

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110 3-JTS-5C-01, 05 3-JCRF-5C-01, 03; 5H-04, 05 1-JDTP-3D-09, 10, 11 1-JBC-5C-06 4-JCF-5C-02
CHAPTER: Program Services	AUTHORITY: KRS 15A.0652	
SUBJECT: Family Engagement		
POLICY NUMBER: DJJ 309		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: <u>Carey D. Cockerell</u> , COMMISSIONER		

I. POLICY

The Department of Juvenile Justice (DJJ) shall be committed to working in collaboration with the youth and parent or caregiver, to provide permanency and support to the youth to successfully remain in or return to a community setting. DJJ shall engage the parent or caregiver as an active member in the youth’s treatment process.

II. APPLICABILITY

This policy shall apply to each DJJ group home and youth development center (YDC).

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

- A. At the initial Individual Treatment Planning (ITP) conference, the youth and parent or caregiver shall be notified of their rights and responsibilities. Additionally, during each ITP conference, ITP review, or parent or caregiver meeting, questions regarding the rights and responsibilities of the youth and parent or caregiver may be reviewed as needed.
- B. Parent or caregiver involvement in a DJJ program shall include the following:
 - 1. Each program shall maintain regular contact with the youth’s parent or caregiver;
 - 2. Where family counseling is indicated the youth counselor shall request that the parent or caregiver participate in family counseling with the youth at intervals determined by the youth’s identified Track;
 - 3. Treatment and aftercare planning;
 - 4. The Treatment Director, youth counselor, Superintendent, or any designee approved by the Regional Psychologist through the Facilities Regional Administrator (FRA), shall provide family counseling in accordance with the youth’s ITP;

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5. The youth counselor may assist parents or caregivers with referrals for additional services to local agencies or private practitioners, in coordination with the Juvenile Service Worker (JSW);
6. The residential youth counselor shall communicate with the youth's parent or caregiver once within every fourteen (14) days. If the youth counselor is unable to make contact with the parent or caregiver, the attempts shall be documented in the youth's Individual Client Record (ICR).
 - a. Communication with the parent or caregiver shall be documented in the ICR within seven (7) days of the contact;
 - b. If contact cannot be made, the attempt to communicate shall be documented in the ICR within seven (7) days of the attempt; and
 - c. Contact may be attempted through:
 - i. Telephone;
 - ii. Written correspondence;
 - iii. Video-conferencing; or
 - iv. Face-to-face contact;
7. The youth counselor may provide or refer, in coordination with the JSW, a parent or caregiver to education classes, parental support groups, or other services; and
8. Parents and caregivers shall be provided the opportunity to visit the youth to facilitate parent or caregiver involvement with the youth's treatment.

V. MONITORING MECHANISM

- A. The Quality Assurance (QA) Branch shall monitor for compliance annually.
- B. In a YDC the Education Branch shall monitor according to Title I.
- C. The Treatment Director or Superintendent or designee shall conduct monthly reviews of the electronic record.