



George Junior Republic  
IN PENNSYLVANIA

**PARENT/GUARDIAN  
INFORMATION  
GUIDE**

233 George Junior Road  
P.O. Box 1058  
Grove City, PA 16127  
724-458-9330  
GJR.org

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# Welcome to George Junior Republic in Pennsylvania

We welcome you and your child to George Junior Republic in Pennsylvania (GJR in PA). Understanding this may be a very difficult time for you and your child, we will do everything possible to make this transition a pleasant experience for all involved parties. We are here to listen to both you and your child as you adjust to our treatment environment. Your input is very important to us in regard to your child's history, goals, and treatment objectives, as well as how you, as the parent/guardian, experience our services and staff. We encourage families to offer ideas or suggestions that may be helpful to you or your child while at GJR in PA.

Please take time to review the Parent/Guardian Information Guide as it will provide you with an overview and understanding of the services offered while your child is being provided treatment services at GJR in PA. We strive to keep parents/guardians informed about their child's adjustment and progress during their stay and commitment to treat your child with the highest level of responsibility throughout your child's stay.

Prior to your child's arrival, please contact the Admissions Office at 724-458-9330, x2161, with any questions that may arise. Shortly after your child's arrival, you will receive a list identifying names and phone numbers of your child's treatment team. This staff will be working with your child daily to ensure treatment needs are met. You may contact those staff listed at any time to discuss your child's progress or have any of your questions or concerns answered.

# Table of Contents

<b>SECTION 1</b> .....	<b>1</b>
Overview .....	1
Programming .....	1
Your Child’s First 30 Days .....	2
The Treatment Team .....	3
The Motivational System .....	4
Transfers .....	5
Crisis Intervention Unit .....	5
Discharge Criteria .....	5
<b>SECTION 2</b> .....	<b>6</b>
Clothing and Personal Items .....	6
Youth Telephone Calls .....	7
Youth Mail .....	8
Youth Student Account .....	8
<b>SECTION 3</b> .....	<b>9</b>
Educational Opportunities .....	9
Athletics and Activities .....	10
Religion .....	10
<b>SECTION 4</b> .....	<b>11</b>
Health Insurance .....	11
Medical Needs .....	11
Child Nutrition and Summer Food Programs* .....	12
Privacy Policy* .....	12
<b>SECTION 5</b> .....	<b>13</b>
Visitation Policy .....	13
Sibling Visits .....	18
Directions to GJR in PA .....	18
Home Visits .....	19

<b>SECTION 6 .....</b>	<b>21</b>
Media and Photography .....	21
Search and Seizure .....	21
Drug and Alcohol Testing .....	22
Restrictive Procedures .....	22
Smoking, E-Cigarette, Vaping & Tobacco Products .....	23
Transportation .....	23
Driver’s Education .....	24
<b>SECTION 7 .....</b>	<b>25</b>
Youth Rights .....	25
Youth Grievance Procedure .....	29
Family Grievance Procedure .....	30
Family Advisory Council .....	31
Sources of Parent Advocacy/Support .....	31
<b>SECTION 8 - APPENDICES .....</b>	<b>32</b>
Child Nutrition Program .....	32
Summer Food Program .....	33
Privacy Policy .....	34

## Overview

GJR in PA serves youth between the ages of 8 -21 who are currently involved in the dependent/delinquent court and/or mental health systems. Youth are placed at GJR in PA through the court system, an insurance company, or through a private placement by their family. Youth placed at GJR in PA often struggle with significant behavioral and/or mental health issues and are displaying symptoms of significant trauma and attachment disruptions. These youth require consistent, supportive environments to address disruptions and assist in gaining a more secure attachment to those involved in their lives. Behavioral and mental health assessments are conducted to determine specific behaviors or concerns that are to be targeted through measurable, strengths-based goals and objectives.

Each youth will work with an individual therapist on a weekly basis. Youth are then referred by their therapist to group therapy based upon their GJR assessments, mental health diagnosis and/or YLS goals. Family therapy will be conducted with youth and their natural support system monthly.

Other services available to assist youth in their overall physical and mental healthcare include: life-skills training, behavior modification, recreational development, educational interventions, vocational training, therapeutic art programming, Behavior Management through Adventure (indoor adventure and challenge course) and relationship-building activities.

## Programming

GJR in PA has various levels of specialized programming, including Intensive Supervision, Special Needs, General Residential, Inpatient Non-Hospital Drug and Alcohol Rehabilitation, and Diagnostic. Acceptance into a program is based upon past history, current issues, mental and emotional stability, as well as consideration of other important factors. The GJR in PA program is fluid, and youth can move throughout programs based upon progress or need for structure. Within 30 days of arrival, individualized treatment and educational goals are developed.

The identified goals will be implemented within the structure of our four-level motivational system, which will assist each youth in tracking progress. The identified goals will be reviewed at weekly team meetings where the treatment team discusses the necessary steps to achieve transition to a lower level of care or discharge. It is important to understand that each child's progress will vary, and it is common for a child to initially struggle in new environments. Should you have any questions, please contact your child's Campus Director.

## **Your Child's First 30 Days**

Youth admitted to GJR in PA will begin their stay within an assigned home or unit based upon the identified program. You, the parent/guardian, will receive a call upon your child's admittance to provide assurance of safe arrival to the program. If you are unavailable, your child will be provided the opportunity to continue to call until the call is successfully received.

Weekly home phone calls will be scheduled to assist with maintaining family engagement. During these first 30 days, your child's adjustment is closely monitored to assist in this transition time as your child is oriented to the identified program. Your child will begin academic and/or vocational education, be introduced to treatment staff, begin the therapeutic process, and identify discharge resources. George Junior Republic welcomes you to visit your child as defined in Section 5 of this guide.

You, as the child's parent/guardian, along with the referring agency, will be invited to an initial treatment team meeting for the purpose of developing your child's goals, discussing progress, and identifying discharge resources. The team may also include other supports identified by you or your child. Although we realize many families must travel a great distance to our campus, your participation is requested. If you are unable to be present, youth may participate via telephone using an access code provided to you in your meeting invitation letter.

## The Treatment Team

The treatment team at GJR in PA consists of a collaborative group of professionals with experience in various areas who work directly with your child and your child's best interest. The team meets weekly to develop, implement, and review the individualized treatment goals and modalities. Shortly following admission, you will receive a document titled, "Introduction to Your Child's Treatment Team." You and your child's treatment team will have open communication regarding your child.

In the General Residential, 90 Day Residential, and In-Patient, Non-Hospital Drug and Alcohol Rehabilitation programs, the GJR in PA treatment team consists of the following people:

- Youth
- Parent/Guardian
- Counselor/Parent (live-in married couple)
- Therapist (provides individual and family counseling)
- Case Manager (oversees youth's case and is a point of contact)
- Campus Director (supervises the team)
- Psychiatrist and/or Psychologist who will consult with the treatment team if necessary.
- Other supports identified by you or your child.

In the Intensive Supervision, Special Needs, and Diagnostic programs, the GJR in PA treatment team consists of the following people:

- Parent/Guardian
- Youth
- Treatment Team Coordinator (provides individual and family counseling)
- Residential Manager (supervises the unit)
- Behavioral Health Technicians (oversees the daily management of the unit)

- Campus Director (supervises the team)
- A Psychiatrist and/or Psychologist who will consult with the treatment team when necessary.
- Other supports as identified by you or your child.

Both you and your agency representative will be invited to attend treatment review meetings to discuss your child’s treatment progress. If you are unable to be present, you may participate by phone using the access code provided to you in your meeting invitation.

## **The Motivational System**

The GJR in PA motivational system is a four-level system designed to assist your child in monitoring progress as your child learns the necessary skills to maintain appropriate and socially acceptable behavior and understand the importance of accepting responsibility for one’s own actions. As your child develops and begins to practice these newly learned skills, your child will be rewarded and have the opportunity to earn privileges and develop new levels of independence within the placement setting that will prepare your child for a more successful transition home. An important aspect of skill building is for your child to understand the value of following instructions, acknowledging that “no” should be accepted in certain circumstances, and the role constructive criticism can assist in personal growth. Daily practice of these essential and basic skills will assist each youth in making a positive adjustment at GJR in PA as well as in the home community.

We understand that changing individual behavior is not always easy, and you may notice that your child begins to experience difficulty due to the structured treatment environment. While this is not uncommon, it is essential that your child has family support throughout the various transitions that occur within the treatment process. Your child’s Case Manager/Treatment Team Coordinator can answer any questions you may have regarding the motivational system and your child’s progress within that system.

## **Transfers**

Our goal is to have youth function successfully in the most appropriate level of care. As your child progresses through our program, your child may become eligible to transfer to different levels of care on the campus, which shows that progress is being made toward addressing personal goals. Transfers will also afford your child the ability to step down to a less structured environment with more opportunities, more privileges, and greater responsibility for your child's own behavior. Parents/guardians will be kept informed of their child's progress within our system and notified of any changes or transfers by our treatment staff.

## **Crisis Intervention Unit**

At times your child may temporarily reside in the Crisis Intervention Unit due to unstable behaviors and/or to ensure the safety of your child, other residents and/or staff. If your child is temporarily in the Crisis Intervention Unit, please understand this placement is designed to assist your child with recognizing and developing skills to maintain appropriate behavior that is causing a safety concern. Your child's treatment team can discuss the concerns that have created the need for this environment.

## **Discharge Criteria**

To complete GJR in PA's treatment program (not including those in the Diagnostic program) and earn a recommendation for discharge, your child will be expected to:

1. Address treatment goals in individual, group and family (when applicable) therapy.
2. Maintain progress within the motivational system.
3. Maintain educational and vocational progress.
4. Earn step-down transfers within the program, if applicable.
5. Complete successful home visits prior to discharge.

Additional treatment issues may be identified and addressed by the treatment team, and your support in these areas is critical. At each review hearing, GJR in PA will make recommendations to the court. The court's decision is regarded as final.

## SECTION 2

### Clothing and Personal Items

GJR in PA prefers that youth arrive on campus with the clothing items, in good condition, listed below. If this is not possible, GJR in PA will provide each youth with appropriate and adequate clothing. If you are sending clothing, ***please do not send expensive, name brand clothing or any clothing items that have inappropriate print or pictures.*** If identified, expensive name brand clothing may be returned to you via US Mail and will not be replaced if lost or stolen. For youth admitted to Diagnostic, Intensive Supervision or Special Needs, khaki pants and a blue shirt will be provided for the first 30 days. After 30 days, youth in the identified programs will have the opportunity to wear their own clothing from home.

It is encouraged that youth bring with them basic hygiene products. For youth who do not arrive with hygiene items, these items will be provided or purchased in the student store. Prohibited items include alcohol-based items (i.e., cologne and mouthwash), items in aerosol propelled cans, and electronic devices.

We ask that you consult your child's staff if you have any questions or concerns regarding acceptable items. Keep in mind **GJR in PA is not responsible for any items your child may have brought into placement.** All items brought to GJR must be given to the home or unit staff for inspection prior to being issued to your child.

#### RECOMMENDED CLOTHING LIST

Youth are to return to campus from a home pass with clothing items in the provided home pass bag. **Any non-clothing items may be confiscated or discarded, including food items and hygiene products.** All items are thoroughly searched and heated for the protection of all youth and staff.

<p><b><u>PANTS</u></b>  <b>1</b> pair dress pants (i.e., khakis, Dockers)  <b>4</b> pair jeans  <b>2</b> pair shorts</p>	<p><b><u>SHIRTS</u></b>  <b>5</b> casual shirts such as button down, polo style, pocket/design t-shirts</p>
<p><b><u>SOCKS</u></b>  <b>6</b> pair socks</p>	<p><b><u>UNDERCLOTHING</u></b>  <b>6</b> pair underwear  <b>6</b> undershirts with short or long sleeves</p>
<p><b><u>OUTDOOR WEAR</u></b>  <b>1</b> light jack or hooded sweat-shirt  <b>2</b> sweatshirts</p>	<p><b><u>OUTDOOR WEAR – Seasonal</u></b>  <b>1</b> winter hat  <b>1</b> winter coat  <b>1</b> pair winter gloves</p>

## Youth Telephone Calls

GJR in PA’s policy on youth telephone calls is as follows:

1. Youth are permitted to make outgoing calls to parents/guardians, placing agencies, attorneys, and/or any other approved parties. At no time are youth permitted cell phones.
  - Youth are permitted two phone calls per week to parents/guardians and may sign up for the phone calls in advance. Parents/guardians are to discuss their schedules with their child in order for phone calls to be scheduled accordingly.
  - Youth may request a phone call with their agency representative or attorney at any time.
2. Youth may receive incoming calls from the placing agency, attorney, or other ancillary agencies working with the youth. Parents/guardians are permitted to make incoming calls to speak with staff regarding their child’s progress or in the case of a family emergency.
3. Any variation of the above guidelines must be approved in advance by the Campus Director.

## Youth Mail

Your child has the right to receive and send mail unless otherwise restricted by court order. A court order may require that all incoming mail may be monitored for contraband. Please make sure you use your child's first and last name as identified below:

**George Junior Republic in Pennsylvania**

**ATTENTION: First Name Last Name**

**233 George Junior Road**

**P. O. Box 1058**

**Grove City, PA 16127**

## Youth Student Account

Your child is permitted to have money sent from family members. Large sums of money are not permitted and at no time is money to be given directly to your child. All money received will be placed into your child's student account that is established by GJR in PA at a local bank. Your child's name will be assigned to an individual account. This money may be withdrawn from this account upon request; however, approval by the staff is required.

### Educational Opportunities

On the grounds of the GJR in PA campus, a variety of educational opportunities exist through a partnership with the Grove City Area School District. Currently, there are over 60 school district personnel who work in various school-based settings throughout the campus. The partnership between GJR in PA and the Grove City Area School District provides a unique opportunity for a variety of educational services to be offered based on the needs of the individual student while continuing education in a public school setting.

The on-campus school is fully licensed and accredited, and all credits received by students are fully transferable to the student's home school. The Grove City Area School District education offers elementary school, middle school, and high school levels, and conforms to state standards. The school day includes studies in Reading, English, Math, Social Studies, Science, Art, Physical Education, and Library.

Upon arrival, each student's educational records are reviewed by a team of educational personnel at the on-campus Maurice B. Cohill, Jr. Academic Center. School services for each student are individually determined based on indicated student needs identified from paperwork received from the placing agency and the student's home school district, as well as educational assessments given during the orientation process.

Within the first days of school at the Maurice B. Cohill, Jr. Academic Center, academic, and transition assessments are completed for each student. The results of these assessments are also used to aid in planning for educational needs. Students participating in the Intensive Supervision, Special Needs, and Diagnostic programs are also assessed within the first five days of school. Some youth in these programs will receive education in classrooms located within the unit the student resides.

Vocational education is also offered to students in grades 9 -12 at the William H. Gladden Career and Technical Center located on the

campus. Skilled trade programming includes Automotive Technology, Auto Body, Carpentry, Food Service, Masonry, and Welding. GJR in PA provides funding to support student testing opportunities to earn nationally-recognized certifications.

In addition to the items outlined above, college classes provided through the College Within the High School program are funded by GJR in PA and offered to students attending the Maurice B. Cohill, Jr. Academic Center outside of the typical school day.

## **Athletics and Activities**

GJR in PA offers a variety of recreational and athletic outlets for youth. In addition to several indoor gymnasiums, an outdoor swimming pool, track and field, movie theaters, billiards, and multiple basketball recreational areas/facilities throughout campus, GJR in PA offers a 25,000 square foot indoor recreational center (and visitation center) that is utilized for volleyball, hockey, whiffle ball, soccer, kickball, lacrosse, and flag football. While GJR in PA competes in basketball and track and field, the goal is to provide each youth with various recreational outlets to improve personal well-being, assist in the skill development of peer relationships, and enjoy structured recreation, leisure time, and positive socialization.

## **Religion**

GJR in PA recognizes that spirituality plays an important role for youth prior to and during placement. A number of non-denominational religious activities are available to your child on a voluntary basis. Religious services are conducted in our chapel every Sunday and open to all youth. Grove City College students involved in the New Life program provide games, refreshments, and informal bible study on a weekly basis throughout the school year. Our campus chaplain is available for spiritual counseling and visitation upon request and can support youth spiritual needs, regardless of their religious preference. Please feel free to provide your child with written spiritual material, but understand that use of this material and participation in religious activities is completely voluntary and must remain a personal choice while in placement.

### Health Insurance

GJR in PA will maintain health insurance information throughout your child's placement, which includes any private health insurance coverage provided by an employer. Your child may also be eligible for medical insurance benefits as provided by the Pennsylvania Department of Human Services. Questions regarding these benefits should be directed to your child's juvenile probation officer, caseworker, or mental health case manager.

### Medical Needs

GJR in PA offers comprehensive medical care for your child while your child resides in placement. The nursing staff works with a variety of consulting physicians to provide quality medical, dental, vision, and psychiatric care when needed. Emergency medical services are provided by Allegheny Health Network- Grove City, located a short distance from the GJR in PA campus.

Each youth will have a written health and safety assessment completed within 24 hours of admission, including a hearing and vision screening. A physical examination will be completed within one week after admission, and annually thereafter. A thorough dental exam, including teeth cleaning, is scheduled biannually while in placement. Many youth require specialized care for specific injuries or illnesses, and we will work to keep you informed and included when this care is indicated.

Parents/guardians are required to sign a general medical consent for the provision of routine health care. In the event non-routine treatment is required, a separate, specific consent form signed by the youth's parent/guardian or an order from the court is necessary. Consent for emergency medical care or treatment is not required. If a youth needs emergency medical care or treatment, medical personnel do not need consent to provide treatment for life-threatening conditions. In any emergency, every effort is made to contact the youth's family immediately.

The Health Services staff are committed to providing excellent care for your child. Nursing staff is available seven days a week between the hours of 6:00 a.m. and 10:00 p.m. and is on call each night in case of an emergency. A nurse may be reached by calling 724-458-9330 x2400. If a nurse is not immediately available to take your phone call, please leave a message, and your call will be returned as soon as possible.

## **Child Nutrition and Summer Food Programs\***

Each youth will be encouraged to develop and maintain a healthy lifestyle by being provided with nutritional and well balanced meals, learning about proper nutrition and learning about and participating in physical activity. Youth will be taught good alternatives to any dietary or food restrictions and/or how to manage these dietary needs. Please refer to the Child Nutrition Program and Summer Food Program information located in Section 8 of this guide.

## **Privacy Policy\***

This notice describes how medical information about your child may be used and disclosed and how you and your child can get access to this information. This policy is located in Section 8 of this guide.

## Visitation Policy

GJR in PA encourages parents/guardians and supportive resources to visit youth while in placement. Visitation is important in encouraging communication and on-going support in preparation for your child's transition back into the community.

### Visitation Guidelines

- The “Family Visitation Authorization” form sent to you shortly after your child is admitted to GJR in PA, must be completed and signed by you and your child’s placing agency. Only visitors approved by you and your child’s placing agency will be permitted to visit your child. These guidelines are for the protection, privacy and confidentiality of your child.
- Only immediate family members are permitted to visit a youth (i.e., parents, siblings, grandparents, or guardians). Extended family members may visit with approval from the parent/guardian and placing agency of the youth.  
**Friends and girlfriends/partners are NOT permitted to visit.**
- No more than four family members are permitted to visit at one time. Siblings must be supervised by a parent/guardian at all times.
- Please allow two weeks after admission before scheduling your first visit. It is requested that you, as the parents/guardians, contact the Case Manager/Residential Manager before scheduling transportation and/or hotel accommodations to ensure that your child will be available for the visit.
- Any requests outside of the identified visitation hours must be approved by your child’s Campus Director one week prior to the anticipated visit.

- **Alcoholic beverages and controlled substances are prohibited.** Visitors suspected to be under the influence of drugs and/or alcohol are not permitted on GJR in PA grounds and will be asked to leave. If a visitor is clearly impaired, alternative arrangements may be made to ensure safe departure of those involved.
- **No weapons are permitted on GJR in PA grounds.** Possession of weapons on GJR in PA grounds is a threat to the safety of youth and staff and is prohibited by law.
- **No smoking** is permitted in the Visitation Center or in any campus building. The Visitation Center and all campus buildings are non-smoking facilities. Designated smoking areas are available for guests.

### Arrival of All Visitors

1. Visitation hours are from 9:00 a.m. – 5:00 p.m. every Saturday and Sunday.
2. Visitors must:
  - a. Enter campus from Irishtown Road (see directions). Please do not drive through campus or enter via George Junior Road.
  - b. Park in the designated parking lot. Handicap parking is reserved for those with handicap passes.
  - c. Upon arrival:
    - Go through check-in at the Visitation Center for the safety and protection of youth.
    - Check in with the receptionist at the Visitation Center.
    - Present identification and make/model of vehicle.
    - Sign a copy of the Visitation Policy prior to each visit.

- d. Lockers are available to secure personal belongings (e.g., phones, electronics, purses, etc.) as needed.
- e. If you brought items for a youth (e.g., money, clothing, etc.), you must leave the items with the Visitation Center receptionist. The receptionist will provide you with a receipt for these items.

### **On-Campus Visits**

1. You will be provided a visitor's pass that must be worn at all times during the visit.
2. Areas within and around the Visitation Center will be provided for visits. Visitors are not permitted to walk around campus or sit in parked vehicles.
3. Youth are not permitted to participate in or have the following in the Visitation Center:
  - a. Pets
  - b. Haircuts
  - c. Tobacco related products and/or controlled substances

**Based upon the program your child is assigned, the following additional policies must be observed.**

### **Intensive Supervision, Special Needs and Diagnostic Unit Visits**

1. You will be provided a visitor's pass that must be worn at all times during the visit.
2. Shuttles will be provided to transport visitors to the assigned Special Needs, Intensive Supervision, or Diagnostic Units. Visitors are not permitted to drive directly to a unit or take any items into a unit.
3. Staff will observe/supervise all visits that occur within the unit.
4. Space is limited within the Special Needs, Intensive Supervision, and Diagnostic Units. Intensive Supervision Unit visitation is limited to either Saturday or Sunday. Please contact your son's Campus Director one week prior to your anticipated visit to ensure adequate space is available.

5. Youth who pose a risk to self or others may have limited visitation.

### **Crisis Intervention Unit Visits**

On occasion, youth may reside in the Crisis Intervention Unit due to unstable behaviors and/or to ensure the safety of the youth, other residents, and/or staff. If your child is residing in the Crisis Intervention Unit, it will be necessary to visit your child in the unit to maintain the safety of all involved. The Intensive Supervision, Special Needs, and Diagnostic Unit Visitation protocol 1-5 will be applicable.

### **Off-Campus Visits**

Off-campus visits are encouraged for youth in the General Residential, 90 Day Residential, Drug and Alcohol, and Special Needs programs. No off-campus visits will be permitted for youth residing in the Intensive Supervision or Diagnostic Units or youth residing in the Crisis Intervention Unit. Off-campus visits can only occur after a youth has been at GJR in PA for 30 days, and these visits are dependent upon your child's stability and individual program guidelines. For Special Needs youth, Level 2 must be obtained on the motivational system before an off-campus visit is supported. At times, youth may be restricted from an off-campus visit due to safety or security reasons. When taking youth for an off-campus visit, parents/guardians are expected to provide supervision at all times.

The Visitation Center staff can provide you with information about local restaurants, movie theaters, shopping, and other activities to make your visit enjoyable.

1. **All on-campus rules apply during off-campus visits.**
2. Shuttles (see Off-Campus Shuttle Procedure) will be provided for those who have arrived via bus, train, or air to go to designated areas in the community.
3. Parents/guardians are responsible for their child's safety and wellbeing while off campus.

4. Youth must remain:
  - a. Within a 25-mile radius of GJR in PA's campus
  - b. In the company of a parent/guardian at all times
5. Youth are not permitted to, participate in, or have the following while on an off-campus visit:
  - a. Visit any hotel
  - b. Drive motorized vehicles
  - c. Visit Grove City Memorial Park
  - d. Possess or utilize tobacco related products and/or controlled substances
  - e. Visit their local community, if the community is within a 25-mile radius of GJR
6. All youth must return to the Visitation Center no later than 4:45 p.m. If a youth is delayed in returning for any reason, contact the receptionist at 724-458-9330.

### **Departure of All Visitors**

1. Visitors must check out with the Visitation Center receptionist.
2. If you purchased any items for a youth (i.e., clothing, etc.) or are leaving money, you must leave the items with the Visitation Center receptionist. The receptionist will provide you with a receipt for these items.
3. Visitors must exit campus via Irishtown Road.

### **Off-Campus Shuttle Procedure**

GJR in PA offers a shuttle service. The safety of passengers is important to us. As such, all passengers are to be seated. At no time are children to be standing. Please follow the requests of drivers to ensure safety at all times. In cases of severe weather, shuttles will not be available.

1. Shuttle services are available to visitors arriving on campus via bus, train, or air. Car and booster seats are available if needed.

2. Only youth with off-campus privileges will be permitted to utilize the shuttle.
3. The shuttle will ONLY take families to the following locations:
  - a. Walmart
  - b. County Market Plaza
  - c. Grove City Prime Outlets:
    - Drop off and pick up will be at Banana Republic ONLY
    - Drop off times are 10:00 a.m. and 1:00 p.m. ONLY
    - Pick up time is 4:00 p.m. ONLY

Please note that severe weather will result in shuttles not running.

## Sibling Visits

GJR in PA recognizes that more than one sibling may be placed out of the home at the same time. For those siblings placed at GJR in PA together, regular visitation is provided. This visitation can occur during the week for only the siblings as well as during weekend visits with parents/guardians. For siblings committed to different facilities, GJR in PA will coordinate regular visits with the sibling's facility. These visits may occur in person and/or via video visitation (due to location, distance, and safety).

## Directions to GJR in PA

**EAST AND WEST:** For those traveling Interstate 80, exit at the Grove City/Sandy Lake exit, #24. Follow Route 173 South towards Grove City for approximately .50 miles. Turn right onto George Junior Road. At the traffic light, make a right onto Route 58 for .25 miles. Go through next traffic light (at Walmart); go approximately .5 miles, make right (past the first car dealership) onto Irishtown Road. Go 300 yards and make a right. The first building on your left is the Visitation Center.

**PENNSYLVANIA TURNPIKE:** For those traveling the PA turnpike, exit at the Perry Highway/Cranberry exit, #28. Follow signs for Interstate 79 North. Once on Interstate 79 North, follow directions for those traveling North and South.

**NORTH AND SOUTH:** For those traveling on Interstate 79, exit at the Grove City exit, #113. Follow Route 208 east 1.5 miles. Turn left onto George Junior Road (near Katie’s Korner). At the first light, make a left onto Route 58 for .25 miles. Go through next traffic light (at Walmart); go approximately .5 miles, make right (past the first car dealership) onto Irishtown Road. Go 300 yards and make a right. The first building on your left is the Visitation Center.

Please understand that George Junior Republic is 1.5 hours from Pittsburgh International Airport and the Pittsburgh Greyhound Station. If utilizing a shuttle service, please add an additional 2 hours to your travel to allow appropriate time to arrive at the airport or Greyhound station.

DISTANCE MARKERS

Erie, PA	1.0 hour
Cleveland, OH	2.0 hours
Harrisburg, PA	4.0 hours
Morgantown, WV	2.5 hours
Philadelphia, PA	6.0 hours
Pittsburgh Greyhound Station	1.0 hour
Pittsburgh International Airport	1.5 hours

*For further information and/or hotel accommodations, please refer to our website*

[www.GJR.org](http://www.GJR.org)

**Home Visits**

Youth placed at GJR in PA have the right to home visits; however, requirements and length of visits vary based upon the placing agency and county. As it is important for each youth to show progress in the home and community settings, home visits are very useful in measuring this progress. If a youth has the opportunity for a home visit, they may be home for several days at a time.

Home visits can be approved in several ways:

- Your child’s placing agency may request a visit at any time. GJR in PA does require that proper documentation from the placing agency be provided to the treatment team regarding the request.
- Your child’s treatment team may recommend a home visit during one of the five identified dates if your child is demonstrating consistent progress in treatment, displays emotional stability, and has the agreement of the placing agency and any other necessary parties.
- Permission is provided via a court order, and/or efforts to establish permanency.

When a home pass is scheduled, the treatment team working with your child will inform you of the home pass dates, times of arrival and departure, and travel arrangements. Your child will come home with goals for the home pass and a home note where we encourage you to write comments. It is important for your child to follow the rules set by treatment staff, parents/guardians, placing agency, court, and community.

GJR in PA has established dates for five scheduled home passes per year that may be recommended. These home passes are scheduled around the school calendar and occur during the February winter break, spring break, June, Thanksgiving, and Christmas. Please keep in mind that the placing agency may request a home visit outside of these identified times.

Due to the safety and security of the community, Intensive Supervision and Diagnostic youth are not scheduled for home visits except as requested by the placing agency, emergency circumstances, or by court order. Youth placed in the Crisis Intervention Unit will require a recommendation and approval from the placing agency. Youth in the 90 Day Residential program may be eligible for one scheduled home visit prior to discharge.

**Please note:** Youth are to return to campus from a home pass with clothing items in the provided home pass bag. Any non-clothing items may be confiscated or discarded, including food items and hygiene products. All items are thoroughly searched and heated for the protection of all youth and staff.

## SECTION 6

### Media and Photography

As a parent/guardian of a youth residing at GJR in PA, you have the option to consent\* to reproducing, publishing or otherwise making publicly available your child's name, video image, likeness, voice achievement or similar information about your child and/or activities at or relating to GJR in PA (Personal Information). This release of information includes but is not limited to press releases, newsletter, photographs, videos including audio components, recordings, fundraising materials, broadcasts, and/or other information dissemination provided as, on, or in television, radio, computers, phones, social media, blogs, podcasts, mobile devices, apps, the GJR website or online services, and other existing or future ways to release information.

Media releases are made for the purpose of educating, supporting, advertising, fundraising, and otherwise promoting or providing information about George Junior Republic. Information may involve the organization's mission, programs, youth, community activities, and outreach efforts. Releases may be local, regional, national, and international and include all possible existing or future media types.

\*Please note that some referring agencies prohibit the use of Personal Information regardless of parental consent.

### Search and Seizure

GJR in PA places great value on the safety and security of all youth, families, staff, and visitors. To ensure the safety of all, youth and their belongings will be searched upon admission, upon return to campus after home visits and other community outings, and when there is strong reason to suspect possession of dangerous or illegal items. These searches will be conducted by trained staff in a private and respectful manner and be approved by an administrative staff member. Items that are not permitted or present a danger to self or others will be confiscated.

## **Drug and Alcohol Testing**

To provide comprehensive care and treatment, youth in the GJR in PA residential programs will be tested for the presence of drugs and alcohol at admission, following home visits, at the request of placing agencies, and randomly if there is reasonable suspicion of substance abuse. Drug and alcohol testing will be conducted by trained staff in a controlled and private environment, with the permission of an administrative staff member.

## **Restrictive Procedures**

The safety of youth and staff at GJR in PA is a primary concern, and every effort is made to anticipate and respond to situations to avoid potential harm. At times, the safety of youth and staff requires the use of restrictive procedures. Restrictive procedures may only be used when all other attempts to de-escalate and calm a youth have not worked, and the youth presents as a danger to physically harm self and/or others.

De-escalation measures may include redirection, sensory interventions, providing a safe and quiet space, reflective listening to youth's concerns, finding an outlet for excess energy, music, and any of a number of other individual options. Youth are encouraged to work with staff and their support systems to create a plan that outlines the strategies that work best in helping them gain and maintain emotional and behavioral stability. Restrictive procedures include the use of time out and passive physical restraint.

Time out is defined as separation of a youth from others for a period of time, with at least one staff member present at all times in a designated area from which the youth is not physically prevented from leaving. The purpose of time out is to reduce stimuli, allow youth time to reflect, and to gain control of thoughts, emotions, and behavior.

A passive physical restraint is defined as application of physical force by one or more individuals that restricts or reduces a youth's ability to move freely. Restraints are used to interrupt behavior when it becomes dangerous to self or others and in order to assist in regaining personal control. GJR in PA teaches skills and provides supports to assist youth in managing their own behavior in stressful times. By developing and building upon these skills, youth will decrease the need for restraints.

Restrictive procedures will respect the dignity and rights of youth and will only be used by trained staff. By checking the Restrictive Procedures Consent box and signing the Parent/Guardian Information Guide Acknowledgment, you understand that you are providing consent to use the restrictive procedures described above.

## **Smoking, E-Cigarette, Vaping & Tobacco Products**

**Youth are not permitted tobacco products and/or products associated with vaping.**

Pennsylvania law prohibits the sale of tobacco, in any form, to any minor under the age of 21-years. PA law further prohibits the purchase, gift, or other means of furnishing tobacco, in any form, to a minor under the age of 21-years. In accordance with this law, GJR in PA has a no smoking, e-cigarettes, vaping, or use of tobacco in any form policy for youth. Youth are not permitted to smoke or use tobacco products in any form. Tobacco is not sold on the campus, and staff members are not permitted to purchase or supply youth with tobacco, e-cigarettes, or vaping products. Parents, guardians, and visitors are not permitted to provide youth with tobacco or vaping products, of any kind.

## **Transportation**

As a parent/guardian of a child residing at GJR in PA, you understand that your child will be provided transportation both on and off the campus of GJR in PA for appointments, home passes/visits, activities, court hearings, etc. All transportation will be provided by licensed drivers who are employed, trained, and supervised by GJR in PA. All transportation will occur in vehicles owned and maintained by GJR in PA.

## **Driver's Education**

Youth over the age of 16 have the opportunity to participate in driver's education and driver's training. For any youth under the age of 18, the **Pennsylvania Department of Transportation Parent or Guardian Consent Form** must be completed AND notarized by a sworn notary. While visiting your child at GJR in PA, you will have the option to have this form notarized on-site at the Visitation Center. You may also choose to complete the form and have it notarized on your own.

The form can be located at the following website:

<http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180td.pdf>

## Youth Rights

A youth has the right to file a grievance/complaint with the facility for any alleged violation of a specific civil right and/or behavioral health treatment plan violation.

By law (Children in Foster Care Act of 2010), children in placement have the following personal rights:

1. You have the right to be treated with fairness, dignity, and respect.
2. You may not be discriminated upon due to race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, limited English proficiency, age, or sex. These issues have no bearing on the quality of services recommended or provided to you. You have the right not to be deprived of any civil, legal, or human rights due to a mental health, mental intellectual deficit, and/or developmental disability diagnosis.
3. You have the right as a minor to not be physically or emotionally abused, mistreated, unreasonably restrained, threatened, harassed, or subject to corporal punishment. You may not be subject to unusual or extreme methods of discipline, which may cause psychological or physical harm to you. It is the policy of GJR in PA to report all allegations of child/adult abuse to the ChildLine and Abuse Registry of the Department of Human Services. Allegations of abuse will be investigated by the Department of Human Services Office of Children, Youth, and Family Services.
4. You have a right to be informed of the rules of the facility/program.
5. You have the right to be given enough food and food of good quality.
6. You have the right to clothing that is clean, seasonal, and age and gender appropriate.

7. You have the right to appropriate medical, dental, vision, and behavioral health treatment. You have the right to agree or refuse any medical and mental health treatment, including medication.
8. You have the right to take part in developing your Individualized Service Plan, which includes medical, drug and alcohol, and/or mental health treatment, if applicable. You have a right to a copy of your Individualized Service Plan.
9. You have the right to receive and send mail unless restricted by a court order. Outgoing mail shall not be opened or read by staff persons unless court ordered. Incoming mail from federal, state, or county officials or your attorney shall not be opened or read by staff persons unless court ordered. Incoming mail from persons shall not be opened or read by staff persons unless court ordered or there is a reasonable suspicion that contraband or other information or material that may jeopardize your health or safety may be enclosed. You may open mail in the presence of a staff person.
10. You have the right to visit your parents/guardians at least every other weekend unless prohibited or restricted by court order.
11. You have the right to have contact with your family.
12. You have the right to have all the contact information for your guardian ad litem, attorney, court-appointed special advocate, and members of your planning team. You have the right to communicate and visit privately with your attorney.
13. You have a right to communicate with others by telephone. This right is based on a reasonable policy and, at times, written instructions from your contracting agency or court, if applicable, regarding circumstances, frequency, time, payment, and privacy.
14. You have the right to be in a place that maintains your culture as reasonably accommodated.

15. You have the right to attend school and be able to take part in extracurricular, cultural, and personal enrichment activities.
16. You have the right to have the opportunity to work and develop job skills at an appropriate age level, which may be reasonably accommodated.
17. You have the right to get life skills training and independent living services.
18. You have the right to be protected from unreasonable search and seizure. The facility may conduct search and seizure procedures, subject to reasonable facility policy.
19. You have a right to confidentiality and release of information with informed, written consent except as required by legal authority.
20. You have the right to get notices of court hearings from your placing agency or county courthouse for your case and have the ability to attend the hearing.
21. You have the right to practice a religion or faith of your choice, provided it is a bona fide religion, or not to practice any religion or faith. You have the right to communicate and visit with your clergy in private.
22. You have the right to receive the agency's grievance policy and to have your rights, and the grievance policy explained to you in a way that you understand. You have the right to lodge a grievance with the facility for an alleged violation of specific client or civil right(s) or a complaint regarding your behavioral health treatment plan without fear of retaliation.
23. You have the right to exercise parental and decision-making authority for your child (if you are a parent/guardian).
24. Your rights may not be used as a reward or sanction.
25. You have a right not to participate in research projects.

Program services shall be made available to individuals with disabilities through the most procedural and economically feasible methods possible.

***Child Rights 26 through 32 do not apply to delinquent youth.***

26. You have the right to live in the most family-like setting that meets your needs.
27. You have the right to be placed with your kin and relatives, if possible.
28. You have the right to be placed with families who have supported you before, if possible.
29. You have the right to be placed with your siblings or visit with them at least every other week as arranged by your placing agency. GJR in PA will make available to you phone contact with your siblings per the placing agency's family service plan or written permission.
30. You have the right to be able to stay in the same school when you change placements.
31. You have the right to a permanency plan that you helped create and that you can review.
32. You have the right to get notice that you can ask to stay in care after you turn 18 years of age.

While GJR in PA supports Child Rights for dependent and/or dependent/delinquent youth\*, they are outside of GJR in PA's jurisdiction to enforce; therefore, you must file a grievance with your placing agency should you believe one or more of these rights has been violated. If you need assistance in completing a grievance form to your placing agency, the GJR in PA therapist or case manager can help you.

*\*This information is provided to and reviewed with each youth upon admission.*

## Youth Grievance Procedure

Upon admission, staff will review the Youth Grievance policy with your child. Outlined below are the action steps to take if youth believe rights have been violated. Submitting a grievance will in no way impact the defined treatment goals, plans for youth transfer, discharge, or scheduled youth activities.

1. Once a grievance is identified, youth are encouraged to discuss the grievance issue with the involved staff member. Youth will also have the opportunity to complete a written grievance form immediately.
2. If youth are not comfortable with this approach, they will be encouraged to speak with another staff person they trust—this may include a recreation staff member or teacher.
3. If the discussions do not assist in resolving the issue, and youth have not yet completed a grievance form, they will be encouraged to do so. Grievance drop boxes are located across the GJR in PA campus.
4. The Campus Director is responsible for reviewing and discussing the grievance with the youth.
5. If youth believes the issue has not been resolved, they will have the opportunity to meet with the Vice President of Operations.
6. If the meeting with the Vice President of Operations does not assist in resolving the issue, a follow-up meeting will be scheduled within ten days. Meeting participants will include the Vice President of Operations, the youth, the Campus Director, and the placing agency.\*

*\*\*Youth have the opportunity to include their parent or guardian in grievance related meetings and to send the grievance form to the placing agency.*

## Family Grievance Procedure

Each child and parent/guardian have the right to lodge grievances without the fear of retaliation. The Family Grievance Procedure at George Junior Republic is as follows:

1. If a problem, question, issue, or situation arises regarding the youth's care or treatment, it should first be handled by the youth's counselor/parents or Residential Manager.
2. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the youth's counselor/parents or Residential Manager, it should then be discussed with the youth's Case Manager or Treatment Team Coordinator.
3. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the youth's Case Manager or Treatment Team Coordinator, it should then be discussed with the youth's Campus Director. The Campus Director is an administrative staff person and the direct supervisor of the staff working with your child.
4. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the youth's Campus Director, it should then be discussed with the Vice President of Operations. The Vice President of Operations is the immediate supervisor of all Campus Directors and treatment staff.
5. If a problem, question, issue, or situation arises regarding the youth's care or treatment that cannot be satisfactorily resolved with the Vice President of Operations, it should then be discussed with George Junior Republic's Chief Executive Officer.

## **Family Advisory Council**

GJR in PA has established and maintains a Family Advisory Council that will assist in guiding, driving, and supporting the mission and vision of our program. The Family Advisory Council will focus on the parent/guardian experience and fostering success while youth receive services throughout treatment at GJR in PA. This council also seeks to promote the voice of the parents/guardians of each youth and support quality improvement initiatives defined by the Vice President of Compliance, which includes:

- Communicating organizational updates to parents/guardians
- Obtaining a parent(s)/guardian (s) perspective of the admissions process
- Developing and disseminating a parent/guardian satisfaction survey.

For more information about the Family Advisory Council, becoming an active member of the council, or if you would like to offer suggestions, please contact the Advancement Coordinator at [parent@gjr.org](mailto:parent@gjr.org).

## **Sources of Parent Advocacy/Support**

Parental support, advocacy, educational groups, and informational resources are available to you in your local community. Your child's caseworker, juvenile probation officer, or local community mental health case manager can provide you with phone numbers of the groups or informational resources in your area.

# SECTION 8 - APPENDICES

## Child Nutrition Program

### Notice of Direct Certification

GJR in PA participates in the Child Nutrition Program, also known as the National School Lunch Program. Please be advised that both the breakfast and lunch served to your child will follow the requirements outlined in the Child Nutrition Program.

While residing in GJR in PA, youth will be served meals that meet the daily requirements as recommended by the United States Department of Agriculture. Dietary alternatives will be available for a child with special health needs, religious beliefs requiring dietary restrictions, and/or vegetarian preferences. In these instances, substitutions to food choices and selections are available via the Permissible Substitution List. Youth requiring additional portions at mealtime will have these available.

If you have any questions about this program, please contact your child's Campus Director.

### Wellness Policy

GJR in PA will encourage each youth to develop a healthy lifestyle through proper nutrition, education, and physical activity. A Wellness Committee comprised of education, child nutrition, treatment, purchasing, youth, and food service staff will meet on a regular basis to review and advise the administration on nutrition, physical activity, health education, and food safety. More information regarding the Wellness Policy can be found at <https://gjr.org/services/medical-services>.

### Non-Discrimination

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, officers and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for civil rights activities in any program or activity conducted or funded by the USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Form, (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form>*

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. E-mail: [Program.intake@usda.gov](mailto:Program.intake@usda.gov)

*GJR in PA is an equal opportunity employer.*

## **Summer Food Program**

GJR in PA, as a participant in the Child Nutrition Program, understands the importance of proper nutrition and access to food during the entire year, including the summer.

Nutritious free meals are available for children and teens 18 years and younger at many locations throughout the nation throughout the summer while school is out of session. Locations for participating sites are updated in the spring prior to the end of the school year.

To locate sites that serve free meals to children during the summer, parents and guardians can take one of the following action steps:

- Call 211
- Call 1-866-348-6479
- Text “Summer Meals” to 97779
- Visit the following websites:
  - [www.summerfood.usda.gov](http://www.summerfood.usda.gov)
  - [www.fns.usda.gov/.summerfoodrocks](http://www.fns.usda.gov/.summerfoodrocks)

Please be advised that as a participant in the Child Nutrition Program, GJR in PA is required to provide you with the above information regarding the Child Nutrition Program as well as the Summer Food Program that can assist you in locating free meals for the children in your care post-discharge and during the summer months.

## Privacy Policy

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

### **YOUR RIGHTS**

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we’ve shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

## **YOUR CHOICES**

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

## **OTHER USES AND DISCLOSURES**

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

## **YOUR RIGHTS**

**When it comes to your health information, you have certain rights.**

This section explains your rights and some of our responsibilities to help you.

## **Get an electronic or paper copy of your medical record**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

## **Ask us to correct your medical record**

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

## **Request confidential communications**

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

## **Ask us to limit what we use or share**

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

## **Get a list of those with whom we've shared information**

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

## **Get a copy of this privacy notice**

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

## **Choose someone to act for you**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

## **File a complaint if you feel your rights are violated**

- You can complain if you feel we have violated your rights by contacting the Vice President of Compliance.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints](http://www.hhs.gov/ocr/privacy/hipaa/complaints).
- We will not retaliate against you for filing a complaint.

## **YOUR CHOICES**

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

*If you are not able to tell us your preference, for example, if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

In these cases, we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

## **OUR USES AND DISCLOSURES**

### **How do we typically use or share your health information?**

We typically use or share your health information in the following ways.

## **Treat you**

We can use your health information and share it with other professionals who are treating you.

*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

## **Run our organization**

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

*Example: We use health information about you to manage your treatment and services.*

## **Bill for your services**

We can use and share your health information to bill and get payment from health plans or other entities.

*Example: We give information about you to your health insurance plan so it will pay for your services.*

## **How else can we use or share your health information?**

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information, see [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

## **Help with public health and safety issues**

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

## **Do research**

We can use or share your information for health research.

## **Comply with the law**

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

## **Respond to organ and tissue donation requests**

We can share health information about you with organ procurement organizations.

## **Work with a medical examiner or funeral director**

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

## **Address workers' compensation, law enforcement, and other government requests**

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

## **Respond to lawsuits and legal actions**

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## **Our Responsibilities**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us

we can, you may change your mind at any time. Let us know in writing if you change your mind.

- We never market or sell personal information.
- We never share any substance abuse or mental health treatment records without your written permission.

**For more information, see:**

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html)

**Changes to the Terms of this Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

**Effective Date of this Notice of Privacy Practices is February 1, 2020.**

Privacy Officer: Sandy Dillon-Dick. Vice President of Compliance

Phone: 724-458-9330 x2182

Email: [sdillon-dick@gjr.org](mailto:sdillon-dick@gjr.org)