

Guidelines for Over 18 Programs



These guidelines are established to protect the privacy, safety and comfort of all patients at Compass. While we do not want to be punitive, it is our responsibility to ensure that all patients at Compass have the best experience possible.

Violation of certain guidelines will result in an immediate discharge. Your treatment team will discuss considerations of violating ground rules on a case-by-case basis. These considerations include what rule(s) were violated, the frequency of violations, and whether steps have been taken to remedy these violations (i.e. care meetings, administrative discharge, etc.).

Confidentiality

Everything that is said while participating in group therapy is strictly confidential.

- Take away skills and lessons, not stories shared by peers.

You can process what someone shared in group with your treatment team. It is likely unnecessary to share who shared this information. However, if that detail is imperative to your treatment, please inform your treatment provider before sharing. Be mindful to keep the focus on you and your reaction rather than aiming to change someone else's behavior.

To protect the privacy and confidentiality of patients and therapeutic integrity of the treatment process, the use of any recording devices, including but not limited to cell phones, glasses with recording capacity, handheld digital recorders, or other audio/video recording equipment is strictly prohibited in treatment spaces and waiting rooms at Compass Health Center. If it is suspected that this part of our privacy policy has been violated, appropriate corrective actions will be taken, which will include the deletion of any images or recordings and the removal of such device from the group space; and may also include dismissal from programming for the day, or complete discharge from program, depending on the severity of the infraction.

If you recognize someone in program, please let your treatment team know. Do not disclose to anyone outside of Compass that this individual is in program.

You are welcome to approach staff if you see them outside of programming. Note that staff will take steps to protect your confidentiality, which means they will not approach you.

It is expected that you leave campus after your program hours end.

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Boundaries

Any contact with group members outside of treatment is prohibited. This includes in-person interactions, phone calls, video calling, texting, use of social media, and email.

Do not exchange contact information (email, phone numbers, social media) with program peers.

No physical contact is permitted.

No touching others' personal property.

No giving/exchanging gifts.

No sharing or borrowing items with fellow group members.

Keep conversations at break and lunch neutral.

Do not get into cars of fellow group members. Do not let other group members in your own vehicle.

We discourage leaving group due to emotional discomfort. Use this challenging moment to practice skills. If you do need to leave the room, please return to group after a time-limited break.

Be mindful of navigating the difference between being supportive for your fellow group members and taking on their struggles. We encourage you to refer group members to staff if they are coming to you for help. You are also encouraged to talk to a staff member who can help you best navigate the situation.

Respect

Respect yourself, other group members, staff, and the physical space. Disrespecting fellow group members and staff is entirely unacceptable.

- This includes: No derogatory, rude, or hateful language. Swearing or using profanity directed at other group members or staff is not permitted.

Please notify staff if you will be late, are unable to attend, or will be leaving early.

Be mindful of your level of participation. Some individuals will be working on speaking up in group; others may be working on moderating their participation so that they don't monopolize the discussion. Be gracious if an individual is having difficulty on either end of the spectrum.

If a skill or topic does not seem to apply to you at first, please keep an open mind. If you find that it is less helpful than other groups, use the time in group as skillfully and effectively as you can.

If you have questions about fit or about making program work for you, please address these individually with a member of your treatment team.

Clean up after yourself before leaving the room. Contribute to keeping the space clean, organized, and undamaged (leaving items in the condition in which you found them, disposing of wrappers from grounding items, etc.).

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Respect (Continued)

Respect that everybody is at a different place in their treatment and healing journey.

No napping in the group space. If fatigue is an ongoing issue, please bring this to your treatment team's attention.

Return from breaks on-time.

Please note when signs on group room doors indicate that the group is in mindfulness practice. If you arrive at a door that has one such sign on it, please wait to enter until a group therapist removes this sign, likely within 10 minutes.

- You may also encounter "do not disturb" signs on individual staff office doors. If so, please seek an alternate staff member in a non-emergency. If it is a true emergency, such as an issue that may require hospitalization for your immediate safety, please knock despite the sign.
- Alternate clinical staff (preferred) or the front office staff can redirect you to the next available provider.

Fill out a check-in slip (on the group room table) if you are late. Fill out a check-out slip if you leave early or are pulled during check-out.

Communication

Do not interrupt or speak over others. No side conversations during group. Be mindful of the content of your participation. Avoid specifics related to trauma, substance use, self-harm, and suicidal ideation in group.

Judgments will occur. Be mindful of them and how you react. Practice noticing and naming judgments when they arise.

You may be redirected by group therapists at times; this is to ensure that all group members have a chance to participate, and so the material planned for the day can be adequately covered.

If you need to see a member of your treatment team, please let a group therapist know. A request to see a member of your treatment team is not a guarantee that they will be able to see you that day.

Avoid generalizations in speech (i.e., phrases such as, "All people", "All XYZ groups") and speak from your personal experience.

Avoid giving advice to others.

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Phones and Other Devices

Cell phones and electronic devices should be set on silent and put away during groups and individual sessions.

Please wait until breaks to use devices. If an urgent matter arises and you must use your phone or device, step out of group to use them.

If you are speaking on the phone in the hall, please be mindful of your volume – individual sessions are likely occurring in the offices around you.

You may take photos of the whiteboard after groups if needed. Ensure all other patients have left the space before doing so.

Do not take pictures of staff or other patients. This is a confidentiality violation.

Attire

Please be mindful of the group therapy space and your fellow group members when choosing your attire. Make sure that the fit of your clothing is not overly revealing and that you can move in the ways you need to during group.

Clothing that references violence, derogatory terminology, substance use, or sexually explicit material is not permitted. Staff may ask you to reconsider your attire if it is interfering with maintaining a therapeutic environment. Sunglasses cannot be worn in the group space unless there

is a related doctor's note. Please refrain from wearing strong scents or generating unnecessary

noises (e.g., gum popping, pen clicking, loud fidget objects) while at Compass to keep this space accessible.

Weapons and sharp items are prohibited.

Food & Beverages

Please do not eat in the group space. Eating is encouraged, as necessary or during break times, in the designated break room/kitchen or outside.

- Refrain from bringing nut products to Compass due to staff and patients who experience various degrees of allergies.
- Nut products are not permitted in group rooms.
- If you consume or touch any peanuts or other tree nuts outside of the group space, please wash your hands with soap and water before returning to programming. Hand sanitizer does not effectively remove nut oils.

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Food & Beverages (Continued)

You may eat in the break area, outside, or offsite for lunch. Please make sure that you return before the start of afternoon group.

- You may order food to Compass for lunch. Delivery drivers should wait in their car for you to meet them; they are not permitted within the building.
- No sharing food or beverages.

Substance Use

Substances that are permitted on Compass property include, caffeine, prescribed medication, and nicotine/tobacco (outside only). No other substances may be brought to or used at Compass. This includes cannabis.

Please step out of group and find a private area to take medication as prescribed. You may not have medications visible in the group space. You may not take medications in the group space.

Compass is a non-smoking facility. If you smoke nicotine, please smoke outside at designated smoking areas and at least 15 feet from building entrances.

Sharing or selling substances with group members is prohibited.

We do not want to glorify substance use or any unhelpful behavior. Please do not share names of substances, medications, or related paraphernalia. If you can picture specifics, it is too much detail.

If staff determine that you are under the influence of substances, you will be asked to leave for the day. You may also be asked to complete a drug screen or breathalyzer test. Failure to take a screen/test will be interpreted as a positive result.

Adult PHP/IOP Attendance Policy



Consistent attendance and timeliness are essential for getting the most out of your group therapy experience. The following attendance policy has been put in place to ensure your treatment is not disrupted by irregular attendance or chronic tardiness.

Arrival Time: Suggested arrival time is 15 minutes before the start of program.

Unexcused Absences: Please let program staff know 24 hours in advance if you are not able to attend program on a given day. Absences without 24-hour notice will be considered "unexcused". After two unexcused absences, clients will meet with a clinician for reflection and problem solving. Treatment plans may need to be reassessed after three unexcused absences.

Arriving Late or Leaving Early (Unplanned): Please inform staff ahead of time if you have commitments that may cause you to be late to program or need to leave early from program on a given day. Patients will meet with a clinician for reflection and problem solving if there is a pattern of late arrival or leaving program early without prior notice. Treatment plans may be reassessed after nine occurrences of arriving late or leaving early.

**We understand that uncontrollable events occur, and that attendance and punctuality can be difficult for various reasons. If a patient and/or caregiver(s) have concerns with this policy, please ask to speak with the program director to discuss further.*