

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION I:	PATIENT FOCUSED FUNCTIONS
CHAPTER 2:	Provision of Care, Treatment and Services
PROCEDURE 2.39:	Homework Assignment/Generalization Process
REVISED:	07/08/10; 01/24/18
Governing Body Approval:	08/12/10; 04/18

PURPOSE: To describe the process for assisting people who attend Social and Independent Living Skills groups with their homework assignments while generalizing skills learned to their home unit. Practicing skills learned in the group setting will assist the individual with confidence and retention of skills used in the home environment. These skills will better equip the person for community re-entry activities, enhance his/her quality of life and better prepare him/her for transition to the next level of care.

SCOPE: MHA and LFTS (contact persons and PNTs) directly assigned to people on the units.

POLICY:

During the assessment processes, a person in recovery gives his/her input into his/her treatment planning process.

Definitions: In writing he/she is offered treatment/ group options on his/her unit.

Social and Independent Living Skills (SILS) groups – SILS are modules that were designed by Dr. Robert Paul Liberman. There are eight modules: “Basic Conversation Skills,” “Community Re-Entry,” “Friendship and Intimacy,” “Medication Management,” “Recreation for Leisure,” “Substance Abuse,” “Symptom Management,” and “Workplace Fundamentals.” These modules are designed to be taught by both a Leader and a Co-Leader. They are geared toward people in recovery who have psychiatric diagnoses. While all modules are not exactly the same they do have commonalities regarding the teaching and learning strategies. Participants are found to learn, comprehend and retain information best with introductions, demonstrations and repetition. Modules generally include a Trainer’s Manual and workbooks for group members, an introduction to the skill area, video tapes of people demonstrating skills with questions and answers, role playing of group members that may or may not be video taped, resource management, in vivo exercises and homework assignments.

Homework Assignments – Homework assignments are essential for giving opportunities, encouragement and reinforcement for group members to practice with treatment staff on their “home” units those skills that they learned in a group.

Generalization – Generalization is synonymous with Homework Assignments in that the person returns to his/her “home” unit where he/she practices a skill learned in the SILS group within the milieu of his/her home environment.

CASIG (Client's Assessment of Strengths, Interests and Goals) - This form can be filled out by the person in recovery, Mental Health Assistant, Nursing Staff or other clinicians. The CASIG consists of sixteen domains including "Living Situation, Work or School, Relationships, Spiritual/Religious Life, Physical Health, Money Management, Health and Wellness, Food Prep and Nutrition, Transportation, Leisure Activities/Hobbies, Personal Care, Medication, Patient Rights/Self-Advocacy, Symptom Management, Substance Abuse and Behavior Issues." All of these areas contain three questions except for Medication. This tool can be very instrumental when designing the Treatment Planning process and should therefore be completed prior to constructing the Treatment Plan in the RMS (Recovery Management System).

SOCI (Staff Observation & Client/Patient Information) - This form has the same sixteen domains and questions as the CASIG but is completed by staff with minimal patient input due to his/her cognitive level of ability.

SOGI Section 1 (Goals identified by Person in Recovery) - is used in conjunction with the CASIG) This form contains the sixteen domains, determines if each domain has a goal identified by the person in recovery and whether they should be part of the Treatment Plan now or be deferred. Finally, the goals that are identified for the Treatment Plan are ranked by order of priority.

SOGI Section 2 (Staff Observations) - is used in conjunction with the CASIG or SOCI.

PROCEDURE:

Homework Assignment Rating Form (Step 1)

Once a person in recovery becomes a member of a SILS group he/she will begin to receive homework assignments at the conclusion of each group. The SILS group leader and/or co-leader will communicate the homework assignment to the patient and will assist those who are capable with filling out the top portion of the Homework Assignment. If needing assistance, the group leader and/or co-leader will help the person with completing the top portion of the Homework Assignment Rating Form or will fill it out for him/her. The group leader will make sure that the due date is clearly delineated on the homework form.

Homework Assignment Rating Form (Step 2)

Each member of the group will receive a folder that will contain his/her homework assignments. As an exercise, the group leader and/or co-leader can facilitate the members with writing their names and the name of the group on his/her folder.

Homework Assignment Rating Form (Step 3)

The folders are brought to the Nursing Station on the home unit of the persons in recovery. The folders will be kept in a file box used solely for the homework folders. The file box will be kept in close proximity to the chart rack. The folder box will be divided into two sections; completed and incomplete homework.

Generalization (Step 4)

The persons' PNT or Contact Person will assist the person in recovery with completing his/her homework assignment. This is the generalization step of the homework assignment in that the person practices his/her newly learned skill in his/her home unit. Night shift staff will maintain the tracking of the homework status. Every night the Charge Nurse will designate a MHA to generate a list of those patients that have incomplete homework. This list on the shift Assignment Sheet is shared in shift report each shift and a copy remains in the file box. The individual completing the daily shift Assignment Sheet will reference the Generalization list as to which

individuals have homework to complete. Generalization Homework will be noted on the assignment sheet under each PNT or Nursing contact person for their assigned patients.

Homework Assignment Rating Form Completion (Step 5)

Once the homework assignment is completed, the PNT or Contact Person who assisted the person in recovery will complete the bottom section of the Homework Assignment Rating Form and then return the folder to the Nursing Station. This process must be completed no later than the assignment due date.

Homework Assignment Rating Form Review (Step 6)

The SILS group leader will pick up the folders prior to the next group and will plan to go over the homework assignments of each member at the beginning of the next class.

Documentation of Homework Assignment Progress

The SILS group leader will document the person's progress with regard to completing the homework assignments in the RMS during the writing of the weekly or monthly note.