

Consumer Handbook

2023

Carl D. Perkins Vocational Training Center

Alan Gullett, Division Director

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Welcome!

On behalf of all staff, we welcome you to the Carl D. Perkins Vocational Training Center (CDPVTTC/Perkins Center). We hope your time here will be productive and that we can assist you in planning for your future employment. We are here to support you in your efforts to develop skills that will allow you to live and work independently.

Staff at the Perkins Center is committed to informed choice. The purpose of this handbook is to provide you with comprehensive information about the Perkins Center and the services offered, in order for you to make the most informed choices concerning your plan for successful competitive employment.

The consumer handbook of the Carl D. Perkins Vocational Training Center, including procedures that involve consumers, is subject to change by the center director without prior notice. This includes the procedures contained in this manual and in supplemental operating manuals/publications.

All policies and procedures are subject to modification in regards to due process and to accommodate the needs of our consumers.

Perkins Center Mission and Vision

Mission Statement

The mission of the Carl D. Perkins Vocational Training Center is that through comprehensive services, persons served will achieve employment and maximize independence and self-respect

Vision Statement

To be the preferred choice for transforming lives through individualized comprehensive services

Perkins Center Code of Ethics

Purpose:

The Perkins Center is committed to maintaining an environment that is safe and contributes to individuals' abilities to learn, develop positive attitudes, and grow personally. The training opportunities at the Perkins Center are designed to promote independence, family education, problem solving techniques, and employability, which assists individuals in achieving their highest potential in career and personal goals.

Procedure:

It is the policy of the Perkins Center to encourage and engage in ethical behaviors in all aspects of business, including, but not limited to, business practices of marketing, admission, retention, discharge, billing practices, relationships with other health care providers, educational institutions, and payers and potential conflicts of interest in contractual relationships. The Perkins Center conducts consumer care and all other business operations in an ethical manner consistent with its mission, philosophy, values, strategic plan, governing body by-laws, and those guiding principles referred to in the following sections. All admission, treatment, and billing practices are provided in an equitable manner based upon needs without discriminating on the grounds of race, religion, gender, age, or disability, within eligibility guidelines established by the Kentucky Office of Vocational Rehabilitation, and within the policies established by law for the Perkins Center. Policies mentioned in this publication apply to all persons who represent the Perkins Center in their dealings with others, including employees, contract providers, and volunteers.

Business Affairs:

The staff of the Business Office shall practice high standards of integrity, morality, and competence in the daily functions of their accounting and financial transactions. All accounting functions will be performed as generally accepted accounting principles and standards. All staff will continue to improve their

professional skills, give informative and sound advice as to purchasing and financial reports, and maintain high standards of personal conduct.

Marketing and Public Relations:

Marketing and public relations practices conducted by the Perkins Center are to be conducted with truth, accuracy, fairness, and responsibility to persons served, the community, sponsoring governmental entities, and the general public, holding to the principles of the fundamental values and dignity of the individual and the freedom of speech, assembly, and the press. Marketing and public relations materials reflect only those services available; the level of licensure and accreditation; and, comply with all applicable laws and regulations of truth in advertising and non-discrimination.

ADMISSION AND DISCHARGE PRACTICES:

Individuals will be admitted and discharged subject to law under Kentucky Administrative Regulations (KAR 050) and policies established for individual programs. In order to be eligible for admission to the Perkins Center a consumer must be; referred by a VR Counselor who has provided all necessary medical documentation and application for the Perkins Center, and be able to attend and participate in all scheduled classes.

Contractual/Business Relationships:

Appropriate organizational leadership review current and potential contractual/business relationships carefully to ensure safe, equitable, and ethical services to consumers, staff, and the community. These relationships include, but are not limited to, other health care providers utilized by the Perkins Center to provide services as well as educational institutions with whom the Center interacts (example: use of student interns).

Reporting and Resolution of Ethical Issues:

Should a resident or person served by the Perkins Center or, staff member or other individual believe an action has occurred which may be in violation of the

terms set forth by the Consumer Guide, he/she should contact the Center Director's office as soon as possible in order for the Director or his/her designee to investigate the matter. The Director may recommend disciplinary action be taken against employees subject to Kentucky Department of Personnel regulations if the incident involves a merit system employee, or, may take other actions if the situation involves a representative who is not a merit system employee (private contractor, volunteer, etc.).

Shared Value Statements (Code of Ethics)

- We value attitudes and behavior that demonstrate respect for every individual and thus the right of all consumers to seek and receive the highest quality of services that we can provide.
- We value individualized service planning and implementation, individual responsibility, and individual achievement in a positive results-oriented work environment that places the consumer's needs first.
- We value interdisciplinary team input.
- We value ongoing, open, honest, and constructive communication for all.
- We value the consumer and OVR staff as the Perkins Center's most important resources and their personal/professional commitment to the mission.
- We value fiscal responsibility and efficiency.
- We value innovation and creativity.
- We value the health, safety, and security of staff and consumers.
- We value the importance and necessity of change for the betterment of our staff, services, and consumers.

Perkins Center Code of Conduct

The purpose of this information is to inform consumers of their rights and responsibilities (both on and off Perkins Center grounds) during their enrollment. Consumers are expected to learn and to comply with the policies and regulations of the Perkins Center regarding their behavior. The application signed for admission represents a voluntary decision to participate in the programs offered by the Perkins Center. Approval of the application represents the Center's decision to extend the opportunity to attend and be a part of the Perkins Center. Consumers retain this opportunity as long as they fulfill their obligation to participate in the program, and to comply with the Perkins Center policies and regulations regarding behavior.

State and Federal laws guarantee certain rights to all citizens. In order to operate in an efficient and orderly manner, the Perkins Center must maintain a structured environment for both consumers and staff. To preserve and extend the benefits of the Perkins Center services to all persons served, the rights and behavior of the individual served must be subject to applicable state and federal laws, and Perkins Center policies and procedures. Individual rights may not interfere with the rights of other persons served, staff, or the operation of this facility.

The Code of Conduct explains the rights and responsibilities, definition of terms, specific grounds for disciplinary action, consequences which may result if policies are not followed, and the appeal process.

Specific questions regarding rights and responsibilities, or the Perkins Center's code of conduct policies and practices, should be directed to a Center Case Manager or the VR Manager Student Services.

Consumer Rights

Persons served at the Perkins Center have the same basic rights and responsibilities as do other citizens. To the extent permitted by law, the Perkins

Center will attempt to safeguard individual rights and freedoms of citizenship. Consumers have the following rights;

- To be provided reasonable accommodation as required by ADA laws. All reasonable accommodation should be discussed with a Perkins Center Case Manager.
- To be free from financial exploitation or neglect.
- To be informed of consent/refusal or expression of choice regarding service delivery, concurrent services, composition of the service delivery team, and involvement in research projects (if applicable).
- The Perkins Center adheres to research guidelines and ethics when consumers are involved.
- The Perkins Center implements and follows policies regarding the investigation and resolution of alleged infringement of rights.
- To be informed prior to or during admission of the services available at the Perkins Center
- To a written plan developed that includes details of the planned services and anticipated completion dates.
- To have the rehabilitation program reviewed on a regular basis.
- To receive prompt, considerate and respectful care and to be treated with dignity
- To have reasonable access to the Perkins Center's resources and facilities
- To inquire, express, and enjoy, the essential freedom of learning.
- To receive consideration, respect, and recognition, of dignity and individuality, free from humiliation, including freedom from mental or physical abuse and reasonable privacy in medical treatment or care for personal needs
- To be informed by a physician of any medical condition.

- To be informed of rights and responsibilities as an individual served, of policies and regulations, and of the Code of Conduct at the Perkins Center.
- To consult with a Perkins Center Case Manager, instructors, administrators and other Perkins Center staff regarding any matter concerning program of services.
- To have all information about the rehabilitation program kept confidential, to the extent permitted by law, by the Office of Vocational Rehabilitation and other agencies/consultants with whom the agency is authorized to share information.
- To be given an oral or written explanation of the rule violation against you before consequences are enacted.
- To file an appeal if dissatisfied regarding the way in which the Center provides or fails to provide services; or discharge from the Perkins Center.
- To be availed of the services of the Client Assistance Program. Upon request, a Perkins Center Case Manager will provide information on how to contact the Client Assistance Program.
- Consumers may also receive information by visiting the Office of Vocational Rehabilitation website (<https://kcc.ky.gov/Vocational-Rehabilitation>) or by phone at 1-800-372-7172.
- To be given reasonable assistance in making travel and other necessary arrangements prior to departure from Perkins Center if transferred to another facility or otherwise discharged, consistent with the security of the Perkins Center, safety and the safety of others.
- Formal complaints will not result in retaliation or barriers to service or the rights and responsibilities of each party in the complaint.
- Consumers will receive information on the resolution process and be offered assistance from available advocates.
- This list should not be considered inclusive and may be expanded at a later date.

Consumer Responsibilities

To the extent permitted by law, consumers are expected to comply with all applicable policies and regulations of the Office of Vocational Rehabilitation, as an individual receiving Perkins Center services.

As an individual served, the following responsibilities are involved:

- To participate and cooperate in receiving those services in the Center Plan and other Center services as may be deemed appropriate by Perkins Center staff.
- To follow the standards set forth by the Perkins Center Code of Conduct.
- To cooperate with Perkins Center staff in the administration of Center policies and regulations
- To respect the individual rights of others in matters of expression, assembly, health, safety, privacy, property and in the free exercise of their rights of citizenship
- To respect the right of peers to participate in receiving Perkins Center services.
- To extend courtesy, fairness and respect to Perkins Center persons served, and staff.
- To accept responsibility for personal conduct and to show consideration for the rights and property of others
- To take advantage of educational experience and to put forth your best efforts
- To achieve through individual efforts
- To use the appeals process in a constructive manner

Staff Responsibility

Perkins Center staff has a responsibility:

- To treat consumers with dignity and to abide by the highest ethical standards.
- To remain sensitive to, and respect ethnic, cultural, religious, and lifestyle diversity among consumers and colleagues
- To respect the wishes concerns, priorities, values and rights of consumers, or their guardians to make informed decisions about their rehabilitation program.
- To avail themselves and make others aware as appropriate, of mechanisms to resolve ethical conflicts.
- To fully disclose information regarding rights and responsibilities, costs, available services, complaint resolution mechanisms, and billing practices.
- To be accurate and truthful in public advertising and dissemination of information about the Perkins Center
- To strive to maintain the financial integrity of the Perkins Center without compromising the quality of consumer care
- To protect the Perkins Center by avoiding conflicts of interest and managing risks appropriately.
- To follow all Perkins Center policies and requirements that address issues described in this policy.

Human Rights Policies

It is the policy of the Perkins Center that all persons be provided an environment which preserves their human rights, dignity, health, and safety. The Perkins Center strictly prohibits abusive situations against persons served.

“Abuse” includes:

- Physical Abuse, including sexual abuse and physical punishment; and

- Psychological Abuse, including humiliating threatening and exploiting actions

If you feel you have been abused, you should report what happened to your Perkins Center Case Manager. The Perkins Center also believes all consumers should be free from neglect. If you feel you do not receive adequate food, shelter, or personal care you may also report these instances to your Perkins Center Case Manager.

Release of Consumer Records

Upon written request, consumers may receive copies of the documents in their case without charge. Consumers who are currently enrolled at the Perkins Center can request copies of their case information by contacting their Perkins Center Case Manager. Former consumers may receive copies of the documents in their file by contacting their field counselor. Consumers must request in writing the specific information in the case record they want. If the information was provided by another agency, or, if it is sensitive information provided to the Perkins Center by a physician or psychologist, Center staff will refer the consumer to the source for release.

Expectations of Conduct

The Perkins Center staff is dedicated to providing a safe environment for consumers. The Perkins Center provides general supervision for consumers while on campus grounds, while riding in Perkins Center vehicles, and during recreation events that occur off campus grounds. The Perkins Center does not provide one-to-one supervision for individual consumers. There are many hours during the day when consumers will have unstructured time. Consumers should be aware they are subject to all local, state, and federal laws when on campus grounds or while engaged in activities off campus grounds supervised by Perkins Center staff.

At the Perkins Center, we believe in the promotion of positive work and social behaviors through the use of Positive Behavior Interventions and Supports. Through the Behavioral Interventions Supports and Techniques (BeST) program, we seek to structure an environment in which appropriate work and social

behaviors are positively reinforced and inappropriate behaviors have fair and immediate consequences.

Covid 19 Procedures Must Be Followed at All Times

Consumers are expected to maintain social distancing, wear protective masks properly, and follow all other recommended protocol. Failure to comply with COVID 19 procedures will result in immediate consequences within the BeST system.

Behavior Interventions Supports and Techniques (Best)

Consumer Entry

All consumers who attend CDPVTC will be entered into the BeST program.

Upon enrollment each consumer will be issued an Identification Card, a Professional Performance Score Card, a lanyard and a card holder.

All consumers will enter the program with a YELLOW status card and will have the privileges associated with YELLOW status.

All consumers will complete orientation to the Center Rules and the BeST program during their first week on campus. Subsequent orientations will be provided as needed.

Consumers completing a Vocational Evaluation do not participate in the BeST program but are subject maintain the CDPVTC behavior expectations.

Tiered Behavior Interventions Overview

Tier 3 Behaviors: (Addressed by Progressive Disciplinary Committee). All behaviors that could have legal consequences.

Tier 2 Behaviors: (Addressed by Performance Intervention Team). All intermediate behaviors

Tier 1 Behaviors: (Addressed by any staff member). All minor/ classroom behaviors.

All staff members are expected to provide positive intervention with each behavior. Every behavior should be documented on an incident form. Each intervention should include documentation of Date, Time, Location and supporting documentation. All behaviors should be written as AIB. These reports will be

reviewed, and a particular tier will be assigned by appropriate staff person/committee.

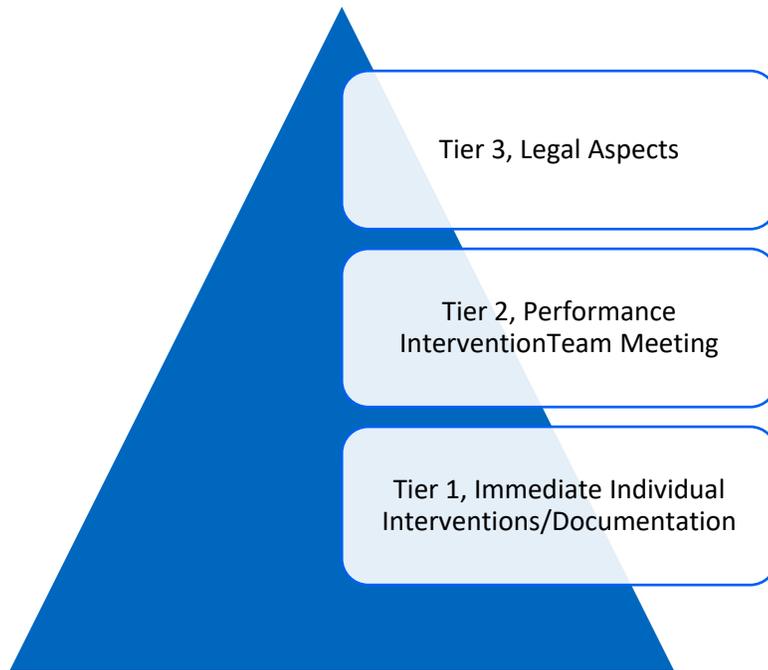
Tier 1 behaviors will be addressed and documented by the staff witnessing the behavior.

Tier 2 behaviors will be addressed and documented by the staff witnessing the behavior. A Performance Intervention Team Meeting will be scheduled by the case manager.

Tier 3 behaviors will be addressed and documented by the staff witnessing the behavior. The Center Director or their designee will be contacted, and a progressive disciplinary committee will be scheduled by the BeST Coordinator.

If a pattern of Tier 1 behaviors is present, a Performance Intervention Team Meeting will be scheduled with the case manager, a member from vocational services, and a member of psychology staff. Replacement behaviors will be recommended. Individualized behavioral services will be recommended and communicated to staff. Three (3) behaviors in one week are considered a pattern. One week is understood to be seven calendar days starting on Monday and ending on Sunday. The BeST Coordinator may attend the Performance Intervention Team Meeting as needed.

If a pattern of Tier 2 behaviors is present, a performance intervention will be scheduled with the case manager, behavior coordinator, a member of psychology, student services, instructor, and all other staff associated with the case. This Intervention Committee may recommend progressive discipline for lack of progress, or severity of behavior. Lack of progress must be documented for at least 1 month. Behavioral interventions and supporting documentation must accompany the progressive disciplinary request. This request will be made to the BeST Coordinator for review and to schedule a progressive disciplinary committee meeting.



This model represents the BeST system’s goal. -Consumers will occasionally demonstrate negative behaviors. Behaviors will fall within Tier 1 and will need an immediate response.

Tier 2 will also require immediate response, but resolution will be provided by the Performance Intervention Team.

Tier 3 will be presented to the Progressive Disciplinary Team for recommendations, due to possible legal issues. The Center Director will be involved in all decisions of the Progressive Disciplinary Team.

Behaviors that are considered Tier 3 after orientation to CDPVTC rules.

These behaviors will result in immediate consequences to include, but not limited to, suspension or discharge from CDPVTC as recommended by BeST discharge committee.

1. Causing emergency procedures to be initiated without proper cause. (Contacting emergency responders, 911, EMS, Police, or Fire Dept., causing Center evacuation, lockdown, or shelter in place).
2. Being in possession of firearms, or other devices (listed in the Consumer Handbook) that are considered to be dangerous weapons.

3. Having in possession illegal drugs or synthetic substitutes.
4. Distributing the above substances or any other substance which may cause harm to the recipient on Center property or function.
5. Physical assault or sexual assault (to attack violently causing bodily injury).
6. Male consumers found in female dormitory or vice versa. If in the room by consent, both consumers are issued the same infraction.
7. Being in an area, which poses a danger for serious injury or death: such as walking on Route 1107 after dark or walking on the railroad tracks.
8. No progress in program. Failure to comply with recommendations documented on Vocational Evaluation. Failure to comply with behavior standards, as recommended by discharge committee. Failure to comply with written behavioral intervention contract.

Behaviors that are considered Tier 2.

These behaviors will result in immediate demotion to WHITE STATUS.

1. Being under the influence/intoxicated or being in possession of drug paraphernalia, alcohol, synthetic substitutes, or prescription medication on outings or Center grounds. This would include an admission of guilt or confirmation through a drug and/or alcohol screen. Refusal of a drug/alcohol screen is considered an admission of guilt.
2. Intimidation which is defined as a verbal threat, a written threat, or body language suggesting that a physical assault is likely and possible. Any recognized form of bullying, including but not limited to physical, verbal, indirect (rumors), social alienation, and cyber-bullying. Fighting not covered under Tier I behaviors (deliberate, mutually agreed upon, or after being provoked where more force is used than necessary for self-defense).
3. Being in designated restricted areas such as unlit areas, areas under construction, training areas after class, coat closets, bathrooms of the opposite sex, and areas discussed in orientation.

4. Destroying, damaging, or defacing property belonging to another or the Center.
5. Deliberate injury to self or deliberate injury to another with permission. This includes tattoos, piercings and rituals.
6. Failure to follow prescription medication policy, to include not turning prescribed medication into medical staff following center orientation.
7. Purposely causing a safety hazard. Items not described in Tier 1, including items that cause a fire hazard.
8. Engaging in sexual contact under the clothing; including any form of sexual intercourse on center grounds or outings also includes, Exhibitionism- Deliberately engaging in public exposure or public indecency.
9. Exploitation: purposefully taking advantage of another individual includes borrowing without returning, coercion-forcing a specific behavior.
10. Theft of any item. Theft is defined as taking by force, by secrecy, or without permission.
11. Failure to wear or refusal to wear a seat belt while being transported in any Center vehicle.
12. Minors or consumers under guardianship that violate Center pass system rules.

Behaviors that are considered Tier 1

1. Failure to wear nametag or using another consumer's identification/status.
2. Operating a wheelchair, scooter, or other modes of transportation faster than a normal walking pace; or running in the facility or on walkways.
3. Use of profanity or sexually explicit materials (voiced, gestured, or signed or electronic).
4. Being loud during quiet hours in residential areas (voiced, electronic, etc.)
5. Engaging in inappropriate sexual activity on campus not covered under other behaviors. Public display of affection longer than 3 seconds.

6. An unexcused tardy or absence from class or required activity.
7. Failure to follow Center dress code and work appropriate grooming and hygiene instructions. Failure to pass room inspection.
8. Littering.
9. Initiating and/or repeating rumors.
10. Disturbance: loudly interrupting others, causing a disruption in services or inability to complete task.
11. Trespassing/Loitering on private property being in an area without written permission.
12. Rough or reckless behavior presenting an increased risk for harm to persons or property. Including Horse playing.
13. Failure to follow the pass system rules and/or procedures.
14. Being verbally abusive. Including unwanted sexual remarks or racial comments.
15. Failure to follow the dorm curfew rules.
16. Failure to follow the Center Consumer Vehicle procedures.
17. Making a statement to another consumer suggesting that self-harm is likely.
18. Windows open with heaters or air conditioners running.
19. Tobacco or tobacco substitutes used in non-designated areas.

Consequences of Behaviors within the Tiers

Tier 1 behaviors will be documented on AIB form for each event.

Tier 2 behaviors will be documented on AIB form for each event and a Performance Intervention Meeting will be scheduled. Consumer will be moved to white status.

Tier 3 behaviors documented on AIB form, will be reviewed by the Progressive Disciplinary Committee, and discharge or suspension may be recommended. The

Center Director or Designee will be immediately called by the staff witnessing the behavior. Consumer will be moved to white status.

Consumers who fail to comply with behavior standards and have failed to meet all interventions may be subject to the progressive disciplinary process.

All discharges are contingent upon approval from Center Director or their designee.

Discharges may be postponed or adjusted based upon the individual consumer's circumstance.

Behavioral Interventions

Tier 1

For behaviors that are not a threat to the safety or well-being of consumers, staff, facility and/or others the staff member witnessing the behavior may use the following interventions:

Consumer has the right to have a staff advocate present at any time during the BeST process. This includes but is not limited to, discussions, meetings, inquiries, etc. It is the responsibility of staff to inform the consumer of this right.

1. *Intervention – Conversation*

Staff witnessing minor behaviors that are not repetitive should engage the consumer in a collaborative action problem solving to correct the behavior. This should be a mutual discussion that is not confrontational and should direct the consumer towards the expected appropriate behavior.

- Ensure consumer is in a safe location away from onlookers
- Identify the behavior observed
- Ask the consumer to explain how the negative behavior could impact employment
- Ask consumer what behaviors would be more appropriate
- Inform future expectations for behavior

- Validate appropriate behaviors such as appropriate communication
- Ask how staff can assist with behavioral goals
- Have consumer repeat the plan
- Write Accident, Incident, Behavior form

2. *Intervention – Referral to BeST Coordinator and Case Manager*

The consumer should be referred to the BeST Coordinator and the Case Manager for review and follow-up. The actions taken by the BeST Coordinator will be based upon seriousness, incidence, and potential for loss of employment secondary to the behavior.

- Performance Intervention Meeting may be scheduled
- Ensure consumer is in a safe location away from onlookers
- Identify the behavior observed
- Ask the consumer to explain how the negative behavior could impact employment
- Ask consumer what behaviors would be more appropriate
- Inform future expectations for behavior
- Validate appropriate behaviors such as appropriate communication
- Ask how staff can assist with behavioral goals
- Have consumer repeat the plan

3. *Intervention – Performance Improvement Plans*

A Performance Improvement Plan (PIP) should be written based upon the approved format. These plans can be written by any staff member but must be approved by the BeST Coordinator prior to implementation. PIPs are generally reviewed after 2 weeks.

4. *Intervention – Referrals*

The Case Manager may make the following referrals as deemed necessary:

- Referral to Performance Intervention Meeting

- Referral to Individual Psychological Services
- Referral to Anger Management
- Referral to Social Skills
- Referral to Substance Abuse Program
- Other Interventions as needed.

Consumers who do not agree or fail to participate may begin Progressive Disciplinary Action.

Tier 2

For behaviors that are not a threat to the safety or well-being of consumers, staff, facility and/or others the staff member witnessing the behavior may use the following interventions:

Consumer has the right to have an advocate present at any time during the BeST process. This includes but is not limited to, discussions, meetings, inquiries, etc. It is the responsibility of staff to inform the consumer of this right.

1. *Intervention – Conversation*

Staff witnessing minor behaviors that are not repetitive should engage the consumer in a collaborative action problem solving to correct the behavior. This should be a mutual discussion that is not confrontational and should direct the consumer towards the expected appropriate behavior.

- Ensure consumer is in a safe location away from onlookers
- Identify the behavior observed
- Ask the consumer to explain how the negative behavior could impact employment
- Ask consumer what behaviors would be more appropriate
- Inform future expectations for behavior
- Validate appropriate behaviors such as appropriate communication
- Ask how staff can assist with behavioral goals

- Have consumer repeat the plan
- Write Accident, Incident, Behavior form

2. *Intervention – Referral to BeST Coordinator and Case Manager*

The consumer should be referred to the BeST Coordinator and the Case Manager for review and follow-up. The actions taken by the BeST Coordinator will be based upon seriousness, incidence, and potential for loss of employment secondary to the behavior.

- Performance Intervention Meeting may be scheduled
- Ensure consumer is in a safe location away from onlookers
- Identify the behavior observed
- Ask the consumer to explain how the negative behavior could impact employment
- Ask consumer what behaviors would be more appropriate
- Inform future expectations for behavior
- Validate appropriate behaviors such as appropriate communication
- Ask how staff can assist with behavioral goals
- Have consumer repeat the plan

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The Case Manager may make the following referrals as deemed necessary:

- Referral to Performance Intervention Meeting
- Referral to Individual Psychological Services
- Referral to Anger Management

- Referral to Social Skills
- Referral to Substance Abuse Program
- Other Interventions as needed.

Consumers who do not agree or fail to participate will begin Progressive Disciplinary Action.

The Performance Intervention Team (Tier 2)

- Is compromised of the case manager, the consumer, a member of psychology, the primary instructor, the BeST Coordinator will attend based upon severity.
- The case manager will chair the meeting and take notes
- A written plan will be developed and agreed upon
- The consumer will be informed of the consequences of their behavior
- The consumer will be asked to restate the plan to the team to communicate understanding

Tier 3

For behaviors that are considered a potential safety concern, a meeting will be scheduled to discuss potential progressive disciplinary action. The Center Director or their designee will be informed of the situation and transportation will be arranged for the consumer if needed. If there is any question about the consumer's involvement or conflicting reports, the consumer should not be removed from campus until a complete investigation occurs by the progressive disciplinary team. All evening, weekend, or holiday concerns will be conveyed to the administrator on call by the staff member deemed in charge. Consumer has the right to have an advocate present at any time during the BeST process. This includes but is not limited to, discussions, meetings, inquiries, etc. It is the responsibility of staff to inform the consumer of this right.

The Progressive Disciplinary Team (Tier 3)

Is a group of staff appointed by the Center Director including:

- The BeST Coordinator
- The Manager of Student Services
- A representative from Vocational Services

The Progressive Disciplinary Team investigates reports and any evidence,

- Determines accuracy of report,
- Decides outcome of report, and
- Recommend consequences.
- If disagreement occurs in the meeting a majority vote will occur.
- If a tie occurs, the Center Director will make the final decision.

Consequences are determined based upon individual case. The following are possible but not limited to consequences within the progressive disciplinary system:

- On Campus Suspension, special circumstances and must be approved by Center Director
- Off Campus Suspension up to 90 days
- Dismissal up to 6 months

BeST Appeals Process

Tier 1- there are no consequences other than redirection for Tier 1 behaviors. Appeals are not necessary. Should a consumer have a concern, it can be presented to the BeST Coordinator within 3 business days.

Tier 2- behaviors may be appealed, during Performance Intervention Meeting, to the BeST Coordinator or designee. The consumer must inform their case manager prior to the meeting being concluded of the intent to appeal. The appeal will be considered and decided on during this meeting.

Tier 3- if a consumer wishes to appeal the length of progressive disciplinary action, they should inform their case manager.

The consumer has the responsibility to appeal the infraction within one business day of the Tier 1 or Tier 2 infraction. Tier 3 infractions should be appealed within 5 business days. The Progressive Disciplinary Team will inform the consumer of the decision within 5 business days following receiving all necessary information.

The CDPVTC Center Director is the final authority, at center level, of all appeals. Tier 3 discharges may be reviewed by the Office of Vocational Rehabilitation Executive Director.

Consumers have the option of contacting the Client Assistance Program at any time for advice.

Client Assistance Program

5 Mill Creek Park

Frankfort, KY 40601

Telephone: (502) 564-2967

Toll-free: (800) 372-2988

Fax: (502) 695-2527

Email: KYPandAinquiry@gmail.com

Website: <http://kypa.net>

Positive Behavior Reinforcements

Score Cards

Score cards will be scored weekly by the BeST coordinator or their designee. Consumers will be eligible to gain promotion to the next status every two weeks.

Three (3) or more Tier 1 behaviors in a 1-week period may result in a Performance Intervention Team meeting. The first intervention may result in a probationary period of 1 week. If after the intervention, negative behaviors continue, the consumer will be demoted to the next lower status by the BeST Coordinator.

If the consumer is demoted to White status, they have one month to improve to a higher status, if they do not, they may begin the progressive disciplinary process

Consumers can earn higher status by having the Professional Performance Score Card filled out. Cards will be scored each Monday by the BeST coordinator or designee. Cards will be scored based upon a percentage of available points. Every other week, the BeST Coordinator or Designee will score the cards. A total percentage will be determined based upon the number of points available. A card will be scored with staff initials for appropriate behavior, an X for inappropriate behavior. If for some reason a staff member is absent and no substitute staff is available, that time block will be marked “excused”.

All consumers will enter program in YELLOW status. It is their responsibility to maintain or increase status.

To achieve BeST Status, the consumer must achieve a total of 98% or better for a period of four weeks.

To achieve BLUE Status, the consumer must achieve a total of 90% or better for a period of two weeks.

To achieve YELLOW Status, the consumer must achieve a total of 85% or better for a period of two weeks.

Any scores below 85% will be in WHITE Status as reviewed by the BeST coordinator.

Accumulation of points

- Score cards will be collected at 8:00 am on Monday by first period staff person.
- New score cards will be issued by the BeST coordinator
- Score Cards will be delivered to the BeST coordinator by no later than 10:00am on Mondays, by unit supervisors.
- Consumers must carry score cards and ID at all times.
- Consumers are responsible for score cards.
- Missing cards will result in zero (0) points for the week.
- Replacement cards are available only from BeST coordinator.

- Cards must be completed by staff
- Consumers will gain status dependent upon weekly scores
- Consumers may gain WHITE, YELLOW, BLUE, BeST or HONORS status.
- Each status may allow consumer access to certain opportunities based upon individual circumstances.
- Consumers who are assigned a specific housing location due to recommendations of staff should only be reassigned to another location after earning BeST Status and receiving recommendation from the staff person (s) making the location assignment.

Consumers will be evaluated for each hour they participate in a scheduled activity.

Staff responsibility when filling out score cards.

- Staff will mark each score card for each hour they serve the consumer.
- If a consumer is absent and unexcused, an “x” will be marked in each box for that hour.
- If a consumer is absent and excused, the staff member excusing the consumer will mark the card.
- If a consumer has a ½ hour class, the staff having the first ½ hour will fill out the scorecard.
- Staff will not mark a consumer for the entire day in the morning. Doing so may cause other staff to be unable to utilize the score card appropriately.
- If a consumer uses leave time, the score card must be marked by the staff person approving leave. Staff will draw a line though the entire day and make a notation on the card stating leave was approved.

Loss of BeST or HONORS Status

CDPVTC holds our BeST Status and Honors Status consumers to a very high standard. Consumers in BeST and Honors Status have consistently maintained exceptional behavior both in the classroom and in their free time.

BeST consumers must not receive more than 3 behavioral reports in a two-week scoring cycle. Consumers may reapply after being in blue status for one month.

Consumers on academic probation forfeit BeST status until being removed from academic probation. HONORS Status consumers can receive no tier behavior reports. They can reapply after maintaining blue status at 98% for 4 weeks. Consumers must be on BeST status for no less than 4 weeks before applying for HONORS.

BeST Program - “6 Pillars”

All CDPVTC consumers will enter the BeST upon arrival to campus. The BeST program applies to both residential and non-residential consumers. The BeST program emphasizes behaviors necessary to employment and focuses on staff/consumer interaction instead of disciplinary consequences. This program is built upon promoting positive social behaviors in the following categories, with examples.

Hygiene

Professional Examples	Unprofessional Examples
Bathes Daily	Forgets to Bathe
Brushes Teeth	Fails to brush teeth
Hair is well kept	Fails to maintain hair
Clothing is clean, neat and presentable	Clothing is dirty, poorly kept, and not presentable
No noticeable body odors	Has noticeable body odors

Respect

Professional Examples	Unprofessional Examples
Does not use profanity	Uses profanity, etc.
Completes tasks without argument	Argues, does not complete tasks, etc.
Follows classroom rules	Does not follow classroom rules
Does not horseplay	Horseplay etc.
Does not touch others inappropriately	Inappropriate touching (hugging, etc.)

Work Performance

Professional Examples	Unprofessional Examples
Being early or on time for appointments	Being late or absent from appointments
Completing tasks adequately	Leaving tasks uncompleted
Can work without supervision	Needs constant supervision
Follows instructions	Needs multiple redirection
Is eager to learn new tasks	Does not attempt new tasks

Accountability

Professional Examples	Unprofessional Examples
Accepts constructive criticism	Becomes argumentative
Takes initiative	Does not keep busy
Follows instructions	Needs multiple redirection
Follows Center rules	Disregard for center rules
Completes tasks adequately	Leaves tasks -incomplete

Customer Service

Professional Examples	Unprofessional Examples
Friendly and approachable	Unfriendly and difficult
Acceptable work quality	Poor work quality
Is courteous	Is not courteous
Takes initiative	Does not keep busy
Is eager to learn new tasks	Does not attempt new tasks

Community

Professional Examples	Unprofessional Examples
Follows Center rules	Disregard for center rules
Is involved in Center activities	Is not involved with Center activities
Treats others with respect	Treats others with no respect
Eager to help others	Does not help others
Assists in bettering the community	Avoids community assistance

CDPVTC staff members will score consumers on each pillar. Each pillar has examples of expectations. Staff will score each consumer based upon individual performance.

Privileges Associated with Best Status

WHITE Status will have the following privileges: (White Card)

- 10:00 curfew
- Access to consumer store \$10.00 bi-weekly. (1st and 15th of each month)

YELLOW Status will have the following privileges: (Yellow Card)

- 11:00 curfew
- Town shopping recreation trips
- Access to consumer store \$15.00 bi-weekly. (1st and 15th of each month)

BLUE Status will have the following privileges: (Blue Card)

- 12:00 curfew
- Town shopping recreation trips
- Some additional recreation trips
- Token economy trips
- Access to consumer store \$20.00 bi-weekly. (1st and 15th of each month)
- May walk off campus with appropriate level pass.

BeST Status will have the following privileges.

- 2:00 curfew
- Most recreation trips
- No use of point card
- Token economy trips
- Access to consumer store 25.00 bi-weekly. (1st and 15th of each month)
- May walk off campus with appropriate level pass.

Honors Status will have the following privileges.

- No curfew
- All recreation trips
- No use of point card
- May have visitors in dorm rooms after curfew if all individuals have Honors Status
- Token economy trips
- Access to consumer store 30.00 bi-weekly. (1st and 15th of each month)
- May walk off campus with appropriate level pass

Pass System

A pass system is in place at CDPVTC for leaving Center Grounds as well as accessing personal vehicle usage, it operates outside of BeST (See Section: [Perkins Center Pass System](#) for pass level policy). Perkins Center Case Managers are responsible for assigning passes on an individual basis.

Consumers are allowed to leave campus with their parents or guardians at any time regardless of pass or BeST status. Consequences within the BeST program may be assigned as needed, such as an AIB issued documenting failing to follow the pass system.

Parents or Guardians may give permission to allow consumers to leave with others either verbally or in writing. In this occasion, case management will be notified and will allow the consumer to leave regardless of pass or BeST status. Consequences within the BeST program may be assigned as needed, such as an AIB issued documenting failing to follow the pass system.

Perkins Center Classroom & Center Expectations

1. All consumers are expected to follow the Center Behavior Program.
2. Be on time. Unexcused tardiness and absences are not allowed.
3. Sleeping or laying head down in class is not allowed.
4. Profanity either spoken, gestured, or on clothing is not allowed.
5. Horse playing is not allowed.
6. Tobacco is not allowed.
7. Food and Drinks are only allowed if approved by staff.
8. No classroom materials may be removed without staff approval.
9. You are expected to follow hygiene and grooming rules.
10. Do not leave class without informing teacher.
11. The use of electronic devices is not allowed in class. Cellular phones must be turned in before class.
12. Be respectful to your teacher and other consumers.
13. No running or fast paced walking in the building.

Perkins Center Appeal Process

Persons served at the Perkins Center have the right to have a staff decision reviewed. The review process is determined by state regulations or by the Perkins Center policy. At any time during the appeal process, the person served may contact the Client Assistance Program. It is the responsibility of the Perkins Center to extend every effort to ensure that persons served are presented information on appeal procedures in a language which is understandable to them. If a consumer commits an offense resulting in loss of privilege status, they may appeal that decision to the Director of BeST. If a consumer does not agree with the decision of your appeal, they may appeal the decision to the Center Director or designee. If, at any time, a consumer is dissatisfied with the provision or denial of services, they have the right to have the matter reviewed by an impartial hearing officer. However, since this process is quite formal, it is usually in your best interest to try to resolve your complaints informally. The Office of Vocational Rehabilitation offers mediation services through an impartial party to resolve disputes between consumers and staff. Mediation may be requested at any stage of the rehabilitation process concerning any issue. The mediation process, once initiated, can be stopped and an individual may proceed to an impartial hearing at his/her discretion. The mediation process is distinct and separate from all other agency appeal processes. A consumer guide is made available to all applicants and consumers of the Office of Vocational Rehabilitation services. Additionally, the consumer guide is posted on the OVR web page. The following information from the web page posting of the consumer guide is specific to mediation and due process. If consumers feel they need assistance with your appeal, they may contact the Client Assistance Program (CAP). The Governor of the Commonwealth of Kentucky has established the Client Assistance Program with the purpose of assisting them in their relationship with the Office of Vocational Rehabilitation. CAP can help them to understand services available from OVR, advise them on other benefits available from state and federal agencies, help them to pursue appropriate remedies to ensure the protection of their rights, and help to resolve

any dissatisfaction that they may have with OVR regarding the provision or denial of services.

Complaint Process

Should you have a complaint regarding an issue that has occurred at the Perkins Center, complaint forms are available from Coordinator of BeST Program. You may fill out the form and place it in the TALK BOX. Please be sure to sign your name so that you can be contacted concerning your complaint. After receiving your complaint, the Coordinator of BeST Program will forward it to the supervisor responsible for the area of complaint within two (2) business days. The supervisor will investigate the complaint and make a written response to the consumer within seven (7) business days of receiving the complaint form.

Emergency Procedures

The purpose of this section of the handbook is to provide information to be used as an informational guide for all consumers to assist Perkins Center staff in providing a SAFE and SECURE learning, working, and living environment. It is the responsibility of each consumer to become familiar with the proper response for particular emergency situations with which they may be faced. An emergency is any unplanned event that can cause injuries or deaths to employees, consumers, or visitors, disrupt operations, and cause physical or environmental damage. Please be aware that in order to enable staff to respond to emergency situations, training drills must be conducted. These drills are meant to insure staff is competent in following these procedures. Please be patient and understand that these drills are for your protection. Also, be sure to **TREAT ALL ALARMS AS THOUGH A REAL EMERGENCY IS OCCURRING.**

Command Posts

Throughout this section, Command Post #1 and Command Post #2 will be mentioned frequently. The command posts are meeting areas for consumers and staff after emergencies for the purpose of accounting for everyone.

- Command Post #1 is located outside, behind the Assisted Living Unit
- Command Post #2 is located outside, in front of the building, between the flag pole and the highway.

The locations of the command posts are identified on the Perkins Center map at the end of this section.

Fire Alarm Procedures

When a fire alarm is activated during the class day, there will be a **LOUD BUZZING SOUND and FLASHING LIGHTS.**

When you hear the alarm or see the flashing lights, it is important that you exit the building from the nearest exit.

After leaving the building

1. move at least 50 feet away from the building.
2. listen for instructions or for a roll call of consumers and staff if necessary.

Re-enter the building only when the staff person in charge has given an **ALL CLEAR**.

There are several suggestions that consumers should also try to remember regarding fire alarm procedures:

- **Do not go into the courtyard area under any circumstances.** The courtyard is an enclosed area which could cause you to be trapped should a major fire occur.
- **Do not open smoke doors.** Smoke doors are the large wooden double doors located at the entrance to the Assisted Living, Arts & Crafts, Computer Lab, and the entrances to Job Readiness and Training. These doors are identified on the Perkins Center map located at the end of this section. When an alarm is triggered, the doors close automatically. The purpose of these doors is to isolate smoke from areas of the building to allow more time for persons to evacuate. If you come to a closed smoke door turn around and proceed to the nearest exit.
- **Do not use the elevators.** When a fire alarm is activated, the elevators will go directly to the bottom floor and open. They will not be operational after they reach the bottom. When the fire alarm is activated and you are in the Men's Dormitory or Women's 2nd or 5th Floor, go to the nearest stairwell and proceed to Command Post #1. Persons with mobility impairments or individuals who use wheelchairs have two options. First, they may ask consumers for assistance down the stairs. The second option is for the consumer to go to the nearest stairwell and wait for staff to assist them. Staff will be searching each floor making sure the dorm is clear and will assist the consumer down the stairs.
- **Familiarize yourself with the exits.** Only you know where you spend most of your time. Think about where these areas are and be sure you know how

to get out should a fire alarm occur. If you are unsure, the map at the end of the section provides safe routes outside of the building from all Perkins Center areas. Similar maps are posted in each section of the building and in the dormitory. Please ask staff if you are unsure of evacuation procedures.

- **What to do if you see fire or smoke:**

- If you see heavy smoke or an actual fire, locate a fire alarm pull station. These pull stations are located throughout the building and in the dormitories. After finding the pull station, activate the alarm by placing your fingers in the slot and pushing down. The fire alarm system will then be activated.
- It is important that if you see the smoke, activate the fire alarm before notifying staff. Notifying staff before starting the fire alarm wastes precious time that may be needed to keep the incident from worsening. **AFTER** pulling the fire station, you should notify a staff member of the location of the fire or smoke. After notifying staff, exit the building following standard fire alarm procedures.

Fire Extinguisher Use

Consumers are not expected to use fire extinguishers in times of emergency. Staff have been trained and are expected to be competent in using this equipment. However, if you see a fire and choose to attempt to put it out with the fire extinguisher, please follow the steps below:

1. Find a fire alarm pull station and activate the alarm system. This will notify staff to come and assist with the situation.
2. Use the **"PASS"** System in operating the extinguisher.
 - a. **"P"** – Pull the pin located near the handle.
 - b. **"A"** – Aim the hose or nozzle at the base of the fire.
 - c. **"S"** – Squeeze the trigger.
 - d. **"S"** – Spray the fire extinguisher in a sweeping motion.

If you do not feel comfortable using the fire extinguisher, you are not required to operate it. Merely activating the alarm system and notifying staff of the location of the fire will allow staff to respond to the situation adequately.

Severe Weather Procedures

Severe weather may include thunderstorms, lightning, high winds and tornadoes. Severe weather often results in Weather Alerts issued by the National Weather Service. Responses to Warnings will be exercised immediately upon receipt and at other times when personal observations indicate caution should be utilized.

Staff receiving the severe weather warning will make the following announcement:

“May I have your attention please: This is a Severe Weather Warning. All individuals served, visitors, and staff go quietly to the designated shelter areas and remain until an all clear is given.”

- After the announcement is made, please go to the designated shelter for the area where you are located. If you are unsure of the designated area, your instructor will show you where the shelter is located.
- Consumers in the Dormitory Area, including Recreation, should report to the Dorm Desk, where staff will direct them into the designated areas inside the Women’s First Floor Dormitory. Consumers should be in the hallways or the laundry room of the Women’s Dormitory, not in the rooms. If a male goes into a room it will be considered a Tier 3.
- Consumers in the Assisted Living Unit should report to the hallway outside the nurse’s station. If you have difficulty moving into the hallway, staff will assist you.
- If you are in a class or training area, your instructor will assist you in finding the appropriate shelter for your area. If your instructor is not available, and you are unsure of where to go, find a staff member immediately who can direct you to the appropriate area.
- The designated shelter areas are highlighted on the Perkins Center map at the end of this section.

Bomb Threat Procedures

In the event of a bomb threat, Security or the person in Charge (or their designee) will make the following announcement on the Center paging system.

“MAY I HAVE YOUR ATTENTION, PLEASE. ALL INDIVIDUALS SERVED, STAFF AND VISITORS WILL EXIT THE BUILDING AT THIS TIME IN A QUIET AND ORDERLY MANNER AND REPORT TO COMMAND POST ONE NEXT TO THE FORKLIFT TRAINING AREA. PLEASE TURN OFF ANY WIRELESS DEVICES SUCH AS CELL PHONES”

Consumers are to evacuate by the nearest exit, move 50 feet away from the building and go to Command Post #1. (Behind the Assisted Living Unit) If inclement weather occurs, the gym will be searched first and consumers and staff will proceed there. If you receive a bomb threat or over hear someone make a threat to harm others, you should inform a staff person as soon as possible. If you are in your dormitory room, do not turn the light switch on or off when leaving and do not lock your door.

Earthquake Evacuation Procedures

In the event of an earthquake, Security or the person in Charge (or their designee) will make the following announcement on the Center paging system.

“Earthquake, earthquake, all individuals served, staff, and visitors will drop, cover, and hold for 60 seconds and then an immediate evacuation will begin.”

- After 60 seconds, or after the shaking has stopped, evacuate the building by using the same routes as those used during fire alarms
- Proceed with staff to Command Post #1.
- Do not cross the rear parking lot due to placement of underground utilities.
- If ground damage occurs, staff and consumers will report to Command Post #2.

- Do not return to the building until an all clear is given by the staff person in charge.

Health Maintenance

The Perkins Center staff encourages consumers to practice appropriate behavior regarding actions that might place them at risk for contracting an illness or disease. Treat all body fluid spills as hazardous and avoid if possible. Notify staff immediately of a spill.

The Perkins Center also encourages you to practice responsible sexual behavior. Appropriate precautions can greatly reduce the risk of contracting sexual related illness. If you have questions concerning these precautions please contact dormitory staff, psychology staff or your Perkins Center Case Manager.

General Guidelines and Procedures

In order to maintain a safe and secure environment that promotes learning, The Perkins Center has developed general rules and policies. These rules are not meant to be considered restrictive, but merely to provide a structured environment that protects consumers' rights.

The following rules and policies are Center-wide and apply to all consumers, unless otherwise noted.

Prohibited Items

- Alcohol
- Marijuana, Cocaine, Heroin or any other controlled or illegal substance
- Spray Paint or Spray Enamel (Outside of training or Art & Crafts/Recreation)
- Guns of any type
- Knives
- Clubs or brass knuckles
- Pepper Spray
- Tasers
- Gasoline or bottled propane
- Firearms ammunition
- Toxic Model glue
- Tattoo implements
- Explosives of any type

If you have these items upon admission to the Perkins Center, you may turn them in to Security or Dorm Staff prior to, or immediately after your orientation to Safety, Security and Personal Dignity. Turn all prescription medicine into the Assisted Living Unit upon your arrival.

Consumers who turn in items that are not in violation of Kentucky State Laws (i.e. guns, explosives, controlled substances, etc.) will get a receipt for the item. The item will be stored in the Security Unit office. Consumers may pick up their property when they leave for home either on pass or upon discharge.

Right Of Entry

Consumers acknowledge, understand and accept that the consumer's room may be entered by Perkins Center staff in cases of emergency, for maintenance, pest control, safety/health inspection, and when the consumer's behavior appears to violate the law or Perkins Center policies and procedures. The consumer has the right to be present at the time of the search. Maintenance requests made by a consumer for work or repairs in their room grant Perkins Center personnel the Right of Entry into the consumer's room without notification to the consumer.

Alcohol and Drug Procedures

The possession of alcohol or drugs on Perkins Center property is considered a Tier 2 Offense. The Perkins Center has Right of Entry into your Dormitory or Assisted Living room, if we have probable cause that you have alcohol or controlled substances in your possession.

If it is suspected you have alcohol or drugs in your possession, staff will request your permission to search your room, or personal property. If you deny this request, staff will contact the Administrator in Charge to obtain permission to search. If the Administrator in Charge grants permission, two or more staff may search the area. The consumer has the right to be present at the time of the search.

Being under the influence/intoxicated while at the Perkins Center, in town or the community is a Tier 2 offense. The Perkins Center reserves the right to request a drug test when there is probable cause that you are under the influence or intoxicated by alcohol or controlled substances.

To obtain a drug screening when probable cause is present, the Security staff will contact the Administrator in Charge to get permission. Once permission is granted,

the Security staff will offer the consumer a drug screening and will get your permission in writing. If the consumer agrees, they will go to the Assisted Living Unit for a urine screening. Staff will be present in the outer treatment room while the sample is taken.

The purpose of the drug screening is to provide an opportunity to prove your innocence. If you refuse the drug screening, it will be considered an admission of guilt and an automatic Tier 2 offense.

CBD oil is considered an over the counter medication. Certain oils will cause you to test positive on a drug screen. If you are screened and test positive, you will be subject to the procedures of the BeST system.

Restricted Areas

After dark (as posted at the dorm desk) consumers are allowed access to the following areas ONLY, prior to 10:30pm;

- outdoor basketball court
- outside of recreation
- gazebo
- court yard

Consumers may access these areas using any paved walkway. Consumers are not allowed to gather at the front entrance. Consumers may wait for food orders or transportation in this area, for limited amounts of time. Consumers are not allowed to remain in any of the Centers parking lots.

Designated Restricted Areas

Being in these areas will result in a tier behavior being issued

- Railroad Tracks (other than crossing on the road)
- Riverbank on Center Property (without staff supervision)
- Males in female Dormitory, females in male dormitory

- Males in female restrooms, females in male restrooms
- Job Readiness or Training areas after class hours (without staff supervision)
- Forklift training area (without staff supervision)
- Behind or between Maintenance and Auto Lube (after class hours and weekends)
- On the soccer field or around the fence line (after dark)
- Any unlit area outside the building (after dark)
- Physical Therapy (after 3:30 without staff supervision)
- Physical Therapy hallway (after 3:30 and weekends without staff supervision)
- Speech hallway (After 4:00 and weekends)
- Loading dock (Unless directed by staff)
- Elevator maintenance access doors (in courtyard)
- Behind sewage treatment building (without permission)
- Behind greenhouse (without permission)
- Inside any fenced area on campus (without permission)
- Inside any center vehicle (without staff supervision or permission)
- Recreation area (prior to 3:00 or without staff supervision)
- Outside of the building (after 10:30pm without staff supervision)
- Walking on road (after posted time at dorm desk)
- Inside storage areas (such as sheds without supervision)
- In the area of the recreation storage building (after dark)
- Inside of daycare restroom (without permission)
- Daycare playground (without permission)
- Under stairwells/broom or coat closets
- Behind electrical panels near loading dock

- In any of the five (5) exterior indentions of the building (either side of main entrance, case management wing, Assisted Living wing, outside of psychology)
- Any areas of the building marked as under construction (areas secured by staff)
- Behind cafeteria serving line(without permission)

Definitions

- ❖ **After dark** is defined as after time posted at dorm desk
- ❖ **Weekends** are defined as Saturday, Sunday or recognized state holidays
- ❖ **Supervision** is defined as in the presence of or with the knowledge of staff
- ❖ Consumers have access to all paved areas until dark
- ❖ A **lit area** is any area where light fixtures are present, regardless of operation
- ❖ The leadership team may make changes to this document at any time.

Perkins Center Pass System

The pass system consists of four levels with Level I being the most restrictive pass and Level IV the least restrictive. You and your Perkins Center Case Manager are responsible for determining the appropriate pass level for you. Your Perkins Center Case Manager will review these assignments on a periodic basis, as needed to determine whether the level should be maintained. **Consumers must have Privilege Status to have access to the Pass System. Consumers in WHITE CARD STATUS cannot access their pass and cannot obtain a written pass except in an emergency situation.**

Consumers are responsible for making arrangements with their Perkins Center Case Managers to get a pass before they leave for the day. If the Perkins Center Case Manager is not there during business hours, a person will be designed to help consumers get a pass. See the Perkins Center Case Manager Assistant or VR Manager Student Services if the Perkins Center Case Manager is not available.

When consumers have a level II (2), III (3), or IV (4) pass, they may pick them up at the Dormitory Desk in the lobby. Consumers must sign out on the leave sheet located at the desk and turn in their keys before their pass will be given to them.

When consumers return to the Perkins Center, they are to immediately turn their pass into the Dorm Staff. If consumers are going to be out overnight, or think they might be out overnight, indicate this in the appropriate box on the leave sheet. If they state that they are not going to be out all night, and they are not in their room at bed check, they will be considered in violation of the pass system, a Tier 1 offense.

Consumers in the Vocational Evaluation Program are not permitted to transport other consumers.

Limitations of Pass Levels

LEVEL I:

- A pass must be written by the case manager each time the consumer leaves Perkins Center grounds.

LEVEL II-(Blue):

- Consumer is required to attend all scheduled classes and / or appointments.
- Can leave the facility on recreation events.
- Must follow curfew rules.
- Cannot leave overnight or ride with a family member, or their designee, without hand written pass (level I).
- Restricted from riding with anyone else.
- Cannot walk on route 1107 beyond the boundaries of the Center except to the Thelma Post Office for postal business.
- May have a car on campus, but can only use it to go home on weekends. Cannot transport or ride with other consumers.

LEVEL III-(Green):

- Consumer is required to attend all scheduled classes and / or appointments.
- Can leave the facility on recreation events.
- Must follow curfew rules
- Cannot leave overnight without hand written pass (level I).
- Can ride with family members or their designee or with level IV Center consumers who have a vehicle on campus (CANNOT ride with other level III consumers who have cars).
- Can walk to Paintsville.
- May have a car on campus to transport self (only) through the week and on weekends. Cannot transport other consumers. Can ride with a Center consumer who has a level IV pass and a car on campus.
- Note: If attending BSCTC, may transport another BSCTC consumer(s) with a level III pass with approval from consumer's Perkins Center Case Manager.

LEVEL IV-(Pink):

- Consumer is required to attend all scheduled classes and / or appointments.

- Can leave the facility on recreation events.
- Must follow curfew rules
- Can sign out overnight without a hand written pass (level I).
- Can ride with anyone (except a level III Center consumer with a car)
- Can walk to Paintsville.
- May have a car on campus to use through the week and on weekends. Can transport other Center consumers with a level III or IV pass.

Consumer Vehicle Procedures

Consumer may have a personal or family vehicle while at the Perkins Center under the following general guidelines. The Perkins Center does not assume liability for the vehicle, the driver, or passengers. Permission by the Perkins Center staff grants only the permission to exit the Perkins Center and travel with others, and does not insure or assume any liability of safety of the consumer. Perkins Center rules apply to the vehicle while on Center property. The consumer is responsible for parking his/her vehicle in an area designated by the facility. Loitering is not permitted in any vehicle while it is parked on campus. If a consumer is not on a Level III or IV pass, he or she may keep a vehicle on Perkins Center grounds; but may use it only to return home on leave, on summer break, or on Christmas break. Please do not perform maintenance work on your vehicle on Perkins Center grounds.

Transportation of Perkins Center consumers by other Perkins Center consumers also has several general guidelines. The vehicle operator must be on Level IV on the Perkins Center pass system, and the passenger must be on Level III or Level IV of the pass system. Permission may be granted, by the Perkins Center Case Manager issuing a Level I written pass, for a consumer not assigned a Level III or Level IV pass to ride with another consumer under special circumstance, such as medical appointments, or trips home. The passes must be valid for the driver and all passengers during the time they are away from the Perkins Center.

Some additional guidelines apply to Perkins Center non-resident (day, therapy only, outpatient, etc. consumers). Non-resident consumers may utilize their vehicles at any time other than class time. A non-resident consumer may transport, or be a passenger, of another non-resident consumer, or a resident consumer in honors status having a Level IV pass. A consumer in honors status, with a Level IV pass, may utilize his/her vehicle at any time other than class time. An evaluation consumer that has a vehicle at the Perkins Center must have a written Level I pass to use the vehicle. Consumers found in violation of the Perkins Center Consumer Vehicle Procedures will be issued a Tier 1.

General Dress and Hygiene

Rules apply for all consumers living at the Perkins Center and attending Perkins Center programs or other programs, day consumers and persons receiving outpatient services. These rules apply when consumers are on Perkins Center grounds, being transported in Perkins Center vehicle or on outings sponsored by the Perkins Center.

All consumers will maintain good personal hygiene and grooming on a daily basis which includes bathing, having clean hair that is brushed or combed and groomed, brushing teeth, using antiperspirant and having no body odor; Cosmetics and hair dyes, as well as hair styling, should reflect what would customarily be seen in work settings for both men and women. The Perkins Center wants to present a professional image to customers and hairstyles should reflect expectations in the consumers chosen employment field. It is the responsibility of staff to counsel the student on grooming issues as they work to reach their employment goal. Extreme makeup and face painting are prohibited.

All consumers will wear clean clothing daily, including proper undergarments and appropriate footwear. Shorts will not be worn that have less than a 4" inseam. Dresses or skirts will not be worn that are more than 4" above the knee. Clothing which exposes the breasts, buttocks, sexual genitalia or underwear is not permitted. Dresses/Shirts must have at least a 1 inch strap.

Bathing suits are not to be worn unless appropriate for the activity (ex: recreation trip, using the therapy pool). Clothing, hats, scarves and jewelry with suggestive or obscene language are not allowed. Clothing and other items that advertise alcoholic drinks are prohibited. Also, clothing or jewelry with reference to illegal substances will not be worn. The wearing of bandanas is not permitted. Also, the wearing of sun glasses in the building is not permitted. An exception will be allowed for persons who have a valid medical reason. Clothing, hats, jewelry, etc., that are offensive are not allowed. Piercing ornamentation must be small in size, does not protrude from the face/body more than ¼ "and does not hang below the middle of the chin or have chains or other items hanging from the piercing site. Any piercing that shows signs of infection must be removed and medical attention must be obtained before the piercing ornamentation may be worn. Pajamas, Robes, Slippers or other sleep ware is not allowed in the dorm lobby, cafeteria or training areas. Lounging pants may be worn after hours. Lounging pants are described as loose fitting, cotton or flannel type material, with pockets.

The VR Manager Student Services will have the right to make final decisions concerning questions regarding the General Dress and Hygiene Policy.

Training Dress Code

These additional rules apply to all instances when a consumer is attending classes, therapy sessions, or representing the Perkins Center in an official capacity. Consumers are to dress as if they are going to work. Tank tops, muscle shirts, halter tops and tops exposing the midsection are not appropriate attire. Pants will be worn that do not show underclothing or impede the performance of work tasks or hinder mobility. Shorts are to have no less than a 4 inch inseam and dresses and skirts will not be more than 4 inches above the knee. Cosmetics and hair dyes, as well as hair styling, should reflect what would customarily be seen in work settings for both men and women. Extreme hairstyles, makeup and hair colors are prohibited. Examples of extreme styles and colors include, but are not limited to, hawks of any kind, spiked hair, liberty spikes, hair spiked into a center ridge, unnatural hair colors such as green, pink, purple, etc. or painting of the face. If uniforms are provided for classroom training, these will be worn while the

consumer is in their program. A therapist can allow consumers to wear more casual clothing during therapy sessions. No hats, caps or sunglasses are to be worn in classrooms or therapy areas during the time a consumer is in class/therapy. Instructors may permit hats, caps or sunglasses to be worn if the consumer has legitimate reasons for wearing these items. Hats, caps and sunglasses may be worn in the following areas while working on outside projects:

- Materials Management
- Auto Lube and Detailing
- Groundskeeping
- Forklift
- Building Maintenance.

Sandals or any other footwear that exposes the foot or toes are not permitted in the shop areas of the Job Readiness and Employment Training Skills programs. Clothing with chains, pins or items hanging loose will not be permitted in the shop areas of the Job Readiness and Employment Training Skills programs. This includes long key chains, long jewelry, chains on wallets or any other items specified by the instructor. Men will be clean shaven or have well-trimmed beards and/or mustaches. The instructor has the right to require consumers to follow additional rules on attire for his/her training area to maintain safety and to promote clear communication (ex: wearing jewelry or piercing ornamentation during certain work activities might be dangerous). Facial and tongue piercing must be removed while in the classroom or shop areas in the following programs: Auto Lube and Detailing, Materials Management; Food Service; Child Care; Building Maintenance and Custodial. Consumers enrolled in the Job Readiness Training and the Employment Training Skills programs that have specific requirements concerning the dress code in a particular occupation are expected to comply with these requirements. The instructor will explain these requirements to the consumer upon entering the program. The wearing of bandanas is not permitted. An exception will be allowed for persons who have a valid medical reason for covering their heads. This dress code may be modified at any time to fit individual needs without notice. Consumers are to be notified of the dress code upon

entering their program. Failing to follow these guidelines will result in a Tier 1 behavior.

Medication Policy

Consumers may not keep any prescription medicine in their rooms. All prescription medication must be left at the Assisted Living Unit from the time of admission forward. Consumers must go to the Assisted Living Unit to take these medicines at their assigned times. Consumers who are found to have prescription medicine in their room will be given a Tier 2 offense for abuse of medication policies.

Over-the-counter medication is permitted in the dormitory as long as it is kept in the original container. Consumers may not share over-the-counter medication.

Tobacco Policy

In order to comply with a statewide smoking policy for state-agency offices, all state owned buildings, grounds and vehicles are to be tobacco free. Perkins Center staff takes great pride in maintaining a clean environment and hope consumers do so as well. As directed by statewide policy, cigarettes, smokeless tobacco, and electronic cigarettes are not allowed.

Visiting Hours

Visiting hours Monday through Friday are 5:00 P.M. to 8:00 P.M. and 10:00 A.M. to 7:00 P.M. on Saturday and Sunday. Visitors coming at other times should be cleared through your case manager.

Requests for visitation in the dormitory must be made to dormitory staff. Family members of the opposite sex must be accompanied into the dormitory by a staff member.

Vending

The vending machines are not the property of the Perkins Center. If you lose money in one of the machines, let the dormitory desk staff know and they will notify the vending operators. You should get your money back in two or three

days. Any complaints concerning vending should be directed to the VR Administrator dormitory.

Other Information

For safety purposes, the Perkins Center does not allow the use of off road vehicles, bikes, rollerblades, and skateboards. If you bring one of these items, it will be held in the Maintenance Section until you can get an opportunity to remove it from Center grounds.

Recreation, Game Room and Gymnasium Rules

- No food or drinks on the pool tables, table tennis table, foosball table, air hockey table, or other recreation area equipment.
- No sitting on pool table or other recreation area equipment or tables.
- During a pool shot, you must have one foot on the floor at all times.
- Do not bang the pool balls or pool sticks on the pool tables.
- Do not twirl, bounce, slam, or punch the ceiling tiles with your pool stick.
- Do not prop your feet up on any recreation area equipment.
- No audio and video devices are allowed in the game room or gym without earphones.
- Do not prop the outside doors open.
- No consumers are allowed in the game room or gym without staff permission.
- Weights must be returned to appropriate location, a staff spotter is required for free weights.
- Each person is limited to 30 minutes on the electronic games, if others are waiting.
- Please do not block the checkout window by standing or sitting in front of it.
- Consumers are at no time allowed in the recreation office, unless using video phone.

- You must check out and return all recreation equipment.
- Do not bounce basketballs in the game room area.
- Do not slam basketballs in the gym.
- Please be dressed appropriately for each activity at all times.

Other Recreation Guidelines

The Recreation staff offers special field trips throughout the year. To participate on these trips, consumers must sign up on the field trip list located in Recreation.

These trips are first come – first served, so if you are interested in a particular trip, it may be best to ask the recreation staff when the sign-up sheet will be out.

Computer Lab rules

- Computer Lab schedule is posted on the classroom door.
- If listening to music, headphones must be used.
- Consumers may be doing assignments. Consumers are expected to be quiet.
- Consumers have 30 minutes on the computer, if others are waiting.
- The computer lab is not an appropriate place to socialize. If you are not using a computer, please do not remain in the room.
- Only one person may use a computer at a time.
- No food or drinks in the Computer Lab.
- No pornographic materials.
- No more than one consumer per computer.
- No more than 9 consumers in the lab at a time.
- Consumers completing homework have priority.

Arts and Crafts

- All materials must be returned to appropriate locations.
- All tables must be wiped with a damp cloth prior to leaving the room.
- Floor must be swept and mopped each night before closing as needed.

- Consumers are not allowed to pour ceramics or operate the kiln.
- Consumers must place their name on their projects.

Trips

- All Center rules must be followed on trips with recreation.
- Seat belts are to be worn at all times on recreation trips.
- No tobacco on center vans.
- Consumers must pick up any trash left in vehicles, driver is responsible for ensuring van is left clean.
- Staff is expected to leave center van with at least ½ a tank of gasoline.
- Any accident with center vehicle must be reported immediately to the Administrator on Call. An email will be sent to the Maintenance supervisor, VR Administrator, and Center Director informing them.
- Recreation staff must be trained in appropriate wheelchair restraint.
- There will be a ratio of 1 staff person to 10 consumers on most trips. Some trips may require additional staff. These trips must be approved by the VR Administrator.
- Any staff member driving center vehicles with passengers must be trained in CPR/First Aid, van training, wheelchair lock down training and be physically able to drive. A verification should be on file in transportation and in the VR Administrator's office.
- Recreation staff or drivers are responsible for keeping and maintaining a written list on consumers on trips. A head count is not acceptable. The driver is to "see" the consumers pass to ensure the consumer has signed out.

Recreational Activities

All physically competitive activities must be directly monitored by staff. Your presence will help in keeping the environment safe. If a confrontation occurs with consumers in an activity, help resolve the situation. If an altercation occurs, call for security immediately.

Dormitory

The following is a list of the Perkins Center rules which consumers must follow if they live in the dormitory. Please contact dormitory staff if you have questions about any of these procedures. Perkins Center staff are here to help you in any way we can. Feel free to contact any staff member if you have a question or problem such as, adjusting to the Center, homesickness, relationship problems, personal problems or trouble with another consumer.

Intercom

- Please listen for your name to come over the intercom when it is in use.
- Please follow the instructions given over the intercom.
- The dorm desk staff can call your individual rooms.
- You can call the dorm desk staff by pushing the button once on the intercom box in your room.
- The intercom box will beep every few seconds if it is in use in your room.

Room condition

- As a resident in the Dormitory you are expected to:
- Keep dorm room clean and neat at all times.
- Keep any type of foul odor from forming in the room by keeping yourself and your laundry clean.
- Please use rubber gloves anytime you clean, especially in the bathrooms, to help prevent diseases.
- Please dry up any water on the bathroom floor after you bath or shower. Water left on the bathroom floor is a safety hazard.
- Please do not move the furniture away from the walls. This will allow a clear view of the room during bed check and emergency situations.
- You may use thumbtacks or pushpins to attach pictures, posters, etc. to the bulletin boards.

- You may use a brand of "poster putty" that does not peel paint or leave damage, to attach pictures, posters, etc. to the doors, walls, and/or furniture.
- Please do not use tape, nails, screws, thumbtacks, pushpins, etc. on the walls, doors, furniture, ceiling, light fixtures, etc.
- Pornographic pictures cannot be displayed in the room.
- Due to safety concerns, the window will not be covered with any items other than the curtains or blinds installed by staff.
- Because of reasons the dorm staff may not be able to discuss with other consumers, the dorm staff has the right to have consumers change rooms as they (the dorm staff) deem necessary.
- You are to get permission from the dorm staff before you move to another dorm room.
- If you do not have a roommate, you are to keep one bed, wardrobe and desk clean.

Appliances

- You may have televisions, audio/video devices, electric shaving razors, hair dryers, stereos, small desk lamps, and small electric clocks, in your dorm room without prior approval.
- You may have a refrigerator in your dorm room under the following conditions:
 - The refrigerator is 2.0 cubic feet or less in size. The refrigerator is plugged into an existing outlet in the dorm room; no extension cord or "outlet tree".
 - You do not sell food and/or beverages being kept in the refrigerator.
- You may have a microwave in your dorm room under the following conditions:
 - The microwave is 1.0 cubic foot or less in size.
 - The microwave is plugged into an existing outlet in the dorm room; no extension cord or "outlet tree".

- **The following items are not allowed in your dorm room:**

- hot plates
- toasters
- grills
- electric skillets
- electric blankets
- hair cutting shears
- Other items may be included as necessary

Room inspections:

- Room inspections may be performed every day by staff at any time.
- Consumers do not have to be in their rooms for room inspections.
- Room inspections are not announced over the intercom.
- The items looked at will be the following:
 - Bed made, with clean linens
 - Clothes stored properly
 - Trash bags in trash cans
 - Floor swept and mopped
 - Food stored properly and disposed of properly
 - Room decorated appropriately
 - Heater/air conditioner and light fixtures free of items
 - Appliance rules being followed
 - Furniture dusted
 - Furniture in appropriate places
- The room will be rated as follows:
 - Passes – At least seven of the ten room inspection items completed.

- Unsatisfactory – More than three of the ten listed room inspection items not completed; which gives the room the appearance of being in disarray. Any room inspection items not completed, which makes the room unsatisfactory, are documented by the Dorm staff.

You are not responsible for the condition of your roommate's side and/or part of the room. If you go on leave for any length of time (over the weekend or longer), you are to leave your room in a condition to pass room inspection.

Curfews & Bed Check:

Curfew time is affected by your privilege status, honor status, etc.

The following curfew rules apply:

- White Status—10:00 pm
- Yellow Status—11:00 pm.
- Blue Status—12:00 am
- BeST Status---2:00
- Honors Consumers do not have a curfew.

Quiet hours in the Dorm are 9:00 p.m. until 8:00 a.m., seven nights a week.

Excessive noise, such as slamming doors, moving furniture, playing your music or video games loud, etc. during this time is not allowed. If a Center staff member or another consumer asks you to turn your volume down, please do so.

Bed check will be conducted every night after the curfew time. Security and Dorm staff will make a count of every consumer in the Dorm. Dorm and Security staff will do nightly bed checks; expect staff to be at your dorm room at the appropriate time for bed check every night. On Friday nights, Saturday nights, and holidays, the Dorm staff will decide on how and when to do bed check.

Consumers are to go to their rooms and stay in their rooms from curfew time until 6:00 a.m. the next morning. You may leave the room to use the restroom, get a drink of water, or go to the Assisted Living Unit.

Consumers may come downstairs to get snacks from the vending machines after bed check is completed. Please come downstairs quietly, get your snacks, and go immediately and quietly back to your dorm room.

Visiting other rooms is not allowed after curfew.

Personal Property:

- You are responsible for the protection of your own personal property.
- Valuables such as clothing, money, watches, jewelry, etc., should be in your possession at all times, or locked up in your dorm room.
- You are responsible for locking your own closet and dorm room when away from it.
- You are to use your own locks on the closet.
- If you use your own lock, and the Perkins Center staff must get into your closet if you are away, your lock may be cut off. This would only be done if you were suspected of having drugs, alcohol, weapons, etc.
- We recommend that consumers not loan, borrow, trade, etc., personal property items. If you do so, it is your responsibility to get the items back.
- Personal property can only be stored for a maximum of thirty (30) days following discharge.

Public Displays of Affection or Sexual Behavior

Because Public Displays of Affection (PDA) or Sexual Behavior is not appropriate in the workplace, no public display of affection is permitted between the hours of 7:30am to 4:30pm.

The following behaviors are permitted after 4:30pm:

- Holding hands, with hands to the sides of the body
- Placing a hand on another's leg at the knee or lower
- Placing an arm around another's shoulder
- A kiss or hug lasting 3 seconds or less

The following behaviors are not permitted at any time:

- Placing a hand on another's leg above the knee
- Placing a hand on or below the waist of another
- Crossing a leg over another's leg
- Sitting or lying on another's lap
- Placing head on another's chest or lap
- Touching on another's breast and/or genital area
- A hug or kiss lasting more than 3 seconds
- Sitting between another person's legs
- Any contact under the clothing is not allowed

Medications:

You are to take all your prescription medications to the Nurses' Station in the Assisted Living Unit before entering the Dorm. You may keep over-the-counter medications in your dorm room. However, over-the-counter medications kept in your dorm room must be in the original containers. If you need any medication, or need any kind of medical attention, go to the Assisted Living Unit. If you are physically unable to go to the Assisted Living Unit on your own, contact the Dorm Desk using the intercom or another consumer, and staff will assist you.

Dorm Keys:

You will be provided a door key, and if necessary a mailbox key. It is your responsibility to keep track of your dorm keys. Dorm keys should be kept together and turned in to Dorm staff when leaving campus. If you lose your dorm keys, you will be charged \$ 20.00 per key to replace them.

Mail:

- There is one mailbox for each consumer in the Dorm. The mailboxes are located in the dorm lobby.

- If you lose your mailbox keys, you will be charged \$ 20.00 per key to replace them.
- Evaluation consumers can pick up their mail at the Dorm Desk.
- Incoming mail is usually distributed about 2:30 p.m. Monday through Friday.
- There is a box for outgoing mail on the wall next to the mailboxes.
- Stamps may be purchased at the Thelma Post office.

The Perkins Center wants to be respectful of each consumer's privacy. The Perkins Center does have the right, according to the Commonwealth of Kentucky's Homeland Security office, to open any package or letter that arrives on campus and to examine the contents. Mail that arrives on campus will be opened by a Perkins Center administrator if the addressee cannot be identified on the envelope. The Perkins Center is not responsible for consumer mail that is reported to be lost or misdirected. Consumers are responsible for informing the Post Office and any appropriate persons/businesses/agencies when they complete their stay at the Perkins Center and their address changes. Mail that arrives for consumers no longer residing at the Perkins Center will be returned to the Post Office.

Pass System & Procedures:

- You must have a pass anytime you leave the Perkins Center property. The Perkins Center property extends from the road in front of the building, to the inside of the Perkins Center property fence.
- You must obtain a pass from your Perkins Center Case Manager.
- All passes must be turned in to the Dorm Desk immediately upon return to Center grounds.
- A consumer must be in BeST status, and have his/her BeST card, to access the pass system.
- You must sign in and out, at the Dorm Desk when you use a pass.
- When you want to use your pass you must:
- Turn in your keys to receive your pass and be signed out by dorm staff (Level II, and III & IV only).

- After being signed out you are expected to leave Center property at that time.
- When you return to the Perkins Center you must:
- Collect your keys, return your pass and have dorm staff sign you back in at the Dormitory desk

Supplies:

Evaluation consumers can get the following items, free of charge, at the Dorm Desk:

- Bath soap, Razors, Shampoo, toothbrush, toothpaste, feminine hygiene products
- Furniture polish, garbage bags, laundry detergent, disinfectant spray, rubber gloves, window cleaner
- Paper, pencils, envelopes

All consumers not in evaluation must get their supplies from the Perkins Center consumer store.

BeST and honors status consumers must turn in their BeST cards when signing out returnable items (i.e. furniture polish, vacuum cleaner, iron, etc.) from the Dorm Desk.

You are encouraged to exchange your linens weekly at the Linen Room on Monday thru Friday from 3:00 p.m. to 4:30 p.m. The Linen Room is located across from the Security Office. You may wash your personal linens at any time.

When you leave the Perkins Center, you are to return your linens to the Linen Room.

Washers & Dryers:

- Washers and dryers are provided on each floor to do your laundry.
- Washers and dryers are free to use.

- In using both the washer and dryer, you should select setting for your clothes
- Please stay with your laundry at all times. Center staff is not responsible for lost laundry.
- Please do not pile clothes on the shelf above the machines or on the water heater. These are considered fire hazards.

Personal Hygiene:

Please use appropriate personal hygiene practices while you are at the Perkins Center. This means bathing every day, using deodorant, combing your hair, brushing your teeth, wearing clean clothes etc.

Behavior:

Consumers are not allowed to run, yell, and horseplay; put feet on the furniture, sit inappropriately on the furniture, such as on a table, or back of a chair, etc. You are not to play any kind of sports/games which involve physical activity, such as running, jumping, catching, throwing, etc., in the Dormitory. Consumers must wear appropriate clothing whenever they leave the dormitory floor. Consumers must have shirts/blouses, pants/skirts/dress, and shoes on anytime they enter the Dorm Lobby. Consumers are to use courtesy when watching the televisions. Audio/video devices should not be used without headphones except for the Case Management waiting area (after business hours), your own dorm room, or outside. Further behavior guidelines are discussed in greater detail in the BeST section of this manual.

General Information:

Men are not allowed in the Women's Dorm; and women are not allowed in the Men's Dorm. Because the Dorm Desk area is a, "heavy traffic" area, please do not loiter near the Dorm Desk. If you have a question or need help, check with dormitory staff. The only pets that are allowed in the Dormitory are small types of fish, which use one (1) fish bowl no bigger than three (3) gallons. Fish bowls requiring electrical attachments, such as air filters, water filters, etc., are not allowed. Otherwise, pets are not permitted. If a consumer has a service animal

from an established training school and chooses to bring it to the Perkins Center, they must provide current vaccinations. More information will be provided during orientation regarding expectations.

Cafeteria Information

Meals Served: Monday through Friday

- **BREAKFAST** | 7:00 a.m. – 8:10 a.m. (ALU and college consumers 6:50 a.m.)
- **LUNCH** | 11:30 a.m. - 12:30 p.m. (ALU consumers 11:20 a.m.)
- **DINNER** | 5:00 p.m. - 6:00 p.m.

Saturday, Sunday, and Holidays

- **BREAKFAST** | 9:00 a.m. - 10:00 a.m.
- **LUNCH** | 2:00 p.m. - 1:00 p.m.
- **DINNER** | 5:00 p.m. - 6:00 p.m.

IN ADDITION TO an ENTREE, consumers may also receive:

BREAKFAST: Choice of cereal; Choice of 2 drinks plus 4 oz. milk for cereal; 1 cup of coffee

LUNCH: Choice of 2 drinks; 1 salad; 1 dessert; Seconds are offered if available.
Soup served at lunch

DINNER: Choice of 2 drinks; 1 salad; 1 dessert; Seconds are offered if available.

Menus are located in the Cafeteria. If you do not want what's on the menu for lunch or dinner, you may request a chef's salad by SIGNING YOUR NAME on the chef's salad list at the office in the cafeteria by 10:00 AM.

Please do not take silverware, cups, glasses, and Salt & pepper shakers from the cafeteria. We are here to serve you. If you have any problems or complaints with the service or food, feel free to discuss them with us.

Perkins Center Services

Case Management Services

Upon your arrival at Perkins Center, you will be assigned to a Perkins Center Case Manager, who is responsible for your program throughout enrollment. The Perkins Center Case Manager serves as a liaison and advocate for Perkins Center consumers.

Using evaluation results, the Perkins Center Case Manager and person served develop an overall individual written rehabilitation plan. You will periodically review this program and insure that you are becoming independent and self-sufficient. Perkins Center Case Managers also resolve changes or conflicts with schedules, programs or services and help resolve personal problems.

Your Perkins Center Case Manager may assist you with some of the following:

- Doctor, Dentist, Psychiatric, etc. appointments
- Your pass level
- Transportation to and from the Perkins Center
- Phone calls
- Other services at Perkins Center (vocational, psychological, medical) available to you
- Vocational Counseling

Assisted Living Services

Persons Served

Individuals in need of medical rehabilitation services caused by trauma, illness, disease or developmental delay. Treatment may involve services and/or programs to improve physical functioning, activities of daily living, bowel and bladder control, communication or cognitive deficits, as well as adjustment to disability.

Program Goal

The goal of ASSISTED LIVING is to achieve the highest obtainable functional level for the individual. The program emphasizes personalized treatment planning and intervention to assist consumers in developing independence and assuming responsibility for personal and physical needs, while also offering services that enhance the consumer's opportunities for achieving a successful vocational outcome and/or independent living.

Program Features

A full range of interdisciplinary service providers and programs are offered including:

- Cognitive Rehabilitation
- Dietary
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Psychiatrist
- Psychologist
- Rehabilitation Technology
- Nursing Services
- Speech Language Pathology
- Substance Abuse/Chemical Dependency Services
- Low staff/patient ratios
- Therapeutic pool
- Therapeutic equipment
- Two bed patient rooms with fully accessible baths

Occupational Therapy (OT)

Persons Served

Occupational therapists treat individuals whose lives have been disrupted by physical injury or accident, birth defect, aging, emotional, sensory or developmental problems. A referral or physician's order is required to initiate occupational therapy evaluations and treatment programs.

Program Goal

The goal of occupational therapy is to assist each individual in becoming as independent as their disability will allow, using functional activities, assistive devices, and technology. Rather than referring to a person's employment, the term occupational means being occupied in meaningful day-to-day living activities, including work and leisure.

Program Features:

- Activities of Daily Living
- Feeding/eating
- Oral hygiene/grooming
- Toilet hygiene
- Bathing/dressing
- Adaptive/assistive equipment & splinting
- Assessment of patient capabilities
- Cognitive integration
- Pre-Driving Assessments
- Home, school, job-site visits, vocational services and consultations
- Independent living skills
- Home management
- Food preparation

- Community re-entry
- Safety awareness & performance
- Financial management
- Sensory awareness, processing & modulation
- Transfers

Physical Therapy (PT)

Persons Served

Consumers whose lives have been altered by head injury, stroke, spinal cord injury, amputation, orthopedic injury, cerebral palsy, multiple sclerosis, burns, arthritis and any other orthopedic or neurological injury or disease may be referred for physical therapy. A referral or physician's order is required to initiate physical therapy evaluations and treatment programs.

Program Goal

The goal of physical therapy is to help individuals meet the challenge of a disability by maximizing functional independence and community reintegration. An individualized program incorporating evaluation results and patient goals is developed to restore strength, flexibility, balance, mobility, coordination and endurance.

Program Features

- Ambulation training with or without orthotics or prostheses
- Bed mobility and transfer training
- Electrical stimulation
- Instruction in proper body mechanics, lifting techniques and lower back care, along with guidelines for safe work performance
- Injury prevention education and work accommodation assessment
- Modalities for pain control, joint motion and soft tissue healing, skin care and wound management

- Patient and family education
- Pool therapy
- Lower extremity orthotic evaluation

Speech Language Pathology (SLP)

Persons Served: Consumers requiring assessment, treatment or consultation in relation to communication may be referred to the speech language pathologist. Communication abilities may be adversely affected by: Traumatic Brain Injury, Cerebral Palsy, Autism, Asperger's, Vocal Abuse, Stroke, Fluency Disorders, Learning Disorders, intellectual disability, Dementia, Neurological Deficits, Auditory Processing Disorders, etc.

Program Goal

The goal of speech language pathology at the Perkins Center is to provide evaluation, treatment and consultation services to individuals with communication disorders. Emphasis is placed on an interdisciplinary approach to the evaluation and treatment of patients, with a broad range of specialists within the field available for consultation.

Program Features

- Speech-Language Pathology Services includes evaluation and treatment (group and individual) for:
 - Cognitive rehabilitation
 - Language disorders
 - Articulation
 - Fluency
 - Voice and prosody
 - Aural rehabilitation
 - Pragmatics

Psychology

Persons Served

Consumers with mental/emotional conditions presenting with any or all of the following may consider the services of the Psychology staff: cognitive deficits, disturbances in mood, and disturbances in behavior.

Program Goal

The goal of this program is to decrease the severity of disturbances in mood and behavior, as well as the frequency of maladaptive behaviors while increasing consumer awareness of their strengths, limitations, and ability to cope with their limitations.

Program Features:

- Neuropsychological evaluations (vendor)
- Individual counseling
- Group counseling
- Crisis intervention
- Behavior management consultations

Assistive Technology

Persons Served

Consumers requiring alternative methods, strategies, or equipment for managing daily activities at home, in the workplace, in school, or in the community.

Program Goal

The goal of this program is to provide professional consultation, assessment, and training in the use of assistive technology, designed to enable individuals with disabilities to become more independent and successful in the areas of personal care, independent living, education and work.

Program Features

- Computer Access
- Specialized evaluation and training to disabled individuals in accessing computers for vocational, educational, and recreational needs.
- Communication Technology
- Assistive listening devices
- Augmentative/Alternative Communication for individuals with severe speech impairments or with no usable speech, providing recommendations and training in use of these devices
- Environmental Control Units
- Devices that allow an individual to control lights, television, telephone, room temperature, and other conditions in their surroundings by accessing a switch
- Mobility Technology
- Seating and Wheeled Mobility
- Customizing Technologies
- Fabricating and modifying special devices, based on the needs of the individual consumer, is an integral part of this service.
- Consultation Services
- Available to case managers, employers, families and other interested individuals.
- Educational Services
- Assessment for and implementation of assistive technology into instructional programs for occupational training.

Assisted Living Unit Nursing And Physician Services

Persons Served

Persons with medical conditions such as stroke, spinal cord injuries, traumatic brain injuries, neurological disorders, limited mobility and self-care, cognitive disorders, psychosocial and psychiatric impairments are served in the assisted living unit.

Program Goal

The goal of the ALU is to provide medical and nursing care, coordinate and manage physical restorative, psychosocial and other services enabling the consumer to achieve optimum levels of physical, social, and psychological functioning within their living environment.

Program Features

- Diagnosis and treatment of impairment and disability
- Management of medical rehabilitation program
- Medical consultations
- Patient education
- Physician and nursing assessment of common conditions
- Prescription of medication and medical equipment
- Psychiatric education
- 24-bed unit

Staff members are specialists in general and rehabilitation medicine; psychology/psychiatry; registered nurses, and practical nurses. The key advantage of this program is that physicians and nurses collaborate to coordinate the consumer's treatment regimen and ensure that safe, quality care results in improved function.

Assisted Living Unit Rules and Guidelines

- All consumers housed in the Assisted Living Service will follow dormitory curfew rule, however, consumers should consult with the Assisted Living unit to see if you will be needed in the Unit at a particular time.
- No Consumers will be allowed in the Assisted Living unit except the consumers requiring treatment.
- Audio/Video devices are not to be played between the hours of 11:00 p.m. and 6:00 a.m. Sunday through Thursday, and 12:00 p.m. through 7:00 a.m. Friday and Saturday. All audio/video devices are to be kept at an acceptable level so as not to disturb others. Consumers refusing to abide by these regulations will be issued a Tier 1.
- Each consumer housed in the Assisted Living requiring daily evening care (baths, bowel care, etc.) are expected to return to the Assisted Living Unit for their care at the times they are scheduled. Failure to follow scheduled routines will result in tier offenses. Consumers who disagree with scheduled times for routine care should discuss this matter with the nurse in charge of the shift. All evening care must be completed by 10:30 p.m.
- Consumers are expected to go to the cafeteria for their meals. If snacks are desired, they should be purchased before coming to the Assisted Living Unit at bedtime. Snacks will be served to those consumers requiring extra nourishment. Snacks may be served until 10:00 p.m. The number of snacks kept in the refrigerator in the Nurses Station will be determined by the nurses. Dormitory consumers may not keep snacks in the refrigerator, due to the limited amount of space available.
- Consumers are expected to complete all personal care to the extent of their ability. Consumers are expected to keep their rooms in order and clean. Rooms will be inspected periodically. Poor room condition will result in a Tier 1 offense.
- Consumers are to turn in all medications brought from home to the nurses to be administered by the nurses. The consumer is responsible to come for

medications on time. Being more than one hour late for medication will be given a Tier 1.

- Medicine Administration Times;
 - Morning- 8:00 am
 - Midday- 1:00 pm
 - Night- 8:00 pm
- Consumers are given the opportunity to receive medication one hour prior or one hour following the scheduled times, without consequence. Extended hours are posted for weekends and holidays.
- Consumers may refuse medication, in person, at the Assisted Living Unit, without consequence, prior to the scheduled time of dispense.
- If you have a question as to when your assigned medication times are, a nurse can write your schedule for you.
- Persons visiting the Assisted Living Unit will be left to the judgment of the nurse in charge. Always have visitors check with the nurse before going to a consumer room.
- Consumers able to care for their own laundry will be expected to do so. Those needing assistance should have their dirty laundry placed in a laundry bag with their name on the bag. It is the consumer's responsibility to ask for assistance with laundry when needed.
- You may use thumbtacks or pushpins to attach pictures, posters, etc. to the bulletin boards. In order to prevent damages please refrain from using tape on walls or doors. You may use a brand of "poster putty" that does not peel paint or leave damage, to attach pictures, posters, etc. to the doors, walls, and/or furniture.
- The back doors in the Assistive Living Unit, as well as the emergency exit, should not be used for routine entrance and/or exit unless an emergency situation exists. Calling cards can be purchased. Due to confidentiality please refrain from entering the Nurse's Station, if you need assistance please report to the front counter of the Nurse's station.

If you are no longer enrolled as a consumer at the Carl D. Perkins Training Center you will need to follow up with your home physician for refills on your medication. The Perkins Center physicians are not responsible for continuing refills on your medication

Outpatient Services

Persons Served

Any OVR consumer requiring outpatient medical rehabilitation.

Program Goal

To provide Perkins Center services to consumers on an outpatient basis.

Program Features

- Diagnostic evaluations
- Therapy treatment programs
- Follow-up visits
- Residential alternatives for extended evaluations if OVR consumer

Program Services

- Neuropsychological Evaluation
- Occupational Therapy
- Physical Therapy
- Psychological Consultation
- Rehabilitation Technology
- Speech Therapy

Lifeskills Enhancement Program

Persons Served:

The LifeSkills Enhancement Program provides services for individuals with a range of disabilities including but not limited to autism, Asperger's syndrome, mild

mental retardation, learning disabilities, and traumatic brain injury. Participants in the program may require intensive Occupational Therapy, Speech Therapy, and Physical Therapy. The program may include individual PT, OT, and Speech Therapy, as well as offer the following groups: Critical Thinking, Community Management, Health Awareness, Job Skills, Orientation, T.A.L.K., Grooming & Hygiene, Food Prep, Medication Administration, Stress and Anger Management, Self Esteem Class. Rehabilitation Technology and Psychological services are also available. The length of the program is three months.

Program Goal

The primary goal of the LifeSkills Enhancement Program is achieving significant and measurable improvements that enable individuals to enjoy a more productive and satisfying life by optimizing cognitive, physical, social and vocational functioning. Treatment is practical and targeted to developing greater independence, improving everyday functioning, and achieving academic and vocational goals

Program Features:

- Life Skills evaluation as included in the Comprehensive Vocational Evaluation
- Medical evaluation
- Neuropsychological assessment (Vendor)
- Occupational Therapy
- Physical Therapy
- Speech-language pathology
- Rehabilitation Technology
- Critical Thinking
- Community Management
- Health Awareness
- Job Skills
- Memory

- Talk
- Orientation
- Self-Esteem
- Stress Management
- Medication Administration
- Anger Management

At completion of the evaluation, the LifeSkills Enhancement Program Interdisciplinary team determines what services are appropriate. Team staffings occur throughout the individual's program.

Transportation Services

When you have been referred for transportation services, you will be given a time to report for transportation. You are to report to the area beside the Security Department promptly at your assigned time. If you will not be needing transportation for an appointment or class already scheduled, please contact your Perkins Center Case Manager as soon as possible.

Student Government Organization

The Student Government Organization represents and advocates for consumer issues. If you are interested in participating in Student Government or if you have an issue which you feel is important, you may contact either your consumer representative or the VR Administrator BeST Coordinator.