

YOUTH SERVICES POLICY

Title: Programs for Post-Secondary Education and Skills Building Incentives – Secure Care Next Annual Review Date: 01/21/2018	Type: B. Classification, Sentencing and Service Functions Sub Type: 7. Education Number: B.7.2
Page 1 of 16	
References: LSA-R.S.15:905, 23:161, 23:162, 23:166, 23:211, 23:241; U.S. Dept. of Labor Occupational Safety and Health Administration Standards (OSHA); ACA Standards 2-CO-5A-01 (Administration of Correctional Agencies), 4-JCF-5D-05, 4-JCF-5D-06, 4-JCF-5D-08, 4-JCF-5D-12; 4-JCF-5H-01, 4-JCF-5H-02, 4-JCF-5H-03, and 4-JCF-5H-04 Performance-Based Standards for Juvenile Correctional Facilities); Youth Services Policy Nos. B.7.1 "Education", B.8.8 "American With Disabilities Act (Youth)", B.8.10 "Access to Computers and Certain Office Equipment by Youth", B.9.1 "Youth Welfare Fund", B.9.3 "Youth Banking", C.2.3 "Searches of Youth", C.2.7 "Youth Drug/Alcohol Testing Program", and C.2.24 "Electronic Monitoring Program (EMP)"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 01/21/2015

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 provide youth the opportunity to enroll in post-secondary educational courses, and to acquire employability skills by developing a good work ethic through employment in on-campus and off-campus jobs with pay incentives; and to integrate restorative justice by assessing a percentage of a youth's incentive compensation in order to make payment toward restitution.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Director of Education, Facility Directors, School Principals, and all OJJ secure care youth.

IV. DEFINITIONS:

Education Program Coordinator (EPC) - The education transition coordinator will be charged with the responsibility of coordination and oversight of the Post-Secondary Educational Program and academic skills building (computer based programming).

Education/Skills Building Placement Staffing – A staffing held to place, remove or reassign youth in the on or off-campus education/skills building program. This staffing may be incorporated into a youth’s regularly scheduled reclassification staffing. Required participants are as follows:

- 1) Education Program Coordinator (EPC);
- 2) Skills Building Program Coordinator (SPC);
- 3) On-Campus Worksite Supervisor (*if applicable*);
- 4) Off-Campus Worksite Supervisor (*if applicable*);
- 5) Principal/designee (*if applicable*);
- 6) Group Leader;
- 7) Case Manager; and
- 8) PPO/J

Global Positioning System (GPS) – Active – A constellation of orbiting satellites put in place by the US Military, and now used for many tracking services. In the OJJ application of GPS, a youth shall wear a GPS receiving device, most likely an ankle bracelet, which will allow a remotely-located person to monitor the youth’s exact location 24 hours a day, seven (7) days a week.

Off-Campus Worksite Supervisor – Designated worksite supervisor responsible for supervising and evaluating youth working off-campus.

On-Campus Worksite Supervisor - An employee who directly supervises and evaluates youth while working on campus.

Post-Secondary Education / Skills Building Incentive Multi-Disciplinary Team - A Team at each facility where youth are participating in either the Post-Secondary Education Program or the Off-Campus Skills Building Incentive Program. The Team shall meet monthly to discuss the progress of youth enrolled in both portions of the program and to consider requests for new youth to either program; and who shall make final decisions regarding off-campus youth placement, except for those youth adjudicated for offenses falling under Children’s Code Article 897.1 as noted in Section IX, or youth required to register as a Sex Offender as noted in Section X. The Team shall be comprised of the following members:

- 1) Facility Director;
- 2) Principal/Assistant Principal;
- 3) Education Program Coordinator (EPC);
- 4) Skills Building Program Coordinator (SPC);
- 5) SSP Regional Coordinator (*if applicable*);
- 6) Youth’s Probation and Parole Officer/Juvenile (PPO/J);
- 7) Group Leader; and
- 8) Youth’s assigned Case Manager.

Restitution: court-ordered - Money that a youth has been ordered to pay by a court.

Restitution: owed to the facility - Money a youth has been ordered to pay through the disciplinary process to reimburse the facility for financial loss due to his misconduct.

SCR/Contren modules - Student competency record as established by a particular trade/Contren Learning Series provides the training curricula in more than 30 trades. Contren modules are groupings of classes vocational students must complete to receive credentials in their trade that are nationally recognized.

Skills Building Program Coordinator (SPC) – A facility employee appointed by the Director who is charged with the responsibility of initial startup and oversight of the Skills Building Incentive Program (job details).

Youth Portfolio - The portfolio is used as a purposeful collection of student work that exhibits the student's efforts, progress and achievements in one or more areas.

V. POLICY:

It is the Deputy Secretary's policy that there shall be a Post-Secondary Educational Program and a Skills Building Incentive Program to provide educational incentive opportunities, job training and work opportunities to youth in secure facilities in order to facilitate their reintegration into the community as responsible citizens upon release from commitment.

VI. POST-SECONDARY EDUCATION PROGRAM:

The Office of Juvenile Justice (OJJ) recognizes that upon attaining a high school diploma or GED, some students may wish to continue their education at the collegiate level. Therefore, the following guidelines are used to determine whether a student shall be allowed to leave the facility grounds in order to pursue post-secondary credits, take online college or technical classes, or enroll in correspondence courses.

To be considered for any post-secondary enrollment, a student must have earned a GED or high school diploma.

A. Eligibility Requirements for Off-Site Enrollment in College Courses

1. The student must have served 60% of his time in order to be considered for off-campus post-secondary courses;
2. The student must be on at least a "medium" custody level;
3. The student must not have received any Code of Conduct Violations within the past six (6) months; and
4. The student must not have a documented history of escapes, escape threats or escape attempts.

B. On-Site Correspondence Classes

Students who have attained a high school diploma or GED desiring to enroll in college, however do not meet the eligibility requirements noted in A. above, may be eligible for enrollment in correspondence courses. The following processes shall take place for those students seeking to qualify:

1. Students must complete Steps 1 – 3 of the Admission Process noted in D. below;
2. The Group Leader, assigned Case Manager, EPC and the school Guidance Counselor shall assist the student in registration and in making a determination of subjects and the number of classes in which to enroll;
3. The Group Leader and/or assigned Case Manager shall counsel the student on the discipline necessary to complete a correspondence course, explaining that essentially the student is working on his own with no instructor to guide him;
4. The Group Leader and/or assigned Case Manager shall assist the student in mailing his assignments to his instructor; and
5. The student will need a proctor for testing. Most universities will administer proctored tests. In cases where the universities will not administer proctored tests, the EPC/designee shall proctor.

C. Online School Courses

Students who have attained a high school diploma or GED desiring to enroll in online college courses, shall completed Steps 1 – 3 of the Admission Process noted in D. below.

D. Admission Process for Off-Site / On-Site / Online Courses

Students shall take the ACT test and/or other required entrance exams. The student, the student's Group Leader, assigned Case Manager and the EPC shall meet to discuss and complete the "Application for Post-Secondary Course Enrollment" (see attached Form CE1) for submission to the Facility Director for approval. Upon approval by the Facility Director, paperwork shall be submitted to the college or university by the EPC.

1. Upon acceptance by a college or university, the EPC shall secure and complete necessary paperwork for payment of student fees, books and supplies. The "Commitment Contract" [see attached Form CE2] shall also be completed at this time. The original shall be maintained in the youth's portfolio, with copies to the school Principal and the Facility Director's office.
2. The Group Leader, assigned Case Manager, EPC and Guidance Counselor shall assist the student in registration, and in making a determination of subjects and number of classes in which to enroll.

E. Class Attendance and Behavior

1. The Group Leader and/or assigned Case Manager shall ensure transportation is available for the student, if applicable.
2. The Group Leader and/or assigned Case Manager shall maintain a record of the student's class schedule. They shall also contact the student's instructors, giving them their contact information and maintain open lines of communication with the student's instructors.
3. Students may obtain paper, pen and pencils from the school. Other material necessary for classes must be obtained thru the Group Leader and social services staff.
4. Class attendance for students is mandatory. Group Leaders shall monitor attendance.
5. Students shall adhere strictly to all rules of the college in which they are enrolled.
6. Violations of policy or procedures (YS, secure care facility or the college/university which the student is enrolled) may be cause for withdrawal of the student's permission to attend school off-campus.
7. The student is responsible for informing the Group Leader or assigned Case Manager if class assignments require library work outside of their regular class schedules. The Group Leader, Case Manager, and/or student must contact the school librarian/library designee to schedule library time for college students.
8. The student and Group Leader must obtain necessary clearance from the Facility Director for use of the internet in completing assignments and conducting research in the school library, where internet access is available, pursuant to the guidelines established in YS Policy No. B.8.10. When students are given permission to access the internet for assignments and communication with instructors, a staff member shall monitor all activities while the student is online. In some cases, it may be necessary to give students access to a portable flash drive for storing assignments. This may only be done with the Facility Director's approval.

F. Portable Storage / Media Accountability and Inspection

1. Prior to any portable storage/media devices being used, the Facility Director is required to have a Standard Operating Procedure in place to ensure secure storage, use and monitoring of the device.
2. Issuance and retrieval of portable storage / media devices shall take place on a daily basis as needed through the EPC.
3. Documented monthly inspections of portable device contents shall be conducted by the facility IT Liaison, with findings provided to the EPC.

VII. ON-CAMPUS SKILLS BUILDING INCENTIVE PROGRAM:

The On-Campus Skills Building Incentive Program provides youth with the opportunity to acquire marketable skills, necessary work habits and work experience. The program shall include skill building classroom instruction, learned skills processing, and hands-on skill building activities. Incentive payments will be made based on available resources. All YS secure care youth, who have received their GED, high school diploma or certificate of achievement are eligible for this program, subject to the screening and placement requirements in C below.

A. Hours and Compensation

1. Louisiana Law provides that youth under the age of 16 may be permitted to work 8 hours per day or no more than 40 hours per week after school hours and during non-school days.
2. Louisiana Law provides that youth 16 years of age and older may work any number of hours per day and per week.
3. Compensation to youth may be in the form of wages, learning a skill or gaining work experience.
4. Beginning wages shall be twenty-five (.25) cents per hour, and through merit raises may increase to a maximum of fifty (.50) cents per hour.

Merit raise's of five (.05) cent per hour may be awarded upon the recommendation of the worksite supervisor, with the approval of the Skills Building Program Coordinator (SPC) and/or Facility Director.

Payment of wages and merit raises are contingent upon available resources. If compensation is through the payment of wages, hourly payments shall range from .25 to .50 cents per hour.

5. Incentives paid shall be deposited pursuant to the procedures established in YS Policy No. B.9.3.
6. The SPC and the on-campus worksite supervisor shall identify skills expected to be obtained in each on-campus skills building position. Using these identified skills, the Multi-Disciplinary Team (refer to Section IV) shall identify progressive skills and mastery levels needed for a youth to be eligible for an increase in incentive pay. Supporting documentation of exceptional work and behavior expectations / accomplishments must be provided to the Facility Director/designee for approval of an incentive pay increase.

B. Job Announcements and Applications

1. "Job Announcements" [see Attachment B.7.2 (a)] shall be developed by potential worksite supervisors and the SPC. All "Job Announcements" shall be approved by the Facility Director prior to posting.

2. “Job Announcements” and the “Skills Building Incentive Program Application” forms [see Attachment B.7.2 (b)] shall be posted in all living areas and schools.

C. Application Review and Placement

1. The SPC shall conduct an initial review of a youth’s application to participate in the On Campus Skills Building Incentive Program, and shall provide copies of the youth’s application to the persons attending the Education/Skills Building Placement Staffing. The copies shall be distributed prior to the staffing to facilitate review of the application.
2. An Education/Skills Building Placement Staffing shall be held to discuss and reach a consensus concerning the youth’s placement in the On Campus Work Program. The youth shall be in attendance at this staffing.
3. The outcome of the staffing shall be forwarded to the Facility Director for final approval.

D. Medical Clearance

All youth must receive medical clearance prior to beginning the hands-on skills building portion of the program. Medical clearance is defined as *“the clinician has found the youth to be physically fit, emotionally stable, and the work does not interrupt the youth’s prescribed daily medication schedule”*. The medical clearance shall be documented in the youth’s medical record and a copy sent to the SPC and EPC for filing with the youth’s application, utilizing the “Medical Clearance Form” [see Attachment B.7.2 (c)].

E. Youth’s Notification

1. A completed “Youth Notification Form” [see Attachment B.7.2 (d)] confirming a youth’s placement in a particular job, following medical clearance, shall be sent by the SPC to the youth, the worksite supervisor, the youth’s Case Manager, the Group Leader assigned to the youth’s housing unit, and the youth’s portfolio within five (5) working days.
2. A completed “Youth Notification Form” shall also be sent by the SPC to those youth who timely applied and were not selected to participate within five (5) days.

F. Skills Building Incentive Program Agreement

An orientation conducted by the on-campus worksite supervisor shall be held on the youth’s first day of work. A “Skills Building Incentive Program Youth/Worksite Supervisor Agreement” form [see Attachment B.7.2 (e)] shall be signed by the youth and worksite supervisor.

The original document shall be maintained by the SPC, with a copy placed in the youth's portfolio.

G. Weekly Performance Evaluation and Incentive Schedule

1. The on-campus worksite supervisor shall complete a "Weekly Performance Evaluation" form [see Attachment B.7.2 (f)], documenting how the youth has functioned in his job, along with a "Youth Work Incentive Schedule" form [see Attachment B.7.2 (g)] and forward these documents to the SPC on a weekly basis.

The SPC shall forward the "Youth Incentive Schedule" to the facility business office for calculation and processing of the youth's incentive payment. Payments to the youth shall be made from the "Youth Welfare Fund" pursuant to the guidelines outlined in YS Policy No. B.9.1.

2. Copies of all evaluation forms, hours worked, and any other documentation related to performance and pay shall be maintained by both the on-campus worksite supervisor and the SPC, with copies placed in the youth's portfolio.
3. A poor performance evaluation as documented on the on-campus worksite supervisor's "Weekly Performance Evaluation" form shall result in a documented conference between the SPC, the on-campus worksite supervisor, the youth, and the youth's assigned Case Manager. Youth may be subject to removal from the program or reassignment if the behavior does not improve by the next weekly evaluation report.

H. Removal from Job

1. An on-campus worksite supervisor, the SPC, the youth's Case Manager or the Group Leader assigned to the youth's housing unit may request removal of a youth from a skill building assignment by completing a "Skill Building Incentive Program Site Removal Request" [see Attachment B.7.2 (h)] and submitting it to the SPC.

The request shall be heard within two (2) working days of receipt of the Site Removal Request at an Education/Skills Building Incentive Placement Staffing, which the youth shall attend.

If a youth is removed from a job assignment as a result of a staffing or due to poor behavior or performance evaluations, a new job assignment shall not occur again for a minimum of 14 days. If the reason for removal was based on a Code of Conduct Violation Report or a serious incident, the youth shall not be eligible for job reassignment for 90 days.

2. A youth may request the SPC remove him from a current skill building assignment and/or consider him for another skill building reassignment by completion of a new "Skills Building Incentive Program Application" form.

I. Random Checks

The Group Leader/designee shall be responsible for random checks on youth participating in the on-campus skills building program. Reviews shall be documented in the housing unit logbook.

J. Life Skills Instruction

Instruction and discussion/activities about life skills shall be incorporated into the LAMOD process.

VIII. OFF-CAMPUS SKILL BUILDING INCENTIVE PROGRAM

The Off-Campus Skills Building Incentive Program provides work training opportunities with public or private entities and businesses for youth who have obtained a GED or received a high school diploma, with the goal of acquiring necessary work habits, development of marketable skills, work experience and pay incentives.

A. Eligibility

1. Youth who have obtained a GED or high school diploma.
2. Written permission has been obtained from a parent/guardian for youth under the age of 18.
3. Youth who have demonstrated a willingness and ability to work at locations off of the facility grounds without posing a safety risk to individuals and/or the community, and who are otherwise qualified.

An Education/Skills Building Placement Staffing shall be held to explore a youth's willingness and ability to work off-campus. A youth's on-campus work history (if applicable), facility participation, SAVRY rating, possible off-campus safety issues, and history of off-campus activities shall be considered when making recommendations for off-campus work.

4. Youth who are not under investigation for or have a detainer pending legal charges.
5. Youth who are not deemed to be a high risk for runaway or escape and/or engaging in additional criminal conduct.

B. Hours and Compensation

1. Louisiana Law provides that youth under the age of 16 may be permitted to work 8 hours per day or no more than 40 hours per week after school hours and during non-school days.
2. Louisiana Law provides that youth 16 years of age and older may work any number of hours per day and per week.
3. Compensation to youth may be in the form of wages paid by the employer, learning a marketable skill or gaining work experience.
4. Wages shall be deposited pursuant to the procedures established in YS Policy No. B.9.3.
5. Wage statements reflecting earnings and available funds shall be provided to the youth following each transaction, detailing balances for drawing accounts, savings accounts and restitution payments.

C. Work Prohibitions (La. R.S. 23:161)

1. Louisiana Law prohibits minors from being employed in the following occupations:
 - a. Hazardous operations or more than 12 feet above the ground or floor.
 - b. With certain dangerous power-driven machinery, punch presses, milling machines, circular saws, radial saws, etc.
 - c. Any job or site that is hazardous or injurious to life, health, safety or welfare.
2. Employer must comply with the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) Standards.

D. Skills Building Job Announcements and Applications

The SPC shall locate suitable skills building job openings through contacts, web searches, and other means as appropriate. Skills Building Job Announcements, Applications, and eligibility requirements for Off-Campus Skills Building Incentive Program jobs shall be posted in all housing units and schools. It shall be the responsibility of the SPC to ensure these postings are updated weekly in the school areas, and forward updates to the Group Leaders. Group Leaders are responsible for ensuring updates are posted in the housing units weekly.

E. Application Screening and Placement

1. The SPC shall conduct an initial screening for appropriateness of a youth's participation in the Off-Campus Skills Building Incentive Program by completing the "Screening/Approval Request" [see Attachment B.7.2 (i)]. Factors such as age, completion of educational requirements, interest, successful participation in the On-Campus Skills Building Incentive Program, degree of motivation, information gained from youth's assigned Case Manager and the Group Leader assigned to the youth's housing unit, as well as adjudication information, shall be documented. The SPC shall forward each youth's application with his screening report to the members of the Multi-Disciplinary Team (refer to Section IV) for their review prior to the next scheduled meeting.
2. The Multi-Disciplinary Team (refer to Section IV) shall meet as needed to make recommendations concerning job placement for youth. The Team discussions shall include topics addressed during staffings for furloughs/early release such as the following:
 - a. Is youth on "minimum" or "medium" custody level at the first quarterly staffing, and has a "low" or "moderate" offense on the Severity of Offense Scale;
 - b. Is youth on "minimum" or "medium" custody level at the second quarterly staffing if offense is a "high" or "highest" offense on the Severity of Offense Scale;
 - c. Has youth made progress on identified treatment need(s);
 - d. Has youth received and/or been found guilty of a Code of Conduct Violation Report within the last 90 days for:
 - 1) Assault or Threats of Assault (Youth/Youth);
 - 2) Assault or Threats of Assault (Youth/Staff);
 - 3) Contraband (only a positive drug screen or weapon);
 - 4) Escape;
 - 5) Threats and Intimidation; or
 - 6) Gang/gang-like organization/activity.
3. The Multi-Disciplinary Team (refer to Section IV) shall forward its recommendation to the Deputy Secretary/designee who shall make the final decision for OJJ regarding job placement.

The exception shall be youth adjudicated for an offense under Children's Code Article 897.1 (See Section IX.) or for a sex offense for which the youth is required to register (See Section X.).

4. The SPC shall schedule an interview with prospective employers and prospective youth to discuss work prohibitions, work assignments, evaluation processes, progressive discipline procedures and security procedures.

F. Medical Clearance

Youth must have medical clearance prior to beginning work, pursuant to the procedures outlined in Section VII.D. above. Medical clearance shall be documented in the youth's medical record and a copy sent to the SPC for filing with the youth's application.

G. Youth's Notification

1. A completed "Youth Notification Form" confirming a youth's placement in a particular job following medical clearance, shall be sent to the youth, the parent/guardian, the worksite supervisor, the youth's assigned Case Manager, the Group Leader assigned to the youth's housing unit, and the youth's portfolio within five (5) working days.
2. A completed "Youth Notification Form" shall also be sent within five (5) working days to those youth who timely applied and were not selected to participate.

H. Work Program Agreement

A youth orientation shall be conducted while the SPC is on-site by the site supervisor on the youth's first day of work. The "Skills Building Incentive Agreement" form shall be completed following the orientation by the youth, the site supervisor and SPC. The original agreement shall be maintained by the SPC, with a copy placed in the youth's portfolio.

I. Weekly Performance Evaluation and Incentive Schedule

1. The worksite supervisor shall complete a "Weekly Performance Evaluation" form, documenting how a youth has functioned in his assignment and forward the document to the SPC on a weekly basis.
2. Payments to a youth's account shall be made pursuant to the guidelines established in YS Policy No. B.9.3. Net wages of youths employed in a certified Private Sector/Prison Industry Enhancement Program shall be distributed on the basis of 50% to the youth's drawing account and 50% to the youth's savings account, except as noted below.

Youths may transfer any amount in excess of \$250.00 from their savings account to their drawing account. Generally, all outstanding debts must be satisfied prior to the transfer unless otherwise approved by the Facility Director.

When a youth's savings account attains a balance of at least \$250.00, future compensation may be deposited into either the savings or drawing account. When a youth elects to have future compensation deposited into his drawing account and is subsequently ordered to pay court costs which reduce the savings account balance to less than \$250.00, thirty percent (30%) of future compensation shall be deposited into the drawing account and seventy percent (70%) shall be distributed toward payment of any remaining court costs.

3. A poor performance evaluation as documented on the site supervisor's "Weekly Performance Evaluation" form, shall result in a documented conference between the SPC, the site supervisor, the youths PPO/J, the youth, and the youth's assigned Case Manager. Youth may be subject to removal from the program or reassignment to an on-campus work detail if the behavior does not improve by the next weekly evaluation report.
4. Copies of all evaluation forms, payroll work hours, and any other documentation related to performance and pay shall be maintained by both the site supervisor and the SPC, with copies placed in the youth's portfolio.

J. Removal from Job

1. A site supervisor, the SPC, the youth's Case Manager or the Group Leader assigned to the youth's housing unit may request removal of a youth from a Skills Building Incentive Program job assignment by completing a "Site Removal Request". This request is to be submitted to the SPC. The request shall be heard at a meeting of the Multi-Disciplinary Team (refer to Section IV), which the youth shall attend within two (2) working days of receipt of the "Site Removal Request".

If a youth is removed from a job assignment as a result of a staffing or due to poor performance evaluations, a new job assignment shall not occur again for a minimum of 14 days. If the reason for removal was based on a Code of Conduct Violation Report or a serious incident, the youth shall not be eligible for job reassignment for 90 days.

2. A youth may request the SPC remove him from a current job assignment and/or consider him for another job reassignment by completion of a new "Education/Skills Building Incentive Program Youth Application" form.

K. Life Skills Education

Instruction and discussion/activities about life skills shall be incorporated into the LAMOD process.

L. Risk Management Procedures

1. Youth shall be fitted with an active Global Position System (GPS) for tracking and monitoring purposes by the main Control Center.
2. Youth shall report to the main Control Center at the beginning and end of each work day for placement and removal of the GPS tracking system on their person.
3. The Control Center staff and the Group Leader/designee shall be responsible for monitoring of the GPS tracking system for each youth on a daily basis and maintaining all reports, pursuant to YS Policy No. C.2.24.
4. A weekly GPS tracking report for each applicable youth shall be compiled by the youth's Group Leader, and forwarded to the Facility Director for review.
5. Facility search procedures for youth shall be completed on a daily basis upon exit from and return to the facility for all participating youth pursuant to YS Policy No. C.2.3.
6. Facility staff shall transport youth back and forth to their Skills Building Incentive Program job site each day.
7. Any security problems noted for steps 1 – 6 above shall immediately be brought to the attention of the Facility Director by completing a UOR prior to the end of the employee's tour of duty.

IX. OFF-CAMPUS SKILLS BUILDING INCENTIVE PROGRAM FOR YOUTH ADJUDICATED UNDER CHILDREN'S CODE ARTICLE 897.1

All steps in Section VIII above must be adhered to for those youth adjudicated under Children's Code Article 897.1 seeking placement in an Off-Campus Skills Building Incentive Program. Youth adjudicated for Aggravated Rape who are required to register as a Sex Offender must also comply with Section X. below.

Additionally, the youth's application must go through the following steps:

- A. Approval from both the Multi-Disciplinary Team (refer to Section IV) and the Deputy Secretary/designee must be granted utilizing the "Off-Campus Skills Building Incentive Program Screening/Approval Request" form.
- B. Following approval of the Deputy Secretary/designee, a Notice to the Court and District Attorney utilizing the "Off-Campus Skills Building Incentive Program Screening / Approval Request" form, shall be sent to the judge

sentencing the youth for the Ch.C. Art. 897.1 offense, and shall also include a progress report containing the following:

1. Educational/vocational information;
2. Amount/percentage of time served for adjudicated commitment;
3. Current custody level;
4. Treatment progress; and
5. Parental/guardian involvement or contact attempts in youth's treatment.

- C. The Judge and District Attorney must approve the Screening/Approval Request form for the youth to leave the grounds. If the District Attorney objects, the OJJ attorney shall request that a contradictory hearing be set in the matter.

X. OFF-CAMPUS SKILLS BUILDING INCENTIVE PROGRAM FOR YOUTH ADJUDICATED DELINQUENT FOR A SEX OFFENSE FOR WHICH THE YOUTH IS REQUIRED TO REGISTER

All steps in Section VIII above must be adhered to for those youth seeking placement in an Off-Campus Skills Building Incentive Program who have been adjudicated delinquent for a sex offense for which the youth is required to register.

Additionally, the youth's application must go through the following steps to be approved:

- A. Approval from both the Multi-Disciplinary Team (refer to Section IV), and the Deputy Secretary/designee must be granted utilizing the "Off-Campus Skills Building Incentive Program Screening / Approval Request" form.
- B. Following approval by the Deputy Secretary/designee, the Central Office Furlough Coordinator shall notify the Louisiana Bureau of Criminal Identification and Information (Bureau) of the furlough by completing and faxing the "Notification of Granting of Off-Campus Skills Building Incentive Program Furlough" [see Attachment B.7.2 (j)], to the Bureau **48 hours prior to** the youth reporting to the off-campus worksite. The notification and proof of its transmission shall be maintained by the Central Office Furlough Coordinator, with copies forwarded to the SPC and the Facility Director.

XI. DRUG SCREENING:

Periodic drug screens shall be conducted pursuant to YS Policy No. C.2.7, or at the discretion of the Facility Director.

XII. RESTITUTION:

Incentive payments made to a youth are subject to the payment of restitution assessed through the disciplinary process pursuant to YS Policy No. B.5.2, and/or by order of the court for restitution.

XIII. PROGRAM REPORT:












An annual report shall be prepared by the SPC and EPC, and submitted to the Deputy Secretary/designee by June 30th. The report shall include the following:

- A. Number of youth who have participated in the Post-Secondary Educational Program;
- B. Number of youth who have participated in the Skills Building Incentive Program;
- C. Number of on and off-campus post-secondary education classes taken;
- D. Outcome of each class taken;
- E. Number of skills building job assignments;
- F. Duration of skills building job assignments ;
- G. Skills building worksite incentive amounts paid; and
- H. Restitution payment amounts collected.

Previous Regulation/Policy Number: B.7.2

Previous Effective Date: 11/22/2013

Attachments/References:

		B.7.2 (a) Job Opening
Announcement January 2015.doc		B.7.2 (b) Application January 2015.doc
		B.7.2 (c) Medical Clearance Form January 2015.doc
		B.7.2 (d) Youth Notification January 2015.doc
		B.7.2 (e) Work Agreement January 2015.doc
		B.7.2 (f) Weekly Performance Evaluation January
2015.doc		B.7.2 (g) Youth Work Incentive Schedule
January 2015.doc		B.7.2 (h) Worksite Removal Request
January 2015.doc		B.7.2 (i) Screening and Approval
Request January 2015.doc		B.7.2 (j) Notification Sex
Offender Bureau January 2015.doc 2015.doc		B.7.2 (k) Annual Report January