

parent handbook



Children's
HABILITATION CENTER

the bridge home

Children's Habilitation Center (CHC) is a sixty seven (67) bed, Skilled Medical facility serving children and infants that have complex medical needs. CHC provides sub-acute care with the goal of transitioning children home. CHC maintains close affiliations with Chicago's leading pediatric medical centers. CHC prefers to admit children from birth to six years of age a minimum of six months or until ready for discharge. CHC offers twenty-four hour skilled nursing and respiratory care, on-site physical therapy, a pediatric dietitian, as well as occupational therapy, speech therapy, clinical psychologist, clinic transport nurse, trach nurse, case managers, activity department, one CNA to every room and hydrotherapy. All care decisions are managed under the direct supervision of a board certified physician and nurse practitioner.



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Do I have to give up custody of my child if he or she is admitted to CHC?

No. Admission to CHC does not affect your parental rights or guardianship status. Our goal is to keep families together as much as possible during the time that your child is a resident here. As a parent or guardian, all major medical and educational decisions are subject to your approval. Interdisciplinary status meetings are available upon request.

Are all children admitted for long term stays?

CHC admits children for either short (6 months minimum or longer) The length of a child's stay is dependent on the goals of treatment and the medical needs of the child.

When can I visit, and can other family members visit as well?

Upon admission, parents and guardians will be asked to inform CHC in writing who will be allowed to visit their child. Please sign in when you arrive and sign out when you depart. The Visitor's Log Book is located at first office upon entry or at the nurses' station. Suggested visiting hours are between 10:00 A.M. and 8:00 P.M. seven days a week. If you are a working parent and it is impossible to visit during these hours, arrangements can be made in advance with the Director of Nursing. Brothers and sisters may also visit when they are accompanied by a parent, however, there are some visitation restrictions for children especially during flu seasons. Please check with the Charge Nurse and have your assigned case manager paged upon arrival. No visitors are allowed in patients' rooms to ensure privacy of other residents.

Security

All parents/guardians and family members are admitted through the electronically monitored door at the rear entrance. All parents/guardians and family members are requested to sign the Visitor's

Log Book. New visitors and families will be requested to show photo identification. All visitors are required to wear photo identification badges.

Will I need special training to take my child home?

CHC offers comprehensive training in ventilator, tracheostomy, and G-Tube care. Health Care Provider CPR is required prior to beginning training. Two care givers must participate in training sessions. Care Giver Training must be completed prior to any home visit and prior to any discharge. If training occurred at another facility, return demonstrations are required. Contact the Staff Development Coordinator to schedule training appointments.

Can I take my child on home visits?

Home visits are encouraged when your child is medically stable and when Care Giver Training has been completed. Every home visit must be approved by the attending physician and Administrator. If you are planning a home visit, contact a Nurse or Case Manager two weeks in advance of the desired visit so the home visit request can be processed. You are responsible for arranging for transportation and any required medical equipment. Any needed medication will be sent home with the child. We request that the children going on home visits leave and return during established visiting hours. Any liability is the Guardian's responsibility.

How can I obtain equipment to take my child home on visits?

Public Aid and most insurance companies will not provide payment for equipment in the home while a child is a resident of Children's Habilitation Center. Any agreement for rental of medical equipment and the subsequent payment for the rental is between the guardian and the equipment company.

Will my child go to school?

CHC is certified by the Illinois State Board of Education as a private non-public school and provides education for children that are unable to attend Public School off-site. If your child is not medically stable, he or she may attend one of CHC's classrooms and/or bedside teaching is provided as necessary. It is important to register your child in your local school district when he or she turns three years of age. If your child is not three years of age yet, he or she will attend our zero to three (Early Childhood Program) educational program.

Will my child participate in activities?

Yes. Many activities are available within Children's Habilitation Center. Art therapy, plays, holiday celebrations, movies and family special events are some of the activities that make Children's Habilitation Center a special place to be. In addition, with physician consent, children can participate in community field trips to local sites such as a fire station, parks, community fairs and the zoo in CHC's specialized bus.

Are parents invited to activities?

Parents are always welcome at CHC! In fact, many activities are planned especially to encourage family participation. Parents and families can learn of these events through mailings, website or contacting your child's designated case manager.

Can I call to see how my child is doing?

Of course. Please call anytime to check on your child. The 24 hour Nurses Station number is 708.339.6095. Ask for the Charge Nurse for medical questions or your child's Case Manager for non-medical questions. Only the parent or guardian may request information.

What happens when a child is ill?

If your child is ill, he or she will be seen by the attending physician. Should this occur when a physician is not in the facility, they will be consulted by phone. Parents are called if it is felt the situation is serious and hospitalization is necessary. In case of a life threatening medical emergency, your child will be sent by ambulance to Ingalls Memorial Hospital which is located three blocks from the facility. If inpatient hospitalization is necessary, your child will be transported via ambulance or helicopter to one of Chicago's leading medical centers. CHC prefers to work closely with University of Chicago.

Who should I contact if I have a non-medical concern about my child?

Immediate concerns can be addressed with your Case Manager or the Case Manager on duty. If a Case Manager is unavailable, contact the Charge Nurse. If your concerns have not been addressed, contact the Administrator at 708.596.2220.

What if I move or change my phone number?

Please notify the Case Manager or Charge Nurse with any new information immediately. It is important that we are able to contact you or your emergency contacts at all times. In the case of an emergency and any hospitalization or need for medical care, your consent is needed, hospitals require it before care can be given. CHC cannot give authorizations to outside medical care. In the case of a move, you will need to register your child in the new school district and notify CHC immediately.

What if I go on vacation?

Let us know when you will be leaving and when you will return from vacation. Please notify any of the above staff how you can be contacted while on vacation in the case of an emergency.

What if my child requires special physician consultation?

Frequently, specialty clinics such as neurology, neurosurgery, pulmonology, podiatry, eye, and dental are conducted on-site by our visiting consultants. Other specialty clinical appointments are made on an as indicated basis at local Chicago hospitals. If your child needs to go to an off-site appointment, he/she will be accompanied by the clinic transport nurse and will be transported by ambulance. You will be notified of any off-site appointments and are always welcome to meet your child at the clinic. If your attendance is required for any reason, you will be advised at the time you are informed of the visit by the clinic transport nurse.

What will happen with my child's Social Security checks?

The majority of your child's SSI or SSA will go directly to the primary care provider (such as Public Aid) to set off the costs associated with daily medical and nursing care. Every month approximately \$30.00 is allocated for your child's personal needs. CHC will set up an interest bearing savings account (trust fund) for your child at a local bank. SSI or SSA checks designated for personal needs will be directly deposited into your child's trust fund account. With your signed consent your child's Case Manager will purchase necessary clothing and personal items, not covered in the daily bed rates from their account. Application for SSI is mandatory to maintain benefits through Public Aid. You should apply immediately for benefits at your local Social Security office upon admission (failure to do so could lead to discharge and state penalties).

Will I have the opportunity to meet the families of other children?

Yes. First you may request to speak with a family prior to your child's admission. These family members can best tell you about our facility and frequently are willing to provide you with support and understanding. CHC's family events are an excellent means of connecting with others.

Directions

From Chicago: Take the Dan Ryan Expressway south to I-57 to Sibley Blvd. (147th Street) East. Take Dixie Highway South (right) to 154th Street East (left). The facility is located on the corner of Winchester and 154th Street on the left side.

From the North or Western Suburbs: Take I-294 south to 159th Street East to Dixie Highway North (left). Take 154th Street East (right) to the corner of Winchester and 154th Street.

From the South: Take I-57 to 159th Street East to Dixie Highway North (left) to 154th Street East (right). The facility is located on the corner of Winchester and 154th Street.

Parking

Parking is available in the back of the building, on the side streets, or across the street in the Church parking lot. Please do not park in the fire lane; this is reserved for emergency medical vehicles.

Public Transportation

The Pace bus stops directly in front of the building and comes once an hour. It can be caught in downtown Harvey. You can get to the downtown Harvey stop from the Metra train or the Halstead Street Pace bus line. The Pace bus also stops two blocks from the facility on the corner of Wood and 154th Street twice every hour.

Tour and Information

To learn more about our facility, call or visit. We will be happy to provide a personal tour as well as the opportunity to speak with staff. Appointments can be arranged by calling the Administrator or Director of Nursing at 708.596.2220.

Parents & Care Givers as Partners

Keeping everyone involved is important. Making sure consents for services and care are on file is required. Parents/Guardians are expected to maintain on going contact with CHC involving their children.

Important phone numbers

Children's Habilitation Center

Administration Office

708.596.2220

(Monday-Friday 830 A.M. to 4:30 P.M.)

24-Hour Nursing Line

708.339.6095

Children's Lurie's Hospital	773.880.4000
Hope Children's Hospital/Christ Hospital	708.425.8000
Illinois Masonic Medical Center	773.975.1600
Ingalls Memorial Hospital	708.333.2300
LaRabida Children's Hospital	773.363.6700
Loyola Medical Center	708.216.9000
Lutheran General Hospital	847.723.2210
Michael Reese Hospital	312.791.2000
Mt. Sinai Hospital	773.542.2000
Rehabilitation Institute of Chicago	312.238.1000
Rush Presbyterian-St. Luke's Medical Center	312.942.5000
Schwab Rehabilitation Hospital	773.522.2010
Stoger Cook County Hospital	312.864.6000
University of Illinois Hospital	312.996.7000
University of Chicago Comer Children's Hospital	773.702.1000
Metra Train	312.322.6777
Pace Bus	847.364.7223

Glossary of Medical Terms

Apnea Monitor

A Machine used to alarm when heart rate or respirations are not within normal limits. It makes beeping noises and has blinking lights. Two sticker like pads are placed on your child's chest. These pads connect to wires leading to the monitor which continuously transmits information to the monitor. In this way, staff is informed about your child's heart rate and breathing patterns. If these rates become too slow or too fast, an alarm will sound to alert the staff. Frequently, the alarm may sound because of a loose fitting cable or when your child moves in bed.

Central Line

A long catheter usually inserted into a large vein within the chest or groin area. It is used for drawing blood samples, administering long-term nutritional fluids and is sometimes used to administer medications.

Chest Physiotherapy (CPT)

This treatment is performed to help clear your child's lungs of mucous. While your child lies in different positions, his or her chest and back are gently but firmly patted using a cupped hand or small rubber device. The secretions are then either coughed up or suctioned.

Intravenous Line (IV)

A small, short catheter that is inserted into a vein and attached to a machine. Fluids, nutrition or medication may be administered through the catheter. The number of IV's and where they are placed may depend on your child's veins or the type of medications. To help the IV stay in place, soft boards or tape are used.

Nasogastric Tube

A tube which is passed from the nose into the stomach. This tube can be used to remove air, for nutrition, or for medication administration.

NPO

This abbreviation indicates that your child should not drink any fluids or eat any food by mouth. Prior to a surgical procedure, it also may mean your child should not have G-Tube or NG feedings.

Pulse Oximeter

A machine which uses light to record an oxygen reading. A sensor is put on your child's toe or finger, and an alarm sounds if the reading is too low. An alarm may also sound because of your child's movement or loss of a signal.

Suction Machine

A suction machine is used to remove fluid that collects in the trachea, nose, throat and mouth. Suctioning might cause your child to cough, which helps loosen mucous. Suction machines are used routinely with tracheostomy patients.

Tracheostomy

The surgical creation of an opening into the trachea (or windpipe) through the neck.

Ventilator

This machine assists your child's breathing by providing oxygen and air directly into the lungs through his tracheostomy or endotracheal tube. Depending on your child's condition, the ventilator may do some or all of the breathing. Weaning is the process of depending less and less on the ventilator to breath for your child.

Important Names

Your Child's Case Manager is:

Your Child's Attending Physician is:

The Parent's Advisory Council Liaison is:

The Care Giver Training Coordinator is:

NOTES



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p. 708-596-2220 f. 708-596-2258 24hr Nursing 708-339-6095

121 W 154th St, Harvey, IL 60426

childhabcenter.com