

## **NOTICE OF PRIVACY PRACTICES**

THIS DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse your personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operations.

- Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include filling your prescription.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill to your insurance company for payment.
- Health care operations include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

If mail-out prescription services are requested by you, we will place the pharmacy's name and return mailing address on the envelope or package unless you request in writing that the pharmacy's name and/or return address not be included.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to our Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain, and we have the obligation to provide to you, a paper copy of this notice from us at your first service delivery date.
- The right to provide, and we are obligated to receive a written acknowledgement that you have received, a copy of our Notice of Privacy Practices.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of April 13, 2003, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make new notice provisions effective for all protected health information that we maintain. We will post, and you may request, a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. Home On The Range will not retaliate against you for filing a complaint.

Please contact us for more information:

Executive Director  
Home On The Range  
16351 I94  
Sentinel Butte, ND 58654  
Ph.: 701-872-3745

For more information about HIPAA or to file a complaint:

The U.S. Dept of Health & Human Services  
Office of Civil Rights  
200 Independence Ave SW  
Washington, DC 20201  
Ph.: 877-696-6775 (toll free)

To Whom It May Concern:

Enclosed is an information and application packet for possible admission to Home On The Range.

Our facility accepts boys and girls for placement between the ages of 12 and 19. The majority of our referrals are from a four-state surrounding area, although we accept applications from around the United States. Home On The Range is licensed by the North Dakota Department of Human Services and nationally accredited by the Council on Accreditation. We provide services to a variety of youth in need of structure, therapeutic services, and behavior management in a nurturing environment. The average length of placement is 8-10 months, however short-term programming is available. It is imperative that once a child begins placement, he or she is allowed to remain for a sufficient period of time to successfully complete our program. For current care rates, please contact the admissions office.

All of our residents attend public school in Beach, ND. There are a variety of special needs programs available for our youth. Some of these programs carry an additional fee payable directly to the school district. Tuition is also payable directly to the school. For applicable tuition and program rates for your state, please contact the Beach Public School business office at (701) 872-4161.

I hope you find this information helpful. If I can be of further assistance please feel free to contact me.

Sincerely,

Michelle Swanson, LSW  
Administrative Services Director

Home On The Range is a private child care organization providing services to adolescents between the ages of 12 and 19 years. Home On The Range offers a residential program which is licensed by the North Dakota Department of Human Services to serve 72 boys and girls.

Located off Exit 7 on Interstate 94, Home On The Range is just 18 miles west of Theodore Roosevelt National Park and the majestic Badlands. The working ranch consists of 1400 acres.

### **History**

Home On The Range (HOTR) was founded in 1950 by Father Elwood E. Cassidy as a refuge for homeless and neglected boys. In 1959, Father Cassidy became ill and Father William J. Fahlander, pastor of St. Michael's in Sentinel Butte, became acting director. Father Cassidy died in 1959 and Father Fahlander accepted the duties of superintendent, a position which he served for 26 years. Jay Johnson is the current executive director and manages the day-to-day operations of the ranch.

Throughout its history, Home On The Range has become synonymous with support, encouragement, discipline, and love for children in need of special care. As social problems change, so do the programs at Home On The Range, always striving to meet the needs of America's youth.

### **Mission Statement**

Strengthening children and families through Christ.

### **Social Services**

The major objective of the social service programs involve fostering an environment which will enhance self-concept, provide guidance and direction and develop responsibility. The social service programs provide for the emotional and social needs of the residents.

### **Program**

The program approach practiced at HOTR is based on social and family related skills. The basis of the program is a responsible and successful approach to everyday living. Emphasis is placed on assisting residents to develop a successful identity. The focus remains on the present and specifically on behavior. The resident is provided with direction to assist in perceiving himself/herself accurately and to fulfill his/her own needs in a positive and productive manner. The process is coordinated through a team approach by HOTR staff. Professional individual counseling is provided for each resident on a regular basis. Other services include group therapy, evaluations, staffings, conferences, family involvement through family workshops, and individualized treatment planning for each resident.

Resource agencies and consultants assisting HOTR include area human service and mental health centers which provide psychological and therapeutic services, county social services which provide aid in aftercare planning, i.e. foster care, area public schools which provide a full range of education services, and area clinics and hospitals which provide psychiatric, therapeutic, and general health care services.

**Cost**

Our care rate is based on cost and is reviewed and audited every year by the North Dakota Department of Human Services.

Residents' educational tuition varies depending on grade level and educational needs. Please contact Home On The Range for assistance in determining applicable tuition costs. Since all residents attend public school and the law requires home school districts to be responsible for payment, we request that arrangements for tuition payments be made prior to placement.

**Admission Procedure**

See the enclosed document entitled "Home On The Range – Admission/Placement Criteria and Policy."

HOTR does not deny admission on the basis of race, color, creed, religion, or national origin.

If you wish to support or become involved with Home On The Range or are interested in more information, please contact us.

## HOME ON THE RANGE PARENT INFORMATION

### **I. Telephone Calls**

Home On The Range residents are permitted to make and receive telephone calls during evening hours. Incoming calls from parents or referring agencies are accepted anytime.

### **II. Mail**

We encourage all residents to correspond by mail with family and significant others. Postage is paid by Home On The Range for all mail addressed to immediate family members. We also encourage family members to correspond with residents as often as possible.

All mail to non-family and family members is subject to approval by the social worker and/or referring worker. Resident mail is only opened by the resident, but conditions may be established requiring a staff member to be present.

### **III. Visitation**

#### Family

We invite family members to visit the residents. We ask that the following procedure be utilized prior to a visit:

1. The family member must contact the resident's social worker regarding the visit. We ask that this inquiry occur **at least** one week prior to the proposed visit.
2. Meals are available through the Home On The Range food service.
3. Residents may be allowed off-ranch time with family at the social worker's and referring worker's discretion.
4. Residents denied off-ranch privileges may be allowed on-ranch visits with family. These visits may be supervised by staff if court-ordered or requested by the referring agency or social worker.

## Home Visits

Residents may qualify for home visits after a minimum of sixty-days of placement. Home visits are an earned privilege and are at the discretion of the social worker. Prior to the visit, guidelines for parental supervision will be established as a condition of the visit. Home visits are scheduled during major school holidays and throughout the summer.

### **IV. Codes of Conduct (dress; haircuts; etc.)**

Detailed dress codes are outlined in the Home On The Range - Residential Living Manual provided to all youth at intake. Screening of clothing items is conducted at intake. Items not allowed will be sent home. Clothing viewed as gang influenced; clothes containing alcohol, drug or tobacco slogans; "concert" shirts; and all clothing viewed as sexually inappropriate are expressly prohibited.

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Specific procedures regarding jewelry are similarly addressed in the Resident Living Manual.

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Detailed hair grooming policies are outlined in the Home On The Range - Residential Living Manual provided to all youth at intake.

Male residents' hair must be:

1. Off the collar.
2. Above the eyebrows and no more than halfway down the ear.

Shaving, stripes or scalp writing in the hair are prohibited.

Female residents' hair must be off the face.

## **Home On The Range Home Visit Policy**

A resident may apply for a home visit two months after arriving at Home On The Range. At that time the home visit and the length of the visit is discussed with the social worker, parents, and case worker. Rules must be in place for the home visit.

Home visits are dependent upon level of behavior, consistency, completion of groups, residential living, social skills use, academic progress, therapeutic progress, and family circumstances.

Length of Christmas vacations will be based on the above conditions for no more than 8 days. Good behavior must be ongoing.

During the last weeks of residency at Home On The Range a gradual transition back into the family and community may be in order. Weekend stays will then be considered on an individual basis.

During the school year any home visit request will be at the discretion of the social workers with consideration of the school schedule.

An off ranch visit with parents will be allowed after 30 days. These off ranch visits must occur within the vicinity of the Beach area. All off ranch visits must be earned by the residents (i.e. behavior, school, therapy, not on restrictions, etc.) Residents who are originally from Dickinson, Glendive and other towns within a 60 mile radius are not permitted to use these off ranch visits in their home as that would be considered a "Home Visit."

All home visits must be approved during the social work meeting after consideration by the staff and approval from the referring agency. All visits are subject to Home On The Range and the referring agency discretion.

## **WHAT YOUR CHILD MAY BRING**

- Clothing
  - Underwear (no thong)
  - Jacket & Coat
  - Hair Dryer
    - Hair Spray/Gel/Mousse (Non-aerosol & Non-Alcohol)
    - One Piece Swimming Suit or Swimming Trunks
  - Pajamas
  - Shoes
  - Boots, Hat, Gloves
  - Curling Iron
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## **HOME ON THE RANGE PROVIDES**

- Pillow
  - Comforter
  - Razors
  - Deodorant
  - Feminine Hygiene Products
  - Wash Cloths
  - Sheets
  - Shampoo
  - Shaving Cream
  - Combs
  - Towels
  - Soap
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## **NOT ALLOWED**

- Posters or Wall Hangings
  - Video Games & Controllers
    - CD or DVD Players (only Radios are Allowed)
  - Clothing with Cigarette or Alcohol Logos, Profanity, Sexual or Racial Connotations, Etc.
  - Glass Items
  - CDs, Tapes, DVDs
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**Personal items are allowed, but sentimental and/or valuable items should be left at home.**

Space is limited so please use discretion as to the amount and/or size of items. This list is not all-encompassing. Other items will be reviewed on an individual basis.

**Home On The Range is not responsible for lost, stolen, or damaged items.**

## **Resident Rights, Expectations, Responsibilities, and Suggestion/Grievances**

### **Resident Rights**

As a resident of Home On The Range, your rights will include, but are not limited to, the following:

1. The right to nourishment.

All residents have a right to three nutritionally adequate meals each day.

2. The right to communicate with others.

All residents have the right to communicate with parents, guardians, lawyers, and referring workers unless that right has been restricted by law, the court, or by the referring agency.

3. The right to respect of body and person.

No resident should ever be physically, emotionally or sexually abused; humiliated; or degraded while in placement at Home On The Range.

4. The right to leave the program to return home.

This applies to voluntary placements only. This does not apply to those residents placed at Home On The Range by a court order.

5. The right to basic clothing necessities.

All youth should be provided with adequate and appropriate clothing within the HOTR dress code.

6. The right to sleep in one's own bed.

All residents will have a single, private sleeping space. Residents do share rooms with other residents.

7. The right to the natural elements.

All residents will have opportunities to get fresh air and sunshine on a daily basis. This right does not guarantee that you will participate in all outdoor activities. Some activities are based on privileges.

8. The right to have your possessions.

All residents have the right to have their own belongings, provided there's enough storage space; using the item doesn't infringe on the rights of others; the item is approved by staff; and use of the item contributes to being successful at Home On The Range.

9. The right to interact with others.

While some consequences may limit your ability to move freely around the facility, isolation from other people is not used as a consequence.

10. The right to not be given meaningless work.

Residents will not be instructed to do tasks that do not contribute to their living environment solely as a consequence.

11. The right to knowledge of, and disagreement with, file material.

With approval by your social worker / program manager, you can examine and disagree with material in your file. This does not include the log book, as other residents entries are confidential.

12. The right to privacy.

Staff will make an effort to provide as much privacy as possible, provided that privacy is helping you to be successful in your program.

13. The right to have the opportunity to work toward earning privileges at any reasonable time.

Privileges are based on appropriate behavior. You will have many opportunities each day to demonstrate appropriate behavior and earn privileges.

14. The right to freedom of movement.

Unless restricted as a consequence, you will not be restricted from areas that other residents at your level have available to them.

### **Right To Refusal Of Treatment**

Residents of Home On The Range have the right to refuse treatment services. This does not include group or individual, social, educational or counseling activities. Rather, it means a form of treatment that is not normally used at Home On The Range. Residents should be advised that refusing treatment may:

1. Make their problems worsen or continue.
2. Result in their discharge from the program with recommendations to a more structured facility.

\*\* Note - in some cases, the right to refuse special forms of treatment is voided by the court.

## **Reasonable Expectations**

Home On The Range has the following basic and reasonable expectations for residents in care:

1. That all residents respect the boundaries and rights of all other individuals, including peers, staff, teachers and others.
2. That residents will make reasonable efforts to accomplish their treatment goals.
3. That all residents will make reasonable efforts to follow the rules at Home On The Range.
4. That all residents will conduct themselves as honestly and appropriately as possible, at all times.

## **Resident Responsibilities**

All residents are expected to participate and become involved in the overall Home On The Range program. Each resident is expected to assume the responsibility for his/her overall program here at the Ranch. While residents are in placement they are expected to conduct themselves in a manner so as to not physically, verbally or emotionally abuse themselves or others.

1. Residents need to recognize that every person at Home On The Range is here to help others. No resident has the right, through their own negative behavior, to steal another resident's opportunity to receive the full benefit of their time in placement.
2. Residents will make every effort to work on their issues in order to successfully graduate from Home On The Range and should make sure that no one takes that chance away from them or slows their progress through the program.
3. Residents will make sure that their personal space is not violated by others and that they do not violate the personal space of others.
4. Residents who chose not to participate in their treatment should be respectful of those residents who have made the choice to actively participate in their treatment.
5. Residents should be free of judgment of others and their progress in treatment and should assist others who struggle to make growth within themselves.
6. Residents have the expectation that Home On The Range is a treatment program and will be free from behavior such as fighting, gang involvement, intimidation, etc. Those residents who chose to involve themselves in such activities will be limited to the choices they have in their treatment while in placement.

7. Residents can have the expectation that they will be treated as they would want to be treated based on their behavior. Negative behavior will result in negative consequences —positive behavior will result in positive consequences.

### **Suggestion/Grievance Boxes**

There are suggestion/grievance boxes set-up throughout the facility. These boxes are for use by both residents and staff. No “formal” or “official” form needs to be used to place a suggestion or grievance in a box. The boxes are located in both dining rooms, both social work office areas, Eagle Hall East staff office, Fahnlander Hall staff office, and the Eagle Hall entryway.

The residents do not need to use a grievance form, they can use any sheet of paper. Staff should never discourage residents from submitting a suggestion/ grievance.

Suggestions and grievances can be anonymous. Anonymous suggestions and grievances will be responded to at the next All Staff Meeting or Residents Meeting— whichever is applicable. Suggestions or grievances that are signed, will be addressed as soon as possible with the resident submitting the suggestion or grievance. NOTE: Staff grievances must follow the staff grievance policy found in this manual.

The boxes are emptied daily, except weekends and holidays, by the Quality Services Director or his/her designee. All suggestions and/or grievances along with the administrative response are presented to the Home On The Range Board of Directors on a quarterly basis. Please note—retaliation is not legal and will not be tolerated. Persons submitting legitimate suggestions or grievances should do so without fear of retaliation.

# **Programming Offered at Home on the Range**

## **Anger Management**

The girls utilize this group to help them become more aware of their anger, the triggers of their anger, and dealing with the subsequent emotional responses. Use of both the positive and dysfunctional cycles are emphasized, as well as the social skills curriculum. The understanding that anger is a normal reaction and the development of the skills to resolve the anger appropriately are of primary focus.

## **Character Enrichment**

This group uses videos and discussions to identify character qualities including trustworthiness, respect, responsibility, fairness, caring, and citizenship. The group is based on the Character Counts components.

## **Cognitive Principles and Restructuring Program**

The goal of this boys group is to allow a youth to examine his criminal thinking and behavior patterns. This group allows for the client to be accountable for these patterns and begin to think and act more responsibly. Additionally, this group is designed to increase offender understanding of who was victimized by the offender and how his victims were affected. This group also entails learning anger management techniques, triggers, and cycles.

## **Drug and Alcohol Education**

This educational group is designed for clients who do not meet criteria for drug or alcohol abuse or dependency. It is a researched based informational program designed for youth under age 21. It consists of educational components aimed at informing youth how to avoid drug and alcohol related health problems, legal issues, health issues and/or employment concerns that are often associated with drug and alcohol usage.

## **EAGALA**

EAGALA (Equine Assisted Growth and Learning Associations) group utilizes a team of three including a therapist, horse professional, and a horse. The purpose of EAGALA is to provide clients with activities that are used to allow the clients to identify meaningful metaphors and analogies useful in the therapeutic process. We are currently providing a girls group, boys group and a co-ed group for our HOTR youth. We also do an EAGALA activity in the family workshop sessions that are conducted at HOTR.

### **Independent Living**

This group is designed for HOTR youth ages 16-18. It includes several activities, resources and speakers to address areas including housing, employment, insurance, budgeting, community resources, and safety. It is provided to both boys and girls.

### **Low Intensity Drug and Alcohol Program**

This program uses the “Power Source Taking Charge of Your Life” written by Bethany Casarjian and Robin Casarjian. This program is focused on the client getting to know him/herself regarding issues including anger, shame, guilt, high risk behaviors and how the youth works through them. The participants get to know themselves very well and gain understanding in how they deal with problems and how this relates to their usage. The group also uses educational videos to help the kids understand the dangers of drugs and alcohol. Meditation is a tool utilized in LIDA to assist the participants in learning relaxation techniques.

### **New Heart**

A New Heart is designed to address the Spiritual component of who we are and how we are made. The units of this group include spirit-soul-body, comfort zones and ones willingness to step out of them, thinking errors, recognizing your need for change, victim mentality, the walls we build, and guilt and blaming. A New Heart provides spiritual enrichment with groups for boys, girls, and a co-ed group.

### **Orientation**

This group is designed to assist new residents in becoming acquainted with HOTR living and issues related to residential life. It also includes units on bullying, conflict resolution, over the counter medication misuse, the “choking game”, relationship issues, and team building.

### **Strengthening Family Workshop**

This is a family group designed to assist families in identifying their strengths and challenges. It consists of several youth (typically 3-6) and their families, HOTR social worker(s), residential specialist, and therapist. The group begins with a prayer, then an EAGALA activity (weather permitting) and then follows up with group discussion related to the activity. The workshop is then dedicated to working with each family in a client driven manner to address the family’s issues and progress. The workshop is utilized by youth and families in all stages of placement. The families gain support and learn from one another.

## **Survivors**

This girls group is aimed at discussing personal boundaries, support systems, self-esteem, abuse, puberty, communication skills, and personal safety. It is designed for teenage girls who have survived abuse, or have a tendency to put themselves in high-risk situations.

## **Values and Choices**

This educational program is designed to teach facts, increase awareness, promote healthy attitudes and values, and develop appropriate relationship skills. Developing an understanding of human sexuality, a positive self-esteem, and a healthy value system provides the framework for discussion and education. Other areas discussed include puberty, sexual attraction, responsibility, respect, decision making, dating, teenage pregnancy, etc.

## **Outcome Measures**

Home On The Range uses the Adolescent Psychopathology Scale (APS) as a pre-test and post-test to help evaluate the success of our programming. The APS questionnaire consists of 346 questions that the client completes. The resulting clinical score report examines four domains of psychopathology and psychosocial problems that may suggest the need for direct and expeditious intervention. The report details 40 specific scales, a few of which are: conduct disorder, adjustment disorder, PTSD, panic disorder, anger, aggression, suicide, and bulimia nervosa. The report then lists the domains of concern in the categories of Subclinical Symptom Range, Mild Clinical Symptom Range, Moderate Clinical Symptom Range, and Severe Clinical Symptom Range. The pre-test is used as a baseline and in the development of the initial treatment plan. Upon the client's discharge, this post-test provides Home On The Range with an objective view of each youth's improvements from point of entry to completion of programming at Home On The Range.

# **HOME ON THE RANGE**

## **Admission / Placement Criteria and Policy**

Revised January 1, 2007

Home On The Range accepts children based on the following criteria only. No child is denied admission on the basis of race, color, creed, religion, or national origin.

## **Referral Guidelines**

Referrals for placement at Home On The Range must meet the following general pre-placement guidelines. Some specific differences may be noted based on the individual requirements of each facility.

1. Youth referred must be between the ages of 12 - 19.
2. Youth must currently function at 40 or above on the Axis V, GAF scale as outlined by Diagnostic and Statistical Manual of Mental Disorders—Fourth Edition (DSM-IV) of the American Psychiatric Association.
3. Youth must be able to demonstrate an understanding of cause and effect and participate in verbal therapy.
4. Youth will be given the opportunity to participate in the spiritual component of programming.
5. Incidents of physically/sexually assaultive or self-injurious behavior will be evaluated on an individual basis.
6. Parents or guardians of the youth must be prepared to make reasonable efforts to participate in Strengthening Family Workshops if return home is a part of discharge planning. Family therapy in the community can be arranged as needed.
7. Youth must be prepared to participate in all specialized outpatient therapy services and/or day treatment educational services, as deemed necessary.
8. Youth referred by managed care companies must have pre-authorization.

## **Application Requirements**

In addition to the completed application packet provided by Home On The Range, we request the following information regarding the referral:

1. Complete Social History -- This is best done by a representative of a social service agency or juvenile court, after consultation with the custodial parent.

2. Medical/Medication Records and History -- This should include current medical status; physical examination within 30 days of the projected date of placement; immunization records; current medical insurance policy number, group number and authorization information (a 30 day supply of all applicable medication, as well as a written physician's order are required upon placement) and any other pertinent medical information. Home On The Range requires all female youth to have a current pregnancy test completed with results sent to Home On The Range prior to placement. Enclosed you will find a health questionnaire, and a medical release form. These must be completed and returned to Home On The Range prior to placement. The Health Tracks Health History form must be signed—it will be completed by the Home On The Range nurse upon placement in the facility.
3. Complete Transcripts of School Records -- This is to include a complete transcript of all permanent school records. Recent records and a current Individual Education Plan (IEP) for special education youth are required. We are also interested in achievement test results. We require a written report from the school last attended describing the applicant's behavior, attitude, ability, achievement and social functioning. An education report outline is enclosed. A school counselor, principal or administrator should complete this report.
4. Clinical History, Psychological/Psychiatric -- This is to include any psychological and psychiatric evaluations, consultations or clinical interviews.
5. Reports from Previous Placements -- This is to include any reports, summaries, discharges, etc. from any other previous placements that the applicant has participated in (i.e. treatment centers, group homes, etc.).
6. Current Court Order -- This includes the custodial order, as well as all applicable legal charges.
7. Documentation of any apparent need of special consideration of sexual, cultural, religious, national, racial or ethnic identity issues.

## **Candidates for Application**

Our current program is designed to serve the following types of residents:

1. Pre-delinquent/Problematic - Youth who are beginning to act out, and are experiencing difficulties in their school setting, home environment, or community setting.
2. Disadvantaged/Neglected - Youth who lack the necessary home setting, financial resources, social skills and/or those that have been abused or neglected and otherwise may not have the opportunity for a successful and productive future.
3. Unruly/Youth In Need Of Care - Youth who have been adjudicated as unruly or youth in need of care may be accepted provided they meet necessary referral criteria outlined above, and have not demonstrated a history of chronic failure to function appropriately in a structured setting.
4. Delinquent / Youth In Need of Supervision - Youth who have been adjudicated as delinquent or youth in need of supervision may be accepted. Individual referrals will be reviewed for any history of physical aggression/violence/sexual assault and the apparent ability of the youth to function in a non-secure environment without jeopardizing the safety of residents or staff. (Additional restrictions in the review of delinquent youth may apply.)

## **Admissions Staffing**

Upon receipt of the above information our admissions / discharge committee will review the materials and conduct an admission staffing. Every attempt will be made to expedite this process and the referring agency will be notified regarding acceptance as soon as possible. If all the necessary materials are received, a decision should be made within one to two weeks after the application materials are received.

In the case of out-of-state placements, an Interstate Compact Agreement must be completed prior to placement by the referring agency.

## **Conclusion of Review**

Notification will be given to the referring agency regarding the decision of the admissions committee. Should the placement request be denied, a written notice of denial will be forwarded promptly. Upon acceptance, a tentative intake assignment (date and time) will be designated. The following must accompany the youth upon intake:

- All required application paperwork and documentation (evaluations, etc.) as designated in the referral criteria.
- A reasonable amount of personal effects. Guidelines regarding specific policies are available upon request from the facility in reference.
- A thirty-day supply of all applicable medication, as well as a written physicians order prescribing the medications. **Note - Medication will not be dispensed without the written order. Home On The Range utilizes a policy of informed consent with regard to medication.**
- All applicable school records, including IEP, CST and immunization. Tuition agreement and applicable education funding approval forms are required.
- All relevant medical data and records—including a signed Health Tracks Health History form.
- Out-of-state referrals must meet all Interstate Compact requirements prior to placement.

## **Pre-placement Visits**

In an effort to include the youth in the placement process and prepare for admissions, Home On The Range requests that each youth referred participate in a pre-placement visit. If distance or emergency need exist, the pre-placement visit may be facilitated on the day of admission. Should the referring agency wish to waive the pre-placement visit, appropriate documentation must be signed by the youth and provided prior to placement.

When an applicant is accepted, the parents and/or a representative are to accompany the applicant during admission.

### **Waiting Lists**

Youth accepted for placement by Home On The Range may be placed on a waiting list, based on the immediacy of program placement openings. Youth will be placed on the waiting list, and subsequently placed in the program, in the order in which the admissions committee approves them. Referrals are reviewed by the committee in the order in which they are received. Failure to provide required documentation might result in a referral being "held" pending receipt of the missing documents. Lower priority for placement on the waiting list may be given to an incomplete referral.

### **Emergency Placements**

Emergency placements, as defined in relation to the Home On The Range admissions and intake policy, means any placement that is made without the completion of the outlined referral process. This does not include the operation of contracted Emergency Shelter Care. Placement of a resident on short notice may be considered based on the immediate need of the child and the appropriateness of the referral. All required paperwork must be received by Home On The Range within 30 days of acceptance of a resident.

## SHORT-TERM STRUCTURE PROGRAM (STS)

The Short-term Structure Program (STS) is designed to meet the needs of youth who fall between community based programs and long term programming; who need supervision over the summer; are in need of structure and/or social skills development; who are demonstrating short-term therapeutic needs; whose risk assessment indicates a need for intervention; or who can benefit from the specialized educational programming (day treatment, GED, etc.) STS is available for boys and girls age between the age of 12 and 18. Summer components include horsemanship, vocational and recreational activities, and summer school when available.

## **Interested Person Grievance Procedure**

The interested person grievance procedure is for anyone who is not a resident of Home On The Range, including a resident's family members, a referring worker, or other such interested person. A resident grievance procedure and an employee grievance procedure are also in place and may be referred to in the policy and procedures manual.

A family member or other interested person also has the right to report any concerns directly to a resident's referring case worker or the Regional Supervisor for Child Protective Services at 1-800-227-7525.

If a family member of a resident, referring worker, or other interested person and are not satisfied with the services rendered by Home On The Range, you have the right to file a complaint. The procedure for filing a complaint is as follows:

1. The grievant must provide a written complaint to the quality services director.  
John Orluck  
Home On The Range  
16351 I 94  
Sentinel Butte, ND 58654  
701-872-3745
2. The quality services director has 7-days in which to review the complaint and address the complaint with applicable parties and respond to the grievant. Should the complaint be against the quality services director, the complaint should be provided in writing to the executive director.
3. Should the grievant be dissatisfied with the outcome, the grievant must request in writing within 7-days a meeting with the clinical director.
4. The clinical director has 7-days to address the complaint with the grievant to resolve the issue and respond to the grievant.
5. If the grievant is dissatisfied with the clinical director's outcome, the grievant has a right to appeal to the executive director. The executive director has 30-days from the receipt of the appeal to address the complaint with the grievant.
6. If the grievant is dissatisfied with the executive director's outcome, the grievant has the right to appeal to the Home On The Range Board of Directors.
7. Action by the Board of Directors shall be final and binding.