**Verification of Notification and Receipt Form**

Please initial the boxes next to each verification form below and sign on page two. Only return the first two pages of this packet. The remaining pages are for your records and review.

**Child Information**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Verification of Receipt of Notice of Correspondence Restrictions

☐ I verify that I have read, understood, and received a copy of Notice of Correspondence Restrictions from Hinge Point Youth Homes.

# Verification of Receipt of Contraband Acknowledgement

☐ I verify that I have read, understood, and received a copy of the Receipt of Contraband Acknowledgement from Hinge Point Youth Homes.

# Verification of Receipt of Grievance Policy and Procedures

☐ I verify that I have read, understood, and received a copy of the agency’s grievance policy and procedure from Hinge Point Youth Homes.

* **Verification of Receipt of Searches Acknowledgements**

☐ I verify that I have read, understood and received a copy of the agency’s Searches Acknowledgements from Hinge Point Youth Homes.

* **Verification of Receipt of Rights and Privacy Practices Acknowledgement**

☐ I verify that I have read, understood, and received the Rights and Privacy Practices Acknowledgement from Hinge Point Youth Homes.

* **Verification of Receipt of Photo and Media Release**

☐ I verify that I have read, understood, and received the Photo and Media Release from Hinge Point Youth Homes.

* **Verification of Receipt of Religion and Culture Policy**

☐ I verify that I have read, understood, and received the Religion and Culture Policy from Hinge Point Youth Homes.

* **Verification of Receipt of the Visitation Agreement**

☐ I verify that I have read, understood, and received the Visitation Agreement from Hinge Point Youth Homes.

* **Verification of Receipt of the Behavior Management and Discipline Policy**

☐ I verify that I have read, understood, and received the Behavior Management and Discipline Policy from Hinge Point Youth Homes.

* **Verification of Receipt of the Water Recreation Agreement**

☐ I verify that I have read, understood, and received the Water Recreation Agreement from Hinge Point Youth Homes.

By signing this form, I acknowledge that I have read, understood, and was provided copies of each, and agree to adhere to the regulations therein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Signature (if over 8 year of age) Date

Participant/Guardian Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant/Guardian Signature



**Hinge Point Youth Homes**

**Correspondence Restriction Policy**

HPYH will inform you if correspondence with your child has been restricted which may include restrictions in phone, mail, personal visits and social media correspondence. The reason for this restriction will be explained to you and may be due to the following:

\_\_ Correspondence is harmful, abusive or otherwise threatening to the child or others.

\_\_ Correspondence is detrimental to the treatment environment and/or the child’s treatment in general.

\_\_ Correspondence is detrimental to the treatment environment of others residing in the home.

More specific details would be provided.

If you disagree with this action, should it be taken, we are willing to meet with you and the child’s legal authority and referring agency to resolve this matter. Correspondence will continue to be restricted until a meeting has been held. To schedule a meeting, please reach out to Hinge Point Youth Homes.



**Hinge Point Youth Homes**

**Contraband Acknowledgement**

Hinge Point Youth Home defines contraband as any item that may pose a health or safety risk to any child or staff in the home, either individually or collectively. Contraband includes, but is not limited to:

-Tobacco products including vapes

-Alcohol

-Illegal Drugs

-Energy Drinks

-Online gaming devices

-Pornography and/or sexually offensive material

-Weapons, or any items that could be used as a weapon and with the intent to serve as a weapon

-Prescription drugs not prescribed to the child and not kept in accordance to the Medication Storage and Administration Policy

-Over the counter medications not used as intended and not kept in accordance to the Medication Storage and Administration Policy

-Any other illegal dangerous or disruptive item which could have a negative impact on the therapeutic environment

-Clothing that is socially offensive, promotes illegal behavior, revealing or otherwise disruptive to the therapeutic environment.

Contraband found in the possession of a child or staff must be reported to the administrator. The administrator will then confiscate the contraband, secure it in a location inaccessible to children or the staff and notify law enforcement. The administrator will follow law enforcement recommendations in determining if chargers should be pressed. It is the responsibility of the administrator or designee to dispose of all contraband not confiscated by law enforcement.



**HINGE POINT YOUTH HOMES**

**Grievance Policy and Procedure**

***Introduction***

Although we seek to provide an environment where employees and residents feel that they are an important part of Hinge Point Youth Homes (hereafter referred to as Company), and where everyone feels fairly treated, there may be times when you have a dispute with an administrator, staff or the Company which can best be resolved through a formal procedure for dispute resolution. All disputes between any employee or resident and the Company are to be resolved in accordance with the following procedures. Please note, however, that the Company reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the Company or to constitute any part of a contract between you and the Company.

Any dispute between you and the Company may be resolved using this grievance procedure, with the exception of oral reprimands which are not recorded in your personnel file.

A grievance is a complaint by an employee or resident concerning any matter related to the services or actions of the Company. All grievances must be in writing and requires you to state clearly and concisely all the known facts related to your grievance, including “who, what, where, when and the why.” Clearly explain why you disagree with act or omission that forms the basis for the grievance. Also explain what remedy you are requesting. You must sign and date the grievance.

***Grievance Procedure***

**Preliminary Step**

You must first address your grievance with an administrator of the Company. If your grievance is against one of the administrators, you may speak with a different administrator of your choosing. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process.

**Step 1**

You must first submit your grievance in writing to the selected administrator.

The administrator who received the written grievance will respond in writing within ten (10) days following receipt of your grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then you may proceed to Step 2.

**Step 2**

You may appeal the disposition of your grievance by the administrator to the administrator and your referring agency. The referring agency will then undertake an investigation of your grievance and the underlying facts. An agent of the company may meet with you and the administrator to discuss your grievance. The referring agency will then provide a written or oral response to your grievance within their determined length of time following the date of your meeting.

**Step 3**

You may, also, appeal your grievance to licensing for review. Licensing will review the grievance and provide a written or oral response within their determined length of time.

**Step 4**

You may appeal a grievance decision and request final and binding arbitration of your grievance. The request for arbitration must be in writing and must be made within 30 days following receipt of the response of licensing in Step 3.

Upon receipt of your request, the Company will, within ten (10) working days of its receipt of your request, ask the Federal Mediation and Conciliation Service or the American Arbitration Association to provide a list of prospective arbitrators. The parties will choose an arbitrator from the list provided. If the parties cannot agree upon the choice of an arbitrator, then you and the Company will ask the American Arbitration Association to appoint an arbitrator to hear your case.

All fees or expenses of arbitration, including, without limitation, the arbitrator’s fees and expenses and rental of a venue for the arbitration, if necessary, shall be borne equally by the parties. Each party will pay its own attorneys’ fees or costs other than the arbitrator’s fees and expenses.

The grievant bears the burden of proof as to the validity of the grievance.

The decision of the arbitrator shall be in writing and the decision is final and binding. Arbitration is the exclusive forum for resolution of discipline and discharge cases, and both the Company and you waive your right to bring any action in court or the enjoy trial by jury. Either party may, however, seek to enforce an arbitrator’s award in a court of competent jurisdiction.



**Hinge Point Youth Homes**

**Searches Acknowledgement**

Hinge Point Youth Home staff may conduct searches of bags, coats, bedrooms or other personal property or space only if it has reasonable suspicion that a child is in possession of contraband. Searches of personal property must be done by two staff and in the presence of the child. Searches of personal property must be documented and notification must be given to the legal authority and/or referring agency within a reasonable timeframe.

Pat down searches, or searches of a child for contraband on their person must be done in the presence of two staff, and if appropriate, law enforcement. If only one staff is available, law-enforcement must be present to conduct the search. Only staff trained to conduct such searches will be able to search the child’s person and will be done in accordance with the following:

-Pat down searches will not be conducted by a member of the opposite sex.

-The child must be informed that they are about to be searched.

-The child will be instructed to remove all outer layers of clothing (i.e., coats, gloves, hats, shoes, etc.) and empty all pockets.

-The staff person lightly pats the clothing of the child using only enough contact to conduct an appropriate search.

-If the staff detects anything unusual, they must ask the child to identify and remove the object for inspection. If the child refuses to identify the object, staff will notify the administrator for guidance in how to take appropriate steps to remove the item for inspection.

-Pat down searches must be documented and notification must be given to the legal authority and/or referring agency within a reasonable timeframe.

Stripe searches and body cavity searches are prohibited.



**Hinge Point Youth Homes**

**Rights and Privacy Practices**

Hinge Point Youth Home holds the privacy and confidentiality of the children served and staff as one of its highest priorities. All protected information for children will be held in a locked file cabinet that is only accessible by the administrators or staff who provide direct services to the individual client. Employee profiles will only be accessible by the administrators. This file cabinet will be located in the staff office, behind a locked door. Children of the home will not be granted access to that area in the home.

Hinge Point Youth Home anticipates that the legal authority of these children will be either the parents, or Child Welfare. Therefore, all records pertaining to the child’s parents and family, as well as the details pertaining to their Child Welfare case, will also be held in the locked file cabinet, behind the locked door of the staff area. Hinge Point Youth Home will not provide any information to any outside entity without the written consent of the child’s legal authority. Hinge Point Youth Home will not include pictures of children or any identifying information for promotional or publicity purposes unless otherwise directed by Child Welfare or the legal authority. Such permission must be provided by written consent from the legal authority.

Hinge Point Youth Home may use an electronic record keeping system in addition, or substitution of, hard copy records. Hinge Point Youth Home will ensure the electronic records system is in compliance with the Health Information Privacy and Portability Act (HIPPA). Access to the database will be limited to those who require the information for care of the child. Information will be used for clinical purposes only, and to ensure appropriate care of the individual child.



**Hinge Point Youth Homes**

**Photo and Media Release**

**Authorization**

I authorize Hinge Point Youth Homes to take pictures of the child in care for the sole purpose of internal record keeping, treatment or other care related items. I further acknowledge that Hinge Point Youth Homes will not post pictures on the internet, social media or use these pictures for any marketing or business development purposes. Hinge Point will only share these photos with the legal guardian, referring agency or to assist law enforcement in the event the child goes missing.

I also authorize Hinge Point to conduct meetings with the family, legal guardian, referring agency or other professionals over Zoom or other agreed upon video conferencing service when appropriate for the sole purpose of supporting the child’s treatment and care. Both parties agree that the intention is for the remote meetings to be confidential and will each only be liable for the conduct of their officials, employees, and agents.



**Hinge Point Youth Homes**

**Religion and Culture Policy**

Hinge Point respects and honors an individual’s religious and cultural identity, heritage and practices. It seeks to support an individual in their religious and cultural beliefs as much as it can safely and reasonably do so. Hinge Point will work with the family, legal guardian and/or referring agency to support continued access of religious or cultural practices in a respectful and safe manner.

There may be times when a religious or cultural practice cannot be supported by Hinge Point. Those situations may include, but are not limited to, the following:

* The practice includes the physical harm of self, others or animals.
* The practice is illegal or a violation of state licensing or contractual agreements.
* The child verbally states that they do not want to participate in said practices.

By signing below, you acknowledge that Hinge Point will do its best to support the child in their religious and cultural identity, heritage and practices. You also acknowledge that there are situations where the child may not be supported in those practices as described above.



**Hinge Point Youth Homes**

**Visitation Agreement**

Hinge Point encourages visits by those who have been approved to visit by the child’s legal authority, referring agency or court of law. The following is the visitation rules for each visitor and must be agreed to by all parties before visitation is scheduled.

-Upon admission, Hinge Point will request a list of approved visitors from the legal authority and/or referring agency. Visits will only be permitted by those approved.

-Visits will be scheduled in advance when possible and attempts will be made to hold visits when it least impacts treatment or program specific activities or needs.

-Visitors will conduct themselves in a manner that is supportive of the treatment environment and does not disrupt the child, other children in the home or staff.

-In the event that a visitor becomes disruptive to the child, other children in the home or staff in the home, the visitation will end and the visitor will be asked to immediately leave the property. If they refuse to leave, they will be considered as trespassing and law enforcement will be notified.

- Visitors who “no-show” for their visitation appointment will be reviewed at the next treatment team meeting to determine any adjustments that need to be made to ensure minimal disruption to the child.

-A log of all visitors will be kept by Hinge Point staff which includes that visitor's name, date and time of visit and relationship to the child.

-A copy of this signed visitation agreement will be held by Hinge Point. Copies will be provided to all relevant parties upon request. Visitation agreements will not be required for government officials operating in their professional capacities.



**Hinge Point Youth Homes**

**Behavior Management and Discipline Policy**

Hinge Point Youth Home will utilize an evidence-based treatment model focusing on applied behavior analysis and overseen by a board-certified behavior analyst. Hinge Point Youth Home will focus on teaching functional, social, communication and behaviors skills to clients so that they may have an increase in independence and self-advocacy. Behavior plans will promote self-control, self-direction, self-esteem, and an acceptable pattern of social behavior appropriate to the age and development level of the child. Positive reinforcement procedures will be utilized. No punishment procedure will be utilized unless there is also a positive reinforcement procedure in place and the client's behavior is disruptive to the client’s ability to learn, participate appropriately or function appropriately with others. Hinge Point Youth Home will always utilize the least restrictive treatment.

Hinge Point Youth Home will not engage in:

1. Physical restraint unless the client is an immediate danger to himself or others.

2. Any kind of punishment inflicted on the body, including spanking, hitting, slapping, spitting,

kicking, shaking, pulling hair, pinching skin, twisting of an arm or leg in a way that would cause pain or injury to the child, kneeling and sitting on the chest of a child, placing a choke hold on a child, bending back a finger, and shoving or pushing a child into the wall, floor or other stationary object

3.Cruel and unusual physical exercise, including forcing the child to take an uncomfortable position;

4. Verbal abuse, ridicule, humiliation, profanity and other forms of degradation directed at a child or a

child’s family

5. Withholding of necessary food, clothing, bedding, rest, toilet use, bathing facilities, and entrance to

a children's residential care facility housing a child

6. Denial of visits or communication with the child’s family except as specified in the child’s service

plan or court order

7. Denial of necessary educational, medical, counseling, and social services;

8. Disciplining a child or group of children for the actions of one (1) child, unless the organization’s

policies and procedures for group behavior management and discipline are based on a nationally recognized peer group treatment model and clearly prescribe the circumstances and safeguards under which disciplining the group is allowed and is supervised directly by staff

9.The placing of anything in or on a child’s mouth

10. A physical work assignment that produces unreasonable discomfort.

Your treatment will include;

1. An individualized and evidence-based assessment such as the Essentials for Living, IISCA or an FBA.
2. A preference assessment.
3. An individualized treatment plan. The client’s goals will always be considered and the client will have input. The behavior plan will be explained in a way that is understandable to the client.
4. Documentation will be kept for 7 years on all behavior plans.
5. Data will be taken on all client goals.
6. Treatment plans will be graphed and reviewed often. Treatment plans not showing progress will be re-evaluated.
7. Mental health counseling by licensed clinical social workers. Treatment methods will include Cognitive Behavioral Therapy, Dialectical Behavioral Therapy, Solution Focused Therapy and Motivational Interviewing. Services will be offered both in individual and group sessions. Services will not be marketed to the community but will be offered solely to the children residing in the home.



**Hinge Point Youth Homes**

**Water Recreation Agreement**

From time to time, residents of Hinge Point Youth Homes will have the opportunity to participate in water recreational activities. Activities that involve water will be done in public pools and other areas managed by municipal services designated for water recreation. This may include natural or artificial bodies of water such as lakes, rivers or streams, so long as said areas are managed by a municipal service (examples could be state or city parks).

In the event that Hinge Point takes children who are developmentally delayed to a swimming activity, staff will ensure that rescue and safety equipment (life jackets, floatation devices, safety rope, etc) are in use or nearby and will be trained in how to use said safety/rescue equipment.

In all cases where activities are held at or near bodies of water, Hinge Point staff will consider the distance of the activity or facility from the water, the depth of the water, water flow, safety hazards, and the ability of the children.

