



Homespace Corporation

Second Chance Home

Resident Handbook

Revised November 2018

Welcome!

Second Chance welcomes you to its family of 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 and your child(ren). 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 Second Chance resident.

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

Sincerely,

The Homespace-Second Chance Staff

Homespace Mission:

Homespace supports at-risk young women to achieve independent two generations at a time.

Homespace-Second Chance Values

The Homespace mission statement is best achieved through a set of values that helps guide both residents and staff. In becoming a Homespace-Second Chance 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 Second Chance Home “Family”

Second Chance Home employs a supportive staff to help all residents achieve their best. Staff is available 24 hours a day 7 days a week to ensure a safe and comfortable environment. All staff is available to provide assistance and offer guidance.

Executive Director

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

Director of Program Operations (DPO)

The role of the DPO is to oversee the overall functioning of the program as it relates to the Direct Care Worker Team. This includes over-site/supervision of the Direct Care Worker Supervisor as well assisting in developing the training and support aspect of our program for our staff members.

Director of Youth Services (DYS)

The role of the DYS is to oversee the overall functioning of the program as it relates to the clinical needs of the residents. This includes intake and supervision of the Clinical Supervisor. The DYS will also become involved with a resident that is asking and/or being asked to transition out of the program.

Direct Care Supervisors

The role of Direct Care Supervisors is to oversee and supervise the Direct Care Workers on a day to day basis as well as monitor the overall safety and well-being of the residents. This includes monitoring compliance with all program rules and expectations.

Clinical Supervisor

The Clinical Supervisor provides direct supervision to the Case Planner. In addition, the Clinical Supervisor attends all Service Plan Reviews and meetings as it relates to the resident's goals.

Case Planner

The role of the Case Planner is to assist residents in developing realistic goals for themselves, make referrals for needed services and monitor the progress of the residents. The Case Planner 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. The Case Planner also ensures that the resident is linked with support services as it relates to their parenting goals/children.

Independent Living Coordinator

The role of the Independent Living Coordinator is to assist residents in developing realistic goals for themselves as it relates to their independent living skills including finding employment, securing community resources, budgeting, cooking, home cleanliness, getting along with others, etc. The Independent Living Coordinator also coordinates IL groups and oversees resident allowances.

Program Support Specialist

The role of the Program Support Specialist is to problem solve programmatic and administrative issues while maintaining positive relationships with each resident, child and staff member.

Direct Care Workers (DCW)

The role of the Direct Care Worker is to monitor the overall safety of the home as well as ensure that all residents are following the routine/programming in the home. The Direct Care Workers are also there to assist residents with their independent living and parenting goals that were developed by the IL Coordinator and Case Planner.

***A full list of job duties are provided at the time of intake.**

Maintenance

The maintenance staff are available to fix issues in the home and maintain the grounds at Second Chance Home. If a resident has a maintenance issue regarding their bedroom they must complete a written request (these can be provided to you by staff). All requests will be addressed within 48 hours if possible. If you do not feel that your request was fulfilled in a timely manner or the work was not done correctly please see the Direct Care Worker Supervisor.

*Be aware maintenance staff are NOT responsible for cleaning resident's room and/or common areas of the home, removing garbage from resident's room, moving resident's belongings in/out of their room and/or the general cleanliness of the home (this is the responsibility of the residents).

Community Spaces

Second Chance Home 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 banned from using the space.

Front Office

Residents are **not** allowed in the front office area. If you need assistance you should ask staff and/or knock on the door. Residents are also asked to not leave personal belongings in the front hallway and/or office area. This would include strollers, car seats, etc. Anything left in the front area may be thrown out as this could cause a safety issue. There is a closet for you and other residents to store such items; this closet is located across from the elevator.

Laundry Room

The laundry room can be accessed from 8am-8pm on a daily basis. Access to the laundry room must be made through a DCW (the room is kept locked at all times). Residents are assigned laundry days so that each resident is given adequate time to take care of their laundry needs. If you need to use the laundry room on any other day you must ask staff for permission. Laundry soap and dryer sheets are

provided for residents however if you wish to use a specific brand you must purchase that on your own. You are expected to do your own laundry, if you are unsure as to how to wash clothes you can ask a DCW for assistance.

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 in program (this includes school, group, Mommy & Me time, 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 and your child after each use.

Dining Room

The dining room is another shared space. The dining room 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 and your child after each use; this includes wiping down highchairs/chairs after each use.

Nursery

The nursery can be used by any resident however it is locked unless requested. The nursery has toys, books etc. that you can use to play with your child. The nursery also has a changing table and crib that you can use while they you in the downstairs community spaces. The nursery is also used for childcare during groups and some family visits/meetings. Again, you are responsible for cleaning up after yourself and your child when you use the nursery.

Kitchen

The kitchen is used to prepare all meals. Residents, with help from staff, will make monthly menus and the food needed for each meal will be provided by Second Chance Home. Residents will however be expected to help with shopping and putting away the groceries each week. If you chose to purchase your own food you must store it in the locked pantry or in the fridge in the basement; this will ensure that other residents and/or staff do not eat your food. The kitchen is open between the hours of 7am-3pm. After 3pm only the resident preparing dinner and the staff assisting should be in the kitchen. Cereal, fruit and/or a sandwich is available after 8pm, and as the alternative meal choice. Residents are fully responsible for cleaning up including the doing the dishes. Although food is available at all times, residents are encouraged to eat balanced meals at meal times rather than snack throughout the day.

*Please be aware that milk and other items purchased with your WIC checks are part of the food budget and must be shared with all residents!

Backyard

The backyard is for the use of all residents. There is a picnic table and toys for your use as well as a playground. You are responsible for cleaning up after yourself and your child after each use of the courtyard. There is NO SMOKING at any time in backyard. When using the backyard your children must be supervised at all times! You should never be inside the home if your child is outside!!!

Parking Lot

The parking lot is available for use for all staff, guests, and residents. If you do have a car that you would like to park in the lot you must provide staff 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 in the back yard; 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. The garbage is picked up weekly on Tuesday mornings; staff and residents will put recycling to the curb on Tuesday evenings.

What You Can Expect From Second Chance Home...

- 1.) Peaceful home setting that is meant to bring comfort and security to you and your child(ren).
- 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.) The opportunity for you to develop healthy parenting skills that will benefit you and your child(ren).
- 5.) A family environment in which staff and residents form relationships that are mutually caring and respectful.
- 6.) Your privacy and confidentiality to be respected while you live at Second Chance Home.

What Second Chance Home Expects From You...

- 1.) Respectful interactions with all other residents and staff.
- 2.) Engagement in case planning and parenting skills training so that you can continue on the road towards self-sufficiency.
- 3.) The desire to learn and grow as an individual and a parent.
- 4.) Active participation in all group meetings, individual meetings, and Second Chance Home events.
- 5.) To keep your room and the community space of Second Chance Home clean and tidy.
- 6.) Residents are expected to 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.

Entrance Into the Program

Moving Into Second Chance

On the day you move into the program, the Independent Living Coordinator will complete an entrance inspection to ensure that your room is safe and comfortable for your personal use. The ILC will make note of all furnishings and the condition of your room. The rooms are furnished and you will be provided linens. It should also be noted that your hygiene products and needed items for the baby (diapers, wipes, etc.) are provided by Second Chance Home. If you do not have formula and/or are not linked with WIC when you enter the program please speak with your Case Planner (please note that food purchased with your WIC is shared with every resident of the home). You should also expect that a fire drill will take place within the first 24 hours of you living with us.

GAP/"Getting Acquainted Period"

We understand that when you move into Second Chance Home you might feel a bit uncomfortable in your new surroundings. It is also the same for staff as we have a new family living with us who we are just getting to know. To help everyone make this adjustment and become more familiar with one another we have developed a "Getting Acquainted Period" (GAP). Please see the program descriptions below for special policies during the GAP.

It should be noted that although the GAP period is for 4-weeks, it can be extended if you are struggling with your adjustment into the program and/or you are under the age of 16. Therefore you will meet with core staff prior to your GAP ending to review your compliance with the rules during that time and to officially be taken off the GAP.

Support Counseling

For all residents transitioning to Second Chance Home, you will be required to enroll in counseling for a minimum of 12-months. After the 12-month period the counselor, along with the Case Planner, will assess the need for continued services. Refusal to attend mental health treatment may result in you being discharged from Second Chance Home

Intake Meeting

Within the first week of living at Second Chance Home you will meet with the team. During this meeting you will be introduced to your team and will be able 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 fully alarmed including the front door. This is for your safety as well as the safety of the staff and other residents. To enter the home you must use the doorbell and staff will instruct you to pull the door when the home is ready to be entered. To leave the home you must ask staff to buzz you out; if you leave the home without informing staff the alarms will be set off.

In the event of a fire residents are instructed to leave the home immediately and meet on the north east corner of Dodge and Michigan. If for some reason that spot is also not safe, residents and staff will meet at Homespace (corner of Ellicott and Dodge). Residents are required to leave the home with their children 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 and fight a fire on your own! Please know that to prevent fires, candles and lighters are prohibited in the home! Also remember to unplug curling irons, flat irons, etc. when not in use.

Keys

At intake you will be provided a key to your own room. We encourage you lock your room whenever you are not in it. You should keep your key on you at all times; although staff can unlock your room if needed it is your responsibility to lock/unlock your own room. If you lose your key you will be charged \$5.00 to replace it. If at any time a resident is misusing their key and/or loses their key on a continuous basis, they will lose the privilege of holding their own key and will have to rely on staff to lock/unlock their room.

Furniture

Your room is fully furnished with a twin sized bed, 2 dressers and a crib. The home also has high chairs and other baby items for your use. If you wish to bring in your own furniture for yourself and/or your child you can do so but please talk with the Childcare Worker Supervisor about this prior to moving the item into the house. You can also bring your own TV, radio, DVD player, etc. in your room if you choose to do so.

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.

Cable/Internet

The home has cable and internet. As stated above, 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, Mommy & Me time, etc. There is a computer in the home for your use. Again, your use on the computer will be monitored and may be limited by staff if being abused. The Wi-Fi code will NOT be shared with residents at any time.

Phones

Residents are allowed to have their cell phones however they cannot use them in common/community areas (kitchen, living room, dining room). This is for the purpose of confidentiality. If a resident needs to make a phone call they should ask to go into the nursery or their bedroom. Cell phones should also not be used during group, meeting or Mommy and Me Time. To respect the privacy of all residents, photos or videos should also not be taken of any other resident and/or their child. Cell phone bills are the responsibility of the resident, Homespace-Second Chance Home does not pay for resident cell phone bills.

Pets

Pets are prohibited with the exception of a therapeutic aid dog; documentation is required.

Room/Bathroom Inspections

Bedrooms and bathrooms are inspected on a daily basis. Staff are looking for general cleanliness of the rooms including clothing put away, bed made, counters wiped down, etc. If you do not pass inspection you will not be able to leave on a day pass. 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.

Privacy

You are given privacy while in your bedroom however to ensure the safety of you and your child at night, room checks will be conducted every 30 min. Staff will be ensuring that you are not co-sleeping with your child and will wake you if your child is in your bed. This is an OCF5 policy and we must all comply with the no co-sleeping policy! Also if staff at any time feel that you and/or you child is in danger they will enter your room with or without permission. OCF5 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.

What To Do In An Emergency/Crisis Situation

Staff at Second Chance Home want to ensure your and your child's 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. A Crisis Management 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, ensure that all babies/toddlers are cared for, etc. If at any time you have questions or concerns as it relates to how staff handle crisis situations please speak with the Director of Program Operations.

Your Needs

Baby Supplies

You will be supplied with diapers, wipes and other basic needs for your child. You will be expected to receive WIC for yourself (if you are expecting or are post-partum) and your child. Your WIC benefits are to be shared with others in the home. Again, if you want to use specific brand named items for your baby/child you may have to purchase this with your own money. If your baby/child has any special needs due to medical reasons please speak with the Direct Care Supervisor and/or the Case Planner. Each mother should also plan to have their own infant car seat. Toddler seats and strollers are available to residents to borrow if needed.

Banking

You will be set up with a bank account at SEFCU (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 Independent Living 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.

Allowances

Each resident can earn \$10 per week for completing their assigned daily chore. In addition, residents can earn \$5.00 per group (2 groups are offered per week). Therefore, residents can earn a total of \$40 every 2-weeks. Allowances are provided in check form every 2-weeks. If you have any questions or concerns about your allowance please speak with the Independent Living Coordinator.

Savings Program

Residents are eligible to earn \$20.00 per month. This money is placed in a separate account that the resident does not have access to and is only given to the resident at time of discharge IF they successfully discharge from the program. Any earned money will not be given to a resident that is asked to leave the program on an involuntary status. Residents who transition from Second Chance Home to SILP will be allowed access to their money to purchases needed items for their apartment. Money is deducted from the earned money each month for violating program rules. The amount of money you have in your savings tracker will be discussed at each of your quarterly meetings. If you have questions about the savings program please ask the Independent Living Coordinator.

Bus Passes

Residents that are not on GAP are eligible for a monthly bus pass. Second Chance Home is not responsible if you lose your bus pass! If you do lose it please speak with your Independent Living Coordinator as to the steps needed to replace it.

Other Transportation Needs

Transportation can be provided for needed appointments including medical appointments, counseling, WIC, school appointments, home visits, court, etc. if deemed necessary. Transportation is not provided for non-essential trips such as to the corner store, a friend's home, etc. When residents are being transported in a staff's personal vehicle and/or the agency van they must wear their seat belts regardless of age. In addition all children must be in proper safety seats. Direct Care Workers are not permitted to transport non-residents (this includes family members, friends, father of your child, etc.). Case Planners may transport family members if it relates to court, visitation and/or other reunification efforts. There is no eating, drinking and/or smoking at any time in the agency van. Please note that due to several residents in the home and only 2 vans, 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 to transport you home immediately! This is for safety reasons of staff and residents.

Clothing Allowances

You and your child (ren) will receive a clothing allowance every 3 months. The amount is based on your/your child's age and the amount 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 given permission by staff. All clothing receipts are collected for the county. Although residents are free to express themselves through their clothing/dress, staff will encourage you to purchase appropriate clothing for you and your child including appropriate clothing for different seasons, appropriate clothing to wear to school daycare, etc.

*If you are in need of additional clothing due to weight gain/loss or other circumstances please speak with your Case Planner.

Hygiene Needs

Second Chance Home 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.

Medication Policies

All medication will be locked in the medication room and will be distributed by staff members. This includes medication for residents and their children. 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.

Food/Menu Planning

The menu is planned each month by Direct Care Workers and Residents. If you have any dietary needs please speak with the Direct Care 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 and/or in the basement. If you do not like what is being served for a meal you can speak with the DCW 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 and your children to eat between planned meals. As an independent living skill you will be assigned to cook dinner throughout the month. The DCW's can assist you with this if needed.

Routines

Passes With A Purpose/Day Passes

Passes with a Purpose/Day Passes are passes given to youth 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. Youth will need permission from their County of Origin and/or their parent guardian to be eligible for a pass; youth can work with their Case Planner to get initial permission. Youth may also have to complete a community safety assessment prior starting passes. Passes are not permitted while a youth is on GAP. If a youth is permitted to have a pass they must be approved daily by the DCW 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 sign 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 not for an entire day; they length of the pass will be determined by the activity in which the youth is engaging in. If a youth has permission to leave their child at the group home during a pass, they must ensure that all needed items are left for staff. Passes are a privilege and not a guarantee of the program!

Bath, Book, Bed

Second Chance Home strongly believes that routine and the development of a healthy bond between mother and child is critical. As a result, the program has implemented a night time routine that is to be followed by every mother and child. Beginning at 8pm each night every mother is asked to give their child a soothing bath, read a book in their bedroom together and then put their child to bed. It is our hope that this routine will develop healthy patterns for you and your child and be fun too!

Daily Schedule

Residents are awakened at a time determined between themselves and staff that will allow sufficient time to prepare themselves and their child(ren) for day care and school / work. Those who do not attend school or work in the daytime are expected to be awake by 9am and downstairs by 10am, same for weekends.

Residents may prepare their own cold breakfast during the week, based on the menu. There is no cooking allowed during the week for breakfast. 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 direct care workers.

During the week, lunch may be prepared by residents at noon. Residents may spend the afternoon working on case specific goals. On weekends residents may participate in recreational outings as indicated on the activity calendar and / or relax at home.

At 3pm the television is to be turned off and all residents and children should engage in play. Direct care workers may be responsible for child care when children arrive home prior to their mothers. Light snacks may be eaten in the dining area. The resident who is preparing dinner that night may start doing so as appropriate. Direct care workers may help as needed with dinner preparation and / or supervision of that resident's child(ren).

Dinner is served family style at 5pm, unless a formal group is scheduled at that time, please see activity calendar. After dinner, chores are completed. Please see activity calendar for suggestions for the evening activity.

At 8pm, Bath, Book, Bed routine begins. Please see above. Once children are in their beds, residents may complete homework, watch television, relax, or prepare themselves for bed.

Your Community

Supervision of Children/Babysitting

You are expected to supervise your children at all times. If for some reason you are not able to supervise your child you must make a plan with the DCW on staff. If you are leaving the home without your child please ensure that staff have all needed items including a change of clothes, diapers/pull-up, bottles, etc. You should also leave 2 contact numbers in the event of an emergency.

Confidentiality

Confidentiality is an important aspect of the program that is guaranteed for each individual. 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 while outside of the Second Chance Home 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.

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; Second Chance Home will not replace lost, stolen or broken items! Please lock up valuables and keep your bedroom door locked at all times. 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 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. Second Chance Home 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 of Second Chance Home property may result in removal from the program.

Meetings and Groups

Quarterly Meetings/Service Plan Reviews

Every 3 months you will meet with the team, your county worker and your adult supports to review your strengths and accomplishments over the previous 3 months. This is also a time that you will review your goals and develop new goals for yourself.

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. Second Chance 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 the Independent Living Coordinator. Youth Handbooks, Bill of Rights and Need To Know Series are available for you from the Case Planner.

Additional Groups/Activities

Second Chance Home likes to provide you with a wide variety of events and activities to participate in. Along with weekly groups, events may include recreational opportunities, educational opportunities, skills groups, etc. All activities will be listed on the activities board located in the community area. If you want to attend an activity it will be your responsibility to sign up. Be aware that if you sign up for an event that has a cost associated to it and you do not show on the day of the event you WILL be held responsible for the cost of that activity.

Group Policy

Groups will be provided to you 2 times per week. Groups are educationally based and focus on independent living skills, parenting and well-being. During independent living group your child will be supervised by a Direct Care Worker; children over the age of 6-weeks are not permitted in group unless the group is focused on mommy and me time. During group you are expected to have your phone off. You are also expected to participate and be respectful of the group leader. As indicated above, for each missed group you will lose \$5.00. If for some reason you must miss a group due to an appointment and/or illness, you should speak with the IL Coordinator.

Resident Meetings/Advisory Group

Second Chance Home is committed to having residents participate in their programming and having a "voice" within the house. Therefore each month minimally 1 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 this meeting.

Homespace Policies and Procedures

Signing In/Out

You will have to ask staff to buzz you out anytime that you leave the house. When you leave, with or without staff, your destination will be placed on the white board in the front office. In addition, you must sign out in the sign out notebook. You will include what time you left, approximate time that you will be returning, location of where you are going and a phone number. Your child's whereabouts will also be noted on this board so if they leave to a different destination than your own please ensure

that staff knows this. 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 notebook can be updated.

Curfew Policy

The following is a general guideline to curfew however please be aware that your curfew may be different based on your behavior in the home and/or specific limitations placed upon you by the courts, your guardian, etc.

Weekdays (Sunday-Thursday) 8pm

Weekends (Friday-Saturday) and Holidays 9pm

AWOL

You are considered to be AWOL if you leave the group home without permission regardless of the amount of time that you are gone. AWOL's are taken very seriously and can result in involvement from Child Protection and/or discharge from the program. If for any reason you are going to be late returning to the group home, please ensure that you are contacting staff. An attempt to locate with the Buffalo Police will be made if you are more than 1 hour late for curfew and a missing person's report and possibly a warrant with Family Court will be filed if you are gone from the home without permission for 24 hours. Any resident that AWOL's (leaves the home without permission regardless of time frame) will be placed back on the GAP for a minimum of 4-weeks! As per OCFS regulations the Center for Missing and Exploited Children may also be contacted if a resident is AWOL.

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 the Case Planner please talk with them by the Wednesday before the weekend you wish to visit. Restrictions to your weekend passes may be enforced if you are on GAP. 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 is on the calendar well in advance of the visit.

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 core staff 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 min. of 3 days prior to you leaving. Extended leave for a resident cannot exceed 2 weeks! If your child is leaving for a period of more than 2-weeks (i.e. visiting with family for the summer) you must inform core staff as this would affect your PNA and clothing allowance.

If you are staying with a friend and/or family member after the birth of your child, core staff and/or a county worker may have to visit in that home prior to permission being granted to ensure proper sleeping arrangements and safety of the home.

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-Second Chance Home. 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

Any visitors to Second Chance Home must be scheduled and approved by the Direct Care Worker at the start of every shift. 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.

Visits will only take place in the nursery. Under no circumstance are visitors allowed upstairs or unaccompanied anywhere downstairs if they must leave the nursery for any reason.

While you will be provided privacy in the nursery during your visit, blinds will remain open (on the hallway side) and staff reserves the right to enter the nursery at any time to ensure your safety and well-being as well as of other residents and their children.

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-Second Chance Home is a drug and alcohol free environment. If you and/or staff feel that you have concerns with drug and/or alcohol use you will be referred and must complete drug counseling to remain at Second Chance Home. If you do not comply, a 30 day notice will be given. 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 if you are found to be under the influence while caring for your children, Child Protection Services (CPS) may be contacted. In addition, the police will be contacted if you have illegal substances on Homespace-Second Chance Home property. Please note that because all residents are under the age of 21 years old (the legal drinking age), alcohol of any form is considered an illegal substance and is not permitted on Homespace-Second Chance Home property.

Cigarette Policy

There is no smoking on Homespace-Second Chance Home property. Smoking by residents under the age of 18 is prohibited and any cigarettes will be confiscated if found. If you are over the age of 18 and smoke you must do so off property (this includes the parking lot, porch, sidewalks, etc.) Staff are not required to watch your child so you can smoke.

Domestic Violence Policy

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

Homespace Corporation and all of its employees strive to promote healthy relationships. In the event that there is a situation that becomes 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 Program Operations, Director of Youth Services, Direct Care Worker Supervisor and Case Planner.

All Homespace-Second Chance Home 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:

- If the resident is 18 years of age or older and the situation is related to the child's birth father, 1st offense – potential for continued visitation after meeting (depending on seriousness of situation)
 - 2nd Offense the violator of this policy will not be permitted back on Homespace-Second Chance Home property.
- If the resident is 17 years of age or younger and the situation is related to the child's birth father, 1st offense potential for continued visitation after meeting (depending on seriousness of situation).
 - Scheduled supervised visitation with birth father only.
 - Recommended couples counseling.
 - 2nd Offense the violator of this policy will not be permitted back on Homespace-Second Chance Home Property

The Homespace-Second Chance Home Administrative team reserves the right to revoke all visitors to ensure the safety and well-being for everyone involved.

Chores

In addition to keeping your bedroom and bathroom clean, you will be assigned a daily chore to complete. If you are unsure as to how to complete your chore please talk with DCW. Failure to complete a chore will result in a deduction in your weekly allowance.

Discharge From the Program

Successful Completion Transition

You are able to initiate a discharge from the program at any time; you can do this by talking with your Case Planner and/or your county worker. It is recommended that you speak with your Case Planner often about your discharge plans so that the transition can be as smooth as possible. A Transition Form will also be completed upon entering the program 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 and 4. Being discharged to a family member. Please be aware that in order to receive any money from the HS savings account that you may have earned during your stay at Second Chance Home you must give Second Chance Home a 30-day notice of your move as well as be discharged “successfully” (not staff initiated due to noncompliance).

All personal belongings must be removed from your room within 5 days of your discharge date. Any items left after this time may be thrown out and/or donated.

Immediate Referral Out Of The Program

The safety of all of our residents are 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, breach of the confidentiality policy, AWOL, illegal activities and continuous violations of policies and procedures.

When an immediate discharge does need to take place the Case Planner 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. All keys must also be returned on this date. 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. 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.
- Remove of any and all garbage bags.

Independent Living Coordinator will complete an exit inspection of your room with you prior to leaving.

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

Second Chance Home 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 Case Planner when you give your 30-day notice.

Other After-Care Services

Again, please speak with your Case Planner often about your discharge plan and services that you may need at the time of discharge. 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 Case Planner for assistance in applying for healthcare.
- Payment for your daycare may not continue after discharge from the program. Please speak with your Case Planner and/or County Worker prior to discharge about a referral to the daycare unit if needed.
- If you were in care on your 18th birthday you will be eligible for ETV (Education Training Voucher). Please see your Case Planner for more details if you plan to continue your education passed your high school diploma or GED.
- Homespace does offer in-home services; please talk with the Case Planner about a referral to Y-Prep if you are interested in this program.

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