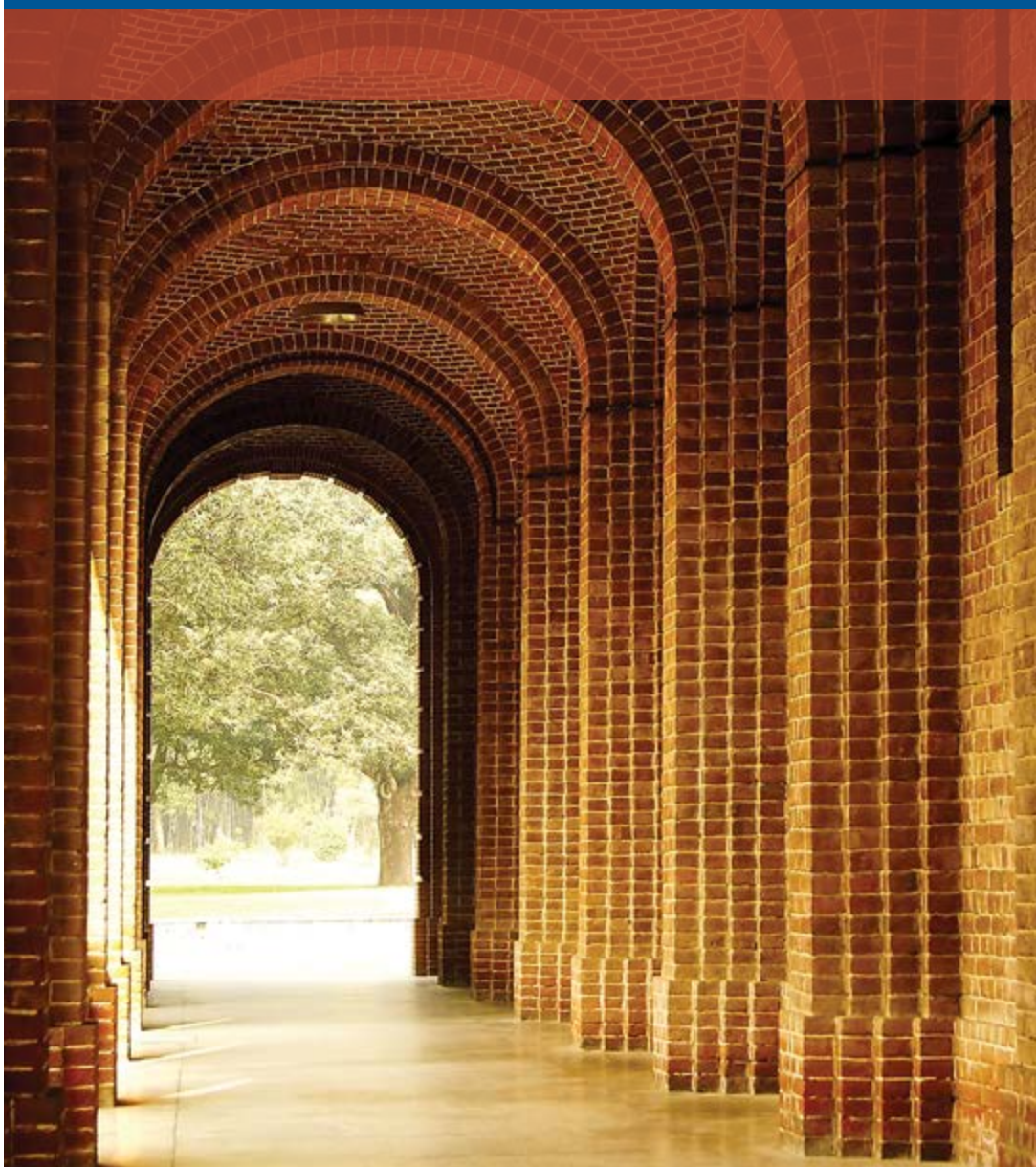


ARCHWAYS PROGRAM GUIDE



Oregon
Health
Authority



OSH Archways Program Guide
Revised January 2019

Disclaimer: This document is updated each winter. Please talk to staff for information on recent policy changes that affect the contents of this guide.

Table of contents

Table of contents	3
Your information	4
Welcome	5
Archways program	6
Visitation schedule	7
Daily life	8
Market, café and coffee shop	8
Phone calls	9
Packages	9
Television access	10
Unit community meeting	11
Clothing	12
Contraband and prohibited items	14
Personal property	16
Taking care of yourself	17
Patient funds	18
Levels of care	18
Map	19

Your information

This belongs to: _____

You will reside on this unit: _____

You are the core member of your treatment team. You and your team will work together to develop your treatment care plan. Your team will also help if you have questions about your treatment while you are at the hospital.

More information about your treatment team is included in the “Treatment Teams” section of the handbook.

Your treatment team members:

Psychiatrist (doctor) or PMHNP: _____

Psychologist: _____

Behavioral Health Specialist: _____

Social Worker: _____

Nurse Manager: _____

Registered Nurse: _____

Treatment Care Plan Specialist: _____

Rehabilitation Therapist: _____

Case Monitor: _____

Other support people may include:

Peer Recovery Specialist: _____

Community Mental Health Provider: _____

Religious/Faith Leader: _____

Occupational Therapist: _____

Guardian: _____

Others: _____

Welcome

Welcome to Oregon State Hospital's Archways Program. Our goal is to inspire hope, promote safety and support recovery from mental illness.

Our job is to help you get well and return to your life outside the hospital. To do this, you will work with your treatment team to create a plan to meet your treatment goals.

This Program Guide shares information about the Archways Program. You can find more information about the hospital in your separate Patient Handbook.

It's important that you feel safe and comfortable while you are here at the hospital. If you have any questions or concerns, please reach out to your treatment team or any staff member. We are all here to help you.

Sincerely,

Archways Program staff

Oregon State Hospital



Archways Program

In the Archways Program, staff's goal is to provide a safe and therapeutic place where you can get well. They are here to help you understand the charges against you, cooperate with your attorneys, and assist in your legal defense.

During your stay at the hospital, you will work with a team of well-trained staff who will provide you with treatment for your mental illness. These staff members will help you gain the skills you need to leave the hospital.



Visitation schedule

Archways (.370)—Tree 1, 2, 3, Flower 3, Leaf 1, 2

Visitation Location: Kirkbride Café*

	SUN	MON	TUES	WED	THURS	FRI	SAT	Holiday
VISITING HOURS	1-4 p.m.	3:15-4:30 p.m.	3:15-4:30 p.m.		6:30-8:30 p.m.	6:30-8:30 p.m.	1-4 p.m.	1-4 p.m.
CHILD VISITS	9-11 a.m.			4-6 p.m.			9-11 a.m.	9-11 a.m.

If open, you and your visitors are welcome to meet at the Kirkbride Cafe, where you can buy hot and cold food, snacks and beverages. Vending machines are located in the cafe areas. Patients cannot take food from the cafe back with them to their unit.



Daily life

In general, you will have 30 minutes for breakfast, lunch and dinner. The cafeteria serves meals at the following times:

Breakfast: 7:45 to 8:30 a.m.

Lunch: 11:15 a.m. to noon

Dinner: 5 to 5:45 p.m.

Complete schedules are posted on your unit to help you plan your day. In addition to meal and snack times, the schedules include information about television hours, quiet hours, treatment mall hours, indoor and outdoor activities, and times when you can get your medications. Talk to unit staff for more information.



Market, café and coffee shop

You may have up to \$15 with you to spend at the market, café and coffee shop. Here, you can buy a variety of snacks, personal hygiene products and other supplies. For safety reasons, there may be some items in the market you are not allowed to buy.

Please talk to your treatment team for more information. Additional details about the market, café and coffee shop are also available in your hospital handbook.

Phone calls

Cell phones are not allowed in the Archways Program, but you are encouraged to stay in touch with your friends and family by using the hospital's landline phones. These phones are in your unit hallways. They are turned on from 8 a.m. to 10 p.m., and are turned off during treatment hall hours. You can also make calls anywhere in the United States and Puerto Rico for free.

Please limit your phone calls to about 20 minutes so everyone has a chance to use the phones.

You can ask unit staff to use a private room, if there is a special need. Because some items in the room may be unsafe for you, a staff member will either be in the room with you or will monitor you through a window.

Talk to staff on your unit if you have any questions or concerns about using the telephone or making a call.



Packages

In addition to letters, you may receive legal documents, writing paper, magazines and other materials through the mail. Before you receive anything from people outside the hospital, you must fill out a "package request form" for each item in the parcel.

If someone outside the hospital wants to send you approved items as gifts, they can do so by contacting your treatment team representative or case monitor to ask for a copy of the form.

You may not receive packages containing prohibited items. See your hospital handbook and program guide for more information on "Contraband and Prohibited Items."

With the exception of clearly marked legal mail, you will open your mail in front of a staff member so they can ensure all contents in the package are safe.

For more information on mail and packages, please see your hospital handbook or talk to unit staff.

Television access

There are a variety of times to watch television on the units.

All patients are expected to participate in treatment, so staff will turn off the TVs during treatment mall hours. There are also other times the TVs will not be available for viewing, such as late in the evening.

The television schedule listed below is subject to change:



	12-6:30 a.m.	6:30-9 a.m.	9-11 a.m.	11 a.m.-1 p.m.	1-3 p.m.	3-10 p.m.	10-11:59 p.m.
Monday - Friday		TV ALLOWED		TV ALLOWED		TV ALLOWED	
Saturday - Sunday		TV ALLOWED	TV ALLOWED	TV ALLOWED	TV ALLOWED	TV ALLOWED	

Staff can change the channel at the top of the hour or when a program ends.

If patients cannot agree on a program to watch, staff may get involved to help resolve the issue. Because you live in a community setting, you may not always get to watch the program you want.

In general, staff will not allow patients to watch programs or movies that are pornographic or sexually explicit; that overtly promote criminal, violent or self-destructive behavior; or that overtly express hatred on the basis of race, religion, gender, national origin or sexual orientation.

If you’re watching content that is potentially inappropriate or upsetting, staff may talk to you about it before changing the channel.

Please be polite, quiet and respectful when people are watching television in these areas.

Unit community meeting

Each unit holds weekly community meetings. At these meetings, staff will discuss upcoming events, activities, issues and concerns. You are encouraged to attend and participate. You can also just listen.

Community meetings are set per unit schedule.



Clothing

For safety reasons, there are certain guidelines about clothing based on where you are staying in the hospital. If you have clothing that does not follow hospital guidelines, staff will store it for you or help you send it to a friend or family member.

In the Archways Program, approved clothing items include knee-length skirts and shorts, pants, bras, beanies, sweaters, T-shirts, button-down shirts and sweatshirts. Tank tops are also allowed – but you must wear them with another T-shirt.

If you don't have clothing, the hospital will give you what you need from its clothing shop.

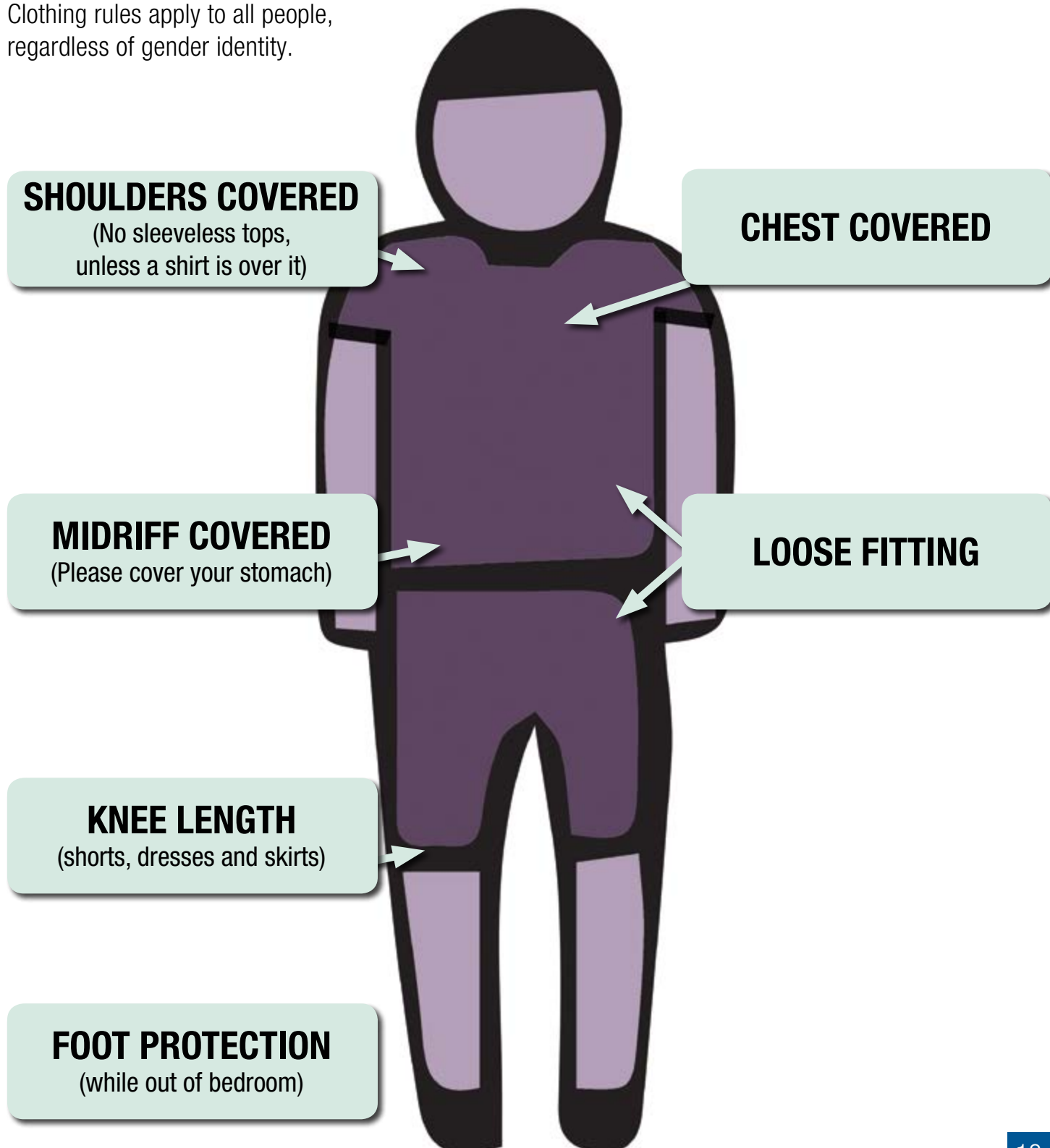
Some items you might have brought with you are prohibited, including shoelaces, suspenders, belts, pantyhose or nylon socks, ties and drawstrings. Clothing with drug, alcohol or gang-related references are also prohibited.

Please talk to staff on your unit if you have any questions or concerns.



Clothing

Clothing rules apply to all people, regardless of gender identity.



Contraband and prohibited items

For safety reasons, there are certain guidelines about what property you may have, depending on where you are staying in the hospital. Some items may be dangerous to you or others, or they could interfere with your treatment and recovery.

If you move to a different part of the hospital, what you are allowed to have may change. The list itself is also subject to change.

More information explaining the differences between “contraband” and “prohibited items” is included in your hospital handbook.

The items listed below are prohibited in the Archways Program.

Please talk to members of your treatment team for more information.

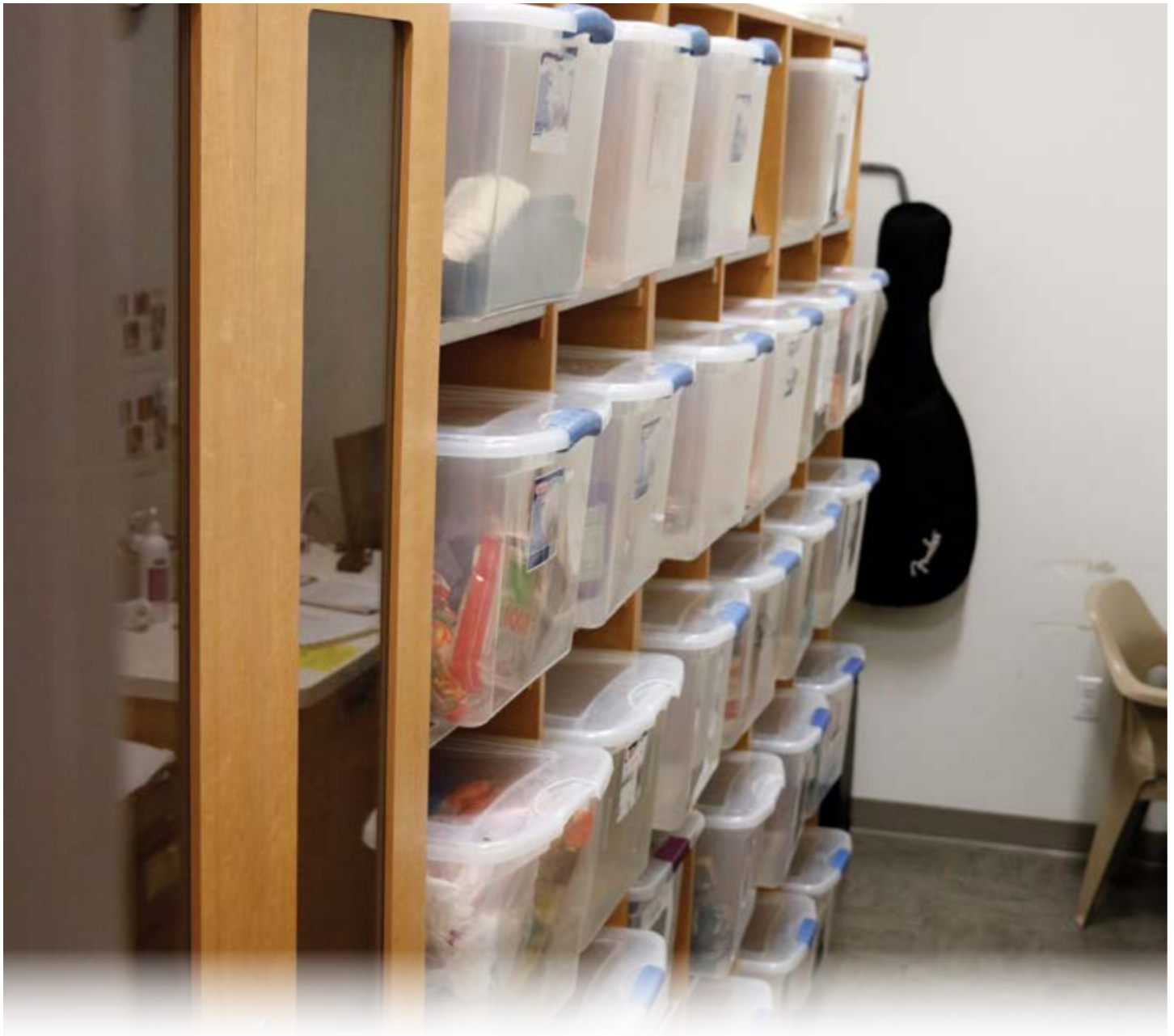
- Aerosol spray cans or bottles
- Alcohol
- Any chargers, electronics cords, power strips, surge protectors, extension cords, plug or outlet adapters not approved or issued by OSH
- Cameras or recording devices of any kind per OSH Policy and Procedure 7.003, “Photographing or Recording of Patients”
- Cash exceeding \$15
- Clothesline, cables, cords, or rope longer than 12 inches
- Clothing with drug, alcohol, gang, or overtly violent content
- Duct tape
- Any electronic device not approved per OSH policy 6.030, “Cellphone, Computer, Tablet, Gaming Device, and Internet Access for OSH Patients”
- Glass, mirror, or ceramic items
- Items that are broken or altered from their original, intended use
- Keys, other than those issued by OSH and not stored in accordance with OSH Policy and Procedure 8.037, “Patient Property and Valuables: Handling and Storage”
- Lighters, matches, incendiary devices, or flammable liquids
- Certain media per OSH Policy and Procedure 7.002, “Media Access for Patients,” including pornography and “NC-17” or “X” rated movies
- Pantyhose, knee-high hose and long socks
- Plastic bags or plastic wrap
- Prescription or over-the-counter drugs, herbal supplements, or other supplements per OSH Policy and Procedure 6.055, “Medication Management”
- Any item associated with illicit drug use
- Tattooing, piercing or cutting devices
- Toxic glues, paint, alcohol-based products, thinner or solvents

Contraband and prohibited items continued

- Valuables and identification documents, unless stored in accordance with OSH Policy and Procedure 8.037, "Patient Property."
- Any product in which alcohol is listed as one of the first two ingredients
- Can openers, can parts, cans
- Clipboards or notebooks with metal
- Clothing hangers
- Clothing with chains or spikes, or torn clothing (except factory distressed)
- Foil, tin and aluminum (except pre-packaged food wrapping)
- French press coffee makers
- Incense
- Purses or bags with strap(s)
- Rulers with metal parts
- Safety pins and tacks
- Scarves, including bandanas
- Sports equipment, unless approved by the Program Executive Team
- Buckles
- Bobby pins
- Discs (ex. CDs, DVDs and games)
- Gum
- Videotapes and cassettes

Personal property

In the Archways Program, your treatment team must approve all new property. All property must also meet safety standards. See the “Contraband and prohibited items” section in your handbook for more information.



Taking care of yourself

You may be allowed to keep some personal care items, like shampoo and body wash, in your room. For safety reasons, items like floss and electric razors are kept in a separate room you can access during scheduled hygiene times.

You can find the schedule for hygiene times posted on your unit. You are able to check out personal care items during these times to use in areas where staff can supervise you.

More information on personal hygiene, sleep, haircuts, laundry, illness prevention and other ways to take care of yourself are also listed in your hospital handbook.



Patient funds

You may withdraw up to \$15 a week from your account. Any additional money you receive may be deposited in an OSH trust account. You, or your legal guardian, can fill out a withdrawal form to take money from this account to buy things – with your treatment team’s approval.

Having a trust account is optional.

More information about trust accounts and money are found in the “Patient funds” section of your hospital handbook. Please talk to your case monitor if you still have questions or concerns.

Levels of care

During your stay at Oregon State Hospital, you may move to a program where you have more choices.

Staff’s goal is to move you as quickly as possible to the program that can best help you with their recovery. Whether you move depends on many factors, including available space in the hospital, your regular participation in treatment, and your ability to stay safe.

Please know there is no set “checklist” that will guarantee your move to another program. These decisions are made on a case-by-case basis by your treatment team and other people familiar with your individual history and needs.

Please talk to members of your treatment team for more information.



Visitors must check in at the Main Entrance **E**

R11 Sjolander Empowerment Center
R13 Visitor Services Cottage
R21 Museum Administration Cottage

Oregon State Hospital – Salem

2600 Center St. NE

Salem, OR 97301

Reception: 503-945-2800

Toll free: 1-800-544-7078

This document can be provided upon request in an alternate format for people with disabilities or in a language other than English for people with limited English skills. To request this publication in another format or language, contact Internal Communications at 503-947-9982 or OSH.intcom@state.or.us.

Telephone numbers for program directors and unit nursing stations:

Archways

Program Director: 503-569-9838

Director of Nursing Services: 503-945-8849

Flower 3: 503-947-2754

Leaf 1: 503-947-2704

Tree 1: 503-947-2764

Tree 2: 503-947-2774

Tree 3: 503-947-2784

