

## **ITEMS TO BRING TO ADMISSION DAY:**

**You should arrive at WINGS by 4:30 pm**

**Please allow 1-2 hours for the admission process. There will be additional paperwork to fill out once you arrive at WINGS.**

**If you are going to be late (more than 20 minutes)– You must call WINGS immediately and let us know. We may need to reschedule your intake.**

**If we suspect that your child is under the influence upon arrival, WINGS will immediately do a UA, if the UA comes back positive, your intake may not happen. You will either need to take your child home or take them to a detox facility and reschedule your intake for another time.**

**Please use the  
following address for  
GPS-  
63113 260th St.  
Litchfield, MN 55355**

### **PRIVACY NOTICE**

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## **ITEMS TO BRING TO ADMISSION DAY:**

### **What you will need to admission Day:**

#### **INSURANCE**

Please bring ALL Insurance cards and prescription cards. NOTE: If your child is covered by more than ONE insurance policy, it is YOUR responsibility to provide WINGS with ALL insurance policy information that your child is covered under.

#### **ACTIVITY FEE**

\$50 for Activity fee – This is NON-REFUNDABLE – We cannot accept checks, money orders or credit/debit cards. You must bring cash.

#### **RESIDENT DAMAGE DEPOSIT**

All Wings residents will be required to provide a \$50 security deposit. Wings reserves the right to seize this deposit to cover the cost of property damage, beyond normal wear and tear, caused by the resident. Should the resident cause damage to property exceeding the value of the security deposit, Wings reserves the right to draw from the client's personal expense account up to the dollar value of the repair. Exiting residents will have any unused security deposit or personal expense money returned to them upon Wings' review confirming no additional damage requiring payment was caused by the resident.

#### **MONEY**

If you wish to leave money for your child, please do not leave more than \$100 for their account. There are no vending machines in our facility. Wing staff will do the shopping for clients at Walmart.

Please do not send a check or money order as we are unable to cash them.

## **ITEMS TO BRING TO ADMISSION DAY:**

### **CLOTHING:**

- Please bring 10-12 days of clothing for your child, along with a good pair of gym shoes, swim trunks/swimsuit.
- Please bring weather appropriate clothing. If your child is at WINGS during the winter month, please be sure your child has a winter jacket, boots, hat, and mittens. Your child will be going outdoors!
- Clients will be allowed 2 additional inventories of no more than 10 items. Once a client has exceeded two additional inventories, client will not be allowed any additional items to be brought in
- Any clothing that you child brings in and our staff feels are inappropriate, will be sent home or packed in their suitcase until discharge.
- Any jeans that have holes above the knee can only be worn if there are leggings underneath.
- Clients are not allowed to have any jewelry during their stay at WINGS. If your child has piercings, they will need either remove them or use rubber/plastic stoppers or retainers. Refusal to follow could result in your child being denied admission.
- Clients are not allowed to bring personal blankets, pillows, stuffed animals, etc.
- Clients are allowed to bring 10 make up items. Mirrors must be removed from Cosmetic compacts.
- Please bring personal hygiene items used daily. Ex. Shampoo, deodorant, toothbrush/paste.
- Clients are allowed hair dryers, curling iron/flat irons etc.

If your child is coming to WINGS from another facility or has no personal hygiene with them at the time of admission, WINGS will provide trial samples to the client until you can provide them with items needed.

WINGS will provide all bedding, laundry facility and detergent.

## ITEMS TO BRING TO ADMISSION DAY:

### **SCHOOLING**

Schooling is provided by MAWSECO (Meeker and Wright Special Education Coop). Request for school records must be made directly to the MASWECO teacher.

**School records are not the property of WINGS nor do we have access to them. Please request them by calling 320-593-0440 ext. 23**

### **BELONGINGS**

Wings discourages sharing of clothing, shoes, hats, jackets, etc. unfortunately clients often choose to do it anyway.

If your child decides to “share” their belongings, we will make every effort to stop it. **WINGS IS NOT responsible** for items shared with other clients.

WINGS highly encourage you to remind your child not to share items while at WINGS and to leave expensive clothes, shoes, hats, etc. at home.

### **LEAVING THE FACILITY AGAINST STAFF ADVICE:**

If your child would decide to leave the facility against staff advice, the Litchfield Police will be called, and you will be notified by the WINGS staff immediately. Re-entry to the Wings program will be made by their counselor and our clinical team.

If your child is discharged, their belongings will be gathered by the staff and packed for you to pick up. If your child has shared his/her clothing with other clients, **WINGS IS NOT RESPONSIBLE** if those items do not get returned with your child's belongings.

## **ITEMS TO BRING TO ADMISSION DAY:**

If your child needs to leave the facility for court, we will need a copy from the court stating they must attend the hearing in person. Most court appearances are done via Zoom.

If the client needs to leave for other appointments, please contact their counselor as those appointments will need to be approved with their counselor prior to the day of the appointment.

Transportation is your responsibility. WINGS will not transport to court or other appointment.

When a client leaves the facility for court or other appointment, client will go directly from WINGS to the appointment.

A parent, guardian, social worker, Probation officer or an individual approved by WINGS Administration must always accompany you.

Once your appointment is over, you will immediately return to the WINGS facility.

There is no stopping at home, restaurant, grandma/grandpas, shopping center, etc. If the client needs to eat, please use a drive thru.

Clients will be UA'd before they leave the facility and when they return.

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Senior Director	Wylie Boehmlehner	X 11	Wingspd@Wingsats.com
Director of Business Office	Mary Lou Rolfe	X10	info@Wingsats.com
Clinical Supervisor	Kailly Bonnet	X 20	K.Bonnett@Wingsats.com
Intake Counselor/Insurance Utilization	ReAnna Litzau	320-295-9996	WWingsintake@Wingsats.com
Administrative Assistant/Insurance Utilization	Wendy Sparks	320-699-1101	W.Sparks@Wingsats.com
Residential Director	Kortney Haas	X 21	K.Haff@Wingsats.com
Residential Manager	Zoey Marks	X13	Z.Marks@Wingsats.com
Mental Health Therapist	Leah Beighley	X24	L.Beighley@Wingsats.com
Female Counselor	Abigail Orsburne	X 15	A.Orsburne@Wingsats.com
Male Counselor	Michael Fugere	X25	M.Fugere@Wingsats.com
Resource Coordinator	Kim Olsen	X 14	K.Olsen@Wingsats.com
Nursing	Amie Vetsch RN	X 19	A.Vetsch@Wingsats.comU
Nursing	Andrea Olmscheid	X19	A.Olmscheid@Wingsats.com
School MAWSWCO	Karla Rick	X 23	krick@mawseco.k12.mn.us

## Photograph/ Video Recording Policy

Residents will receive privacy in treatment and care for personal needs, including the right not to be photographed or video recorded without consent.

- 1) A resident may be photographed upon the resident providing written informed consent to do so. This photograph is taken when admitted to the Wings program and is to be used for identification and administrative purposes only.
- 2) A resident may be video recorded upon providing written informed consent to do so. This video shall be used for security, rule compliance, and suspected maltreatment internal review purposes only. Wings Administration shall ensure that:
  - a. Video recording devices are:
    - i. Only used:
      1. To ensure safety and security of Wings' residents, employees, and volunteers
      2. To review for compliance with rules identified in Wings' Policy and Procedure, Wings' handbooks, and CRF (DHS Rule 2960)
      3. To be a tool in the process of internal review for suspected maltreatment of a minor or vulnerable adult
    - ii. Not used:
      1. In areas seen as personally private, including bedrooms and restrooms
      2. As a primary means of resident supervision
      3. For personal, promotional, commercial, or financial purposes
      4. To be released to individuals or outside organizations without specific authorization from the resident and resident's legal representative (If under 18 years of age), except when required by law or applicable licensing authority (MN-DHS).
  - b. Video records are:
    - i. Accessible to only the Wings Administrator and/or Program Director unless otherwise requested by applicable licensing authorities (MN-DHS) for the review of suspected maltreatment of a minor or vulnerable adult. Wings may also be required by law to release video recordings to law enforcement officials upon being presented with a subpoena and court order.
    - ii. Retained for no less than 45 days and no longer than 90 days
    - iii. Stored in a manner that takes reasonable precautions to ensure the resident's privacy and confidentiality including:
      1. Utilizing password protection to assure access safeguards
      2. Keeping storage recording hardware in the Wings' Administrator's office. This office it to be locked if not directly monitored by the Wings Administrator or Program Director.
  - c. Residents are given explanations of:
    - i. The purpose of the photographing or videotaping
    - ii. Any proposed use of the images or recordings
    - iii. The limits to the resident's confidentiality
    - iv. The areas restricted from video recording/ privacy rights
    - v. The security mechanisms to be used to protect the resident's privacy
    - vi. The duration of retention of the images recorded
  - d. A clinician documents the following in the clinical record:
    - i. When the explanation of video recording policy was provided
    - ii. Details of the explanation
    - iii. Clinical impressions of the resident's understanding of the explanation

## WINGS TREATMENT RULES FOR RESIDENTS

### 1) Client Safety Rules

- a. Clients are to follow staff direction and redirection at all times.
- b. Clients are not allowed to threaten or engage in violent acts towards themselves or others.
- c. Clients are not allowed to possess weapons of any kind.
- d. Clients are not allowed to leave wings property unattended and/ or without wings staff approval.
- e. Wings reserves the right to restrict harmful objects including but not limited to sharp objects and objects with potential to be utilized for strangulation. If these objects are restricted, these restrictions will be reflected in the clients file and be reviewed no less than weekly.
- f. Clients are not allowed to possess any object that could be deconstructed to make a weapon/ object capable of inflicting harm to self or others.
- g. Clients are not allowed to sleep in any place other than their room.
- h. Rule violations with the potential to compromise client safety may result in the use of Time-Out procedure.

### 2) Respect Expectations

- a. Approach staff and peers with kindness, care, and compassion.
- b. Malicious, derogatory, slanderous, lewd, or sexual in nature statements about others are prohibited.
- c. Swearing is prohibited.
- d. All nicknames not approved by the clinical team are prohibited.

### 3) Treatment Engagement

- a. All residents are required to attend school unless otherwise identified on their treatment plan.
- b. All residents are required to attend therapeutic activities (assessment, group, lecture, individual sessions, and recreational activities)

### 4) Personal & Program Property Rules

- a. Residents are not allowed to use pens, or mechanical pencils. Residents can use #2 pencil. (Metal tip/ eraser must be removed)
- b. No leaning back on the chairs. All four legs must be on the floor at all times. Chairs are to be sat on, no lying on or draping yourself on the tables or chairs. Feet are to be on the floors not on the chairs or table. Floor cushions on floor only.
- c. No marking on, misuse, or abuse of Wings property.
- d. No sharing of clothes, shoes or any personal items allowed. Personal property should be stored in the individual's room or bin.
- e. Markers can only be checked in and out from the med room and cannot be in rooms overnight.
- f. Stress/coping skills balls are not to be thrown or bounced on the walls.
- g. Blankets are not allowed out of the bedrooms until after reflection or during family time on Sunday. Blankets are never allowed outside of the gender specific living quarters.
- h. Personal blankets, bedding, pillows and stuffed animals are not allowed. Personal towels are allowed
- i. All items brought in by parents/family/external care team staff must be inventoried and approved by staff. Residents are allowed only two additional inventories during their stay.
  - i. All additional inventory exceeding allowed amount must be approved by the clinical team.
- j. Clients are not allowed to tamper with window and building alarm system.

### 5) Boundaries

- a. No physical contact of ANY kind is allowed. Residents need to be 2 feet apart at all times.
- b. Residents sit gender separate at all times.
- c. Clients of opposite genders are to abide by gender boundary rules including prohibited entry into the opposing genders wing or living quarters, access to areas with opposing genders that are not sufficiently supervised by Wings staff, note passing, and any communication that is sexual in nature.
- d. Wings reserves the right to place clients on a peer restriction plan which may include proximity restriction, communication restrictions, and other restrictions outlined in individual safety plans. These restrictions could be authorized by Wings clinical staff upon review of client's boundaries and safety needs. These restrictions would be reflected in the client file. This intervention is to be utilized as a temporary intervention and reviewed for possible maintenance or removal no less than weekly.
- e. Clients cannot share blankets at any time.

### 6) Recovery Support Rules



- a. Illicit drugs, alcohol, or any other non-prescribed mood-altering substances are prohibited.
  - i. Rx medications are to be taken only as directed by Wings medical staff.
- b. No glorifying use, misbehavior, illegal activities.
- c. No gang or drug related conversations, writings or drawings allowed.

#### **7) Room Expectations**

- a. Client's bed must be made daily.
- b. Clients must their clothes away in the closet or dresser drawers.
- c. Clients must put dirty laundry in basket.
- d. Clients may have pictures on the wall.
  - i. These pictures must be of family, pets, created in treatment programming, or be approved by clinical team.
- e. Client room walls must be free of makeup and/ or graffiti.
- f. Clients are not allowed to open their bedroom window with the exception of emergency situations.
- g. Clients are not allowed in any bedroom not assigned to them.
- h. Clients are not allowed to occupy the entry way space into another peers bedroom for more than 5 seconds.
- i. Clients are not allowed to full shut or lock their bedroom door during quiet or choice time.

#### **8) Area Restrictions**

- a. Only one person is allowed in the bathroom at one time, including during chores.
- b. Residents are NOT allowed to go into any other resident's room, even if you have their permission. Likewise, do not allow anyone into your room.
- c. Residents are not allowed to congregate or socialize in the wing hallways or near bedroom entrances.
- d. Residents have no reason to be in the dining room except for meals, snacks and groups
- e. Bedrooms will be locked from 8am-8pm. Please place items you will need for the day outside your door or in your bins.

#### **9) Dress Code**

- a. No jewelry, earrings, gages, face piercing, belly, tongues, rings, watches, necklaces, and bracelets. All piercings must be removed. Clients can use plastic/ rubber stoppers where piercings might close.
- b. Appropriate attire must be always worn. No showing breasts, bra straps, backs, belly, butts, boxers.
- c. Tank tops are not allowed outside of the gender specific living quarters without it being fully covered by another shirt.
- d. Clothing portraying gang representation, drugs, alcohol, sex, or violence are prohibited
- e. House coats/ robes, short shorts, and tank tops used for sleeping are not allowed out of the wings.
- f. No bobby pins or barrettes
- g. Shoes must be worn at all times outside of the gender specific living area.

#### **10) Food Rules**

- a. NO sharing of snacks, or meals. Also, no snack, food, candy or beverages can be kept in your room
- b. No food or beverage of any kind is to be brought into the facility

#### **11) Medication Rules**

- a. All medications will be administered in pudding or apple sauce.
- b. Clients must submit to a mouth check upon ingestion of medications.

#### **12) Hygiene Rules**

- a. Using tweezers, and the shaving of only the legs, arms, arm pits and faces are only allowed on Wednesday evenings and always under staff supervision. Residents are never given their shaver bag.
- b. Clients are allowed shampoo, deodorant, toothbrush/paste, razors (stored in a secure area), cologne, perfume, makeup (10 item limit), hair dryers, curling iron/flat irons.
  - i. All hygiene products inventoried into the facility must be previously unused/ unopened.
  - ii. Use of razors will be at clinical team discretion and eyes on monitored any time in use.
  - iii. Mirrors must be removed from Cosmetic compacts.
- c. Any hygiene product containing alcohol must be stored in the med room.
- d. Any aerosol product must be stored in med room.
- e. Any hygiene tool with the potential to cause harm to self and others must be stored in the med room (curling irons, flat irons, anything else hot or sharp).

#### **13) Misc./ General Conduct**

- a. Clients must ask staff to leave the wing and dining room during meals/snack, quiet time, study hall, wing time, free time, and groups.

- b. Chalk art on outdoor sidewalks must not contain images or language contrary to Wings values of sobriety, integrity, inclusivity, acceptance, respect for others, encouragement, positivity, community, decency, wholesomeness, and kindness to others.
  - i. Chalk art is only allowed on the sidewalk east of the Wings building.
- c. Painting in gender specific living quarters is allowed upon staff approval. Guidelines for this activity include:
  - i. Clients must pick up and return supplies to designated areas.
  - ii. Clients must clean up and paint splatter or items with wet paint.
  - iii. Clients must have paper towel or other items underneath paint canvas to protect against unintended items becoming painted on.
    - 1. Clients may not paint on carpeted areas or yoga mats without protective items to safeguard carpet or yoga mats.
- d. Clients' radio volume should not exceed a level that could be heard from another client's bedroom.

#### **14) Activities Guidelines**

- a. **Client Breaks**
  - i. All client breaks are at staff discretion.
  - ii. Client break spaces and break duration must be approved by staff.
  - iii. All client breaks from group activities should take place in the gender specific wing area. Client breaks in gender neutral common areas are not permitted during group times.
- b. **Shift Wrap**
  - i. Clients may not protest or argue with tech staff during shift wrap discussion. All grievances regarding discrepancies in interpretation must be addressed with counseling staff during regular counseling hours
- c. **Van Rules**
  - i. All clients must wear seat belts at all times.
  - ii. Only level 4 clients are eligible to sit in the front passenger seat if a level 4 client exists within the group
    - 1. If there is no level 4 client, a level 3 client may ride in the front seat.
  - iii. Only the staff or front seat passenger can select the music.
    - 1. Volume level is always at staff discretion.
- d. **Board & Card Games**
  - i. Card games, board games, etc., are played in the wings only, except for groups or recreations.
  - ii. Clients cannot gamble on any game.
  - iii. Clients are responsible to putting away game upon completion.
- e. **Self-Care Time**
  - i. Self-care activities should be done individually and not with the assistance of the client's peers.
  - ii. Self-care activities should take place in the client's room, with exceptions for activities that require direct eyes on staff supervision.
  - iii. Clients self-care times will be one hour in duration, but specified activities can only be utilized for half hour increments.
  - iv. Meditation music and essential oil diffusers should be utilized in the wing area during this time.
  - v. Bedroom doors should remain open during this time to provide for adequate staff supervision.
  - vi. Clients are not permitted to nap, play games with peers, socialize with peers, or do homework during this time.
  - vii. Clients are allowed to read books during this time if paired with an approved self-care activity.
  - viii. Clients will have access to the tools and resources in the DBT Coping Skills Toolbox during this time.
  - ix. Approved self-care activities include:
    - 1. Bath/Shower (maximum ½ hour in duration)
    - 2. Foot Soaking (direct eyes and ears staff supervision required)
    - 3. Independent Exercise
    - 4. Yoga
    - 5. Face Masks
    - 6. Hair Masks
    - 7. Painting Nails (level 2 and above only, direct eyes and ears staff supervision required)
    - 8. Meditation
    - 9. Journaling
    - 10. Crocheting

11. Bracelet Making
12. Sudoku/ Crossword Puzzles/ Seek n Finds
13. Coloring
14. Painting ((direct eyes and ears staff supervision required) Origami
15. Doing Hair/ Makeup (maximum ½ hour in duration)

**f. Bonfires**

- i. Bonfires will be on Fridays from 6:00pm to 6:50pm and 7:00pm- 7:50pm
- ii. Bonfires will be weather permitting, if weather does not permit clients will have in-house recreation (Disqualifying weather includes rain, temperatures below 50 degrees, temperatures above 95 degrees, sustained winds above 12 mph, snow, lightning)
- iii. Clients are to have gender separate fires
- iv. Music for the bonfire will be selected from a pre-approved selection
  1. The music from the preapproved selection will be chosen by the peer leaders or level 4 clients
  2. Music is played on the tablet for both genders
  3. This tablet should be connected to the Bluetooth speaker
  4. The Bluetooth speaker should remain on the table between the bonfires
- v. Clients are limited to one candy bar per bonfire event
- vi. No balls of any kind while fire is going
- vii. Coloring, drawing, and reading will all be permitted during bonfire
- viii. Approved client instruments will be allowed for level 2 and up clients

**15) Recreation Rules**

- a. Clients are to wear appropriate footwear during all athletic activities (No sandals, slides, or bare feet when playing basketball, kickball, or on playground equipment).
  - i. Clients are allowed to be bare footed during sand volleyball.
- b. Clients cannot adjust the height of the basketball hoop.
- c. No intentional touch is allowed during any sports activity.

**16) Phone/ Zoom Call Rules**

- a. Call times
  - i. Male calls
    1. Sunday: 11:00am to 1:15pm and 8:50pm to 9:20pm (Two 10-minute calls or one 20-minute call)
    2. Tuesday 6:00pm to 6:50pm and 8:25pm to 8:50pm (One 10-minute call) (Zoom visit optional in place of the 10-minute phone call)
    3. Thursday 6:00pm to 10:00pm (Two 10-minute calls or one 20-minute call)
    4. Saturday 1:35pm to 2:25pm and 9:20pm to 10:00pm (One 10-minute call)
  - ii. Female Calls
    1. Sunday: 1:45pm to 4:15pm and 8:50pm to 9:20pm (Two 10-minute calls or one 20-minute call)
    2. Tuesday 7:00pm to 8:25pm (One 10-minute call) (Zoom visit optional in place of the 10-minute phone call)
    3. Wednesday 6:00pm to 10:00pm (Two 10-minute calls or one 20-minute call)
    4. Saturday 3:00pm to 3:45pm and 9:20pm to 10:00pm (One 10-minute call)
- b. Calls cannot be banked and used on a later day
- c. Calls are only made to the numbers on the approved caller list.
- d. Clients can only speak to the people listed as approved callers.
- e. Client may add one guardian approved non-family member to their call list upon achieving level 4. This person can only be called once per week. The initial call must be supervised by a counselor/therapist. The counselor must then authorize continued calls. This authorization is a one-time authorization, withstanding throughout the clients stay unless revoked by the client's counselor or guardian. The client can only call this person on weeks where they have maintained their level 4.
- f. The level 4 non-family member call can only be placed on Wednesday or Thursday night. This call in a maximum of 10-minutes in duration.
- g. No voicemails are left.
- h. Staff must have visual on the clients with the phone or Zoom chat at all times. If calls are not going well, yelling, loud arguments, etc. the call can be stopped.
- i. Zoom calls are to take place in the dining room or in the wing under direct staff supervision.

- j. Zoom video chats must occur in a semi-private setting in which the only potential visible images captured by the Zoom camera would be of the client involved in the visit or the staff supervising the activity. This is to protect the privacy of the other clients.
- k. Once a phone or Zoom video chat has been initiated, clients are not allowed touch the computer or keypad on the phone.

#### **17) Family Visitation Rules**

- a. Visitation opportunities will be provided in 45-minute windows (outdoor) or 30-minute visits (indoor) and must be scheduled in advance
  - i. Please arrive 10 minutes prior to your scheduled visitation time in order to complete a brief health questionnaire and safety check
- b. Female client family visitation will be offered on Sundays within the 11:00am to 1:30pm window
  - i. Specific individual female visitation windows include the following:
    - 1. 11:00am to 11:45am
    - 2. 11:50am to 12:35pm
    - 3. 12:40pm to 1:25pm
- c. Male client family visitation will be offered on Sundays within the 2:00pm to 4:30pm window
  - i. Specific individual male visitation windows include the following:
    - 1. 2:00pm to 2:45pm
    - 2. 2:50pm to 3:35pm
    - 3. 3:40pm to 4:25pm
- d. Family members must maintain 6 feet of distance between them and their loved ones throughout the visit.
  - i. Any violation of this rule may result in suspension of in-person visitation, increased health and safety protocol for the resident, or temporary removal of the resident until health and safety can be assured.
- e. No handbags or purses.
- f. No cell phones or other electronic devices.
- g. No smoking on Wings property.
- h. Visitation will be limited to a 4 family members maximum for outdoor visits and 3 members maximum for indoor visits.
  - 1. Special requests for variances to the maximum will be considered on a case-by-case basis and must be approved by Wings Administrative team 5 days prior to the scheduled visit
  - ii. All indoor visitors would be required to mask or present evidence of covid-19 vaccination
  - iii. All indoor visitors must complete a brief health screen questionnaire

#### **18) TV/Music/Amazon Prime Rules**

- a. **Movies**
  - i. Movies will be selected by no more than 3 level 3 or level 4 client of each gender
  - ii. The above clients will select 3 movies per gender
  - iii. Movies will be selected between 6pm and 7pm on Friday evenings
  - iv. Unrated, Rated R, and NC-17 rated movies are prohibited
  - v. Pay per view movies are also prohibited
  - vi. All prohibited videos will be locked with a passcode, clients should never know this passcode
  - vii. Firestick remotes are to be operated by staff only. Clients are not allowed to touch the Firestick remotes
- b. **TV**
  - i. TV can be watched in the mornings and evening to watch the news ONLY. Special programs like the Vikings games or other special events need to be approved by the Program Director.
- c. **Music**
  - i. Clients will have access to approved music stations and/or approved music playlists only
  - ii. Each gender's peer leader or most senior level 4 will select from the approved music for bonfire and morning music times
  - iii. Approved music stations and/or approved music playlist is allowed during:
    - 1. Mondays & Tuesdays (7:10am-7:20am)
    - 2. Saturdays, and Sundays in the AM between completion of morning meeting and the next scheduled activity.
      - a. Morning music will be at staff discretion and prohibited should full participation in morning meeting not occur.
    - 3. Saturdays from 12:40pm-1:30pm (Level 3 & 4 girls only)
    - 4. Saturdays from 3:00pm-3:45pm (Level 3 & 4 boys only)

- 5. During bonfire time
- iv. Instrumental/ sounds of nature music is allowed during:
  - 1. Arts & crafts activities
  - 2. Meditation
  - 3. Study hall
  - 4. Wing time (9:30pm-10:00pm)
- v. Meditation/ sounds of nature/ instrumental music as well as background visual images are allowed and encouraged to be played during away hours in the gender specific living areas.

#### **19) Study Hall Rules**

- a. Study Hall is done gender separate.
  - i. Sun-Fri study hall takes place in GSLA
  - ii. Sat study hall occurs in the dining room and is designated specifically for level 1s and 2s.
- b. Study hall starts when all are sitting, they have their work, and they are quiet.
- c. Time can be added if residents are being disruptive or disrespectful and excessive talking.
- d. Tuesday & Thursday Study Hall are treatment plan homework packet specific only. Full client engagement and staff review of progress is required to receive participation point
- e. Residents can do session/treatment work, write letters, reading personal or therapeutically assigned book, AA/NA books in all other study halls.
- f. Unless it is part of their treatment there is no talking, crafts, magazine reading, making bracelets, playing games or cards. There are also no blankets, pillow, or sleeping

#### **20) Quiet Time Rules**

- a. Clients are in their own rooms.
- b. Doors are to be kept open.
- c. Residents are to be quiet. Clients are prohibited from talking with roommates, playing games, or hack.
- d. No doing laundry, no items from the med room examples, make-up, hair straightener, blow dryers, or candy. Exception for PRNs
- e. Med room requests are prohibited during this time except for needed mediations.
- f. Showering can be done only on Fridays because of extended recreation.
- g. This time is for personal time to read, write letters or just relax and reflect on yourself.

#### **21) Choice Time Rules (Room Time/ Gender Specific Living Quarters Free Time Rules)**

- a. Clients may choose either room time or in gender specific living area free time during the time on schedule labeled choice time.
  - i. Clients may be disqualified from choosing room time should the client incur a room related rules violation
- b. Clients choosing room time:
  - i. Clients must remain in their own room during this time.
    - 1. Exceptions include using the restroom, making a staff request, or in an emergency.
  - ii. Clients cannot deviate from their choice of room or gender specific free time once choice is made.
  - iii. Doors are not to be shut or locked during this time.
  - iv. Clients are allowed during this time to talk to roommates or play games.
  - v. Med room requests are prohibited during this time except for needed mediations.
  - vi. Clients must exit their room upon completion of choice time.
- c. Clients choosing gender specific living quarters free time:
  - i. Clients must remain in the gender specific living area and cannot enter or reside near the door of another clients' room.
  - ii. Clients may play games, read, interact with others in the living areas during this time.

#### **22) Meditation Rules**

- a. Clients are to be engaged in an intentional meditation practice (laying on the couch, attempting to sleep, reading a book, engaging in craft activities, and/or socializing with others in prohibited).
- b. Approved meditation practices include:
  - i. DBT taught meditations
    - 1. Inversion meditation
    - 2. Seated stress reduction meditation
    - 3. Mindfulness meditation
      - a. Gaining present moment awareness

- b. Being aware of the thoughts that enter mind (paying close attention to thoughts of judgment or comparison)
  - c. Cultivating positive thought and emotions
- ii. Guided meditation from approved meditation book (staff should read and assist in guiding)
- iii. Guided meditation from Amazon Fire stick
- iv. Coloring meditation (approved pictures, only one color, colored pencils only)
- v. Writing meditations- staff can briefly review the clients' written content to assure compliance with expectations.
  - 1. Safe Place- Ct identifies a safe place where only they can go. Client should describe all that their 5 senses pick up when imagining themselves in this space- one page minimum.
  - 2. Gratitude- Ct will identify one thing they are grateful for that usually goes unnoticed- one page minimum.
- vi. Outdoor mindful walking meditation (walk in complete silence and with 6 ft of space between clients, notice what all 5 senses pick up- one at a time for 5 minutes each.)

### **23) Independent Reading Rules**

- a. Only counselor approved personal growth and development books are to be read during this time.
  - i. A list of approved books will be located in the med room.
- b. Clients must spend 2/3rds of the time reading and 1/3 of the time in discussion with peers.
- c. All clients must share at least one relevant lesson taken from their book with their peers.

### **24) Swimming- Rules**

- a. Clients are to be dressed appropriately
  - i. Males must wear swim trunks
  - ii. Females must wear swim shorts to cover their groin area and top that covers chest area sufficiently
  - iii. The over-shirt or tops cannot be white
  - iv. Clients should bring warm clothes to wear over their swimming attire upon completion of pool use and during the transition back to the Wings facility
- b. Clients should all enter the pool area as a group and with staff. Supervision when first arriving is very important. We will change into and out of bathing suits at the Wings facility and not in the pool changing area.
  - i. Clients may not access ashtray area, computer area, coffee/ tea, and pens/desk area
  - ii. Clients are to stay on rug behind staff when checking in at the front desk
- c. Clients are to abide by appropriate boundaries
  - i. No touching one another
  - ii. No sharing confidential information/ speaking about treatment matters while in public
  - iii. Clients may not interact with outside patrons
- d. Clients need to bring Wings' towels as SureStay will assess an extra fee for use of hotel towels
- e. Clients may have access to the hot tub
  - i. There is a 15-minute maximum time limit
  - ii. No more than 3 clients are allowed in the hot tub at any one time
  - iii. Clients are to remain an appropriate distance from one another (Arm's length)
- f. Clients can bring balls, pool appropriate toys, and floating devices to the pool
  - i. Frisbees are prohibited
- g. Clients are prohibited from diving, running, or forcefully splashing others
- h. All clients not swimming must sit at the designated Wings table assigned by the staff member
  - i. Only one table will be used for this purpose
- i. Staff members primary objective is supervision of clients
  - i. Staff should not participate in pool or hot tub activities
- j. Staff should be within sight and sound of all clients, with clients utilizing the restroom being the only exception
  - i. If clients need to use the restroom they can, but must go one at a time
  - ii. Staff should check restrooms for personal belongings, items that may cause harm, anything out of the ordinary, and aerosol cans. Staff should remove these items prior to client use.
- k. Clients should pick up after themselves upon their time at the pool
- l. One client will be randomly selected for a full search upon arrival back to the Wings facility.

### **25) Anytime Fitness Rules**

- a. Clients should all enter the gym as a group and with staff. Supervision when first arriving is very important. We will use the cubbies and bench in very front area by the chalk wall and merchandise area.
- b. Clients should NEVER be on tile area by front door or cubbies except when entering building and changing shoes.
- c. Staff put all client belongings (sweatshirts, jackets, etc..) in cubbies. The cubbies in the front near the chalk board wall are for our use. Along with padded bench near merchandise wall. Clients are NEVER allowed to access cubbies.
- d. Please be sure to keep all belongings together and stack shoes neatly.
- e. Clients must wear appropriate clothing (shorts, sweatpants, t-shirts, etc. NO jeans, boots, or sandals). If clients have more than one pair of shoes. They should wear a pair to the gym and a separate pair should be brought along to change into at the gym.
- f. Clients should not interact with patrons.
- g. Check restrooms for personal belongings, anything out of the ordinary, and aerosol cans. Temporarily remove these items before allowing a client to access the restroom.
- h. Staff can demonstrate how to use a machine or lift, but staff do not work out with clients.
- i. Clients are NEVER allowed to lift more than their body weight in free weights.
- j. Client MUST be able to do 8 reps (or more) at any weight. If they cannot demonstrate this, it is too heavy.
- k. All machines MUST be used appropriately. Clients should not use a machine that they are unaware how to use.
- l. All equipment is wiped down after each use.
- m. Clients are NEVER allowed to weigh themselves.
- n. Clients can watch TV at the gym but try to keep it as appropriate as possible.
- o. Clients can NEVER change the channel or volume on wall TVs.
- p. Clients can only access the classroom at the gym if all clients are in the classroom together. Clients should not do workout videos that require the use of other gym equipment (barstrong channel or kettle power.)
- q. Punching bag is NEVER allowed.
- r. Tanning or access to tanning room is NEVER allowed.

## **26) Client Discharge Rules**

- a. Clients leaving successfully will receive a goodbye group and a handmade quilt provided to them at admission
  - i. Clients are permitted to allow clients within their primary peer group to write recovery appropriate messages and sign quilt during the client's goodbye group. Clients within the secondary peer group are not permitted to sign quilt.
  - ii. Clients are prohibited from writing profane, derogatory, or gang language on quilts.
- b. Clients leaving conditionally or with a max benefit status will be considered on a case-by-case basis for quilt signing and goodbye group
- c. All clients discharging from Wings will receive a goodbye message book from tech staff

## **27) Time Out and Restraint Rules**

- a. Wings may utilize time-out procedures in situations warranting the need to separate clients from general population. Time out should only be utilized if all other less restrictive alternatives have been exhausted. Time outs will take place in the up-front lobby area.
- b. Wings does not utilize holds or restrains

## Weekly Client Review

### Rules and Safety:

- Accepts redirection
- Engages in prosocial behavior
- Provides predictability by making an effort to follow rules
- Willing to be honest about behaviors

### Peer / Support:

- Kind, caring, and compassionate to others
- Willing to work through differences
- Provides helpful feedback
- Consistent boundaries

### Language:

- Make an effort to avoid profanity and threatening language
- Keep topics and comments treatment appropriate

### Participation:

- Makes an effort to participate in groups, lectures, recreation, school and chores
- Willingness to cooperate with the requirements of programming
- Asks for help in times of need
- Utilizes skills learned in treatment

### Bedroom:

- Meets the room check criteria

Clients enter the program as Level 1 and are eligible to level up at their first levels meeting if they have enough points to do so.

Clients can only move up one level per week, however, clients can drop multiple levels at one time.

A Success Plan will result in a drop to level 1. Clients may work towards a level increase after the level drop. Clients will also be placed on a Ten-Minute Watch

The weekly points total will determine the client's level. Points can be "earned back" and added to the weekly total through Documented Positive Behaviors. There is no limit to the amount of points a client can earn back. Each qualifying behavior earns a client one point back and will be applied at the end of the week. Both positive behaviors and inappropriate behaviors will be documented to support the point's sheet. Behaviors will be reviewed at the end of each shift during shift wrap. Should clients wish to contest the validity of the shift wrap report, this must be done with their counselor and not during the shift wrap event.

A level 4 requires a client to maintain level 3 for 2 consecutive weeks, complete the Level 4 assignment/packet, and achieve 2 documented positives in addition to reaching the point total threshold, otherwise client remains on Level 3. Levels 1-3 do not require documented positives.



## Levels

### Level 1

- Clients can play pool during non-therapeutic recreation
- Can play the Wii or PS4 on Sundays (Girls 12:15pm-1:15pm, Boys 3:15pm-4:15pm)

### Level 2

- Client is eligible for shopping, roommate and hair cut request
- Personal instrument use (3) times a week after reflections
- Client can use pool table during free time
- Can play the Wii on Sundays during family visits if they have no family visiting
- Eligible to have a radio in room
- Can paint nails during self-care time- under direct eyes and ears staff supervision

### Level 3

- Client has all the privileges of Level 2
- Client is eligible to use the Wii during weekend free time/wing time
- Clients can use the Wii on Saturdays from 10:00pm to 11:00pm (Females- Fri, Males- Sat)
- Clients can use the PS4 on Saturdays from 10:00pm to 11:00pm (Males- Fri, Females- Sat)
- Clients can use the PS4 on Saturdays during day free time
- Client can sit in the front seat of the van if no level 4
- Client is eligible to select weekend movies if there is no level 4
- Eligible to select music in mornings if there is no level 4
- Clients can access the premium self-care items
- Clients can access their room upon request during non-therapeutic GSLA activities
- Able to participate in co-ed Thursday group
- Client can stay up until 11:00pm on Friday and Saturday

### Level 4

- Client has all the privileges of Level 1, 2, and 3.
- Client can stay up until 12:00 on Friday and Saturday.
- Clients can play PS4 from 10:00pm to 12:00am (Males- Fri, Females- Sat)
- Clients can use the Wii on Saturdays from 10:00pm to 12:00am (Females- Fri, Males- Sat)
- Client can select the music during eligible times.
- Client is eligible for Saturday night outing, (fast food, night at the lake/park, walks, pizza, and pool, animal shelter, bon fire, movie, bowling, local events, etc.
- Client may add one guardian approved non-family member to their call list. This person can only be called once per week. The initial call must be supervised by a counselor/therapist. The counselor must then authorize continued calls. This authorization is a one-time authorization and withstanding throughout the clients stay. Subsequent calls to this non-family member are only allowed during a female's Wednesday evening calls or a male's Thursday evening calls. The client can only call this person on weeks where they have maintained their level 4.

## Phone & Zoom Calls

Phone calls are made during scheduled times during the day which include:

- **Male calls**
  - Sunday: 11:00am to 1:15pm and 8:50pm to 9:20pm (Two 10-minute calls or one 20-minute call)
  - Tuesday 6:00pm to 6:50pm and 8:25pm to 8:50pm (One 10-minute call) (Zoom visit optional in place of the 10-minute phone call)
  - Thursday 6:00pm to 10:00pm (Two 10-minute calls or one 20-minute call)
  - Saturday 1:35pm to 2:25pm and 9:20pm to 10:00pm (One 10-minute call)
- **Female calls**
  - Sunday: 1:45pm to 4:15pm and 8:50pm to 9:20pm (Two 10-minute calls or one 20-minute call)
  - Tuesday 7:00pm to 8:25pm (One 10-minute call) (Zoom visit optional in place of the 10-minute phone call)
  - Wednesday 6:00pm to 10:00pm (Two 10-minute calls or one 20-minute call)
  - Saturday 3:00pm to 3:45pm and 9:20pm to 10:00pm (One 10-minute call)

Zoom calls are to take place in the dining room or in the wing under direct staff supervision.

Zoom video chats must occur in a semi-private setting in which the only potential visible images captured by the Zoom camera would be of the client involved in the visit or the staff supervising the activity. This is to protect the privacy of the other clients.

If calls are not completed, calls cannot be banked for a different day.

No voicemails are left.

Staff must have visual on the clients with the phone or Zoom chat at all times. If calls are not going well, yelling, loud arguments, etc. the call can be stopped.

Once a phone or Zoom video chat has been initiated, clients are not allowed touch the computer or keypad on the phone.

## Monday-Friday School Day 6:30am-4pm

6:00am		Girls Wake Up
6:05am-6:25am		Girls Morning Meeting (In Wing)
6:30am-6:50am		Girls Breakfast & Meds
6:50am-7:25am		Girls Wing (Music allowed Mon & Tues only after full participation in meeting from 7:10am-7:25am only)
6:20am		Boys Wake Up
6:25am-6:40am		Boys Morning Meeting (In Wing)
6:50am-7:10am		Boys Breakfast & Meds
7:10am-7:25am		Boys Wing (Music allowed Mon & Tues only after full participation in meeting from 7:10am-7:25am only)
7:30-2:00		School
9:30am- 9:40am		Boys Break Outside (Warm weather months only) ***
10:30am- 10:40am		Girls Break Outside (Warm weather months only) ***
11:25-11:45		Lunch (Girls) / Choice Time (Boys)
11:45-12:05		Lunch (Boys) / Choice Time (Girls)
12:05-12:30		School- Study Hall
12:30-1:45	Mon- Wed	Recreation
1:45-2:00	Mon-Wed	Snack / Shower (Boys)
1:45-2:00	Mon-Wed	Wing (Girls)
2:00-2:15	Mon-Wed	Snack / Shower (Girls)
2:00-2:15	Mon- Wed	Wing (Boys)
2:15-5:00	Mon	DBT Skills Education Lecture (gender separate)
2:15-3:45	Tues	SUD Group (Boys)
2:15-3:45	Tues	Co-occurring MH/SUD Group (Girls)
2:15-3:45	Wed	SUD Group (Girls)
2:15-3:45	Wed	Co-Occurring MH/SUD Group (Boys)
3:45-4:00	Mon-Thu	Break in Wings (both genders)
12:30-1:30	Thu	Recreation
1:35-1:50	Thu	Snack & Shower (Boys)/ GSLA (Girls)
1:50-2:10	Thu	Snack & Shower (Girls)/ GSLA (Boys)
2:10-3:00	Thu	Gender Separate SUD Group (Boys)/ Gender Separate SUD Group (Girls)
3:05-3:55	Thu	Co-Ed SUD Group (Level 3s and 4s)/ Quiet Time (Level 1s and 2s)
12:05-1:25	Friday-	Extended Recreation
1:40-1:50	Friday-	Snack (Girls)
1:50	Friday-	Leave for Yoga (Girls)
1:40-1:50	Friday-	GSLA (Boys)
1:50-2:00	Friday-	Snack (Boys)
2:00-2:50	Friday-	Guest Speaker (Boys)- Yoga (Girls) *
3:00-3:50	Friday-	Guest Speaker (Girls)- Yoga (Boys) *
4:00-5:00	Friday-	Quiet Time/ Shower Time

Parenting Skills Education will occur on the 2<sup>nd</sup> Thursday 6:00pm-7:30pm and 4<sup>th</sup> Sunday of each month from 4:30pm-6:00pm

**MONDAY EVENING 4:00pm-12:00am**

4:00-5:00	DBT Skills Education	
5:00-5:20	Girls Supper	Boys Super Clean
5:20-5:40	Girls Super Clean	Boys Supper
5:40-6:20	Girls Super Clean Cont.	Boys Super Clean
6:25-7:10	Ind Reading (Gender Separate in GSLA) / Speaker-Gender Together in Dining Room (2 <sup>nd</sup> Mon.)	
7:20-8:10	Girls Therapeutic Rec- See approved activities binder (Yoga 1 <sup>st</sup> Monday of month w/ Kateri) *	
7:20-8:10	Boys Therapeutic Rec- See approved activities binder (Yoga 4 <sup>th</sup> Monday of month w/ Kateri) *	
	<ul style="list-style-type: none"><li>• Clients must be back at facility by 8:20pm</li><li>• No Monday night Yoga during summer programming</li></ul>	
8:20-8:50	Girls Study Hall	Boys Super Snack/Meds
8:50-9:20	Girls Super Snack/Meds	Boys Study Hall
9:20-9:35	Evening Meeting/ Unlock Rooms	
9:35-10:00	Choice Time **	
10:00	Bedtime	
10:30	Lights Out	

*\*Monday evening therapeutic recreation will be instructor led yoga when available. When not available, recreation will consist of staff's choice between basketball, volleyball, just dance, or exercise video.*

# **EVENING TUESDAY-FRIDAY 4:00-12:00**

<i><b>Tuesday</b></i>		<i><b>Wednesday</b></i>	
4:00-5:00	Girls LPN Lecture/Quiet Time (Alt weekly)	4:00-5:00	Girls Fitness and Nutrition Education (Anna)
4:00-5:00	Boys LPN Lecture/Quiet Time (Alt weekly)	4:00-5:00	Boys Self Care Time/ Shaving
5:00-5:20	Girls Supper / Boys Wing	5:00-5:20	Girls Supper / Boys Wing
5:20-5:40	Boys Supper / Girls Chores	5:20-5:40	Boys Supper / Girls Chores
5:40-5:55	Boys Chores / Girls Wing	5:40-6:00	Boys Chores / Girls Wing
5:55-6:45	Boys Phone/Zoom Calls/ Give Back Group	6:00-7:00	Girls Self Care
5:55-6:45	Girls Therapeutic Rec- Swimming	6:00-7:00	Boys Fitness and Nutrition Education (Anna)
6:55-7:50	Girls Phone/Zoom Calls/ Give Back Group	6:00-10:00	Girls Phone Calls / Girls Shaving
6:55-7:45	Boys Therapeutic Rec- Swimming	7:00-8:00	Boys Game Night
8:00-8:30	Boys Snack / Meds	7:00-7:50	Girls Free Time/ Outside Time
8:00-8:30	Girls Study Hall * / Phone/Zoom Calls	8:00-8:30	Girls Study Hall *
8:30-9:00	Girls Snack / Meds	8:00-8:30	Boys Snack / Meds
8:30-9:00	Boys Study Hall * / Phone/Zoom Calls	8:30-9:00	Girls Snack / Meds
9:00-9:30	Evening Meeting/Phone Calls/Unlock Rooms	8:30-9:00	Boys Study Hall *
9:30-10:00	Choice Time *	9:00-9:30	Evening Meeting/Phone Calls/Unlock Rooms
10:00	Bedtime	9:30-10:00	Choice Time **
10:30	Lights Out	10:00	Bedtime
		10:30	Lights Out
<i><b>Thursday</b></i>		<i><b>Friday</b></i>	
3:00-5:00	Tech Staff Meeting	4:00-5:00	Boys Guest Speaker /Quiet Time (Shower)
4:00-5:00	Boys Lecture (Abby or Leah/Kim)	4:00-5:00	Girls Guest Speaker/ Quiet Time (Shower)
4:00-5:00	Girls Lecture (Abby or Leah/Kim)	5:00-5:20	Girls Supper / Boys Wing
5:00-5:20	Girls Supper/ Boys Wing	5:20-5:40	Boys Supper / Girls Chores
5:20-5:40	Boys Supper / Girls Chores	5:40-6:00	Boys Chores / Girls Wing
5:40-6:00	Boys Chores / Girls Wing	<i><b>Winter &amp; Early Spring (11/1- 4/30)</b></i>	
6:00-7:00	Boys Rec Mentor Group (Kristie)	6:00-6:55	Anytime Fitness (Boys) / In-house Rec (Girls)
6:00-7:00	Girls Game Night	7:00-7:55	Anytime Fitness (Girls) / In-house Rec (Boys)
6:00-10:00	Boys Phone Calls / Boys Shaving	<i><b>Late Spring, Summer, &amp; Fall (5/1- 10/31)</b></i>	
7:00-8:00	Girls Rec Mentor Group (Kristie)	6:00-6:50	Anytime Fitness- Gender 1 (Alt weekly) *
7:00-7:50	Boys Free Time/ Outside Time	6:00-6:50	Bonfire- Gender 2 * (Alt weekly)/ In-House Rec.
8:00-8:30	Girls Study Hall *	7:00-8:00	Bonfire- Gender 1 * (Alt weekly)/ In-House Rec.
8:00-8:30	Boys Snack / Meds / Girls Wing	7:00-8:00	Anytime Fitness- Gender 2 (Alt weekly) *
8:30-9:00	Girls Snack / Meds / Boys Wing	8:00-8:30	Girls Study Hall
8:30-9:00	Boys Study Hall *	8:00-8:30	Boys Snack / Meds
9:00-9:30	Evening Meeting/Phone Calls/Unlock Rooms	8:30-9:00	Girls Snack / Meds / Boys Wing
9:30-10:00	Choice Time **	8:30-9:00	Boys Study Hall
10:00	Bedtime	9:00-9:30	Evening Meeting/Unlock Rooms
10:30	Lights Out	9:30-10:00	Choice Time *
		10:00	Bedtime
		10:30	Lights Out

Girls receive a 10-minute phone or Zoom call Tuesday evenings. Girls receive one twenty-minute call or 2 ten-minute calls Wednesday.  
Boys receive a 10-minute phone or Zoom call Tuesday evenings. Boys receive one twenty-minute call or 2 ten-minute calls Thursday.

Level 3 can stay up until 11:00 on Fridays- Boys have access to PS4, Girls have access to Wii \*

Level 4 can stay up until 12:00 on Fridays

Girls shaving is to be done on Wednesday evening with 2 staffs' supervision

Boys shaving is to be done on Wednesday evening with 2 staffs' supervision

**Saturday 8-4/ Saturday 4-12**

8:00-8:30	Girls Meds & Breakfast / Boys Morning Meeting- Music allowed after full participation in meeting
8:30-9:00	Boys Meds & Breakfast / Girls Morning Meeting- Music allowed after full participation in meeting
8:50 am	Rooms Lock
9:00-10:00	Boys Crafts * / Girls Living Skills Education w/ Kim
10:00-11:00	Girls Crafts * / Boys Living Skills Education w/ Kim
11:00-11:25	Girls Lunch/ Boys Choice Time
11:25-11:50	Boys Lunch / Girls Choice Time
11:50-12:40	Gender 1- In-House Client Led Big Book Meeting in Dining Room (Alt weekly)
11:50-12:40	Gender 2- Smart Recovery w/ Kim (Alt Weekly)
12:45-1:30	Girls Study Hall in dining room (1s & 2s), Music in wing (3s & 4s)/ Boys Rec (Outside if Weather Permits- Please see approved therapeutic rec activities) *
1:35-2:25	Girls Rec (Outside if Weather Permits- Please see approved therapeutic rec activities) *
	Boys- Choice Time - Shower- Phone Calls- PS4 Access *
2:30-2:45	Girls Gender Specific Living Area Free Time/ Boys Snack
2:45-3:00	Girls Snack/ Boys Gender Specific Living Area Free Time
3:00-3:45	Girls- Choice Time- Shower- Phone Calls- PS4 Access *
3:00-3:45	Boys- Study Hall in Dining Room (1s & 2s), Music in Wing (3s & 4s)
3:45-4:00	Meditation *
4:00-5:00	Quiet Time- Gender Separate Med Room Access- Phone Calls (all clients get 10 min call)
5:00-5:20	Girls Supper / Boys Gender Specific Living Area Free Time (GSLAFT)
5:20-5:40	Boys Supper / Girls Chores
5:40-6:00	Boys Chores / Girls Gender Specific Living Area Free Time (GSLAFT)
6:00-7:00	Girls- Independent Reading & Client Led Group Discussion/ Boys Anytime Fitness *
7:00-8:00	Girls Anytime Fitness */ Boys Independent Reading & Client Led Group Discussion
8:00-8:25	Girls Outside Time (Warm Weather), GSLAFT (Cold Weather) */ Boys Snack / Meds
8:25-8:50	Girls Snack / Meds/ Boys Outside Time (Warm Weather), GSLAFT (Cold Weather) *
8:50-9:20	Evening Meeting/ Unlock Rooms / Phone Calls (if not completed earlier)
9:20-10:00	Choice Time/ Phone Calls (If not completed earlier) *
10:00	Bedtime (both genders)
10:30	Lights Out

- All clients receive one 10-minute call on Saturdays
- Group fitness coaching available at Anytime Fitness the 3<sup>rd</sup> Saturday of the month (Sept-May only)

- Level 4's outing is done on Friday or Saturday night
- Level 3's can stay up until 11:00pm on Saturday night- Boys have access to Wii, Girls have access to PS4 \*
- Level 4's can stay up until 12:00am on Saturday night \*

**Sunday 8-4/ Sunday 4-12**

8:00-8:30	Girls Meds / Boys Morning Meeting- Music allowed after full participation in meeting
8:25 am	Rooms Lock
8:30-9:15	Boys Meds/Girls Yoga or Outdoor Mindful Walk *
9:15-10:00	Girls Morning Meeting- Music allowed after full participation in meeting/Boys Yoga or Outdoor Mindful Walk *
10:00-10:30	Girls Brunch/Boys Free Time (Outside if weather permits)
10:30-11:00	Boys Brunch/Girls Free Time (Outside if weather permits)
11:00-1:15	Boys Group Movie & Discussion- Phone Calls
1:15-1:45	Boys Independent Reading & Client Led Group Discussion/ Virtual Church (Optional)
1:45-2:00	Boys Snack
2:00-4:25	Boys Family Visits (40 minutes each)
2:00-3:15	Boys Self Care/ Virtual Church (Optional) - TV for viewing spiritual services allowed in individual clients' rooms
3:15-4:15	Boys TV/ PS4/ Wii Time *
4:30-5:00	Boys Quiet Time
11:00-1:25	Girls Family Visits (40 minutes each)
11:00-12:15	Girls Self Care/ Virtual Church (Optional) - TV for viewing spiritual services allowed in individual clients' rooms
12:15-1:15	Girls TV/ PS4/ Wii Time *
1:30-1:45	Girls Snack
1:45-4:00	Girls Group Movie & Discussion/ Phone Calls
4:00-4:30	Girls Independent Reading & Client Led Group Discussion/ Virtual Church (Optional)
4:30-5:00	Girls Quiet Time
5:00-5:20	Girls Supper /Boys GSLA
5:20-5:40	Girls Chores /Boys Supper
5:40-6:00	Girls GSLA/ Boys Chores
6:00-6:30	Gender 1- GSЛАFT/ Phone Calls
6:30	Gender 1- Leave for Dassel (Alt weekly)
7:00-8:00	Gender 1 NA Meeting in Dassel
8:30-9:00	Gender 1 Snack & Meds
9:00-9:30	Gender 1 Evening Meeting/ Unlock Rooms / Phone Calls (if not completed earlier)
9:30-10:00	Gender 1 Choice Time/ Phone Calls (If not completed earlier)
6:00-6:45	Gender 2- Outside Time or Free Time (Billiards allowed) (Alt weekly)
6:50-7:45	Gender 2- In house NA meeting in dining room
7:45-8:15	Gender 2- Snack & Meds
8:20-8:50	Gender 2 Evening Meeting/ Unlock Rooms / Phone Calls (if not completed earlier)
8:50-10:00	Gender 2- Choice Time/ Phone Calls (If not completed earlier)
10:00	Bedtime (both genders)
10:30	Lights Out
	<ul style="list-style-type: none"><li>• All therapeutic recreation will be highlighted in *</li></ul>

All clients receive one 20-minute call or two 10-minute calls Sunday.

*\*Updated 11/2/22*