

CLOTHING INVENTORY/GIRLS

RESIDENT NAME: _____ ID# _____ Admit Date: _____

Clothing	Allowed Range	Date:		Date:	
		Hash Marks	#	Hash Marks	#
Underwear	4-10				
Socks	4-10				
Bras	3-5				
Sport Bras	1-2				
Pajama Bottoms	2-4				
Pajama Tops	2-4				
Tank Tops	1-3				
T-shirts	3-7				
Other Shirts	1-5				
Sweatshirts	2-5				
Sweaters	2-5				
Yoga Pants/Leggings	2-6				
Jeans	1-3				
Other Pants	1-3				
Skirts/Dresses	0-3				
Shorts	4-5				
Swimsuit	1-2				
Athletic Shoes	1-2				
Shoes	1-2				
Slippers/Flip Flops	1-2				
Belt	1-2				
Light Weight Coat	1				
Winter Coat	1				
Hat	1-3				
Gloves	1-3				
Winter Boots	1				
Snow Pants	1				

ADMISSION

DISCHARGE

Resident Signature and Date

Resident Signature and Date

Witness Signature and Date

Witness Signature and Date

The resident has the right to keep their inventory restricted including limiting who can remove items from storage. By signing below they have restricted anyone other than the legal guardian from removing items from personal storage.

() I wish to restrict access to my personal inventory.

Resident: _____

** Highlighted areas are required for outside activities in the winter

Daily Room Clean Expectations

Area	Expectation
Bed	<ul style="list-style-type: none">• Fitted sheet on mattress• Bed made
Floor	<ul style="list-style-type: none">• Clear of debris (examples: writing utensils, cards, clothes, toys, books)
Clothes	<ul style="list-style-type: none">• Clothes should be folded nicely• Jackets should be hung up or stored neatly• Dirty laundry should be in the dirty laundry basket; clean should be folded and put away
Desk/nightstand/storage	<ul style="list-style-type: none">• Storage spaces include desk, under the bed, above the light fixtures, and above the closet.• No trash• Each space should be tidied – papers should be in a stack
Closet	<ul style="list-style-type: none">• Clothes stored neatly (not shoved into cubbies)• Shoe pairs together

Laundry time:

Phone time:

Computer time:

Major Room Clean (Sunday)

Supplies Needed:

1. Disinfecting Wipes
2. Vacuum or Broom/Dust Pan
3. Clean Sheets

Step One:

- Strip bed and turn in dirty sheets
- Get new sheets and make bed (top sheets are not required)

Step Two

- Wipe down all surface areas with disinfecting wipes (includes desk, shelves above the lights and night stand)
- Wipe down door handle and other surfaces as needed

Step Three

- Organize the top of your desk. Papers should be put in drawers or stacked on top of the desk
- All other items on top of desk should be organized neatly

Step Four

- Organize items on top and within the nightstand neatly

Step Five

- Organize your closet. Drawer and open areas should have folded, clean clothes
- Other items, like coats or shirt should be hung up
- Shoes should be paired and put together
- Organize items on shelves so they look neat

Step Six

- Vacuum or sweep your floor. Make sure you get under the desk and in the corners.
- Make sure that all trash or excess papers that you don't need get put in the trash can.

Step Seven

- Empty trash can. If it stinks or has water in it, ask to clean it out so that your room does not stink.

Step Eight

- Optional or if asked by staff: Clean off window and mirror.

Once finished with all tasks, ask staff to check off your room.

TAMARACK CLOTHING POLICY

1. Residents are allowed their own personal clothing. Tamarack does not supply clothing. Clothing items may not exceed the allowable range on the clothing inventory.
2. Clothing which depicts violence, gang alliance or culture, satanic messages/propaganda, alcohol/drug use will not be permitted.
3. Proper undergarments are required.
4. No clothing may be worn if it exposes breasts, buttocks, abdomen, or genitalia.
5. Feet must be covered when in the milieu. Shoe or slippers with soles are required.
6. Night clothes are required for both sexes that cover top and bottom.
7. Clothing must be appropriate for weather conditions. Please see chart below.
8. Hats and coats may not be worn in the milieu except at designated times which relate to programming (winter coat on before rec, etc.). Non-beanie hats can be worn in the milieu when on Program II and if resident has good hygiene.
9. Clothing must be changed daily. Sweatshirts can be worn two days prior to needing to be washed.
10. Residents are assigned two laundry times per week. Residents are responsible for completing laundry during their assigned times.

Clothing requirements based on temperature (Outside Activities)		
75 degrees and above	<ul style="list-style-type: none"> • T-shirt or tank top (no long sleeves) • Shorts preferred 	
65-75 degrees	<ul style="list-style-type: none"> • T-shirt or sweatshirt depending on level of activity • No wool/winter hats 	
50-65 degrees	<ul style="list-style-type: none"> • Sweatshirt or coat • Hat is optional 	
40-49 degrees	<ul style="list-style-type: none"> • Sweatshirt or coat • Shorts are optional 	
33-39 degrees	<ul style="list-style-type: none"> • Coat • Hat • Pants 	
32 degrees and below	<ul style="list-style-type: none"> • Coat • Hat 	<ul style="list-style-type: none"> • Pants • Gloves
<ul style="list-style-type: none"> • In all cases gloves should be worn when snow is present • It is at staff discretion to ask residents to make adjustments given different weather conditions (ice, rain, wind, etc.) 		

Expectations of Residential Living at Tamarack

Bedrooms:

Decoration and Storage:

1. Resident may use the top of the light fixtures above their beds and their desk as shelves. Items placed on top of them must be lightweight and unable to melt. Hygiene items, clothing, glasses or cups are not appropriate for these shelves.
2. Appropriate materials may be hung on walls to personalize resident's room. Items that depict alcohol/drug use, satanic messages, profanity, violence towards self or others, or sexually explicit/provocative material are not considered appropriate. Residents can ask staff for appropriate materials to hang up items (no push pins or things that can cause harm to the resident or the walls).
3. Items placed on the window sill cannot interfere with the opening or closing of blinds. Blinds should be open in the day, but are required to be closed at night (when it is dark enough outside for you to need to turn on the light).
4. Resident are not allowed to hang items from the ceiling or sprinkler heads. In addition, no items should be hung on over the windows.

Daily Cleanliness Standards:

1. Bed should be made daily. They should always have a fitted sheet, comforter and pillow in its pillow case.
2. Clean clothes should be folded and put away or hung up in the closet. Dirty clothes should be in the laundry basket.
3. The top of each resident's desk and night stand should be neat. Papers stacked neatly. Items stored within them should be organized and not just stuffed in.
4. Floor should be clear of all debris. All belongings should be stored in appropriate locations and not left on the floor.

5. Garbage cans should be emptied at least once a week, and never should be allowed to become over 2/3 full. No water or liquid should be thrown away in the trash can.
6. Room must be clean to come out for free time.

Unit Tasks and Major Room Clean:

1. Unit tasks (chores) are completed on Saturday mornings. Each resident is responsible for completing one cleaning task on the milieu. These tasks are rotated weekly.
2. Major room clean is completed on Sunday mornings. Residents are responsible for wiping down and dusting their rooms, emptying trash, changing the linens on their bed and cleaning their room.
3. Bedding can be supplied by Tamarack. Residents may provide their own bedding. If a resident has their own bedding, a third laundry day will be added as they are responsible for washing own bedding weekly.

Quiet Time and Checks:

There are periods each day which are routinely designated as quiet time. Quiet times are designed to provide a time for residents to relax and transition between programs and meals. Quiet times are also designed to help residents positively independently structure their time.

1. Staff will check on resident at the beginning of a quiet time and every 15 minutes after that during quiet times.
2. Residents should not knock on their doors during quiet times unless it is an emergency or if they have assigned phone or computer times.
3. Checks before or after free times are for bathroom and water. All other needs should have been met during free times (laundry, tape, etc.)
4. Transition to rooms after each modality. Staff will come and check on you. You can stop at the back hall desk if you have computer or phone time or if you have an emergency.
5. Staff will inform residents when quiet time is up.

Stereos/Personal Electronic Devices/Gaming Systems:

1. Residents can have small stereos in their room. If head phones are not used, the music should not be heard outside of their room.
2. Resident can have an MP3 player (without capability of capturing pictures/videos) in their room. However, they are not allowed on the milieu.
3. Portable video games and cell phones are not allowed.

Music/Movies/Reading Material:

1. Residents can listen to their own choice of music. It is recommended that they use head phones as to not disturb other residents.
2. Reading material will be assessed by treatment team on an individual basis. If the reading material is questionable but approved, the resident may be asked to keep it in their room (e.g. anime).
3. Movies will also be assessed by the treatment team for appropriateness.

Contraband:

1. Alcohol, drugs and tobacco products are not allowed. When found the substances will be either destroyed or given to law enforcement. Criminal charges may be pressed.
2. Weapons are not allowed. When found they will be confiscated and either destroyed, given to legal guardian, or law enforcements. Criminal charge may be pressed.
3. Tamarack Center does not allow toy guns or weapons on the milieu. If they are found they will either be placed in storage or sent home.

Hallways:

Entering and Exiting:

1. Resident are expected to knock on their room doors and then wait for a response before coming out.
2. Residents must ask for and receive permission before moving down either of the hallways.
3. Residents must receive permission before entering or exiting the milieu.

Other resident's bedrooms:

1. Residents may not enter another resident's bedroom.
2. Residents are not to knock on another resident's bedroom.
3. Under no circumstances is a resident to open another resident's bedroom door.

Fire Doors/Alarms:

1. Fire doors are to remain open at all times unless closed as the result of a fire alarm or by staff.

Bathrooms:

Bathroom Use:

1. Only one resident may be in a restroom at a time.
2. Bathrooms are assigned by the backhall staff.
3. If a resident is on a higher level of observation (i.e. 15 minute checks) a staff will unlock the resident room door for the resident.
4. Residents are responsible for reporting any problems in the bathroom.

Personal Hygiene

1. Residents will be assigned as shower time (either morning or evening). These times will be assigned based on preference, need, and availability.
2. Residents are required to shower, brush their teeth and wash their hair daily.
3. Tamarack will provide shampoo, conditioner, soap, toothbrushes, toothpaste, deodorant, combs, and brushes. Residents may also provide their own grooming items, if desired.

4. Shower time should take no more than 15 minutes.
5. Clean towels and washcloths will be provided and should be placed in the laundry baskets in the bathrooms when finished.
6. Residents must wear shoes or slippers to and from the shower.
7. Aerosol containers, hair straighteners, nail polish, nail clippers, and razors must be kept in the nurses stations. These items can be checked out on an individual basis.
8. Hair dryers and similar items must be kept at staff counter.
9. Residents can supply their own electric razors. If using disposal or straight razors, residents must be under the supervision of staff when using them and not on safety checks.

Staff counter/Staff Offices:

Expectations:

1. Residents are not permitted to go into the staff office or behind the staff counter.
2. Loitering at the staff counter, or doorway to the staff office is not allowed.

Point Sheet/Book:

1. Residents must obtain permission before looking in the point book.
2. Residents are only allowed to look at their own point sheet.
3. The point book may only be looked at free times.

Personal Storage Box

1. Personal storage boxes must remain at the staff counter.

2. Residents must receive permission before taking any items from their personal storage box.

Pass Requests:

1. Pass request forms may be obtained, by request, at the staff counter.
2. The pass request form must be completed neatly, in pen, and legibly with all pertinent information included.
3. The pass request form must be completed with all necessary signatures and placed in the pass book no later than 5 pm the Wednesday prior to the requested pass.
4. Failure to complete the pass request form properly by the appropriate deadline, may result in denial of the requested pass.

Living Room:

Use of Furniture/Equipment:

1. Shoes or feet do not belong on the furniture.
2. Couches seat three people, resident body parts are not to touch when sitting on the couches.
3. Food and drink are not allowed in the milieu.
4. Residents are not to sit or stand on the living room table.
5. If using video games, residents are expected to put away all games and controllers, and shut off the system.
6. No headphones on the computer in the milieu, unless allowed by staff for a given period of time (for example, during school times when completing school work on the milieu).

Program II privileges:

1. Fifteen minutes of additional free time.

2. Able to wear hats in the living room (no beanies in the summer time and must have good personal hygiene).
3. Use of electronic devices, such as the television and video game systems.
4. Extra telephone and computer time.
5. Use of the recreation room, living area near dining room, outdoors, and classroom with staff supervision.

Late Night:

1. Late night is an extra hour of free time (9-10 pm) on Saturday.
2. To qualify for late night resident must:
 - a. Earn 80% Program II for the week prior.
 - b. Be on Program II on the point period before late night (one-a-day point sheet = Saturday; evening point period ending on Saturday).
 - c. No IRPs, incidents, or verbal abuse assignments given during the week prior.

Miscellaneous:

1. Gambling or betting of any kind is not allowed at Tamarack.
2. Trading or gifting items (includes notes, art, etc.) with another resident is discouraged. To do so, both PRCs of the residents trading must be part of conversation and approve the trade.
3. Personally owned video games are not allowed at Tamarack; Tamarack has approved all video games that are currently allowed.

Dining Room:

Meals:

1. All meals are to be eaten in the dining room unless otherwise specified by staff.
2. Residents are expected to be to meals on time. Food is served for 20 minutes, and meals last no longer than 30 minutes.
3. Food is served family style. Prior to getting seconds, residents should ask a staff supervising the meals.
4. Residents are not allowed to sit on tables or counters.
5. Residents are expected to demonstrate appropriate table manners and acceptable conversations.
6. Residents are required to clean up their places following the meals; plates should be scraped; placemats thrown away. The last person at each table is asked to wipe down the table.

NEW RESIDENT ORIENTATION CHECKLIST

Name: _____ ID # _____

ROUTINE EXPECTATIONS

CHECK

Personal Hygiene	[]
Shower schedule	[]
Oral Hygiene	[]
Grooming	[]
Hair	[]
Make-up	[]
Clean/Appropriate Clothing	[]
Bedroom	[]
Make Bed	[]
Fold Clothes	[]
Clean Floor	[]
Change linens/once a week	[]
Desk and Nightstand clean	[]
Closet clean	[]
Laundry	[]
Assigned laundry schedule	[]
Laundry room closes at 8:00 p.m.	[]
Meals	[]
Breakfast/lunch/dinner/snacks	[]
Groups	[]
Bedtime	[]
Regular Bed Sunday thru Thursday	[]
P.H. 8:00 pm	[]
Saturday	[]
P.H. 8:00 pm	[]
Late Night Saturday	[]
Based on last weeks program II status	[]

NEW RESIDENT ORIENTATION CHECKLIST

Late Night Saturday Night: []

Early Beds

In Rooms at 7:00 []

Lights out at 10:00 []

Education []

Recreation Program []

The Tamarack Center
Daily Schedule
School Days

0700-0730	Breakfast
0730-0945	School
0945-1000	Snack/Break
1000-1130	School
1130-1200	Lunch
1200-1:00	School
1:00-1:15	Quiet Time
1:15-1:45	Free Time
1:45-2:00	Snack
2:00-2:45	Group
2:45-3:00	Quiet Time
3:00-4:30	Recreation
4:30-5:00	Quiet Time
5:00-5:30	Dinner
5:30-6:00	Quiet Time
6:00-7:00	Recreation
7:00-7:15	Quiet Time
7:15-7:45	Free Time
7:45-8:00	Snack
8:00-9:30	Personal Hygiene
9:30-10:00	Bed time

Weekend Schedule

0900-0930	Breakfast
0930-1030	Personal Hygiene
1030-1200	Chore/Major Room Clean
1200-1230	Free Time
1230-1:00	Lunch
1:00-1:15	Quiet Time
1:15-1:45	Free Time
2:00-2:45	Group
2:45-3:00	Snack
3:00-4:30	Recreation
4:30-5:00	Quiet Time
5:00-5:30	Dinner
5:30-6:00	Quiet Time
6:00-7:00	Recreation
7:00-7:15	Quiet Time
7:00-7:45	Free Time
7:45-8:00	Snack
8:00-9:00	Personal Hygiene
9:00-10:00	Late Night on Saturday Night

Primary Non-Compliance Grounding

Following an incident level producing event, in which non-compliance is identified as the primary reason for the incident occurring, the resident will be placed on a “grounded” status.

The resident is on the “grounded” status for a minimum of 5 days. Following the 5th day, the resident can apply to his/her treatment team to be taken of “grounded” status by completing and submitting the “Request to Get Off of Being Grounded” form.

While on “grounded” status, the following conditions will apply to the “grounded” resident.

- No off campus activities
- No entertainment devices
- No off campus passes
- In house recreation
- Staff transport only (ie to school)
- Program I privileges

After 2 days of being “grounded”, the resident can earn a radio for his/her room, provided that they have earned Program II. They must maintain Program II in order to keep the radio during the remainder of their “grounded” time.

Following the review of the resident’s “Request to Get Off of Being Grounded” form, the treatment team will decide when the resident comes of being “grounded”. If the resident has an additional “grounded” time assigned by the treatment team, then the resident must re-apply to be taken off.

TAMARACK CENTER DISCRIMINATION STATEMENT

Statement: Tamarack Center strives to provide individualized psychiatric care in an environment that is safe, supportive, and free of discrimination. Such acts that will not be tolerated involve negative connotations, slurs, or behavior directly related to a person's ethnic background, religious point of view, or sexual orientation. Tamarack Center' staff will address behavior that occurs in relation to residents making inappropriate comments or engaging in behavior that is not conducive to a safe milieu in relation to ethnic, religious, or sexual orientation. These behaviors can be directed towards residents and/or staff members. Staff will intervene when this behavior is displayed in a clinically appropriate and individualized manner. Assessment of the severity of the problem will occur along with on-going assessment of staff's intervention to curb this behavior.

When this behavior is displayed, staff may elect to initially write up an incident for verbal altercation and temporarily remove the resident from programming until processing has been completed. With recurring episodes, interventions can become more intensive and possibly include conducting a presentation for the other residents on discrimination, completing a discrimination curriculum, or having this behavior represented on their treatment plan and addressed in therapy sessions.

In any case, interventions will be treated on an individualized manner and may include other interventions not listed above. These occurrences will be tracked on incident reports, daily charting, and session notes. With more repetitive occurrences by the resident, the treatment plan will have it noted and the treatment team will review on a monthly basis.

PRC Check List for New Residents

Name: _____ ID # _____

Task Completed

Staff Initials

- | | |
|--|-------|
| Close Observation Form started | _____ |
| Property Damage Room Report completed | _____ |
| Resident added to tv screen | _____ |
| Progress Note created/completed in Bestnotes | _____ |
| Point Sheet created and added to Point Book | _____ |
| Personal Hygiene Box assigned, labeled, and filled with items | _____ |
| Personal Box assigned and labeled | _____ |
| Bedding Supplied (flat sheet, fitted sheet, pillow w/ case, comforter) | _____ |
| Resident assigned to a meal table | _____ |
| Resident assigned a phone time/computer time | _____ |
| Resident assigned shower time | _____ |
| Resident assigned laundry days/times | _____ |
| Resident provided with a Daily Schedule | _____ |
| Resident provided with Milieu Expectations paperwork | _____ |
| Initial PRC session explaining rules and expectations completed | _____ |
| Introduction Group completed | _____ |
| Clothing Inventory | _____ |
| Personal Item Inventory | _____ |
| Photo of Resident for chart | _____ |
| Resident Read/Sign Initial Safety Plan | _____ |
| DBT Pre Test (Put in Therapy Director's box) | _____ |
| Tour of facility with Vice-President & Staff | _____ |