

## YOUTH SERVICES POLICY

<b>Title:</b> Social Services Staff Orientation, Training, and Continuing Education	<b>Type:</b> Community Based Services <b>Sub Type:</b> Social Services Staff Training, Orientation and Continuing Education. <b>Number:</b> D.15.1
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<b>References:</b> Professions & Occupations Chapter 35 Social Workers; La. R.S. 37:2701- 2724; Title 46 of the Professional and Occupational Standards, Part XXV Credentialed Social Workers Administrative Code September 2011; Title 46 of the Professional and Occupational Standards, Part LX, Chapter 8, Section 803; YS Policy Nos. A.2.24 “Staff Development and Training Plan”, B.2.16 “Secure Care Intake and Assessment of Youth who Demonstrate Sexual Behavior Problems” D.5.1 “Community Based Services Youth Records: Composition and Maintenance” and D.15.2 “Social Services Youth Case Records”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D, Deputy Secretary</i>	<b>Date of Approval:</b> 01/24/2018

### 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 establish uniform policy and procedures regarding Orientation, Training, and Continuing Education for Community Based Services (CBS) Social Services staff.

To guide CBS Social Services staff in the provision of a specialized educational curriculum for those in the CBS Regional Offices, facilities, and other venues as needed and appropriate.

### III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Regional Directors, Regional Managers, and Social Services staff assigned to a CBS Regional Office, CBS Program Manager/ CBS Clinical Supervisor.

#### IV. DEFINITIONS:

**Community Based Services (CBS)** - Formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state.

**Juvenile Electronic Tracking Systems (JETS)** - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

**Licensed Clinical Social Worker (LCSW)** - A professional who has received a masters of social work degree, and following supervised clinical practice, has passed the licensing exam for the independent practice of clinical social work.

**Licensed Masters Social Worker (LMSW)** - A professional who has received a master's degree in social work and has passed the licensing exam, and is duly licensed for supervised practice of social work under the supervision of an LCSW.

**Social Services Staff** - Social Services Counselors, Licensed Social Services Counselors, and/or Licensed Social Workers that are assigned to a CBS Regional Office to provide individual counseling services to the youth, and/or family counseling based on needs as identified in the "Support Services Treatment Plan". Social Services staff may be involved in the delivery of other auxiliary services as defined by the Regional Director, Regional Manager and/or Clinical Supervisor.

#### V. POLICY:

In order to provide effective and efficient delivery of services to youth under supervision and treatment, Social Services staff shall be appropriately oriented and trained in the provision of Social Services within the CBS Regional Offices.

Social Services staff shall maintain an appropriate level of competence in fields related to the youth and families they serve through continuing education.

As appropriate, Social Services staff may provide CBS and secure care personnel with training on mental health/behavioral health related issues.

#### VI. PROCEDURES:

A. Social Services staff should provide services and represent themselves as competent within the boundaries of their education, training, credential, consultation received, or other relevant professional experience. These professional staff should strive to take all necessary and reasonable steps to maintain continued competence in the practice of Social Services.

- B. In an effort to assure that the OJJ employees in the CBS Regional Offices have and maintain competence in behavioral or mental health issues that may present in the population served, CBS Social Services staff may provide orientation or refresher courses in several venues and on various topics. Such topics may include the following:
1. Motivational Interviewing / Enhancement;
  2. Adolescent Development;
  3. Suicide Prevention;
  4. Prison Rape Elimination Act (PREA);
  5. Mental Health Training Curriculum;
  6. Service Coordination;
  7. Cultural Diversity and Competence;
  8. Working with Juvenile Sex Offenders;
  9. Verbal De-escalation Skills;
  10. Domestic Violence; and
  11. Mandatory Reporting.
- C. Some CBS Social Services staff may be called upon to provide services to a specific specialized case load that in turn may require additional training or specialized continuing education. One such population is the juvenile sex offender. The OJJ has implemented a best practice model within the secure care, non-secure/residential, and CBS programs to serve youth who exhibit sexually deviant behaviors called the "Sexual Behavior Problems Treatment Program (SBPTP)". Additional information about the "Sexual Behavior Problems Treatment Program (SBPTP)" is contained in YS Policy No. B.2.16. (Refer to Section VIII. B. for specialized training requirements.)

## **VII. ORIENTATION**

- A. All CBS Social Services staff shall receive appropriate orientation and training of job expectations. A hard copy of the "Social Services Orientation And Training Check List" [see Attachment D.15.1 (a)] shall be retained in the employee's personnel file maintained by the Regional Manager. The orientation procedure shall include the following at a minimum:

Designated Regional Office staff shall provide for the following:

1. A tour of the office/facility and introduction to staff, officers and supervisors.
2. Assignment of office, provision of appropriate supplies, and instructions on use of telephone, vehicle logs, doors and security system.
3. Completion of the New Employee Personnel Packet.

4. Overview of the organization, structure and function of the Department of Public Safety and Corrections/Youth Services.
5. Structure and function of the Office of Juvenile Justice (OJJ).
6. Location of Regional Offices, Chain of Command for CBS social services staff and YS.
7. Introduction to general procedures in the office, to include requisition process, access to on-call duty officer, etc.
8. An introduction to the Juvenile Justice System, to include an overview of the La. Children's Code: Delinquency Proceedings.
9. A review of the following:
  - a. The "Juvenile Electronic Tracking System" (JETS), with an introduction to caseload review, workload reports and documentation; and
  - b. An established Youth Case Record with focus on implementation of policy regarding Youth Case Records (YS Policy Nos. D.5.1 and D.15.2 provides information and instructions about Youth Case Records).
10. Information about job responsibilities for Social Services staff relative to intake, treatment planning, services, documentation, reporting on Monthly Activity Report and closing cases, which is contained in YS Policy No. D.15.3.
11. All CBS Social Services staff shall also receive orientation on the following:
  - a. Mental Health Training Curriculum;
  - b. Motivational Interviewing / Enhancement;
  - c. Prison Rape Elimination Act (PREA);
  - d. Adolescent Development;
  - e. Cultural Diversity and Competence;
  - f. LAMOD; and
  - g. Employee Assistance Program (EAP)

## **VIII. STAFF DEVELOPMENT**

- A. In an effort to ensure that CBS Social Services staff maintain the appropriate level of competence with regards to the services that they provide, Social Services staff shall attain continuing education as follows:
  1. An LMSW must accrue 20 clock hours of continuing education in programs approved by the Board prior to each annual renewal date, including three (3) clock hours in social work ethics once every two (2)

years. The learning forums shall be in compliance with the La. Administrative Code and the La. State Board of Social Work Examiners.

2. An LCSW must accrue 20 clock hours of continuing education in programs approved by the Board prior to each annual renewal date to include:
  - a. Three clock hours in social work ethics once every two (2) years and;
  - b. Ten (10) clock hours each year shall be clinical content, including diagnosis and treatment. The learning formulas shall be in compliance with the La. Administrative Code and the La. State Board of Social Work Examiners.

Although the OJJ supports these efforts and may assist in acquisition, it is the employee's responsibility to maintain appropriate licensure and continuing educational requirements. It is the expectation that CBS Social Services staff shall seek and attain CEU's relevant to the population served.

- B. Those CBS Social Services staff members that are assigned to provide services within the SBPTP shall receive specialized training including the following:
  1. Understanding Juveniles with Sexual Behavioral Problems- Myths, Typology and Comparison to Adult Offenders;
  2. Types of Sexual Offenses;
  3. Comprehensive Assessment & Reassessment Protocol and Procedure for SBPTP - In-Depth Training for Assessors/Providers;
  4. Disposition Decision Making and Case Management;
  5. Treatment Modalities and Explanation of Each Module;
  6. Registration and Recidivism;
  7. Forms Used: Treatment Plans, Safety Plans, Letters to Parents, Treatment Contracts, Refusal of Treatment Forms; and
  8. Relapse Prevention Plans and Aftercare Services.
- C. Youth Services mandates that Full-time Professional Staff (Administrative/PPO/J/Supervisor/PPO/J/Clerical/Support employees) shall receive 40 hours of orientation training, in addition to a minimum of 40 hours of annual training during their first year of employment for a total of 80 hours, and a minimum of 40 hours of training each subsequent year thereafter.

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- D. The type and amount of training shall be based on the employee's need to know and their job assignments and responsibilities. Procedures for training have been established in YS Policy No. A.2.24.

**Previous Regulation/Policy Number:** D.15.1

**Previous Effective Date:** 01/20/2016

**Attachments/References:** D.15.1 (a) Orientation Checklist.Jan2018.doc

**Youth Services  
Community Based Services  
Social Services Staff Orientation & Training Checklist**

Activity/Task	Staff Initials and Date	Supervisor Proxy Initials and Date
1. Tour of office/facility and introduction to staff, officers and supervisors.		
2. Assignment of personal office space and provision of supplies.		
3. Instructions on use of telephone, vehicle logs, doors and security system.		
4. Overview of organization, structure and function of Corrections Services & Office of Juvenile Justice		
5. Location of Regional Offices, Chain of Command for Social Services Staff and CBS.		
6. General Office Procedures to include requisition process, access to on-call/duty officer, daily check in process, use of office email, etc.		
7. Introduction and reference to La. Children's Code: Delinquency Procedures		
8. JETS System and reports/documents within the system.		
9. Review of Case Record with focus on implementation of policy on Youth Records.		
10. Review of policy on Treatment & Auxiliary Services		
11. Training on the following a. Mental Health Training Curriculum b. Motivational Interviewing c. Adolescent Development d. Cultural Diversity e. EAP Policy f. LAMOD g. PREA h. LGBTIQ		
12. Continuing Education Expectations and Social Services Staff Training and CE Policy		
13. Education and Training of Corrections/Juvenile Justice Staff by SS staff		
14. (If applicable) Orientation to Juvenile Sexual Behavior Problems Treatment Program (SBPTP).		

I have completed the above listed topics of orientation:

\_\_\_\_\_  
Social Services Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Manager/Designee

\_\_\_\_\_  
Date