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**Homespace Corporation**

**Next Step**

**Agency Operated Boarding Home**

**Resident Handbook**

**Revised: May 2025**

Welcome!

Next Step Home welcomes you to its family of caring and supportive staff and residents. We hope that your participation in the program leads to the fulfillment of the goals that you have set for yourself. Not only will you find a comfortable, safe home, but also an environment in which individuals are encouraged to value themselves and others.

This Handbook is your guide to policies, procedures, expectations, and information that will help you to become a successful Next Step Home resident.

It is our goal at Next Step to provide an environment that helps residents achieve their goals and learn independent living skills. Please feel free to bring all questions and concerns to the Next Step staff for clarification and guidance.

Sincerely,

Homespace – Next Step Home Staff

**Homespace Mission:**

Homespace supports at-risk young adults to achieve independence two generations at a time.

**Homespace-Next Step Values**

The Homespace mission statement is best achieved through a set of values that helps guide both residents and staff. In becoming a Homespace-Next Step resident it is important to recognize these values so that you may understand our policies and procedures, as well as be able to live the values in your own life.

**Family**

**Responsibility**

**Security**

**Self Sufficiency**

**Resiliency**

**The Next Step Family**

Next Step employs a caring supportive staff to help all residents achieve their best. Staff are available 24 hours a day 7 days a week to ensure a safe and comfortable environment. All staff are available to help and offer guidance.

**Executive Director**

The Executive Directors role is to oversee all operations of Homespace-Next Step Home through supervision of the Directors.

**Director of Operations (DO)**

The role of the DO is to oversee the overall functioning of the operations and facilities at Homespace Corporation. The DO oversees training, development, maintenance, and Health Related Social Needs program.

**Director of Services (DS)**

The role of the DS is to oversee the overall functioning of the program as it relates to the clinical needs of the residents. This includes supervision of the Clinical Supervisors. The DS also is responsible for monitoring youth satisfaction in the program and incorporating youth feedback into our programming.

**Behavior Health Clinical Supervisor (BHCS)**

The role of the BHCS is to oversee and supervise the functioning of the Health and Wellness Team. They monitor behavioral health services and ensure clients are offered appropriate mental health and wellness services to promote their well-being.  The BHCS may also meet with clients individually to provide mental health counseling.

**Residential Clinical Supervisor (RCS)**

The role of the RCS is to oversee the day-to-day function of the Youth Support Specialists (YSS) and Residential Case Coordinators (RCC) as well as monitor the overall safety and well-being of the residents. This includes monitoring compliance with all program rules and expectations.

**Evening Program Supervisor (EPS)**

The role of EPS is to oversee and supervise the Second and Third Shift Youth Support Specialists on a day-to-day basis. They monitor the programmatic routine and structure and overall safety and well-being of the residents. This includes monitoring compliance with all program rules and expectations.

**Residential Case Coordinator (RCC)**

The role of the RCC is to assist residents in developing realistic goals for themselves, make referrals for needed services and monitor the progress of the residents. The RCC also attends all court proceeding, coordinates/monitors family visitations as needed, coordinates Service Plan Reviews and ensures that all residents receive the mental health treatment that they may need. Your RCC also handles anything school related for you including getting you registered if needed. Your RCC work with DSS and/or OCFS to develop Behavior Support Plans for those who may struggle with program expectations and /or meeting their goals. In addition, your RCC will assist in developing realistic goals as it relates to your independent living skills. This may include, but is not limited to, finding employment, securing community resources, budgeting, cooking, home cleanliness, getting along with others, etc. They are also responsible for the hands-on work that is done with residents to improve on those goals.

**Youth Support Specialists (YSS)**

The role of the Youth Support Specialist (YSS) is to monitor the overall safety of the home as well as ensure that all residents are following the routine/programming in the home. Youth Support Specialists are also there to assist residents with their goals as developed by the Residential Case Coordinator. It is essential to this position that all YSSs are providing consistency, are communicating with team members, and are ensuring the holistic needs of each resident are being met at all times. YSS work hard to build developmental relationships with each resident. YSS are the hands on teachers, coaches and mentors who guide our residents toward success.

**Health and Wellness Team**

The Health and Wellness Team is made up of several staff members that offer a variety of services to our residents. This may include nursing, counseling, crisis intervention and skill building. All residents at the time of intake will be referred to our Health and Wellness Team for an assessment and services will be required based on this assessment. Referrals can also be made at any time during a resident’s stay to help support and maintain their placement. Face to face meetings with the Health and Wellness Team DO NOT replace your required meetings with your Residential Case Coordinator.

**Maintenance**

The maintenance staff are available to fix issues in the home and maintain the grounds of all facilities as it relates to Homespace. If a resident has a maintenance issue regarding their bedroom or bathroom, they must communicate this to the YSS. YSS will work to fill out a maintenance request and submit to the maintenance department. All requests will be addressed within seven days.

\*Please note that the maintenance staff are NOT responsible for cleaning resident’s room and/or common areas of the home, removing garbage from resident’s room, and/or the general cleanliness of the home (this is the responsibility of the residents).

**Outside Providers**

All residents will be linked to primary care physicians, as well as any necessary specialists such as eye, dental, GYN, OB/GYN, endocrinology, neurology, podiatry, ENT, etc. These providers play a critical role in your health, safety and well-being, and your compliance with their appointments and their recommendations and orders is required.

**Community Spaces**

Next Step has several community spaces for residents, staff, and visitors to utilize. The following are the rules/expectations of these spaces so that all can enjoy them. If the rules/expectations are not followed the space may be closed and/or a resident may be restricted from using the space.

**Staff Office / Front Hallway**

Residents are not allowed in the staff office. If you need assistance, you should ask staff and/or knock on the door. Residents are asked to not leave personal belongings in the front hallway and/or office area. Anything left in the front area may be thrown out as this could cause a safety issue.

**Upstairs Office / Medication Room**

Residents are not allowed in the upstairs office / medication room without staff. Residents will be invited into this office when it is time to take their medications or to meet with any one of their providers. Residents are also asked to not leave personal belongings in the office area.

**Laundry Room**

Access to the laundry room must be made through a YSS. Next Step residents have assigned laundry dates/times ensuring each resident is given adequate time to take care of their laundry needs. Laundry pods and dryer sheets are provided for residents however if you wish to use a specific brand you must purchase that on your own (please note you may only use PODS for laundry and are unable to utilize any other form of liquid soap). You are expected to do your own laundry on your designated day. If you are unsure as to how to wash clothes, you can ask a YSS for assistance. Laundry cannot be left overnight in the washers or dryers. Any leftover items may be bagged up and placed in storage until a resident meets with staff to review the laundry room expectations.

**Living Room**

The living room is for the use of all residents. Residents and staff are not allowed to eat and/or drink in the living room. The TV can be watched when residents are not expected to be in programming (this includes school, group, etc.). Staff will monitor the programs watched on the TV and may restrict programs as deemed necessary and/or appropriate. You are expected to clean up after yourself after each use and return the TV remote back to staff when done.

**Dining Table Area**

The dining table area is another shared space. This space is used for all meals as well as many groups/meetings. All eating/drinking should take place in the dining room only. You are expected to clean up after yourself after each use. This may include, but is not limited to, wiping down table space used, cleaning dishes you used, and possibly sweeping/mopping. No food or drink should be in the vicinity of the computers, despite them being in the dining area. Computer usage is monitored for appropriateness by YSS, and is a privilege.

**Kitchen**

The kitchen is used to prepare all meals. Residents, with help from YSS, will make monthly menus and the food needed for each meal will be provided by Homespace. Residents will be expected to help with shopping and putting away the groceries each week. The kitchen is open between the hours of 7am-8pm. The pantry will always be locked and can be accessed for you by YSS. Although food is always available, residents are encouraged to eat balanced meals at mealtimes rather than snack throughout the day. Certain foods such as fruits, vegetables, canned soups, sandwich making items, and breakfast items, all of which do not require cooking, are available to be prepared by any resident between 7am and 8pm, or immediately upon return home from a work shift. No cooking is allowed outside of dinner preparation. Between the hours of 8pm and 7am, grab and go snack items may be requested, nothing that requires preparation is permitted. **Please see Appendix E.**

**Parking Lot**

The parking lot is available for use by residents and guests after normal business hours; during normal business hours the parking lot is for staff only. If you do have a car that you would like to park in the lot after business hours you must provide RCS with a copy of your license, insurance, and registration. Vehicles cannot be stored in the lot.

**Garbage Area**

Residents are responsible for the removal of their own garbage from their room and the home. All garbage should be placed in closed bags and thrown in the dumpster in the parking lot; loose garbage should NEVER be placed in the dumpster as this attracts rodents and bugs! Boxes MUST be broken down and placed with other recycling in the green bins; do not place full boxes in the garbage area and/or fill them up with garbage. If residents have large items they can be placed in the dumpster and/or residents may ask maintenance for assistance.

**Agency Vehicles**

Agency Vehicles are only driven by agency employees, and residents are never to be alone in them. Please do not eat, drink, smoke or vape in the vehicle. Please do not leave any of your belongings in the vehicle. Agency vehicles are for transportation to school, appointments, meetings, shopping and approved outings. Agency vehicles are not for transportation during community time. The driver of the vehicle will assign where residents sit, and will determine the music choices and volume, as well as the temperature. At no time will an agency vehicle be driven if ANYONE is unbuckled.

**What You Can Expect from Next Step…**

1.) Peaceful home setting that is meant to bring comfort and security to you.

2.) Supportive staff that aim to assist in goal achievement and success for each resident and is available to help you overcome hurdles, discuss general concerns and offer encouragement.

3.) A safe, secure environment including staff on duty 24 hours a day.

4.) A family environment in which staff and residents form relationships that are mutually caring and respectful.

5.) Your privacy and confidentiality to be respected while you live at Next Step.

**What Next Step Expects from You…**

1.) Respectful interactions with all other residents and staff.

2.) Engagement in all aspects of case planning so that you can continue on the road towards self-sufficiency.

3.) The desire and willingness to learn and grow as an individual.

4.) Active participation in all group meetings, individual meetings, and Homespace events.

5.) To keep all areas of Next Step clean and tidy.

6.) Follow ALL rules and regulations so that safety, comfort, and progression of the individual are achieved.

7.) Respect of the privacy and confidentiality of other residents in the program, as well as the staff.

**Entering the Program**

**Moving In To Next Step**

On the day you move into the program, a Youth Support Specialist (YSS) will complete an entrance inspection to ensure that your room is safe and comfortable for your personal use. It should also be noted that your initial hygiene products are provided by Next Step on move in day, and you will receive a monthly hygiene allowance to purchase your supplies. You will be provided with new linens. The YSS will make note of all furnishings and the condition of your room. The YSS will help you to complete an inventory of your possessions when you move in, and ensure you have not brought any contraband to the program. You should also expect that a fire drill will take place within the first 24 hours of you living with us.

**The Program at Homespace Next Step and Second Chance Homes**

Homespace recognizes that each client is an individual with their own goals, dreams, and idea of success. Staff at Homespace strive to recognize this and honor the individuality of each client’s path. At the same time, Homespace does follow a structure to guide the development of each client as they reside in the group home setting. We consider you successful when you have developed as many skills as possible before you move on from your current residence.

You will be setting goals for yourself and working on those goals with a Residential Case Coordinator, a behavioral health team member, and our medical team. Every two weeks your team, along with their supervisors, will meet for a Child Centered Team Meeting. At that meeting we will discuss your strengths and what we can do to help you achieve your goals. Those meetings also help us, as your team, to prepare for the meetings we will have with you and your county and state workers, schools, and outside providers. Your Residential Case Coordinator and the rest of your team are always able to discuss your progress with you, and each member of your team should be meeting with you weekly.

**Progressive Level System**

Next Step Residents participate in a progressive level system in which they earn more privileges as they advance through the levels. Program compliance is required as outlined to advance. Once you have advanced to a level, you will not be moved backwards to a previous level. You will be held accountable to meet designated Program Compliance indicators the required number of weeks to move forward. Weeks do not have to consecutive.

**GAP: Getting Acquainted Period (Four week minimum)**

Each new resident of Next Step enters the program in a Getting Acquainted Period (GAP). This period allows you to orientate to the program, complete your intake paperwork with your Residential Case Coordinator, and adjust to living in the group home.

Privileges at this Level: All transportation is provided by staff. All community time is accompanied by staff. Daily outings and activities. Allowance accumulates over the month. $50 is paid upon passing the GAP level, remaining allowance is placed in the savings tracker. Access to house phone and house computer as indicated on the schedule.

How do I move on to the next level?

 Program Compliant for four weeks:

 5/7 chore credits each week

 5/7 respect credits each week

 5/7 room credits each week

 5/7 bathroom credits each week

 5/5 school days or personal development days attended, or valid excuse each week

 Attend weekly RCC Meeting

 Attend weekly BH Meeting

 Attend 29i Meetings and appointments as scheduled

 Attend 3/4 groups weekly

 No AWOCS

**RED: (Four week minimum)**

Additional Privileges at this Level: Up to $50 of GAP allowance is provided upon moving on the RED, plus allowance is paid in cash weekly on Fridays. A trakfone is provided with 30 days of service. Clients can begin applying to jobs (with the proper paperwork in place). Clients can earn day passes on Fridays from 4pm to 9pm based on program compliance that week. Program compliance to earn a day pass on Fridays will require overall compliance 5/7 days that week as well as attendance at school that day.

How do I move on to the next level?

 Program Compliant for four to eight additional weeks:

 5/7 chore credits each week

 5/7 respect credits each week

 5/7 room credits each week

 5/7 bathroom credits each week

 5/5 school days or personal development days attended, or valid excuse each week

 Attend weekly RCC Meeting

 Attend weekly BH Meeting

 Attend 29i Meetings and appointments as scheduled

 Attend 3/4 groups weekly

 No AWOCS

 Cell phone maintains service

 Curfews are followed

**YELLOW: (Eight week minimum)**

Additional Privileges at this Level: Clients can work with a schedule approved by RCC. Clients can self transport to school, with transportation provided after school to ensure presence for afternoon obligations. Those 17.5 and older can begin the SSP and SILP Readiness Assessments. Clients can earn day passes on Fridays from 4pm to 9pm as well as Saturdays and Sundays 3pm to 9pm based on program compliance that week.

How do I move on to the next level?

 Program Compliant for eight to twelve additional weeks:

 5/7 chore credits each week

 5/7 respect credits each week

 5/7 room credits each week

 5/7 bathroom credits each week

 5/5 school days or personal development days attended, or valid excuse each week

 Attend weekly RCC Meeting

 Attend weekly BH Meeting

 Attend 29i Meetings and appointments as scheduled

 Attend 3/4 groups weekly

 No AWOCS

 Cell phone maintains service

 Curfews are followed

**Green: (Continues indefinitely)**

Additional Privileges at this Level: Clients 18.0 and older, SILP Applications can be submitted. Clients can self transport after school as long as they are able to meet their after school obligations. Clients can earn day passes on Fridays from 4pm to 9pm, Saturdays and Sundays from 3pm to 9pm and Mondays through Thursdays from 5pm to 9pm except cook nights, after obligations are met, and based on program compliance each day.

**Failure to Advance Levels**

Any client may lose privileges for one day by any staff person for failure to follow program expectations: failure to return by curfew, failure to complete chores, or failure to remain respectful of themselves or others. Patterns of noncompliance and other violations which last longer than a day will be evaluated on a case-by-case basis in consultation with your team. Continued failure to follow program expectations and / or failure to work toward goals may result in your treatment team, as well as your DSS and/or OCFS worker, working with you to develop a Behavior Support Plan.

**Respectful Behavior**

All clients are expected to have respectful behavior at all times. The definition of respectful is behaving in a way that shows regard for someone or something. You should have respect not only for yourselves, but for everyone that resides and works in the home in which you are living. Examples of respect include treating others the way that you want to be treated, accepting personal differences, being quiet during group time, not cursing at peers or staff, and complying with basic programming expectations.

You should respect your things by not damaging property and taking care of your items as well as community items (cleaning up after yourself). Respect is also demonstrated by working to solve problems without violence and refraining from intentionally ridiculing, embarrassing, or hurting others.

You should respect staff during all interactions by speaking calmly, kindly and without foul or threatening language. Staff recognize that you may have bad days, which is important for you to communicate, and similarly staff may also have bad days. Doing your best to demonstrate respect is a program expectation whereas a display of disrespect may result in you not earning community time for that day/next day and not earning your daily allowance

**Restorative Justice**

Homespace hosts Restorative Justice Circles at each of its programs for residents and staff. A restorative circle is an approach to repairing harm that has been done within a community. Participants in a restorative circle are encouraged to be open and honest about their perspectives regarding a conflict, how they have been harmed, and how they think others might have been harmed. Examples of when to hold a Restorative Circle is when there is a significant incident or there needs to be more open communication in the home. In keeping with the philosophy of Restorative Justice, those who commit infractions of disrespect against themselves, fellow residents, staff or the program in general may be directed to complete hours of community service as a growth opportunity. Your treatment team will work with you to determine the number of hours and where that community service will be completed.

**Family Visits**

You will continue with any court ordered family visits, whether daytime or overnight, upon your admission to the program and in consultation with your county or OCFS worker. If you are new to being in care, it may take some time for these orders to go into place. Your Residential Case Coordinator can help you understand this and help you to make sure you keep in contact with siblings and other loved ones. Residential Case Coordinators will communicate with Youth Support Specialists about where you are approved to go for family visits. Court ordered family visits will not be affected by your level, however, non-court ordered visits may be.

**Phone Use**

Phones must be put away or collected for all groups, activities, dinners, schoolwork time. Please be aware that if you come to the program without a cell phone, a house phone will be available for you to use. The house phone has the same expectations as cell phones. If you will be taking community time or working, you will need a cell phone. Please see your Residential Case Coordinator to discuss how you can budget for a cell phone. Following the phone expectation is a part of following overall program expectations and will be considered when determining if you earned community time and whether you are able to advance levels.

**Alcohol, Tobacco and Other Substance Use**

All Clients are **strictly prohibited** from any alcohol, tobacco or substance use or possession. Use or possession on agency property or in agency vehicles is not allowed and will be considered failure to follow program expectations, will result in loss of community time for that day and will result in loss of that day’s program expectations allowance. Residents struggling with substance abuse may be referred for additional counseling services to support their needs.

**Groups**

All residents have group expectations. Groups are scheduled at the same time each week. Group calendars are hung up in the common areas of the home and provided to each client at the start of the month. Groups give you the opportunity to develop your skills as well as your relationships with the staff and your housemates. Groups are a mandatory part of our program. Following the group expectation is a part of following program expectations and will be considered when determining if you earned community time as well as your allowance. Attending groups is a $5 or $10 credit to your allowance, depending on the group.

**Meetings**

All residents have routine meetings with a variety of Homespace providers. Each of your providers will work with you to schedule your weekly sessions to work on the treatment plan that you have developed with your team. The health and wellness team will also work with you to schedule medical appointments with outside providers. **Unexcused absences from any of these sessions or appointments or failure to schedule with a Homespace provider that week will each result in a $5 deduction from your allowance.**

**Chores**

All residents have chore expectations. Each week you will be assigned a specific chore to complete on a nightly basis. Staff will work with you to develop the skills that you need to complete this chore appropriately. Being able to maintain a clean and orderly home is an important independent living skill, and shows your contribution to the community you live in. Following the chore expectation is a part of following overall program expectations and will be considered when determining if you earned community time as well as your allowance. If you have approved community time, you will have 30 minutes from the time of your return from community time to complete your chore.

**Bedroom and Bathroom Inspections**

All residents have room inspections expectations. Each day resident’s bedroom and bathroom are inspected for cleanliness. Staff will work with you to develop the skills that you need to complete these tasks appropriately. Being able to maintain a clean and orderly home is an important independent living skill, and it is your obligation to maintain your personal living space. Passing the daily bedroom and bathroom inspection is part of following the overall program expectations and will be considered when determining if you earned community time as well as your allowance. Those with a shared bathroom will have assigned days on which passing the bathroom inspection will be their responsibility. Those with a shared bedroom will pass or fail based upon their side of the room. Those who fail Friday bedroom and/or bathroom inspections will have their allowance held until they pass inspections.

**Recreation**

All clients are invited to participate in all recreation activities, both inside and outside the group home. These will be scheduled in advance and documented on the activities calendar. Activities calendars are hung up in the common areas of the home and provided to each client at the start of the month. If a client demonstrates behaviors that may be dangerous to themselves or others, they may not be able to participate in some recreation activities outside the group home.

**Daily Routine**

All clients are expected to participate in the routine of the home. This includes waking up each morning to attend school, or if not enrolled in school, to participate in their own personal development activities. All clients should be awake, complete their morning hygiene, and be downstairs no later than 9am Monday-Friday and 11am on Saturday and Sundays. Staff will assist you in finding productive activities to complete if you are not enrolled in school. Meals and snacks will be scheduled and shared together. Each evening there will be either a group, a recreation activity, or both. Following the daily routine expectation is a part of following overall program expectations and will be considered when determining if you earned community time as well as your allowance.

**Employment**

If a client moves into the group home with an existing job, the Residential Case Coordinator will work with them to maintain that employment, if possible. Those clients who wish to pursue employment once they are off of GAP will need to meet with their team to determine what that goal should look like (days, hours, location, etc.) Once that meeting happens, you will work with your RCC to reach this goal.

**Savings Program**

All clients are eligible to earn money in their savings tracker by maintaining their compliance with program expectations. This money is awarded to you upon a successful discharge from the group home and can be used to purchase items for your next residence. Please see your Residential Case Coordinator for more information.

**Bus Passes**

Once off GAP, any client who is enrolled in school full time or who meets certain employment obligations is eligible for a bus pass. Please see your Residential Case Coordinator for more information.

**Allowance**

All clients are eligible to earn allowance on a weekly basis. This is calculated daily and based upon your compliance with the program expectations. Please see the attached worksheet, **Appendix A**, which also includes guidance on when staff may hold or deduct from your allowance. Allowance is paid to clients every Friday, or on the indicated hold day.

**Moving Onward! SILP / SSP Readiness:** All Clients approaching 18 years old and older will be evaluated by their team for SILP / SSP Readiness. Your Residential Case Coordinator will be having discussions with you as to what you need to do to be considered for SILP / SSP Readiness and your overall program compliance will be a large factor. Ultimately, your SILP / SSP Readiness will be determined by the Standardized Supervised Setting Readiness Assessment, a state document, which can be completed as early as 17.5 years of age. If SILP is not your goal, this is also the time to discuss your options with your team. Once your team and you determine you are ready for SILP / SSP Readiness, you will be given a checklist of tasks to complete.

**Behavior Support Plans:** Homespace wants all of its clients to be successful. Therefore, when your team recognizes that you are struggling with certain areas of the program, a Behavior Support Plan will be written with you. This will outline our expectations for you as well as how we will help you to get back on track. All Behavior Support Plans are shared with your county or OCFS worker. All Behavior Support Plans are reviewed at minimum every 30 days, sometimes more frequently.

**Support Counseling**

All residents will be evaluated by our Behavior Health unless otherwise linked with counseling in the community. Behavior Health will then make any recommendations for needed services. Residents will be asked to follow all recommendations as part of general program expectations.

**Intake Meeting**

Within 48-hours of living at Homespace, you will meet with team members. During this meeting you will be introduced to your team and their roles and will start to develop goals for yourself. This is also a time that you can ask for clarification about this Handbook and other policies.

**Your Home**

**Security System/Fire System**

The home is equipped with alarms on both doors. When staff engage these alarms, there will be a shrill alert if the door is opened without the alarm being keyed off first. This is for your safety and the safety of others so that staff can be sure to secure the doors after they are opened, to keep out potential intruders.

In the event of a fire residents are instructed to leave the home immediately and meet on the north east corner of Dodge and Ellicott. If for some reason that spot is also not safe, residents and staff will meet at Second Chance (corner of Michigan and Dodge). Residents are required to leave the home whenever the fire alarm is activated. When you move into the home a practice drill will be conducted. Drills are also provided several times throughout the year. Never try to fight a fire on your own! Please know that to prevent fires, candles and lighters (and anything else that burns by nature of its use, such as incense and sage) are prohibited in the home! Also remember to unplug curling irons, flat irons, etc. when not in use.

**Furniture**

Your room is fully furnished with a twin sized bed, a dresser and a night stand for your use. If you wish to bring in your own furniture you can do so but please talk with the RCS or EPS about this prior to moving the item into the house.

**Decorating**

You are allowed to decorate your own room. If you wish to hang things on your wall, however, we ask that you talk with maintenance staff. We encourage individual expressions, but it is the expectation that room décor is respectful and does not cause damage to property. If you are unsure of a specific decoration or about making a change please see staff beforehand.

**Cable/Internet**

The home has cable and internet. Staff will monitor the television and programming may be shut off if felt to be inappropriate. In addition, the television cannot be on during programming including school, groups, etc. There is a computer in the home for your use. Again, your use of the computer will be monitored and may be limited by staff if being abused. Access to WiFi may be restricted at any time if staff deems appropriate, based on behaviors and program compliance. There are no televisions allowed in bedrooms at Next Step, with the exception of any personal viewing device that is laptop size or smaller that can be used with headphones. These may only be hooked up to Wifi, not to cable.

**Phones**

You are encouraged to have your own cell phone as it is needed if you want to take approved community time.

Please note that if you have the privilege of a phone, it cannot be used during groups, meeting, etc. In addition, you should not allow other residents in the home to have access to your phone at all. To respect confidentiality of all residents and staff, video calls or recording of any kind are NOT allowed in the group home and can result in your phone use being restricted. Phone calls, if possible, should occur in a private space in the home.

An agency provided land line phone is available to all residents at all times in case of emergency.

**Pets**

 Pets are strictly prohibited.

**What to Do in an Emergency/Crisis Situation**

Staff at Next Step want to ensure your safety at all times. Staff are trained in Therapeutic Crisis Intervention (TCI) and First Aid/CPR. We are a “hands-off” program and therefore staff will use verbal de-escalation strategies if a youth is in an emotional crisis. An Individualized Crisis Support Plan will also be completed with you at intake so that staff are aware of your individual trauma history as well as any triggers and strategies that work well for you in a crisis. If you are witnessing another resident in crisis, please follow any staff instructions given including leaving the area, going into your room and/or calling for assistance. During a medical crisis your assistance may also be requested. For example, you may be asked to call for help, or to ensure that others are able to enter or exit the building. If at any time you have questions or concerns as it relates to how staff handle crisis situations, please speak with the Assistant Residential Supervisor, Residential Clinical Supervisor, or the Director of Services.

**Room/Bathroom Inspections**

Bedrooms and bathrooms are inspected daily. Staff are looking for general cleanliness of the rooms including clothing put away, bed made, counters wiped down, no food or dishes, etc. If you do not pass inspection, you will not be able to leave on community time if this is a privilege granted to you. If you are struggling with cleanliness, you will be expected to work with staff to learn the needed skills. In addition, if you feel that the person you share the bathroom with is not doing their share you are expected to talk with staff about your concerns.

**Your Needs**

**Banking**

You will be set up with a bank account at Broadview Credit Union (located on the corner of Main and Chippewa) upon entering the program. Residents under the age of 18 are only eligible for a savings account. If you are over the age of 18 you may sign up for a checking account as well. You can speak with your Residential Case Coordinator about the importance of saving money and the use of a savings and/or checking account. Residents are NEVER allowed to cash a check at a corner store and must be with staff to cash a check issued by Homespace.

**Transportation**

Transportation will be provided for needed appointments. This may include, but is not limited to, medical appointments, counseling, school appointments, home visits, court, etc. Transportation is not provided for non-essential trips such as to the corner store, a friend’s home, day passes, etc. When residents are being transported in a staff’s personal vehicle and/or the agency van they must wear their seatbelts regardless of age. Staff are not permitted to transport non-residents that are not related to the case (this includes extended family members that are not a discharge resource for you, friends, etc.). There is no eating, drinking and/or smoking or vaping at any time in the agency vehicle. Please note that due to several residents in the home and only one vehicle, if your appointment is not on the calendar you may have to wait and/or plan for other transportation.

\*If at any time the weather turns severe staff will contact you in the event a transportation plan needs to be put in place! This does not take away a resident’s responsibility to also stay in contact with staff at Next Step Home in the event of finding themselves in other unsafe situations while in the community.

**Clothing Allowances**

You will receive a clothing allowance every 3 months. The amount is based on your age and the number of days that you have been in the program during that 3-month period. When you do receive your clothing allowance you will be required to shop with staff unless you are given permission by your Residential Case Coordinator. All clothing receipts are collected for the county by staff for all purchases. Although residents are free to express themselves through their clothing/dress, staff will encourage you to purchase appropriate clothing for different seasons, appropriate clothing to wear to school, work, etc.

Clothing shopping is scheduled by the RCS or EPS and is based on necessity, availability of staff and overall program compliance. All clothing shopping will be completed within one month of the money becoming available.

\*If you need additional clothing due to weight gain/loss or other circumstances please speak with your Residential Case Coordinator.

**Hygiene Needs**

Next Step provides you with a hygiene basket upon move in. You will also be provided with a monthly hygiene card to meet your needs. Residents are also encouraged to use their earned allowance to purchase needed hygiene items as this is an IL skill. Hygiene items include but are not limited to: soap, body wash, lotion, hair products (shampoo, conditioner, gel, edge control, mouse, etc.), feminine needs (tampons, sanitary napkins, hygiene wipes), and tools (nail clippers, nail files, combs, brushes, washcloths, towels). Hygiene items do not include anything that alters or enhances your appearance such as false lashes, false nails, hair dye, hair chemicals, make-up / cosmetics.

**Medication Policies**

All medication will be locked in the medication cabinet located in the staff office. Staff will support all residents with their self-administration of their own medication. At times permission may be given to you to hold your own medication; if this occurs you will be provided with a lock box to store your medication in. Taking your medications as prescribed for you is part of program expectations. Failure to follow doctor’s orders will result in review by the treatment team with recommendations made to you which may include a behavior support plan. **See Appendix C.**

**Food/Menu Planning**

The menu is planned each month by YSS and Residents. **See Appendix D**. If you have any dietary needs, please speak with the Residential Clinical Supervisor immediately. Meals in the home are planned to be nutritionally balanced and healthy snacks and drinks are always encouraged. As mentioned above, if you wish to purchase some of your own food and/or snacks you can do so but these must be stored in the locked pantry. If you do not like what is being served for a meal you can speak with the YSS on duty (due to limited extra items in the home however your options for an alternative meal may be limited to a sandwich or salad). Fresh fruits will always be available for you to eat between planned meals. Eating and drinking are not allowed outside the dining areas. Food cannot be stored or taken off the first floor to bedroom areas. Any uneaten food items can be stored in the refrigerator for up to 48 hrs. It must be covered with plastic wrap, or placed in a suitable container and labeled with your name on it. Any food items unlabeled or stored improperly may be discarded by staff. As an independent living skill, you will be assigned to cook dinner throughout the month. The YSS on duty can assist you with this if needed.

**Routines**

**Community Time / Day Passes**

Day Passes are passes given to residents to spend time in the community without staff. Passes should be used to spend time with friends and family and to engage in positive activities. Residents may also have to complete a community safety assessment prior to starting passes. Passes are not permitted while a youth is on GAP, and more community time is earn as youth advance levels. If a youth is permitted to have a pass, they must be approved by the YSS on shift. If a youth is not following program rules, has been shown to not be safe while out on pass and/or does not pass room inspection they will not be permitted to have a day pass. When leaving on a day pass a youth must visually check out with staff informing them of where they are going, how long they will be gone and an emergency number to contact them at. Passes are a privilege and not a guarantee of the program! If you do not have working phone service (not including working while having Wi-Fi), day passes will be suspended until service is restored to the phone.

**Daily Schedule**

Next Step YSS will work with you to establish healthy routines for yourself, including assisting you in waking up on time for school, and appointments. Those who have no obligations on any weekday will be expected to be awake by 9am and downstairs by 10am.

Residents may prepare their own breakfast during the week, based on the menu. There is no cooking allowed during the week for breakfast, however items such as cereal, toast, bagels, oatmeal, fruit, milk, etc. are available. On the weekends, residents may work together to prepare brunch as indicated on the menu.

Those who are home during the week and on weekends will ensure their rooms are clean prior to engaging in any activities or social outings. Group activities and discussions will be led by staff.

During the week, lunch may be prepared by residents at noon. Again, no cooking is allowed, but items such as soup, sandwich, fruit, salad, milk, etc. are available. Residents may spend the afternoon working on case specific goals. On weekends residents may participate in recreational outings and activities as indicated on the activity calendar and / or relax at home.

At 3pm the television is to be turned off. Light snacks may be eaten in the dining area. The resident who is preparing dinner that night may start doing so as appropriate. Staff may help as needed with dinner preparation. Groups and homework should all be a part of this time of day.

Dinner is served family style at 6pm, unless a formal group is scheduled at that time, please see activity calendar. After dinner activities will be indicated on the activity calendar. All chores are to be completed by 10pm.

**Time in Bedrooms**

Next Step staff acknowledge that time alone in your bedroom is a normative experience. Please be aware that staff are responsible for monitoring your wellbeing and safety, and so they will conduct checks on you minimally every hour when you are in your room during daytime hours and every three hours overnight. These checks may be increased based upon health and wellness needs. At no time may any resident other than your assigned roommate (if you have one) be in your room, and at no time may two residents be in a bathroom together. This is to ensure safety of all residents. Residents are encouraged to retire to their rooms by 11pm to prepare for school during the weekdays/school year. During summer and days off of school, times may change.

**Your Community**

**Confidentiality**

Confidentiality is an important aspect of the program that is guaranteed for everyone. This is not only the responsibility of staff but also of each resident. It is prohibited to discuss the names or business of any resident or staff outside of the Second Chance community. This includes talk, text, and social media. This is to ensure the safety and dignity of each resident. Any person found in non-compliance of this rule may be asked to leave the program.

**Privacy**

You are given privacy while in your bedroom. To ensure your safety, room checks will be conducted throughout the day and night (every hour, unless there is a safety concern that would require additional checks to be made). Also, if staff at any time feel that you are in danger, they will enter your room with or without permission. OCFS regulations also allows staff to enter your room and complete a search if there is reasonable cause to suspect that you have items in your possession that do not belong to you, items that are criminally illegal to possess (drugs, weapons, etc.) or items that could be considered dangerous or harmful to you or others. Additionally, under OCFS expectations, at no time may anyone else be in your bed. Staff will prompt others to remove themselves from your bed if necessary.

**Personal Belongings**

Each resident is responsible for their own belongings. If you agree to lend out a personal item to another resident you take full responsibility for this; Next Step will not replace lost, stolen, or broken items! If you have valuables that you want to lock, please speak with staff about options of a lock box or use of the staff office. If you are involved in a theft, you are encouraged to file a police report and they can follow up as needed. For safety reasons other residents/non-roommates will NOT be allowed into your bedroom if you are not home even if you call and give permission.

**Mediation with Other Residents / Bullying Policy**

You are encouraged to talk with staff if you are having difficulties with another resident. Staff can offer mediation between you and other residents if needed. Next Step will not tolerate bullying of any kind including physical violence or verbal harassment; this includes talk, text, or social media. Any acts of physical violence and/or harassment on or off Next Step property may result in removal from the program.

**Meetings and Groups**

**Case Work Contacts**

Each resident is required to meet with staff about their goals a minimum of 4 times per month face to face. These meetings will be scheduled by the Residential Case Coordinator and are required as a part of program expectations. At the meetings, you will develop goals, review your goals, and work towards your permanency goals. Each resident will also have an Individualized Treatment Plan, and Independent Living Goal Sheet that will also be discussed at these meetings.

**Service Plan Reviews**

Every 6 months you will meet with the team, your county worker and your adult supports to review your strengths and accomplishments over the previous 6 months. This is also a time that you will review your goals and develop new goals for yourself.

At the end of the meeting, you will be provided with a copy of your goals that you have helped develop with your team. You will also be asked to sign a Bill of Rights at each Service Plan Review and will be given a copy of the document.

**Child Centered Team Meeting**

Your Homespace team will meet 2 times per month to discuss your goals and treatment plan. These meetings are for staff only but if you would like to attend or add to the meeting, please speak with your Residential Case Coordinator. Please understand that information regarding your goals, treatment, needs, etc. will be shared with those team members working with you during this time. Information is shared with trusted adults who are expected to maintain confidentiality for all residents.

**Youth in Progress**

Youth in Progress (YIP) is an advocacy group for youth in out of home placement. This group meets monthly at various agencies throughout the area. Next Step staff will transport to all meetings and events, and you are encouraged to attend often. If you want to become involved with this group, please see Residential Case Coordinator. Youth Handbooks, Bill of Rights, and Need to Know Series are available for you from your Residential Case Coordinator.

**Group Policy**

Groups will be provided to you 2 or more times per week. Groups are educationally based and focus on independent living skills, mental health, and well-being. During group you are expected to have your phone off/out of sight. You are also expected to participate and be respectful of the group leader. **When you attend group and participate, you will *earn* $5 or $10, dependent on the group.** If for some reason you must miss a group due to an appointment and/or illness, you should speak with your Residential Case Coordinator.

**Resident Meetings/Advisory Groups**

Next Step is committed to having residents participate in their programming and having a “voice” within the house. Therefore, each month minimally one resident meeting will be held. This meeting will address any concerns in the home and review any new policies. Residents will also have an opportunity to help plan recreational activities, groups, and menu choices during similar meetings. **See Appendix D**. As everyone has a different routine, staff will try to schedule at times when everyone can be present. Please be aware that this isn’t always possible. Staff will give as much notice as possible to avoid conflicts. If you must miss the meeting, please let staff know in advance. When you return to the home it is your responsibility to go meet with staff to go over any details you may have missed.

**Additional Groups / Activities**

Next Step likes to provide you with a wide variety of events and activities to participate in. Along with groups, events may include recreational opportunities, educational opportunities, skills groups, etc. All activities will be listed on the monthly activities calendar located in the community area. All residents are encouraged to participate in activities. Please be aware that if you sign up for an event that has a cost associated to it and you miss participating or refuse the activity, you WILL be held responsible for the cost of that activity.

**First Aid/CPR**

All Next Step residents are encouraged to be trained in First Aid/CPR every two years. This training will be offered several times per year. Please see your Residential Case Coordinator for the schedule.

**Homespace Next Step Policies and Procedures**

**Leaving Premises with Permission**

When you leave, with or without staff, your destination will be noted in the shift notes. We do understand that plans change, and it is up to you to contact the group home if the plan is changing so that the notes can be updated.

**Absent from Program and AWOC Policy**

You are AWOC if you are absent from the program without consent/permission for a period of more than 24 hours. A Missing Person/AWOC report may also be filed if staff feel that you are missing or in danger prior to the 24-hour mark, or if your county or OCFS protocol requires it.

AWOCs are taken very seriously and can result in discharge from the program. As per OCFS regulations, the Center for Missing and Exploited Children will also be contacted if a resident is AWOC. In addition, the Buffalo Police Department is called to file a missing person’s report and a warrant with family court may also be issued.

If for some reason you think you may be late for curfew, please call the Next Step Home immediately. At that point, staff will instruct you on what to do next. Staff is not able to give you permission to stay out for an extended period of time and this may only be approved, in advance, with your Residential Case Coordinator.

Chronic curfew violations, regardless if permission is granted or not, may result in a Behavior Support Plan being initiated.

**Weekend Passes/Home Visits**

You may be able to visit with your family and/or approved adult resources on the weekend. Prior to leaving on a weekend pass your plan must be confirmed and approved by your treatment team. Transportation to/from home visits is the same as any other transportation needs; if you have a bus pass you will be responsible for using this and if you need transportation from staff, you must ensure that this in on the calendar well in advance of the visit.

\*Prior to any first visit, your Residential Case Coordinator must approve the plan with your county worker and complete a safety assessment of the home you plan to stay at.

**Extended Leave/Travel**

You can ask for an extended leave from the program if you wish to spend time with family, go on vacation or to recover from the birth of a child, surgery, etc. The granting of extended leave is up to the treatment team, including your county or OCFS worker and not a guaranteed right. If you are going out of the county during your leave you MUST get a travel consent signed by the county and/or your parent/guardian if you are under the age of 18. If you are over the age of 18 you may sign your own consent however this must be provided to the county a minimum of 3 days prior to you leaving. Extended leave for a resident cannot exceed 2 weeks!

**Medical Leave**

If you have a medical crisis and need to be absent from the program for more than 2 weeks you must submit proper documentation prior to leaving or upon returning to Homespace. Proper documentation must also be given to staff if the resident is called upon to care for a family member during a family crisis.

\*Always try and alert staff of a medical crisis when it occurs so that staff is aware of your whereabouts and can ensure your safety.

**Visitor Policy**

All visitations will occur in the SILP Community Room; no visitors will be allowed in the community areas of the home. Visitors are expected to have photo identification, which we will make a copy of and keep on file and fill out necessary visitor forms. No photo ID equals no visit. Under no circumstance are visitors allowed to be unaccompanied.

Staff reserves the right to deny, end or discontinue any visits if there is concern of violence and/or safety and well-being is compromised.

**Drug/Alcohol Policy**

**Homespace is a drug and alcohol-free environment.** Guests must also follow this policy and may be denied visiting privileges if they are under the influence of drugs and/or alcohol. Please note that because all residents are under the age of 21 years old, alcohol, marijuana, and tobacco of any form is considered an illegal substance and is not permitted on Homespace property.

**Weapons Policy**

Weapons of any kind are prohibited on the property of Next Step. This includes guns, knives, pepper spray, mace, tasers etc. If a weapon is found it will be confiscated and the police may be contacted. If you work late at night and wish to carry a legal self protection spray, please consult with your RCC about keeping it locked up in the staff office. All residents are encouraged to carry personal alarms.

**Domestic Violence Policy**

The purpose of this policy is to establish agency protocols should there be a Domestic Violence incident at Homespace – Next Step. This policy has been put in place for the safety of all residents.

Homespace Corporation and all its employees strive to promote healthy relationships. If there is a situation that becomes ether verbal or physical between a resident and their guest, 911 will be immediately called.

The guest directly involved in the situation will not be able to return to Homespace Corporation premises until there is a meeting conducted with the Director of Services, Residential Clinical Supervisor, Evening Program Supervisor and Residential Case Coordinator.

All Homespace – Next Step employees have embraced the Trauma Informed Care Model of treatment and understand that relationships are very important to our residents. Depending on the seriousness of the situation decisions will be made for continuing visitation. The following will be adhered to:

The purpose of this policy is to establish agency protocols should there be a Domestic Violence incident at Next Step. This policy has been put in place for the safety of all residents and their children’s best interest.

Homespace Corporation and all its employees strive to promote healthy relationships. The Homespace- Next Step Administrative team reserves the right to revoke all visitors to ensure the safety and well-being for everyone involved.

Next Step will work with the county and courts to respect all court ordered visits and will also report any concerns to the same.

**Sexual Harassment**

Intimate relationships with other residents that live at Next Step are prohibited. In addition, any sexual harassment of another resident or staff member either in person or through social media is grounds for immediate discharge from the program. If you feel that you are being harassed by another resident, you should speak with a staff member immediately.

**Failure to Attend Appointments**

Attending appointments as scheduled is an independent living skill and an indicator of SSP / SILP readiness. You are expected to attend internal and external appointments as scheduled. You will be told when your appointments are scheduled and you will be given the skills needed to track those appointments. Failure to attend any appointment will result in a $5 deduction from your allowance.

**Discharge From the Program**

**Successful Completion Transition**

You can initiate a discharge from the program at any time; you can do this by talking with your Residential Case Coordinator and/or your county worker. It is recommended that you speak with your RCC often about your discharge plans so that the transition can be as smooth as possible. A Transition Plan will also be completed upon your 17.5 birthday and updated quarterly to assist with this process. You have several options at discharge including but not limited to:

1. Being referred to another program within the foster care system

2. Being referred to Homespace SILP

3. Being discharged to your own apartment on a trial and/or final discharge status

4. Being discharged to a family member or fictive kin

Please be aware that to receive any money from the Homespace savings account that you may have earned during your stay at Next Step you must give Next Step a 30-day notice of your move as well as be discharged “successfully” (not staff initiated due to noncompliance).

**Immediate Referral Out of the Program**

The safety of all our residents and staff is our first priority. Any action that violates another person’s health, safety and/or well-being will be taken seriously. It is the intention of the staff that we work with you to resolve any issues together but if this cannot be done then dismissal from the program will be seriously considered. Other actions that may lead to immediate discharge from the program include intentional destruction of property, breech of the confidentiality policy, AWOC, illegal activities and continuous violations of policies and procedures.

When an immediate discharge does need to take place the Residential Case Coordinator along with the county worker will work together to find a suitable placement option for the resident. All belongings must be moved out of the home on the discharge date and an exit interview will occur. When a resident is referred out of the program in this manner the resident will not be allowed back on property; this includes being a screened visitor for another resident.

**Condition of Your Room upon Exit**

Your room should be clean at all times; including when you exit the program. It is expected that your room will be left in the same condition that you received it in; a YSS will complete an exit inspection of your room with you prior to leaving. Failure to complete these tasks will result in the subtraction of a $25 cleaning fee from your savings tracker. Please make sure to follow these tips:

* Your room should be “swept clean”, meaning an overall removal of any paper, clothes, garbage, etc. that may be lying around.
* Removal of all garbage bags.
* Sweeping and Mopping or Vacuuming of floors
* Wiping down all surfaces

**Property Left Behind**

Per OCFS, Homespace will send written notification, via certified mail, to the youth and parent/legal guardian, LDSS caseworker, and/or OCFS aftercare worker requesting that your property be picked up within two weeks of the notification’s receipt. Per Homespace’s Youth Personal Property and Belongings Policy, Homespace will store deserted or unclaimed property, for which there has been no response to the written notification and for which it cannot ascertain a proper last-known address or responsible party, for a reasonable period (30-60 days) from the notification’s send date. If the property has not been claimed, Homespace will donate or otherwise appropriately dispose of the property and document the disposition.

**Access to File**

At the time of discharge staff will ensure that you have the following documents: Birth Certificate, Social Security Card, Medicaid Card, Picture ID and your high school diploma (if applicable). You may also request any other forms at that time. If you want to access your file after your final discharge from the program you may do so by making a request in writing to the front office staff. Your records will be available to be picked up within 10 business days of the written request.

**Assistance with Moving**

Next Step staff may assist if able with moving you to your new home, however you should plan to have help from friends and/or family members as well as plan this with your new placement team. Assistance with moving is not a guarantee nor should it be seen as an expectation of the staff. If you do not have access to a van to move your items in, please talk with your Residential Case Coordinator when you give your 30-day notice.

**Other After-Care Services**

Again, please speak with your Residential Case Coordinator often about your discharge plan and services that you may need at the time of discharge. **Residents of Next Step are eligible for up to six months of aftercare services.** Referrals can be made for in-home and/or community support services after discharge if you would like to continue to work with someone on your goals. The following are other considerations when planning your discharge:

* If you discharge after the age of 18 your healthcare will remain until the age of 26; please talk with your RCC for assistance in applying for healthcare.
* If you were in care on your 18th birthday you will be eligible for ETV (Education Training Voucher). Please see your RCC for more details if you plan to continue your education past your high school diploma or GED.
* Homespace does offer in-home services; please talk with the RCC about a referral to Erie County Y-Prep if you are interested in this program.

Appendix A

Current Next Step Compliance Tracker

**Withholding Allowances:**

*Homespace has the right to hold your allowance for the following infractions:*

1. Room not clean
2. Bathroom not clean
3. Abundance of dirty laundry
	1. Or if the laundry remains in laundry room past designated time
4. Community Service owed

*Allowance will be given to the residents once these infractions are corrected.*

Allowance will be held 1 day for every un-earned day pass taken or day AWOL during that week.

Appendix B:

Consequences

On an ongoing, day to day basis, your YSS team documents your compliance with program expectations, bedroom and bathroom cleaning, chore completion, school attendance, curfew compliance, and group and meeting attendance. These things determine your allowance for the week and whether you earned community time based on your level.

However, sometimes our emotions and behaviors get the best of us, and we lose respect for our housemates, or staff or even ourselves in more concerning way than what may be expected day to day. Homespace believes in the second chances. And we also believe in accountability.

After some instances of disrespect, whether that be physical or emotional, your team will hold a red flag meeting and determine that you may have lost privileges such as community time or participating in off site activities for an extended period of time.

Your team may decide that you need to physically repair property damaged (with maintenance or a YSS) or that you may have to pay to replace lost or broken items.

Your team may also assign you a certain number of community service hours to complete. This will help you to focus some time and energy on giving back to your community, and even learn new skills and meet new people!

Here are some examples of community service you may choose from. Your team will work with you to find an option that fits for you.

Feedmore WNY has opportunities to package frozen meals for the home bound as well as sorting and stocking food items at their warehouse. Volunteer opportunities vary each month.

Buffalo Olmstead Parks have clean up events on weekends.

Angel Cards are handmade greeting cards that are given to those who receive home delivered meals, or to those who are in a nursing home or hospital. This Community Service would require creativity and must be done thoughtfully from the group home. 15 cards will be required for every hour of Community Service.

Other choices will be considered by your team on a case by case basis.

Appendix C

**Medication Self-Administration Contract**

Clients residing at Homespace Corporation will actively participate in the process of administering their own medication with the supervision of a Youth Support Specialist (YSS).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, client of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that I will administer my own medications with the help of a YSS.

Medication Administration:

1. I will look at the label on the medication to be sure that it is my medication. I will compare the label on the card to the Medication Administration Record (MAR) to make sure that the medication is correct, the dose is correct, and the date and time are correct.
2. I will pop out one dose of medication from each blister pack into a cup.
3. I will swallow all medications I have prepared with a drink of water.

“As Needed” Medications:

1. I will check the MAR for “as needed” medications.
2. If I want an “as needed” medication, I will tell the YSS on duty, who will then get it for me so I can take that medication.

Medication Refusal:

1. I have the right to refuse any medication.
2. I understand there is no penalty for refusing medication, however, I understand and accept any risks to my health or treatment that result from not taking the medication.
3. I will tell my prescribing physician that I have refused my medications and together we can look at other choices for my treatment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix D

My Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Month and Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Five Meals I want to cook are:

1.

2.

3.

4.

5.

My four outings or activities I want considered are:

1.

2.

3.

4.

See next side 🡪

Some Group Topics I would like to learn about or discuss are:

1.

2.

3.

Some Snacks I would like to have are:

1.

2.

3.

Some things we should talk about at the next house meeting are:

1.

2.

3.

Please turn in to Second Shift YSS after you complete this.

Second Shift YSS please provide to RCC after you have composed the appropriate calendars for next month! Calendars are due to RCS / EPS by 25th of each month.

Appendix E

GUIDELINES FOR BREAKFAST AND LUNCH MENU ITEMS

Approved items to provide for breakfast, lunch and as dinner alternates are as follows:

PRODUCE:

1. Fruits (in season)
2. Vegetables (everything that would go in a nice salad)

MEAL ITEMS:

1. Sandwich bread (wheat and white)
2. Lunch meats
3. Sliced cheeses
4. Bagels or English Muffins
5. Cereal
6. Canned soups
7. Cup of Soup

CONDIMENTS:

1. Cream cheese
2. Peanut butter
3. Jelly
4. Butter
5. Mayo
6. Mustard
7. Dressings
8. Ketchup
9. BBQ sauce

BEVERAGES

1. Milk
2. Fruit juices (100% fruit juice)

QUICK OPTIONS:

1. Yogurt
2. Fruit cups
3. Granola bars
4. Crackers

A wide variety of these items should be available at all times. NO cooking is allowed outside of the planned dinner menu and brunch on weekends.

Appendix F

Current Next Step Routine

My signature below indicates that I have read and understand all policies and procedures outlined in the Resident Handbook.

I have also been given a copy of the Handbook and know who to talk to if I have questions about any of the policies and/or procedures.

Resident Signature Date

Homespace Staff Signature Date