

POLICY

SUBJECT: Behavioral Health Division Services

NUMBER: BH-207-17

APPLICABLE TO: All Behavioral Health and Residential Facility Staff

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 1/22/18

I. POLICY

The Department of Juvenile Services (DJS) provides a range of resources to youth served to include varied ranges of counseling services; special programming for youth with special needs; and assessments identifying the youth's risk/needs areas for treatment planning.

An interdisciplinary team shall assess the youth's adjustment at least once a month with appropriate corresponding documentation and appropriate levels of staffing to provide services.

II. AUTHORITY

A. Md. Code Ann., Human Services, §9-203 and §9-204.

B. American Correctional Association (ACA) Standards, 4-JCF-5C-01, 4-JCF-5C-02; 4-JCF-5C-03; 4-JCF-5C-04; and 4-JCF-5C-07

III. DIRECTIVES/POLICIES RESCINDED

None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	1/22/18

PROCEDURES

SUBJECT: Behavioral Health Division Services

NUMBER: BH-207-17

APPLICABLE TO: All Behavioral Health and Residential Facility Staff

APPROVED: _____ /s/ signature on original

Linda McWilliams, Deputy Secretary

DATE: _____ 12/11/17

I. PURPOSE

To provide procedures for the implementation of Behavioral Health services within DJS residential facilities.

II. DEFINITIONS

Treatment Service Plan (TSP) means the written document developed jointly with the youth and the youth's parents/guardians/custodians and the facility treatment team which identifies the treatment goals, objectives, services, and service linkages that

- address the needs of the youth and the youth's family;
- address the safety and appropriateness of the youth's placement; and
- are utilized by DJS to make recommendations to the juvenile court for permanency planning (where appropriate), the level of supervision and services required for each youth at disposition and at various stages throughout the youth's involvement with the Department.

III. PROCEDURES

A. ADMINISTRATION

The Behavioral Health Division is administered and supervised by a person qualified and trained with an advanced degree (master's or doctoral degree) in social sciences, behavioral sciences, or related fields.

B. RANGE OF RESOURCES

1. Behavioral Health Services programming provided to youth includes individual, group and family counseling. The modality of services is based upon the treatment needs and assessed risks of the youth, and developed in an individualized treatment plan. The treatment plan is developed within 30 days of the youth's admission to the facility, and is reviewed, at minimum, every 30 days thereafter until the youth's release from the facility in accordance with the *Assessment and Treatment Service*

- Plan Policy and Procedure.* Documentation of these services are in the youth's individualized treatment service plan and progress notes.
2. Specialized services are provided to youth that may require a more intensive level of care. This may be developed through special management plans such as individualized behavior contracts, individualized guarded care plans to address the youth and facility/staff's safety; placement in another DJS facility providing more specialized services; and/or in a specialized unit (Intensive Services Unit) when appropriate and available at a facility.
 3. The Behavioral Health staff supervisor(s), with the collaboration of the Superintendent and Headquarters Behavioral Health administrators, when needed and/or requested, will continuously review and modify the Behavioral Health programming. This review and/or modification will be done at each facility on a quarterly basis which shall be documented on the facility administration and management quarterly activity report.
 4. DJS shall assess continued programming needs for youth through annual reviews of the Data Resource Guide (DRG), trends in behavior management needs and/or problems, and interviews with youth, families and other stakeholders.
 5. All youth receive an individual intake assessment that identifies the youth's particular needs and the results of which are documented in the assessment report and incorporated into the youth's treatment service plan. Additional assessments completed prior to the youth's admission to the facility will also be used and assist in the development of the youth's treatment service plan.

C. BEHAVIORAL HEALTH STAFFING

1. Each facility shall be reviewed on an annual basis (at minimum) to determine the levels of Behavioral Health staffing. The review will be completed by the Behavioral Health staff on-site supervisor(s) in collaboration with the Superintendent. The DJS Headquarters' Executive Directors and Behavioral Health management team may also assist in this review. The review will include:
 - a. Changes in the juvenile population served (i.e., diagnoses, ages, other treatment needs)
 - b. Physical structure and strengths/limitations of logistics available at each respective facility;
 - c. Legal limitations/requirements; and
 - d. Goals of the facility.
2. The Behavioral Health Division may contract or arrange additional services through contracted vendors, volunteer organizations, and other specialty agencies, to supplement social and behavioral health service needs for the youth in the department in accordance with the DJS *Volunteer Services Policy*.
3. Behavioral Health staff shall meet with the youth individually on a scheduled basis at least once a month, and more frequently either through

group interventions, individual sessions based upon the youth's request or need, and/or family sessions when appropriate. These are documented through individual progress notes filed in the Behavioral Health section of the medical files or in the youth's individual Behavioral Health file.

IV. RESPONSIBILITY

Superintendents are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Behavioral Health Division Services
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APPLICABLE TO: All Behavioral Health and Residential Facility Staff

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.