

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 501.02	<u>PAGES:</u> 3
<u>CHAPTER:</u> Juvenile Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; ACA-JTS-5B-02-1, 5B-02-2, 5B-04/05/06		
<u>SUBJECT:</u> Phase System			
<u>DATE:</u> July 1, 2015			

PURPOSE

This Policy establishes an agency-wide system of graduated earned incentives to enable residents to learn and sustain a responsible, positive routine and to improve relations with staff and other residents, as well as reward those residents whose behavior warrants positive recognition.

CANCELLATION

This policy has been reviewed and supersedes Policy 501.02 dated July 1, 2011.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Facilities.

PROCEDURES

1. A personalized program shall be designed with multidisciplinary input from the facility for and with each resident, and whenever appropriate and feasible, with participation from parents. It includes measurable criteria of expected behavior and accomplishments and a time schedule for achievement. The program shall be documented by staff and juvenile signatures.
2. The Division of Juvenile Services shall have five phases of increasing benefit for which residents may strive. Phase One is the official designation for the lowest level, Phase Two for the next highest and so on through Phase Five, the highest level. No colors, symbols, or other labels or designations are permitted.
3. All incoming residents who are new to DJS shall be assigned to Phase Two during the intake process (no more than 72 hours).
4. All residents transferred from another DJS facility shall be assigned to Phase Two during

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that facility's intake process. Then, if behavior warrants, the resident shall be returned to the phase level he or she was at when departing the previous facility.

5. Residents who are transferred for behavioral problems on detention status shall be assigned to Phase One at the receiving facility until the resident's behavior permits a higher phase level.
6. Any resident found guilty of a Category 1 offense may be dropped multiple phases by the hearing officer.
7. Any resident placed in specialized housing due to segregation prior to hearing or as a result of a sanction of room confinement will be Phase 1 while in room confinement. Once removed from detention status, resident will be placed on Phase Two and will advance through the phase system as their behavior warrants.
8. Any resident found guilty of a Category 2 offense may be dropped a phase level by the hearing officer.
9. Privileges given through the phase system cannot include second portions or special menus, improved healthcare, second chances on rule violations not given to other residents, or any other privilege that could have an adverse affect on the rights of other residents.
10. Program and status review for resident phase level classification will occur at least every month. The outcome of the review shall be documented in OIS. Staff shall review changes in the resident's program with the resident and document with staff and resident signatures. When considering program and status review for phase level, educational and treatment participation, completion of set goals, inability to follow rules, peer interactions, etc., shall be used for the following:
 - a. to increase a resident's phase level; or
 - b. to decrease a resident's phase level (A drop in phase level should not be based solely on a guilty finding in a disciplinary proceeding); or
 - c. to remain on his/her current phase level.
11. Discrimination is prohibited on the basis of disability in the provision of services, programs, and activities administered for the program beneficiaries and participants.
12. Access is provided for staff and residents to an appropriately trained and qualified individual who is educated in the problems and challenges faced by residents with physical and/or mental impairments, programs designed to educate and assist disabled residents, and all legal requirements for the protection of juveniles with disabilities.

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13. Each facility will have in place an operational procedure 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

7/1/15

Date