
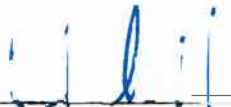


## Facility Program Reporting and Review Policy

<b>DIVISION OF CHILD AND FAMILY SERVICES</b> <b>Juvenile Justice Services</b> <b>STATEWIDE INSTITUTIONAL POLICY</b>	
<b>SUBJECT:</b>	Facility Program Reporting and Review
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<b>DATE:</b>	 2/20/15
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<b>DATE:</b>	 2.12.15
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<b>REFERENCES:</b>	ACA: 4-JCF-6A-10, 4-JCF-6A-12, 4-JCF-6A-14
<b>ATTACHMENTS:</b>	None

**I. POLICY**

The facility shall provide constructive programming and services designed to facilitate individual growth and development while the juvenile is in a staff secure residential institution. Program effectiveness shall be monitored regularly and reported in the Superintendent's monthly report to the Deputy Administrator of Juvenile Services and the Administrator of Division of Child and Family Services.

**II. PURPOSE**

The purpose of this policy and procedure is to provide a well-developed system for reporting overall program effectiveness.

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## III. DEFINITIONS

- A. Quality Assurance (QA) Team- Planned, systematic activities, both operational and organizational, that ensure a system routinely produces reliable results. The team consists of various members with expertise and specialized skill sets in juvenile services.
- B. Division of Child and Family Services- An agency in the State of Nevada Department of Health and Human Services.
- C. Administrator- A person who manages the Division of Child and Family Services.
- D. Residential Institution- A state correctional facility for the commitment of children which is administered by the State of Nevada in accordance with Chapter 63 of the Nevada Revised Statutes
- E. American Correctional Association- (ACA) Commission on Accreditation for Corrections.

## IV. PROCEDURES

The facility Superintendent is responsible for implementation of the following procedures:

A. Program Reporting: The supervisor of each program activity shall submit a monthly report of activities for the period. The report shall include information about current programs, activities, accomplishments and major challenges to effectively administering.

B. Superintendent Report: The Superintendent's status report shall be prepared monthly and forwarded to the Deputy Administrator of Juvenile Services and the Division of Child and Family Services Administrator. The status report topic should include but not limited to:

1. Programming/Services
  - General
  - Policy
  - Special Projects
  - Mental Health & Substance Abuse Programming
  - Education
  - Family visitation
2. Staff Updates
  - Staff Development/Training
  - Staff Morale
  - Special Projects
  - Labor/Management Committee
3. Youth Issues
  - Positive behavior/progress made toward program completion
  - Concerns/barriers to successfully working the program
  - Youth Morale
4. Safety/Security
  - Escapes
  - Fights/Assaults
  - Unusual/serious Incidents
5. Management Indicators

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- Discipline Review/Due Process Hearings
  - Youth Confinements
  - Youth Grievances
  - Use of Videoconferencing Equipment for Families
  - Use of Videoconferencing Equipment for Mental Health Treatment
6. Facility/ Physical Plant/maintenance needs
  7. Community Contacts/Media
  8. Data Collection Concerns/ UNITY
  9. Budget Updates

**C. Performance Monitoring Procedures:** To enable the Superintendent to report on whether the institution is providing secure residential correctional care to juveniles who have been committed by the juvenile court system; providing constructive programming and services; and providing a safe and secure environment during the juvenile's stay at the facility, regular audits shall be performed by representatives of the Division of Child and Family Services QA Review Team in conjunction with the Superintendent.

1. The information provided by these monitoring procedures shall be used:
  - a. To assess the status of the facility in meeting professional requirements and standards including American Correctional Association (ACA) Accreditation Standards.
  - b. To determine the efficiency of the juvenile corrections process from initial intake through programming to aftercare or transfer.
  - c. To motivate juvenile caseworkers and staff to upgrade and/or maintain high quality treatment and services.
  - d. To identify specific problem areas; to determine alternate solutions and estimate future costs of the facility.
  - e. To increase accountability of the facility staff to the public, youth and families and external stakeholders.
2. Performance monitoring procedures shall be implemented at least annually. The annual report will reflect the following:
  - a. Security
  - b. Order
  - c. Safety
  - d. Health and Mental Health
  - e. Programming
  - f. Youth Rights
  - g. Re-Integration

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3. The responses and comments will be compiled and shared with the Superintendents and staff and used to identify accomplishments and areas needing improvement. The Deputy Administrator will ensure that staff satisfaction surveys are conducted annually and youth satisfaction surveys are conducted no less than once a year.

D. This policy will be reviewed annually and revised as needed.