



Northwest Wyoming Board of
Cooperative Educational Services

Parent Handbook

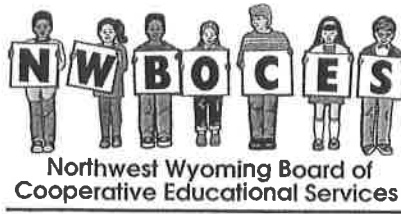
2020-2021

Big Horn Basin Children's Center

*P. O. Box 112
250 E. Arapahoe
Thermopolis, Wyoming 82443*

*307-864-2171
307-864-9463 Fax*

*nwboces@rtconnect.net
<http://www.nwboces.com>*



Introduction

Big Horn Basin Children's Center (BHBCC) is a school and residential treatment facility operated by Northwest Wyoming Board of Cooperative Educational Services (NW BOCES). Programs have served youth since 1970. The current program provides services for youth with emotional disabilities/behavioral disorders. The school and residential cottages are located within Hot Springs State Park in Thermopolis, Wyoming, a town of approximately four thousand inhabitants. Referrals and services are provided for from throughout Wyoming.

The program for youth with emotional disabilities/behavioral disorders is for elementary school youth ages five to fourteen (K-8). Students are referred for services by their local school district or by the Department of Family Services (DFS) through a court order.

NW BOCES has been Wyoming Department of Education and North Central/AdvancEd Accredited since 1991 and certified as a Residential Treatment Facility (RTF), through the Department of Family Services, since 1998.

Programs are offered for youth with a history of the following: behavioral & emotional problems, post traumatic stress disorders, reactive attachment disorder, bi-polar, mood disorders, personality disorders, aggressive violent outbursts, aggressive behavior, physical abuse, sexual abuse, parental neglect, self-esteem issues, self-harm, depression, suicidal thoughts, runaway issues, impulsivity, ADD, ADHD, anxiety disorder, impulse control dysfunction, obsessive compulsive disorder, poor social skills, peer relationship issues, excessive fear, anger, mistrust, confusion, fire setting, property destruction, autism, and other various mental health and behavioral needs.

Services include: educational; residential; behavioral management; therapeutic (counseling/psychological, psychiatric, speech therapy, occupational therapy, physical therapy, social skills training, recreational therapy, family therapy); health and physical education; parent training; community integration; life skills; dietary; nursing care; medication management; and transition services.

The 18 member districts include: Big Horn #1, Big Horn #2, Big Horn #3, Big Horn #4, Converse #1, Fremont #1, Fremont #6, Fremont #14, Fremont #21, Fremont #24, Fremont #25, Fremont #38, Hot Springs #1, Park #1, Park #6, Park #16, Washakie #1, & Washakie #2. Non-member district/DFS student placements in 2017-2018 included: Platte #1; Sweetwater #1; Sheridan #2; and Carbon #1.

All professional staff are fully certified through their relevant boards. The program uses a team methodology for a focus on the "whole child". The child is our priority. Each child is

treated with dignity and respect in an environment that is safe which provides an opportunity for the child to heal, grow, & learn. Staff are trained in the specific needs of each student and specifics of the NW BOCES behavioral program. Ongoing training occurs annually for behavior management; working with traumatized youth; autism; confidentiality; IEPs; least restrictive environment; MANDT /non-violent crisis intervention; First Aid; CPR; universal precautions; emergency planning; communication and documentation/charting; client rights; civil rights; calming children in crisis; separation and loss; staff roles and working with families; suicide prevention and intervention; missions, goals, and vision; supervision and safety; food service protocols; sensory integration; transportation safety; fire safety; school improvement goals; & medication administration. Professional staff attended seminars, workshops, webinars, and/or classes relevant to their position.

Staff and consultant contract personnel positions include: administrative director, business manager, administrative assistant, nurse supervisor, residential nurse, counselor/psychologist, school social worker, transition coordinator, psychiatric nurse practitioners, pharmacist, special education and regular education teachers, physical education/health teacher, paraeducators, food service assistants, maintenance and janitorial personnel, technology consultant, transportation personnel, residential supervisor, residential houseparents and residential aides.

Our facility offers a spacious school building with three classrooms, play therapy room, sensory room, gymnasium, playground, library, dining, health, related service, food service, nurse, and office areas. The school is open, bright, and a physical environment that is welcoming and conducive to learning.

The three residential buildings called “cottages” offer a family style living environment which includes a central dining area, two living rooms per cottage, kitchen, laundry facilities, six private bedrooms and six bathrooms per cottage, a playground, and a spacious commons building for student activities and parent visits.

Big Horn Basin Children’s Center offers a comprehensive continuum of services for students and families: a 90 calendar day evaluation upon admission; educational services following Wyoming standards for regular and special education; multi-disciplinary team approach; behavioral evaluation & treatment with a positive reinforcement, response cost, token economy, & levels system; psychiatric consultations; dietary, & medication management and assessments; nutrition management; occupational, physical & speech therapy services; psychological therapy/counseling using a neuropsychiatric and cognitive behavioral approach; social, leisure, & life skills training; PE/APE, & recreational therapy; health, art, and music classes; parent support, parent training, and family counseling; 24 hour awake residential care; crisis intervention; community integration, inclusion & community service projects; intensive and specialized residential care; transportation; transition planning, and aftercare services.

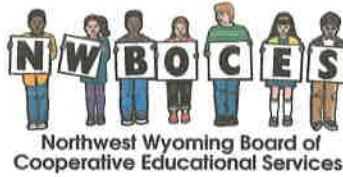
Services are individualized to meet the unique needs of our population. Data collection is frequent for educational and behavioral programs. The program is consistent and structured. Grant transition funds were available again this year. The majority of the transition funds went to funds for community outings with staff and/or student’s family members and for reimbursement for parent’s motel and meal costs so they could stay in Thermopolis to visit with their child one weekend per month. Parent involvement in the program directly affects

student progress through the program. A variety of placement options are available: full-time academic and residential placement, school day program placement (Hot Springs, Washakie CSD#1, and Fremont CSD#24), and residential placement only for youth attending school at Hot Springs County School District #1.

Student census ranged from eleven to sixteen students in the school program and seven to 11 students in the residential program. The capacity for school and residential students is 18. This year three students were served in the day program which allows students from Thermopolis, Worland, and Shoshoni to be transported in on a daily basis. Day students and residential students are served in the same classroom settings. This year the range of residential service days per month was 204 to 341. This is the highest number of service days since 2014-2015. The range of school enrollment days per month was from 202 to 300 days. The average enrollment was 13 students served per month in the school setting and 9.6 students per month at the residential setting. In 2017-2018, NW BOCES served a total of 19 students.

Outcome data for the 2017-2018 school year includes the areas of behavioral and academic growth for students. The NW BOCES Achievement goal is: annually students will improve their Northwest Evaluation Association (MAP) scores equal to or greater than average norm rates of improvement. This year only five students were enrolled at the time of the fall 2017 NWEA testing and for the spring 2018 NWEA testing. This is an extremely small group so a group comparison would not be valid. Individual comparisons show: reading growth of 24 points by two students, 10 points by one student; 7 points of one student; and a decline of 2 points by one student. Therefore, two students made growth of nearly twice the peer group norm, two students were at or near the norm, and one student had a decline per this assessment but not in daily academic performance in the classroom. NWEA math test data shows: an increase of 18-19 points by two students; an increase of 10 points by two students; and an increase of four points by one student (which was the same student that had a decline of 4 points in reading). Similar to the reading data: two students made growth nearly double the average rate of progress; two students were near the average growth rate of the peer group norm; and one student was below the average rate of progress in math.

The Northwest Wyoming BOCES behavioral goal is that at least 80% of the youth who complete the treatment program will successfully integrate in the home community and have no further residential placements. Of the students completing the NW BOCES program for emotionally disturbed youth September 1998 to October 2018, 84% have not enter another school or residential treatment facility as a youth. Outcome data for students in the past three years who exited the program prior to completion of the program have a re-entry rate of 52% which is up from 37% the previous year and down from two years ago when the re-entry rate was 61% for students that had not completed the NW BOCES program.



Dear Parents/Guardians, DFS Caseworkers, and School District Caseworkers,

When your child/student is placed at NW BOCES for educational and treatment services, an Individualized Education Plan (IEP) is developed which you and all members of the student's IEP team will develop and sign. Within the plan the team will identify educational and treatment goals. The NW BOCES behavior management plan is also incorporated into the IEP. Through placement and IEP development it is expected that team members will work together to accomplish the goals as written and encouragement for the child to work through the NW BOCES level system to better ensure a successful transition.

NW BOCES staff will incorporate district IEP goals into the educational and treatment plan for each youth.

Prior to placement, parents and caseworkers will receive copies of the behavior management program. Copies of Level System attached included in the parent handbook. Further information is available on the website: www.nwboces.com.

Within the plan the team incorporates family counseling and parent training as a necessary part of the child's treatment program. Under the federal Every Student Succeeds Act (ESSA), family counseling and parent training are recognized as a related service designed to assist parents to support the child's IEP and carry out the successful strategies when the child returns home. We feel that this is a necessary part of your child's program and that it is essential to the success of our program and ultimately your child's transition home.

We encourage parents to attend parent training sessions and to call in as scheduled for family counseling sessions with the therapist. Travel expenses may be available from your child's district when the service is written into the IEP or Department of Family Services may be able to secure funds for your travel expenses. We are available for parents and/or caseworkers calls regarding student progress. Monthly staff reports will also be sent to family members and all agencies involved.

It is expected that your child will work through the NW BOCES program as written. Should the parent, school district, or family services caseworker determine that they desire a child to leave before completing the evaluation period or the level system and an adequate transition process is accomplished, an IEP meeting will be required so that team members concerns, suggestions, advice, and planning can be accomplished.

We look forward to working with you to help meet the needs of your child.

Sincerely,

Carolyn Conner

Carolyn Conner
Administrative Director

FACT SHEET

Dear Parents,

The following are answers to some questions you may have about your child's placement at NW BOCES/Big Horn Basin Children's Center:



1. *Is there a specific day and time to telephone my child?*

We encourage parents to set a day(s) of the week and time(s) that is convenient for them as well as working with your child's school and residential schedules.

2. *Is there an 800 number for parents to use to:*

a. Call my child? Yes, at the school but not at the residences. The number is 1-800-928-2171. School hours are 8AM-3PM Monday-Thursday and 8AM-2PM (Friday). The school office is open 7AM-5PM.

b. Call the facility? Yes, again at the school but not at the residences. The residential numbers are:

Cottage A – 307-864-2966

Cottage B – 307-864-5767

Residential Supervisor, Matt Ivie, 307-921-0012 Monday through Friday 1p-8p

3. *Can my child call me whenever he/she wishes?*

The number of calls home per week is dependent upon the student's status. Telephone privileges are listed in the Parent Handbook. Students are not allowed to call home unless the parent/guardian gives permission.

For therapeutic reasons, all telephone calls are supervised by a staff person. Staff have a call guide to assist students in communicating with family members. Calls are monitored to help the parent/guardian and child have a conversation, provide support for the child and the parent, and to answer or find answers to questions parents may have.

4. *Is there a contact person for me to call to obtain information about my child? What number should I use?*

Parents are encouraged to call Carolyn (Administrative Director) or Matt (Residential Supervisor) to arrange visits with your child. Concerns, the status of your child, and program questions should be addressed to Carolyn. You may also contact your child's teacher (Leigh, Shawna), Dawn (Nurse), or you may email.

School 1- 307-864-2171

Carolyn Conner, Administrative Director

Dawn Davis, Nurse Supervisor

Shawna Bradshaw & Leigh Anna Dobbins Classroom Teachers

Brian Hopkinson Adaptive Physical Education, Health, & Recreational Therapy

E-mail: nwboces@rtconnect.net

5. ***What should I send with my child in the way of clothing and supplies? Are there any restrictions with regard to amount or type of personal belongings?***



A suggested inventory list is included in the admission packet. This includes type and amount of clothing as well as suggestions for limiting of personal items. Should you have further questions about this please feel free to call.

Students should be neat, clean, and modestly dressed at school, residence, and off campus activities.

Similar guidelines of public school clothing for students apply. Staff retain the authority for the final decision of what is not appropriate.



6. ***How many children will be living at the facility with my child?***

The number of youth at NW BOCES ranges from 10-18. Usually there are no more than six students per classroom. Each residence houses six students with each having their own bedroom and bathroom facilities at this time. The school and cottages have an entry and exit egress door lock system for the safety of the students. The cottages and the school have camera systems to audio and video record staff and students in all areas except for bedrooms and bathrooms.

7. ***Do the residents live in a dorm? Cottages? Cabins?***

The NW BOCES residences are called “cottages”. The facilities are very nice with 3 bedrooms and 3 bathrooms on each side of the cottage, a living room on each side and a central kitchen and dining room area. The space is open, colorful and nicely furnished.

8. ***What type of recreation will be available to my child?***

There are many opportunities for recreational activities on campus, in the Thermopolis community, and for out of town field trips. All activities/outings are based upon the child’s status. The local school district and community are wonderful in including our youth in local events. Some of our students’ favorite activities are: swimming in the hot mineral pools, miniature golf, the dinosaur museum, eating at local restaurants, visiting the Safari Club, playing in the State Park, picnics, hiking, and participating with the local youth recreational leagues.

9. ***Am I allowed to visit my child? Is there a special day of the week and/or time?***

You may visit your child on a scheduled basis, which is dependent on the child’s status, individual circumstances, and court orders. We encourage the parents to participate in the program and visits are a part of this. Visits are planned in advance for the needs of the family as well as the educational, assessment, and treatment program schedules. Family training opportunities are included with visits and special family group sessions are scheduled routinely.

10. ***Will my child be allowed to come home for visits?***

This is also an area that is dependent upon the child's status. Visits home will begin with day passes and then advance to longer visits as a part of the transition home plan.

11. Will my child attend public school? If not, where will he/she go to school?

Generally our students do not attend public school in Thermopolis. Students may have home visits at Level 2 as long as there are no safety issues and the placement agency agrees. As determined by the NW BOCES Treatment Team, students at Level 3 for at least 3 consecutive weeks begin the transition phase to their local school district. However, we have had situations of need for the child to attend a public school system and Hot Springs County School District works very positively with us.



12. What address shall I use to send my child mail?

The mailing address is: NW BOCES, PO Box 112, Thermopolis, WY 82443

For letters or packages sent via US Postal Service

The physical address for packages is: NW BOCES, 250 E. Arapahoe, Thermopolis, WY 82443

For packages sent via UPS or FedEx

13. Will facility personnel read my letters and/or open packages?

A specific staff person reads all incoming student mail and inventories packages received by students. If gifts are sent, please do not send them wrapped, as they will be unwrapped for inventory. Please include gift wrap in the package and a staff member will wrap the gift(s) for you. Please do not send food, candy, snacks, and monetary gifts, such as checks, cash, or money orders.

14. Are there limits as to what I can send my child (i.e. treats, gifts)?



We encourage parents to write frequently. Of course packages and gifts are important for the youth as well. They truly look forward to having mail. Please refer to the inventory list or call staff regarding any specifications in this area. The students are generally not allowed chocolate or other sweets. We ask that you not send expensive gifts or gifts that could be used as weapons. Your presence is more valuable than presents.

15. What type of meals will my student have?

NW BOCES follows the school nutrition guidelines. Students are provided three nutritious meals daily as well as a morning, afternoon, and evening snack.

16. Will my child be given stamps to send letters to me?

NW BOCES will provide all postage necessary for mailing letters and special items made for parents.

17. What do the various abbreviations mean?

DBR---Daily Behavior Rating
STO---Sitting Time Out
ETO---Environmental Time Out
R---Restraint
SW---Safety Watch

DD---Delayed Day
IR---Incident Report
HP---Houseparent
Ctg---Cottage
PE---Physical Education

SEC---Seclusion
TI---Teaching Interaction
NP---Nurse Practitioner
Tx---Therapy
AH---Audio Hallucinations
F/U---Follow Up

Rec---Recreational Therapy
w/o---Without
ILE---Individual Learning Environment
SIB---Self-injurious behaviors
VH---Visual Hallucinations

18. *What are the basic behavior modification techniques?*

Positive reinforcement, choices, token economy system, and motivators/incentives, and natural consequences. Punishment is not allowed at NW BOCES

19. *How will I receive updates?*

Weekly psychological reports
Monthly staffing reports
Monthly Treatment Plan and Discharge Plan
IEP progress reports and report cards 5 times per year
Calls, emails, and meetings as requested
MDT meetings as scheduled
IEP meetings at least annually

A.

ED PROGRAM FAMILY VISIT GUIDELINES

Philosophy: When a child is enrolled in the NW BOCES Residential Program, the orientation period is critical for learning the program and building trust. When parents are supportive of NW BOCES, the child is more willing to learn and trust the staff and program. Scheduled and monitored phone calls and visits continue as the child progresses through the levels system to assist the child in conversational skills and to assist the family in following the NW BOCES program when needed. NW BOCES staff are provided for support and assistance in helping the parents learn program components that will be useful when their child transitions home. Therefore, keep in mind staff availability is important when scheduling calls and visits. Consideration of DFS recommendations (for court ordered youth) is required with individual children at times, as well as, the child's age and family situation. Positive interactions and positive behaviors are the desired outcome.

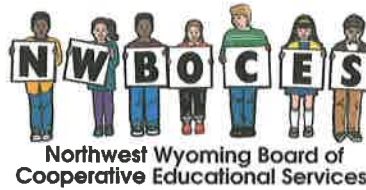
1. Family members must call the Administrative Director or the Residential Supervisor @ 864-2171 (school) 307-864-5767 (cottage) to arrange visits. Visits cannot be guaranteed if they are not scheduled @ least three days in advance. As a courtesy please call early. Due to staffing and space availability preference will be given to those who call first.
2. The family should indicate who is coming as space limitations may be a factor, as well as privacy issues of other students. No more than two visitors at a time are recommended.
3. Length of visits are determined by the team on an individual basis, regardless of level. For example, when a family travels a significant distance to visit for a weekend, they may be allotted three one-hour visits--one hour Sat. afternoon, one hour Saturday evening and one hour Sunday morning.
 - a. Level I visits may be scheduled weekly.
 - b. Level II visits may be scheduled weekly.
 - c. Level III visits are individualized by the Treatment Team to correlate with the transition phase.
 - d. Level IV visits are individualized by the Treatment Team. to correlate with the transition phase.
 - e. Pre-Level I visits are individualized with therapeutic considerations.
4. NW BOCES staff are not responsible for babysitting siblings. Parents are responsible for siblings of students. We encourage student's siblings to follow school and cottage rules for safety of those we serve.
5. Student must be accompanied by a staff member on all campus and off-campus outings until the transition phase of Level III. The role of the staff person is to model the behavior management techniques implemented in the program. This provides consistency, security and training for both the student and family.

Students may only go on prearranged and earned outings planned one week in advance.

6. Phone calls:

Pre-Level I & I	All calls will be monitored with a speaker phone
Level II	One time per week up to 15 min.
Level III	One time per week up to 15 min. from parent/guardian <u>and</u> one time per week up to 15 min. from approved relative.
Level IV	Receive & make up to 30 min. unsupervised calls as approved by the Treatment Team
	Individualized. (Phone cards are suggested for Lev. III & IV). "Skype" type calls are an option during school hours.

- ❖ Individualized plans as therapeutically beneficial for students placed for treatment.

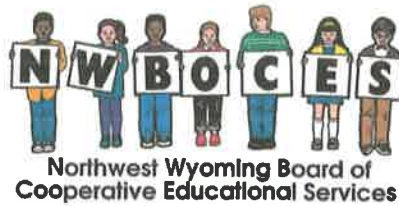


Parent Visits & Responsibilities of the Parent

1. Unless contraindicated, parents are encouraged to actively participate in program with weekly calls, visits and attendance at parent trainings. Parent/family involvement is directly related to student success.
2. Due to confidentiality we cannot discuss other students' programs or other personal information with you. Please understand when staff explains that they cannot discuss an area with you. We may also need to ask you to leave the classroom area or main cottage area if your visit seems to be distracting another child or if a behavioral or other problem is occurring. Your visit with your child may then be moved to a more private area.
3. Your visits will optimize programming for your child. The sharing of information back and forth between staff and parents is very beneficial.
4. Visits to the school or cottage are to be scheduled in advance. This allows for staff, counselors, and/or therapists to be available for your visit. Scheduling in advance will give the family information relative to the schedule for that particular day and whether it would be an optimal time to visit. Visits are to be scheduled through the Administrative Director or Residential Supervisor.
5. Visits are supervised when a student is on Level I, II, and III until they progress to the unsupervised phase of the transition plan. The supervision of visits occurs to set the student and family up for success. The staff person is present to support the child and the parent. Staff will model the program for the parent allowing the parent to take the primary role unless staff assistance is needed in order to follow the NW BOCES rules.
6. The family or guardian should indicate who is coming with them. For any students who are court ordered DFS will provide NW BOCES with an approved visitor list. For district placed students this will be provided by the parent/guardian. Space limitations in the classroom as well as privacy issues for other students restrict actual classroom visits. Arrangements will be made for the visit to occur in another room within the school. Siblings of the students are the parent's responsibility and thus should not be left unsupervised.
7. While on Pre-Level, Level 1, Level 2 all mail, e-mail, and telephone calls to the student will be monitored. The exception would be students placed by DFS have to have the caseworker's permission for unsupervised calls or visits.
8. At times there may be students on diet restrictions for medical purposes. All students are restricted from caffeine, chocolate and high sugar content foods. Per Department of Health guidelines, we cannot serve the students food items prepared at home. Thus, please do not send or bring in food items.

9. Parents/guardians are responsible for providing all the student's clothing and personal care item needs. Staff will keep you informed of any needs.
10. Parents/guardians are responsible for all the medical costs for their child. This includes doctor appointments, lab work, prescriptions, and other medical costs that the child may incur. Payment may be made through insurance, Title XIX (Medicaid), or personal payment.
11. Parents are not to bring family pets on campus. This just has the possibility of too many problems, health issues, and liabilities.
12. Information regarding the IEP process and parental rights is shared at each IEP meeting. This information is also available at any time per a request.

❖ This information is a summary. Detailed information is in the ED Manual.



Transition School & Home Visit Information for Students in the Treatment Program

Monthly home visits occur after a student has maintained Level 2 for at least 3 consecutive weeks, there are no safety concerns, and with the Treatment Team's (and DFS if court placed) approval. Visits begin with a 2-3 hour day visit and advance to weekend home visits.

On Level 3, School transition visits start with a tour/visit back to the home district and District staff visit NW BOCES. Then 2-3 hour local school resource room time begins with NW BOCES staff supervision. School transition times increase and NW BOCES staff supervision decreases according to an individualized plan based upon student success prior to, during, and after the school visits.

With Level 4 status, the NW BOCES team works with the family and the home school district to determine individual transition time frames to the local district. Our team desires district personnel to tour and visit NW BOCES and for NW BOCES staff to visit and tour the home district with the student.

With each step of the transition the student needs to continue to maintain Level 3 and 4 scores. The 24 hours prior to a scheduled visit are critical as the student needs to have no safety watch incidents and an average score of 80% or higher both at the residence and at school.

All visits will be scheduled for the therapeutic benefit of the individual child.

Please call Carolyn if you have any questions regarding this information.

Big Horn Basin Children's Center
Daily School Schedule



7:30am – 8:00am
Life Skills Training

8:00am – 11:30am
**Academics/Individual & Group Instruction/
Therapies/Social Skills/Physical Education**

11:30am – 12 noon
**Peer Relationships/Behavior Management, Physical
Activities, Social Skills**

12 noon – 12:30pm
**Health and Nutrition, Manners, Mealtime
Conversation, Social Skills**

12:30pm – 1:30pm
**Academics/Individual & Group Instruction/
Therapies/Social Skills/Health/Art/Music**

1:30pm – 2:30pm Monday-Friday
Recreational Therapy

2:30pm – 3:00pm
**Token Checkbooks/Token Spending/
Time & Leisure Skills Training**

24. NW BOCES ED Program Level System

Pre-Level I: Trust of Behaviors	Level I: Trust of Environment	Level II: Trust of Care	Level III: Trust of Control	Level IV: Trust of Self
<ul style="list-style-type: none"> ➤ Demoted by team consensus only ➤ Consistent danger to self and others ➤ Lacks basic understanding of program ➤ Full Restriction ➤ Trust Building ➤ DBR weekly average of 70% for 1 week and written plan for promotion ➤ DBR and Token Systems ➤ T-shirts, sweatpants or shorts and slippers. No pockets ➤ Daily Room Searches 	<ul style="list-style-type: none"> ➤ Entrance Level ➤ 3-week orientation then Level Determination ➤ Signed student handbook statement ➤ DBR and Token Systems ➤ On-campus activities only ➤ Full staff supervision ➤ Shoes and coats left at door; slippers only in cottage ➤ Limited personal clothing and belongings ➤ Daily Room Searches & Pocket checks daily @ school & residences 	<ul style="list-style-type: none"> ➤ DBR weekly average of 80% at school and cottage for 2 consecutive weeks required ➤ No Level change until after 3 week orientation ➤ Increased privileges ➤ DBR and Token Systems ➤ On and off-campus activities ➤ No major infractions ➤ Full staff supervision ➤ Increased personal belongings ➤ Weekly Room Searches ➤ Jewelry, belts ➤ Inventory taken after each home visit 	<ul style="list-style-type: none"> ➤ DBR weekly average of 90% at school and cottage for 3 consecutive weeks required ➤ Student may negotiate DBR scores ➤ Begin self-monitoring training ➤ No major infractions and maintain 90% weekly average ➤ DBR and Token Systems ➤ Limited unsupervised activities ➤ Increased privileges and independence ➤ Inventory taken after each home visit 	<ul style="list-style-type: none"> ➤ DBR weekly average of 95-100% at school and cottage for 4 consecutive weeks ➤ Transition Phase ➤ Self-monitoring ➤ Token Systems phased out ➤ Maintain 95-100% weekly scores based on self-monitoring and staff charting (DBR's) ➤ Increased privileges and unsupervised activities ➤ Inventory taken after each home visits

More details may be reference on specific Level forms 25a-25e

25b. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restriction
I	<p><u>Trust of Environment -</u> Entrance Level for all youth, Orientation to DBR and Token Economy Systems. Daily review of rules and program. Trust building. Structure, consistency and complete adult supervision. Baseline Data</p>	<ol style="list-style-type: none"> 1. All youth entering program 2. 3 week time period for initial orientation. Level determination after 3 week orientation. 3. 2 week time period for re-orientation if student is demoted from a higher level 4. Youth shows knowledge of DBR and Token Economy Systems 5. Signed statement from student for program explanation 6. Must have 80% DBR weekly average for 2 consecutive weeks before team considers promotion to Level II. 	<ol style="list-style-type: none"> 1. Daily token spending times at school and cottage 2. Going outside or to BHBCC gym with staff for structured recreational activities 3. Staff planned and structured activities on campus (ex. crafts, social skills, ½ hr. T.V. time, etc.) 4. Assigned chores in cottage 5. Family style dining 6. 1 x wk. phone call from parent/guardian (15 minute maximum) 7. Weekly activities at school and cottage 8. Mail from family friends only with parent permission. 9. Bike/scooter safety classes on school campus, includes practice of bike/scooter riding on school campus only with close staff supervision. 10. May wear soft sole slippers in cottage. Store in coat room at bedtime 	<ol style="list-style-type: none"> 1. Ready for bed & in room 8- 8:30 2. Lights out and room quiet by 8:30 3. Youth is within 25 ft. of staff and in eyesight at all times 4. No personal items in room other than family pictures, 2 blankets and 2 pillows, one stuffed animal and clothes. 5. No off-campus activities 6. Homework is to be done in the study area 7. Shoes and coats left at front door 8. Daily room/clothing (pockets, etc.) search for unsafe items by staff. 9. Youth (by their choice) may do extra chores for earning tokens to pay Property Restitution (choice). 10. Must earn weekly average of 70% on school DBR sheet and behavior appropriate (7&up) the previous 2 hrs. for school weekly activity, token purchase 11. Must earn weekly average of 70% on cottag DBR sheet, and behavior appropriate (7&up the previous 2 hrs. for cottage weekly activity, token purchase 12. No belts, boots, hi-top sneakers, jewelry. No items in pockets. 13. No batteries, radios or electronics in room or at school. No headphones in room

25c. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
II	<p><u>Trust of Care</u> - Level Two consists of entire DBR System and participation in Token Economy in full force. Structure, consistency and adult supervision continued with increased privileges.</p>	<ol style="list-style-type: none"> 1. Must have 80% on DBR and team consent to enter Level II. Requires 3 full weeks during the orientation period and only 2 weeks thereafter. 2. Development of basic trust in the system 3. Appropriate participation in "Teaching Interaction Steps" 4. No occurrence of infractions which result in a demotion to Pre-Level I or Level I 5. Should weekly % fall below 80% demotion to Level I. 6. Must have 90% weekly average on both cottage and school DBR sheets for 3 consecutive weeks before team considers promotion to Level III. 	<ol style="list-style-type: none"> 1. Daily token spending times at school and cottage 2. Going outside or to BHBCC gym with staff for structured recreational activities 3. Staff planned and structured activities on campus (ex. crafts, social skills, ½ hr. T.V. time, etc.) 4. Assigned chores in cottage 5. Family style dining 6. 2 x wk. phone call from parent/guardian and/or approved relative (15 minute maximum) 7. Weekly activities at school and cottage 8. Decorate rooms. Personal items in room with the exception of personal hygiene items which are kept in the office and checked out in individual carriers. Limited, approved by staff. 9. Weekly visits from parent/guardian with prior administrative approval 10. On-and off-campus weekly activity 11. Earned field trips and outings 12. Personal clothing. One jewelry item. May wear a belt. 13. Must pass bike/scooter safety class to ride bike/scooter on campus only with close staff supervision. 14. May purchase up to ½ hour additional TV time. 15. May wear soft sole slippers in cottage. Store in coat room at bedtime. 	<ol style="list-style-type: none"> 1. Youth within 25 ft. of staff and in eyesight at all times 2. Not allowed in room without staff, except to sleep or to change clothes. Bedroom and bathroom doors are cracked open 3. Homework is to be done in the study area 4. Shoes and coats left at front door 5. Weekly room/clothing (pockets, etc.) search for unsafe items by staff 6. Must earn 80% weekly & daily average on school DBR sheet and behavior appropriate the previous 2 hrs. for school weekly activity, token purchase. 7. Must earn 80% daily average on cottage DBR sheet and behavior appropriate the previous 2 hrs. for cottage daily activity, token purchase. 8. Youth may do extra chores for earning Property Restitution tokens if needed. 9. Bedtime 8:30. 10. No batteries, electronics, or radio in room or at school. No headphones in room 11. No belts, boots, hi-top sneakers

25d. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
III	<p><u>Trust of Control</u> - The youth has the opportunity to assign his/her own daily score following the point review process and negotiating with staff. Increased privileges. Youth understands what is expected of them. Continue DBR and Token System. Begin training with self-monitoring forms.</p>	<ol style="list-style-type: none"> 1. Must have 90% weekly average on both cottage and school DBR for 3 consecutive weeks and team consent to enter Level III 2. Youth is beginning to internalize trust of both the control of self and of relationships 3. Transition to home/district per individualized transition plan. 4. Appropriate participation in "Teaching Interaction Steps" 5. No occurrences of infractions which result in a demotion to Pre-Level I or Level I 6. Maintain 90% criteria to remain on Level III. Team meets if criteria drops to determine demotion. 7. 90% on DBR for 2 weeks before reconsideration for Level III after the youth has previously reached Level III. 8. 80% average & no safety watch 24' prior to any home or school transition visit. 	<ol style="list-style-type: none"> 1. Daily token spending - school and cottage 2. Going outside, to BHBCC gym or cottage commons with staff for structured rec. act 3. Staff planned and structured act. on campus (ex. crafts, social skills, etc.) 4. Assigned chores in cottage 5. Family style dining 6. Weekly activities at school and cottage 7. Decorate rooms. Personal items in room with the exception of personal hygiene items which are kept in the office and checked out in individual carriers. Limited, approved by staff. 8. Unsupervised visits per transition phase with parent/guardian with prior administrative/DFS approval 9. On-and off-campus weekly activity 10. Earned field trips and outings 11. Free on-campus activity up to one hour a day with permission 12. Optional 9:00 bed time on weekends and vacation days (w/staff approval) 13. Receive or make approved phone calls 2 x wk. up to 30 min. per call (calling card) 14. Time alone in bedroom w/door open. 15. Homework alone in bedroom okay 16. Shopping locally with parent/guardian and/or staff in store as approved in advance. 17. Bike/scooter riding off campus with a staff member after passing bike/scooter safety course 18. Limited unsupervised on-campus activities, if age appropriate. Outdoor time alone w/o other students. 19. 1 hour TV time. Radio in room. 20. May wear shoes or slippers in the cottage and have those in their own room. May wear boots. Hi-tops, 2 jewelry items 21. Community activities (i.e. Boy/Girl Scouts, 4-H, B-Ball) with staff, individualized by team and with administrative approval. 22. Including ALL Level 2 privileges 	<ol style="list-style-type: none"> 1. Youth is within 25 feet of staff for off-campus activities 2. Level II bedroom time 9:00 P.M. except weekends, earlier for younger students if necessary. 3. Must earn weekly outings with 80% weekly and daily average DBR percentages and appropriate behavior the previous 2 hours for cottage weekly activity and school weekly activity. 4. Upon return from home visit student's personal belongings will be inventoried. 5. Check in every 1/2 hr. during unsupervised on-campus activities. 6. Youth may do extra chores for earning Property Restitution tokens if needed. 7. Loss of privileges and/or "grounding" as consequence for inappropriate behaviors not warranting demotion. 8. No batteries or electronics in room or at school. No headphones in room.

25e. B.H.B.C.C. Level System

Level	Description	Criteria	Privileges	Restrictions
IV	<p><u>Trust of Self</u> - Transition phase. DBR sheets and Token Economy System phased out. Privileges reflect a higher level of maturity and leadership offering greater freedom and self-determination. Staff charting will continue. Self-monitoring of behaviors.</p>	<ol style="list-style-type: none"> 1. Must have 95 - 100% on DBR sheets weekly for 4 consecutive weeks to enter Level IV with team consent. 2. Shows responsibility for self and acts as role model for others 3. Continue transition to home & school district according to individualized transition plan 4. Maintain 95-100% appropriate behaviors weekly (Based on staff charting and self-monitoring scores) – if % is less than 95% then 1-week Probation to earn 95% weekly average with no major infractions to prevent demotion to Level III. 5. 95% on DBR for 2 weeks before reconsideration for Level IV. 6. 80% average & no safety watch 24' prior to any home or school transition visit. 	<ol style="list-style-type: none"> 1. Option of 10:00 P.M. bed time on weekends (w/staff approval) 2. Receive approved phone calls 2 x wk. up to 30 min. per call 3. Time alone in bedroom with door open 4. Homework may be done in bedroom alone 5. Family style dining 6. Bike riding with staff member off campus with bike license 7. Individual transition into home district according to transition plan 8. Weekend home visits according to transition plan 9. Community activities (i.e. Boy Scouts, 4-H, B Ball) with staff, as individualized by team 10. Shopping with parents or staff. 11. Make approved phone calls with purchased calling card using phone log 12. Limited unsupervised on-campus activities, if age appropriate. Outdoor time alone w/o other students. 13. Student chosen on-campus activity up to 1 hr. a day 14. Student may purchase items from "store" with self-monitoring scores. 15. Staff approved up to 2 hours of TV time. Radio in room. 16. 3 jewelry items 17. All Level 3 privileges. 	<ol style="list-style-type: none"> 1. Alternative bedtimes determined with staff 2. Must earn all privileges through personal responsibility of behavior-DBR sheets is used, student to do a self-monitor sheet. 3. No tokens used 4. Upon return from home visit student's personal belongings will be inventoried 5. Check in with staff hourly during unsupervised activities 6. Youth may do chores for earning Property Restitution tokens if needed. 7. Loss of privileges and/or "grounding" as consequences for inappropriate behaviors not warranting demotion or if weekly average less than 95% 8. Must earn Level IV scores when on 1 week probation to maintain Level IV. Probation is not allowed for 2 consecutive weeks. 9. No electronics at school. No headphones in room.

You Earn Tokens For:

- Following Directions
- Following School & Cottage Rules
- Finishing Work
- Making Good Choices
- Getting Along With Others
- Being Safe
- Behaving Appropriately
- Taking Care of Property
- Showing Respect
- Staying in Control
- Good Table Manners

You Owe Tokens For:

- Hurting Others
- Destroying Property
- Not Following Directions
- Using Inappropriate Language
- Behaving Inappropriately

07/09/2019

**** You can buy things from the Token Menu everyday**

**** You can spend tokens for weekly activities with an 80% weekly average on your DBR sheets.**

**** You can save your tokens for special Field Trips!**



(TO BE POSTED)



Big Horn Basin Children's Center (BHBCC)

P. O. Box 112 250 E. Arapahoe Thermopolis, WY 82443

307-864-2171 1-800-928-2171 307-864-9463 Fax

nwboces@rtconnect.net www.nwboces.com

HISTORY: non-profit, established in 1970; AdvancED/NCA school accreditation; Department of Family Services Residential Treatment Facility; funding is fee for service-based

FACILITIES: school sits on approximately 5 acres in beautiful Hot Spring State Park, three well-maintained residential cottages with views of the Big Horn River

MISSION: The NW BOCES is a community and state resource providing educational and service programs that assist individuals to maximize their potential.

SERVICE AREA: School districts & court ordered placements from throughout the state of Wyoming

REPRESENTATION: NWBOCES 18 member board are elected school board members of and are appointed by their local districts

SERVICES: educational, therapeutic, and residential programs to promote learning and growth and to improve the quality of life for youth with disabilities

MOST COMMON REASONS FOR PLACEMENT: severe emotional disturbances; aggressive/violent behaviors; family/school/community problems; abuse; less intensive treatment services have been unsuccessful

BEHAVIOR PROGRAM COMPONENTS: increase self-control and cooperation; adaptive interventions for co-existing conditions such as: ADHD, ODD, OCD, PTSD, Anxiety Disorders, victims of abuse, Asperger's/Autism Spectrum, aggression, excessive fears, anger, poor social skills, lack of trust; daily living skills; positive reinforcement through a response cost system; progress monitoring

ASSESSMENT COMPONENTS: milieu therapy; comprehensive medical family, recreation therapy, behavioral and life skills assessments; medication review; psychiatric evaluation; academic testing; psychological testing; nutritional reviews

ADMITTANCE: individualized treatment plan in the least restrictive environment, 24-hour supervision, continuum of care

THERAPIES: neuropsychiatric and cognitive behavioral approach; family therapy; comprehensive educational services; recreational therapy; social skills; daily living skills; pet therapy; counseling; medication management as necessary

COOPERATION: systematic communication with families, placement agencies, school districts, MDT Teams, and IEP teams

THERAPEUTIC OUTCOME DATA: 84% of youth who completed the treatment program have successfully integrated in the home community and have had no further residential treatment placements

TRANSITION COMPONENTS: planning for post-program life begins upon entry to the facility; aftercare services and consultations are offered

OUR STAFF: PTSD certified staff include special education & regular education teachers, APE/health teacher, behavior specialist, registered nurse, school social worker, administrative director; residential supervisor; licensed practical nurse; psychologist; contracted/consultant psychiatric nurse practitioner, speech therapist, occupational therapist, physical therapist, and pharmacist; highly qualified paraeducator; highly trained residential staff. Direct care staff are certified in MANDT, First Aide, and CPR. Continued staff training is mandatory. Very low staff turnover.

NW BOCES ensures high quality therapeutic treatment, promotes safety of residents, invests in retention of skilled staff, and is committed to attainment of desired outcomes.

Clarification list for parents while child is at NW BOCES

- ❖ The parent handbook is given to all parents. **When revisions are made new copies will go to each family.** Through this communication parents/guardians will be aware of the expectations for staff to monitor the visits and the reasons for this. If/when a parent/guardian asks what a staff member is doing by documenting and monitoring staff should respond that they are doing their job as directed by supervisors and if they have any questions the Residential Supervisor or Administrative Director could be contacted. Staff may choose to explain that they realize that it may be an uncomfortable situation. However, the documentation will help the Treatment Team and specifically the Psychologist with Treatment needs of the student.
- ❖ For off campus outings students must be on Level 2, 3, or 4. If a student is on Safety Watch any part of the day of the visit or drops below a 7 on their DBR two hours prior to the outing the visit will be held on campus
- ❖ Hot tub, sauna or steam room use by students is prohibited
- ❖ Students are to use the "family" restroom alone while at the pools. Staff will remain outside and nearby the room to monitor.
- ❖ While at the swimming pools staff:
 - will monitor non-verbal/body language as it is not possible to be in hearing range
 - change of locations while at the pool will be limited according to outside temperatures and sun exposure.
 - change of locations should be limited to no more than every 15 minutes.
 - staff person will communicate with the student rule of informing the staff person prior to any location changes so staff can visually monitor and/or follow student
 - If staff person cannot see student when going up to slide staff are to accompany and then hurry down to the end of the slide
 - If staff person can see most of the way up to the slide area they may monitor from below
- ❖ When ordering food on a visit it is usually easier for staff to order before the family orders for maintaining proximity. Staff may need to briefly leave the area where the family is to pick up order.
- ❖ It is understandable that staff may need to use the restroom during a family visit and student observation will not be an option at that time.

- ❖ Likewise the student may need to use the restroom. Staff should stand outside the restroom door and monitor.
- ❖ Family should be made aware that electronic use cannot be done on the visit unless the student has electronic privileges. Family members are encouraged to not watch movies during the visit. Interacting is important.
- ❖ Staff will monitor any calls, phone use, listening to music to be NW BOCES appropriate.
- ❖ Family pets are only allowed off campus.
- ❖ Students on Level 2, 3, and 4, while on supervised off campus visits, may go to a restaurant and one pre-approved location. Locations will be pre-approved by the Residential Supervisor. Any changes to this require a phone call to the Residential Supervisor for approval.
- ❖ Caffeine or chocolate products are discouraged due to the negative interaction with some medications.
- ❖ Shopping at Dinosaur Museum gift shop or other shopping = Level 3 or 4
- ❖ Parent may bring homemade food products for their child but not for peers
- ❖ Parents may bring in food or gift items for their child only. No food, snack, or beverages are to be left for the student to have later. Please do not bring gifts or toys for your child when he/she is on safety watch.
- ❖ For outside supervised or unsupervised visits students are not to be outside in the heat 95 or above or in the cold 25 or below.
- ❖ Student bike/scooter riding off campus only on Level 3 or Level 4 with a NW BOCES bike/scooter license
- ❖ For student safety we do not allow students to walk, play, pick up rocks, fishing, or any other activities by the river without prior approval from Matt or Carolyn.
- ❖ Staff are to be in close proximity and document during visits.
- ❖ Staff will model with positive reinforcement, praise, and give cues following the NW BOCES program the first hour of the initial visits. The next hour parents will take the lead unless they would rather have staff continue to do so. When parents want to take the lead for all visits they will inform Carolyn or Matt in advance so we may let all the staff know. At that time, staff will only intervene if a dangerous or critical incident arises.
- ❖ Encourage conversations between family members rather than with staff
- ❖ Students do not need money while at NW BOCES so there is no need for parents to leave any funds for the student.

- ❖ Family staff supervised visits to motel rooms are not allowed as this puts staff in a very uncomfortable situation
- ❖ Please limit bringing gifts/toys as your presence is the most important present for your child
- ❖ Students will be transported in the NW BOCES vehicles until the student reaches the unsupervised visits phase of transition
- ❖ Calls, visits, letter, and post cards are allowed and encouraged at all levels
- ❖ Parents are not to pay for staff meals.
- ❖ Rocks, if purchased while on Level 3 or 4 by a parent must go home with the family at that time
- ❖ Outings to OEB or Days Inn (except the patio or dining area) are not allowed
- ❖ Note the attached Parent Visits and Responsibilities pages that are in the Parent Handbook.

Clarification of staff role during supervised visits

- ❖ Staff are to be in proximity to hear conversations,
- ❖ Staff are to model the positive reinforcement system
- ❖ Staff are to help toward successful visits
- ❖ Staff will refer all program questions to supervisory staff
- ❖ Staff are to help student avoid safety issues
- ❖ Staff will let the parent lead cues and give cues. If the parent is not following program cues the staff person will give suggestions
- ❖ Staff are to encourage parent and student conversations and not have long dialogues with the parents as it is family time.
- ❖ Staff will document during the visit not later.

Factors that are of potential for ending a parent visit

- ❖ Student safety at risk
- ❖ Parents being rude or demeaning to the student and/or staff
- ❖ Parents repeatedly voicing negative statements about NW BOCES program and/or staff voicing
- ❖ Parent hitting, yelling, or verbally abusing the student or anyone else
- ❖ Staff should call supervisory staff for back up.
- ❖ Document concerns so supervisory staff can follow-up with parents and provide information for future visit



CONVERSATION TOPIC SUGGESTIONS FOR STUDENTS

School: P.E. Class

Health

Art

Social Skills – Show & Tell, Pet Day, etc.

Recreational Therapy

Weekly Activities

Cottage: Block Time

Meals

Equine Program

Chores

Activities – movies, library, school district events/games

Miscellaneous:

Items needed

Brothers & Sisters

Family & friends at home

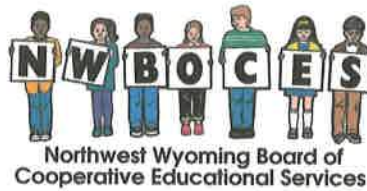
Pets

Weather

CONVERSATION TOPIC SUGGESTIONS FOR PARENTS

1. What did you eat for lunch?
2. What was the funniest thing that happened today?
3. What was the nicest thing you did for someone else?
4. What made you smile today?
5. What would you rate your day on a scale of 1 to 10? Why?
6. Did anyone push your buttons today?
7. What is the most popular thing to do at recess?
8. What was your favorite subject to study today?
9. What is one thing you did today that was helpful?
10. When did you feel most proud of yourself today?





Dear Parents/Guardian,

NW BOCES qualifies for Title I funding. To receive this funding it is required that teachers and paraeducators meet requirements that determine they are "highly qualified". Special education and related services must be delivered to students by highly qualified personnel.

This public notice is verification that our school met the requirements.

- All teachers are highly qualified.
- All paraeducators are highly qualified
- All related service providers meet the state's certification, licensing or registration requirements.

Copies of this verification are maintained at the NW BOCES school office and upon request will be made available.

Sincerely,

Carolyn Conner

Carolyn Conner
Administrative Director



MEMBER COUNTIES
Big Horn • Converse • Fremont
Hot Springs • Park • Washokie

Northwest Wyoming Board of Cooperative Educational Services
Big Horn Basin Children's Center

Box 112 • 250 E. Arapahoe • Thermopolis, Wyoming 82443
307-864-2171 • 307-864-9463 FAX • e-mail: nwboces@rtcconnect.net

Dear Student/Parent/Guardian,

Healthcare providers have always protected the confidentiality of health information by refusing to reveal you/your child's information. Today, state and federal laws also attempt to ensure the confidentiality of this sensitive information. The federal government published regulations designed to protect the privacy of your health information. This "privacy rule" protects health information that is maintained by physicians, hospitals, other health care providers and health plans. Health care providers had to comply with the privacy rule's standards for protecting the confidentiality of your health information by April 14, 2003.

This regulation protects virtually all patients, regardless of where they live or where they receive their health care. Every time you/your child see a physician/health care provider, are admitted to the hospital, fill a prescription, or send a claim to a health plan, your/your child's physician, the hospital, or other health care provider will need to consider the privacy rule. All health information including paper and electronic records, oral communication, and other electronic formats (such as e-mail) are protected by the privacy rule.

The privacy rule also provides you/your child certain rights, such as the right to have access to your/your child's medical records. However, there are exceptions. These are not absolute. We also take precaution at NW BOCES to safeguard your/your child's health information such as training our employees and employing computer security measures. Please feel free to ask the Administrative Director/NW BOCES Privacy Officer about exercising your/your child's rights or how your/your child's health information is protected at NW BOCES.

Please let us know if you have any questions about our Notice of Privacy Practices. You may contact our Privacy Officer at 307-864-2171.

Sincerely,

Carolyn Conner
NW BOCES Administrative Director/Privacy Officer

HIPAA Policy

Northwest Wyoming Board of Cooperative Educational Services

Effective Date: December 17, 2010

NOTICE OF PRIVACY PRACTICES FOR INDIVIDUALS SERVED

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

PLEASE REVIEW IT CAREFULLY!

We are required to provide you with this *Notice of Privacy Practices* and to explain our legal duties under the federal Health Insurance Portability and Accountability Act (HIPAA).

We are required by law to maintain the privacy of medical information about you. We call this information "protected health information" or PHI. We are required to give you notice of our privacy practices about your protected health information and required to follow the terms of the notice currently in effect.

This Notice of Privacy Practices will tell you how we may use or disclose information about you. Not all situations will be described.

In the future we may change the Notice of Privacy Practices. Any changes will apply to information we already have and any information we receive in the future. A copy of the new notice will be posted at each Northwest Wyoming Board of Cooperative Educational Services facility and provided to individuals as required by law. You may request a copy of the current notice at any time by contacting NW BOCES.

WE MAY USE AND DISCLOSE PHI ABOUT YOU WITHOUT YOUR AUTHORIZATION

For Treatment:

We may use or disclose PHI about you with health care providers who are involved in your health care. For example, information may be shared to create and carry out a plan for your treatment.

For Payment:

We may use or disclose PHI about you to get payment or to pay for health care services you receive. For example, we may provide PHI to bill your health plan for health care provided to you.

For Health Care Operations:

We may use or disclose PHI information about you in order to manage our programs and activities. For example, we may use PHI about you to review the quality of services you receive.

OTHER WAYS WE MIGHT USE OR DISCLOSE PHI ABOUT YOU WITHOUT YOUR AUTHORIZATION

Appointments and Other Health Information:

We may send you reminders for medical care or checkups. We may send you information about health services that may be of interest to you.

For Health Oversight Activities:

We use or disclose PHI about you to inspect or investigate health care providers.

As Required By Law and For Law Enforcement:

We will use and disclose PHI about you when required or permitted by federal or state law or by a court order.

For Abuse Reports and Investigations:

We are required by law to report any allegations of child abuse or neglect.

For Government Programs:

We may use or disclose PHI about you for public benefits under other government programs. For example, we may disclose information for determination of Supplemental Security Income (SSI) benefits.

To Avoid Harm:

We may disclose PHI about you to law enforcement in order to avoid a serious threat to the health and safety of a person or the public.

For Research:

We may use PHI about you for studies and to develop reports. These reports do not identify specific people.

WE MAY USE AND DISCLOSE PHI ABOUT YOU WITHOUT YOUR AUTHORIZATION UNLESS YOU OBJECT

Disclosure:

We may disclose PHI about you to your guardian, interdisciplinary team members, or other persons who are involved in your medical care.

OTHER USES AND DISCLOSURES REQUIRE YOUR WRITTEN AUTHORIZATION

For other Situations:

We will ask for your written authorization before using or disclosing PHI about you. You may cancel this authorization at any time in writing, or by other appropriate means of communication if necessary. We cannot take back any uses or disclosures already made with your authorization.

Other Laws Protect PHI:

Many of our programs have other laws for the use and disclosure of PHI about you. For example, you must give your written authorization for us to use and disclose chemical dependency treatment records.

YOUR PHI PRIVACY RIGHTS

Right to See and Get Copies of Your PHI:

In most cases, you have the right to look at or get copies of your PHI. You must make the request in writing. You may be charged a fee for the cost of copying and mailing the PHI to you.

Right to Request to Correct or Update your PHI:

You may ask us to change or add missing PHI if you think there is a mistake. You must make the request in writing and provide a reason for your request. However, there are conditions under which we may deny this request.

Right to Get a List of Disclosures:

You may have the right to ask us for a list of disclosures made after April 14, 2003 and up to six years prior to the date you made the request. You must make the request in writing. This list will not include the times that PHI about you was disclosed for treatment, payment, or health care operations. This list will not include PHI about your provided directly to you or your family, or PHI that you authorized.

Right to Request Limits or Uses or Disclosures of Your PHI:

You have the right to ask us to limit how PHI about you is used or disclosed. You must make the request in writing and tell us what PHI you want to limit and to whom you want the limit to apply. We are not required to agree to the restriction. You can request that the restrictions be terminated in writing or verbally.

Right to Provoke Permission:

If you are asked to sign an authorization to use or disclose PHI about you, you can cancel that authorization at any time. You must make the request in writing. This will not affect PHI that has already been shared.

Right to Choose How We Communicate With You:

You have the right to ask us to share your PHI with you in a certain way or in a certain place. For example, you may ask us to send PHI about you to your work address instead of your home address. You must make this request in writing. You do not have to explain the basis for your request.

Right to File a Complaint:

You have the right to file a complaint if you do not agree with how we have used or disclosed PHI about you.

Right to Get a Paper Copy of this Notice:

You have the right to ask for a paper copy of this notice at any time.

CONTACT US TO REVIEW, CORRECT, OR LIMIT YOUR PHI

You may contact us to:

1. Ask to look at or copy your PHI.
2. Ask to limit how PHI about you is used or disclosed.
3. Ask to cancel your authorization.
4. Ask to correct or change PHI about you.
5. Ask for a list of disclosures of your PHI.

We may deny your request to look at, copy, or change your PHI. If we do deny your request, we will send you a letter that tells you why your request is being denied and how you can ask for a review of the denial. You will also receive information about how to file a complaint.

HOW TO CONTACT US:

NW BOCES
Big Horn Basin Children's Center
250 E. Arapahoe • PO BOX 112
Thermopolis, WY 82443

Carolyn Conner, Administrative Director
307-864-2171
nwboces@rtconnect.net

HOW TO FILE A COMPLAINT OR REPORT A PROBLEM

You may contact those listed above if you want to file a complaint or to report a problem with how we have used or disclosed your PHI. Your services will not be affected by any complaints you make. We cannot retaliate against you for filing a complaint, cooperating in an investigation, or refusing to agree to something that you believe to be unlawful.

You may also file a complaint with the US Department of Health and Human Services, Office of Civil Rights by contacting

Region VIII, Office of Civil Rights
Department of Health and Human Services
1961 Stout Street – Room 1185 FOB
Denver, CO 80294-3538

Voice Phone: (303) 844-2024
TDD: (303) 844-3439
Fax: (303) 844-2025

NW BOCES
250 E. Arapahoe • PO Box 112
Thermopolis, WY 82443
Phone: (307) 864-2171
Fax: (307) 864-9463

Date Adopted: December 17, 2010

Date(s) Reviewed or Revised: Reviewed March 27, 2019

Legal Reference(s): Health Insurance Portability and Accountability Act of 1996



**Northwest Wyoming Board of
Cooperative Educational Services**

NW BOCES MEDICAL SERVICE PROVIDERS

This list is being furnished to you as a parent/guardian of a child referred to NW BOCES/Big Horn Basin Children's Center.

Dental Office

Paintbrush Dental
110 E. Arapahoe
Thermopolis, WY 82443
307-864-9411

Optometrist

Thermopolis Eye Care
Dr. Dana McDermott
420 Arapahoe St.
Thermopolis, WY 82443
307-864-3411

Medical Provider

Red Rock Family Practice
120 North C Ave.
Thermopolis, WY 82443
307-864-5534

**Psychiatric Nurse Practitioners/
Medication Monitoring**

Leslie Murtagh, M.S., APRN.BC

Updated 7/10/19

2012 Wyoming Statutes
TITLE 35 – PUBLIC HEALTH AND
SAFETY
CHAPTER 1 – ADMINISTRATION
35-1-625. Protection of clients' rights.

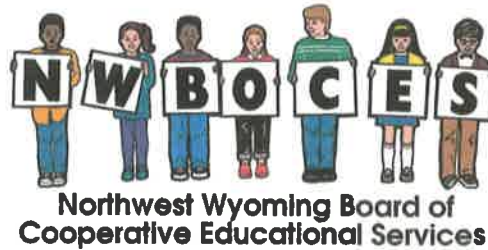
Universal Citation: WY Stat § 35-1-625 (through 2012)

(a) Every contract awarded under this act shall require the program provider to guarantee the clients' rights to:

- (i) An individualized plan of appropriate services which provides for the least restrictive treatment that may reasonably be expected to benefit the client;
- (ii) Send and receive sealed mail;
- (iii) Wear his own clothing, to keep and use personal possessions, including toilet articles, unless the articles may be used to endanger their own or others' lives, and to keep and be allowed to spend his own money;
- (iv) Be free from physical restraints and isolation except for emergency situations or when isolation or restraint is a part of a treatment program;
- (v) Be free from unnecessary or excessive medication;
- (vi) Make and receive telephone calls within reasonable limits;
- (vii) Receive visitors daily; and
- (viii) Be informed orally and in writing of the rights under this section at the time of admission.

(b) Every contract awarded under this act shall require the program provider to:

- (i) Post copies of this section conspicuously in each client area;
- (ii) Make copies of this section available to the client's guardian or immediate family.



May 17, 2011

Dear Parent/Guardian, Staff:

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos was used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

NW BOCES is concerned about the health and safety of our students, staff, and visitors in our facility. The AHERA law requires that schools have periodic surveillance inspections performed once every 6 months by the School Asbestos Program Manager, and once every 3 years by an accredited individual to ensure that any asbestos in the school is kept in good condition.

NW BOCES recently had our facility inspected by an accredited asbestos inspector as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facility suspected of containing asbestos. An asbestos management plan has been developed.

The asbestos management plan for our facility includes: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for our regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for your inspection as scheduled with NW BOCES Maintenance Supervisor during regular office hours. The Asbestos Program Manager and all inquiries regarding the plan should be directed to him at 307-864-2171, Tony Larson, Maintenance Supervisor.

NW BOCES has begun implementing the asbestos management plan. It is our intent to comply with federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure our students and employees have a healthy, safe environment in which to learn and work.

Sincerely,

Carolyn Conner
Administrative Director