


# Length of Stay

<b>DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY Length of Stay</b>	
<b>SUBJECT:</b>	Length of Stay
<b>POLICY NUMBER:</b>	DCFS/JJ 500.19
<b>EFFECTIVE DATE:</b>	February 21, 2022
<b>APPROVED BY:</b>	Dr. Domonique Rice, Deputy Administrator – Division of Child and Family Services
<b>SUPERSEDES:</b>	DCFS/JJS 500.10 Length of Stay and Release effective August 1, 2019
<b>APPROVED BY:</b>	Dr. Cindy Pitlock, Administrator – Division of Child and Family Services  2/17/2022
<b>REFERENCES:</b>	NRS 63.700-NRS 63.740
<b>ATTACHMENTS:</b>	Attachment A: Length of Stay Matrix

## I. POLICY

The Division of Child and Family Services (DCFS) shall project the length of stay for each youth placed in a state facility using best practice guidelines.

This policy is specifically for DCFS's state facilities.

## II. PURPOSE

To establish uniform standards to project length of stay with conditions consistent with the relevant guidelines of the agency and the legal requirements for the care and rehabilitation of youth.

## III. DEFINITIONS

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

- A. Case Plan: A comprehensive and individualized plan for each youth developed by the state facilities in consultation with youth parole bureau staff, if applicable, the youth, the youth's family/guardian, and all other individuals deemed appropriate and integral to the youth's life. This plan identifies the goals and objectives for each youth based on their identified risks and needs.
- B. Commitment: The legal action of a juvenile court committing a child to the Division of Child and Family Services following adjudication of a delinquent act.
- C. Estimated Length of Stay: Estimated date of release projected through the length of stay determination process and reviewed as required.
- D. Extended Length of Stay: A placement for seven months or greater.

# Length of Stay

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- E. Facility: A facility operated by the state for the detention, treatment, and rehabilitation of youth (i.e., Caliente Youth Center, Nevada Youth Training Center, and Summit View Youth Center).
- F. Length of Stay: The time a youth is housed at a state facility.
- G. Release: The termination of a facility's physical custody and supervision responsibilities of a youth committed to the DCFS pursuant to [NRS 63.700 - NRS 63.740](#). Upon release, physical custody and facility supervision responsibilities end when:
  - A youth exits a facility operated vehicle at a pre-determined location (including but not limited to, an airport, a treatment facility, or a youth parole office), or
  - The moment a youth leaves facility property, if not transported in a facility owned vehicle.
- H. Release Date: Date in the electronic case management system a youth was discharged from physical custody and supervision responsibilities of a facility.
- I. Standard Length of Stay: Best practice guidelines recommend six months.

## IV. PRACTICE GUIDELINES

### A. Length of Stay Determination Process

1. Facility staff are responsible for projecting the length of stay and release date of youth committed to DCFS prior to a youth's arrival at a facility.
  - a. Best practice guidelines recommend six months for a standard length of stay.
  - b. Facilities are not required to complete the Length of Stay Matrix (Attachment A) at admission and may estimate a standard length of stay for each youth.
  - c. The Length of Stay Matrix (Attachment A) may be completed at any time during a youths stay based on criteria identified in the Standard Operating Procedures.
2. Length of stay is program-based, not time based.
3. Release shall be recommended when a youth has completed all their program requirements, regardless of the time in the facility.
4. Facility staff may utilize the following to project a standard or extended length of stay:
  - a. Best practice guidelines
  - b. The Length of Stay Matrix (Attachment A) and release criteria based on the youth's risk of reoffending
5. The Superintendent is responsible for making the final determination of the estimated release date and for ensuring the date is entered in the DCFS electronic case management system.

B. Each facility Superintendent shall notify the Chief of Parole of intent to parole a committed youth at least 30 days prior to the youth's estimated release date per NRS 63.720.

### C. Ongoing review of length of stay:

1. Facility staff shall review the youth's projected length of stay/release date and their progress towards their treatment program and identified goals no less than once every 90 days.

## Length of Stay

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- a. The review shall be documented in the electronic case management system as part of the Case Plan review.
  - b. If a youth's estimated release date is modified, facility staff shall update the estimated release date in the electronic case management system within three business days, including a note on the Booking Screen as to why the date was changed and who approved the change.
2. Facility staff may utilize the following to review projected length of stay/release date in addition to their progress towards their treatment program and their identified goals:
    - a. Best practice guidelines
    - b. The Length of Stay Matrix (Attachment A) and release criteria based on the youth's risk of reoffending
  3. The Superintendent is responsible for making the final determination on any adjustments or modifications of the projected release date and for ensuring the adjusted date is entered into Tyler Supervision Bookings Screen immediately after the adjusted length of stay is determined.

### **V. STANDARD OPERATING PROCEDURES**

- A. Each facility shall develop a Standard Operating Procedure (SOP) consistent with this policy to include, at minimum:
  1. The number of days or months for:
    - a. Standard length of stay (Recommended six months)
    - b. Extended length of stay (Seven months or greater)
  2. Staff responsible for completing the Length of Stay Matrix (Attachment A), and what criteria the facility will use to initiate the completion of Attachment A.
  3. Staff responsible for entering the estimated release date of youth committed to the facility.
    - a. Documentation process and requirements for uploading completed Length of Stay Matrices, Estimated Release Dates, and updates to Estimated Release Dates in the electronic case management system.
  4. Events which may affect estimated length of stay.
- B. This policy shall be reviewed annually.