post secondary institution.

More information and applications for the scholarship may be found online at www.wellfully.org. The candidates will be reviewed by the Scholarship Committee, and the winners will be selected in January. Recipients are then honored at the WellFully “We Believe in Kids” benefit dinner each February.

WellFully helps alumni continue their education

Each year at WellFully’s annual We Believe in Kids benefit dinner, the highlight of the evening is the introduction of the recipients of the WellFully Scholarship program.

These young people are prime examples of what you can achieve after WellFully.

Khalil began using marijuana at 15 and was in trouble a lot until he was picked up with a DUI. “After admitting my addiction, I entered WellFully and realized that I can look forward to a future.”

Demonstrating his potential for success with dedication, Khalil has earned WellFully Scholarship three years in a row! Attending SDSU, Khalil is now working towards a doctorate in Pharmacy with a minor in Biology.
Summary

This is a lot of information to learn. We don’t expect that you will know all of it right away. The staff and your peers are here to help you learn and do well in your treatment program.

We expect that everyone will make mistakes along the way, no one is perfect. Consequences are part of learning and we will hold you accountable to help you learn from your mistakes. You will be treated fairly, and we encourage you to ask questions if you don’t understand something.

Hard work and dedication are rewarded. Focus on your Treatment Goals and comply with what is expected of you at WellFully, and you will do well.

Remember, this is YOUR story, making you who you are, and what you become. Our goal is to listen to YOUR story, and, by providing the best care possible, help you find ways to make it better, and to ultimately, give you a happy ending.

Good luck, and welcome to WellFully!

Handbook Review

I have read this WellFully Youth Handbook and understand how it’s contents will guide my stay at WellFully.

Name: ___________ ____________

Date: ___________ ____________

Signature: ___________ ____________