

# DAKOTA REACH

Reaching Potential ■ Advancing Success

## Participant Handbook

DAKOTA REACH

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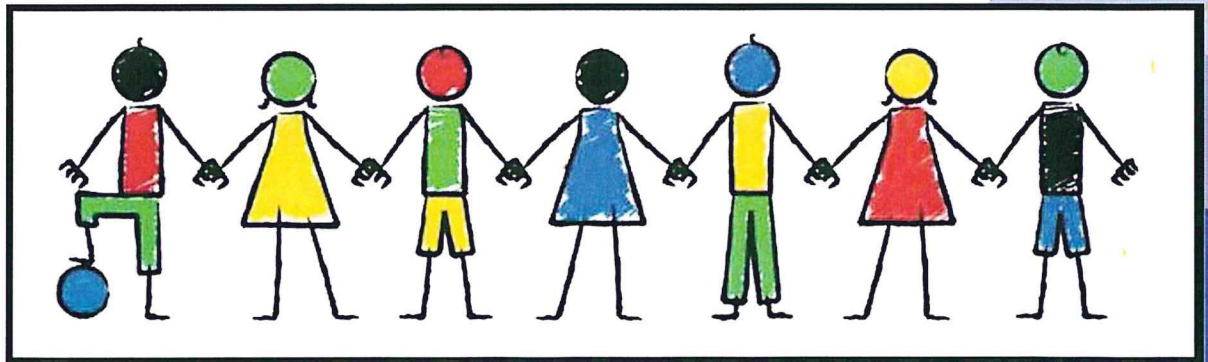
DAKOTA REACH



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Policies included: Client Rights, Due Process, Grievance, Behavior Management Support, and Performance & Quality Improvement.



## INTRODUCTION

Dakota Reach is an Intermediate Care Facility for Individuals with Intellectual Disabilities located in Plankinton, South Dakota. Dakota Reach is an entity within the company of Aurora Plains. Aurora Plains Academy is a facility of Clinicare Corporation of Wauwatosa, Wisconsin. Dakota Reach was established in 2019, and is certified by the State of South Dakota Department of Human Services to provide services for male youth ages sixteen to twenty years old. Focus areas for the youth at Dakota Reach may include social living skills, independent living skills, social norms, mental illness, emotions management, learning problems, sexual issues, past trauma, and peer and family problems.



welcome

to



DAKOTA REACH

# FREQUENTLY ASKED QUESTIONS

## ■ Who will my peers be?

- Your peers will consist of gentlemen around your age and your abilities to do things. You will make friendships here that could last the rest of your life and we are excited to help facilitate these at Dakota Reach.

## ■ What will my room look like?

- You will have your own bed area with a bed, shelves and a dresser. We cannot wait to see what you bring to make your bed area your own area!

## ■ Can I bring snacks?

- At Dakota Reach you can bring your own snacks. All we ask is that you only bring snacks that are pre-packaged, sealed and not homemade. You can always check in with the admissions coordinator or case manager if you have questions about what you can bring. You also will be given opportunities to go buy your own snacks!

## ■ Do I go to school?

- Here at Dakota Reach you will be offered school with highly qualified education staff who put your learning at the front of their minds. Dakota Reach school is part of the Plankinton School District, but all of your classes will be in a classroom with a small ratio and an amazing learning environment on Campus.

## ■ What can I wear?

- At Dakota Reach you are encouraged to bring your own clothing! Our goal is to teach you independence and pride with your own belongings. Just remember to ensure that your clothes are respectful. If you do not have enough clothing, Dakota Reach will supply you with some!

## ■ Can I bring my favorite bedding or blanket?

- You will have your own bed and bed area and your own bedding will only make your area more of your own! We encourage you to bring your favorite bedding and/or blanket! If you do not have blankets, Dakota Reach will supply you with some!



# ADMISSIONS PROCESS

Dakota Reach will provide services and supports to male youth ages 16-20, who have been diagnosed with a full scale IQ within the borderline range or below. Functional assessments such as the ICAP or ABAS may also assist in making an admission decision. Dakota Reach (DR) screens and completes an extensive intake process to ensure the youth receives prompt and responsive access to appropriate services, in the least restrictive setting possible. The Admissions Coordinator will explain the program, provide a tour, and answer any questions during the application stage.

Prior to acceptance into DR, a DR application and referral will be reviewed by an admissions person, therapist, case manager and nurse. This takes up to 2 weeks from receiving an application. If accepted, an official move in date can be arranged. When possible, we encourage meeting some of the staff and a tour prior to the admission date.

In the pre-admission timeframe, information may be gathered using screens and/or assessments to help determine how to best complete a transition into the program and help create their active treatment plan. Items may include:

- a. personal and identifying information;
- b. safety concerns, including imminent danger or risk of future harm;
- c. an ICAP completed within the last year;
- d. a social history;
- e. ABAS;
- f. likes/dislikes with recreational interests;
- g. sensory needs;
- h. health & nutrition.

This is also the time where initial consents, authorizations, agreements, and permissions are obtained by the youth and the guardian. Policies regarding Due Process, Grievances, Client Rights, Human Rights Committee, Behavior Support and Management Practices, and Performance and Quality Improvement are reviewed and signed off on.

At the time of admission, the youth will meet with the Admissions Coordinator and Dakota Reach's staff who will answer any questions and continue to explain the program. A tour will be offered to the youth and family even if they have already toured before. Introductions will be made to the nurse, who will receive any medications that are brought with along with the written prescriptions.

Dakota Reach's staff, along with the youth, will complete and finalize the Admission Active Treatment Plan, which includes sections that may address the following: Health, Home and School, Communication and Social interaction, Behavioral Triggers/Traits, Recreation and Leisure, and Rights/Limitations.

# PROGRAM DESCRIPTION

## TREATMENT PROGRAM

The day you admit to Dakota Reach, you will go through an admissions meeting. In this meeting, we will go over the **Admission Active Treatment Plan**.

The therapist coordinates the **assessment process** which takes place during the first fifteen days of placement. Assessments may include: functional assessment, physical/health assessment, dental/oral health assessment, behavioral, adaptive behavioral, psychological, social and family, education, nutrition assessment, vision, auditory, speech and language screenings or any other applicable assessments that will assist in meeting your needs.

An **Initial Service Plan Meeting** is held within the first fifteen days of placement. The youth is encouraged to be involved in the planning and facilitation of ISP meetings. The youth is welcome to invite anyone from your team that they would like to have. The Individual Support Plan and the Transition Plan are developed at this meeting.

The **Individual Support Plan** outlines the treatment goals, objectives, reinforcements and interventions designed for the youth during his placement at Dakota Reach.

The **Therapist** provides weekly individual and group therapy for the youth, which focuses upon areas of the treatment plan. The **Case Manager** provides two group sessions per week with topics ranging in the area of independent living skills. Unit Staff provide groups daily that help reinforce recently learned skills provided by the therapist, case manager or education classroom.

**Family therapy**, if applicable, is encouraged and is available for youth and their families. This may occur either at the facility or another designated site. Other options available for family therapy include videoconference or teleconference.

The youth's Therapist, along with the Case Manager, provide the **case management** services of arranging home visits, communicating with the placing agency and parents/primary givers, and developing and reviewing youth's transition planning.

Throughout a youth's stay Dakota Reach, **Positive Behavior Support Staffing's** will be held on a weekly basis. These staffing's will provide a formal system of reviewing progress toward individual support plan goals. As a youth progresses, a discharge date will be reviewed and adjusted as needed. Recommendations for transition services after leaving Dakota Reach will also be developed and provided in progress reports.

## PSYCHIATRY

During first few weeks, youth will be seen for a diagnostic psychiatric assessment including a review of history. Throughout the stay, youth will meet with the Psychiatrist twice monthly and as needed.

## THERAPY

Youths see their Therapist a minimum of once weekly for individual therapy, as well as twice weekly for a wide-range of Group Therapy topics. Some of these topics may include; life skills, emotions management, social skill development.



## PROGRAM DESCRIPTION Continued...

### MEDICAL/NURSING SERVICES

Each youth at Dakota Reach receives an initial physical and yearly checkup. A Certified Nurse Practitioner is on campus weekly and if necessary youth are taken off campus for any necessary medical procedures.



South Dakota regulations state that youth must have semi-annual dental examinations with treatment as necessary. We help determine when the last exam was and continue on this regimen. Dakota Reach provides transportation and updates for all examinations and necessary dental work as needed.

South Dakota regulations state that youth must have vision examinations every fifteen months. We assist youth in staying on this path and will follow up as necessary during their stay.

Dakota Reach has trained staff available to provide health care services 24 hours a day. The services provided include: active involvement in the clinical program through direct clinical assessment and consultation with staff, physical assessment for injuries/illnesses with follow-up as needed, updating immunizations, administering physician prescribed medication, along with coordinating the use of community medical services and program psychiatric services.

Physician prescribed medication will be offered as normal as possible. Youth are given a medication assessment and will learn about their medications and medication administration based off of the assessment of skill.

Dakota Reach strives to ensure that all youth are served balanced meals approved by a dietician. When there is a need for any youth to be placed on a special diet, the diet plan is coordinated between nursing, the dietician and food service department.

### LIVING UNIT

There are up to eight youth of the same gender and similar treatment needs on each living unit. Dakota Reach abides by the South Dakota Codified Law that states youth within the same cottage will not have gross age differences, nor gross developmental abilities. The units have skilled intensive youth treatment care workers who, under the supervision of the Therapist, provide care, supervision, and guidance to our youth. It is with these staff that youth will share in unit duties, go to meals, prepare for school, engage in recreational activities, learn to relate positively with persons their own age, and learn to accept guidance and direction.

### EDUCATION

Youth attend the on-site school. The school is staffed with faculty members certified in their areas of specialization by the South Dakota Department of Education. Each youth is placed in a classroom according to their social, emotional, and educational needs. Special accommodations are also available to assist in developing behaviors necessary to be successful in school. At times youth may participate in assemblies and/or extracurricular activities with or at the local School.



# PROGRAM DESCRIPTION Continued...

## RECREATION

Dakota Reach provides rec activities on and off campus, including celebration of holidays, cooking (meal planning and prep), and individual rec to better meet the needs of our youth. Dakota Reach believes recreation provides a way to reduce anxiety, anger and depression, as well as improve self-esteem, confidence, social skills and team building. Leisure time activities are provided through the direct care staff, and physical education staff.

## STAFF INFORMATION

In accordance with State Licensing procedures, all Dakota Reach staff have had criminal background checks. Proof of education and training is obtained for all professional staff, to ensure they are qualified to deliver the care and services required. To be an approved driver, a check is done on the employee's driver's license to ensure a safe driving record. Staff must also complete a driving safety course.

## SCHEDULE

Dakota Reach provides individualized schedules for all youth. Monday through Friday it is expected that all youth attend school during regular school hours. Evenings will consist of what is identified for each participant based on their Individual Support Plan. Dakota Reach's weekend activities will continue to remain individualized, however, group activities will be offered and planned throughout. Below is an example of a schedule.

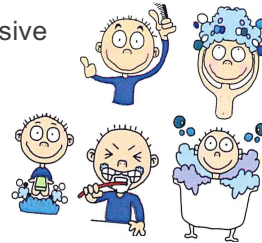
Monday-Friday	6-9 AM	Wake-up, Breakfast, Recreation
	9-3 PM	School
	3-5 PM	Therapist/Case Manager Group, Chores
	5-8 PM	Supper, Personal Time, Hygiene, Laundry
Saturday	7-9 AM	Wake-up, Breakfast, Personal Time
	9-Noon	Deep Clean Chores, Lunch
	Noon-5 PM	Grocery Shopping/Meal Preparation
	5-8PM	Supper, Personal Time, Hygiene, Laundry
Sunday	7-9 AM	Wake-up, Breakfast, Personal Time
	9-Noon	Worship/Personal Time, Lunch
	Noon-5 PM	Recreation Time, Group Game
	5-8PM	Supper, Personal Time, Hygiene, Laundry



# CLOTHING AND HYGIENE

Embracing individuality is essential for personal happiness. Dakota Reach wants to encourage high-self-esteem while keeping the safety and welfare of everybody in mind. Personal appearance should not cause disruption to the individual or others in our care.

- Youth are encouraged discretion and self-respect. Clothing should not be too revealing. Shirts must be worn in the buildings and while on facility grounds. Items depicting gangs, vulgarity, or are sexually explicit may be offensive to some and are not permissible.
- Youth are encouraged to present themselves well. Torn and tattered clothing is not appropriate. Also clothing with writing from pens or markers is not appropriate unless done for an activity or holiday.
- As a form of proper etiquette, caps, hats or hoods are requested to not be worn in any building. Caps or hats should be worn straight forward or straight backwards. Hoods down in any building.
- Hygiene is very important. All youth are encouraged to keep their hair neat and combed. Clothing should be clean and odor free.
- Flops, sandals, or flat soles are not recommended recreation activities. Tennis shoes (with ties or Velcro) are encouraged to help prevent injury.
- Seasonal items such as Jackets/Coats, Mittens/Gloves, Hats and Snow Boots are encouraged to be worn outside when the weather or wind chill are cold.



## **RECOMMENDED ITEMS**

Shirts: 7-10. Shirts for school, recreation, outings, as well as dress shirts if desired.

Pants: 7-10. Sweatpants, school pants, jeans, dress pants if desired

Shorts: 5-7. Shorts that rest at an appropriate length.

Undergarments: 7-10. Underwear/boxers/briefs, socks, pajama pants/shorts.

Shoes: Tennis Shoes, shower shoes, snow boots, dress shoes if desired

Hygiene: Shampoo/conditioner, body wash/bar soap, toothbrush, toothpaste, chap stick, deodorant, comb, brush, towels (2-3), washcloth (2-3).

Bedding: Pillow, comforter, sheet set, blankets

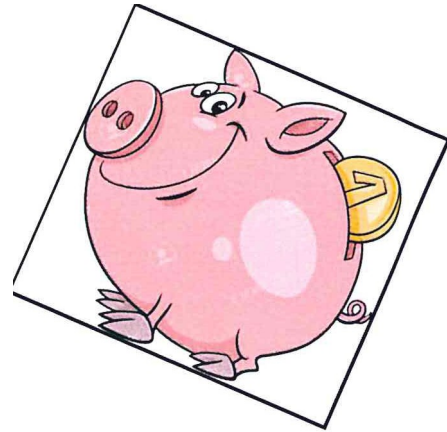


All of the above listed items can be provided by Dakota Reach. A request may be submitted for any clothing, hygiene or bedding at admission or if needed thereafter.

# PERSONAL POSSESSIONS

## MONEY

Dakota Reach youth are allowed to have money with them during their stay, per their plan. Dakota Reach has a representative payee that will assist them with the management of their money. There is no commissary at Dakota Reach by which to purchase items. There are two soda machines. Any snack items can be purchased off campus or can be purchased with tokens.



## OTHER

Youth are allowed to bring personal possessions in order to feel comfortable in their living environment as well as to provide them with things to do during their free time. Dakota Reach is not responsible for lost or damaged items, therefore, it is requested that you do not bring expensive items. Dakota Reach does not provide Wi-Fi. The following is a list of examples youth are encouraged to bring:

- Books
- Stuffed Animals
- Blankets
- Family and Friends Pictures
- Poster for personal area
- Fidget Toys/Personal Sensory Items
- Favorite Water bottle
- Games/Puzzles/Electronics
- Pens, Markers or Crayons
- Notebooks, coloring books, stationary



## INCENTIVE TOKENS

At Dakota Reach, we want to celebrate ALL the victories and progress the youth make. From daily skills (showering, cleaning, or group participation) to individual treatment goals (using manners, managing emotions, self-advocacy, being kind, and helping others).

Each evening, unit staff will discuss with the youth about the how their day was. The youth will earn tokens that can be used in our unit incentive store. Items include, but is not limited to:

- Snacks
- Candy
- Chips
- Popcorn
- Drink Mixes
- Ramen Noodles
- Gadgets
- Puzzles
- Lego Accessories



Items “cost” different amounts of tokens. Youth may want to spend their earnings daily, or they may want to save up for something bigger. Items change and the youth can make requests for different items to be added.

In school, youth may earn rewards through a punch card reward system. These cards may be redeemed for game time or other incentives.

# VISITATION POLICY

At Dakota Reach we believe that maintaining strong familial relationships is extremely important. In order to maintain consistency within family interactions, below is a list of goals for our youth during visitation:

## GOALS

- Assist the youth in maintaining strong family ties.
- Provide opportunities for the family to share quality time.
- Encourage family participation and involvement.
- Re-establish support.

## ON CAMPUS

Dakota Reach has campus expectations for families during on campus visits that we ask you honor.

- Visits are monitored by a case manager or other trained staff and must remain in appropriate locations.
- All visits are scheduled with time in reference.
- All visitors must present a photo ID.
- Visitors are responsible for the action and behaviors of small children and themselves.
- All bags, purses and personal belongings remain in your vehicle.
- Visitors are allowed to bring food and drink to the visitation, however, we ask that you only bring pre-packaged, store bought food.
- Appropriate clothing must be worn. Spaghetti straps, tank tops and sleeveless t-shirts are not allowed. Mid-riffs should not be seen and shorts and skirts must be knee length. If clothing is deemed inappropriate, the person visiting may be asked to put on additional clothing.
- Alcohol and illegal drugs/substances are not permitted on the Dakota Reach grounds. Being under the influence of drugs or alcohol is prohibited on campus and will result in the visit being cancelled. **ANY VIOLATIONS OF THIS OR OTHER LEGAL CONCERNS WILL BE REPORTED TO THE POLICE IMMEDIATELY!**

## OFF CAMPUS PASSES/HOME VISITS



All home visit decisions are made in conjunction with the youth, support team, and the Dakota Reach personnel. Home visits are to be considered an extension of Dakota Reach and useful in demonstrating the gains made towards the youth's goals. Emotional and behavioral stability are necessary components in order to safely transport a youth for a home visit.

A Safety Plan maybe will be developed to identify possible obstacles or triggers during a home pass. It will also identify supports and goals for the youth and family to continue working on while off campus.

Off campus visits and home passes are encouraged for special occasions and for holidays. Dakota Reach will offer the youth and family therapy to help the visits be positive relationship building experiences.

# DAKOKTA REACH EXPECTATIONS

1. BE KIND! Use manners, no cursing or inappropriate gestures.
2. Keep your area clean and picked up. Be proud of your belongings and take care of them.
3. No touching other youth or staff besides a handshake or hug with consent.
4. One youth in the bathroom at a time, Please!
5. You must change your clothes only in the restrooms.
6. You may not share food with your peers or staff, unless we are at a family supper together and making a meal together.
7. You are encouraged to use proper table manners.
8. You are not allowed to have any romantic relationships with other youths on campus.
9. In school, we expect you to continually make every effort in school to try your best and work your hardest.
10. Respect where other's are at in their learning. Encourage each other whenever possible.
11. Most importantly, YOU be YOU.



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Everybody at Dakota Reach wants to work together with you to achieve your highest potential.