

Division of Juvenile Services

Contracted Services Unit

Site Visit Summary

* Items marked as "X" indicate compliance with the specific standard. Items unmarked indicate incomplete or non-compliance with a specific standard. JS Staff will provide information in the Notes/Feedback section providing justification for leaving an item unmarked as well as information/instructions to assist the provider in complying with the standard.

** Legend by ink color: All levels of service, Emergency Shelter, JJFC, Residential Maternity Care, TLP/CIP

Provider Name:		Date of Site Visit:	
JJA Staff:			
Site Visit Type:			
Announced/Unannounced:		Level of Service:	

Provider Staff Involved:

Name:		Position:	

Overview/Summary:

Strengths:

Areas of Enhancement:

Section 1: Facility Tour

Items to Review:		DCF emergency phone numbers posted
		Behavior management system/rules posted
		Environmental factors

Notes/Feedback:

Section 2: Judicial District/Community Relationships

Items to Review:	1	Relationship with Community Supervision Officers
	2	Direct Community Supervision Officer feedback
	3	Referral source(s)

Notes/Feedback:

Section 3: Previous Year's Recommendations

Recommendations:	1	
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Notes/Feedback:

Section 4: General Staffing Requirements

Items to Review:		Administrator meets educational requirements or exception on file
		Case Coordinator meets educational requirements or exception on file
		Case Coordinator to youth ratio met or exception on file
		Staff is minimum of 21 years with at least 3 years difference staff/youth
		Case Coordinator duties are 100% of job function or exception on file
		Facility staff ratio is 1-7 during wake hours and 1-10 during sleep hours

Notes and Feedback:

Section 5: Staff Training

Items to Review:		Initial 32-hour orientation training prior to assuming all duties or exception on file
		Written annual staff in-service training plan
		Staff receive 40 hours of annual training
		Case Coordinator received 30 hours of training prior to assuming all duties or exception on file
		Case Coordinator received 20 hours of annual training or exception on file
		Staff receive 24 hours of initial training prior to assuming all duties or exception on file
		Staff received 24 hours of annual training or exception on file
		Staff receive 32 hours of initial training prior to assuming all duties or exception on file
		Staff received 24 hours of annual training or exception on file

Notes and Feedback:

Section 6: Reporting Abuse/Neglect and Critical Incident Reporting

Items to Review:		Process for reporting both critical and non-critical incidents
		Verbally reports incidents immediately with written report within 24 hours
Notes and Feedback:		

Section 7: PREA *only YRCII and TLP levels of service*

Items to Review:		Policy and procedure for PREA
		Staff are properly trained in receiving/responding to reports of sexual abuse
		Documentation that youth were provided PREA reporting process training
		Documentation that volunteers/contractors were provided PREA reporting process training
PREA Compliance Monitor:		
Notes and Feedback:		

Section 8: Record Keeping

Items to Review:		Daily observations
		Weekly progress notes
		30 day progress reports provided to the referring agency
		Annual staff background checks are completed and documentation in staff files
		15 and 30 day progress reports were provided to referring agency
		15 day progress report with written placement recs provided to referring agency
		14 day progress report with placement recs provided to referring agency
		14 day progress reports provided to the referring agency
Notes and Feedback:		

Section 9: Reintegration Visits

Items to Review:		Provider is in compliance with Resident's Rights
		Documentation of approved contact lists
		Documentation of pre and post reintegration visits(all levels with the exception of TLP/CIP)
		Documentation of Community Supervision Officer's visit response
Notes and Feedback:		

Section 10: Resident Lodging

Items to Review:	Were at a minimum the following factors considered for the assignment of rooms:	
	<input type="checkbox"/>	Risk to recidivate
	<input type="checkbox"/>	Suicidal tendencies
	<input type="checkbox"/>	Level of specialized needs (mental health, medical etc.)
	<input type="checkbox"/>	Sex offender status
	<input type="checkbox"/>	Gender
	<input type="checkbox"/>	Age/maturity level
	<input type="checkbox"/>	Service needs (substance abuse, cognitive behavioral, independent living, etc.)
	<input type="checkbox"/>	Vulnerability to being victimized by others (i.e. physical stature)

Notes and Feedback:

Section 11: Residential Care System

Items to Review:	<input type="checkbox"/>	Provider is in compliance with the JJA Discipline Policy/Resident's Rights
	<input type="checkbox"/>	Written rules, rewards and consequences for specific behaviors
	<input type="checkbox"/>	Written system of rules for safety, security and addresses behavioral change

Notes and Feedback:

Section 12: Youth File Reviews

Items to Review:	YLS/CMI
	Supervision Plan
	Referral form from the community supervision officer

Notes and Feedback:

Admission:	Within 24 hours was an assessment (suicide, self-injury) completed
	Was a 7 day assessment completed
	Criteria is in place to determine the appropriateness of placement
	Immediate service needs are documented
	Response to community supervision officer within 48 hours of referral
	F2F intake was conducted within 3 business days (removal & reintegration home invited)
	Was completed immediately upon admission
	Most appropriate next placement is documented

Notes and Feedback:

Program Plans:	Initial program plan was established within 14 days of admission
	Plans are updated every 30 days
	Plans are linked to initial assessment
	Plans support the community supervision plan (if not must be documented)
	Plans target and prioritize appropriate areas of risk and need
	Plans identify and address strengths and responsivity
	Youth participated in the development of plan
	Plans provide evidence of situational training (hygiene, health consumer education, communication skills, home management, situation guidance, recreation)
	Youth is completing cognitive behavioral tools correctly in the foster home
	Plan provides for realistic living experiences
	Initial program plan was established within 3 days of admission
	Plans are completed within every 14 days and provided to community supervision officer
	Plan is specific for parenting, life skills an independent living

Interventions Provided:

Notes and Feedback:

Placement Agreements:	Initial placement agreements reflect a 90 day timeframe and maintained in the youth's file
	Extension placement agreements reflect a 60 day timeframe and maintained in the youth's file
	Signed by community supervision officer and emergency contact information included
	Signed by placement representative
	Do not exceed 30 days unless a documented extension is located in the youth's file
	Initial placement agreements reflect a 30 day timeframe and maintained in the youth's file

Notes and Feedback:

Section 12 Continued: Youth File Reviews

Discharge Planning:		Includes a summary of the goals achieved while in placement
		Includes written recommendations that specify nature, frequency, duration, facility, responsible parties for services post discharge
		Youth participated in the development of plan (if not must be documented)
		Plan was provided to the community supervision officer
		The plan reflects a transition to the community/CIP
		The plan contained services specifically designed for the infant

Notes and Feedback:

Section 13: Placement Supervision

Items to Review:		Case Coordinator had contact with youth a minimum of 1 time per week
		Case Coordinator had contact with foster parent a minimum of 1 time per month
		Case Coordinator had contact with reintegration/removal home a minimum of 1 time per month
		Case Coordinator had contact with the supervision officer at a minimum of 1 time per month (may be F2F, verbal, written, etc)
		24/7 access to staff (by telephone for CIP)
		Week 1: daily phone contact, minimum of 1 in-person contact
		Weeks 2-4: 2 times/week phone, minimum of 1 in-person contact
		Weeks 5-8: 1 time/week phone, minimum of 1 in-person contact
		Week 8+: no less than monthly phone, minimum of 1 in-person contact
		Evidence is present that supervision is decreasing as the youth progresses

Notes and Feedback:

Section 14: General Youth Requirements

Items to Review:		Youth are at least 16 years of age upon admission
		Youth are working towards full/part time employment, HS diploma or GED
		Youth have had a life skills assessment
		Youth have a savings account

Notes and Feedback:

Section 15: Juvenile Justice Foster Care (JJFC)

Items to Review:	Foster parents have 20 hours of training prior to youth placement or exception on file
	Foster parents who accept sex offenders have 3 contact hours of training prior to youth placement or exception on file
	Foster parents receive 12 hours of annual training or exception on file
	Crisis support is available 24-7 (must include documentation)
	Respite care is available (must include documentation)
	Access to support groups for foster parents are available (must include documentation)
	Skill development opportunities are available to foster parents (must include documentation)
	Mechanisms are available for foster parent feedback regarding the adequacy of support services they receive (must include documentation)
	The Case Coordinator has no more than 12 youth on their caseload or exception on file
Parent, Guardian or Reintegration Home:	Parent(s)/guardian(s) received training for parenting
	Parent(s)/guardian(s) have mechanisms for information sharing available
	Parent(s)/guardian(s) received cognitive behavioral training
	Parent(s)/guardian(s) received assistance from case coordinator to access services
	Parent(s)/guardian(s) can access crisis support during all home visits
	Parent(s)/guardian(s) received assistance from case coordinator to access family therapy
	Parent(s)/guardian(s) received assistance from case coordinator to address responsivity

Notes and Feedback:

Section 16: Other Discussion

Notes and Feedback:

Section 17: Signatures

Contracted Services Staff Signature	Date
Contracted Services Manager Signature	Date