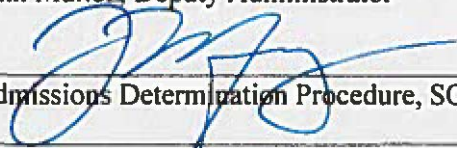
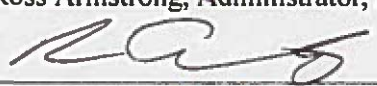


Admissions and Placement Policy

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	State Juvenile Correctional Facility Admissions and Placement
POLICY NUMBER:	DCFS/JJ 500.15
EFFECTIVE DATE:	July 1, 2019
APPROVED BY:	John Muñoz, Deputy Administrator
DATE:	 1/16/19
SUPERSEDES:	Admissions Determination Procedure, SOP #0-003
APPROVED BY:	Ross Armstrong, Administrator, Division of Child and Family Services
DATE:	 1/17/19
REFERENCES:	NRS 62B.625 , NRS 62E.505 , NRS 62E 110 , NRS 62E.520 , NRS 62E.525 , NRS 63.140 NRS 63.400
	ATTACHMENTS: Facility Score Sheet

I. POLICY

The Division of Child and Family Services (DCFS) shall place youth in a state juvenile correctional facility based on application of law, risk and needs assessments, community safety considerations, and any other relevant requirements.

II. PURPOSE

The purpose of this policy is to provide a statewide process to determine the most appropriate placement for youths committed to DCFS for correctional care.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Days: Calendar days.
- B. Facility Score Sheet -The scoring sheet that includes the YLS/CMI scores and relevant information to determine the best placement for the youth.
- C. YLS/CMI: Youth Level of Service/Case Management Inventory (YLS/CMI) is an assessment instrument designed to provide an estimate of the youth's risks and needs to identify the appropriate level of supervision and response and is to be completed at least bi-annually to reassess risk.

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IV. PRACTICE GUIDELINES

A. Commitment to the State

1. The juvenile court must make two specific findings to commit a youth to DCFS for correctional care per NRS 62E.505. Both findings must be present in the committing order:
 - a. Appropriate alternatives that could satisfactorily meet the needs of the youth do not exist in the community OR were previously used to attempt to meet such needs and proved unsuccessful, and
 - b. The child poses a public safety risk based on the child's risk of reoffending, as determined by the YLS/CMI.
2. If either of the findings required by 62E.505 are missing, the Youth Parole Bureau (YPB) shall contact a Deputy Attorney General to determine the next most appropriate legal step.
3. If the juvenile court notifies the YPB at least 3 working days before holding a hearing to consider a commitment to the DCFS pursuant to NRS 62E.520, the YPB shall request not more than 10 working days to investigate the youth and the circumstances of the youth, and to recommend a suitable placement to the juvenile court.
4. A designated YPB staff member will receive the notification of the commitment of a youth to DCFS for state correctional care, the Commitment Court Order, and all relevant and available documentation on the youth from the sending county probation department.
3. The YPB shall review the documents received from the sending county probation department, to include the current YLS/CMI risk and needs assessment. If the YLS/CMI is not current, the YPB may request the sending county probation department to complete a new one prior to the initiation of the admissions process. If the YPB does not request a new YLS, the YPB Mental Health Counselor shall conduct a YLS/CMI assessment.
4. The YPB will begin the admissions process at any point, but no later than three (3) days after the receipt of the mandatory documents from the sending county probation department. The assigned youth parole counselor and mental health counselor shall diligently work to collect other relevant documents and sex offender specific documents when applicable.

Mandatory Documents include:

- a. Commitment Order
- b. Commitment Petition
- c. Most recent YLS/CMI
- d. Physical with blood and tuberculosis test

Relevant documents include but are not limited to:

- e. Certification Report
- f. Disposition Report, and all Supplemental Reports
- g. Psychological Information
- h. Medical Records
- i. Restitution information
- j. School Transcripts (Current Individualized Education Plan (IEP))

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- k. Birth Certificate
- l. Social Security Card
- m. Medicaid/Insurance Card

Additional documentation is required for juvenile sex offenders to include:

- a. Juvenile Sex Offender Initial Registration (if applicable)
- b. Petition and Order in regard to adjudicated sex offense
- c. Police report regarding adjudicated sex offense
- d. Psycho-Sexual Sex Offense Specific Evaluation (SOSE)
- e. JSO Residential and/or Outpatient Discharge Summaries
- f. Risk and Needs Evaluation if available
- g. Previous JSO Treatment Progress Reports
- h. Most recent Psychological Evaluations
- i. Most recent Psychiatric Evaluations

B. Admissions Process

- a. Each youth committed to DCFS is assigned a Youth Parole Counselor and a Mental Health Counselor within three (3) days from receiving the mandatory documents.
- b. Youth Parole Counselors shall meet with newly committed youth in detention within fourteen (14) days of receipt of the Commitment Order and prior to the youth's transportation to a state facility.
- c. Youth Parole Mental Health Counselors shall review all documents received from the juvenile court and the county of probation department to determine what additional information is needed.
- d. The Mental Health Counselor may be required to complete a YLS/CMI if one has not been completed within the last six months, and an Admissions Assessment Report, which obtains information not found within the YLS.
- e. The Mental Health Counselor shall complete the Facility Score Sheet until the Placement Options Section which shall be completed by the Admissions Unit Manger during the review process as outlined in Section IV of this policy.
- f. The Clinical Program manager shall review all documentation for completeness and accuracy prior to submission to the Admissions Unit Manager.
- g. The Admissions Unit Manager shall review all documents for the newly committed youth. Those documents include:
 - i. Most recent YLS/CMI
 - ii. Facility Score Sheet
 - iii. Court Order and any additional court documents
 - iv. Any other validated mental health assessments or related evaluations for the youth completed by the county of origin

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- h. Other factors that may be considered by the Admissions Unit Manager when making the placement recommendation include:
 - i. Programming options at each facility that align with a youth's dynamic risk factors and/or criminogenic needs, and that adequate room and/or resources are available at the facility to provide the necessary care of the youth;
 - ii. Placement of co-defendants, known associates, family members, or victims;
 - iii. Medical needs of the youth;
 - iv. Facility capacity;
 - v. Previous family engagement and family's ability to engage with a particular facility;
 - vi. Recommendations of the Youth Parole Counselor or Mental Health Counselor;
 - vii. Success or struggle at previous correctional placement;
 - viii. Age;
 - ix. Gender;
 - x. Special recommendations or considerations requested by the committing District Court Judge;
 - xi. Any other such factors as deemed necessary with a justification from the Admissions Unit Manager.
- i. The Admissions Unit Manager shall make an initial determination of the best placement for the youth. An email shall be sent to the identified Superintendent and Assistant Superintendent on Mondays by 10:00 a.m., or at another time as designated by the Admissions Unit Manager. If the youth is accepted by the recommended facility, that facility shall add that youth to the Admissions Census and Summary Report. If the Superintendent does not agree with the initial determination, the Superintendent shall request an Admissions Call which shall be held the next day, on Tuesdays at 10:00 a.m., or at another time as designated by the Admissions Unit Manager. During that call, the youth's case shall be staffed with the Admissions Unit Manager, the youth's Youth Parole Counselor, the assigned mental health counselor, and representatives from the initial facility recommended for placement, and representatives from alternative placement options. During the call an agreed upon correctional facility placement shall be identified.
- j. Once the final placement is determined, the youth shall be placed on the pending admissions transportation list for the assigned facility. The youth will be transported when a bed becomes available at the assigned facility on a date and time determined by the sending probation department, YPB, and the assigned facility.
- k. Facility staff shall be responsible for adding the booking into Caseload Pro on the day of admission.

V. STANDARD OPERATING PROCEDURES (SOP)

- i. Each facility and the YPB shall establish a Standard Operating Procedures (SOP) for this policy to include but not limited to:
 - a. A step by step admissions process from the moment the youth is committed to DCFS and the roles and responsibilities of staff.
 - b. Documentation of the admissions process and communication of any waiting lists
 - c. Data collection and analysis

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ATTACHMENT

FACILITY SCORE SHEET

This form is to be completed by the Admissions Unit Manager.

YOUTH NAME: _____ DATE: _____

YLS/CMI TOTALSCORE/RISK LEVEL: _____

Range	Risk Level
0 - 9	Low
10 - 21	Moderate
22 - 31	High
32 - 42	Very High

ADDITIONAL QUESTIONS FOR PLACEMENT CONSIDERATION

1. **Current Weapons Involvement:** Choose an item.

This section refers to the committing offense. Do not count those offenses that were amended, denied or dismissed.

Highest: Charge of Possession/Use of a Firearm(s)
High: Charge of Possession/Use of Deadly Weapon(s)
Moderate: Charge of Possession/Use of Other Weapon(s)
None: No Weapons Involvement

Describe Weapons Charges (*Describe the circumstances surrounding the weapons charges*):

2. **Prior Weapons Involvement:** Choose an item.

This section refers to prior adjudicated charges. Do not count those offenses that were amended, denied or dismissed.

Highest: Charge of Possession/Use of a Firearm(s)
High: Charge of Possession/Use of Deadly Weapon(s)
Moderate: Charge of Possession/Use of Other Weapon(s)
None: No Weapons Involvement

Describe Weapons Charges (*Describe the circumstances surrounding the weapons charges*):

3. **Current Misconduct Reports While Detained:** Choose an item.

Include information obtained from the Detention Staff and/or current court report.

Highest: Assault or Battery on authority figure in detention.
High: Assault or Battery on a peer where formal charges were filed; 2 or more incidents where the youth had to be placed in physical restraints or physically held by detention or program staff members,

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- or placed on closed status more than three times due to not following the rules of the detention center.
- Moderate:** Assault or Battery on another youth with no formal charges filed (formal consequence within the detention setting) or an incident where the youth had to be in physical restraints or physically held by detention or program staff members on only one occasion for not following the rules of the detention center.
- Low:** One incident when the youth lost level or was written up in the detention log or the behavior was reported to superiors for violating detention rules.
- None:** No current aggressive behavior noted or reported, and youth had not earned a consequence for breaking detention rules.

Explain Misconduct in Detention:

4. Prior Escapes or Runaways: Choose an item.

Score based on behavior within the last 12 months. Information may be collected from the youth, parents, foster parents, court reports or the previous probation officer.

- Highest:** Escape or Attempted Escape from a secure facility (including staff-secure). Youth must have escaped from the actual premises or attempted to escape.
- High:** Planning an Escape from a secure or staff-secure facility. Runaway or escape while on furlough from a staff-secure facility such as Spring Mountain Youth Camp, China Spring, Aurora Pines, or an RTC program like Willow Springs or Spring Mountain, or from a non-secure program where the youth was in a Court-ordered placement.
- Moderate:** Runaway from a non-secure facility such as a drug treatment program or group or foster home; Runaway from parents' home three or more times and where the youth ran away from home for more than 24 hours during one of the runs; runaway from parents' home and gone for more than 7 days.
- Low:** Runaway from parents' home less than 3 times
- None:** No runaway behavior noted.

Describe Escape or Runaway Behavior:

PLACEMENTS OPTIONS	
YLS SCORE + ADDITIONAL QUESTIONS	PLACEMENT OPTIONS
Check one box	
<input type="checkbox"/> YLS Low & no behavior concerns from additional questions Or	CYC
<input type="checkbox"/> YLS Moderate & no behavior concerns from additional questions	
<input type="checkbox"/> YLS Moderate & one behavior concern from additional questions	CYC or NYTC
<input type="checkbox"/> YLS Moderate & more than one behavior concern from additional questions Or	NYTC
<input type="checkbox"/> YLS High & no behavior concerns from additional questions	
<input type="checkbox"/> YLS High & one behavior concern from additional questions	NYTC or SVYC
<input type="checkbox"/> YLS High & more than one behavior concern from additional questions Or	SVYC

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<input type="checkbox"/> YLS Very High Or <input type="checkbox"/> YLS Moderate or High with concerns with misconduct in current detention placement or concern with escape or runaway attempts	
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ADDITIONAL CONSIDERATIONS Check boxes (as applicable)	PLACEMENT OPTIONS
<input type="checkbox"/> Female <input type="checkbox"/> Under 15 years of age (male) <input type="checkbox"/> Programming at Facility <input type="checkbox"/> Medical Needs of Youth <input type="checkbox"/> Facility Capacity at the identified Facility	CYC
<input type="checkbox"/> Programming at Facility <input type="checkbox"/> Medical Needs of Youth <input type="checkbox"/> Facility Capacity at the identified Facility	NYTC
<input type="checkbox"/> Programming at Facility <input type="checkbox"/> Medical Needs of Youth <input type="checkbox"/> Facility Capacity at the identified Facility <input type="checkbox"/> Problems at previous correctional placement	SVYC

Comments on Additional Considerations: