

## PARENT INFORMATION

Family Youth Interventions (FYI) is a state licensed child caring agency, runaway service provider and emergency shelter for youth 12 through 17 years of age. The agency's mission is to provide crisis management services for youth and families, with the focus of providing a safe alternative to the street, and reunification of the youth with their family. We work to achieve these goals through counseling, education and support. FYI provides residential services for up to 21 days.

Our experience indicates that full participation in the residential program produces the greatest overall result. For the parent or legal guardian, this includes attending and participating in all scheduled family sessions. Your level of involvement and commitment will *directly affect* your son/daughter's outcome. If you wish your son/daughter to attend school or work outside the program, we will discuss these options with you. Services may be terminated prior to the scheduled discharge date by the family or the therapist. We cannot authorize placement outside the home. If your child leaves the program without permission, we will contact you and the police immediately.

•**The FYI Team Approach-** The entire staff at FYI work together to best help your family. The Intervention Specialists carry out phone and in person assessments, assist parents and work closely with the therapists. They also supervise your child throughout the day, facilitate activities and provide necessities to the residents. A therapist will be assigned, providing individual counseling for your child as well as family therapy. All the staff work in a collaborative effort. Co-therapy, team observation of family sessions and weekly team meetings are some ways in which the staff work together.

•**Confidentiality-** FYI complies with all State and Federal confidentiality guidelines. Please see the attached Notice of Privacy Practices.

•**Program rules and guidelines-** We encourage parents/guardians to read over the Client Handbook so they can be familiar with the rules and guidelines and help enforce them with their son or daughter.

•**Phone calls-** Parents and other approved callers are welcome to call the youth at any time **between 8 am and 10 pm**. If the clients are in an activity, we will ask the caller to call back or have the youth return the call. The intake worker will ask if the youth is allowed payphone privileges so that they may call their friends on breaks.

•**Family visitation/outings-** These can be **arranged a day in advance** with any FYI staff person. Outings plans can include church, family get togethers or medical/dental appointments. People other than parents/legal guardians will not be able to visit with or transport your child without your written and/or verbal permission and **advising staff a day in advance** (unless it is an emergency or urgent situation).

•**School** – We encourage clients to stay in school during their stay. Unfortunately, FYI cannot transport youth. We ask that a parent/guardian or trusted adult transport the youth to/from school. If this is not possible, FYI staff can arrange for transportation with the youth's school. If the youth will not be attending school, parents must get homework for their child as soon as possible. The *parent/guardian is responsible for getting the homework to their child*. Staff is available to assist your child with their work during scheduled study hours or during the youth's break time.

•**Emergency Contact People-** You are **required to provide contact information for 2 people other than yourself** that staff may contact in an urgent or emergency situation when you are not available. **They must live in the area and be able to drive.**

•**Illness-** If your child develops a contagious illness, has a fever or has symptoms that prevent them from participating fully, they must be temporarily discharged from the program. If the above situations arise, parents will be called and are expected to pick up their child within the hour or make arrangements for an emergency contact to do so.

•**Medication-** All medication, whether prescription or not, must be given to staff at intake. Medication will be locked up and dispensed according to the label instructions or doctor's instructions. Medication must be brought in the original container. Parents will be required to count the number of prescription medications at intake. Clients are primarily responsible for receiving their medications, either by requesting them from staff or writing a reminder on the client's daily schedule.

•**Early discharge-** Occasionally, clients are prematurely discharged/temporarily discharged from the residential program.

Reasons include but are not limited to:

- \*A threat of aggression or violence made toward another client or a staff member.
- \*An act of aggression or violence carried out against another client or a staff member.
- \*A client harassing, touching or having contact with another client that is inappropriate or sexual in nature.
- \*A client leaving the program without permission.
- \*Possession, use of or suspected use/misuse of illegal drugs, alcohol or prescription/over the counter medications.
- \*Refusal or the inability to participate or cooperate with program structure and/or activities.
- \*Instances where staff are not able to keep a client safe (ex. thoughts or attempts regarding self harm).
- \*Knowing or experiencing major conflict with another client in the program.
- \*The client requiring more intensive or different services than the program can provide.

***When staff contacts the guardian regarding discharging a youth for these reasons, the guardian or person appointed by the guardian must pick up the youth within an hour.***

•**Client belongings-** We urge clients NOT to loan or borrow clothing, hygiene items, etc. If clients leave any belongings behind upon discharge, we will attempt to call the family to have the items picked up. After 2 weeks, unclaimed belongings will be donated to the program or disposed of.

•**Food-** Your child will be provided with 3 balanced meals per day as well as 3-4 opportunities for a snack. You are welcome to provide your child with snacks during their stay but this is not a requirement.

•**Clients' Rights Advisor-** Jeff Oldham (Executive Director/CEO, Comprehensive Youth Services, Inc.) is the designated advisor of client's rights. Should your child at any time feel that their rights are being violated during their stay at FYI and have not received adequate response by the staff, you or your child may contact Mr. Oldham (586-463-7079) who will respond appropriately.

If you have any questions or concerns, please ask any staff member. We'd be happy to assist you.

**Family Youth Interventions, Basic Center**

(586) 465-1212 / fax (586) 690-4242 / website [familyyouth.com/](http://familyyouth.com/) email: [familyyouth03@yahoo.com](mailto:familyyouth03@yahoo.com)  
418 Cass Avenue (just east of Groesbeck), Mt. Clemens, MI 48043

## **Parent Information regarding Family Youth Interventions**

I have read or had the Parent Information read to me. By signing this form, I am stating that I understand the information presented in the Parent Information and have had any questions about the rules, confidentiality guidelines, outings/visitation policies, phone calls/use, visitation/outings, early discharge, medications, Civil Rights, client belongings and illness policy answered.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 11/14