

## HEARTLIGHT LEVEL SYSTEM (APRIL 10, 2007)

### LEVEL I - ORIENTATION (4 weeks)

#### **Purpose:**

Staff communicates knowledge and safety of the Heartlight environment.  
Give the resident an understanding of the structure, purpose, and expectations of Heartlight.

#### **Goals:**

First Week – Resident Orientation with House Director. Begin Program Events.  
Begin individual and group counseling.

Second Week – Meet with Residential Director and Academic Director.  
Communication with family begins.

Fourth Week – Demonstrate knowledge of Heartlight structure and expectations.

1. Move into house and settle into routine. Begin doing chores, work projects.
2. Meet with House Director and discuss rules, weekly schedule, the operation of the residential facility, the level system, communication by phone and mail, travel and holidays, other policy and procedures, visits from parents, restraint, discipline, trips away from Heartlight, and grievance procedures (completed in 7 days).
3. Meet with Residential Director to discuss philosophy of Heartlight, program, our foundational spiritual beliefs and how that is seen in relationships and program, and how all components of Heartlight and staff work together.
4. Meet with Academic Director to discuss individual academic plan, curriculum, and structure of school, study hall, classroom rules and expectation for completing course work. Enroll in first classes.
5. Begin to get to know roommates and "peers" in program.
6. Initial meeting with counselor. Discuss why they are here and define the individual and group counseling strategy, purpose and goals.
7. Involvement in Orientation Group (Continues through Level 2

## **LEVEL II - IDENTIFYING NEEDED ATTITUDE & BEHAVIOR CHANGES**

### **Purpose:**

Resident should begin to identify personal needs and issues and begin to take responsibility for behaviors and attitudes. Beginning to meet expectations of Heartlight outlined in Level 1.

### **Goals:**

1. Identify emotional, social, mental, spiritual and behavioral problems.
2. Work with counselor to formulate a list of identified problems, issues, losses, and appropriate and destructive behaviors – Continue to add to and edit as needed over time. Discuss and define ideas for working on things identified; who, what, where, when, how; in hopes of providing emotional and physical safety and personal accountability.
3. Allow others in group counseling to help identify problems and strengths.
4. Completed goals of initial group. Ready to be assigned to a regular group.
5. Continue counseling meetings with individual counselor. Resident will label feelings and behaviors. Begin to articulate thought that is connected to feelings and behavior with verbal definition; also learn to use alternate expression as needed, i.e. art, poems, music, animals. Use these coping skills to discuss what is being expressed or what it provides for them. Begin to further define needs, longings, and losses.
6. Respect towards staff, others, and property is generally being displayed and active on a daily basis.
7. Begin building trusting relationships with staff and peers. Begin to develop positive relationships motivated by selflessness and concern for others, demonstrated in positive encouragement and respect. Beginning to accept diversity of people in house and begin to be a part of building community in the house.
8. Continue learning how to become a functioning participant in the house. Take responsibility for personal chores and tasks.
9. Follow guidelines and rules more consistently.
10. Demonstrate an ability to function in the school setting and compliance with the expectations coupled with the privilege of going to school.
11. Develop study skills for academic plan; utilized in study hall and completion of homework and other academic responsibilities.
12. Personal hygiene and social skills are being demonstrated and developed as necessary.

## **LEVEL III - WORKING ON IDENTIFIED PROBLEMS**

### **Purpose:**

Resident is making recognizable progress in goals set for daily living as well as developing cognitive insight for items identified on Level 2.

### **Goals:**

1. Begin to make measurable and recognizable progress in areas identified on Level 2.
2. Grow in understanding of the past negative behavior, the implications of continuing such behavior, reasons behind choosing these behaviors and alternative healthy behaviors to use in the future.
3. Focus on choosing more positive behavior and more self-control over destructive behavior patterns. Willing to allow others to help identify and suggest attitude and behavior changes; take other's redirection and input seriously. Group counseling and house meeting will be useful structure and environments to recognize and measure willingness.
4. Continue to engage in counseling process, putting forth personal effort to sit honestly in self reflection and dialogue; going beyond behavioral issues. Increased investment in counseling; taking responsibility for sessions and assignments. Demonstrate more mature levels of emotional functioning and insight.
5. Resident should be continuing to modify, edit, and add to list of identifiable problems and issues. Allow goals and growth experience to be guided by present maturity of personal insight, appropriate age, and developmental and emotional functioning
6. Continue developing honest and deeper trust with staff and peers, demonstrated by engaging in relationship through discussion and asking questions. Continue participating to build positive community in house and Heartlight.
7. Demonstrate a positive attitude and behavior towards chores, study hall, work projects, and other responsibilities; demonstrated in self-motivation and taking initiative to fulfill responsibilities.
8. Allow the structure of Heartlight to redirect behavior by following guidelines and rules. Beginning to develop insight that correlates identified needs and goals with purpose of structure.
9. Display accountability for privileges and responsibilities associated with this level.

10. Begin to identify family issues and work on relationships with parents.  
Use telephone time and letters to build more respectful, honest and meaningful communication with family.
11. Continue learning to identify and then begin to resolve problems as they arrive, and conflict is handled appropriately and constructively.
12. Begin to allow destructive behavior patterns and attitudes to be broken by openness to discuss with staff and receive redirection: i.e. eating disorders, self-mutilation, suicidal thoughts/threats, as well as styles of self-protection and other poor coping mechanisms.
13. Learn to handle stress in a positive manner and to take measures to eliminate its buildup through some type of stress management. Find ways to express emotions, discuss with others, make changes or adjustments to reduce stress.
14. Has a healthy understanding of consequences for inappropriate behavior.
15. Honesty is being displayed in admitting when wrongdoing is taking place in resident's life, and in displaying a concern for peers at Heartlight when "wrong-doings" are evident in the peer's life. (Able to confront other residents, privately and in group counseling).
16. Assumption of responsibility for academics; making use of study hall and tutoring to complete assignments and prepare for exams.

## **LEVEL IV - DEVELOPING NEW ATTITUDES AND BEHAVIOR PATTERNS**

### **Purpose:**

Resident will demonstrate genuine personal change in thought and actions, becoming more focused on a healthy sense of self and personal goals and desires.

### **Goals:**

1. Continue to develop new positive attitudes and behaviors. No longer resistant to change. Beginning to recognize that change can look messy and undone, but still transitioning in growth to something more real and authentic. Understand that real and authentic change can be difficult.
2. Develop further trust with staff and peers demonstrated by new and intentional choices of positive behavior.
3. Willing to take initiative in effectively resolving problems and conflicts, personally and in relationships with other.
4. Real progress being made towards resolving family problems.
5. Welcomes group and staff input. Genuinely respects and values relationships with significant people in their life.
6. Demonstrates more consistency in encouraging and motivating others through words and example.
7. Taking responsibility for own actions, choices, thoughts, words, and consequences. Be responsible to set goals and plans or steps to achieve desired outcomes.
8. Establish and formulate personal and social values.
9. Deals maturely with time out. Follows guidelines. Honest about struggles, and uses this time as an opportunity for growth.
10. Wise thinking is being displayed in everyday decisions and actions.
11. Learning deeper trust and genuine honesty in relationships developing greater self-awareness and awareness of others. Reflects a mature and age-appropriate search for identity.
12. Beginning to develop a greater value for self. Growing to really like self. Developing confidence in personal strengths, beliefs, and decisions.
13. More development of age-appropriate maturity and positive attitude is evident in carrying out daily responsibilities such as academics, chores, time out, work projects, etc.
14. Able to communicate areas of struggle to staff, counselor, peers, family, etc. Takes initiative in identifying these areas and working through them.
15. Demonstrates positive direction and encouragement to the Heartlight residents.

## **LEVEL V - CONSISTENCY IN POSITIVE ATTITUDE AND BEHAVIOR**

### **Purpose:**

Resident has attained genuine, consistent thoughts and behaviors appropriate for attained emotional and social level of functioning and maturity. Self-awareness and responsibility are prompted by personal development of attitudes, behaviors, and desires for their life, beyond what is required for Heartlight.

### **Goals:**

1. The new attitudes and behaviors are becoming a spontaneous and more natural part of every day life, rather than being so consciously generated or forced through struggle.
2. Responsibility is self-motivated rather than externally having to be pushed along.
3. A leader in small group and house group. Helping others deal maturely and objectively through their difficulties.
4. Learning how to cultivate and build upon strengths. Not being afraid to acknowledge weaknesses and challenges that might need responsible personal boundaries or support. Continue to be real about needs and growth. Growth can look messy but still be positive on Level 5.
5. Working to a point where actually going home is possible, and family is ready to work towards transition.
6. Has had a series of "successful" opportunities with parents and family.
7. The development of the "belief system" for the transition home; includes but is not limited to setting goals, expectations, consequences, and identifying potential problems within the home structure, including what you want for and from relationships, not just behavior goals.

## **LEVEL VI – DISMISSAL**

### **Purpose:**

Completion of Level System. Ready to graduate Heartlight at next scheduled graduation. Ready to transition home or out of Heartlight to next setting with attained emotional growth. (There likely will be a need for support systems in home and community).

### **Goals:**

1. The decision has been made by parents and Heartlight that it's time to go home.

2. The counselor, parents, and child have met and discussed belief system.
3. Academic transcript and withdrawal completed.
4. Transferring of daily authority from Heartlight to parents.
5. The resident's counselor will follow-up with the family and resident within 7 to 10 days following discharge. The counselor will check in monthly for 2 months. Family and resident should make own initiatives with Heartlight for any circumstances or situations that arise where the relationship with Heartlight would be valuable to assist with any needs.

## **LEVEL VII – GRADUATE**

This level is for those who accomplished Level VI and could go home, yet for some reason, it is best to stay at Heartlight.

## LEVEL SYSTEM PRIVILEGES

### LEVEL I - ORIENTATION

<b>Privileges:</b>	<b><u>Junior High</u> <u>Senior High</u></b>	
Allowance (Begin 3 <sup>rd</sup> week)	\$4	\$4
Group – Initial Group	Yes	Yes
Program Events (begin 1st week)	Yes	Yes
Phone privileges (begin 2 <sup>nd</sup> week)	Family	Family
Mail from Family	Yes	Yes
Mail from friends	No	No
Non Program Events	No	No
Visits Home to parents	No	No
Time Out	No	No

### LEVEL II - IDENTIFYING NEEDED ATTITUDE & BEHAVIOR CHANGES

<b>Privileges:</b>	<b><u>Junior High</u> <u>Senior High</u></b>	
Allowance (Weekly)	\$4	\$4
Group - Initial	Yes	Yes
Program Events	Yes	Yes
Phone privileges	Family	Family
Mail from family	Yes	Yes
Mail from friends	No	No
Non-program Events	No	No
Visits Home to parents	No	No
Time Out	No	No

### LEVEL III - WORKING ON IDENTIFIED PROBLEMS

<b>Privileges:</b>	<b><u>Junior High</u> <u>Senior High</u></b>	
Allowance (Weekly)	\$5	\$5
Group – Regular Groups	Yes	Yes
Program Events	Yes	Yes
Phone privileges	Family	Family
Mail from friends & family	Approved	Approved
Non-program events	W/ Staff	W/ Staff



Visits Home to parents	Yes	Yes
Time Out	No	No

#### **LEVEL IV - DEVELOPING NEW ATTITUDES AND BEHAVIOR PATTERNS**

<b>Privileges:</b>	<b><u>Junior High</u></b>	<b><u>Senior High</u></b>
Allowance (Weekly)	\$6	\$9
Group – Regular Groups	Yes	Yes
Program Events	Yes	Yes
Phone privileges	Family	Family
Mail from friends & family	Approved	Approved
Visits Home to parents	Yes	Yes
Non-Program Events	W/ Staff	Yes
Time Out	Staff Discretion (Sr. High only. Friday/Saturday night alternate guys and girls. After 4-6 weeks on L4)	

#### **LEVEL V - CONSISTENCY IN POSITIVE ATTITUDE AND BEHAVIOR**

<b>Privileges:</b>	<b><u>Junior High</u></b>	<b><u>Senior High</u></b>
Allowance (Weekly)	\$7	\$10
Group	Yes	Yes
Program Events	Yes	Yes
Phone privileges	Family	Family
Mail from family and friends	Approved	Approved
Visits Home to parents	Yes	Yes
Non-Program Events	Yes	Yes
Time Out	(Sr. High only. Friday/Saturday night alternate guys and girls.)	

#### **LEVEL VI – DISMISSAL** (privileges until leaves on discharge date)

<b>Privileges:</b>	<b><u>Junior High</u></b>	<b><u>Senior High</u></b>
Allowance (Weekly)	\$8	\$11
Group	Yes	Yes
Program Events	Yes	Yes
Visits Home to Parents	Yes	Yes

Phone privileges	Family	Family
Mail from family and friends	Approved	Approved
Non-Program Events	Yes	Yes
Time Out	(Sr. High only. Friday/Saturday night alternate guys and girls.)	

**LEVEL VII – GRADUATE** (continue to live at Heartlight after completing Level System)

**Privileges:**

**Junior High   Senior High**

Allowance (Weekly)	\$10	\$12
Group	Yes	Yes
Program Events	Yes	Yes
Phone privileges	Family	Family
Mail from family and friends	Approved	Approved
Visits Home to Parents	Yes	Yes
Non-Program Events	Yes	Yes
Job in town	No	Treatment Team determination
Dating	No	No
Sports Involvement	Treatment Team determination	
Time Out	Staff Discretion (Up to 8 hrs. total for Sr. High; Friday night (4hrs.) & one school event during the week (4hrs.)	