

Dr. John Romano

The Rochester Psychiatric Center Adult Community
Residence has been named in honor of Dr. John Romano

Welcome to the John Romano Community Residence

Welcome to the John Romano Community Residence (JRCR), the following guidelines may help you adjust and participate in your new home. It is the goal of the JRCR to ensure the safety and well being of all residents and to help you meet your goals of adjusting to community-based living. Staff are here to do their best to help in making your time here a success.

Meals

Breakfast is served from 6:45 a.m. - 8:45 a.m. Clean up is done on a shared basis.

Lunch is served from 11:30 a.m. - 12:30 p.m. You are welcome to eat lunch at the JRCR. All residents who eat lunch at the JRCR will be asked to help in lunch clean-up. Those not eating lunch at the JRCR may pack a bagged lunch to take with them.

Dinner is served family style from about 5:30 p.m.- 6:00 p.m. You are encouraged to be here at dinner unless you have made arrangements with JRCR staff to be excused. Residents are assigned dinner preparation or dinner clean-up chores on a shared basis. JRCR staff will help residents learn food preparation, shopping and clean-up skills.

Resident Rooms

The John Romano Community Residence is a co-ed setting. You may not go into each others' rooms. You will have ample closet space, a lockable night stand and mirrored dresser. Keeping your room clean is your responsibility just as it would be in your own home. You may arrange your personal items as you wish and you are encouraged to add personal touches. Food or drinks are not allowed in individual rooms, living rooms or hallways.

JRCR staff conducts weekly room checks to provide direction and help in room care. Staff will knock before entering a room, to ask to enter.

Clothing

You are expected to dress appropriately and be neat and clean on a daily basis. Daily showers or bathing is suggested. Laundry facilities for personal clothes and bed linens are provided on the first and second floors of the residence. You will be provided with and be responsible for bed linens and towels. Laundry rooms can be used between 7 a.m. and 9 p.m. Laundry detergent is available in the main office.

JRCR staff will provide direction, help and encouragement in all aspects of daily living tasks.

Personal Possessions

You are responsible for keeping your items safe. The program cannot be responsible for personal items of high dollar value. We encourage you to keep your room locked at all times to protect your possessions. You will have your own personal key to your room and to the lockable nightstand in your room.

Personal radios and TV's are okay as long as the volume is at a level that does not disturb other residents or your roommate, if you have one.

We recommend that you not keep more than \$25.00 at the JRCCR. We encourage you to use banking facilities in the community. If you are unable to do this, you may continue to use Rochester Psychiatric Centers (RPC) Patient Cash Office for a limited time.

Smoking Regulations-----Smoke-Free Environment

Smoking has been found to be harmful to both the smoker and those exposed to smoke. Staff will help residents who wish to quit by giving support and referrals.

Smoking is permitted in the gazebo only.

Finances

Before your admission, fees for room and board will have already been explained. If you have any questions, please see your counselor. The Residency Agreement shows that you agree to pay rent while staying in the JRCCR. Exact payment amounts are determined after admission and, that is given to you in writing by the Patient Resource office in Syracuse.

You are encouraged to handle your own money whenever possible. Money slips are done on Monday, Wednesday, and Fridays for people with accounts at the Business Office.

Mental Health Care

All residents living at the JRCCR shall be under the care of a psychiatrist and/or primary therapist. You are expected to keep all scheduled appointments with your primary therapist, psychiatrist and case manager. The JRCCR protects information about all residents. There is a Personal Privacy Protection Law which can be accessed and a Clinical Record System Notification Form distributed at admission. These both protect your personal information and who can see it.

Health Care

A yearly physical exam is required. Any ongoing or new physical problems or injuries should be brought to the attention of the staff as soon as you can. You will be directed to your private doctor or taken to an emergency room if needed. Information about advance directives is provided and documented upon admission.

Medication /Self-Medication

A supervised self-medication program is available to you at the JRCCR. You must report for medication at the times prescribed by your doctor.

As you progress in this area, a self-medication program is also available with agreement of your primary care provider. Any problems with medication should be brought to the JRCCR staff so that it can be dealt with quickly. General medication times are 8 a.m., 12 noon, 4 p.m. and 8 p.m.

Use of Drugs/Alcohol

Use of alcohol, illegal street drugs, and medications not prescribed by your doctor, are not allowed at the JRCCR and on the grounds of RPC. If you don't follow this rule you could be suspended or discharged from this program. You should discuss any personal concerns in this area with your psychiatrist, primary therapist and counselor at the JRCCR. Treatment programs

and self-help groups are available for those wanting help to stop using alcohol, illegal street drugs and non-prescribed medications.

Community Meetings

Community meetings are conducted every Tuesday before dinner. The main reasons for these meetings are, to provide you with an opportunity to have a voice in house management and activity planning decisions. Your input is essential in order for staff to provide services and activities that will be of greatest benefit to the group. You must attend. Your input is important as this is **your** home while you are here.

Resident Government

The resident government at the JRCR is called the "Resident Council." The council is made up of five (5) residents elected by residents of the JRCR. The council develops ideas for potential activities and residential programs that can be presented for residents' approval at the community meetings. They address individual and group concerns over house management issues. They suggest possible program improvements and changes to the Program Manager. The council acts as the liaison between the staff and the residents.

Family and Friends

Contact and visits with family and friends are encouraged. Visitors are allowed in all of the common areas of the first floor. Visitors are not allowed to visit in the upstairs area or any of the residents' rooms unless they have special permission from staff.

Children under the age of twelve (12) must be with an adult. Visiting hours are 9 a.m. to 8 p.m. except during mealtimes and have a maximum time limit of 2 hours. Visitors are encouraged to visit other than during program hours (for example; evenings, weekends).

Family members, with your permission, are encouraged to be involved in treatment planning and will be invited to attend treatment planning meetings.

Sexual Behavior

Sexual activity is not allowed at the JRCR. Disregarding this rule may result in suspension or discharge from the residence.

Please discuss any concerns or problems you have with this rule with your counselor at any time you wish. The JRCR Nurse has educational information available.

Client Rights

The individual rights that clients have are provided in writing to each person when they move into the JRCR. The Patient Rights Handbook is also distributed.

Core Values:

- A. Patients come first.
- B. Respect patients, staff, and the environment,
- C. Take pride in your work.

- D. Take pride in Rochester Psychiatric Center.
- E. Hope: Believe that patients and staff can make progress.
- F. Strive for Excellence

Signing In/Out

A sign in/out book is located in the main entrance on the first floor. You must sign out every time you leave the JRCR, noting time and where you are going. Then sign back in every time you return to the JRCR. This is done for safety reasons, (i.e., fire, emergency, etc.) and to know your whereabouts if you receive phone calls, visitors, etc.

Arrangements for overnight leaves from the JRCR must be made in advance and approved by staff. Curfew hours are:

Sunday through Thursday--10:30 p.m.

Friday & Saturday--12 midnight.

Special arrangements for extended leave hours can be negotiated.

Telephones

There are telephones that you can use. You must respect the rights of other residents to use telephones by limiting the number and duration of calls daily. There is a 10 minute limit on calls. Residents must pay for long distance calls under most circumstances. There is a pay phone located in the main entrance area. Telephone messages for residents will be left on the bulletin board in the main foyer area. Residents will not be paged for calls before 8:00 a.m. or after 10:00 p.m. TTY phones are available upon request.

Programming and Activities

The JRCR staff will help you learn skills needed for successful transition into the community. You must participate as scheduled in programs chosen by you and your therapist. Staff will help you choose activities to participate in at the JRCR. You must attend four scheduled house activities per month.

JRCR Chores

You will be assigned housekeeping chores at the JRCR on a rotating basis. The staff will help you learn these chores and check your chore daily. These chores are viewed as important to smooth house functioning and will help you build and develop community living skills. They are all skills which will help you when you move into your next home.

JRCR Expectations

- 1) As a resident of the JRCR, you are expected to:
- 2) Attend weekly community meetings as scheduled.
- 3) Take only the medications prescribed by your doctor and not over-the-counter medications or other drugs or alcohol.
- 4) Smoke only in designated areas.

- 5) Complete your assigned chores on a daily basis and in a timely manner.
- 6) Be present and on time for all meals unless you have made previous arrangements with staff.
- 7) Good grooming and hygiene habits are a must. Keep your room neat and clean. Help keep the residence neat and clean.
- 8) Do personal laundry at appropriate times.
- 9) Keep all appointments. Staff will help when needed.
- 10) Sexual activity is not permitted at the JRCR.
- 11) Respect each other's privacy and belongings; no stealing. You are permitted only in your bedroom; you cannot visit another resident's room.
- 12) Relationships will be respectful and appropriate to the setting. Threatening behavior and fighting is not accepted. Staff should be consulted when interpersonal relationships are a problem to any resident.
- 13) Excessive noise between the hours of 10 p.m. and 7 a.m. is not acceptable.

Your counselor or any staff member will help you with any questions or problems that may arise. Verbal and written counseling's may be given to reinforce that certain behavior or actions are not allowed at the JRCR. If you are not able to live within the rules at JRCR, you may be suspended or discharged from the JRCR.

The JRCR program is designed to help you return to community living. Emphasis is placed on skill level development and improvement in areas needed to be considered for the next level of community residential placement. Staff will help make your living experience at the JRCR a successful one.

Satisfaction and Complaints

As a consumer of residential services offered by the JRCR, you have a right to express your satisfaction, dissatisfaction or offer suggestions that you feel will improve these services. Periodically, you will be offered a Consumer Satisfaction Survey on which we ask for your input about the JRCR program. We ask that you complete this form, giving us your honest feelings about the program as well as any suggestions you may have on how we can improve our services.

In addition, you have the right to express your concerns or dissatisfaction at any time. You may do this by talking to one of the staff of the JRCR, or asking to speak with another person as indicated on the Grievance Policy (a copy of this is available for your use at anytime). In addition, you may put your concerns in writing and send it to any person you feel will help you resolve your concern. Your concern, in either case, will receive prompt attention. Consumer Satisfaction Forms and Grievance Forms may be completed by you any time you wish. Your input is important to us. Any complaint or concern can also be directed to the Joint Commission by calling 1-800-994-6610.

Voter Registration

Upon admission to the JRCR you will be offered the opportunity to register to vote in New York State. You may have already done this at your last address and, therefore, may take this opportunity to update your address. If you have any questions, feel free to ask your JRCR counselor.

Hope: Believe That People Can Make Progress

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