


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
OAKLEY YOUTH DEVELOPMENT CENTER**

Subject: <b>Second Chance Re-Entry Program</b>	Policy Number: <b>21</b>
Number of Pages: <b>8</b>	Section: <b>XIII</b>
Attachments	Related Standards & Reference
<b>A. Program Application B. Notification of Change in Status C. Parole Notification</b>	<b>Second Chance Re-Entry Grant Award Second Chance Re-Entry Scope of Services DYS Policy XIII.19 Transition</b>
Effective Date: <b>July 1, 2015</b>	Approved:  <b>James Maccaroné, Director</b>

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that an alternative aftercare program for moderate to high risk youth be established in order for these youth to be allowed the opportunity to receive rehabilitation in a community setting prior to entry back into their community. This program's goal is to reduce recidivism and improve youth's outcomes.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

- A. Second Chance Re-Entry Program** - A therapeutic residential aftercare program designed to assist the target population in their transition from Oakley Youth Development Center (OYDC) to the community. Henceforth known throughout this policy as Program.
- B. Target population** - Male youths who meet criteria for eligibility for aftercare from Oakley Youth Development Center and have been identified as being in need of transitional services as a result of their risk assessment.
- C. Risk assessment** - A validated assessment tool that shall be used to determine a youth's risk of recidivism and primary service needs associated with their delinquent behavior at key re-entry points including intake and release planning.

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- D. Second Chance Re-Entry Selection Committee**—A committee comprised of the Oakley Transition Coordinator, a Community Representative, the Second Chance Re-Entry Program Director or his/her designee, and the Deputy Campus Administrator or his/her designee. The Deputy Campus Administrator shall chair this committee and serve as a non-voting member. Henceforth the Second Chance Re-Entry Selection Committee will be known throughout this Policy as Committee.
- E. Program Director** -The director of the Second Chance Re-Entry Program.
- F. Youth Master File** – The complete and official commitment record maintained for each youth that documents his treatment, correspondence, and all court papers addressing legal commitment (*DYS Policy V.1 Youth Master File*).
- G. Orientation** – The process by which youth are welcomed into the facility and informed of services provided at the facility via a formal presentation. In addition, youth are made knowledgeable of Program expectations (*See DYS Policy XIII.1 Admission, Intake and Orientation*).
- H. Treatment Team** -An appointed group of staff members responsible for developing and coordinating the implementation of a youth’s determined Service Plan. This team shall encourage youth, while monitoring the youth’s progress and revise the youth’s Service plan as needed. The Team shall also be responsible for linking the youth to the appropriate programming and resources to address individual risk and/or needs (*See DYS Policy XIII.4 Treatment Teams*).
- I. Service Plan** - A detailed written plan addressing the goals, objectives, timelines, and staff assignments, which are measured to establish a rehabilitative program, which addresses areas of high risk/need, and promotes pro-social behavior (*See DYS Policy XIII.5 Service Plan*).
- J. Licensed Professional Therapist**- An individual licensed and sufficiently trained to provide the necessary therapeutic services, specifically Licensed Professional Counselors (LPC), Licensed Marriage and Family Therapists (LMFT), Licensed Certified Social Workers (LCSW) or licensed psychologists.

### III. INSTITUTIONAL PROCEDURE

- A. Minimum Qualifications for the Program**- Youth considered for the Second Chance Re-Entry Program must meet the following criteria:
1. Male, age 16 to 18, currently committed to Oakley Youth Development Center;
  2. Has been identified as being in need of transitional services as a result of their risk assessment;

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3. Enrolled in Pre-GED or GED classes, or has successfully attained his GED;
4. Has a length of stay Risk Level of 7, completed a minimum of 12 weeks at OYDC, earned 20 good days (*DYS Policy XIII.15 Length of Stay*), and is at moderate to high risk of re-offending;
5. Has a length of stay Risk Level of 6, completed a minimum of 8 weeks at OYDC, earned 13 good days (*DYS Policy XIII.15 Length of Stay*), and is at moderate to high risk of re-offending;
6. Who is willing to volunteer to participate in the Program; and
7. Whose family is willing to participate in the Program.

**Exceptions:**

- a. Youth placed in the Behavior Modification Unit (BMU), or on Stage C are not eligible for the Program.
- b. Youth who have a lesser length of stay Risk Level may be accepted to the Program at the discretion of the Facility Administrator.

**B. Application Process**

1. The Institutional Counselor(s) shall identify youth who may be eligible for the Program.
2. The Institutional Counselor shall provide information about the Program to eligible youth on his/her caseload and shall complete the Program application (*Attachment A*) with those youth who are interested in applying to the Program. Eligible youth may also request Program information.
3. The Institutional Counselor shall forward the application to the youth's Treatment Team. The Program application shall be placed in the Youth Master File (*DYS Policy V.1 Youth Master File*).
4. The Institutional Counselor shall notify the parent or guardian concerning the youth's interest in participating in the program.
5. Upon application, the youth's Treatment Team will meet to make recommendations as to the readiness and willingness of the youth for the Program.

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- C. Selection Process-** The Second Chance Re-Entry Committee shall be responsible for reviewing and nominating youth for admission into the Program. The Deputy Campus Administrator shall be the Committee chairperson.
1. The Institutional Counselor shall forward Treatment Team recommendations and a copy of the youth's Program application to the Committee chairperson for review by the Committee.
  2. The Committee shall review all applications submitted; interview qualified applicant(s); and complete a list of nominees for the Program.
  3. The Selection Committee shall meet at least monthly.
  4. The Committee chairperson or his/her designee shall submit the list of nominees for the Program to the Facility Administrator for final approval.
  5. The Facility Administrator or their designee shall distribute the list of approved youth to the following:
    - a. The Community Services Director who will notify each youth's Regional Director who will inform the youth's Community Counselor;
    - b. The Director of the Division of Youth Services who will send the Notification of Change in Status to each youth's Judge or Referee (*Attachment B*). A copy of the notification will also be placed in each Youth Master File;
    - c. The Second Chance Re-Entry Program Director;
    - d. The DYS Grants/Subgrants Director who will maintain a copy in the subgrants file; and
    - e. The OYDC Intake Department.
- D. Transfer Process-** Once approved by the Facility Administrator for entrance into the Program the following shall take place:
1. The Institutional Counselor shall notify the parent or guardian concerning the youth being approved or not approved for the Program.

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2. Youth shall be processed by OYDC medical services in order to be cleared for transfer.
3. Youth shall be transferred from OYDC to the Program facility within three business days.
4. OYDC security or direct care staff shall accompany the youth to the Program facility. At admission, OYDC staff shall sign the Program admission documentation and the transfer shall be officially complete.
5. The Facility Administrator or his/her designee shall provide a copy of the following documents for each youth to the Second Chance Re-Entry Program Director:
  - a. Second Chance Re-Entry Program Application;
  - b. Juvenile Personal Data Sheet (*DYS Policy XIV.25 Commitment to DYS Campus, Attachment B*) including updated parental/guardian contact information;
  - c. Risk assessment;
  - d. Programming Needs Assessment (*DYS Policy XIII.3 Youth Screening and Assessment, Attachment C*);
  - e. Current Service Plan with current Treatment Team documentation;
  - f. Medical Release Summary Form (*DYS Policy XI.9 Medical Release Summaries, Attachment A*);
  - g. Education Records; and
  - h. Approved Visitation List.

**IV. PROGRAM PROCEDURE-** All plans and procedures shall be reviewed and approved by the Director of the Division of Youth Services.

**A. Program Requirements**

1. Youth shall participate in the Program for a minimum of ninety (90) days.
2. Youth who are dismissed for cause from the Program prior to completion shall be transferred to OYDC to resume their commitment.
3. Youth who successfully complete the Program, shall be paroled into their community.

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**B. Program Services-** The Second Chance Re-Entry Program shall adopt and effectively implement program services demonstrated to reduce recidivism and promote a youth's positive development, particularly through cognitive behavioral and family/community-centric approaches which are intended to improve youth outcomes. The Program shall have a written schedule of activities and services. All activities and services shall be documented in an individual case file which is protected to promote and ensure confidentiality mandated by law.

1. **Orientation:** The Program shall provide a period of orientation which provides youth with education regarding rules, rights and expectations. This shall be conducted verbally and in writing.
2. **Individualized Service Plan:** Each youth shall have an individualized Service Plan.
3. **Clinical Staffing:** The Program shall develop a plan to provide clinical staffing on a periodic basis.
4. **Education:** Each youth shall continue with their GED preparation in accordance with the Mississippi Department of Education and the Office of Alternative Education.
5. **Mental Health:** These services shall be evidenced-based and delivered by a licensed professional therapist.
6. **Substance Related and Addictive Disorders:** These services shall be evidenced-based and delivered by a licensed professional therapist.
7. **Skills Building:** The Program shall deliver skill building activities designed to provide the youth with the opportunity to develop and/or improve their overall skills.
8. **Family Engagement:** The Program shall have a plan of family engagement designed to provide family therapy, parenting education, and/or other family involvement in services and in treatment.
9. **Visitation:** The Program shall have a written visitation procedure that provides for a routine visitation schedule for youth to visit with designated approved family members.
10. **Medical:** The Program shall adhere to all existing OYDC approved policies (*DYS Policy XI Medical & Health Care Services*). Program staff shall transport youth to receive medical services and follow the procedures in relation to transfer and discharge.

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11. **Recreation:** The Program shall have a plan to provide recreational activities for the youth. Recreational activities may be rendered at the facility and within the community.
12. **Meals:** The Program shall provide written procedures for the nourishment of youth to include snacks and a minimum of three nutritious meals daily with consideration for specific health and religious concerns of the youth.
13. **Housing:** No more than one youth shall be assigned to a dorm room.
14. **Property/Clothing:** The Program shall have a plan for the youth's possession of personal property. This plan shall include a property list for each youth.
15. **Religious:** The Program shall develop a schedule for religious activities. Youth's religious preferences shall be documented upon entry into the Program and observed. Religious services may be held at the facility or within the community. Attendance at these services is strictly voluntary. No negative consequences can be established for not attending.
16. **Grievances:** The Program shall develop steps to address and resolve the grievances of youth.
17. **Due Process:** The Program shall develop a plan to address due process to ensure the rights of youth are protected.
18. **Transition Planning:** The Program shall develop a plan of transition for each youth released on parole from the Program. A copy of this plan shall be forwarded to the youth's Community Counselor and the OYDC Transition Coordinator.
19. **Safety and Emergency:** The Program shall develop procedures to ensure the safety of youth in emergencies to include safety and emergency drills.
20. **Security and Control:** The Program shall provide security staff and develop procedures to ensure that youth are closely monitored and safe.

**C. Completion Requirements-** Once a youth has been approved for completion of the Program, the following shall take place:

1. The Program Director or their designee shall submit parole notification(s) (*Attachment C*) to the Facility Administrator for signature at least fifteen business days prior to parole date.
2. The Facility Administrator or their designee shall send parole notification(s) to the Courts at least ten business days prior to parole date.

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**D. Parole/Aftercare**

1. The Community Counselor shall supervise the youth on parole (*DYS Policy XIII.19 Transition, Parole/Continuing Care Phase*) for three months if no conditions of parole have been violated.