



Helen Wallace, Administrative Judge

NICHOLAS RESIDENTIAL TREATMENT CENTER

YOUTH HANDBOOK

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NICHOLAS RESIDENTIAL TREATMENT CENTER is operated under the direction of the Montgomery County Juvenile Court Judge, Helen Wallace

Mission, Vision, and Value Statement

Our mission is to empower at-risk youth to become productive, responsible citizens. We achieve this by offering a wide range of comprehensive treatment and rehabilitative services, supporting both the youth and their families. Our goal is to reduce or eliminate the youth's involvement in the juvenile justice and child welfare systems, fostering positive growth and long-term success.

At Nicholas Residential Treatment Center, we value inclusivity, collaboration, and empowerment. We are committed to engaging youth, staff, and the community in meaningful ways, fostering an environment where youth are encouraged to take an active role in shaping their futures. We embrace diversity among our employees and promote their involvement in policy development and decision-making processes. We prioritize open communication, strategic participation, and strong partnerships with our stakeholders and community members to create a supportive and effective network for growth and success.

Facility Goals

Strengthen and integrate the core principles of Nicholas Programming into our daily operations and culture, ensuring a holistic, inclusive, and collaborative approach to youth empowerment. Through strategic partnerships, staff engagement, and a commitment to diversity, we will enhance our rehabilitative services to better support at-risk youth and their families, fostering long-term success and reducing system involvement.

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 consistent trauma-informed approaches that enhance pro-social behaviors through a positive incentive program. We look forward to working together.

-NRTC

Common Terms at NRTC

Activity Restriction: Tier 2 behavior intervention used when a youth earns three or more fines in a period or 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.

Community Resource: A community activity that youth participate in regularly such as a job, school, community sport, or club.

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.

PBIS Pillars of Expectations: These are the core values that NRTC teaches, models, and reinforces: Prosocial (being kind and supportive), Accountable (own one's actions) and Responsible (doing what's right).

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.

Transition: When youth return to their home school and/or are engaged in community-based activities while still "living" at NRTC.

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 Children and Youth and accredited by COA Accreditation. We can have up to 25 male and/or female at-risk youth placed by the Montgomery County Juvenile Court or a Public Children Service Agency. The program is specifically designed to work with youth facing serious behavioral problems, mental health, and substance abuse issues.

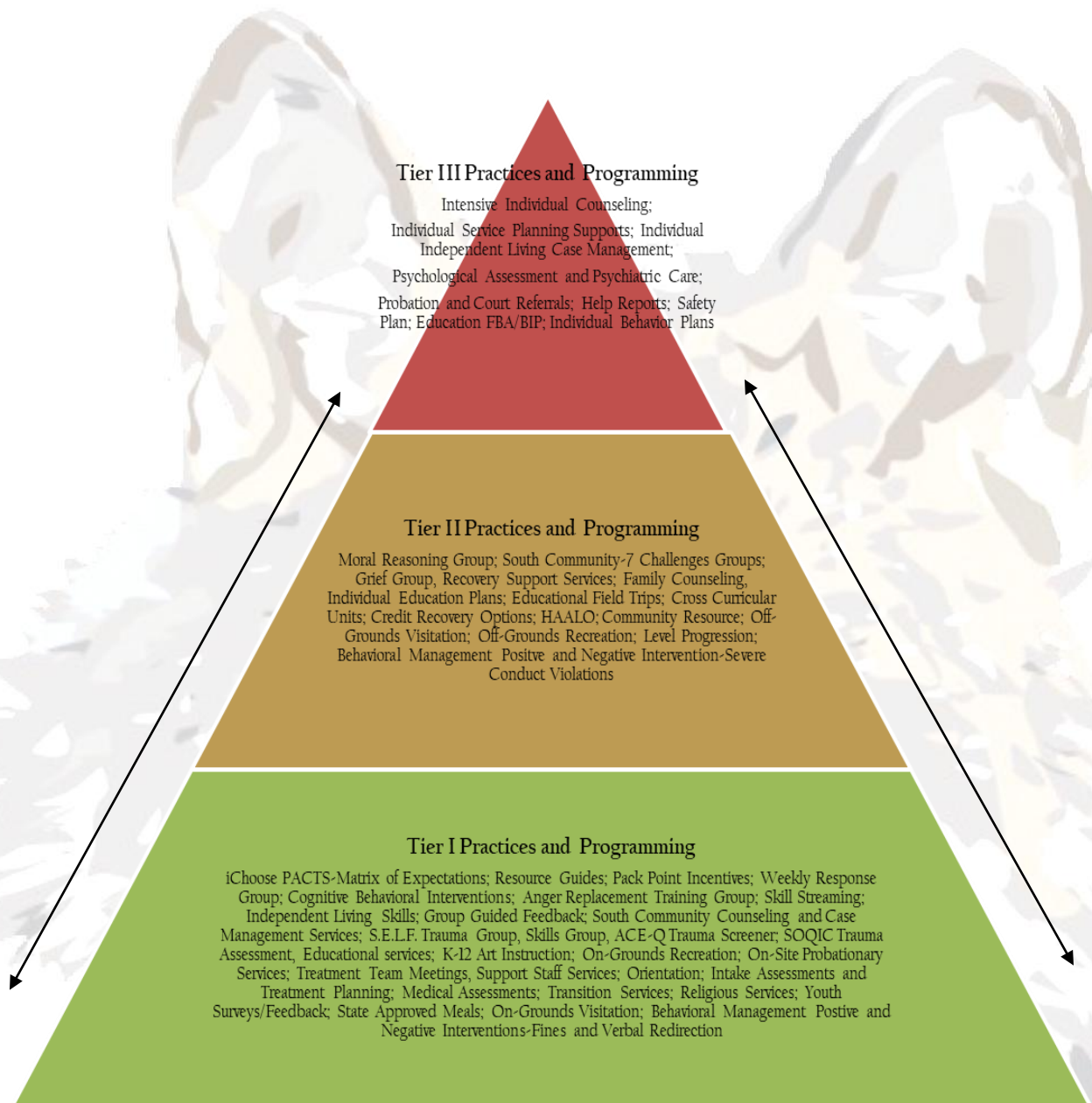
We have two programs youth can enter: Behavioral and Therapeutic Intervention Program (Behavior Program), or Substance Abuse Program (AOD Program).

- 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 our contracted community mental health provider. 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 a contracted community mental health provider. 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 support is designed to help our youth on their path toward becoming more responsible and productive citizens.

Treatment

Treatment Team

Treatment Team meets and discusses each youth twice 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 education staff. Other people of support 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 on addressing personalized therapeutic goals established by the youth and therapists as well as learning to cope with daily stressors. While this is formal time for therapy, additional therapy sessions are available. Youth can 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 discussions 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 our contracted community mental health provider, 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 our PBIS Pillars of Expectations to be Prosocial, Accountable and Responsible (P.A.R.). 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 P.A.R. behaviors and using skills taught in the program. 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.

Daily Schedule

1. Wake-up times:
 - a. Daily – 7:30a.m.
2. Mealtimes:
 - a. Breakfast- 8:00a.m.-8:40a.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. Bedtimes:
 - 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 units are permitted after 8:00p.m.
9. Visitation
 - a. Sundays, Tuesdays, and Wednesdays as scheduled

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 Phase

When a youth is eligible for the transition phase of the program they will begin a reintroduction to their home school. Upon entering the transition phase of the program, they may attend their home school while maintaining residency and support from Nicholas Liberty. Youth returning from their home school will be debriefed and checked in upon their return. The Transition Coordinator along with their PO or case manager will remain in contact and continue to receive reports and monitor the youth school behavior. Youth returning to NRTC prior to 4:00p.m. may attend a study period or have an adjusted schedule as needed.

In the event a 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. Weekly off-ground activities are scheduled for youth as an incentive. Youth may attend once they are on the appropriate level and response. 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
- Weight room
- 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 by D Level

NRTC Jobs Program

Youth will be assigned tasks and expected to help where needed. At NRTC, youth are required to obtain a **Community Resource** (job, a community club, sport, etc.) on C Level. Having additional responsibilities gives youth the opportunity to apply and practice developing positive habits in a safe and instructional environment. Youth will participate in independent living groups and work with their case managers to assist youth learning new skills that will aid in their community transition, prepare them for future employment, and enhance their independent living skills. NRTC has developed partnerships with local clubs and community resources for those youth not able to achieve gainful employment.

PBIS Pillars of Expectations

P.A.R.

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

- **Prosocial- being kind and supportive**
- **Accountable- owning one's actions**
- **Responsible- doing what's right**

By following these guidelines, we can help shape behaviors and support youth in becoming more responsible young adults. P.A.R. expectations are reviewed during orientation and posted throughout the facility for youth to see. Following P.A.R. expectations give 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 P.A.R. behaviors. Pack Points are given out by staff on their Pack Point Cards. Pack Points are used to earn extra privileges like phone calls, home time, community outings, or they can be used to purchase items at the incentive store such as candy and drinks. Some items' availability may vary based on youth level. 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 young people 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 take 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. Continued serious behaviors or safety risks could result in removal from the program.

Severe Conduct Violations are:

- 1. Use of any Drugs or Illegal Substances**
 - a. Positive, invalid, or refused 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. AWOL**
 - a. Runaway/AWOL
- 5. Stealing / Contraband**
- 6. Inappropriate Sexual Conduct**
- 7. Serious Misconduct**
 - a. Attempted/Planning escape or AWOL
 - b. On an unauthorized unit or secure area
 - c. Gambling
 - d. Piercing or tattooing
 - e. Supporting inappropriate behavior
 - f. Home visit contract infraction
 - g. Creating a disturbance or repeated disruption to the program
 - h. Touching security equipment
 - i. Gang behavior (including gestures, signs, and writings)

SCV intervention includes:

- **2-hour Activity Restriction**
- **Restitution is where staff will identify verbal or written work for youth to complete while serving their AR**
 - o **Failure to retribute SCVs will result in an additional 2-hour AR**
- **No off-ground privileges while under AR or during the grievance process. Additional off ground privileges may be restricted during the week at staff's discretion**
- **Failure to earn points for the treatment week**
- **SCV bedtime (8:00p.m.)**
- **SCV will result in the loss of the next home pass**
- **No use of gaming systems or reduced gaming system time**

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 and Levels

The NRTC program has three phases: Orientation, Residential, and Transition; and five levels: Orientation, A, B, C, and D. Progress through the program will be made by following expectations, earning all treatment week points, and meeting level requirements. Prior to advancement, youth must complete an **Advancement Petition** and be approved by the Advancement Board to move onto the next level. Youth must be in high response to advance. Moving up levels is the way youth show progress and return to the community. The higher the level attained, the more privileges and responsibilities earned. Youth's length of stay and program services may differ due to a variety of factors (age, behaviors, needs, court orders) and will be reflected in the youth's service plan.

Weekly Status

Youth will be given opportunities to earn daily points by following P.A.R. 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 455-464; B 465-474
- **Low Response:** A 454 and below; B 464 and below; C 488 and below; D 499 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 and count toward advancement. Youth who come in neutral or low response the second week would be placed low response and their week would not count toward advancement.

Phases and Levels

Phase I-Orientation

Orientation: The goal of Orientation is to establish treatment goals and become familiar with the program. Youth will meet with their Treatment Team and work together to develop a comprehensive treatment and discharge plan while they are here. The plan will outline what tier level services are needed and youth will be placed in groups or individual services to address those needs. Youth will attend a 3-day orientation to aid in learning the program. To advance to Level A youth will have started therapy, passed an orientation test, and be approved by the Advancement Board. Orientation is a minimum of 2 treatment weeks. Youth must be in high response to petition to advance. On Orientation youth can have visitors (see visitation policy) and two weekly phone calls to people on the approved phone list. Youth may not go off grounds unless for court, a medical appointment, or an appointment required by a licensed individual.

A Level: During A Level youth will continue to learn the program. Regular participation in groups and working individually with their therapist and case manager are required. Youth must come in high response for a minimum of 6 treatment weeks. To advance, youth must come in high response the last 2 weeks prior to petitioning (requesting) the Advancement Board. Privileges will be determined by one's ability to meet level expectations and by earning Pack Points. A Level youth will be able to attend off-grounds activities under staff supervision, late bed, and receive three outgoing telephone calls per week. Youth may earn additional level-related privileges through Pack Points.

Phase II-Residential

B Level: On B Level youth should have a strong knowledge of the program and their individual treatment goals. During this level youth will be required to work more specifically on those goals. Youth must come in high response a minimum of 6 treatment weeks. To advance, youth must come in high response for the last 3 weeks prior to petitioning the Advancement Board. Youth who meet eligibility criteria at this level may be approved for weekend home passes up to 10 hours. Parents/guardians and youth are to complete **Weekend Home Notes** while on B Level. On B Level, youth may have supervised off-ground privileges, 4 outgoing telephone calls per week, and additional personal property in their room.

C Level: On C Level youth will be required to demonstrate more leadership skills, and, as a result, will begin to earn more freedoms and privileges. Youth must complete required treatment hours per their service plan. Youth must come in high response for a minimum of 6 treatment weeks. To advance, youth must come in high response the last 4 weeks prior to petitioning the Advancement Board. Youth who meet eligibility criteria at this level may be approved for overnight weekend home passes. Youth may earn 5 outgoing telephone calls per week, room time, and other off-ground privileges through

Pack Points. During this level, the focus is on the aftercare plan, be encouraged to develop a Community Resource and be allowed to use the RTA bus for transportation. All community service and/or restitution work must be completed to advance to Phase III.

Phase III-Transition

D Level: On D Level youth begin transitioning back into the community, putting their aftercare plan in place. Based on level responses and participation in a Community Resource, approved youth will be eligible to earn extended overnight home passes (including holidays). During this time youth may return to their school in the community. Treatment hours will be determined by the team and may vary from youth-to-youth dependent on need and their specific aftercare plan. Youth must come in high response for a minimum of 6 treatment weeks. Successful completion will be based on a variety of factors included in one's discharge plan and Treatment Team recommendations.

Facility Leave

Youth will be expected to always report their whereabouts. Being out of the assigned area will result in a whereabouts fine and further interventions could be used. Planning, discussing, or leaving the property without authorization, as well as running away (AWOL), are considered severe conduct violations. Law enforcement may be notified, and a violation may be filed. Whereabouts violations during off-ground activities will result in an SCV.

- **Youth who go AWOL will return to Orientation Phase. Youth must petition the Advancement Board for level placement.**

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.

When can youth leave the facility?

Off-grounds and community outings are privileges which are earned through advancing through the levels and remaining in high response. The general rules are:

- Youth may leave the facility under staff supervision if in high response and have reached A Level of the program.
 - This includes leaving for community service, court programs, and NRTC approved activities.
- Youth may earn home passes on Phase II B Level of the program.
- While in Phase II of the program, youth should always be supervised by a parent/guardian or an approved adult.
- During Phase III Transition, youth will earn more freedom and unsupervised time, as approved by the placing agency. Participation

in a Community Resource such as employment, a club, or team sport will increase home time.

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

Trip Plans

Youth may earn pre-approved off-ground trips with their immediate family (must be over 18 years of age), responsible adult friends, relatives, staff volunteers, and your probation officer. To be eligible for additional community time youth must submit a fully completed Trip Plan to your case manager at least 24 hours in advance and your plan must be approved. Off-grounds trips are contingent upon the completion of all daily program expectations: self-care, room care, job (if applicable), and attendance in all areas of programming. The type of leave requested must meet current level privileges. Trip Plans that are not for medical, educational, or job-related purposes can be purchased through Pack Points, unless on D Level.

Home Visits

Once youth reach Level B approved youth will be eligible for one 10-hour home pass. Coming in neutral response can result in the loss of home visit hours. Coming in neutral response for two consecutive weeks will result in the loss of the entire home pass. Youth may not go on a home visit or off grounds if they have earned an SCV within the past twenty-four hours or have demonstrated otherwise unacceptable behavior. The placing agency will determine if youth are approved for home passes. Family goals are established for home visits and parents/ guardians, and youth are to complete Weekend Home Notes. Weekend home notes are to be turned into staff upon return to the facility. The length of each home visit is based upon the youth's behavior during the treatment week, service plan goals, and their current level. Youth are not to have contact with other residents while on home pass. Youth returning from home passes will submit a urine screen.

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 NRTC 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- 6:30p.m. to 7:30p.m.
Virtual on Sundays- 9:30a.m. to 11:30a.m.
Boys' Visitation- In-person on Tuesdays- 6:30p.m. to 7:30p.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 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 weekly. 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 reserve 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 by 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 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 young people 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 permission during the allotted times. 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.

- Orientation: Two outgoing calls per week**
- A Level: Three outgoing calls per week**
- B Level: Four outgoing calls per week**
- C and D Levels: Five outgoing calls per week**

****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 with 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), or the Ohio youth ombudsman 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 washday and are expected to do 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 encourages youth to take pride in 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 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 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, pillowcase, towels, washcloths, and a hygiene caddy will be provided for shower time. The caddy will include the following products:

- Shampoo and conditioner
- Soap, body wash and face wash
- Toothbrush and toothbrush cap
- Lotion
- Hairbrush or comb
- Deodorant
- Shower sandals
- Toothpaste
- Vaseline lip therapy
- 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. As youth advance through the program the number of personal items (from home) that they are allowed to keep will increase. Items that promote negative images such as drugs, alcohol, gangs, obscenities, or otherwise inappropriate in nature will not be permitted.

- Orientation: 3 items
- A Level: 5 items
- B Level: 7 items
- C Level: 10 items
- D Level: 12 items

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 young people 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, 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 going through a metal detector and security wand as needed, 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

There is a trip planned almost every weekend, and youth may keep money in an activity fund. Money in the activity fund will only be used for trips and activities that are related to the facility. Parents/guardians are expected to give money directly to staff for tracking and security. All money must be turned in to the supervisor on duty. NRTC will only accept money in the form of cash, no electronic funds will be accepted. Money is kept in a locked safe, and transactions are documented by staff. Not turning in money from home or activities may 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 themselves. When youth arrive, they are seen by a doctor and/or nurse practitioner for 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-ground 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, cutting, 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 case managers, probation officers, and therapist**
- **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**
- **Being responsive to weekend home visits, transportation, and reporting violations**
- **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 after it is 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 make 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 on each complaint and the resolution shall be compiled and a copy placed in the youth file.

Ohio Youth Ombudsman: An ombudsman is a person who works independently from children services and placement agencies to help you solve problems and, if you are in foster care, advocate for your rights to be protected while in foster care. The Youth Ombudsman conducts investigations in a fair and neutral manner.

If you have already reached out to your local children’s services or placement agency and your issue is still not resolved OR if you do not feel safe contacting your local agencies, you may file a complaint by calling 1-877-OH-YOUTH (1-877-649-6884) Monday-Friday 8am-5pm. You may also file a complaint online by going to <https://youthandfamilyombudsmen.ohio.gov/youth/> and clicking the “Get Started” link

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 5180:2-9-20 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 5180:2-42-19 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 5180:2-5-35 of the Administrative Code, the youth has the right to communicate with these persons in private.
 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 5180:2-42-19 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

Weekly School Monitoring Report



I am prosocial when I...

I am accountable when I...

I am responsible when I...

I HAVE ACHIEVED SUCCESS IN SCHOOL BY:

I CHOOSE TO CONTINUE TO DO THE FOLLOWING:

