



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
1-JDTP-3B-10; 3C-01-06;  
3D-06, 10**

**CHAPTER: Day Treatment Services**

**AUTHORITY: KRS  
15A.0652**

**SUBJECT: Intake and Orientation**

**POLICY NUMBER: DJJ 1003**

**TOTAL PAGES: 4**

**EFFECTIVE DATE: 4/05/2019**

**APPROVAL: Carey D. Cockerell , COMMISSIONER**

## **I. POLICY**

At admission students shall undergo appropriate screening and orientation to the program. Day Treatment programs shall not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.

## **II. APPLICABILITY**

This policy shall apply to each Department of Juvenile Justice (DJJ) operated day treatment program.

## **III. DEFINITIONS**

Refer to Chapter 1000.

## **IV. PROCEDURES**

A. At the time of admission:

1. The following information, if not already received, shall be obtained for the student:
  - a. Identifying information: name, address, date of birth, sex, and race or ethnic origin;
  - b. Reason for referral, including presenting problems;
  - c. Who to notify in case of emergency and date of information gathered;
  - d. Name of referring agency or committing authority;

<b>POLICY NUMBER</b> <b>DJJ 1003</b>	<b>EFFECTIVE DATE</b> <b>4/05/2019</b>	<b>PAGE NUMBER</b> <b>2 of 4</b>
---	---	-------------------------------------

- e. Education and school history, including the student’s Individual Education Plan (IEP) or 504 Plan;
  - f. Social history where applicable;
  - g. Special medical problems or needs;
  - h. Personal physician if applicable;
  - i. Legal status including jurisdiction, length, and conditions of placement;
  - j. Signature of both interviewee and employee gathering information;
  - k. Needs assessment for student who are probated, committed, or sentenced to the Department; and
  - l. Any other information pertinent to the student; and
2. A medical and dental screening shall be conducted in accordance with DJJPP Chapter 4 (Admission Screening for Physical and Behavioral Health Challenges). Mental health information limited to the medications, counseling history, and concerns of suicidal ideation shall be obtained. If not already obtained, staff shall request information related to any special needs of the student, to include physical or mental health problems that may require medical attention.
- B. The student’s educational status shall be discussed with the student and parent or caregiver within five (5) school days of admission by educational staff.
- C. At intake, an orientation of the student and parent or caregiver to procedures, rules, programs, and services shall be conducted.
- 1. Each program shall provide foreign language interpretation of orientation materials for both the student and parent or caregiver when a language barrier exists.
  - 2. Each program shall assist the student in understanding material when a literacy, hearing, or visual impairment problem exists and shall provide interpretation if needed.
- D. Orientation with the student and parent or caregiver shall include the following:
- 1. Receiving and verifying current prescribed medications for the student;
    - a. Only staff trained in the Health Services Protocol shall administer medications. The Health Service Protocol (HSP) training is a 37.5 hour Protocol training course approved by the Kentucky Board of Nursing. Health-trained staff shall receive an annual HSP update at a minimum of two (2) hours.

<b>POLICY NUMBER</b> <b>DJJ 1003</b>	<b>EFFECTIVE DATE</b> <b>4/05/2019</b>	<b>PAGE NUMBER</b> <b>3 of 4</b>
---	---	-------------------------------------

- b. Medications shall be taken at home if possible.
  - c. The first dose of a new medication shall be administered at home to ascertain if the student has any adverse reactions.
  - d. If a medication has to be administered at the day treatment the parent or guardian shall sign a parent or guardian authorization. If possible, the parent or guardian shall bring medications to and from the day treatment, if the student is under eighteen (18) years of age.
  - e. All medications shall be in their original container labeled by a physician or pharmacist with the frequency, dosage, and route of taking medication (orally, topically, etc.) visibly clear. Prescription dates shall be valid. Expired prescriptions shall not be given to a student.
  - f. Medication shall be stored in an area designated by the day treatment in a secure location accessible only to authorized personnel.
  - g. Injectable medications shall not be administered in schools except in specific emergency situations. Medication shall be counted and documented when administered to ensure proper administration. Reference DJJPP Chapter 4 (Pharmaceuticals).
  - h. No over-the-counter medication shall be administered by HSP staff.
  - i. Students shall not prepare, dispense, or administer medication, except for self-medication programs approved by the Medical Director and the facility Superintendent or medication necessary for the emergency management of a condition.
2. Photographing the student;
  3. Assigning a specific staff member for treatment planning and counseling duties;
  4. Documenting receipt of both verbal and written explanation of:
    - a. student rights;
    - b. Duties and responsibilities;
    - c. The right to file a grievance, as well as the location of the grievance documentation;
    - d. Information regarding the prevention of harassment, physical abuse, sexual abuse and sexual assault;
    - e. The purpose of drug screens, the consequences of positive test results, and the consequences of failure or refusal to cooperate by providing a specimen; and

<b>POLICY NUMBER</b> <b>DJJ 1003</b>	<b>EFFECTIVE DATE</b> <b>4/05/2019</b>	<b>PAGE NUMBER</b> <b>4 of 4</b>
---	---	-------------------------------------

- f. Procedures concerning how outside investigative units may be contacted for the reporting of any act in which the health or welfare of a resident is perceived to have been harmed or threatened with harm.
- 5. Providing written orientation materials to the student and parent or caregiver and recording information to be used for phone contact, emergency contact as well as authorized visitors and early release.
- E. Completion of orientation shall be documented by a signed and dated statement by the student and parent or caregiver.
- F. Upon first day of attendance, the Superintendent or designee shall meet with the student to discuss program goals, services, program rules, chargeable offenses, range of penalties, incentives for good behavior, and possible disciplinary actions.
- G. A student's Orientation Treatment Plan shall be written within seven (7) school days of admission. The plan shall be in accordance with protocol approved by the Superintendent and shall be signed by the student and the assigned youth counselor.
- H. The daily program during the orientation period shall include interviews, testing, and other admission-related activities, including distribution of information on programs and services.

#### **IV. MONITORING MECHANISM**

The Quality Assurance (QA) Branch and Education Branch shall perform annual facility monitoring visits to ensure compliance with this policy. The Superintendent or designee shall ensure the referral information is received.