

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">806.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
	<p><u>CHAPTER:</u> Youth Reporting Services</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§49-2-903 & 49-2-912</p>
<p><u>SUBJECT:</u> Service Plans</p>		
<p><u>DATE:</u> July 1, 2016</p>		

PURPOSE

This policy is to establish a system for implementing service plans for all program participants in the Youth Reporting Centers.

CANCELLATION

This policy has been revised and supersedes Policy 806.00 dated October 1, 2009.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Youth Reporting Centers.

PROCEDURES

1. Service planning within all Youth Reporting Centers should include at a minimum the following: referring agency, Youth Reporting Center staff, family/guardian, participant, education professionals and mental health providers, when applicable.
2. All participants attending the Youth Reporting Centers will have an initial service plan completed within three (3) business days of participant's start date.
3. A comprehensive service plan will be developed within thirty-three (33) calendar days of participant's start date.
4. All service plans will be completed in OIS.
5. Service plans will be reviewed by the Youth Reporting Center staff and participant at a minimum of every thirty (30) calendar days.

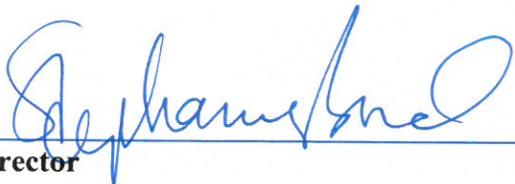
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6. Goal and objectives will:
 - a. Reflect the outcomes, needs and strengths of the assessments.
 - b. Be acknowledged, when attained, by indicating a completion date on the plan.
 - c. Be specific, measurable, attainable, time sensitive and individualized.
7. The initial service plan, the comprehensive plan and any reviews or changes to said plans will be signed by the participant and uploaded to OIS.
8. The participant will be provided a copy of his or her service plan.
9. This policy will be adopted in its entirety and no operational procedure will be developed.

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

7/1/16
Date