



Helen Wallace, Administrative Judge  
Julie Bruns, Judge

# **NICHOLAS RESIDENTIAL TREATMENT CENTER**

## **AOD YOUTH HANDBOOK**

**593 Infirmary Road  
Dayton, Ohio 45417  
(937) 496-7100**

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**NICHOLAS RESIDENTIAL TREATMENT CENTER is operated under the direction of the Montgomery County Juvenile Court Judges, Helen Wallace and Julie Bruns.**

### **Mission, Vision, and Values Statement**

**The Mission and Vision of Nicholas Residential Treatment Center is to assist at-risk youth in becoming productive, responsible citizens by providing diverse, comprehensive treatment and rehabilitative services to the youth and their family, and to reduce or eliminate the youth's involvement in the juvenile justice and/or child welfare systems.**

**Nicholas Residential Treatment Center places value on taking an inclusive, engaging approach with youth, staff, and the community; empowering youth to shape their futures, embracing employee diversity and encourage involvement with policy formation and decision making, and ensuring regular communication and strategic participation with our stakeholders and community partners.**

### **About This Handbook**

**This is NRTC's program guide. Youth may receive additional information throughout the program and are encouraged to ask questions. We have a multi-tiered system of supports in place designed to teach, model and reinforce appropriate behaviors while holding youth accountable for their actions. We utilize a consistent approach that enhances pro-social behaviors through a positive incentive program. We look forward to working together.**

**-NRTC Staff**



## Common Terms at NRTC

**Activity Restriction:** Tier 2 behavior intervention used when a youth earns three or more fines in an hour treatment setting where youth are required to complete assignments as directed by staff and may not participate in recreational activities.

**Advancement Petition:** A form youth fill out requesting to advance from one level to another. Youth must have staff comment and sign the petition prior to giving it to the Advancement Board.

**Fine:** Tier 1 behavior intervention used to correct behavior that is not immediately threatening to staff, self, other youth, or property, but which is inappropriate or unacceptable within the program.

**Grievance:** Process for youth to address what is considered to be unjust.

**Orientation:** The process whereby new youth are informed of basic rights and responsibilities and what they may expect while in placement, what is expected of them, how the program operates, and how they may access various services and resources.

**PACTS Expectations:** These are the core values that NRTC teaches, models, and reinforces: Positive Behaviors and Attitudes, Appropriate Work Ethic, Communicate Effectively, Time Management, and Good Social Interactions.

**Restitution:** The process of being accountable and taking ownership of one's behavior. This can be a verbal or written process as identified by staff.

**SCV:** A Severe Conduct Violation is a Tier 2 behavior intervention used to correct behaviors that pose a clear threat to self, others, or property. Behaviors include actions that are against the law, such as escape, assault, fighting, intimidation, or other similar behaviors.

**Treatment Week:** Behaviors and activities are recorded each week beginning Friday and ending on Thursday.

**Whereabouts:** A term used to describe when a youth is not in their assigned area or leaves the building but remains on the property.

**Youth Responsibilities:** Each youth must follow the rules, procedures, schedules, and directions of staff while at the facility.

## **What Is the Nicholas Residential Treatment Center?**

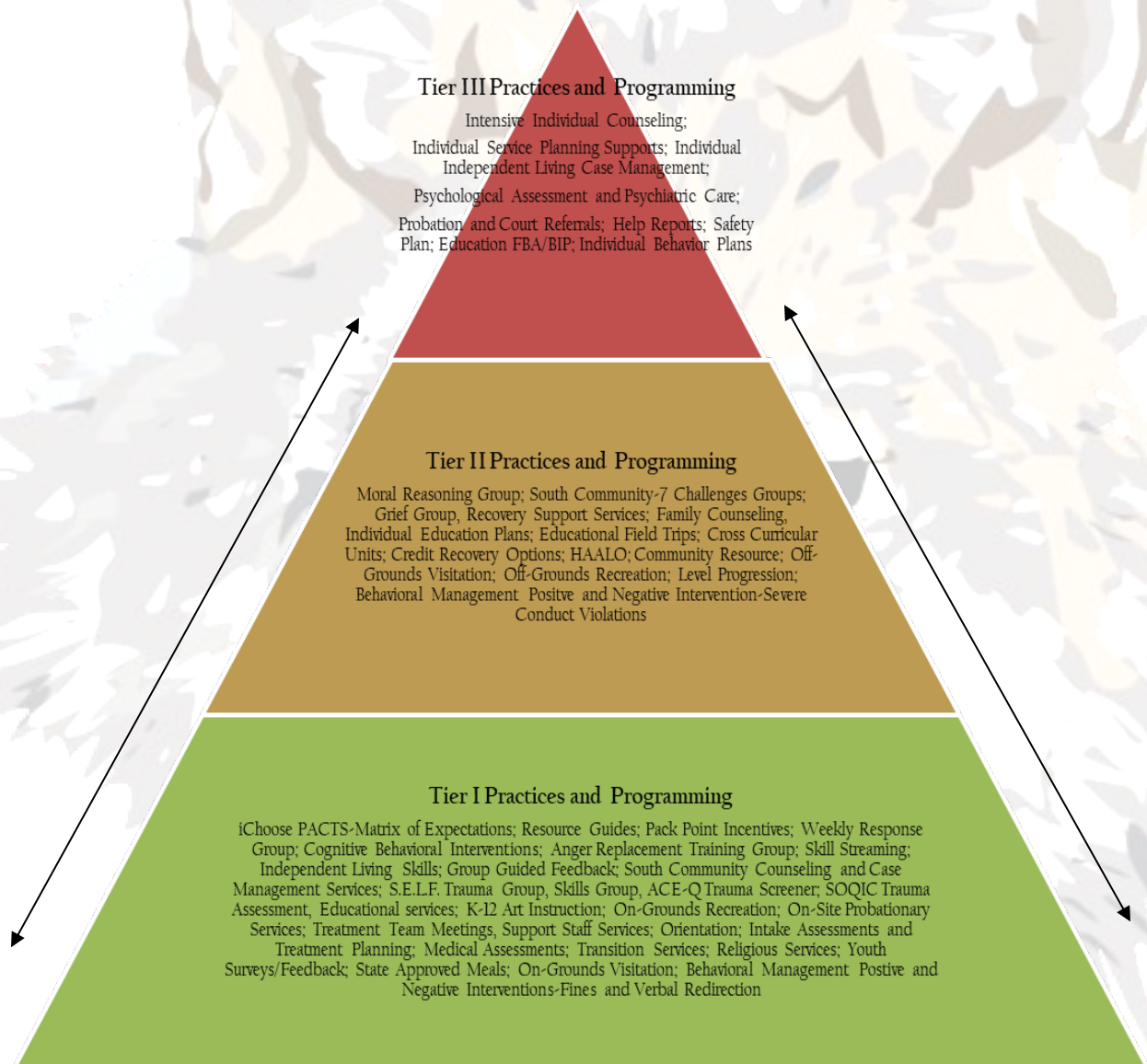
Nicholas Residential Treatment Center (NRTC) is a 24-hour, staff-secure, residential treatment facility. We are licensed by the Ohio Department of Job and Family Services and accredited by the Counsel on Accreditation. We can have up to 25 male and/or female at-risk youth placed by the Montgomery County Juvenile Court or Children Services Division. The program is specifically designed to work with youth facing serious behavioral problems, mental health, and substance abuse issues.

We have two programs youth can enter into: Behavioral and Therapeutic Intervention Program (Behavior Program), or Substance Abuse Program (AOD Program).

- NRTC's Behavior Program is a 6-12 month program where risk and needs are addressed through the use of evidence-based cognitive behavioral and trauma-informed care models in treatment planning and case management services. Mental health diagnoses are clinically managed through the facility's partnership with South Community, Inc. Treatment frequency and level of care changes are individually determined. Individual and family therapy, education, and vocation are vital components of the program. Integration back into the community and home is facilitated, when applicable. Progress toward successful completion is based on a youth's individual progress, behavioral compliance, and/or the needs of the placing agency.
- NRTC's AOD Program is a 45-day minimum program where eligible youth have received a substance abuse disorder diagnosis that is clinically managed through the facility's partnership with South Community, Inc. Programming is short-term and intensive. Youth receive a minimum of 20 hours of substance abuse and co-occurring disorder treatment weekly, with a primary focus on the Seven Challenges curriculum.



## NRTC- Multi-Tiered System of Supports



**As part of our efforts to best meet the needs of our residents, NRTC has established an inclusive and comprehensive Multi-Tiered System of Supports (MTSS). Consistent with NRTC's vision and mission, this pyramid of services, interventions, and supports is designed to help our youth on their path toward becoming more responsible and productive citizens.**



## Treatment

### Treatment Team

Each youth will have a Treatment Team that will meet monthly for case planning. These meetings also allow for ongoing communication regarding service plan development and review, treatment concerns, as well as planning for transition and discharge. The team will consist of youth, parents/guardians, probation officers, case managers, support staff, and a representative from our education department. Other support persons may be present as needed to ensure success. These meetings allow each youth to discuss their successes, struggles, or concerns with all parties present and allow staff to review progress in programming with the team. During Family Treatment Team, youth are encouraged to report their own evaluation of how the month has gone in the program, goals they are working on, and milestones that they have reached. Virtual options are available for team members who cannot make it to the facility.

### Individual

Youth will be scheduled to have individual counseling with a therapist at least one hour per week. Individual sessions will be focused around addressing personalized therapeutic goals established by the youth and therapist as well as learning to cope with daily stressors. While this is formal time for therapy, additional therapy sessions are available. Youth are able to seek support and guidance from staff on an informal basis at any time. Each staff member at NRTC brings their own unique experience, which youth can use to help cope with past experiences and learn new social skills. Private offices, conference rooms, and activity rooms are utilized for private discussion between youth and staff and counseling sessions.

### Group

There are a variety of groups offered at NRTC as specified in our MTSS. Which groups youth will participate in will be determined by orientation assessments and continued to be evaluated by the Treatment Team during placement. We offer both individual and group services by licensed staff through South Community Behavioral Healthcare, Inc., and NRTC staff trained in evidence-based practices. Groups will work to improve individual areas of need, skill building, and independent living skills and knowledge.

### Group Guided Feedback (GGF)

At NRTC, youth learn to deal with peer conflict and are encouraged to stand up for oneself and others through the I-Choose PACTS matrix. When youth are not showing those skills, staff and youth will bring it to their attention in a community circle that will address the behavior or issue in a positive way. Problem resolution should focus on choosing the PACTS behaviors and using appropriate Anger Replacement Training skills. Staff will supervise and assist the group as peers use specific and helpful feedback.

### Family

Family therapy will be provided as prescribed in the youth's service plan. Frequency of these sessions will be determined based on the needs of the youth and the family. Family sessions can also be done virtually through Webex or by phone.

### NRTC Daily Schedule

1. Wake-up times:
  - a. Daily – 7:30a.m.
2. Meal times:
  - a. Breakfast- 7:30a.m.-8:00a.m.
  - b. Lunch- 12:00p.m.-1:00p.m.
  - c. Dinner- 5:00p.m.-6:00p.m.
3. School:
  - a. Weekdays – 8:40a.m.-3:50p.m.
4. Groups:
  - a. Weekdays and weekends, after school\*, and on weekends
    - i. Some groups may be scheduled during school hours when class is not being held.
5. Bed times:
  - a. Severe Conduct Violation (SCV) Bedtime – 8:00p.m.
  - b. Regular bed – 9:00 p.m. (weekdays, weekends, and holidays)
  - c. Late bed – 10:00 p.m. (weekdays)  
11:00p.m. (weekends, holidays): A & B-Level  
12:00a.m. (weekends, holidays): C & D-Level
6. No television before 4:00p.m. (school days)
7. Showers from 8:00p.m. to 9:00p.m., everyday
8. Quiet activities on unit are permitted after 8:00p.m.
9. Visitation
  - a. Sundays, Tuesdays, and Wednesdays as scheduled

**AOD youth schedule will vary due to treatment hours and group time availability.**

### Youth Voice

#### Youth Leadership Board

Youth's perspectives and opinions are important and deserve consideration. The Youth Leadership Board allows youth voices to be recognized by administration, staff, the youth service committee, and stakeholders to improve understanding, culture, and programming at the facility. This can be achieved through conversations or special projects the board wishes to take on. A representative from each unit is nominated to serve on the board as a voice for their peers that committees and administration consider when weighing their decisions.



### Youth Feedback

Youth may request to speak with staff by filling out a **Request for Service** form at any time. At each level in the program youth will have the opportunity to give written feedback about the program in their Advancement Petition that is reviewed by the Youth Leadership Board and program oversight committees.

## Nicholas Liberty School

### Education

Education is an important part of NRTC for all youth and will be provided by the in-house established charter school, Nicholas Liberty. Nicholas Liberty School is a year-round program where each youth will receive instruction required by Ohio. Licensed teachers instruct in the core subject areas and Special Education services as identified within the youth's existing Individualized Educational Plans (IEP). Our Nicholas Liberty School works in close collaboration with each youth's home school to ensure that their educational needs are met. In doing so, our teachers strive to help our youth bridge educational gaps; achieve promotion to higher grade levels; earn high school credits; participate in Ohio's required end-of-course testing process and in some cases, enroll in college level coursework. Classrooms are interactive and we encourage participation from all classroom members. NRTC ensures that youth who have access to electronic media within or outside of the facility are under NRTC's staff supervision and adhering to our Internet and Computer Agreement and policies regarding communication. This includes internet, cell phones, and e-mail services.

### Education – Transition

AOD program youth transitions directly to home and school, meetings will be scheduled between NRTC education staff and the home school district to work towards a smooth return for youth. Transition staff will follow up with youth on a regular basis and be available for any questions and assistance.



### Media Center

Youth will have access to books, magazines, and many other forms of media through a checkout process. All literary forms are monitored to ensure materials are age and subject appropriate. We encourage youth to use this resource for recreational purposes, as well as educational ones.

### Recreation and Privileges

NRTC has a wide variety of recreational activities to do both on and off grounds. We offer vocational and voluntary religious services at the facility. Recreation is earned and a privilege. Youth on an activity or medical restriction may not be able to participate in some activities. We encourage activities that improve the way youth interact with others, build self-confidence, and support athletic skills. Some recreational privileges offered include:



Basketball  
Sporting Events  
Football  
Fair  
Volleyball  
Bowling  
Kickball  
Restaurants  
Four Square  
Skating  
Softball/Mat ball  
Hiking  
Fishing  
Picnics  
Movies  
Museums



## Youth Responsibility

NRTC is home for now, and we want youth to be proud of it. Youth responsibilities in the facility can give one a sense of pride and develop positive habits for the future. We divide chores between youth and staff. Youth are expected to contribute the following:

1. Take care of your personal belongings
2. Care for your room
3. Clean up after yourself in the bathroom and on the unit
4. Carry a reasonable share of all other work
5. Community Resource on D Level

## Expectations

### I-Choose PACTS

Our desire at NRTC is to teach program expectations, model appropriate behaviors, and reinforce desired behaviors through our Pack Points Reward System. PACTS expectations encourage youth to choose socially acceptable behavior and develop positive habits. We achieve positive results when we CHOOSE to do our best!

- I-Choose to Have Positive Attitudes and Behaviors
- I-Choose to Have Appropriate Work Ethic
- I-Choose to Communicate Effectively
- I-Choose to Have Good Time Management
- I-Choose to Have Good Social Interactions

By following these guidelines we can help shape behaviors and support youth in becoming more responsible young adults. PACTS expectations are reviewed during orientation and posted throughout the facility for youth to see. Following PACTS expectations gives youth an opportunity to earn treatment week points that allow them to participate in additional activities.





## Units

NRTC's mascot is the Wolf. We have four units: Timber, Tundra, Coyote, and Arctic. Timber and Tundra units house males in NRTC's Behavioral Program. Male youth placed in the AOD program reside on the Coyote unit. All female youth, regardless of program type, reside on Arctic.

- Each youth must sleep in their own bed
- Youth must sleep in appropriate bed clothes
- Youth must make their bed each day
- Rooms are to be kept clean and tidy and will be inspected each morning
- Youth are not permitted in the rooms of the other youth or in the hallways of the other units
- Males may not be on the female unit at any time and vice versa
- No food is allowed in the rooms



## Behavioral Interventions

### Pack Points

Pack Points are positive behavior interventions used to encourage desired behaviors, specifically PACTS behaviors. Pack Points are given out by staff on their Pack Point Cards. Pack Points are used to earn extra privileges like phone calls, late bed, or they can be used to purchase items at the incentive store such as candy and drinks. Points can only be redeemed during specific times. Youth will never lose Pack Points, but they must be in high response to cash them in! If youth ask for Pack Points they will not receive them.

## **Fines**

Fines are Tier 1 behavior interventions used to correct minor and moderate behaviors that violate the facility's expectations (rules). Examples of fines include: not following directions, horseplay, and use of profanity. Fines are used to help youth identify inappropriate behaviors.

- Each fine is worth 1 point
- Fines can be given by any staff member at any time
- Youth may retribute fines to earn their point back

**Restitution** is a reflection on one's behavior that helps youth takes ownership for their behaviors. Staff can require verbal, written, or specific actions that demonstrate accountability for a youth to serve as restitution. Restitution should be specifically related to the offense as it is designed to reinforce desired pro-social behavior. When youth retribute their behavior they show growth and acceptance of program expectations.

## **Activity Restriction (AR)**

Activity Restrictions are Tier 2 interventions utilized when a youth receives three or more fines in a treatment setting. When a youth receives an AR they temporarily lose recreational and program privileges during the time under restriction. Restrictions are served during free time.

- 3 or more fines in a treatment hour, class, or group
- 1 hour under restricted privileges
- Failure to earn 10 points for the treatment week

Youth are still encouraged to retribute their fines while under Activity Restrictions. This process helps a youth understand their behaviors and make necessary changes to move through the program.

## **Severe Conduct Violation (SCV)**

A Severe Conduct Violation is a Tier 2 behavior intervention used to correct behavior that poses a clear threat to self, others, or property. SCVs are earned when youth demonstrate serious risky behaviors that could result in a charge if in the community. NRTC has seven categories of SCVs that a youth can receive.

We try to handle these behaviors here at NRTC. However, if the violation is severe, or becomes a repeated behavior not corrected by Tier 1 or Tier 2 interventions, charges or violations may be filed. Youth who violate the law may have to go before the court. Receiving a charge or having to make a court appearance is a Tier 3 behavior intervention.

**Severe Conduct Violations are:**

- 1. Use of any Drugs or Illegal Substances**
  - a. Positive urine screens
  - b. Use or possession of drugs, illegal substances, or inhalants
  - c. Drug paraphernalia
  - d. Alcohol or tobacco
  - e. Improper use or possession of medications
  - f. Vaping or vaping products
- 2. Destruction of Property**
- 3. Assaultive Behaviors**
  - a. Fighting
  - b. Assault
  - c. Threatening
- 4. Unauthorized Leave**
  - a. Attempted escape/AWOL
  - b. Runaway/AWOL
  - c. On an unauthorized unit or secure area
- 5. Stealing / Contraband**
- 6. Inappropriate Sexual Conduct**
- 7. Serious Misconduct**
  - a. Gambling
  - b. Piercing or tattooing
  - c. Supporting inappropriate behavior
  - d. Home visit contract infraction
  - e. Creating a disturbance or repeated disruption to the program
  - f. Touching security equipment
  - g. Gang behavior (including gestures, signs, and writings)

**SCV intervention includes:**

- **2-hour Activity Restriction**
- **Restitution where staff will identify written (in most cases) work for youth to complete while serving their AR**
  - o **Failure to retribute SCVs will result in an additional 2-hour AR**
- **No off-grounds privileges while under AR. Additional off ground privileges may be restricted during the week at staffs' discretion**
- **Failure to earn points for the treatment week**
- **SCV bedtime (8:00p.m.), if applicable**
- **SCV will result in the loss of the next home pass**

**NRTC administration reserves the right of discretion in determining expectation violations and interventions given.**



### Grievance Policy

Youth shall have the ability to grieve any situation, action, or decision considered to be improper and grounds for complaint or dissatisfaction of a SCV. The grievance policy shall be given to youth and parents during intake. The facility has designated space, which is not space in which youth live, to serve as an area for private discussions and counseling sessions between youth and staff. These include staff offices and private tutoring rooms.

### Weekly Status

#### Weekly Status

Youth will be given opportunities to earn daily points by following PACTS expectations. Each hour earns 5 points, 75 points per day. Points are automatic and can only be lost through violations of facility expectations. Weekly points earned dictate program status. We have three status responses youth can fall into:

- **High Response:** A>465; B>475; C>489; D>500
- **Neutral Response:** A 455-465; B 465-475;
- **Low Response:** A 454 and below; B 464 and below;  
C 489 and below; D 500 and below

Youth fail to earn points by receiving fines and not restituting them. When youth earn high response they earn their week and move through the program. If youth come in neutral status privileges remain the same as high response (home pass time may have reduced hours) and the week will be determined by the following week's status. For example, if a youth came in neutral response the first week and high response the second week, both weeks would be considered high response. Youth who come in neutral or low response the second week would be placed low response.

### Facility Leave

Youth will be expected to report their whereabouts at all times. Being out of the assigned area will result in a whereabouts fine and further interventions could be used. Leaving the property or running away (AWOL) is a Severe Conduct Violation and law enforcement may be notified or a violation may be filed. Whereabouts violations during off-grounds activities will result in an SCV.

Youth are not to be outside after 8:00p.m. Outside doors are locked and staff police the property. Youth are not allowed on the roof.

Youth placed in the AOD program are in intensive substance abuse treatment throughout the day. Their program is short term so off-grounds privileges are limited to medical, court, and self-care appointments, as needed. NRTC

administration reserves the right of discretion in determining off-grounds privileges.

## **Visitation and Communication**

### **On-Site Visitation**

We encourage family to visit at every opportunity. All visitors must be on the Visitation List, which is approved and kept up-to-date by the probation officer. NRTC will ensure that arrangements for visitation and communication between the youth and family or friends are consistent with the case plan and that such arrangements are documented in the service plan (only parents/ guardians and siblings are permitted at the facility unless specified on the case plan and/or service plan). Appointments must be scheduled each week prior to visitation through the NRTC probation officer. Virtual visitation may be scheduled as an alternative for families unable to attend in person. Visitation is scheduled as follows:

**Girls' Visitation- In-person on Wednesdays- 6:15p.m. to 7:00p.m.**

**Virtual on Sundays- 9:30a.m. to 11:30a.m.**

**Boys' Visitation- In-person on Tuesdays- 6:15p.m. to 7:00p.m.**

**Virtual on Sundays- 1:00p.m. to 3:00p.m.**

**Holiday visitation will be determined by NRTC Administration.**





### **Visitation Rules**

- No smoking
- No food or drinks are permitted back during visitation
- All visitors must have proper I.D. with them
- All visitors must be on the youth's visitation list. If the person is not on the youth's list they will not be permitted into the facility
- Youth may only receive 2 visitors at one time. Siblings or biological children under age 18 must be accompanied by an adult and may not remain unsupervised in the waiting area
- Visitors are not permitted to wear coats or hats. All personal belongings such as purses, keys, cell phones, lighters, etc. are to be locked in the lockers provided in the reception area
- Late arrivals will not be permitted back to visitation
- Any inappropriate behavior or language from the youth or family will result in the termination of the visit
- All visitors must be clothed in appropriate attire for the facility
- Staff reserves the right to end the visit at any time

**\*On-site visitation is supervised. In accordance with the service plan, privacy shall be provided for visits. Several private offices, conference rooms, and activity areas are available in the facility for private discussions and counseling sessions.**

### **Mail Privileges**

Youth may send and receive unlimited, uncensored mail to people on their approved mailing list as directed from your legal custodian (these directives may not conflict with federal postal regulations). NRTC staff will not open or read youth's mail unless it is specified in their case plan and/or service plan and approved by the youth's custodian. However, staff may have the mail be opened, or the package, or envelope be emptied in front of them if contraband is suspected. If on probation, mail will be given to the probation officer to distribute.

### **Telephone**

Youth are permitted to use the telephone to make and receive calls. We encourage youth to keep in touch with family members. The telephone, like many things here, is a privilege and must be earned. Phone privileges are determined by level and in accordance with the youth's service plan. Youth may call any person that is on the approved telephone list, which is completed by a parent/guardian. Youth are permitted to use the phone only with staff's permission during the allotted times. AOD youth in high response have 3 outgoing phone calls per week. Phone calls must be 5 minutes or less. Additional time or calls may be purchased through Pack Points incentives. Phone calls may be terminated at staff's discretion.



**\*\*Youth in low response will have one outgoing phone call per week unless otherwise identified in their service plan.**

**Youth are permitted to receive phone calls from parents/guardians only. In accordance with the service plan, youth will be provided privacy as needed for their phone calls. Parents may contact NRTC for information and updates concerning their youth.**

**Youth may request, at any time, to contact his or her attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA), or guardian ad litem (GAL), by telephone or at the facility, in private. All requests will be fulfilled within twenty-four hours of the request being filed. This request can be made by completing a Request for Service form. If a youth has a disability, the youth shall have the opportunity to contact the state protection and advocacy organization.**

### **Personal Property**

#### **Clothing**

**Youth wear their own clothes. NRTC will work with parents/guardians to obtain necessary items at intake. Underwear and socks will be provided if needed. We do not permit memorial shirts or any clothing that promotes negative images such as drugs, alcohol, gangs or obscenities. Youth will need clothes for school, work, play, and formal occasions such as court appearances.**

**Parents/guardians may provide additional items as needed (due to season changes, growth, or wear) by going through the probation officer. All items are to be checked in and out by the NRTC probation officer. Property may not be brought in during visitation. Listed below are the items and amounts of clothing that are permitted in the rooms. Additional items will be kept in storage and youth are encouraged to take them home:**

- 1 Belt
- 2 Sweatshirts
- 7 Pairs of socks
- 3 Pairs of shoes
- 1 Jacket
- 11 pairs of pants (combination of jeans, sweats, dress and shorts)
- 9 Shirts
- 7 Pairs of underwear
- 2 Pajamas
- 1 Coat
- 7 Bras (females)

**The facility is equipped with a washer and dryer, plus an iron and ironing board. Youth will be assigned a wash-day and are expected to laundry outside of their door prior to bedtime. Staff on duty will see that they are washed and dried. We believe the way one dresses influences the way one acts and feels, and encourage youth to take pride their appearance.**

**Clothing rules are as follows:**

1. All clothes should be carefully folded or hung neatly
2. Youth may not wear clothes with excessive rips or tears, clothing that is too small or baggy. Clothing must provide appropriate coverage
3. Youth may only have the maximum number of clothing items in the room at one time. Extra items will be considered contraband
4. Shirts, pants/shorts, and socks/shoes or slippers must be worn
5. Youth are not permitted off of the unit in pajamas
6. Youth must wear coats outside during inclement weather
7. Youth must dress appropriately for all special events, as determined by staff
8. No hats, hoods or headbands are to be worn off of the units
9. Youth must be in appropriate bed clothing (after showers). This includes pajamas, slippers, flip-flops, robes or any combination
10. Under garments must be worn during waking hours
11. Youth are not permitted to trade, giveaway, or wear other youth's clothing

**Property**

Blankets, sheets, pillow, pillow case, towels, washcloths, and a hygiene caddy will be provided for shower time. The caddy will include the following products:

- |                                 |                        |
|---------------------------------|------------------------|
| - Shampoo and conditioner       | - Deodorant            |
| - Soap, body wash and face wash | - Shower sandals       |
| - Toothbrush and toothbrush cap | - Toothpaste           |
| - Lotion                        | - Vaseline lip therapy |
| - Hairbrush or comb             | - Dental floss         |

Additional items may be brought in by parents/guardian or purchased through the Pack Points store. All items will need to be checked in and approved. No items containing alcohol will be permitted. Jewelry, makeup, clip-ins, and fake nails are not permitted to be worn in the facility by youth.

Feminine hygiene products and razors will be provided by staff, as needed.

Youth may have personal possessions (other than clothing/hygiene products) in their rooms such as pictures, memorabilia, etc. Youth may decorate their rooms as permitted by level. Youth may have 5 personal items be kept in their rooms. Items that promote negative images such as drugs, alcohol, gangs, obscenities, or otherwise inappropriate in nature will not be permitted.

All possessions are subject to staff regulation, including disapproval. Youth are not permitted to bring property to NRTC with value exceeding \$25.00. Although we want youth to feel comfortable here, please understand this is only temporary and we strongly discourage bringing items of value into the facility. No electronics such as, cell phones, iPads, MP3 players, radios, cameras, fans,



or personal gaming devices are allowed. Room decorations should be neat and organized. Excess items or clutter are not permitted.

**All personal possessions must be brought to NRTC and checked in by a probation officer. After every home visit, youth will go through the check-in process which includes security wanding, checking in all items brought into the facility (this may be completed by staff at a later time) and checking in any money or medications brought back to the facility.**

**\*Unchecked items brought into the facility will be considered contraband.**

### Money

Youth will not need any money while in the AOD program. However, if money is brought in the facility it must be turned in to the supervisor on duty. Money is kept in a locked safe and transactions are documented by staff. Parents/guardians are also expected to give money directly to staff for tracking and security. Not turning in money from home or activities will result in a SCV for contraband.

### Food Services

NRTC creates its own menus for breakfast, lunch, and dinner. They consist of 4-week cycles and are approved by the Ohio Department of Education (ODE). We participate in the USDA's National School Lunch Program, and we provide a variety of nutritious and tasty meals. Our facility is evaluated and inspected at least twice a year by Public Health of Dayton and Montgomery County. Healthy snacks are offered between meals. If a youth chooses not to eat, then they must sit with the group until the meal is completed. In accordance with USDA regulations: This institution is an equal opportunity provider.

### Medical and Other Services

One of our goals is to keep youth in good health and to help teach them how to take care of their selves. When youth arrive, they are seen by a doctor and/or nurse practitioner for a medical screening and physical, if needed. Youth will have a vision screening and be scheduled a dental appointment within the first 30 days of placement. If youth are on medications or need medications a pharmacological plan will be established.

NRTC has 24/7 medical and/or clinical care as needed. If youth are not feeling well, notify staff and they will take the necessary steps to get them feeling better. Illness will be referred to the onsite nurse, nurse practitioner, or a doctor, as needed. Emergency illnesses and injuries are taken to the hospital, and parents/guardians will be notified immediately. Youth who are ill are to remain in bed for the day. This includes illness during school hours. Youth who are ill will not be permitted to participate in on or off-grounds activities and will have early bed.



To help establish good habits, youth will be expected to take a shower each day and brush teeth after each meal. Showers consist of washing hair with soap, cleansing your entire body with soap, and rinsing. Hair is to be kept neat and tidy in accordance with hair texture and type. Haircuts will be scheduled as needed for those youth not eligible for home passes. Haircut services provided are limited to relaxers, conditioning, cut, or trim of damaged hair.

### **Parents/Guardians Responsibilities**

When youth first arrive, many things are taking place. Case managers, therapists and probation officers may be contacting parents/guardians to schedule meetings and gather information to provide the best possible services.

NRTC's treatment program is family-driven and services are geared to encourage families to participate in all aspects of the youth's treatment. Monthly Family Treatment Team meetings are held to discuss service planning, needs, discharge planning, and any concerns regarding programming or placement. During these meetings, we discuss the progress and positive strides that have been made at NRTC and will allow parents/guardians to have face to face contact with service providers. Families can also be referred to further support services as requested.

Youth will make progress in the program when parents/guardians are engaged and supportive by:

- Maintaining contact with probation officers, therapist, and NRTC staff
- Attending family sessions
- Attending Family Treatment Team meetings
- Visiting their youth regularly at the facility
- Participating in service plan development and review
- Participating in permanency and discharge planning meetings and reviews
- Utilizing resources and aftercare support services

### **Complaint Procedure**

1. A copy of the policy and procedure will be given and explained to the youth and family at the time of the youth's admission to the residential facility. Documentation will be kept in the youth's file that this was completed.
2. A youth or family member may submit a formal complaint in writing to their probation officer or to a supervisor. The complainant is not required to transmit a complaint through the staff member who is the subject of the complaint. NRTC ensures that there is no retaliation by staff or fellow youth for filing the complaint.
3. The Center shall make every effort to ensure that any complaint is resolved within thirty calendar days of the filing of the complaint, and that unresolved

- complaints are reviewed by the Director of the facility or designee within thirty calendar days of the filing of the complaint. For any complaint not resolved within thirty calendar days, a written explanation of the reason why the complaint has not been resolved shall be placed in the youth's case file.
4. A written report of each complaint and the resolution shall be compiled and a copy placed in the youth's file.

### **Reporting Procedures**

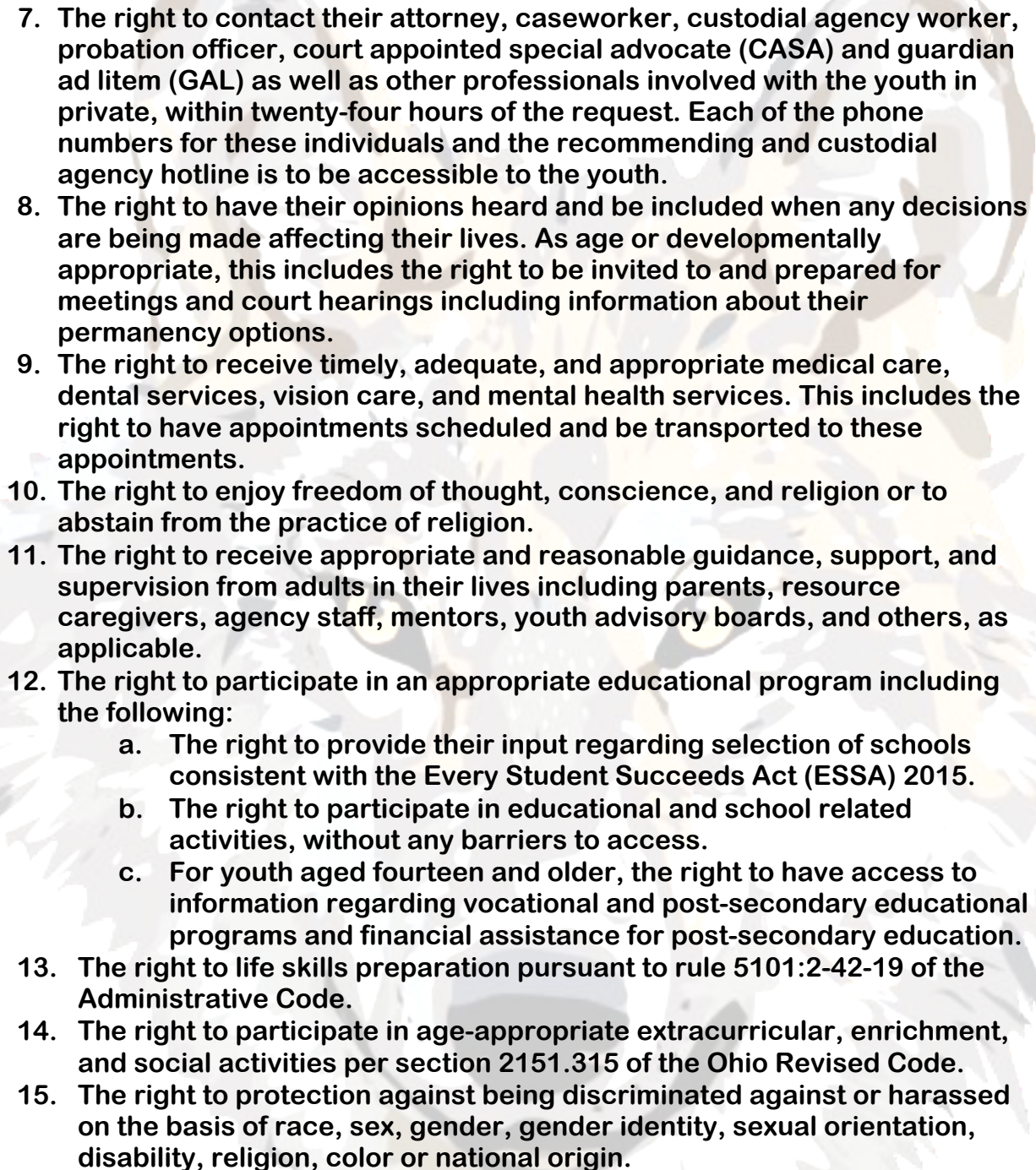
Reports of alleged child abuse or neglect should be made to the Montgomery County Department of Job & Family Services, Children's Services Division, by calling 937-224-KIDS. Reports can also be made to any law enforcement officer in the county.

### **Youth Bill of Rights**

NRTC or any employee, volunteer, intern or subcontractor of the Center will not in any way violate any of the rights stated in the Youth Bill of Rights:

1. The right to be free from physical, verbal, and emotional abuse and inhumane treatment.
2. The right to be protected from all forms of sexual abuse and exploitation.
3. The right to receive timely and consistent access to:
  - a. Housing that is a clean and safe living environment, free of infestation and contaminants. This includes the right to enter their housing at any time during their placement.
  - b. Food in accordance to rule 5101:2-9-20 of the Administrative Code. This includes the right to have other special considerations regarding food as a result of trauma included in their service plan and/or case plan.
  - c. Clothing appropriate to the youth's age and gender identity. This includes the right to participate and provide input regarding the selection of their clothing.
4. The right to privacy and personal belongings.
5. The right to their own money. As age and developmentally appropriate, the right to earn their own money, open a bank account, and be provided guidance on how to save and spend money. For youth age fourteen and older, this is to be addressed as part of the youth independent living plan pursuant to rule 5101:2-42-19 of the Administrative Code.
6. The right to visitation and communication with parents, siblings, other family members, non-related kin, friends and significant others from whom they are living apart, in accordance with the youth's service or case plan. Unless restricted in the case plan or in accordance to paragraph E of rule 5101:2-5-35 of the Administrative Code, the youth has the right to communicate with these persons in private.



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7. The right to contact their attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem (GAL) as well as other professionals involved with the youth in private, within twenty-four hours of the request. Each of the phone numbers for these individuals and the recommending and custodial agency hotline is to be accessible to the youth.
  8. The right to have their opinions heard and be included when any decisions are being made affecting their lives. As age or developmentally appropriate, this includes the right to be invited to and prepared for meetings and court hearings including information about their permanency options.
  9. The right to receive timely, adequate, and appropriate medical care, dental services, vision care, and mental health services. This includes the right to have appointments scheduled and be transported to these appointments.
  10. The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.
  11. The right to receive appropriate and reasonable guidance, support, and supervision from adults in their lives including parents, resource caregivers, agency staff, mentors, youth advisory boards, and others, as applicable.
  12. The right to participate in an appropriate educational program including the following:
    - a. The right to provide their input regarding selection of schools consistent with the Every Student Succeeds Act (ESSA) 2015.
    - b. The right to participate in educational and school related activities, without any barriers to access.
    - c. For youth aged fourteen and older, the right to have access to information regarding vocational and post-secondary educational programs and financial assistance for post-secondary education.
  13. The right to life skills preparation pursuant to rule 5101:2-42-19 of the Administrative Code.
  14. The right to participate in age-appropriate extracurricular, enrichment, and social activities per section 2151.315 of the Ohio Revised Code.
  15. The right to protection against being discriminated against or harassed on the basis of race, sex, gender, gender identity, sexual orientation, disability, religion, color or national origin.



## PERSONAL TRACKER

I was placed at NRTC on: \_\_\_\_\_

I owe \_\_\_\_\_ in Restitution/CS

Began Orientation on: \_\_\_\_\_

Completed Orientation on: \_\_\_\_\_

☐ Passed my Orientation Test

Began A Level on: \_\_\_\_\_

Completed A Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

Began B Level on: \_\_\_\_\_

Completed B Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

I have completed the following in order to transition

☐ Community Service/Restitution

☐ Facility Job: \_\_\_\_\_

Began C Level on: \_\_\_\_\_

Completed C Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

I have completed the following in order to transition

☐ Community Resource ie. employment

☐ Independent Living

### Transition

Began D Level on: \_\_\_\_\_

Completed D Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

☐ Daily Debrief Form

☐ Weekly School Monitoring Report



I-Choose to Have Positive Attitudes and Behaviors...

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I-Choose to Have Appropriate Work Ethic...

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I-Choose to Communicate Effectively...

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I-Choose to Have Good Time Management...

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I-Choose to Have Appropriate Social Interactions...

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I HAVE MADE PERSONAL PROGRESS IN THE FOLLOWING AREAS: \_\_\_\_\_

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I HAVE ACHIEVED SUCCESS IN SCHOOL BY:

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I CHOOSE TO CONTINUE TO DO THE FOLLOWING: \_\_\_\_\_

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## YEARLY CALENDAR

January							February							March						

April							May							June						

July							August							September						

October							November							December						



