

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
3800 Activity Policy

**Chapter:**  
Chapter 10 – Children and Youth

**Effective Date:**  
8/1/02

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2/25/09

**Policy Number:**  
10- 115- 001

Robert Fleese, President - CEO

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. All individuals that reside in our facility will be provided the opportunity to participate in therapeutic daily activities as part of the treatment process. The purpose of the Children and Youth (C&Y) Activity Policy is to establish definitive guidelines regarding participation and supervision of all activities within the C&Y Program.
2. The C&Y activity policy provides specific guidelines regarding client activity participation, and the staff duties associated with effective therapeutic implementation of these activities.
  - Definitions:
    - *Activity* – Any act that an individual takes part in or does.
    - *Activity Schedule* – A schedule posted in home that list daily activities based upon program level.
    - *Direct Line of Supervision* – Close enough to a client that the staff can see them, hear them, and easily observe what they are doing.
    - *Physical Activity* – Energetic physical movement or exercise.
    - All clients will have the opportunity to participate in scheduled activities on a daily basis.

3. Activities are scheduled in advance on the monthly activity schedule. Any changes to the schedule require approval of the Program Coordinator. **Residential staff will follow the EXACT directions provided for the activity.**
4. Group homes will create and submit their own activity schedules to the Program Coordinator. Activity schedules must be submitted no later than the 20<sup>th</sup> of each month.
5. Additional activities may be suggested through use of the special activity request form. These forms will be submitted to the Program Coordinator for review.
6. Weekly activity schedules will include physical activities for all clients.
7. At the beginning of the shift, staff will check the activity schedule for the day's activities. At this time, they will ensure that all required resources to complete the activity (i.e. money, medications, etc...) are available. If any of the resources are unavailable, staff will contact the Program Manager or designated supervisor. Staff will communicate the daily activities with clients during daily groups.
8. All off-ground activities will provide a minimum of 1:5 employee to client ratio.
9. Group home activity schedules will provide for a maximum of 4 off-grounds activities per week. All off-ground activities will consist of a regimented schedule, and will receive surprise safety checks by the Residential Manager/Coordinator. Residential staff will follow the EXACT directions provided for the activity.
10. In the event that it is not possible to participate in the scheduled activity, the Program Manager or designated supervisor will assign a new activity, and document on the back of the activity schedule.
11. Clients must follow the activity schedule. It is not acceptable to decide that someone does not want to attend a scheduled activity. If a client refuses an activity, they will receive program consequences as indicated by the PLUS program.
12. The exception to the previous guideline is that level 4 residents are permitted one activity refusal per week. They are permitted to choose one activity that they do not want to attend, in exchange for remaining at the home.
13. The structure of the 3800 program provides activity based rewards as a component of the behavior system. Clients are assigned to specific activities based on their level within the program. Clients must attend their scheduled activity, and may not participate in alternative activities without the permission of the Program Coordinator. Individuals that refuse to participate in assigned activities will receive behavioral consequences as per the PLUS program.
14. Deviations from the activity schedule are not permitted. Staff will not make unscheduled stops during transportation to and from a community activity.

15. Employees that have not completed their 90-day probationary period are not permitted to attend/supervise off ground activities without the presence of additional Keystone employees.
16. Co-ed activities are not permitted without the consent of the Program Coordinator.
17. First Aid kits will be taken on all activities.
18. While participating in an activity, staff is responsible to ensure that all clients, regardless of level, are in the staff members direct line of supervision at all times. This means that clients must be close enough that the staff can see them, hear them, and easily observe what they are doing.
19. If an incident occurs in the community as a result of inadequate supervision, the staff member in charge of that client's supervision will be held responsible.
20. Clients are not permitted to participate in independent time while on an activity, unless otherwise approved by the Program Coordinator.
21. Individuals are permitted to hold up to \$10.00 of their own money for personnel spending. However individuals are still required to follow other rules that may prohibit it's possession in certain places (i.e. in school, workshop, etc...).
22. Clients are not permitted to view or listen to media items that have an adult rating. This includes R-rated movies, CD's with explicit lyrics, and adult rated video games.
23. MTV and VH-1 are not permitted to be viewed by clients.
24. If there are any behavioral concerns while on an outing, staff will return the group to the facility immediately.
25. All clients are to return from activities by 8:00 PM. This is to ensure that clients have adequate time to prepare for bed. Exceptions may be made on the weekend, but require Program Coordinator's approval.
26. Upon return from any community activity, all clients will be searched for contraband as per the client search policy.

*Attached below is a list of approved activities, based on the behavior modification program.*

## Activity List by Level:

### Level 1/Bronze

Swimming	Walking at Lake Scranton
Basketball at Park	T.V. time/VCR Movies
Parks that have no entertainment	Nature Walks
Church	Sledding

**Level 2/Silver** – Can participate in all activities from lower level and in addition to those can also participate in the following:

Miniature Golf	Amusement Parks
Library	Radio/CD players (with headphones)
TV game systems	

**Level 3/Gold** - Can participate in all activities from lower level and in addition to those can also participate in the following:

Bowling	Arcades
Batting Cages	Driving Ranges
Water Slide Parks	Independent Time
Movies	Go Carts

**Level 4/Platinum** - Can participate in all activities from lower level and in addition to those can also participate in the following:

Escorted Dating	Sporting Events
Local Live Entertainment @ Parks	1 on 1 Activities
Special Platinum activities	Special Requested Activities

**If inclement weather should cause an outdoor activity to be cancelled the following list of indoor activities may be substituted by contacting the Manager on Duty:**

Board games on the Floor

VCR Movies

Card games

Hair/Nail night

Baking/Cooking

Cleaning

Reading

Arts and Crafts

Exercise

Work on Goals

**DISCUSSION:**