

# YOUTH SERVICES POLICY

<b>Title:</b> LAMOD Program and Youth Stage Procedures <b>Next Annual Review Date:</b> 08/30/2017	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 2. Classification <b>Number:</b> B.2.7
<b>Page 1 of 3</b>	
<b>References:</b> ACA Standards 4-JCF-3A-03, 4-JCF-3B-01 and 4-JCF-3B-07 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies B.2.1 "Assignment, Reassignment, Release and Discharge of Youth," B.2.2 "Youth Classification System and Treatment Procedures," B.2.3 "Secure Care Intake", B.3.1 "Secure Care Youth Records: Composition and Maintenance", B.5.1 "Youth Code of Conduct – Secure Care" C.5.3 "Quality Assurance Reviews - Central Office Audits, Secure Facilities and Regional Offices" and C.5.6 "Juvenile Electronic Tracking System (JETS); "Situational Leadership Theory" developed by Hersey and Blanchard; the Office of Juvenile Justice LAMOD Staff and Youth Manuals, Fourth Edition - 2016	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 08/30/2016

**I. AUTHORITY:**

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

**II. PURPOSE:**

To implement the LAMOD Program and Youth Stage Procedures as part of the services and programs offered to youth assigned to a YS secure care facility, in order to assist them in making a positive transition back into the community.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, Director of Rehabilitation and Treatment, Regional Directors, Facility Directors, Regional Managers, the contracted health care provider (CHP), and secure care LAMOD Coordinators.

Facility Directors are responsible for ensuring compliance with the spirit and intent of the LAMOD Program and Youth Stage Procedures.

**IV. DEFINITIONS:**

Refer to the attached Staff / Youth LAMOD Manuals, Fourth Edition - 2016 for the definitions applicable to this policy.

**V. POLICY:**

It is the Deputy Secretary's policy that LAMOD shall be the treatment philosophy for which the culture is built, and in which staff provides a learning environment for the youth to grow and develop. Youth shall move through the LAMOD Youth Stages of Development at their own pace; based on the learning of new skills and healthy decision making within the programs and services offered throughout the secure care facilities.

**VI. PROCEDURES:**

The LAMOD Program shall follow the procedures outlined in the attached LAMOD Staff / Youth Manuals, Fourth Edition – 2016.

**VII. CONTINUOUS YOUTH TRAINING:**

Group Leaders and JJS staff are responsible for the continuous training of all youth in the unit on the expectations within the LAMOD Youth Manual, ensuring youth understand what is expected of them to advance stages, and the incentives allowed at each stage.

**VIII. STAFF DEVELOPMENT:**

- A. Documented LAMOD pre-service training shall be provided for all secure care staff. Training shall include all elements of the LAMOD Staff Manual to ensure staff has a working knowledge of LAMOD, including the youth stage advancement processes and incentives allowed per stage as outlined in the Manual.
- B. The Facility Director, Treatment Director, LAMOD Coordinator, and other administrative staff as deemed by the Facility Director, shall provide continuous staff development on the LAMOD Staff and Youth Manuals during Senior Team Meetings or other formal meetings as needed. Documented training shall include the youth stage advancement process, and subsequent youth incentives allowed per stage.
- C. Group Leaders shall provide continuous documented training during Weekly Team Meetings on the LAMOD Staff Manual, with an emphasis on the Youth Stage Advancement Process, and the importance of subsequent youth incentives allowed per stage.

**IX. QUALITY ASSURANCE**

- A. The Director of Treatment and Rehabilitation/designee shall continuously monitor the progress and usage of the LAMOD Youth Stages of Development.

## YS Policy No. B.2.7

### Page 3

Once per quarter, the Director of Treatment and Rehabilitation/designee shall conduct a review of the youth records to ensure Youth Stage Advancements are being considered.

A meeting shall occur at the end of the review process with the Facility Director, Facility Treatment Director, and designated facility staff to discuss progress, concerns, and to provide support as needed.

A written report of findings shall be forwarded to Continuous Quality Improvement Services (CQIS) for inclusion in the bi-annual monitoring report.

- B. Interviews with Group Leaders, JJS staff assigned to the unit, and the youth shall be conducted to monitor whether Youth Stage Advancements are being considered as appropriate during the LAMOD Coordinator's weekly monitoring of each housing unit. This information shall be provided to the Facility Director and Group Leaders with recommendations.
- C. Facility Directors shall monitor the LAMOD stage advancement process by reviewing the number of Stage Consideration Work Sheets presented by Group Leaders at the Weekly Senior Team Meeting.

**Previous Regulation/Policy Number:** B.2.7

**Previous Effective Date:** 08/15/2011

**Attachments/References:**

- LAMOD Staff Manual
- LAMOD Youth Manual
- LAMOD Stage Data Input Form
- LAMOD Reward Sample
- Daily Observation Sheet
- LAMOD Orientation Form
- LAMOD Program Admission Agreement
- LAMOD Weekly Group Assessment Form
- Staff Input and Assessment Form
- JJS Input Form
- Youth-Mentor Contact Assessment
- Team Meeting Sign-in Sheet
- Group Attendance Form
- Group Leader Team Meeting Preparation Form
- Youth Stage Petition
- Stage Consideration Worksheet