



handbook



DAYBREAK youth services
teens · treatment · transformation

daybreakyouthservices.org






*Everyone deserves a life worth living -
full of purpose and promise, resilient and healthy.*

- Daybreak Statement of Purpose, 2015

EXPECTATIONS OF THE PROGRAM

- Value your recovery and actively participate, including completing daily diary cards and other assignments
 - Understand that addiction is a treatable illness. Like any illness, getting better, getting good sleep, drinking plenty of water, and sometimes taking medication. If you have questions or concerns about the medications that are prescribed to you, ask your Personal Counselor and the Daybreak Psychiatrist.
 - Follow the principles of safe, respectful, and responsible behaviors
 - Be kind to yourself and others
 - Be Safe
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Welcome

You are embarking on the most valuable journey of your life. You deserve a life of promise and prosperity, despite the circumstances have led you to Daybreak. Each day is a new day, rich with opportunity: seize it! As a member of the Daybreak community, we welcome you and hope you will find healing, friendship, health, and passion for your future. Our programming is designed to respond to your unique needs as an individual as you find your way towards building a healthy and hopeful future.

YOUR TEAM

You have a Personal Counselor (PC) who will meet with you once a week for an individual and/or family counseling session. These sessions are to help you understand your addiction, how it has impacted your life, and what to do to prepare for recovery. Skills coaches work with you to assist in the day to day activities and programming. Your kitchen staff provides healthy meals all week as well as opportunities to assist in food preparation and culinary skill building during the weekend.

PRINCIPLES OF TREATMENT

Everyone has the best opportunity for recovery in a safe, respectful, and responsible environment. Staff are trained and held to high standards for ensuring a safe and respectful environment through responsible practice.

As a Daybreak client, you play the most important role in ensuring an effective recovering environment.

*The goal is the same: life itself; and the
price is the same: life itself*

-James Agee

Be Safe

DO:

Respect yourself and others

Invite a lonely peer to join you at meals, walk with you to class, sit next to you at group

Report unsafe situations you see, such as people being bullied, and notify a staff for help

Encourage peers to calm down, using DBT skills when they are anxious or angry

Utilize a time out when you are frustrated. Please request nicely of staff, their approval is required

Take medication as required

Wear shoes at all times in the kitchen, the gym, or on the basketball court

PLEASE:

Don't Bring DRUGS/CONTRABAND into TREATMENT: Includes cigarettes or giving away prescribed medications

Don't engage in SEXUALLY INAPPROPRIATE BEHAVIORS: Includes sexual comments, gestures, and drawings

Don't harm others: Includes physical, psychological, and verbal attacks or intimidation, name-calling, gang-related comments, racist/bigoted comments, or other comments that will make people feel unsafe/uncomfortable

Don't harm yourself: Includes cutting, burning or other types of self-mutilation. This also includes new tattoos or piercings, or re-piercings (in the facility or on outings).

Don't run away: Includes leaving Daybreak property or while on a group activity. Remember, every staff member cares about you. If you want to leave, we'd rather transition you to a safe place than have you on the streets in danger.

Be Respectful

DO:

Be kind to staff and peers (kindness looks like Half-smile, Teflon-mind, mindfulness)

Request desires and needs respectfully (use DEARMAN)

Be useful (assist in daily chores, etc.)

Dress in good taste and appropriate for the season. Each client is to be being fully dressed. Appropriate specifically means no sagging pants, no clothing or jewelry featuring drugs and alcohol, no clothing or accessories denoting gang affiliation (no flying colors, no bandannas, no shirts in back pockets, no long-hanging belts).

Respect the MP3 player that is being checked out to you and arrange for an opportunity to download music. Daybreak, to preserve the therapeutic environment of recovery, does not allow music that glorifies drugs, alcohol or sexualization of others.

Respect differences of others (including race, religion, work view, sexual orientation, etc)

DO NOT:

Curse at peers or staff

Refuse searches and safety precautions necessary for safety

Trespass into other's rooms. Please do not go into other client rooms. This rule is partly to cut down on theft, but also to preserve privacy. Staff must know where everyone is at any point in time, not trespassing makes it easier for them to make sure everyone is safe and keep track of them.

Sleep in the nude

Do not set off the alarms, including pulling the fire alarm, it's annoying, expensive and a felony charge (every time a fire truck comes to a fake fire call, they aren't available to fight a real fire)

Be Responsible

DO:

Bathe and practice hygiene and self-care

Exercise and participate in recreational activities

Develop and/or review treatment plans with counselors (based on the plan you develop with your counselor)

Actively participate in treatment activities and engage in your treatment goals

Bring materials to school and group, including: paper, binder, pencil, assignments, skills packets, etc.

DO NOT:

Don't abuse facilities (they will serve 1000's of clients over the next decade). This includes temper displays- hitting walls, throwing objects, destroying property, slamming doors, etc.

Don't run away, the streets are dangerous. If you feel like you want to run, please talk to a staff member.

Don't disregard your treatment plan goals. Completion is dependent on your participation.

Don't bring food and drink (other than a water cup or bottle) in your room or common areas. All food or snacks should be consumed in the cafeteria or your PC's office.

Share, trade, or give away clothes. This has proved to result in clothes being ruined, conflict between peers, and sometimes theft.

Transport blankets or pillows outside client rooms and designated areas. This is important to prevent the spread of germs.

Close room doors without staff permission. This is to ensure the health, safety and welfare of clients.

Therapeutic Components

INDIVIDUAL THERAPY

You have a Personal Counselor (PC) who will meet with you once a week for a 1:1 counseling session to help you understand what brought you here and how to prepare for transitioning into recovery. Your counselor works as part of a therapeutic team including skills coaches, shift leaders, Daybreak Psychiatrist, and other medical professionals as necessary. They will work in coordination with your PC to monitor your progress towards your treatment goals.

GROUP THERAPY

There are three group sessions each day. Groups goals include:

- Identify treatment goals and barriers
- Increase motivation and commitment to treatment and recovery
- Learn and practice DBT skills
- Identify the role of a structured support system in recovery and develop a recovery plan
- Learn and practice interpersonal and effectiveness and emotional regulation skills
- Set up all aftercare appointments and participate in transfer sessions

YEAR ROUND SCHOOL

School is year round here to help people get caught up in school or get ready for the GED. Education is a BIG part of treatment and a very important part of your success in life.

RECREATION

Every day, there is an hour of recreational programming, including fitness, music, art and other enrichment activities



THERAPEUTIC OUTINGS

We believe outings in the community and with your family are important to your recovery. The first two weeks of treatment are challenging and the time when you are at greatest risk of jeopardizing your recovery. As a result, outings will be permitted at the discretion of your clinical team.

While on a therapeutic outing, you are required to return on time and accomplish the therapeutic goals developed with your primary counselor. Please remember, you are still in treatment while on a therapeutic outing and all treatment rules still apply.

AUTHENTICITY/CONFIDENTIALITY

The most effective treatment comes from understanding the role alcohol and drugs have played in our lives and thoughtfully consider the opportunities for our future. It is expected that each individual will honor the stories of others and hold them as confidential. This means no talking about what another person says in group or divulge someone's participation at Daybreak to an outside friend or family members. Everyone's participation in treatment is confidential. For this reason, visitors or family members are not allowed in the resident living/sleeping areas.

HYGIENE

When we take care of our bodies, we feel better. For this reason, it is expected that everyone shower regularly. To ensure everyone has access to self-care, please limit showers to ten minutes.

PHONE CALLS

Phone calls will be allowed at a designated time. To ensure everyone has a chance to talk with their friends and family, please limit phone calls to ten minutes.



Therapeutic Components - (Inpatient)

TIME	MONDAY - FRIDAY	SATURDAY/SUNDAY
8am - 9am	Breakfast/Prep Time	Breakfast/Prep Time
9am - 10am	Caseload	Community Meeting/Visitation
10am - 11am	Group/Recreation/School	Family Education Group 10:30-11:00 am/Visits Recreation for those who don't have visits.
11am - 12pm	Group/Recreation/School	Recreation Time
12pm - 1pm	Lunch/Hall Time	Lunch/Hall Time
1pm - 2pm	Group/Recreation/School	Recreation/Outings/Phone Calls
2pm - 3pm	Group/Recreation/School	
3pm - 4pm	Group/Recreation/School	Snack/Quiet Time
4pm - 5pm	Group/Recreation/School	Free Time/Recreation/Phone Calls
5pm - 6pm	Quiet Time/Phone Calls	Free Time/Recreation/Phone Calls
6pm - 7pm	Dinner	Dinner
7pm - 9pm	Snack/Group/Outings	Snack/Group/Outing
9pm - 10pm	Bed Time/Hygiene	Bed Time/Hygiene/Late Night (Saturday)
	Lights Out (10:30 pm)	Lights Out (10:30 pm)

Daily Points

Everyone has the opportunity to earn points for actively participating in treatment and maintaining Daybreak standards of safe, respectful, and responsible behavior.

PROGRAM POINTS

You are awarded points for activities and behaviors based upon your engagement in the program. At the end of the day, points are added, and will determine the privileges that you will have the following day.

CHAINS

You will engage in a process that will help you develop insight about behaviors you are working on. This process is called Behavioral Chain Analysis (Chain). It includes figuring out what leads you to a particular behavior, how to correct and avoid negative behaviors, and how to repeat and reinforce positive behaviors in the future.

DIARY CARDS

Every day that you are in treatment (including the weekends) you are expected to complete a diary card. These list the skills that you are learning and some common feelings and urges that people have. These are completed at bedtime/evening and then shared in the mornings. Please identify which skills you were able to apply and describe how the skill was applied, what emotions you experienced and any urges you might be having. The skills are taught During DBT skills group. Some are easy to learn and others may take some time to understand. Please ask your PC for assistance if you are struggling to understand a particular skill.



Your Daybreak Team

SKILLS COACHES

While not counselors, they are very important. Just like sports coaches, they are there to help you apply your skills during your time at Daybreak. They are here to assist you and to ensure everyone is safe and comfortable.

SHIFT LEADERS

Shift leaders are highly experienced skills coaches and are responsible for making important decisions about your care on the off hours, when your PC is unavailable.

PRIMARY COUNSELORS

Your PC provides weekly individual sessions, family sessions, and facilitates daily caseloads with you and others on their caseloads.

CLASSROOM TEACHERS

Your teacher is a great ally and can help you recover credits for school that you may have missed because of your drug and alcohol use.

FACILITIES / MAINTENANCE

This dynamic duo makes sure that everything operates smoothly, from the toilets to the computers. There are only two of them so please tread lightly on our facility.

CLINICAL SUPERVISOR

The clinical supervisor is an expert in substance abuse counseling and helps make decisions about what is in your best interest.

MILIEU SUPERVISOR

The milieu supervisor manages all of the skills coaches and shift leads and is charge of the operations of Daybreak that don't apply to school or group time.




CLIENT RIGHTS

WAC 388-877-0600

WAC 246-337-075

- 1) All residents, his or her personal representative, designee or parent, are advised of all rights, treatment methods and rules applicable to their care at Daybreak (WAC 246-337-075 (1)).
- 2) All residents, his or her personal representative, designee or parent, receive a written copy of his or her rights on or before admission a (WAC 246-337-075 (2)).
- 3) All residents are advised of emergency interventions and youth behavior management guidelines including the right to:
 - a) Be free of restraint and/or seclusion except when engaging in behaviors that would qualify as harmful to self or others, and meeting other expectations outlined in WAC 388-865-0546 and WAC 246-337-110(3).
 - b) Be protected from abuse by staff at all times, or from other clients who are on agency premises, including: sexual abuse or harassment, sexual or financial exploitation, racism or racial harassment, physical abuse or physical punishment (WAC 246-337-110(3).;
 - c) Are protected from invasion of privacy except that staff may conduct reasonable searches to detect and prevent possession or use of contraband on the premises;
 - d) Have all clinical and personal information treated in accord with state and federal confidentiality regulations;
- 4) All residents, personal representatives, and parents is able review their own treatment records and resident files in accordance with chapter 70.02 RCW (WAC 246-337-075 (4)).
- 5) All residents are treated in a manner sensitive to individual needs and which promote human dignity and self-respect; and fosters constructive self-esteem by ensuring each resident has the right to:
 - a) Be free of abuse, including being deprived of food, clothes, or other basic necessities
 - b) Be free of restraint and/or seclusion except when engaging in behaviors that would qualify as harmful to self or others, and meeting other expectations outlined in WAC 388-865-0546 and WAC 246-337-110(3).
 - c) Are provided reasonable opportunity to practice the religion of choice as long as the practice does not infringe on the rights and treatment of others or the treatment service, and have the right to refuse participation in any religious practice.
 - d) Participate in planning his or her own health care and treatment that considers their own medical and/or mental health advance directives.
 - e) Be able to refuse to perform services for the benefit of this treatment facility unless they agree to perform the services as part of the individual health care plan and in accordance with the law.

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- f) Are fully informed regarding cost of treatment and methods of payment available.
 - g) Are informed in writing of the Department of Health contact information, specifically, DOH's mailing address. (See Complaint and Grievance Procedure)
 - h) Are informed that they may file a complaint with DOH regarding non-compliance with any part of WAC 246-337-075 without interference, discrimination or reprisal. The resident may choose whether to notify Daybreak of the complaint
 - i) Are informed of their right to a healthy, safe, clean and comfortable environment at the Daybreak facility.
 - j) Are protected from invasion of privacy except that staff may conduct reasonable searches to detect and prevent possession or use of contraband on the premises;
 - 6) All residents confidential information regarding treatment and personal information may not be communicated to individuals not associated or listed in the resident's treatment plan or confidentiality disclosure form.
 - 7) All residents are informed that Daybreak must comply with reporting requirements of suspected incidents of child or adult abuse and neglect in accordance with chapters 26.44 and 74.34 RCW.
 - 8) All residents are informed that Daybreak is to account for each resident's assets, including allowance, earnings from federal or state sources and expenditures.
 - 9) All residents are informed that Daybreak is to assist each resident, upon request, in sending written communications of the fact of the resident's commitment to the facility to friends, relatives, and other persons.
 - 10) All residents are allowed necessary communication with custodial parents or legal guardians, with an attorney, and in emergency situations;
 - 11) All residents receive a copy of the counselor disclosure statement;
 - 12) All residents will receive a copy of patient grievance procedures upon request;
 - 13) All residents are informed that, in the event of agency closure, they will be given 30 days notice, assisted with relocation, given refunds to which they are entitled, and advised how to access their records.
 - 14) Be allowed to participate or abstain from social activities.



*"Whether you think that you can,
or that you can't, you are usually right."*

- Henry Ford



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