

 <b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 1-JDTP-3D-10</b>
<b>CHAPTER: Day Treatment Services</b>	<b>AUTHORITY: KRS 15A.0652</b>
<b>SUBJECT: Counseling Services</b>	
<b>POLICY NUMBER: DJJ 1010</b>	
<b>TOTAL PAGES: 3</b>	
<b>EFFECTIVE DATE: 4/05/2019</b>	
<b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b>	

## **I. POLICY**

Counseling services shall be provided to each student in accordance with the student's individual treatment plan (ITP).

## **II. APPLICABILITY**

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

## **III. DEFINITIONS**

Refer to Chapter 1000.

## **IV. PROCEDURES**

- A. Each program shall utilize a trauma informed approach and evidence based practices in the provision of counseling services as approved by the Chief of Mental Health Services. Evidence based substance abuse treatment interventions shall be offered in day treatment programs appropriate to need severity.
- B. Assigned youth counselors shall demonstrate competency in counseling skills through a combination of training, mentoring, supervision, licensure, or certification.
- C. Staff shall be available to provide counseling in emergency situations and upon a student's request in accordance with each student's ITP.
- D. Each student attending school in a day treatment program shall have an opportunity for individual and group counseling.
- E. If a student's attendance interferes with the ability to provide required counseling services, this shall be noted in the student's individual client record (ICR).

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F. DAP notes shall be completed for every individual and group counseling session for each individual student participating. For each session completed, the DAP note shall contain all three (3) components as required below specific to the session which is being documented. DAP notes shall be written as follows:

1. "D" shall include what the student says and does during the respective individual or group counseling session, as well as observations from outside observers.
2. "A" shall be the counselors assessment based on the information in "D".
3. "P" shall be the action the counselor intends to take as a result of the information in both "D" and "A".

G. Individual counseling shall be:

1. Conducted by the student's assigned counselor. If the assigned counselor is absent, one (1) of the following staff shall provide counseling services: another youth counselor, Superintendent, or Superintendent's designee;
2. Provided to each student at a minimum of one (1) scheduled hour per week. Individual counseling sessions may be held more often to meet the treatment needs of the student or as deemed appropriate by the treatment team;
3. Utilized to help the student make changes in thinking and behavior consistent with pro-social norms;
4. Utilized to assist student in meeting goals and tasks identified on the student's ITP; and
5. Documented in the ICR within seven (7) school days. In a DJJ operated day treatment where an electronic record does not exist, individual counseling shall be entered in the hard case ICR within seven (7) school days. In circumstances when critical information pertinent to the safety or well-being of the student, community, or staff, is gained during individual counseling, that critical information shall be up-lined to the Superintendent.

H. Group Counseling shall be:

1. Led by staff trained in methods approved by DJJ;
2. Limited to twelve (12) students in any one session;
3. Conducted for one (1) hour and regularly scheduled at a minimum of two (2) times per week for each student assigned;
4. Utilized to help the student make changes in thinking and behavior consistent with pro-social norms;
5. Utilized to discuss specific and common issues, conflicts, and concerns;
6. Documented in each participating student's ICR within seven (7) school days from the end of treatment team. In a DJJ operated day treatment

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where an electronic record does not exist, a summary of each student's participation in group counseling shall be documented in the hard case ICR file within seven (7) school days from the end of treatment team;

7. The student's counselor may engage the student's parent or caregiver as needed to assist the student in meeting their educational treatment objectives; and
8. The student's counselor shall document any face-to-face meetings with the student's parent or caregiver in the student's ICR.

**V. MONITORING MECHANISM**

- A. The Superintendent shall observe one (1) group counseling session per supervisee, quarterly.
- B. The Superintendent shall review a sampling of the ICR monthly for compliance with individual and group counseling standards, treatment protocol, and documentation standards.
- C. The Superintendent shall provide a written report of observations and findings to the FRA, Regional Psychologist or qualified designee, at least monthly. If appropriate, the Superintendent shall submit a corrective action plan with a timetable for implementation to the FRA and Regional Psychologist within one (1) week of the review.
- D. The QA Branch and Education Branch shall conduct monitoring on an annual basis.