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# PEMIGH

Pauline E. Mayer Group Home

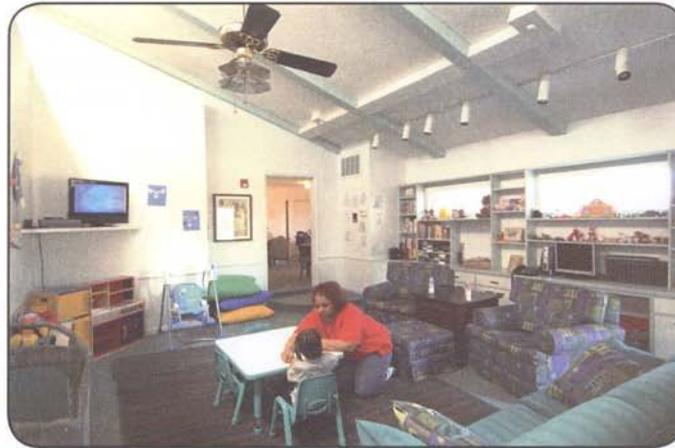
## Handbook



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

# Pauline E. Mayer Group Home

## Resident Handbook



The Pauline E. Mayer Group Home was established in 1981 by the Oklahoma Department of Human Services and is administered through the Children and Family Services Division. The PEMGH was developed in response to the need for a safe, independent living environment for teen mothers, who have experienced child abuse and neglect, and their children. The group home has a capacity of five teen mothers and their children and offers a supportive, home-like environment with close supervision and teaching. Teen residents are in the Oklahoma Department of Human Services custody and their children may or may not also be in OKDHS custody.

This handbook is designed to orient new residents and their OKDHS Child Welfare specialists to the Pauline E. Mayer Group Home program. It describes the program's mission, services provided, resident's rights and responsibilities, household rules, policies, and procedures, medical and mental health care, emergency procedures, and discipline procedures. Please note that, unless otherwise specified, the term "staff" is used throughout the handbook to refer to all group home employees, such as PEMGH direct child care specialists, direct child care specialist supervisor, social worker, and group home supervisor.

## **Group Home Mission**

The PEMGH program mission is to provide a safe and stable home environment to its residents; prepare teen mothers to become successful, independently functioning adults, build strong parenting skills and to foster healthy early development of its child residents. The group home staff strives to accomplish this mission through teaching, modeling, guiding and supporting each resident in the following areas of independent living:

1. Parenting
2. Education and employment
3. Budgeting and money management
4. Daily living tasks, such as cooking, cleaning, laundry and hygiene
5. Communication and listening skills
6. Decision making
7. Conflict resolution
8. Social and interpersonal skills, both within the group home and in public
9. Setting and achieving personal goals

The program also strives to strengthen the teen's self-esteem and self-worth, foster and model good character, and to build the teen's confidence in her ability to reach her full potential.

### **Program Services**

Multiple individualized services are provided to each teen resident and include parenting education and skills building, independent living skills assessment and skills building, counseling services, educational and career planning, academic tutoring, assistance with job searches, money management, recreational activities, and money management. Additionally, an individualized plan of care, such as service plan, is developed with the teen mother and child and is reviewed and revised at regular intervals throughout their stay at the PEMGH.

### **Parenting Education and Skills Building**

Parenting education, modeling and instruction are provided to the teen through several avenues to foster strong parenting skills and promote positive parent-child relationships. The teen is required to demonstrate specific child care skills to a DCS during her orientation period at the group home to identify skills mastered and those in need of instruction

and skills building – see attached orientation checklists. The teen receives education and guidance, both individually and in a group, in the areas of child development – physical, emotional, cognitive, motor, social, attachment, child care, safety, socialization, nurturing and bonding. The teen also participates in group parenting classes and, in most instances, receives individualized assistance on parenting issues through weekly counseling services.

### **Independent Living Skills Assessment and Skills Building**

Strengthening the teen's independent living skills is a primary focus throughout her stay at the group home. The teen is required to demonstrate specific life skills to a DCS during her orientation period at the group home to identify areas of personal strength and areas for growth. She also completes the Ansell-Casey life skills assessment in the beginning of her stay at the group home. Results of the Ansell-Casey and staff observations during her orientation period are used to develop the teen's service plan and to assist staff in tailoring independent living activities to meet the teen's individual needs.

Areas assessed include communication, daily living, work and study skills, home life, self care, social relationships, housing and money management, career planning and work life.

Skills are taught and applied through hands-on instruction and completion of daily living tasks, such as completing hygiene tasks, cooking, completing chores, and interacting with staff and peers, attendance of independent living skills groups on specific topics, acquiring and maintaining outside employment, management of a savings account and attendance of the annual Oklahoma Teen Conference.

### **Counseling**

The teen is provided counseling services and is expected to actively participate in her service planning and services. Counseling services are provided by counselors from independent agencies and may include individual therapy, group therapy, parenting classes and independent living skills training. More intensive services, such as a day treatment program, are arranged for the teen if needed.

### **Educational and Career Planning**

The teen is enrolled and required to participate in an education program. Most teens are pursuing a high school diploma or equivalent at the time of placement. Multiple educational options are available; however, home schooling is not an option. The teen's educational needs

are assessed at placement, and a plan is developed with her to foster success in completing high school.

Concurrently, the teen is assisted in exploring and developing future career goals, as well as with identifying the steps needed to achieve her goals. Once goals are set, technical assistance is given to aid the teen in accessing available resources, such as financial aid, education training vouchers, tuition waivers, computers and furniture, to pursue her identified career goals.

### **Academic Tutoring**

Tutoring is arranged as needed to assist the teen with academic difficulties.

### **Job Searches**

The PEMGH social worker will teach and guide the teen, if 16 years of age or older, if needed, with identifying potential employers, completing job applications and preparing for interviews.

### **Money Management**

The teen is given the opportunity to learn and practice sound money management skills through attendance at money management seminars, management of a monthly allowance, and by opening and managing a savings account during her stay at the group home. If employed, the teen is also required to deposit 50 percent of each paycheck into her savings account in preparation for transitioning from the PEMGH to living independently in the community. Teens may negotiate withdrawals with the PEMGH social worker prior to discharge from the group home program based on need and use of sound money management practices.

### **Recreational Activities**

A variety of teen, mother-child, and child recreational activities are planned each month by DCS and teen residents. The teen and her child are expected to participate unless given permission by staff to refrain from doing so due to illness, family visits, school-related activities, job conflicts or excessive homework. The teen is expected to abide by community rules and all rules specific to the activity site. Annual vacations are arranged by the PEMGH supervisor.

### **Service Plan**

An individualized plan of care, such as service plan, is developed for the teen and her child no more than 30 days after they are placed at

the group home. The service plan is reviewed and discussed with the teen and a copy is provided to her primary Child Welfare specialist. The service plan is reviewed every 4 to 6 weeks to discuss the teen's and her child's progress, accomplishments, behavior, needs and areas of concern. Revisions are made as needed. Service plan reviews are completed by staff during biweekly PEMGH team meetings. Other professionals involved in the teen's and child's child welfare case, such as primary CWS, counselor and CASA, may attend and participate in their review. Written service plan updates are provided to the primary CWS or court when requested.

## **Resident Rights**

- Right to Be Informed – At the time of her admission to the group home program, the teen is informed of the group home's policies and procedures regarding resident rights.
- Individualized Plan of Care – The primary social worker, the group home social worker and the teen work together at the time of placement to develop a plan of care, such as service plan, tailored to meet the teen's and her child's specific needs.
- Protection of Rights – The group home ensures that the teen's and her child's rights are protected regarding the following:
  - Personal finances – The teen is given the opportunity to have and handle money for personal use.
  - Personal possessions – The teen and her child are allowed to bring personal possessions to the group home and to acquire personal belongings.
  - Personal care and hygiene – Facilities and supplies for personal care, hygiene and grooming are provided to the teen and her child.
  - Clothing – The teen and her child possess adequate, clean, well-fitting and seasonable clothing and have a safe place to keep it.
  - Community activities – The teen and her child have the right to community contacts and opportunities for participation in the local community in accordance with their service plan.
  - Telephone contacts – Access to a telephone to make and receive uncensored phone calls, unless otherwise stipulated by court order, is given to the teen and her child. A teen's telephone use may be temporarily restricted as a consequence of misbehavior. The teen is allowed to talk with her parents, primary CWS, attorney and CASA regardless of loss of telephone privileges.

- Mail – The teen and her child are allowed to send and receive mail. Staff does not read or censor a resident's mail. The resident may be asked to open her mail in front of a staff member if contraband is suspected. Letters to prison inmates may only be written to and receive from parents and siblings.
- Restrictions – Any restrictions placed on communications are explained to the teen.
- Publicity – Consent is obtained by the group home supervisor from the teen and her parents, custodian or the OKDHS Legal Unit prior to the use of any publicity about or related to the teen or her child.
- Grievance – The teen, her child and her parents or guardians have the right to file a grievance.
- Worship – The teen and her child are provided with the opportunity to participate in religious services, if desired. Participation is not required.
- Work – The teen is taught good work habits and is provided with a variety of tasks. Whenever possible, the teen earns money through work. The teen is never substituted for employed staff.
- Safety – Group home staff strives to ensure that the teen and her child live in a safe environment that is free from health and safety hazards, as well as from physical and verbal harm or threats.
- Recreation – The teen and her child are given time to pursue talents, hobbies and chosen interests. Regular group outings are also provided.
- High risk activities – If the teen and her child engage in activities such as horseback riding, archery, gymnastics or karate, a written plan, which ensures the health and safety of the residents, is maintained on file at the group home.
- Water activities – If the teen and her child engage in water activities, safety precautions are followed. Lifeguards must be present for all swimming outings and residents must follow all posted swimming pool rules.
- Sleep – The group home provides adequate time and facilities commensurate with the teen's and her child's age and activities.
- Visitation – The teen, her child and her parents or guardian are provided the opportunity for visits at and away from the group home in accordance with the service plan.
- Education – The teen and her child, if age 6 or older, are provided public educational programs appropriate to their needs.
- Health, Mental Health and Medical Care – The teen and her child receive proper medical, mental health, vision, and dental care.

## Resident Responsibilities

### Responsibility to Child

The teen is to assume responsibility, with proper guidance and modeling, for the care of her child when she is not at work, in school or in training.

Responsibilities include, but are not limited to:

- Preparation of food and feeding;
- Bathing and hygiene tasks;
- Changing diapers or potty training and toileting;
- Completing child's laundry;
- Dressing child appropriately for age and the weather;
- Use of childproofing and safety practices in care giving;
- Responding to child's emotional and physical needs both during the daytime and night, including getting up with child during the night, if needed;
- Having interaction with the child that stimulates physical, emotional, intellectual and social development;
- In addition to other interactions, the teen spends quality time with her child each evening playing, bathing and reading books together.
- Responding to child's medical needs, such as taking temperature, administering medication as prescribed and seeking medical attention when needed;
- Scheduling child's medical appointments and accompanying the child to appointments;
- Making appropriate child care arrangements for child with DCS. For example, a resident must always ask a DCS to watch her baby prior to leaving the house; and
- Ensuring that child is always supervised and in the teen's sight when the teen is at the group home.



## **Responsibility to School**

Regular attendance of school or participation in educational courses is required. However, there is more than one academic option available to the teen. Each option is considered and the one chosen will be the one that maximizes the likelihood of educational success and supports the teen's career goals. Home schooling is not an educational option.

The teen is expected to participate in academics and to achieve to the best of her ability. This is demonstrated by appropriate interaction with school staff, participation in class and maintaining passing grades. The teen should also maintain an interest in extra-curricular activities to enhance her education.

**Excused Absences** – Absences from school are allowed in the following instances: illness of the teen or her child; appointments scheduled for the teen and her child by the primary CWS or PEMGH social worker and court appearances. In the case of a child's illness, the teen will schedule a medical appointment for her child and, when necessary, arrangements will be made for the teen and a staff member to accompany the child to the medical appointment.

**School Truancy** – Excessive absences from class and skipping school is not tolerated. Truancy at school results in loss of activities and privileges at the group home.

**School Suspension** – If the teen is suspended from school, she loses group home privileges for personal phone calls, cell phone use, weekend passes, special group outings and special events for the duration of the suspension. Aside from lunch and bathroom breaks, the teen will remain in the dining room of the group home throughout the regular school day and complete school work provided by her homeroom teacher. If school work is not provided by the teacher, PEMGH staff will provide assignments for the teen to complete.

## **Responsibility to PEMGH Staff**

The teen must:

- Be willing to accept supervision and instruction;
  - Be willing to perform assigned household and other duties;
  - Respect authority of staff by speaking to staff in a controlled fashion;
- and
- Maintain an open and honest flow of communication.

## **Responsibility to the Group Home**

The teen must:

- Complete household duties and chores as assigned, such as cleaning, cooking, menu planning, laundry, and grocery shopping;
- Abide by all PEMGH policies and procedures;
- Abide by all house rules;
- Attend all parenting education classes and workshops arranged for teen residents;
- Participate in counseling as determined necessary by the PEMGH social worker and counselor;
- Participate in goal setting when developing a service plan;
- Participate in planned group experiences and recreational activities; and
- Participate in independent living groups and activities arranged by the PEMGH social worker.

## **House Rules, Policies and Procedures**

### **General Rules for Behavior**

- No use of drugs or consumption of alcoholic beverages;
- No smoking, tobacco products or smoking supplies on the group home premises;
- No physical aggression toward children, other residents, staff, or visitors. This includes any type of pushing, slapping, hitting, punching or other such behaviors;
- No verbal, written or otherwise demonstrated threats toward children, other residents, staff or visitors;
- No body piercings or tattoos;
- No use of contact lenses unless prescribed by an optometrist;
- No charging another teen for help given, favors or other acts of kindness; and
- No borrowing of money from another teen.

### **Household Rules**

- No gum is allowed in the group home;
- No burning of candles or incense;
- Personal articles left around the house will be collected by the DCS and cannot be retrieved for 2 days;
- Curling and flat irons, dryers, and hygiene products must be properly stored after use; and
- Children are not allowed to be in the kitchen unless they are being carried by the teen mother or staff.

## Mealtimes and Snacks

The teen and her child are to be present at all meals, unless at work, on pass or ill. In general, all snacks and meals should be eaten at the group home dining table. On special occasions, staff on duty may give permission for meals and snacks to be eaten in the recreation room.

Dinner is served family-style in the dining room on Monday through Sunday evenings. The teen and her child are expected to arrive on time for dinner and to remain at the table for at least 30 minutes. Preparation of separate meals is not allowed. Staff eat dinner with the residents and model appropriate behavior and dinner conversation.

The teen and her child receive 2 snacks per day. If the teen and her child are away from the group home during snack times, they may have a snack upon returning to the group home, if it is prior to 10 p.m.

## Bedroom

The teen and her child are allowed to have decorative and comfort items, such as photographs, stuffed animals, pictures, and knick-knacks, in their bedroom at the group home.

- Posters and pictures with vulgar, demeaning, sexually explicit and illegal substance-related materials are not allowed.
- No use of duct tape is allowed on bedroom walls or doors.
- With the exception of baby bottles and sippy cups, food or other drinks are not allowed in the teen's and child's bedroom. Candy is permitted if properly stored and if the remains are disposed of properly.
- No resident is allowed in another resident's room without invitation.



## Clothing

Adequate storage is available for off-season clothing and other personal possessions. Loaning, borrowing, or giving clothing, including shoes and accessories, to another teen or child is discouraged. The group home

staff is not responsible for any personal belongings that become lost, stolen, or damaged.

The teen must wear tasteful, neat clothing at all times. The following types of clothing are not allowed: bandanas and head scarves; dickies; shirts that expose the midriff, such as belly shirts; shirts with excessively low bust lines; sagging pants; daisy duke shorts; ultra low rise pants, jeans, and shorts; clothing with inappropriate slogans and prints regarding drugs, sex, alcohol or gang paraphernalia. House shoes, boxer shorts and pajamas are not considered street clothes and should not be worn outside of the group home.

OKDHS clothing vouchers are given to the teen every 90 days in the amount of \$75. Clothing is purchased from a vendor who accepts OKDHS vouchers. All clothing purchased with OKDHS funds or otherwise provided by OKDHS must be approved by staff. Exceptions are made to purchase clothing at other times when a teen or her child has no clothing at the time of placement or if the teen needs specific clothing for work.

On the fourth weekend of each month, teens that have clothing vouchers and are not grounded from activities will be taken shopping. If the teen has a clothing voucher and is grounded from activities at the time of the shopping trip, the staff on duty will select and purchase the clothing for the teen and her child.

### **Laundry**

The teen is responsible for laundering her own and her child's clothing. Bed linens and towels must also be washed every week, or more frequently if needed. The teen is assigned a specific day of the week on



which to do her laundry and is expected to do so on her designated day. The teen may do laundry other days with staff approval. Laundry must be completed by 10 p.m. Laundry is not allowed to pile up.

### **Household Duties and Chores**

The teen is assigned household chores. Resident chore assignments are rotated each week, unless otherwise designated by staff. If the teen is going on pass, her chores must be completed before she leaves. The teen may temporarily be excused from her chores if she is too ill to complete them, at staff discretion. Completion of chores is checked by staff before bedtime daily.

### **Bedtime**

On weeknights during the school year, the teen is to be in bed with lights out by 10:30 p.m. On weekends, holidays and during the summer, bedtime is 12 a.m., midnight. The teen may stay up later with the permission of the staff member on duty. The teen must sleep in her own bed.

Bedtime for children is 8 p.m. Children must sleep in their own beds.

### **Curfew**

The teen's curfew and supervision needs and requirements vary by age and particular nights of the week.

On Sunday through Thursday evenings, curfew is as follows:

For teens of ages 13 through 15 – 8 p.m., with adult supervision

For teens of ages 16 through 17 – 10 p.m., no adult supervision necessary

On Friday and Saturday evenings, curfew is as follows:

For teens of ages 13 through 15 – 10:30 p.m., with adult supervision

For teens of ages 16 through 17 – 12 a.m., midnight, no adult supervision necessary

If the teen and her child will be away from the group home past curfew, the teen must obtain prior approval from the group home supervisor or social worker. Children are not to be away from the group home later than 10 p.m., unless on an overnight pass or a group home outing.

### **Telephone Use**

Business Phone Calls – In addition to daily evening phone times, the teen may use the telephone for business purposes from 8 a.m. to 5 p.m. Monday through Friday. The teen may also make calls during that time to her primary child welfare specialist, attorney, CASA worker, and

parents. Business phone calls are limited to 5 minutes, unless otherwise approved by the group home supervisor or social worker. Business phone calls are not restricted even when other telephone privileges are temporarily removed.

### **Personal Phone Calls**

**Home Phone Usage** – The teen must ask the DCS on duty to use the house telephone. Calls made or received by the teen are limited to 15 minutes, and the teen must wait 30 minutes before she can use the telephone again, unless otherwise approved by the staff on duty. Calls to family members may be extended with approval by the staff on duty. If someone is using the house telephone and other teens request to use it, a waiting list will be available to keep track of the next person in line. Making and receiving phone calls is not allowed after bedtime. If the teen receives a telephone call while away from the group home, a message and number is taken and given to her upon her return.

**Cell Phone Usage** – The teen is allowed to have a personal cell phone while living at the group home. The teen is allowed to have her cell phone at all times, including passes, unless otherwise prohibited by school rules, her employer or loss of telephone privileges. PEMGH staff will not retrieve cell phones from the school office that have been confiscated by school employees. The teen is responsible for all cell phone-related expenses. The group home is not responsible for lost, stolen, damaged or misused cell phones.

The teen must adhere to household rules described above and is not allowed to talk on her cell phone while completing chores, bathing her child, changing a diaper, or attending to a sick or crying child that requires her attention. The teen is also not allowed to use her cell phone during meal time. The teen must place her cell phone in the cell phone basket, located outside of the door to the multidisciplinary room, each night before bedtime to be charged. The staff members on duty will plug the cell phones into chargers in the multidisciplinary room, and the teen's cell phone will be returned to her the following morning prior to breakfast.

**Loss of Telephone Privileges** – The teen may temporarily lose cell phone and house telephone privileges when she fails to follow phone rules, is involved in recurrent phone-related conflicts and when phone use results in failure to follow the other group home rules. When a teen loses phone privileges, she is still allowed to make and receive calls from her family members, primary child welfare specialist, attorney, and CASA worker. Such calls are limited to 5 minutes during business hours and 15 minutes at other times.

## **Allowance**

The teen is provided a \$40 monthly allowance for herself and a \$10 monthly allowance for her child. The teen must keep all receipts for items purchased with her allowance for one month following the purchase and may be asked to produce receipts if concerns about shoplifting and stealing arise. Please refer to the Shopping section for rules regarding receipts for purchased items.

## **Use of Savings Account**

When the teen receives her first month's allowance, she is assisted with opening a savings account, depositing a minimum of \$5. The account is opened jointly in the teen's and the group home social worker's or supervisor's names, in accordance with banking regulations, at a local banking institution. Banking accounts and loans for minors require the signature of a least one parent or guardian. If employed, the teen is required to deposit 50 percent of each paycheck into her savings account to foster good savings practices and in preparation for expenses incurred in her transition from the PEMGH to living independently in the community. However, the teen may negotiate withdrawals with the PEMGH supervisor prior to discharge from the group home program based on need and use of sound money management practices. In addition to long-term savings in preparation for discharge from the program, typical uses for the teen's saved money include special needs and wants for herself and her child, school activities and events, such as yearbooks and prom-related expenses, extracurricular activities, and gifts. The group home supervisor and social worker will assist the teen with monitoring her account transactions and utilizing sound money management practices.

## **Work**

A teen who is 16 years of age or older is allowed and expected to obtain a job. She is allowed to work no more than 20 hours per week. No work on therapy days, typically Wednesdays, or on Sundays is allowed. Work is allowed after 6 p.m. on days of parenting classes, typically Tuesdays. The teen under age 16 is not allowed to work.

It is the teen's responsibility to notify her employer when she is unable to work due to illness or when scheduling conflicts arise.

Upon receiving her paycheck, the teen must bring her paycheck to the group home supervisor or social worker for assistance with cashing the paycheck and depositing a portion into her savings account. The teen is allowed to keep her first paycheck in its entirety for personal use, and is

not required to deposit any of that paycheck into savings. However, for all other paychecks received, the resident is allowed to keep 50 percent of her check for personal use and 50 percent must be deposited into her savings account. Please refer to the Use of Savings Account section for further details about approval for withdrawals from the savings account.

### **Worship**

The teen and her child are not required to attend religious services but are allowed to attend a church of their choice if they wish to do so. Transportation is provided or arranged when necessary. When grounded from activities, the teen, and her child, may still attend a Sunday church service. Wednesday evening services and special youth activities can be restricted if the teen has lost privileges or received consequences.

### **Dating and Community Activities**

The teen must abide by the following rules when leaving the group home for dates or to attend community activities:

- The teen who is age 16 or older is allowed to go on dates with approval of the group home supervisor;
- The teen under age 16 is allowed to have a male friend visit her at the home only;
- The teen's date or male friend must be no more than 3 years older or younger in age than the resident;
- Tasteful contact between the teen and a visitor is allowed, such as holding hands, arms around each other and a goodnight kiss. All activities and visits at the group home are G-rated.
- The teen is allowed to attend community activities, such as birthday parties, back-to-school bashes, church youth activities, extracurricular activities and slumber parties, with the approval of her primary CWS and the group home supervisor or social worker;
- The teen must fill out the visitation log prior to leaving on an activity or date, indicating a designated place to which she is going, an emergency contact phone number, the time she left and, upon her return, the time she returned;
- The teen must first get verbal permission from the DCS on duty before leaving;
- Child care must be arranged prior to the teen leaving or she must take her child with her;
- The teen must be back at home according to curfew; and

- The teen must be picked up by a licensed, insured driver who provides proof of a valid driver's license and proof of liability insurance. The teen is not allowed to leave the facility unless this documentation is first provided.

### **Group Home Outings**

Outings are provided by the group home and are mandatory unless the teen and her child are excused by the PEMGH social worker or other staff on duty. Time limits for outings are determined by staff on duty and will reflect the destination and travel time for the outing. There are outings planned specifically for the teens, as well as activities planned specifically for the infants and toddlers. Family activities are also planned to enhance parent-child relationships. Taking an infant or toddler on an outing depends on age, health and safety concerns for the child.

### **Shopping**

All receipts for shopping purchases made by the teen, regardless of the source of funds, must be maintained by the teen for 1 month following the purchase. This includes all purchases made with OKDHS vouchers, allowances and personal funds. The teen may be called upon at any time to produce a receipt for a purchase made. It is crucial to maintain receipts at all times. New items for which the teen is unable to produce a receipt will be considered stolen property and confiscated by staff.

On group shopping outings, the teen is only allowed to take money, a wallet, and essential child care items into stores. These items can only be carried in a clear, see-through, bag. Purses and diaper bags are kept in the van.

### **Visitors**

Friends and relatives may visit the teen and her child at the PEMGH during designated visitation times with approval, provided that the teen is not grounded for friends. All visitors must fill out the visitation log completely when visiting. Arrangements for family visits are made by the primary

CWS and group home social worker in accordance with the visitation schedule.

Visitation times are as follows:

Friday and Saturday nights	7 to 10:30 p.m.
Saturdays and Sundays:	1 to 4 p.m.

Family members who live out of town may be allowed to visit at other times with the permission of the PEMGH supervisor or social worker.

Only PEMGH staff should open the door for guests, unless otherwise designated by staff on duty. All guests must be respectful or may be asked to leave. Any time a guest of the teen or her child is suspected of drinking alcohol or using illegal drugs, that guest cannot return to the group home until the guests makes an appointment with the PEMGH social worker or supervisor to discuss the incident.

### **Daytime and Overnight Passes**

The teen and her child may go on daytime and overnight weekend passes with the approval of the group home social worker, group home supervisor, or the resident's primary CWS. Requests for overnight weekend passes must be made by Thursday for the upcoming weekend and must be approved by the PEMGH social worker or supervisor. Arrangements must also be made by the teen for her child.

When being checked out for a pass, the teen must sign herself and her child out on the visitation log. The teen must be picked up by a licensed, insured driver who provides a valid driver's license and proof of liability insurance, unless other travel arrangements apply. The teen and her child are not allowed to leave the facility unless this documentation is first provided.

When returning from pass, the teen must sign herself and her child in on the visitation log. The teen and her child are expected to return from pass on time. They must return to the group home from a weekend pass by 6 p.m. on Sunday during the school year and 8 p.m. on Sunday during the summer, unless otherwise given permission by the group home social worker or supervisor. If she is more than 15 minutes late, the teen and child will lose the privilege of going on the next outing and pass. If the teen and her child are more than an hour late and do not contact the group home, they will be considered AWOL and the police will be notified. When school is not in session, additional time may be requested from the social worker or the group home supervisor. If the teen has followed the program rules, later return times from visits may be approved.

### **Babysitting Arrangements**

The teen is never allowed to babysit another teen's child or to allow another teen to babysit her child. The teen is allowed up to 8 hours of babysitting by DCS each week, in addition to school and work. Babysitting is provided at no charge to the teen until the last two months of her stay,

at which time she is charged 50 cents per hour of babysitting throughout the remainder of her stay. Babysitting fees collected are deposited into the recreation fund for group home use. Babysitting must be arranged within the group home. The teen must make her own arrangements for the babysitting of her child with the DCS supervisor and the group home social worker or group home supervisor. There must be approval by both in order to use babysitting services.

### **Motor Vehicles Kept at the Group Home**

The teen must have a valid driver's license, maintain a C average in school and work part-time in order to drive and keep her vehicle at the group home. The teen must abide by the rules of the group home and rules of the road, including wearing a seatbelt, and observing all traffic regulations. If a teen is not behaving in a responsible manner in the group home and on the road, the group home supervisor may remove or restrict her right to drive the car. Motorcycles are not allowed. The vehicle must meet all established codes for operation, including liability insurance. The teen is responsible for the upkeep and protection of her vehicle.

The teen may drive to and from employment and may use her vehicle for personal outings. If age 18, the teen may also drive to and from school. Staff on duty must be given the exact location where the teen is going and a telephone number. The teen may take other residents on weekend outings with written permission of the group home supervisor or social worker. The teen cannot allow another resident to drive her car for any reason.

The teen takes full responsibility for transporting her child in her vehicle. All children must be secured in a fully functional car seat when riding in the vehicle at all times. The teen is not allowed to take another teen's child in her car without the mother in the car as well.

The teen may only purchase a vehicle with the permission of the PEMGH supervisor, and only after the possibility has been discussed with the group home staff.

### **Use of Volunteers**

Volunteers are welcomed at the group home and sometimes serve as tutors and mentors to residents. All volunteers must pass background checks through the Central Child Abuse Registry of the Oklahoma State Bureau of Investigation prior to volunteering at the group home. The volunteers are aware and practice the same policies as staff regarding confidentiality.

## **Searches**

A search of a teen's and child's bedroom and personal belongings is only conducted when there is strong suspicion that the teen has contraband or weapons in the home. The group home supervisor or administrator on duty must authorize all room searches, and two staff members must conduct the search with the teen present in the room.

## **Medical Care**

### **Emergency Medical Care**

In case of an emergency, the DCS on duty may determine that the teen or her child needs immediate medical treatment, transport the teen and child to the emergency room and notify the group home social worker and supervisor. If there is some question that it is an emergency situation and it is after regular business hours, DCS will contact the group home social worker or supervisor to determine if the treatment is needed immediately or if it can wait until regular business hours. If an infant or toddler needs emergency medical treatment, the teen mother may give consent for medical treatment. If a teen is in need of emergency medical treatment, group home social worker or supervisor will come in to assist with obtaining consent for treatment. If the teen's parent is not able to be located, the social worker and supervisor locate the appropriate OKDHS County Director to obtain a consent.

### **Prescription Medication**

Medication of any kind is stored in a locked medication cabinet and is administered to the teen or child by staff trained as Medical Administrative Technicians. Consent from a parent or guardian must be obtained before a new prescription for psychotropic medication, or mental health medication, can be administered. If the teen or child is prescribed medication and refuses to take it, the refusal is documented and the prescribing physician and primary CWS are immediately notified.

Prescriptions covered by the teen's and child's medical insurance are purchased at a local pharmacy. If the teen and child do not have a medical card or the medication is not covered by medical insurance, the prescription is taken to a pharmacy that is networked with the OKDHS computer system. If the prescription is given at a late hour and must be filled immediately, the medication is purchased at a local 24-hour pharmacy.

Medications that do not require a prescription cannot be purchased with a medical card. The request for a non-prescription medication is given to the DCS supervisor, and she will obtain it through a vendor that accepts OKDHS purchase vouchers.

### **Illness**

When the teen is ill and cannot go to school or work, she is expected to stay in bed and rest. Her meals will be brought to her and she is excused from the day's activities until she feels better. If a teen is too ill to attend school, work or training, she may not participate in other activities, such as outings, dates, and community and school activities.

If the teen's child is ill, the teen will not be allowed to go on an outing or other activities. She is also expected to take her child to scheduled medical appointments.

### **Privacy Practices**

The group home program and staff comply with the medical information privacy act commonly referred to as HIPPA. The teen's and child's medical and psychological information is protected and kept confidential to the fullest extent allowed by the law.

Access to the teen's and child's medical and psychological information is only released with the consent of the PEMGH supervisor, social worker, or primary CWS. Medical and psychological information are typically only released to entities such as the court, school personnel, and health care providers in order to address the teen's and child's medical needs, mental health needs, educational planning, and legal issues.

### **Emergency Procedures**

Safety drills for fires, tornadoes, and other emergency situations are conducted at regular intervals by each shift and in compliance with licensing requirements. The teen receives instruction on group home emergency procedures for fires, tornadoes, and evacuations at the time of her placement.

### **Fires**

When the smoke alarm goes off, the teen and her child will leave the building in accordance with the evacuation plan posted on each bulletin board. Each teen is responsible for her child. If the teen is away from the group home, the DCS in charge of child care will evacuate the child from the building. The teen and her child should go directly to the cul-de-sac on 71st Circle. The teens, children and staff will gather here and

DCS will ensure the safety of all residents.

### **Tornadoes and Storms**

DCS monitors weather reports via weather monitor, radio, or TV when Oklahoma City is under a tornado watch or storm warnings. Staff will instruct teens and children to take shelter when a tornado is reported in Oklahoma City. The teen and her child should get a pillow and blanket and go to the large hall bathroom to seek shelter. All areas of the home that have windows must be avoided.

### **Guidance and Discipline**

The group home staff strives to foresee and prevent potential behavior problems and rule violations before they occur. However, when misbehavior does occur, staff utilizes the following behavior management strategies:

- Redirection – Staff directs the resident to more appropriate activities for the behavior she is exhibiting.
- Restating the broken rule in a positive manner – Staff tells the resident what they should do, rather than what they should not do.
- Natural Consequences – Staff allows natural consequences to ensue when they occur as a result of misbehavior, such as breaking one's own CD when angry results in a natural consequence of losing the CD.
- Logical Consequences – Staff gives the resident consequences fitting to the nature and severity of her behavior, such as being suspended from school, results in the logical consequence of the resident completing homework assignments at the group home during regular school hours throughout the suspension.

Consequences may include, but are not limited to:

- Teen resident sent to her room for a cooling off period;
- Going to bed early;
- Loss of privileges, such as phone time, computer time and walks;
- Grounding from activities, such as community outings and non-relative passes;
- In some instances, a teen may be temporarily grounded from all activities other than work, school, and worship. Some program-related group home activities may also be allowed at the PEMGH social worker's or supervisor's discretion.
- Assignment of extra chores;
- Writing written apologies and completing a written report regarding a topic related to the behavior that occurred;
- Repayment cost of repairs or replacement for intentional damage to

group home property or another resident's property;

- Notification of the teen resident's primary CWS about the incident that occurred.

An example of how redirection and logical consequences may be applied is as follows:

- If two residents are arguing to the point a DCS needs to get involved, staff redirects the residents to more appropriate behavior. If the arguing continues, a time out is called for the residents to cool off in their bedrooms. If the time out is not respected, an additional consequence is given.
- Consequences are specific, time limited in duration and are given as close to the time of the problematic incident as possible. With rare exception, the DCS informs the resident of her consequence within 48 hours of the behavior occurring. The staff member also discusses with the resident the reason for the consequence and how she can avoid further consequences. A delay in notification of consequences may occur at times in which the DCS wishes to first consult with the group home supervisor and social worker to determine the most appropriate consequence for the behavior.
- Corporal punishment, such as striking, pushing, shoving, and spanking, is never used. Staff members are trained in behavior management techniques, MANDT, which uses physical management as a last resort and only if needed to protect the resident from harming herself, to break up a fight or to protect others in the group home.

### **Orientation Period**

The first two weeks of the teen's and her child's placement at the group home are an orientation period. This time is best described as an initial adjustment period, during which the teen and child become acclimated to the group home and the teen learns about program specifics, such as services provided; resident's rights and responsibilities; household rules, policies and procedures; emergency procedures and guidance and discipline. Passes, dating and work are not allowed during the orientation period, unless the teen was employed at the time of placement. At the end of the orientation period, the teen is assisted with identifying her personal short-term goals to accomplish while in placement, long-term goals and personal strengths.

### **Orientation Checklists**

To assist with her initial adjustment and with identifying areas of personal strength and weakness in activities of daily living, the teen is

expected to work with a trainer, DCS, during the orientation period to complete orientation checklists. The checklists are made up of a series of child care and household tasks that the teen is expected to learn and demonstrate – see attached checklists. In working with the teen, the trainer, DCS, selects a task, performs it with the teen observing and answers any questions the teen may have. Next the teen performs the task with the trainer observing, but not instructing, to ensure correct completion of the task. Each task must be correctly demonstrated to the trainer twice by the teen, without assistance, before it is checked off of the checklist. Each duty on the orientation checklists is completed in this manner until the checklists are completed in their entirety.

### **Daily Child Care Log**

The teen is expected to document of the child's diaper changes and feedings on the charts posted in the kitchen. The charts are used as a way for staff and teens to communicate with each other as to when and how much the baby last ate, and how many diapers were changed to monitor the baby's health. The charts are monitored and replaced weekly by the staff.

## **Additional Responsibilities**

In addition to her responsibility to completing orientation checklists and child care logs, the teen is expected to:

- Complete her personal hygiene;
- Have daily room inspection by staff;
- Attend meals on time;
- Complete participation on the duty chart;
- Show proper care of her child;
- Attend to the physical and emotional needs of her child;
- Adhere to house rules, policies and procedures;
- Be at school on time and attend class;
- Actively participate in group activities and community outings with staff members;
- Participate in parenting training provided, both formally and informally;
- Implement personal goals and show progress toward plan goals;
- Demonstrate self reliance; and
- Demonstrate responsible behavior.

## Orientation Checklists

Name of Teen Resident \_\_\_\_\_

Date Started \_\_\_\_\_

Name of DCS Assigned To Teen Resident \_\_\_\_\_

### Child Care Tasks

Task	Date Demonstrated	Comments	Initials
Bathing child	_____	_____	_____
Taking child's temperature	_____	_____	_____
Changing child's diaper	_____	_____	_____
Cleaning child's bed	_____	_____	_____
Childproofing room and house	_____	_____	_____
Sterilizing bottles and nipples	_____	_____	_____
Dressing child properly	_____	_____	_____
Cleaning child's ears and cutting child's nails	_____	_____	_____
Cleaning and styling child's hair	_____	_____	_____
Feeding child	_____	_____	_____

### Household Cleaning Tasks

Task	Date Demonstrated	Comments	Initials
Cleaning the bedroom	_____	_____	_____
Cleaning hallways	_____	_____	_____
Cleaning pantry	_____	_____	_____
Cleaning recreation room	_____	_____	_____
Cleaning laundry room	_____	_____	_____

Cleaning bathroom \_\_\_\_\_

**Utilization Of Household Machinery**

<b>Task</b>	<b>Date Demonstrated</b>	<b>Comments</b>	<b>Initials</b>
Oven	_____	_____	_____
Stove	_____	_____	_____
Microwave	_____	_____	_____
Blender and Toaster	_____	_____	_____
Dishwasher	_____	_____	_____
Garbage Disposal	_____	_____	_____
Mixer	_____	_____	_____
Freezers	_____	_____	_____
Refrigerator	_____	_____	_____
Drawers and Cabinets	_____	_____	_____
Washer, Dryer, and Iron	_____	_____	_____
Vacuum	_____	_____	_____
Fire Extinguisher	_____	_____	_____
Mop and Mop Bucket	_____	_____	_____

**Outside Tasks:**

how to lock shed, \_\_\_\_\_  
bicycles, clean porch, \_\_\_\_\_  
BBQ grill, turn water \_\_\_\_\_  
on and off \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

DCS's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Using Household Machinery**

### **Oven**

Remove oven racks. Read directions on oven cleaner. Spray oven cleaner and follow the directions. Wash inside of oven and wash the inside and outside of the door. Set time and temperature.

### **Stove**

Take apart the stove and burners. Replace foil on the burners and clean underneath each burner. Clean the top of the stove and the air vent with warm soapy water. Demonstrate knowledge of time and temperature by sterilizing some nipples and bottles.

### **Microwave**

Remove cooking tray and wipe the inside of the microwave out with warm soapy water. Clean the cooking tray and return it. Wash the door on the inside and outside. Set time and temperature.

### **Toaster**

Remove crumb tray underneath toaster. Do not put the toaster in water. Wash the top and sides of the toaster with soapy sponge. Do not leave excess water on toaster.

### **Blender**

Take apart and clean blender by unscrewing at the base and washing all the parts in soapy water. Do not immerse blender base in water. Just wipe it off.

### **Dishwasher**

Set washer to normal and demonstrate the correct way to interrupt the cycle. Load dishwasher correctly, putting glasses on top rack, no pots or pans. Check the blades for silverware before setting dishwasher to begin cycle.

### **Garbage Disposal**

Check disposal for silverware before using it. Give examples of food not to be put in disposal, such as bones. Show where the reset button is and how to reset. Make sure trap is in place and water is running before turning on disposal.

**Mixer**

Correctly insert and eject beaters. When wiping the outside of the mixer, make sure it is unplugged.

**Freezers**

Wash inside and outside with warm soapy water. Check daily for spills.

**Refrigerator**

Daily cleansing includes checking for spills, wiping outside and inside of refrigerator, and checking to make sure food items are stored properly. The temperature gauge in the back of the refrigerator must also be checked to make sure it stays below 40 degrees.

**Kitchen Drawers and Cabinets**

Clean kitchen drawers and cabinets, wiping outside and inside with warm soapy water. Demonstrate how to stack the pots and pans correctly, the placemat drawer, spice cabinet, etc.

**Washer, Dryer and Iron**

Place clothes in washer correctly, not overloading, measure the detergent and set the machine. Show how to clean the washer when finished with a load of clothes. Set the dryer, clean the lint filter, and wipe off the dryer with warm soapy water. Demonstrate how to turn on the iron and iron a piece of clothing.

**Vacuum**

Demonstrate how to properly unplug the machine and how to change the bag. Take off and put on the belt.

**Fire Extinguisher**

Show the location of each and every fire extinguisher, take it off the wall, notice and point out that it is an ABC type and is suitable for all types of fires. Point out the ring to pull in order to activate the extinguisher, but do not pull it. Check the gauge on the side to make sure it is full.

**Cleaning the Room**

The teen must not be told simply, "Go clean your room." It is essential that the specific tasks be explained and demonstrated as follows: Remove items from dresser tops, dust all dressers and arrange items neatly on them. Hang up clothes on hangers, fold clothes neatly and place in

drawers and put dirty clothes in proper place. Wipe all handprints or dirt from the walls, clean air vents with a broom and wash the windows and blinds with warm soapy water. Clean the sink area with cleanser and wash the mirror properly. Clean the child's toys with disinfectant, change the beds, wipe off bed headboard and child crib, wash the base boards with a damp cloth and vacuum the room.

### **Hallways**

Remove all objects from the hallways in order to mop and vacuum. Sweep the halls with the broom and mop them or vacuum the hallway. Clean the windows and blinds with a damp cloth, clean the phone with disinfectant, and polish any furniture with furniture polish and a rag, or other appropriate cleaning method. Sweep and mop the pantry and replace all items properly.

### **Recreation Room**

Move the divan and chairs with your legs and arms, not with your back – pregnant girls must ask for assistance. Polish all furniture with furniture polish and wash all windows and blinds. Wash the baseboards, wash all handprints and dirt from walls, and clean out the toy box – throw away any dangerous or broken toys. Clean the toys with disinfectant and vacuum the floor and replace the furniture in its place.

### **Laundry Room**

Wash the top and insides of the washer and dryer with warm soapy water. Wash the outside of the cabinets and counter tops. Clean the windows, blinds, and baseboards. Wash out the sink and clean out underneath the sink. Remove the trash can and clothes hamper. Sweep and mop the floor.

### **Bathroom**

Wash out the bathtub with the proper cleansers. Wash the bath rug in the washer. Clean the sink and mirror. Clean the toilet with a toilet brush and toilet bowl cleaner. Clean the shower curtain with disinfectant and wash down the walls of the bathroom and shower stall with the proper cleansers. Replace the trash can bag and wash out the trash can. Sweep and mop the floor.

## Pauline E. Mayer Group Home

### Note of Understanding and Receipt

I, \_\_\_\_\_ (teen resident's printed name), have received a written copy of the Pauline E. Mayer Group Home Handbook and had an opportunity to ask questions about program rules, my responsibilities, my rights and privileges, guidance and discipline, and routine procedures. I am aware of my rights, and I understand and agree to comply with the group home's rules, policies, and procedures.

\_\_\_\_\_  
Teen Resident's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Teen Resident's Primary  
Child Welfare Specialist Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Pauline E. Mayer Group Home  
Staff Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Teen Resident's Parent or Custodian  
Signature

\_\_\_\_\_  
Date Signed

## Pauline E. Mayer Group Home

### Goals Worksheet

After the two week observation period, the following questions concerning this placement are to be answered.

What do you want to accomplish while at the Pauline E. Mayer Group Home?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_  
How can we help you achieve these goals?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What are your personal strengths?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What are your long-term goals and dreams and how do you plan to achieve them? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

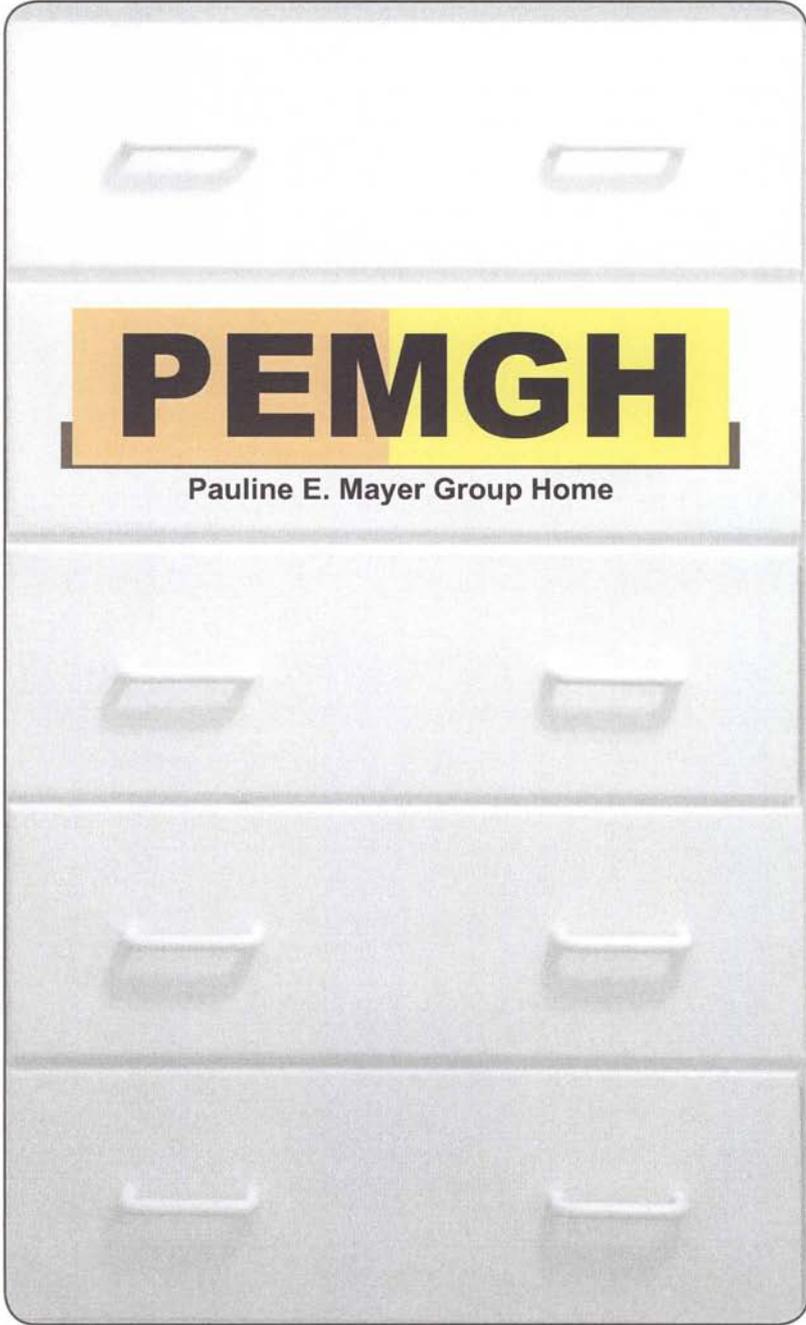
Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On behalf of the staff at the Pauline E. Mayer Group Home  
and the Oklahoma Department of Human Services, we wish  
you much success and hope that your stay is filled with  
many meaningful learning experiences.





**PEMGH**

Pauline E. Mayer Group Home



# PEMGH

Pauline E. Mayer Group Home



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

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