

HARBORS PROGRAM GUIDE



Oregon
Health
Authority



OSH Harbors 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.

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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 Harbors 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 Harbors 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,

Harbors Program staff

Oregon State Hospital



Harbors Program

The Harbors Program mostly serves patients who are unable to aid and assist in their own defense or who pleaded guilty except for insanity (GEI) for a crime (see your hospital handbook for more information).

Staff's goal is to provide a safe and therapeutic place where you can get well. They want to help prepare you to move to a unit or program where you'll have more choices. They also want to help you eventually leave the hospital.

During your stay here, you will work with a team of trained staff who will provide you with treatment for your mental health. These staff members will help you learn skills to manage your symptoms and medications, assist in your legal defense, and keep busy and engaged during your free time. You may also receive help with school, work, therapy, spiritual care or counseling for alcohol and drug addiction.



Visitation schedule

Harbors (.370 and GEI) - Anchor 1, 2, 3, Lighthouse 1, 2, 3

Visitation Location: Harbors first floor dining room

	SUN	MON	TUES	WED	THURS	FRI	SAT	Holiday
VISITING HOURS	9:15-11:15 a.m.	6:30-8:30 p.m.	6:30-8:30 p.m.		3:15-4:30 p.m.	3:15-4:30 p.m.	6:30-8:30 p.m.	9:15-11:15 a.m.
ADULT NON-CONTACT	6:30-8:30 p.m.	6:30-8:30 p.m.	3:15-4:30 p.m.		6:30-8:30 p.m.	3:15-4:30 p.m.	6:30-8:30 p.m.	6:30-8:30 p.m.
CHILD VISITS	2-4 p.m.			6:30-8:30 p.m.			2-4 p.m.	2-4 p.m.



Daily life

Schedules are posted on your unit to help you plan your day. The schedules cover such things as meal and snack times, 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

For safety reasons, patients in the Harbors Program may only go to the Kirkbride Café and market if they have permission from their treatment team and Program Executive Team (PET). They cannot go to the coffee shop. Please talk to a member of your treatment team for more information.

Phone calls

Cell phones are not allowed in the Harbors Program. 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., except during treatment hall hours. You can make calls on these phones 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 calling the unit, requesting to speak to your case monitor, and asking 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 staff can make sure 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 in community areas. These areas are shared with other patients.

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	

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

You are invited to regular unit community meetings, where you have the opportunity to talk with staff and peers about 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 Harbors Program, approved clothing items include knee-length skirts and shorts, pants, bras, underwear, 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.

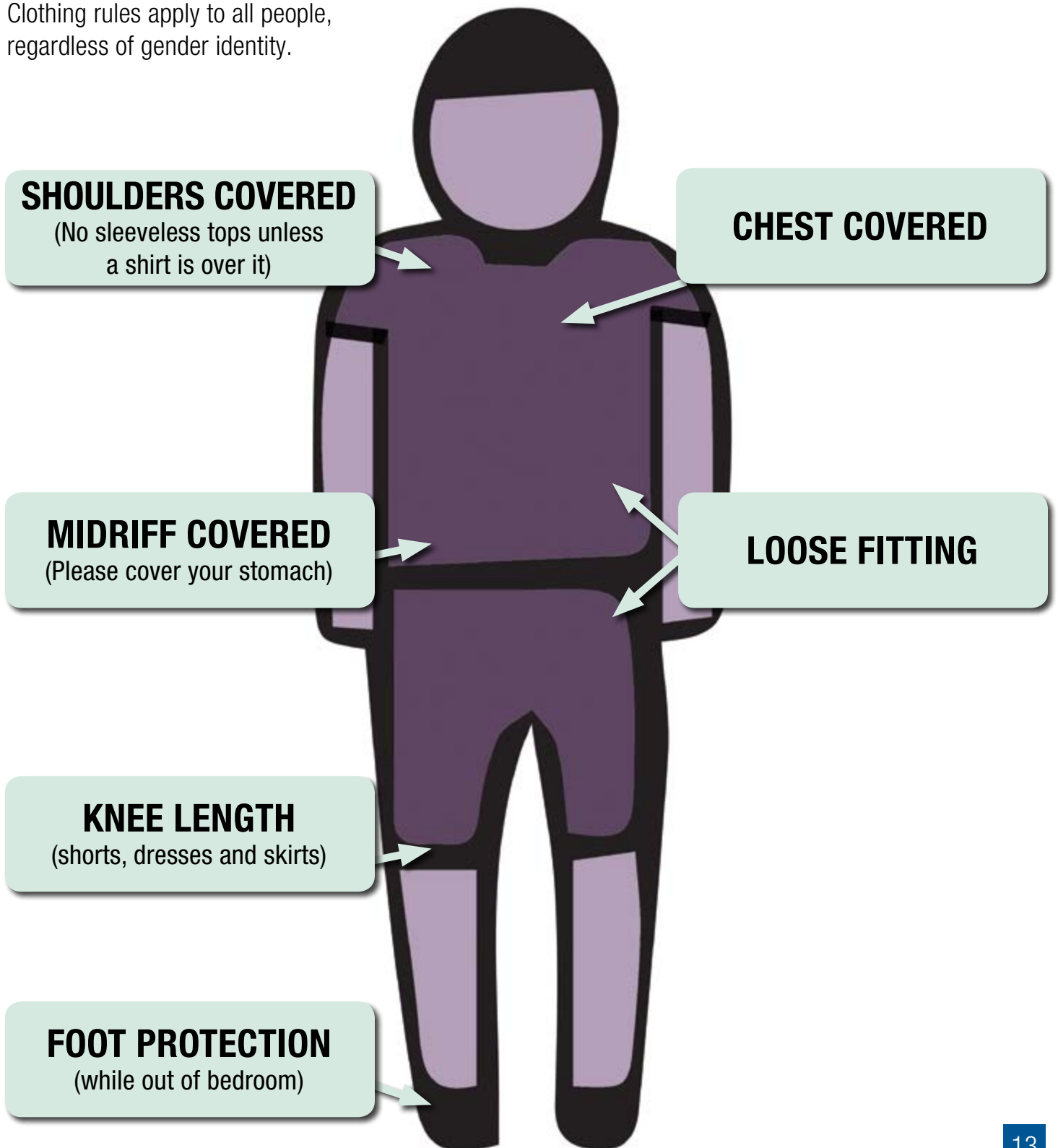
Some items you may have brought with you are prohibited, including shoelaces, suspenders, belts, pantyhose or nylon socks, ties and drawstrings. Clothing with drug, alcohol or gang-related references are also prohibited.

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 upon 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 Harbors 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
- Cash exceeding \$30 per OSH Policy and Procedure 4.010, “Handling Patient Funds”
- Cameras or recording devices of any kind per OSH Policy and Procedure 7.003, “Photographing or Recording of Patients”
- 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
- 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

Contraband and prohibited items continued

- 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
- Alarm clock radios
- Bras with underwire
- Brimmed hats (exception: beanies)
- Cargo or carpenter pants
- Hardback books
- Hooded shirts
- Jewelry, excluding wedding bands or engagement rings
- Metal hair accessories, including barrettes and bobby pins
- Pens and pencils, except for OSH-issued flex pens
- Powders, such as nondairy creamers not issued by OSH
- Radios, except for OSH-issued radios
- Reading lamps
- Staples
- Zippers longer than normal on pants or jeans, and zippered coats

Taking care of yourself

Personal care supplies – such as shampoo, conditioner, toothbrushes, feminine hygiene products and electric razors – are available for you to check out, along with other personal care items. You can find this schedule posted on your unit.

You are able to check out personal care items to use in areas where staff can supervise you. Please note that staff won't supervise you using certain personal care items, such as shampoo and feminine hygiene products. For safety reasons, you may not keep these items in your room.

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



Personal property

The “approved personal property” list shows all the personal items you can have. If you want an item not on the list, you will need your treatment team’s permission. Staff may restrict some items if they have a safety concern. They will place non-approved items in the hospital’s long-term storage, or you can arrange to have friends or family members store them for you.

Small property: During your admission, staff put important items and documents – such as keys, credit cards, checks, driver’s licenses and other forms of identification – in a secure storage area in the hospital. You may store other valuables here as well, such as jewelry.

Please know that the kinds of property you can have varies, depending upon your treatment plan.

In general, patients in the Harbors Program may have the following:

- 20 first-class stamps (some units keep these safe for you in your locked storage area).
- OSH-issued pens.
- The equivalent of one cubic foot of paper. This includes magazines, soft-cover books, handouts and group workbooks. This is in addition to your legal paperwork.
 - ▶ Paper may not include pornography, or images and information about guns or ammunition.
 - ▶ You may not keep paper that promotes violence of any kind.
 - ▶ Staff will remove staples from all material.
- Hospital-issued earbuds and radios are available to check out.

- One pair of prescription eyeglasses, if medically necessary (you may keep a second pair in storage).
- Shoes and clothing without laces or draw strings.
- Flash drives for checkout (school use only and with treatment team approval).

After clinical assessment and treatment team approval, you may also have the following items. They will store the following items for you in the hygiene room:

- Liquid body wash or bar soap
- Brush and comb
- Shampoo and conditioner
- Stick deodorant
- Toothpaste and toothbrush
- One pair of sunglasses to check out (for use in the quad only)

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



Patient funds

For safety reasons, patients in the Harbors Program may not keep cash or credit cards with them. However, any 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.

If you are here because you are unable to aid and assist in your legal defense, you could move to the Archways Program. If you are here because you pleaded guilty except for insanity for a crime, you could move to the Pathways Program or the Junction City Campus. And if you are here because you were civilly committed, you could move to the Crossroads Program or the Junction City Campus.

Some patients may move to the Springs Program to receive special medical or age-related care.

Staff’s goal is to move you as quickly as possible to the program that can best help you with your recovery. Whether you move depends upon 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.

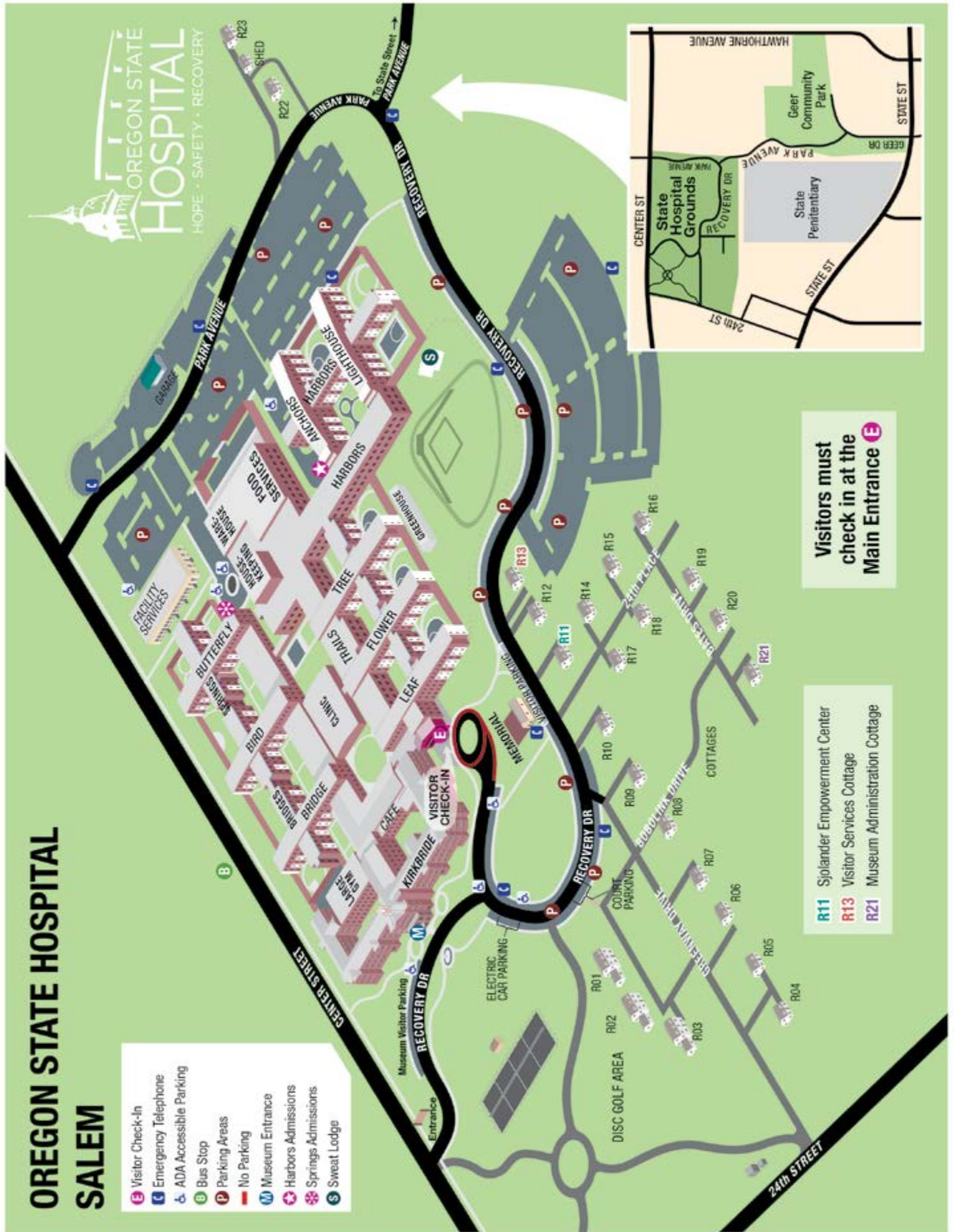
OREGON STATE HOSPITAL SALEM

- Visitor Check-In
- Emergency Telephone
- ADA Accessible Parking
- Bus Stop
- Parking Areas
- No Parking
- Museum Entrance
- Harbors Admissions
- Springs Admissions
- Sweat Lodge



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

- Sjlander Empowerment Center
- Visitor Services Cottage
- Museum Administration Cottage



Oregon State Hospital – Salem

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This document can be provided upon request in an alternative 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:

Harbors

Program Director: 503-947-8134

Associate Program Director: 503-449-6572

Director of Nursing Services: 503-947-4276, 503-947-4257

Anchor 1: 503-947-4264

Anchor 2: 503-947-4266

Anchor 3: 503-947-4267

Lighthouse 1: 503-947-4268

Lighthouse 2: 503-947-4281

Lighthouse 3: 503-947-4288

