

02/21/2020

Margurite Al-Uqdah
Arkansas Department of Human Services
Office of Procurement
700 Main Street
Little Rock, AR 72201

**RE: Supervised Independent Living Program
For Arkansas State Department of Human Services, Division of Children and Family Services
Request for Proposal – Bid No. 710-20-0024**

Dear Ms. Al-Uqdah,

Timothy Hill Children's Ranch (THCR) is privileged to respond to the State of Arkansas' Request for Proposal (RFP) for a Supervised Independent Living Program (SILP), Bid No. 710-20-0024. THCR has been operating homes and a full array of independent living services for over fifteen years, starting with SILP programming and adding transitional housing and services for youth 17-21 years of age at our campus on Long Island, New York. As such, our responses not only state what we will do but what we are already accomplishing and seeing success with in New York. Therefore, we ask that it be considered that one of THCR's unique qualifications is that we have substantive experience providing the actual services required. In the enclosed documents you will find THCR's response to the requests made in the RFP Bid Solicitation Document.

Included in this package is both the original hard copies and electronic copies (on two separate flash drives) of both THCR's Technical Proposal Packet and Official Bid Price Sheet (Packaged and labeled separately). There are also the three requested additional duplicate hard copies of THCR's Technical Proposal Packet, which are labeled as such.

Any questions you may have regarding THCR's response to this RFP should be directed to me, Thaddaeus Hill. My contact information is: Phone: 631-369-1234 - Fax: 631-369-0130 –
E-mail: thill@timothyhillranch.org

Sincerely,

Thaddaeus Hill
Executive Director
Timothy Hill Children's Ranch



STATE OF ARKANSAS
OFFICE OF PROCUREMENT
ARKANSAS DEPARTMENT OF HUMAN SERVICES
700 Main Street
Little Rock, Arkansas 72203

RESPONSE PACKET
710-20-0024

CAUTION TO VENDOR

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Timothy Hill Children's Ranch			
Address:	298 Middle Road			
City:	Riverhead	State:	NY	Zip Code: 11901
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit			
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned			
AR Certification #: _____		* See Minority and Women-Owned Business Policy		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Thaddaeus Hill	Title:	Executive Director
Phone:	631-369-1234 ext. 107	Alternate Phone:	631-871-5587
Email:	THill@timothyhill.org		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>
ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

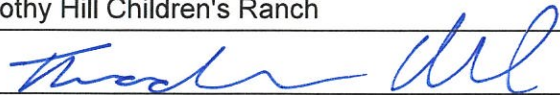
An official authorized to bind the Prospective Contractor to a resultant contract must sign below.The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:
 Authorized Signature:  Title: Executive Director
 Use Ink Only.

Printed/Typed Name: Thaddaeus Hill Date: 02/21/2020

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Timothy Hill Children's Ranch	Date:	02/21/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Thaddaeus Hill		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.


By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Timothy Hill Children's Ranch	Date:	02/21/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Thaddaeus Hill		

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Timothy Hill Children's Ranch	Date:	02/21/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Thaddaeus Hill		

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Vendor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 MINIMUM QUALIFICATIONS	
A. Contract Administrator is required to have at least a bachelor's degree. A master's degree is preferred. Please indicate your Contract Administrator's degree level. Section 2.2B	5 points
E.2 APPROACH TO SCOPE OF WORK	
A. Describe your company's processes and procedures for securing the two (2) levels of SIL Settings for clients in Level 1 and/or Level 2. Section 2.3A	5 points
B. Describe bidder's proposed setting types (e.g., apartment, shared housing, or congregate care residential setting) meeting the requirements outlined in Section 2.3A	5 points
C. Please state the physical address of the bidder's proposed dwellings. Section 2.3A	5 points
D. Submit a sample policy and procedures specific to the SIL. Section 2.3B	5 points
E. Describe how you will ensure that a caseworker will not have more than seven (7) youth on his/her Caseload. Section 2.3B.3	5 points
F. Describe how you will make available to the client the following services: training, life skills, counseling, and community resources. Section 2.3B.5.	5 points
G. Explain how you will ensure employees and volunteers will provide the proper care, treatment, safety and supervision of the clients they supervise. Section 2.3B10.	5 points
H. Explain approach to Level 1 and/or Level 2 settings as applicable. Section 2.3C	5 points
E.3 ADDITIONAL CONTRACT REQUIREMENTS AND PROVISIONS	
A. Describe your policies and procedures related to client records and record retention, including your plan to document quarterly progress evaluations and annual summary documents noting youth outcome and submit to DCFS. Section 2.4C, 4.5.	5 points
B. Describe how you plan to conduct the post-discharge surveys. Section 2.4D	5 points
E.4 STAFFING	
A. Identify key personnel (e.g., contract administrator, case managers) that will work under this contract. Provide resumes that describe and detail the credentials, experience and qualifications for each individual relating to the requirements of this RFP. Section 2.5A	5 points
B. Describe your efforts to ensure all identified personnel have the required background checks. Section 2.5	5 points

DIVISION OF CHILDREN AND FAMILY SERVICES
SUPERVISED INDEPENDENT LIVING PROGRAM
AREAS/ COUNTIES

- Please Check each county in which you are willing to provide the service.
- **Do not** include additional information if not pertinent to the itemized request.
- Please return with your response packet.

AREA 1

- ☐ Benton
☐ Washington

AREA 2

- ☐ Crawford
☐ Sebastian

AREA 3

- ☐ Garland
☐ Saline

AREA 4

- ☐ Columbia
☐ Miller

Area 5

- ☐ Faulkner
☐ Pope

Area 6

- ☐ Pulaski

Area 7

- ☐ Jefferson
☐ Lonoke

Area 8

- ☐ Craighead
☐ Greene

Area 9

- ☒ White

Area 10

- ☐ Drew

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.


PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

By signature below, vendor agrees to and **shall** fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

Vendor Name:	Timothy Hill Children's Ranch	Date:	02/21/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Thaddaeus Hill		

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
OFFICE OF PROCUREMENT
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 1

DATE: February 13, 2020
SUBJECT: 710-20-0024 Supervised Independent Living Program

The following change(s) to the above referenced Competitive Bid for DHS has been made as designated below:

☐ **Change of specification(s)**
☐ Additional specification(s)
☐ **Change of bid submission/opening date and time**
☐ Cancellation of bid
☒ Other

BID OPENING DATE AND TIME

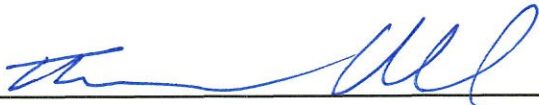
Bid opening date and time remains the same

Adding Subcontractor Form. Please include this form in your response packet.

The specifications by virtue of this addendum become a permanent addition to the above referenced Invitation for Bid.

FAILURE TO RETURN THIS SIGNED ADDENDUM MAY RESULT IN REJECTION OF YOUR BID.

If you have questions, please contact the buyer Margurite.al-uqdah@dhs.arkansas.gov or 501-682-8743.



Vendor Signature

02/21/2020

Date

Timothy Hill Children's Ranch

Company

Contract Number _____
Attachment Number _____
Action Number _____
Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.
SUBCONTRACTOR NAME: _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

☐ Yes ☒ No

TAXPAYER ID NAME: Timothy Hill Children's Ranch
IS THIS FOR: ☐ Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME: Hill
FIRST NAME: Thaddeaus
M.I.: P.

ADDRESS: 298 Middle Road

CITY: Riverhead
STATE: NY
ZIP CODE: 11901
COUNTRY: U.S.A.

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☒ None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Person's Name(s)	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY				
General Assembly									
Constitutional Officer									
State Board or Commission Member									
State Employee									

☒ None of the above applies

Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title Executive Director Date 02/21/2020

Vendor Contact Person Thaddeus Hill Title Executive Director Phone No. (631) 369-1234

Agency use only

Agency Number 0710 Agency Name Department of Human Services

Agency Contact Person _____ Agency Contact Phone No. _____ Contract or Grant No. _____

JOINING US

T201. EQUAL OPPORTUNITY STATEMENT

We hire employees on the basis of their qualifications, without regard to race, religion, color, sex, age, national origin, marital status, or a disability unrelated to the position desired or any other characteristic protected by law.

TH will make reasonable accommodations for qualified individuals with known disabilities unless doing so could result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

***Taken from Timothy Hill Children's Ranch 2020 Employee Manual – Page 15**

Supervised Independent Living RFP - Bid No. 710-20-0024

Information for Evaluation

E.1 Minimum Qualifications

A. Contract Administrator is required to have at least a bachelor's degree. A master's degree is preferred. Please indicate your Contract Administrator's degree level. Section 2.2B.

Response: Thaddaeus Hill, Executive Director of Timothy Hill Children's Ranch (THCR) and Contract Administrator for Bid No. 710-20-0024 graduated from Riverhead High School in 1990. He attended Harding University in Arkansas, where he received his Bachelor's degree in Business Administration in June of 1995. He attended graduate school at Dowling University and received his Master's degree in Business Administration in 1999. In September of 1999 he enrolled in Stony Brook University's MSW program finishing the program in December of 2001. Copies of the two Master Degrees are attached in Attachment One – THCR Resumes.

E.2 Approach to Scope of Work

A. Describe your company's processes and procedures for securing the two (2) levels of SIL Settings for clients in Level 1 and/or Level 2. Section 2.3A

Response: THCR has the opportunity to operate, at a minimum, one or two housing units that holds 12 beds.

THCR currently has three campuses nationwide (Located in New York, Massachusetts and Tennessee), the first of which (NY) has operated residential facilities for over 40 years. Specifically, THCR has operated SIL programs at our New York campus since 2004. These SIL programs have been with a variety of youth – From those aging out of foster care, to homeless youth, to dealing with those coming out of the incarceration and re-acclimating to society. We believe this vast and varied amount of experience serving youth, including 16 years operating SIL programs, is a major benefit to THCR making Arkansas it's fourth campus providing housing and mentoring services to youth aging out of foster care.

THCR is ready to launch our SILP program upon a contract being awarded as a result of this RFP. Due to our experience in the field of residential care, we are confident we can implement the program fairly quickly. We will designate six beds for male residents at Level 2. We will have these beds available by the anticipated contract start date of July 1, 2020. We would be willing to designate an additional six beds, if demand dictates, for Level 2 youth. This would allow for a maximum capacity of twelve beds for this contract.

B. Describe bidder's proposed setting types (e.g., apartment, shared housing, or congregate care residential setting) meeting the requirements outlined in Section 2.3a

Response: THCR's setting would be shared housing, with the ability to Level 2 youth.

C. Please state the physical address of the bidder's proposed dwellings. Section 2.3A

Response: THCR has explored several different housing options to lease and/or rent in White County. If and when the contract is awarded, THCR would have a final designated housing location to be included on the final contract. All options are a shared housing unit in compliance with the requirements of serving Level 2 youth.

D. Submit a sample policy and procedures specific to the SIL. Section 2.3B

Response: A proposed Policy and Procedures SIL Program Manual is included in Attachment Two.

E. Describe how you will ensure that a caseworker will not have more than seven (7) youth on his/her Caseload. Section 2.3B.3

Response: Two caseworkers will be hired at the outset of the program so, with a max bed count of 12, there will always be a maximum ratio of six youth to one case manager.

F. Describe how you will make available to the client the following services: training, life skills, counseling, and community resources. Section 2.3B.5.

Response: THCR provides a holistic approach to promote the overall wellbeing and development of each young person in care. Utilizing trauma informed techniques, work readiness and vocational training, milieu therapy and mentoring approaches, THCR aims to build social, emotional, cognitive and behavioral competencies in young people. This is done in a variety of ways, both on and off-campus. The major way this training takes place is through our Vocational Workforce Development where youth work alongside trained professionals (carpenters, electricians, culinary staff, barn managers, etc.) learning marketable skills. The other major on-campus piece of this training is our Tools for Success training, which all residents attend. This training involves real-world topics from financial literacy, creating a budget, resume building and job interview skills and role plays.

There are many social interactions that the Ranch facilitates which build life skills. Working with peers and superiors in work crews, attending group meetings and relating to guests, and living in a 'family' environment are all ways that residents build social competencies. The Ranch also builds emotional quotient ('EQ') amongst its residents. Social Workers use Cognitive Behavior Therapy (CBT) to help residents make connections between thoughts, emotions and actions, while anger management classes and equine therapy help residents work through their emotions in a controlled and positive way. When residents experience a crisis, the Life Space Interview is designed to help residents reflect on their experiences and assess what they could have done differently. Residents are developed cognitively in their time at the Ranch. The Ranch places a high priority on education, offering residents the opportunity to complete their high school diploma/TASC as required and obtain secondary education. Further, the Ranch provides classes on Independence and People Skills, work readiness training, vocational education, and other life skills. Residents are encouraged to reflect on their learnings and have the opportunity to present reports and projects through the Board of Review process to display their learning.

All THCR staff are trained in Cornell University's Therapeutic Crisis Intervention so that, in the midst of a crisis, any staff can provide immediate counseling and support to youth.

F. Describe how you will make available to the client the following services: training, life skills, counseling, and community resources. Section 2.3B.5. (Cont.)

In addition to on-campus trainings and program pieces, THCR understands that strategic community partnerships should be developed by and with the young person, in order to create a fuller social network for youth in the community. A network of community volunteers, potential employers, and fellow non-profit organizations will be developed by THCR leadership for the youth to take full advantage of at whatever point in program they are in. As an example, this may look like touring a Real Estate office and spending a day shadowing that realtor to see if that is a field they have interest in. Both having guests on site interacting with the program and

G. Explain how you will ensure employees and volunteers will provide the proper care, treatment, safety and supervision of the clients they supervise. Section 2.3B10.

Response: THCR will hire a full-time SILP Director who will have as one of his or her main job duties to ensure fidelity of care across every aspect of program and interaction with staff and volunteers. In addition, all management and direct care staff will complete Critical Ongoing Resource Family Education Teen Training within either the first year of this contract being issued or their first year of employment.

THCR believes that positive youth development happens when youth have positive experiences, positive relationships and positive environments. Positive experiences, relationships and environments occur when a young persons' individual strengths and unique development is recognized, when they are given a voice and are actively engaged, and when a collaborative approach is used to support youth. THCR recognizes that every young person is different, and our experience treating each individual as unique enables the resident to have a voice in their own development, but also allows the program to be tailored to an individual's needs or developmental stage. A youth is given a voice every week through the Board of Review process to address issues, verbalize their needs that they feel are not being met sufficiently, and ask questions that are raised through the program. Youth shall always receive written resolution and/or next steps to address their concerns, with clear deadlines established so that there is no vagueness on the part of the youth as to how and when their concerns will be addressed.

H. Explain approach to Level 1 and/or Level 2 settings as applicable. Section 2.3C

Response: THCR aims to serve Level 2 youth in our program. THCR runs a holistic program that addresses the resident's physical, mental, emotional, social, educational, and spiritual needs. Staff treat the resident as a whole person, realizing that they do not compartmentalize their issues, and that they can be frequently close to crisis. We provide a therapeutic milieu, including substance abuse counsellors, case workers, live-in caretakers, intentional and relational recreation, all designed to help residents identify, address, and work through the deeper issues in their life. The SIL program is highly structured and closely monitored, and includes physical workout six days a week. After a time for preparation and morning reflections, residents engage in an educational and work program—striving to meet educational goals while also undergoing job readiness training. Each resident is 'productive' (learning or working) a minimum of 40 hours a week, and there is a high standard of excellence expected from residents.

H. Explain approach to Level 1 and/or Level 2 settings as applicable. Section 2.3C (Cont.)

Live-in staff members fill the Caretaker role in THCR's SIL Program. Staff members have separate living quarters but reside in the same shared housing unit as residents, in order to model positive family culture, teach independent living skills, and to meet the requirements of on-site staff for the care of Level 2 youth. Caretakers may be a single individual, or a married couple who, after an extensive interview process, are chosen for the role based on their high character quality and relational skills.

Fundamental to our approach is the teaching of Seven Manners, which aims to...

1. Treat others as you would like to be treated.
2. Greet others in a friendly manner, smile, say "Hello," introduce yourself, use a firm handshake.
3. Communicate with respect and use kind words. Please/ Thank You, Yes/ No, Sir / Ma'am.
4. Be a good listener. Do not interrupt others when they are speaking.
5. Praise publicly and confront privately. Eliminate gossiping; Apologize if you have wronged someone.
6. Respect others' space. Honor them with your time by respecting theirs.
7. Offer help to anyone who looks as if they need help.

Our philosophy is that behaviors have consequences—in real life as in the program—and THCR's SIL program is a safe place to fail and learn the concept of consequences while in a safe and loving environment where conflict is resolved in a healthy way and appropriate adult behavior is modeled.

E.3 Additional Contract Requirements and Provisions

A. Describe your policies and procedures related to client records and record retention, including your plan to document quarterly progress evaluations and annual summary documents noting youth outcome and submit to DCFS. Section 2.4C, 4.5

Response: THCR is happy to work with the Division of Children & Family Services to provide individual quarterly progress evaluations and annual summary documents on the residents in our care. THCR will keep progress notes on individual, family, and group sessions that will indicate how the resident and family participated in the sessions, however confidentiality issues may mean that specific details will not be distributed beyond the organization.

THCR will maintain all records for a length that is in accordance with the required length per DCFS regulations. We will be collating a range of data in both spreadsheets and databases, including intake and discharge dates. This data are used in formulas to automate the compilation of many statistics including but not limited to the following:

- Days in program
- Bed fill rates
- Retention rates
- Stage advancement
- Projected program completion dates
- Average duration in program
- Number of Residents with Driver's Permit or License
- Number of Residents whom have acquired fulltime work

B. Describe how you plan to conduct the post-discharge surveys. Section 2.4D

Response: THCR will conduct the required surveys with the youth at the 6-month, one year and two year post-discharge dates. The Case Worker who was the assigned to the youth's case while in program will be tasked with collecting the surveys at the required intervals. THCR will issue the youth a \$25 gift card incentive after each completed survey. The Case Worker shall first attempt to have the survey completed via telephone call. After two failed call attempts, an in-person visit shall be made to the youth's current housing address, when known, for the youth to complete the survey in person either at the time of the case worker's visit, which is preferred, or to mail in the survey to THCR after being completed when immediate completion isn't possible. In the case of the latter, a pre-stamped envelope addressed to THCR will be left with the youth as a way to ensure a returned survey.

E.4 Staffing

A. Identify key personnel (e.g., contract administrator, case managers) that will work under this contract. Provide resumes that describe and detail the credentials, experience and qualifications for each individual relating to the requirements of this RFP. Section 2.5A

Response: Attached are resumes for the following roles:

- Thaddaeus Hill – Executive Director
- William Ashley – Program Director
- Danielle Finne – Case Manager

Once a contract is issued the full implementation of Timothy Hill's Arkansas SIL program will begin which will include enlisting a full complement of staff members to best serve the needs of the young people in our care. Having said that, we currently have staff that can fill those roles already under our employment, and those resumes are what is attached in Attachment One. Hiring of additional positions would mirror the qualifications of each person in their respective roles, all of which will, at a minimum, meet DCFS' standards – Including a minimum of a Bachelor's Degree paired with one year's experience of working with young people with trauma history (Or the alternative option of an employee who holds an Associate degree and three years' experience in the field) for the Case Manager role.

B. Describe your efforts to ensure all identified personnel have the required background checks. Section 2.5.

Response: As part of the hiring process, before a potential employee begins their role, all THCR employees at our Arkansas location will be required to submitted to all of the background checks detailed in Section 2.5. The same prerequisite will apply to student interns, volunteers, mentors & sponsors. As a new program, we have the benefit of starting from scratch which eliminates the need to "catch up" on checks with current staff, volunteers and interns.

Anyone who makes an appearance on any of the Registries mentioned, or has criminal offenses, will not be hired as an employee of THCR for the SIL Program. In rare cases where THCR believes that an employee brings benefits despite concerns revealed by the background check with communicate the background check results and a written narrative request to DCFS that an exception be made for the hiring of this

***B. Describe your efforts to ensure all identified personnel have the required background checks.
Section 2.5. (Cont.)***

employee, with the understanding that such a staff member would be prohibited from direct and unsupervised contact with the youth (Section 2.5J), if an offer for employment was accepted.

An annual HR audit will ensure continued compliance for employees regarding recurring checks that require repeated checks. Employees, volunteers, mentors, sponsors and interns that do not complete the recurring check by the mandated deadlines will be suspended from shifts or prohibited from visiting campus until the check is completed in order for THCR to ensure fidelity.

Conclusion of Information for Evaluation

THADDAEUS HILL

OBJECTIVE

To serve children and families throughout my lifetime.

EXPERIENCE

2002-Present Timothy Hill Children's Ranch Riverhead, NY
Executive Director

- Managed 70 acre campus with 15 buildings.
- Managed a staff of 42 exceptional people.
- Residential capacity 30 residents, 150 family members.
- Expanded campus that includes 2 transitional houses; chapel; adventure-based programs; hospitality house

1995-2002 Timothy Hill Children's Ranch Riverhead, NY
Campus Supervisor

- Managed a staff of 14 child care workers.
- Managed the scheduling, supervision, and team building of the child care staff.
- Managed 4 maintenance/greenhouse staff
- Oversaw all maintenance projects on campus.

1990-1995 Timothy Hill Children's Ranch Riverhead, NY
Summer Intern/Recreation Coordinator

- Worked six summers as a crew chief for summer vocational program.
- Coordinated daily work schedule for 22 residents.
- Mentoring 22 residents daily.
- Worked with clinical team to enhance structure, discipline, while nurturing resident personal growth.

1995-2006 Blue Ridge Christian Camp Black Mountain, NC
Director of Teen/College Program

- Coordinated all programming for one-week Christian camp
- Directed youth program for 11 years.
- Managed a team of 6-8 volunteer staff members.

EDUCATION

- | | | |
|-----------|--|------------------|
| 1990-1995 | Harding University | Searcy, Arkansas |
| | <ul style="list-style-type: none">▪ B.A., Business Administration.▪ Lettered in football four years.▪ Earned All Conference and All-American honors in football '93, '94.▪ Named Co-captain of football team '94. | |
| 1996-1999 | Dowling College | Oakdale, NY |
| | <ul style="list-style-type: none">▪ Masters of Business Administration | |
| 1999-2001 | SUNY Stony Brook | Stony Brook, NY |
| | <ul style="list-style-type: none">▪ Masters of Social Work | |
| 2004 | Columbia University | New York, NY |
| | <ul style="list-style-type: none">▪ Certificate for East End Executive Development Seminar | |

INTERESTS

Mentoring youth, Coaching, Golfing, Football, Scuba Diving, Reading, Fishing, Weightlifting, Running, Outdoor adventure.

AFFILIATIONS

- Riverhead Chamber of Commerce Board of Directors.
- Riverhead Rotary Board of Directors
- Rotarty Youth Leadership Awards Seminar
- Riverhead Town Youth Committee
- Riverhead Town Recreation Adisory Committee
- President Long Islanders for Family and Youth (LIFY) 2004-2005
- Council on Families and Child Caring Agencies (COFFCA)
- Blue Ridge Encampment Board of Directors
- The Executive Company (TEC) Member
- East End Non Profit Executives

Dominion College

Oakdale, New York

Know all persons by these presents, that upon the recommendation of the faculty and upon completion of the requisite course of study, the Board of Trustees confers upon

Thaddeus H. Hill

the degree of

Master of Business Administration
General Management

with all the rights, privileges and immunities thereto appertaining.

In Witness Whereof, the seal of the College and the signatures of its officers have been hereto affixed this twenty-second day of May, nineteen hundred and ninety-nine.



Victor C. Merrill
President of the College

Sam
Chairman, Board of Trustees

State University of New York

State University at Stony Brook

On the Recommendation of the Faculty and by Virtue of the Authority
vested in them the Trustees of the University have conferred on

Thaddaeus Paul Hill

the Degree of

Master of Social Work

and have granted this Diploma as evidence thereof

Given at Stony Brook, in the State of New York, in the United States of America
on the seventeenth day of May two thousand and two.

Thomas J. Egan
Chairman of the Board of Trustees

T. J. Egan
Chairman of the Board
State University at Stony Brook



Frederick D. Goff
Chancellor of the State University of New York

Shirley Osterberg
President

State University at Stony Brook

WILLIAM H. ASHLEY

C: 310-989-5720 • E: willashley2@optonline.net

SUMMARY

Innovative, dedicated, and motivational leader with over 20 years of experience in leadership and administration for nonprofit, faith-based organizations. Adept at strategically designing and implementing highly effective programs, projecting and managing annual operating budgets, training and developing leaders, working effectively with core leadership groups and working collaboratively with diverse populations.

PROFESSIONAL PROFILE

Exceptional Integrity | Dynamic Leader and Mentor | Time Management | Solid Leadership Skills | Motivational Speaker | Team Builder | Proficient in Microsoft Word, Excel and familiar with Power Point | ADP Workforce Now

EXPERIENCE

Timothy Hill Children's Ranch

298 Middle Road, Riverhead N.Y. 11901

Mentoring Specialist – October 2015-March 2016

Administrator on Duty/Residential Supervisor – March 2016 – April 2019

Responsibilities:

Administrator on Duty for our grounds and programs
Interviewing potential employees
Train new and existing employees on Therapeutic Crisis Intervention techniques
Responsible for supervising staff, along with 90 day and annual reviews
Overseeing the agency's Girl's Program
Monitoring hours and weekend schedules for Group Home staff
Sending reports to OCFS (Office of Children and Family Services)
Houses Inspections
Conflict resolutions with staff and residents

Therapeutic Crisis Intervention (T.C.I.)

Train the Trainer certified by Cornell University and New York State.

T.C.I. staff trainings

Director of Transitional Housing – April 2019 – Present

Responsibilities:

Oversee all aspects of our Transitional Housing Program in N.Y. and provide oversight for our T.H.P. in Tenn.
DSS billing
Business development
Staff training and development
Staff supervision
Interview potential new employees
Annual and 90-day performance reviews
T.C.I. staff trainings

New York City Church of Christ

Regional Lead Evangelist - August 2008- March 2015

Chemical Recovery Ministry Leader - 2008-2015

Responsible for the executive leadership of a church congregation of 450 members. Provided oversight and directed several large-scale community outreach events, as well as provided life coaching through personal counseling and group counseling, motivational speaking, implemented and provided oversight for therapeutic communities, and conducted weekly worship services for a diverse population.

Key Accomplishments

- Managed an annual budget; consisting of fiscal management, budget projections, and rental facilities contracting.
- Led fund-raising initiatives to support philanthropic efforts in Africa and the Caribbean through our Special Contribution efforts.
- Provided oversight and development for a wide array of programs and events for church members and community residents, including worship services, specialty ministries (children, teen, college, single and marrieds) and family counseling.
- Worked alongside of staff and an incredible group of lay-leaders who helped with the steering and direction of the church, helping to maintain and foster a continued spirit of unity and spiritual growth.
- Provided one-on-one coaching and mentoring to senior leadership staff (which included full-time ministry staff and lay members), codifying common practices such as feedback, self-assessments, and peer learning communities.
- Organized annual leadership retreats for hundreds of leaders striving to make a difference for their congregations and local communities. Retreats included plenary sessions with local, national and international speakers at times specializing in community development, learning communities, spiritual and group development, empathic leadership skills and interpersonal communication.
- Created, and provided executive oversight of the International Ambassadors program, a funded program which provided week-long opportunities for a group of servant leaders to support on-site community development in Nigeria and Haiti with and outside of our Hope Worldwide program.
- Prepared, and delivered motivational speeches weekly throughout the New York Tristate area, for diverse populations.

Los Angeles Church of Christ

Evangelist Metro Heights Region - December 2000-July 2008

Chemical Recovery Ministry Leader 2000-2008

Responsible for the restoration of one of our churches that was going through a difficult time. Was able to turn things around and cultivate a healthy church by helping our congregation to get back to its first love. This was no easy task but by the grace of God it was a successful one that brought much glory to Him! We supported the ministry through life coaching, mentoring, leadership development, and creating programs to support individuals of all ages and walks of life.

Key Accomplishments

- Created systems, structures and an organizational culture that cultivated leadership development.
- Developed leaders through annual leadership retreats, and monthly leadership workshops for experienced leaders and aspiring difference makers.
- Conducted monthly leadership development trainings and workshops across ministries which included ongoing updates on strategic initiatives and special events.
- Provided executive oversight of numerous local community service programs: Children's Fall Fest Program, the Martin Luther King Day of Service Program, The Red Carpet Program, The Annual Family Reunion Program, Annual Friends and Family Picnic, Thanksgiving Food Drive Program, and the Christmas Toy Drive Program.
- Provided motivational speaking to inspire and engage audiences of diverse backgrounds from various parts of South Central, Los Angeles.

New York City Church of Christ

Ministry Leader, Harlem Region - July 1996-March 2000

Chemical Recovery Ministry Leader July 1996-December 2000

INTERNATIONAL CHURCHES OF CHRIST: CHEMICAL RECOVERY PROGRAM

Group Leader/Administrator/Lead Trainer – 1996-2015

Co-designed and provided executive oversight for “Chemical Recovery” a spiritual approach to recovery that has had huge success throughout the International Churches of Christ. This ground breaking program has transformed lives in the United States, Africa, and the Middle East consisting of small group therapeutic support empowering individuals to break free of chemical dependency and live in full recovery.

Key accomplishments

- Trained hundreds of chemical recovery group facilitators resulting in transforming the lives of thousands of men and women.
- Conducted Chemical Recovery trainings across the United States and internationally; educating communities on the dangers of addiction and the importance of recovery in Amman Jordan, Lebanon, Lagos Nigeria, and Nicaragua.

EDUCATION

Bachelor of Arts in Psychology, Lehman College
Graduated Summa Cum Laude

Honors and Scholarships

Presidential Scholar 1996
Career Dean’s List
National Honor Society

Herbert H. Lehman College
of
The City University of New York

Upon the recommendation of The Board of Trustees of The City University of New York
in pursuance of the authority vested in it by the laws of the State of New York
confers upon

William Henry Ashley

who has completed the requisite course of study
the Degree of

Bachelor of Arts

Summa Cum Laude

with all the rights and privileges immunities and honors thereunto belonging and
in testimony thereof it grants this diploma sealed with the seal of the college.

Reina Bodelli
CHAIR OF THE BOARD

Matthew Goldstein
CHANCELLOR OF THE UNIVERSITY



Richard O. Sciff
PRESIDENT OF HERBERT H. LEHMAN COLLEGE

Rosanne Wille
PROVOST

Dated at the City of New York, this thirty-first day of January, two thousand.

DANIELLE FINNE

SUMMARY

Detail-oriented, quality focused professional. Successful at managing demanding task lists. Strong work ethic and positive attitude. Highly effective in fast-paced work environments. Accurate, assertive, and adaptable. Accustomed to working with busy professionals. Fast learner and can quickly incorporate and implement new procedures to maximize efficiency and productivity. Skilled at multi-tasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet work needs.

SKILLS & EXPERTISE

- o Excellent written and oral communication skills
 - o Highly proficient with MS Office, particularly Excel, and Outlook
 - o Self-directed
 - o Superior organizational skills
 - o Skilled in team oversight and management
 - o Confident and professional manner
-

WORK EXPERIENCE

Residential Supervisor - Timothy Hill Children's Ranch, Riverhead, NY, November 2018- Present

- o Responsible for staff scheduling and coverage
- o Managing residents' schedules & appointments and coordinating transportation
- o Organization representative for residents' CSE meetings
- o Work readiness with residents: resume-building, interview practice/prep, job applications
- o Mediations: staff/staff, resident/staff, resident/resident
- o Responsible for group home facility: inspections and corrections in conjunction with Maintenance Director
- o Casework: service plan reviews, transitional plans, point person for residents' DSS/OCTS workers
- o Teaching residents' life skills: healthy communication, financial literacy, self-advocacy, goal-setting
- o Coordinating with Recreation Director for both on and off campus recreation activities

Mentoring Specialist - Timothy Hill Children's Ranch, Riverhead, NY, May 2018- November 2018

- o Supervise all daily activities at female adolescent group home: meals, medications, enforce schedule
- o Transport residents to and from daily activities, including off campus family visits
- o Organize recreational activities for the residents - on and off campus
- o Use Therapeutic Crisis Intervention model for conflict resolution

Personal Assistant - Hagan Shon, New York, NY, 2015 - 2018

- o Managed staff and delegated responsibilities/Scheduled and organized professional calendars
- o Handled all incoming and outgoing correspondence, including mail, email, and faxes
- o Handled travel arrangements, including flights, car rentals, hotels - and created detailed itineraries
- o Responsible for upkeep of family's second home in their absence, including bill payment, grounds keep, etc.

Geriatric Care Manager - Lenox Hill Neighborhood House, New York, NY, 2013 - 2015

- o Managed caseload of 66 homebound senior citizens on the UES and East Harlem.
- o Conducted home visits with clients in order to do assessments per Department for the Aging guidelines.
- o Advocated on behalf of clients in order to procure home health aides and additional services from clients' health insurance agencies.
- o Educated clients and assisted with enrollment in programs to decrease their health care costs and assisted with enrolling in other public benefits.
- o Managed clients' meals-on-wheels, following up w/ meal providers' daily missing client lists.
- o Entered and tracked all client data in an online database as per DFTA guidelines.

- Applied for and coordinated various services for clients, depending on each client's needs – including, but not limited to, friendly visiting services, grocery delivery, house cleaning/laundry services.

Public Service Scholar - Lenox Hill Neighborhood House, New York, NY

- Met with clients to assess food stamp eligibility as part of food stamp clinic, submitted applications and ensured approval.
- Coordinated Medicare Part D Prescription Drug Plan Clinic, acting as a liaison between law students doing enrollment and clients. Conducted intake interviews, scheduled appointments, wrote letters to clients to confirm appointments, and ensured approval.
- Assisted clients with enrolling in programs to decrease their health care costs including the Medicare Savings Program, EPIC and Extra Help.
- Assisted with ramping up Health Insurance Enrollment project. Researched potential partner agencies and assisted with outreach.
- Met with clients and assisted them with enrolling in health insurance through the NYS Health Exchange.

EDUCATION

Bachelor of Arts, Sociology - Hunter College CUNY, New York, NY

Public Service Scholar - Dean's List - Cum Laude

REFERENCES AVAILABLE UPON REQUEST.

IN PURSUANCE OF THE AUTHORITY VESTED IN IT BY THE LAWS OF THE STATE
OF NEW YORK AND UPON THE RECOMMENDATION OF THE SENATE OF

HUNTER COLLEGE
OF
THE CITY UNIVERSITY OF NEW YORK
THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK
CONFERS UPON

DANIELLE C. FINNE

WHO HAS COMPLETED THE REQUIRED COURSE OF STUDY THE DEGREE OF

BACHELOR OF ARTS

CUM LAUDE

WITH ALL THE RIGHTS AND PRIVILEGES, IMMUNITIES, AND HONORS THEREUNTO
BELONGING AND IN TESTIMONY WHEREOF IT GRANTS THIS DIPLOMA SEALED
WITH THE SEAL OF THE COLLEGE AND SIGNED BY THE APPROPRIATE BOARD
UNIVERSITY AND COLLEGE OFFICERS

William C. Thompson

CHAIRPERSON OF THE BOARD

James S. Miller
CHANCELLOR OF THE UNIVERSITY



James F. Hall
PRESIDENT OF HUNTER COLLEGE

CITY OF NEW YORK, THIS FIRST DAY OF SEPTEMBER, TWO THOUSAND AND SEVENTEEN

Timothy Hill Children's Ranch



SILP Resident Manual *Draft*

2020

Timothy Hill Ranch
298 Middle Rd.
Riverhead, NY 11901
Phone: (631)-369-1234
Fax: (631)-284-9285



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REVISION HISTORY

02/17/2020	J. CLIFFORD	AR SIL PROGRAM MANUAL FIRST DRAFT CREATED

INTRODUCTION

HISTORY OF THR

Jerry and Fern Hill, the founders of THR, opened their home and hearts to dozens of foster children who were in need of temporary housing. Their oldest son, Timothy, saw the painful hardships and emotional suffering that the children had endured, and was deeply affected. He told his parents he wanted someday to ... "build a place where troubled kids could live, be loved, feel safe, and have wide open spaces to ride horses."

Timothy began working at age 12 to save money for the land where his dream could become a reality. He worked three paper routes and had already begun contacting real estate agents in search of property. His mother, Fern, recalls fielding several return calls from disgruntled real estate agents. She simply explained to them that she could not discourage her son from following his dream.

On May 11, 1972, a tragic bicycle-truck accident ended Timothy's life at the young age of 13. His mother, wanting a way to commemorate his life, wrote a book entitled, *Graduation to Glory*, which recounted Timothy's altruistic years and his visionary dream of opening up a ranch for troubled children. Friends and neighbors responded spontaneously by creating a memorial fund earmarked "for Timothy's ranch". From that point on, Jerry and Fern adopted their son's dream as their own, believing that God has blessed their journey the entire way. Timothy Hill Ranch (THR) opened its doors for the first time on November 15, 1980.

MISSION & VALUES

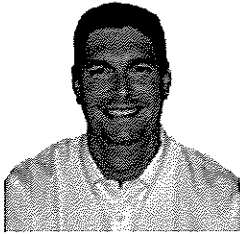
Vision: Transforming Lives through Christ's Love

Mission: Operating Christ-Centered Residential and Retreat Center

Core Values: Hospitable Community, Authentic Relationships, and Faith in Christ

WHO'S WHO: YOUR ADMINISTRATION

These individuals are responsible for the program's design, implementation and safety.



Executive Director, Thaddaeus Hill

Thud has twenty-nine years of experience working with children. He has his M.S.W. from Stony Brook, M.B.A. from Dowling College, and B.A. from Harding University, where he was also a part of the football team. He is a former football coach and player for Riverhead H.S. and a lifelong Riverhead resident, an active member of the community, devoted husband and a proud father of three children.

To our newest member of the Ranch family,

I have no doubt that your first day here at Timothy Hill may be one of the most difficult days of your life. Not being with your real family, living in a strange place, being around people you don't know, and who don't know you is not your first choice of places you would want to be. Let me tell you, however, that the people who live and work at Timothy Hill are here because they care about helping you. Our hope is that you will feel loved and cared about by every person at the Ranch.

As a Christ-centered agency, all of the standards at THR are extremely high. The expectations for the staff, the residents, the guests, and the facilities are geared to create an entire atmosphere of excellence. The attitude you choose to have while here at the Ranch will have the biggest impact on whether your time here is productive and fun, or frustrating and stressful.

In your first week, you will receive a comprehensive overview of daily life and our expectations of you. Your dedication to learning this manual will greatly impact your ability to succeed here. Please read it thoroughly and ask as many questions as you need to gain total understanding of responsibilities, routines and policies. We understand that you will need some help learning our expectations and there may be some concepts you are hearing for the first time. Our job is to Teach and Help you at all times. I wish you the best as you begin your time here and look forward to getting to know you better.

Excited to learn about you,
Thaddaeus Hill

SILP PROGRAMS

WHAT'S IN IT FOR ME?

Timothy Hill is committed to...

1. Making sure your physical needs are met:
 - a. Food: three meals and a snack each day
 - b. Shelter: your own bed in a clean space
 - c. Clothing
 - d. Safe environment: 24/7 supervision available
2. Making sure your medical/dental needs are met:
 - a. Physical at Intake
 - b. Obtain Health Insurance
 - c. Educate in process of scheduling/managing health care needs
3. Helping you obtain necessary documentation:
 - a. Create document file to maintain important document/ copies
 - b. Social security card
 - c. Birth certificate
 - d. Diploma/ Credentials
4. Helping you obtain your Driver's License:
 - a. Identification Card
 - b. Permit (Study Group)
 - c. Defensive Driving class
 - d. Road test
5. Helping you further your education
 - a. Past education reviewed by Education Director.
 - b. Together the best path is identified: HS, GED/TASC, College, Trade School
 - c. Additional tutoring available as needed.
6. Training you in work readiness and workforce development skills
 - a. Showing up on time
 - b. Successfully complete 60-day (min) internship on campus.
 - c. Learn appropriate behaviors
 - d. Exposure to new skills in carpentry, auto mechanics, landscaping, culinary, horsemanship and general maintenance.
7. Financial incentives to stay

- a. After full 90 days in program, receive \$450 incentive into Personal Needs Account PNA account
8. Job Preparation
 - a. Develop Resume
 - b. Helping you complete job applications
 - Interviews
 - Transport
 - Securing employment
 - c. Business networking
9. Off Campus Opportunity
 - a. Off Campus Employment
 - b. Higher Education
 - c. Prove that you are balancing program and off campus employment responsibilities
10. Graduation of program (Requirements)
 - a. Documentation
 - Driver's License (Optional)
 - Social Security
 - Birth Certificate
 - Diploma/Credentials
 - b. Secured Full Time Employment
 - c. Secure Housing
11. Training you in Financial Literacy:
 - a. Create a budget
 - b. Open a bank/ checking account
 - c. Establish or repair credit
 - d. Develop post-graduation plan

*Once in a lifetime opportunity to save 100% of your earnings for you to have for your future.
(Car, independent housing, etc.)*

RECREATIONAL ACTIVITIES



- Bowling, movies, beach, roller-skating, sports events: football, baseball, basketball and hockey
- Camping
- Special Dinners/Holiday Events

FRIDAY EXPOSURE EXPERIENCE

One of our main goals at Timothy Hill is to give our residents the opportunity to expand their horizons. To that end, we have created a weekly experience that allows for our residents to be exposed to something that they have more than likely not experienced before. The experience is to be one that brings enlightenment and education as they learn about different businesses and are exposed to cultural and social events. The criteria for being eligible to partake in these weekly activities are:

- a) Make it to work out, on time, every day that week
- b) Make it to morning meetings, on time, every day that week
- c) Make it through the week with no negative reports from work crews or the Learning Center
- d) No new consequences for that particular week

Along with the actual event, residents are treated to lunch while away from the ranch for most of the day.

Being on restriction does not prevent someone from participating in the "Friday Exposure Experience," criteria for eligibility is determined on a week by week basis.

PROGRAM STAGES

Each SILP resident will begin with the **BUY IN**. All requests for advancement to the next stage must be in writing and presented to the BOR for approval. The following lists the privileges earned by reaching each stage. Any privilege may be suspended as a consequence of a negative behavior.

Stage 1: Commitment to Community (Buy In) 60 Day Min.

A resident may progress to the next stage when they demonstrate the following:

- Safety
- Respect
- Honesty
- Responsibility
- Maintaining Sobriety

During this stage a resident will achieve the following:

- Apply for benefits from department of Social Services, Medical & Dental care.
- Vocational skills testing
- Employment research
- Obtain identifying documentation (i.e.: birth certificate, social security card)
- Apply for state I.D.
- Complete 60 Day internship

Stage 2: Workforce Development 60 Day Min.

A resident may progress to the next stage when they achieve the following:

- Complete "Tools for Success" curriculum
- Obtain employment
- Higher Education
- Establish Financial Goals Plan
- Weekly Work Schedule

During this stage a resident will accomplish the following:

- Build a resume
- Plan for higher education
- Obtain learner's permit/driver's license
- Establish a Financial Goals plan, and
- Be allowed to have a Cell Phone (Must be able to maintain the bill)*

Stage 3: Character Building Internship 60 Day Min.

A resident may progress to the next stage when they accomplish the following:

- Maintain full time employment/higher education
- Is active in community service projects
- Complete our "Character Ed" Course

Stage 4: Leadership 90 Day Min.

A resident may progress to the next stage when they demonstrate the following:

- Continue to show commitment to full time employment/Higher education
- Demonstrate they are a "credible messenger" and become a mentor to fellow residents.
- Display a consistent positive attitude in program
- Develop a plan for transitioning back into society with their Social Worker

Stage 5: Graduation

When a resident reaches this stage they have demonstrated they are responsible enough to live on their own. A Graduation Certificate will be presented to the resident at a ceremonial dinner in the residents honor and family is encouraged to attend if/when possible

Disclaimer

THR reserves the right to update this manual and policies as needed. Residents are expected to be responsible and behave in a manner that reflects the stage in which they are on. If a resident continuously displays behaviors that are inconsistent with the stage they are on, Timothy Hill reserves the right to place that resident on a stage that is consistent with his behavior.

BASIC EXPECTATIONS

BE ON TIME

Communicate whereabouts at all times

- If they are where their schedule says they should be, they are in-place.
- If they are not, they are out-of-place and can expect a negative consequence.

WEEKLY SCHEDULE

Weekly schedules run from Monday to Sunday each week. The following is an example of that schedule:

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00		Wake Up					
7:00	Wake Up	Work-Out					
8:00	Breakfast	Breakfast					
9:00		Morning Motivational Meeting					
9:30		Vocational Training Class/Work Program/School					
10:00	Church/ Moral Values						
12:00		Lunch					
12:30		Vocational Training Class/Work Program/School					
2:00	HIT						
4:00		Check In/ 4:15PM					
6:00		Family Dinner/ Chores & Family Activity	Family Dinner/ Chores/ Bible Study		Family Dinner/ Chores & Family Activity		
7:00				HIT		HIT	HIT
9:00							
9:30	Self Care						
10:00	Bedtime						
11:00						Bedtime	

BEDTIME

Bedtime is 10:00pm Sunday through Thursday nights and 11:00pm Friday and Saturday nights.

Residents are to be inside their house, with electronics and lights off from curfew until 5:00am Monday through Friday mornings and 6:00 Saturday and Sunday mornings unless an extension is pre-approved.

RESTRICTED AREAS

Residents may only be in a restricted area or RED ZONE when they are with staff or in some cases have the permission of the staff responsible for the red zone. Residents in a red zone without permission are out-of-place. Restricted areas include but are not limited to the following.

- Administration building and trailer without advance permission or an appointment
- Administration kitchen or basement
- Clinical Records Area- this is never an area a resident is allowed to be.
- Pond, Farm and Barn areas
- Off-campus
- Houses other than the resident's house
- Any bedroom other than their own
- House basement, without permission of caretaker(s)
- House bathroom when already occupied

Residents may use recreational, farm, and barn facilities when scheduled and accompanied by caretakers and/or sufficient staff members.

BE COMPLIANT NOT NON-COMPLAINT

Complying means obeying, obliging, or yielding. In other words, residents are expected to follow program rules without prompting and to follow staff instructions. If they do, they are compliant. If they refuse, they are non-compliant and can expect a negative consequence. Youth are also required to abide by all federal, state and local laws, including curfew ordinances.

BE RESPECTFUL NOT DISRESPECTFUL

Residents are expected to show respect to peers and authority figures by dressing appropriately, listening when spoken to, and speaking using appropriate language and tone. When they do they are being respectful. When they do not, e.g. sagging pants, interrupting others, cursing and/or yelling, they are disrespectful and can expect a consequence.

FIRST REQUEST

When requested by an authority (example staff or caretaker) to do something, show respect of the adult's authority to make the request by completing the directive within a reasonable (short) amount of time so there is no need for the adult to make the request again. Questioning why after complying is an acceptable way to learn and even trigger change.

DRESS CODE

Dressing appropriately shows respect to self, peers, and authority figures. Residents are expected to dress appropriately at all times. Being out of uniform can earn a consequence.

Pants low, slides outside of the house, du-rag outside of the resident's home, no belt and shorts worn under pants is never acceptable. Pants must always be at hip bone or covering underwear, whichever is higher.

The following is the **off-campus** uniform for residents. It is to be worn anytime the resident goes off-campus including but not limited to off-campus school or employment. The exception is if the destination has its own uniform.

- Jeans or Khakis,
- Collared Shirt – polo style and/or button down
- Sneakers
- Belt

The following is the **work readiness program** uniform for male residents.

- Jeans or non-sport shorts
- Shirt
- Water bottle
- Work boots
- Belt

HOUSING AND FAMILY DYNAMICS

LIVING ARRANGEMENTS & HOUSE RULES

A resident will be assigned a bed in one of THR's SILP homes.

Residents may not borrow, lend, or trade items to other residents unless approved by the administration.

Residents are expected to do their household chores without prompting from the caretakers. The resident's daily chore includes keeping their sleeping quarters neat and clean, e.g. bed made, clothes stored and organized, laundry done on schedule. As a member of the household, helping around the entire house is each resident's responsibility. Residents are responsible for cleaning up after themselves and also will be assigned household chore(s) by their caretaker.

Music with profanities and vulgar language is not acceptable at any time.

It is important to note that house rules are program rules. If they are followed, the resident is compliant. If they are not, the resident is non-compliant and can expect a consequence.

CARETAKER'S RESPONSIBILITIES TO RESIDENTS

- Have an operating house phone for both personal calls and so residents can have 24-hour access to reach either the Program Director or their Case Manager at any time
- Know whereabouts of the residents in their care at all times.
- Facilitate weekly house meetings with the residents.
- Ensure basic physical needs are being met, i.e., food, clothing, shelter and clean environment.
- Help the resident to become well rounded, physically, mentally, socially and spirituality.
- Have a minimum of three family style meals per week with the residents if resident's schedules allow.
- Teach new residents overall house work, e.g. cooking, cleaning, shopping, and budgeting, as part of Independent Living skills.
- Assist each resident in achieving the goals set forth by the SILP team.
- Teach consequences within the boundaries of the program.
- Maintain accurate records of medication routine and make sure residents are given medication as prescribed. Coordinate services with the Case Manager.
 - For the safety of all youth in the house, prescribed medication is stored in a double-locked cabinet that, per the medication routine, will be handed out by the caretakers to the individual residents to self-administer their medication.

- If there is medication that is needed on an emergency basis, separate plans will be made to store the medication where the caretaker does not need to be present for youth to administer.

CARETAKER'S RESPONSIBILITIES TO RESIDENTS (CONT.)

- Encourage the resident to see to their own minor medical needs. Ex: Band-Aid.
- Refer all medical incidents to the Program Nurse.
- Report progress, praise, and infractions to administrators.

FAMILY/SPONSOR VISITATION

Returning a resident to their previous environment has the potential to interfere with the resident's progress in the program, therefore visitation must be considered carefully to determine if the resident has progressed to the point that they are equipped to re-enter their family environment in a healthy way. This is best achieved in phases; on-campus visits, then if they go well, 2 hour visits, if they go well, then day visits, if they go well, overnight visits, and then if that goes well extended overnight visits.

On-campus visitations are for 1 hour on Sundays between 1pm and 5pm. Visits are for immediate family only and must be scheduled with the SILP Department in advance. Any visitor under the age of 18, must be accompanied by an approved adult visitor.

After home evaluation residents may begin off campus visits with approval from BOR. Residents must not be on restriction to be approved. They begin with a two hour visit. As the resident progresses in stages they are eligible to earn longer off campus visits.

Planned Absences

Level 2 youth must request written permission from Board of Review for planned absences above an overnight and/or more than two hours in length, when those absences differentiate from the written weekly schedule provided by the youth at the beginning of each week.

EMPOWERMENT

ACADEMIC EDUCATION

New residents who have not graduated High School or earned their TASC will be assessed by the education department to determine an educational plan. The resident will receive feedback on their progress.

Computer use during study time must relate to school tasks. Guidelines on computer use can be found in the "Computer Use Agreement" that residents sign during intake. Residents must always use their own password and user name and must never give out their password. Each resident's login gives them access to personal storage space to save papers, research, and team letters. It is recommended that they do not delete their work; they may need to reuse it. Violation of computer policy will result in loss of privilege and may incur additional consequences.

Off-CAMPUS SCHOOL

College enrollment and planning is an option that the resident may explore with their case manager. Residents who need to finish high school or TASC enrollment will work with their case manager and the Education Director to obtain previous records and enroll the resident in the appropriate classes.

Behavior in school affects privileges. All residents attending school must:

- Be respectful
 - Dress appropriately: follow School / Ranch Off-Campus dress code
 - Respect peers and authority figures.
 - Respect teachers by paying attention in class.
- Be in place
 - Be in your scheduled place, at the scheduled time, at all times.
 - Return to the Ranch after school – no unapproved after school activities.
- Be prepared
 - Be prepared for every class.
 - Turn in homework on time.
- Be successful
 - Work hard to achieve your absolute best!

Busing

Residents are responsible for making the bus to and from school and for behaving appropriately during transit. Always plan to be 10 minutes early for arrival or departure. "The bus came early" is not an acceptable excuse.

DATING

THR's programs promote abstinence and does not recognize dating while in program. Many of our residents are not of appropriate maturity to have sexual relationships. THR prohibits pornography on the grounds that it encourages objectification of women, detachment from feelings and sexual perversion. Residents are strictly prohibited from engaging in sexual activity with anyone on or off-campus, including but not limited to a staff member or another resident or a non-resident. THR will provide counsel to residents upon request and a Dating and Relationship course with approval from BOR.

Education Procedure: Staff should refer residents with sexual questions or issues to the Program Nurse, their social worker, or Program Director for assessment.

Behavior Procedure: Personal space must be maintained at all times on our campus. This means no kissing, fondling, or inappropriate touching, while in our care. Sexual relationships, behaviors, and acts are not appropriate to discuss with another resident. This includes the topics of masturbation and homosexuality. Pornography is contraband and will be confiscated.

**** We do acknowledge relationships/children points of contact maybe set up with supervision****

DRIVING

Residents who need a Driver's Permit will be given a book to study for their permit test. When they pass two practice tests in the presence of a staff member the resident will be approved for a staff member to take them to the DMV to take the permit test. The resident will pay for the permit test from their personal needs account but when they pass the test and get their permit, THR will reimburse them for 50% of the cost by a deposit in their PNA account.

When the permit is obtained, staff will sign the resident up for the 5-hour course and driving lessons. Once those are complete, the driving test will be scheduled. The resident will pay for each from their personal needs account. When they pass the test and get their license; THR will reimburse them for 50% of the cost (5-hr course, lessons, and test fee) with a deposit in their PNA account.

A **Personal Vehicle** is allowed with approval from BOR and DHS after earning Stage 5 Residents must provide proof of registration, license, and insurance in the resident's name to have a vehicle on campus. Parking is limited to direct living quarters and the Administration building. BOR may suspend driving privileges as a consequence for program infractions. THR will work with DHS to obtain their approval for the resident to purchase a vehicle. THR will also mentor the resident through the selection and purchase process of the vehicle, the insurance, and the vehicle's registration and inspection. THR is not responsible for any lost, stolen, or broken items.

SPIRITUAL EDUCATION

Residents have the option each day to go to devotional or take a moral values class if not on a home visit or working off-campus. Devotional is held Monday through Saturday at 9:00AM. Church services are on campus-Sundays at 10:00AM for residents. Off-campus church services could also be an option with BOR approval.

Bible Study is available as scheduled by campus minister.

Residents must be dressed appropriately in pants, collared shirt, belt, and shoes.

WORK & FINANCES

RESIDENT'S FUNDS

Residents will be required to save 100% of their earned income which will be deposited into a THR account. A weekly printout of the resident's account balance will be available for the resident upon request. Residents receiving a personal items stipend from DHS may withdraw money from their account after a written request to BOR is approved.

Any theft or damage to THR property will be paid for from the resident's account.

INDEPENDENT LIVING SKILLS TRAINING

Staff will provide residents with vocational training that will include but is not limited to job search, career counseling, apartment finding, budgeting, shopping, cooking, and house cleaning. All training will be age appropriate and account for differences in abilities.



WORK READINESS INTERNSHIP

The Work Readiness Internship is an on-campus internship. As the resident earns their way through program they will be provided with mentoring and training to develop the habits and learn the skills necessarily to obtain and keep a good job.

The Work Readiness Internship is overseen and supervised by maintenance staff that are trained in childcare and have specific vocational skills. In providing work opportunities, staff will provide residents with experiences that account for individual needs, age, physical strength, and overall readiness. Staff will consult with administration and/or the Program Nurse if they are unsure about the suitability of a given work assignment for a resident.

Residents participate in work opportunities as they arise in the following vocational settings: Horsemanship, Farm Maintenance, Home Repair, Cooking, Landscaping and Woodworking. Residents will be in work program from 9:30AM to 4PM Monday-Saturday (except when attending on or off campus school, off campus work or other approved appointments or activities).

THE APPROPRIATE UNIFORM FOR THE WORK READINESS PROGRAM IS DEFINED IN THE FIRST REQUEST

When requested by an authority (example staff or caretaker) to do something, show respect of the adult's authority to make the request by completing the directive within a reasonable (short) amount of time so there is no need for the adult to make the request again. Questioning why after complying is an acceptable way to learn and even trigger change

OFF-CAMPUS EMPLOYMENT

Residents, who have less than 54 productive hours off-campus will intern at THR on a work crew to complete the required 54-hour work week. Productive hours include work, school, and travel to and from work or school. Residents with 54 productive hours, on and off campus, completed during the first 5 days of the week, will be excused from THR's Saturday work program.

Residents need prior approval from BOR, to work past 10:00pm or to work at establishments where alcohol is served and/or consumed.

HEALTH & SAFETY

FITNESS/WORKOUT

A healthy body helps the mind to be healthy and allows people to be at their best.

Workouts will take place Monday to Friday 7:00am to 8:00am and Saturday 8:00am to 9:00am.

Not attending workout may result in a consequence,

MEDICAL

Residents are required to follow medical staff directives. If they don't they are medically non-compliant.

SICKNESS /INJURY

Residents who report feeling ill are referred to a physician with the assistance of their case manager. If referred, the resident must go to the appointment. Residents deemed ill or show signs/symptoms of illness are placed on Sick Policy. Residents diagnosed with chronic conditions will be cleared once they are able to manage their condition/pain sufficiently to participate in all activities. Not following medical instructions is medical non-compliance and results in a consequence. ONLY the nurse/designee/doctor may place a resident on Sick Policy. Once on a Sick Policy, only the nurse/designee/doctor can change their status to Cleared.

All residents are assigned to one of the following four medical statuses.

- **Cleared:** free/clear to participate in all activities
- **Modified.** limited workout & work program, on & off-campus, to compensate for minor/temporary illness or injury
- **Restricted** (also referred to as "Sick Policy"): limited to bed rest with no physical activity, including work on or off-campus
- **Quarantined:** limited to an assigned location for the entire day to provide rest and reduce spreading germs; is served both lunch and dinner in the assigned location

The primary goal of Sick Policy is to have a sick or injured resident rest and recover. Medical statuses that affect the residents' ability to work, affect their ability to work both on and off-campus. If the resident is not confined to a bed, they will be assigned projects during workout and work program hours to keep their mind sharp while their body heals.

OFF-CAMPUS MEDICAL APPOINTMENTS

Helping a resident to become a responsible independent citizen includes helping them take responsibility for their medical care. The objective of this policy is to provide each SILP resident with the tools to take responsibility for their medical care and the motivation to be responsible.

Case Managers will arrange medical appointments for residents, but will include residents in the process to the greatest extent possible.

At intake, staff will collect the resident's Insurance/Medicaid information if applicable.

THR staff will provide transportation to and from all medical appointments.

The transporter must take an Injury & Illness Report with them to the appointment, have the physician fill-out the Physician section, and return the form and any prescriptions to staff immediately upon returning to the Ranch. SILP Staff will deliver the documents to medical staff.

SUBSTANCE ABUSE TREATMENT

The goal is to have residents gain insight into how substance use is a part of their problems in life and has been a major contributing force in their placement history. In addition, it tries to give the members of the substance abuse group the tools to be abstinent from use when they leave THR and an aftercare plan in regard to substance use in their community setting.

Soon after intake, all residents are evaluated by their social worker. The resident will have the option of attending a 12 Step Program if warranted.

THR encourages members to utilize community recovery resources including sponsorship and sober/recovery network of friends and activities.

URINE DRUG TESTING/SCREENING

A substance or drug is defined as all alcohol and chemicals improperly used either by inhalation, smoking, ingestion, injection, or absorption.

The purpose of testing/screening is ...

- To aid in providing a drug free environment for our residents.
- To identify residents with substance abuse or dependency issues and in need of treatment and services.

Testing is mandatory and occurs regularly. If a sample cannot be given within one hour, it will be considered positive for drug use. A positive urine test will result in consequences and/or assessment for additional substance abuse treatment.

BEHAVIOR & CONSEQUENCE

This section adds detail to those expectations and defines the consequence of meeting them or not meeting them.

REQUESTS & GRIEVANCES

Any requests or grievances a resident may have must be in writing on a Board of Review Sheet and turned in Thursday morning by 9:00 AM (no sheet could mean no meeting). All residents are encouraged to attend BOR. During this time, residents are praised for their successes, coached through their challenges, and given the opportunity to present petitions and requests before the board. Board Sheets are located in each house. On Thursdays residents will meet with the BOR to discuss their week and their requests and/or grievances.

When youth feel there Requests and Grievances are not resolved by Board of Review, they should schedule an individual meeting with the Program Director. If that meeting fails to resolve the resident's concern, that young person should contact their DHS worker to note their grievance. THCR staff can never refuse a resident's right to speak with their DHS worker in any format, unless there is an immediate safety risk that would put the young person or others in danger.

POSSESSIONS

ALLOWED ITEMS

Clothes: Residents are expected to wear proper footwear, shirt, pants and a belt while working on campus. Appropriate attire is expected at all times. Pants must be pulled up to waist. Belt must be tightened. Underwear must not be exposed.

Jewelry: such as watches & class ring is allowed.

EARNED ITEMS

The positive consequence of meeting stage objectives and advancing to certain stages is the privilege of obtaining certain items that were not allowed at earlier stages.

Electronic Communication Devices are allowed with approval from BOR after earning the privilege. Bills will be paid by residents through their personal allowance provided by DHS. A resident who is not employed may request a cell phone at Stage 2. The expense to purchase and/or maintain phone service is the sole responsibility of the resident. While working on-campus, residents may use their electronic communication device during breaks but at no other time. If the resident is on restriction or regresses

below Stage 2, the electronic communication device will be confiscated until the resident once again earns Stage 2 and is off restriction. If BOR determines that inappropriate use of the electronic communication device was the cause of earning a negative consequence e.g. staying up too late on the phone resulted in lack of effort at workout or music contains foul language; electronic communication devices maybe confiscated for a longer period of time, determined by BOR. *Note that an electronic communication device is any device capable of communication.*

CONTRABAND

THR prohibits specific items to ensure safety. For this reason, residents are subject to room and person searches. Strict and severe consequences apply for possession of contraband.

THR reserves the right to deem what is contraband and confiscate contraband item(s). In addition to Ranch consequences, be mindful that natural consequences to contraband exist. In some cases, criminal charges are pressed.

Items residents may not have include but are not limited to the following:

Credit Cards, Bank Cards, Gift Cards, Cash Unauthorized electronic devices or media Pornographic, explicit, obscene or unwholesome media Potential weapons, including but not limited to pocket knives, scissors, slingshots, golf clubs, bats, rope, twine, wire, lighters, matches, butane fluid, fireworks	Candles or Incense Tools Other Jewelry Pets Drugs or Alcohol or their paraphernalia Unauthorized medication	Chemicals, Toxic Substances Mouthwash w/alcohol Tattoo Ink Magic Markers Glue Aerosol sprays White Out Urine stored in any container
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PROGRAM INFRACTIONS

Violations of program policy result in what is referred to as "a consequence". A consequence is something earned by a resident as a result of an act that goes against program standards as defied in this manual.

SAFETY INTERVENTION

A safety intervention occurs when it is unsafe for a resident to remain in program. Non-compliance, disrespect, and other escalating behaviors constitute a safety risk in our community. When a resident's behavior is or is in jeopardy of becoming unsafe, the following procedures will be used in an effort to help him return to baseline. This applies to incidents on and off-campus.

1. Administration Intervention: The goal is to provide opportunity to approach an issue in a solution-focused way. The administrator or supervisor responds and works with the resident, with the goal of planning alternatives for the resident to navigate away from negative behavior.

- 2. Time Away:** The goal is to provide the resident a concrete opportunity to decrease stress and risk. This is initiated by direct care staff for an abbreviated period of time. The objective is the removal of external stimulus to safely drain-off emotions so the resident can reflect on the situation, identify the trigger(s) and a better course of action for the next time that type circumstance occurs. Staff will encourage the resident to think about their choices, attitudes and behaviors to explore new coping strategies. Intervention begins immediately with staff. The resident must complete an assignment and meet with staff who will determine when the resident can transition back into program. If the resident continues to display disruptive and/or unsafe behaviors, additional time away may be warranted. Only the Executive Director, SILP Director, Assistant SILP Director, or AOD can place a resident on time away.
- 3. Life Space Interview:** The goal is for THR and the resident to learn in the aftermath of a crisis. Significant growth can occur after any difficult event. With this in mind, THR asks staff to conduct a LSI with the resident after serious incidents. Whenever possible, the staff that worked with the resident on the incident should be the one to conduct it. It is the resident's responsibility to participate in this process.
- 4. Consequence:** Depending on the infraction a consequence will be issued. The consequence for any given action will be determined by administration.

NEGATIVE CONSEQUENCES

Negative consequences are the result of negative behavior. At no time will a resident be denied participation from scheduled meals or night-time scheduled sleep. The following are a list of consequences that can result from negative behaviors:

Activity Suspension: Temporary suspension of an activity or privilege, e.g. off-campus recreation or home visits. Exceptions are school and work and religious activities.

Clinical Interventions: This can include being asked to: meet with a social worker and/or medical staff, write down feelings or concerns, or sit down with the person who the resident is having a problem with and a third person to mediate in resolving the issues.

Additional Work Projects: Work may include: weeding, cleaning, collecting trash, stacking/splitting wood, sweeping, cleaning pens and stalls, shoveling raking or any other reasonable work approved by a supervisor. Projects must have value in itself.

Campus wide Team Building (Saturday, Sunday and/or Holidays): This is a consequence that occurs when residents fail to take responsibility for negative behaviors on campus.

Confiscation of Property: To protect the resident's safety or others, a supervisor may authorize confiscation of any personal items, including money, but excluding bedding, school, and hygiene supplies.

Electronic Devices: Previously approved electronic devices may be confiscated.

Financial Restitution: Money may be taken from the resident's account to pay for damages or theft.

Police Involvement: Unlawful behavior requires THR to notify the police.

Writing Assignment: A writing assignment can be assigned as a learning opportunity related to misbehavior.

MAJOR INFRACTIONS

If a resident commits any of the following infractions, the consequence can include being discharged from program.

Starting A Fight: Initiate physical contact toward an individual. Provoking that contributed to a violent atmosphere. Physical involvement when the initiator is unclear, i.e. spitting at/on another.

AWOL: Intentionally left program for any period of time at school, home, or ranch campus with no notification made to staff.

Drug/Alcohol Use: Admission or reasonable evidence of drug use or possession while on or off-campus.

Stealing: Possession of items belonging to another resident or confirmed involvement in the taking of another resident's property.

Other Illegal Activity: Significant involvement in an illegal action requiring intervention by police, THR administration, and any security personnel or school administration.

Gang Activity: Talking, dressing, writing or signing in a manner consistent with gang behavior.

OTHER INFRACTIONS

Infractions all of which show lack of respect for others will be addressed at BOR and the outcome will be determined by administration.

Threatening/Bullying: Creating a clear advantage/disadvantage in which one person(s) exudes their power over another, causing mental, physical or emotional distress: name calling, threatening, offensive gesture, insults, exclusion, spreading rumors, or extortion.

Out of Place: Not being in the proper place but not trying to leave program for any period of time.

Accomplice: Being involved in or having knowledge of an infraction and covering up or assisting in any way. Example: being with someone who is stealing property.

Horseplay: Non-violent action on the resident's part that creates the possibility of physical injury. This can include, but is not limited to, tripping, grabbing, hitting, pushing or wrestling.

Contraband: Possession of items or money that are not allowed (Ex. Wrapping papers, porn)

Non-Compliance: Outright refusal to follow directives- "I won't do it, you can't make me..."

Property Damage: Includes any damage to THR property caused by a resident. In addition, the resident will be held responsible for full restitution for the property that was damaged.

DRESS CODE: IMPROPER UNIFORM THAT CANNOT BE- REDIRECTED. APPROPRIATE UNIFORMS ARE DEFINED IN THE FIRST REQUEST

School Suspension: Any behavior that results in an off-campus suspending the privilege of attendance for a period of time. The reason for the suspension may carry its own consequences.

Teasing or Foul Language: Cursing, vulgarity, or teasing that is not able to be redirected.

Not following First Request: The resident was asked by a staff to do something but did not complete the directive within a reasonable amount of time.

Improper Use: of Phone/ Internet Facebook, Prank calls, Websites: porn, violence, gangs, crime

PRAISE

Staff may praise a resident when their behavior exceeds basic expectations by submitting an official praise to BOR. If the resident is not on restriction and the behavior being praised is deemed above and beyond expectations, the resident may receive a carrot, in addition to verbal praise in BOR. A carrot is a token with a value of up to \$25. Residents may not ask for a Praise and staff (outside of BOR) may not tell residents they are or have been praised.

RECREATION

Residents may participate in varied recreational opportunities. THR's recreation leaders are always looking for new opportunities to provide to the residents. The following is an example of those activities.

ON CAMPUS

Without leaving campus, horseback-riding, swimming, basketball, football, Frisbee golf, volleyball, and campfires are among possible recreation activities for the residents.

OFF CAMPUS

Recreation typically includes movie night, bowling, golfing, paint balling/air soft, as well as attendance at baseball, basketball, hockey, and boxing games/matches.

Day trips typically include water park trips, museum trips, and "Fun run" style races such as Adventure race.

Wilderness trip and camping/hiking trips are typically planned during the summer and fall months.

DISCHARGE FROM PROGRAM

If it is determined that a resident is not complying with the SILP program, as agreed upon in the contract, steps will be taken to discharge the resident from the program in the following sequence.

1. Verbal warning(s) will be issued.
2. A formal warning with the BOR will be given to resident, outlining the issues of concern. A verbal corrective plan of action will be included in order to get the resident to comply.
3. If there is a true desire for the resident to remain in program, residents will participate in a restart.
4. Official notice of termination of placement will be given to resident and caseworker, after permission from DHS is obtained.

Request for any DHS funds and earned income acquired during their time of residency may be requested in writing 10 days after their termination or absence from the program. The cost of any damages caused by the resident will be taken from these funds.

READMISSION TO PROGRAM

Readmission to the re-entry program will be determined by the following sequence.

1. Individuals must request in writing that he would like re-admission to the program.
2. Following the individuals request, the BOR will meet with the Executive Director to discuss the re-entry of the individual.
3. Based on the decision made, and after approval from DHS, the individual will be summoned into the BOR to discuss decision, expectations of the program will be discussed with the individual and a new contract will be signed.

COMPLETE PROGRAM

As a resident nears the end of their program, THR will work with the resident to

- Develop a plan for transportation needs.

- Develop and execute at least four SMART Goals showing measurable personal growth.
- Ensure that safe and appropriate housing is secured after they leave program.

Residents will have an exit interview demonstrating to staff that the strategies developed while in program will continue to help them be successful in their future.

Program Acceptance

I, _____, have read, understood, and agree to all the terms as set forth by the SILP program at Timothy Hill Ranch. I willfully enter this program and submit to all Timothy Hill Ranch policies and guidelines.

Resident Signature _____ Date _____

THR Representative _____ Date _____

THR SILP Program Completion Checklist

OBJECTIVE	PROJECTED DATE	DATE COMPLETED	COMMENTS
Driver's Permit obtained	_____	_____	_____
Driver's License obtained	_____	_____	_____
High School credential obtained (Grad/TASC) ..	_____	_____	_____
Substance Abuse Abstinence Plan developed .	_____	_____	_____
"Tools for Success" Certificate earned	_____	_____	_____
Job secured	_____	_____	_____
SMART Goals completed	_____	_____	_____
Off-Campus Housing secured	_____	_____	_____
Home Evaluation made	_____	_____	_____
Financial Goal Plan reached	_____	_____	_____
Exit Interview held	_____	_____	_____
Completion Ceremony held	_____	_____	_____