

Agape House TLH of Walworth Residential Handbook

Resident Confidentiality

Resident's information shall not be provided without the written consent of the client. The purpose and scope of the information requested shall be specified.

Resident's shall be required to be sensitive to confidentiality issues of other residents. Special training shall be provided to residents to facilitate their understanding of these issues. Additional policies related to confidentiality are located in the Personnel sections of this manual.

Treatment Philosophy

Agape House TLH of Walworth shall use a team approach in working with residents. This approach uses the combined of knowledge, skills, education, life experiences and expertise of all staff. Resident care is optimized in that there is continuity in all aspects of the program. Because healing is grace based biblical approach of the total placement experience. All staff, including non-professionals, shall be members of the team.

The team will meet weekly to review each resident's progress.

Using the Service Plan as a guideline, staff meetings will be held weekly to evaluate each resident's progress.

Admission and Intake Procedure

Applicants seeking entry into the residential program shall demonstrate a sincere desire for help and a willingness to fully commit to the principles of the program.

Prior to admission applicants shall provide the following:

- Social History
- Medical Information including:
 - Statement of current health history
 - Immunization record
 - Psychological evaluation, if indicated.
 - Sources of income and income.
 - All medications taken and/or supplements including vitamins

The intake process shall establish that the resident meets admission criteria.

An interview shall be scheduled face-to-face to include:

- The focus of the interview shall be the applicant's commitment to the program.
- Agency rules shall be reviewed during this interview.
- Applicant's questions shall be clarified.
- Tour of the facility.

It shall be medically established that if a resident is taking psychotropic drugs that she can maintain without them.

Following the interview, the director shall complete a pre-admission report.

Exploitation

Agape House TLH of Walworth shall not authorize any activities unrelated to program participation without the written consent of the resident.

Such activities include but are not limited to:

- Research or experimentation
- Public statements of gratitude
- Public solicitation of funds.

Resident Orientation

All residents shall:

- Participate in the orientation process.
- Be introduced to the philosophy, structure and format.
- Be prepared to address sensitive issues that may arise during placement.

The orientation shall include the following information:

- An overview of Ministry Philosophy
- Review of resident's rights and responsibilities
- A discussion about methods of consequences
- Safety training
- Daily Schedules
- Telephone Regulations
- Visiting Opportunities

Receiving New Residents

An account for all personal belongings and money shall be documented for your protection and also the protection of others. The R.A. on duty shall thoroughly examine all belongings including any other items posing potential harm to residents or that may be contrary to program philosophy.

All luggage shall be inspected and items recorded. Each item shall be recorded on the Entrance Checklist providing a thorough description of each article.

Each new resident shall be assigned a:

- Bed
- Chest of drawers
- Bathroom Cubby with their towels
- Shower Time
- Laundry Time
- Chore list

- Quiet time resumes daily at 10 p.m. to 7 a.m. We have those living downstairs as well as working while in the TLH...respect and courtesy are of utmost needed

Check-Out

When leaving The program, girls will be checked out by a staff member on duty to insure that they have all their belongings. The director will give the money that was put aside each month for rent and security deposit to make sure that they are able to obtain a safe place to begin living on their own. In order to receive money back, you must finish all requirements of the program.(to be discussed)

Consequences

Extra household duties will be given for non-compliance of TLH rules and disrespect.

Dismissal:

You may be subject to dismissal from the program for the following behavior:

- Using drugs, alcohol, or cigarettes or for having them in your possession.
- Leaving the property without permission
- Being continually uncooperative.
- Not working on resident goals
- Not following guidelines set forth by handbook and resident contract.
- Not showing sincerity for the ministry or others. (Desire for help).

Dress Code:

- Clothing must be clean and modest at all times.
- Some type of clothing (in addition to underclothing) must be worn at all times, including to and from the bathroom).
- Neatness and cleanliness is expected.
- Girls are to shower daily at assigned times.

Role of Families

The ministry shall encourage family involvement if appropriate, participation and support during a resident's placement.

Individual Service Plan

Participants in developing the plan shall include the resident, staff and other involved parties. The plan shall identify short-term goals and the activities required to achieve them. The plan shall identify long-range goals and criteria for discharge.

Individual Counseling

Individual counseling services shall be provided to all residents. All residents are required to participate in all counseling, bible studies, and all extra-curricular activities designed to help Residents have healthy transitions and relationships in life.

Counseling services shall be provided by qualified staff.
Counseling services shall be Biblically based.

The primary casework tools shall be:

The individual service plan.
Recommendations of the treatment team.
Appropriate Biblical reference.

Group Counseling

Group Counseling Sessions shall be offered to residents on a regular basis and conducted by appropriately trained staff. Group counseling interactions may range from formal treatment groups to informal gatherings of residents.

Group Counseling shall also be used when any of the following conditions exist.

Residents need an opportunity to express feelings.
There is a need to improve group cohesiveness and communication
An outlet is needed for guided confrontation.
There is a need to address a specific problem-behavior.

Spiritual Guidance

Religious education and training shall be offered to all residents. The primary criterion for admission to Agape House of Janesville is the sincere commitment to learning about and embracing a healthier perception and lifestyle that is suggested by Christ.

Residents shall participate in a variety of Christian Activities. These include:

- Daily Devotionals in their personal time and in group when it is provided.
- Church attendance weekly along with a weekly Bible Study.

Health Care

Residents who are on prescription medication and feel it is in their best interest and the interest of others will have their medication locked up and dispensed to them by a staff person. This is for their safety and the safety of others. The following procedures shall be observed in the management of medications. These apply to prescriptive and over-the-counter medications.

Nutrition

Daily nutritious meals are recommended. Residents are responsible for their own grocery shopping, and meal prep and clean up after each meal. If you need help with any of this, talk with the administrative assistant or director of counseling.

Recreation

Recreational activities shall be offered to residents on a regular basis.
Recreational activities shall be compatible with the agency philosophy.
Recreational activities shall be compatible with resident's physical condition.
A recreational plan shall be developed by appropriate staff.
Big Foot High School offers free use of their fitness center.

Room Search

Potentially harmful items or items contrary to program philosophy shall not be allowed in resident's rooms. Staff shall conduct scheduled and unscheduled room searches to assure the protection of residents and staff. The searches shall include the room and resident's personal belongings.

- When there is a reason to search a resident's room, the following procedure shall be followed:
- The resident shall be informed that a room search was or is being conducted and the reason for the search. The resident may or may not be present during the search.
- Staff and a witness shall complete the search and the room will be returned to the original order.
- Any items not allowed shall be removed.
- Staff shall document the search noting any items not allowed and their disposition. An explanation of the reason for the search shall also be documented.
- When a resident is unable to be present during the room search she shall be notified of the results in a timely manner.
- Reasons for the search may be for items that could cause danger to the resident or other residents i.e. drugs, sharp objects, etc.

Resident Rights

Resident shall be fully informed of their rights before or upon admission.

The following shall be included:

- The right to be treated considerately and with respect.
- The right to be protected from physical, verbal, sexual and emotional abuse.
- The right to be protected from all forms of exploitation.
- The right to participation fully in the development of the Service Plan.

- The right to participate in all ministry services.
- The right to privacy and confidentiality.
- The right to see the family at the appropriate times and places.
- The right to appropriately voice concerns and grievances.

Maintenance Requirements

Work detail, laundry, use of the kitchen, other day-to-day procedures that contribute to running the facility shall be outlined.

Telephone and Visiting requirements

Telephones will be turned off at bedtime during the week and week-ends. This insures that everyone will get adequate sleep, to maintain a healthy lifestyle. Phones will be checked in by 10pm. weekdays and 11pm. They will be returned by RA in the mornings before work or by 9 am.

Visitors can only be approved by the Program Director or Assistant.

Monthly rent or funding.

Funding will be determined upon arrival. If it is assessed that resident is unable to pay rent, a grace period of 4-6 weeks will be given. During the grace period, regular scheduled visits to employers and job applications need to be filled out. There will be a number of hours of community service that will need to be completed weekly, until work is found. The Director or Assistant will have a list of services that can be used for this. There will be community service paperwork to fill out weekly, noting the hours you have done, and signed off by the person overseeing the work done. This paperwork will be turned in weekly to the Director or Assistant and reviewed.

Requirements for handling personal funds:

25% of the resident's net check will be given to the staff person and kept in the office under their name. When they have successfully completed the program they will receive their 25% towards their first month's rent or security deposit to help insure their independence rather than unsafe living conditions.

Copies of check stubs and weekly work schedules will need to be given to staff.

Requirements

Residents shall assume responsibility for personal growth, attitudes, working as a team member and asking for help when needed.

Residents shall take responsibility for meeting counseling requirements, completing assignments, following schedules and striving to meet program goals.

Residents shall take responsibility for treating program property with care and respecting the property and space of others.

Residents shall take responsibility for reporting any action that could harm themselves or others.

Expressing Concerns

The agency shall recognize the need for Resident's to express concerns and encourage them to learn to do so in an acceptable appropriate manner.

Residents are provided the following avenues in which to voice concerns:

A concern may be voiced when reviewing the resident's Service Plan.

A concern may be expressed to an individual counselor.

A private meeting with the Program Director may be arranged to express a concern.

An issue may be raised in a Group Meeting.

When all avenues have failed, a grievance form may be completed, which will initiate a Grievance Procedure.

It is anticipated that all who voice concerns and all who hear them approach the discussion in a manner that demonstrates Christian love and principles.

Personal Safety

- Residents may leave the building after completing their morning chores and assuming responsibility for their belongings and responsibilities.
- Residents shall not accept rides from strangers. If bus tokens are needed please notify a staff person.
- Residents are not allowed to entertain or invite friends or family into the home without prior permission from the Counseling Director or Administrative Assistant.
- Residents shall not use drugs, alcohol or nicotine products while living in the home.
- Residents shall respect themselves and say NO to any touch or behavior that makes them uncomfortable.

All vehicles that would be transporting our residents and R.A. shall be adequately insured.

Physical Facility

The facility shall accommodate all of the required administrative and program needs. The facility shall be attractive, comfortable and safe for all residents.

*Agape House TLH of Walworth
Resident's
Handbook*

I _____ have read the Resident Handbook and agree to abide by the House and Ministry principles and rules set forth in it.