

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 1-JDTP-3D-10, 12</b>
<b>CHAPTER: Day Treatment Services</b>	<b>AUTHORITY: KRS 15A.0652</b>	
<b>SUBJECT: Treatment Team Composition, Function, and Responsibility</b>		
<b>POLICY NUMBER: DJJ 1009</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 4/05/2019</b>		
<b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b>		

**I. POLICY**

Each student shall have a designated treatment team to review, update, and implement their 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. During times when school is in session, the treatment team shall meet on a weekly basis. Each student shall meet with the treatment team at least every fourteen (14) school days.
- B. In the event that the student is absent from school during their scheduled treatment team meeting, the treatment team shall schedule the student to meet with treatment team during the next scheduled week.
- C. Treatment teams shall be chaired by the Superintendent or designee. Treatment team meeting documentation shall be reviewed by the Superintendent.
  - 1. Treatment team members shall include the youth counselor, youth worker (YW) staff, education staff, parent or caregiver, and JSW if applicable.
  - 2. The treatment team may also include the following: psychiatrist, Mental Health Branch staff, other professional counseling and mental health staff, and other approved individuals.

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- D. The Superintendent shall designate facility staff to attend treatment team meetings.
  - 1. If a staff person is unable to attend, they shall have approval from the Superintendent or designee.
  - 2. A staff person who is unable to attend shall be required to submit any necessary written documentation to the treatment team chair person in order that each involved staff person shall have input into the discussion and resulting decisions.
  - 3. The treatment team chair or designee shall be present at all treatment team meetings.
  - 4. The Superintendent shall encourage treatment team members, not under the supervision of the Superintendent, to attend treatment team meetings. Persons who are unable to attend may be asked to submit written documentation to the treatment team regarding the student.
  - 5. At a minimum, two (2) or more team members shall be at each treatment team meeting.
- E. The student shall participate in the treatment team meetings in all cases involving major treatment decisions, such as level movement, ITP's, and transition planning.
- F. The treatment team shall be responsible for making all treatment decisions regarding a student.
- G. The treatment team meeting shall be documented in the hard case file by the youth counselor, Program Director, or Superintendent's designee. This shall be completed within seven (7) school days of the treatment team meeting date. Entries shall be made prior to the next scheduled treatment team meeting.

**V. MONITORING MECHANISM**

The Regional Division Director or designee, in conjunction with the Division of Program Services, shall develop monitoring protocols to be used by the Superintendent that review the expectations set forth in this policy.

- B. The Superintendent shall be responsible for monitoring compliance with this policy.
- C. Monitoring shall also be conducted by the QA Branch during regularly scheduled monitoring.