

# The Connection Center Orientation Packet

## Connection Center Rules and Expectations

Rules for The Connection Center have been adopted to help ensure the safety and enjoyment of all its members. Rules for the program were developed by Connection Center members and approved by the Center's Advisory Board and by Behavioral Connections of Wood County, Inc. Staff are responsible for the enforcement of the program's rules and will also be responsible for determining the appropriate consequences which may range from a verbal warning to suspension from the program. Suspensions from the Connection Center will be based on the severity and frequency of the rule(s) broken.

### **Members, Staff, and Volunteers will observe the following rules:**

- No profanity or offensive language
- No physical or verbal threats
- No smoking in the facility
- No gambling
- No verbal or other harassment, which may include borrowing or begging
- No inappropriate public displays of affection
- No food or drinks at computer area
- All members will be expected to clean up after themselves
- All staff, members, and volunteers will dress appropriately and reasonably for the Center
- All members will respect the personal space, property and opinions of other members
- Discussion of politics, religion or potentially controversial social issues is permitted in an atmosphere of tolerance and respect for all members. Arguments about such topics are not permitted. If others are not involved in a discussion but present and express being offended, the discussion will be moved to a more private area of the Center or members will be asked to discontinue the discussion.

### **Guest Policy**

Excluding special functions, guests are permitted at The Connection Center one time per week for a maximum of one hour.

Children are permitted a brief visit (15 minutes or less) and are to be supervised 100% of the time they are at The Connection Center.

### **The following will be considered major or severe rule violations:**

- Being under the influence of alcohol or street drugs while at the Center
- Stealing from the Center or any person involved in the program's activities
- Members, staff, volunteers and visitors not keeping individual member information confidential

Approved by Advisory Board 05-11-06

Connection Center Confidentiality Contract

This contract is intended to ensure that any person affiliated or associated with The Connection Center and/or any person on the premises of The Connection Center will at all times maintain the confidentiality and respect the privacy rights of Connection Center members.

I agree to respect and maintain the strict confidentiality of all members of The Connection Center. I agree not to discuss members or member's personal information outside of The Connection Center without the express consent of the member or members being discussed. I understand that a violation of this contract may subject me to appropriate consequences as determined by The Connection Center and/or Behavioral Connections of Wood County, Inc.

I understand and will adhere to each of the aforementioned statements and do so willingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Staff Member)

\_\_\_\_\_  
Date

Connection Center Outreach and Sign Up Sheet Agreement

I give my permission to have members of The Connection Center contact me as part of the Center's Outreach Program. All member telephone numbers and addresses will always be kept in a secure place and will only be used for Connection Center Business. I agree that by signing up for an activity my name will be available to other members who are interested in signing up for that activity. Rules for confidentiality will always apply. I reserve the right to cancel the agreement at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Staff Member)

\_\_\_\_\_  
Date

Connection Center Media & Event Agreement

Members of The Connection Center participate in community events, publish a newsletter, "Chatter Box," and advertise services to the community via website and other media sources. By agreeing to participate in these activities, including completing surveys, submitting information, pictures, articles, poetry or other forms of personal information for display or publication, I understand that that information will be distributed to all members, Behavioral Connections sites and staff, and throughout Wood County in order to inform the community about events and advocate for public awareness and education about mental health issues as well as to publish members' work. All sources of media and event coordination will respect the confidentiality of members.

\_\_\_\_\_ Yes, I agree to allow The Connection Center to publicize information about me and my work in:

- \_\_\_\_\_ newsletter
- \_\_\_\_\_ website
- \_\_\_\_\_ advertising
- \_\_\_\_\_ community events

\_\_\_\_\_ No, I do not agree to allow The Connection Center to publicize information about me and my work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Staff Member)

\_\_\_\_\_  
Date

# What Is Psychosocial Rehabilitation?

Participants are *Members* and are not considered “clients” or “consumers”

Everyone has the right and responsibility of *self-determination*

*We believe all Members:*

Have an under-utilized capacity that should be developed

Can be equipped with skills—interpersonal, social, educational, vocational, spiritual and others

Work and vocational rehabilitation are *central* to the rehabilitation process

Emphasis:

is on *social*, rather than on a medical model of care  
is on Member's *strengths*, rather than pathologies  
is on the *here and now* rather than problems from the past

Assessment of needs and care should be *differential*, i.e., based on unique needs, abilities, deficiencies and environment of each member

Care is provided in an intimate environment *without* professional authoritative shields and barriers

Services are provided in as *normalized* an environment as possible