



# **Partial Hospitalization Program**

## **Patient & Family Handbook**

Revised 2/2021

## **Welcome!**

Hello and welcome to the Behavioral Partial Hospitalization Program with Children's Hospital of Alabama! This handbook is a guide for patients and their families to learn more about our partial hospitalization program, how it works, and what your roles are in the treatment team. We know that the process of improving your mental health is absolutely worth the effort and that even so, getting treatment can be a tough choice to make. Our team of medical and behavioral professionals are here for you to provide a safe, supportive space to accomplish your goals. We've put together a lot of information here for you to reference before and during your time with us but you're still going to have questions. Please don't hesitate to reach out with questions or concerns.

Warmly,

The Behavioral PHP staff

A LETTER TO THE CAREGIVERS

Dear Parents, Guardians, Family Members and Caregivers,

We are here for you as much as we are here for your child. Your engagement is a vital component of successful program outcomes. You may be required to participate in family sessions, phone contacts, or other meetings with members of the treatment team as needed. Your investment, support, and strength is an important part of creating an environment where your child can succeed. The expectations and rules of this program are included in this handbook. Additional guidance may be a component of your child's individualized treatment plan. Please support your child's progress by reinforcing the structure and expectations in your own home. If you have questions or challenges in doing this, reach out to our staff for support and guidance. If your child or family is consistently unable to follow the guidelines of the program as requested, your child may be subject to disciplinary procedures including possible administrative dismissal from the program. We are compassionate to the process of change and will be supportive to you in the learning curve. Additionally, we know that your child and your family system possess unique strengths and resources that are going to be an integral to child's recovery. Help us utilize the strengths unique to your child, home, and community to develop a realistic plan for success.

Thank you,

The Behavioral PHP staff

### ***The Program***

The Partial Hospitalization Program with Children's of Alabama provides treatment for individuals ages 12 to 18 challenged with behavioral, relational, or mental health needs. Partial Hospitalization is a way to provide intensive interventions without the need for an overnight stay. The goal of the program is to assist patients in managing their mental health, improve relational and coping skills, shortening or avoiding hospital stays, and fostering empowerment and engagement. We accomplish this with group therapy, individual and family sessions, education, and medication management.

*Topics are sorted alphabetically*

### ***Arrival/Check-In***

Intake sessions are typically scheduled prior to the first day of program attendance. Patients arrive for programming between 8:15 and 8:30. Upon arrival, patients sign-in at the front desk. The first group of the day starts at 8:30 am. **All admission paperwork must be reviewed and signed prior to starting the program.**

### ***Assessment and Treatment Planning***

Each potential patient is evaluated by the psychiatrist, nurse, and counselor prior to admission. Upon admission, the treatment team works collaboratively with the patient and their family to establish a treatment and behavioral plan individualized to the child's needs and strengths. Family members will meet with their child's primary counselor on admission and throughout treatment. Treatment progress will be tracked daily, and formally discussed by the treatment team on a weekly basis.

### ***Curriculum***

Programming is primarily group-based as group therapy is one of the more effective modalities for this population. There is also individual therapy, family therapy, medication management and psycho-educational interventions from medical and behavioral staff. All interventions are led by licensed behavioral health specialists. Services you will encounter in treatment are briefly described below:

***Behavioral Health Sunshine School:*** Our Education Liaison facilitates academic instruction for patients to ensure that patient stays current with school curriculum during hospitalization. For some older patients, missing school assignments causes additional anxiety with hospitalization; academic support sessions help to alleviate that anxiety.

***Community Group:*** At the beginning of the day, patients meet to check-in, discuss community growth, personal achievements, and determine their goals for the day.

***Family Therapy:*** At least once a week, family meets with their child and their primary counselor to discuss treatment progress and goals.

***Individual Therapy:*** At least twice a week, the patient meets with their counselor one-on-one to process their challenges and growth.

***Medication Monitoring:*** Our nurse and psychiatrist are available to assist patients with their health and medication concerns.

***Process Group:*** An opportunity for group support and feedback, patients share progress on treatment goals and give feedback and guidance to their peers. Topics will vary based on the community goals.

**Skills Group:** Patients are introduced to strategies, concepts, and techniques that will aid them in accomplishing treatment goals. Topics are varied and can include nutrition, CBT skills, Coping strategies, mindfulness, or communication.

### ***Expectations of Treatment***

We are committed to help every child be successful in their goals and we have designed our program's rules and expectations to best support and respect those efforts. Our guidelines are set to protect the safety of our patients and staff.

### ***Engagement***

Participation in treatment by the patient and their family is a mandatory component to continued enrollment in the Partial Hospitalization Program. This means arriving on time daily to the program, showing up to scheduled individual and family sessions, communicating regularly, and participating in programming.

### ***Facility Rules***

- All individuals entering the facility will pass through a metal detector. All bags and purses may be searched.
- Patients are to only bring what they need for the programming day. Backpacks and purses must be clear and contents visible.
- All property and the facility should be respected. Damage or destruction of any property in the facility is not tolerated. Any intentional destruction of property is grounds for disciplinary action and potential charges filed for the damages.

### ***Group Rules (a list to sign is included in this handbook)***

1. Patients are required to adhere to all program rules.
2. Daily attendance to group and remaining for the duration of group is required.
3. Patients are required to arrive to group on time daily.
4. Patients are required to notify their primary therapist immediately of a need to be absent and/or tardy for a group.
5. No cell phones, tablets, or other electronic devices are allowed; cell phones, tablets, etc. are to be kept in lockers on arrival each day and will be returned at the end of the day. In the event a need arises to use the cell phone or electronic device, the primary therapist is to be notified and may allow the device to be checked out and used with supervision.
6. No weapons or items that can be used as a weapon on the premises.
7. No smoking vaping, nor drug use, and no paraphernalia.
8. No damage to property or contents of property (interior or exterior); you will be billed for any damages.
9. No sharing of medication or giving medication to others (this included over the counter medication).
10. Communication with staff and peers is respectful and peaceful.
11. Physical boundaries are respected. This means no touching, hugging, or roughhousing.
12. Actual Violence, or threats of violence, even in jest will not be tolerated and will be grounds for immediate dismissal.
13. Other acts of omission and commission that are deemed inappropriate or pose a threat to safety and wellbeing of self or others.

## ***Disciplinary Action***

This is a new environment and treatment is all about learning new behaviors and ways to interact with the world and ourselves. Many of the expectations of our program are similar to those of other places we frequent on a daily basis. Difficulties with behavior are a common challenge in a treatment environment and if you are struggling with behavior issues please ask for help. Persistent refusal or inability to follow program expectations or serious violations of the rules (such as physical altercations) can result in administrative discharge from the program. Other interventions to address behavioral issues can include:

***Behavioral Contracts:*** This may include a meeting with the family to establish a plan for behavior and consequences going forward.

***Community Meetings :*** A pervasive issue may result in a community meeting where behavior recommendations are modified or reinforced.

***Partial Suspension :*** Patient behavior was as such that they were sent home for the day. In this event, the caregiver will be notified and must come pick up the child if they are not able to drive themselves.

***Early Discharge :*** Patient or family has become unwilling and evidently unable to comply with treatment expectations and patient is discharged to a different level of care.

## ***Dress Code***

Patients should present in comfortable attire that allows them to be fully participatory in the programming day. Midriff baring clothing (crop-tops) or clothing with imagery that promotes illegal activity or is otherwise offensive are not permitted.

## ***Length of Stay***

Length of stay in the program ranges typically for 2 to 4 weeks. It is based on patient progress, attendance, and appropriateness of the level of care.

## ***Meals***

A snack and lunch will be provided during the programming day. Due to allergy restrictions, snacks or lunch from home will not be permitted. Allergies and dietary restrictions will be accommodated. Outside foods, drinks, or snacks are not permitted.

## ***Medications***

Patients are responsible for being compliant with their medication recommendations at home prior to coming to PHP. Please reach out to your primary counselor if you have any questions.

## ***Parking***

Parking is located in the COA 5<sup>th</sup> Ave Parking deck. Parking validation is available at our front desk.

## ***Programming Hours***

Programming is every weekday Monday through Friday and begins promptly at 8:30 am ending at 2:30pm. Individual sessions and family sessions may be scheduled outside of the scheduled programming times. A sample schedule for the day is included in the handbook.

### **Transportation**

Patients and their families are responsible for their own transportation to and from programming. Patients may only be checked out of programming by approved individuals identified by the guardian prior to admission. Those patients of legal driving age may drive themselves to and from programming if appropriate. Patients under the age of 18 may not arrive or leave from programming via rideshares such as Lyft or Uber. We will only release a patient for check-out to those individuals who have been **approved in writing** by their parent/guardian.

### **Illness/Absences:**

Regular attendance is required for program participation. Parents/caregivers are expected to notify office/staff as soon as possible when a patient will not be attending the program due to illness or any other reason. Frequent absences will require dismissal from the program. Parents are encouraged to schedule any appointments outside of program hours as best as possible. Call our main office at **205.638.5060** if you anticipate your child is ill and unable to participate in the programming day.

### **Tardiness:**

Patients must arrive on time for group and be present for the duration of programming for the session to “count” for the day. Arriving late or leaving early will be considered as an unexcused absence without supporting documentation. Frequent tardiness will be subject to disciplinary action including possible dismissal from the program or referral to a different level of care.

### **Late Pick-Up**

Programming ends at 2:30pm. One of the conditions of admission is making necessary transportation arrangements for your child. Late pick-up is not a service we offer. Frequent occurrences of late pick-up is considered non-compliance and grounds for administrative discharge.

### **Holidays**

The program will be closed on the following holidays: Labor Day, Thanksgiving Day and the day after, Christmas Day, and New Year’s Day.

The program will be open on all other holidays

### **Inclement Weather**

If there is a weather emergency and the program is unable to open due to inclement weather, patients will be notified via phone by office staff. If not notified, attendance of the program due to inclement weather is at the discretion of the patient. Notify the office prior to programming if the patient is going to be absent due to inclement weather at **205.638.5060**.

## PHP Daily Programming

<b>Time</b>	<b>Activity Scheduled</b>
<b>8:30 am</b>	Arrive to Programming, Check-in and Snack
<b>9:00 am to 10:00 am</b>	Community Group
<b>10:00 am to 11:00am</b>	Skills Group
<b>11:00 am to 12:00pm</b>	Health Group
<b>12:00 pm to 12:30 pm</b>	Lunch
<b>12:30 pm to 1:30 pm</b>	Sunshine School/ Individual Therapy
<b>1:30 pm to 2:30 pm</b>	Process Group
<b>2:30 pm</b>	Check-out and go home or Family/Individual Sessions as scheduled.





Children's  
of Alabama

## PHP Treatment Agreement-Children's Behavioral Health

1. Patient and family have read, reviewed, and agreed to all items within the handbook
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6. No cell phones, tablets, or other electronic devices are allowed; cell phones, tablets, etc. are to be kept in lockers each day and will be returned at the end of the day. In the event a need arises to use the cell phone or electronic device, the primary therapist is to be notified and may allow the device to be checked out and used with supervision.
7. No weapons or items that can be used as a weapon on the premises.
8. No smoking vaping, nor drug use, and no paraphernalia.
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14. Other acts of omission and commission that are deemed inappropriate or pose a threat to safety and well-being of self or others.

**Note: Physician fees are separate from and an addition to the PHP/Facility fee (may include lab fees, EKG, etc.). The Legal guardian is responsible for payment of any balance(s) not paid by insurance including, but not limited to: deductibles, copays, coinsurance, out of network coinsurance, etc.**

Patient Sign \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Sign: \_\_\_\_\_

Date: \_\_\_\_\_

