

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">107.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; §61-7-14; ACA 3-JCRF-1A-15; ACA 3-JDF-1A-28/29; ACA 3-JTS-1A-23/24; 1-JDTP-1A-20/21</p>	
<p><u>SUBJECT:</u> Monitoring and Assessment</p>		
<p><u>DATE:</u> October 1, 2010</p>		

POLICY

It is the policy of the West Virginia Division of Juvenile Services to take reasonable measures to assess operations and programs by setting achievable goals and objectives and by regular monitoring of progress.

CANCELLATION

This Policy has been reviewed and supersedes Policy 107.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to **ALL** Division of Juvenile Services' Facilities/Offices.

PROCEDURE

1. A system to monitor physical plant, operations, and programs through inspections and reviews will be established. This monitoring includes measuring progress toward achieving previously identified goals and objectives and is conducted by designated staff at least annually.
2. Audit Teams will be established to monitor the following areas:
 - a. Fiscal/Contracts
 - b. Operational Procedures
 - c. Program/Record Compliance
 - d. Security
 - e. Operations
 - f. Safety and Sanitation

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3. Facility Superintendents/Directors will submit at least weekly written reports of the facility's activities to the division director. These reports may include, but not be limited to, major developments in each department or administrative unit, major incidents, population data, assessment of staff and juvenile morale, major problems and plans for solving them and/or other requested items.
4. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


Director


Date