



Boys Totem Town

Resident Handbook



SOAR

Skill Oriented Adolescent Rehabilitation

RESIDENT NAME:
DORM:
DATE OF ADMISSION:

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WELCOME TO BOYS TOTEM TOWN

Boys Totem Town (BTT) is a residential program for up to 36 boys ages 14-19 who have been committed by the court to treatment for committing offenses and demonstrating behavioral concerns in the community. Located in Saint Paul's Battle Creek neighborhood, Boys Totem Town has been serving the Ramsey County community for more than 100 years.

Boys Totem Town provides a safe, secure, and healthy environment for residents and helps facilitate community safety. It provides specialized evidence-based services to youth and empowers families to prevent future out of home placement. We encourage and invite families to engage in the rehabilitation process by attending staffings, parent skill streaming, visiting, family counseling, school conferences or just calling to inquire about progress of your child. It is important that youth feel supported as they make changes and prepare to return to the community.

The SOAR program provides residential care services to juveniles. The treatment program focuses on risk assessment, strength identification, culturally responsive programming, counseling, and family therapy.

Our goal is to support you so that you can begin the process of making the changes that you and your family feel are important. Your ideas and feedback are welcomed and encouraged.

This resident handbook has been prepared to help you understand the program, expectations, rules, and discipline of SOAR. Please take time to read your manual carefully and completely. If you have any questions, ask a staff member for assistance.

The philosophy of our program is based on the vision, mission, and values of Ramsey County Community Corrections.

Vision - Integrity - Accountability - Innovation - Changing the Future One Life at a Time

Mission - Building safe and healthy communities through interventions that promote personal change and accountability.

Values - Respect. Integrity. Professionalism. Collaboration. Communication. Safety

BTT's mission is to facilitate community safety through risk reduction and positive youth development by:

- Providing specialized evidence-based services to youth place in our care.
- Empowering the families to prevent future out of home placements.

Program Services

Educational Services

School services are provided by Saint Paul Public Schools (SPPS), Independent School District 625. All teachers are fully licensed by the State of Minnesota. The school is supported by Title 1 and parent involvement which is highly encouraged. Contact the school office at 266-5055 if you have any questions.

SPPS Vision Statement:

Imagine every student inspired, challenged, and cared for by exceptional educators.
Imagine your family welcomed, respected and valued by exceptional schools.
Imagine our community united, strengthened, and prepared for an exceptional future.
Saint Paul Public Schools: Where imagination meets destination

SPPS Mission Statement:

To provide a premier education for all.

Medical Services

PATIENT RIGHTS

EVERY PATIENT HAS THE RIGHT:

- To respectful, non-judgmental care, regardless of race, creed, sex, national origin, cultural or spiritual values, disability or source of payment.
- To receive complete and current information about your diagnosis, tests, treatment and risk in order to make the best decisions about your health.
- To know the name of the person providing your care.
- To be interviewed and have an examination in a private space.
- To privacy of your medical record, except as provided by law.
- To health protection and health promotion information.
- To an interpreter if you don't speak English or are hearing impaired.

EVERY PATIENT HAS THE RESPONSIBILITY:

- To give us information about your past and present health, including allergies, treatments and any medicines you may be using.
- To tell us if you do not understand the instructions for your care.
- To give us your correct name and date of birth.
- To report any changes that may affect your treatment.

Medications will be given at prescribed times. You need to follow staff directions when receiving medications.

Sick days are cleared by medical staff. You must remain on your bunk for the entire day (including the evening)

Cognitive Programming

SOAR focuses heavily on helping residents develop pro-social decision-making skills by challenging current value systems, educating, and practicing healthy choices. All cognitive programming is facilitated by qualified staff with whom residents have developed relationships. The cognitive programs offered at BTT are listed below with brief descriptions. As part of your treatment, you are required to attend and participate in cognitive programming.

Skill streaming

Skill streaming is an intervention that involves systematically teaching social skills to address needs of aggression, immaturity, withdrawal, or other problem behaviors. This group will engage you in active learning through role playing and practice. This group focuses on problem solving.

Aggression Replacement Training (ART)

ART is an intervention that helps you to cope with aggressive and sometimes violent behaviors. It has 3 components: social skills, anger control training, and moral reasoning. You will role play in this group.

Phoenix

Phoenix is an intervention that helps to reduce risk factors relating to negative peers. This group discusses various topics including: gang activity, bullying, peer pressure, substance abuse, anger aggression and violence. You will role play in this group.

Mental Health Services

During your stay you will participate in individual, family, and group sessions. If needed you may also meet with psychiatric care staff and be given psychological and educational testing that allows for a deeper understanding of your individual needs.

If at any time during your stay at BTT you experience signs of sadness, disappointment, or any other mental health concerns please let your dorm staff know immediately.

Spiritual Services

Spiritual services are offered throughout your stay at BTT. If you have a spiritual need that is not being met or need reading materials please let staff know. All services are voluntary and are held outside of the dorm. Other services and times are available upon request.

Scheduled spiritual services:

Wednesday: 2:15 – 3:00 pm

Sunday: 10:15 – 11:15 am

Comprehensive Treatment Plan

The Comprehensive Treatment Plan is a document of goals and action steps that you and your treatment team (therapist, case manager and dorm staff) will develop. This document will be updated regularly as you progress through the program and will be shared with your parent(s)/guardian(s) and probation officer.

Community Partners

Boys Totem Town collaborates with numerous community organizations that provide treatment, resources, and culturally specific services to residents.

Boys and Girls Clubs: Conducts recreational activities and develops positive relationships with clients.

Circle of Peace: Facilitates culturally based group discussions.

Clinic 555: Conducts human sexuality classes and provides community resources.

HIRED/Building Lives: Provides comprehensive training and employment services.

Hmong American Partnership: Conducts weekly support groups for residents at Boys Totem Town and at the Hmong American Partnership for aftercare residents.

MAP: Provide educational mentoring services using the Check and Connect model.

Ramsey County Public Health: Provides daily medical services and conducts health, hygiene and human sexuality classes.

Saint Paul Police Department: Takes residents on field trips and facilitates other on-site activities to promote positive relationships with law enforcement.

Saint Paul Fire Department: Provides the Fireman's Explore program and a 12-week course to learn how to be an EMT.

Save Our Sons: Provides ongoing educational content focused on youth engagement and development.

Salvation Army: Offers weekly volunteer opportunities for residents.

Sierra Club: Exposes kids to the outdoors through hiking, fishing, and other nature activities.

Urban Boat Builders: Teaches students drafting, technical reading, carpentry skills, and social skills as they work together as a team to build a boat. Students have built canoes, solar-powered boats, kayaks, and rowboats. Some of the boats are used for camping trips and off-grounds experiences, while others are auctioned off with the proceeds helping to support the continuation of the program. Urban Boat Builders also provides continued boat-building training and mentoring for students as a part of the aftercare program.

Volunteers in Corrections: Assists with programming in a variety of places including co-facilitating groups, tutoring clients, and conducting spiritual programs.

VISITATION AND COMMUNICATION

PERSONAL PROPERTY

- Upon admission to Boys Totem Town, your property will be inventoried, secured, and stored safely in a locked property room.
- All clothing will be washed prior to storage.
- BTT IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL CLOTHING OR PROPERTY.
- Personal property may be released to your parent or guardian.
- You will not receive personal property while in the program (special circumstances may be taken into consideration).
- Please refrain from bringing expensive jewelry, clothing, or other items of value to BTT.

PHONE CALLS

PROFESSIONAL

- Let staff know if you need to contact your probation officer, social worker, attorney, religious leader, etc. and arrangements will be made.

PARENT/GUARDIAN

- You may call your parent/guardian twice a week (time permitting).
- Phone calls are scheduled on Wednesdays and Fridays.
- Your therapist and/or case manager, in coordination with your probation officer must approve of your contacts.
- You may only contact family members that have been approved.
- Staff will dial phone numbers and confirm that the appropriate person is on the line.

RULES

- Calls are 10 minutes in length.
- Calls are monitored by staff.
- Conversations should be appropriate.
- Calls are documented in your individual call log.
- If you are found to be speaking to an unauthorized person or have exceeded 10 minutes, staff may terminate the call.
- If you are unable to reach your parent/guardian during scheduled times, staff will accommodate you in trying to reach them as time permits.

VISITING

PROFESSIONAL

- Professional visits from people such as your personal chaplain or doctor will need approval from BTT management before they can visit.
- Your probation officer, attorney, or social worker, may visit outside of regular visiting hours.

PARENT/GUARDIAN

- Only approved/authorized family members may come to visit you. If you need to make changes, contact your case manager and/or probation officer.
- Lockers are provided for visitors in the front lobby.

RULES

- Visiting times are on Saturdays from 6pm-8pm and Sundays from 12:45pm-2:45pm.
- Visits are monitored by staff.
- Conversations should be appropriate.
- If you or your family members violate BTT rules, your visit may be terminated.
- Treats and juice will be provided; no outside food or drink is allowed.
- Staff will do a clothed search when your visit ends, before you return to the dorm.
- Do not accept any items from your family member without prior authorization.

MAIL

- You may send and receive mail from family, friends, relatives, and any legal mail to or from government officials, attorneys, correctional agencies, and the state ombudsmen.
- Staff will inspect/scan your mail before it is given to you and before it is sent out, in front of you. Staff may read your mail if necessary.
- The following items are not permitted and may be taken:
 - Any item that is illegal to possess, not specifically issued or authorized by the facility, authorized items that have been altered for other than their intended use, or approved items in excess of authorized amounts
 - Letters that include, but not limited to, escape plan, threats to the safety and security of BTT, criminal activity, obscene language, no contact orders, or correspondence that would hinder an ongoing investigation.
- You may send two personal letters a day, but may correspond with professionals as often as you would like.
- All letters to and from another correctional facility must be approved by BTT management.

RESIDENT RIGHTS

- The right to reasonable observance of cultural and ethnic practice and religion
- The right to a reasonable degree of privacy
- The right to participate in the development of your treatment and case plan
- The right to positive and proactive adult guidance, support, and supervision
- The right to be free from abuse, neglect, inhumane treatment, and sexual exploitation
- The right to adequate medical care
- The right to nutritious and sufficient meals, sufficient clothing, and housing
- The right to live in clean, safe surroundings
- The right to receive a public education
- The right to reasonable communication and visitation with adults from outside the facility, which may include a parent, extended family members, siblings, a legal guardian, probation officer, caseworker, an attorney, a therapist, a physician, a religious advisor, and a case manager in accordance with the resident's treatment plan
- The 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
- The right of access to protection and advocacy services, including the appropriate state-appointed ombudsmen (a person who investigates complaints)
- The right to retain and use a reasonable amount of personal property
- The right to courteous and respectful treatment
- The right to be free from bias and harassment regarding race, gender, age, disability, spirituality, and sexual orientation
- The right to be informed of and to use a grievance procedure
- The right to be free from restraint or seclusion used for a purpose other than to protect the resident from imminent danger to self or others, except for the use of disciplinary room time as it is allowed in The Boys Totem Town discipline plan

PRISON RAPE ELIMINATION ACT (PREA)

- BTT has a zero tolerance for sexual abuse or harassment.
- Staff and any individual in a position of authority over a person of the Ramsey County Community Corrections Department shall not retaliate against the person making the report.
- As the result of any investigation into sexual misconduct, criminal charges may be filed against the perpetrator of the offenses.
- BTT may take appropriate disciplinary or prosecutorial action when untruthful allegations are made.
- Any sexual abuse should be immediately reported to staff or (SOS) SEXUAL VIOLENCE SERVICES at 651-266-1000 or www.sos.ramsey.us
- You should be aware that while at BTT, male and female staff monitor cameras and that the door chime will alert you when a member of the opposite sex enters the dorm

EDUCATION *Sexual Misconduct is...*

- Any sexual advance by another resident or staff.
- Requests for sexual favors by another inmate or staff.
- Threats made by another resident or staff for refusing sexual advances.
- Verbal or physical conduct of a sexual nature toward a resident by staff.
- Invasion of privacy beyond that reasonably necessary for safety and security.
- Sexual harassment including demeaning comments and jokes and abusive, threatening or degrading sexual comments.
- Sexual assaults, sexual conduct, and sexual contact.

REMEMBER!

- No one has the right to pressure any person to engage in sexual acts.
- No person has to tolerate sexual assault or pressure to engage in unwanted sexual behavior.
- If you are a victim or know of a victim of sexual abuse or assault by another resident or staff, report it immediately.

PREVENTION

- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE!
- Don't be afraid to say "NO" or "STOP IT NOW"
- Demonstrate confidence. Many perpetrators choose victims who look like they won't fight back or are emotionally weak.
- Avoid talking about sex and unnecessary or casual nudity. These things may be considered a come on or make another inmate believe that you have an interest in a sexual relationship.
- Do not accept canteen items or other gifts from other inmates. Avoid borrowing and becoming indebted to someone.
- Beware of residents that say they will protect you. Protection may be costly.
- Do not give out information about your family, friends, or financial situations.
- Avoid secluded areas. Position yourself in plain view of staff members.
- If you are being pressured for sex, report it to staff immediately.

REPORTING *if you or someone you know is a victim of sexual misconduct, sexual abuse or assault...*

- Report all incidents of sexual misconduct, sexual abuse and sexual harassment to a staff member immediately either verbally or in writing.
- You may report as a victim or as a witness to a sexual assault.
- Report to any staff member, including medical, counseling, school, and mental health staff.
- All information will remain confidential.
- Any person who reports incidents may request and be treated as an anonymous informant.

INTERVENTION

- All residents, whether a victim of sexual misconduct or a witness to a sexual misconduct, will be referred to appropriate counseling.
- If you are a victim you will be sent for treatment and collection of forensic evidence if deemed appropriate by the investigating authorities.
- You may be assigned to different housing in order to protect you from further harm and abuse.
- All reports will be investigated immediately upon being reported by staff that have experience and training in investigations.
- Our priority is to keep you safe!

VICTIM SUPPORT SERVICES

- Ramsey County Boys Totem Town has partnered with Sexual Offense Services of Ramsey County to provide survivors of sexual abuse with emotional support services. All information is confidential. To access these services, contact 651-266-1000 24-hours a day or send a letter to: Sexual Offense Services of Ramsey County, 555 Cedar St., St. Paul, MN 55101

Expectations

These expectations are posted throughout the building. Staff will also talk about expectations at the start of each shift.

Personal Property

Upon admission all personal property is washed, inventoried, and placed in the property room. You can release personal property to your parent/guardian. BTT is not responsible for the loss or damage of personal clothing or property.

Dorm

While in the dorm you are expected to be respectful, quiet, and appropriate. You need to get permission from staff to move around in the dorm. It is your responsibility to clean up after yourself and keep the dorm neat and orderly.

Movement

Movement throughout the building is done in an orderly fashion, uniforms properly worn, participate in the dorm count, and quiet through the hallways. When transitioning from one activity to another you will be asked to have a quiet seat on your bunk.

Staff Office

You are only to enter the staff office when staff are present and when you are given permission. You cannot interrupt staff meetings unless it is an emergency.

Code Calls

Code calls are radio transmissions used to call for staff assistance. If a code is called you must immediately follow staff directions. During code calls there is no movement throughout the building.

Building Cleaning

Throughout your stay at BTT you will be required to participate in keeping the building clean.

Meals

Three meals are provided to you daily. A snack is provided each night. You are not allowed to bring food back to the dorm or to school. If you have food allergies or cannot have certain foods due to religious beliefs, please inform staff as soon as possible.

Clothing

You must be in uniform at all times with your shirt tucked in. You must wear appropriate shoes when not in your dorm (no shower shoes outside of the dorm). Clothing is washed every night; you must send all clothing down to the laundry.

Bedding

All of your linens and blankets must be washed weekly (Tuesday nights). You are provided with 2 blankets, 2 sheets and 1 pillow case. Bunks should be made at all times, examples of appropriately made bunks are posted in your dorm.

Hygiene Products

You will be given a hygiene kit during admissions. You will be allowed to use these products in the morning and at night. Your kit will include: toothpaste, toothbrush, pick or comb, brush, deodorant, shampoo, lotion, and soap/soap dish. You must return your empty or broken item in order to receive a new one. You are to only have one of each of the named hygiene products at a time.

Showers

You must shower every night unless you have a medical reason that has been approved by a BTT nurse. You must dress in the shower stall.

Bedtime

Lights out is at 9:00 pm. At this time you must be in your bunk and quiet. You may read a book from 9:00 – 9:30 pm

Locker Items

You are allowed to have the following items in your locker: 5 pairs of boxers, 2 pairs of shoes (Colors: all black, all white, all gray, or a combination of the mentioned colors), 1 pair of shower shoes, 1 hand towel, and hygiene products. You can also have the following in your locker: letters (stamps removed by staff), 5 books, school and treatment work.

Locker and Bunk Searches

Staff will search your bunk and locker throughout your time at BTT.

Appropriate Boundaries

Sexual health is your right and within the limitations of an institutional living environment. BTT will provide you with personal space. Inappropriate comments toward anyone will be taken seriously and reported.

Building Emergencies

If there is an emergency, follow staff directions. Emergencies include but are not limited to severe weather, code calls, fires etc.

Level System Overview

Comprised of 5 levels

Orientation Level (30-45 Days)

Level 1 (30-45 Days)

Level 2 (30 Days)

Level 3 (30 Days)

Transition Level (30 Days)

All level system expectations:

Attend and participate in meetings with Case Manager.

Attend and participate in individual and family sessions with Mental Health Professional.

Complete assessments for Mental Health Professional.

Attend and participate in skill streaming group 2 times each week.

Attend school every day and follow school expectations.

Follow SOAR rules and expectations.

GPS compliance – maintain a charged battery and do not tamper with equipment.

Appreciations & Reminders

Residents earn appreciations throughout the day from teachers and staff. These appreciations are used to purchase various items. Residents will be able to earn nightly privileges via appreciations.

Residents will be able to earn nightly privileges via appreciations

Reminders have a point value

- Orientation: 10 points
- Level 1: 15 points
- Level 2: 20 points
- Level 3: 20 points
- Transition: 25 points

After earning a reminder, if a resident completes a thinking report and discusses the emotions and thoughts behind the physical or verbal behavior with the staff that wrote the reminder, then the reminder would be removed from the resident's card and thrown away. If you choose to not complete a thinking report you will lose points for that reminder.

Staff must work with resident to provide them the opportunity to remove reminder via a thinking report.

Items for Purchase

Canteen:

5 Appreciations

Extra Phone Call (outside of the scheduled Wednesday and Friday calls):

3 Appreciations

Late Night:

5 Appreciations

Studio Time:

5 Appreciations

Game Room Time:

5 Appreciations = 1 hour

Extra Hours on Home Pass (Level-3 and above with Program Supervisor Approval):

10 Appreciations = 1 extra hour

Level Request Packets:

Level 1: 500 points

Level 2: 1000 points

Level 3: 1500 points

Transition: 2000 points

Team Meetings

Team Meetings serve as an opportunity for you to speak about a specific incident with a team of staff and a Supervisor.

SOME REASONS FOR REQUESTING A TEAM MEETING

- You have something that you would like to address.
- You have a Level request that you would like to present.
- You want feedback on your current progress within the program.

SOME REASONS A TEAM MEETING MAY BE REFERRED FOR YOU

- You have earned multiple reminders in one shift.
- You have a Major Rule Violation.
- You need to process a situation that occurred.
- Staff wants to acknowledge the positive behaviors you have been demonstrating.

Score Card

Each resident is responsible for carrying around their scorecard. If your scorecard is lost, no points will be awarded for that day.

Staff is responsible for writing down purchases, restrictions, rewards, and consequences.

Points are only used to purchase levels.

Grievance Procedure

You can file a grievance if you feel that the program has not been followed properly. You are allowed to grieve an issue through the following process:

1. Try to address the issue with staff.
2. If you are dissatisfied with the results of this meeting, request a Resident Grievance form from staff; fill it out, and request the staff to give it to the Shift Supervisor.
3. You will hear back from a Supervisor about your grievance within 48 hours.
4. If you are still dissatisfied, you may ask that the Assistant Superintendent review the Supervisor's decision.
5. You will hear from the Assistant Superintendent within an additional 5 days following the Supervisor's decision. The Assistant Superintendent's decision is final.

Confidential Grievances should be given directly to a Supervisor and marked "Confidential". The same response timelines stated above will apply.

In an emergency situation, your grievance will be responded to immediately.

Behavior Assessment

The in-house behavior assessment is a tool used to look at how you think you are doing in the program and how staff think you are doing in the program. You will complete the assessment and so will three staff. These staff could include but are not limited to: dorm staff, case managers, therapists, and school staff. Each assessment is then scored and compared to one another. If there is a big difference between your score and staff score, you will be asked to have a conversation with that staff. Large differences in scores indicate that your behavior is seen differently by another person, having a conversation about this will help in developing stronger positive social skills.

Minor Rule Violations

- **Disrupting Staff while Giving Expectations:** Interrupting and/or making unsolicited comments while staff is giving expectations to clients.
- **Horseplay:** Inappropriate and disruptive physical activity.
- **Lying/Misrepresentation:** Giving a false statement; or altering a report, record, or any instrument to mislead another.
- **Manipulation:** The use of dishonest or deceitful means for the purpose of personal gain.
- **Non-Compliance:** Not following an institutional rule or a directive given by staff.
- **Slamming Door:** Slamming any door, using excessive force.
- **Inappropriate Comments:** Including, but not limited to: derogatory comments about another person(s); conversations about escaping, drugs, or crimes; swearing; and disrespectful comments to staff.
- **Note Passing:** Giving notes directly to another client.
- **Inappropriate Dress:** Wearing BTT clothing in a way it was not intended (i.e. not wearing BTT shirt when out of your room, sagging your pants, etc.).
- **Not Following Staff Directive:** Refusing to comply, in a timely fashion, with a specifically stated (oral or written) directive given by a staff member.

Major Rule Violations

- **Aiding and Abetting**: Assisting, or attempting to assist, another client in violating BTT rules or state statute.
- **Assault**: Any act or attempted act which if carried out would cause pain, injury or bodily harm, or fear of pain, injury, or bodily harm to any person.
- **Conspiring**: Plotting or planning with another person to commit a violation of BTT rules or state statute.
- **Fighting**: Any act including but not limited to: punching with fists, slapping, kicking, biting, pushing, or wrestling.
- **Gang/Cult Behavior**: No symbols, colors, or graffiti relating to any unsanctioned group or gang may be displayed, possessed, or worn.
- **Harassment**: Threatening, obscene or abusive language/gestures/acts to harass, insult, or offend another person.
- **Medication Misuse**: The failure to ingest the prescribed medication immediately in the presence of staff; hiding; selling, trading the medication to another person.
- **Contraband**: Any article which a client is not authorized to have in his possession.
- **Property Damage**: Destroying, damaging or altering any BTT property.
- **Theft**: Taking, for any reason, any property belonging to another client/staff/visitor or BTT.
- **Threatening**: Any behavior intending to harm or intimidate another person.
- **Running Away/Attempting to Run Away**: Leaving the BTT facility, grounds, or the custody of a supervising person without permission.
- **Being out of bounds or in a restricted area**: Leaving the any room without permission or entering a room that does not have a camera or is not supervised by staff.

Disciplinary Room Time (DRT)

Disciplinary Room Time (DRT) may be used as an intervention to major rule violations. You will receive written notice of the rule you violated, you will be given a due process hearing, and you have the right to appeal the outcome of that due process hearing.

Level Hold

You are eligible for privileges of the level below the one you are currently on. You will be reviewed in 5 – 7 days. At that time if behaviors have not improved you may earn a level drop.

Level Drop

You must re-purchase a level packet and seek feedback from all staff.

Orientation

30-45 days

Expectations:

Make your bunk daily, and maintain good hygiene

Review Resident Handbook with each team of dorm staff

Complete Resident Handbook quiz

Complete Skill streaming pre-test

Participate in initial staffing

Complete Behavior Assessment and process score with staff

Begin to develop Comprehensive Treatment Plan goals

Complete the following:

- Health Assessment with Nurses
- Peer Safety Contract
- PREA Assessment/Video
- Assessment for Group
- DOC Assessments
- MAYSI Assessment
- TSSCA Assessment
- BTT Resident File Summary

Reminders = -10 Points

Quiz: Orientation

- 1: Who do you review the Resident Handbook with?
- 2: True or False: You can request a team meeting.
- 3: How many days does the orientation level last?
- 4: List three Minor Rule Violations.
- 5: One reason why a Team Meeting would be referred for you:
- 6: How do you remove a reminder from your scorecard?
- 7: True or False: Staff carry your score card.
- 8: List two Major Rule violations.
- 9: When is free phone call night?
- 10: Name 4 hygiene items you can get on a monthly basis:
 - a.
 - b.
 - c.
 - d.

Level 1

30-45 days

Expectations:

Resident consistently display Orientation level behaviors.

Resident demonstrates willingness to learn from mistakes.

Resident exceeds dorm expectations (cleaning, behavior, uniform, school, Skill streaming, and treatment work).

Staff observes resident using Skill streaming skills in daily programming.

Resident continues to learn rules and expectations of the dorm, hallway, dining hall, classroom, and group.

Resident asks for feedback from staff.

Resident shows an increased willingness to accept responsibility.

Resident consistently shows appropriate behaviors (dress, language, and interactions).

75 day review-Recovery plan implemented.

Reminders = -15 Points

Quiz: Level 1

- 1: How many points is one reminder worth on this level?
- 2: What does it mean to learn from your mistakes?
- 3: Name three staff that you feel comfortable receiving feedback from and why
- 4: List three skills you use on a regular basis:
- 5: What are the basic clothing expectations while outside the dorm?
- 6: Which of the following clothing items are allowed in a level 1 & 2 resident locker?
 - a. Boxers, shoes, sweatshirt and shorts
 - b. Socks, pants, uniform shirt, towel
 - c. Shoes, robe, boxers, shower sandals
 - d. Shorts, boxers, shoes, shower sandals
- 7: When a Code is called you must follow _____
- 8: The only time staff meetings can be interrupted is during _____
- 9: What must you do before entering the staff office?
- 10: Name one mistake you have learned from:

Level 2

30 days

Expectations:

Resident consistently displays Orientation and Level 1 behaviors

Resident demonstrates skills learned in therapy sessions

Resident works with Case Manager and Mental Health

Resident shows willingness to learn from mistakes

Professional to repair damage

Resident consistently meets expectations in school (earn 2 & 3's on scorecard)

Resident participates in BTT approved off-ground activities (Save our Sons, Circle of Peace, Sierra Club, and Fire Explorers)

Complete behavior assessment and process score with staff (must do as part of level request to move to Phase 3)

Attend and participate in quarterly staffing

Reminders = -20 Points

Quiz: Level 2

- 1: How many points do reminders cost on this level?
- 2: List three things that help to repair damage
- 3: Which of the following statements is not one of the Saint Paul Public School vision statements:
 - a. Imagine every student inspired, challenged, and cared for by exceptional educators.
 - b. Imagine your family welcomed, respected and valued by exceptional schools.
 - c. Imagine our community united, strengthened, and prepared for an exceptional future.
 - d. Imagine respectful, non-judgmental care, regardless of race, creed, sex, national origin, cultural or spiritual values, or disability.
- 4: Which cognitive programming group teaches problem solving through social skills?
- 5: When in the cafeteria, who can you speak with?
- 6: Unless you have purchased a late night, what time is bed time?
- 7: Where can canteen be stored?
- 8: Which one of the following are hallway expectations?
 - a. Walk along right side of the hallway
 - b. Stay within sight of the staff
 - c. Walk in a single file line
 - d. All of the above

Level 3

30 days

Expectations:

Resident consistently displays Orientation, Level 1 and 2 behavior

Resident demonstrates leadership to peers by helping peers meet BTT expectations and rules

Resident completes community service work as assigned in the building and off grounds

Resident shows improvement in school behavior and grades

Resident develops safety plan and complete home pass processing with case manager in order to participate in home passes.

*Extended Juvenile Jurisdiction (EJJ) residents are not eligible for home passes.

Home Passes:

- Once eligible, home passes are every other weekend (2x/month)
- If there is a violation of the home pass safety contract, recovery work will be needed before future home passes can be completed
- Home Pass # 1
 - 4 hours – you are eligible to purchase 1 additional hour
- Home Pass # 2
 - 6 hours – you are eligible to purchase 1 additional hour
- Home Pass # 3
 - 10 hours – you are eligible to purchase 2 additional hours
- Home Pass # 4
 - 24 hours
- Home Pass # 5
 - 24 hours

Keep approved amount and type of clothing in locker. Once you have earned level 3 you can have the following personal clothing in your locker: 3 pairs of personal pants (Solid colors: black, khaki, denim), 2 pairs of personal shorts (Solid colors: black, khaki, denim), and 2 personal shirts – the personal shirts can only be worn on off ground activities and must be approved by staff.

Reminders = -25 Points

Quiz: Level 3

- 1: How many points do reminders cost on this level?
- 2: List the 5 community responsibilities
- 3: True or False: A level 3 & 4 resident is allowed to have both personal clothing as well as BTT clothing
- 4: What is the phone number to Sexual Violence services (PREA SECTION?)
- 5: How have you been challenged by BTT programming? (Phoenix, ART, or Skill Streaming)
- 6: True or False: Residents can have 2 pairs of personal shoes, 1 BTT shoe and their shower shoes in their locker
- 7: Which of the following is NOT a resident right
 - a. right to reasonable degree of privacy
 - b. right to positive and proactive adult guidance
 - c. right to read educational books
 - d. right to have reasonable amount of personal property
- 8: Who may you trade or bet canteen with?
- 9: If a resident has multiple hygiene items and he says past residents gave it to him, can he keep them?
 - a. Yes, only with supervisor approval
 - b. Yes, but take it down to his personal property and bring it up as he needs replacing so he doesn't have excessive hygiene items
 - c. No
 - d. No, confiscate it and give it to a resident that needs it

Transition

30 days

Expectations:

Resident consistently displays Orientation, Level 1, 2 and 3 behaviors

Resident behavior meets or exceeds expectations consistently both on and off campus

Resident demonstrates behavior that connects you to others in a positive way

Resident completes skill streaming post test

Resident completes behavior assessment and process score with staff

Complete transition planning:

- School intake
- Engage and participate in active job search
- Pro-social activities are planned and in place
- Residence is established upon release
- Attend and participate in transition staffing

Reminders = -50 Points

Quiz: Transition

- 1: Three goals you have developed for when you return home?
- 2: What skills or training have you developed to help you meet these goals?
- 3: What is the BTT Phone number?
- 4: List your pro-socials.
- 5: Which three skills will you use in the community the most, and why?
- 6: What does it mean to be a mentor?
- 7: How much does a reminder cost on this level?
- 8: What does it mean to do repair work in your relationships?
- 9: When can your personal shirts be worn?
- 10: What color pants may be worn?

Congratulations!

After completing the SOAR program you will be well on your way to being successful! Please remain in contact with your case manager and other staff at BTT. Remember we are always here – only a phone call away 651-266-5000.

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