

# YOUTH SERVICES POLICY

<b>Title:</b> Standard Operating Procedures for Female Intensive Residential Treatment Providers <b>Next Annual Review Date:</b> 04/06/2018	<b>Type:</b> A. Administrative <b>Sub Type:</b> 4. Contract Management <b>Number:</b> A.4.3
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<b>References:</b> U.S. DOJ PREA Standard 115.352 (e)(1); ACA Standards 2-CO-1B-10 and 2-CO-1C-17 (Administration of Correctional Agencies); YS Policy A.4.1 "Contract Manual"	
<b>Draft Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 04/06/17

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish the Standard Operating Procedures (SOP) for providers of female residential treatment programs as a YS/OJJ Policy.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Regional Managers, and female intensive residential contract providers who provide treatment to females in the custody of YS/OJJ.

**IV. DEFINITION:**

***INTENSIVE RESIDENTIAL TREATMENT PROGRAM (IRT)*** - A structured behavioral treatment program which serves adolescent females who are adjudicated delinquent and placed into a secure program in a professionally staffed residential environment 24 hours per day. The purpose of the residential service is to provide a safe and restrictive environment for those youth requiring secure residential services and to provide them with the skills necessary to reenter society and function as productive citizens.

**NOTE:** Additional definitions may found in the attached SOP.

**V. POLICY:**

It is the Deputy Secretary's policy that all Intensive Residential Treatment Program providers abide by the provisions contained in the attached YS/OJJ Standard Operating Procedures for Providers of Female Residential Treatment Programs

**Previous Regulation/Policy Number:** A.4.3

**Previous Effective Date:** 01/04/2016

**Attachments/References:**

Attachment: 2017 Standard Operating Procedures for Providers of Female Residential Treatment Programs  
DNA Offense List  
Youth Rights and Responsibilities  
Group Counseling Assessment Form  
DPSSP 6696  
OJJ UOR  
SCR-1LIC  
Funds Balance/Withdrawal Request  
DCFS/CW Form CPI-2  
Title 28 EDUCATION