



Welcome to the Adolescent Day Program



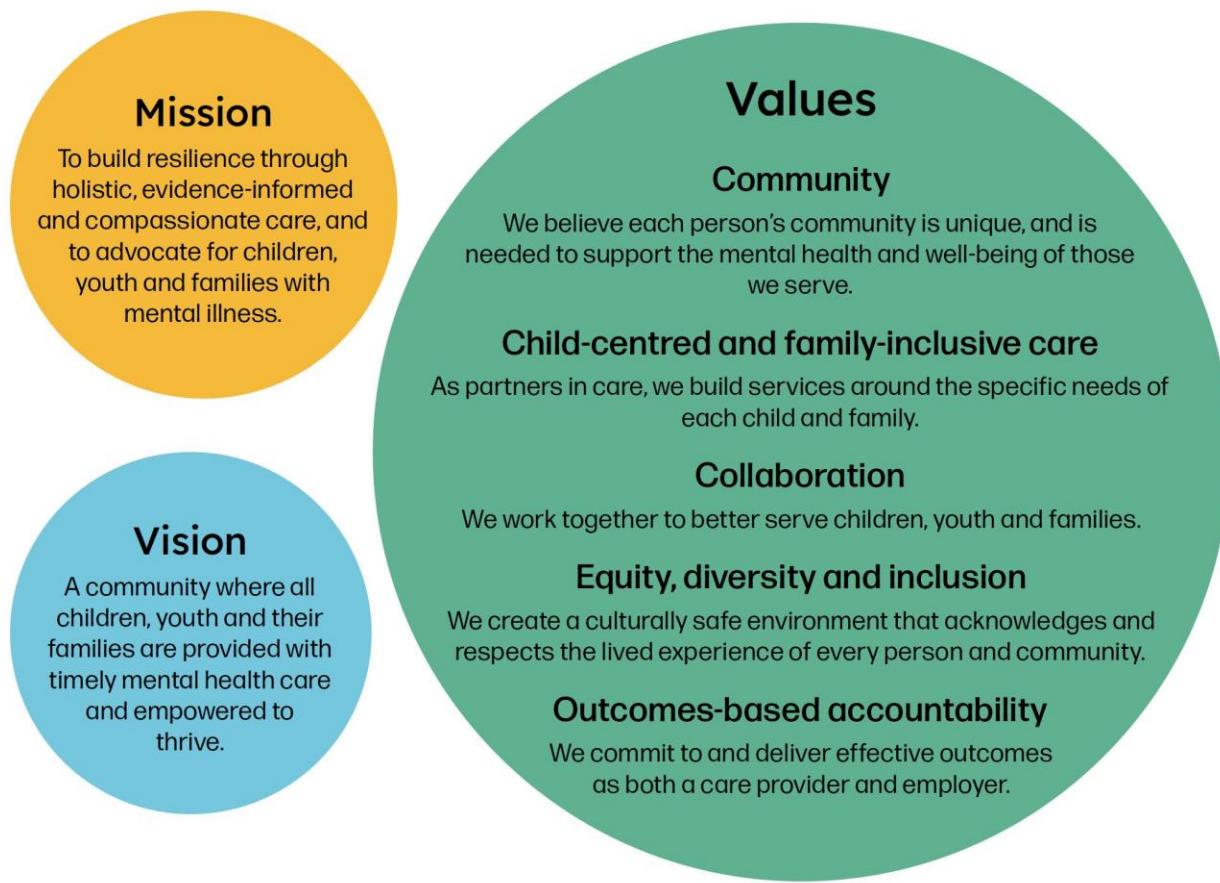
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CASA Mental Health: Principles of Care



Welcome to the Adolescent Day Program (ADP)

This handbook provides you with information about your teen's experience in ADP. We hope this information will reduce uncertainty and provide answers to common questions. If you have additional questions or require clarification on any of the information in this handbook, please reach out to your ADP team.

What is ADP?

ADP is a partnership between CASA Mental Health and Edmonton Public Schools. The program provides group, family and individual therapy, while also providing education in a small classroom setting. Teens are encouraged to build on their strengths and develop new skills.



Areas of focus include interpersonal relationships, coping skills and problem solving, conflict management and family dynamics.

Teens attend the program daily during the school year, typically for one semester (half of the school year).

Who is ADP for?

This program is for youth in Grades 8 to 12 who have not responded as expected to previous therapy. The teen must have ongoing challenges attending a community school due to emotional, psychological or behavioural challenges.

What are the program goals?

ADP aims to help youth and their families develop skills to be successful in school, peer relationships and within the family. The teen, their family and the interprofessional team develop a treatment plan together, with the goal of a successful return to a community school. The team will work with the youth's school to ensure a smooth, seamless transition.

How do families come to ADP?

Families are referred to ADP by a physician (typically their pediatrician or psychiatrist) or a mental health therapist. School principals can also refer students to ADP, as long as a physician has committed to assuming psychiatric care for the patient after the program ends. The referral form can be found on [CASA Mental Health's website](#) and, once completed by a healthcare provider, faxed to Recovery Alberta Central Intake.

The ADP Team

ADP takes an interprofessional approach, meaning our team includes professionals from a variety of disciplines. The ADP team includes mental health therapists, teachers, therapy support assistants, psychiatrists, nurses and other specialists like art and music therapists. ADP is overseen by a program manager, assistant principal and principal.



Caregivers (You!): You know your teen best, so the ADP team needs you! You will work closely with the ADP team in group family therapy and individual family therapy to set realistic, challenging goals for your teen and family. We cannot help them without your active involvement.

Your teen: Works with the ADP team to enhance the skills they need for change. Like everyone, your teen has unique strengths and needs and will work with the team to set goals and work toward them. We expect hard work, not perfection!

Therapy support assistant (TSA): The TSA uses therapeutic strategies to promote school and behavioural success. They support your teen's mental health, social skills and executive functioning through coaching and guidance based on the treatment plan. Speak to the TSA about day-to-day activities in the program, or about absences.

Mental health therapist (MHT): The MHT conducts mental health assessments, develops treatment plans and formulates diagnoses (as needed) using various tools. They also provide therapy to support your teen in achieving their therapeutic goals, using a variety of developmentally-appropriate treatments. Speak to the MHT about individual treatment goals, family goals and your teen's progress in therapy.



Teacher: The teacher plans school programming and uses academic assessment tools as needed. Speak to the teacher about your teen's progress in school.

Psychiatrist: The CASA psychiatrist is a medical doctor who specializes in diagnosing and treating disorders of thinking, feeling and behaviour affecting children, adolescents and their families. They provide consultation for patients and families through assessment and medication review. They are also involved in weekly group and family therapy sessions. Speak to the psychiatrist or mental health nurse about medications, diagnosis and treatment recommendations.

Therapy support navigator (TSN): The TSN supports teens to apply their skills in family and school settings, conducts phone contact with families, and plans for transition after the program ends. Speak to the TSN if you have questions about returning to your home school, resources available in your community and transition planning.

Nurse: The nurse supports teens by providing health education. They also monitor your teen's medication journey, take their vital signs and health history, and work alongside the psychiatrists. Speak to the nurse if you have questions about medications or side effects, or if there have been any changes to your teen's health history.

Program manager and program supervisor: The program manager and supervisor provide training, supervision and direction for the entire program. Speak to the program manager if you have feedback about the staff and program, or about any concerns unaddressed by staff.

Other staff: In addition to your teen's everyday team, additional supports are available on a referral basis including a concurrent care counsellor, occupational therapist, speech-language pathologist and assessment psychologist.



The Basics

Transportation

It is the family's responsibility to arrange transportation for their teen. The Edmonton Public School Board does not typically provide bussing for junior high or high school students without special permissions and authorizations. If you require transportation by bus, please speak with your community school. They will connect you with the school district's transportation contact.

Arrival and Departure

Arrival

The program begins at 9 a.m. each day. Drop-off is at 8:45 a.m. at the ADP entrance door at CASA Centre. During your information session, you will be shown where the ADP doors are located. If you are unsure which doors to use, the CASA Centre front desk will be happy to assist.

Please note, there is no outdoor supervision prior to 8:45 a.m.

If your teen is dropped off early, they may wait at reception, which is also unsupervised, starting at 8:15 a.m. If they are being picked up later, they can stay at reception no later than 4 p.m.

Remember, **attendance is mandatory**. If you are not attending as expected, staff will meet with your family to discuss further planning to best support your treatment goals.

Departure

The program ends at 3 p.m. daily, except on Thursdays when the program ends at 2 p.m. Teens are dismissed and exit through the ADP doors at the end of the day.



Teens are not to leave program throughout the day. Leaving early for any reason (including appointments) must be pre-approved, meaning the parent/guardian must inform staff in advance.

If someone other than you will be picking up your teen, please inform the team and provide consent for this. Staff may ask the designate for photo ID to confirm.

Smoke breaks are not permitted.

A Typical Day in ADP

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50–9 a.m.	Arrival	Arrival	Arrival	Arrival	Arrival
9–10 a.m.	Block 1	Block 1/art therapy	Block 1 (9–10:30 a.m.)	Block 1	Block 1
10–10:05 a.m.	Break	Break	Homework/planned activity (10:30–11 a.m.)	Break	Break
10:05–11:10 a.m.	Block 2	Block 2/art therapy	Break (11–11:10 a.m.)	Block 2	Block 2
11:10 a.m.–12:15 p.m.	Group therapy	Group therapy	DBT skills group	Group therapy	Group therapy
12:15–12:50 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
12:50–1:45 p.m.	Physical education	Block 2	Physical education	Block 3	Physical Education
1:45–1:55 p.m.	Break	Break	Break		Break
1:55–3 p.m.	Block 3	Block 3	Block 3	Dismissal (2 p.m.)	Block 3
3–3:30 p.m.	Dismissal	Dismissal	Dismissal		Dismissal

Please note, PD days and holidays are in alignment with the [Edmonton Public School Calendar](#).



Supply List

The following items are required for the school program every day. All other supplies are provided.

- Basic school supplies for each course (i.e. calculator, pencils, notebook)
- Water bottle
- Lunch
- Gym clothes, if necessary for your teen

*Patients have gym class Mondays, Wednesdays and Fridays. It is **required** for patients to have appropriate sneakers for gym.

The ADP kitchen has a fridge and microwave for teens to use. Occasionally, snacks and meals will be offered to patients during the program, but all participants must bring the fuel they require for the day, every day.

Personal and Prohibited Items

Patients are to keep their backpacks in their homeroom classroom. Please be aware that personal belongings (for example, backpacks, purses or pockets) are subject to random inspection should concerns arise. The patient may or may not be present during the search. Please make sure your teen does not bring any sharps, lighters, cigarettes, vapes, alcohol, drugs, weapons or energy drinks onsite. If you're not sure if an item is okay to bring, just ask!

Cell Phones and Electronics

Patients are to give their phones to staff at the start of each day. Staff will keep phones and other electronics in a secure place and give them back at the end of the day. Patients may bring in personal headphones, though teachers also have headphones for them to use. Patients have access to a Chromebook in class to complete schoolwork or listen to music.

If you need to
contact your teen
during the day,
please contact
ADP staff at
825-977-0610.



Program Expectations

Classroom rules and expectations are the same as in any school classroom. This includes using respectful language, practicing safe behaviours, respecting boundaries around technology use and meeting expectations for attendance. Each patient has a responsibility in contributing to a safe and respectful learning environment. We ask that both patients and staff refrain from using physical touch, as everyone has different boundaries, and we emphasize developing verbal communication skills.

Outside Socialization and Pairing

It is program policy that teens and their families do not socialize outside of planned program activities while attending ADP (e.g. sleepovers, birthday parties or communicating on social media). We also do not allow pairing. 'Pairing' means forming exclusive relationships, like friendships or dating relationships, and extends to giving other patients gifts. This policy is to ensure teens' privacy and safety, and to prevent situations that may interfere with progress during the program.

We understand that building friendships is important. There is ample opportunity for this during program hours. For example, we provide treats and celebrate birthdays here at ADP.



Dress Code

At Edmonton Public Schools, students are expected to dress in a manner that reflects a welcoming, respectful, inclusive, safe and healthy learning environment. School expectations for attire take into account a student's right to fairness, dignity and respect. Some examples of welcome attire are durags, turbans, hijabs and burkas.

ADP has a dress code to ensure your teen's safety and successful participation in all program activities. We expect all patients to follow the dress code:

- Teens must come to the program in seasonally-appropriate clothing
- Teens must have a pair of non-marking indoor shoes for time in the gym
- Clothing should be respectful and not display any inappropriate language or symbols



A Scent-Free Program

Please refrain from wearing perfume, body spray or lotion with strong scents. Some ADP staff, patients and family members may have scent sensitivities.

Childcare

ADP does not offer supervision for siblings during family therapy or parent groups. It is your responsibility to arrange for childcare at these times.

Health and Medications

Health History

The nurse will meet with you at the beginning of the program, either in-person or over the phone. They will guide you through what's called a medication reconciliation. This includes reviewing your teen's medical history starting



from pregnancy up to the present, a family medical history and current medications. They will also check your teen's vital signs at the beginning of the program (blood pressure, pulse, height and weight). We will also contact your pharmacy to get your youth's medication history.

Medication

If your youth requires medication throughout the school day, the ADP nurse will administer it for them. The medication must be in the original packaging, and the label must explicitly state the medication's name and proper dosage. We will send the bottle home when it is getting low so you can refill it at your pharmacy.

Immunizations

As with any other school district, CASA day programs liaise with Public Health to ensure your teen has the most up-to-date vaccinations, in order to protect themselves and those around them. Your contact information will be shared with a community health nurse, who will contact you to further discuss your teen's immunization records. With your consent, the nurse may visit CASA to immunize your youth while they are in the program. They may also offer to meet you at a health centre in your community to administer these immunizations. These nurses are the most knowledgeable in this area and will be able to answer questions or concerns regarding immunizations.

Allergies

The ADP team is sensitive to the allergies of all patients, family members and staff. Please notify us if your teen has any sensitivities or allergies. We will document this information on your youth's Caution Indicator form, and it will be placed on the front of their file.

Please help us to maintain a nut-free program.

Sick Protocol

If your teen is sick, please keep them home. Contact the ADP nurse at 825-977-0610 or contact your primary staff. If your teen is experiencing

symptoms while in the program, the team will determine if they should be sent home or isolated from the group until picked up. Please keep the nurse updated on any symptoms, so they can determine when it would be best to return to program.

Assessment Process

In ADP, assessment is a collaborative and ongoing process. Assessment allows us to gain a holistic understanding of your teen's strengths and challenges in many different areas. Good assessment considers child development principles, observations of behaviour patterns, formal questionnaires and tests, and your teen's story.



Caregivers are critical to the assessment process, along with other systems of care, like your teen's school. We use questionnaires about your youth and family to help us measure ADP's effectiveness, as well as to inform treatment. We will discuss these questionnaires further during the program and will cover privacy and information use considerations.

Clinical Programs

While each youth requires a unique treatment plan, ADP also offers a core set of interventions to all patients and families. These include:

Group Therapy

In group therapy, ADP teens meet with the program psychiatrists and mental health therapists to discuss and explore their thoughts and emotions, and



how they may impact their behaviours. Group therapy provides a supportive environment where adolescents can share experiences, gain insight and develop new coping strategies. Homework can sometimes be assigned in these groups, such as practicing new skills at home, supported by the family. There are two main groups:

Psychodynamic Group

Teens will explore how past experiences and unconscious processes impact their behaviours and relationships. The goal of the psychodynamic groups is to foster self-awareness and insight into unconscious patterns, and to understand how past experiences may influence present-day feelings and decisions.

Dialectical Behaviour Therapy (DBT)

These groups focus on developing an awareness of the present using mindfulness skills. DBT groups support adolescents in building the skills they need to tolerate or manage stress, understand and use emotion regulation skills, and build interpersonal effectiveness skills. The goal is for adolescents to be better equipped to build and maintain healthy relationships.

Individual Therapy

A therapist will provide specialized one-on-one clinical services to your teen to help them develop important skills or treat certain conditions based on their unique needs. Individual therapy includes coaching within everyday school activities and in quiet moments, and traditional one-on-one therapy sessions.

Art Therapy

Art therapy is led by a certified art therapist who provides guidance and support during sessions. This is a time for adolescents to express themselves through artistic creation. It's a chance to convey thoughts and feelings that might be too challenging to express with words. The focus of art therapy is on the act of creating rather than the aesthetic appeal of the final product.

Medication Review

To support success in the home, school and community, the psychiatrist will review medication and may suggest changes, including increasing or decreasing dosage, changing a prescription or starting a new medication. It is important to monitor your adolescent's vital signs (blood pressure, pulse, height, weight) when taking medications, especially new medications. The nurse or psychiatrist will complete a medication review each month.



Programs for your Family

Your involvement as a caregiver is critical to success in ADP. Your engagement is incorporated into every part of the program and includes the following mandatory components:

Parent Group

A bi-weekly support group running for approximately 10 weeks. This group addresses helpful topics for parenting an adolescent with a mental health condition and supports parents to learn a variety of strategies to use at home. These strategies will support you in decreasing your adolescent's challenging behaviours, nurture their unique talents and skills, and promote positive family relationships. You will also learn how to empower your youth by using DBT language and strategies to self-regulate. It is offered in-person at CASA Centre.

Individual Family-Oriented Therapy

This is a time for families to independently discuss and process family-specific successes and difficulties. Clinical staff will offer a toolbox of skills to help address your unique family needs. These sessions also focus on medication management, reviewing your teen's progress and ongoing collaboration about strategies to promote emotional regulation and manage

behaviour. Typically, the program psychiatrist and the mental health therapist will meet with you together, although additional meetings can be also arranged depending on your adolescent's clinical needs.

Discharge and Transition

School Transition

We know switching schools may be hard on your teen and family. The work involved in successfully transitioning back to your teen's home classroom begins when they enter the program. Throughout their time in ADP, adolescents are learning, developing and practicing skills that will support them in returning to their home school.

When your teen completes their time in ADP, the team will provide up to five months of transition support. This transition process is intended to help ensure your youth's successful return to their home school, and to help caregivers access resources and services in the community if needed. Depending on your teen's needs, tailored support ensures their success. Transition support may include the following:

- Connection to community mental health therapists
- Consultation between you and the therapy support navigator about your teen's progress at home
- Assistance from the therapy support navigator in accessing services, information and resources in your community
- In-person or phone consultation between the therapy support navigator and your community school to discuss strategies to help build success

At the end of your teen's time in ADP, you will receive a transition report. This report will include a summary of the therapeutic interventions provided, progress, observations and recommendations moving forward.





We will join you in a transition meeting with the community school. This meeting will ensure all involved parties are informed about your teen's progress towards goals, ongoing needs or concerns, recommendations moving forward and plans for transition support.

Transition of Mental Health Care

Responsibility for your teen's mental health care will return to the mental health provider they saw prior to the program. The ADP team will help to support this return. We can also help with a referral to a new provider if needed. We will send a copy of the transition report to the referring medical provider upon completion of the program.

Reasons for Early Discharge

The ADP team will work hard to accommodate your needs and scheduling demands. However, inability to be actively involved in your teen's treatment may result in early termination from the program.

Reasons for early discharge include:

- Consistent lack of patient attendance or habitual lateness
- Repeated or unexcused absences from multiple parent group sessions
- Inability to consistently attend individual family-oriented sessions
- Lack of effort with the agreed-upon treatment plan
- Adolescent requires a higher level of care (for example, a live-in program or hospitalization)

If we prematurely discharge your teen, we will send a letter to your physician informing them of why.



Rights and Responsibilities

Read about your rights and responsibilities as a caregiver, and your teen's rights and responsibilities, at casamentalhealth.org/rights-and-responsibilities.

Physical Intervention

The goal of physical intervention is **safety**. We only use restraint when your youth is in imminent danger of hurting themselves or another person. In the event a trained member of the ADP team safely uses a restraint to protect a youth or others, they must follow Therapeutic Crisis Intervention (TCI) regulations. If your teen is restrained, we will inform you. We formally review every restraint - both at the program level and by CASA's Patient Safety Committee.

Confidentiality

We ask all patients to be respectful of one another and themselves. All information shared in therapy or therapy groups is to stay there, and is not to be discussed outside of the groups with peers. Do not share the names or other identifying information of those in the program with anyone outside of the program.

If teens have concerns for their safety, they should be shared with staff and guardians.

There are some limits to confidentiality that are important to know. CASA Mental Health is legally and ethically required to break confidentiality if there are current concerns about safety (a threat of harm to self or others).



Contact

Office Hours

The ADP office is open Monday through Friday from 8:30 a.m. to 4:15 pm, except on [Edmonton Public Schools holidays](#). After hours, you are able to leave a voicemail with staff and we will return calls as soon as possible.

Questions and Concerns

If you have any questions or concerns about the program or your teen's/family's participation in it, please contact us at 780-410-8458.

**The ADP team
looks forward to
working with
your family!**