

M I N U T E S

SPECIAL COMMITTEE ON SOCIAL AND REHABILITATION
INSTITUTIONS

September 15 and 16, 1975

Members Present

Representative Roy Ehrlich, Chairman
Representative James Cubit
Representative Ken Francisco
Representative Jim Lawing
Representative Bill Wisdom
Representative R. C. Zajic

Staff Present

John S. Schott, Legislative Research Department
Norman Furse, Revisor of Statutes Office

Conferees - September 15

Mr. Sam Freeland, Acting Administrator, Norton State Hospital
Dr. Robert Haines, Director, Division of Mental Health and Re-
tardation Services, Department of Social and Rehabilitation
Services
Mrs. Maxine Tillotson
Ron Servis, Governor's Office
Leonard Uhaley, Division of Mental Health and Retardation
Services

Conferees - September 16

Mr. Denis Shumate, Superintendent, Youth Center at Beloit
Mr. James Moore, Social Worker, Youth Center at Beloit
Mr. Ron Willis, Psychologist, Youth Center at Beloit

September 15, 1975

The meeting was called to order by Chairman Ehrlich at
10:00 a.m. at the Norton State Hospital, Norton, Kansas. Dr. Haines

was asked to provide the Committee with some background concerning the institution.

Dr. Haines explained that the Norton facility was originally a state tuberculosis hospital and in the early 1960's, 140 mentally retarded were moved into the cottages at the hospital, the TB operations at Norton were closed, and patients moved to the Southeast Kansas Tuberculosis Hospital in Chanute, Kansas.

Dr. Haines noted that the future of the Norton State Hospital is currently in question, citing a five year mental retardation plan for the State of Kansas currently under consideration which will focus on mental retardation facilities, including the effect of an increasing number of community facilities for the mentally retarded.

Dr. Haines then introduced Mr. Sam Freeland to explain the program of Norton State Hospital. Mr. Freeland pointed out that the major purpose of the Norton State Hospital was to provide training for all residents. The primary objective is to effectively reintegrate the residents of Norton into the general population and to prepare them for community living in mental retardation centers (closed workshops), adult care homes or in independent living situations. During FY 1975, 54 residents of Norton were placed in the community and 64 were discharged.

The second objective of the Norton State Hospital is to provide a training program development for the severely and profoundly mentally retarded. Mr. Freeland indicated that currently the Norton State Hospital was receiving a higher percentage of severely and profoundly mentally retarded persons primarily because those which are less severely mentally retarded are being taken care of in the community. As a result, Norton State Hospital receives some of the more difficult MR cases. Mr. Freeland explained that in 1974 the hospital adopted the team approach to meet the needs of the residents. There are three section teams at Norton State Hospital, each consisting of a physician, psychologist, social worker, various aides and therapists. The function of these teams is to meet the needs of the residents who are at different levels of behavior. The first level includes the basic self-help skills consisting of the ability to dress oneself and to eat with a fork and spoon. The second level consists of behavioral training, the acting out aspects of mental retardation and defining those areas of behavior which are not acceptable in the hospital or the outside world. The third level consists of behavioral refining which is, in essence, training for community living.

One aspect of the operation at Norton State Hospital which has generated considerable excitement is the pending implementation of the Adult Learning Center. (See Attachment No. 1). Currently, most occupational and learning programs are implemented through a ward program which consists of approximately three hours of training per week per resident. Under the Adult Learning Center concept, the program time for residents at Norton State Hospital would be increased from 3 hours to 15 plus hours per patient per

week. This expanded program time is expected to have significant benefits for institutional residents.

A fourth objective is the development and enhancement of the ward programs. It was explained to the Committee that NSH has adopted a token economy program through which tokens are given to residents for exhibiting appropriate behavior. When a resident has accumulated a certain number of tokens, he or she may exchange these tokens for food or other appropriate reinforcement.

The fifth primary area of importance in Norton State Hospital is the in-service training relative to behavior modification. Since effective behavior modification requires consistency of application and appropriate reinforcement, it is important that the staff be kept up to date on recent developments in behavior modification techniques.

In response to a question from the Committee, Mr. Freeland indicated that most residents in Norton are from the large cities and that the residents, all of whom are adults, have a very low number of visits.

In response to charges for services, it was explained that the rate of charge for the patients at Norton State Hospital is \$10 per day, and that all except two or three at NSH are receiving Title XIX payments at the rate of \$21.01 per day.

In response to a question concerning resident physicians, Mr. Freeland explained that the three physicians on staff, all of whom are foreign born, are not currently licensed.

The Committee, Mr. Freeland and Dr. Haines discussed at length the problems relative to receiving Title XIX payments and the problems of certification in order to receive such payments. Under the current standards, only the Kenney Building meets Title XIX certification standards relative to fire safety regulations. As a result it will be necessary for all residents at Norton to be housed in the Kenney Building. Also under Title XIX requirements, Norton State Hospital is now reviewing patient progress every 90 days instead of the six month and one year review program. Mr. Freeland stated that although Title XIX standards may require more time and paperwork, resident care at Norton State Hospital has definitely been improved.

Mr. Freeland and Dr. Haines then pointed out certain problems which exist in the mental health technician training programs at Norton State Hospital. The hospital is not able to provide the certified program, and 20 aides currently working at the hospital have had little or no training. Dr. Haines indicated that NSH was not adequately staffed to carry on an effective aide training program. Mr. Freeland stated that male aides constitute 25% of the total aide force and that while these positions offer low pay, the quality of aides is good and that there is not much job changing. He also pointed out that the wages for aides are competitive with salaries and wages in the Norton area.

The 1977 budget request for Norton State Hospital includes funds for implementing the Adult Training Center. Also included is a request for \$21,000 for student training stipends. Under a preliminary agreement with Fort Hays State College, individuals studying in MR related fields would come to work at the hospital in eight week sections, would be housed on grounds, and would get college credit for working at the hospital. It is anticipated that approximately \$45 per week per student trainee would be paid in the form of a stipend.

Prior to adjourning for lunch, Chairman Ehrlich requested that the minutes show that Senator Tillotson had wanted to attend this meeting but was unable to do so because of a meeting in Topeka. He also requested the minutes show that Senator Crofoot, Senator Hudson and Representative Buzzi were excused from the meeting.

The Committee then adjourned for lunch and a tour of the facility.

Following lunch the Committee toured the kitchen facilities at Norton State Hospital, the resident facilities, specifically the Kenney Building, the chapel, and the Crumbine Building, which is being remodeled to serve as the Adult Learning Center.

The Committee reconvened at the Administration Building at approximately 2:15 p.m. Following brief discussion, Chairman Ehrlich thanked Mr. Freeland, Dr. Haines and Mrs. Tillotson for assisting the Committee in its study of Norton State Hospital.

The Committee then adjourned to Valley Hope Alcoholism Treatment Center in Norton for a brief meeting and tour.

Valley Hope

The Committee arrived at Valley Hope at approximately 3:00 p.m. and were given a brief tour of the facility by Mr. Ken Davis, Program Director. He stated that the charge per day is \$35 and that the basic Valley Hope program runs for 30 days. He explained to the Committee that the program at Valley Hope is an open program with people free to come and go as they chose. Mr. Davis explained that the program is essentially a self-help program. While the staff at Valley Hope provides the necessary understanding, training and facility, the individual must be motivated to alter his habits as it relates to the use of alcohol.

In relation to support of the facility by third party payments, Mr. Davis indicated that Kansas Blue Cross and Blue Shield does pay alcoholism treatment costs for persons covered.

The population at Valley Hope is primarily male and that the daily schedule for a person at Valley Hope is extremely steady and is designed to provide the individual with some insight to his behavior as it relates to alcohol use.

Following further discussion the Committee thanked Mr. Davis for his presentation and adjourned the meeting until 9:00 a.m. at the Youth Center at Beloit, September 16.

September 16, 1975

Youth Center at Beloit

The meeting was called to order at 9:00 a.m. by Chairman Ehrlich who welcomed Representative Clifford Campbell to the meeting. The Chairman then requested Dr. Haines to provide background on the facility for the Committee and then to introduce the Superintendent. Dr. Haines stated that the Youth Center at Beloit is one of three facilities in the State of Kansas for juvenile offenders and the only one for females. Persons who are at the Youth Center at Beloit are there as a result of commitment from the juvenile court.

Dr. Haines then introduced Mr. Denis Shumate, Superintendent of the Youth Center at Beloit who distributed materials relative to YCB. (See Attachments 4-8). Mr. Shumate explained that the girls at the Youth Center at Beloit are between the ages of 13 and 17 and that the average age is approximately 14 years and 8 months, functioning at a 9-10 grade level. Mr. Shumate stated that the trend at the Youth Center at Beloit is toward an increasing number of girls who are committed as a result of serious criminal behavior. Generally it is only after exhaustive community efforts to rehabilitate these girls that they are assigned to the Youth Center at Beloit.

Approximately 6 to 7% of those who leave the facility return at some time but Mr. Shumate explained that approximately 85% of the students will make an appropriate adjustment. He pointed out that during FY 1975 the average girl had been before a judge 2.5 times prior to her commitment to the Youth Center at Beloit and had had 1.96 previous placements, for example in a foster home or half-way house. Most of the girls are from urban areas of Kansas and stay an average of 12 to 14 months at the institution.

Mr. Shumate emphasized that the program at the Youth Center at Beloit operates a treatment as opposed to a custodial program. The center has an extensive educational facility and contracts for institutional teachers through the local school district. The school offers 33 units of credit and through their staff they are able to achieve individual attention which is necessary for appropriate behavior modification. The academic program was characterized by Mr. Shumate as reasonably pragmatic and includes in-depth work in reading and mathematical skills. He added that most of the daylight hours at the Youth Center are spent going to school, which is operated 12 months during the year.

Mr. Shumate noted that most of the girls at the Youth Center at Beloit arrive there with some kind of psychological and/or emotional problems, and it is his responsibility to expose these problems and to work with them as effectively as possible. He explained that the center utilizes a treatment by objective approach, through which the staff will define and operationalize what it must do for the individual student in order that she may reach her maximum potential. He added that every 90 days each girl is re-evaluated to determine whether or not the objectives set are appropriate and whether or not they are being met.

Although the population is currently down at YCB (population 69- capacity 97), Mr. Shumate expects the institution to be operating at full capacity by January 1, 1976.

In responding to questions from the Committee concerning the cottage situation, Mr. Shumate explained that there are three levels of programming from the institution all the way from the closed cottage (Prairie Vista), to the pre-release cottage (Grandview). Prairie Vista, as a closed facility, has two specific uses, one being temporary placement for girls who need a secure closed environment and also as a permanent place for girls who are seriously disturbed and require this type a facility. Prairie Vista is generally at full capacity most of the time although the average stay for a temporary placement is now down to approximately 51 hours. The three mid-level cottages, Skylark, Sunnyside and Shadyside, constitute the bulk of the population at YCB. Grandview Cottage, the prerelease cottage, is currently at an extremely low level of occupancy due to a substantial number of discharges during the previous months.

The Committee encountered a significant staffing problem at YCB concerning afternoon supervision in the cottages. The Youth Center at Beloit had requested that two positions be allowed for male aides in order that serious behavior problems could be handled. This request was approved and the positions allocated by the legislature. However, the Attorney General rules that the center could not select male aides from the eligible personnel list, ruling that such specific selection would constitute sex discrimination. As a result, when problems arise at YCB relating to security and control of students, there is insufficient manpower to handle the problems.

With regard to the future educational training operations at YCB, Mr. Shumate explained that in the 1977 budget he is requesting two positions for the establishment of a career exploration program. This program would allow the residents to look at a wide variety of potential careers and to participate in a certain amount of pre-vocational training. Mr. Shumate also explained that the cosmetology program at YCB currently has four girls enrolled and, due to the limited participation and relative expense of the program, he is requesting that this program be deleted.

In response to a question concerning drugs in the institution, Mr. Shumate explained that YCB is not in the drug business and that generally not more than 10% of the population use any kind of drug. He added that there are no controlled substances on the institution grounds and that there is no pharmacy.

In his conclusion, Mr. Shumate mentioned that an important aspect of the YCB program is the activity therapy program. This consists of activities both on and off campus and it is designed to provide those girls who are progressing within the program certain benefits and opportunities to participate in activities outside of the institution.

The Committee adjourned for lunch and a tour of the institution.

Following the institutional tour, the Committee reconvened for a brief discussion.

In response to a question, Mr. Shumate indicated that the average daily cost per student is currently \$36 plus per day and that by FY 1977 this amount is expected to rise to approximately \$41 plus per day.

Chairman Ehrlich then thanked Dr. Haines, Mr. Shumate and the members of the YCB staff for their presentation.

The Committee then discussed what it wanted to accomplish at the next meeting on October 15 and 16. It was decided that the meetings would begin at 9:00 a.m. both days and October 15 would be dedicated to hearing Dr. Harder and Dr. Haines concerning Proposal No. 47 and 48 as they relate to SRS institutions. October 16 will be dedicated to Proposal No. 64 concerning nursing homes, and appropriate representatives from the Department of Health and Environment, the Department of Social and Rehabilitation Services, the Attorney General's Office, the Kansas Nursing Home Association and other groups interested in nursing home operations would be requested to appear. It was further decided that October 17 would be requested for the Committee in case further deliberations would be necessary for the preparation of final reports.

There being no further business, the Committee meeting was adjourned.

Prepared by John S. Schott

Approved by Committee on:

10-15-75

(Date)

THE ADULT LEARNING CENTER

- Given: (1) There is a need for expanded one-to-one training for our residents.
- (2) It is inevitable that we will have to close out Hiebert, Taylor and Crumbine.
- (3) Governor Bennett wants us to expect a 5% cut in staff in fiscal year 1977.

Therefore I am proposing:

- (1) To move the C-I and C-2 residents to K-3-E and K-3-W.
- (2) Moving the A.T. and Psychology staff into Crumbine with the intent of developing a school-like facility.
- (3) Curriculum to be developed will consist of 3 basic areas:

| <u>Basic Living Skills</u> | <u>Education and Leisure Time</u> | <u>Occupational</u> |
|----------------------------|-----------------------------------|---------------------|
| Eating Skills | Recreation | Pre-Voc |
| Personal Cleanliness | Music | Taylor Shop |
| Personal Appearance | Arts and Crafts | Room cleaning |
| Dressing | Library | Cooking |
| Toothbrushing | P.E. | Sewing |
| | Money Handling | |
| | Language Development | |

- (4) Staff positions who will be involved:

12-ATA
 Cosmetologist
 Barber
 Florist
 Instit. Teacher
 Speech Pathologist
 Activity Therapist

- (5) For purposes of training a 1-to-5 ratio is recommended. Therefore, initially it is recommended that only 120 residents be involved.

Example:

School Time 8-12
 # of residents = 50

School Time 1-5
 # of residents = 50

- several classes throughout a 4 hour period

At a later date the # of residents involved will be 150. We will initially draw mainly from Section I and Section II residents eliminating those who are on minimum wage job assignments. A few from Section III may also be considered.

- (6) The Team Concept would not change - except that the staff of the A.T. School will become the 1-to-1 trainers while the nursing staff will become the maintenance trainers.

Example:

The team may determine a short term goal for a resident such as Toothbrushing.

The goal will be assigned to both groups, to the A.T. staff for 1-to-1 training and to the P.A.s to do maintenance training.

In the method section a 1-to-1 method will be described and a maintenance method will be described.

Example:

Method A.T. - instruct-manual guidance - modelling and reinforce.

Method P.A. - instruct-praise.

(7) Other considerations

- (a) would utilize 15 full-time staff(-volunteers and graduate students may also be utilized)
- (b) in-service training possibilities seem infinite.
- (c) P.A.s assume more responsibility for evening recreation.
- (d) 4 hours of intensive training would generalize considerably.
- (e) Grants should be looked into.
- (f) Communication among other portions of the institution is of the utmost importance.
- (g) 1st step - should be to move residents.
2nd step - move A.T. and Psychology staff.
3rd step - continue A.T. class as they are until in-service program with A.T. and continued planning is completed.
- (h) Program should remain as flexible and as open as possible

INFORMATION AND CRITERIA FOR TRANSFER TO NORTON STATE HOSPITAL

NORTON, KANSAS

I. GENERAL INFORMATION

The purpose of the program at Norton State Hospital is to provide social development and pre-vocational training for retarded adults transferred here from other state institutions. Training and treatment is in self-care, care of room, and personal belongings, in motivation for work, in reduction or elimination of behavioral problems, and in work training. Recreation is provided as is the service of a full time Chaplain. Counselling service is provided for residents. As the program is for adults, a class room educational unit is not provided in this Center. It should also be noted that the work training program is not a trade school in the sense that it is organized into formal classes. Work training is carried out through industrial assignments. For example, residents stock shelves in supply, mow lawns, work on the trash detail, do janitorial work, work in the canteen and on various jobs in nursing service. The assignments are planned and supervised.

The period a resident remains at Norton depends upon his progress and, of course, the opportunities for him in the community. By and large residents stay here about 3 years. Upon referral to the community, the residents are usually placed in one of these situations; in mental retardation centers which are developing rapidly over the State, in adult care homes where there are good activity programs, a few go directly into employment, and very few return to their own homes.

We hope that the following information will be helpful to other institutions in the transfer of residents to Norton.

II. CRITERIA FOR ADMISSION

1. Individuals must be mentally retarded. We are including here border retardation as well as the other levels.
2. Individuals must be ambulatory.
3. State law provides that residents can be transferred to Norton State Hospital from the other three institutions for the retarded in the State and the mental hospitals.
4. Residents admitted should be able to:
 - a. Eat with a spoon - even though not neatly
 - b. Drink from a cup - even though not neatly
 - c. Dress self (with exception of buttoning, zipping or tying) with some assistance.
 - d. Use the toilet with only occasional day accidents (one or two a week).

June, 1975

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5. Residents admitted should not display severe behavior problems, such as marked self destructiveness, physical violence, or severe psychological disturbance.
6. Individuals admitted should not have severe and chronic medical problems, such as heart failure, marked hypertension, chronic nephritis, etc. Residents with chronic medical problems can not be treated at our training center and facilities in the community for care of medical patients is quite limited. We can accept residents with diabetes, if controlled; seizure patients if controlled (not status epilepticus, however, small seizures from time to time are considered controlled) hard of hearing but not deaf residents, and visually handicapped but not residents within the definition of blindness.

III. THE APPLICATION FOR TRANSFER SHOULD INCLUDE THE FOLLOWING DOCUMENTS

1. Form MH-RS 3109 - Application for Administrative Transfer
2. A report of physical examination not over 1 year old
3. A psychiatric report not over 1 year old, if the resident is from a mental institution.
4. A psychological study indicating testing, not more than 1 year old. The adaptive behavior scale is especially needed. If the resident is in a specific training program, it would be helpful to have information on this.
5. A social service report not more than 1 Year old. The report should note that alternative community care or training has been considered but that continued institutional training is needed. Reviewers from the Medical Assistance Division, state that such consideration is essential before an admission. They reported to us that a note to this effect would suffice.
6. A work report if the resident has held employment in the community or work training assignment in the institution.
7. An educational report if resident has been in class room work in the institution.

IV. PROCEDURE FOR TRANSFER TO NORTON STATE HOSPITAL

Send case information with transfer form MH-RS 3109 to Dale E. Jirik, Director of Admissions, Division of Mental Health & Mental Retardation Services. Mr. Jirik will forward the transfer request to Norton State Hospital. The admission committee at Norton will review each request and report back to the referring hospital and to Mr. Jirik. The admission committee meets each week.

NORTON STATE HOSPITAL

TRANSFER IN: Meldon Raymond Hake, Dana Lynell Gilley, Bruce Ray Hendren

VISITS: Kathy McCabe, Anita Craig, Robert Bailey

RETURNS FROM VISITS: William Young

TO TEMPORARY TRANSFER: Charles Bennett

FROM TEMPORARY TRANSFER: Dorothy Norton

TO COMMUNITY CARE:

FROM COMMUNITY CARE:

PERMANENT TRANSFER OUT:

SICK TO MS: Charles Bennett, Dorothy Norton, Dana Gilley, Bruce Hendren, Meldon Hake

FROM MS: Joe Hunter, Dorothy Norton, Charles Bennett

TO AWOL:

DEATHS: James Arthur Hull

DISCHARGED:

DISCHARGED WHILE ON TEMPORARY TRANSFER:

DISCHARGED WHILE ON TEMPORARY VISIT:

DISCHARGED WHILE ON COMMUNITY CARE: Delbert Eugene Wilson

| WARD | CAPACITY | ON WARD | ON VISITS: | | | (25) ON MS | VACANCIES |
|----------------|----------|---------|------------|----|----|---------------|-----------|
| | | | TT | TV | CC | | |
| HIEBERT 1 & 11 | 40 | 29 | - | - | 14 | - | -3 |
| KENNEY 3 EAST | 34 | 26 | 1 | 1 | 4 | 1 | 1 |
| KENNEY 3 WEST | 35 | 23 | - | 1 | 7 | - | 4 |
| TAYLOR | 41 | 27 | 1 | - | 6 | 1 | 6 |
| KENNEY 1 WEST | 32 | 21 | - | 2 | 4 | 1 | 4 |
| KENNEY 2 WEST | 34 | 31 | - | - | 1 | 1 | 1 |
| KENNEY 2 EAST | 34 | 20 | - | 1 | 1 | 2 | 10 |
| TOTALS: | 250 | 177 | 2 | 5 | 37 | 6 | 23 |

DATE: September 11, 1975

BY: Charlene Ankenman, A.R.T.

HISTORY

The Women's Christian Temperance Union (WCTU), a strong and influential force in the State of Kansas in the late 19th and early 20th century, early recognized the need for a placement resource for young girls who were either dependent and neglected or were experiencing behavioral difficulties. At that point in history, the State had made no provision for any facility to serve the needs of young girls who found themselves in this situation. During the early 1880's, the WCTU set about to organize and establish a program to serve the needs of these girls. After much searching and thoughtful consideration, it was decided to locate such a facility in Beloit, Kansas. The institution, now known as the Youth Center at Beloit, was formally put into operation on February 1, 1888.

The original program was maintained by private subscriptions and donations and provided a facility where young girls could be taught to work and be educated. The original school or home, as it was referred to, was under the management and supervision of the WCTU. It was kept up largely through the efforts of Mr. and Mrs. Charles H. St. John of Ottawa, Kansas. The first building occupied by the home was in a neat, 9 room residence in the northeast part of Beloit known as the William Kinsley residence. Soon thereafter, it moved into a home which was much larger and consisted of a large stone building located on the corner of Main and Bell Streets where it was maintained until it passed from the WCTU under state control at which time it became known as the State Industrial School for Girls. The Center was formally adopted as part of the state institutional system by the State Legislature of 1889. Chapter 158 of the Laws of 1889 approved \$12,500 for the fiscal year ending June 30, 1890 and \$12,500 for the fiscal year ending June 30, 1891. Of this amount, \$19,878 was spent for the erection of the first building for the Center. This building was constructed of native stone and was 4 stories high. It was erected on a site located 1 mile north of the City of Beloit on a 70 acre tract of land which was donated to the State by the City of Beloit for the purpose of locating the buildings which were to become the Industrial School for Girls. The first building erected, referred to as the Main Building, was occupied by 38 girls and 5 officers on October 10, 1890. The first girl committed to the Center was born in Douglas County and was committed from Butler County. Since the formal opening of the Center on October 10, 1890 through October 1, 1973, nearly 4,500 girls have been admitted to the Center.

By the end of the 20th year of operation, the Center had acquired an additional 120 acres of land and a population of over 200 girls and 35 staff members. Since this time, the Center's population has steadily decreased to its present average daily population of 85.

During the Center's nearly 90 year history, it has been under the guidance and supervision of 20 Superintendents and 7 different parent organizations within the State. It was originally a part of the Board of Trustee's of the State Charitable Institutions and passed under the control of the Board of Control of the State Charitable Institutions in 1904. In 1912, the institution was placed under the supervision of the Kansas State Board of Corrections and in 1916, the Kansas State Board of Administration. It remained under their supervision until 1940 when it was placed under the guidance of the State Board of Social Welfare.

Then in 1973, it passed under a newly reorganized governmental structure entitled the State Department of Social and Rehabilitation Services.

The number of admission to the Center have ranged from as low as 16 in the 6th year of the Center's operation in FY1894, to as high as 91 during the 35th year of the Center's operation in FY23. Presently, the Center has a capacity for 97 girls with an average daily population ranging from 75 to 85 girls and an average of 55-65 admissions per year.

Historically, the administration and staff employed to carry out the programs of the Center have had as their primary objective the provision of a program designed to be rehabilitative in nature to enable the young girls sent to the Center to return to their home communities better able to cope with life stresses and to become more productive, contributing citizens of their community. The theories, techniques, and skills utilized to accomplish these goals have gone through a number of transformations through the years. Initially, considerable emphasis was placed on providing a strong religious environment with an emphasis on education within a framework of regimentation and strong discipline. Since that time, the Center has passed through several phases emphasizing the need for industrial training, agricultural training, vocational education and during the late 40's and 50's considerable emphasis was placed on academic education. Presently, the Center emphasizes the need for a coordinated effort on the part of the staff to provide a series of opportunities and experiences to the residents that will allow them to develop and mature maximally into responsible young adults capable of making a satisfactory adjustment to community living. This involves the presentation of a number of different experiences within the framework of academics, vocational and educational, group and individual psychotherapy, group living, recreational programs and religious education all combined and integrated to provide as nearly as possible a situation analogous to their community, but with a higher degree of consistency and therapeutic impact.

Procedure for Admission to GIS and orientation process

Under the Kansas Juvenile Code, there are 4 categories of offenses: 1) truancy which is defined as gypping or skipping school; 2) waywardness which is defined as any act that would be considered an injurious to a child's welfare; 3) miscreancy which is defined as an act committed by a juvenile that would be considered a misdemeanor under the adult criminal code; 4) delinquent, which is an act committed by a juvenile that would be considered a felony under the adult criminal code.

In order for a juvenile girl to be committed to GIS, she must be found by a juvenile court judge as either miscreant or delinquent. However, there is a provision in the code that allows a juvenile court judge to adjudicate a juvenile miscreant on the basis of 3 wayward petitions. When a juvenile court judge has found a juvenile girl to be either miscreant or delinquent, he makes application for admission by utilization of an application form for admission, IM 3107. This is then sent to the Girls' School along with a current social assessment done either by the social welfare agency in that county or by probation officers assigned to the court. Once this information is received by the institution, an admission date for the girl is scheduled. This date is communicated to the judge by letter as well as a letter to the girls' parents requesting their presence at the time of admission.

On the day of admission, the girl is interviewed by one of the two psychologists and her family and/or the people that transported her to the institution are interviewed by one of the two social workers. These involve communicating current background information and giving an orientation to the parents of the institution and its program which also includes a tour of the facility.

The interview conducted by the psychologist is designed to provide pertinent information regarding the girl's present level of emotional stability and also to give a general orientation to the institution, its program and what she can anticipate during the next 4 to 6 weeks.

Once the intake interview is completed, she is then assigned generally to one of the three admissions cottages; Sunnyside, Skylark, or Shadyside, and she will then be taken to the cottage, introduced to the child care worker on duty and given an opportunity to meet the girls assigned to that unit. This is usually completed by 12 noon on Monday or Wednesdays of each week which are generally the admission days for GIS. The remainder of that day will be devoted to marking her clothing and personal possessions, assigning her to a room or dormitory area and simply getting acquainted with her and she with the institution.

The next 3 to 4 weeks will be devoted to collecting information on the girls through supervisory contacts, counseling contacts, observation, psychological testing, psychiatric evaluations, social history assessment, educational testing which will include achievement tests and diagnostic tests. During the initial period of time, assuming there are no severe behavior problems, the girl will not have definite assignments but will be free to participate in such activities as canteen, Sing Out, Girl Scouts, intramural sports and the activities that are provided for the girls in the living areas such as television, records, games and other recreational activities.

At the end of the evaluation period the various staff who have had contact with the girls either through interviews, testing, etc., will have submitted their findings in the form of written reports. This information is then summarized and utilized in the development of a program designed specifically for that individual girl based on her assets, liabilities, interests, previous experiences, etc. Once a girl has been staffed,

she will then be placed in the program as recommended for her. Each girl is then reviewed approximately every 2 to 4 weeks through weekly team meetings with the staff assigned to the unit in which the girl was placed and program changes, modifications, etc. are made as indicated.

The primary objective of the institutional program is to provide experiences and opportunities to the girls in residence which will afford them the opportunity to gain some awareness of their own feelings and the relationship between these feelings and her previous behavior patterns. It is also hoped that through exposure to the various programs that the girls will develop more healthy feelings and attitudes toward themselves and other people that they will develop controls over their behavior, particularly their impulsivity and that they will learn new and more appropriate ways to express their feelings than had been the case prior to their admission to the School. Of course, the ultimate goal is to return girls to their homes, communities as better functioning individuals who hopefully are more mature, responsible and emotionally stable people.

KANSAS STATE YOUTH CENTER AT BELOIT

1720 N. Hersey
Box 604
Beloit, Kansas

Telephone
913-738-3571

DENIS J. SHUMATE
Superintendent

DENNIS R. MOHLING
Business Manager

R.B. HAYES
Director of Education

July 1, 1975

HANDBOOK

FOR

STUDENTS

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Hello, there! If you were doing what you would like to be doing right now you probably would not be here at the Youth Center at Beloit. BUT----you are here and it looks like you will be staying---at least for a while. I hope that you can believe this because it is true. The staff would like you to know that they extend a warm welcome to you and that they hope your stay here will be a time of growth and an experience that will benefit you a long time after you leave. That will happen, however, only if YOU let it. We might advise you, at this point, that working with the Youth Center program will be easier for you than working against it--and much more profitable to you but maybe you need more time to think about that. Being at the Youth Center can be very helpful if you use your time here to help you find out about your feelings and why you do things that have made it necessary for you to be here now. At this minute, though, it probably is very hard to think about anything but how you hated to come here and you are still feeling very ALONE and maybe as SCARED as can be. It is a very sad time when a girl has to leave her friends and family to live at a strange place in a very different living arrangement. Do your best to give it a chance. It will soon not seem so strange.

What you have heard about the Youth Center before coming here is sometimes good and sometimes bad. The staff would like for you to decide for yourself what you think about it rather than letting the stories you have heard influence you. Okay?

To help you feel a bit more comfortable with being here and learning to live with a cottage group, we have prepared this booklet to tell you some of the things you can expect from us and some of the things that will be expected from you.

First, we would like you to know a little about the Youth Center at Beloit. It was started in the year 1888, almost ninety (90) years ago, and is a state supported and operated institution. There are five cottages: one locked treatment cottage called Prairie Vista which also has a security unit for campus girls who are out of control; three intermediate cottages named Shadyside, Skylark and Sunnyside where most of the Youth Center girls live; and a going-home cottage, Grandview, where girls spend 10 to 12 weeks just before they are to be released from the institution. The main purpose of the institution is to help girls, like you, who have had trouble of one kind or another, who ended up in court, and whom the judge sent here for a period of time. Very often a girl does not agree with the judge, and she feels she has been forced to do something she DOES NOT WANT TO DO. She feels so angry and rebellious that she does not want to do a thing that even she knows would be best for her to do. It takes courage and hard work to get over feeling this way. Some girls find this courage very soon; with others it takes longer---and we are sorry to report that some girls are never able to find it. The ones who aren't ever able to gain this kind of courage are usually the girls who blame others for being here in the first place and for everything that happens to them here that they don't like. We hope that you will be one of the girls who find this courage to cooperate with the staff and the program very soon. Self-control is one of the strengths that girls can gain during their stay here as well as being responsible for consequences of their own actions.

Very often, right at first anyway, a girl is so scared she thinks anything she does is going to be wrong. She doesn't know who to trust or whether she should trust anyone. Take your time to find friends among the girls. Sit back, look around, observe what other girls are saying and doing and then pick those people with whom you would most like to be with. It tells a lot about you---what friends you pick, how comfortable you make yourself with staff, and whether or not you are yourself or you attempt to put up a "front" to try to fool everyone. If you try putting up a "front" you will just be putting off the work you need to do to be ready to leave here! One of the many things that girls can find help to do here is to sort out feelings, to talk about feelings (even the scary and worrisome feelings) and find ways to work with these feelings to help solve the problems they give a girl or to find ways to live with these problems in a way that will not be harmful to themselves or to other people.

All girls are not treated alike. That is because they are not all the same in the first place, they don't all have the same kinds of problems, and the staff try to help each girl find for herself what is of most value to her in working success with HER very own problems. Letting the staff get to know the REAL YOU and how you feel about things will help the staff outline a program for you so you can get the most out of being at the Youth Center. You will go home knowing how to stay out of trouble, how to relate to others better and get them to relate to you in a manner that will be more pleasant than the past has been. Getting hurt is no fun and we know that.

It is important that you find at least one staff member here that you feel you can trust and with whom you feel at ease. Talking about the feelings that bother you, that make you very angry, or make you do things that get you into trouble to someone who will really listen and try to understand is very comforting. Very often they can assist you in talking about those feelings that you might have kept hidden because they scared or worried you so much. Sharing these ideas and feelings will help you realize how you got so confused and should help you get yourself "together". This will let you find ways of handling your feelings and your behavior that will make you more satisfied with yourself and also make other people react to you in a more friendly, positive manner. It is a good idea to start looking for this person (or persons) as soon as you get to your cottage.

It isn't really fair to pick one of the girls to unload all your disappointment, anger, and hurt on because they already have their own reasons for being here and their own problems to work on, and if you add all of yours to theirs to try to get them to help you, think of what a BIG LOAD that will be for them. You know, when it comes right down to the truth, YOU ARE IN CHARGE OF YOUR LIFE and whatever has happened or is going to happen for the rest of your life will be, for the most part, because you DID or DIDN'T do many things. There are choices you make many times a day that decide whether you make it or you don't make it. RIGHT? We hope that while you are here you can learn to make more of the right choices, learn to plan better, and then have the courage to carry out those plans. When a girl does what she feels like doing at the moment she is lonely, disappointed, hurt, worried or angry and doesn't think about what will happen after that, she gets into trouble---more trouble than she would have thought possible, but I guess you already know that.

On the day you come to the Youth Center you will first be seen by a social worker and one of the psychologists. After talking to them, you will be taken to the cottage assigned for you where you will live with about twenty other girls. This gives you a big choice of friends but also makes it necessary for you to learn to get along with more people from day-to-day than you ever have had to get along with before. Some of the girls you will like and some you won't. There are ways to get along with those you do not like without letting them run over you or hurt you. The child care workers will give you help with this if you need it. You might need to let the child care worker know if you need help. She has many girls to supervise and can't know what every girl is doing every minute. Some girls sound pretty bossy and strong, but look closer, underneath most of them are pretty scared and unsure of themselves just like you might be. They can put up a pretty convincing front, however,

During the first four weeks you are here, you will be in what is called an evaluation program. That means you will take tests at school, tests in the Clinical Area, the nurse will check you and several other staff members will be talking to you. All this will be done to see just where you belong in school and what kind of personal problems are bothering you. Doing your very best on these tests and being open and honest about yourself, your friends and your family and the feelings you have about all of these things will do a lot toward getting you into the correct classes in school, and to let us know what kind of counseling or therapy to provide for you. What this says is that we expect to assist you as much as we can but we expect you to let us, the staff, know about what kind of special help you feel you need, too. We would like to have your stay here last no longer than absolutely necessary.

Generally, girls are first assigned to one of the three intermediate cottages - dyside, Skylark or Sunnyside - so we will talk about them. First, you meet the child care worker on duty. (There is a child care worker on duty all hours of the day and night, in case you are wondering.) She will see to it that your clothes and other belongings are brought to the cottage, listed and marked for your protection. We ask that you do not bring expensive items such as jewelry or anything else. We cannot be responsible for the safekeeping of your possessions but do try, with your cooperation, to keep them safe for you until you leave here. You are expected not to borrow from other girls or loan any of your belongings to them. If you start out this way, there usually isn't much of a problem. Girls asking to borrow something are quite often testing to see whether you are going to be a "pushover" or if you are going to stand up for your rights. They want to know where you are coming from, too.

After you have met the child care worker on duty, next you'll meet the girls. The hostesses in the cottage will try to make you feel comfortable, will show you around as well as help you get settled in your room or the area of the dormitory to which you have been assigned. Each cottage has a record player, piano, and a TV as well as an assortment of games and books to help you fill your time during the first few days you are here.

During the first week you are here, the Director of Education of our school will have you take your tests, will go over your school transcripts, and after talking with you, will place you in a school program. School might be different than you are used to because it is outlined to fit your special needs and you will be able to finish courses as fast or as slow as you desire. You won't have to keep up with the rest of the class or have them leave you behind. It is possible to be graduated from high school, to take the GED if you are old enough, or just continue with classes of any grade level you are in. By doing this, you will have a good chance to be at the level other girls your age are when you leave here. We might tell you that after you have earned seventeen high school credits you are eligible to graduate from North Beloit High, our school. Classes available are the usual subjects such as math, history, government, remedial reading and math (if you need these), physical education, biology, science, psychology, etc., as well as some electives such as family living, practical arts, etc. There are several teacher's aides to answer questions and show you how to do work that you are not familiar with as well as regular qualified teachers being present.

The nurse will check your physical health within the first twenty-four hours you are here. Medical problems that need further attention will be taken care of by a physician downtown as soon as an appointment can be made. You will receive a complete physical examination by this doctor during the first month of your stay at the Youth Center. Also during this first month you will be seen by the visiting optometrist for an eye examination and test to determine if you need glasses. The nurse will make appointments with the dentist downtown if there are dental problems that need attention. She will go with you to keep these appointments. Your parents are expected to pay for these services but if they are unable to do so and do not have health insurance, your needs will still be taken care of through other means.

Several different departments of the Youth Center will have some part in your life while you are here. We have talked about the social worker, the psychologist, the cottage, and the school. Another group of staff that we have not mentioned is the Activity Therapy Department that has charge of several interesting, fun things that you will be taking part in. There are two evening gym periods a week supervised by an activity therapist where you will do exercises, play games, jump on the trampoline, etc. and take part in various sports. There are two groups of Sing-Out where you will be taught to sing songs and act out the dance steps that goes with them. After you have progressed through group one, you will go into group two. This group gets invited to perform for social groups and church groups off campus. If your behavior and attitude meet the requirements, you could be picked to be part of that group that goes off campus to perform. There are Sing-Out Conferences to attend in towns such as Hutchinson, Kansas City, etc. Then there is the Youth Center Explorer's group

that you might join where you learn about camping and Girl Scout activities. When you have gone through the Explorer training and have practiced what you learned while on some day campouts, you are eligible to be a Girl Scout where the possibilities are even more enjoyable. These girls go on trips, overnight campouts, fish and swim and sometimes go boating. Most girls here have a good time in all of these activities.

If a girl is talented in sports, her behavior and attitude are good, and she would like to be a part of our All-Star Team, this is possible. These girls have scheduled special practices where they really work in softball, volleyball, gymnastics and track. These girls compete with teams of other towns in this area. Girls on the All Star team must be serious about their performance and have their feelings so well under control that they can accept the game officials decisions and practice good sportsmanship toward others on their own team and toward the team they are playing against. They must also be able to make themselves go to practice and really work when they don't really feel like that is what they would like most to do. This is what is called being dedicated or loyal to your teammates and to your team. It is this kind of team feeling that makes for a winning team. This is what makes a team play the best they are capable of playing even when they don't win. It is a good feeling though, to WIN part of the time.

Every Sunday a Chapel service is held in the Chapel by our Chaplain. You are encouraged to attend but you will not be required to do so. Girls who belong to churches at home and would like to attend a church like theirs downtown may do so as long as their behavior and attitude assure us that they will use this privilege well.

Each evening from four to five o'clock the canteen is open. It is supervised by one of the activity therapists. There you may visit with the other girls on campus from four of the five cottages, you may listen to records, dance, play pool or other games, etc. Sometimes there will be snacks served.

Each of the cottages has a team meeting every week to talk about where girls are in their program and what changes need to be made for them. At the first meeting after you have moved into a particular cottage, the team will consider what activities will be helpful for you at that time as well as what they feel you will be able to use successfully.

After you have been here for about a month, the team will have at their regular meeting what is called a staffing on you. At that time, the staff will set aside part of this meeting to talk about you, the different things that they know about you by this time---your strengths and abilities and also those areas which they see as weak areas or troublesome areas that need work and improvement. Your visits and mailing lists will be discussed. You will be invited to be a part of this meeting and you will be told what has been decided. You may ask any questions you have and tell us about your wishes, too.

Your parents are expected to provide you with clothes and other personal needs and also enough money to use for your allowance each month. All your money, except for your monthly allowance, is kept in the Business Office in a special account for you. When you need to spend some of this money for clothes, etc. the child care worker will make out an order on your account and the Business Office will see to it that the purchases are made. You will receive a receipt each time this is done and also a periodic accounting so you will know where your money has been spent. Your allowance is given to you by the Business Office on the first Thursday of each month. This amount will vary by the number of weeks in that month. This money you may keep in your possession (or have it locked up by the child care worker until you need it) so you will have some spending money for pop, candy, gum and other snack items you may want to buy.

You will probably spend some time doing different details in the kitchen or cafeteria such as helping prepare meals, serving meals or dishwashing.

If you are wondering what the girls wear while they stay here at the Youth Center, try to follow these guidelines:

Girls must always wear the proper undergarments--bra, panties, etc.

Clothes must be chosen to fit the occasion, the weather and the environment. A girl's choice would depend on whether she were going to school, to church, to a Sing-Out performance, work in the cottage, or whatever.

Dress should be in keeping with current styles but not extreme.

Dress should be appropriate to girl's physical stature; tall, short, fat, skinny, etc.

Here is a list of guidelines the Youth Center at Beloit girls are expected to go by. Some we have touched on others will give you more and new information.

CLOTHES AND OTHER BELONGINGS

All belongings brought into the cottage are to be recorded and marked with the owner's initials or name. The staff accepts no responsibility for belongings of any girl but is expected to provide guidance and counsel to all girls who have problems in this area.

Girls are not to borrow or lend clothes to each other.

Coats and shoes or other belongings are to be kept in a girl's room or dorm area and not left in the rec.

Wall decorations in a girl's room is limited to 30 square feet of wall space. Stuffed animals, radios, stereos (no TVs) may be brought to the Youth Center and kept in a girl's room with the girl taking responsibility for their safekeeping.

GENERAL COTTAGE BEHAVIOR

Girls are not allowed to rough-house or run, etc. inside the cottage.

Swearing and vulgar language are frowned upon in day-to-day cottage conversations or in talking to staff and a girl may be confined to her room for a time if she chooses to use this kind of language.

Girls are required to wear housecoats or robes at all times when they are outside their rooms or dormitory areas and they are not fully dressed in their daytime clothing.

Girls are to set and comb their own hair in order to become more self-reliant.

Girls must have staff's permission to enter another girl's room or dormitory area.

Girls are not to call out the windows to girls in other cottages or out on campus.

Windows are not to be opened when the air conditioner is in use and only when approved by the child care worker on duty if the heating system is in use.

Each girl is allowed only one bed pillow for sleeping. Mattress covers are to be properly placed on a girl's bed at all times.

Lights and all electrical appliances are to be turned off when not in use.

If anyone deliberately breaks cottage equipment, they are to pay for it.

Chairs are to be at least six feet away from the television set.

All medicine, spray deodorant, hairspray, nail polish, nail polish remover, razors and razor blades are turned in to the child care worker, kept locked up, and used only under the supervision of the child care worker.

All scissors, marking pencils, etc. are kept in the office and when a girl borrows one of these items to use, she must return it to the office when she is finished using it.

Everyone is expected to be courteous to a new girl and do their part in making her welcome in the cottage as well as giving her correct information about the Youth Center and the cottage she is in.

Girls in the cottage group who are unkind to one another, spread cottage gossip, or refuse to cooperate in working out cottage problems (such as stealing or behavior off campus, etc.) will need to expect to be viewed as immature and not ready to handle going off campus for activities.

Unscheduled trips off campus by the cottage group are a privilege and depend upon whether all the girls in the cottage are feeling well, the weather, the time staff has available as well as the behavior of the group for the week prior to the activity. It is understood that all in the group are to make a sincere effort while off campus to behave in such a way that will encourage a good recommendation for Youth Center girls among people observing them while they are off campus.

MAIL

All mail, written or received by a girl, will be read by staff until the girl has had her staffing and her mail list is back from the county. No names may be on a girl's mailing list that have not been approved by her parents and/or county social worker. If mail is to be read after staffing, this decision is made at the time of her staffing and will be for a specific reason which will be explained to the girl.

Girls are to open ALL letters and packages in the presence of a child care worker. Any money or contraband items must be turned in and will be taken care of by the child care worker.

Letters to be mailed are put in the envelope and sealed in the presence of a child care worker.

New names cannot be added to a mailing list except through a team meeting---the first team meeting of each month---and those names, too, must be approved by parents and the county social worker.

The State will provide stamps for two letters a week. The girls must provide stamps for any other letters that they write and all postage for all packages that they mail from the Youth Center. The two stamps from the State must be used each week. They will not carry over from one week to the next if they are not used.

COTTAGE HOURS

Bedtime on school nights is ten o'clock. On Fridays and Saturdays it may be later as the girls are usually allowed to watch the late movie which is over at midnight or a little later. Girls staying up on Friday and Saturday nights are to be quiet and considerate of the girls who are in bed asleep or trying to sleep.

Girls are all called by six o'clock on school days and by 6:30 on Saturday and Sunday mornings in Shadyside, Skylark and Sunnyside. In Prairie Vista time of arising is somewhat different and in Grandview the girls may sleep later on school mornings and get up when they wish on Saturdays and Sundays unless there is some special activity planned.

In Sunnyside and Skylark one row of rec room lights must be on in the evenings while watching TV. In Shadyside the rec lights and sunroom lights must be kept on when there is anyone in either room.

WORK DETAILS IN COTTAGE

Girls are expected to do their share of cottage work and thoroughly clean their room or dorm area once a week.

Every girl has an assigned cottage detail, takes her turn at preparing snacks, Sunday supper, putting out flags and replacing absent girls in the kitchen-cafeteria area.

Anyone using the kitchen to make snacks or for some other purpose is expected to clean it up when she is finished. Snack supplies are for the whole group and are not to be used by any one individual or a smaller group of individuals.

The cottage group does not go to breakfast until all girls are ready---their personal grooming is appropriate, the assigned morning details done.

MEALS

Girls and staff of the cottage are to eat their meals in the dining room as a group. They walk in an orderly manner together to and from meals. Except for illness or other excusable circumstances, the girls are expected to go to meals, to stay together and wait until staff is ready and gives permission to leave the cottage to go to meals or to leave the dining room after finishing their meals.

LAUNDRY

Cottage linens are sent to a commercial laundry. Personal laundry done in the cottage washer and dryer are done by the night child care worker (except in Grandview) ---partly due to the energy crisis---and each girl is expected to turn in her dirty clothes by nine o'clock in the evening. The girls are not to use the washer or dryer except after they have moved to Grandview.

SMOKING

Girls are permitted to carry cigarettes and lighters or matches at the Youth Center if they have acquired the habit of smoking and have their own supply of cigarettes provided by their families. Cigarettes cannot be purchased through the Youth Center as most of the girls here are not of the legal age to make this type of purchase. Electrical cigarette lighters are provided in each cottage for a girl's convenience.

Smoking is not permitted in the bathroom, private rooms, dorm area or other designated areas on campus. Everyone smoking is expected to use ashtrays properly and to clean up all spilled ashes and butts, keep lighted cigarettes away from flammable materials and to be considerate of non-smokers. No smoking is allowed in the cafeteria, kitchen, school or off campus where smoking would be inappropriate such as walking down the street or in an auditorium.

SCHOOL ATTENDANCE

There is no study hall at school so a girl comes back to her cottage if she does not have a class during the next period. It is each girl's responsibility to leave the cottage five minutes before her next school class starts and to return promptly to the cottage when she is not in class or any other scheduled activity. Failure to do this will result in added structure in her program.

COTTAGE RECREATIONAL ACTIVITIES

All girls are expected to participate in gym, bowling or other cottage recreational activities unless they are excused by the nurse not to take part in athletics.

Pop, candy, gum or other snack items may be ordered once a week if a girl has the money from her allowance to pay for them. Order forms are in each cottage and must be filled out on the proper day so she may have this privilege.

GUIDELINES APPLYING ONLY TO SHADYSIDE

All doors downstairs are to be shut when not in use and open when they are being used except when special permission has been given.

Snacks are never served before eight o'clock in the evening and cleaned up by nine.

Record playing and card playing stops at 10:30 p.m. on weekends. Girls either join those who are watching the late movie on TV or go upstairs to bed.

All girls are to be showered and ready for bed at 9 p.m. but may stay up until 10 p.m. unless this privilege has been removed for some reason.

Upstairs cottage details are to be done before breakfast. Downstairs cottage details are to be done the first hour a girl is in the cottage with the deadline being 5 p.m.

Girls cannot take food or pop upstairs.

All shoes, coats, towels, etc., are to be removed from the rec. and sunroom before bedtime.

When only one child care worker is on duty, the stairway door is kept closed. Girls must stay on one floor, unless a girl is allowed upstairs for a few minutes but only for a special need or errand.

PRAIRIE VISTA--THE TREATMENT COTTAGE

There are two quite different living situations in Prairie Vista Cottage. The north area is usually for the girls who are permanently assigned to this cottage and who have worked their way out of the south (or security) area. The girls in the south area may be either the girls who are permanently living in Prairie Vista or those from campus who have lost, for a little while, control of their behavior and

r ability to handle responsibility.

Girls who have found it possible to set goals and work successfully toward these goals until they have reached them and then to go on from there to set even higher goals for themselves are demonstrating that they are maturing or growing up. Their programs are expanded to going out on campus for the Prairie Vista daily gym periods with the rest of the group for one hour. Girls go to and from the gym with a teacher and/or an activity therapist. Their behavior to and from gym as well as while in gym should follow the instructor's guidelines. Exercises in the cottage are done in the hallway of the security area for girls who are not able to attend campus gym.

Girls who have gained the controls to do so are allowed to spend time out in the cottage recreation room for breaks between classes or in the evenings according to the level of their current program.

All girls assigned to Prairie Vista are placed in one of two therapy groups which meet once every week. In these groups girls discuss their problems and feelings with one another and the therapists who lead their particular group. By taking an active part in group discussions girls can find out how they as people and their actions appear to other people. Sometimes this is much different than we think that it is. Learning about herself and her feelings and how these feelings affect her behavior as well as how she comes across to other people gives a girl a different viewpoint. It helps her know how to change herself and to relate to people better. She also gets help in getting people to relate to her in a more rewarding way for both people.

Team meetings are held once a week and, at this time, each Prairie Vista girl's program is reviewed and discussed to see if changes should be made. Is she doing well with the responsibilities she now has, are they too much for her to handle successfully at this time, does she need some time to back up and straighten out her thinking, is she ready for something added to her program? All of these girls are considered and decisions are made according to the answers for each girl individually. If there are to be changes made, the team decides what they are. The results of this meeting are discussed with the girl the next morning along with the reasons for any changes or lack of changes and then the current program is put into effect.

All cigarettes are kept in a locked closet. The girls may usually smoke while out for a break, while they are having therapy, or during a special time set aside for this purpose. The child care worker gets the cigarettes for the girl. She is not to smoke in any other room but the therapy room or the recreation room. Generally, girls in the security or south area get to smoke very little or not at all.

There is a TV set, a record player, a pool table and various games for girls to use if she wishes to do so during the time she is allowed out of her room to be in the rec.

Most of a Prairie Vista girl's visit is supervised and takes place in the cottage in either one of the therapy rooms or the schoolroom. Parents must have an appointment set up with a girl's social worker before coming to the Youth Center so their visit can be properly scheduled so it can be conducted in the best interests of a girl and her family, and there will be a staff member free to be with the girl and her visitors during the time spent with them. There are times, however, when only part of the visit is supervised in the cottage, and the girl is allowed to go either out on the grounds or off campus with her family for the rest of the time. Home visits are possible for girls in Prairie Vista as well as they are in other cottages.

Girls in the north area may be permitted to have radios and/or record players in their rooms, but they are not allowed to play them while they are in confinement. Confinement happens when a girl finds she does not have the controls to follow the regular program set up for her at that time using the acceptable behavior it requires.

Mail is handled much the same as it is in the other cottages.

and some time in a safe place away from campus responsibility and activity to think things out, to get help by doing more talking to more staff members, to get themselves back into control before they come back to their own cottage to try again.

When a girl comes to Prairie Vista, her placement in a room is largely determined by her behavior and her history of difficulties. Generally speaking, she is placed in the south or security area. She is given state pajamas and bedding. Her clothes and belongings are checked, marked, listed and stored for her until she leaves the cottage, or, if she is permanently assigned to Prairie Vista, until she needs to use these articles.

A girl is allowed to take a shower or bath daily as long as her behavior to and from the bathroom is within reasonable limits. If she takes too much time to complete her shower, a time limit may be imposed. She may shampoo her hair as often as she chooses either using her own shampoo or shampoo provided by the cottage. She may also have the use of a comb, toothbrush and toothpaste. It is her choice whether to use tampons or pads for sanitary protection. Reading material is provided for her while she is in her security room.

As her behavior improves, she is allowed more privileges such as keeping her comb, toothbrush, toothpaste, etc. in her room to use whenever she wishes. If she is a permanent resident of Prairie Vista, she will be given school work in her room at first and then attend a class or two in the schoolroom coming back to her security room when the class is over. When a girl who has been placed in security temporarily gains this much control, she is usually sent back to her cottage.

Girls assigned to Prairie Vista may also earn the privilege of keeping their underwear and other permitted belongings in their security rooms. Breakable items and toxic cosmetics are kept individually in a locked make-up closet for the girls and may be used under a child care worker's supervision. Girls clothes are hung and stored in a part of this closet also.

Girls in both areas are expected to keep their rooms neat. In security girls cannot hang pictures on their walls. In the north area the same rules apply as in other cottages. If girls write on their walls, they will be expected to scrub it off. Beds should be made before breakfast or before a girl leaves her room to attend classes. Schoolwork is done either in a girl's room and/or during class periods in the classroom.

While attending classes in the schoolroom, girls are expected to go to and from this area in an orderly, quiet manner, and to dress neatly in daytime apparel. They are not to use abusive language nor abusive physical behavior. They are to remain in the classroom area until classes are dismissed unless they have permission to do otherwise.

In activity therapy where girls knit, crochet, sew, work on ceramics, etc., girls are to follow the same rules of conduct as they use while attending classes in the schoolroom as well as refraining from stopping to talk or yell into the classroom as they pass by. They are expected to finish their projects before starting new ones and to take proper care of the tools and equipment, leaving material and tools they have used during class in the therapy area.

At meals the girls are not to give their food to another person or to ask for anyone else's portion of food. They are to use acceptable table manners. Failure to do this might result in the loss of this privilege of eating with the group for a time.

Girls in security usually eat in their rooms on trays unless their controls are so weak that they cannot be responsible for the proper use of the silverware and to return their tray, dishes and silverware after they have finished eating. As with other things in security, a girl is moved back in her program or forward according to

When a girl has advanced to spending time out in the recreation room in the evenings, running errands alone, attending school classes on campus, etc. which are some of the last things added to her program, she is considered to be moved out of Prairie Vista to an open cottage on campus.

GRANDVIEW--THE PRE-RELEASE COTTAGE

When a girl has worked and progressed in one of the intermediate cottages to the point that she and the staff (all over campus) become aware that her stability, attitude and behavior have altered and are under good control, she is recommended to be moved to Grandview--the pre-release cottage. Usually girls spend from six to twelve weeks here. Living in Grandview gives a girl an opportunity to test for herself how she meets new situations. She lives with different girls in a new setting, her schedule is somewhat different, and she has different cottage staff for supervision. She has to be more responsible for herself and her actions along with having more freedom and independence added to her program.

The move to Grandview is also the first step in separating from the Youth Center before finally leaving for a placement outside of the institution. A girl will be parting from friends as well as staff with whom she has become quite close in a former cottage. She will learn how much she misses them and how much she may have come to depend on them. Separation is difficult, and it is helpful to do this by degrees before going on the outside.

Most girls are pretty frightened when they think about leaving for good. Being in Grandview gives a girl time to work (with staff help when necessary) on these feelings. Thinking out foreseeable problems and planning what you are going to do in meeting new people and adjusting to new situations can promote more courage for a girl to succeed after she leaves here.

The Grandview staff will be available for your needs but they will not see to it that you get your details taken care of in the way that you have been used to. They will expect you to be responsible on your own for most of your daily routine. If you feel you need to talk or that you need assistance the staff will be available to you.

Some of the greater freedoms that you will experience include going alone outside of the cottage to sit, visit or play games, occasionally going to the Pizza Hut for a meal or to the theater to see a show with your Child Care Worker on duty that evening, Saturday afternoon shopping trips downtown on your own, and an increased weekly allowance if you have adequate funds. You will eat your meals in the cottage fixed by the girls themselves and if you happen to have a cooking detail, you will learn some cooking skills. With fewer girls, the cottage is a quieter place, and it will probably be easier to study or concentrate especially since each girl has a private room.

Some of the expectations as far as the details are concerned are as follows:

During the week, details are to be done by 7:30 a.m. On weekends, details are to be done either on Saturday or Sunday by 5:00 p.m. Beds are to be made by noon.

When going downtown on Saturdays, the girls who go leave the cottage at 1:30 p.m. and are to be back in the cottage at 4:00 p.m.

Phone calls the girls make to their parents and family are to be collect calls. These calls are to be made after 5:00 p.m.

Girls are not to borrow each other's clothes. They are responsible for their own clothing, records, and other possessions they bring in to Grandview.

Grandview girls are to be in bed by 10:00 p.m. on weekdays except Friday and Saturday nights when they may watch the late show in the evening.

Each girl is allowed to do her own laundry in the washer and dryer, but she is requested to have a full load of laundry whenever this is done.

Cottage details are changed once a month by the girls themselves writing down their choice on the list of details for the next month.

Grandview is viewed as the going home, separation and evaluation cottage. When a girl is moved to Grandview living, there provides experiences in living with less structure so the girl can prove to herself and to the staff whether or not she is ready to leave the Youth Center for good.

KANSAS STATE YOUTH CENTER AT BELOIT

**1720 N. Hersey
Box 604
Beloit, Kansas 67420**

**Telephone
913-738-3571**

**DENIS J. SHUMATE
Superintendent**

**DENNIS R. MOHLING
Business Manager**

**R. B. HAYES
Director of Education**

April 1, 1975

HANDBOOK FOR

STUDENTS AND PARENTS

STAFF DIRECTORY

Administration

Veralee Critchfield, Accountant
Rexann Donahoo, Secretary
Martha Lawson, Clerk Typist
Judy McHenry, Clerk Typist
Dennis Mohling, Business Manager
Denis J. Shumate, Superintendent

Clinical

Sheryl Bader, Clerk Stenographer
Martha Benoit, Activity Therapy Aide
Vada Cordill, Clerk Typist
Virgil Feerer, Chaplain
Marilyn Greif, R. N., Nurse
Mildred Heller, Dir. of Child Care Ser.
Lila Henry, Social Worker (MSW)
Tony Moffatt, Activity Therapy Aide
James Moore, Social Worker (MSW)
Kathleen Pestinger, Social Worker
Paula Schnell, Activity Therapist
Ronald Willis, Psychologist
Rosemary Witt, Clerk Stenographer

School

Betty Fitzgerald, Math & General Science
Margaret Hami, Practical Arts
Melba Hart, Cosmetology
R. B. Hayes, Director of Education
Roma Kerns, Home Living
Janet Koster, Teacher Aide
Elisabeth Meats, Librarian
Margaret Moore, Reading
Lynn Newcomer, Secondary Social Science
Mildred Peterson, Title I Instructor
Jean Piazza, P. E. & Biology
Rita Rose, Teacher Aide
Dennis Scott, Special Education
Marsha Smith, Teacher Aide
Linda Wagner, Teacher Aide
Dixie Ward, Clerk Stenographer
Margaret Watts, Language Arts

Dietary

Anita Eilert, Cook
Margaret Engelbert, Cook
Irene Hicks, Cook
Pearl Louder, Food Service Supervisor
Louise Lutgen, Cook
Alice Menheusen, Cook
Sonia Seehafer, Cook

Maintenance

Jerry Brummer, Laborer II
Dwight Davies, Stationary Fireman
Earl Engelbert, Maintenance Electrician
Delwin Goheen, Maintenance Engineer
Paul Graff, Stationary Fireman
Richard Heeler, Laborer II
Sam Jermark, Stationary Fireman
Frances Lynch, Domestic Worker
George Mansholt, Stationary Fireman
Verl Mendenhall, Stationary Fireman
Barbara St. John, Custodial Worker

Physician

Roger Weltmer, M. D.

Commissary

Donna Smith

Child Care

Janet Birdsell, Cottage Supervisor
Pauline Brummer, Cottage Supervisor
Georgia Carlton, Child Care Worker
Randy Chapman, Afternoon Supervisor
Sally Donahue, Child Care Worker
Lela Doughty, Child Care Worker
Virginia Dragoo, Child Care Worker
Marietta Eberhart, Child Care Worker
Rosalie Edwards, Child Care Worker
Gwendolyn Everson, Child Care Worker
Vicki Fogo, Child Care Worker
Frances Foote, Cottage Supervisor
Doris Fromm, Cottage Supervisor
Elsie Gabe, Child Care Worker
Connie German, Child Care Worker
Rosemary Gray, Child Care Worker
Rose Heidrick, Cottage Supervisor
Linda Hiserote, Child Care Worker
Neva Johnson, Child Care Worker
Becky Lynch, Child Care Worker
Violet McGaughey, Child Care Worker
Dave Martin, Afternoon Supervisor
Cecilia Nelson, Child Care Worker
Gladys Nichols, Child Care Worker
Bette Petterson, Child Care Worker
Fredda Pillard, Child Care Worker
Georgia Pillard, Child Care Worker
Bupha Slate, Child Care Worker
Mary Studer, Child Care Worker
Nadeen Tilton, Child Care Worker
Sid Vetter, Afternoon Supervisor
Evelyn Wagner, Child Care Worker
Elva Wills, Child Care Worker
Jo Wood, Child Care Worker

HANDBOOK FOR STUDENTS AND PARENTS

INTRODUCTION

The purpose of this booklet is to acquaint you, as young girls, and your parents with the Youth Center at Beloit, its goals and methods of operations. It will introduce you to the treatment program and the philosophy of the Youth Center with the hope that you will be in a better position to understand the Youth Center and then, through your joint cooperation, support our outline of activities for your daughter while she is a student here.

The material presented in this booklet was gathered from the staff and from parents whose daughters have previously been at the Youth Center. The answers to the most common questions from parents to staff members are contained in this booklet. Any additional questions that you may have after your daughter arrives at the Youth Center should be directed to the Superintendent by letter.

STAFF

Staff includes approximately 90 people who work at the Youth Center to make your daughters stay at the Youth Center a productive, therapeutic and safe experience. Some of the services provided for your daughter while a student at the Youth Center include psychological, psychiatric, social service, medical, dental, as well as recreational, educational, vocational and religious training. Each department is staffed by individuals trained in the area of their speciality who have the knowledge, skill, and the capabilities necessary to help adolescent girls in understanding and solving the problems that were involved in their being admitted to the Youth Center.

Staff work together as a group or a team. The team will be responsible for evaluating your daughter at the time of her admission and will be responsible for developing a complete understanding of her and putting into operation a program which will provide her with the greatest opportunity to resolve the difficulties which necessitated her admission to the Youth Center at Beloit. The same group of people will then work closely with your daughter throughout her stay at the Youth Center, making changes and modifications in her program as she progresses and matures. It is important that you, as parents, become acquainted with your daughters program and to work closely with the staff in supporting her full participation in her recommended program. The philosophy of the Youth Center at Beloit involves basically approaching each girl individually with emphasis placed on working with each girl on the basis of her uniqueness as an individual and as a human being. Further, it is the intent of the Youth Center to provide a therapeutic experience for all of the residents with the programs and activities designed to provide a humanitarian service.

The goals and objectives of the Youth Center for the young girls who are here as students are summarized in the following eight areas:

- 1) to assist each girl in the development of self understanding which will allow her to be aware of the relationship between the feelings she experiences on the inside and the behaviors that people around her see on the outside.

- 2) to assist her in developing and improving her control system which will allow her to more appropriately cope with her impulsive and, at times, rather strong and intense feelings.
- 3) so that she can develop skills in the area of patience, being able to delay her needs for gratification.
- 4) to assist her in developing an awareness of her self concept and the concept that others have of her and work toward bringing these two areas closer together.
- 5) to assist her in developing skills in being able to deal with feelings verbally rather than behaviorally.
- 6) to help her work toward developing more healthy attitudes toward herself and toward other people closely associated around her and society in general.
- 7) to help her work toward resolving inner turmoil and conflict and learning how to deal with these kinds of phenomena in ways which will reduce the number and intensity of conflicts that she will have with society.
- 8) to help her leave the Youth Center as a more healthy, productive, stable citizen.

ADMISSION

As soon as an admission date is set, parents are notified so that they may have an opportunity to talk with their daughter regarding her feelings about coming to the Youth Center and to help both you and her understand our overall program better as outlined in this booklet. You, as the parents, are expected to make arrangements to be with your daughter on the day she is admitted as it is extremely important for the staff to meet and learn to know you in order that we may more adequately plan for her program and treatment. If, for any reason, you find that you are unable to be present at the time your daughter is admitted, you will be expected to make arrangements to visit the Youth Center within the first four weeks. The staff can then better complete their evaluation and schedule a staffing date for your daughter. You will also receive a packet of material and forms which are very important. Please read through them, complete all forms and return them as soon as possible.

On the day of admission, you and your daughter will have an opportunity to meet members of the clinical staff to learn of the different services each offers and to tour the Youth Center facilities. This will provide an opportunity to have any questions answered that you might have, at that time, which are not covered in this booklet.

Following the initial interview, your daughter will be taken to her cottage and assigned an area where she will sleep and store her personal possessions. She will meet some of the girls and child care workers who will help her mark and put away her clothing and get settled in her new residence.

COTTAGE LIFE

There are five cottages on the campus of the Youth Center, each attractively decorated and provided with radio, television, record players, pianos, sewing machines and a small kitchenette. Some of the cottages have small dormitory areas as well as individual rooms. Most new girls are assigned to an individual room, if possible. There is a child care worker on duty at all times to listen to the girls, to help them understand themselves and their feelings, their methods of relating to others and to answer their questions.

The programs through the cottages involve basically three levels of service. First, there are three admissions cottages, each having essentially the same program with their purpose being to take new girls coming into the Youth Center and work with them after their programs have been established. In very general terms, girls usually spend approximately nine to twelve months in these cottages. The second level of cottage is represented by Grandview, a cottage providing a program which assists in evaluating girls and their readiness to leave the institution. It is commonly referred to within the Youth Center as a pre-release or going home cottage. Girls sent to this cottage generally have more freedom to make decisions and, in general, have more exposure to a relaxed homelike atmosphere. This gives a girl an opportunity to demonstrate to the staff and her family her level of maturity and readiness to return to her home and her community. The third level of programming provided by the Youth Center is included in a highly structured program in Prairie Vista Cottage. The purpose of this program is to provide a more intensive type therapeutic treatment for girls who have more severe emotional and behavioral problems. Girls are generally referred to this unit only when they have demonstrated their inability to make an adjustment on the open campus.

EVALUATION AND PROGRAM

During the first four weeks your daughter is at the Youth Center, various staff members will interview her. She will be given a medical examination to determine ~~her general health~~ and to find out if she has any problems needing immediate medical attention. She will be given a battery of psychological and educational tests to help us develop a true picture of her. Approximately four to six weeks after admission the clinical team will meet and discuss the information each member has gained in talking with her. This meeting is referred to as the staffing. The objective of this meeting is to develop and put into effect an individual treatment program designed specifically for your daughter. This will determine what activity she will participate in, her visiting privileges, etc. Because of the individual approach to your daughter's problems, it might be necessary to deviate from the general policies outlined in this booklet in working with your daughter. Your daughter will have an opportunity, at the time of the formal staffing, to meet with the staff and to express to them directly her feelings about her program and what her expectations are for her stay at the Youth Center.

VISITING PRIVILEGES

It is extremely important that the Youth Center have your cooperation in observing all policies, especially those regarding visiting.

Girls are not allowed to have visits until after their staffing unless the parents were unable to accompany the girl on the day of her admission. Parents are notified after the staffing that they can visit and also any restrictions, if necessary, on the visits. Visits are generally allowed during the hours of 8:30 a. m. to 3:30 p. m. on weekdays and Sundays. Visiting on Saturdays and holidays is generally not allowed. ALL VISITORS ARE EXPECTED TO NOTIFY THE YOUTH CENTER AT LEAST THREE DAYS IN ADVANCE OF A PLANNED VISIT TO TELL US WHO WILL BE VISITING AND WHAT TIME THE VISIT IS PLANNED. Boy-friends are generally not permitted to visit. Occasionally, special permission has been granted but only if the boy is accompanied by the girls parents and has received prior approval. Staff members are available to see parents on all visiting days from 8:00 a. m. to 5:00 p. m. You are welcome to come to the Youth Center to discuss your daughter's program, etc., and are sometimes requested to do so. However, please make your appointment well in advance to insure that a clinical staff member will be available to see you.

Any time that the treatment team feels that it is necessary to deviate from this general procedure, you will be notified in writing by a social worker so that you can fully understand the rationale for the decision to deviate from the general policy.

HOME VISITS

Planning for home visits will be initiated by the Youth Center when it is felt your daughter can benefit from such an experience.

Your local state social service agency will be notified of the recommendation and will discuss with you the possibility of having your daughter during the time suggested. If the visit is to take place, transportation arrangements will also be discussed.

You will be responsible for providing the necessary funds for this trip. Following the home visit we will expect you to let us know how your daughter interacted with you and your family, her friends and others in the community.

While the Youth Center recognizes the desire of girls and families to be home together during holidays, passes during these times are granted on the same basis as any other visit.

If an emergency should arise in your family and you feel it is necessary for your daughter to be home, contact your local state social service agency about the details and the transportation arrangements to be made. The local social service worker will notify the Youth Center, where a final decision will be made and whether to permit the emergency leave. The same procedure should be followed for special occasions such as weddings, reunions, etc., but should be planned far enough in advance to allow time for the necessary communication between your local social service agency and the Youth Center.

LETTERS

Your daughter will be allowed to write two letters per week using the stationery and stamps provided by the Youth Center. She will be required to furnish her own postage for additional mail. All girls, after staffing, if an approved mailing list has been received,

receive and send their letters unsupervised by a member of the staff. The only exception to this general policy is when it is determined by the treatment team that it is not in your daughter's best interest to receive or send mail to certain individuals and in those situations, it will be supervised by a staff member only after a justification for such a procedure has been written. Your daughters mailing address while she is a student at the Youth Center will be as follows: Youth Center at Beloit, Box 604, Beloit, Kansas 67420.

PHONE CALLS

Girls who have phone privileges may receive calls from their parents on Sundays between the hours of 8:00 a. m. to 12:00 p. m. and 1:00 p. m. to 5:00 p. m. Calls directed to staff members will be accepted during office hours only. Only emergency calls will be accepted by the staff member on call during weekends. We suggest you call person-to-person for the person to whom you wish to speak. The phone number of the Youth Center is 913-738-3571.

Girls who have progressed through their program to the point that they are placed in Grandview Cottage, which is the pre-release cottage, may place personal, collect calls to members of their immediate families.

SMOKING

The Youth Center neither allows nor prohibits any girl from smoking while she is a student here. If your daughter is to smoke while she is a student here, it will be necessary for you to provide cigarettes for her directly, either during visits or by mail. The institution does not keep cigarettes for the girls nor will they purchase cigarettes for her by using her funds.

CLOTHING

All acceptable and appropriate clothing is allowed to be worn at the Youth Center but as a basic minimum supply, girls must bring with them, at the time of admission, the following clothing items:

| | |
|-------------------------------|--------------------------------|
| 6 pr. panties | 2 pr. of slacks or jeans |
| 1 slip | 2 pr. shorts |
| 3 bras | 4 blouses |
| 3 school dresses (or outfits) | 1 swimming suit |
| 2 good dresses or pant suits | 1 light coat |
| 1 pr. of good shoes | 1 jacket or sweater |
| 1 pr. of tennis shoes | several prs. socks and/or hose |
| 1 pr. school shoes | 1 housecoat |
| 1 coat | 1 pr. houseslippers |
| 2 pr. pajamas or nightgowns | boots (winter) |

Parents are expected to provide adequate clothing and spending money for their daughters while they are at the Youth Center. A minimum of \$6 per month is needed to meet miscellaneous expenses such as stamps, pop, candy, etc.

It is important that your daughters allowance be sent her by the 15th of each month as the girls are issued their allowance only once a month. The purpose of allowing them the cash is to help them manage their money and should they run out prior to their pay period, they will have to get along without extra treats.

If your daughter is in Grandview, the pre-release cottage, she will need an additional \$10 each month to spend on unsupervised visits in the local community.

If your daughter is to purchase her own clothing, additional money will be needed and you will be notified of the items she needs during her stay by the social worker. Unless other arrangements have been made, you will be expected to provide the money for the items requested. Your daughters money will be kept in her account at the Youth Center which is similar to a checking account.

PERSONAL ITEMS

Your daughter may bring with her personal items such as a watch, ring, radio, record player, camera, etc. However, the Youth Center does not and cannot assume responsibility for broken, lost or stolen articles. Consequently, the possession of expensive articles is discouraged. It is requested that you not send any type of food to your daughter with the exception of various food items that you might wish to send them at Christmas or on their birthdays. You may bring food for your daughter during your visits but she will not be allowed to bring such food back to her cottage unless your visit coincides either with Christmas or her birthday. Besides the meals your daughter takes in the school cafeteria, she will have adequate access to such "snack foods" through the pop and candy she can purchase with her allowance and from the snacks the girls prepare in their cottages in the evenings.

RELEASE

The basic goal of the Youth Center from the time your daughter is admitted is to prepare her to eventually return to her family, friends, and home community. It is hoped that your daughter will be able to take advantage of the opportunities available to her at the Youth Center such as the counseling services, educational opportunities, etc., so that she can gain a more realistic picture of herself and relationship to her family and friends and return to her home with more healthy, positive and appropriate attitude toward herself, family and her community.

As your daughter progresses through the program, she will be closely followed by the treatment team in order to allow her to gain a better understanding of herself and to encourage her to overcome her weaknesses and deficiencies. Changes in her program will be made as indicated by her progress and the development of her level of maturity. When the treatment team feels that she has acquired the skills and level of maturity necessary for her to cope satisfactorily with the stresses and pressures, she will encounter in her home with the family and community, the social service staff of the Youth Center will contact your local state social service agency who will, in turn, meet with you to discuss plans for your daughters ultimate release. In most cases, you will have become well acquainted with your local social worker as you will have had numerous contacts with them during previous times when plans were

made for your daughters temporary visits home. When plans are finalized by the Youth Center with your local social service agency, your family, a date will be set for your daughter to leave the Youth Center to return to her home and family. We like, whenever possible, for parents to come to the Youth Center to pick up their daughters when they are to be released so that final recommendations and suggestions can be discussed with you and your daughter.

MISCELLANEOUS

As a part of the evaluation procedures, your daughter will be given a thorough medical, dental and optical examination. Any expenses resulting from corrective measures as a result of these examinations will be your responsibility as parents. These expenses will be mailed directly to you by the doctor or hospital unless other arrangements are made in advance with the social worker. Please bring or send your medical insurance information to the Youth Center so that it will be available if needed.

We have been instructed by representatives of the Veterans Administration and Social Security Administration as a matter of policy to make application to be made temporary payee of benefits received by girls who are entitled to benefits from these organizations. If your daughter is eligible for these benefits, please be sure to have the claim name and number of the beneficiary.

SPECIFIC PROGRAMS

The information contained so far in this Handbook has been of a general nature and the remaining section has been written to provide you with additional indepth information regarding various programs and services available at the Youth Center.

Educational

The Youth Center maintains a fully accredited academic program accredited by the Kansas State Department of Public Instruction, grades 7 through 12. Girls may earn and receive high school diplomas while students at the Youth Center, if they complete the requirements necessary for the certificate. Girls may also transfer credits that they gain while at the Youth Center back to their own public school or on to a college or university if they decide to pursue further their academic education. A GED Program is also offered to those girls whose age, number of credits earned, and other individual factors seriously reduce the possibility that she could graduate from a normal academic program.

The Youth Center has limited vocational training opportunities to the students in the areas of dietary training, including waitress training, quantity cooking, restaurant management, etc., nurse aid training, furniture refinishing and upholstery and ceramics.

Activity Therapy Department

Programs provided by this department of the institution include a comprehensive intramural program whereby the four open cottages on the campus compete throughout the year in

sports such as volleyball, basketball, softball and track. Girls who have demonstrated an average or above athletic ability and the necessary level of emotional stability and behavior control are allowed to participate in an All Star activity which gives the girls an opportunity to travel to various communities in the North Central area of Kansas to compete with other high school and athletic departments. Additionally, this department provides the girls a diversity of recreational activities in the form of weekly trips to the local bowling alley during the winter months, trips to the local municipal swimming pool during the summer months, occasional trips to skating rinks and other recreational facilities in the immediate Beloit area. The Youth Center also maintains two scout troops; a cadet scout troop for younger girls and a senior scout troop for the older girls. These programs are available to the girls on a voluntary basis and provide additional opportunities for the girls to become involved in healthy positive activities. This enables them to participate in various extra scouting activities both at the Youth Center as well as in the community. Furthermore, the girls involved in the scouting activity have opportunities to travel to other parts of the United States to participate in programs and activities sponsored by the Sing Out America group which gives the girls an opportunity to travel to organization meetings in and around the Beloit area and to have a part in putting on programs. The girls have demonstrated many times that they are capable of putting on a very professional and entertaining program and are much in demand in the immediate area. Under the supervision of the Activity Therapy Department approximately 20-25 girls are taken to all local Beloit High School athletic, musical and drama programs. Programs are also available that allow the girls to participate in volunteer work with mentally retarded children in Beloit.

Clinical Department

In addition to the special services provided to the Youth Center by the various professional groups, each girl has an opportunity to participate in a group therapy program which gives her an opportunity to meet periodically to discuss personal problems and to allow the groups to work with each girl in developing and exploring possible solutions to her personal problems. Also available to the girls on a limited basis is a more individualized intensive type of therapeutic contact in the form of individual therapy and counseling with various members of the professional staff.

The Youth Center Chaplain works approximately 20 hours per week and provides the girls with an opportunity to pursue their religious beliefs and to fill their need for religious education and training. The Chaplain works with groups of girls to provide them with an educational experience and acquaint them with basic philosophies and concepts and, in addition, works with a limited number of girls on an individual basis. Also provided by the Chaplain are weekly chapel services for all girls. He also works with clergymen in the local Beloit community so that girls who are interested may worship in a local church of their affiliation. This program provides transportation for those girls who wish to participate in local church services to and from the Youth Center through the use of volunteers from local churches.

The Youth Center Nurse, in addition to attending to the girls physical health, teaches a 10 week class four times a year to acquaint girls with information regarding personal hygiene, anatomy, birth control, venereal disease and first aid.

Milieu Therapy Program

The programs maintained in the living areas or cottages where the girls live are designed to provide each girl with an opportunity to live in the structured environment which gives her a chance to gain an understanding of herself and how her feelings and behavior affects not only herself but other people. It is hoped that through this type of experience she will begin to develop some controls over her behavior and find more appropriate and acceptable ways to express her feelings than was the case prior to her admission to the Center.

Dietary Services

The Youth Center has a new and modern dietary facility and a trained dietary staff who prepare and serve attractive, nutritionally sound meals. All students eat their meals in this facility, cafeteria style, except for those in the pre-release cottage and the treatment cottage. The girls in the pre-release cottage plan and prepare their own meals and meals for the girls in the treatment cottage are prepared in the main kitchen and transported to the treatment cottage in insulated carriers and served individually in the cottage.

Support Services

Upkeep for the physical facilities at the Youth Center is provided by the maintenance department. It is their responsibility to insure that the institution is both safe and well kept so that the girls in residence have a healthy, safe place to live while here.

The staff of the Youth Center at Beloit hope that most of your questions have been answered but in case you have additional questions, please direct them to the Superintendent by letter or discuss them with one of the social workers when you visit the Youth Center.

It is our sincere desire to provide your daughter with maximum opportunity to grow and mature while a student here and further, it is our hope that we will have your support and cooperation in this endeavor to assist your daughter in resolving the difficulties that brought her to the Youth Center and to help her make a satisfactory adjustment to her home, family and community.

KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

Rights and Responsibilities

of

Citizens Entrusted to Our
Care in the Following Facilities

Larned State Hospital
Topeka State Hospital
Osawatomie State Hospital

Kansas Neurological Institute
Norton State Hospital
Parsons State Hospital and Training Center
Winfield State Hospital and Training Center

Youth Center at Topeka
Youth Center at Beloit
Youth Center at Atchison

Kansas Vocational Rehabilitation Center
Vocational Rehabilitation Unit

December 1973

Robert C. Harder
Secretary

RIGHTS AND RESPONSIBILITIES

The Kansas Department of Social and Rehabilitation Services, mindful of the worth, dignity and fundamental freedoms which are the inalienable qualities of the human person, proclaims the following:

1. Some Kansans suffer from mental and emotional disorders and have need for care and treatment. Some Kansans suffer from intellectual retardation and have need for care and training. Some young Kansans have been ordered to state juvenile facilities for care and training. Provisions for appropriate care is a mandate to and a responsibility of all Kansans.

2. Those citizens receiving services from and treated within state facilities shall receive such quality of care, treatment and training as to afford them optimal opportunities for relief and cure. Services shall be geared to maximize potential for ongoing growth and development. Such opportunities shall be provided with full recognition and respect for the dignity of the individual being served.

3. Among the prime goals of the staff giving care, treatment and training is that of assisting the individual toward the further development of the total self which constitutes the basis of good citizenship.

4. Those Kansans in need of such care, treatment or training constitute a disadvantaged group of citizens who find it difficult, if not impossible, to serve as advocates in their own behalf.

5. In view of those considerations, the staff of the state facilities shall provide optimal care, treatment and training with full awareness of, and a commitment to safeguard and protect the civil, constitutional and legal rights of those entrusted to their care.

6. The Department sees that as citizens receive services in a state facility, certain responsibilities go hand in hand with the rights which must be safeguarded and protected.

The Department of Social and Rehabilitation Services therefore sets forth the following Bill of Rights and Responsibilities:

RIGHTS WHICH MUST BE ABSOLUTELY SAFEGUARDED:

1. Full citizenship (except as excluded by law)
2. Application for a Writ of Habeas Corpus
3. Petition for Judicial Release
4. Access to legal counsel.
5. Explanation of status including medications to the individual and family
6. Ready access to information about all applicable statutes, rights, responsibilities, regulations and any appeal procedures

7. Multiple-entrance appeal procedures and mechanisms so the individual, his family or other concerned persons may initiate an appeal regarding supposed abrogation of rights.

RIGHTS OF TREATMENT WHICH MUST BE GUARANTEED:

1. Admission assessment within twenty-four hours after admission.
2. Prompt and adequate medical attention for physical illness.
3. Care and treatment provided by a qualified staff.
4. Proper and adequate medication.
5. The least restrictive conditions necessary to achieve adequate care and treatment.
6. A treatment/training program planned to meet individual needs.
7. To know (and/or for the family to know) the names and titles of all staff persons concerned with treatment provided, and who is legally responsible for such care.
8. Proper, safe and sanitary shelter, appealing and nutritious food, and security in self and personal possessions, in so far as it is consistent with the needs of treatment.
9. Freedom from unusual, hazardous and experimental (research) procedures without proper and informed consent. Such procedures are to be considered and approved by an established professional review committee for such procedures.
10. Freedom from surgical treatment procedures, unless
 - a. There is clear and immediate danger to life and limb or danger of permanent functional impairment, and/or
 - b. In the case of elective surgical treatment or procedures, the recipient has given (or the guardian has given) express and informed consent therefor,
11. Adequate opportunities of an ongoing nature to work with professional and paraprofessional staff members, and with parents/guardians, in treatment planning and decision-making.

RIGHTS OF COMMUNICATION WHICH MUST BE ABSOLUTELY SAFEGUARDED:

1. To communicate by sealed and uncensored letter at any time with: the Secretary of Social and Rehabilitation Services, the Superintendent of the facility, any court, physician or attorney.
2. To receive sealed mail from the above.
3. To be visited at any reasonable hour by physician or attorney.

RIGHTS WHICH MAY BE WITHHELD OR SUSPENDED FOR THERAPEUTIC REASONS OR UNDER EXCEPTIONAL CIRCUMSTANCES WHEN PROPERLY DOCUMENTED IN THE RECORD:

1. To send and receive sealed mail, except as noted above.
2. To use a telephone.

3. To receive visitors at reasonable hours, and to refuse to receive visitors.
4. To visit or travel outside the facility.

INDIVIDUAL RESPONSIBILITIES

The Department of Social and Rehabilitation Services further sets forth the following responsibilities on the part of individuals resident in Kansas state facilities. Such individuals shall unless physical/psychological developmental disability precludes such be expected

1. To function within the rules and regulations of the institution, as made known to him/her.
2. To respect the rights and property of other patients/residents, and those of the staff members involved in his/her treatment/training program.
3. To participate in his/her treatment planning, so far as his/her ability will permit.
4. To provide adequate physical care (e.g., grooming, bathing, dressing) for himself/herself.
5. To carry out such normal housekeeping tasks as would be appropriate if living at home, such as bed-making, room, clothing, bathroom-toilet and living area maintenance.

RIGHTS AND RESPONSIBILITIES OF CHILDREN

No juvenile who is a resident in a Kansas state facility shall be expected to exercise rights and privileges, nor shall be accorded responsibilities, which are by law or are generally accepted practices reserved or limited to adult citizens. A child or juvenile remains under control of natural, adoptive or foster parents or a legally appointed guardian. The parent or guardian together with the staff members of the state facility act in his/her behalf on matters as set forth in this paper. Parents and guardians must be kept informed of the management of all aspects of the juvenile's living situation by the staff members in their function in loco parentis. However, no juvenile residing in a state facility shall be denied or deprived of the rights applicable to all citizens as guaranteed by law.

RESPONSIBILITIES OF EMPLOYEES

All employees are responsible to insure that the rights of persons in state facilities are safeguarded and to assist them in carrying out their responsibilities. Likewise, all decisions by treatment staff members concerning the care, treatment and management of persons in state facilities shall be based upon expected degrees of competence, humane concern and good faith, with the psychological and physical welfare and needs of each resident taking precedence over all other considerations.

This policy on Rights and Responsibilities was adopted by the Kansas Department of Social and Rehabilitation Services this 5th day of December 1973.

It is the result of the combined efforts of hospital personnel, Superintendents, and executive committee of the Department of Social and Rehabilitation Services who have been aware of similar policies or proposals as set forth by the Louisiana Association for Mental Health as reported in the Public Affairs Publication #36 of the National Association for Mental Health, the American Association of Mental Deficiency, the U.N. General Assembly, the United Cerebral Palsy Association, the Epilepsy Foundation of America, the National Society for Autistic Children, the New York State Department of Mental Hygiene, the American Hospital Association and the Kansas Hospital Association, and the Mental Health Law Project (1973).