



**Dominion Hospital**

*HCA Virginia Health System*

An HCA affiliate

**ADOLESCENT PARTIAL  
HOSPITALIZATION  
PROGRAM  
(PHP)**

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**ADOLESCENT PARTIAL FALLS CHURCH**

**2960 SLEEPY HOLLOW ROAD**

**FALLS CHURCH, VA 22044**

**703-531-6132**

**ADOLESCENT PARTIAL CHANTILLY**

**14501 GEORGE CARTER WAY**

**CHANTILLY, VA 20151**

**703-227-8180**

**ASSESSMENT & REFERRAL**

**703-538-2872**

## PHP PHILOSOPHY

The Partial Hospitalization Program (PHP) is an acute level of care provided by Dominion Hospital. This multidisciplinary, group based program serves adolescents 13 to 17 years of age with mental health diagnoses. The Partial Hospitalization Program is for individuals who are able to maintain themselves in the community, and who present no imminent potential for harm to themselves or others. Adolescent PHP is a significant link in the continuum of care provided by the Dominion Hospital system.

The primary goal of PHP is to enable individuals to maintain themselves at home and in the community through participation in a comprehensive day treatment program. The treatment philosophy of the program holds that the individual is responsible to initiate changes in their lives in a positive direction. The program is voluntary and emphasizes the patient's responsibility for attendance and active participation in their treatment.

In order to assist the individual in identifying their strengths and areas of opportunity, needs and goals, PHP utilizes a variety of group situations. Individuals have the opportunity for discussion and exchange of feedback with peers, staff and significant others. Relationships with family and friends are an important component of the therapeutic process, and emphasis is placed on the skills essential for improved functioning in the individual's daily life.

***A tip for navigating the handbook:*** The handbook is divided by topics and arranged alphabetically.

## ARRIVAL/CHECK-IN

Individuals are expected to arrive between 8:00am-8:30am. On arrival to the unit, sign in at the nurse's station, turn in cellular phones, smart devices, and give the nursing staff any medications. The first group of the day begins at 8:45 am. Lockers are available for storage of bags, backpacks, and purses.

## BASIC EXPECTATIONS

In the PHP program, treatment is not solely for the individual but also for the group. Disruptiveness of one cannot infringe on the benefit of the whole. Each individual must be committed to their own treatment. This is where success begins. Although staff are committed to getting each individual back to leading a more fulfilling life, a big element of treatment is the individual's willingness, open-mindedness, and commitment to getting better.

The following are expected for all Adolescent PHP program participants:

- Respectful and peaceful engagement with staff and peers.
- Respectful communication and socialization.
- Physical boundaries are maintained and respected at all times—"No Touching."
- Illicit objects and substances are prohibited.
- Cell phones, smart devices, and other technological devices will be collected and locked up for the program day.
- All backpacks, purses, bags, may be searched upon arrival.
- Engage in their treatment and attend groups.

### **Destruction of Property:**

Individuals are expected to respect the therapeutic milieu, including the physical space, supplies and equipment. Destruction of property will not be tolerated. Intentional destruction of property may result in a phone call to parents/guardians and/or charges for the damages.

### **Refusing to Attend Groups or Cooperate**

Individuals are expected to cooperate and attend groups as a part of their treatment. If an individual refuses to cooperate or attend groups, their parents/guardian will be called. If the individual is still unwilling to participate even after talking with staff, parents/guardians will be asked to pick up the individual for early dismissal. Upon returning to the program, individuals will need to communicate with their psychiatrist and reassess their placement in PHP.

### **Threatening or Assaulting Peers or Staff**

Threatening behaviors may result in a call to the individual's parents/guardians requesting that the individual be picked up for early dismissal. Upon returning to the program, the individual will need to sign a safety or behavior contract, talk with their psychiatrist, and reassess their placement or level of care. Assaulting a staff member or another individual will result in immediate discharge and level of care reassessment.

## BILLING INQUIRIES

Individuals who are currently enrolled in Dominion Hospital's Inpatient Program, Partial Hospitalization Program (PHP) or Intensive Outpatient Program (IOP) should contact the Billing Manager at 703-531-6103 with billing inquiries. For individuals who are no longer enrolled in any program, billing inquiries should be directed to RPAS at 866-823-7612.

## COMPLAINTS/CONCERNS

Program staff strive to provide high quality and safe care in a dignified fashion. Should a concern arise, the staff will attempt to solve the problem at the program level. If you feel your concern is not resolved or you would like to voice your concern directly please feel free to contact the Hospital Patient Advocate at 703-538-2882. After hours, a nursing supervisor is on duty to assist with concerns and issues and can be reached by calling 703-538-2875. Individuals receive a copy of the Patient Rights form at admission. Please see the unit staff should another copy be needed.

Additionally, Dominion Hospital is accredited by The Joint Commission (TJC). If you have any concerns about individual care or safety which have not been addressed by the hospital, you may contact the TJC for general questions at 800-994-6610 or for complaints:

**Mail:** Office of Quality Monitoring • **Email:** [complaint@jointcommission.org](mailto:complaint@jointcommission.org) • **Fax:** 630-792-5636  
The Joint Commission  
One Renaissance Boulevard  
Oakbrook Terrace, Illinois 60181

## DRESS CODE

It is important that individuals attend the program dressed in an appropriate manner.

The following clothing should not be worn while in the program:

- Clothing with language or images that are vulgar, discriminatory, culturally offensive, or obscene
- Clothing that promotes illegal or violent conduct such as the unlawful use of weapons, drugs, drug paraphernalia, alcohol, tobacco or gang symbols
- More specifically, the following cannot be worn:
  - No short shorts (fingertip length or longer)
  - No mid-thigh skimming skirts (fingertip length or longer)
  - No cleavage-baring shirts (including spaghetti straps)
  - No backless dresses
  - No crop tops or tops exposing the mid-drift
  - No excessively ripped or shredded clothing
  - No muscle shirts
  - No sagging (pants must be worn at the waist)

If an individual is found in violation of the dress code the following will occur:

**1st time** - the individual will be provided appropriate clothing or a hospital gown.

**2nd time** - the individual's parents/guardians will be notified and may be requested to bring a change of clothing and/or pick-up the individual.

## EDUCATION SERVICES

In order to evaluate an individual's educational needs, an Education Services staff member will complete an Initial Education Assessment (IEA). Pending a release of information, contact is made with the individual's base school to process absences and assignments, and to complete the IEA. As an element of the treatment plan, individuals will attend Dominion Hospital's Learning Lab. Individuals registered in the Adolescent Partial Hospitalization Program are encouraged to bring in work from their school weekly. They may also access their school's E-Learning website in the Learning Lab. Think of this as a way to maintain, or even improve current grades, and to ease the return to school by keeping makeup work to a minimum. Education Services will complete a Final Report (FR) upon discharge, which will include observations of the individual, participation, and educational recommendations to support the transition back to school.

Pending release of information, another contact will be made to the school to inform them of discharge and transitional needs. Parents/guardians are encouraged to make contact with an individual's school upon admission and discharge, in order to process absences and minimize any issues around admission.

## GROUP DESCRIPTIONS

**Community Meeting:** Individuals are asked to come prepared to community meeting with a goal for the day. Individuals will complete morning worksheets that will help staff understand individual concerns and also individualize their treatment. Individuals will be asked to review their evening and any challenges they encountered. Individuals may also praise themselves for accomplishing a treatment-focused goal, or overcoming an obstacle the previous day.

**Skills Group:** This is a psychoeducation group focused on broad-based skill-building to help patients manage self-identified problem areas. The curriculum for these groups is Cognitive Behavioral Therapy (CBT) and Dialectical Behavioral Therapy (DBT) based.

**Mood Group:** This group is an emotional processing group combined with psychoeducational components to help patients who have stabilized to develop greater insight into their presenting concerns.

**Mindfulness:** Individuals will be introduced to a variety of coping skills and distress tolerance techniques and be given the opportunity to practice these skills and techniques.

**Learning Lab:** Learning Lab time consists of structured time led by the education services staff. Individuals may use this time to complete work from their base school.

**Nutrition Education:** Nutrition group is run by a registered dietitian and will address nutrition related topics that are relevant to daily adolescent life and treatment management.

**Intersect:** Intersect is the Dual-Diagnosis (DD) track for individuals with co-occurring mental health and substance use issues. Intersect is for individuals who have been identified by their treatment team to have issues with substance use, and have been ordered by their physician to participate in this group.

**Nursing Group:** Nursing groups are psychoeducational groups, these groups are designed to help individuals move forward in their treatment, identify roadblocks, and gain support and feedback from peers.

**Wrap up Group:** Individuals will complete the front part on the PM sheet. They will have an opportunity to discuss the day, and plan for the evening.

**Open Process Group:** Open Process Group is an opportunity to address a variety of issues in relation to treatment while receiving feedback and validation from peers. Group topics are usually open but may be redirected by the social worker.

**HEAL:** HEAL stands for Healthy Emotional Actions for Life. HEAL Group focuses on practicing alternative coping skills to self-harm and achieving support in overcoming non-suicidal self-injury (NSSI). Individuals who were in HEAL as an inpatient will continue in the partial program. Individuals admitted directly to the partial program will be evaluated first before attending HEAL group. HEAL group is ordered by the individuals physician.

**Expressive Therapy:** Individuals will participate in an expressive therapist led group using different modalities including: art, music, yoga, movement, etc.

## LABS

Labs may be ordered by the physician. Prescriptions for lab work will be sent home to be completed at a lab approved by the individual's insurance carrier.

## MEALS

**Lunch:** Lunch is provided daily. Due to allergies, outside food is not permitted. Individuals with allergies or special dietary needs, will have an order placed with food services. Allergies and special diets will be accommodated and provided in the cafeteria.

**Snack:** Individuals are given one fifteen minute snack break during the program day. Snacks are provided.

## MEDICAL RECORDS/RELEASE OF INFORMATION

Continuing care is important to us and we will be happy to provide an individual's Healthcare Providers with copies of their medical record. Individuals may also need copies for insurance purposes, legal purposes, and for their own individual use. Unit staff will provide an "Authorization for Release of Written Protected Health Information."

This form must be completed in its entirety and signed by the individual (for ages 14 or older) and parent (unless patient is 18 or older).

The request will be processed by the Health Information Management (HIM) Department according to the instructions on the form. Under law, the HIM department has 15 days to comply with a request for records but we make every effort to have the requests completed within one week. If you have any questions about your records and obtaining copies, please call the HIM Department at 703-531-6105.

## MEDICATIONS

Individuals are responsible for taking daily medications at home, prior to coming to PHP. If an individual is supposed to take a medication during the day or have medications on an "as needed/PRN" basis, individuals will need to turn these medications in to staff at the beginning of each day. This includes all vitamins and "over the counter" (OTC) medications. Individuals must only bring the amount of medication needed for one day and in the original packaging. For safety reasons, staff will lock up medication and allow the individual to self-administer when the medications are due. It is the individual's responsibility to see that medications are brought home at the end of each day. PHP staff cannot store medications overnight.

## PATIENT IDENTIFICATION PASSCODE

The privacy of patient information is second only in importance to patient care itself. All information about individuals is confidential. In order to better protect each individual's privacy, a four (4) digit passcode will be assigned for individuals to provide to family members or friends with whom the Hospital can share personal health information (PHI). **Family or friends seeking information will need to provide this passcode to the nurse or other hospital employee that they are speaking with, in order to receive any information.** The passcode will serve as authorization to disclose PHI for purposes such as communication results, findings and care decisions to family or friends. The facility is not responsible for distribution of this passcode and will assume that the patient is taking reasonable measures to protect their passcode.

For more information, please contact the Facility Privacy Officer at 703-531-6106.

## PATIENT SATISFACTION SURVEY

At the time of discharge, each individual will be provided an opportunity to complete the hospital's Patient Satisfaction Survey. Individuals are encouraged to take a few moments to rate the services that they received at Dominion Hospital during their stay so that the hospital can continue to enhance and improve the care we provide. All responses are voluntary and confidential. We strive to provide quality care.

## PROGRAM HOURS

The PHP Program's hours are 8:30a.m.-3:00p.m., with an arrival time from 8:00am-8:30am. Individuals must be picked up promptly that 3:00pm. **It is not permitted that individuals share rides with each other.** However, parents/guardians may arrange for another family member to pick up the individual if they are unable to do so.

### Holidays

The program will be closed on all major holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Years' Day. The program will remain open for all other holidays.

### Inclement Weather

During inclement weather, participation in that day's program will be left to the discretion of the individual attending. If the program is unable to open due to inclement weather, individuals will be notified via phone by the Program Manager.

### Illness/Absence

Parents/guardians are expected to notify staff if individuals will not be attending the program due to illness or any other reason. Chronic tardiness will not be tolerated and may result in dismissal from the program and/or reevaluation of level of care.

## RELATIONSHIPS

Relationships formed in treatment are for the purpose of treatment. Outside communication may distract individuals from focusing on their treatment or detract from obtaining maximum benefits from treatment. No sexual activity, hugging or handholding is permitted on the units. Individuals should not to give out personal information to other patients, including telephone numbers and contact information.

## SAFETY LEVELS

Throughout the day, individuals will be asked to provide their safety level. A safety level is a number from 1 to 10 that is a self-assessment around how safe the individual feels at the time. Below is a guide to help individuals understand the safety level system. Honesty in reporting safety levels allow staff to better cater to individual treatment needs.

- 1-2** Constant suicidal/homicidal/self-harm thoughts, a plan to hurt self/others, intent to carry out the plan, not committed to safety, not agreeing to come to staff before acting on unsafe thoughts. *Safety levels under 5 require individuals to complete a safety contract and may need additional staff interventions.*
- 3-4** Constant suicidal/homicidal/self-harm thoughts, a plan to hurt self/others, no intent to carry out the plan, not committed to safety, but agreeing to come to staff before acting on unsafe thoughts. *Safety levels under 5 require individuals to complete a safety contract and may need additional staff interventions.*
- 5-6** Frequent suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts.
- 7-8** Some suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts.
- 9-10** No suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts. *Considered completely safe.*

## SERVICES FOR THE HEARING IMPAIRED

To ensure effective communication with individuals and their companions who are deaf or hard-of-hearing, we provide appropriate auxiliary aids and services free of charge, such as: sign language and oral interpreters, video remote interpreting services, TTYs, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, and televisions with caption capability. Please ask your nurse or other hospital staff for assistance.

Should there be a concern or complaint about any services related to ensuring effective communication for individuals with special needs, please contact the Patient Advocate at 703-538-2882 during business hours or anytime to leave a message. After hours, a Nursing Supervisor is on duty to assist with concerns and issues and can be reached at 703-538-2875.

## SMOKING/ALCOHOL

Because we care about the health of our patients, staff and guests, Dominion Hospital has created a tobacco-free environment effective April 1, 2014. This applies to all areas of our campus-inside and out.

Bringing alcohol or illegal drugs into the program or arriving at the program intoxicated or under the influence, will result in a level of care reassessment and/or immediate discharge.

## TREATMENT TEAM

During an individual's first days at Dominion Hospital, a team of professionals, including a psychiatrist, registered nurses, a licensed social worker, activity therapists, and other specialists will meet. Family members may be asked many questions at the beginning of an individual's stay to assist the team in understanding an individual's particular situation and the best way to help. The Treatment Team meets Monday through Friday. Social Workers will review the treatment plan with the patient and incorporate patient preferences into the treatment plan.

The members of the Treatment Team include:

**Psychiatrist:** Directs the treatment team, prescribes medication, and develops a discharge plan.

**Social Worker:** Provides individual therapy once a week, as well as case management. An individual's social worker will normally be assigned the morning after an individual's admission. The Social Worker will provide bi-weekly family meetings focusing on discharge, conflict resolution, patient safety, ongoing emotional support, etc.

**Nursing Staff:** Monitors safety and behavior, coordinates treatment activities, assists in the development of goals and achievement skills and individualizes the treatment plan within the guidelines established by the treatment team.

**Expressive Therapists:** Provides arts, movement, music and other expressive groups.

**Utilization Review Coordinators:** Works with an individual's insurance company or managed care company to ensure that each individual receives the maximum benefits from treatment.

**Staff Nutritionist:** Provides nutrition consults and nutrition education groups.

**Dual Diagnosis Counselor:** Provides Dual Diagnosis assessments for individuals with substance abuse issues, conducts Dual Diagnosis and recovery groups, coordinates for Alcoholics & Narcotics Anonymous sessions and assists with follow-on chemical dependency/substance abuse treatment programs.