

GROUP HOME PROGRAM STATEMENT



PROGRAM STATEMENT

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PROGRAM STATEMENT

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES

**GROUP HOME PROGRAM STATEMENT
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NAME OF PROGRAM Greater New Beginnings	RATE PROGRAM NUMBER Pending	DATE
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(Use this sheet as the Table of Contents for your Group Home Program Statement. Number tabbed dividers correspond to the numbers in the column titled "Section Number". Place appropriate material behind the tabbed dividers. Place material, in the order shown, in a three-ring binder or folder. When submitting revised material, write the date of the revision in the column titled "date Revised".)

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Revised October 15, 2013

PROGRAM STATEMENT

PROGRAM STATEMENT

**SECTION 1
PROGRAM IDENTIFICATION**

PROGRAM STATEMENT

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICE

GROUP HOME PROGRAM STATEMENT

PART I. PROGRAM IDENTIFICATION (SECTION 1)

APPLICANT/LICENSEE NAME : GREATER NEW BEGINNINGs YOUTH SERVICES INC.

PROGRAM NAME (IF ANY) OR NAME COMMONLY KNOWN AS: GREATER NEW BEGINNINGS

APPLICANT/LICENSEE MAILING ADDRESS:
1625 FILBERT STREET OAKLAND, CA 94607

CONTACT PERSON NAME:
KENNETH PORTER

TITLE:
Administrator/Executive Director

PHONE NUMBER:
510-663-9092

DOES THIS AGENCY OPERATE ACTIVITIES OTHER THAN GROUP HOME PROGRAMS? • YES • NO IF YES, SPECIFY TYPE OF ACTIVITIES

NONPROFIT CORPORATION?
• YES • NO

REASON GROUP HOME PROGRAM STATEMENT SUBMITTED TO COMMUNITY CARE LICENSING (CCL) AND AFDC-FC RATES (Check reason CCL requires the Program Statement in Column A. Check reason AFDC-FC Rates requires the Program Statement in Column B. One or more items in each column MUST be checked.)

Column A
Community Care Licensing

- Initial License Application
- New License Application-Change in Conditions
 - Facility location change
 - Facility license change
 - Facility capacity change
 - Change in license
 - Permanent change in client from ambulatory to non-ambulatory
 - Sale or transfer or majority of stock
 - Separation from parent company
 - Merger with another company
- No license change

Column B
AFDC-FC Rate Setting

- New Provider (Initial rate)
- New Program
 - Different type children accepted
 - Different staffing pattern
 - Different staff professional levels
- Program change
- Change in number of beds
- New license application required
- Group Home program discontinued in favor of another
- No AFDC-FC rate requested

GROUP HOME RATE PROGRAM NUMBER:
PENDING

PRESENT RCL:
PENDING

PROPOSED RCL:
RCL 9M

PROGRAM STATEMENT

FACILITY LOCATION INFORMATION
 (Name and address of each facility operating the group home program.)

NAME(S)	LICENSE NUMBERS(S)	ADDRESS (STREET NAME/#, CITY, ZIP)	LICENSE CAPACITY	REQUESTED CAPACITY
1 Greater New Beginnings Youth Services, Inc.	12	1625 Filbert Street Oakland, CA 94607	0-18	0-20
2				
3				
4				
5				
6				
7				
8				

ATTACH ADDITIONAL SHEET IF NECESSARY

SIGNATURE OF AUTHORIZED PERSON:	TITLE:	DATE:

COUNTY REVIEW

REVIEWED BY	DATE
TITLE	COUNTY

PROGRAM STATEMENT

SECTION 2

**PROGRAM POPULATION, SERVICES
AND CAPABILITIES**

PROGRAM STATEMENT

GROUP HOME PROGRAM STATEMENT

PART II. PROGRAM POPULATION, SERVICES & CAPABILITIES (SECTION 2)

A. SUMMARY

1. PROGRAM PROVIDES: (check one)

- Emergency shelter care
- Short term diagnostic care
- Other (explain)_____

- Average length of stay less than 18 months
- Average length of stay more than 18 months

____|____|____|
CDSS

2. PROGRAM ACCEPTS: (check all that apply)

- Males Females
- Dependents (WIC 300)
- Wards/Delinquents (WIC 602)
- Children with Developmental Disabilities (Regional Center Clients)

- Age Range(s): 6-20
- Special Education Pupils Requiring Out-of-Home Placement (GC 7572.5)
- Status Offenders (WIC 601)
 - Private Placements
- Other (explain)_____

____|____|____|
CDSS

3. TARGET POPULATION/TYPE OF CHILDREN/FAMILIES SERVED: (e.g.,mothers/infants, substance abusers, gay/lesbians, ethnicity)_____

____|____|____|
CDSS

4. PROGRAM PROVIDES OR CAN ACCOMMODATE: (check all that apply) (Describe in detail in Section 3 or 5)

- Tutoring
- Special education classes
- Vocational training
- Emancipation independent living
- Medical needs or conditions (other than mental health)
- Follow-up services
- Other (explain)_____
- Other(explain)_____

- Services to families
- Sibling placements
- Special ethnic/cultural services
- Primary language other than English (including American Sign Language)
- Chronic runaways

____|____|____|
CDSS

B. CHILD CHARACTERISTICS AND BEHAVIORS

(Rank all of the characteristics or behaviors in this section using the following scale: 1 = program designed to treat; 2 = program will accept; 3 = program will NOT accept.)

1. ABUSE/NEGLECT

- 2 Physically abused
- 2 Sexually abused
- 2 Abandoned
- 2 Emotionally abused
- 2 Neglected
- 3 Severely medically neglected
- 3 Ritualistically abused

4. PHYSICAL/SENSORY/HEALTH CONDITIONS

- 2 Asthma
- 2 Epilepsy
- 3 HIV/AIDS
- 2 Allergies
- 2 Diabetes
- 3 Eating disorders

Other chronic medical conditions (describe) _____

____|____|____|
CDSS

2. DELINQUENCY

- 1 Offenses against persons
- 1 Offenses against property
- 1 Drug &/or alcohol related offenses
- 1 Use of weapons
- 3 Arson

- 3 Blind/visual impairment
- 2 Deaf/hearing impairment
- 3 Developmentally disabled
- 2 Require medication
- 2 Require special diets
- 3 Pregnant

3. DEVELOPMENTAL DISABILITIES

- 1 Some deficits in self-help skills
- Severe deficits in self-help skills

 Physical limitation (ambulatory or nonambulatory) (describe)_____

____|____|____|
CDSS

PROGRAM STATEMENT

B. CHILD CHARACTERISTICS AND BEHAVIORS (Continued)

all of the characteristics or behaviors in this section using the following scale: 1 = program designed to treat; 2 = program will accept; 3 = program will NOT accept.)

DRUG/ALCOHOL USE

- 1_Drug use
- 2_Previously treated for drug abuse
- 1_Alcohol use
- 1_Previously treated for alcohol abuse
- 1_High risk/delinquent/anti-social activity
- 3_when under influence of drugs/alcohol
- 1_High risk/delinquent behavior to
- 2_procure drugs/alcohol

SEXUAL ADJUSTMENT/FUNCTIONING

- 2_Sexual victim
- 3_Sexual perpetrator/exploits others
- 2_Confusion with sexual identity
- 2_Inappropriate sexual behavior

MENTAL HEALTH

- 2_Requires psychotropic medication
- 3_Previous psychiatric hospitalization
- 3_Emotionally disturbed (DSM, current revision, diagnosis)

MENTAL HEALTH/EDUCATION

- 2_Special education pupil, certified
- 3_Seriously Emotionally disturbed & requiring out-of-home placement

GANG INVOLVEMENT

- 1_Gang member
 - 1_Associates with gang members
- List gang affiliates program will not accept _____

10. BEHAVIORS

- 1_Acts disobediently at home
- 1_Acts disobediently at school
- 2_Demands attention
- 1_Swears, uses obscene provocative language
- 2_Does not bond with parental figures
- 2_Does not get along with other children
- 2_Does not accept authority
- 1_Is manipulative of adults
- 2_Gets into fights
- 2_Is Cruel or mean to others

- 1_Acts impulsively without thinking
- 2_Runs away from placement
- 2_Has temper tantrums, is volatile
- 2_Verbally threatens peers/adults
- 2_Physically threatens peers/adults
- 3_Physically assaults peers/adult

- 3_Intentionally damages/destroys property
- 3_Commits violence or harm toward self
- 2_Acts depressed and/or withdrawn
- 2_Exhibits frequent and/or persistent mood swings
- 3_Talks about suicide (has plan and/or exhibits self-destructive behavior)
- 3_Attempts suicide

- 3_Hallucinates, has delusions or bizarre thoughts
- 3_Sets fires
- 3_Is cruel to animals
- 2_Exhibits bizarre behavior
- Other (explain)

- ____ Other (explain) _____|_|_|_|
- ____ Other (explain) _____|_|_|_|
- ____ Other (explain) _____|_|_|_|

CDSS

11. List additional characteristics and or behaviors the program will not accept:

a. _____|_|_|_|
CDSS

b. _____|_|_|_|
CDSS

PROGRAM STATEMENT

C. STRUCTURE/SUPERVISION

1.	CHILD CARE WORKER/CHILD RATIO :	6am-9am	9am-3pm	3pm-10pm	10pm-7am
	Monday -Friday when school is in session	1:3.5	1:3.5 7am-10pm	1:3.5	2:14 10pm-7am

Saturday, Sunday, holidays, weekdays when children are not in school

1:3.5

2:14

2. CHILD CARE WORKERS HAVE (OR WILL HAVE) THE FOLLOWING EDUCATION AND EXPERIENCE: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> HS equivalent | <input type="checkbox"/> Less than one year experience |
| <input type="checkbox"/> Some college, less than AA | <input type="checkbox"/> One to 3 years experience |
| <input type="checkbox"/> AA, less than BA/BS | <input type="checkbox"/> More than 3 years experience |
| <input type="checkbox"/> BB/BS and above | |

3. GROUP HOME PROGRAM PROVIDES: (check all that apply)

- Supervision by live-in house parents
- Awake night staff
- Capability of one-to-one supervision at any time
- Supervision at residence, school, in community (i.e., 24 hour)
- Plan to manage assaultive behavior
- Psychotropic medication management
- School integrated with residential program
- Non-public school or Provided by school district
- Other

(explain) _____

4. STRUCTURE/SUPERVISION MODEL(S) USED: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Point system | <input type="checkbox"/> Other (explain) _____ |
| <input type="checkbox"/> Token economy | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Level system | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Contracts | |

D. SOCIAL WORK SERVICES

1. AVERAGE NUMBER OF DIRECT SOCIAL WORK HOURS PROVIDED PER CHILD PER WEEK: 2 hours

2. SOCIAL WORKER/CHILD RATIO: 2:12

3. SOCIAL WORK SERVICES ARE PROVIDED BY: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Program employees | <input type="checkbox"/> Contract staff |
| <input type="checkbox"/> Other (explain): Clients are referred as needed to a Licensed Marriage Family Therapist (MFT) for weekly individual counseling. | |

4. SOCIAL WORKERS HAVE (OR WILL HAVE) THE FOLLOWING EDUCATION/CREDENTIALS: (check all that apply)

- | | |
|--|------------------------------------|
| <input type="checkbox"/> BS/BSW | <input type="checkbox"/> MS |
| <input type="checkbox"/> MSW | <input type="checkbox"/> MFCC/LCSW |
| <input type="checkbox"/> Other (explain): Our current Social Worker possesses a Bachelor of Arts and Masters degree in Psychology and is currently a MFTI. | |

5. SOCIAL WORK SERVICES PROVIDED TO CHILDREN IN THE GROUP HOME PROGRAM: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Intake study | <input type="checkbox"/> Individual counseling |
| <input type="checkbox"/> Development of needs & services plans | <input type="checkbox"/> Group counseling |
| <input type="checkbox"/> Assessments to identify changing needs of child | <input type="checkbox"/> Family counseling |
| <input type="checkbox"/> Six month updates to needs & services plans | <input type="checkbox"/> Development of discharge plans |
| <input type="checkbox"/> Aftercare | <input type="checkbox"/> Substance abuse counseling |

PROGRAM STATEMENT

E. MENTAL HEALTH TREATMENT SERVICE

1. MENTAL HEALTH TREATMENT SERVICES ARE PROVIDED: (check one)

- Regularly
- Occasionally
- Crisis intervention only
- Not applicable (skip to item F)

2. PERCENT OF CHILDREN WHO ARE EXPECTED TO BE RECEIVING ON-GOING MENTAL HEALTH TREATMENT SERVICES: 67%

3. AVERAGE NUMBER OF HOURS OF TREATMENT PROVIDED TO EACH CHILD RECEIVING MENTAL HEALTH TREATMENT SERVICES EACH WEEK: 2 hours

4. RATIO OF LICENSED MENTAL HEALTH PROFESSIONAL STAFF TO CHILDREN: 2:8

5. MENTAL HEALTH TREATMENT SERVICES ARE PROVIDED BY: (check all that apply) (check if person is employed by program, on contract or a Medi-Cal provider)

	<u>Program employee</u>	<u>Contract</u>	<u>Medi-Cal provider</u>
<input checked="" type="checkbox"/> Psychiatrist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Psychologist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> LCSW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> MFCC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> RN/Master's Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. MENTAL HEALTH TREATMENT FUNDED BY: (check all that apply)

- Medi-Cal
- Short-Doyle
- Other

7. MENTAL HEALTH-TREATMENT SERVICES PROVIDED TO CHILDREN IN THE GROUP HOME PROGRAM: (check all that apply)

- Psychiatric evaluation
- psychological testing
- Individual therapy
- Family therapy
- Group therapy
- Crisis intervention
- Licensed day treatment on grounds
- Licensed day treatment off grounds
- Psychotropic medication management
- Staff consultation with licensed mental health professional(s)
- Other therapeutic services required for child to benefit from program (describe) _____

CDSS

F. ALCOHOL/DRUG TREATMENT SERVICES

ALCOHOL/DRUG TREATMENT SERVICES ARE PROVIDED: (check one)

- Regularly
- Occasionally
- Not applicable (skip to signature)

PERCENT OF CHILDREN RECEIVING ALCOHOL AND/OR DRUG TREATMENT SERVICE: 83%

ALCOHOL/DRUG TREATMENT SERVICES ARE PROVIDED BY: (check all that apply)

- Program employees
- Contract staff

Other (explain): Services are provided by AA/NA as well a Marriage Family Therapist. |

CDSS

PROGRAM CERTIFIED BY DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS: Yes No

ALCOHOL/DRUG TREATMENT OR REHABILITATIVE SERVICES PROVIDED TO CHILDREN IN OUR HOME PROGRAM: (check all that apply)

- Substance abuse counseling
- Alcohol/drug education
- 12 step program
- Other (explain)

CDSS

SIGNATURE OF AUTHORIZED PERSON

TITLE

DATE

Greater New Beginnings Youth Services, Inc.

PROGRAM STATEMENT

CDSS USE ONLY

DE Date ___/___/___ Initials _____

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SECTION 3
PURPOSE, METHODS, GOALS

PROGRAM STATEMENT

Section 3

Purpose, Methods, Goals

Greater New Beginnings Youth homes, Inc. provides care and housing for children aged 13-18 Years of age who are delinquent and/or dependent, neglected children and who are referred for placement by the Juvenile Court or the Department of Social Services. Greater New Beginnings provides for these children a structured, team-oriented application of psychology, social work, education, and child care services through an approach encompassing the child's behavioral and educational needs, mental and physical health maintenance, community adjustment, and social interaction with staff and peers.

The ultimate goal of the Agency is to prepare/enable children to live in the least restrictive environment. In many cases this will mean a relative placement, a foster home or a group home. Properly matching the needs of children with the various services offered at Greater New Beginnings is the key to accomplishing the goals of Greater New Beginnings. Each child is screened with the child's authorized representative (probation officer or social worker) to determine whether the level of care, supervision, education, mental health, and social work services are appropriate for the child. A "Needs and Services" plan is developed by the collaborated effort of Agency staff and the child's authorized representative. This written document acts as the contract and treatment plan for each child. As the children progress or digress (hopefully progress) their needs change. The "Needs and Services" plan is revised quarterly, in writing, to reflect the current needs and treatment services for each child.

The main focus of Greater New Beginning's Behavior Modification program is providing a structured living environment where children can learn to stop their self-destructive, poor impulse control behavior and work on the learning and relationship problems they exhibit. To accomplish this, children are involved in a very structured daily/weekly routine. In addition, children may receive individual psychotherapy drug/self-esteem counseling, career speaker presentation, anger management/counseling, placement counseling, and parenting skills classes. Daily exercises are also part of the Greater New Beginnings program.

Program results are measured annually (children return home, relative placement or foster care after leaving Greater New Beginnings) based on graduations and terminations.

SECTION 4

**PLANNED ACTIVITIES/USE OF
COMMUNITY RESOURCES**

PROGRAM STATEMENT

Section 4

Planned Activities/Use of Community Resources

PART ONE - Social & Recreational Activities

Greater New Beginnings believes that teaching constructive leisure time activities and how to act in public are very important to the type of child placed with the Agency. To those ends, all children are involved in supervised scheduled outings, which occur on a regular basis. A written monthly "Cultural Enrichment" calendar/schedule is developed by supervisory staff. Though input is elicited from children and line staff, the activities are scheduled for the personal growth of the children and not necessarily for the enjoyment of the children or the line staff. Line staff are trained regarding the Agency's expectations on exhibiting a positive attitude towards all outings. The reason for this training is that, if staff shows a negative attitude towards an outing, such negativism will also be exhibited by the children.

It is important to point out that even though the children will have access to the community, all such access will be supervised. In addition, Greater New Beginnings also has many specific policies and procedures regarding off-site activities:

1. Preparation - The following procedures should be utilized as a guideline for all activities:
 - a. Review activity packets (instructions) upon receiving them for any discrepancies.
 - b. Review outings a couple of days prior to going in case there are any questions. By this time, you should know who is going on home passes. If there will be extra tickets, contact the supervisor or office immediately so the extra tickets will be utilized. It is the responsibility of line staff to check the future outing schedule for possible conflicts with children leaving and returning from home pass. Staff should ask themselves the following questions prior to calling in home passes:
 - (1) Does the house have any outings scheduled for Friday or Sunday?
 - (2) If so, what time will the house be leaving or returning for these outings?
 - c. Activities such as "going to the shopping mall to shop around" (i.e., loitering), will not be approved. Movies will be limited to two additional movies besides those scheduled per month.
 - d. Instructions for outings are usually included on your outing sheet. Review the sheets to see if there are special instructions.

PROGRAM STATEMENT

4-1

2. Eyesight Supervision

When children are taken on an outing, they are to be under EYESIGHT SUPERVISION. At no time, regardless of level, are children to be permitted to "freelance" or be "on their own" (i.e., "Here is \$5.00 ... meet me back here at 4:00 p.m."). Children are wards of the court and their offenses range from petty theft to sexual offenses. The referring agencies - and the courts they represent - expect supervision to be maintained, regardless of activity scheduled.

3. Snacks

When your group home is scheduled to go on an activity during snack time take your snacks and boxed fruit juices with you. You can leave the snacks in the vehicle and if the child get hungry or thirsty, you can return to the vehicle to eat or drink provided snacks.

4. Unscheduled Activities

Unscheduled recreational or cultural enrichment activities must be approved by the supervisor. When requesting an unscheduled activity, the following guidelines must be observed:

- a. The specific type and location of the requested activity must be part of the request, as well as departure and return of children.
- b. Once the activity has been approved (if it is), a concise message, approval, location, time of departure and return must be on the telephone answering machine.

5. Swimming Pools

Children are not allowed to go to the beach for swimming under any circumstances. Counselors may take the entire house out to local high school/public pools only, with the supervisor's approval under the following conditions:

- a. Must follow "Unscheduled Outing" procedure (get supervisor' approval time frame, transportation, etc.)
- b. Lifeguard must be on duty.
- c. Counselor must be present at pool to supervise children.
- d. Entry fee for all children may be taken from petty cash if the entire house goes.

PROGRAM STATEMENT

6. Living Creatures

Children are not allowed to interact (i.e., capture, play with, torment living creatures on recreational activities to parks or campgrounds. This includes animals such as snakes, lizards, stray dogs, birds, jelly fish, etc.

4-2

7. Vehicles

All vehicles used for transportation of children MUST BE RETURNED AT THE DESIGNATED TIME - NO LATER!

8. Purchases and Receipts

Counselors must make ALL purchases and obtain receipts for any expenses. Money will not be distributed equally among all children. Example: If 5 lunches are to be purchased, counselor pays for all five lunches. No other purchases other than those items indicated on instruction sheet should be made. Purchase of gasoline for company vehicle made from petty cash must have approval of management.

9. Evaluation

All counselors will be responsible for completing and returning an activity rating form for all outings occurring on their shift. After completing the form, place in the supervisor's box. The form should be completed immediately following the activity. Remember: Activities are rated according to the: counselor's discretion, not children. Less popular activities (e.g., cultural) should be rated according to individual merit not based solely on child's response.

10. Petty Cash

Petty cash should be taken on outings by counselor in case of an emergency (e.g., towing).

11. Out-of-County

Approval of the Executive Director is required on any out-of-county trips.

12. Out-of-State

Approval of courts and/or referring agencies is to be obtained in advance of departure on any out-of-state trip.

13. Hiking Trips

- a. Plan the activity and review it with the supervisor for approval.
- b. Select participants whose response to the facility programs indicates little

PROGRAM STATEMENT

likelihood of disruptive behavior.

c. Give the supervisor the following:

4-3

(1) A diagram or map showing the approximate route to be taken, specific campsites to be used, and estimated times of arrival and departure at specific check points.

(2) A list of staff and child participants.

(3) A specific plan for contacting the facility in the event of an emergency and for handling medical emergencies.

d. Arrange meals for each scheduled meal time occurring during absence from the facility.

e. Show in the plan that equipment, water, and first-aid supplies are adequate for the proposed activity.

f. Determine that the area in which your group will travel is not an in-season hunting area and is not hazardous in terms of falling rocks, rattlesnakes, fire-watch condition, flash-flooding, lakes, rivers, ponds, etc.

g. Familiarize the group with the details of the activity and with the laws governing hiking.

(1) Give specific instruction covering any child who is separated from the group)

h. No overnight outings will be approved.

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PART TWO - Educational Activities & Services

It is the goal of the Agency to match a child's educational needs at the time of referral, not placement. Educational needs will be matched with educational opportunities available to the children at Greater New Beginnings:

1. Private School (most children at Greater New Beginnings).
2. Public School - only with approval and recommendation of authorized representative - must have a track record for doing well in public school both academically and behaviorally.
3. Public or Private Special Education School - S.E.E. children with I.E.P.'s
4. G.E.D. Preparation - only with approval and recommendation of representative. Also, children must be over 16-1/2 years of age. (NOTE: Children cannot take any G.E.D. test prior to 17th birthday.)
5. Private or Public Vocational Training - may be taken by itself or in addition to the opportunities listed in 1-4.

PROGRAM STATEMENT
SECTION 4
SAMPLE ACTIVITY SCHEDULE
Summer

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 a.m. Wake-up	7 a.m. Wake-up	7 a.m. Wake-up	7 a.m. Wake-up	7 a.m. Wake-up	7 a.m. Wake-up	7 a.m. Wake-up	7 a.m. Wake-up
Showers/dress	Showers/dress	Showers/dress	Showers/dress	Showers/dress	Showers/dress	Showers/dress	Showers/dress
Clean room	Clean room	Clean room	Clean room	Clean room	Clean room	Clean room	Clean room
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Personal Time	Personal Time	Personal Time	Personal Time	Personal Time	Personal Time	Personal Time	Personal Time
12 noon lunch	12 noon lunch	12 noon lunch	School	School	School	School	School
Park	Outing	Park	Library	Museum	Park	Library	
3 pm snack	3 pm snack	3 pm snack	3 pm snack	3 pm snack	3 pm snack	3 pm snack	3 pm snack
6 pm dinner	3 pm Individual therapy	YMCA "workout"	4 pm Anger Management Group	YMCA "workout"	Sports Museum	Family Visits	
7 pm Drug Counseling	6 pm dinner	6 pm dinner	6 pm dinner	6 pm dinner	6 pm dinner	6 pm dinner	6 pm dinner
10 pm lights out	Individual therapy	7 pm Parenting Skills class (Part One)	7 pm-career speaker	Movie (off site)	Personal time	7 pm movie (at home)	
	10 pm lights out	10 pm lights out	10 pm lights out	10 pm lights out	10 pm lights out	11 pm lights out	11 pm lights out

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SECTION 5
SPECIAL SERVICES/PROGRAMS
OFFERED

PROGRAM STATEMENT

Section 5

Special Services/Programs Offered

Merit System

Although active participation in the program is mandatory for all children, a "merit system" provides extra incentives. Children are awarded merit points for participation in the various daily activities. The Agency's general store is open everyday where items can be purchased with merit points earned. The children may save up their points throughout their program to purchase something substantial like a new outfit or they may purchase smaller items weekly.

Career Speakers

Speakers, representing different vocations such as Construction, Automotive repair, Heating & Cooling ect. will give presentations weekly.

Drug/Alcohol Abuse/Self-Esteem Group Counseling

Groups centering on self-esteem and drug/alcohol abuse are held weekly at the group home.

Placement Counseling

Placement counseling is provided. The basic axioms of placement will be discussed. What is placement? What is meant in terms of probation responsibilities? The possibility of escalation of placement (increased structure and time ... CYA) should placement failures occur will also be addressed.

Parenting Skills Education & Parent Support Groups

Parents: All parents or guardians are expected/invited to attend weekly parent skills classes.

Anger Management/Counseling

All children will attend classes regarding "Anger Management" while at Greater New Beginnings.

SECTION 6
MEDICAL/DENTAL

Section 6

Medical/Dental

Medical/Dental Appointments

When a counselor is concerned that a child may have a medical or dental problem, it is imperative that the child's caseworker be contacted. It is the responsibility of the child's caseworker to schedule appointments. Therefore, it is important that caseworkers and supervisors be informed of results of appointments, medication, prescribed, follow-up appointments needed and canceled appointments. Dental exams (like physical) should be routinely scheduled for all children.

Scheduling Appointments

- a. Contact caseworker indicating problem.
- b. Caseworker will schedule appointment and inform group home.
- c.
- . Counselor will log appointment date, time, and reason on house calendar and log
- d. If appointment conflicts with school, counselor will inform school of pending appointment.

Transportation

Usually the counselor takes the child to and from the appointment. If transportation conflicts because of other obligations (e.g., supervised activities, other children returning to group home), the supervisor should be informed so they can make arrangements for a relief person either to transport or remain at the group home.

It is very important that the transporting counselor take a copy of Medical Consent (Authorization for Medical Treatment) and Medi-Cal sticker.

Documentation I.R.

It is the responsibility of the transporting counselor to write up the Incident Report indicating the doctor's diagnosis, medication prescribed and follow up appointments.

Follow Up Appointments

Follow up appointments should be made prior to leaving doctor's office if possible. If not, notify caseworker, who will make arrangements.

Cancellation

If any situations (e.g., runaway, minor placed in Juvenile Hall, illness or scheduled conflict) should prevent keeping an appointment, the counselor should either:

- a. Notify caseworker of problem and caseworker will reschedule appointment and inform group home.
- b. Counselor should cancel and reschedule, then inform caseworker.

Informing the doctor's office of the inability to keep appointments ASAP is very important, not only in providing service for the minor, but in maintaining a relationship with the doctor.

Medication

- a. Ordering - Medication must be ordered and picked up the same day as prescribed. Counselor should consult telephone book for nearest pharmacy that accepts Medi-Cal for payment. If drug store indicates prescribed drug is not covered by Medi-Cal, the pharmacist should be asked if a substitute drug covered by Medi-Cal is available. Current Medi-Cal card/sticker is to be used to pay for prescription.
- b. Disbursing, Logging and Storage - It is imperative that medication ordered by a doctor be administered appropriately only by the counselor and clear, concise records be maintained. Standard forms are provided for maintaining accurate records. Over-the-counter drugs are logged in licensing book. Prescribed drugs are logged on medication logs kept on wall in counselor's room/office.

Important: All medication should be kept in a locked container in the counselor's room.

- c. Refills - Counselors should be aware of the need to refill medication.
- d. Destruction - All medication no longer in use or out of date should be destroyed and logged immediately by the counselor.

Kaiser Children

Children who are covered by their parent's Kaiser plan are not to be taken to other doctors. Medi-Cal will only pay for medication that Kaiser does not cover. Counselors should check with supervisor or caseworker before ordering medication not covered by Medi-Cal.

Physical Exams - New Children

Counselors should inform caseworker that new child needs to have a physical exam scheduled. The caseworker will schedule the appointment. The results of the examination must be forwarded to the

group home to be placed in the License Book. A copy of Greater New Beginnings Physical Examination Form should be taken to the appointment to be completed by the doctor at the time of the examination.

A copy of this form is placed in the License Book. This will eliminate the need of inserting a note in the License Book.

Immunizations/TB Test

All counselors are responsible for obtaining and updating an immunization record on each child at the group home. Usually when a child first enters the program, records are not available to us. Therefore, during the first few days of placement, the child must be taken to an immunization clinic.

Along with immunization shots, a skin test should be requested. If a child has been exposed to the tuberculosis virus, a reddish lump will appear within 72 hours in the area where the shot was administered. Because of this, it is very important that the staff person responsible for getting the child a TB test inform co-workers of the date the child is to go back to the clinic for a reading. Counselors should contact their supervisor if any problems arise in getting this responsibility met.

Lay-Ins

A child who is ordered to bed by the doctor is considered a lay-in. However, if a child claims illness and a doctor is needed, the supervisor must be contacted before lay-in is permitted. A lay-in is for 24 hours. The child must not leave his/her bed or bedroom for 24 hours except to use the bathroom. Meals will be brought to the child's bedside. Medication will be brought by the staff.

Emergency Procedures and Precautionary Measures

All emergencies (medical, psychiatric, fire and earthquake) are to be handled in a structured method to avoid chaos. All emergencies are to be reported to the supervisor as soon as possible. Incident reports are to be written, describing the emergency and the results.

1. Contact with Managerial Staff

In case of an emergency, line staff should contact the proper management staff using the following procedures:

- a. If emergency occurs between the hours of 8:00 a.m. and 3:30 p.m. on weekdays, call the office and have the secretary contact the proper person. After 4:00 p.m. and on weekends, make contact by calling the proper person at home.
- b. If the above fails, call the proper person via his/her cell phone.
- c. If all of the above fail, contact the Assistant Director or the Executive Director via

PROGRAM STATEMENT

cell phone.

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First-Aid Emergency Box

The emergency box contains first aid materials, first aid manual and licensing book. This is checked during house check by supervisors. Counselors should periodically check contents and order depleted supplies through As-Needed or when authorized to make purchases by supervisors.

Medical Emergency

If a medical emergency is critical, dial 911 for professional assistance. If you can safely transport the child, take the child to the nearest hospital treatment center. Take medical consent form and current Medi-Cal sticker.

Procedures for Psychiatric Emergencies

Should a child require immediate treatment for psychiatric emergency, the following steps should be followed:

- a. Contact your supervisor and/or an administrative staff person.
- b. Supervisor and/or administrative staff will make contact with a member of the counseling team to assess (in person) for immediate interventions, if required.
- c. If removal has been determined for further emergency psychiatric services, call the police and indicate the circumstances. Tell them you need officers to come immediately for a "welfare check" and to assess in pursuing a "Code 5150" (the technical term for a psychiatric emergency requiring possible involuntary treatment).
- d. If there is a need for ambulance services or immediate medical care, call 911, explain the circumstances, and request emergency medical services and police assistance.

In cases where less immediate action is needed, call your supervisor and arrangement will be made for a member of the counseling team to see the child in question within 48 hours for evaluation and crisis intervention.

SECTION 7
TRANSPORTATION

PROGRAM STATEMENT

Section 7

Transportation

Safely transporting children to various appointments and activities is an expectation/requirement of community care licensing, placing agencies and the Greater New beginnings Childcare Network Inc. Board of Directors. To successfully accomplish this goal, a "checks and balance" system regarding transportation is in place at Greater New Beginnings.

New Employees

Prospective Counselors are screened over the phone regarding their driving record. The Agency will not set up an interview for anyone who has more than two (2) points on their driving record if they are over 25 years of age or one (1) point if they are under 25 years of age. Additionally, they must have access to a dependable, registered, and insured vehicle for use while working for the Agency. Prospective counselors will not be given a face-to-face interview unless they bring A current DMV print-out to the interview. If hired, the counselor must provide a copy of his/her current vehicle registration and insurance prior to starting work.

The secretary/bookkeeper continually works in conjunction with the Agency's Insurance Company to insure that all drivers keep their driver's license and insurance valid/current. All information regarding renewal information is kept on a computer and a "tickler" file. The Agency runs DMV printouts on all current staff annually to prevent someone from continuing employment if they become a poor driver after hire.

Company policy specifies that only approved employees with licensed and insured vehicles may transport children. Volunteers are prohibited from driving children. Monthly checks are performed to insure that all vehicles (company and employee) have proof of insurance and registration in the vehicle.

In addition to counselors using their own vehicles to transport children, the agency has a station wagon for use on group outings. Public transportation is also utilized at times.

Two times per month, the group home is fully inspected for cleanliness and disrepair. Included in this inspection are the maintenance and safe operating condition of the vehicles at the group home.

Fluids are checked:	Water	Transmission fluid
	Oil	Windshield wiper fluid
	Brake Fluid	Power steering fluid

Scheduled maintenance is checked:	Tune up	Tire rotation
	Tires	Any repairs

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Lights are checked:

Headlights
High beams lights
Tail lights
Back-up lights

Brake lights
Rear license plate light
Interior lights

Additional items checked include:

"Club" on steering wheel
Gas tanks full

Interior/exterior clean

SECTION 8
ADMISSION/INTAKE

PROGRAM STATEMENT

Section 8

Admission/Intake

Children accepted for services must be placed by order of a court. At intake, every effort will be made to expedite referrals. The key to prompt acceptance or rejection of referrals is appropriateness. Children between the ages of 10 and 17 will be accepted for placement in the Agency facility which can most nearly meet their needs.

There will be no discriminatory policies or practices, and no child will be refused admittance because of color, race, or religious affiliation.

Intake Criteria

Each child is screened to determine if their problems are potentially solvable at Greater New Beginnings.

Greater New Beginnings is not staffed to treat the following kinds of problems:

1. Children who require constant, intensive supervision and control, e.g., diagnosed sociopathic delinquents, fire setters, and rapists.
2. Children with histories of psychosis, severe brain damage, or disabling physical conditions requiring intensive specialized attention.
3. Children demonstrating serious mental deficiency who cannot carry on daily living functions.

All other children will be given equal consideration for placement as vacancies permit.

Referral Procedure

1. Initiation should begin with the referring individual contacting the Executive Director for a discussion of the problems and establishing tentatively the child's acceptability after which a Face to face interview is conducted with the minor within 48-72 hrs.
2. If potentially acceptable, a referral packet is submitted to the facility. Normally within forty eight (48) hours of receipt of requested information, the referring party is notified of tentative acceptance or rejection.
3. A pre-placement interview with the child will be arranged at the appropriate facility.

Intake Rationale and Requirements

The following statement describes the rationale of the intake procedure at Greater New Beginnings.

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The initial intake screening call is intended to provide an opportunity for dialogue between the referring party and the placement staff to evaluate the appropriateness, urgency, and feasibility of the referral and to plan subsequent procedures. Cases may be considered for crisis intervention, diagnostic evaluation, or treatment planning, as well as residential placement.

To facilitate processing of the case, the referring party may forward available case materials immediately. Following the initial referral, it is at the option of our Executive Director and the referring party to regulate the speed of admission processing. For example, an early appointment with hand-delivered forms may be acceptable if circumstances dictate that course of action.

The referring party should send referral packets, consisting of the cover letter, available school reports, pertinent court reports, or social summaries, psychiatric or psychological reports, and any other information that would assist in evaluating the young person. The Executive Director will cause the forms authorizing the release of information from schools, doctors, etc., to be sent when the child is accepted. The referring party should have them signed and returned to the facility in which the child is placed.

As soon as sufficient information is available, an intake study or staffing is done by the admission committee, chaired by the caseworker. The referring party and the child participate in intake study preparation. A disposition will be made at this time. Acceptance is determined by the ability of the given program to help the young person and the availability of space.

Accepting emergency placements is not something that is done on a regular basis but would be taken into consideration on a case by case basis.

As outlined, the procedure should expedite referrals and will require close cooperation between placing parties and facility staff. Questions not covered by this procedure can be addressed to the Executive Director.

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SECTION 9

**NEEDS AND SERVICE
PLANS/ASSESSMENT**

Section 9

Needs and Services Plans/Assessment

The Needs and Services Plan acts as the blueprint utilized by the Agency to rebuild the child. The development of this plan begins at the time of referral when the authorized representative, the child and other individuals with information pertinent to the case are interviewed. In addition, available documents (court reports, psychological reports, school records, etc.) are reviewed. Upon intake, the Greater New Beginnings caseworker assigned to the case collects, re-interviews the child, and reviews case history, referral notes, and any special needs documents provided by the referring agency. The caseworker then develops a draft of the Needs and Services Plan for review of the treatment team and referring agency. Changes are added or deleted from the draft and a final copy is prepared for signatures of the authorized representative and caseworker. Four signed copies are then routed as follows: referring agency, child's Greater New Beginnings office file, child's file at group home, and licensing book at group home.

The Greater New Beginnings caseworker is responsible for monitoring each child's written Needs and Services Plan and documenting and implementing any changes to the plan. Changes could be the result of the following:

- Parent input
- Referring agency input
- Greater New Beginnings staff input
- School staff input
- Child's input
- Behavioral, medical or psychological problem occurring during placement

On a quarterly basis, an addendum to the Needs and Services Plan is prepared. All input received during the past three months necessitating a change to the written plan is included in this addendum. This may include actual changes to the child's treatment program that have already been implemented during the past quarter. An example would be setting a child up for substance abuse counseling who was caught with drugs or alcohol. The quarterly report is also signed by the child's authorized representative and signed copies are sent and filed in the same places as the original Needs and Services Plan.

Greater New Beginnings feels that each child needs to know exactly where they stand in the program, what their specific programs goals are, and what their authorized representative expectations are. During regular face-to-face conferences (every 4-8 weeks), the Agency, the child, and the child's authorized representative have an opportunity to review the Needs and Services Plan.

Though children have an opportunity to give input regarding what they think their needs are, their input does not carry as much weight as the Agency's or their authorized representative's opinions regarding the child's needs.

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SECTION 10
DISCHARGE/REMOVAL

PROGRAM STATEMENT

Section 10

Discharge/Removal

Graduation

The Greater New Beginnings program is A 6 to 9 month program for children who have an appropriate home to return to and who have met the expectations of the Greater New Beginnings program and their authorized representative. Approximately one month prior to graduation, a letter is sent to the child, the child's parent, and the child's authorized representative, informing them of the upcoming event.

If there is not an appropriate home to return to and the child's needs could be met in a less restrictive environment, as soon as the child's authorized representation has been made aware' of this decision, the Agency will work in conjunction with the referring agency to transition the child as close to the graduation date as possible.

The Agency's caseworker and Executive Director will coordinate all discharges with the referring agency and the adult who will be accepting the child at graduation.

Emergency Discharges

Through consistent communications, "surprise" or "emergency" discharges should be kept to a minimum. However, because of the criminal histories and impulsiveness of the youth at Greater New Beginnings, totally avoiding emergencies is unrealistic.

If a child is removed from a group home due to police, medical/psychiatric emergency, etc., the child's parents, authorized representative, and community care licensing must be notified. Line staff's role in the above is to contact the supervisor immediately via phone/beeper and to document this incident on an Incident Report.

The supervisor working in conjunction with the child's caseworker makes the contacts.

Runaway

When a child leaves the group home without authorization, the following procedures will be followed:

Contact Caseworker/Supervisor

Immediately contact respective caseworker and supervisor. During office hours, 8:00 a.m. to 4:00 p.m., contact the office and the office will notify proper staff, if unavailable. After office hours, call caseworker at home; if unavailable, leave message on message machine. If supervisor is not at home, beep supervisor on his/her pager.

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Parental Contact

It is important that parents be contacted as soon as possible. This is the responsibility of the caseworker. If the caseworker is unavailable, the supervisor assumes responsibility. The parents must be contacted on all unauthorized absences. Regardless as to whether parents were contacted by supervisor, caseworkers will follow up and contact parents again and proceed with casework obligations.

Clothing and Personal Belongings

It is imperative that when a child runs away or is terminated, that child's clothes and personal belongs (including radio) are immediately packed in boxes, with inventory, (Form #11) and placed in the counselor's room for safekeeping. Furthermore, counselors shall immediately call their supervisor and inform them that belongings may be picked up. It is the counselors responsibility to bring all belongings to the office if the supervisor has not picked up these items within 24 hours (excluding weekends).

Contact Police

Since reporting a missing person takes a great deal of time (i.e., 15 minutes waiting time on the phone and at least another 20 minutes responding to questions), the counselor or houseparent should contact police during non-busy times (i.e., quiet time or when children are in school); furthermore, the child's file, a "mental note" as to the physical appearance of the child, and what the child was wearing at the time last seen should be available at the time of the call.

Behavior/Program Failure

Discharge from the program as a result of continued misbehavior will be handled on an individual basis. All efforts will be made to accommodate the recommendations/directives of the referring agency. It is highly unlikely that a plan for discharge could not be mutually agreed upon. The Agency reserves the right to return a child to a referring agency with 14 day written notice. Again, the authorized representative will have final say as to time lines for discharge.

SECTION 11
VISITATION RULES AND POLICY

Section 11

Visitation Rules and Policy

All visits either at the facility or at home are an integral and important part of the treatment program. It is, therefore, very important that visits be carefully planned. There are three types of visits at Greater New Beginnings:

1. Level one child (month one & two) - Sunday visit at group home
2. Level Two child (month three) - Sunday day passes

All approved visitors (parents, guardians, relatives) may visit Sunday between the hours of 1-5 p.m.

Home and day passes are a privilege children are encouraged to strive for to promote reunification with family ties and as a therapeutic measure. Special circumstances that may result in the denial of home passes are:

Severity of incident, week prior to home pass request date
No place to go- parents unavailable or uncooperative
Probation officer denial
Problems during prior home pass

Eligibility - a combination of management staff will determine eligibility.

Request Procedure

1. At group home Thursday night meeting, problems are discussed and future supervised activities are announced. Children are given day or home pass requests 8 days prior to requested date to be completed.
2. Counselor validates requests due to eligibility and performance, then calls the office and leaves a message on answering machine with requests on Thursday night.
3. caseworker contacts parent and arranges transportation.

Approval or Denial

1. Approval or denial of home or home passes must be completed by caseworker by Wednesday noon prior to date of requested home pass. The group home must be notified no later than this designated time.
2. Approved passes are posted until child returns from day or home pass.

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3. Denials are handled by caseworker, who will be specified regarding reasons for denial:
 - a. Nature of problem
 - b. How soon problem can be rectified

IMPORTANT - If caseworker fails to approve, deny, or explain denial by Wednesday noon, notify caseworker and/or supervisor.

Holidays

Children are encouraged to qualify for day or home visits during major holidays: Easter, Thanksgiving, Christmas. However, because of restrictions, eligibility, etc., there are some children who don't qualify. Since Greater New Beginnings provides 24 our coverage, counselors will be at the group homes even though a major holiday occurs on their shift.

IMPORTANT: Under no circumstances are counselors permitted to take a child to their own home or that of a relative or friend.

Major Holiday - Regular/extended day or home passes are subject to approval by caseworkers and management, subject to memo relating to specific casework situations.

IMPORTANT: No passes will be issued on New Years, Halloween, or the 4th of July - even if holiday occurs on week-end.

Check-out Procedure

When parents guardians pick up child, counselors should verbally:

1. Reaffirm return time (e.g., check out 5:00 p.m. Saturday; return 5:00 p.m. Sunday),
2. Re-read home visit rules,
3. Have parents sign home pass form.

If child is leaving by bus or other public transportation, rules should be re-affirmed and home pass should be signed by parents prior to return.

Return Procedure

1. Child should report to counselor's room where they can be checked for contraband. Any new possessions (clothing and personal items) will be logged in child's inventory. All new clothing should be properly marked.

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2. Out of county children returning by public transportation must phone group home as soon as they arrive in town. It is the child's responsibility to carry 20 cents to make the phone call. Collect calls will be accepted only in an emergency. Collect calls will be deducted from child's allowance. Counselor and supervisor will determine amount.

Late or Failure to Return

If child is late or fails to return at the designated time, advise caseworker and supervisor. Caseworker will contact parents about tardiness and make a determination whether restriction is needed or not.

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SECTION 12
HOUSE RULES

PROGRAM STATEMENT

Section 12

House Rules

PART ONE - No Unsupervised Time

Children placed with the Agency have already proven (documented via the juvenile courts) that they are unable to handle unsupervised time. Therefore, as a general rule, the Agency does not allow the children to be away from the facility unsupervised. The only exceptions are for children who attend school off-site and for children who need to take buses or airplanes to go on home passes. Even though these exceptions are made, if problems occur while unsupervised, the exception will be repelled.

House Rules

When six people are living together, it is important that individuals respect the rights, feelings, and privacy of others. The counselor or houseparent(s) can and will help you to communicate effectively and to solve problems.

The Agency is basically asking that each child act responsibly while in the program. The guidelines given here are examples of the types of behavior that are acceptable and unacceptable.

Absent Without Leave

A child leaving the group home without the permission of the staff is A. W. O. L.

Allowances

Allowances are used as incentives for children to complete their chores at the mutually agreed upon time. For a child to be paid the incentive, he/she must finish his/her respective chores at the agreed time. Monies may be deducted from a child's daily allowance for refusal to complete a chore to counselor's satisfaction.

Clothing

All clothing must be marked with child's initials.

Chores

Chore completion is part of the program. If the chores are not completed satisfactorily, it can result in non-payment of allowance and restriction to room or house until completed.

Chores List

All chores must be completed daily. If they are not, the child is on restriction until they are completed, and he/she will not receive allowance for the work.

Continued Placement

Placement may be extended if the step levels have not been completed or if at the time of scheduled graduation there is no reunification place for the youth.

Cultural Enrichment/Supervised Activities

Participation in all supervised activities is required. Children are not allowed to interact (e.g., capture, play with, torment) any living creatures while on recreational activities to parks or campgrounds. This includes animals such as snakes, lizards, stray dogs, birds, jellyfish, etc.). Also, swimming is not allowed unless both lifeguard and counselor are present.

It is the child's responsibility to keep within staff's eyesight whenever on a supervised activity.

Cooperation and participation in house activities are essential for phase advancements. Your attitude effects MY behavior. MY behavior effects YOUR attitude. Thus... +ATTITUDE = + BEHAVIOR...ATTITUDE and conduct reflect on the whole group, such as yelling out of the car, leaving without permission, etc. Not participating in group activities can be considered defiance and result in loss of privileges.

Dating

Since there is no unsupervised time allowed while in placement, dating is not allowed.

Day Passes

Children not eligible for weekend home passes may be allowed day pass privileges. Caseworkers approve and coordinate all day passes. Counselors must contact the appropriate caseworker no later than 48 hours prior to the time a youth wants a day pass. Day passes will not be granted if they conflict with a house's scheduled activities (counseling, cultural enrichment outings, tutoring, etc.).

Discipline

PROGRAM STATEMENT

Discipline is punishment or infractions of agreed rules and step levels. Restriction is a type of discipline. There are two types of restrictions: General Restriction and Total Restriction.

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1. Room time
,
2. Work details,
3. Incident reports as well as shift reports,
4. Removal of TV privileges.

General restriction is when a child is restricted to the house and grounds. This type of restriction can be worked off at a ration of one day per two hours of work.

Total restriction is when a child is required to stay in his/her room. Child may only leave his/her room to do his/her chore, use the bathroom, or go to school. Meals are brought to the child's room by counselor. Children on total restriction will not go on scheduled activities. Children on total restriction will not be allowed to make out-going calls. Total restriction cannot be worked off.

Doors

The door to the child's bathroom must not be locked. Anyone using the bathroom must do so with the door unlocked. Furthermore, doors to the child's rooms must remain open when children are in their rooms and closed when not in use!

EMERGENCY PROCEDURES

IN CASE OF FIRE

Children must leave all firefighting up to the staff - no child shall at any time attempt to fight a fire with the extinguisher. There are two possible exits from every room in the house. When anyone hears a loud siren from a smoke alarm, please exit the building through the approved fire exits. Such exits have been noted during the fire drills.

IN CASE OF EARTHQUAKE

Unfortunately, there is no such thing as an earthquake detector, so when an earthquake happens, what should you do? First find something to get under that is part of the structural support of the building in order to avoid falling debris; for example, a door jamb. If there are no doorways close by, the next best thing to hide under is furniture such as desks, beds, and large chairs. Once the first tremors subside, take that opportunity to exit the building and head for wide open spaces (take stairs, not elevators.) Stay away from electrical wires and, for your own sake, do not light a cigarette or any fires to keep

PROGRAM STATEMENT

warm - that is how you can burn down an entire community as there may be broken gas mains in the area - very common after an earthquake.

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After Any Disaster

The entire house should meet in the area designated in drills.

Fire Extinguishers

Children will not touch the fire extinguishers unless otherwise directed by a staff member. Staff members must not use fire extinguishers unless it is a minor fire that is easily controllable.

Fruit

Fruit may be eaten any time during awake hours. Children may eat as much fruit as they desire. However, wasting of fruit will not be tolerated. Fruit will be eaten at the dining room table. Any child eating fruit will clean up after themselves.

Gambling

Children are not allowed to gamble.

Graduation

Graduation of a child will occur when the child has completed sixty days of Step Level IV in the Step Level program. This merely qualifies the child for graduation and the person may return home or continue on at the house as a Level V.

Home Visits

First Level children will not have home passes except on major holidays (i.e., Thanksgiving, Christmas, and Easter). First Level home passes for holidays will be determined by the Executive Director. No child on restriction will have home visits, holidays inclusive. Youths who decline to fill out a home pass form will not be eligible to go home for 15 days (8 days after the next Thursday night meeting).

Approval, parent contact, and coordination of transportation are the responsibility of the Caseworker. After the Caseworker approves and coordinates all aspects of the passes, the house will be contacted. PLEASE NOTE: Simply because a child submits a pass at a house meeting does not mean they will go home. The above procedure must be followed. Furthermore, counselors may disapprove home passes for infractions, The following outlines our "official policy regarding child passes."

PROGRAM STATEMENT
Official Policy Regarding Child Passes

1. Basic eligibility requirement

a. Level II - day pass

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b. Has not been placed restriction seven (7) days prior to pass start date (youth will not go home unless has received counselor and caseworker approval).

2. All passes **MUST BE REQUESTED** on or by the Thursday, 8 days prior to the pass start date.

3. Before going on pass, each child must submit a written pass to be **SIGNED** by a parent/guardian and approved by designated staff. These passes must be signed when minor is picked up or after child returns on bus. All staff are instructed not to accept any pass unless these points are completed.

4. No child will go on pass before they formally **CHECK OUT** with the staff member on duty at that time.

5. Remember - you must have your **ROOM** cleaned before leaving on pass.

6. If any of the above conditions are not met and the child goes on pass, they will be treated as **ILLEGALLY ABSENT** from the facility.

7. If you fail to return at the date and time specified on your pass, you will have to face the consequences. This is a very important responsibility and will determine whether or not future passes are approved. If there are any complications regarding your return, you **MUST CALL** the facility.

8. While on pass, you are subject to the same curfews and rules at home that you have at the facility. Your parents/guardians have been requested to report to us if there are any violations.

9. When you leave on pass, you are to go to **YOUR HOME**. The pass is a visit with your parents; friends or relatives may visit you at your home!!!

10. If you are involved in any legal difficulty (arrest, etc.) while you are on pass, you are to give your **GROUP HOME ADDRESS** as well as your parent's home address.

11. Remember - passes are not automatic!!! They are a privilege and must be earned!!!

12. Children must call house from bus depot.

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Kitchen

The kitchen is not a place for children to gather. Unless you have a particular staff-approved reason to do so, you should not hang around in the kitchen. Fixing snacks is not permitted Without staff supervision. Anyone found taking food without permission will receive restriction (with the exception of fruit).

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Lay-Ins

A child who is too sick to make it to school or work is considered a lay-in. A lay-in is for 24 hours and must not leave bed or bedroom except to use the toilet. Meals will be brought to the child's bedside. Medication will be brought by staff.

Lights Off

Monday through Thursday, lights off occurs at 10:00 p.m., which means lights off at 10:00 p.m. not getting ready to turn lights off. On Friday through Saturday, lights off time is 11:00 p.m. Staff on duty can cut short this time depending on the situation. If a child constantly violates the lights off, an early bed can be invoked for that particular child. If this fails, then nightly restrictions will be used until the child's behavior meets staff expectation.

Manipulations

Under no circumstances, after being told something by one staff person, will a child go to another staff person and ask the same question to elicit the answer they are looking for. Anyone who violates this directive will receive restriction.

Meals

Meals will at the designated time. Missing of meals - except by permission of counselors is prohibited!!!

All children, except those on total restriction, will sit at the table at meal time; even those who are not eating.

When a parent is present in the house, please be polite and allow for privacy unless you are invited to join in.

Proper dress is required at the table. Topless children cannot share the meal until attired with shirt, etc. Proper language and actions are demanded at the table.

House Meetings

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All children are required to be present at all house meetings. At present, the only regularly scheduled meetings are Thursday nights at 6:00 p.m.

Music and Television

Music and television are privileges. When you are asked to turn the radio volume down, please do so immediately. When requested by another child, please be courteous. Not heeding this advice could result in the loss of tape deck, radio, or television. "Walkman" type stereos with headphones are the only type of radio allowed.

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Off Limits

Off limits means no one will enter unless authorized by a staff person.

Off Limits Areas

To be decided by houseparents and counselors. Anyone failing to obey the regulation will be disciplined.

Personal Belongings

Keep personal belongings in your room. This includes finishing laundry and bringing it to your room. Do not borrow or lend clothing and other belongings unless approved by your counselor. Please mark clothing and objects so no confusion occurs as to whose "what'sit" belongs to whom!

Personal Items

Agency staff will not take responsibility for any items or money left unattended or in the children's rooms.

Profanities

Yelling profanities, names, or insults is not appropriate behavior. No yelling or hollering inside and especially outside. Profanity outside the house on the patio can be very annoying to neighbors, and offensive. Please do not loiter in the front. Agitation of neighbors will not be tolerated.

Phone Calls

Children are allowed to call their parents or guardians once per week on the Agency phone and talk for five minutes. Phone calls only from parents, guardians, or relatives can be received during the week and on the weekends. Calls are limited to ten minutes unless approval is given by the counselor for a little more time.

Pocket Money

PROGRAM STATEMENT

All parents are sent a letter when their child is placed with the Agency advising them to refrain from giving their child large sums (over ten dollars) of money.

Children are not-allowed to have more than ten (\$10) dollars cash. Monies over ten dollars should be confiscated and given to the proper caseworker for return to the child's parents. Houseparents and counselors will not act as a "bank" for the children.

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Quiet Time

Quiet time is Monday through Friday, 7:30 to 8:00 p.m. Some types of activities which are acceptable for the our are reading, drawing, writing, and house meetings. No sleeping!! All other activities related to quiet time must be cleared through the staff. Radio usage is not allowed during quiet time.

Child Shift Evaluation

Each shift, a report is filled out by the house staff on the achievement of all the children. Children must review and sign these reports.

Room Cleaning

The child's room should meet the following standards:

1. Child's bed should be made, with the sheets and blankets tucked in. There should be two sheets, a pillow case, a blanket, and a cover. The cover should not be tucked in. The bed should be made before 7:45 a.m. on weekdays and 9:45 a.m. on weekends. Sheets will be changed once a week on Saturday morning.
2. Personal Items - The child's room and must be free of clothes, bath articles, and refuse. This should extend to the floor of the closet, bathroom, hallways, and the house as a whole.
3. Vacuuming and Dusting - Children must vacuum and dust the entire room. All window sills and baseboards shall be dusted as well as the top areas of furniture. This shall be checked on a daily basis.
4. Electrical Articles - see section about electrical appliances. In addition to this, all stereos must be set up so there are no spliced wires and speaker wires are to run neatly behind furniture and underneath carpets and rugs. No wires shall restrict the movement of a child in his/her room.
5. Doors - Doors that are exits from the child's room should not be blocked by furniture. All doors in every room serve as fire exits.

PROGRAM STATEMENT

School Absences

School attendance is necessary under present Welfare and Institution code. A child receiving AFDC must be in an education program. Attendance is left mostly up to the child, but when it becomes obvious a child is not attending classes on a regular basis, it becomes imperative that Greater New Beginnings become active in monitoring that child's attendance. A school liaison worker will be assigned to monitor school behavior and attendance.

School Fees and Supplies

12-8

If a child brings home requests for supplies and/or fees, the child must provide either an official instruction list from the instructor or a completed School Fee Requisition signed by the instructor.

Smoke Alarms

Smoke alarms are for the purpose of smoke detection. If left alone, that is what they will do. Any child playing with, or touching the smoke alarms will receive restriction. receive restriction.

Therapy

Children of the house are required to be involved in therapy with a licensed therapist. If a person refuses to attend the meeting, it will be grounds for termination. To be admitted to our program, the potential child agrees to be involved in therapy.

Transportation

No hitch-hiking, motorcycle riding, or riding in anybody's car that has not been approved.

Tutoring

Children designated by our staff to need tutoring will participate in tutoring sessions.

PROGRAM STATEMENT

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PROGRAM STATEMENT

General Prohibited Behavior

Back talk/arguing with counselor	Not shutting bedroom door when exiting room
Borrowing, trading, buying	Opening refrigerator without-authorization
Caught w/ cigarette or matches	Petty theft (police citation)
Catalog sales	Playing music at unauthorized times
Chores not completed properly	Possession of adult magazines
Closing door while in bedroom	Possession of drugs or alcohol
Coming out of room while doing total or during quiet time	Possession of knife
Exhibit or wearing of unauthorized items	Possession of paraphernalia
Hanging from basketball rim	Refusing to do chores
Horseplay (e.g., wrestling, spitballs)	Smoking in the house (1st offense)
Insulting remarks to counselor	Stealing from another child
Jaywalking (police citation)	Talking/disturbing after bedtime
Late returning from home pass	Touching intercoms
Loss of fire retardant covers	Touching TV
Name calling (e.g., racial, insulting remarks)	Unauthorized absence
Non-accidental property damage	Under the influence
Not getting up when asked in the morning	Walking into unauthorized bedroom

SECTION 13
DISCIPLINE POLICIES

Section 13

Discipline Policies

Corporal Punishment Statement

It shall be the policy of the Agency that no physical punishment will be used on any child for any reason. No slapping, hitting, swatting, or other application of physical punishment may be used as a means of discipline.

Should a violation of this policy occur, the Executive Director will be contacted immediately. A written explanation of the incident must also be submitted to the Executive Director, describing the occurrence in detail. Application of physical punishment is a violation of policy and will be considered grounds for dismissal in most cases.

Staff should develop alternative methods of handling threats to their authority of a person, and, in doing so, help children learn that violence is not an appropriate response to frustration.

Discipline is regarded as a learning process and as an integral part of the supervision and control of children at the Agency. All disciplinary measures should relate as closely as possible to the unacceptable behavior being corrected. Its duration should be short and care should be taken not to over-discipline a child so that the child feels useless and unable to "pay the debt" for his/her action.

As much as possible, constructive methods will be used to maintain controls and standards. Before punishment is used, methods such as persuasion, removal, clarification, and distinction shall be tried. Punishment shall only be used when other methods prove ineffective. Typical methods of punishment used include restrictions, unpleasant work, temporary removal of privileges and reductions in agency-sponsored allowances and activities.

All discipline shall be administered on a fair, reasonable and consistent basis.

Removal from the facility may be a realistic alternative in some cases, but will be done only after conferring with the Executive Director and the child's authorized representative.

Discipline

Discipline should be appropriate to the severity of the infraction. Severe Discipline becomes ineffective when given too often. Children should be encouraged to work off restrictions.

The staff member who gives out the discipline is the only one who can either rescind it or allow child to work off the restriction by doing extra chore.

1. Removal of privileges - (i.e., curtail radio, TV, involvement in cultural activities).

PROGRAM STATEMENT

2. Added Chores - i.e., picking up letter, raking, etc.
3. Allowance deduction - 75 cents at a time (maximum of \$3.00).
4. Short room restriction - one hour to cool off.
5. Total room restriction should be utilized only as a last resort. In regards to 48 and 72 hours restriction, counselors are to consult with administrative staff including caseworkers prior to issuing this much discipline.

Total Restriction Means Total Restriction!!

Total restriction requires a child to stay in his/her room. Child may only leave the room to do chores, use the bathroom, or go to school.

- a. Meals are brought to the child's room by counselor/houseparent.
- b. Children on total restriction will not go on scheduled activities. (Senior supervising counselor should be contacted to arrange for the youth to stay at another house while house is on the outing).
- c. Children on total restriction will not be allowed to make out-going calls (however, they may receive a call from their parents.)
- d. Total restriction cannot be worked off (however, the counselor giving out the total restriction may let a child off early for good behavior.)

Precaution

During the hot summer days, counselors should be especially careful regarding the use of room restriction. When long-term room restrictions are utilized, counselors are to continually check on the condition of the child who is restricted to his/her room. We do not want any of our children to suffer any form of dehydration. If a child is restricted to his/her room during a hot spell, the counselors are to continually check on the child - at least every 30 minutes. During the summer heat spells, do not utilize room restriction unless it is absolutely necessary! Other alternatives of disciplinary action should be utilized and room restriction should be the last resort:

- a. Have the child use a damp towel to sponge his/her face or even take a shower.
- b. Make certain all windows are open and there is some ventilation and have the child drink liquids while on restriction.
- c. If it appears that the child is possibly undergoing dehydration or other types of heat induced problems, the child is to be removed immediately from their room and the supervisor contacted immediately - use beeper if necessary.

PROGRAM STATEMENT

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- 6. Verbal Abuse on the part of any minor, or refusal to follow a directive given by a counselor, will not be tolerated; disciplinary action will be taken.
- 7. When any law violation occurs (i.e., stealing, drug violation), it is mandatory to contact supervisor and caseworker immediately.
- 8. Infraction Guideline

Supervisor and Caseworker must be notified of any incident that warrants 24 total or 3 days general or more. Incident Reports should be written explaining details concerning acts that precipitated discipline for all individuals involved.

<u>INFRACTION</u>	<u>DISCIPLINE</u>
Back talk/arguing with counselor	1 hour room time
Borrowing, trading, buying	1 hour room time
Caught w cigarette or matches	24 hours roomtime
Chores not completed properly	.25 or .50 deduction
Closing door while in bedroom	Extra chores
Coming out of room while doing total or during quiet time	2 hours added
Fighting	24 hours total
Hanging from basketball rim	Restitution if applicable and 24 hours total
Horseplay (e.g., wrestling, spitballs)	1 hour room time
Insulting remarks to counselor	24 hours total
Late returning from home or day pass	Contact Supervisor
Loss of fire retardant covers	Restitution and extra chose
Name calling (i.e., racial, insulting remarks)	Extra chores
Non-accidental property damage	Contact Supervisor
Not getting up when asked in the	2 days - 1 hr. early morning bedtime

PROGRAM STATEMENT

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Not shutting bedroom door when	Extra chores exiting room
Opening refrigerator without authorization	Clean out refrigerator (if needed or extra chores)
Petty theft (police citation)	Contact Supervisor
Possession of adult magazines	Confiscation & 2 days early bed
Possession of knife	48 hours total Possible Termination
Possession of paraphernalia	1st offense - 24 hours total 2nd offense - 48 hour total
Refusing to do chores	24 hours total
Smoking in the house (1st offense)	24 hours roomtime
Smoking in the house (2nd offense)	48 hours total
Sneaking out of house	Contact Supervisor
Stealing from another child	24 hours
Talking/disturbing after bedtime	2 nights - 1 hour early to bed
Touching intercoms	24 hours total
Touching TV	Extra chores
Unauthorized absence	Contact supervisor
Under the influence	1st offense - 24 hours total 2nd offense - 48 hours total
Walking into unauthorized bedroom	24 hours total

Placement representatives and parents will be notified regarding all "serious" incidents regarding their children via telephone by the casework staff. In addition, a written copy of the serious incident will be sent to the placement agency. During the regular face-to-face conference with the child's authorized representative, Agency staff, and the child, all discipline issued since the last conference will be reviewed.

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PROGRAM STATEMENT

PROGRAM STATEMENT

SECTION 14

**CHILDREN'S COMPLAIN/GRIEVANCE
PROCEDURES**

PROGRAM STATEMENT

Section 14

Children's Complaint/Grievance Procedures

Purpose: This policy is established to provide guidelines for the children of Greater New Beginnings in having their grievances heard fairly.

Who May File: Any child may file a grievance whenever that child believes he/she has been treated unfairly in program, privilege, or disciplinary decisions.

Time Limits: Grievances must be initiated and actively pursued by the child within 24 hours of the time of the decision made subject to the grievance. Staff members are instructed to assist children in filing when asked.

To file a grievance, the following steps shall be taken:

1. The child shall request a meeting with the staff member most directly involved and attempt to resolve the problem at that level. Said staff member shall grant such a request and make every effort to resolve the problem.
2. Should resolution be impossible at level one, the child requests review by the staffing team as appropriate. The child and staff member shall both be present during the review unless excused by the team.
3. If the child still is not satisfied, the child may file a written grievance on a form to be provided with the caseworker. At that time a written statement is requested from the staff member and reviewer (when appropriate). If the matter is resolved in favor of the child, at that point the matter ends. If not, opportunity for a conference is given the child by the Executive Director to allow personal presentation of the grievance.
4. The Executive Director submits his decision to the child in writing. A copy of the recorded information and the Executive Director's decision is sent to the staffing team and is final.

Decisions regarding disciplinary matters made subject of a formal written grievance shall not be implemented until the grievance process has been completed. At the same time, children are required to follow program, treatment, privilege, and responsibility requirements which led to the grievance unless and until a decision is made which favors their position. Following the receipt of a final decision on disciplinary matters, the original discipline shall be invoked immediately unless the decision favors the child. In the latter case, no discipline, or only the discipline outlined in the decision shall be invoked.

PROGRAM STATEMENT

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PROGRAM STATEMENT

Grievance Procedure

Complaint By Child

I, _____ a child of Greater New Beginnings _____ home under the provisions for Grievance Procedures of the Agency, have the following complaint(s): (Use additional plain or lined paper, if necessary.)

Signature of Complainant

Date

NOTE: Be as specific as possible in terms of setting forth the grievance(s), dates, and parties involved. If more space is required, attach additional sheets.

File this form with the counselor of the home where you reside. He/she will give it to the supervisor, who will look into it more fully and give it to the Executive Director, if necessary, to resolve your grievance.

Date Received

Signature (to be completed by the Executive Director)

- Decision cc:
- (1) Child
 - (2) Staff member(s) named in complaint
 - (3) Supervisor
 - (4) Caseworker
 - (5) Authorized Representative (P.O. or social worker)

Grievance Procedure

Notice of Hearing

Notice is hereby given that the attached complaint stating grievance(s) has been filed

by _____ on the _____ day of _____
(Name of Child)

19_____, at _____.
(Place)

for the hour of_____.

Your presence, along with any written material deemed by you to be helpful to the resolution, of this matter, is required.

You are not to have further contact with said child pertaining to this grievance prior to the scheduled hearing

Dated:_____

Signed:_____
(Executive Director)

- cc: (1) Child
(2) Staff member(s) named in complaint
(3) Supervisor
(4) Caseworker
(5) Authorized Representative (P.O. or social worker)

SECTION 15

**HANDLING CHILDREN'S FUNDS,
ALLOWANCES, & SALARIES**

PROGRAM STATEMENT

Section 15

Handling Children's Funds, Allowances, & Salaries

The Agency does not handle clients' money. In addition, parents are instructed not to send their children any money. If parents, relatives, guardians, etc. want to send a child something, we ask that they send the article and not cash money.

While in the program, children earn points not cash, daily (50 points prior to 12 noon and 50 points after 12 noon) for completing their chores and showing acceptable behavior. These points are used either to purchase items from the Agency store or saved to buy clothing at the time of program graduation. Children keep track of their points and make purchases with a personal checkbook.

Children who are terminated prior to their graduation date lose all points they have accumulated.

SECTION 16

CHORES

Section 16

Chores

Learning how to live to ether and teaching emancipation skills is an important component of the Greater New Beginnings program. All children are actively involved in taking care of their home' by having chores to do every day. So the child can gain some proficiency in each area, the chores rotate weekly. A dirty or unkempt house will not be tolerated.

CHORE DESCRIPTION

Cook - Prepare daily meals and snacks. Wash dishes, pots, pans, and cooking utensils 'by hand with soap; wipe off kitchen countess, refrigerator, oven and kitchen accessories (coffee pot, toaster, etc.) after meals. Rinse water should include a few drops of bleach to sanitize dishes and utensils. Appliances and counter top should be sanitized.

Assistant Cook - Assist in preparation of daily meals and snacks; set table for meals and snacks; clear table after meals and snacks; put leftovers wrapped properly back into refrigerator; wipe off table after meals and snacks- after meals and snacks, dry dishes with dish towel and put them away; sweep and mop kitchen floor.

Vacuum & Dust - Vacuum hallway living room, counselor's office; sweep and mop hallway closets; straighten hallway closets; dust furniture, lamps and TV in living room; dust furniture, desk, file cabinet and counter top in counselor's office.

Garbage - Empty all wastepaper baskets; wipe out all wastepaper baskets; Empty kitchen trash can when needed and clean it out; vacuum rug in garage; sweep floor in garage; straighten garage and wipe off washer and dryer.

Bath I - Clean out bathtub; wipe off tiles; wipe off toilet bowl; clean mirror; wipe off counter top; clean out sink; straighten towels and wash cloths; sweep and mop the floor.

Bath II - Wipe down shower tiles; wipe off toilet bowl- clean mirror; wipe off counter top; clean out sink- straighten towels and wash cloths; sweep and mop the floor.

Front Yard - Sweep driveway, sidewalks, and front porch, hose down all pavements; pick up all paper and debris in front of house.

Back Yard - Sweep off back porch and side of house; hose down all pavements; pick up all paper and debris in back of house.

In addition to daily chores, the Agency has additional tasks and expectations of the children regarding their home:

PROGRAM STATEMENT

Tuesday and Saturday "Mass" Clean-up

Major work is to be done in all areas of the group home (i.e., closets, cabinets, refrigerator, ovens, shelves, windows, etc.). All furniture should be moved and vacuumed under. All rooms should be buffed out (this means counselor's room also). Drawers need to be in as military order as the rest of the house. House should be deodorized and disinfected. Counselor must be moving about all areas being worked on.

Washing Dishes

Licensing requires group home children to sanitize dishes and eating utensils. Bleach should be utilized to do the job. The following procedure should be adhered to:

1. Three (3) teaspoons of bleach in the rinse water;
2. Rinse dishes and utensils in the bleach diluted with water;
3. There must be a final rinse of clear and warm water to eliminate any bleach residue.

All counselors and children should utilize bleach to sanitize all appliances as well as kitchen sinks and counter tops. This should be done by placing a few drops of bleach in a sponge and wiping off the appliances. There should be a final wipe-off with a clean sponge (no bleach).

Yards

Lawns, pruning, watering, raking, and sweeping are the responsibility of group home children. If there is any part of the garden that needs additional attention, such as large tree pruning, the counselor should contact the supervisor.

Summer and winter water schedules will be governed by memo. Timing of use of water during heat or dry spells is important to prevent over or under use.

Oven Cleaning

Ovens are cleaned regularly to promote the best use of the appliance. Heat coils should be wrapped with aluminum foil when using oven cleaner because the cleaner ruins the heating element.

Repairs

It is the responsibility of the counselor to check all areas of the house; e.g., closets, doors, screens, wall switches, walls, fences, appliances, possible water leaks, for areas in need of repair. If repair is needed and cannot be handled by the counselor, an incident report should be written regarding the repair and supervisor alerted as soon as possible.

Vacuum cleaner cartridge should be cleaned weekly.

Bedrooms

The children's rooms should meet the following standards:

1. Child's bed should be made with sheets and blankets tucked in. There should be two sheets, a pillow case, a blanket and a cover. The cover should not be tucked in. The bed should be made before 7:45 a.m. on weekdays and 9:45 a.m. on weekends. Sheets will be changed once a week on Saturday morning.
2. Personal Items - The child's room must be orderly, with clothes and bath articles put away, no refuse. Personal an refuse. This should extend to the floor of the closet bathroom, hallways, and the house as a whole.
3. Vacuuming and Dusting - Child must vacuum and dust the entire room. All window sills and baseboards shall be dusted as well as the top areas of furniture. This shall be checked on a daily basis.
4. Electrical Articles - See section about electrical appliances. In addition to this, all stereos must be set up so there are no spliced wires and the speaker wires are neatly run behind furniture and underneath carpets and rugs. No wires shall restrict the movement of a child in their room.
5. Doors - Doors that are exits from the child's room should not be blocked by furniture. All doors in every room serve as fire exits.

Washing Clothes

It is the responsibility of the counselor to guide the child when assuming this responsibility. The child must not overload appliance and should be aware that some dark or overly bright colors will "bleed" onto lighter items. Sorting should be done carefully. Counselor only, will operate dials. It is imperative that lint traps be cleaned prior to using appliance.

After washer has been properly loaded, it is the responsibility of counselor to measure detergent needed for wash, BLEACH IS NOT TO BE USED FOR WASHING. It is the child's responsibility to wipe off appliance after use.

1. Personal items are washed by children on Wednesdays and Saturdays.
2. Household items (towels, dish clothes, dish rags) are to be washed on Wednesday and Saturday. Sheets and pillow cases are washed on Saturday.
3. When counselors and children leave the group home, it is extremely important that appliances are turned off.

GENERAL CLEANLINESS EXPECTATIONS

Kitchen

The following areas should be clean and in order:

- Dishes washed
- Dishes dried and put away neatly and organized
- Counters scrubbed clean
- Table scrubbed clean
- Shelves clean and dusted
- Chairs cleaned
- Flatware and dish drainer clean
- Flatware tray in drawer clean and organized
- Sink area to be clean and organized
- Rubbish can and lid to be kept well cleaned
- Fire extinguisher kept clean
- Inside, outside, top, and sides of stove
- Inside, outside, top, and sides of oven
- Inside, outside, top, and sides of broiler
- Inside, outside, top, and sides of microwave, warmer, etc.
- Inside, outside, top, and sides of all appliances; i.e., toaster, etc.
- Inside, outside, top, and sides refrigerator and freezer
- Refrigerator and freezer should be kept well organized
- Inside, outside, top, and sides of all cabinets and drawers
- All cabinets and drawers should be kept well organized
- Keep ice and/or ice trays in freezer
- All food labels on cans, boxes, etc. should be facing front and upward
- All chemicals are to be locked up

The following areas of the kitchen are also to be kept clean all day:

- Floor
- Walls
- Ceiling
- Windows
- Dust
- Pictures dusted
- Blinds-clean
- Clean doors and frames
- Rubbish can clean and empty
- Plastic bags in rubbish can
- Have door stops on all doors
- Bottom wall molding

PROGRAM STATEMENT

Clean cobwebs

16-4

Clean vents
Clean door frames
Window ledges and sills
Electrical outlets and fixtures
Bulletin boards dusted
Light fixtures clean
Furniture clean and organized
Light bulbs in working condition
Sliding glass door tracks, if applicable

Living Room

Couches and chairs are to be clean and organized throughout the day
Any table games, if applicable, to be kept dusted and clean
Nintendo clean, dusted, and well organized
Closets and cabinets clean and organized
Smoke alarms must be in working condition
Sliding glass door frames and tracks kept clean, if applicable

In addition, the following areas are to be kept clean daily:

Floor clean and vacuumed
Ceiling clean if washable
Bottom wall molding
Have door stops on all doors
Clean doors and frames
Windows
Screens
Pictures dusted
Light fixture clean
Blinds clean, if applicable
Dust TV and all furniture
Clean cobwebs
All furniture dusted
Window ledges and sills
Telephone, if applicable, disinfected
Light bulbs in working condition
Furniture well organized
All walls -kept cleaned
Electrical outlets and fixtures
Clean vents

PROGRAM STATEMENT

16-5

Hallways

Cabinet and closets should be clean and organized
Heater thermostat not "ON" with doors and/or windows open
Smoke alarms must be in working condition
Attic entrance doors well maintained, if applicable

In addition, the following areas are to be kept clean daily:

Floor clean and vacuumed
Ceiling clean if washable
Bottom wall molding
Clean doors and frames
Any windows
Any screens
Clean vents
Clean cobwebs
Dust all areas
Any window ledges and sills
All walls cleaned
Electrical outlets and fixtures
Light fixtures

Bedrooms

All bed's are to be made in the following way and should have the following:

Fire resistant bed cover
Mattress cover
Bottom (fitted) sheet
Top (flat) sheet
1 or more blankets to include a comforter
Pillow
Fire resistant pillow case
Pillow case
All beds are to be made with hospital folds
All bed frames should be clean and in good repair
All drawers in beds are to be in good repair

The following areas of the bedroom should be adhered to:

PROGRAM STATEMENT

Dressers and drawers are to be clean and in good repair.
Be sure there are no broken drawers.
Closets should be kept clean and organized; no hangers, etc. on floor.

16-6

Laundry baskets should not overflow.
All closet doors should be on the tracks.
Need lamp or lamps next to each bed for reading,
Each room should be equipped with two bulletin boards.
There are to be no gang-related pictures or materials in room.
Smoke detector should be in working order, if applicable.
All drawers neat with clothes folded neatly.
All jackets, clothing, etc. to be put away in their p face or hung up.
Intercoms should be in working condition.

NOTE: There is not to be anything at all on the beds except linens.

The following areas of the bedroom are also to be kept clean all day:

Floor
Walls
Ceiling
Windows
Dust
Pictures dusted
Blinds clean
Clean doors and frames
Rubbish can clean and empty
Plastic bags in rubbish can
Have door stops on all doors
Bottom wall molding
Clean cobwebs
Clean vents
Clean door frames
Window ledges and sills.
Electrical outlets and fixtures
Bulletin boards dusted
Light fixtures clean
Furniture clean and organized
Light bulbs in working condition
Sliding glass door tracks, if applicable

Bathroom

The following areas of the bathroom need to clean throughout the day:

PROGRAM STATEMENT

Toilet
Commode
Mirror

16-7

Sink

Medicine cabinet
Tub/shower
Tub/shower soap holder
Shampoo dispenser, if applicable
Shower curtain
Floor mat
Inside, outside, top, and sides of all cabinets and drawers
Inside of cabinets, drawers, and medicine cabinet organized
Have a hand towel on hand at all times
Keep paper towels on hand at all times

In addition, the following areas are to be kept clean daily:

Floor
Walls
Ceiling
Windows
Dust
Pictures, etc. dusted
Blinds clean, if applicable
Keep doors and frames clean
Rubbish can clean and empty
Plastic bags in rubbish can
Have door stops on all doors
Bottom wall molding
Clean cobwebs
Clean vents
Window ledges and sills
Electrical outlets and fixtures
Light fixtures clean
Light bulbs in working condition
Window tracks clean
Screens clean and in place
Have door stops on all doors

Laundry Room

PROGRAM STATEMENT

Insure dryer vent is cleaned after each load
Inside and outside of washer and dryer kept cleaned
Inside, outside, top, and sides of cabinets cleaned
Inside of cabinets to be kept well organized

The following-areas of the laundry should also be clean daily:

Floor
Walls

16-8

Weekly Breakfast and Lunch Menu

	<u>Weekly Breakfast Menu</u>	<u>Weekly Lunch Menu</u>
Sunday	Breakfast burritos with bacon Yogurt Milk	Peanut utter and jelly sandwich Carrots Celery
Monday	Cold cereal with banana or sliced peaches (Corn flakes/raison bran) Orange Juice 2 pop tarts Hot chocolate	Bacon, lettuce and tomato sandwich Soup Apple
Tuesday	Scrambled eggs Toast Bacon Grape juice Milk	Hot dogs Potatochips Seasonal fruit
Wednesday	Hot cereal 2 cinnamon rolls Orange Juice Milk	Grilled cheese sandwich Potato chips Orange
Thursday	Waffles Grape juice Milk Season	Egg salad sandwich Potato chips fruit
Friday	Cold cereal with cantaloupe or sliced peaches (Toasted Oats/Rice Crispies) Orange Juice Milk	Tuna salad sandwich Potato chips Watermelon or seasonal fruit

Saturday
French toast
Bran muffins
Grape juice
Milk

PROGRAM STATEMENT
Bologna and cheese sandwich
Potato chips
Season Fruit

NOTE: Puffed Wheat/Rice is alternative for cold cereal on Monday or Friday

PROGRAM STATEMENT

Ceiling
Windows
Dust
Pictures dusted, if applicable
Blinds clean, if applicable
Light fixtures clean
Rubbish can clean and empty
Plastic bags in rubbish can
Bottom wall molding
Clean cobwebs
Clean vents
Doors and frames
Window ledges and sills
Electrical outlets and fixtures
Bulletin boards dusted, if applicable
Light bulbs in working condition
Have door stops on all doors
Any cleaning rags neatly stocked

Yards

Keep all hoses rolled up neatly
Have front and back porch swept and cleaned
Insure there are no cobwebs in any vicinity
No papers, cigarette butts, rubbish, etc. in yards
All areas raked, clean and neatly, if applicable
Any rocks, bricks, wooden framing, etc. organized and maintained
All areas in good repair
Outside walls of house washed clean
All fences and gates clean and in good repair
Any and all chairs kept clean every day
Barbecue grill clean and in good repair
Driveway clean
Outside curb on street clean in front of house property Yards should be completely organized

Trash Area

Trash cans should be clean and in good repair
Trash can liners should be in each can
Each can should have a
All rubbish to be stored in cans, not overflowing with lid attached
Any additional rubbish stored in garbage bags securely fastened go items except trash cans

PROGRAM STATEMENT

to be stored in the trash area
All areas around and near to be clean and raked

Insure all trash cans and bags are set out for garbage collection
Any additional rubbish, other than normal, report to a supervisor

Garage

Floor should be swept and clean
No cobwebs
All doors in working condition and clean
Garage completely organized
All electrical outlets and fixtures should be clean
Entire garage should be dust free in areas that can be reached
Any windows should be clean
Rubbish cans clean, empty, and have a liner in them
Any and all vents should be clean
Light bulbs are to be in working condition

PROGRAM STATEMENT

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PROGRAM STATEMENT

SECTION 17
NUTRITION/SAMPLE MENU

PROGRAM STATEMENT

Section 17

Nutrition/Sample Menu

Menu and food supplies are centrally planned and purchased to insure proper nutrition. The only food supplies purchased by the line staff are the produce supplies (ice cream, fruit and vegetables, bread, etc.).

Though the menus are planned with cultural diversity in mind, the Agency does not make special provisions for children who are merely accustomed to eating other foods and do not want to eat what is being prepared. If a medical doctor recommends a special diet an exception will be made.

Bottomless Fruit Bowl

Children may each eat as much fruit as they want, any time of the day, as long as they eat it and do not throw it away. Waste will not be tolerated.

MEAL TIMES

Monday - Friday

7:45 a.m. - Breakfast
12 noon - Lunch
3:00 p.m. -Snack
6:00 p.m. - Dinner

Saturday & Sunday

9:45 - Breakfast
12 noon - Lunch
3:00 p.m. - Snack
6:00 p.m. - Dinner

PROGRAM STATEMENT

Four Week Menu Plant

	<u>Week One Menu</u>	<u>Week Two Menu</u>
Sunday	Marinated tri-tip steaks Macaroni & cheese Tossed green salad French bread	Grilled chicken sandwich Noodles Alfredo Relish tray
Monday	Oven baked chicken with Carrots & new potatoes Stuffing Crescent rolls Dessert surprise	Salisbury steak Mashed potatoes & gravy Mixed vegetables Dessert surprise Sliced bread, if desired
Tuesday	Ham Relish tray Noodles Stroganoff Muffins	Fish portions Fruit salad Rice-A-Roni Muffins
Wednesday	Bacon cheeseburger pie Herb & butter rice Tossed green salad Sliced bread, if desired	Chicken/beef tonight Buttered noodles Italian green beans Sliced bread, if desired
Thursday	Burritos Mexican rice mix Cream Corn Sliced bread, if desired	Sausage shish kabobs Cheese rice pilaf Tossed green salad Sliced bread, if desired
Friday	Oriental stir fry with Vegetables Oriental noodles Sliced bread, if desired	Taco salad Refried beans Sliced bread, if desired
Saturday	Beef stew French bread	Chile Cornbread

PROGRAM STATEMENT

Four Week Menu Plan continued

	Week Three Menu	Week Four Menu
Sunday	Beef pot roast Mashed potatoes Tossed green salad Biscuits	Sloppy Joes Relish tray Tater round
Monday	Meat loaf Baked potatoes Steamed vegetables Dessert surprise Slice bread, if desired	Swiss steak Mashed potatoes Glazed carrots Dessert surprise Sliced bread, if desired
Tuesday	Corn dogs Onion ring Relish tray	Shrimp Tomatoes & cucumbers Muffins
Wednesday	Enchilada Casserole Mexican rice pilaf Tossed green salad Sliced bread, if desired	Hamburgers with buns French fries Macaroni salad
Thursday	Bisquick chicken Rice-A-Roni Fruit salad Blueberry muffins	Whole roasted chicken Buttered noodles Mixed vegetables Blueberry muffins
Friday	Lasagna Tossed green salad	Pizza Tossed green salad
Saturday	Ribs Corn on the cob Potato salad Sliced bread, if desired	Spaghetti Tossed green salad French bread

PROGRAM STATEMENT

Daily Snack Menu

Sunday	Nacho chips Dip
Monday	Granola bars
Tuesday	Cookies
Wednesday	Mr. Freeze/Otter pops
Thursday	Peanut butter on graham crackers (use grape jelly or strawberry jam for topping)
Friday	Popcorn
Saturday	Snack-crackers

NOTE: Powered drink to be served with above snacks.

PROGRAM STATEMENT

PROGRAM STATEMENT

Lunch Menu Direction

Grilled Cheese

8 sandwiches

16 slices bread
8 slices American cheese
Margarine

Butter both sides of the bread. Grill on griddle or in skillet on both sides until brown or cheese is melted.

Egg Salad

8 sandwiches

8 eggs
1 cup mayonnaise
4 PCs. celery (chopped fine)

Hardboil eggs for 20 minutes; cool and dice eggs mixing together with mayonnaise and celery. Season with salt and pepper to taste and spread on bread.

Tuna Salad

8 sandwiches

2 cans tuna
1 cup mayonnaise
1 green pepper (chopped fine)
4 green onions (chopped fine)
4 pieces celery (chopped fine)

Combine all items, mixing thoroughly. Salt and pepper to taste and spread on bread

PROGRAM STATEMENT

Directions for Breakfast Items

Sunday

Breakfast Burritos with Bacon

2 eggs per person
1 lb. bacon
2 pkg. hash browns
1/2 cup chopped onions
Tortillas

Fry bacon in skillet and crumble into small pieces. Breakup and fry hash browns per package directions. Scramble eggs, mixing in crumbled bacon and hash browns. Cook over medium heat until done and spoon into tortillas. Top with ketchup or salsa and serve.

Tuesday

Scrambled Eggs

Allow three eggs per person. Add 2 tablespoons milk per egg. Mix and season to taste, frying them over medium heat until done.

Saturday

French Toast

3-4 pieces bread per person

1 egg per person in mixture
1 tablespoon vanilla
1/2 cup milk per person

Beat eggs, milk and vanilla together in flat bottom bowl or pan. Dip bread in mixture and fry in skillet over medium heat until brown on both sides. Use margarine in skillet for frying.

NOTE: Cold cereal, pop tarts, hot chocolate, cinnamon rolls, and juices - follow package directions for serving.

PROGRAM STATEMENT

Dinner Recipes

Main Course

Item	Ingredients	Directions
Marinated Tri-tip Steaks		Marinate meat in oriental marinade or sauce of your choice. Marinate steaks the night before the meal is served. Barbecue or broil the steaks.
Oven Baked Chicken with Carrots and New Potatoes French Bread	1 bag chicken pieces 1/2 cup bread crumbs 1/2 cup cornmeal 1/2 teaspoon salt 1/4 teaspoon pepper 2 cubes margarine 10-12 carrots (cut in large pieces) 16 small red potatoes	You will need 2 baking dishes/pans for this meal. In a plastic bag, combine bread crumbs, cornmeal, salt and pepper. Inserting a few pieces of chicken at a time, shake thoroughly until coated. Set aside and place in the oven while it is being preheated to 400 degrees. When margarine is melted, remove pans from oven. Tilt pan to one side and roll vegetables and potatoes in melted margarine, moving to one side of the pan when finished. Also coat chicken with butter. Place in the pan with vegetables and potatoes. Bake for 35 minutes. Remove from oven. Turn chicken and vegetables over and place in back into the oven. Cook for another 15 minutes or until tender.
Ham		Before cooking make shallow 1/8" diagonal cut on top of the ham. Follow instructions on pan, basting occasionally with orange juice concentrate.

PROGRAM STATEMENT

Dinner Recipes

Main Course

Item	Ingredients	Directions
Marinated Tri-tip Steaks		Marinate meat in oriental marinade or sauce of your choice. Marinate steaks the night before the meal is served. Barbecue or broil the steaks.
Oven Baked Chicken with carrots and New Potatoes French Bread	1 bag chicken pieces 1/2 cup bread crumbs 1/2 cup cornmeal 1/2 teaspoon salt 1/4 teaspoon pepper 2 cubes margarine 10-12 carrots (cut in large pieces) 16 small red potatoes	You will need 2 baking dishes/pans for this meal. In a plastic bag, combine bread crumbs, cornmeal, salt and pepper. Inserting a few pieces of chicken at a time, shake thoroughly until coated. Set aside and place in the oven while it is being preheated to 400 degrees. When margarine is melted, remove pans from oven. Tilt pan to one side and roll vegetables and potatoes in melted margarine, moving to one side of the pan when finished. Also coat chicken with butter. Place in the pan with vegetables and potatoes. Bake for 35 minutes. Remove from oven. Turn chicken and vegetables over and place in back into the oven. Cook for another 15 minutes or until tender.
Ham		Before cooking make shallow 1/8" diagonal cut on top of the ham. Follow instructions on pan, basting occasionally with orange juice concentrate.

PROGRAM STATEMENT

Bacon Cheeseburger Pie 4 lbs. ground beef
3 cups chopped onion
1 teaspoon salt
1/2 teaspoon pepper
1 lb. bacon, cooked and crumbled
3 cups of milk
6 eggs
1-1/2 cup bisquick
2 cups shredded cheddar cheese

Preheat oven to 400 degrees. You will need 2 baking dishes/pans for this meal. Cook ground beef and onions over medium heat until brown. Drain excess fat, stir in salt and pepper and place equally the 2 baking dishes. Combine milk, eggs, and bisquick beating until smooth, add to making dishes, and bake for 30 minutes. Remove from oven. Top with sliced tomatoes and sprinkle with cheddar cheese and bacon. Bake for another 5 to 8 minutes or until done.

Swiss Steak

Cut of round steak in 2 - 3 inch squares, Brown thoroughly in small amount of oil; Place meat in casserole dish with 3 cans

of]

gravy; bake at 350 degrees for 1 hour or until done.

Hamburgers Two per person

Cook Hamburger thoroughly on both lines or barbecue, whichever is desired; serve on warm buns with choice of lettuce, tomatoes, American cheese slices, onion, ketchup, relish, mayonnaise or mustard.

Whole Roasted Chicken 2 large chicken

Wash thoroughly inside and out; place breast down on roasted pan and brush with butter or sauce of your choice; cook at 325 degrees allowing 40 - 45 minutes per pounds; when baking time is half over, turn chicken on back and brush again with sauce or butter; return to oven for remainder of cooking time.

Spaghetti 2 pounds ground beef
1 small can mushrooms
2 jars spaghetti sauce
1 pkg. spaghetti
1 chopped yellow onion

Sauté ground beef, onion, and mushrooms, Drain fat and add spaghetti sauce; simmer for 15 to 20 minutes; cook spaghetti in boiling water until tender and drain; serve spaghetti with sauce and top with Parmesan cheese.

PROGRAM STATEMENT

Enchilada Casserole	1 bag corn chips 2 large cans enchilada sauce 6 slices American cheese 2 small cans tomatoes sauce 2 large cans chili beans 2 tablespoons minced onion	Mix all items except cheese in bowl and save two cups chips; place in large baking pan and bake at 375 degrees uncovered for 30 minutes; remove from oven and cover top with slices of cheese; optional items is 2 cups of sour cream for top if desired; place remaining chips around edge and bake for 5 minutes longer.
Beef Pot Roast	3/4 pounds beef pot roast 1 pkg. onion soup mix 2 bay leaves 1 small can tomato sauce 1 cup water	Flour roast and brown in oven on both sides; mix all above items and add to the flour roast; cover and bake at 350 degrees for 2 hours or until done.
Bisquick chicken Ribs	Need recipe	
Taco Salad the	1 onion 8 ozs. 1000 island dressing 4 tomatoes 1 bag corn chips 1 head lettuce 4 lbs. ground beef 4 ozs. cheddar cheese 1 can kidney beans Hot sauce (to taste)	Chop onions, tomatoes, lettuce, and toss with cheese and dressing, crunch 3/4/ of bag of corn chips and add to salad; set aside in refrigerator and brown ground beef; drain excess fat and add kidney beans and simmer for 10 minutes; mix into cold salad and top with remainder of chips.
Chile		Add 4 lbs ground beef to 2 cans Chile beans and simmer until hot.
Sausage Shish Kabobs		Chop up sausage, onion, and green peppers in large pieces; alternate with cherry tomatoes and pineapple chunks on skewers broil or barbecue and serve.
Salisbury Steak	4 lbs. ground beef 1 yellow onion (diced) 3 eggs 1-1/2 cracker crumbs 2 pkgs onion soup mix 2 pkgs brown gravy mix 1 can mushrooms	Form patties from ground beef and brown on both sides; follow package direction on packages of onion soup mix and brown gravy mix; combine all ingredients with patties and cook until done.

Beef Stew
- Crockpot Meal

3-4 lbs. beef stew meat
2 cups water
2 onions (chopped)
3 teaspoons salt
4 carrots (sliced)
1 teaspoon pepper
7 potatoes (peeled and cut)
1 teaspoon garlic salt
2 pkgs. brown
5 pieces celery (cut in small pieces)

PROGRAM STATEMENT
Place in crockpot and cook 8 to 10 hours;
prepare will in advance of meal

Burritos
Chicken/Beef Tonight
Corn Dogs
Fish portions
Grilled Chicken
Sandwiches
Lasagna
Meatloaf
Oriental Stir Fry with
Vegetables
Pizza
Shrimp
Sloppy Joes

Follow package directions

Starches

Mashed Potatoes

Wash about 10-12 regular size potatoes and boil in water for twenty minutes, using 1 teaspoon salt for each quart of water, drain thoroughly and place in large bowl; add 1/2 cup margarine and 1 cup warm milk; mash thoroughly or until fluffy or smooth (using electric mixer is

optional).

Buttered Noodles

Cook noodles according to package directions; toss with 1/2 cup margarine and season with salt and pepper to taste.

PROGRAM STATEMENT

Baked Potatoes

Place 8 large russet potatoes in oven and bake for 40-55 minutes at 400 degrees; to test for doneness, pierce with fork for tenderness; to serve, split potato across top and push up contents; add a pat of butter and salt and pepper to taste.

Buttered Noodles

Cook noodles according to package directions; toss with 1/2 cup margarine and season with salt and pepper to taste.

Cheese Rice Pilaf
French Fries
Macaroni & Cheese
Macaroni Salad
Mexican Rice Mix
Mexican Rice Pilaf
Noodles Alfredo
Oriental noodles
Potato Rounds
Refried Beans
Rice-a-Roni
Stuffing

Follow package directions

Bread Items

Biscuits
French Bread
Muffins
Blueberry Muffins
Cornbread

Follow Package directions

Fruits and Vegetables

Tossed Green Salad

Page__ for directions

Mixed vegetables
Corn on the Cob
Potato Salad
Onion Rings
Cream Corn

Desserts

Dessert Surprise

PROGRAM STATEMENT
Follow package directions

Desserts will vary week to week.
Follow package directions for
preparation.

PROGRAM STATEMENT

SAMPLE

BREAD, PRODUCE AND DAIRY PURCHASES

ITEMS	ON HAND	MAXIMUM PURCHASES	SUGGESTED PRICE	BOUGHT
BREADS				
White bread	_____	6 loaves	1.09 loaf	_____
Wheat bread	_____	6 loaves	1.69 loaf	_____
French bread	_____	4 loaves	1.98 loaf	_____
Hot dog buns	_____	3 packages	.69 pkg.	_____

PRODUCE

Fresh fruit "in season" for open fruit bowl

Suggested fruits are peaches plums, nectarines, cherries, apricots, etc. These fruits are seasonal and will not be purchased out of season as price is greatly inflated. Specific fruits are listed on summer shopping list. Because they are required for lunch menus, additional fruit needs to be purchased for open fruit bowl.

Green bananas	_____	8 ea.	.39 lb.	_____
Oranges	_____	5 lb. bag	1.59 lb.	_____
Apples	_____	5 lb. bag	.87 lb.	_____
Watermelon	_____	1 ea.	.33 lb.	_____

When purchasing your watermelon, do not buy seedless or cut portions. Purchase a whole watermelon for your weekly usage.

Carrots	_____	5 lb. bag	1.49 bag	_____
Zucchini	_____	4-7 ea.	.49 lb.	_____
Lettuce	_____	2 head	.69 ea.	_____
Red potatoes	_____	16 each	1.79 lb.	_____
Cucumbers	_____	2 each	.33 lb.	_____
Tomatoes	_____	6 each	.99 lb.	_____
Celery	_____	1 stalk	49 ea.	_____

DAIRY

Milk	_____	4 gal.	2.64 gal.	_____
Eggs	_____	1 doz.	1.44 doz.	_____

Suggested price column is meant to be a guide for your shopping prices. You may pay lower or

PROGRAM STATEMENT

higher depending on item and location of your place of shopping

PROGRAM STATEMENT

SECTION 18
CLOTHING AND INCIDENTALS

PROGRAM STATEMENT

Section 18

Clothing and Incidentals

The Greater New Beginnings Uniform consists of black jean pants or black jean shorts worn with a white polo shirt, shoes and socks. The only time this is changed is when the residents are playing P.E. on free time or going to bed.

There are no earrings allowed, no bandannas, no stocking caps, no hats of any kind, no personal clothing at all is to be worn while at Greater New Beginnings Youth Homes. (except shoes)

Times for Uniforms to be worn are:

- 1) School: A uniform must be worn to school no exceptions..
- 2) Court: A uniform **MUST** be worn to court, it must be clean ironed and the shirt must be tucked in!
- 3) Outings: A uniform must be worn on any outing. The only exception would be swimming, then a uniform can be worn to the pool and changed.
- 4) Appts: Any time a resident leaves this facility he **MUST** be in uniform. Dr., Dentist, Haircut, anything taking resident from Greater New Beginnings Youth Homes.
- 5) Visits: Whenever there is a visitor at Greater New Beginnings, Family, P.O., Lawyer, Speaker someone taking a tour etc. all residents must be in uniform. (Example) if it is visiting day and you don't have a visitor, you still must be in uniform, until all visitors leave the grounds.

During P.E. or sleep the residents are allowed to wear P.E. shorts and tee shirts, shoes or thongs must still be worn. If a resident has sweat pants this is the time he could wear them also, Most of the time however the resident must be in uniform while at Greater New Beginnings.

All appropriate clothing and other belongings are logged on a "Personal Belongings Inventory during intake. In addition, all clothing items provided to the child by the Agency are also logged (separately).

Marking of Clothing

There is a definite procedure regarding Marking children's clothing which should be addressed Initially, when a child arrives with clothing, such clothing should be (1) inventoried and (2) marked with the child's initials in an unobtrusive area (e.g. underneath the socks and inside, pockets of minors pants.)

Inappropriate Clothing

Inappropriate clothing should be packed so that child may take these items home during first home pass. If items are in disrepair, items should be discarded.

PROGRAM STATEMENT

Ordering Clothes

The clothing in children's drawers and closets and on the inventory list should be checked prior to ordering clothing replacements for children. Requests are included in as-needed items ordered by listing on as-needed form which will be picked up by the supervisor every Saturday at 6:00 p.m. Check sizes and wear on clothing that is to be replaced or supplemented. Only one pair of shoes is issued per child to be used for daily use and P.E. shoes should last a minimum of 3 months.

Receiving As-Needed Clothing

Children should try on items received before washing. Items that fit should be logged in child's inventory immediately after received.

Home Pass "Visual Inventory"

When a child comes back from home pass, his/her clothing and personal items should be inventoried visually with additions being documented on the child's clothing inventory in the house file. Any new items brought from home should be logged into the child's inventory.

Exchanges

Exchanges are to be made only for size adjustment, not because of personal preference for style, color or brand. Items to be exchanged should be returned to delivery person or supervisor for quickest exchange. Return items in bag with short explanation (e.g., too small, need size 10, etc.) and name of child and group home.

PROGRAM STATEMENT

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PROGRAM STATEMENT

CLOTHING INVENTORY/DISTRIBUTION LIST HERE

CLOTHING GIVEN BY GREATER NEW BEGINNINGS YOUTH HOMES

1 - PAIR BLACK JEANS

1 - PAIR BLACK JEAN SHORTS

1 - PAIR SWEATS OR SHORTS

2 - POLO SHIRTS

1 - SWEAT SHIRT

1 - PAIR SHOES

3 - PAIR UNDERWEAR

3 - PAIR SOCKS

3 - TEE SHIRTS

1 - HYGIENE KIT

1 - PHOTO ALBUM

All residents personal clothes must be locked up. No earrings, hats, headbands, etc.

Residents may only keep their shoes if they choose out of their personals.

Residents can not be allowed to have money on their person, it must be locked away with personal clothes.

PROGRAM STATEMENT

PART TWO - Clothing

Ninety percent (90%) of all personal incidental items are ordered by line-staff via the office. Counselors inventory all personal incidental items every Saturday and make out their as-needed list. Orders are filled the following Monday and delivered to the home.

Special personal incidental items are purchased with group home petty cash. These special purchases must be authorized by a supervisor.

Children also have an opportunity to purchase "special" personal incidental items from the Agency store with the points they receive for chores and appropriate behavior.

**PROGRAM STATEMENT
AS NEEDED ORDER FORM**

GROUP HOME _____ DATE _____

BATHROOM ITEMS

- KLEENEX
- BAR SOAP
- MOUTHWASH
- SHAMPOO
- DANDRUFF SHAMPOO
- DENTAL FLOSS
- TOOTH BRUSHES
- TOOTHPASTE
- STICK DEODORANT
- SPRAY DEODORANT
- RAZORS
- SHAVING CREAM
- COMB SET

CLEANING ITEMS

- ALL PURPOSE CLEANER
- BLEACH
- MILDEW REMOVER
- NYLON SCRUBBERS
- SPONGES
- SPRAY STARCH
- SPRAY BOTTLE
- FURNITURE POLISH
- OVEN CLEANER

FIRST AID ITEMS

- ABSORBENT GAUZE
- ADHESIVE TAPE
- GAUZE PADS
- COTTON ABSORBENT
- BAND-AIDS
- ACNE MEDICATION
- FIRST AID SPRAY
- FIRST AID OINTMENT
- MEDICATED SOAP
- Q-TIPS
- VASELINE

COOKING & KITCHEN

- BACON BITS
- CINNAMON
- COCONUT
- CORN STARCH
- SALSA

COOKING

- GARLIC SALT
- HOT SAUCE
- MINCED ONION

- WORCHESTER SAUCE
- PARMESAN CHEESE
- SALT
- VANILLA
- STEAK SAUCE
- SOY SAUCE
- TACO SAUCE
- TERIYAKI SAUCE
- VINEGAR
- RELISH
- TARTER SAUCE
- CHILE POWDER
- BREAD CRUMBS
- PAM SPRAY
- COOKING OIL
- BROWN SUGAR
- COFFEE
- COFFEE FILTERS
- CREAMER
- TEA
- FLOUR
- 1000 ISLAND DRESSING
- RANCH DRESSING
- ITALIAN DRESSING
- OREGANO
- BAKING POWDER
- BAKING SODA
- PEPPER
- BAY LEAVES
- PARSLEY FLAKES

SCHOOL ITEMS

- PEECHEE'S
- PENCILS
- PENS
- SPIRAL NOTEBOOKS
- TYPING PAPER
- YELLOW TABLETS
- BINDER PAPER
- INDEXES

MISCELLANEOUS ITEMS

- BRIQUETS
- LIGHTER FLUID
- LUNCH BAGS
- SANDWICH BAGS
- SCOTCH TAPE
- LIGHT BULBS
- PUSH/PULL PINS
- WHITE SHOE POLISH
- BLACK SHOE POLICE
- BROWN SHOE POLISH
- SUN TAN LOTION
- FREEZER BAGS
- SMALL GARBAGE BAGS
- LARGE GARBAGE BAGS

OFFICE SUPPLIES

- MENU BINDER
- THREE RING BINDER
- CARBON PAPER
- CLIP BOARD
- DRY ERASER
- DRY MARKERS
- MARKING PENS
- ENVELOPES
- FOLDERS
- MANILA FOLDERS
- MANILA ENVELOPES
- STAMPS
- STAPLER
- STAPLES
- WHITE OUT
- SCISSORS

OTHER ITEMS

FORMS

PROGRAM STATEMENT

SECTION 19
STAFF SCHEDULE

PROGRAM STATEMENT

Section 19

Staff Schedule

Executive Director

The Executive Director is a full-time Administrator who works out of the Corporate office. Time is spent at the facilities on an as needed basis.

Facility Supervisor

The Facility Supervisor is the first line supervisor/administrator of the program. Normal work schedule is 54 hours per week Monday - Friday. Facility Supervisor is on a pager 24 hours per day, seven days per week to handle emergencies.

Live-In Counselors

Five Counselors who live in for 3-1/2 days will be assigned to the group home. This will result in double coverage at all times and triple coverage sometimes. One of the five counselors will be a Counselor III and serve as the "team leader".

Caseworker

The caseworker will work 20 hours per week, Sunday through Thursday. The caseworker will arrange his/her own schedule if the caseworker does not manage their time properly.

Clinical Psychologist

The clinical psychologist is not an employee of the Agency. The clinical psychologist sets up their own schedule to assess and perform individual therapy.

Nightwatch

"Nightwatch" coverage will be provided eight hour per night. Actual times of coverage vary to keep bed checks a surprise.

SECTION 20
STAFF QUALIFICATIONS

PROGRAM STATEMENT

SECTION 21
JOB DESCRIPTIONS

Section 21

Job Description

The job descriptions in this section include the following positions:

Executive Director
Facility Supervisor
Secretary/Bookkeeper
Counselor
Psychologist
Caseworker
Nightwatch

PROGRAM STATEMENT

Job Description - Psychologist

Responsible to Executive Director

Duties and Responsibilities:

- Provide individual psychotherapy for all children.
- Maintain a treatment log.
- Perform psychological testing for children who have not been tested in the last 2 month period.
- Provide consultation regarding needs and services plans.
- Provide consultation regarding urgent issues.

Qualifications:

- Be licensed by the state of California as a clinical psychologist.

Be willing to accept Medical as payment for individual therapy.

PROGRAM STATEMENT

Job Description - Secretary/Bookkeeper

Responsible to Executive Director

Secretarial Duties:

- Member of administrative staff and as such, attend all meetings required by the Executive Director.
- Primary responsibility for all secretarial and bookkeeping services in support of the accomplishment of the Executive Director's and Social services' staff duties.
- Assure proper use and storage of equipment and supplies assigned to all clerical personnel.
- Hire, supervise, train, and terminate clerical staff. Evaluate staff performance midway and at the end of probationary period and annually hereafter.
- Assure proper receipts are made and thank you letters are sent by the Executive Director in the donations and memorial programs.
- Check requisitions for equipment and supplies for correctness, completeness, and policy concurrence before submitting to Executive Director for purchase determination.
- Set up and maintain proper filing systems and assure they are followed.
- Send meeting and other notices to Board members and follow up with phone calls as requested.
- Pick up and deliver all mail.
- Take, type, have approved by Executive Director, and circulate meeting minutes as requested.
- Type reports and correspondence for Executive Director, caseworker, and Board members as assigned by the Executive Director.
- Attend meetings, work related conferences, and seminars required to support Executive Director's and caseworkers' duties.
- Submit weekly and monthly reports of population status of the Agency to Executive Director.
- Make arrangements for housing of visitors upon request.
- Maintain accurate and complete information necessary for the food services program.
- Provide clerical services required to maintain donations and memorials programs.

PROGRAM STATEMENT

Bookkeeping Duties:

- Budget control records
 - Maintain expenditure ledgers
 - Advise Executive Director regarding budget status.
 - Assist the Executive Director in budget preparation
- Requisitions
 - Consult with and recommend to the Executive Director on inventory needs.
 - Prepare all requisitions.
- Facility Fund Accounting
 - Process disbursement sheets.
 - Record expenditures of children.
 - Maintain accurate revolving fund balances.
 - Make deposits of all incoming funds, including donations and memorials.
- Filing
 - Maintain files on all forms and papers pertaining to business operation of facility, such as vendors' contracts, reports of goods received, inventories, etc.

Miscellaneous:

- Provide daily cash flow statement to Executive Director.
- Process needed services, such as minor repairs to office equipment, etc.

Maintain records of incoming and outgoing capital outlay items, including repairs and salvage.

- Make whatever trips are necessary in carrying out functions of position, as approved by Executive Director.

PROGRAM STATEMENT

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Other Reports:

- Prepare
 - Inventory of supplies.
 - Goods received reports: Kitchen related
House related, other
Program related
Equipment related
Others, as needed
 - Medical and dental bills, eye clinic bills.
 - Telephone bill.
 - Mileage reports on corporation owned vehicles.
 - Process and distribute time cards (as required).

Quarterly Duties:

- Request necessary purchase orders for: Kitchen related items
House related items
Programs related items
Other reports, as required

Annual Duties:

- Prepare annual reports as required.

Qualifications:

Prior bookkeeping experience.

PROGRAM STATEMENT

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PROGRAM STATEMENT

Job Description - Executive Director

The Executive Director oversees all aspects of the operation: administrative, social work, care and supervision, mental health, and education. The Executive Director is responsible to the Board of Directors for the following duties:

- Administer corporation's operations, policies, and procedures as approved by the Board of Directors.
- Represent or assign others to represent corporation in all public presentations or discussions pertaining to the operation, needs, programs or policies of Greater New Beginnings Childcare Network, Inc.
- Provide for in-serve training of staff.
- Approve all requisitions for expenditures exclusive of those home operating expenses which have standing approval.
- Assure total welfare of each child.
- Work with judges, attorneys, and other professionals in the field.
- Maintain adequate flow of materials for day-to-day operation of the agency.
- Handle personal problems of staff when requested.
- Report and advise at executive and regular Board Meetings.
- Hire, supervise, evaluate, and terminate staff.
- Hold staff meetings on a regular basis
- Attend special court hearings.
- Assure that original program concepts are retained within the agency.
- Stay informed on changes within treatment and discipline programs.
- Represent the corporation at professional meetings with other residential institutions and organizations.
- Negotiate and account for all contracts, grants, and bequests.
- Develop, administer, conduct, and account for active fund-raising programs.
- Expand and develop new child care facilities for boys and girls, with Board concurrence, and as funding permits.

Qualifications:

Refer to CCR84064 - "Administrator Qualifications"

PROGRAM STATEMENT

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PROGRAM STATEMENT

Job Description - Facility Supervisor

The Facility Supervisor oversees and directs the day to day group home operations. The Facility Supervisor reports to the executive Director.

- Provide for in-service training of staff.
- Approve all requisitions for expenditures exclusive of those home operating expenses which have standing approval.
- Assure total welfare of each child
- Work with judges, attorneys, and other professionals in the field,
- Maintain adequate flow of materials for day-to-day operation of the agency.
- Handle personal problems of staff when requested.
- Hire, supervise, evaluate, and terminate staff.
- Hold staff meetings on a regular basis.
- Attend special court hearings.
- Administer treatment and discipline programs.

Maintain adequate staffing patterns at all times.

PROGRAM STATEMENT

SECTION 22

IN-SERVICE TRAINING FOR STAFF

Section 22

In-Service Training For Staff

Greater New Beginnings Childcare Network, Inc. believes that the initial and on-going in-service training staff receives is vital to the Agency's success. Therefore, all staff are required to be involved with the Agency's training program.

Initially, new counselors are involved in a 20 hour Counselor Orientation program. This program involves face-to-face training meetings with the individuals most knowledgeable and involved with each specific component. Subjects covered include the following:

1. Complete administrative procedures
2. Supervisor discussion/interview Payroll orientation
3. Assignment of training home; TB test.
4. Read Counselor Orientation packet
5. Discussion of counselor role/guidelines (orientation packet)
6. Discussion of counselor/houseparent familiarization
7. Discussion of privileges and limitations
8. Discussion of group home operating procedures
9. Complete tour group home with supervisor
 - a. Discipline
 - b. Discontinued placement
 - c. Emergency procedures
 - d. Files
 - e. First of month procedures
 - f. Home passes
 - g. House meetings
 - h. House transfer
 - I. Incident reports
 - j. Lights out procedures
 - k. Medical/dental appointments documentation
 - l. Memos/review of current memos,
 - m. Lights out procedures
 - n. Petty cash procedures
 - o. Discussion of quiet time procedure
 - p. Special situation
 - q. Child evaluations
 - r. School procedures
 - s. Sign in procedures

PROGRAM STATEMENT

- t. Supervised activities
 - u. Telephone procedures
 - v. Therapy parents united/substance abuse transportation Company vehicles
 - x. Maintenance
 - y. Run away procedures
10. Observation of daily procedures
 11. Check out on daily procedures
 12. Operation of all aspects of office
 13. Medical appointment orientation
 14. Substance abuse orientation
 15. Caseworker duty orientation by an Greater New Beginnings' caseworker

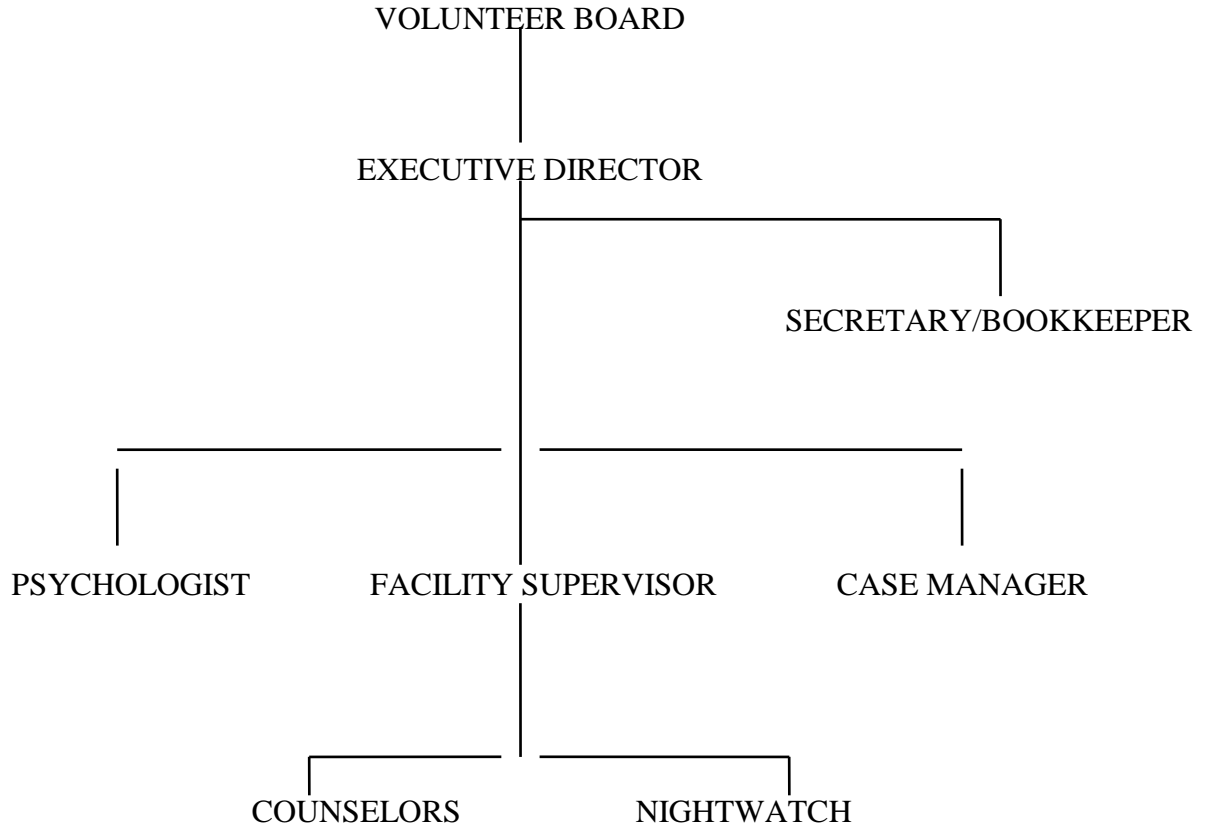
On-going in-service trainings are held every Wednesday. Because only half of the line staff are available at any one time, half of the staff receive training on a subject one week and the other half of the staff receive training on the exact same topic the following week. Though a Training Plan is developed ahead of time, training topics sometimes Vary due to staff request for certain subjects, such as current/new problems discussed at monthly case conferences, or additional speaker opportunities made available.

A combination of Agency staff and contract individuals will present the trainings. The individual must be experienced in the area they present.

SECTION 23
ADMINISTRATION

PROGRAM STATEMENT

**GREATER NEW BEGINNINGS YOUTH HOMES, INC.
ORGANIZATION FLOW CHART**



SECTION 24
VOLUNTEERS

PROGRAM STATEMENT

Section 24

Volunteers

The Agency has a policy of not utilizing volunteers. The only instance where volunteers could come into contact with the Agency is in the form of "career speakers".

PROGRAM STATEMENT

SECTION 25
CONTROL OF REAL PROPERTY

PROGRAM STATEMENT

SECTION 26
FACILITY SKETCH

PROGRAM STATEMENT

SECTION 27
AFDC WARRANTS

PROGRAM STATEMENT

Section 27

AFDC Warrants

All AFDC warrants should be mailed to:

Greater New Beginnings
1625 Filbert Street
Oakland, CA 94607