

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:120 4-JDF-4C-01, 10, 12, 16, 27 3-JCRF-4C-01, 03, 05, 15 1-JDTP-3B-03 4-JCF-4D-01; 5B-05; 5C- 01 1-JBC-4C-01, 11, 13, 17, 28; 5C-04 NCCHC Y-A-03, Y-C-01, Y-C-21, Y-C-09, Y-C-10
CHAPTER: Health and Safety Services		AUTHORITY: KRS 15A.065
SUBJECT: Behavioral Health Services Administration & Personnel		
POLICY NUMBER: DJJ 405		
TOTAL PAGES: 4		
EFFECTIVE DATE: November 4, 2020		
APPROVAL: LaShana M. Harris		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall employ a Chief of Mental Health Services and licensed behavioral health professionals, these individuals shall oversee the provision of appropriate behavioral health care for youth in DJJ operated or contracted programs.

II. APPLICABILITY

This policy shall apply to all DJJ community service offices, day treatment programs, detention centers, group homes, and youth development centers.

III. DEFINITIONS

Refer to Chapter 400

IV. PROCEDURES

A. The Chief of Mental Health Services shall:

1. Be afforded the opportunity to interview prospective behavioral health service personnel and provide information to the Division Directors or designees;
2. Approve written job descriptions defining the specific duties and responsibilities of personnel who provide behavioral health care services

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within DJJ. These job descriptions shall be reviewed and updated as necessary at minimum every two years by the Chief of Mental Health Services or designee;

3. Review and recommend for approval all departmental behavioral health and treatment policies and procedures annually;
 4. Approve behavioral health and treatment related forms;
 5. Approve the training content of behavioral health care topics;
 6. Approve contracts and Memoranda of Understanding (MOU) for behavioral health services;
 7. Review statistical reports of behavioral health services provided; and
 8. Per directive of the Commissioner, represent the Department on various Commissions, Boards, or workgroups to address statewide planning and implementation of behavioral health services.
- B. DJJ shall employ doctoral level psychologists to serve as Regional Psychologists and oversee behavioral health care for youth within DJJ. The Regional Psychologists shall:
1. Monitor behavioral health and treatment services in day treatments, detentions, group homes and community based programs;
 2. Provide administrative and clinical supervision to the regional Mental Health Branch;
 3. Provide professional oversight to facility based Licensed Behavioral Health Professional (LBHP);
 4. Conduct and review behavioral health evaluations of youth as appropriate;
 5. Provide treatment as deemed appropriate by the Regional Directors and the Chief of Mental Health Services;
 6. Develop working relationships with local behavioral health care providers and facilitate access to needed services;
 7. Review and approve policies and procedures about behavioral health care of youth; and
 8. In collaboration with the Division of Professional Development, provide or facilitate staff training on behavioral health care topics.
- C. Under the supervision of the Doctoral Psychologists, employees within the Mental Health Branch shall:
1. Provide therapeutic counseling services to youth with behavioral health needs in community based programs;
 2. Provide consultation as requested by DJJ program; and,

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3. Provide training and technical assistance to DJJ staff in regards to the behavioral health needs of youth.
- D. DJJ group homes, youth development, and detention centers shall have access to a psychiatrist either by direct employment or by contract for services. Psychiatrists shall:
1. Provide services as needed in person or by teleconference;
 2. Provide consultation as requested by DJJ programs; and,
 3. Provide services including differential diagnoses, psychiatric evaluation, and prescribing and renewing medications.
- E. DJJ Youth Development Centers shall be staffed with a minimum of one LBHP per facility. The facility LBHP shall:
1. Serve as the Treatment Director overseeing the provision of behavioral health services, coordinating and supervising the treatment program in accordance with DJJPP Series 300 (Treatment Team Composition, Function, and Responsibility).
 2. Review, complete and sign medical and behavioral health screening and assessment forms.
 3. Perform a behavioral health evaluation.
 4. Maintain a list of behavioral health providers that can be referral sources.
 5. Refer a juvenile to a Doctoral Psychologist or Psychiatrist when unclear about diagnosis, treatment, or management.
 6. Inform treatment team of any behavioral health management issues;
 7. Provide training on behavioral health issues to include suicide prevention and intervention.
 8. Provide clinical and administrative oversight of counseling staff. If a conflict of interest or exigent circumstance, the administrative oversight shall be provided by facility Superintendent or designee.
- F. DJJ Detention Centers shall be staffed with a minimum of one LBHP per facility. The facility LBHP shall:
1. Serve as the Behavioral Health Manager overseeing the provision of behavioral health services, coordinating, and supervising the treatment program;
 2. Review, complete and sign medical, and behavioral health screening and assessment forms;
 3. Perform a crisis management, behavioral management plans, and crisis intervention;
 4. Maintain a list of behavioral health providers that can be referral sources;

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5. Refer a juvenile to a Psychiatrist or Regional Psychologist when clinical consultation is needed;
 6. Conduct interviews and assessment for disturbances in mental status on youth placed in isolation;
 7. Organize and facilitate individual youth case management weekly meeting to communicate any issues regarding youth in detention;
 8. Provide training on behavioral health issues to include suicide prevention and intervention; and
 9. Provide clinical and administrative oversight of counseling staff. If a conflict of interest or exigent circumstance, the administrative oversight shall be provided by facility Superintendent or designee.
- G. The Superintendent or designee of each facility shall maintain on file:
1. A current copy of professional licenses, certifications, and restrictions of behavioral health providers who provide services to youth in their program.
 2. Copies of written contracts and Memoranda of Understanding (MOU) with departmental funded behavioral health providers.
 3. A copy of continuing education certifications in accordance with KRS licensing requirements.

V. MONITORING MECHANISM

Monitoring shall be accomplished by the Superintendent, the Facility LBHP, the Regional Psychologist, the Chief of Mental Health Services or designee, and the Quality Assurance Branch.