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Welcome to **Dr. JiJi's Integral Health Center, LLC**. We have combined two programs, (substance abuse and mental health counseling) at one location. The goal of our Center is to facilitate the development of permanent lifestyle changes so our clients will be successful, contributing, and law-abiding individuals in the future. The goal is also to improve the functioning and well being of families.

The Substance Abuse Program uses individual and group counseling. As clients advance through a series of counseling sessions, they are given assignments and they are encouraged to learn social skills, anger management, and coping skills in order to and make lifestyle changes and stay drug free. Clients will be expected to be responsible and accountable for their own behaviors. The primary approaches used to effect client behavior changes are counseling, homework assignments, reality therapy, counseling groups with positive peer pressure, and role modeling.

When a counselor or guardian observes negative behavior such as continuous substance abuse, rule infraction or poor attitude he or she is expected to take appropriate action. Negative behavior is confronted at the counseling session to increase the clients' awareness and help him/her understand the impact of his behavior on others. The objective of the counseling program is to create an awareness of the drug and alcohol problem, including the impact of the problem on the client and others. The intention is also to motivate the client to stop using drugs and to adopt socially acceptable conduct.

It is expected that the client will keep all their counseling appointments, finish their homework assignments, participate in both individual and group counseling sessions, follow the recovery programs goals and comply with recommendations set forth by the counselor. Infractions of these rules will be addressed by a counselor and, if necessary, Probation Officer. Conduct continuous violations will be addressed by the Probation Officer and may result in referred back to the court.

Our center provides a positive, drug free culture. Lifestyle changes are evident when the client remains drug-free as established by negative drug-screens, and when they are able to demonstrate ability to interact in a cooperative manner in school and at home, take responsibility for their ongoing recovery and contribute to their community. The 12-step program is a process used to treat thinking errors associated with addictive behavior including alcohol abuse, drug abuse, sexual deviant behavior, gambling, overeating or overspending. As an integral part of the counseling process, the 12-steps assist clients in restructuring their values. The change in values may ultimately alter the way a client thinks feels and views the world. The clients will be given access to other counseling materials used throughout the counseling program. NA/AA Support groups may also be recommended.

The **Therapy Program** is designed to provide mental health treatment to adolescents and their families referred by Juvenile Court and the Department of Youth Services. The client's individual needs will be assessed, and a treatment plan developed to formalize

goals. Individual, family and group therapy are available, and a combination of various therapy methods may be used to help the client reach their goals.

As with the substance abuse program, it is essential that the client attends all his scheduled appointments. As adolescents live in a family setting, their functioning is viewed as a part of the general functioning of the family and treated as such. Parents or guardians and sometimes siblings are encouraged to participate in therapy with the identified client. They will be invited to participate in developing the master treatment plan and may be given parenting strategies or other assignments to complete at home along with their child.

Mission Statement: To reduce recidivism to the Division of Youth Services by promoting pro-social values, facilitating the development of a drug and alcohol-free lifestyle, and improving mental health and family functioning.

Eligibility Criteria and Requirements: Dr. JiJi's Integral Health Center, LLC. provides services for juvenile's age 13-25 years and older adults which have been referred by the Court or the Division of Youth Services and other agencies.

Fee: Fees are set according to the services being provided. After consultation the fee will be determined. There are no reimbursable refunds for any services started. At time of payment is when services start for purchasing of materials, hiring of instructors and scheduling classes.

Drug/Alcohol Counseling Treatment Goal:

The treatment goal is for each client to leave the Center program having acquired a drug free lifestyle and basic recovery skills including the following:

1. An ability to recognize personal problems.
2. An inclination to accept responsibility for solving his or her problem(s) in school, at home, and in the community.
3. An inclination to accept responsibility and accountability for personal life choices.
4. A realization that help is usually necessary.
5. An inclination to seek needed help through the 12 Step Program and/or alternative peer support groups:
6. An inclination to develop pro-social life skills: and self-esteem building.
7. An inclination to live a drug free style life.

Therapy Goals:

The therapy goals will vary depending on the individual client's needs. The overall goal is to improve individual adjustment, family functioning and to promote mental health so

that the client can be successful in their home, school, workplace, and in the community. Pro-social values are encouraged and individually respected and valued. Each client will be assessed for their strengths as well as the barriers to their success.

Confidentiality: Confidentiality of Clients Records

The confidentiality of client records maintained by this Center is protected by Federal Laws and Regulations. A client's information may not be disclosed to a person outside of the program unless:

1. The client and their guardian (s) consent in writing or:
2. The disclosure is allowed by a court order or:
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation: or
4. The client discloses information about potential harm to self or other's: or
5. The client commits or threatens to commit a crime either at the program or against any person who is employed by the program.

Violation of Federal Laws and Regulations by a program is against the law. Suspected violations may be reported to the United States Attorney, in the district in which the violation occurred.

State Laws require information that is gathered in regard to suspected child abuse and neglect to be reported to state and local authorities. This information is not protected by Federal Laws. See 42 U.S.C 290ee-3 for Federal Laws and 42 CFR Part 2 for Federal Regulations.

Policies and Procedures

Title: Client Photograph

Policy:

All clients entering the **Dr. JiJi's Integral Health Center, LLC**. Treatment Center will have a photograph taken. The photograph will be placed in the client's file to be used only for identification purposes. During virtual services an state identification should be scanned and emailed to the office to verify it is the customer enrolled taking the class.

Procedure:

Initial intake/counseling sessions will consist of the client being photographed. The photo will be placed in the client's file.

Dr. JiJi's Integral Health Center, LLC.

Client's Bill of Rights

As a recipient for services from **Dr. JiJi's Integral Health Center, LLC.** You are guaranteed certain basic rights. It is very important that you are aware and fully understand these rights. Clients have the right to:

1. To receive counseling and humane care.
2. To receive prompt evaluation, assessment and treatment.
3. To be involved in the development of the Master Treatment Plan
4. To be treated with dignity and respect.
5. To know that all records are kept confidential.
6. To not be denied services because of color, race, sex, creed, national origin, marital status, or disabilities.
7. To be free from verbal and physical abuse.
8. To be able to file a complaint or grievance and have it reviewed in accordance with the agency's policy.

By signing below, I acknowledge having a clear understanding of my Client's Bill of Rights as they have been presented to me.

Client's Signature

Date

Parent/Guardian or Authorized Representative's
Signature

Date

Staff's Signature

Date

Services Offered

The following is a list of various services offered in the treatment/counseling program, including but not limited to:

Drug and Alcohol:

1. Drug and Alcohol Diagnostic Evaluation
2. Individual Counseling
3. Group Counseling
4. NA/AA Peer Support Group Referral*
5. Referral for Social Diagnostic Evaluation
6. Referral for Psychological Assessment*
7. Transportation*

*(If needed or necessary)

Therapy

1. Social Assessment
2. Individual Therapy
3. Family Therapy
4. Group Therapy
5. Referral for Psychodynamic Services

Terminology:

Master Treatment Plan: After assessments and recommendations have been initially made to the referral source for the child and the parent(s), if the client needs to engage in either the substance abuse counseling program or the therapy program, a Master Treatment Plan will be implemented for that individual client.

A Master Treatment Plan is a comprehensive written blueprint developed for the client's individual/specific treatment goals. The plan clearly states the goals and objectives that will cater to the specified treatment of the individual client; specifications that will afford the client a greater understanding of his individual needs and capabilities.

Assessment Tools:

The client will be required to complete a questionnaire, this questionnaire will assist the center in identifying the client's needs in regard to substance abuse, mental health and life skills needs. The information obtained in this assessment will help the center's staff in determining and recommending an appropriate treatment course for the client. Our agency uses four comprehensive assessment tools.

Appointment(s):

1. Once Dr. **JiJi's Integral Health Center, LLC.** has received the initial referral from the referral source; a letter will be mailed to the client informing them of a scheduled appointment to have a complete assessment. The letter will also have the date and time of the assessment as well as directions to the facility.
2. A drug and alcohol assessment will be completed, and the results of this assessment will be forwarded to the referral source along with recommendations for treatment.
3. If a client misses one scheduled appointment without notification to facility staff; a missed appointment letter will be sent to the courts, during this time a new appointment will be mailed to the client.
4. If a client misses a second appointment without notification to staff; a second appointment will be sent to the client as well as a letter of non-compliance to the referring court.
5. If a client misses three consecutive appointments the client's case will be closed and a letter of non-compliance will be mailed to the courts. The client's case with **Dr. JiJi's Integral Health Center, LLC.** will be closed and the client referred back to the court.
6. If the client wants a copy of the assessment report, he can request this information from his probation officer. The center does not supply copies of the report to the clients.

Grievance Policy:

The client his parents or an authorized representative have a right under the grievance policy to file a complaint; this is done in accordance with the grievance policy established by the center.