



<p><b>COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</b></p> 	<p><b>POLICY S 17.20</b></p>	<p><b>PAGE NUMBER</b> 1 OF 6</p>
<p><b>THIS POLICY RELATES TO:</b></p> <p>State-Operated Treatment Facilities State-Operated Detention Facilities</p>	<p><b>CHAPTER:</b> Programs and Services</p>	
	<p><b>SUBJECT:</b> Special Management of Juveniles</p>	
	<p><b>EFFECTIVE DATE:</b> July 18, 2014</p>	
	 <p><b>Al Estrada, Director</b></p>	

I. POLICY:

Special Management shall be provided for juveniles WHO ENGAGE IN VIOLENT OR ASSAULTIVE BEHAVIORS or juveniles WITH SPECIAL NEEDS requiring care. THE SPECIAL MANAGEMENT PROGRAM IS NOT INTENDED AS PUNISHMENT OR DISCIPLINE FOR PAST BEHAVIORS. Whenever a juvenile is placed on a Special Management Program, classification and due process shall be met.

II. KEY TERMS:

- A. Collaborative Review Team
- B. Level of Risk of Assaultive Behavior
- C. Special Management Program

III. PROCEDURES:

A. Criteria/Prerequisites for Special Management Programs:

- 1. The decision to place a juvenile on a Special Management Program shall be based on the juvenile's special needs and the safety of the juvenile and others. Each facility shall establish guidelines, which includes the following:
  - a. Juveniles who have established a documented pattern of dangerous or violent behavior and WHO POSE AN imminent SUBSTANTIAL risk of assaultive behavior OR PHYSICAL HARM TO OTHER PERSON OR PERSONS.

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- b. JUVENILES WITH SPECIAL NEEDS, SUCH AS JUVENILES WHO HAVE MENTAL ILLNESS INCLUDING PERSONALITY DISORDERS AND JUVENILES WITH DEVELOPMENTAL DISABILITIES, OR JUVENILES WHO ARE CHEMICALLY DEPENDENT AND ARE CURRENTLY EXPERIENCING WITHDRAWAL SYMPTOMS.
- c. Juveniles who are considered high escape risks due to an established pattern of escapes or escape attempts, or due to current threats to escape.
- d. Juveniles with a history of refusing to take life sustaining medication or who abuse prescribed medications such as hoarding, selling or trading their medication.

B. Due Process Requirements of Special Management Programs:

- 1. Due process safeguards shall occur prior to the implementation of the Special Management Program and shall include at a minimum:
  - a. Staff shall make a request to the facility director or designee for the proposed development of a Special Management Program. A written program proposal shall include the following information at a minimum:
    - i. The rationale for, or basis of, the Special Management Program, and
    - ii. An assessment of risk that the juvenile presents to self and/or others, and
    - iii. An assessment of the juvenile's ability to control and modify his/her precipitating behavior, and
    - iv. The elements of the requested Special Management Program.
  - b. As soon as the decision has been made to develop a Special Management Program, the juvenile shall be notified in writing. The written notice shall state the basis for the request and shall inform the juvenile of the date, place, and time of the staffing. Documentation of these elements shall be maintained in the juvenile's file.

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- c. The juvenile's parent/legal guardian shall be contacted by phone to inform them of the decision to develop a Special Management Program, the basis for the decision and to invite them to the staffing.
- d. Whenever possible, the decision to request that a juvenile be placed on a Special Management Program shall be based upon the entire record of the juvenile and not solely on a single recent incident.
- e. The juvenile, or their parents or legal guardians if under 18, shall be informed of their right to appeal the decision to the Facility Director or designee.
  - i. The appeal must be in writing and may be made at any time following implementation of the Special Management Program.
  - ii. The facility Director or designee shall issue a written decision within three (3) business days of receipt of the appeal.

C. Participants in the Development of the Special Management Program:

- 1. The facility shall utilize a Collaborative Review Team in the development of all Special Management Programs.
- 2. In situations where all members of the Collaborative Review Team cannot be brought together at the same time, documentation of the attempt to involve and signature review of all necessary persons shall be placed in the juvenile's case note section of Colorado Trails, or the juvenile's master file when the Colorado Trails database is not available.
- 3. The juvenile and/or their parent(s) or legal guardian may be present at the review and may make statements or present written information; unless security considerations prohibit the juvenile's presence at the staffing, in which case written information shall be reviewed by the Collaborative Review Team.
- 4. Once a determination has been made, a written copy of the Special Management Program shall be given to the juvenile, and a copy shall be placed in the juvenile's case file and in the Colorado Trails database, where available.
- 5. SECLUSION SHALL NEVER BE USED AS PART OF A SPECIAL MANAGEMENT PROGRAM.

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D. Special Management Program Implementation:

1. The Special Management Program and environment selected for a juvenile shall be designed to meet the juvenile's special needs. Special Management Programs developed for juveniles placed in a Division of Youth Corrections' facility shall be designed in conjunction with the juvenile's individualized treatment program, as applicable.
2. A Special Management Program shall be documented in the Colorado Trails database, where available, under the Special Management Program icon in group life and shall include the following elements at a minimum:
  - a. A system of on-going monitoring of the identified behaviors, and
  - b. If appropriate, special services such as special dietary needs, exercise needs, medication requirements, education, etc., shall be designated, and
  - c. An individualized program designed to assist the juvenile in reducing or eliminating the need for the Special Management Program.
    - i. The Special Management Program shall be based on measurable objectives and/or incremental behavioral achievements, which measure the juvenile's progress or regression in accomplishing the purpose of the Special Management Program.
    - ii. Facilities shall utilize a juvenile's identified strengths in the development of the Special Management Program, when applicable.
    - iii. The juvenile shall have or know how to access their Special Management Program or get information about their Special Management Program based on their cognitive ability. The Special Management Program shall be written and/or communicated in a language that is understandable by the juvenile.
    - iv. The Special Management Program shall also include:
      - a) Restriction from program elements, as appropriate, and/or

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- b) Incentives for the youth to engage in the Special Management Program, and/or,
  - c) Supportive counseling or teaching efforts to help the youth succeed, and/or,
- v. If protective or adaptive devices are being utilized as part of the Special Management Program, they must be checked at minimum once per hour to ensure no injury is being caused. Documentation of the checks shall be placed on the Restraint check sheet.
- vi. Juveniles on a Special Management Program shall not be denied regular services routinely available to the general population except those, which are justifiably related to their security risk, safety or special needs, or are not otherwise deliverable through an alternative means. Any denial of programming shall be specifically outlined in the juvenile's program.
- vii. Juveniles on Special Management Programs who violate agency rules shall be afforded the same due process rights as the general population as indicated in Division of Youth Corrections' policies.
- viii. The Collaborative Review Team and/or Facility Director or Designee shall review and reassess the juvenile's progress on the Special Management Program on a weekly basis. The participants in the weekly review and any changes made to the Special Management Program shall be documented in the juvenile's case file and in the Colorado Trails database, where available.
- ix. Once the juvenile is no longer considered to be in need of a Special Management Program or has successfully completed the program objectives, the juvenile shall be removed from the Special Management Program by the Collaborative Review Team and the Facility Director or Designee.

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E. Transfer or Release While on a Special Management Program:

1. When a juvenile is transferred from a Division of Youth Corrections' Contract Program/Facility to another Division of Youth Corrections' Contract Program/Facility, the sending placement shall inform the receiving placement that the juvenile has been on a Special Management Program and shall inform them of the nature of the Special Management Program by utilizing the Critical Information Advisement Form and the existing Special Management Program.
2. The receiving placement shall collaborate with the sending placement regarding the implementation or modifications to the special management program.
3. If a juvenile is released from a facility while on a Special Management Program the facility shall terminate the current program in the Colorado Trails database.
4. If the juvenile is re-admitted within thirty (30) days, the special management program may be reinstated, following a Collaborative Review and/or Facility Director or Designee review to determine if the program is currently necessary and applicable.