

Policy Title: PROGRAM SERVICE DAY



California
Department of
Corrections and
Rehabilitation

**Division of
Juvenile Justice**

Manual:

Administrative (YAM)
Education Services (ES)
Institutions and Camps (I&C)
Parole Services (PS)
Special Education (SE)

Revision #: **Section #:**

3 3266
84 5600

Chief Deputy Secretary (CDS): Bernard E. Warner		Effective Date:	Revision Date(s): N/A	Section(s): <ul style="list-style-type: none"> • Education Manual Section 3266 • Institutions & Camps (I&C) Branch Manual Section 5600 Replaces: N/A
Subject: Program Service Day				
Authority: Welfare and Institutions Code: <ul style="list-style-type: none"> • Section 1712 • Section 1120 		Attachments		
		Forms: None	Local Procedures: Local procedures will be submitted to the PPP&R Unit within 90 days of the Chief Deputy Secretary’s approval of the DJJ Program Service Day policy. Local procedures will be needed for all Youth Correctional Facilities that are in operation at the time the policy is implemented.	
Policy Statement:	This policy establishes the Program Service Day, which is a coordinated schedule for each facility and the programs and services it provides. The schedule shall provide the structure to ensure all services are accomplished in an efficient manner. It is intended to minimize scheduling conflicts while ensuring that each youth receives necessary treatment/rehabilitative services and is constructively active during the majority of his or her waking hours.			
Scope:	This policy will affect each Division of Juvenile Justice (DJJ) employee, volunteer, and youth within a Youth Correctional Facility, and each external stakeholder who interacts with youth at DJJ facilities.			
Goal(s) & Outcome Measure(s):	Each youth will receive the required services.			
Related References:	<ul style="list-style-type: none"> • Education Remedial Plan, as filed on March 1, 2005 • Mental Health Remedial Plan, as filed on August 24, 2006 • Safety and Welfare Remedial Plan, as filed on July 10, 2006 • TDO #07-76, School Day Schedule and Annual Academic Calendar, Sections 3220-3224, ES Manual 			

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Requirements:

- This policy has a training requirement: Yes No
 This policy has an audit requirement: Yes No
 This policy has restricted distribution: Yes No
 This policy requires annual review: Yes No
 This policy requires a local procedure: Yes No

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DEFINITIONS

Dynamic Factors – Those aspects in a youth’s life that can be changed, such as: attitudes, social cognitive skills, education, employment, etc.

Interdisciplinary Treatment Team – The group responsible for identifying the case management plan with a youth. At minimum, it consists of the youth, case manager, youth correctional counselor, education representative, health care professional, and re-entry specialist.

Intervention – A practice that targets dynamic risk factors and/or responsivity factors.


Program – A self-contained service delivery system, including:

- Entrance and exit criteria tied to screening and assessment
- Case planning and management
- Delivery of services inclusive of treatment/rehabilitation and transition/community planning
- Assessment of progress

Responsivity – The ability to deliver interventions in a style and mode that is consistent with the ability and learning style of the youth.

Service – A method, system, or organization for delivering programs to youth in DJJ. Services would include:

- Behavior Management
- Treatment/Rehabilitative Interventions
 - Substance Abuse
 - Mental Health
 - Behavioral Health Interventions
 - Education
 - Vocation
- Activities
- Case Management
- Transition/Community Planning

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GENERAL POLICY STATEMENT

The Program Service Day is a coordinated schedule for each DJJ facility and the programs and services it provides. The schedule shall provide the structure to ensure all services are accomplished in an efficient manner. It is intended to minimize scheduling conflicts while ensuring that each youth receives necessary treatment/rehabilitative services and is constructively active during the majority of his or her waking hours.

RESPONSIBILITIES AND DUTIES

The DJJ Executive Management Team shall:

- Approve all Program Service Day standards prior to dissemination to the field
- Approve the Program Service Day schedule developed at each facility prior to its incorporation into the local operating procedures
- Approve all local operating procedures related to the Program Service Day prior to implementation at each facility
- Ensure that an interdisciplinary team provides training to facility staff on the Program Service Day policy within 60 days of implementation


The Director of Juvenile Programs shall ensure that:

- The standards for implementation of the Program Service Day are developed and submitted for approval
- Execution of the standards and service requirements are monitored monthly following the implementation of the Program Service Day schedule at each facility

The Superintendent, High School Principal, Chief Medical Officer (CMO), and/or designee shall ensure that:

- Local operating procedures are developed within 90 days of the Program Service Day implementation based on the approved standards
- Interdisciplinary Treatment Teams are developed
- Outcomes are being monitored

The Superintendent, High School Principal, and CMO, and/or their designees, will work collaboratively to ensure that the responsibilities and duties regarding the Program Service Day policy and any related procedures are met.

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TRAINING

Employee

1. Each employee with direct contact, care, and/or service for a youth at each Youth Correctional Facility shall receive training on the Program Service Day policy within 60 days of implementation of the policy at the facility.
2. Each new employee at each Youth Correctional Facility shall receive an overview of the Program Service Day policy during New Employee Orientation. Any employee with direct contact, care, and/or service for a youth at each Youth Correctional Facility will be trained on the policy within 30 days of arrival at the facility.
3. Any employee, upon discretion of the Superintendent, High School Principal, and/or Chief Medical Officer (CMO), will receive refresher training as needed.

QUALITY ASSURANCE


The Superintendent, High School Principal, CMO, and/or their designees will collaboratively be responsible for quality assurance as it relates to the Program Service Day policy. The Superintendent, High School Principal, CMO, and/or their designees shall monitor compliance with mandates and report monthly to the Director of Juvenile Facilities and the Director of Juvenile Programs.

Superintendent, High School Principal, Chief Medical Officer (CMO), and/or designee

1. Ensures and reports compliance with education mandates for student enrollment, minimum instructional time, attendance, and access to required curriculum and supplementary services
2. Ensures and reports compliance with treatment mandates for minimal service time, access to required treatment groups, and strategies

Original signed by:

BERNARD E. WARNER
Chief Deputy Secretary

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PROCEDURES

Each facility, under the leadership of the Superintendent, High School Principal, Chief Medical Officer (CMO), and/or their designees, shall develop a Program Service Day schedule for each youth that allows for minimum treatment requirements to be met.

To preserve the integrity of the school day schedule and ensure minimum education minutes are provided to all non-graduates, the start and end times of the school schedule, as established and approved by the California Education Authority (CEA) Superintendent of Education, must be maintained. The Program Service Day schedule also provides flexibility in meeting the needs of any youth who has attained high school graduate or equivalent status.

Local operating procedures shall be developed at each facility within 90 days of implementing the policy. Procedures shall include any processes used to implement the Program Service Day Schedule facility-wide and will indicate 1) who on site will review reports regarding services being met and 2) who is responsible to develop and implement strategies for improvement, if standards are not met. Procedures shall define how the following will be developed and who will be responsible:

- A living unit/facility schedule that depicts structured activities for all waking hours for youth before, during, after school and in the evening
- A schedule that defines the treatment/rehabilitation interventions needed for each youth
- A school enrollment schedule depicting courses needed by each youth to meet education requirements including courses needed to graduate or obtain a GED
- A schedule depicting treatment/rehabilitation interventions that will be offered during the school day. This schedule will be provided to the School Scheduler so that each youth can be scheduled into the requested treatment/rehabilitation intervention periods
- A facility schedule depicting staff assignments for treatment/rehabilitation interventions from all areas to include a list of “back-up staff” to cover the intervention periods scheduled during the school day (similar to substitute teachers)