

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110 3-JTS-5I-03 3-JCRF-5H-03 1-JBC-5C-16; 5I-03, 13
CHAPTER: Program Services		AUTHORITY: KRS 15A.0652
SUBJECT: Track and Level System		
POLICY NUMBER: DJJ 306		
TOTAL PAGES: 4		
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APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) programs shall utilize a track system which shall stipulate out-of-home timeframes dependent upon type of offense per KRS 15A.0652. Each Track shall include a Level System that addresses the youth's criminogenic needs associated with the risk to reoffend. The Level System shall be designed to provide a structured way for measuring progression toward treatment goals and shall be documented in the youth's Individual Client Record (ICR).

II. APPLICABILITY

This policy shall apply to each DJJ group home and youth development center (YDC).

LIMITED APPLICABILITY

Declared juvenile sexual offenders (JSOs) shall receive treatment as outlined in DJJPP Chapter 8 (Treatment Program for Juvenile Sexual Offenders).

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

- A. Upon admission to the facility, youth shall be placed on one of the following Tracks:
 1. Misdemeanor Track; or
 2. Felony Track.
- B. Each Track shall contain three (3) levels; Awareness Level, Development Level, and Demonstration Level.
- C. The maximum out-of-home timeframes for misdemeanor and Class D felony adjudications shall be in accordance with KRS 15A.0652 as

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outlined in DJJPP Chapter 2 (Classification). Any time spent in an out-of-home placement shall count toward the maximum out-of-home time allowed by statute.

D. Track Timeframes

1. The Misdemeanor Track maximum out-of-home timeframe shall be 120 days and may be completed earlier dependent upon the youth's progression through the levels.
2. The Felony Track maximum out-of-home timeframe shall be 240 days and may be completed earlier dependent upon the youth's progression through the levels. For Youthful Offenders (YOs) length of Demonstration level is dependent on individual treatment needs, offense severity, and length of sentence.
3. If out-of-home placement beyond maximum timeframes is determined to be necessary for completion of treatment, a request for extension shall be submitted to the Administrative Transfer Request (ATR) Committee. The ATR Committee may approve an extension after review of the facts and circumstances warranting the need for continued out-of-home placement. The maximum time the out-of-home placement may be extended is the maximum originally allowed under KRS 15A.0652 (3)(d)(1) and (2) and the total period of commitment shall not exceed that permitted under KRS 635.060. Reference KRS 15A.0652 (3)(d)(3).

E. Level System

Movement through each Level shall be driven by the completion of level requirements, the youth's behavioral compliance, and completion of individual treatment plan (ITP) tasks containing selected evidence-based practices to address criminogenic needs associated with the risk to reoffend, and the prosocial application of those tasks in the daily milieu.

1. Awareness Level

- a. Youth shall be assigned to the awareness level upon admission.
- b. This Level shall emphasize the youth's awareness of the program's expectations, services offered, the youth's rights, and the facility level system.
- c. The youth shall increase awareness of their identified need areas and how those will guide their ITP.
- d. The aftercare plan shall be discussed and developed.
- e. To advance to Development Level the youth shall successfully accomplish the following:
 - i. Adherence to the facility Orientation Treatment Plan;
 - ii. Development of their ITP;
 - iii. Become familiar with their ITP goals and tasks; and

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iv. Attend required counseling services.

2. Development Level

- a. This level of treatment shall emphasize the development of skills necessary to address the youth's identified treatment needs and successful return to the community.
- b. Youth on development level may be eligible for day passes and furloughs. Youth shall only be eligible for furloughs during the last week of this level. Each facility shall develop criteria for day passes and furloughs in their SOP.
- c. To advance to the Demonstration Level the youth shall:
 - i. Begin work on the goals identified on the ITP and engage in the evidence-based practices selected to address the youth's criminogenic needs associated with the risk to reoffend;
 - ii. Focus on learning social skills, coping skills, and problem solving skills;
 - iii. Begin to identify high-risk thoughts and begin demonstrating new pro-social behaviors;
 - iv. Complete the assigned level treatment tasks identified on their ITP;
 - v. Successfully complete required counseling services; and
 - vi. Begin developing their Relapse Prevention Plan.

3. Demonstration Level

- a. This level of treatment shall emphasize the youth's demonstration of skills necessary for release to the community or a lower level of out-of-home care.
- b. The Discharge Planning conference shall be conducted and the Aftercare Plan shall be completed.
- c. A youth completing demonstration level may be considered for movement to a lower level of care in the placement continuum.
- d. Youth may be considered furlough eligible.
- e. To successfully accomplish this level the youth shall:
 - i. Consistently demonstrate observable improvement in thinking by applying skills and behaviors learned during treatment;
 - ii. Complete the assigned level treatment tasks identified on their ITP;
 - iii. Complete the selected evidence-based practices to address criminogenic needs associated with the risk to reoffend or progressed in treatment to the point where the evidence-based practices can be continued in a less restrictive

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placement, if applicable, including, but not limited to, a community placement.

- iv. Successfully complete required counseling services; and
- v. Finalize their Relapse Prevention Plan and present to their family, when possible.

F. Service delivery may be altered for youth who have cognitive, developmental, or physical disabilities in order to assist with successful progression through each level. A youth's progression through the level system shall not be extended due to a disability.

G. Administrative Transfers

- 1. Youth being stepped up within the level of placement continuum due to a major rule violation shall be placed at the beginning of the Awareness Level at the receiving facility for stabilization and assessment. The youth's ITP shall be reviewed and updated, if necessary, to reflect the ATR.
- 2. Except as otherwise provided, youth being moved within the level of placement continuum shall be observed for evaluation and orientation to the facility. Within fourteen (14) days the youth shall be returned to their previous facility level, unless otherwise determined by the treatment team. If a change in level occurs, the justification shall be documented in the youth's ICR.
- 3. If the Treatment Team anticipates an extension of the out-of-home timeframes pursuant to KRS 15A.0652, an ATR shall be requested twenty-one (21) days prior to the projected release date.

V. MONITORING MECHANISM

- A. 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 Quality Assurance (QA) Branch shall perform annual facility monitoring visits to ensure compliance with this policy.