

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>415</h1>
Chapter:	Treatment, Health Care and Nutrition Services	
Subject:	Therapeutic Outings	Page 1 of 5
Approved:	Jay Simons, Director	Effective: 9/19/2018
Supersedes	Woodside Policy and Procedure 150.01	Dated: 10/16/15

Purpose

The purpose of this procedure is to ensure Woodside residents receive opportunities to safely practice skills in the community.

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Procedure

Eligibility for Outings

When a resident achieves community level they will meet with the Clinical Supervisor (CS) to develop an Outing Plan.

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Developing the Outing Plan

1. The Outing plan must be designed for the sole purpose of practicing risk reducing skills that the resident has developed in treatment at Woodside. During the Outing development meeting the CS will complete the Outing Plan to include:
 - a. Risks to be reduced
 - b. Skills to be practiced during Outings
 - c. Opportunities that will allow skills practice
2. The plan will be discussed between the CS and the Clinical Chief during supervision to ensure the therapeutic validity of the plan.

Resident's Development of Outing Form

1. The resident must complete the Outing form to include:
 - a. A thoughtful explanation of the Outing;
 - b. A statement showing the resident understands how the activity will support the reduction of risk that resulted in Woodside placement;
 - c. The specific skills that the resident will practice during the Outing and how they will communicate the use of the skills to staff;
 - d. Approved contacts for the resident i.e. family members or others important to treatment. Resident may only have contact with those on the Woodside approved contact list.
2. The resident must submit the Outing form to their clinical supervisor before the end of CS's shift for the Outing to be considered.
3. The CS will review and discuss the Outing form to ensure that the resident has thoughtfully considered the plan, risks, skills and logistics. CS will complete the Outing Instruction Form.
4. Once complete, the CS will forward the signed Outing Request Form and Outing Instruction Form to the Assistant Director of Operations, who will approve or deny the request and schedule the Outing on the Client Calendar.
5. No outing request submitted outside of this procedure will be approved.

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- Any outing that will interfere with the school day **MUST** be approved by the Educational Coordinator.

Preparing for the Outing

- The OS will assign resident outings to staff that have completed transport training and have conducted resident transports, understand the resident’s clinical needs and who possess the skill set to support the resident in safely practicing risk reducing skills.
- Staff supervising residents on outings will review the Outing Plan from the resident’s electronic file to ensure they have a complete understanding of the goals the resident is working toward.
- Transporting staff will conduct the Pre-Outing Meeting with the resident to review the goals and conditions of the outing. If at any point the resident disagrees with or does not understand the conditions, the outing will be delayed until such time the resident agrees. Prior to the outing, transporting staff will verify approved activities are available i.e. time of movie, ticket availability, business hours, etc.

During the Outing

- The staff person will carry the outing form with them during the outing.
- Any staff person who observes unsafe behavior will **IMMEDIATELY** terminate the Outing and return the resident to the facility. If the situation is out of the transporting staff person’s ability to manage the situation, the staff person will notify the OS by phone. If emergency services are required, the staff person will call the appropriate services.
 - Upon returning to the facility the staff person will provide verbal notification to the OS.
 - The staff person will complete an incident report describing the unsafe situation, save the report in the resident’s electronic file and email the report to the Woodside Supervisor Alias.

Staff will ensure residents adhere to the Woodside Rules. See Woodside Policy and Procedure No. 213 Expectations of Staff and the Woodside Resident Orientation Manual.

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3. Staff accompanying residents on outings will strictly adhere to the directions provided in the Outing Packet.

Documenting the Outing

1. At the end of the outing the transporting staff will complete a reflection process with the resident where the resident reflects on their successes and challenges during the outing. The transporting staff will complete the Outing Form and submit the Outing Form to the Clinical Care Coordinator. In addition, the transporting staff will complete an entry in the resident's Concepts documenting the Outing.
 - a. The Clinical Care Coordinator will scan the document to the resident's electronic file.
 - b. The CS will review the completed Outing form and resident reflection before to approving future Outings.
2. The Outing Packet will be maintained in the residents' electronic file.

Celebratory Outings

During Celebratory Outings staff and resident will adhere to the conditions set forth in the Outing Packet. Celebratory Outings can include approved recreational activities i.e. movie, bowling and a meal to include desert. Celebratory Outings occur only once and should be the first Outing. The Celebratory Outing expense will not exceed \$50.

Adhering to Conditions of Outing

During Outings staff and resident will adhere to the conditions set forth in the Outing Packet.

- a. Any outing where technology is approved, staff will remain in eyes on supervision of the screen during resident use. Any time a resident is out of staff view, technology stays with staff i.e. resident using restroom.
- b. On Outings where cell phone usage has been approved, resident will only use the device under the direct supervision of staff. All phone calls will be monitored by staff i.e. phone will be placed in "speaker" mode.
- c. Staff will remove a resident from any area where any inappropriate video or media is present i.e. Rated R movie and/or video, pornographic materials, etc.

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- d. Restrooms – Staff will inspect the restroom prior to use. A restroom with multiple stalls, staff will remain present in the restroom. A single occupant restroom, staff will inspect the restroom prior to resident use and then will wait outside the restroom. Staff will only use multiple stall restrooms, resident will be present.
- e. Resident Contact List will be adhered to. If upon arrival at an Outing including those on the resident’s contact list, staff encounters non-authorized people in attendance, staff and the resident will leave the area immediately. When the resident’s behavior is appropriate, they may move onto the next authorized activity in the Outing Packet.

Home Visits

1. CS will plan the home visit with the family and resident. The plan will include the approved people to be at the visit and a description of all vehicles that will be present in the dooryard.
2. Families must agree they are responsible to ask any unauthorized visitors to leave.
3. Families must agree that staff is responsible for the safety and behavior of the resident.
4. During home visits if non-authorized visitors are present and the family does not ask them to leave or the visitor refuses to do so, staff and resident will leave immediately.
5. All technology and activities in the home will be conducted in accordance with the Outings Packet.