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*“Motivated by the compassion of Christ  
we help people improve the quality of their lives.”*

## **HOMME YOUTH AND FAMILY PROGRAMS**

### **PARENT HANDBOOK**

A guide to help you understand your child’s placement  
at Homme Youth and Family Programs.

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Homme Youth and Family Programs have three locations: Wittenberg, Neillsville and Stoughton. Below is a directory including address and phone number for each location and a summary of units at each campus. To receive directions or further information, please call 715-253-2116.

### **Wittenberg Campus**

W18105 Hemlock Rd.  
Wittenberg, WI 54499  
Toll Free: 877-455-2707  
715-253-2116

Alliance (male)  
Acceptance (male)  
Journey Quest (male)  
Journey South (female)  
Journey West (female)  
Nelson Hall (male)  
Pathway (female)

### **Neillsville Campus**

16 Boon Blvd.  
Neillsville, WI 54456  
Toll Free: 866-937-9227  
715-743-8050

Transitions North (male)  
Transitions South (male)

### **Stoughton Campus**

320 Dvorak Ct.  
Stoughton, WI 53589  
Toll Free: 888-399-6400  
608-873-3101

Serenity (male)

## **INTRODUCTION**

Since 1881, Homme has been serving youth and families and is now a program of Lutheran Social Services. Homme is a residential treatment center for children and adolescents. Residential treatment encompasses school, treatment, supervision and daily life skills. Our goal is to help the youth we serve move to a community setting, preferably home. We do this by designing a goal-based treatment plan, targeting the behaviors interfering with successful placement at home.

Homme serves children and adolescents, male and female, from Wisconsin, Illinois, Minnesota, and Michigan. We have ten units with a total capacity of 140 youth. Most youth are placed under court order from their respective county or state social service or juvenile corrections agency.

## **CONTACTING MY CHILD**

### **You are an important part of your child's treatment!**

Without support from family a child often feels hopeless and lacks the motivation to begin the treatment process. We will do everything we can to support your child in making commitments to treatment and a partnership with the family is key. You can be guaranteed that treatment is challenging and at times difficult. Your child will be asked to try new ways of relating to others, challenge some of their beliefs about others and themselves, and help others understand their new way of living. This is a gigantic task for an adult; now try being a hormonal teen. Your support and involvement is greatly appreciated, you know your child better than anyone!

The resident, parent and placing agent will agree to an acceptable and unacceptable contact list. Any name indicated in a court order that prohibits contact will not be allowed contact with the resident.

*Phone calls* – You may call the unit to see how your child is doing. Please check with the assigned therapist to determine the best time to check on how your child is progressing in treatment. Your child can make and receive calls to/from his family.

*Visiting* – Homme encourages families to visit on-grounds and will assist families in lodging and transportation. Home visits are an opportunity for the youth to practice what is learned in treatment. All visits must be arranged with your child's therapist.

*Mail* – We encourage mail to be from individuals who will offer support and promote therapeutic growth. Staff will verify that mail received is not from someone court ordered to not have contact with the resident. Please note that the resident will need to open all packages and letters in the presence of staff who will check them for contraband and/or items that pose a threat to the safety of the resident or others.

*Staffings* – Homme encourages active involvement of parents and family in the treatment planning and staffing reviews. This actively shows the partnership all members of the team have with each other and the need for collaboration.

## MEDICAL SERVICES

Residents have an intake physical, dental and, if needed, an eye examination upon coming to Homme Youth and Family Programs.

If a youth feels sick, the staff person on duty will determine what action needs to be taken. Our residents will see medical staff at an area clinic, when it is needed.

In most cases, health care costs incurred while your child is in placement are handled by your family insurance carrier and/or Wisconsin Medical Assistance (Title 19). The family's insurance carrier covers medical costs for out-of-state youth. Unless arrangements are made with the placing agency, any costs not covered by insurance / MA will be the responsibility of the family.

## RELIGION

Homme Youth and Family Programs provide nondenominational chaplainry services. Worship services are provided weekly for those residents who wish to attend. There is a male and female youth choir at the Wittenberg campus, which residents may petition to join. There are times that these choirs perform at area church services. The chapel service is interactive and residents help run the service each week. There is also the opportunity to meet one-on-one with the chaplain at the resident's request.

Residents who wish to attend worship services on campus or in the community may do so as long as their behavior is safe. Residents who exhibit behaviors, which endanger themselves or others, will not be allowed to attend services as long as these behaviors are prevalent. Practices that interfere with the therapeutic growth of the residents may not be permitted.

NOTE: Religious preference is not a criterion for admissions.

## CLOTHING

Residents will maintain a clothing inventory. Storage space is limited so we ask that they bring only clothing appropriate for the time of year. Each resident will have an opportunity to do laundry weekly. Homme will maintain resident clothing inventory.

- Sex, drug, alcohol, music groups, death or suicide, or gang related logos are prohibited.
- No gang coloration or gang-related clothing items.
- Clothes are expected to fit well; pants must be worn to the waist. Belts are required for loose and baggy pants.
- Females are to wear one-piece swimsuits; males are to wear trunks.
- Shirts need to cover stomach and have sleeves.
- Undergarments are required at all times.
- No lending or borrowing of clothing is permitted.
- Jackets and hats are to be worn in cold weather.
- No holes in clothing.

## MONEY

We encourage you to not send your child money as all residents are given many opportunities to earn extra money.

Residents earn an allowance based on their level, the house jobs they complete, participation in work crew projects or by cashing in points earned in school. The residents receive some of their allowance on payday each week. The remainder is deposited into a personal account located at Homme. A written account sheet is maintained for each resident's account. All transactions are signed by the resident and a staff member. Each account is audited monthly by the unit supervisor.

Savings may be withdrawn with permission from the unit staff. Any time money is withdrawn, the resident must furnish receipts for the items purchased with that money and deposit the change into the account.

If a resident causes damage to any property or receives a citation, a percentage of their weekly pay will go toward paying off the restitution or fines. At discharge, residents receive all of their pay minus any amount owed in unpaid restitutions or fines.

Residents are not allowed to borrow, loan, buy, sell or trade ANY money or personal property. Homme is not responsible for items and/or money lost in violation of this policy.

## VISIONS JR/SR HIGH SCHOOL

The vision of Visions Junior/Senior High School is: To provide children with a vision of their future, incorporating: self-esteem building, academics, social skill development, and our role modeling in a safe and secure environment.

Upon placement, we will do academic achievement testing in order to determine your child's strengths and academic needs and appropriate class placement. The Wisconsin Department of Public Instruction recognizes our school and credits are transferable to other educational facilities. We encourage parents to contact their child's teacher or principal with any questions or concerns.

For students with identified exceptional educational needs, our staff participate with the home school to develop an Individualized Educational Plan. Parents are encouraged to be part of this process. Our staff are available to assist the home school district in developing a transition plan when your child is approaching discharge.

### **A SAMPLE OF DAILY ROUTINE**

Below is a general routine; each unit's routine varies. Your child's specific routine will be furnished at intake.

6:45 a.m.	Wake up/shower
7:00 a.m.	Breakfast
7:30 a.m.	Complete chores/clean room
8:10 a.m.	Leave for school
8:30 a.m.	School begins
2:30 a.m.	School ends/return to unit/snack
3:00 p.m.	Group therapy
4:30 p.m.	Recreation
5:00 p.m.	Supper
5:30 p.m.	Complete chores/clean room
6:00 p.m.	Evening activity
7:00 p.m.	Educational groups
8:00 p.m.	Treatment/homework
9:00 p.m.	Shower/prepare for bedtime
9:30 p.m.	Bedtime

### **WEEKLY COMPONENTS**

- Individual therapy with therapist
- Group therapy facilitated by therapist
- Psycho-educational groups
- School (during school year and summer sessions)

### **RESIDENT RIGHTS**

The State of Wisconsin has issued standards of resident rights that apply to our population of residents (HSS 52):

- To treatment, habilitation, rehabilitation and educational services that are prompt, adequate and provided under the least restrictive conditions that allow for the maximum amount of personal and physical freedom.
- To confidentiality of records as required.
- To freedom from discrimination on grounds of race, gender, religion, national origin, handicap or sexual orientation.
- To health care that is adequate, prompt and appropriate.
- To reasonable protection of privacy in toileting and bathing, treatment, care and living arrangements.
- To freedom from involuntary participation in research. "Research" means a systematic investigation designed to develop or contribute to new knowledge. It does not include an investigation involving only treatment records or routine follow-up questionnaires.
- To freedom from strip searches involving removal of the resident's clothes and body cavity searches involving inspection of body cavities by the entry of an object or fingers into the body cavity, except as allowed under WI s. HSS 94.24 (2) (d).

- To freedom from personal search, except where there are written center policies or documented individual resident circumstances under sub. (4), which describe reasonable grounds to do a search for safety or security reasons because a resident may possess illegal, prohibited or medically or therapeutically contraindicated materials. In this paragraph, “personal search” means searching a resident’s pockets, frisking the resident’s body, examining a resident’s shoes and hat, visually inspecting a resident’s mouth or searches of the resident’s room or personal belongings. A personal search shall meet the following conditions:
  1. The resident shall be informed at the time of the search of the reason for the search.
  2. The staff person doing the search shall identify, in writing, any objects seized or property damaged during the search. The center shall replace or reimburse at cost any permitted property damaged during the search.
  3. Disturbance of the personal property of the resident during the search shall only be as necessary to conduct the search.

**NOTE: Room inspections:** Staff must regularly inspect all bedrooms, living areas and the school for hidden contraband or weapons. Residents do periodically manage to smuggle alcohol, drugs, pornography, weapons and so forth onto grounds. Such items shall be confiscated immediately. The resident(s) involved shall be counseled and appropriate consequences given.

- To clothing of one’s own choosing as appropriate to the season and setting and provision of laundry facilities.
- To a living environment that is physically and psychologically humane and free from physical/verbal abuse, peer intimidation or harassment.
- To confidentiality in sending and receiving mail and making and receiving telephone calls.
- To receive visitors in a comfortable setting reasonably free from staff supervision and intrusion by other persons.
- To be free from unnecessary medications, mechanical and physical restraints and physically enforced separation.
- To be free from abuse or neglect.
- To be free from having to perform work which is of financial benefit to the center except when this is voluntary, not prohibited by law, compensated and meets the conditions under this paragraph, or is housekeeping of the resident’s living area. A resident may do work when this financially benefits the center only if:
  1. The work is appropriately supervised so that the resident learns independence and responsibility, with due consideration for the resident’s safety and the safety of others.
  2. The resident has consented in writing to the specific work duties and has been informed that he or she may withdraw consent at any time.
  3. There is no medical or therapeutic reason why the resident should not do the work.
  4. The resident’s services case manager evaluates at least every 90 days the resident’s appropriateness for the work and records the results of these evaluations in the resident’s treatment record.
- To treatment and care that relate to the purpose of the resident’s placement.
- To have opportunities to participate in community activities of one’s own choosing, consistent with house rules and the resident’s treatment plan.
- To have personal belongings maintained in as reasonably secure manner as space, safety, and treatment plan considerations permit.
- To have access to the resident’s own money.

- To be free from being photographed, filmed or taped without informed consent as provided under WI s. 51.61 (1) (o), Stats., s. HSS 94.18 and s. 48.78, Stats.
- To petition a court for review of commitment orders.
- To be considered legally competent.
- To remain silent during any probable cause pre-commitment hearing and be represented by a court-appointed attorney, if the resident cannot afford one.
- To be told about the rights, informed of legal reasons for denying them, and to have a hearing before certain rights are taken away.
- To bring a legal action for damages against persons violating rights.
- To not be deprived of any legally or constitutionally guaranteed rights, benefits, or privileges. All client rights and issues of confidentiality are subject to any governing state or local agency.
- To be given the opportunity to refuse mental health services.
- To be informed of service alternatives should they refuse mental health services.
- To not be subject to electro-convulsive therapy or to any unusual, hazardous or experimental services or psychosurgery without personal consent. For minors, court, written and informed consent are required.
- To have the parent/guardian, the facility director, any designated persons or advocates notified, with justification, of any resident rights' restrictions by the professional responsible for overseeing their implementation.
- To have a file kept of all residents' rights restrictions.
- To choose spiritual health services, if the resident is a member of a well-recognized religious denomination.
- To have all personal property returned at the time of discharge.
- To use personal money as the resident chooses, unless prohibited by court order, including depositing it in their own name with a financial institution or a service provider.
- To have all personally owned money returned at the time of discharge.
- To not have a service provider or its employees made a representative payee without informed consent.
- ILLINOIS residents have the right to contact the Guardianship and Advocacy Commission, Equip for Equality, Inc., and the Department of Children and Family Services as appropriate and residents may utilize staff assistance in contacting those agencies.

#### ADDITIONAL RIGHTS PER THE STATE OF MINNESOTA:

- Right to reasonable observance of cultural and ethnic practice and religion;
- Right to participate in development of the resident's treatment and case plan;
- Right to positive and proactive adult guidance, support and supervision;
- Right to nutritious and sufficient meals and sufficient clothing and housing;
- Right to daily bathing or showering and reasonable use of materials, including culturally specific appropriate skin care and hair care products or any special assistance necessary to maintain an acceptable level of personal hygiene;
- Right of access to protection and advocacy services, including the appropriate state-appointed ombudsman;
- Right to be free from bias and harassment regarding race, gender, age, disability, spirituality, and sexual orientations;
- Right to be informed of and to use a grievance procedure.

**IF THE RESIDENT RECEIVES PSYCHOTROPIC MEDICATION, THE FOLLOWING RIGHTS APPLY:**

- To have psychotropic medication reviewed by a physician at least every ninety (90) days.
- To be advised in writing by the physician administering psychotropic medications of medication side effects.
- To be advised in writing of the right to refuse medication services.
- To not have psychotropic medication administered against resident's will without court approval.

NOTE: There is a difference between a right and a privilege. Deprivation of a privilege such as watching television, playing video games, going to the movies or involvement in some other recreational activity may be used as a disciplinary measure.

**WI HSS 52.31(4) © THE FOLLOWING RIGHTS MAY BE LIMITED OR DENIED TO A RESIDENT FOR A GOOD CAUSE REASON:**

- To make and receive telephone calls or send and receive mail.
- To be permitted to use and wear his/her own clothing and personal articles.
- To be provided access to individual secure storage space for his/her own private use.
- To have privacy in such matters as toileting and bathing.
- To be permitted to see visitors each day and have access to community activities identified in the resident's treatment plan.

Each resident and the parent or legal guardian receives a copy of these rights at the time of placement. In addition, a copy of these rights is to be hung at each unit in a place that is visible to customers.

A good cause reason for limiting or denying a right exists when the resident's service or casework manager has reason to believe the exercise of the right would create a security problem, adversely affect the resident's treatment or seriously interfere with the rights or safety of others.

A right cannot be completely denied if a limitation can accomplish the same purpose. A limitation may only be as stringent as necessary to accomplish the purpose.

The good cause reason for limiting or denying a right shall be explained to the resident, if able to understand, or to the resident's parent or guardian and legal custodian, if any, and documented in the treatment record on the denial of resident rights form. The documentation should answer the following:

- The specific reason for the limitation or denial
- Why there is not a less restrictive way of protecting the threatened security, treatment rights or rights and safety of others in the center
- As appropriate, the specific conditions required for restoring the right at issue.
- The expected duration of the denial or limitation.

The residents at Homme Youth and Family Programs are provided with a nurturing, respectful, caring and professional treatment team, which works to assure that they receive prompt, adequate and effective treatment.

## **GRIEVANCE PROCEDURE**

A grievance is when you feel that you have been denied a right. It is a process in which Homme uses to help resolve situations.

A Grievance Form will need to be filled out and sent to the Supervisor of the unit. The resident will be given assistance in writing the grievance, if needed or requested, by a staff member. The Supervisor of the unit will speak with the resident and/or the parent/legal guardian within 3 days of receiving the Grievance Form.

## **SUPPORTIVE INTERVENTION**

Homme Youth and Family Programs staff are trained in methods of crisis de-escalation and physical restraint and participate in training in these areas yearly. Restraint is defined as a procedure where the resident may be physically assisted in regaining control of himself/herself and to prevent the resident from harming himself/herself, harming others, or creating property damage. Placement at the De-Escalation Center may occur if behaviors demonstrated continue to be a threat to harm self or others.

## **TOBACCO FREE CAMPUS**

Homme Youth and Family program is a Tobacco Free campus. Homme's campuses (Wittenberg, Neillsville, Stoughton) want to improve the health of our youth, visitors and employees by eliminating personal tobacco use as well as the dangerous effects of secondhand smoke.

The use of cigarettes, cigars, pipes and smokeless tobacco will not be allowed on the grounds, including parking lots and walkway areas, as well as inside of the buildings.

We will ask our visitors and employees to stop using all tobacco products before they enter our grounds. Ashtrays and other receptacles are removed from our grounds.

Our choice to become Tobacco Free will allow our youth, their families, visitors and employees to visit the Homme campuses without being exposed to secondhand smoke.

## **NOTIFICATIONS**

Mandated Reporter Law- All Homme staff members are mandated by Wisconsin Law to report all disclosures of abuse and neglect. Any information shared by residents or their families concerning sexual or physical abuse or neglect, including suicide intent, does not fall under the rights of confidentiality and will be reported to the proper authorities.

Asbestos- The tile floor at the school gymnasium in Wittenberg is assumed to contain asbestos. This floor tile has non-friable asbestos, which is not dangerous in its present state.

Drinking Water- The Wittenberg Campus uses well water, which may contain lead. The lead level of our water is tested annually to ensure it complies with standards set forth by the EPA. Please direct further questions to Facility Manager at (715) 253-2116.