


Youth Programming

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 500.14
EFFECTIVE DATE:	February 28, 2023
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	02/07/2023
SUPERSEDES:	New Policy
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	02/08/2023
REFERENCES:	Documentation Standards (DCFS/JJS 100.13)
ATTACHMENTS:	None

I. SUMMARY

The Division of Child and Family Services (DCFS) Juvenile Justice Services may use a variety of evidence-based/evidence informed programming including interactive journaling products and other purchased materials as part of programming.

Note: This includes programs provided by DCFS staff and does not include programs provided in the community or by contracted providers in a facility.

II. PURPOSE

To provide standards and criteria for programming in DCFS Juvenile Justice Services state facilities.

III. DEFINITIONS

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

- A. Evidence-Based/Evidence Informed: Programs which have been evaluated and shown to be effective at preventing or reducing youth recidivism; programs which have shown promise for preventing or reducing youth recidivism.

Youth Programming

- B. Interactive Journaling: A structured writing process which motivates and guides youth towards positive life changes. Journaling gives youth an active voice among their peers and provides them constructive feedback in a safe environment.

IV. GENERAL PROCEDURES – FACILITY

- A. Facilities may utilize interactive journaling or other purchased products for programming. Any interactive journaling or other programming curricula shall be evidence-based or evidence-informed.
- B. Products may include, but are not limited to, the following topics:
 - 1. Alcohol and/or drug use
 - 2. Anger management
 - 3. Behavior choices
 - 4. Dealing with difficult feelings/emotions
 - 5. Domestic violence
 - 6. Out of home placements
 - 7. Relationships
 - 8. Self-connection or self-reflection
 - 9. Trauma
- C. Facilities are encouraged to use mental health clinicians, if possible, to provide and oversee programming. If not possible, supervisory line staff or other qualified staff may be trained to perform this function. Any staff member assigned to facilitate an interactive journaling, or other purchased product shall be trained as a facilitator before facilitating the curriculum.
 - 1. All trained staff shall have their own facilitator guide.
 - 2. The facility shall determine how many facilitators shall be trained or available.
 - 3. All programming shall follow facilitator curriculum to fidelity, no exceptions.
- D. A clinical supervisor shall monitor all programming by sitting in on sessions periodically. The clinical supervisor may provide feedback and request re-training of facilitators as needed.
- E. Facilities are not limited to one product and may use multiple products as needed. Series may be targeted to behaviors or needs.
- F. Facility programming shall not interfere with education or large muscle exercise.
- G. The facility superintendent shall assign a program coordinator for programming to create schedules a minimum of 30 days in advance.
- H. All programming shall be conducted in an effective and safe learning environment.
- I. If interactive journaling or other purchased products is the primary form of programming for a youth outside of education, they shall receive a minimum of five hours per week of this programming.
- J. All interactive journaling or other purchased product sessions shall have an attendance sign-in sheet.

Youth Programming

K. Youth shall be given a clean workbook for any series/product they are participating in.

1. If workbooks are not available, printouts or other materials shall be required.

Note: purchased products shall not be photocopied unless permission has been granted by the curriculum publisher.

2. Youth shall be allowed to keep their workbook(s), printouts, or materials in their assigned rooms and shall bring the workbook(s), printouts, or materials to assigned sessions.

V. GENERAL PROCEDURES – PAROLE

A. Programs provided by Youth Parole Bureau staff shall meet the requirements of evidence-based or evidence informed.

B. Programs may be provided in youth parole offices.

C. The Youth Parole Bureau is encouraged to use mental health clinicians, if possible, to provide and oversee programming. If not possible, supervisory staff or other qualified staff may be trained to perform this function. Any staff member assigned to facilitate an interactive journaling program or purchased product shall be trained as a facilitator.

1. All trained staff shall have their own facilitator guide.
2. The facility shall determine how many facilitators shall be trained or available.
3. All programming shall follow facilitator curriculum to fidelity, no exceptions.

D. A clinical supervisor shall monitor all programming by sitting in on sessions periodically. The clinical supervisor may provide feedback and request re-training of facilitators as needed.

E. All programming provided in a youth parole office shall have an attendance sign-in sheet.

VI. DOCUMENTATION REQUIREMENTS

A. DCFS facility/parole shall document the following:

1. Number of youths participating in all programs, by series
2. Attendance at individual sessions
3. Number of youths who complete each offered program

B. DCFS facility/parole shall document all youth specific programming in the DCFS web-based case management system as Program Enrollments (DCFS/JJS 100.13, Documentation Standards).

VII. STANDARD OPERATING PROCEDURES

A. Each facility and the Youth Parole Bureau shall create standard operating procedures consistent with this policy, to include:

1. Process to identify which, if any, curricula will be used by the facility.
2. Identifying and referring youth to programming.
3. Scheduling and location of programs.

Youth Programming

4. Training for identified facilitators and reviewers.
 5. Clinical oversight.
 6. Documentation, including attendance, web-based case management data entry, and procedures to ensure youth receive the required amount of programming.
- B. This policy shall be reviewed every two years or sooner if deemed necessary.