

 <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;">812.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">3</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> Phase System for Youth Reporting Centers</p>		
<p><u>DATE:</u> July 1, 2016</p>		

PURPOSE

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

CANCELLATION

This policy has been revised and supersedes Policy 812.00 dated January 1, 2012.

APPLICABILITY

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

PROCEDURES

1. A personalized program shall be designed with multidisciplinary input from the YRC for and with each participant, 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 with staff and participant signatures and uploaded into OIS.
2. The YRCs shall have four phases (or levels) of increasing benefit for which participants may strive. Phase One is the official designation for the lowest level, Phase Two for the next highest and so on through Phase Four, the highest level.
3. All new and returning participants to a YRC shall be assigned to Phase One.
4. All participants transferred from one YRC to another YRC shall maintain their level from the previous YRC.

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5. Privileges given through the phase system cannot include second chances on rule violations not given to other participants, or any other privilege that could have an adverse affect on the rights of other participants.
6. Consideration to increase a participant's phase level should include educational and treatment participation, his or her ability or willingness to get along with others, and a general compliance in meeting basic YRC rules.
7. Any disciplinary actions, absences, and tardiness for the participant should be taken into account prior to the advancement and completion of the Phase System. Each YRC will follow their Program's specific procedures for discipline, absences and tardiness.
8. Program and status review for participant 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 participant's program with the participant and document with staff and participant signatures and uploaded into OIS.
9. All YRCs will adhere to phase system protocol, except where participants have been assigned to a short-term program (less than thirty days).
10. Phase Requirements – All Phase Level's will include, at a minimum, each of the following components:
 - a. Attend the required number of days and fully participate as listed in the Initial Service Plan.
 - b. Earned daily point totals as set by Program Director.
 - c. Phase 1
 - i. Complete Intake Process and Assessments,
 - ii. Complete 100% of the objectives listed in the Initial Service Plan, and
 - iii. Complete Phase Change Request Form.
 - d. Phase 2
 - i. Complete 50% of the objectives listed in the Comprehensive Service Plan, and
 - ii. Complete Phase Change Request Form.

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e. Phase 3

- i. Attain employment or commit to community-based organized activities (e.g. sports, church, etc.),
- ii. Complete 75% of the objectives listed in the Comprehensive Service Plan,
- iii. Complete Phase Change Request Form, and
- iv. Plan and lead a recreational outing in the community.

f. Phase 4

- i. Complete 100% of the objectives listed in the Comprehensive Service Plan,
- ii. Accumulate at least 30 hours of community service throughout participation in the program,
- iii. Complete Graduation Request Form, and
- iv. Plan and lead a volunteer activity in the community.

11. 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