

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 1-JDTP-3C-01-04; 3D-18
CHAPTER: Day Treatment Services		AUTHORITY: KRS 15A.0652
SUBJECT: Admissions		
POLICY NUMBER: DJJ 1002		
TOTAL PAGES: 3		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Day treatment programs shall provide an alternative to institutionalization for students and shall be a link in the transitioning of students into community placement. Prior to a student being placed in a day treatment program, an assessment of the student's individual needs shall be completed. The Department of Juvenile Justice (DJJ) shall provide services to students in day treatment programs without discrimination 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 DJJ operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

A. Eligibility Criteria for Day Treatment Admissions

1. Students ages twelve (12) to seventeen (17) shall be eligible for admission consideration. Students aged eighteen (18) shall only be eligible for admission to a DJJ operated day treatment if they are committed to the Department and have educational needs that can best be met in the day treatment setting.
2. Priority for admission shall be given to students in the following order:
 - a. DJJ committed or probated students;
 - b. Other students adjudicated on public or status offenses;
 - c. Students court ordered;
 - d. Students referred by the FAIR Team;
 - e. Department of Community Based Services (DCBS); and

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- f. School referred students with severe behavioral issues in the school and in the community.

B. Referral Process

1. The referring agent shall provide a written referral to the Superintendent or designee including appropriate information. Without adequate information, the Superintendent may deny any student admission into the program. This information shall be documented for inclusion in the student's individual client record (ICR).
 2. Information for a student to be admitted shall include the following:
 - 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;
 - e. Education and school history;
 - 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 students who are probated, committed, or sentenced to the Department; and
 - l. Any other information pertinent to the student.
 3. Referrals shall be reviewed by the Superintendent and treatment team members. The referring individual or agency shall be notified of a decision within two (2) weeks of the program receiving a complete referral packet. If the decision is made that a day treatment program is not the appropriate placement for a student, a response in writing shall be provided to the referring agency with recommendations for other service or placement options.
 4. Upon written request, from the respective student, an explanation of the reason the student was not accepted into the program shall be provided.
 5. Once a student has been admitted the Superintendent, upon consultation with the treatment team, shall retain the right to request their removal from the program. Reason for removal shall be documented.
 - a. Fighting or Violent Behavior;
 - b. Chronic Program Disruption;
 - c. Truancy or Failure to Attend; and
 - d. Failure to Make Progress in the Program (i.e. non-productivity, not completing assigned work, sleeping)
- C. At the time of admission, staff shall be informed of any special needs of the student, to include dietary, physical, or mental health problems that may require attention.**

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- D. Each program shall make accommodations for students with a disability. A designee in the day treatment shall make appropriate referrals for care and treatment and may provide connection to resources when a student has a disability that manifests in behaviors that may present a threat to self or others. The program should follow each child's Individual Education Plan (IEP) and 504 Plan.
- E. The Superintendent or designee shall ensure that referral information and special needs information of the student are transmitted to staff upon admission of the student or within twenty-four (24) hours of arrival.
- F. A copy of the admission criteria and procedures shall be distributed annually to referring agencies and interested parties.

V. MONITORING MECHANISM

The Superintendent, the Facilities Regional Administrator (FRA), and the Quality Assurance (QA) Branch shall monitor this activity.