

 <b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 1-JDTP-3D-09, 10, 11</b>
<b>CHAPTER: Day Treatment Services</b>	<b>AUTHORITY: KRS 15A.0652</b>
<b>SUBJECT: Family Engagement</b>	
<b>POLICY NUMBER: DJJ 1011</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: 4/05/2019</b>	
<b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b>	

## I. POLICY

The Department of Juvenile Justice (DJJ) shall be committed to working in collaboration with the student and parent or caregiver to provide needed services that allow the student to be successful in the community school setting.

## II. APPLICABILITY

This policy shall apply to DJJ operated day treatment programs.

## III. DEFINITIONS

Refer to Chapter 1000.

## IV. PROCEDURES

A. At the initial Individual Treatment Planning (ITP) conference, the student and parent or caregiver shall be notified of their rights and responsibilities. Additionally, during each ITP conference, ITP review, or parent or caregiver meeting, questions regarding the rights and responsibilities of the student and parent or caregiver may be reviewed as needed.

B. Parent or caregiver involvement in a DJJ operated day treatment program shall include the following:

1. Each day treatment program shall maintain regular contact with the student's parent or caregiver;
2. The student's counselor may engage the student's parent or caregiver as needed to assist the student in meeting their educational treatment objectives;
3. Treatment and transition planning;
4. The student counselor may assist the parent or caregiver with referrals for additional services to local agencies or private practitioners, in coordination with the Juvenile Service Worker (JSW), where applicable;

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5. The youth counselor shall communicate with the student's parent or caregiver once within every fourteen (14) school days.
    - a. Communication with the parent or caregiver shall be documented in the individual client record (ICR) within seven (7) school days of the contact.
    - b. If contact cannot be made, the attempt to shall be documented in the ICR within seven (7) school days of the attempt.
    - c. Contact may be attempted through:
      - i. Telephone;
      - ii. Written correspondence;
      - iii. Video-conferencing; or
      - iv. Face-to-face contact; and
  6. The youth counselor may provide or refer, in coordination with the JSW when applicable, a parent or caregiver to education classes, parental support groups, or other services.
- C. Each parent or caregiver contact and service shall be documented.

**V. MONITORING MECHANISM**

- A. The Quality Assurance (QA) Branch shall monitor for compliance annually.
- B. The Education Branch shall monitor bi-annually.