


Length of Stay

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

POLICY NUMBER:	DCFS/JJS 500.19
EFFECTIVE DATE:	August 31, 2023
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	June 29, 2023
SUPERSEDES:	DCFS/JJS 500.10 Length of Stay and Release effective February 21, 2022
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	8/10/2023
REFERENCES:	NRS 63.700 – NRS 63.740
ATTACHMENTS:	Attachment A: Length of Stay Matrix

I. SUMMARY

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.

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.

Length of Stay

- 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. Supplemental Programming Length of Stay: A program completion estimate less than or greater than six months.
- E. Length of Stay: The time a youth is housed at a state facility.
- F. 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.
 - The moment a youth at an airport boards a plane and the plane takes off.
- G. Release Date: Date in the DCFS web-based case management system a youth was discharged from physical custody and supervision responsibilities of a facility.
- H. Standard Length of Stay: A youth commitment to a state facility of six months as recommended by best practice guidelines.

IV. PRACTICE GUIDELINES

- A. Length of Stay Determination Process
 - 1. The superintendent or designee is 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 programming length of stay.
 - b. Facilities may complete the Length of Stay Matrix (Attachment A) at admission or may estimate a standard programming length of stay for each youth.
 - c. The Length of Stay Matrix (Attachment A) may be completed/updated at any time during a youth's 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.

Length of Stay

4. Facility staff may utilize the following to project a standard programming or supplemental programming 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 or designee is responsible for making the final determination of the estimated release date and for ensuring the date is entered in the DCFS web-based case management system no more than seven days after a youth's admission to the facility.
 - a. For consistency of data entry, it is recommended this task be an assigned role for supervisory, case management staff, or designee.
- B. Each facility superintendent or designee shall notify the Chief of Parole of intent to parole and set a date within 30 days of the notification pursuant to [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.
 - a. The review shall be documented in the DCFS web-based 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 DCFS web-based 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 the DCFS web-based case management system, Bookings Screen, immediately after the adjusted length of stay is determined.
 - a. For consistency of data entry, it is recommended this task be an assigned role for supervisory, case management staff, or designee.

Length of Stay

4. Length of stay may be affected by factors outside of programming such as behavior issues, medical/mental health issues, or lack of community placement. Supplemental length of stay may be projected and must include a reason.

V. STANDARD OPERATING PROCEDURES

- A. Each facility shall create standard operating procedures consistent with this policy to include, at minimum:
 1. The number of days or months for:
 - a. Standard Programming length of stay (recommended six months)
 - b. Supplemental Programming length of stay (less than or greater than six months)
 2. Staff responsible for completing the Length of Stay Matrix (Attachment A), and what criteria the facility will use to determine length of stay.
 3. Staff responsible for entering the initial estimated release date and any modifications for youth committed to the facility in the DCFS web-based case management system.
 - a. Documentation process and requirements for uploading completed Length of Stay Matrices, estimated release dates, and updates to Estimated release dates in the DCFS web-based case management system.
 4. Reasons which may increase estimated length of stay.
- B. This policy shall be reviewed every two years or sooner when deemed necessary.