

Leavenworth Domiciliary Handbook

Welcome

Welcome to the Leavenworth VA Mental Health Residential Rehabilitation Treatment Program (MHR RTP), also known as the Domiciliary or “Dom.” You have made an important decision to make a change towards a healthier lifestyle. The staff of the Leavenworth VA MHR RTP are pleased to welcome you to our team. This program allows you, the Veteran, to take part in creating your treatment plan and self-made goals. The next few days may be overwhelming, but you are not alone in this journey and we are here to help. This is a team environment, which includes you, staff, and other Veterans working closely to achieve your goals.

Mission

The mission of the Domiciliary is to identify and address Veteran goals of rehabilitation, recovery, health maintenance, improved quality of life, and community integration in addition to specific treatment of homelessness, medical conditions, mental illnesses, and addictive disorders. The Domiciliary provides holistic treatment and services that will ultimately help Veterans attain or maintain a source of income and safe housing in the community. The residential component emphasizes incorporation of clinical treatment gains into a lifestyle of self-care and personal responsibility.

Treatment Overview

The Dom is designed to provide an environment that allows you to be an active participant in your treatment. You will work through the issues that brought you to our program and learn skills that will enable you to live a healthy, productive life. You will also learn cognitive and behavioral skills to aid in overcoming depression, anxiety, intrusive thoughts, anger, isolation, substance abuse, and relationship issues. You are expected to participate to the best of your ability in all scheduled therapeutic activities while working on self-directed treatment goals. You are personally responsible for assessing the progress toward achieving your goals and planning for discharge.

Expectations of Residents

As a Dom resident, you are expected to:

- care for yourself and present a well-groomed appearance.
- do your own housekeeping chores and share in those of common areas.
- stop and think before you speak and act.
- show consideration and model respectful behavior towards others.
- show respect for the rights of others, for yourself, and for property.
- interact cooperatively and actively with residents, staff, and others.
- learn to control actions and words that frighten you or other people.
- promptly attend and participate in all scheduled activities.
- acquire and demonstrate work habits and skills learned in the classes/groups you attend.
- minimize the use of profanity.

Dwight D. Eisenhower VAMC, Bldg 160, 4101 South 4th Street, Leavenworth, KS 66048

Phone # 1-800-952-8387 ext. 5-2306 Fax# 1-913-758-4149

Current as of 4/18/16

Important Definitions

Activities of Daily Living (ADLs)	Activities most people can accomplish on their own without assistance i.e.: eating, bathing, toileting, cleaning, and movement.
Dom Administration	Staff responsible for the daily operations of the MHR RTP program, with a special emphasis on patient safety and treatment program accreditation. Composed of the Dom Chief, Assistant Chief, and various support staff. Located in room D104.
Front Desk	Desk by the front entrance to Building 160 at which all Veterans must sign out prior to leaving the building and sign in when returning to the building.
Holistic	An approach to health and wellness that encompasses an individual's whole life, including mind, body, spirit, and community.
MHR RTP	Mental Health Residential Rehabilitation Treatment Program, the official name of the treatment program in which you are participating.
Patient Living Area	Areas within the RRTP facility designed to give the Veterans privacy, i.e. bedrooms and personal bathrooms.
Patient Treatment Team	Staff who work in collaboration with Veterans to establish and accomplish treatment goals. Includes social workers, psychologists, rehab technicians, medical providers, nurses, Vocational Rehabilitation staff, Recreation Therapy staff, Addictions Treatment staff, and more.
Public/Common Areas	Areas within the RRTP facility which all Veterans are allowed to frequent i.e.: Multi-purpose Rooms, Group Rooms, Dining Room, Smoking Area, Laundry Room, Balconies, Non-smoking courtyard
Recovery	A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.
Rehabilitation Technician (RT)	Staff members who provide 24/7 coverage on the wings and should be the first point of contact for any questions or concerns.
Stakeholder	A Veteran resident nominated by his or her peers to bring wing issues forward to Dom Administration and attend the monthly Stakeholders' Meeting.
Veteran-Centered	A treatment philosophy that allows the Veteran to play a vital role in determining the focus and pace of his or her treatment.

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Packing List

- Please bring only enough medications for travel (prescription and non-prescription) in original bottles/containers. Please note that all remaining medication will be destroyed upon arrival and new prescriptions will be issued.
- Individuals need to bring their own toiletries: toothbrush, toothpaste, deodorant, disposable razors, shaving cream, combs, brushes, shampoo, etc. If you do not have the means to purchase these items, please contact the RRTP Staff.
- Persons who have diabetes should bring and use their personal glucose-test meter and test strips.
- Bring and use shower shoes. We provide towels and wash cloths. We can provide shower shoes for those who do not have the means to purchase them.
- Bring clothing and outerwear that is appropriate to the season, at least two weeks worth. Expect to be involved in regular outdoor activities on medical center grounds and in the community, so bring seasonally appropriate outfits.
- Washers and dryers (at no cost), irons, and ironing boards are available at the RRTP. You are expected to provide your own detergent and other laundry items. If you do not have the means to purchase these items, please contact RRTP Staff.
- We encourage Veterans to deposit personal items of value with the Cashier in Patient Funds. You are provided with a locking cabinet in your bedroom for personal items.
- Please do not bring more than two large suitcases/duffle bags for admission into the Dom as our storage space is limited. Please speak with admissions staff in advance should you need to make special arrangements.
- Please do not bring appliances, coffee makers, refrigerators, or video game systems. Residents are permitted to bring a flat-screen TV (27" or less) for their bedroom.

Admission Procedures

Please arrive for check in no later than 1100 a.m. on the day of your admission to ensure you have time to fully inprocess into the program. Upon arrival, check in at the front desk of Building 160. You will then be escorted to check in with a Program Support Assistant in room D108 or D104.

Upon admission, a staff member will administer a breathalyzer test and collect a urine specimen for drug screening.

A patient assistant will escort you to various areas of the main hospital to complete the admissions process. Once complete, you will be oriented to your room where you can settle in.

A staff member will conduct a search of your belongings to identify any prohibited items. Excess luggage, belongings, or other non-approved items may be stored in our secured storage room until discharge.

During your first two weeks, you will have a series of appointments and assessments to acquaint you with various programs and services available at the VA and in the community, and an individualized treatment plan will be developed. You will complete a History and Physical with our medical provider. You will complete a psychosocial assessment with your social worker, and a psychological assessment with your team psychologist. Additional assessments will include Vocational, Nutrition, Recreation, and Spiritual.

****Please note that all residents are restricted to VA grounds for the first 7 days of admission.****

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SUBJECT SUMMARY

AA/NA OFF SITE MEETING

We recognize that some Veterans may have current or previous involvements with AA/NA groups. After your first seven days in the program, you are welcome to attend sobriety support group meetings in the community. Transportation is provided Tuesday through Sunday for the 7:00 p.m. Leavenworth AA/NA meetings.

ADVANCE DIRECTIVES

During your stay, we will ask if you would like to complete a Living Will/Advance Directive. If you already have a Living Will, you will be asked to provide a copy for your VA medical records. Your Living Will gives you the right to name a Medical Power of Attorney, allowing this individual to make necessary medical decisions should you become unable to do so. It also allows you to specify your personal wishes on your treatment if you were to become ill or unable to make decisions consciously. If you have questions, feel free to discuss them with your treatment team.

APPLIANCES

Appliances are not permitted in personal living areas. Hair dryers and curling irons are permitted. Check with your RT if you are uncertain about an appliance.

APPOINTMENTS

Soon after admission, you and your treatment team will work to develop a schedule consisting of different classes, groups, and individual appointments. A copy of your schedule will be placed in your mailbox each evening. It is your responsibility to check your mailbox daily and to notify your Rehabilitation Technician (RT) if you need to change or cancel any appointments due to conflicts. If you no-show more than five appointments, you will be referred to a group for treatment interfering behaviors and your no-shows will be a factor in future decisions about passes and extensions.

AUTHORIZED ABSENCES

An Authorized Absence is defined as leave in excess of 96 hours. Authorized Absences are reserved for exceptional circumstances (death in the immediate family, etc). Requests for an Authorized Absence require the approval of your Treatment Team and Dom Administration.

AUTOMOBILES

You must register your vehicle with the VAPD in A-150. You will be asked to provide proof of insurance, a valid driver's license, and current vehicle registration. Car repair work is not allowed on VA grounds. You are prohibited from authorizing the use of your vehicle to other RRTP residents.

BARBER

A barber contracted through Canteen Services may be available on some days in room D146 for haircuts – listen for overhead announcements. If your income is less than \$91 per month, you may request a one-time haircut voucher in room D104.

BEDROOMS

Dom Staff will assign rooms. There are two types of bedrooms in the RRTP facility, private and semi-private. Private rooms are assigned to Veterans who have a greater need for privacy due to personal health concerns. Most Veterans will reside in a semi-private (double occupancy) room. If issues occur that cannot be handled between you and your roommate, please seek the advice of your Treatment Team. While we can appreciate the desire to open the windows in your bedroom for fresh air, please keep bedroom windows closed in order to prevent dysregulation of the thermostat and subsequent fluctuations in

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temperature. Several outdoor areas (courtyard, balconies, etc) are available for fresh air. Residents are not permitted to sleep in their bedrooms during the day. If you work an overnight shift, speak with your Treatment Team to receive a "Day Sleeper" designation. Intentional damage (i.e. slicing) of the mattresses may result in disciplinary action, to include discharge.

BICYCLES

Personal bicycles may be stored on the bike racks provided in front of the Domiciliary. It is your responsibility to ensure that the bicycle is locked in the bicycle rack. They may not be stored indoors or on balconies. Please register your bicycle with your RT so that we have a way to identify your bicycle should the need arise.

CAFFEINE

It is important to limit caffeine consumption to reduce anxiety, maintain good sleep hygiene, and prevent unwanted interactions with medications. Coffee is provided in the Dining Hall with breakfast, lunch, and dinner. Coffee is also available for purchase in the Emergency Department waiting area and hospital Canteen. Energy drinks (Monster, Red Bull, NOS, etc) are not permitted in the Domiciliary.

CANTEEN

The Canteen (Patriot Store) has both food and retail services located on the first floor of the main hospital. Various items and sundries are available for purchase during the posted hours, which at the time of publication are 7:30 a.m. to 3:45 p.m., Monday through Friday.

CELL PHONES

You are permitted to have your cell phone during your stay at the RRTP; however, it cannot be used during programming or at the pill line window. Your phone must be turned off completely during classes, groups, and individual appointments. The use of cameras or video recording devices on cell phones is not permitted and may result in discharge.

CHAPLAIN SERVICES

All Veterans will have the option of completing a spiritual assessment during their first two weeks in the Domiciliary. Please speak with your Treatment Team if you need assistance arranging spiritual care. In addition, there is a chapel located on the first floor of the main hospital open 24 hours per day.

CLOSED CURCUIT TV SURVIELANCE (CCTV)

There are surveillance cameras located throughout the RRTP building. This ensures both Veteran and staff safety and security. There are signs posted making you aware of cameras. Cameras are NOT placed in group therapy rooms or your private living areas (i.e. bedrooms and bathrooms).

COMMUNITY MEETINGS

Your presence is required at your wing Community Meeting each week. G1 meets on Tuesdays at 8:30 a.m., G2 meets on Wednesdays at 8:00 a.m., and F2 meets on Thursday at 8:00 a.m. All meetings are held in D119.

COMPLAINTS

You are encouraged and expected to seek help from your Treatment Team if you have problems or complaints. They will provide you with information about the processes for lodging complaints. You may complain verbally or in writing without fear of retaliation. If you are unable to resolve issues within your Treatment Team, you will be referred to Dom Administration for additional assistance. Please address any concerns about nursing or medical care with the Nurse Manager located in D150. There is also a Patient Representative who serves as a link between the patient, the patient's family, and the hospital staff. The Patient Representative is the immediate point of contact for the Medical Center Director and can assist with answering

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questions and help to resolve concerns. You may contact the Patient Representative in the main hospital in room C-132 or at extension 5-2983.

COMPUTER/INTERNET

The Dom provides free wireless internet access for your personal laptop or via two public computers located in each multi-purpose room (G127, G227, F227). Please note that the multipurpose rooms are closed from midnight to 4:00 a.m. There are also computers available for use in the Education Center (G132). Prior to using internet in the facility, you must receive an orientation from staff and sign a Computer User Agreement. Please be forewarned that due to the construction of the building, wireless service in the Dom is spotty and unreliable at best. You are not permitted to mount wireless “extenders” or “boosters” or otherwise modify VA property in an attempt to improve your internet connection. We discourage any computer games that exhibit violent or illegal behaviors. The RRTP staff has the right to determine if any games are inappropriate for use. Be aware that all web browsing history can and will be monitored by staff. Please do not attempt to access inappropriate websites, including but not limited to those related to pornography and substance use. Please discontinue laptop use in between the hours of 10:30 p.m. and 6:00 a.m.

CONDUCT

You are expected to conduct yourself in a manner which reflects respect for yourself and those around you. You are expected to be considerate of your peers. You are to present yourself as a positive member of our community, following the rules and showing respect to others.

Staff is here to offer guidance to you on how to maintain appropriate behaviors and appearance. However, it is your responsibility to take their information and put it to good use. If an incident of unacceptable behavior occurs, staff members may respond and report it if deemed necessary. Giving you feedback about problem behaviors is not a conflict; it is part of the therapeutic community model, and as such, problem behaviors will be addressed when they occur.

CONTRABAND

Prohibited items include, but are not restricted to: firearms, ammunition, knives, weapons of any type, aerosols, pepper spray, non-prescribed drugs, drug paraphernalia, expired medication or medication not prescribed or approved by VA Staff, energy drinks, beverages/mouthwash/body products containing alcohol, lighter fluid, explosive devices, charcoal briquettes, aerosol cans, aerosol computer “duster,” drones, and pornographic materials of any type. Staff will also conduct regular, random searches of Veterans’ rooms, lockers, cabinets, and/or belongings for contraband. These may be done without advance notice to the Veteran. The Veteran will be notified if any contraband is found.

COOKING

For safety reasons, cooking is not permitted in patient rooms, multi-purpose rooms, or common areas.

COURTYARD

The courtyard (located on the first floor through the doors by the vending machines/barber) offers a space for smoke-free relaxation.

DENTAL CARE

All residents are referred to the VA Dental Clinic for screening and oral assessment upon admission. Veterans who qualify by program type and length of stay may be referred to the Homeless Veterans Program (Dental) for fee-basis services. Care in the Community is the VA department that coordinates HVP Dental care and can be reached 785-350-3111 x 5-4330 for questions or concerns. Veterans who are 100% service connected do not receive care through the HVP Dental Program as they are eligible for all dental services through standard VA care.

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DINING ROOM

Meals are served during the following times:

Breakfast- 6:45-8:00 a.m.

Lunch – 11:30-12:30 p.m.

Supper – 5:00-6:00 p.m.

You must be wearing your Dom ID badge in order to receive your meals. Some patients will be issued a diet card that must be presented at each meal. Please remember that you are only authorized to proceed through the meal line one time per meal. If you need assistance carrying your tray, ask the server for assistance, and a staff member will carry your tray to one of the designated tables.

Hand sanitizing stations are located inside the dining room entrances and their use is encouraged before proceeding to the tray line start area to reduce the spread of contagious illnesses.

For hygienic reasons, sleeveless shirts, pajamas, and/or robes are not permitted in the Dining Room. In addition, to prevent the spread of germs, do not bring food, personal cups, mugs, dinnerware, or silverware into the Dining Room. Likewise, do not remove any food, cups, mugs, dinnerware, or silverware from the Dining Room. This includes deserts and condiments such as sugar, salt, creamer, etc.

The Domiciliary has Registered Dietitians on duty for nutrition counseling. Please speak with Nutrition Care Staff if you have any dietary concerns or special dietary needs.

If you need a sack lunch due to employment outside the Dom, please speak with your Vocational Rehabilitation Specialist. If you regularly receive a sack lunch for employment but will NOT need a sack lunch on a particular day, it is your responsibility to cancel your sack lunch through Voc Rehab and/or Dining Room staff. If you need to request a sack lunch for any other reason (ie lengthy appointment at KCVA, etc), speak with your RT.

DISCHARGES

Your discharge date is set at 120 days from your arrival. If you are in receipt of a Non-Service Connected Pension, you will need to discharge prior to Day 90 in order to prevent interruption to your pension. Discharge planning begins during the admissions process. It allows you and your Treatment Team to recognize what accommodations or services will be needed after you are discharged. There are a number of follow-up/outpatient services available to you upon graduation from the program. Please note that due to scheduling limitations, discharge dates cannot be changed once you are within two weeks of your discharge date.

The following actions can/will result in an irregular discharge from the RRTP:

- Possession of weapons
- Violence, including verbal or written threats
- Engaging in criminal activity
- Possession of medication not prescribed to you
- Possession of illegal drugs or alcohol on VA property
- Refusal to comply with urine screen test/breathalyzer
- Cheating on, or assisting another resident to cheat on, a drug test
- Theft, damage, destruction, loss, or misuse of VA/others property

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DISCRIMINATION

Discrimination against anyone based on race, color, national origin, religion, gender, sexual orientation, gender identity, age, class, or physical/mental handicap is prohibited. Mutual respect, fairness, and consideration are important principles of community residential living.

DRESS CODE

You are expected to be dressed in street clothes for all scheduled activities and meetings. Street clothes are defined as slacks or jeans and t-shirts, long-sleeved shirts, or sweaters. Shorts and skirts of an appropriate length may be worn during warm weather. Workout wear, "loungewear" or sleep-style clothing is not permitted during programming hours. Clothing should reflect dress casual and be free of holes. Jeans can be worn, but must be worn at the waistline and with a belt if necessary. Sunglasses will not be worn inside the facility unless there is a medical reason. All shirts must have sleeves. Apparel that does not promote recovery should not be worn (alcohol/drug advertisements, negative logos and other suggestive comments). Wearing of camouflage, fatigues, or other military dress or war-related items is not permitted as these items often trigger distress and/or negative emotions in other Veterans. This guideline is consistent with program goals directed at assisting each Veteran to effectively move past military experiences to better readjust to the here-and-now in civilian life. Service caps with pins (ie Vietnam Veteran, OIF/OEF Veteran, etc) are permitted. You are not allowed to sleep in the nude or in your street clothes. Pajamas, robes, and/or other sleepwear and slippers/house shoes are not to be worn out of the personal living area. **Staff reserves the right to identify clothing as inappropriate and ask you to change.**

DRUG/ALCOHOL USE

The MHR RTP does not allow any drug or alcohol possession or use in this facility. We believe that in order to accomplish your treatment goals you must abstain from mood altering chemicals while in a residential treatment program. The use of alcohol or drugs not prescribed or approved by a physician may be grounds for discharge from the program.

DRUG SCREENING

Random Urine Drug Screens (UDS) and breathalyzers will be administered throughout your stay. Breathalyzers will be completed in the RTP upon return from all passes-to include from work and bicycle rides/walks around campus. Inability to provide a urine specimen within two hours will be considered a positive screen. Veterans with a positive screen will be referred to their Treatment Team and may be recommended for the Repair Process.

ELECTRONIC EQUIPMENT

Residents are permitted to have a television in their room provided it fits safely inside the television cabinet. Flat screen TVs up to 27" usually fit nicely in the cabinet. Old style TVs (not flat screen) typically do not fit well and can make the cabinet unbalanced. Oversized televisions will be secured in the locked storage room until discharge.

Radios/CD players/MP3 players are permitted if they meet visual safety inspection by the Staff. Volume settings must be kept low (or use headphones). Please turn off music, laptops, and televisions at 10:30 p.m. in order to show respect to your roommate and fellow Veterans.

Prohibited items include: Video game systems (X-box, Play Station, etc), refrigerators, microwaves, camcorders, web cams, drones, items with heating elements (with the exception of curling irons and hair dryers). For the privacy of all Veterans, use of any camera function is prohibited and is grounds for discharge (i.e. cell phone camera, video recorders, and other cameras).

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EMERGENCY PROCEDURES

- A. Fire Signal/Alarm: Evacuate the building via the closest exit. Veterans and staff will meet in the traffic circle in front of the building and assemble near the sign bearing the name of their wing.
- B. Tornado:
 - 1. Watch: Residents are asked to stay in contact with staff to ensure safety of the situation.
 - 2. Warning: Residents are asked to gather in the interior hallways of the lowest level possible (i.e. F1, G1) and follow the instructions of the Staff member. Stay away from windows.
- C. Earthquake: Take cover by getting under a sturdy table or piece of furniture or brace yourself in a doorframe, remaining there until the shaking stops. If a table is not available, cover your face and head with your arms and crouch in an inside corner of the room. It is important to stay away from windows or anything that could fall. Stay put until the staff has cleared your area.
- D. Bomb Threat: If you receive a bomb threat for the facility contact staff immediately. Personnel who speak with the individual making the bomb threat should never hang up on the caller. After the phone call, any detail about the call or caller should be written down and the V.A. Police Department should be contacted. All personnel in the building should then be evacuated to at least 300 meters from the building and seek frontal and overhead protection. Personnel should then wait for further guidance from the Police or On Scene Commander.
- E. Active Shooter: You may hear "Code Silver" if there is an active shooter in the building. If you hear Code Silver announced, or are otherwise informed of the presence of an active shooter, take the following steps:
 - 1. RUN: Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible
 - 2. HIDE: Hide in an area out of the shooter's view • Block entry to your hiding place and lock the doors • Silence your cell phone and/or pager
 - 3. FIGHT: As a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with physical aggression and throw items at the active shooter

Failure to follow these regulations puts you and/or others at risk and may result in possible discharge from the program.

FOOD AND DRINK

Residents are encouraged to eat all meals in the Dining Room. However, each multipurpose room has a refrigerator for your convenience. The multi-purpose room refrigerators are for use at your own risk as thefts do occur. Food/drink stored in the refrigerators must be marked with your name and the date placed in the refrigerator. Staff routinely inspect the food in the refrigerators and dispose of items that have passed their expiration date or are otherwise unlabeled. It is each resident's responsibility to clean up after him/herself. Please do not bring food/beverages from the cafeteria and place them in the refrigerator. There will be times, because of group meetings, that the multipurpose rooms will not be available. We ask that you do not interrupt the group during these times. Any snacks stored in your bedroom must be kept tightly sealed and only in one of the locked sections of your desk (either the pull-down section or the section that does not contain your TV). Food may not be stored in your wall lockers, under your bed, on the windowsill, in the nightstand, etc.

GAMBLING

Gambling is defined as any game wagering money, personal property, services, or any other stakes. Gambling with other residents or employees is prohibited at the RRTP, and gambling off-station may result in disciplinary action or discharge.

HARASSMENT

Harassment of another person for any reason will not be tolerated and may be grounds for discharge. Behaviors such as derogatory language or gestures, hostile remarks, offensive ethnic jokes, unkind humor, deliberate loudness to annoy others, or violent behaviors will not be tolerated. Sexual harassment is a form of sex discrimination prohibited by law and VA

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regulations. Sexual harassment is deliberate or repeated uninvited verbal comments, gestures, or physical contact of a sexual nature, or unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Types of sexual harassment include:

1. Sexual kidding, teasing or jokes
2. Sexual flirtation, advances, propositions
3. Repeated verbal sexual abuse
4. Graphic or degrading comments about an individual or the individual's appearance
5. Spreading rumors about a person's sex life
6. Graphically discussing sexual activities
7. Using words or slang that demeans or sexually stereotypes men or women
8. Display of sexually suggestive objects or pictures
9. Requests for sexual activity
10. Physical contact – grabbing, hugging, kissing, blocking another person's path, brushing against someone
11. Staring at others in a way that makes them uncomfortable
12. Exposing oneself
13. Making obscene gestures

If you feel that you have been the victim of harassment, or if you have witnessed harassment, speak up and report it to a staff member immediately.

HEALTH CONCERNS

The Domiciliary Medical Clinic is located in D150. The Medical Clinic is open daily for appointments from 08:00 am to 4:30 pm. To make an appointment for a routine medical issue, please see the medical clerk in D150, who will arrange for triage by our nursing staff.

Sick call sign-up is from 08:00 am to 08:30 am Monday through Friday for emergent medical problems only. Sick call is not for medication refills or for chronic medical issues. Should you become ill outside of sick call hours, please notify your RT on duty and report to the Medical Clinic (D150) for a nursing assessment. Nurses are on duty in the Dom 24/7. If medically indicated, you will be referred to the Emergency Department for care.

Please see your RT to coordinate travel to medical appointments outside the Leavenworth VA.

HOUSEKEEPING

All residents are responsible for keeping their living/common areas clean and neat:

- Bedroom floors will be free of clothing and trash or clutter.
- Beds will be made with clean linen and be free of clutter.
- Snacks/food items will be stored only in a designated area of your desk.
- Bedside stands will be clean and free of clutter.
- Trash from your room will be removed regularly.
- Residents will take responsibility for conducting chores on their wing and around the facility.

Your cooperation in helping to keep our facility clean and presentable is appreciated. Room inspections will be conducted to ensure rooms are clean, clutter free and in accordance with RRTP guidelines.

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HYGIENE

You are expected to wash regularly, use antiperspirant, wear clean clothing, and generally remain well groomed throughout your stay at the RRTP. Personal hygiene is important for your physical and mental health. Hygiene supplies and clothing are available if you are without money to purchase them. Please let the staff know of your needs.

INTERNS

The Medical Center provides clinical experiences for various types of students such as nursing, pharmacy, psychology, and social work. You will be informed if a student is participating in your care and you have a right to decline this involvement.

KEYS

You will be assigned a keyless entry card. The keycard will open doors throughout the facility as well as to your assigned bedroom. You will also be given a key to your personal mailbox. All keys must be returned to staff prior to discharge. Please respect the need for privacy and security while in the residential setting.

LAUNDRY

Washing machines and dryers are available for use, free of charge, in D-136; however, you must provide your own laundry detergent. If your income is less than \$91 per month and you are unable to purchase detergent, please speak with staff for assistance. Chlorine bleach or products containing chlorine bleach are not permitted. Please do not leave your laundry unattended for long periods of time. Irons and ironing boards are available for your use and are located in the multi-purpose rooms.

LEGAL ISSUES

You are responsible to provide your own transportation for any legal issues/court appearances. Ensure that you notify your Treatment Team if you have a scheduling conflict. A Veteran's Justice Outreach Coordinator is available for assistance with legal issues.

LINEN

Each patient is issued one complete set of linen (sheet, blanket, towel, washcloth, etc) upon admission to the domiciliary. It is his/her responsibility to exchange linen weekly (Tuesday.) Blankets and bedspreads do not need to be exchanged weekly and should be turned in only as requested. Patients must turn in dirty linen to get clean linen. The following is in effect for all wings when exchanging linen:

- a. Linen exchange is every Tuesday. On this day, patients will strip their beds between 6:00-7:45 a.m., and carry dirty linen to the linen carts that are located in the hall by the RT's office.
- b. Clean linen is delivered to each of the wings at around noon the same day.
- c. The wing assistant will place clean linen only on those beds that have been stripped that morning.

MAIL

Mail is delivered to Building 160 and distributed into your mailbox Monday through Friday. Patients leaving the Dom are requested to leave a forwarding address with the program clerk (D108 or D104) so your mail can be forwarded.

Your postal address at the Dom is:

(YOUR NAME)

Bldg 160, *(YOUR ROOM NUMBER)*

4101 S. 4th St. Trafficway

Leavenworth, Kansas 66048

You will be required to sign for receipt of any packages from UPS/FedEx and may be asked to open the package in the presence of a staff member.

MEDICAL CENTER ID

For security reasons, your Domiciliary ID badge must be worn around your neck and visible at all times. Talk to your RT for a replacement if needed. Your Domiciliary ID badge must be returned to staff upon discharge from the program.

MEDICATIONS

Residents are not permitted to have in their possession over-the-counter or prescription medications that have not been approved by Dom medical staff. This includes protein/creatine powders, vitamins, and diet supplements. Residents must present all medications to the Dom medical staff upon admission.

If you are on self-meds (not on the pill line), you are required to keep all medications secured in your locker at all times, even when you are in your room.

Do not share medications with other residents or take medications provided to you by other residents.

You will be oriented to medication refill procedures during your initial meeting with the Dom Pharmacist located in F205. Please consult the Dom Pharmacist, Dom Medical Staff, and/or your Treatment Team or if you have questions about medication procedures.

PASSES

All passes are intended to be of a therapeutic nature and will not interfere with assigned programming.

- On the 8th day of admission, Veterans become eligible for day passes between the hours of 8:00 am and 9:00 p.m.. Permission is not required for off-campus passes lasting less than two hours.
- For day passes in excess of two hours, permission must be granted by your Treatment Team (see below).
- On the 31st day of admission, Veterans become eligible for one overnight weekend pass per month. A weekend pass begins on Friday after your last scheduled appointment and ends no later than 9:00 p.m. on Sunday.
- Special holiday pass dates/times will be scheduled for major holidays by Domiciliary Administration.
- In order to request a day pass in excess of three hours, please fill out a Day Pass Request and turn it in to your RT (or Treatment Team if RT not available) as soon as you realize you would like to take a pass.
- For an overnight weekend pass (1 per month), Veterans must attend the Pass Planning group held each Saturday at 0930 in D119. It is an open group (does not require advanced scheduling) and you can attend any Saturday prior to your requested pass. At the conclusion of the group, a pass request form will be provided to you by Dom Staff. This

Dwight D. Eisenhower VAMC, Bldg 160, 4101 South 4th Street, Leavenworth, KS 66048

Phone # 1-800-952-8387 ext. 5-2306 Fax# 1-913-758-4149

Current as of 4/18/16

form must be completed and turned into your RT/Treatment Team no later than Monday at 10:00 am for review and approval.

- If you are requesting a pass and normally receive a sack lunch for employment, it is your responsibility to notify Voc Rehab and/or Dining Hall staff to cancel your sack lunch.

You must sign out in the logbook at the front desk anytime you leave the Dom and sign back in upon return. We assume that you are in Building 160 or at a scheduled appointment in the main hospital if you have not signed out on in the logbook. For safety and security reasons, Dom Staff must be aware of your whereabouts at all times and able to contact you at all times. If you are unable to return from a pass on time, for any reason, you are responsible for contacting Dom staff ASAP. The phone number is 1-800-952-8387 ext. 5-2306. Failure to locate you at any time may result in AWOL status. Failure to return from pass may result in AWOL status, and may be grounds for discharge. Remember, when in doubt, sign out!

PERSONAL DISPLAYS

We encourage you to show meaningful personal items on your bedside stand. This creates an environment that is positive and therapeutic. Please do not attach items to the walls or ceilings. Staff withhold the right to ask you to remove personal displays that may be offensive or otherwise inappropriate.

PERSONAL PROPERTY

You are advised to leave valuables and cash at home. However, if you choose to bring items of personal value and/or money to the facility, you are completely responsible for their safekeeping. Please secure all valuable items in the locked cabinet in your room, or ask that larger items be locked in your wing's storage room. Money and valuables may also be deposited with the Agent Cashier located in the main hospital, room C127. Please report any lost or stolen property to your RT and/or VAPD.

PETS

Animals are prohibited in the RRTP facility except for authorized service animals.

PILL LINE

The pill line is open seven days a week. The pill line is located outside of D150. Medication is administered four times a day: 6:00-7:00 a.m., 11:00 a.m. – 12:00 noon, 4:30 to 5:30 p.m., and 8:30-9:30 p.m. Please do not use your cell phone while in the pill line as this can interfere with the accurate administration of medications.

PROGRAM GUIDELINES

To ensure you gain the most from the RRTP, you are expected to be present at assigned groups, classes, and appointments.

- a. You will be provided a schedule of your appointments.
- b. If conflicts in schedules occur, or schedule changes are needed, you are instructed to discuss this with your Treatment Team.
- c. It is important to show respect to RRTP staff and your fellow Veterans by arriving on time to appointments. This demonstrates your progress and dedication to the treatment program.
- d. You must take responsibility to call or personally inform a group leader if you will be absent from an assigned activity or if an appointment conflicts with your regular schedule.

RECREATIONAL ACTIVITIES

We encourage you to involve yourself in recreational activities whenever possible. The Recreation Therapy department offers recreational group activities on-site and in the local community. Rec Therapy is located in D138 and can provide information about upcoming activities.

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RELATIONSHIPS

Romantic or business relationships with other residents or staff are not permitted during your stay. Money is not to be exchanged between Veterans or between Veterans and staff. These types of relationships may interfere with your recovery. Romantic relationships and business dealings with staff are never permitted.

REPAIR PROCESS

The Repair Process is designed to help you address any behaviors that may interfere with your ability to benefit from a therapeutic treatment environment such as ours. Examples of such behaviors include repeated no-shows, relapse, lack of participation in treatment, difficulty interacting appropriately with staff or other residents, etc. The Repair Process includes a Contract for Success that will be developed with the Veteran in conjunction with his or her team. Failure to adhere to the Contract for Success may result in discharge from the program.

ROOM CHECK

In order to maintain a safe and therapeutic environment, Dom staff must have accountability for all residents at all times. Evening and night shift will conduct bed checks at 10:30 p.m. and 4:00 a.m. Curfew is from 9:00 p.m. through 6:00 a.m. All entrances to the Domiciliary will be locked from 9:00 p.m. to 6:00 a.m.

SLEEP

An important component of health and wellness is good sleep hygiene. There are several guidelines in place designed to assist Veterans in improving their sleep hygiene, to include "lights-out" at 10:30 p.m., discontinuation of electronics/computers/TVs after 10:30 p.m., minimizing consumption of caffeine products (especially in the evening), no sleeping during the day, and the closure of multi-purpose rooms between midnight and 04:00 a.m. Please speak with your Treatment Team if you are having difficulty falling or staying asleep. Residents are not permitted to sleep in their bedrooms during the day. If you work an overnight shift, speak with your Treatment Team to receive a "Day Sleeper" designation.

SMOKING/ TOBACCO

Federal regulations prohibit any smoking, chewing tobacco, or electronic cigarettes inside the VA Medical Center and within 35 feet of the buildings. Cigarette/cigar/tobacco/e-cigarette use is only authorized in designated smoking areas. Use the proper receptacles when disposing of cigarettes. Do not throw cigarette butts on the ground. Smoking is prohibited between 10:00P.M. and 6:00AM.

STORAGE OF PERSONAL BELONGINGS

We ask that you do not bring excess personal belongings due to space restraints and safety issues. A locked storage room is available for any belongings that do not fit safely in your bedroom.

TELEVISION

Residents are permitted to have a television in their room provided it fits safely inside the television cabinet. Flat screen TVs up to 27" usually fit nicely in the cabinet. Watching television or movies/shows or laptops is prohibited in your bedroom after 10:30 p.m. When using your television/computer in your bedroom please be respectful and lower the volume. Check in with staff if you wake at night as they can assist you in discussing alternative sleep strategies. Should you be late for, or miss groups due to staying up too late, a meeting with your Treatment Team will occur and a plan for improving sleep habits will be discussed.

VIOLENCE AND THREATENING BEHAVIOR

The RRTP has a zero tolerance for violence. The program aims to provide a safe community for all members, both you and the Staff. Violence WILL result in discharge. Threats of violence (verbal or non-verbal), racial slurs, sexist, homophobic, or other

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hate language will not be tolerated in the community and may result in discharge. Demeaning verbal comments may also result in discharge. Destruction of property or displays of violent behavior may result in discharge. Staff understands the issues you may have with anger control and will make every effort possible to provide assistance with non-aggressive release of that anger. This violence policy applies to your behavior anywhere on VA grounds, during off-campus activities, and in the community. For example, verification of violence during a pass or other authorized absence may result in discharge from the RRTP. When there is the potential for threatening or physically acting out of behaviors, we ask that you inform staff immediately and refrain from intervening in any altercation. Physical violence or the threat of violence against another person or destruction of property will be cause for discharge from the program. The VA Police will be notified.

VISITORS

Privacy and security regulations require that all non-resident visitors sign in at the Front Desk and wear a visitors badge while in the building. Approved visiting hours are from 8:00 a.m. to 8:00 p.m. You may visit with your visitors in the main common areas of the Dom (i.e. fireplace rooms, main atrium, D119). In order to respect the privacy and safety of all residents, visitors are not permitted on the wings (G1, G2, F2) or in personal living areas (patient rooms/bathrooms). For safety reasons, Veterans are strongly discouraged from bringing minor children into the Domiciliary.

Residents are not permitted to “hang out” in other residents’ rooms or in the hallways of other wings. Please visit with friends from other wings in the common areas in and around the Dom (fireplace rooms, wing multi-purpose rooms, main atrium, D119, smoking area, courtyard, etc).

WAKE UP

Veterans are expected to be out of their beds and moving no later than 7:00 am each morning. Beds must be neatly made no later than 8:00 am. Your bedroom door must remain open from 8:00 am to 11:00 am and from 1:00 p.m. to 3:00 p.m. Please ensure all valuables are locked appropriately to prevent theft. In order to promote good sleep hygiene and full engagement in treatment, sleeping during the day is not authorized. If you work irregular hours, please meet with your RT/Treatment Team to develop an authorized “day sleeper” schedule.

WEEKLY ACCOUNTING SHEET

Weekly Accounting Sheets help both you and your Treatment Team monitor your progress toward your treatment goals. Weekly Accounting Sheets are located outside your RTs door and must be turned in to your RT each week by 10:00 am. Failure to complete Weekly Accounting Sheets may negatively impact requests for passes and extensions.

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