MENTAL HEALTH PROGRAM

ADOLESCENT DAY TREATMENT SERVICE
CLIENT/FAMILY PACKAGE

IWK Health Centre, Halifax, N.S.
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Day Treatment Service
Basic Expectations

All programming is based on the principle of respect and safety for all parties to the therapeutic process. This includes youth, participants, parents, and staff. We believe this is necessary to provide a therapeutic environment. If a client is unable to meet these standards, their continuation in the program may be reviewed. Example of violations would be:

- bringing drugs to the premises;
- lying;
- verbal, physical, or self abuse;
- violation of confidentiality;
- sexual contact with other participants;
- extending relationships outside of program hours;
- vandalism;
- racist, sexist, or homophobic behaviour;
- a pattern of refusal to attend program;
- weapons or objects that can be used as weapons.

We respect each other's privacy, tastes, and opinions, and we keep a peaceful, safe, healthy environment by using the following:

Respect: for yourself
for the staff and peers
for the program
for the building and surroundings

Relationships are a part of the therapeutic basis of the program. We believe relationships are an important part of development. However, we do **not** support extending relationships formed in our program into the personal and family life of the adolescent outside program hours.

In fact, we actively discourage teens from hanging out together after program hours.

We believe it confuses, complicates, and interferes with treatment.

Adolescent Day Treatment Service
Client/Family Package

Assessment and intensive treatment for adolescents with psychiatric disorders is offered in a safe, supportive and therapeutic environment.

The treatment team consists of:

- Youth Counsellors
- Occupational Therapist
- Psychiatrist
- Psychologist
- Registered Nurses
- Social Worker
- Academic Teacher

Caregivers are expected to be involved in the treatment process and will be asked to sign a Client and Family Contract, attend scheduled meetings, and have phone contact when necessary.

Hours: (School Year)
8:45 a.m. - 3:00 p.m. - Monday, Wednesday, Thursday and Friday (for clients).
Hours: (summer months)
10:00 a.m. - 2:00 p.m. - Tuesday, Wednesday, Thursday and Friday (for clients).

General Information

<u>Pre-admission visit:</u>

- Client and caregiver will be given a tour of the unit and an orientation to the program.
- Client's and caregiver's goals will be reviewed by the assigned staff member.
- Mode of transportation will be discussed.

- Assigned staff will complete a pre-assessment form with client and caregiver.
- Client and/or caregiver will be asked to sign several consent forms.
- Please have Health Card Number at this time.
- Client and Family Contract will be reviewed and signed.

Transportation - Caregivers/adolescents are responsible for transportation to the program. If a client becomes ill or needs to go home for any reason during the day, caregivers will be contacted to make necessary arrangements for transportation.

Absence - If the client is ill or is unable to attend the program, please contact staff at 491-2338. A message can be left on the voice mail, if staff is not available.

School Supplies - Client will be required to bring school supplies and materials from their community school.

Monies/Articles from home - Clients are asked not to bring money unless required for transportation or lunch. Any personal items, e.g., walkmans, valuables, etc., are the sole responsibility of the client/family. These items are discouraged as they may promote trading, stealing, fighting, and jealousy. CAMERAS AND RECORDING DEVICES ARE NOT PERMITTED AS PER THE HOSPITAL POLICY.

Cigarettes/Lighters - Cigarettes and lighters are not permitted on the premises and will be confiscated.

Cell Phones/I-pods -/MP3 Players - Blackberries

All of these electronics are not permitted to be turned on or used during programming hours. I-Pods and MP3 players may be used on the unit during scheduled breaks (e.g. recess, lunch, afternoon break) only. They are never

permitted in the classroom. Cell phones/ blackberries are not permitted to be turned on in the VIA building. They can be used outside during scheduled breaks (e.g. recess, lunch, afternoon break) only. There is a phone available for teens use if they need to call parents/caregivers or make arrangements for transportation. Teens must ask permission from staff before making any calls.

Meal/Snacks - Clients will not be provided with a noon meal, so they are required to bring a boxed lunch and recess.

Emergency - Please provide an emergency phone number where you can be reached during the day; also, provide a telephone number of a responsible person who can be contacted if we are unable to contact you.

Medical - If the client is taking medication, arrangements can be made with staff. Health Card Number is required on admission.

Runaway - If a client runs away during the day or fails to arrive when expected, caregivers will be notified as soon as possible. Caregivers are responsible for filing a missing person report with police if necessary.

Contract - A Client and Family Contract will be reviewed and signed on day of pre-admission. Should the contract be broken, the client may be suspended until such time as the team can meet with the client and family/caregiver (ideally within 24 hours)

Adolescent Day Treatment Service
Multidisciplinary Team

Psychiatrist - The psychiatrist is a medical doctor trained and experienced as a specialist in the mental health problems and behaviour disorders of adults, adolescents, and children. As consultant to the treatment team, he/she sees that the client and family receive the help they need.

Teacher - The teacher with the Day Treatment Service is also a professionally trained Canadian Certified Counsellor. The teacher participates in planning and implementing programs and strategies to address the student's behavioural, social and emotional challenges. When appropriate the teacher makes individual modifications to current work as required by individual students, as well as 1:1 instruction of all required subjects. The teacher is involved in pre-discharge planning and consultation with family, schools, and other agencies to facilitate the student's reintegration into the community school system.

Psychologist - The psychologist has training which specializes in dealing with emotional and behavioural problems. In addition to participation in the Day Treatment Program and in overall treatment planning, the psychologist offers other psychological services to some of the clients in the Day Treatment Service. The need for these services is decided on an individual basis. These services may include: (1) individual, family, or group therapy; (2) personality, psycho educational or cognitive assessments; and (3) suggestions to Day Treatment staff, teachers and parents related to adolescent management and other treatment issues.

Social Worker - The social worker may take a family history to gather background information and identify the problem areas at the time of admission. The social worker provides individual and/or family therapy and may visit the home with other team members.
The social worker can act as a liaison with community agencies and as

a facilitator for parent involvement in the treatment program.

Registered Nurses and Youth Counsellors - Registered Nurses and Youth Counsellors are the client's/caregiver's primary contact for day-to-day activities of the program. They are responsible in part, for assessing, planning, implementing and evaluating the individual client's progress along with the other team members. Registered nurses are responsible for medical interventions and health teaching.

Occupational Therapist - The Occupational Therapist provides assessment and treatment in the areas of self-awareness and self-esteem, social interaction, activities of daily living (skills required to function independently in the community) and vocation. He or she may also assess and treat problems related to physical coordination and dexterity.

ADOLESCENT DAY TREATMENT GROUPS

Anger Management Group - This group explores the concept of anger and introduces various methods of handling anger appropriately. The following concepts are introduced: defining anger, defining personal triggers, physical reactions, actions, consequences, negotiation skills, assertiveness skills and problem solving skills.

Social Skills Group - In this group, skills to enhance social interactions are introduced and practiced. The skills are as follows: communication, conversation, feelings, assertiveness, peer interaction, manners/etiquette and general skills such as compliments, constructive criticism, honesty and apologies.

Self-Esteem Group - This group is intended to provide adolescents with the opportunity to develop a positive sense of self-worth in an environment which encourages self-exploration and which empowers participation to identify and change negative thoughts, emotions, and situations which hinder their ability to value themselves as a person.

Health Promotion Group - This group is designed to enhance awareness of health related issues and increase understanding and methods used to promote and maintain good physical and mental health. Topics introduced include sexually transmitted diseases, birth control, stress management, exercise, nutrition, teen pregnancy, hobbies, sexuality, relationships, first aid, drug and smoking education.

Process Group - This group provides a format to explore and discuss personal issues.

School Process Group - Relevant school issues and appropriate methods to interact with staff and peers within the school setting are discussed.

Relaxation Group: - This group teaches progressive muscle relaxation and guided imagery skills to help teens decrease anxiety, feel better, build confidence and reduce overall stress.

Specialty Groups

Attention Deficit Group - This group is designed to help adolescents with ADD improve the negative while maximizing the positive attributes of Attention Deficit disorder.

Anxiety Group - This group is designed to educate and support adolescents with anxiety which is inhibiting them from participating in daily activities such as school.

Adolescent Day Treatment Service
Telephone Directory

Day Treatment Staff: 491-2338

Kathy Findley, YC
Paula Ede, YC
Marilyn Lamphier, YC
Dawne Rawding, RN

Emily Wickwire Foster, M.A., CCC, Academic Teacher 491-2321

Dr. Wade Junek, Psychiatrist 491-2352

Dr. Heather MacLatchy, Psychologist 491-2339

Kerry Fraser, B.Sc., O.T.Reg (NS) Occupational Therapist 491-2353

Jennifer Mosgrove, MSW, RSW, Social Worker 491-2351

Joan Shellnutt, BOA, Administrative Assistant 491-2336

Carol Bainbridge, Clerical Support Clerk 491-2345

Emergency Numbers (after hours)

Youth Help Line 420-8336

Halifax/Dartmouth Police 4105

Children's Aid Society, Halifax 425-5420

Services for Sexual Assault/Crisis Line 425-0122

Mental Health Mobile Crisis Team. 429-8167

CLIENT CONTRACT: IWK ADOLESCENT DAY TREATMENT

All programming is based on the principle of respect and safety for everyone involved in the treatment process. This includes teens, parents / caregivers and staff. Any violations to the principles of respect and safety will result in a treatment team discussion and appropriate consequences, which could include discharge for serious violations. Examples of violations would be: using prescription or non-prescription drugs and / or alcohol in a harmful way, bringing drug paraphernalia to the program, physical / verbal aggression, dating or socializing with other teens outside of program hours, violating confidentiality of other teens, vandalism, racist, sexist or homophobic behavior.

I agree to the following conditions upon starting the program:

1. I agree not to use non-prescription or prescription drugs and / or alcohol in a harmful way. This includes bringing any drug paraphernalia to the program or attending while under the effects or after-effects of use.

2. I agree to attend and participate in therapeutic groups, classes and individual treatment. I agree to complete all homework assignments given to me by my teacher or other staff.

3. I expect staff and other teens to respect my rights and dignity. Any concern about violations of my rights may be raised with my case coordinator and / or the Day Treatment team leader (Dr. Heather MacLatchy).

4. I understand I will be monitored on a daily basis for group participation.

5. I agree to respect the privacy and confidentiality of other teens in the program. This means I will not discuss any personal information about other teens outside of the appropriate sessions during program hours.

6. I agree to work with staff to ensure appropriate discharge planning and continuing care.

7. I understand there is a no smoking policy at the program.

8. I agree to respect the guidelines and expectations of the program.

9. I agree to notify the program staff by 9:00 if I am physically ill. Emotional upset is not an excuse for absence; it is the best reason to come in. Recurrent claims of physical illness will require a physician's note.

10. I agree to follow the dress code included in the client information package.

11. I agree not to date or socialize with other teens from Day Treatment outside of program hours during the course of my admission. This includes phone calls, e-mail and MSN.

12. I understand I could be contacted following discharge to answer questions about the program, my treatment or any ongoing concerns. It will be my choice at that time if I want to participate.

13. Finally, we make no guarantee you will always be comfortable here, but through working with us we hope that you will learn a great deal about yourself and learn new skills that will make your future life more productive and enjoyable.

Client: _____

Caregiver: _____

Staff: _____

Date: _____

Adolescent Day Treatment Service
Use of Client's Own Medications

Clients of the day treatment program use their own home supply of medications. You (your child) will need to bring enough medication, in 2-week supplies at a time, to last for the entire time they attend day treatment programming.

The nurses and doctors at the day treatment program need to know about **ALL** current medications that are taken in order to provide the safest care. This includes ALL prescription and nonprescription drugs. When coming to day treatment, all medications should be given to the nurse to be checked. Medications will not be given if they are not in their original containers with the original label. It is important that no medications are mixed together in the same bottles or packages. If the nurse or doctor has any questions, they may need to ask you or call your family doctor or pharmacist.

If there are any changes to medications made by your family doctor or pediatrician while attending day treatment program (s), please tell the nurse or doctor. The psychiatrist is responsible for monitoring psychiatric medications at the day treatment program.

When you complete the day treatment program, any unused medications will be returned to you. If medications are left behind after you leave the program, they will be destroyed if not picked up with 2 weeks of the discharge date.

If you have any questions about the use of medications at day treatment program(s), please ask the nurse or doctor.

Thank you for your co-operation.

Adolescent Day Treatment Service
Dress Code Policy

In past years, the Adolescent Day Treatment program has maintained an "appropriate" clothing policy. Appropriate has become a very subjective term as television and videos have altered what we see people wearing. As these fashions enter schools, and the Day Treatment program, it has become necessary to have clearer guidelines about what is considered "appropriate".

Bandanas are not allowed to be worn in the program, and students who arrive with bandanas will be asked to put them away.

Hats are allowed in the general program, but not in the classroom.

Tops are to adhere to the following: no profanity, no references to tobacco, alcohol or drugs, no offensive slogans, or images.

Female tops are expected to: show no cleavage, totally cover the back, have straps that are thick enough to totally cover the bra strap.

Male tops: no muscle shirts worn alone (can be worn under or over another button shirt or t-shirt), sport jerseys may be worn if there is a t-shirt underneath.

With the current fashion of low-rise pants and short skirts, students are to ensure that both their bellies and back are reasonably covered, including when they are kneeling or sitting. As a large portion of their day is spent sitting, their backs must be well covered when sitting. Also, shorts and skirts must be fingertip length when arm is at side of leg.

Underwear is to be covered at all times.

Thank you for your co-operation!

STORMY WEATHER

When HRM schools are closed due to weather conditions, adolescents will **not** attend this program.

We would ask that you use your own discretion regarding transporting your son/daughter to program in snowy, slippery road conditions, etc. If driving conditions worsen throughout the day, please do not hesitate to contact 491-2338 to inform staff you will be picking your son/daughter up early.

We would also like to remind you to contact us at the same number if your son/daughter is not going to attend program.