BEACON LIGHT
BEHAVIORAL
HEALTH SYSTEMS

Parent/Child Handbook

Questions???
1-800-345-1780
Serving Children for Over 100 Years…

Formerly known as the Children’s Home of Bradford, Beacon Light Behavioral Health Systems was founded in the early 1900’s to provide care to children abandoned or orphaned by the early oil and lumber industries.

Throughout its history, the agency has provided quality care to thousands of young people. As the needs of our society have changed, Beacon Light Behavioral Health Systems has evolved into a private, not-for-profit, social service agency providing quality, professional, education and behavioral health services to young people.

Beacon Light Behavioral Health Systems’ continuum of care includes residential treatment (RTF), treatment foster care (TFC), emergency shelter placement, partial hospitalization programs, alternative education, day treatment, forensic mental health services (JSO), and long-term residential services for the mentally retarded and/or developmentally disabled. Qualified mental health, clinical and treatment professionals provide individualized treatment planning for the children and adolescents we serve.

We hope you’ll take a moment to review the information in this folder. Should you have any further questions about any of our services, please do not hesitate to contact us. As always, more specific information on our programs can be obtained through our website, www.beacon-light.org, or by calling 1-800-345-1780.

We look forward to getting to know you and your child. We strongly encourage families to be involved in the treatment process for their child.

If you have any questions which are not answered in this booklet, please do not hesitate to contact us. The names and phone numbers of your child’s treatment team are listed in the back of this book.
Your Rights and Responsibilities

You can make a grievance if you feel this list of rights and responsibilities is being violated. You can also give the staff ideas on how you think this list should change. You can’t be punished for doing these things.

1. Your treatment at Beacon Light Behavioral Health Systems will not be based on your: background, religion, age, whether you are male or female, who you are related to, or where you are from.
2. You and your family will be educated on your rights and responsibilities before and while you are at Beacon Light. You and your family will be asked to sign a form as proof of this.
3. You and your family will be told about Beacon Light’s many services and their costs.
4. The doctor will talk with you and your family about any medical problems you have, unless there is some reason it wouldn’t be good for you to know. You and your family have a right to be part of your medical treatment. We do not do any experimental research, and you have the right to say you don’t want to be a part of any.
5. You and your family will be told in advance if you are to be discharged from Beacon Light. Discharge occurs for three reasons:
   * You successfully finish your treatment.
   * You have a problem and we aren’t able to help you.
   * It would be better for your well-being, or the well-being of others.
Specifics on your discharge will be recorded in your treatment plan.
6. We want you to understand and feel comfortable using your rights while you are at Beacon Light Behavioral Health Systems. You can give ideas for changes to the staff as well as to your parents and therapists. You can also file a grievance, which is an official complaint, if you so desire. No one will punish you or hold it against you if you do this.
7. You have a right not to be hurt or mistreated in any way. If you become very angry to the point where you could hurt yourself or others, we can hold you in a safe way.
8. Any information we have about you or your family will only be given to staff and doctors that need it to follow your treatment plan. The only way others can have your information is if your parents (or you, if you are over 14 years old) give their permission.
9. You will only be required to do work that is part of your treatment (like your daily room care).
10. You have the right to be treated fairly and kindly. You have the right to privacy for your personal care.
11. You have the right to keep and use your personal clothing and belongings, as space allows. There are two exceptions to this:
   * your things violate other’s rights or
   * your treatment plan says you can’t have or use some of your things.
12. Your responsibilities include:
   * participate in your treatment plan
   * respect other’s rights and privacy
   * follow program rules
   * keep yourself and your things neat and clean
13. Beacon Light can change this list of rights and responsibilities. We will give you and your family a copy of these changes and answer any questions you may have about them. We will also ask you and your family to sign a form as proof of this.
14. You have the right to be pain-free while attending Beacon Light
Grievance Procedure

CLIENT TO STAFF CONFLICTS
Client verbally approaches the specific staff member that he/she has a grievance with.

IF NOT SATISFIED
Client is to verbally approach the staff member’s supervisor

IF NOT SATISFIED
The client is to write a letter detailing the grievance, and previous outcomes and resolution attempts. This letter is to be forwarded to the Treatment Coordinator and Client Rights Advocate. They have 10 calendar days to respond.

IF NOT SATISFIED
The client is to verbally communicate their dissatisfaction to the Treatment Coordinator and request a meeting with the Human Rights Committee. The Agency has 45 calendar days to respond.

IF NOT SATISFIED
The client’s grievance will be forwarded to the Administrative Council. Administrative Council will have 20 calendar days to respond.

IF NOT SATISFIED
The client may contact the placing county and utilize their County Administrator to satisfy their grievance.

FAMILY TO STAFF CONFLICTS
The family is to verbally approach their child’s assigned service coordinator regarding the grievance.

IF NOT SATISFIED
The family is to write a letter detailing the grievance and the previous conflict resolution attempt, then forward this letter to the Treatment Coordinator and Client Rights Advocate. The Treatment Coordinator and Rights Advocate will have 10 calendar days to respond.

IF NOT SATISFIED
The family is to verbally communicate their dissatisfaction to the Treatment Coordinator and/or Child Rights Advocate and request a meeting with the agency’s Human Rights Committee. The agency will have 45 calendar days to respond.

IF NOT SATISFIED
The committee will forward the family’s grievance to the Administrative Council. Administrative Council will have up to 20 calendar days in which to make a written statement.

IF NOT SATISFIED
The family may contact the placing county and utilize their County Administrator to satisfy their grievance.

CLIENT TO FAMILY CONFLICT
The client is to verbally approach his or her assigned Service Coordinator and/or Group Home Supervisor. The Service Coordinator will then contact the family in an effort to resolve the conflict.

IF NOT SATISFIED
The Service Coordinator will contact the client’s placing agency for a conflict resolution decision. If the viewpoint of this agency is that a conflict is still evident and needs further resolution then this agency has 10 calendar days to schedule a treatment team meeting. Attendees to this meeting will include the client, the client’s family, the placing agency and agency treatment team members.

**IN THE EVENT OF A GRIEVANCE AGAINST THE TREATMENT PLANNING OF THE AGENCY, THE ORIGINAL TREATMENT PLAN WILL REMAIN IN EFFECT UNTIL THE DISPOSITION OF THE GRIEVANCE. IN ORDER TO PROTECT THE INTERESTS OF ALL THOSE INVOLVED IN THIS PROCESS, MINUTES OF EACH LEVEL OF ATTEMPTED CONFLICT RESOLUTION ARE TO BE KEPT**
Code of Ethics

It is the policy of the Beacon Light Behavioral Health Systems to keep the highest standards of professional and personal ethics in every part of the agency. This includes all treatment, business, public, and professional relationships. The following has been adopted as our code of ethics:

· We will follow our agency’s policies and procedures, doing the best work we can, as outlined by regulations and standards for mental health treatment.

· We will offer our ideas and findings to others in the behavioral health field. We will offer these ideas and findings in professional ways.

· We regularly evaluate our professional strengths, limitations, biases, and effectiveness. We always try to improve our abilities and to develop professionally, through education and training.

· We respect the therapeutic relationship between our staff and clients. We demand healthy, non-exploitive relationships between the staff, the agency, and the individual, so that we may provide effective treatment. Although no code of ethical standards for the major mental health professions prohibit all dual relationships, each stresses the obligation of the ethical professional to be aware of the potential harm that could be caused by dual relationships. Therefore, we prohibit dual relationships that impair professional judgment or increase the risk of exploitation.

· We will not allow a staff’s personal conduct, including substance abuse, to result in inferior services, or to violate the law or discredit the agency.

· We will be fair, honest and reasonable in our fiscal policies. Our accounting and billing methods include a way to solve conflicts with fiscal issues.

· We promote the agency in ways that truthfully represent the costs, the services, and the outcomes. We respect the dignity and privacy of everyone served.

· We admit persons for treatment based only on our ability to meet the individual’s behavioral health needs as defined by written criteria. If external payment sources deny authorization of payment for services, we will treat the individual for up to 30 days while we arrange for appropriate treatment at an alternative setting, appeals processes are implemented, or alternative payment arrangements can be made.

· We have professional relationships with other health care providers, institutions, and payers.

· We do not allow a conflict of interest in any contractual relationships.

· We make clinical decisions based on each person’s identified care needs.

· We will market the agency and its services in a truthful manner, either verbally or through written materials.

· All persons serving clinical internship hours at the Agency will be supervised by a master’s level professional.

· We will ensure that customers, including clients and families, will receive information about charges for which they will be responsible prior to services being delivered.
Non-Discrimination Policy

Here at Beacon Light Behavioral Health Systems, we do not make decisions or provide services based on your color, race, religion, your age, whether you are male or female, on your parents and ancestors, if you have a disability, or on your national origin. That means that we treat everyone equally.

Our programs and services are accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modification shall be considered only as the last resort among available methods.

Any individual receiving services from the agency and/or their guardian who believes they have been discriminated against may file a complaint of discrimination with:

Beacon Light Behavioral Health Systems
800 E. Main St.
Bradford, PA 16701

Bureau of Equal Opportunity
Department of Public Welfare
Room 223 - Health and Welfare Building
PO Box 2675
Harrisburg, PA 17105

Office of Civil Rights
Department of Health & Human Services
Office for Civil Rights Region III
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Pennsylvania Human Relations Commission
11th Floor Pittsburgh State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

Bureau of Equal Opportunity
Department of Public Welfare
Western Field Office
Room 702
Pittsburgh State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
Passive Physical Restraint Policy

It is the policy of the Agency that only passive physical restraint is approved by this Agency.

Restraint as approved by this Agency shall be employed to gain control of a client whose acute or episodic aggressive behavior is such that they may inflict harm on themselves, other clients or staff. Passive physical restraint only may be used when less restrictive measures and techniques have proven to be or are less effective. When restraint is necessary, it is to be done in such a way so as not to inflict pain.

Staff have a responsibility to attempt to deal with all situations in such a way as to reduce the need for restraint of a client if possible. Efforts should be made to reduce and release the aggression the client feels through healthy channels, counseling or withdrawing them from the over-stimulating environment.

All staff will be certified in SCM (Safe Crisis Management) during their orientation period and annually thereafter. Competencies with regard to the physical techniques and verbal de-escalation skills will be assessed semi-annually.

All staff are certified in CPR annually.

Should there be a time when the agency cannot meet the aforementioned regulations, Center for Medicare and Medicaid Services as well as the Office of Medical Assistance Programs will be notified. If deemed appropriate a letter of exception will be forwarded to the Office of Medical Assistance Programs requesting an interim regulation.

Should you have concerns regarding the agency’s use of restraint, the following addresses and phone numbers have been added for your convenience.

Pennsylvania Protection and Advocacy Inc.
1414 N. Cameron Street – Suite C
Harrisburg, PA 17103
Phone: 1-800-692-7443 or 1-717-236-8110

The Special Kids Network
1-800-692-7443

Parent to Parent
1-888-572-7368

Regarding our Towanda campus, please call:

CHAD
570-358-3145

Bradford County Support & Advocacy
570-297-2673

Bradford County Children and Youth
(570) 265-1760

Any immediate questions can be directed to:

Guy Signor, MS.Ed.
Director of Residential Programs
Beacon Light Behavioral Health Systems
945 South Avenue
Custer City, PA 16725
Phone: 814-362-6565 or 1-800-345-1780
E-mail: gsignor@beacon-light.org
**Cultural & Ethnic Concerns**

Children will not be discriminated against on the basis of race, color, or national origin. The agency will act in accordance with the Multiethnic Placement Act of 1994 (Public Law 103-382).

Beacon Light seeks to develop culturally appropriate services for clients in care. In order for our staff to effectively meet the needs of our clients, competency-based training, which addresses cultural norms, values, traditions, and child rearing practices of the populations served will be provided. This training will be made available on an annual basis and attendance will be required.

Placements shall not be delayed or made solely on the basis of race or ethnicity. The exception to this would be if an individual child requires a same race placement to meet his/her needs. This determination is made by the child’s treatment team.

**Searches**

From time to time, the Team Leader may deem it necessary to conduct a search. A search involves searching through the entire program. A search is appropriate if the Team Leader has reason to believe there may be drugs, alcohol, stolen money or goods, a weapon or something that could endanger the persons participating in the program.

Prior to a search, the House Manager must have approval of the Treatment Coordinator or Program Director. Implementing a “strip search” of the client or otherwise requiring a client to disrobe in the front of others (staff) for purposes of a search is prohibited. This includes an unclothed search, a body cavity search, or an intrusive body cavity search as defined by Chapter 3800.32 (I).

Searches condoned by the agency are as follows:

1) Fully clothed pat-down – this is a routine method of search in order to maintain safety and security. These searches take place while the residents are fully clothed and consists of staff using a flat hand to touch all areas of the clothed body. There must be “just cause” to conduct these searches.

2) Partially clothed – this search is conducted while the resident is wearing undergarments that would cover those normally covered by a swimsuit.

Should a situation arise whereas a client or staff is in imminent danger due to potential weapons or drugs being suspected, these approved agency searches (or a more extensive search) can be conducted, but only with the approval of the President/CEO or Director of Residential Services. This search will be conducted only by a member of the nursing staff or a supervisory staff member of the same sex as the resident. Immediately following such a body search, the child’s parent or legal guardian and placing agency will be notified.

The agency’s focus when conducting search and seizure is to balance the safety and security to the facility and its residents while maintaining the safety and security of the identified child. It is always the philosophy of the agency to protect the dignity of the identified child while the search is being conducted by providing a safe, private location for the search to be conducted and having same sex staff conduct the search.

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Placements shall not be delayed or made solely on the basis of race or ethnicity. The exception to this would be if an individual child requires a same race placement to meet his/her needs. This determination is made by the child’s treatment team.
Protecting Your Privacy

Everyone has the right to privacy while receiving services from BLBHS. For many young people, this involves direct staff supervision and help while completing daily personal care routines. Although many young people may not fully understand the meaning of “privacy,” everyone can learn to close doors, curtains, etc. as part of their personal care routines. If necessary, formal goals will be developed to help each child learn more about privacy.

All doors and curtains should be closed before beginning personal care tasks. Staff will supervise and/or monitor as necessary depending on the client’s ability to perform the tasks.

Staff will knock on any closed doors before opening them to check on you. When you are completing personal care tasks, only staff required to assist you should be in the room. If you need help in the bathroom, the staff will ensure that the door is closed behind them before helping you. If you need help in cleaning a “private” area of your body, staff offer the least amount of help you need so that you can learn to do these tasks yourself. Only after you have participated the best you can will staff continue to help you wash. If you need help washing, the staff will tell you what they are doing and why.

The staff will keep track of how many people are using the bathrooms. If you are showering and/or toileting, other kids will be directed to use another bathroom for such tasks as washing hands, brushing teeth, combing hair, etc. People waiting to use the bathroom should wait in the hallway until a bathroom is free.

When kids share a bedroom, your personal care routines will be alternated or completed in such a way so only one of you is in the room at a time. All kids must ask permission from staff to enter and exit rooms and bathrooms at all times, to ensure the privacy of all individuals.
Beacon Light Behavioral Health Systems
NOTICE OF PRIVACY PRACTICES

This Notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

We have a legal duty to safeguard your protected health information. We will protect the privacy of the health information that we maintain that identifies you, whether it deals with the provision of health care to you or the payment for health care. We must provide you with this Notice about our privacy practices. It explains how, when and why we may use and disclose your health information. With some exceptions, we will avoid using or disclosing any more of your health information than is necessary to accomplish the purpose of the use or disclosure. We are legally required to follow the privacy practices that are described in this Notice, which is currently in effect.

However, we reserve the right to change the terms of this Notice and our privacy practices at any time. Any changes will apply to any of your health information that we already have. Before we make an important change to our policies, we will promptly change this Notice and post a new Notice in our reception areas. You may also request, at any time, a copy of our Notice of Privacy Practices that is in effect at any given time from a receptionist, a treatment provider, a department secretary or through the office of the agency’s Privacy Officer.

We would like to take this opportunity to answer some common questions concerning our privacy practices:

**Question:** How will this organization use and disclose my protected health information?

**Answer:** We use and disclose health information for many different reasons. For some of these uses or disclosures, we need your specific authorization. Below, we describe the different categories of our uses and disclosures and give you some examples of each.

**A. Uses and Disclosures Relating to Treatment, Payment or Healthcare Operations.** We may, by federal law, use and disclose your health information without your prior authorization for the following reasons:

1. **For Treatment:** With the exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we may need your specific authorization), we may disclose your general health information to other health care providers who are involved in your care. For example, we may disclose your medical history to a hospital if you need medical attention while at our facility, or to another treatment program we are referring you to. Reasons for such a disclosure may be: to get them the medical history information they need to appropriately treat your condition, to coordinate your care or to schedule necessary testing.

2. **To Obtain Payment for Treatment:** With the exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we may need your specific authorization), we may use and disclose necessary health information in order to bill and collect payment for the treatment that we have provided to you. For example, we may provide certain portions of your health information to your health insurance company, Medicare or Medicaid, in order to get paid for taking care of you.
3. **For Health Care Operations:** We may, at times, need to use and disclose your health information to run our organization. For example, we may use your health information to evaluate the quality of the treatment that our staff has provided to you. We may also need to provide some of your health information to our accountants, attorneys and consultants in order to make sure that we’re complying with law; if this information concerns mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and/or HIV status, we may be further limited in what we provide and may be required to first obtain from you specific authorization.

B. **Certain Other Uses and Disclosures are Permitted by Federal Law.** We may use and disclose your health information without your authorization for the following reasons:

1. **When a Disclosure is Required by Federal, State or Local Law, in Judicial or Administrative Proceedings or by Law Enforcement.** For example, we may disclose your protected health information if we are ordered by a court, or if a law requires that we report that sort of information to a government agency or law enforcement authorities. We will release protected health information in the case of reporting suspected child abuse.

2. **For Public Health Activities.** Under the law, we need to report information about certain diseases, and about any deaths, to government agencies that collect that information. With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we may need your specific authorization).

3. **For Health Oversight Activities.** For example, we will need to provide your health information if requested to do so by the County and/or the State when they oversee the program in which you receive care. We will also need to provide information to government agencies that have the right to inspect our offices and/or investigate healthcare practices.

4. **For Research Purposes.** In certain limited circumstances (for example, where approved by an appropriate Privacy Board or Institutional Review Board under federal law), we may be permitted to use or provide protected health information for a research study.

5. **To Avoid Harm.** If one of our counselors, physicians or nurses believes that it is necessary to protect you, or to protect another person or the public as a whole, we may provide protected health information to the police or others who may be able to prevent or lessen the possible harm.

6. **For Specific Government Functions.** With the possible exception of information concerning mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status (for which we may need your specific authorization), we may disclose the health information of military personnel or veterans where required by U.S. military authorities. Similarly, we may also disclose a client’s health information for national security purposes, such as assisting in the investigation of suspected terrorists who may be a threat to our nation.

7. **For Workers' Compensation.** We may provide your health information as described under the workers’ compensation law, if your condition was the result of a workplace injury for which you are seeking workers’ compensation.

8. **Appointment Reminders and Health-Related Benefits or Services.** Unless you tell us that you would prefer not to receive them, we may use or disclose your information to provide you with appointment reminders or to give you information about or to send to you newsletters about alterna
tive programs and treatments that may help you.

C. Certain Uses and Disclosures Require You to Have the Opportunity to Object.

1. Disclosures to Family, Friends or Others Involved in Your Care. Disclosures of mental health treatment information, drug and alcohol treatment information, and HIV status, are not permitted without prior authorization from you. You have the right to allow family members or friends to be involved in your mental health treatment but we will disclose information to them only with prior authorization from you if you are over the age of 14 or from your legal guardian if you are under the age of 14.

2. Disclosures to Notify a Family Member, Friend or Other Selected Person. When you first started in our program, we asked that you provide us with an emergency contact person in case something should happen to you while you are at our facilities. Unless you tell us otherwise, we will disclose certain limited health information about you (your general condition, location, etc.) to your emergency contact or another available family member, should you need to be admitted to the hospital, for example. This information may not contain information about mental health disorders and/or treatment, drug and alcohol abuse and/or treatment, and HIV status, without your specific authorization.

D. Other Uses and Disclosures Require Your Prior Written Authorization. In situations other than those categories of uses and disclosures mentioned above, or those disclosures permitted under federal law, we will ask for your written authorization before using or disclosing any of your protected health information. In addition, we need to ask for your specific written authorization to disclose information concerning your mental health, drug and alcohol abuse and/or treatment, or to disclose your HIV status.

If you choose to sign an authorization to disclose any of your health information, you can later revoke it to stop further uses and disclosures to the extent that we haven’t already taken action relying on the authorization, so long as it is revoked in writing.

**QUESTION:** WHAT RIGHTS DO I HAVE CONCERNING MY PROTECTED HEALTH INFORMATION?

**Answer:** You have the following rights with respect to your protected health information:

A. The Right to Request Limits on Uses and Disclosures of Your Health Information. You have the right to ask us to limit how we use and disclose your health information. We will certainly consider your request, but you should know that we are not required to agree to it. If we do agree to your request, we will put the limits in writing and will abide by them, except in the case of an emergency. Please note that you are not permitted to limit the uses and disclosures that we are required or allowed by law to make.

B. The Right to Choose How We Send Health Information to You or How We Contact You. You have the right to ask that we contact you at an alternate address or telephone number (for example, sending information to your work address instead of your home address). We must agree to your request so long as we can easily do so.
C. The Right to See or to Get a Copy of Your Protected Health Information. In most cases, you have the right to look at or get a copy of your health information that we have, but you must make the request in writing. A request form is available from a receptionist, a treatment provider, a department secretary or through the office of the agency’s Privacy Officer. We will respond to you within 30 business days after receiving your written request. If we do not have the health information that you are requesting, but we know who does, we will tell you how to get it. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial. In certain circumstances, you may have a right to appeal the decision.

D. The Right to Receive a List of Certain Disclosures of Your Health Information That We Have Made. You have the right to get a list of certain types of disclosures that we have made of your health information. This list would not include uses or disclosures for treatment, payment or healthcare operations, disclosures to you or with your written authorization, or disclosures to your family for notification purposes or due to their involvement in your care. This list also would not include any disclosures made for national security purposes, disclosures to corrections or law enforcement authorities if you were in custody at the time, or disclosures made prior to April 14, 2003. You may not request an accounting for more than a six (6) year period.

To make such a request, we require that you do so in writing; a request form is available upon asking a receptionist, a treatment provider, a department secretary or through the office of the agency’s Privacy Officer. We will respond to you within 60 business days after receiving your written request. The list that you may receive will include the date of the disclosure, the person or organization that received the information (with their address, if available), a brief description of the information disclosed, and a brief reason for the disclosure.

E. The Right to Ask to Correct or Update Your Health Information. If you believe that there is a mistake in your health information or that a piece of important information is missing, you have a right to ask that we make an appropriate change to your information. You must make the request in writing, with the reason for your request, on a request form that is available from a receptionist, a treatment provider, a department secretary or through the office of the agency’s Privacy Officer. We will respond within 60 business days after receiving your written request. If we approve your request, we will make the change to your health information, tell you when we have done so, and will tell others that need to know about the change.

We may deny your request if the protected health information: (1) is correct and complete; (2) was not created by us; (3) is not allowed to be disclosed to you; or (4) is not part of our records. Our written denial will state the reasons that your request was denied and explain your right to file a written statement of disagreement with the denial. If you do not wish to do so, you may ask that we include a copy of your request form, and our denial form, with all future disclosures of that health information.

F. The Right to Get A Paper Copy of This Notice. You have the right to receive a paper copy of this Notice at any time. You may request it from a receptionist, a treatment provider, a department secretary or through the office of the agency’s Privacy Officer.
Discharge Policy

Beacon Light Behavioral Health Systems will consider you for discharge based on the progress you make toward the goals in your treatment plan. There are 4 types of discharges:

1) Planned Discharges: A planned discharge is one in which you, your family, and any others responsible for your welfare agree that you should be discharged from the program and have planned and prepared for discharge.

2) Unplanned Discharges: If the child/family demonstrates behavior that places the safety of themselves or others in jeopardy, a discharge will be made to a more appropriate and restrictive service intervention. Children/families who are not actively engaging in the treatment process and/or demonstrating deliberate avoidance of services will be discharged.

3) Against Treatment Team Recommendation Discharge: This type of discharge occurs when the child, 14 years or older, leaves, or the parent or placing agency removes the child from placement against the recommendation of the treatment team.

4) Voluntary Withdrawals: As wraparound services are voluntary, the parent or a client 14 years of age or older, may voluntarily withdraw from treatment.

Question: How do I complain or ask questions about this organization’s privacy practices?

Answer: If you have any questions about anything discussed in this Notice or about any of our privacy practices, or if you have any concerns or complaints, please contact the Vice-President of Program Evaluation and Privacy Officer at 814-362-8124 or 814-362-5250. You also have the right to file a written complaint with the Secretary of the U.S. Department of Health and Human Services. We may not take any retaliatory action against you if you lodge any type of complaint.

Question: When does this Notice take effect?

Answer: This Notice takes effect on April 14, 2003.
Programs and Services

Treatment Foster Care

For some kids, moving into a foster family becomes an option. Usually, the child has done really well in one of the group homes and everyone thinks its time for him or her to live with a family. Sometimes kids move right into foster care as soon as they come to Beacon Light Behavioral Health Systems. Either way, foster care is a chance for kids to live in a family while still getting a lot of support and treatment from the staff at Beacon Light Behavioral Health Systems.

Living in a foster family means you have rules to follow and expectations for your behavior, just like any other program at Beacon Light Behavioral Health Systems. Foster parents and kids are visited regularly by a Mobile Therapist for support and counseling. The families and kids also meet regularly for training and support groups. Some of the foster families are right here in Bradford, and some of them live in other nearby towns. Foster care kids can go to public school or attend AEP and ITP.

Alternative Education/Intensive Treatment Programs

At AEP classes are pretty small, usually around 12 to 15 kids. Students work on school studies that will help them learn and improve their skills. The teachers are really nice and spend a lot of time helping kids with their work. AEP also has Math and Reading labs, and the school has computers as well. There are counselors at AEP, who work with the students to help clear up any problems during the school day. Each day at AEP, students receive points just like on the unit or at the group home. The levels and privileges they earn are based, in part, on school behavior.

Yes, students get homework from AEP. For kids at the group homes, homework takes about an hour each night, but since most everyone at the group home is doing their homework at the same time, no one has to miss out on anything fun!

Each weekday, some students go to school for part of the day and then go to the Intensive Treatment or day treatment program for the remainder of the day. ITP/Day Treatment is a program where kids meet with counselors, both by themselves and in groups, to talk about issues. ITP is held at the AEP Custer City school, at the AEP in Port Allegany, at the AEP in Towanda, the Warren School District, and at Fretz Middle School.

In ITP/Day Treatment, one day your group may discuss drug and alcohol issues, and another day you may discuss anger management or problem solving skills. Mixed in with this is recreation time, snack time, special trips and other fun activities. There are counseling staff who meet with all of the kids, and you will have a special staff assigned to you.
Group Homes

Some kids live here at Beacon Light Behavioral Health Systems. We have group homes for girls and group homes for boys. Proper placement depends on how the child will fit in best with the other kids, as well as where there are open beds.

We provide 24-hour care at the live-in programs. Eight kids live in each house, with at least two staff working in each place all the time. Each group home also has a worker who stays awake all night and makes sure everything is OK.

Kids who live at a group home have responsibilities around the house each day, such as: a daily housekeeping chore, doing their own laundry, making their bed, and helping with meals. Everyone goes to school and they also have a daily study time to do homework. The staff are there to help the kids with things, such as: homework, doing laundry, helping with meals, getting along with the other kids and following the rules. Each day, kids earn points which will help to determine the levels and privileges they earn.

The group homes also have activities scheduled for each evening and on the weekends. They may go shopping, to the movies, do a craft, or go cross country skiing. If there is some spare time, each house has a TV, VCR, and Nintendo system.

Guide to the Level System (Bradford Campus)

Each child has the opportunity to earn privileges and allowance each week based on his or her behavior and attitude. The staff in the child’s residence, alternative education school, and intensive treatment program (day treatment) keep a log of each young person’s behavior. Privileges are awarded based on the person’s weekly point average.

The basic level system works like this: Weekly averages are tallied and a level is assigned. Levels are earned in order- Level One, then Two, then Three and so on. Levels may also be lost due to low points or untrustworthy behavior. Privileges differ depending on level.

<table>
<thead>
<tr>
<th>Level</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td>59 points or below</td>
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<tr>
<td>Level Two</td>
<td>60-69 points</td>
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<tr>
<td>Level Three</td>
<td>70-79 points</td>
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<tr>
<td>Level Four</td>
<td>80-89 points</td>
</tr>
<tr>
<td>Level Five</td>
<td>90-100 points</td>
</tr>
</tbody>
</table>

Privileges & Weekly Allowances

<table>
<thead>
<tr>
<th>Level</th>
<th>Weekly Allowance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td>$2.00</td>
<td>No unsupervised time</td>
</tr>
<tr>
<td>Level Two</td>
<td>$2.50</td>
<td>15 minutes on-grounds signout</td>
</tr>
<tr>
<td>Level Three</td>
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<td>Level Five</td>
<td>$4.00</td>
<td>1 hour on or off-grounds sign-out</td>
</tr>
</tbody>
</table>
Towanda Campus

Kids live here on the campus at Beacon Light Behavioral Health Systems. We have two units for boys. Which place anyone lives at depends on how he will fit in best with the other kids, as well as where there are open beds.

We provide 24 hour care in the live-in programs. Eight kids live in each unit, with at least two staff working in each place all the time. Each group home also has a worker who stays awake all night and makes sure everything is OK.

Kids who live at a group home have responsibilities around the house each day such as a daily housekeeping chore, doing their own laundry, and making their bed. Residents attend either the Towanda Public School or the Alternative Education Program. We also have a daily study time to do homework. The staff are there to help the kids with things such as homework, doing laundry, getting along with the other kids and following the rules. Each day, kids earn points which will help to determine the levels and privileges they earn.

The units also have activities scheduled for each evening and on the weekends. They may go shopping, to the movies, do a craft, or go cross country skiing. If there is some spare time, each unit has a TV, VCR and Nintendo system to use.

Guide to the Level System (Towanda Campus)

Each child has the opportunity to earn privileges and allowance each week based on his or her behavior and attitude. The staff in the child’s residence, alternative education school and intensive treatment program keep a log of each young person’s behavior. Privileges are awarded based on the young person’s weekly point average.

The basic level system works like this: weekly averages are tallied and a level is assigned. Levels are earned in order- Level One, then Two, then Three and so on. Levels may also be lost due to low points or untrustworthy behavior. Privileges differ depending on the level and which unit you live in.

Unit 1

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
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</tr>
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</tr>
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<td>Level Five</td>
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</tr>
</tbody>
</table>

Unit 2

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Level One</td>
<td>61 points or below</td>
</tr>
<tr>
<td>Level Two</td>
<td>61-70 points</td>
</tr>
<tr>
<td>Level Three</td>
<td>71-80 points</td>
</tr>
<tr>
<td>Level Four</td>
<td>81-90 points</td>
</tr>
<tr>
<td>Level Five</td>
<td>91-100 points</td>
</tr>
</tbody>
</table>
Youngsville Treatment Center

Kids live here on the campus at Beacon Light Behavioral Health Systems. We have two units, one for boys and one for girls. We provide 24 hour care in the live-in programs. Eight kids live in each unit, with at least two staff working in each place all the time. Each unit has a worker who stays awake all night and makes sure everything is OK.

Kids who live in the units have responsibilities around the units each day such as a daily housekeeping chore, doing their own laundry, and making their bed. Residents either attend Warren Area School District schools, or the Beacon Light Intensive Treatment Program in Starbrick, PA. We also have a daily study time to do homework. The staff are there to help the kids with things such as homework, doing laundry, getting along with other kids and following the rules. Each day, kids earn points which will help determine the levels and the privileges they earn.

The units also have activities scheduled for each evening and on the weekends. They may go shopping, to the movies, do a craft and so on. If there is some spare time, each unit has a TV, DVD and Playstation system to use.

While you are living at the Youngsville Treatment Center, you may have visits with your parents, foster family, or with whomever your placing agency feels you should visit. You are permitted to have 1 phone call in and 1 out Mon-Fri, and 2 in and 2 out Sat-Sun. In addition you may send and receive mail from your family as much as you wish.

Guide to the Level System (Youngsville Campus)

Each child has the opportunity to earn privileges and allowance each week based on his or her behavior and attitude. The staff in the child’s residence, school, and intensive treatment program keep a log of each young person’s behavior. Privileges are awarded based on the young person’s weekly point average.

The basic level system works like this: weekly averages are tallied and a level is assigned. Levels are earned in order-Level One, then Two, then three, and so on. Levels may also be lost due to low points or untrustworthy behavior.

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1st Street Residential Treatment Center (S.T.O.P. Program)

Kids participating in the Specialized Treatment for Offense Prevention (S.T.O.P.) program are expected to follow a few basic rules and guidelines.

♦ Maintain a distance of at least one arm’s length from other persons at all times (personal space).
♦ Follow ALL staff directions that are given.
♦ Stay in direct supervision of staff at ALL times.
♦ Respect others.
♦ Respect Beacon Light property and facilities.
♦ Ask to go in and out of rooms.
♦ Do not use gang or slang language, terms, or gestures.
♦ No note passing/whispering.
♦ Absolutely NO horseplay.
♦ Keep feet off furniture.
♦ Do not enter the staff office.
♦ Do not touch the doors or alarms will go off.
♦ Slippers are to be worn at all times, unless you are going outside or to the gym.
♦ Residents are not allowed to borrow, trade, exchange, give or sell any clothing or belongings to others.

Point System

Our program works on a point system. Each activity on the schedule is assigned points. Residents can earn points by demonstrating appropriate behaviors. Points will be lost when a resident is inappropriate or negative in anyway.

The point system is based on 100 points a shift for the day shift and the evening shift, which equals 200 points a day. This equals 1400 points a week which will be averaged at the end of the week to get a score for their level they will earn. Residents can earn positive points and or lose points for displaying negative behaviors. The first day of the point week is Wednesday and the last day is Tuesday. Your privileges for the following week depend on how many points you earned.

91-100 points= A level
81-90 points= B level
71-80 points= C level
61-70 points= D level
60-below= E level

Privelges and weekly allowances are based on your current level in the program.

Video Surveillance

As an additional means of providing a high level of supervision and safety, the day to day activities of the S.T.O.P unit are recorded and monitored by the staff. These recordings are maintained and housed for a period of 30 days.
Emergency Shelter Care

Some kids who come to Beacon Light Behavioral Health Systems enter into our Emergency Shelter Care program. The shelter is a short, 30 day or less, residential program for kids who need to be removed from their home for a short time. Some of the kids will move from the shelter into other placements, or they may return back home.

Both boys and girls can stay at the shelter. On the shelter, kids are expected to follow rules, get along with others, and keep up with their school work. The shelter staff supervise them and try to help them work through whatever issues led to their stay at the shelter.

The shelter is a temporary placement and you shouldn’t be staying there for very long- probably a month or less. Because of the short length of stay, kids are not encouraged to bring a lot of personal belongings.

At the shelter, you will receive clothing to wear on the unit and to sleep in. You may bring 3 pair of your own pants or jeans and 3 of your own shirts. You can also bring a pair of shoes, along with a jacket to wear outside. If you need any other clothes, such as for a court hearing, the shelter staff will contact your family to get things you need.

On the shelter, there is a daily point system. Your behavior is noted by the staff, and you can earn privileges based on how well you do on the point system.

While you are living on the shelter, you may have contact and visits with your parents, foster family or with whomever your placing agency feels you should visit. Your placing agency will also decide how many phone calls you can make and receive each month. In addition, you may send and receive mail from your family as much as you wish.

Level System

Each child has the opportunity to earn privileges each day based on his or her behavior and attitude. The staff in the child’s residence, alternative education school, and intensive treatment program (day treatment) keep a log of each young person’s behavior. Privileges are awarded based on the person’s daily point average.

The basic level system works like this: averages are tallied and a level is assigned. Levels are earned. Levels may also be lost due to low points or untrustworthy behavior. Privileges differ depending on the level.

<table>
<thead>
<tr>
<th>Level One</th>
<th>19 points or below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Two</td>
<td>20-29 points</td>
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<tr>
<td>Level Three</td>
<td>30-39 points</td>
</tr>
<tr>
<td>Level Four</td>
<td>40-50 points</td>
</tr>
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</table>

Video Surveillance

As an additional means of providing a high level of supervision and safety, the day to day activities of the programs are recorded and monitored by the staff. These recordings are maintained and housed for a period of 30 days.
If I live at Beacon Light, what Can I Bring?

Everyone asks, “What things of my own can I bring to Beacon Light Behavioral Health Systems?” Well, most kids bring some favorite personal items, like: a radio, stuffed animals, pictures of their family and friends, and things like that. You will have your own dresser and closet space in which to keep your things.

We try very hard to help kids keep track of their personal items. Your things will be as safe as we can keep them and you don’t have to worry about having your things stolen or broken. We keep each kid’s personal and recreation money counted, recorded and locked up for safekeeping. If you want to buy a soda or something, you just need to ask the staff to get your money for you.

Bring your clothes, too. We will make sure you have enough clothes for school, play, dress and outdoor activities. We shop for clothes each spring and fall, as well as whenever you might outgrow your clothes!

Your First Day

You probably want to know what to expect on your first day at Beacon Light Behavioral Health Systems. The first thing to happen will be that you will meet all kinds of people. It is kind of confusing, but don’t worry. You’ll learn everyone’s names real soon!

You will meet other kids at the school and group homes. Children attending the public school have several options open to them. They may attend alternative education classes or Emotional Support classes. Beacon Light also provides Day Treatment, which is the group counseling part of your school day at AEP.

The other kids might be pretty curious to learn about you, but remember, you don’t have to tell any of the other kids why you are at Beacon Light or anything else that makes you uncomfortable. This is called confidentiality and we take this idea very seriously. The staff will know some things about you, but they will not discuss them with the other kids or with people outside of Beacon Light Behavioral Health Systems.

The first few days that you are here, you will “shadow” the staff. This is to help you get to know the staff and learn the rules, as well as to let the staff get to know you. You will be attending activities and helping around the group home just like everyone else. The staff will explain all of this to you when you get to your group home.

As you settle into your new ‘home’ it is important to remember to have a positive attitude. In no time at all, you will feel comfortable and be in the swing of things!!

Contact and Visitation

Contact and visitation with your child is determined on an individual basis and is a decision made by the treatment team, including the parent and placing agency regarding frequency and type of contact. Beacon Light Behavioral Health Systems does not limit contact with family due to the child’s behavior or use the resident’s behavior as a means to limit visitation with his/her family.
Counseling Services

The clinical staff at Beacon Light Behavioral Health Systems provides individual, group, and family therapy. Psychologists and therapists provide these services. All of our psychologists, therapists, and counselors have a minimum of a Master’s degree in a human service-related field. We also have a staff psychiatrist who specializes in children and adolescents. Depending on the issues of the children, some of the things kids talk about in counseling may include topics, such as: drug and alcohol issues, anger management, problem solving skills, or getting along with others. Your counselor or therapist will explain to you how confidentiality works and what you can expect in counseling.

Group counseling centers around specific topics. As appropriate for the children, group counseling topics include: sexual offender and victim’s issues, grief and loss, as well as substance abuse issues.

Therapists will also be able to assist in providing therapy for the entire family. Each child’s success in the program greatly depends on family involvement. Parents are encouraged to participate to help the child reach his/her therapeutic goals.
Mental Health Community Wraparound

Mental Health Community Wraparound Services (MHCWS) bring mental health support to you and your family, rather than you having to come here for services. MHCWS is short term, voluntary, and must have the support of you and your family in order for it to work.

One of the program’s goals is to empower parents to handle the mental health needs of the child. MHCWS is not a baby-sitting service. It requires active participation from parents and/or guardians. MHCWS strives to make you and your family independent and free from the need for outside support. You may still have behavioral and mental health issues, but your family will have new skills to deal with them.

We work hard to involve all of our children and families in constructive community activities. This helps to build self-esteem, helps children learn respect for their community, and teaches parents about the different community resources available to them. We can help support children by working in their homes, community, and the child’s school. Among the services that can be provided to you and your family through MHCWS are:

**Behavioral Specialist Consultation:**

Behavioral Specialist Consultation (BSC) develops behavior modification plans to change behaviors to assist you in adjusting better in your home, community and school setting. A behavior modification plan will help you learn. The BSC works together with your Mobile Therapist and your Therapeutic Staff Support. Behavior Specialist staff are either PA licensed psychologist or have a master degree and are supervised by a licensed psychologist. Behavior Specialists have also had specific education on behavior modification techniques.

**Mobile Therapy:**

The community wraparound program has counselors with Master’s degrees providing therapy in your home, school and community. Your Mobile Therapist is responsible for coordinating your treatment and will offer individual and family therapy. The Mobile Therapist also supervises your Therapeutic Staff Support person.

**Therapeutic Staff Support:**

A Therapeutic Staff Support (TSS) person with a Bachelor’s degree (BA, BS, RN + 1 year experience) or Associate’s degree or LPN with three years experience works directly with you. The TSS participates in activities that will help you reach your treatment goals. Your TSS also involves your parents to help them learn to work with you on your treatment goals.

**Evaluations:**

MHCWS provides psychological evaluations in order for you to access and be eligible for MHCWS. These evaluations are done at intake, again after 60 days of service, and every four months after that for as long as services continue. Persons providing evaluations are doctors, PA licensed psychologists, or have Master’s degrees and are supervised by a licensed psychologist.
Alternative Education

School Hours/Calendar

Alternative Education follows the local School District’s school year calendar. If school is cancelled or delayed in Bradford, Alternative Education will also be cancelled or delayed.

The hours for Alternative Education are also the same as the local school district’s. However, if you are participating in the Intensive Treatment Program, your hours may vary. If that is the case, you and your parents will be notified of your school schedule.

Communication

Consistent communication between parents and school personnel is very important in maintaining a successful educational experience. Parents/guardians are encouraged to call when you have questions about your child’s educational progress.

Individual teachers may choose to use daily communication books or assignment sheets as a way to communicate information between home and school. This process will be explained during parent/teacher conferences which are scheduled during the initial weeks of the school year.

Dress Code

All students are expected to dress in an appropriate manner. Shirts that advertise any form of alcohol, tobacco, drugs or sexual behavior are strictly prohibited. Students may not wear clothes with holes or tears. Cropped shirts, half shirts, or muscle shirts are not permitted for either males or females. Students who do not follow the dress code will be sent home to change or may be asked to turn their clothes inside out to avoid violating the dress code. School staff reserve the right to interpret the dress code and to make the determination of what is appropriate and what is not appropriate school clothing.

Clothing appropriate for the weather is also expected. The wearing of shorts and other summer apparel during the winter months is discouraged.

School Lunch

Lunch is provided for all students. All parents/guardians are required to complete and return the free breakfast and lunch application as soon as possible.

Report Cards

Students receive report cards every nine weeks. Copies are mailed home to parents/guardians so you are aware of your child’s progress.
Transportation

All transportation services are provided by the local school district. Students will be held accountable for their behavior on the school bus and will be subject to disciplinary action in accordance with the local school district’s bus behavior policy. Concerns about your busing arrangements should be directed to the local school district’s busing department.

Attendance

Consistent school attendance is necessary for a successful educational experience. We ask that parents/guardians encourage their child to go to school regularly. In addition, Pennsylvania State law hold parents legally responsible for their children not attending school. If you are absent from school, your parents must send a written excuse telling why you were absent. This excuse must be received no more than 3 days after your absence. If no excuse is received, your absence will be counted as illegal. Parents whose child has more than three illegal absences during the course of a school year may be subject to fines from the State of Pennsylvania.

State law permits students to miss school for the following reasons: illness, death in the family, and hazardous weather conditions. In addition, excessive tardiness may also lead to fines.

If you are sick and are unable to go to school, your parents must call the appropriate number below to report your absence. If no call is received, AEP will call to verify your absence.


Student Internet Use

Beacon Light Behavioral Health Systems makes the Internet available for students to use in the Alternative Education classroom. You must use the Internet for educational purposes only. If you use the Internet in ways that are illegal or not school-related, you may lose your Internet privileges. If you use the Internet for any illegal purpose, you may also be prosecuted under state or federal laws. The following rules guide students in their use of the Internet:

* If you use the Internet during school hours, it must be for school-related reasons only.
* Do not share your Internet log-in name or password with anyone else.
* You can ONLY use the Internet for school reasons. You may not use it for personal reasons.
* You may not use the Internet to advertise any items you have for sale.
* You may not use the Internet for political reasons.
* You may not use the Internet to copy or print material that is copyrighted.
* You may not play games on the Internet UNLESS THEY ARE EDUCATIONAL GAMES.
* You may not look up pornographic or “dirty” websites or pictures on the Internet.
* Do not swear or use obscene, threatening, or harassing language on the Internet.
* When you are on the Internet, do not give out your name, address, phone number, or any other personal information to anyone on-line.
Administrative Offices
800 E. Main St.
Bradford, PA 16701
(814)362-5250
FAX (814)362-2185

Residential Treatment Offices
P.O. Box A 945 South Ave
Custer City, PA 16725
(814)362-6565
FAX (814)362-6415
TOLL-FREE 1-800-345-1780

Towanda Campus
R.R. #1 179B
Towanda, PA 18848-9762
(570)265-9872
FAX (570)265-9843

Emergency Shelter / 1st Street Residential Center
800 E. Main St.
Bradford, PA 16701
(814)362-5248
FAX (814)362-5263

Youngsville Campus
585 E. Main Street
Youngsville, PA 16371
(814)563-6317
FAX (814)563-6319

Alternative Education/ITP
Custer City Campus
P.O. Box A
945 South Ave
Custer City, PA 16725
(814)362-6565
FAX (814)362-6415

Floyd C. Fretz Middle School
140 Lorana Ave.
Bradford, PA 16701
(814)362-3508 xt. 2523

Bridgeport Academy
717 East Mill St.
PO Box 366
Port Allegany, PA 16743
(814)642-2902
FAX (814)642-2666

Starbrick AEP
110 Yankee Bush Rd.
Warren, PA 16365
(814)723-9785
FAX (814)723-9788

Ramsbottom Center
MR/DD Services
800 East Main St.
Bradford, PA 16701
(814)362-5250
FAX: (814)362-2185

Adult Day Services
387 East Main St.
Bradford, PA 16701
(814)362-7405

Towanda AEP
R.R. #4
Towanda, PA 18848
(570)265-2111
FAX (570)265-1808

MH COMMUNITY WRAPAROUND

McKean County Office
800 E. Main St.
Bradford, PA 16701
(814)362-5245
FAX (814)362-2185

Elk/Cameron County Office
94 Hospital Drive
Ridgway, PA 15853
(814)773-3223
(814)773-3116
FAX (814)773-3118

Warren Office
40 Scientific Road
Warren, PA 16365-2303
(814)723-9785
FAX (814)723-9788

TREATMENT FOSTER CARE-
800 E. Main St.
Bradford, PA 16701
(814)362-5250
FAX (814)-362-2185
Residential Group Homes (Bradford Campus)

<table>
<thead>
<tr>
<th>Boys Group Home</th>
<th>Girls Group Home</th>
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<tbody>
<tr>
<td>Potter St. Boys Group Home</td>
<td>Jackson Ave. Boys Group Home</td>
</tr>
<tr>
<td>11 Potter St. Bradford, PA 16701</td>
<td>130 Jackson Ave. Bradford, PA 16701</td>
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<tr>
<td>(814)362-5253</td>
<td>(814)362-5258</td>
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<tr>
<td>South Ave. Boys Group Home</td>
<td>Lorana Ave. Girls Group Home</td>
</tr>
<tr>
<td>940 South Ave. Custer City, PA 16725</td>
<td>145 Lorana Ave. Bradford, PA 16701</td>
</tr>
<tr>
<td>(814)362-6562</td>
<td>(814)362-5255</td>
</tr>
<tr>
<td>East Main St. Boys Group Home</td>
<td>School St. Girls Group Home</td>
</tr>
<tr>
<td>574 E. Main St. Bradford, PA 16701</td>
<td>8 School St. Bradford, PA 16701</td>
</tr>
<tr>
<td>(814)362-6525</td>
<td>(814)362-5257</td>
</tr>
<tr>
<td>Walker Ave. Boys Group Home</td>
<td>Williams St. Girls Group Home</td>
</tr>
<tr>
<td>60 Walker Ave. Bradford, PA 16701</td>
<td>23 Williams St. Bradford, PA 16701</td>
</tr>
<tr>
<td>(814)362-5254</td>
<td>(814)362-5256</td>
</tr>
</tbody>
</table>

Your child’s contact persons are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
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TOLL-FREE 1-800-345-1780
24 hours a day / 7 days a week!

Visit us on the web at:  www.beacon-light.org
Beacon Light Behavioral Health Systems and its components and subsidiaries, administer all actions without regard to race, religion, color, sex, age, ancestry, disability, or national origin or in a manner prohibited by the laws of the United States or Commonwealth of Pennsylvania. The agencies comply with specifications of Title VII of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act of 1955, the 504 Federal Regulations, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Pregnancy Act of 1978, Equal Pay Act of 1963, and the Americans with Disabilities Act of 1990.

The Children’s Home of Bradford, Inc., and its subsidiaries are registered as Charitable Organizations under the provisions of Act No. 337 of 1963 as amended by Act No. 246 of 1972, and is in compliance with the requirements of this act and the rules and regulations prescribed by the bureau of Charitable Organizations in the Department of State. A copy of the official registration may be obtained from the PA Department of State.