

***Rite of Passage***  
***Policy and Procedure***

<b>Policy Number:</b>	<b>600.104</b>
<b>Policy Name:</b>	<b>Cottage Group System Policy</b>
<b>Program Type:</b>	<b>Residential</b>


**Policy:**

Rite of Passage's cottage group system provides students with a small, safe and youth-focused environment within a larger treatment setting. Each youth's cottage group consists of ten students or less and is led by a trained staff member who understands each student's treatment needs, and assists in meeting their treatment goals. The cottage group system provides the students an opportunity to interact in a small, family-like setting while practicing prosocial behaviors that are modeled by consistent staff, who are assigned to a specific cottage group and care for the youth during the program day.

**Procedure:**

1. Cottage groups operate as individual units in order for staff to build rapport, model pro-social behaviors in a positive learning environment, stay abreast of the culture within the unit and maximize supervision.
2. Cottage group staff shall be aware of their students' treatment plan and assist in reducing the criminogenic risk factors while strengthening their protective factors.
3. Direct care staff, assigned to cottage groups, are responsible for the health, safety and welfare needs of the group.
4. Cottage groups function together in daily activities, including:
  - a. Meals in which the students and staff sit together in their assigned cottage groups.
  - b. Group movements to and from program elements are conducted by cottage group.
  - c. Students participate in physical fitness and daily exercise as scheduled for their specific cottage group.
  - d. Group meetings, such as team meetings, community group meetings and PSD groups are provided by cottage group. Treatment groups may also be provided by cottage group, as appropriate.
  - e. Education may also be provided by cottage group, as appropriate.
5. In the event of an emergency, pandemic or epidemic, the Program Director may direct the use of a cottage group system, in which youth and staff remain within their assigned cottage group for all activities and under all circumstances.
6. Staff is assigned to the same cottage group in order to ensure consistency and continuity throughout a students' stay.
7. Progress of the group and recording all information regarding the group activities and the individuals within the group is a primary duty of the coach counselor assigned to the group.
8. Cottage group staff exchange student information as it pertains to individuals and the group during shift exchange and all staff meetings.
9. Cottage group staff are well versed in living systems, treatment approaches, interactive supervision (See **Interactive Supervision Policy 600.150**) and Proactive Intervention techniques (See **Proactive Interaction Policy 600.160**)
10. Cottage group staff work in unison with Therapeutic Managers, Teachers, and all other personnel to ensure quality treatment and services are delivered and practiced.

## Policy Version History and Reference Information

Date & Version #	Details	Approved By:
05/23/08 v1	Policy created	S. Broman
09/09/15 v2	Treatment language added	Rebekah Graham
04/08/20 v3	Emergency, Epidemic and Pandemic language added	

Reference Type (Accreditation, regulation, etc...)	Number, Section, ...