

Echo Glen Children's Center

Program Handbook

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Overview

This handbook provides general information about being a resident at Echo Glen. After you go through the initial intake interviews, you will be assigned to the cottage where you will live, and receive information on your specific cottage program and expectations.

The philosophy of Juvenile Rehabilitation (JR) is encompassed in our name – rehabilitation. Our mission at Echo Glen is to provide a safe, structured and secure environment where you can learn new skills, develop positive habits and disengage from the activities that brought you here. We hold residents accountable to behavior standards, expect your participation in your personal growth process and look forward to contributing to your progress.

If you have any questions about information in this handbook, or anything else during your stay, please ask staff. There are many opportunities available to you at Echo Glen. We hope you take advantage of the programs and services we offer!

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Jason Prouty, Security Manager

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Resident Overview

Cottages

There are 13 cottages on campus and each has 12- 16 bedrooms. You will have your own room. Cottages have a living room (sometimes called the day area), dining room, kitchen, laundry room, and staff offices. Many also have an indoor activity area and some have a balcony in the back. Five of them have enclosed recreation courts at the back of the building.

We expect each resident to help keep their cottage and room clean and tidy. You can also sign up for an extra cottage "detail" or chore.

Bedtimes range from 8:15 – 10 p.m. in most cottages. You can earn later bedtimes through participation in your treatment program and positive behavior in the cottage and at school.

Visitors

Visiting hours are scheduled on Saturdays, Sundays, and observed holidays. Your assigned staff will work with you to develop an approved visitor list that meets cottage and Echo Glen guidelines. Visitors are usually limited to biological children and immediate family members. Your approved visitors must schedule their visit in advance. If your family cannot come on the scheduled visitation times because of work or other restrictions, they can contact your staff or program manager to arrange for another visitation time.

Mail

Mail is received Monday–Friday in your cottage. There is no set limit on the amount of mail you can receive. However, mail may not be sent to or received from other correctional facilities or group homes without prior approval from your cottage program manager. This often also requires the approval of the administration at the other correctional facilities.

All incoming mail is opened at reception by two administrative staff and checked for contraband and restricted items. If money is sent with the letter it will be placed in your account and a receipt will be placed in your letter. Mail is not read unless you are on a restricted mail program. Restrictions happen when there is a public safety, facility security or treatment concern. You will be notified in writing of any restrictions.

Phone Calls

You will be allowed a minimum of two weekly calls to your family for 10 minutes. Incoming calls are limited based on campus policy. Each cottage has posted hours when calls can be made. Staff may monitor calls for safety and treatment purposes, but they are required to inform you before doing so. If you pose an immediate health, safety or security risk or negatively impact the cottage program operations, staff may tell you that your call will only be placed when you have demonstrated safe behavior.

Personal Property

Your personal property will be limited according to the list below. Personal items valued at more than $150 are not allowed at Echo Glen. At the time of intake, you will inventory all personal items with security staff. If you have more personal property than what is allowed, you will be required to return items home or to another approved location. If you are a state dependent or independent, you may be allowed to store belongings at Echo Glen. All personal property being stored by Echo Glen will be inventoried by staff prior to being stored.

Residents may keep the following items in their rooms while at Echo Glen Children's Center.

Clothing	Other Items
3 pairs of pants and 1 pair sweatpants	1 wristwatch
7 t-shirts	1 clear water bottle, issued by Echo Glen
7 pairs of underwear	1 belt, issued by Echo Glen
7 pairs of socks	1 radio and headphones issued by Echo Glen
1 pair of pajamas	Approved religious items (in a clear bin)
1 pair of shower sandals	Sealed snacks (in a clear bin)
2 pairs of shoes	School materials (in a clear backpack)
1 bathrobe (zipper, not tie)	1 deck of playing cards
2 pairs of gym shorts	3 approved hobby items
1 swimsuit	5 approved books
2 sweatshirts	Approved photos – 10 posted on the wall
1 set of long underwear	Personal legal documents
1 jacket	10 personal letters
1 knit cap	8 sheets of blank writing paper
Stud earrings may be worn by all	2 approved short pencils
	2 envelopes

Approved hygiene items will be kept in secured boxes at the hygiene stations.

- Commissary will issue shampoo, conditioner, body wash, lotion, toothpaste and deodorant.
- Other hygiene items may be purchased through the cottage store.

Residents will be provided with a two clear bins to contain religious items and sealed snacks.

- Food trash must be cleaned out daily.
- When your snack bin is full, no additional snacks can be saved in your room.

Approved hobby items will be limited to the following items:

- Coloring books or activity books.
- Writing journals.
- Colored pencils, crayons or washable markers.

Residents who identify as female may keep the following items in their rooms.

Authorized	Not Authorized
Flatiron/curling Iron *	False eyelashes
3 bras (without underwire), including athletic bras	Hair extensions
Makeup in plastic containers **	Body piercing jewelry
	Jewelry including bracelets, necklaces, and dangling earrings

Note: Wigs may be allowed with medical authorization from the Health Center.

***Stored in the assigned cottage hygiene box.

****Makeup cannot contain alcohol.

The cottage will provide the following items:

- Nail polish
- Depilatory wax (no Nair)
- Fingernail clippers and nail files
- Pencil sharpeners

Contraband and Restricted Property

Contraband or restricted property will not be allowed. If you have contraband or restricted property, you will receive consequences.

- Contraband is property that is illegal to possess.
- Restricted property is property that the facility has determined is not allowed because it is against campus policy.

Searches

Staff may search you, your room and program area. Searches may be conducted as needed to ensure health, safety and security, to control contraband or to recover missing property.

Searches are required by policy at the following times:

- At initial intake to Echo Glen
- When there is a reasonable suspicion that a resident has contraband
- Prior to and return from off-campus movement or activity
- When a youth arrives from another JR facility
- Prior to movement of youth by JR transportation
- Random per security protocols

Your Campus Safety Is Important

Echo Glen Children's Center uses a Smith's Detection B-Scan BS-16HR-FB Body Scanner to help ensure no unauthorized items, or contraband, are introduced into the campus. The body scanner also promotes trauma-informed care by minimizing the need for strip searches. The Body Scanner is used when there is

reasonable suspicion of contraband possession, or as part of the periodic screening process following participation in certain programs.

Personal Wellness

Individual and Group Counseling

You will be assigned a counselor within the first week of your arrival. This person will help you develop your individualized program. All of the counselors in your cottage will work with you to assist in reaching your treatment goals.

At Echo Glen, we incorporate Dialectical Behavioral Therapy (DBT) as part of JR's Integrated Treatment Model (ITM). Below is a general outline and description of the core components. Your counselor can discuss these further with you when you meet.

The Five Functions of Integrated Treatment Model

1. Motivation and Engagement of Clients
    - How can we motivate you to want to be in treatment and keep you engaged in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
    - You will gain skills through acquisition groups and one-on-one counseling to help you manage your relationships, school and work and life events.
3. Skill Generalization
    - We help to ensure you are able to use the skills you have learned in a variety of contexts or settings. This is done through role-play practice and exposure to new places and situations (i.e. public school, job in community, new friends, etc.)
4. Structuring the Environment
    - We will help to create a place where you feel comfortable learning and using new skills. We will help to create an atmosphere that promotes your success and teach you how to structure your own environment for both short-term and long-term success.
5. Motivate and Engage Treatment Providers
    - This area of the ITM is for managers to make sure they motivate and engage the counseling staff to stay focused on the ITM model and provide you the best treatment guidance they can.

Medical Services

Echo Glen has a full health center on campus. We have a doctor on campus three days per week along with many specialists who are on campus as needed. The medical staff will review your medical information and meet with you upon your arrival to Echo Glen. You can also expect to meet our dentist shortly after your arrival.

If you do not feel well, let staff know. You will be asked to complete a medical request slip that will be forwarded to the health center, so a nurse can follow up on your request. If you feel that your situation is an emergency, please inform staff immediately and they will call the health center staff.

Mental Health Services

Comprehensive mental health services are provided through the Echo Glen health center. All residents meet with the psychologist to conduct essential screening within one week of intake, and you may be referred for additional therapy. The review also determines whether you will be referred to our team of child and adolescent psychiatrists for psychiatric screenings or medication management.

Specialized Treatment

Depending on your need, you may participate in programs such as Drug and Alcohol treatment, Aggression Replacement Therapy (ART) or Healthy Living.

Reporting Abuse or Neglect

If you share information about abuse and neglect that you have experienced, Echo Glen staff are required to report this to Child Protection Services (CPS). If sexual abuse or harassment is reported and occurs at Echo Glen, medical staff will also inform Echo Glen administration. It is important to us that you are safe and free from sexual abuse and harassment.

Smoking

Smoking or use of tobacco products is not permitted by residents. Smoking is also not permitted by staff or visitors in any of the buildings or within 100 feet of the school at Echo Glen.

Behavior Management

Discipline

Below is a list of several offenses that will significantly impact your security and program levels. These offenses often require a referral to local law enforcement for prosecution through the King County Juvenile Court:

- Assault of staff
- Assault of resident
- Escape or attempted escape
- Fighting other residents

Programs

Education

The school program is run by the Issaquah School District, and is similar to a high school in the community. All residents are required to attend school unless they have a high school diploma or GED already. Echo Glen provides a required summer school session to help you catch up with any missed credits that you may have or to help you get ahead.

Within your first couple of days at Echo Glen, you will attend school for testing so that the school registrar can develop your school schedule based on your academic needs. Classes offered include core requirements such as math, science, English, history, etc.

GED courses and testing are available if you qualify. The decision for a GED program is based on your age, school program, current credits and individual needs.

Recreation

Recreation at Echo Glen is all about developing safe, healthy, high-quality learning activities to help you experience and learn about your emotions, how to manage them and ways to express them constructively. Recreation staff incorporate the campus treatment model to promote DBT learning and skill building focused on helping you handle stress, control impulses and motivate you to achieve a "life worth living." Experiential learning activities include basketball, softball, swimming, flag football, floor hockey, volleyball, arts and crafts, adventure-based counseling, ropes course and the pet therapy Canine Connections program. Recreation staff also coordinate special events such as campus social activities, clinics and community service projects.

Youth Voice

Echo Glen encourages and supports your participation in Youth Voice. Youth Voice serves as the local chapter for the Washington State Partnership Council on Juvenile Justice to advocate for changes in state law, policy or programs that affect youth. Youth Voice members have the opportunity to represent their peers at a monthly meeting with Echo Glen's superintendent and executive team as well as weekly action-oriented meetings with peers. Each cottage selects two residents who are doing well in their program to participate on Youth Voice. This group talks about local policies, programs and community service projects. Their work has influenced change in recreation policy, visitation policy and compensation policy for youth paid work.

Religious Services

A number of services are available to residents including, one-on-one counseling, Sunday non-denominational services, Islamic prayer service twice a month, monthly Native American sweats and weekly bible studies. Special events are also offered.

Participation in religious programming is voluntary. If you are interested in receiving more information on faith services, complete the information form provided to you at intake or you can request that your cottage staff make an appointment with the coordinator for you.

Legal Services

Legal services are available to you at no charge. If you have a question or concern about any issue that you think could best be answered by an attorney, then you may either write or telephone the legal services attorney. Request forms are available in each cottage. A staff can assist you in placing a call.

The legal services attorney visits Echo Glen regularly and may schedule a visit with you to further discuss your legal concern.

Legal correspondence is confidential. You will need to provide written consent to staff before they can read your mail from an attorney.

Legal Financial Obligations

If you owe restitution or a court fine, Echo Glen staff will work with you to help pay off your obligation. Echo Glen provides service opportunities that encourage you to take responsibility for your actions and use money that you earn to pay back what you owe to the courts. If you are eligible under the YEAR ACT,

your legal services attorney may be able to support you by working with the courts to alter your restitution order.

Youth Complaints

If you have a complaint about your program or an action taken by staff that you haven't been able to work out, you may file a youth complaint form. This will start a review process of your complaint. In your cottage, there is a black box located by the front door where you can find complaint forms and submit them. Staff from outside the cottage will pick up complaints six days a week. Complaints will be tracked and you will receive a response within seven days. Additional information about the process is on the back of the youth complaint forms.

If you have a complaint that involves an allegation of sexual harassment or sexual abuse and choose to use the Youth Complaint process, you are not required to attempt to resolve the allegation with the staff as part of the youth complaint process. If you submit a youth complaint that alleges sexual abuse or sexual harassment, it will be forwarded directly to an administrator for review.

It is important for you to be fully honest in your report. There are consequences for false reporting of sexual harassment and sexual abuse allegations.

Your Right to an Abuse-Free Environment

Echo Glen is committed to protecting your right to be safe from sexual abuse and sexual harassment. We have a zero tolerance policy toward all forms of sexual abuse and sexual harassment. This means every report of abuse or harassment is investigated. PREA is a Federal Act focused on the protection of youth and adults in residential facilities, jails and prison from sexual assault and sexual harassment. Throughout your stay at Echo Glen, you will receive information on the expectations of PREA, including brochures, classroom training and talks with your staff. You will see posters in your cottage and other buildings across campus.

Here is some information on PREA to help you understand rights and expectations:

- Sexual contact and sexual harassment between youth, even if perceived as consensual, is prohibited. There are consequences for violating this policy. In some cases, sexual contact may be a crime, which we will refer to law enforcement.
- Sexual contact and sexual abuse between a staff, volunteer or contractor and a youth is a crime.
- Sexual harassment between a staff, volunteer or contractor and a youth is a serious policy violation.

We strongly urge you to report incidents or suspicions of sexual abuse and sexual harassment in the following ways:

- Tell your counselor, a supervisor, teacher, nurse or any staff at Echo Glen you feel comfortable speaking with.
- Tell someone you trust.
- Call the END HARM Hotline at 1 (866) 363-4276.
- Fill out a youth complaint form and turn it in (complaint box is checked daily).
- Call the 24-hour Victim Services Hotline 1-888-560-6027.

As a resident, there are some things you can do to minimize risk of harassment or abuse, such as:

- Stay in view of a staff member when possible.

- Trust your gut! If a situation feels unsafe, it probably is.
- Do not accept favors, gifts or lend and borrow.
- Tell someone if you feel unsafe.
- Tell the truth.

If you feel you are a victim, find a staff that you trust and report this immediately. You can request to call the Washington State Child Protection Hotline 1-866-END-HARM (1-866-363-4276). Any staff can assist you in doing this. You may ask to speak to the principal at school to make a call to the Child Protection Hotline. You do not need to tell staff the details of why you are calling the hotline. Honesty with CPS is important.

You will be protected. You will be provided medical and mental health care. You have the right to be in an environment that is free from sexual abuse and harassment.

All allegations of sexual harassment and sexual abuse will be investigated. Staff will monitor you and others involved in the investigation to ensure safety throughout the investigation. Retaliation will not be tolerated.

In addition to the services provided by our medical and treatment staff, if you are a victim of sexual abuse you may request contact with an outside advocacy program.

Our local program is:
King County Sexual Assault Center
24-hour access line: 1 888-99-VOICE (1-888-99-86423)

Echo Glen staff will request that the youth advocate inform Echo Glen if you disclose information that may put you or anyone at Echo Glen at risk of serious harm or injury.

Echo Glen Children's Center Handbook and Legal Services Acknowledgement

This handbook has been provided to me by an Echo Glen Children's Center staff member, and staff have reviewed my rights with me. My case manager has been available to me for questions about my rights and responsibilities.

Individual Signature: _____ Date: _____

Case Manager Signature: _____ Date: _____