



**Dominion Hospital**

*HCA Virginia Health System*

An HCA affiliate

# **ADULT PARTIAL HOSPITALIZATION PROGRAM (PHP)**

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**6565 ARLINGTON BLVD.  
SUITE 101  
FALLS CHURCH, VA 22042**

**703-720-5500**

**Adult Partial Direct Line**

**703-538-2872**

**Adult Partial Intake Number**

**703-536-2000**

**Hospital Main Line**

**[www.dominionhospital.com](http://www.dominionhospital.com)**

Revised 10/10/17

## PHP PHILOSOPHY

The Partial Hospitalization Program (PHP) is an acute level of care provided by Dominion Hospital. This multidisciplinary program serves adults 18 years of age and older with mental health diagnoses. The service is an alternative for individuals able to maintain themselves in the community and not requiring 24 hour supervision, but still requiring a high level of therapeutic support. The Adult Partial Hospitalization Program is a significant link in the continuum of care provided by the Dominion Hospital system.

The primary goal of the Adult Partial Hospitalization Program is for individuals to increase and/or maintain their current level of functioning through participation in a comprehensive day treatment program. The treatment philosophy of the program holds that the individuals have the ability to direct positive changes in their lives. The program is voluntary and emphasizes the patient's responsibility for attendance and active participation.

In order to assist the individual in identifying their strengths, needs, goals, and areas of opportunity PHP utilizes a variety of treatment modalities to include individual, group and family sessions, as well as expressive therapy. The curriculum offers some flexibility in design, so that the PHP treatment team and the patient can work together to create an individualized treatment plan.

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

## ARRIVAL/CHECK-IN

Individuals are expected to arrive no later than 9:00am. The doors will open at 8:00am. Upon arrival, please sign in at the front desk. Individuals will be expected to check in with nursing staff, sign the sign in sheet, turn in cellular phones and watches, and give the nursing staff any medications that are brought to the program. The first group of the day begins at 9:00 am.

## BASIC EXPECTATIONS

The model of the Adult PHP program is group-based. Disruptiveness in the group can infringe on the benefit of the entire group. Adult PHP is a voluntary program. As such, each individual must be committed to their own treatment. This is where successful recovery begins. Although staff are committed to getting each individual back to leading a more fulfilling life, a big element of treatment is the individual's willingness, open-mindedness, and commitment to long-lasting and meaningful change.

### **Expectations for individuals in the Adult Partial Hospitalization Program:**

#### **Respect**

Perhaps the most important thing to remember is that everyone needs to show respect toward themselves and each other. If each individual is positive and encouraging, this will be a much better place for everyone to do the work that they are in this program to do.

#### **Refusing to Attend Groups or Follow Expectations**

Individuals are expected to participate in all programming, to cooperate with program rules as well as staff requests, and to accept responsibility for their behaviors.

If an individual refuses to abide by the expectations or participate in programming, his or her behaviors will be discussed with the attending physician. An individual's noncompliance impacts on treatment progress and may lead to discharge from the program.

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

Verbally or physically assaulting a staff member or another individual will result in immediate discharge and/or level of care reassessment. If the safety of the staff or individuals enrolled in program is compromised, a 911 call will be placed.

## BILLING INQUIRIES

For your convenience, we have a billing person on-site. Billing inquiries can be made at the registration office located at 6565 Arlington Blvd or by calling 703-720-5510. For individuals who are no longer enrolled in any program, billing inquiries should be directed to Richmond Patient Access Services (RPAS) at 866-823-7612.

## COMPLAINTS/CONCERNS

Program staff strive to provide high quality and safe care. Should a concern arise, the staff will always attempt to resolve the issue at the program level. If you feel your concern is not resolved or you would like to voice your concern directly please feel free to contact the Hospital Patient Advocate at 703-538-2882. Individuals receive a copy of the Patient Rights form at admission. Please see the unit staff should another copy be needed.

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

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

## DRESS CODE

Individuals should attend the program dressed in a conservative manner. Any clothing that interferes with the therapeutic environment is unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety and decency. The following clothing should not be worn while in the program:

- Clothing should not be sexually provocative i.e. tight, low cut, see-through, revealing or exposing undergarments
- Mini or extremely short skirts or shorts ( defined as any skirt 2” or more above the knee)
- Clothing with language or images that are discriminatory, vulgar or culturally insensitive
- Clothing that endorses drug use, unlawful use of weapons or gang symbols

## GROUP DESCRIPTIONS

**Community Meeting:** Community Meeting is an opportunity for nursing staff and individuals to meet as a group at the beginning and end of the day. Individuals are asked to come prepared to community meeting with a treatment goal for the day. Individuals will complete both AM and PM worksheets that will help staff understand individualize treatment. During AM community meeting, individuals will be asked to review their evening and any challenges they encountered. Individuals may also praise themselves for accomplishing a treatment-focused goal, or overcoming an obstacle the previous day. Community at the end of the programmed day will be an opportunity for individuals to discuss and plan for any concerns for that evening.

**Health Education and Wellness:** This is a nursing education group designed to provide individuals education to manage and recover from their illness, plan for their transition outside of hospital care, teach skills to have a healthier lifestyle, and develop coping skills.

**Weekend Planning:** This group convenes each Friday and focuses on addressing any anxieties or concerns individuals have about the upcoming weekend. Based on concerns brought to group, individuals will receive assistance to create a structured plan for Saturday and Sunday.

**Successful Life Skills (SLS) Group:** This is a psychoeducation group focused on broad-based skill-building to help patients manage self-identified problem areas.

**Safe Actions For Everyone (SAFE) Group:** Individuals will attend this group during their first 5 days of programming. This group focuses on crisis management skill-building to support and increase stabilization.

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

**Nutrition Group:** This group focuses on healthy living and making the necessary diet choices to maintain overall health. It is led by a registered dietitian.

**Expressive Therapy:** Using the creative arts (art, music and movement), this group focuses on self-expression and self-awareness to support recovery. These groups are led by our expressive therapy team.

**Pharmacy Group:** This group provides education on psychiatric medications and is also a venue to ask the pharmacist any questions relating to medication. This group is led by a pharmacist.

**Dual Diagnosis (DD) Group:** This group explores substance abuse and offers support using the Twelve Steps. Participation in this group is ordered by a physician after consultation with the treatment team.

## LABS

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

## MEALS

While enrolled in PHP, lunch will be catered 3 times a week as a part of the program fee. Individuals with allergies or a need for special menus (vegan, gluten free etc.) should notify the nursing staff.

Lunch is catered on Monday, Wednesday, and Friday.

Individuals will need to make their own arrangements for lunch on days that lunch is not catered.

## MEDICAL RECORDS/RELEASE OF INFORMATION

Care coordination is important to us. We are happy to provide an individual's Healthcare Providers with copies of their medical record. Individuals may also need copies for insurance purposes, legal purposes, as well as for their own individual use. Unit staff will provide an "Authorization for Release of Written Protected Health Information." This form must be completed in its entirety and signed by the individual (for ages 14 or older) and parent (unless patient is 18 or older).

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

## MEDICATIONS

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

## PATIENT IDENTIFICATION PASSCODE

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

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

## PATIENT SATISFACTION SURVEY

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

## PROGRAM HOURS

The PHP Program’s hours are 9:00a.m.-3:15p.m., with an arrival time from 8:00a.m.-9:00a.m.

### Holidays

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

### Inclement Weather

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

### Illness/Absence

Individuals are expected to notify staff if they will not be attending the program due to illness or any other reason. Individuals absent for more than 3 consecutive days may be at risk for discharge. Chronic tardiness will not be tolerated and may also result in dismissal from the program.

## RELATIONSHIPS

Group therapy is a powerful tool for growth and change. It is a unique opportunity to receive multiple perspectives, support, encouragement and feedback from other individuals in a safe and confidential environment. These interpersonal interactions can provide group members an opportunity to deepen their level of self-awareness and to learn how they relate to others. However, relationships formed in treatment are for the purpose of treatment. We strongly discourage outside communication (including the exchange of personal information such as phone numbers) with group members. These interactions have the ability prevent individuals from focusing on their treatment and detract from obtaining maximum benefits from treatment. **Sexual activity, hugging or handholding or any other form of physical contact is prohibited on the premises.**

## SAFETY LEVELS

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

- 1-2** Constant suicidal thoughts/ urges to self-harm/ thoughts about harming others, with the intent act and carry out the plan. Unable to commit to safety.
- 3-4** Frequent suicidal thoughts/ urges to self-harm/ thoughts about harming others. Need to be monitored by an adult to ensure safety. Unable to commit to safety.
- 5-6** Some suicidal thoughts/ urges to self-harm/ thoughts about harming others. Able to use coping skills and commit to safety.
- 7-8** Passive/fleeting suicidal thoughts/ urges to self-harm/ thoughts about harming others. Able to use coping skills and commit to safety.
- 9-10** No suicidal thoughts/ urges to self-harm/ thoughts about harming others. Completely safe.

## SERVICES FOR THE HEARING IMPAIRED

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

Should there be a concern or complaint about any services related to ensuring effective communication for individuals with special needs, please contact the Patient Advocate at 703-538-2882 at any time. If you reach the voicemail of the Patient Advocate, your call will be returned as soon as possible, during regular business hours.

## SMOKING/ALCOHOL USE

Smoking is prohibited inside the facility. Between each group, there are scheduled 10 minute breaks that may be used for a smoke break. Individuals may go outside, but must remain by the facility. Leaving group for cigarette breaks is discouraged.

Alcohol use is prohibited at all times during program hours.

## THERAPY SERVICES

**Individual and Family Sessions:** All individuals will be offered individual therapy session or family meeting per week. All individuals are encouraged to have at least one family meeting with a support person (does not need to be a family member) while enrolled in programming. The goal of these meetings is to assist individuals with identifying and mobilizing their support systems for successful recovery. Individuals are encouraged to an initial family meeting within the first 7-10 days of programming.

**Follow-Up Outpatient Planning:** Individuals will work with their assigned therapist to schedule follow-up appointments for continued treatment with both a psychiatrist and a therapist. Prior to discharge an appointment with a therapist must be secured within 7 days of the discharge date. If an individual is on medication, an appointment must be secured with a psychiatrist within 30 days of the discharge date.

## TREATMENT TEAM

Our experienced and compassionate interdisciplinary team offers a holistic approach to treating the complex problems of mental illness. The professional team includes a Psychiatrist, Clinical Therapists, Expressive Therapists and Behavioral Health Registered Nurses. The Treatment Team meets Monday through Friday. The assigned clinical therapist will review the treatment plan with the patient and will work with patients to incorporate patient specific goals into the treatment plan.

The role of each member of the Treatment Team include:

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

**Clinical Therapist (Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC)):** Provides individual, group and family therapy, coordinates case management and discharge planning. An individual's therapist will normally be assigned the first day of an individual's admission.

**Nursing Staff:** Monitors safety and behavior, coordinates with physician regarding medication issues, assists in the development of goals and achievement skills.

**Expressive Therapists:** Use the creative arts (art, music and dance) as a form of therapy. Our expressive therapy team lead therapeutic groups.

**Utilization Review Coordinators:** Works with an individual's insurance company or managed care company to ensure that each individual receives continued coverage throughout care.

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

**Dual Diagnosis Counselor:** Provides Dual Diagnosis assessments for individuals with substance abuse issues, conducts Dual Diagnosis and recovery groups, coordinates for Alcoholics & Narcotics Anonymous sessions.



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