

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 501.01	<u>PAGES:</u> 3
<u>CHAPTER:</u> Juvenile Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.; ACA 3-JTS-5B-01 thru 04		
<u>SUBJECT:</u> Rubenstein Center Cadet Selection Process			
<u>DATE:</u> October 1, 2011			

POLICY

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures certain criteria are met for the selection of cadets for transfer to the Rubenstein Center to participate in the Governor’s Adolescent Leadership Academy. This policy considers the level of risk provided, the type of housing required, and the participation in facility and community programs. This policy specifies criteria and procedures for determining and changing the status of a resident.

CANCELLATION

This policy has been reviewed and supersedes Policy 501.01 dated January 1, 2010.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services’ facilities and Youth Reporting Centers.

PROCEDURES

1. A monthly review will be conducted on every non-diagnostic, post-adjudicated resident file to determine eligibility for transfer to the Rubenstein Center.
2. A list of eligible cadets will be maintained at sending facilities for staff review.
3. The outcome of the review process is documented for each resident and placed in the resident’s file.
4. Staff review will be conducted by one employee at a minimum from the Rubenstein Center and one employee from the sending facility utilizing the Risk Assessment Manual (Attachment #1).

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6. The Risk Assessment Manual shall be made available to all staff involved with classification and will be reviewed annually and updated as necessary. The manual details procedures for implementing this policy.
7. Staff review must include all of the following in order for a resident to be eligible for transfer to the Rubenstein Center.
 - a. At least fifteen (15) years of age;
 - b. Male;
 - c. YLS/CMI or LS/CMI scores of less than high or very high.
 - d. Phase level of 3 or higher if in a DJS facility;
8. Additionally, the following documentation will be considered as part of the staff review process:
 - a. Conduct report.
 - b. Education summary.
 - c. Treatment team recommendations.
 - d. Resident Interview which can consist of more than the staff review team.
 - e. Documentation of each person participating in the resident interview and recommendations from officers and/or counselors must be recorded on the staff review team.
 - f. Any medical conditions.
 - g. Psychological evaluation or screening.
 - h. Information from prior placement.
9. Criteria preventing a resident from transfer are:
 - a. Female
 - b. Adult Commitment
 - c. By committing offense:
 - i. Arson 1st Degree
 - ii. Murder 1st Degree
 - iii. Sexual Assault 1st Degree
 - iv. Sexual Abuse 1st Degree
 - v. Rape
 - vi. Kidnapping
 - d. Discharge date of less than sixty (60) days;
10. Temporary Exclusions include:
 - a. Pending Charges

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- b. Detainer filed by other jurisdiction
 - c. Reconsideration of sentence scheduled within 30 days
 - d. Guilty finding of Category I offense within the prior three (3) months
11. Exceptions: Any Facility Superintendent/Director may recommend a resident for review who does not meet all of the criteria (or is excluded from routine consideration by virtue of the nature of his or her crime) but believe exception should be made for transfer to the Rubenstein Center. The referral must state the criteria the resident does not meet and the justification for the referral. The referral is then forwarded to the Division Director or designee performing resident reviews by the Facility Superintendent/Director along with standard documents for the assessment process.
 12. The Rubenstein Center Superintendent has the authority to challenge the recommendations of the staff review team. His or her challenge must be submitted in writing to the Director of the Division for final determination.
 13. Residents who meet the criteria but are not transferred at that time will be placed on a waiting list submitted by the staff review team to the Rubenstein Center. When a subsequent opening occurs, any resident considered for transfer will have their file reviewed to insure eligibility.
 14. All results from the staff review team are entered in the appropriate database by the sending facility.

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:

Nate Humphrey

 Director

Oct 1, 2011

 Date



RISK ASSESSMENTS MANUAL
Transferring Residents
To Less Secure Facilities
Revised January 1, 2010
Review Team Meetings

Four Parts of a Review Team Meeting

1. **Review** the full list of candidates and Unit Manager/Director/Probation Officer referrals for exception to criteria requirements. Determine any residents not appropriate for assessment at this time.
2. **Assess and Score** information in each nine categories for eligible residents on the revised list.
3. **Interview Residents** deemed appropriate for transfer from information based on nine categories as found on Page 4 of this manual. The Review Team will utilize the "Scoring Guide" when assessing information in each separate category and apply accordingly through a consensus of the committee with all members participating.
4. **Make a Decision** and forward to Rubenstein Center Superintendent.

Review Team Meeting Process

1. **Conduct Assessments/Score Findings**

File Review: Resident files will be available for review by any Review Team member if questions are raised during discussion. Additional information may be added to the Risk Assessment forms by Review Team members.

Assess: Review Team members will review information, discuss and assign a numerical score in each category based on the degree of risk indicated according to the scoring guide:

Score: The following “Scoring Guide” is used to assign a numerical score in each category to indicate the level of risk the resident poses in a less secure placement based on available information.

1	Serious, if not definite, risk	To the safe, secure operation of the facility, other residents, staff or the general public.
2	Potential for serious risk	To the safe, secure operation of the facility, other residents, staff or the general public.
3	Moderate risk (used as a neutral score)	To the safe, secure operation of the facility, other residents, staff or the general public. There is no apparent risk higher than a moderate level based on the information available.
4	No unusual risk	Exceeding the normal risks associated with having juvenile offenders in a minimum security facility.
5	Little or no risk	To the safe, secure operation of the facility, other residents, staff or the general public.

Automatic Exclusion: Score of 1 in both *Current Offense* and *Prior History* categories or a score of 1 in the *Escape History* category.

2. Review Team Makes Decisions

Decision: The Review Team will complete assessments and make a decision regarding the transfer of the resident being assessed. All documentations regarding risk assessments will be maintained in the resident’s file.

Review Team Options:

- Transfer
- Re-assess at later date as deemed appropriate, options include:
 - Scheduling for the next Review Team Meeting
 - Specify a waiting period until re-assessment – 1 month, 2 months, or 3 months – to allow the resident to overcome automatic exemptions such as a recent Category 1 infraction.

- Require a completion of a program or behavior requirements as determined by the Review Team (i.e. maintain high phase or level for 30 additional days, etc.)
- Deny Transfer to residents posing a severe or potential for severe risk.
- “Hold” an assessment for the next Review Team meeting due to incomplete information.

3. **The sending or receiving facility Superintendent/Director can appeal Review Team decisions**

The receiving facility Superintendent/Director may request an administrative review by the Division Director and/or Deputy Director as deemed necessary before accepting any individual resident for transfer.

4. **Procedure for sending facility:** Each facility Superintendent/Director will designate a person at their facility to be the staff review coordinator who will (responsibilities may be designated):

- Arrange sufficient space for the Review Team to meet according to schedule.
- Prepare a list of eligible residents for assessment.
- Prepare assessment referral forms (information gathering).
- Ensure resident files are available to the Review Team for review during assessments.
- Coordinate arrangements for psychological screening for those residents without a current psychological evaluation or as requested by the Review Team.
- Record results of risk assessments into the appropriate database.
- Coordinate transportation with the receiving facility.
- Forward all resident files, medical information, etc. at time of transfer.

Note: This process is not intended to supersede specific operational procedures relating to staff functions in such areas as the records unit and residential units.

5. **Procedure for receiving facility:** Each facility Superintendent/Director will designate a person at their facility to be the staff review coordinator who will (responsibilities may be designated):

- Notify the Unit Manager/Facility Superintendent/Director of the date and time of the assessment and the name resident(s) to be assessed.
- Assign unit staff to attend risk assessment(s).
- Notify appropriate Superintendent/Directors and department heads of approved transfers.

- Coordinate transportation of the resident(s) with sending facility.
- Conduct intake procedures conducted for transferring residents.
- Assigned residents to a housing unit and group.

Note: This process is not intended to supersede specific operational procedures relating to staff functions in such areas as the records unit and residential units.

Review Team Procedure

1. **Assessment:** The Review Team will assess eligible residents in each of the following categories before making arrangements for an interview of the resident:
 - Current Offense
 - Prior History
 - Escape History
 - Program Compliance
 - Conduct / Discipline
 - Psychological Evaluation / Screening
 - Substance Abuse
 - Medical Evaluation/Screening
 - Staff Recommendation
2. **Discussion:** The Review Team will discuss information on each resident, in each category thoroughly before scoring the category.
3. **Scoring:** The Review Team will score each category on a scale of 1 to 5 based on the degree of risk to the public, staff or other residents as indicated by available information in that category. (Refer to page 2 of this manual for a "Scoring Guide".)
4. **Risk Assessment Outcome:** The Review Team will decide, based on risk factor scoring, whether a resident is favorable for transfer to a less secure facility and if the process is to continue to the final category – the resident interview.
5. **Resident Interview:** Those residents deemed favorable for transfer to a less secure facility will be interviewed by the Review Team.
 - At least 1 Review Team member from the sending facility and 1 Review Team member from the receiving facility will conduct the resident interview(s).
 - Residents may be interviewed individually or in a group depending on the number of residents being assessed and time constraints.

- The interview is an opportunity for the Review Team to interact with the resident and observe attitude, maturity, resistance or acceptance of transfer, etc. Additionally, the Review Team may ask questions relating to information contained in the administrative part of the assessment for clarification, observe degree of acceptance of responsibility for actions, etc.
 - After interviewing a resident(s), those conducting the interview will assign a score to the interview portion and make notes as deemed appropriate on the risk assessment referral form.
6. **Decision:** After interviews are completed, the Review Team will reconvene. Scoring will be completed for each resident and a decision will be made by the Review Team and forwarded to the receiving facility Superintendent/Director for review.
 7. **Court Recommendations:** The Review Team will strongly consider to all court recommendations in relation to all other information available and assessed. Recommendation for transfer by the committing court in the commitment order does NOT guarantee transfer.

Waivers

1. When a resident is ineligible for placement at the Rubenstein Center due to an automatic exclusion (committing charge, recent Category 1 offense, etc.), the sending facility Superintendent/Director may request that the Review Team consider the resident for transfer.
2. Should the Review Team agree that the resident is a good candidate for the Rubenstein Center, his name will be forwarded to the Rubenstein Center Superintendent.
3. If the Superintendent agrees with the committee, a waiver will be sent to the Division Director requesting that the resident be allowed to transfer to the Rubenstein Center along with the reasons for the waiver request.
4. Should the Review Team determine that the resident is not a good candidate for the Rubenstein Center, the sending facility Superintendent/ Director may ask for a waiver from the Division Director along with the reasons for the request.