

	<b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b>	<u>POLICY NUMBER:</u>  <b>804.00</b>	<u>PAGES:</u>  <b>2</b>
<u>CHAPTER:</u> <b>Youth Reporting Services</b>		<u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter §§49-2-903 &amp; 49-2-912</b>	
<u>SUBJECT:</u> <b>Orientation Procedures</b>			
<u>DATE:</u> <b>July 1, 2016</b>			

### PURPOSE

It is the policy of the Division of Juvenile Services to provide guidelines for the orientation process for participants referred to the Youth Reporting Centers' program.

### CANCELLATION

This policy has been reviewed and supersedes Policy 804.00 dated January 1, 2016.

### APPLICABILITY

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

### PROCEDURES

1. Youth Reporting Center staff will schedule an orientation within five (5) business days of the receipt of the referral.
2. Youth Reporting Center staff will inform the family of the orientation process to include: directions to the facility, items to bring with them, length of the orientation, and approximate start date for the participant to begin programming.
3. The orientation will be comprised of the following:
  - a. Individual meeting with the family/guardian,
  - b. Completion of approved assessments with the participant,
  - c. Completion of consents by guardian or participant, if 18 or older,
  - d. Review of the participant handbook,
  - e. A briefing of the participant's legal rights,

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- f. A tour of the center,
  - g. Review of the transportation to be provided for the participant to and from the facility, and
  - h. Dissemination of copies to the parent/guardian upon request
4. All orientation documentation will be uploaded in the participant's record in OIS upon completion.
  5. Upon completion of the orientation, the referring agency will be contacted and informed of the participant's start date and recommended programming.
  6. 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**