

**BETHESDA ADULT LIFE TRAINING CENTER**  
**Admission Packet and Requirements**

Application (filled out entirely)

Physical (including a screening for communicable diseases)

School Records (for students without GED or high school diploma)

Copy of Birth Certificate

Assessment (completed at intake in office)

Social History

Immunization Record

Copy of Social Security Card or Proof of Application for One

Visitation Policy

Educational Policy

Policy of Rights

Mail, Gifts, and Telephone Policy

Personal Appearance Policy

Religious Program

Welding Hood Policy

*Bethesda Adult Life Training Center Resident Handbook* Understanding Confirmation

Behavior Management

Major Rules with Fines For Violation

Any legal documentation if applicable

Termination Policy: Resident's Belongings

**BETHESDA ADULT LIFE TRAINING CENTER**  
**Application for Admission**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_

Color of Eyes \_\_\_\_\_ Color of Hair \_\_\_\_\_ Need a GED?  Yes  No

**Family Information**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Legal Information**

Court Handling Case \_\_\_\_\_ Judge \_\_\_\_\_ Court Ord. # \_\_\_\_\_

Probation Officer \_\_\_\_\_ Agency \_\_\_\_\_

Phone \_\_\_\_\_ Legal Disposition \_\_\_\_\_ Hearing Date \_\_\_\_\_

Previously Placed in and Institution? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, When \_\_\_\_\_ How Long \_\_\_\_\_

Why \_\_\_\_\_

# BETHESDA ADULT LIFE TRAINING CENTER

## Pre-Admission Physical Examination

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Childhood diseases followed by complications \_\_\_\_\_

Other illnesses or operations \_\_\_\_\_

Injuries (note abnormalities from concussions, fractures, dislocations, bad sprains, and ruptures) \_\_\_\_\_

Allergies to any drugs or foods? \_\_\_\_\_

Abnormalities:

Bones \_\_\_\_\_ Joints \_\_\_\_\_ Arches \_\_\_\_\_ Muscles \_\_\_\_\_

Tendons \_\_\_\_\_ Skin \_\_\_\_\_ Eyes \_\_\_\_\_ Ears \_\_\_\_\_

Nose \_\_\_\_\_ Throat \_\_\_\_\_ Teeth \_\_\_\_\_ Abdomen \_\_\_\_\_

Hernia \_\_\_\_\_ Genitals \_\_\_\_\_ Lungs \_\_\_\_\_ Heart \_\_\_\_\_

Any history of persistent coughs \_\_\_\_\_, frequent coughs \_\_\_\_\_

Blood pressure: \_\_\_\_\_

Urinalysis \_\_\_\_\_

STD \_\_\_\_\_

Recommendations: \_\_\_\_\_

I have examined this young man and believe him to be free of contagious or infectious diseases and believe him physically able to function in a vocational training program. I believe this young man has no apparent need for medical attention at this time.

Signature \_\_\_\_\_

Examining Physician

Date \_\_\_\_\_

# **BETHESDA ADULT LIFE TRAINING CENTER**

## **Visitation Policy**

1. A resident is eligible for regularly scheduled homepasses if his behavior has been appropriate. If a resident is eligible for a homepass he will be allowed to go home at his expense. Homepasses are scheduled two times per month—once in the middle and once at the end of each month.
2. Visitors who are approved by the director are allowed on the ranch once a month.
3. A resident may receive an emergency homepass in the event of an immediate family member's death or any other traumatic event involving the immediate family.
4. Use of any unauthorized drug, alcohol, or inhalant automatically disqualifies a resident from homepass. Returning with any unauthorized substance also disqualifies him from the next homepass.
5. Returning from a homepass late for any reason will result in a minimum deduction of fifty (50) credit points.

To be eligible for homepass, a resident must have no pink slips (which have not been worked off).

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Applicant

# **BETHESDA ADULT LIFE TRAINING CENTER**

## **Educational Policy**

Every resident of Bethesda Adult Life Training Center who has not earned a GED or a high school diploma shall attend educational classes to meet his needs. The following steps will be taken to ensure that those needs are met:

1. A resident shall be given the Test of Adult Basic Education (TABE) within thirty days of placement. Residents who qualify will also be given the Official Practice GED test.
2. A Personalized Education Plan (PEP) will be developed and attached to the Initial Service Plan.
3. In most cases, a resident will be scheduled to attend Adult Education (AE) or GED classes for two hours per day, three days a week. Reasons for fewer or more class hours will be explained in the education plan.
4. At times (e.g., during heavy workloads), it may be necessary for a resident to work in one of the shops during his regularly scheduled classes.
5. Any resident who passes the practice GED will be scheduled to take the official test.
6. A resident who passes the GED can work in the shop instead of attending classes. When possible, arrangements may be made for him to attend a class at Tulsa Community College.
7. Before being released from Bethesda, a resident will be given the TABE again and his progress noted.

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Applicant

# **BETHESDA ADULT LIFE TRAINING CENTER**

## **Policy of Rights**

Bethesda Adult Life Training Center subscribes to the Civil Rights Act of 1964. It is the policy at Bethesda that all people at the ranch--whether staff or resident--be treated fairly regardless of race, sex, religion, nationality, age, or handicap. To ensure this fair treatment, the following policies will be followed:

1. Bethesda Adult Life Training Center will have written policies and procedures to ensure the rights and responsibilities of the staff and of the residents who are accepted for placement.
2. Each resident has a right to an individualized service plan which focuses the services of the facility towards meeting his needs.
3. Each resident will have facilities and supplies for personal care, hygiene, and grooming.
4. Each resident shall possess personal clothing and have a safe place in which to keep it.

## **POLICY OF CONFIDENTIALITY**

Each resident's right of confidentiality is respected at Bethesda Adult Life Training Center. All information pertinent to each resident is treated in a confidential manner. All written material is kept in a locked area and is accessible only to authorized staff. All discussions regarding a resident and his family are treated as confidential and limited to authorized personnel.

## **GRIEVANCE POLICY AND PROCESS**

It is the philosophy and policy of Bethesda Adult Life Training Center that all people at the facility be treated fairly, whether by staff or residents.

If anyone feels that he has been treated otherwise or has any other legitimate complaint, he may fill out a grievance form and turn it in at the office. Each grievance will be placed in the resident's or staff member's file along with a description of the action taken.

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Applicant

# **BETHESDA ADULT LIFE TRAINING CENTER**

## **Mail, Gifts, and Telephone Policy**

Each resident may send and receive uncensored mail. Staff have the right to inspect all mail in the presence of the resident in order to remove contraband. Any restriction placed on mail shall be explained to the resident, clearly documented, and reviewed monthly.

Gifts sent to, or purchased for a resident must be of the type that does not violate the policy on dress, contraband, or prohibited articles.

Telephone communication will also be uncensored. A resident may place one phone call per week. Exceptions will be made for phone calls deemed necessary for individual residents. The length of each call will be limited to ten minutes.

Cell phones are not permitted.

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Applicant

# **Bethesda Adult Life Training Center**

## **Personal Appearance Policy**

The purpose of the personal appearance policy at Bethesda Adult Life Training Center is to insure a continuity with the purpose of preparing young men for independent living. It is our opinion that a child's mentality on personal appearance is not helpful for adult living. We feel that an adult mentality on personal appearance demonstrates a willingness to adjust personal preferences to that of the situation into which a person must function.

The following rules are subject to change based on the supervisor's discretion and the situation. We try to make life at the ranch as comfortable as possible, but sometimes young man will try to force an issue simply to defy our overall purpose and the authority of the staff. The ultimate decision concerning personal appearance will rest with the director or, in his absence, the assistant director.

Pants (or shorts when applicable) and shirts will be worn at all times outside of the cottage except when approved by supervisors during sports activities. Shorts are not acceptable in the welding shop because of the lack of protection they provide. The length of the shorts will be dictated by the supervisors. The young man working in the greenhouse, where customers often come, will be required to be more presentable than the young man working in areas which the public does not frequent.

Boots will be required in the welding shop, but more comfortable shoes will be acceptable elsewhere.

Earrings and other body piercing jewelry are not allowed. Other jewelry is not permitted when working or while engaged in sports activities.

Hair is to be worn above the ears, eyes, and collar and in a manner that reflects neatness and good personal hygiene. There are to be no pigtails, ponytails, or braids. The final authority on an individual's hair style will be that of the director or, in his absence, the assistant director.

Smokeless tobacco is not permitted at any time.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Bethesda Adult Life Training Center**

## **RELIGIOUS PROGRAM**

According to a task force report on juvenile delinquency and youth crime by the President's Committee on Law Enforcement and Administration of Justice, "religion can be an important element in the prevention and control of delinquency. The teaching of its basic tenets reportedly results in a person whose behavior reflects a strong sense of personal worth, a clear purpose in life--an individual who respects his neighbor and lives as a peaceful citizen."

According to Existential Psychology, "human beings, in their rush to obtain the material comforts offered by modern technology, have lost their ties to church, religion, and family, and thus have no values to protect them against the demands for social conformity. They do not choose; they follow. And the result is the denial of the true self. This condition is called *alienation*, a sort of spiritual death."

Viktor Frankl, a psychiatrist and a student of Freud's, said, "traditional psychology, in dealing with human beings only in the biological and psychological dimensions, was omitting an all-important third dimension: the spiritual life."

Because of the great importance of spiritual guidance in the lives of our residents, non-denominational church services are held on Sunday and Wednesday, and devotions are held daily in the cottages. All residents are required to attend all services when they are on campus.

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Applicant

# **Bethesda Adult Life Training Center**

## **Welding Hood Policy**

Welding hoods are provided in the welding shop as protective eye wear. The light from a welding arc is bright enough to burn unprotected skin like a sun burn. It will also burn the skin on the eye ball if the eye ball is unprotected. The lens in the welding hood will filter out the light waves that damage human tissue.

It is required that all residents and workers in the shop use the welding hoods when welding and take protective measures by not exposing the eyes to a welding arc when working in the area where welding is being done.

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Resident

## **Bethesda Adult Life Training Center Confirmation of Understanding of Resident Handbook**

I have read, or have had read to me, the *Bethesda Adult Life Training Center Resident Handbook* and understand the information contained therein.

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Resident

# Bethesda Adult Life Training Center

## Behavior Management

Behavior management at Bethesda Adult Life Training Center is based upon positive reinforcement and, if necessary, punishment. The positive reinforcement is in two areas--the *level system* and the *credit point system*.

### The Level System

The level system is an incentive based ranking system that gives residents an opportunity to earn privileges and raises in credit point earnings. There are four levels at Bethesda.

- Level 1** All residents start at level 1. The earning power of a level 1 resident is 1/2 credit point per hour of work.
- Level 2** Level 2 may be obtained after a resident has logged 150 vocational on-the-job training hours or by special permission and as long as he has not had serious behavioral problems. The earning power of a level 2 resident is 1 credit point per hour of work.
- Level 3** Level 3 may be obtained after a resident has logged 350 vocational on-the-job training hours or by special permission. Level 3 requires that the resident be cooperative with staff and be a productive worker who can be trusted to do his job without constant supervision. The earning power of a level 3 resident is 1 ½ credit points per hour of work.
- Level 4** Level 4 may be obtained after 600 vocational on-the-job training hours or by special permission. Level 4 requires that the resident be cooperative with staff and be a productive worker who can be trusted to do his job without constant supervision. He must show leadership in positive behavior to the other residents. A level 4 resident should be relied upon as part of the team that operates the facility. The earning power of a level 4 resident is 2 credit points per hour of work.

**(Behavior Management Continued)**

**The Credit Point System**

Credit points represent the monetary incentive that give scheduled positive reinforcement. As stated above, credit points can be earned for work done on the job. The amount of credit points earned will depend upon the amount of hours worked and the level that the resident is on when he earns them. These credit points are accumulated and reported to the resident each month. The resident is allowed to "spend" the credit points for specific items. If the resident is out of state, he may wish to "purchase" an airline ticket for his homepass. On each home pass residents are "homepass cash" to take with them on their homepasses. A level 1 will receive \$10; a level 2, \$20; a level 3, \$30; and a level 4, \$40. When a resident has *successfully completed the program*, Bethesda Adult Life Training Center gives the resident a gift in dollars in the amount of the number of credit points he has earned minus what he has received in cash and what he has been fined over the nine month period.

Fines are a method of punishment that Bethesda uses to curb certain behavior among the residents. It is important to understand that those behaviors that incur fines may not seem serious at the beginning of a resident's stay at Bethesda, but when a resident is nearing completion of the program, he becomes aware how much potential money may have slipped through his fingers. Each resident needs to think ahead when it comes to the potential earnings of credit points.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

## **Major Rules with Fines For Violation**

**The following violations of rules will result in a five hundred credit point fine and the loss of all levels.**

1. Use or possession of illegal drugs or inhalants.
2. Absent without leave from ranch

**The following violations of rules will result in a two hundred credit point fine and can include the loss of levels.**

1. Smoking in cottage
2. Vandalism
3. Stealing
4. Horseplay or fighting in cottage
5. Using abusive language towards a supervisor
6. Breaking into unauthorized areas
7. Horseplay or fighting during work or school
8. Fighting
9. Unauthorized use of telephone.

**The following violations of rules will result in a one hundred credit point fine.**

1. Possession of contraband
2. Leaving assigned work area without permission
3. Refusing to work where assigned
4. Spraying a fire extinguisher without permission
5. All residents in a cottage when a fire extinguisher is sprayed without permission and no resident confesses to doing it
6. Refusing to obey ranch rules or directions from staff

**The following violation of rules will result in the loss of homepass cash for one homepass**

Smoking in unauthorized areas.

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Resident

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Date

# **Bethesda Adult Life Training Center**

## **Termination Policy: Resident's Belongings**

There are several reasons why a resident is terminated:

1. Resident completes the program
2. Resident decides that he does not want to complete the program
3. Resident is discharged because of unsatisfactory behavior
4. Resident fails to return from homepass
5. Resident runs away

In all cases the resident is responsible to take all of his belongings when he leaves the program. In the event a resident does not take his belongings, a staff member will gather the resident's belongings and put them in storage. These belongings will be held in storage for no longer than 30 days. If the resident does not retrieve his belongings within these 30 days, the belongings will be disposed of.

If the management and staff are not aware of a resident leaving and the resident does not take all of his belongings with him, some items may end up missing due to other residents taking these items before the staff are able to store them.

Bethesda Adult Life Training Center is not responsible for a resident's belongings at any time though we will do what we can to see that they are secure.

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Resident

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Date