

Joe Lombardo  
Governor

Richard Whitley, MS  
Director



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES  
*Helping people. It's who we are and what we do.*



Marla McDade  
Williams, MPA  
Administrator

To whom it may concern:

In this packet, there are several pieces of information. Some of the information we need signed and sent back, some information is yours to keep. The items we need sent back are as follows: Approved mail list, News Release, and the Visitation Rules. If you have any questions, please feel free to contact anyone in Admin at (775) 738-7182 or (775) 748-6200.

Your child will have meetings called CFT's or Child and Family Team Meetings where their parole officer, dorm counselor, and mental health counselor will be present on Microsoft Teams. These meetings will take place during their 3<sup>rd</sup> month here and then vary. After six months, they will have a meeting every month. You will also be invited to these meetings via the email address on file. There will be an attachment with more information including dates and times.

Within the duration of your child's commitment, staff will be in contact with you to conduct a Performance Based Standards (PBS) survey. This survey is about 15 minutes long and helps us get better understanding of the family's viewpoints for our successes and challenges as a facility. This survey is necessary to complete before a parole date is set. If the time/date that we set up to do this survey does not work for you, please let us know so we can schedule a better time for you.

Please let us know if there are any questions or concerns. We appreciate your time and consideration with the important documents and our PBS survey.

Thank you,

NYTC Staff



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

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Below are the guidelines for your child to be paroled from our facility. Please review carefully and call us with any questions.

### **RELEASES:**

Your release is based on how you perform in the program and the completion of all goals set in your Case Plan. Committing Offenses that can qualify for a Special Recommendation are **Property and Public Order Offenses** – All misdemeanors against property and public order (i.e., taking vehicle without consent of owner, petty larceny, possession of burglary tools, disorderly conduct, battery, possession of drug paraphernalia, probation/parole violations etc) and **Persons/Controlled Substance Trafficking offenses** – Felonies against person-no injury (i.e., aggravated burglary, robbery, coercion, intimidation, assault (felony), possession of controlled substance).

**Specific Forward-Thinking requirements for recommendation – youth may be given specific books to focus extra work on to meet requirements for recommendation. This can include journals outside of the normal Forward-Thinking journals such as anger management and peer relations. Youth must participate in group sessions to be given credit toward the classes.**

### **Requirements for supplemental stay less than six months:**

1. Youth must have four weeks of Group 1 scores in school and on cottage prior to the CFT date.
2. Youth must have maintained a Group 1 standing 75% and above by the time of recommendation at the CFT date.
3. Youth must have completed all assigned SMART goals.
4. Youth must not have any serious incidents i.e., runaway, huffing, aggressive action or fighting, staff assaults and no major disruption of programming sixty days prior to recommendation.
5. Youth must have attended and participated in a minimum of 72 Forward-Thinking classes and completed all their Forward-Thinking journals. The journals must be reviewed by Cottage senior for completion.
6. Youth must have completed all Mental Health/Substance Abuse goals.
7. Youth must meet minimum educational goals or requirements and have evidence of future educational plans.
8. Youth must have addressed the seriousness of their committing offense and have an understand and plan to not reoffend. Specific Forward-Thinking journals shall be assigned for addressing their committing offense by dorm counselors and/or Mental Health Counselors.
9. Board of Review team may alter the requirements listed above to meet the youth's capabilities or circumstances that will meet the facilities needs or the youth's needs.
10. Board of Review team must explain the circumstances for the alteration of the requirements to the superintendent upon turning in the recommendation for release.
11. Youth must complete a placement plan that addresses all goals and offenses.

**Property and Public Order Offenses – All misdemeanors against property and public order (i.e., taking vehicle without consent of owner, petty larceny, possession of burglary tools, disorderly conduct, battery, possession of drug paraphernalia, probation/parole violations etc).**

**Persons/Controlled Substance Trafficking offenses – Felonies against person-no injury (i.e., aggravated burglary, robbery, coercion, intimidation, assault (felony), possession of controlled substance).**

- i. What Got Me Here – Explore the consequences of their past decisions and learn to apply skills for controlling anger, handling negative peer pressure, working with authority figures, and strengthening family ties. 12+ sessions
- ii. Individual Change Plan –Explore the strategies for moving through the steps of change. Develop an individual change plan for addressing their three issues. The final product consists of an individual change plan and process for reviewing progress – Placement Plan 12+ sessions.
- iii. Responsible Behavior – Learn the connection between situations, self-talk, and feelings and how they relate to behavior choices. Learn to do a behavior check. 8+ sessions.
- iv. Handling Difficult Feelings – Learn about the connection between feelings and irresponsible behavior and practical coping skills for handling difficult feelings. 8+ sessions
- v. Relationships and Communication – Learn ways to improve their everyday relationships by learning effective communication skills. 8+ sessions.
- vi. Family – explore the characteristics of their families, learn healthy ways to communicate with their families and begin thinking about parental responsibilities.8+ sessions.
- vii. Substance Using Behaviors – Consider their relationships to alcohol and other drugs. Develop plans to change their substance use behaviors and explore ways to maintain positive behavior changes. 8+ sessions.
- viii. Victim Awareness – Consider the ripple effect of criminal behavior and help them begin the process of taking responsibility for their actions. 8+ sessions.
- ix. Reentry planning – Prepares participants to fulfill their potential of a new and more rewarding life in the community. Lear skills to help them make a successful transition. 10+ sessions.
  - a) Total of sessions – 72+ excluding reentry that is taught through the school.

**Persons/Controlled Substance Trafficking offenses – Felonies against person-no injury (i.e., aggravated burglary, robbery, coercion, intimidation, assault (felony), possession of controlled substance).**

**Homicide/Felony Sex Offenses – Homicide (all degrees) and felony sex offenses will be considered on an individual basis.**

- i. What Got Me Here – Explore the consequences of their past decisions and learn to apply skills for controlling anger, handling negative peer pressure, working with authority figures, and strengthening family ties. 12+ sessions
- ii. Individual Change Plan –Explore the strategies for moving through the steps of change. Develop an individual change plan for addressing their three issues. The final product consists of an individual change plan and process for reviewing progress – Placement Plan 12+ sessions.
- iii. Responsible Behavior – Learn the connection between situations, self-talk, and feelings and how they relate to behavior choices. Learn to do a behavior check. 12+ sessions.

- iv. Handling Difficult Feelings – Learn about the connection between feelings and irresponsible behavior and practical coping skills for handling difficult feelings. 12+ sessions
- v. Relationships and Communication – Learn ways to improve their everyday relationships by learning effective communication skills. 12+ sessions.
- vi. Family – explore the characteristics of their families, learn healthy ways to communicate with their families and begin thinking about parental responsibilities. 12+ sessions.
- vii. Substance Using Behaviors – Consider their relationships to alcohol and other drugs. Develop plans to change their substance use behaviors and explore ways to maintain positive behavior changes. 12+ sessions.
- viii. Victim Awareness – Consider the ripple effect of criminal behavior and help them begin the process of taking responsibility for their actions. 12+ sessions.
- ix. Reentry planning – Prepares participants to fulfill their potential of a new and more rewarding life in the community. Lear skills to help them make a successful transition. 12+ sessions.
  - a) Total of sessions – 96+ excluding reentry that is taught through the school.

## **STANDARD RELEASES:**

A Standard Release if you have met the qualifications that are needed to be paroled. It occurs on a month that you are scheduled for CFT. Any committing offense can be paroled at a standard release.

## **Requirements to qualify for a Standard Recommendation:**

1. Youth must have at least four weeks of Group 2 standings in school and on the cottage prior to the treatment team date.
2. Youth must have 70% passing.
3. Youth must have completed all areas of programming and attended all necessary Forward-Thinking classes, participating productively. All Forward-Thinking journals must be reviewed by Cottage Senior for completion.
4. Youth must not have any serious incidents IE. runaway, huffing, aggressive action or fighting, staff assaults and no major disruption of programming etc..., sixty days prior to recommendation.
5. All SMART goals must be achieved and verified.
6. All educational goals must be achieved and verified.
7. All Mental Health/Substance Abuse goals must be completed and verified.
8. If it is determined that a youth is close to earning their diploma or GED, they may be held to complete school.
9. Completed placement plan that addresses all goals and offenses.

**Persons/Controlled Substance Trafficking offenses – Felonies against person-no injury (i.e., aggravated burglary, robbery, coercion, intimidation, assault (felony), possession of controlled substance).**

**Property and Public Order Offenses – All Misdemeanors against property and public order (i.e., taking vehicle without consent of owner, petty larceny, possession of burglary tools, disorderly conduct, battery, possession of drug paraphernalia, probation/parole violations etc).**

**Serious Felonies and Felonies against persons with serious injury/weapons (i.e., trafficking controlled substance, possession with intent to sell, battery with substantial harm, assault/battery with a deadly weapon, kidnapping, sexual assault, robbery with weapon).**

**Homicide/Felony Sex Offenses – Homicide (all degrees) and felony sex offenses will be considered on an individual basis.**

- i. What Got Me Here – Explore the consequences of their past decisions and learn to apply skills for controlling anger, handling negative peer pressure, working with authority figures, and strengthening family ties. 12+ sessions
  - ii. Individual Change Plan –Explore the strategies for moving through the steps of change. Develop an individual change plan for addressing their three issues. The final product consists of an individual change plan and process for reviewing progress – Placement Plan 12+ sessions.
  - iii. Responsible Behavior – Learn the connection between situations, self-talk, and feelings and how they relate to behavior choices. Learn to do a behavior check. 8+ sessions.
  - iv. Handling Difficult Feelings – Learn about the connection between feelings and irresponsible behavior and practical coping skills for handling difficult feelings. 8+ sessions
  - v. Relationships and Communication – Learn ways to improve their everyday relationships by learning effective communication skills. 8+ sessions.
  - vi. Family – explore the characteristics of their families, learn healthy ways to communicate with their families and begin thinking about parental responsibilities.8+ sessions.
  - vii. Substance Using Behaviors – Consider their relationships to alcohol and other drugs. Develop plans to change their substance use behaviors and explore ways to maintain positive behavior changes. 8+ sessions.
  - viii. Victim Awareness – Consider the ripple effect of criminal behavior and help them begin the process of taking responsibility for their actions. 8+ sessions.
  - ix. Reentry planning – Prepares participants to fulfill their potential of a new and more rewarding life in the community. Lear skills to help them make a successful transition. 10+ sessions.
- b) Total of sessions – 72+ excluding reentry that is taught through the school.

**RELEASES LONGER THAN 6 MONTHS:**

This length of stay is intended solely for youth who refuse to follow rules and program according to NYTC programming rules. Specific Forward-Thinking requirements for recommendation – youth may be given specific books to focus extra work on to meet requirements for recommendation. This can include journals outside of the normal Forward-Thinking journals such as anger management and peer relations. Youth must participate in group sessions to be given credit toward the classes.

1. Youth has serious incidents throughout their length of stay.
2. Youth does not complete assigned SMART goals.
3. Youth is involved in serious incident(s) of runaway, huffing, aggressive action or fighting, staff assaults and no major disruption of program less than 60 days prior to CFT.
4. Youth does not attend and/or participate in 63 Forward-Thinking classes.
5. Youth does not complete their Forward-Thinking journals.
6. Youth does not address the seriousness of their offense.
7. Youth does not meet minimum educational goals or requirements.
8. Youth does not complete placement plan and address all goals and offenses.

**Specific Forward-Thinking requirements for recommendation – youth may be given specific books to focus extra work on to meet requirements for recommendation. This can include journals outside of the normal Forward-Thinking journals such as anger management and peer relations. Youth must participate in group sessions to be given credit toward the classes.**

**Property and Public Order Offenses – All misdemeanors against property and public order (i.e., taking vehicle without consent of owner, petty larceny, possession of burglary tools, disorderly conduct, battery, possession of drug paraphernalia, probation/parole violations etc).**

**Persons/Controlled Substance Trafficking offenses – Felonies against person-no injury (i.e., aggravated burglary, robbery, coercion, intimidation, assault (felony), possession of controlled substance).**

**Serious Felonies and Felonies against persons with serious injury/weapons (i.e., trafficking controlled substance, possession with intent to sell, battery with substantial harm, assault/battery with a deadly weapon, kidnapping, sexual assault, robbery with weapon).**

**Homicide/Felony Sex Offenses – Homicide (all degrees) and felony sex offenses will be considered on an individual basis.**

- x. What Got Me Here – Explore the consequences of their past decisions and learn to apply skills for controlling anger, handling negative peer pressure, working with authority figures, and strengthening family ties. 12+ sessions
- xi. Individual Change Plan –Explore the strategies for moving through the steps of change. Develop an individual change plan for addressing their three issues. The final product consists of an individual change plan and process for reviewing progress – Placement Plan 12+ sessions.
- xii. Responsible Behavior – Learn the connection between situations, self-talk, and feelings and how they relate to behavior choices. Learn to do a behavior check. 12+ sessions.
- xiii. Handling Difficult Feelings – Learn about the connection between feelings and irresponsible behavior and practical coping skills for handling difficult feelings. 12+ sessions
- xiv. Relationships and Communication – Learn ways to improve their everyday relationships by learning effective communication skills. 12+ sessions.
- xv. Family – explore the characteristics of their families, learn healthy ways to communicate with their families and begin thinking about parental responsibilities.12+ sessions.
- xvi. Substance Using Behaviors – Consider their relationships to alcohol and other drugs. Develop plans to change their substance use behaviors and explore ways to maintain positive behavior changes. 12+ sessions.
- xvii. Victim Awareness – Consider the ripple effect of criminal behavior and help them begin the process of taking responsibility for their actions. 12+ sessions.
- xviii. Reentry planning – Prepares participants to fulfill their potential of a new and more rewarding life in the community. Lear skills to help them make a successful transition. 12+ sessions.

b) Total of sessions – 96+ excluding reentry that is taught through the school.

- Property and Public Order Offenses – All misdemeanors against property and public order (i.e., taking vehicle without consent of owner, petty larceny, possession of burglary tools, disorderly conduct, battery, possession of drug paraphernalia, probation/parole violations etc).

- Persons/Controlled Substance Trafficking offenses – Felonies against person-no injury (i.e., aggravated burglary, robbery, coercion, intimidation, assault (felony), possession of controlled substance).
- xix. What Got Me Here – Explore the consequences of their past decisions and learn to apply skills for controlling anger, handling negative peer pressure, working with authority figures, and strengthening family ties. 12+ sessions
  - xx. Individual Change Plan –Explore the strategies for moving through the steps of change. Develop an individual change plan for addressing their three issues. The final product consists of an individual change plan and process for reviewing progress – Placement Plan 12+ sessions.
  - xxi. Responsible Behavior – Learn the connection between situations, self-talk, and feelings and how they relate to behavior choices. Learn to do a behavior check. 8+ sessions.
  - xxii. Handling Difficult Feelings – Learn about the connection between feelings and irresponsible behavior and practical coping skills for handling difficult feelings. 8+ sessions
  - xxiii. Relationships and Communication – Learn ways to improve their everyday relationships by learning effective communication skills. 8+ sessions.
  - xxiv. Family – explore the characteristics of their families, learn healthy ways to communicate with their families and begin thinking about parental responsibilities.8+ sessions.
  - xxv. Substance Using Behaviors – Consider their relationships to alcohol and other drugs. Develop plans to change their substance use behaviors and explore ways to maintain positive behavior changes. 8+ sessions.
  - xxvi. Victim Awareness – Consider the ripple effect of criminal behavior and help them begin the process of taking responsibility for their actions. 8+ sessions.
  - xxvii. Reentry planning – Prepares participants to fulfill their potential of a new and more rewarding life in the community. Lear skills to help them make a successful transition. 10+ sessions.
- c) Total of sessions – 72+ excluding reentry that is taught through the school.

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Administer

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### **Adolescent Informed Consent for Treatment**

Informed consent is required prior to the implementation of a treatment plan/care coordination plan/rehabilitation plan/comprehensive treatment plan or when a plan is revised and/or updated pursuant to NRS 433.484.

#### **Client Rights:**

- Having rights extended to the legally responsible person to make decisions regarding the care of the client.
- Freedom of religious belief.
- Discrimination in the provision of services due to race, color, creed, gender, sexual orientation, national origin, cultural or educational background, political beliefs, religious affiliation or beliefs, source of payment for care, or handicapping conditions are prohibited.
- Have all documents and procedures explained in an understandable way.
- Receive written information about DCFS services, its staff and providers, and your rights and responsibilities.
- The name of the practitioner who has primary responsibility for treatment planning, treatment, and the names of professional relationships of other professionals who may provide care as well as the prompt development of all treatment planning.
- The right to choose a qualified provider, unless service providers are unavailable.
- The right to confidentiality regarding all matters related to treatment, programming, and services, except as otherwise precluded by statute.
- The right to file a grievance or complaint regarding any action taken by DCFS in its provision of services without fear of reprisal or retaliation.
- The right to refuse mental health services.
- Clients have the right to exercise their rights without fear of reprisal or retaliation.
- No client shall be held in treatment against his or her will by policy, procedure or practice, except by order of court, by emergency hospitalization procedures or by consent of the legally responsible person.

#### **Consent to Evaluate/Treat:**

I voluntarily consent that I will participate in a mental health evaluation and/or treatment by DCFS mental health professional staff. The evaluation or treatment will be conducted by a DCFS mental health professional. Treatment will be conducted within the boundaries of Nevada



Revised Statutes for Psychological, Psychiatric, Nursing, Social Work, Professional Counseling, or Marriage and Family Counseling professionals.

I understand that following the evaluation and/or treatment, complete and accurate information will be provided to me concerning each of the following areas, after which I will be asked to sign an informed consent if I want DCFS to provide mental health treatment services to myself:

- The outcome of the evaluation and the benefits of the proposed treatment
- Alternative treatment modes and services
- The manner in which treatment will be administered
- Expected side effects from the treatment and/or the risks of side effects from medications (when applicable).
- Probable consequences of not receiving treatment

**What to Expect:** Treatment and assessment can offer personal insights into patterns of behavior and offer relief from troublesome feelings. If you opt to work with a clinician, it becomes a team effort to work toward resolution of your presenting problem. I believe that therapy and assessment are only beneficial if you fully participate in the process. There will be moments of frustration, as with any meaningful work, but frustration and anger can be good indicators of areas to work through together. You may experience more anxiety and upset as if we are addressing trauma before we get into a more comfortable place and learn to regulate. You will be given treatment modality options that best suit your presenting concerns, and you are encouraged to ask questions about how therapy works. Therapy is a voluntary process and is meant to develop through safety, trust and a mutual interest in being more mentally healthy. Services can and will be terminated if you use force, threats or coercion to cause mental or physical harm to myself or in a group setting.

**Confidentiality, Harm, and Inquiry:** Information from my evaluation and/or treatment is contained in a confidential record at DCFS. I provide my consent to DCFS to use this information for the purpose of continuity of my care. Per Nevada Revised Statutes, information provided will be kept confidential with the following exceptions:

- 1) if I am an immediate danger to myself or planning the harm or death of another;
- 2) if sexual or physical abuse is reported/suspected;
- 3) if a court order signed by a judge is issued to obtain records;
- 4) if I am an immediate risk to safety and security.

**Right to Withdraw Consent:** I have the right to withdraw my consent for evaluation and/or treatment at any time by providing a written request to the treating DCFS mental health professional.

**Expiration of Consent:** This general consent to treat will expire 12 months from the date of signature, unless otherwise specified.

**Emergency Situations:** In case of emergency, whom you want notified in terms of your parents/guardians will be\_\_\_\_\_. If you make an attempt to kill yourself, I am obligated legally and ethically to place you on suicide watch and place your safety over your comfort. In cases of attempts, our practice is to refer you to acute stabilization until you can safely reside in our care.

I have read and understand the above, have had an opportunity to ask questions about this information, and I hereby provide my informed consent for the evaluation and/or treatment provided by DCFS mental health professionals at Nevada Youth Training Center.

_____ Signature of Client	_____ Date
_____ Signature of Clinician	_____ Date
_____ Signature of Parent/Guardian	_____ Date

**NEVADA YOUTH TRAINING CENTER**

**CORRESPONDENCE AUTHORIZATION**

My child, \_\_\_\_\_, has permission to write to and receive mail from the following individuals. You MUST specify the people whom you will permit him/her to correspond with by full legal name. Please include the complete mailing address. Please complete the specific section for each person your youth is permitted to receive mail from. Any incomplete sections will not be accepted. Any other individuals must be approved by Facility Superintendent and/or Youth Parole. Phone contacts are for immediate family members only. If you wish to allow your youth to receive phone calls from immediate family members that do not live in your household, please make sure to include their phone number and relationship.

<u>NAME:</u>	<u>ADDRESS:</u>	<u>PHONE #:</u>	<u>RELATIONSHIP:</u>

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**NEVADA YOUTH TRAINING CENTER**  
**VIDEO VISITATION GUIDELINES AND RULES**

The Nevada Youth Training Center Provides Video Visitations as part of the program to enhance youth and parent relationships. Youth earn this privilege by adhering to the program expectations. These Visits are held at the Administration building. The Video visits are 45 minutes, if the visit is scheduled for 7:00pm it will end at 7:45pm. Please be advised that the youth are called to this building 15 minutes before the scheduled time; by doing this it gives the youth time to contact the family members, advising them that it is time for the video visit to begin.

**Below are the Guidelines and Rules for Video Visitations:**

1. Visitations are conducted at various times throughout the week. To schedule a visit please call (775)748-6200 and the receptionist will be happy to assist you.
2. Immediate family (Parents, siblings, grandparents or legal guardians of youth) are the only ones allowed to attend the video visit. Exceptions to this rule must be approved, in advance, by the Facility Superintendent.
3. Use of any type of tobacco, drugs or alcohol is forbidden while on the video visit.
4. There will be NO gang signs used during the video visit,
5. Weapons, Guns, or Knives are not allowed to be present or shown during the visit.
6. There will be NO social media of any kind allowed during the video visit.
7. No Profanity! Keep the conversation clean.

If any of the above happens during the time of the video visit, it will end immediately.

**Youth Name:** \_\_\_\_\_

I UNDERSTAND THE VISITATION RULES OF THE NEVADA YOUTH TRAINING CENTER AND  
AGREE TO ABIDE BY THEM DURING THE VISIT. I FURTHER UNDERSTAND THAT  
VIOLATING THESE RULES WILL CAUSE THE VISIT TO BE IMMEDIATELY TERMINIATED  
AND COULD RESULT IN THE LOSS OF FUTURE VISITATION PRIVILEGES.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

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Governor

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Marla McDade  
Williams, MPA  
Administrator

Nevada Youth Training Center  
100 Youth Center Road • PO Box 459  
Elko, NV 89803  
775-748-6200

### PARENTAL PERMISSION SLIP

#### NEWS RELEASE

At various times during your child's stay at the Nevada Youth Training Center, they may be involved in high school activities which include basketball, football, wrestling, track, golf, and cross-country track. They may also participate in special work projects such as fixing toys at Christmas for under privileged children or doing work projects for senior citizens, they could also possibly receive special awards if involved in the Science Fair or Academic Olympics. In any of these cases, we would like to have their name and the nature of the meritorious event or award printed in the local paper and/or announced on the radio or television.

We request that you fill out the following form and return it to the Center as soon as possible.

I HEREBY GIVE PERMISSION FOR MY CHILD TO PARTICIPATE IN HIGH SCHOOL ACTIVITIES OR SPECIAL ACTIVITIES AND FOR MY CHILD'S PICTURE TO BE PUBLISHED IN THE NEWSPAPER FOR MERITORIOUS AWARDS & EVENTS.

\_\_\_\_\_  
(PRINT YOUR CHILD'S FULL NAME)

\_\_\_\_\_  
SIGNATURE OF PARENT/Guardian

\_\_\_\_\_  
DATE