



**Dominion Hospital**

*HCA Virginia Health System*

An HCA affiliate

# **ADULT INPATIENT**

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**2960 SLEEPY HOLLOW ROAD  
FALLS CHURCH, VA 22044**

**703-531-6120**

**Adult Inpatient Direct Line**

**703-531-6125**

**and**

**703-531-6129**

**Patient Phone Lines**

**703-538-2872**

**Assessment & Referral**

**703-536-2000**

**Hospital Main Line**

## INPATIENT PHILOSOPHY

The goal of inpatient treatment is to provide quality care in a safe and nurturing environment. Using the principles of recovery, Dominion Hospital supports each individual in taking an active role in their treatment while various members of the staff help teach and guide individuals into an improved state of being. We understand that this can be a time of great stress and may result in many questions or concerns about admission to Dominion Hospital. The purpose of this handbook is to provide the guidance necessary to ensure a therapeutic stay at Dominion Hospital.

For some, this may be their first admission to a behavioral health facility, while others may have had previous admissions here or elsewhere. The structure and activities on the unit are deliberately designed to imitate life outside of the hospital. That means that while there are various types of therapy, there is also structured leisure and free time to emulate daily life outside of the hospital.

Please know that the hospital is in a constant state of quality improvement and strives to provide the best care possible. Any feedback is welcomed.

Finally, while here, we invite you to envision yourself *well*. We hope that we can provide the guidance necessary to restore each individual to a state of recovery. It is not an easy journey, but the reward is great.

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

## PATIENT RIGHTS

Dominion Hospital complies with applicable Federal civil rights laws and does not discriminate on the basis of age, gender, disability, race, color, ancestry, citizenship, religion, pregnancy, sexual orientation, gender identity or expression, national origin, medical condition, marital status, veteran status, payment source or ability, or any other basis prohibited by federal, state, or local law.

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. Additionally, the State Human Rights office may be reached 877-600-7437.

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

## BILLING

Individuals currently enrolled in Dominion Hospital's inpatient program, Partial Hospitalization Program (PHP) or Intensive Outpatient Program (IOP) should contact the Billing Manager at 703-531-6103 with billing inquiries.

For individuals who are no longer enrolled in any program, billing inquiries should be directed to RPAS at 866-823-7612.

## COMMUNITY MEETING

Community meetings are held twice a day (day shift and evening shift). During this meeting individuals evaluate and share their safety level (displayed on a poster board in the front lounge), set their daily goals, and complete a "My Daily Treatment Plan" worksheet. Information provided on A Daily Treatment Plan worksheet helps staff better assist you with your individual treatment needs and goals. Everyone is strongly encouraged to attend.

## CONTACT PERSON

Each individual is assigned a "contact person," one for the day shift (7:00am-3:00pm) and one for the evening shift (3:00pm-11:00pm), The name of your contact person is posted on a board across from the Nurses' station. Individuals meet with their "contact person" for a brief period during the day and evening shifts to assess individual needs, provide support and discuss their treatment.

## CONTRABAND

At Dominion Hospital, safety and comfort are important to us, as is the comfort and safety of the community within the unit. All items not allowed on the unit reflect items that are safety risks and/or items that could potentially cause a breach of patient's privacy rights.

**Please note that this is not an all-inclusive list.**

The following items are never allowed on the units:

- Items made from glass or ceramic (i.e. mirrors, vases)
- Metal items such as aluminum cans, metal lids, metal hair clips, metal barrettes, bobby pins, paper clips, pens with metal caps, etc.
- Toiletries with metal pieces (i.e. lotion pumps)
- Floral arrangements

- Blankets, towels, pillows & other linens from home
- Disposable/straight razors
- Spiral notebooks & 3 ring binders
- Aerosol products (i.e. hairspray or spray on deodorant)
- Plastic bags and plastic shower caps
- Strings, shoe laces, cords
- Knives or weapons of any kind
- Electrical devices; such as MP3 players, CD players, stereos, computers/laptops, cameras, etc.
- Musical instruments
- Belts, necklaces or scarves
- Thumbtacks, safety pins, sewing/knitting/crochet needles
- Nail polish & nail polish remover
- Lighters & matches
- Toxic materials including spray paint and markers (non-toxic markers are okay)
- Alcohol, narcotics, street drugs & drug paraphernalia
- Weapons or potential weapons
- Pornography
- Reading material about substance abuse, sexual activity, Satanism, or violence (all books must be reviewed by staff)
- Pets
- Valuables such as wallet or cell phone
- Any item deemed unsafe/hazardous by the charge nurse or the unit director

### **DISCHARGE**

Prior to discharge, each individual will receive a discharge packet which includes their discharge plan and a Press Ganey satisfaction survey. Outpatient follow-up appointments must be made before discharge and the individual's assigned therapist help make these appointments. The date and time of the appointment, along with the provider name and telephone number, will be included in the discharge packet. Should assistance be needed, staff members are available to help individuals complete their discharge packet.

On the day of discharge, staff will return any personal belongings, sharps and valuables which were held during the hospital stay. Individuals will review these items and inform staff of any missing items. Individuals are responsible for packing up their rooms for departure. Staff may assist if needed.

Individuals must arrange for transportation on the day of discharge and will remain on the unit until they arrive.

### **DRESS CODE**

Individuals should wear comfortable clothing while in the hospital. Shoes (without laces) or hospital socks, must be worn outside of the individual's rooms. Nightgowns and robes are limited to the individual's room only. The following are not permitted on the unit:

- Clothing that interferes with the therapeutic environment; including T-shirts or other pieces of clothing containing graphics, words or images, deemed inappropriate by hospital staff.
- Clothing that is low-cut; including tops, shorts, skirts, etc.
- Nudity or partial nudity.

Please see a staff member if you feel you are unable to comply with the dress code.

### **FAMILY/SUPPORT SYSTEM THERAPY**

Individuals make better progress when their family/support system is involved. If you feel that you would benefit from this service, please complete the Release of Information" form. Your assigned clinical therapist will contact your family/support system to set up any meetings or appointments.

### **INDIVIDUAL RESPONSIBILITIES**

**You are responsible for:**

1. Cooperating with all hospital personnel caring for you during your stay.
2. Asking questions if you do not understand directions or education provided to you.
3. Being considerate of other individuals and to see that your visitors are considerate as well.
4. Being respectful of others, of their property, and of all hospital property.
5. Abiding by hospital rules and regulations.
6. Minding your personal items, which are not stored in the hospital safe.
7. Disclosing all medications, you are taking, to the hospital staff and physicians.
8. Providing the hospital staff with any advanced directives, legal documents, custody agreements, etc., pertinent to the hospitalization or follow-up care.
9. Maintaining treatment recommended in the discharge plan. This includes taking medications as prescribed, following the discharge safety plan, and attending all after care appointments.

## LINENS AND LAUNDRY

Additional sheets, blankets, washcloths, and towels are kept in the nurse's station and will be provided upon request. Individuals are responsible for making their own beds and keeping their areas organized. There is a laundry room located on the unit. Staff will accompany individuals to the laundry room and provide laundry detergent. Soiled hospital linens, such as bed sheets and towels, are to be placed in the hampers. Please see staff regarding the hampers located in the laundry room.

## MAIL/PACKAGES/FLOWERS

Individuals are free to send and receive mail. **Stamps will not be provided by the hospital.** Mail must be opened in front of a staff member but can be read privately. Packages received during an individual's stay also must be opened in the presence of staff. Floral arrangements are not allowed on the unit. The mailing address is:

Dominion Hospital  
C/O 2 North, Adult Unit  
Individual's Name, Patient ID # \_\_\_\_ (4-Digit Code)  
2960 Sleepy Hollow Road  
Falls Church, VA 22044

Due to privacy concerns, Dominion Hospital will not forward individual mail after discharge. It is the individual's responsibility to provide family, friends and business contacts their forwarding address.

## MEALS

All meals will be eaten in the cafeteria, located on the 1st floor, unless their treatment plan indicates otherwise. In order to go to the cafeteria, individuals must be appropriately dressed, wear shoes and be ready at the nurses' station at the designated times. On the weekends, a continental breakfast is served, on the unit, for all individuals.

If it is deemed best that an individual eat meals on the unit, a tray will be delivered to the unit and will be handed out by staff. Meals on the unit will be eaten in an area designated by staff. For safety purposes, use of plastic utensils will be monitored and turned in at the end of mealtime. No food is allowed in individual's rooms and will be disposed of if found by staff. Please see meal times below.

Individuals with allergies, or in need of a special menu, will have designated trays that will either be delivered to the unit, or be available in the cafeteria. Individuals should consult their doctor if they require further dietary needs. Light snacks, ice, water, milk and juice are available on the units.

## MEDICAL RECORDS/ RELEASE OF INFORMATION

Continuing care is important to us and we will provide an individual's Healthcare Providers with copies of their medical record. Individuals may also request copies for insurance purposes, legal purposes or 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.

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.

## PATIENT IDENTIFICATION PASSCODE

The privacy of individual's information is extremely important to us. All information regarding your inpatient stay is private and confidential. In order to best protect privacy, a 4-digit-passcode will be assigned, at the time of admission, to each individual. This passcode must be given to family members or friends, whom you wish to receive contact from, while in the hospital. The passcode will be required before they are able to reach an individual by phone, at visiting time and/or to drop off belongings to the receptionist in the hospital lobby.

**Family or friends seeking to contact an individual in the hospital will need to provide this 4-digit-passcode to staff in order to proceed with their request.** The passcode *DOES NOT* serve as authorization to disclose Protected Health Information (PHI). It is only used to be able to make contact with an individual during their inpatient hospital stay.

For more information, please contact the Facility Privacy Officer at 703531-6106.

## PATIENT SAFETY/OBSERVATION

One of Dominion Hospital's most important goals is to ensure that all individuals receive treatment in an environment that is safe and secure. Upon admission and during the course of hospitalization, there will be ongoing assessments of an individual's safety. All individuals require varying levels of structure and support in order to maintain safety. The following precautions are instituted for safety:

- Unit Restriction (UR): See description to right.
- Sharps Restriction (SR): May not check out items on the sharps list. All individuals are on sharps restriction for at least 24 hours after admission but may require more time due to various treatment reasons.
- Falls Risk (FR): The treatment team will determine if an individual is a falls risk. An individual may require a falls alarm at night or additional interventions as ordered by the treatment team.

## **15 Minute Checks**

One of the main components of safety precautions, on the inpatient units, are 15 minute checks. A staff member must observe each individual every 15 minutes during their stay. This will require the staff member to open the door and look at the individual throughout the day and night.

More frequent monitoring may be instituted if an individual is assessed to have the potential to harm themselves or others or if their behavior is such that it may potentially be harmful or disruptive to others.

## **Unit Restriction**

When a new individual arrives on an inpatient unit, they will remain on the unit until determined to be safe by their attending psychiatrist, the internist, clinical manager and other members of the treatment team. This is usually accomplished within the first 24 hours.

If an individual engages in self-injurious behaviors (cutting, scratching, burning, etc.), that individual will remain on the unit for the next 24 hours. To leave the unit again, the individual will need to demonstrate that they can remain safe by processing the event with staff and by demonstrating safe, effective coping skills in lieu of self-injury. If an individual engages in threatening or aggressive behavior, are unable to follow basic staff instruction, otherwise demonstrates that they are a danger to themselves or others, or poses a severe elopement risk, that individual will remain on the unit until the treatment team determines them safe again.

## **PATIENT EXPERIENCE - PRESS GANEY SURVEY**

Our mission is to provide our patients with the highest quality care we can. To accomplish this, we need to know what we are doing right and what needs improvement. We depend on our patients and families to keep us informed. By sharing your thoughts and feelings about your experience, you can help make our care better for future patients and families. Upon discharge, you will receive a brief survey to express your honest feedback. Your response is totally confidential. If issues or concerns should arise during your admission, please inform a staff member, so that we can make immediate efforts to address whatever may be going on.

## **RELATIONSHIPS**

Relationships formed, in treatment, are for the purpose of treatment. Outside communication may distract individuals from focusing on their treatment or detract from obtaining maximum benefits from treatment. No sexual activity, hugging or handholding is permitted on the units. Hospitalization is a vulnerable time and discretion is strongly advised in developing relationships. Individuals may not visit in another individual's room, even if they are of the same gender. Sexual relations are prohibited at all times and under all circumstances.

Staff encourage individuals not to give out personal information to other individuals, including telephone numbers.

## **ROOM ASSIGNMENTS/UNIT LAYOUT**

### **Individual Rooms**

Individuals may share a room with one or two other individuals. Individuals cannot be guaranteed a private room. Each room has two or three single beds, built-in closets, and drawer space. Only members of the same sex will share a room. Toilet and bathing facilities are located in each individual room. Admissions and discharges may require reassignment of rooms.

Individuals are expected to keep their areas organized and their beds made. Self-care is the responsibility of each individual. Individuals will be responsible for attending to their own personal needs, such as hygiene, laundry and storing their belongings in the drawers and closets provided. No items may be taped to the walls, doors, windows or furniture in the room.

### **Common Rooms/Lounges**

There are common areas/lounges on each unit. Individuals are responsible for straightening up the lounges after use. Tables and chairs must be neatly arranged. Papers, food containers and other garbage must be disposed of properly. Individuals may be asked to stay in one common area or another for the purpose of group activities or safety concerns.

### **Environmental Rounds**

Environmental rounds are completed daily by staff to check on cleanliness and overall room condition, including the need for maintenance repairs or attention from housekeeping. Individuals are encouraged to report to staff any needed maintenance repairs they observe.

### **Room Checks**

A room check is a more thorough check of individual's rooms and personal belongings. Room checks are done randomly or when staff have a reason to believe there may be restricted items or contraband present. Room checks include the search for food or beverages as well as unsafe items. It is important to note that individuals may not store any food or beverages besides water for infection control purposes. Items found and deemed unsafe will be automatically returned to the Nurses' station or disposed of appropriately. This is done to maintain the safety of the unit.

### **Alcohol, Drugs, Drug Paraphernalia**

Any alcohol, drugs, or drug paraphernalia found during a room or belongings search will be immediately confiscated and the individual's physician will be notified. Additionally, staff are required to notify local police if any illegal drugs are found on the unit.

## **Bed Times**

Individuals are expected to be in their rooms preparing for bed by 11:00pm. We ask that individuals stay in their room until 6am the following morning. In some cases, other accommodations can be made.

## **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 cater to individual treatment needs.

- 1-2** Constant suicidal/homicidal/self-harm thoughts, a plan to hurt self/others, intent to carry out the plan, not committed to safety, not agreeing to come to staff before acting on unsafe thoughts. *Safety levels under 5 require individuals to complete a safety contract and may need additional staff interventions.*
- 3-4** Constant suicidal/homicidal/self-harm thoughts, a plan to hurt self/others, no intent to carry out the plan, not committed to safety, but agreeing to come to staff before acting on unsafe thoughts. *Safety levels under 5 require individuals to complete a safety contract and may need additional staff interventions.*
- 5-6** Frequent suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts.
- 7-8** Some suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts.
- 9-10** No suicidal/homicidal/self-harm thoughts, no plan to hurt self/others, **committed to safety** and agreeing to come to staff before acting out unsafe thoughts. *Considered 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 a nurse or other hospital 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 during business hours or anytime to leave a message. After hours, a Nursing Supervisor is on duty to assist with concerns and may be reached at 703-538-2875.

## **SHARPS**

Many items are restricted in the hospital because of safety concerns (see “Contraband” section). A few “sharps” items may be stored on the unit and used after the individual’s treatment team advances the individual off of Sharps Restriction (SR). Those items include:

- Use of the unit hair dryer
- Nail clippers
- Electric razor-battery operated only without a cord. Razors may not be shared with anyone else.
- Emery boards
- Dental floss, which must be thrown away at the Nurses’ Station
- Q-tips, which must be thrown away at the Nurses’ Station

If an individual is off of Sharps Restriction (SR), sharps may only be accessed during the following times:

6:30am-7:00am  
7:30am-9:00am  
5:30pm-6:30pm  
8:30pm-9:30pm

All sharps must be returned by the end of each “sharps” time. Sharps cannot be checked out outside of the scheduled Sharps Time.

## **SIGNING OUT FOR OFF-UNIT ACTIVITIES**

Anytime an individual leaves the unit, they must sign out in the “sign out” book located at the Nurse’s Station. Clinical therapists and physicians will sign individuals out for meetings taking place off the unit.

## **SMOKING**

We care about the health of our patients, staff and guests. Dominion Hospital is a tobacco-free environment as of April 2014. This applies to all areas of the hospital campus, inside and outside. Please speak with your doctor or nurse if you smoke and you desire nicotine replacement options or if you are interested in smoking cessation counseling.

## TELEPHONE/COMPUTER TIMES

Cellphones are not allowed on the units, at any time. Individuals will have access to the telephone at designated times. The purpose in designating specific telephone times is to reduce the number of interruptions during groups and activities. Additionally, limiting the time on the telephone allows other individuals to make and receive calls.

To make an outside call, dial “9” prior to the phone number. If you need assistance with making a call, please see a staff member.

Telephone Times are between 7:30am-11:00pm, except when a group or meeting is occurring (phones will be switched off). Please see the posted group schedules to determine availability.

There are two individual phone lines available that are linked to phone in the patient lounge. Those numbers are:

**703-531-6125**

**703-531-6129**

A patient ID number is not needed when calling the two numbers above but will be needed if the caller calls the Nurses’ Station.

If you are in the patient lounge and hear one of the phones ringing, please pick up the receiver and simply say “Hello.” If you are unaware of whom the caller is trying to reach, please have a staff member assist.

Each afternoon at 5:30pm, individuals will have the option to visit the Computer Lab. After signing a “Responsible Use of Computing Agreement”, individuals will have access to the internet and printing capabilities as needed.

## TELEVISION/MOVIES/BOOKS

The unit has SMART televisions in the front and back lounges. The television will be turned off during scheduled groups and at 11pm. Individuals may decide which television program to watch and courtesy is expected between individuals. Staff may intervene if inappropriate shows are selected.

The unit stocks books and games for use during non-scheduled group times. This is an example of utilizing leisure time. Movies are available via network providers through the SMART TV’s. All movies must be PG-13 or less, due to potential themes that are counterproductive to treatment.

## TREATMENT TEAM

The Treatment Team meets Monday through Friday to discuss individual Care Plans and discuss multidisciplinary input for goals and interventions. An individual Care Plan is developed just for you! This plan is reviewed daily by Clinical Therapists, RN’s and Physicians. The Clinical Therapist will review the Care Plan with you, and together you will determine the goals for your treatment. Adjustments can be made, as needed, throughout the hospitalization.

The Treatment Team consists of:

**Physician:** Your Doctor is a board certified psychiatrist that specializes in the treatment of patients with your specific needs.

**Registered Nurse (RN):** Our RN’s specialize in psychiatric care. For your information, our RN’s wear navy blue uniforms. Our RN’s are always available to assist you. Your RN is an important link to the many specialists that we have here at Dominion Hospital.

**Mental Health Psych Technicians (PT):** The PT’s are here for your safety and support. Our PT’s wear black scrubs and they are here to make sure you are safe at all times. PT’s check on all patients’ safety every 15 minutes. Safety is our top priority!

**Clinical Therapists:** You will be assigned a clinical therapist in the first few days at Dominion. They are here to support you in every way, and to provide a link to the community. We want to make sure that when you leave Dominion, you have the full support that is needed to continue your success!

**Substance Abuse Therapist:** The substance abuse therapist facilitates “Intersect”, the mental health and substance use treatment program. Please consult with your doctor if you feel this needs to be a part of your Care Plan.

**Registered Dietician:** If you have specific dietary needs, the registered dietician will assist you with planning your diet appropriately.

**Activity Therapists:** Our activity therapists have a holistic approach to your recovery.

**Your Support System:** We, at Dominion Hospital, believe that your family and social support system is the cornerstone of your recovery. We encourage your support system to participate in your treatment.

## VISITING

Members of clergy may visit at any time. Dominion Hospital asks that a call be placed first, to the unit, to arrange the best time to visit for that day.

Outside therapists or psychiatrists may call or visit, but only with written order from the attending psychiatrist.

Please help us ensure unit safety and comfort by observing the following procedures:

- Visitors must register at the front desk in the main lobby and obtain a Visitors’ Pass, which they must wear during the visit. Our security staff will conduct a search of items to be taken to the Unit at this time.
- When arriving on the unit, visitors must sign in at the nursing station. All belongings brought onto the unit for individuals will be inspected by Unit Staff again. *Staff will not accept any restricted items from visitors.*

- Food is permitted, but only in the amount that can be consumed during visiting time, usually one meal. Non-alcoholic drinks are allowed, but only in sealed plastic containers and must be consumed during visiting time, as well. No food or drink storage is permitted on the unit.
- Due to the limited amount of space, two visitors per person will be permitted at one time (immediate family only). If more than two immediate family members come to visit, turns will need to be taken so all visitors can spend time with the individual.
- We ask that visitation take place in the lounge, not in the individual's room. This ensures that all our individuals have a "safe place" to be during visiting.
- An approved adult visitor must accompany family members under the age of 18 and remain with them throughout the visit.
- If the hospitalized individual requires intense supervision, visiting arrangements will be organized and monitored by nursing staff.
- Visitors and individuals must say goodbye on the unit. Individuals will not be permitted to accompany visitors to the lobby.
- Visitors may be asked to show their badge when exiting secure areas of the hospital and are asked to return the badge when exiting the hospital.

### **Visitor Conduct**

- Please leave valuables and electronic devices (cellphones, pagers, etc...) in your vehicle. Our Security Staff will ask you to return these items to your car before leaving the Lobby area to the Units. Do not bring bulky coats or bags on to the unit and do not leave personal belongings unattended.
- Any visitor appearing to be under the influence of alcohol or drugs will not be allowed to visit and may be directed off the premises.

### **POST DISCHARGE WELLNESS CALLS**

To support each individual's discharge transition, Dominion Hospital offers a supportive telephone follow-up service after they leave the hospital. This service is offered to each individual with their consent (via a signature) at the time of discharge. With an individual's consent, a discharge coordinator will make telephone contact with them at the number provided, within three days after discharge. The purpose of the calls is to ensure that each individual understands the medications they are prescribed, when and where their follow-up appointments are and a general well-being check-in. Many individuals take advantage of this valuable service which is provided free of charge. To take advantage of this service, please let the nurse know at the time of discharge.

### **WHAT TO BRING**

Personal items and bags brought in, upon admission and during visiting hours, will be inspected by front desk and unit staff. Dominion Hospital discourages bringing any personal valuables to the hospital such as wallets, credit cards, money, cellphones, etc. All jewelry must be removed at admission. If these items are brought to the hospital, the items will either be sent home with a family member or friend of the individual's choosing, or will be locked in the hospital safe. No valuables will be stored on the unit. Upon admission, staff will take an inventory of everything that the individual has brought with them. Individuals will be allowed to keep all unrestricted items with them and those items will become their responsibility. Individuals are encouraged to bring the following:

- Three to four changes of casual, comfortable clothes (storage is limited)
- Pajamas or nightgowns, without drawstrings
- One pair of comfortable shoes or slippers, with no laces
- Jacket or sweater based on the weather