



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:160**

**CHAPTER: JUVENILE SEXUAL
OFFENDER TREATMENT PROGRAM**

**AUTHORITY: KRS 15A.065;
KRS 635.510**

**SUBJECT: Private Provider Application,
Approval, and Renewal Process for Juvenile
Sexual Offender Treatment or Assessor
Status**

POLICY NUMBER: 806

TOTAL PAGES: 6

EFFECTIVE DATE: 11/01/2019

APPROVAL: Raymond F. DeBolt

, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) has been authorized to approve training and supervision criteria for individuals who provide sexual offender treatment for declared juvenile sexual offenders (JSOs) committed to DJJ or who conduct juvenile sexual offender risk assessments of youth (KRS 635.510, KRS 635.515 and KRS 635.520). This authority shall include the standards for treatment provided by private agencies, state operated community offices, private residential programs, and state operated residential settings.

II. APPLICABILITY

This policy shall apply to any private provider or agency providing treatment or assessment services to a declared JSO committed to the Department. This policy shall apply to DJJ staff electing to go through this approval process.

III. DEFINITIONS

Refer to Policy 800.

IV. PROCEDURES

A. DJJ shall approve the qualifications, training, and supervision requirements for private providers seeking to provide juvenile sexual offender treatment or conduct juvenile sexual offender risk assessments for declared juvenile sexual

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offenders committed to the Department. Department staff may apply for approval.

- B. An Executive Committee (Committee) shall oversee the review of applications, make decisions regarding approved treatment professional and assessor status, and shall include the following members or their designees:
1. Chief of Mental Health Services;
 2. DJJ Regional Psychologist representative;
 3. Division Director of Community and Mental Health Services;
 4. Regional Division Director;
 5. Division Director of Program Services;
 6. Division Director of Professional Development; and
 7. Representative of a private agency providing juvenile sexual offender treatment.
- C. The Committee shall provide notice of the initial application process in writing. A private provider shall be required to submit the application and appropriate documentation for review by the Committee. These materials shall include:
1. Initial application;
 2. Documentation of training requirements, along with a certificate of hours completed;
 3. Documentation of supervised clinical experience;
 4. Signed criminal record forms; and
 5. Copy or proof of professional license, if applicable.
- D. A private provider shall be made aware of the date of the Committee review meeting and shall submit the application and documentation to the Committee or designee two (2) weeks prior to December 31 of each year. If application and documentation is received less than two (2) weeks prior to December 31, the application shall not be reviewed until the next scheduled meeting.
- E. The Chief of Mental Health Services or designee shall maintain all records for any private provider applying for approval status or who has been granted approval status by the Department.
- F. A private provider that is not an approved treatment professional, who is providing treatment services to a declared juvenile sexual offender committed to DJJ and placed in the community, may continue to provide services contingent upon completing the application process and receiving approval status within forty-five (45) days. DJJ shall assume no fiscal responsibility for treatment provided by a private provider.

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- G. Exceptions to the application and approval process may be made on an emergency basis with the approval of the Chief of Mental Health Services.
- H. Requirements for Approved Treatment Professional Status to Provide Juvenile Sexual Offender Treatment
1. To provide juvenile sexual offender treatment in a community outpatient setting the following qualifications shall be required:
 - a. Master's Degree in social work, psychology, counseling, or a related field;
 - b. Completion of the Juvenile Sexual Offender Treatment Provider Certification (JSOTPC) provided by DJJ or its equivalent;
 - c. Completion of 160 direct contact hours involving the treatment of juvenile sexual offenders and their families;
 - d. Receipt of two (2) hours per month of clinical supervision by a licensed mental health professional, which shall occur concurrently with the 160 direct contact hours; and
 - e. Completion of a DJJ approved group counseling training course or graduate course, except if the applicant is licensed or is authorized by a Kentucky mental health regulatory board to practice without clinical supervision.
 2. To provide juvenile sexual offender treatment in a residential setting the following qualifications shall be required:
 - a. Bachelor's Degree in social work, psychology, counseling, or a related field;
 - b. Completion of the Juvenile Sexual Offender Treatment Provider Certification (JSOTPC) provided by DJJ or its equivalent;
 - c. Completion of 160 direct contact hours involving the treatment of juvenile sexual offenders and their families;
 - d. Receipt of two (2) hours per month of clinical supervision by a licensed mental health professional, which shall occur concurrently with the 160 direct contact hours; and
 - e. Completion of a DJJ approved group counseling training course or graduate course, except if the applicant is licensed or is authorized by a Kentucky mental health regulatory board to practice without clinical supervision.
- I. Requirements for Approved Assessor Status to Conduct Juvenile Sexual Offender Risk Assessments
1. To conduct a juvenile sexual offender risk assessment the following qualifications shall be required:

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- a. Master's Degree in social work, psychology, counseling, or a related field;
 - b. Completion of the JSOTPC provided by DJJ or its equivalent;
 - c. Completion of the DJJ sponsored juvenile sexual offender assessment training or equivalent;
 - d. Completion of ninety (90) hours of juvenile sexual offender risk assessment experience; and
 - e. Receipt of two (2) hours per month of supervision by a licensed mental health professional, which shall occur concurrently with the ninety (90) hours of assessment experience.
2. The private provider shall complete four (4) juvenile sexual offender risk assessment reports and submit those reports to the Committee for review.
 - a. The reports may be all initial assessments or one (1) reassessment and three (3) initial assessments.
 - b. The private provider may use any juvenile sexual offender risk assessment instruments being utilized in their current job, but shall also include the risk assessment instruments utilized by the Department.
 - c. If the private provider includes instruments other than the instruments utilized by the Department, the private provider shall submit a copy of that instrument along with the reports.
 - d. All four (4) reports may be submitted at the same time or may be submitted one (1) at a time.
- J. A request to have an equivalent course or training approved by the Department, to meet minimum requirements for initial approved treatment professional or assessor status, shall be submitted in writing to the Committee. The request shall include:
1. An outline of the course or training;
 2. Description of the content;
 3. Dates attended;
 4. Qualifications of the provider of the course or training; and
 5. Certificate of completion.
- K. Renewal of Approved Treatment Professional or Assessor Status
1. The Committee shall provide notice of the renewal application process in writing. An approved treatment professional or assessor shall be required to submit the application and appropriate documentation for review by the Committee. These materials shall include:

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- a. Renewal application;
 - b. Documentation of training requirements, along with a certificate of hours completed;
 - c. Signed criminal record forms; and
 - d. Updated copy or proof of professional license, if applicable.
2. An approved treatment professional or assessor shall submit the renewal application and documentation to the Committee or designee two (2) weeks prior to December 31 of each year. If the application and documentation is received less than two (2) weeks prior to December 31, the application shall not be reviewed until the next scheduled meeting.
 3. The approved treatment professional or assessor shall complete six (6) hours each calendar year of training related to juvenile sexual offender issues.
 4. Any training sponsored or provided by the Department shall be approved for the required six (6) hours of training for renewal. Requests for approval of other trainings shall be submitted in writing to the Committee. The request shall include:
 - a. A description of the training and course content;
 - b. The notice or brochure of the training;
 - c. Qualifications of the provider of the course or training; and
 - d. The length of the training.
- L. The Department shall reserve the right to deny or rescind approval of any private provider or approved professional or assessor if the individual:
1. Does not meet minimum training and supervision standards;
 2. Has been convicted of or pled guilty to a felony criminal offense or misdemeanor offense against a person;
 3. Had a domestic violence protective order issued against him or her within the previous five (5) years;
 4. Failed to be in compliance with ethical standards of professional practice as promulgated by the Kentucky licensing or certifying body under which the individual has professional status;
 5. Has a substance abuse disorder as defined in KRS 222.005(12);
 6. Falsified any information or documentation or concealed a material fact, in the application or documentation submitted for approval;
 7. Failed to comply with directives of the Committee;
 8. Failed to comply with procedures outlined in DJJ Policy;

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9. Accepted a gift or favor from a juvenile sexual offender being assessed or in treatment, from the family of the juvenile sexual offender being assessed or in treatment, or from their agent; or
10. Provided a gift or favor to a juvenile sexual offender being assessed or in treatment, to the family of a juvenile sexual offender being assessed or in treatment, or to their agent.

V. MONITORING MECHANISM

Monitoring of this policy and corresponding standard operating procedures shall be conducted by the Chief of Mental Health Services, the Division Director of Community and Mental Health Services, and the Quality Assurance Branch on an annual basis.