

# Youth Center at Larned

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## Annual Report

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**Fiscal Year 1996**  
**July 1, 1995 - June 30, 1996**

**The Mission of the Youth Center at Larned is to  
provide juvenile correctional programs with a  
blended mission of care, habilitation, treatment,  
and public safety.**

**Philip D. Knapp**  
**Acting Superintendent**

# YOUTH CENTER AT LARNED

Philip D. Knapp, Acting Superintendent

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August 2, 1996

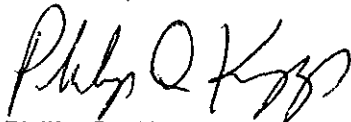
TO: Readers of the YCAL FY 96 Annual Report

Fiscal Year 1996 was a year of significant change here at the Youth Center at Larned. A change of administration occurred in March 1996, with the arrival of the Youth Center Operations Division Director taking over the Youth Center on a temporary basis as Acting Superintendent. During the last four months of FY 96, the YCAL program was significantly modified as described in the letter dated June 25, 1996, and the revised (6/96) Guideline Booklet for Parents/Residents/Staff that is a part of this annual report.

I would encourage the reader of this report to review the statistical reports section for a quick overview of the volume and types of offenders being committed to the Youth Center. The separate departmental reports provide a more "in-depth" view of the activities of facility programs and staff.

As you can see, it has been a very busy and productive year.

Sincerely,



Philip D. Knapp  
Acting Superintendent  
Youth Center at Larned

PDK/tas

## SOCIAL SERVICE DEPARTMENT

The statistical breakdown of staffings held for the fiscal year are as follows:

<u>Type of Staffing</u>		<u>Family Involvement</u>		<u>SRS Involvement</u>	
Admission	226	n/a		n/a	
Initial	210	119	57%	111	53%
180-Day	35	14	40%	14	40%
Pre-Release	242	151	62%	141	58%
Interim	8	n/a		n/a	

SRS involvement, breakdown by office, and number of staffings participated in this year:

Coffeyville	1	Great Bend	2	Lawrence	3	Pittsburg	4
Columbus	2	Greensburg	1	Leavenworth	4	Pratt	1
Concordia	1	Hays	1	Liberal	10	Salina	7
Dodge City	9	Hutchinson	21	Lyons	1	Syracuse	5
El Dorado	4	Junction City	2	McPherson	2	Topeka	7
Ellsworth	1	Kansas City	12	Manhattan	3	Wichita	100
Emporia	5	Kinsley	5	Newton	7	Winfield	7
Garden City	29	Larned	3	Olathe	4	Wellington	5

Breakdown of staffings by unit:

<u>Sellers</u>		<u>Allen</u>		<u>Meyer East</u>		<u>Meyer West</u>	
Admission	91	Admission	80	Admission	18	Admission	38
Initial	77	Initial	66	Initial	21	Initial	46
180-Day	9	180-Day	14	180-Day	7	180-Day	5
Pre-Release	97	Pre-Release	75	Pre-Release	19	Pre-Release	51
<b>Total</b>	<b>183</b>	<b>Total</b>	<b>155</b>	<b>Total</b>	<b>47</b>	<b>Total</b>	<b>102</b>

Program Notes: Effective February 1, 1996, Barbara Zimmerman, Program Support Worker, completed the admission notes on Allen and Sellers unit. Effective July 1, 1996, all admission notes and Initial staffings, with the exception of those assigned to Meyer East, will be completed on the Meyer West Orientation Unit. Barbara Zimmerman will complete the admission notes and the Initial staffings will be completed by Marilyn Fronk, Social Work Supervisor and Barbara Zimmerman. There were two months this year when all staffings were divided equally between the four social workers and the program support worker due to a high number of staffings on some units to expedite releases.

Training Received By One Or All Social Workers In The Last Year: Advanced topics in Supervision, Lifeline Training, (supervisory), Sexual Abuse Conference, Dealing with Conflict, Infection Control, Fire Safety, First Aid/CPR, Business Writing, Cultural

Diversity, Tours of the Youth Rehabilitation and Treatment Center, Kearney, Nebraska, Critical Incident Stress Debriefing, Dysfunctional Family, Kansas Quality Management (KQM), SHARPS training, Aggression Replacement Training (ART), Positive Peer Culture (PPC) Training, PPC Conference, Louisville, KY, Governors Conference on Child Abuse, KQM Team Leader Training, NASW Conference (topics included crisis defusing/debriefing, adolescence and divorce, compassion fatigue, eating disorders, crisis intervention, supervision training). All social workers completed Block Training this year.

The Social Work Department also assisted in providing training teaching Aggression Replacement Training, writing staffing reports, dealing with youth, KQM, recognizing signs and symptoms of sexual and child abuse.

Activities: Members of the Social Work Department participated in the Program Development Committee, Intensive Program Development Committee, Orientation Unit Committee, Training Committee, ART Committee, PPC Committee, KQM Board, Student Council (including the carnival for the Beers Unit in August), Locked Room Committee, Christmas Planning Committee. In addition to this, members of the department have assisted with unit picnics on their respective unit, participated in on and off-unit activities and initiated structured activities with their groups.

Community Contacts: Family contacts averaged 98.75% per month this year and SRS contacts averaged 93.1% per month. These contacts have occurred through letters, phone calls, program planning conference meetings, and personal visits. Family contacts are generally completed by the assigned group leader and contacts with SRS are completed by the social worker assigned to each unit.

Aftercare Referrals: Sedgwick County Youth Project (SCYP) - 24; Focus on the Future - 1; Associated Youth Services - 10; Job Corp - 3; Foster Care through the community - 3; New Frontiers - 1; Comprehensive Evaluation Treatment Unit (CETU) - 19 (12 accepted and 7 denied or pending); Community Corrections - (92 accepted, 2 referred and not accepted from Sedgwick and Saline counties); Interstate Compact - 3; Group Home - 8; and DCCCA - 1.

Sexual Offender Group: This continues to be co-facilitated this year by Cathy Cooper with Tobin Wright, Psychologist, joining her as co-facilitator. Eighteen residents have participated in this program this year, with one resident receiving individual services with Mr. Wright.

Community Status Reports: Tracking throughout the year indicates few written 90-day status reports or termination reports were received from Community Corrections on residents on Conditional Release. Since the Social Work Department began tracking this in October 1995, 127 90-day status or termination reports were due. Of these, 15 written reports were received from the following counties: Sedgwick, Harvey, Woodson, Saline, Sumner, Wyandotte, Reno, Atchison, and Riley, with four of these reports being submitted by the Community Social Worker.

Other: The Social Work Department had a practicum student, Lisa Stabb, from Fort Hays State University completing her practicum hours with us. She worked with the

Youth Center from March to May, primarily working on the Sellers unit. Lisa was pleased with her experience here and has recommended this as a future placement.

The Social Work Department has also been re-assigned with programming changes. Unit assignments are as follows:

Meyer West/Orientation Unit: Barbara Zimmerman, Program Support Worker; Marilyn Fronk, Social Work Supervisor

Meyer East Unit: Marilyn Fronk, Social Work Supervisor

Allen/Comprehensive Program Unit: Tana Dickinson, Social Worker

Sellers/Intensive Reintegration Program Unit: Cathy Cooper, Social Worker; Sheila Jones, Social Worker

*Marilyn Fronk*  
*Social Work Supervisor*

## ACTIVITY THERAPY DEPARTMENT

The Activity Therapy Department consists of one Activity Therapist II Supervisor (AT II), one Activity Therapist I (AT I), four Activity Specialist I (AS I), and two Activity Therapy Technicians (ATT). One ATT position has been vacant since May 1996.

The department continues to offer a variety of on-campus activities. Off-campus activities were held most of the fiscal year, although effective July 1996, due to the passing of the Youth Authority Bill, off-campus activities will no longer take place at YCAL. Current activities have been designed to help residents develop appropriate social skills, develop self-management skills through activities, and develop self-confidence and self-esteem.

On-campus activities include billiards, table tennis, croquet, and track and field tournaments. Also provided were bingo, softball, juggling, gym activities, swimming, weight lifting, water polo, and movies.

During the month of August and through the school break, some of the more humorous events were the ugly foot contest, running through sprinklers, egg toss, and three-legged races. Special events that occurred were barbecues, a watermelon feed, the making of home-made pizza, a wiener roast, and making S'Mores. Art events included a sidewalk chalk contest, the making and designing of kites, on-unit sketching sessions, and designing a greeting card contest. Each unit held talent shows on their unit.

AT staff helped organize the carnival for the Children's Unit (Beers building). This was accomplished through Student Council.

AT staff developed a new Sports Management Class this year. This class encourages residents to read the newspaper in order to track their favorite NFL players that were drafted in order to play Fantasy Football.

YCAL residents did very well volunteering at the Meadowbrook Nursing Home. It was a tremendous positive activity that included playing dominoes, card games, serving refreshments, having barbecues, polka dances, and special olympics. YCAL residents looked forward to attending each Thursday and comments from the community were very positive.

Two staff members were caught in a blizzard this winter and could not leave campus. They worked a continuous 18.5 hours during which they made chili for the Youth Service staff who had to stay and cover the units, and they relieved the staff when possible.

Intramurals completed the first punt, pass, and kick competition during this fiscal year. Other intramural programs included three-on-three basketball, a soccer exhibition, water polo, and volleyball.

A karaoke machine was purchased for use with residents. A few residents appeared intimidated initially by the machine, but later relaxed and enjoyed the singing.

An on-unit Physical Education Class has been developed for residents that attend on-unit school or that do not leave the unit. Supplies were purchased through the department and the classes are taught by AT staff. Space is limited on the buildings, therefore it has been difficult to coordinate the supplies that are used with the available space on each unit.

Seven members of the AT Department completed lifeguard re-certification training. Chris Baker, ASI, became an Equal Employment Opportunity (EEO) representative, and everyone in the department completed the mandatory training.

Two AT staff received a written formal commendation from Mr. Knapp for their actions during the attempted rescue operation of two escaped youth from the Pawnee River on May 30, 1996.

A book drive has been promoted by the AT Department in order to stock the Youth Center libraries.

The AT Department has been involved in planning and implementing new program changes. The most significant change has been two members of the department providing a 5:30 AM gym class for the Intensive Integration Program. Also the evening staff provides a 5:00 PM gym class for the Comprehensive Program daily.

Goals met by the AT Department were to develop new classes for residents that do not leave their units. This has been accomplished through on-unit Physical Education Classes, a Sports Management Class, and piano and guitar lessons.

The following are the monthly contact hours that AT staff had with residents:

July	7,005	January	8,187
August	10,115	February	7,455
September	6,151	March	8,475
October	6,509	April	7,475
November	10,265	May	5,187
December	6,249	June	8,350

The total resident contact hours for the AT Department was 91,551. This is an increase of 40,785 contact hours from Fiscal Year 1995.

*Becky Carter*  
*Activity Therapy Supervisor*

## YOUTH SERVICES DEPARTMENT

The Youth Services Department represents the largest department within the Youth Center. This department provides direct care for the youth offender and is primarily responsible for the Youth Center's security as well as the supervision, and escorting of the residents to all on or off campus activities and appointments.

Staff consists of a Youth Service Director, an Assistant Youth Service Director (YSS III), twelve Youth Service Specialist II's (YSS II), and sixty Youth Service Specialist I's (YSS I), assigned to three eight-hour shifts on two multi-story living units (Sellers/Allen) and two single-story security units (Meyer East/West) at the Youth Center.

During the fiscal year, a total of 22 YSS were hired. During the same time frame, a total of 20 YSS either resigned or were terminated from employment.

Staff vacancies, combined with other resident related activities such as softball, basketball, off-campus appointments/tours, and other supervised activities have caused staff to earn and use a total of 3,045.33 hours (straight time), or the equivalent of 380.66 shifts of accrued compensatory time, in order to provide the Youth Center with adequate coverage and security. The YSS Department worked a total of 3,112 hours, or the equivalent of 389 eight-hour shifts with single coverage, with no breaks in security. A total of 4,380 eight-hour shifts was scheduled with no resident escapes.

The department this year has its share of ups and downs. On an up note, we have been very fortunate and acquired several excellent staff, however, on the down side, the staff injury rate has increased. During the fiscal year, there was a total of 43 staff injuries, of which all were resident related. These injuries accounted for a total of 200 hours of missed work. Although the staff injuries were up from last fiscal year, total time loss was down 3,448 hours.

*Steve Crockett*  
*Youth Service Director*



## STAFF TRAINING DEPARTMENT

The training goals for the Youth Center at Larned for Fiscal Year 1996 included:

- Improving Orientation Training to assist new staff in becoming more efficient and effective employees by providing relevant and appropriate training.  
Results: New format was developed and utilized. Need to continue follow-up with evaluations from new staff completing Orientation Training.
  
- Researching the training needs of all staff to ensure each employee receives the training necessary to deal with all areas of their job responsibilities.  
Results: Staff input was directly sought and used to add new classes and requested training.
  
- Develop a more effective evaluation procedure that would assist the Training Department in better meeting the training needs of the employees.  
Results: Additional use of different evaluation forms including Needs/Assessment Forms. This goal will need to be continued with need for more information.

The training program at YCAL is divided into three phases, which include Orientation Phase (first week of employment); Basic Staff Training (120-hours of training in first six months of employment); and Long-Term Employee Training (employees over one year of employment receive 40 hours of training each year).

In Orientation Training, new staff are given a tour of the facility and introduced to the basic YCAL programs and procedures. An orientation manual is read by each new employee and specific procedures are covered by the trainer or supervisor to ensure proper understanding. Next, a YCAL Policy/Procedure Manual is given to each employee, with a checklist, to ensure certain policies are read and understood. The remainder of the orientation week consists of attending group, staffings, and Treatment Team meetings, and at least 10 hours of observing or "hands-on" work on the unit with an experienced employee or supervisor.

After being on the unit for several months, all new direct care staff attend a mandatory Basic Staff Training Class (120-hours). This session includes the classes: Domestic Violence, Juvenile Justice, Essential Training, YCAL Programs, Staffings, Grievances, Substance Abuse, First Aid/CPR, Report Writing, KQM Team Member Training, Counseling Techniques, Defense Mechanisms, Sexual Harassment Training, PPC Training, Managing Aggressive Behavior (MAB) Training, Understanding Gangs, Personnel Issues, Fire Safety, Cultural Diversity, Communication Skills, Search/Seizure Training, and Medical Training. This training is provided for each new staff member in the first six months of employment.

After employment of one year, staff will receive an additional 40 hours of training. This staff development training includes: review of Essential Training, Communication Skills, Signs/Precautions of Suicide, Counseling Techniques, Personal Recharging, Refreshers in CPR/PR and First Aid, Sexual Harassment, ART Refresher, PPC Refresher, Medical Update, Cultural Diversity, Dealing with Youth, Security Issues, Report Writing, and MAB Refresher. All courses are researched and evaluated each year with a Needs Assessment Survey given to each employee to help decide a list of new classes to be offered each year.

Other types of training might include appropriate college classes, attending workshops or training sessions at other facilities, or bringing in training opportunities to our facility. YCAL is also fortunate to have use of facilities and training opportunities provided by Larned State Hospital (LSH).

All training classes are approved and meet the requirements of the American Correctional Association (ACA).

During Fiscal Year 1996, the following training has been received by the Youth Center at Larned employees:

A workshop on Gang Understanding was held on the grounds and attended by 51 staff. Three supervisors completed Basic Supervisory Training and one supervisor completed Advanced Supervisor's Training. Five staff completed Basic Critical Incident Stress Debriefing Training. The following number of staff attended KQM Training: Team Member Training (109, all but one staff), BATS Training (3), Team Leader (2), and Team Facilitator (1). Nine staff traveled to Kearney, Nebraska, and viewed their PPC Program. Eight staff attended a conference in Topeka designed for YSS workers. Four staff attended a Gang Prevention Seminar in Dodge City. All supervisors attended classes to review Lifeline Training. Two staff attended MAB Instructor Training in Beloit. Three staff attended the Governor's Conference on Child Abuse in Topeka. Four staff attended a National Conference on PPC in Louisville, Kentucky, and one staff attended the First Annual Conference on Juvenile Detention in Lexington, Kentucky.

In addition, four staff attended a Cultural Diversity Workshop in Topeka. Two staff attended the Midwest Conference on Drugs and Gangs in Wichita. Also, two staff attended the Correctional Accreditation Workshop in Topeka.

*Larry Parsons  
Training Director*

## INDEPENDENT LIVING SKILLS DEPARTMENT

The Independent Living Skills Department taught two basic classes this past fiscal year: Living Skills, which includes basic cooking skills, apartment finding, job resumes, budgeting, and shopping for cars. Parenting Class was taught in conjunction with Westside High School staff. Topics included early child development, adoption issues, birth control, abortion issues, insurance topics, fathers' rights, and child care costs.

Living Skills Classes were divided into three week classes in order to meet the increased population demands. A total of 98 juvenile offenders successfully completed the program; six failed to complete the program and were required to retake the class.

Parenting Class was taught on a nine week basis for high school credit and 36 residents successfully passed the course. Of the 36, 29 of the residents were fathers and six had more than one child.

The Living Skills Department was also involved in staff training with one department member teaching KQM and PPC classes to employees, one staff teaching Crisis Intervention, CPR and First Aid, and another department member teaching CPR and First Aid classes. Two department members were involved in training staff in ART techniques.

The Living Skills Department was involved in taking 11 residents into their home communities and filling out job applications prior to their reintegration into their communities. The department also took four residents to the Annual Independent Living Teen Conference in El Dorado to do a panel discussion of foster care needs.

Budget expenditures for the department included videos for sexuality issues, teen pregnancy training materials, school violence videos, grocery items for the various cooking classes and special on-unit events, and the purchase of a microsoft publishing program to help aid in the learning materials for the department.

*Tom Snyder*  
*Independent Living Skills Coordinator*

## WORK THERAPY

The paid work and volunteer community service programs are under the direction of the Industrial Therapy Department. Staffing for FY 1996 was one supervisor (Activity Specialist II until December 17, 1995) two permanent Rehabilitation Instructors, and one Special Project position of Rehabilitation Instructor. Supervision of the department was transferred to the Living Skills Supervisor December 18, 1995.

The paid work program utilizes state funding as well as private sector spot labor positions. This provides residents an opportunity to gain work experience while earning at least minimum wage per hour. Areas most utilized are located on the LSH campus and funded by the LSH Work Program. These areas may include the cafeteria, housekeeping, grounds, canteen, laundry, supply warehouse, paint shop, greenhouse, Westside School vocational custodial, Youth Center workshop, and other areas as available. Monies earned by residents may be used to pay court ordered restitution, personal needs, hygiene products, or building savings for use for expenses when leaving the Youth Center.

A very important segment of the Youth Center Industrial Program is "Productions Unlimited" and is directly supervised by a rehabilitation instructor. This consists of a woodshop which constructs decorative wood items for wholesale/retail market. The woodshop also works in conjunction with Westside School on a trainer/trainee program, with the special project rehabilitation instructor conducting the class and academic supervision by a Westside School certified teacher. Throughout the school year, 32 residents worked 1,841.8 hours and produced products valued at \$9,225.50. The program continues to be affiliated with a local business for not only a product outlet, but also as a training sight for residents in practical business experiences. Proceeds from "Productions Unlimited" sales are used to purchase supplies and equipment necessary to maintain the program, as well as specialty items to benefit all YCAL residents, such as flowers and plants for the unit grounds.

An Integral part of the Youth Center Volunteer program is the hours of assistance contributed for the benefit of YCAL residents. Volunteers contribute in the following areas: Youth Center Advisory Council, YCAL Workshop, Bible Study Group, and Activity Therapy activities.

YCAL residents also provide volunteer service to the community in areas such as the local nursing home on a weekly basis, Chamber of Commerce Activities, and local civic clubs.

### Highlights for Fiscal Year 1995

- Manned water stations for community "Fourth of July Fun Run"
- Trainer/Trainee class continued as successful project
- YCAL Advisory Council sponsored Christmas Pizza Party for 19 residents
- Residents helped Ft. Larned Lions Club with food basket delivery
- Residents delivered flowers Valentines and Mother's Day for the Flower Company

- Residents helped set-up/take-down the Chamber Antique Show
- Woodshop outlet at the Flower Company continues to be a success
- Residents presented informational panels throughout the year to high schools, college classes, and community organization or church groups.
- Participation in community harvest basket delivery
- Residents participated in weekly activities with Meadowbrook Manor patients (local retirement home)

Statistics

Resident hours worked	17,842
Resident wages earned	\$80,288.55
Resident workers	285
Resident volunteer community service hours	842
Resident volunteers	371 (average 25 per month)

*Edith Elder*  
*Rehabilitation Instructor*

## CLERICAL DEPARTMENT

The Clerical Department at the Youth Center at Larned is comprised of one Executive Secretary, one Secretary I, and five Office Assistant III's. With the expansion of Business Services, two of the original seven Office Assistant III positions were transferred into that department during this fiscal year to provide clerical support. Temporary clerical assistance has been utilized while two staff were on medical leave.

Some of the department accomplishments for this year have included establishment of a supply catalog and numbering system for all Youth Center forms, continued upgrade and utilization of computer programs, conversion of the resident master file to a working three-ring notebook, and development of procedures for performance measures and compilation of statistics. Toward the end of this fiscal year, the Youth Center has undergone program modification. Clerical staff have played an integral role in the development and implementation of the new program components.

The re-accreditation process is in full swing. This includes review of each policy/procedure to ensure compliance with ACA standards for Juvenile Training Schools, accurate reflection of program changes and procedures, and gathering information for LSH departments which provide ancillary services to the Youth Center.

*Gayla Burger*  
*Executive Secretary*

## **BUSINESS ADMINISTRATION DEPARTMENT**

The Business Services Department of YCAL, established in FY 1995, continues to provide financial management of State General Funds, and monitors the use of other funding sources, including Independent Living Skills monies, Chemical Dependency Services grant monies, Work Therapy non-appropriated monies, Resident Benefit non-appropriated Funds, and State Department of Education school lunch program monies.

Starting with FY 1996, the Youth Center at Larned was established as a new state agency. Budgeting/report systems were created to track expenditures throughout the year in order to assure expenditures were within budgeted monies. Monies were adequate for funding salaries and wages and normal operating expenditures; the Youth Center also acquired computer networking equipment, and numerous security-related items such as additional hand-held radios. A budget document, separate from LSH, was prepared and submitted for FY 1997 (previously, YCAL was considered a program within the LSH budget). LSH still provides, under contract, support for YCAL including Accounting, Personnel, Purchasing, Engineering, Fire/Safety, Security, Dietary, Laundry, medical services, and an on-campus educational program. YCAL Business Services works with all departments of LSH as related to business functions, and much effort was expended throughout the year to promote continual positive working relationships between the two state agencies.

The Business Administrator is the liaison between YCAL and LSH Personnel Department. In FY 1996, the Business Administrator became the supervisor of two clerical staff. The clerical staff members provide Business Services clerical support, and provide timekeeping services for YCAL. Personnel-related systems/reports/timelines have been established, and timekeeping has been adjusted for SHARPS. Business Services staff work closely with LSH Personnel Department staff regarding such matters as position vacancies, advertising and hiring, reclassifications and backfills, pay plan information, and employee benefits. Business Services staff help provide in-services for YCAL staff as Personnel system/information/regulations change, and help assure timely and appropriate processing of all personnel and payroll functions and activities.

*Marylou Andrews  
Business Administrator*

## SUBSTANCE ABUSE DEPARTMENT

Funding exists through three sources:

ADAS #6434 (\$11,000) for Continuing Care Services

- Halfway houses, recovery houses, extended care services	\$3,305.00
- Outpatient counseling	2,205.00
- Supplies (books, videos)	1,982.52
- SASSI testing materials	1,342.90
TOTAL	8,835.42

Federal Grant CSAT (#64370) for Addictions Counselor position as well as limited travel funds

- Funding ended 6/14/96, for the Addictions Counselor position

Funds of \$1,000 set aside for staff travel and multi-cultural supplies:

- Travel	466.56
- Supplies	00.00
TOTAL	466.56

Subgrantee of Sunrise Inc. (\$30,000)

- Continuing Care Counselor position and travel expenses Spent

### Continuing Care Program:

#### Community Based

- Resident Counseling (169 contacts)	300.5 hours
- Family Counseling (69 contacts)	91.0 hours
- Group Counseling in Placements (24 contacts)	35.0 hours
- Counselor/Placement Inpatient, Transitional Living (15 contacts)	24.0 hours

#### In-House Youth Center at Larned

- Substance Abuse Education Program	182.0 hours
- Positive Peer Counseling (groups)	85.0 hours
- Individual Drug/Alcohol Counseling (contact hours)	122.5 hours
TOTAL	840.0 hours

(Average of 70 hours per month for 12 month period ending June 30, 1996)

### Outpatient and Inpatient Programs:

- Outpatient	9 residents placed
- Inpatient	
Parallax	3 residents placed
New Chance	2 residents placed
Recovery Service Council (RSC) (adult)	4 residents placed
Recovery Adolescent Program (RAP)	3 residents placed
- Halfway Homes	6 residents placed



Substance Abuse Education Programs:

- Substance Abuse Education 139 residents completed
- Money Addiction Group 67 residents participated
- NA/AA Stepwork 139 residents completed
- Drug/Alcohol Autobiographies 139 residents completed
- Relapse Prevention Group 38 residents participated
- Individual Drug/Alcohol Counseling 251 contact hours
- Anti-Drug Panels to area schools 4 residents participated
- Sedgwick County Youth Project (SCYP) Tour 3 residents participated

Youth Center Staff Training Hours Provided by Chemical Dependency Department:

- 16 hours in-house
- 8 hours training on Money Addiction Model provided for Washburn University by YCAL Substance Abuse staff.

Training Received by One or All Chemical Dependency Staff:

- PPC Training
- Block Training
- FAS Training
- Gangs and Drugs Training

Staffing Reports Completed by Chemical Dependency Staff:

- Admission Staffings 227
- Initial Staffings 210
- Pre-Release Staffings 242

Goals Met from Previous Year:

- Full licensure for outpatient, diagnostic and referral was obtained by YCAL for period of October 1996 to March 1997.
- Improved communication between Substance Abuse Department and other disciplines.

Goals for Coming Year:

- Review and update Substance Abuse Department Manual.
- Continue to work on improving communication within the department through regular monthly meetings.
- Continue to improve on communication between Substance Abuse Department and other disciplines.
- Develop and implement specific follow-up forms to be mailed to former residents and families to evaluate success of Continuing Care Program.

*Alice Holopirek*  
*Chemical Dependency Recovery Program Director*

## NURSING DEPARTMENT

### Daily Statistical Report:

Medical Personnel On Unit:		Residents to:	
Unit Physician	235	LSH Eye Clinic	65
OD Physician	92	LSH Foot Clinic	50
OD Nurse	38	LSH Medical Clinic	85
Prescriptions Ordered	3,380	LSH Dental Clinic	261
Admissions	209	LSH X-Ray	78
Psychiatric Consults	22	EEG/EKG	22
Physical Therapy	43	Lab	144
CETU Referrals	18	HIV Testing	13
		DNA Testing	17

The expansion of the Youth Center at Larned on July 1, 1994, continues to be a source of change as we prepare to go to the Kansas Youth Authority in July 1997.

During this fiscal year, we continue to have medical care provided on a contractual arrangement with LSH. Ancillary services continue to be excellent, and we are fortunate to have services provided in close proximity to the Youth Center. Evening and weekend coverage from LSH Central Nursing Office and OD Physicians also provides YCAL residents with quality care.

The underlying violence in the behavior patterns of YCAL residents has been responsible for most of the medical care provided. This pattern has not changed from last fiscal year, and includes self-inflicted injuries and injuries inflicted to the staff and other residents by those residents who lack anger control.

Although located in West Central Kansas, YCAL has been able to provide consultant care through physicians and surgeons who have offices or office hours in Great Bend. An added benefit has been the physicians who now offer office hours in Larned one day a week through Central Kansas Medical Center, Great Bend.

A summary of consultants utilized is as follows (figures represent number of appointments, not residents):

<u>Orthopedic (11)</u>	<u>Medical (23)</u>
Dr. Fleske                      Great Bend	Dr. M. Shah                      Larned
Dr. Newman                    Great Bend	
Dr. Brown                      Great Bend	<u>Ophthalmology (5)</u>
Dr. Gluck                      Great Bend/Wichita	Dr. Beahm                      Great Bend
Dr. Wilcox                      Hays	Dr. Scheutz                      Great Bend
<u>ENT (6)</u>	<u>Dermatology (3)</u>
Dr. Pease                      Great Bend/Hutchinson	Heartland Dermatology      Great Bend
Dr. Smith                      Great Bend/Hutchinson	

\*Orthodontist (21)

Dr. Trimmell                      Great Bend  
Dr. Cahoon                        Dodge City  
Dr. Strobe                         Manhattan

Internist (4)

Dr. Kirby                         Great Bend

Podiatry (1)

\*\*Dr. Burkey                      Great Bend

Cardiologist (2)

\*\*\*Dr. Evans                      Great Bend

Dental Surgery (2)

Dr. Whitlow                        Great Bend  
Dr. Thompson                      Great Bend

- \* YCAL has not paid for the orthodontic care for these residents, however, in terms of staff time (two staff each with four trips to Manhattan and nine to Great Bend) and vehicle miles, it has been costly and time consuming.
- \*\* Dr. Burkey was recovering from a heart attack and could not come to his regularly scheduled appointments at the LSH Clinic.
- \*\*\* Resident also had a Holter monitor which was monitored through the Emergency Room in Larned.

Other services include:

Surgeries

- Emergency surgery for ruptured appendix with Dr. Shah at St. Joseph's Hospital, Larned.
- Out-patient surgery with Dr. Fleske, Great Bend, to pin fifth metacarpal.
- Hand surgery with Dr. Fleske, Great Bend.
- Laparoscopy with Dr. Kirby, Great Bend. Results were consistent with severe blows to the abdomen (internal bleeding). Resident refused to discuss injury. He had been observed several days at the Larned hospital before he was transferred to Great Bend Central Kansas Medical Center.
- Hand surgery with Dr. Gluck, Wichita. Follow-up in Great Bend.
- Hernia repair which was completed at CETU, Topeka.

In addition, a resident was transferred to CETU for a tonsillectomy; however, this could not be preformed due to Medicaid technicalities and he returned to YCAL for release without the surgery.

Emergency Room - 21 (20 - Larned/1- Great Bend); Ambulances - 10; MRI - 1; CT Scans - 1; Hospitalizations - 2 (5 day/3 day); CETU - 17 residents have been referred this fiscal year for medical and/or psychiatric evaluations; INH Therapy - 4.

Special Needs

Psychotherapeutic Medications -

We continue to use medicine for behavior control when recommended by a psychiatrist. Usage has been fairly consistent this fiscal year. On June 30, 1995, there were 20 residents taking one or more medications (17.5% of total population). On June 30, 1996, there were 19 residents taking one or more medications (17.3% of total population). The Meyer East program for 13-14 year-olds has continued to have the highest percentage of total population

taking medications with 50% of that unit on one or more medications on June 30, 1996. This figure represents 10% of the total population taking 32% of total medications.

	Meyer East	Myer West	Allen	Sellers	TOTAL
July	5	3	5	6	19
Aug	7	3	3	5	18
Sept	10	2	3	3	18
Oct	9	2	5	2	18
Nov	7	3	4	2	16
Dec	8	3	3	3	17
Jan	8	1	3	3	15
Feb	8	1	3	4	16
March	9	5	2	3	18
April	6	2	2	4	14
May	6	3	3	6	18
June	6	2	4	7	19

(Total population on June 30, 1996 was 110)

#### Chronic Illnesses

- These illnesses have included several residents with asthma, one with mononucleosis (contracted in the community), one with rheumatoid arthritis, one with fecal incontinence, one with scheurman's disease, one with herpes, and two that suffer migraine headaches.

Services have been improved for eye and ear exams at Westside School. These exams are now provided by the LSH Clinic staff and have been done in a more timely manner, allowing for follow-up in these areas if necessary.

The dental hygienist from the LSH Dental Clinic provided information to all units in reference to dental hygiene on March 21, 1996.

An investigation was completed by the LSH Infection Control Nurse reference an upsurge in positive PPD skin tests in the spring of this year. Results indicated a possible problem with the solution lot number and it was withdrawn from the stock.

#### Milestones

- Senate Bill 151 revised the Nurse Practice Act, allowing unlicensed people to do procedures and give medication when trained by a nurse. This should resolve the controversy and allow YSS staff to assist with medication and medical procedures.
- The protocol for medical staff has been completed and will be on the units shortly. Training will be given to YSS staff so they will become familiar with and utilize this tool for providing medical care.
- The survey for the Kansas State Department of Health and Environment was

completed on June 6, 1996. Although a report has not been received, comments at the exit interview were favorable. They were particularly impressed with the services provided YCAL by contractual arrangement with LSH, citing this as a convenience not available to the other Youth Centers.

- The CETU has provided valuable services to the Youth Centers. We have sent 17 residents to that facility this fiscal year, compared to ten the previous year. Most of those residents were considered inappropriate placements at YCAL and this, in turn, relieved stressors on YCAL staff. They also provided medical evaluations and surgery follow-up, which also relieved staff at YCAL.
- All emergency carts were inspected by the LSH Emergency Committee and are fully equipped for emergencies. Exam rooms also were evaluated carefully in preparation for the Kansas Department of Health and Environment survey and ACA requirements.
- Two Tympanic thermometers are on order for replacements of the filac thermometer presently in use. We are looking forward to this convenience and hope to provide them for all units in the future.
- We have maintained an excellent working relationship with ancillary services provided by LSH. We will strive in the future to ensure this continues, as these services are very valuable to YCAL.

#### Additional Services Provided by Department

- Dixie Unruh, Registered Nurse III, Supervisor: Member of LSH Infection Control Committee; Member of LSH Ad Hoc Committee for TB Guidelines; Member of LSH Educational Advisory Board; Hemocue training with LSH; Member of the Barton County Community College Nursing Advisory Board; lecturer for Family Living Class at Westside School; instructor for YSS Medical Aspects Training Course (taught four times this fiscal year); co-instructor for Block Training; moderator for panels for nursing school; supervisor of Custodial Department.
- Derry Dougan, Registered Nurse III: Assistant instructor for YSS Medical Training Course; moderator for panels for nursing schools and Kansas State Nursing Association; Member of LSH Disaster Team; Chairman of the YCAL Disaster Team; co-instructor of Medical Block Training; participates in Hemocue Training with LSH.
- Pam Schmidt, Program Support Worker: Assists with YSS Medical Training Course; EEO Representative for YCAL (assists with interviews and investigations); records daily statistics; responsible for immunization records for all residents; maintains crash carts and exam rooms.

*Dixie Unruh  
Registered Nurse III*

## PSYCHOLOGY DEPARTMENT

### Tests Administered:

Beck Depression Inventories	237	Vocational Assessments	114
Beck Hopelessness Scales	236	Suicide Probability Scale	4
Tennessee Self-Concept Scales	119	Multidimensional Depression Inventory	3
House/Tree/Person Tests	200	MMPI-2 (Spanish)	3
MMPI-A	151	Bender Gestalt	1
WAIS-R (Abbreviated Form)	114		
WISC-III	29		

### Psychological Evaluations Written:

206 psychological evaluations were written, typed by clerical staff, and distributed.

### Suicide Precaution Information:

During the 96 Fiscal Year, 110 residents were placed on some level of suicide precautions while at YCAL. Of the total number of residents placed on precautions, 88 were placed on Suicide Observation (80%), 16 were placed on Suicide Watch (15%), and six were placed on Suicide Warning (5%). The residents were classified according to the highest level of precautions that they were placed on.

- New Admissions: During the year, 43 residents were placed on Suicide Observation, four were placed on Suicide Watch, and three were placed on Suicide Warning on the day of their admission to YCAL.
- Current Residents: 41 residents were placed on Suicide Observation, 11 were placed on Suicide Watch, and one was placed on Suicide Warning.
- Residents Returning from Extended Temporary Visits from Conditional Releases: Four residents were placed on Suicide Observation, one was placed on Suicide Watch, and two were placed on Suicide Warning when they returned to the Youth Center.
- During the year, 212 residents were admitted or re-admitted to the Youth Center. 47 (22%) were placed on Suicide Observation, 15 (7%) were placed on Suicide Watch, and four (2%) were placed on Suicide Warning.

### Staff

Tobin Wright, who was hired as the Psychometric Technician in May, was hired to fill the limited term Psychologist I position in July.

In July, Lisa Ochs was changed from the limited term position that she previously held to the permanent Psychologist I position.

Don Crouse, Psychologist II, served as the psychologist for Allen building, Lisa Ochs was the psychologist for Sellers, and Tobin Wright provided coverabe for both Meyer East and Meyer West units.

### Achievements

The department achieved the goal of keeping more specific records regarding suicide precautions.

### Activities

- In September, Don became a Certified Instructor for the MAB program after completing the teacher certification course held at the Youth Center at Beloit.
- In October, Lisa attended the Governor's Conference on the Prevention of Child Abuse which was held in Topeka.
- Tobin assisted with reorganizing the Sexual Offender Awareness program and began co-facilitating that group.
- Tobin and Lisa became members of YCAL's ART Training Committee. Both assisted with training staff members on how to teach ART.
- In January, Don supervisor became a member of YCAL's Critical Incident Stress Debriefing team.
- All department members participated in conducting classes as part of new employee block training. Members conducted classes on depression/suicide, human growth and development, interpersonal communication, dealing with adolescents, MAB, and recognizing sexual abuse.
- Lisa worked on the KQM project of revising the escorting procedures and proposing modifications to the procedures.
- As part of the new program development, Don worked on the Orientation Program Committee and Tobin worked on the committee which developed the Intensive Reintegration Program. The department worked on developing a curriculum for the Self-Esteem class.
- In October, the department was responsible for administering the CIES Inventory; a report was written of the 1995 results for the superintendent.
- Don served on YCAL's Training Committee which met several times during the year.

### Department Goals

- Revise the format currently used for the psychological evaluations to reflect the changes brought about by the new program.
- Work cooperatively with other departments and as part of their building's treatment teams to meet the needs of the residents created by the new program.
- Continue searching for training opportunities that will assist with the department staff's professional development and with providing exposure to training relevant to the Youth Center.
- Continue setting goals throughout the year in the monthly department meetings.

*Don Crouse  
Psychologist II*

## CORRECTIONAL INSTITUTIONS ENVIRONMENTAL SCALE

The CIES has been administered at the Youth Center at Larned for a number of years in compliance with the Youth Service Manual, for the purpose of deriving detailed descriptions of the problems of each unit by comparing resident and staff perceptions over a period of time, to identify program strengths and weaknesses, leading to modification and training as needed, and to ensure a sound rehabilitative program.

The items on the CIES are grouped into three dimensions, each comprised of three subscales. The Relationship Dimension is designed to measure involvement in the day-to-day functions, support from peers and staff, and expressiveness of feelings. The Treatment Program Dimension measures personal growth through the areas of Autonomy, Practical Orientation, and Personal Problem Orientation. The System Maintenance Dimension consists of Order and Organization, Clarity, and Staff Control. Staff and resident scores are calculated for each subscale and are compared with normative samples.

The CIES is administered in the autumn of each year to both the YCAL staff and residents, as well as teachers at Westside High School.

The residents who completed the CIES in 1995 rated the Treatment Program Dimension as the strongest component of the YCAL Program. The residents in 1994 also gave that dimension the highest ratings. They indicated that the program emphasized planning for the future and preparing to return to the community. The residents also felt they were encouraged to understand their personal problems and express their feelings.

The staff on the Allen, Sellers, and Meyer West units felt that the program focused on helping residents set goals for themselves and prepare for their future. These units' residents typically range in ages from 15 to 18. The Meyer East staff felt that their program, which is adapted to a population of 13 and 14 year-olds, focused primarily on providing a structured environment in which the residents know what is expected of them and they will know what the consequences of their actions will be.

*Don Crouse  
Psychologist II*



## CUSTODIAL DEPARTMENT

Building improvement and Custodial Department's major accomplishments are as follows:

### July, August, September

In July, there was a lot of movement in the Clerical Department; changing offices. We spent a lot of time refinishing floors. We also had a major sewer flood in Sellers basement. Dee Barr, Custodial Work Supervisor, moved to Meyer East and Debra Cauble, Custodial Worker, transferred to Sellers. In August, two offices on Sellers were painted and mini-blinds were installed in the office area of Allen. Carol Horton, Custodial Worker, went through Block Training. Other activities the department assisted in included unit barbecues and the Beer's Carnival. In September, the lobby on Sellers was painted. Superintendent's meeting here for two days.

### October, November, December

In October, the department spent several days getting ready for the legislative tour. The new YCAL clothing supply floor area was stripped and waxed for them to move into. The Life Safety Code Environmental Sanitation Committee toured for ACA requirements. In November, Deb Cauble, who is also YCAL's EEO head representative, attended an EEO Conference in Topeka. We washed and re-hung curtains in the Seller's dorm areas. Della Burris, Custodial Worker, went through Block Training. The Department of Corrections (DOC) came and toured our facility in November. In December, holiday preparations was the main focus. Deb went through Block Training. Spent quite a lot of time on sand and snow removal detail due to bad weather.

### January, February, March

As in December, a considerable amount of time was spent removing sand, snow, and mopping up mud in the month of January. Deb spent time with EEO meetings and investigations. Dee worked on and turned in the Life Safety Code Report for ACA requirements. The pool table was removed from Allen building so that the area could be made into a classroom. Installed "glass removal kits" on all buildings and updated MSDS manuals; five on each unit. In February, shoveled lots of snow, scrubbed and re-waxed floors. Curtains were taken down on Allen and sent to Clothing Supply for the velcro system. YCAL Clothing area was cleaned. Meyer East and West units' floors were refinished. All units were cleaned after bad winter weather.

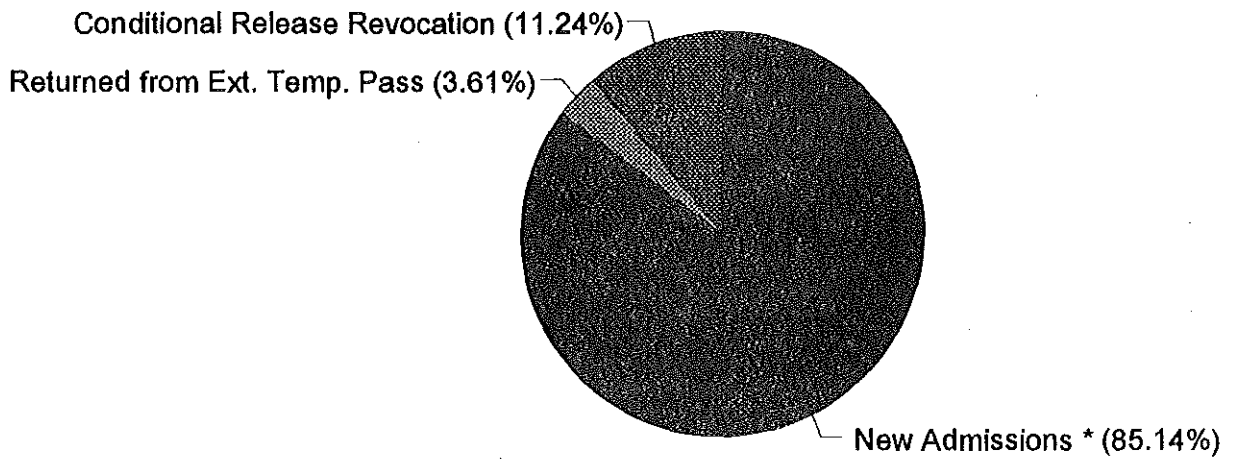
### April, May, June

First part of April was spent getting ready for SRS and Secretary's Tour. The curtains in the Meyer East secretary's office were converted to the velcro system. Deb made a trip to Topeka for EEO. All members of the department received ART training in May. There was a major flood in the Sellers basement from toilets on the first floor; spent two days cleaning. The buildings

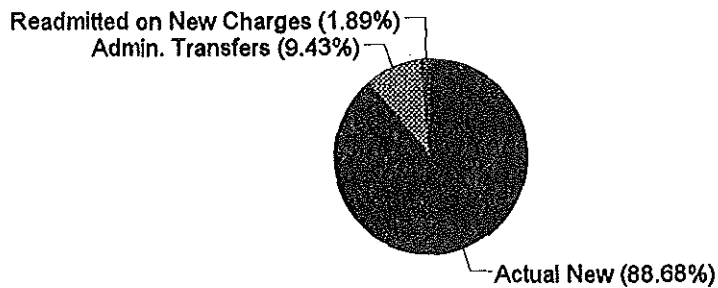
surrounding Sellers building are being torn down and all the water system in the tunnel is being re-done for Sellers. Dee started Block Training. Several meetings were held concerning the new program. The first part of June was spent getting ready for the State Nursing Tour for ACA. Waxed floors on Meyer and Sellers buildings. A Work Program resident worked with Carol Ann on Meyer West unit for the month of June. Additional training and meetings which were attended included EEO, Cultural Diversity, KQM, Safety meetings, Policy and Procedure meetings, SHARP, and Helpline meetings. The department assisted with all the various picnics, dinners and other resident-related activities as well.

*Dee Barr  
Custodial Worker Supervisor*

# TYPES OF ADMISSIONS



## \* NEW ADMISSIONS

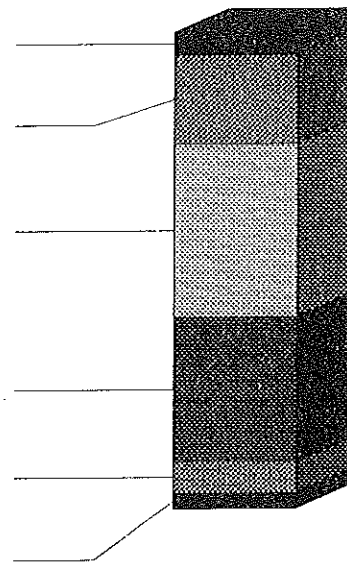


### Actual Number:

New Admissions . . . . .	212
Conditional Release Revocation . . . .	28
Return from Ext. Temporary Pass . . .	9
Readmit on New Charges . . . . .	4
Administrative Transfer . . . . .	20

# AGE AT TIME OF ADMISSION

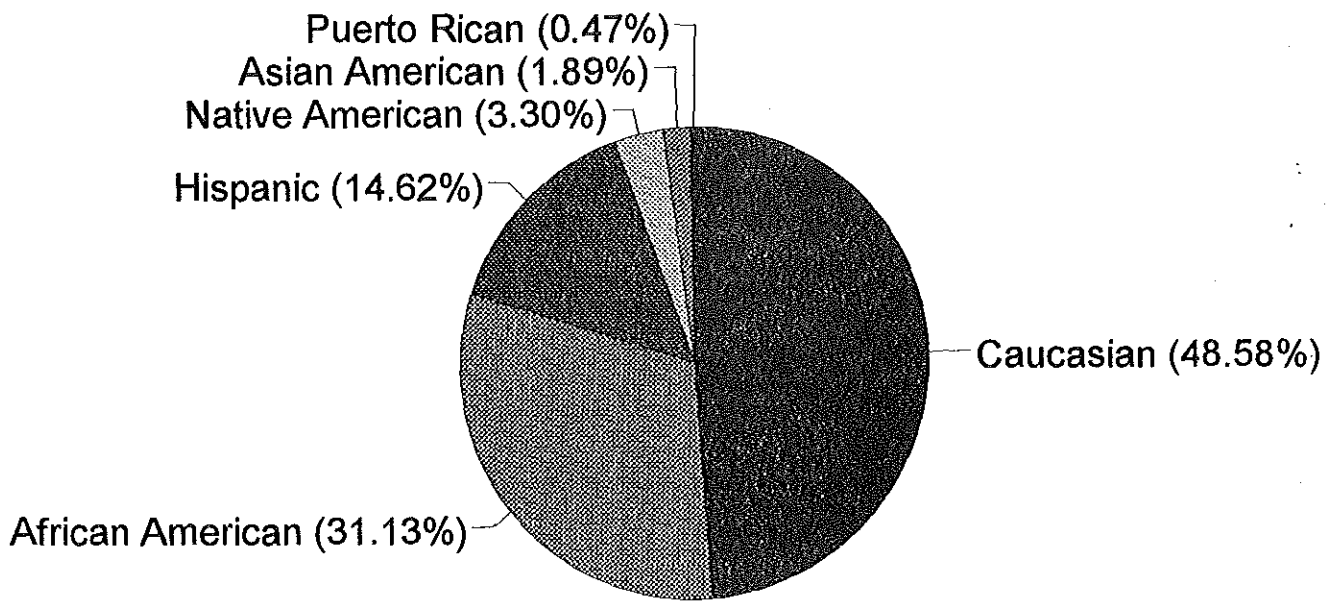
**18 year-olds (4.72%)**  
**17 year-olds (18.87%)**  
**16 year-olds (36.32%)**  
**15 year-olds (30.19%)**  
**14 year-olds (6.60%)**  
**13 year-olds (3.30%)**



**Actual Number:**

18 year-olds	.....	10
17 year-olds	.....	40
16 year-olds	.....	77
15 year-olds	.....	64
14 year-olds	.....	14
13 year-olds	.....	7

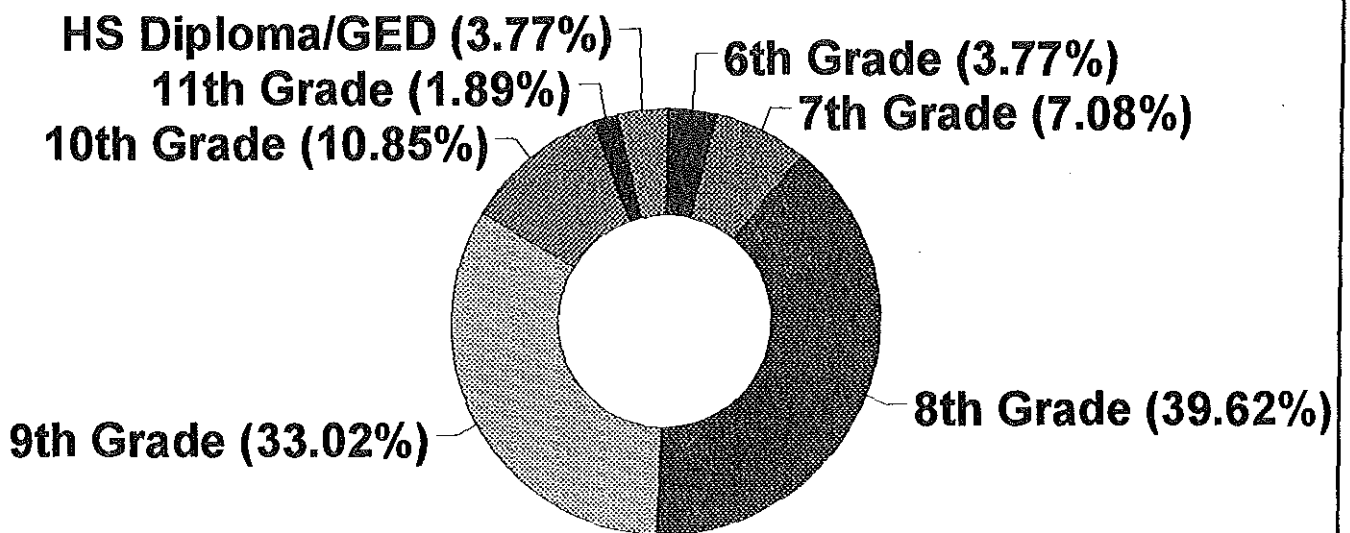
# ETHNIC GROUP



**Actual Number:**

African American	66
Asian American	4
Caucasian	102
Hispanic	31
Native American	7
Puerto Rican	1

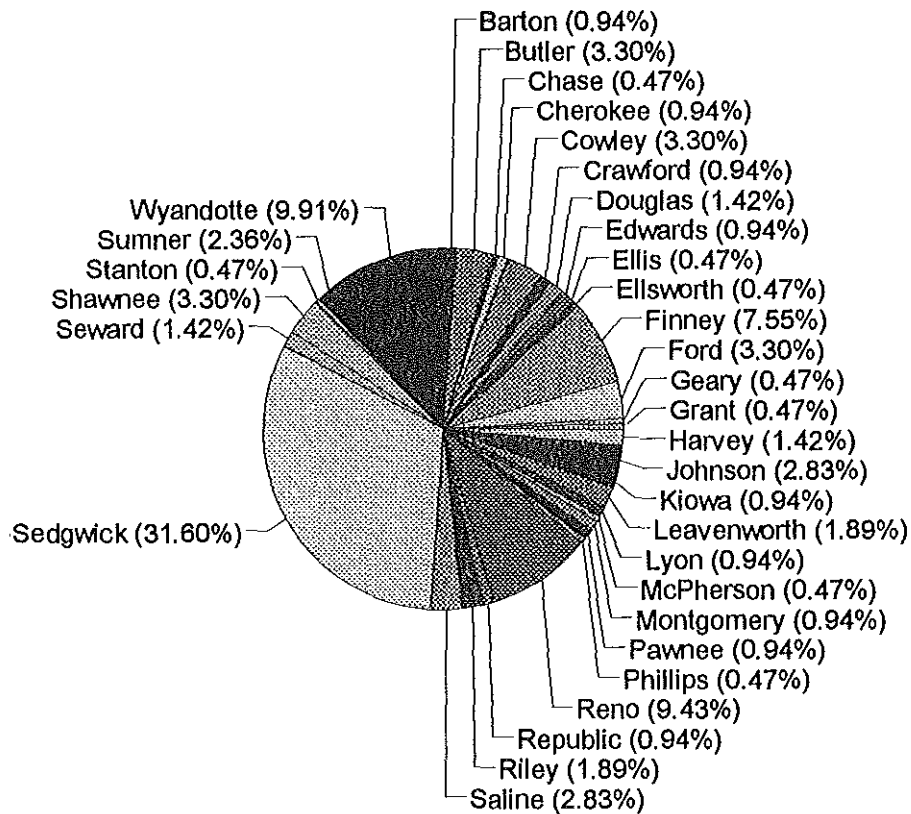
# EDUCATION AT TIME OF ADMISSION



**Actual Number:**

HS Diploma/GED	8
11th Grade	4
10th Grade	23
9th Grade	70
8th Grade	84
7th Grade	15
6th Grade	8

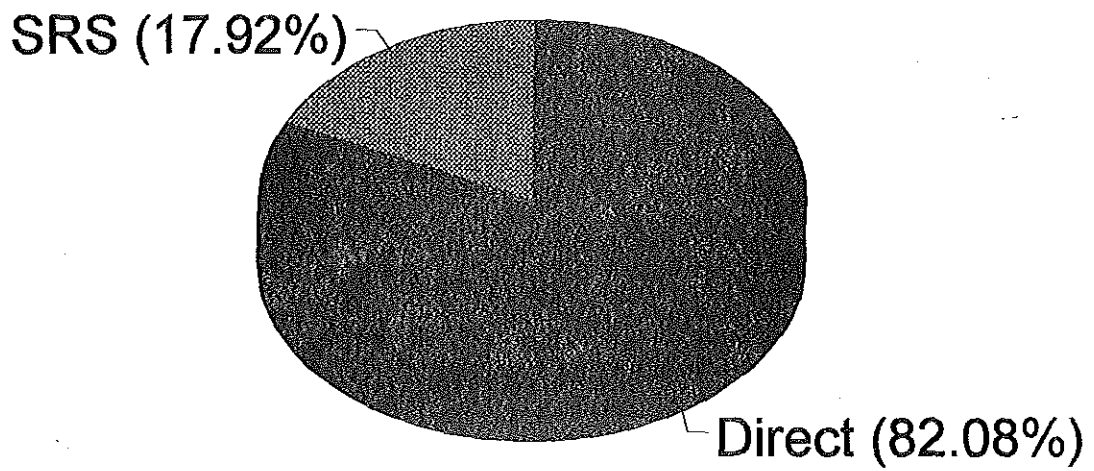
# ADMISSION BY COUNTY



## Actual Number:

Barton . . . . . 2	Ellsworth . . . . . 1	Leavenworth . . . . . 4	Riley . . . . . 4
Butler . . . . . 7	Finney . . . . . 16	Lyons . . . . . 2	Saline . . . . . 6
Chase . . . . . 1	Ford . . . . . 7	McPherson . . . . . 1	Sedgwick . . . . . 67
Cherokee . . . . . 2	Geary . . . . . 1	Montgomery . . . . . 2	Seward . . . . . 3
Cowley . . . . . 7	Grant . . . . . 1	Pawnee . . . . . 2	Shawnee . . . . . 7
Crawford . . . . . 2	Harvey . . . . . 3	Phillips . . . . . 1	Stanton . . . . . 1
Douglas . . . . . 3	Johnson . . . . . 6	Reno . . . . . 20	Sumner . . . . . 5
Edwards . . . . . 2	Kiowa . . . . . 2	Republic . . . . . 1	Wyandotte . . . . . 21
Ellis . . . . . 1			

# TYPE OF COMMITMENT

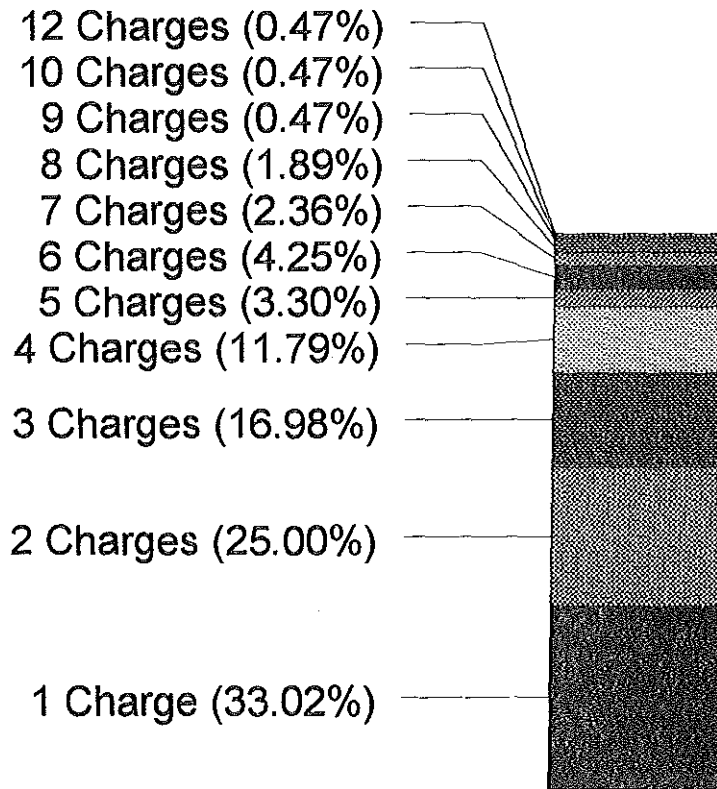


**Actual Number:**

SRS .....	38
Direct .....	174



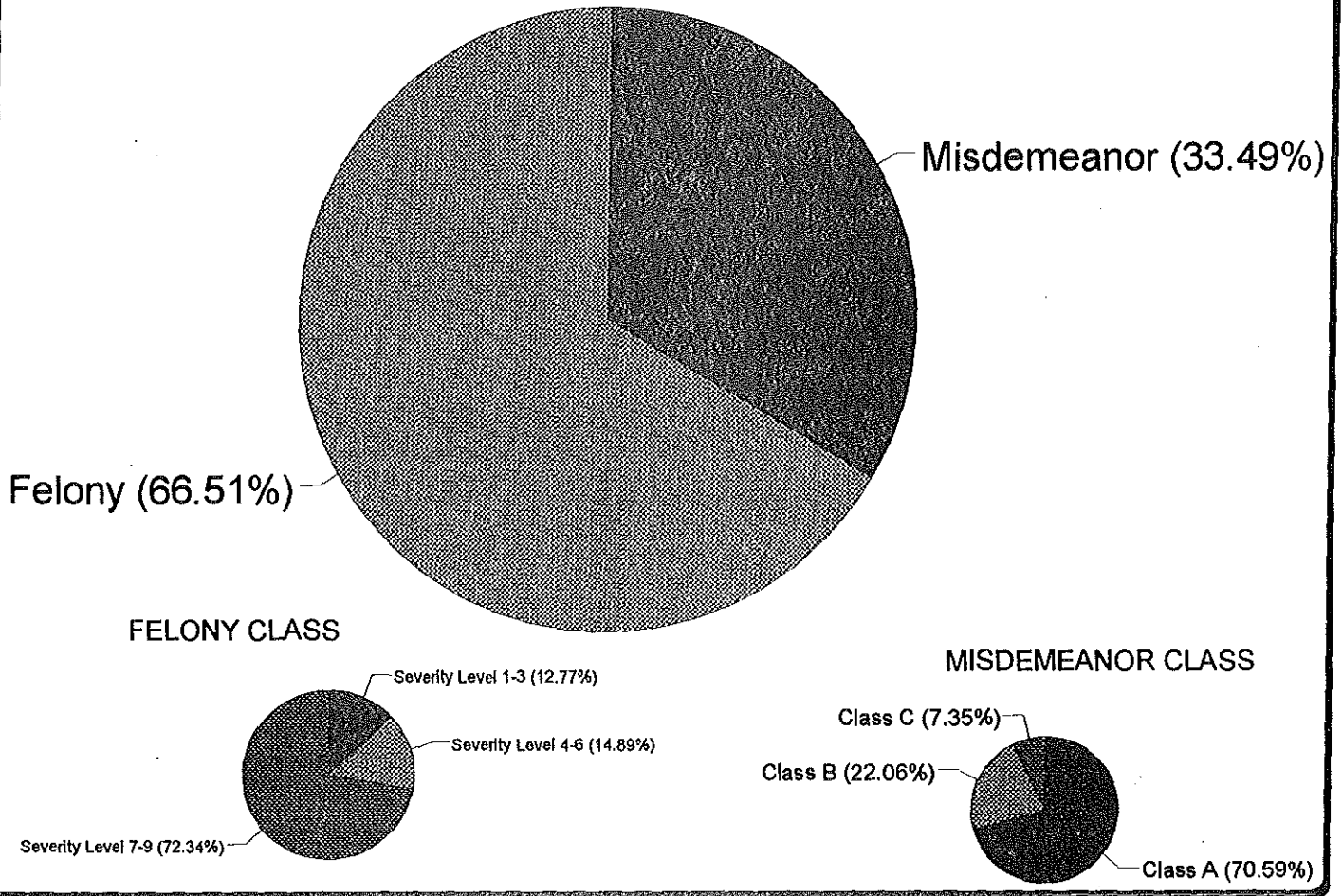
# NUMBER OF PRIOR LEGAL CHARGES



**Actual Number:**

1 Charge	70
2 Charges	53
3 Charges	36
4 Charges	25
5 Charges	7
6 Charges	9
7 Charges	5
8 Charges	4
9 Charges	1
10 Charges	1
12 Charges	1

# OFFENSE CATEGORY

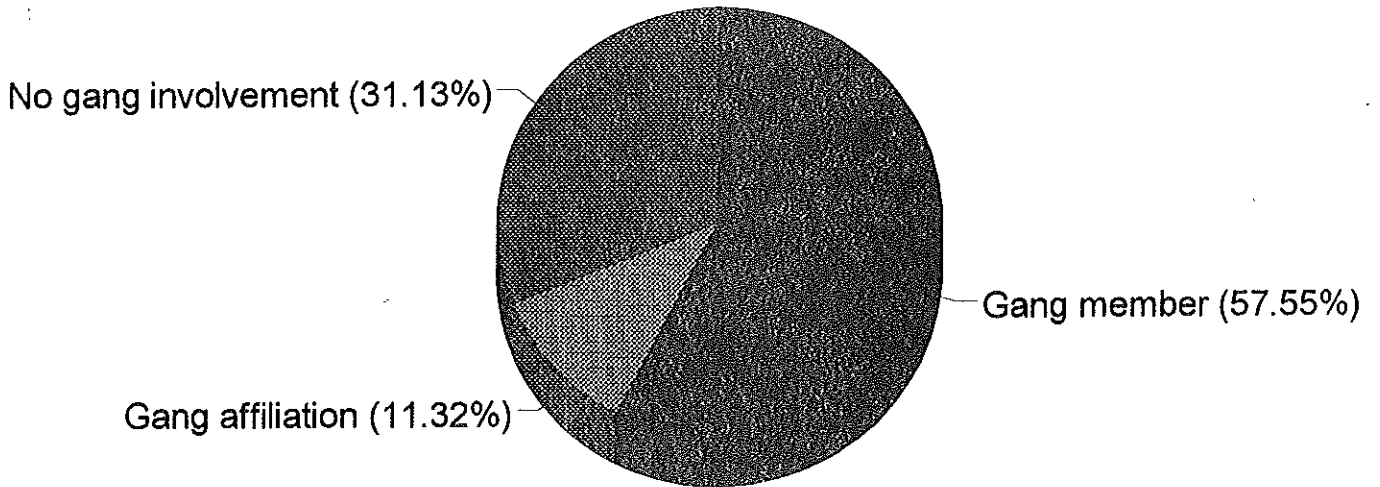


**Actual Number:**

<b>Misdemeanors</b>	
Class A	48
Class B	15
Class C	5
Unclassified	3

<b>Felonies</b>	
Severity Level 1-3	18
Severity Level 4-6	21
Severity Level 7-10	102

# GANG AFFILIATION



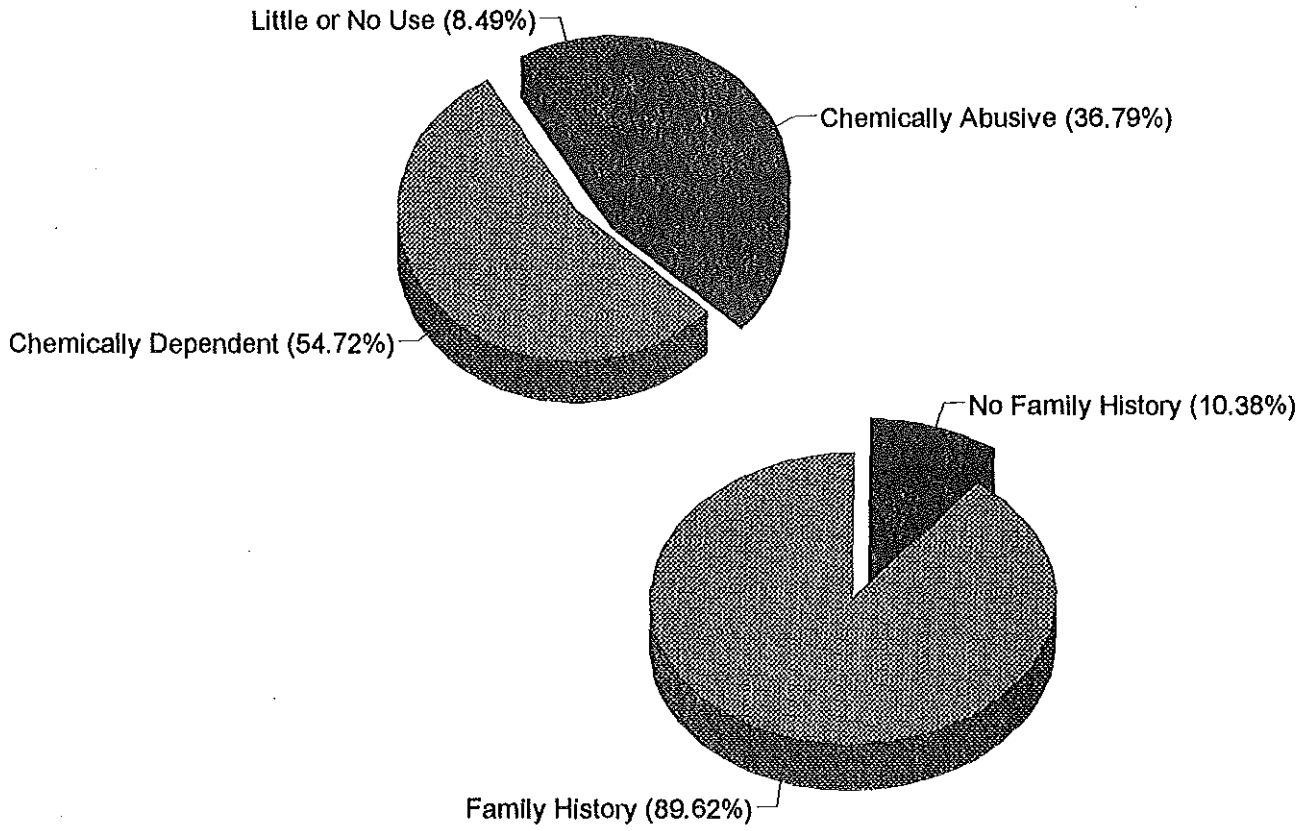
**Actual Number:**

Gang Member . . . . .	122
Gang Affiliation . . . . .	24
*No Gang Involvement . . . . .	59

**\*Note:**

White Supremacists . . . . .	3
Satanic Worshipers . . . . .	4

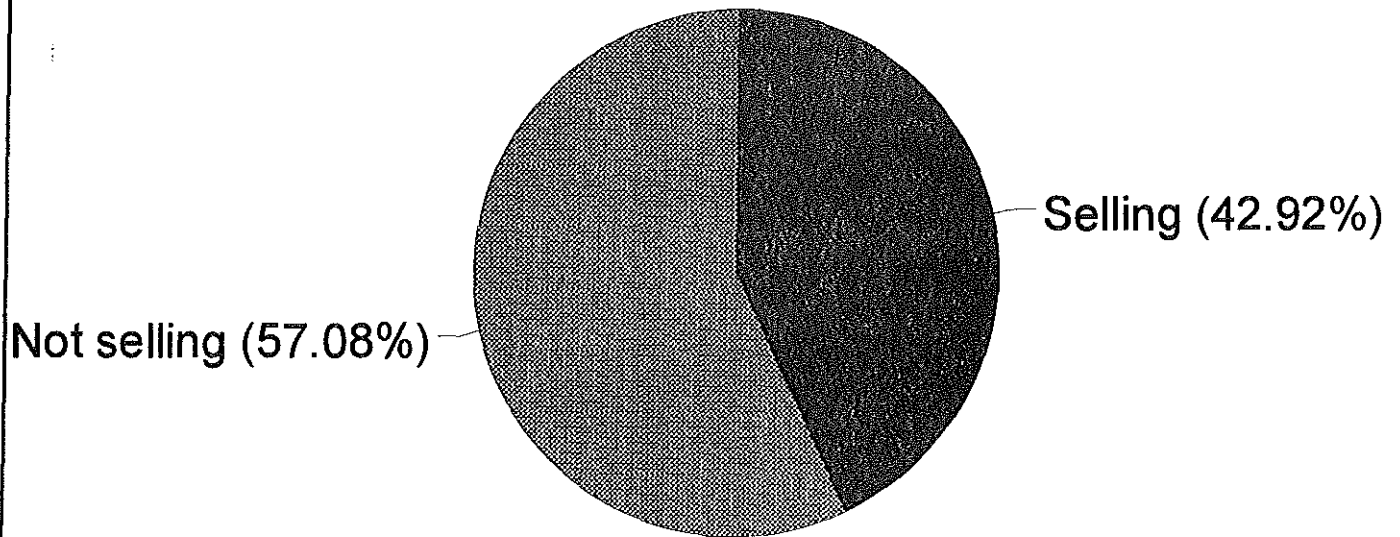
# CHEMICAL ABUSE



**Actual Number:**

Chemically Abusive . . . . .	78
Chemically Dependent . . . . .	116
Little or No Use . . . . .	18
Family History . . . . .	190
No Family History . . . . .	22

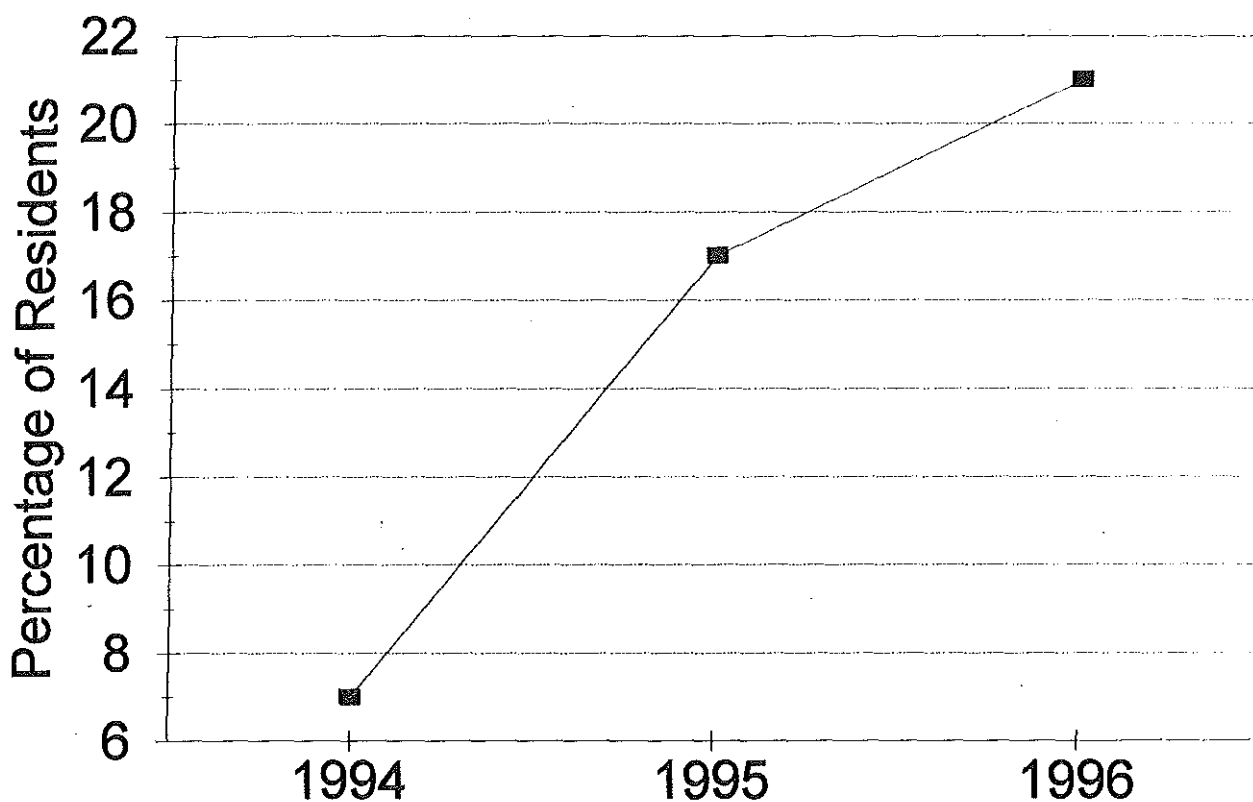
# DRUG & WEAPON SELLING



**Actual Number:**

Selling . . . . .	91
Not Selling . . . . .	121

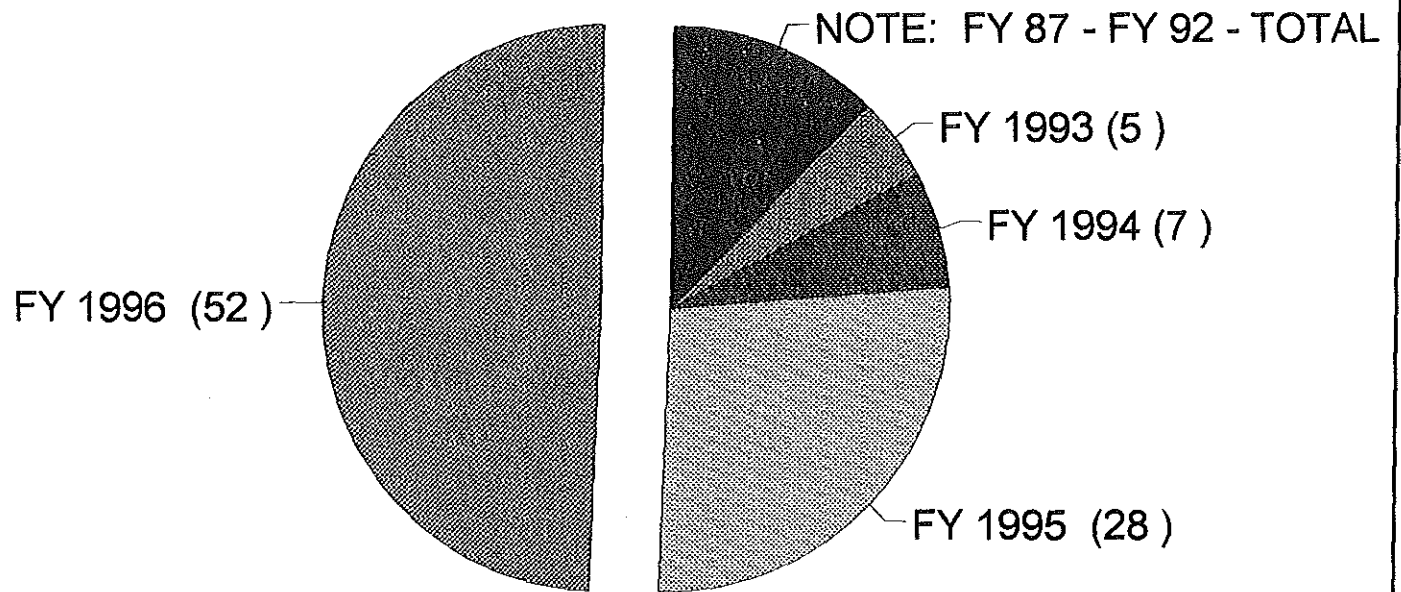
# PERCENTAGE OF RESIDENTS PRESCRIBED PSYCHOPHARMACOLOGICAL MEDICATION



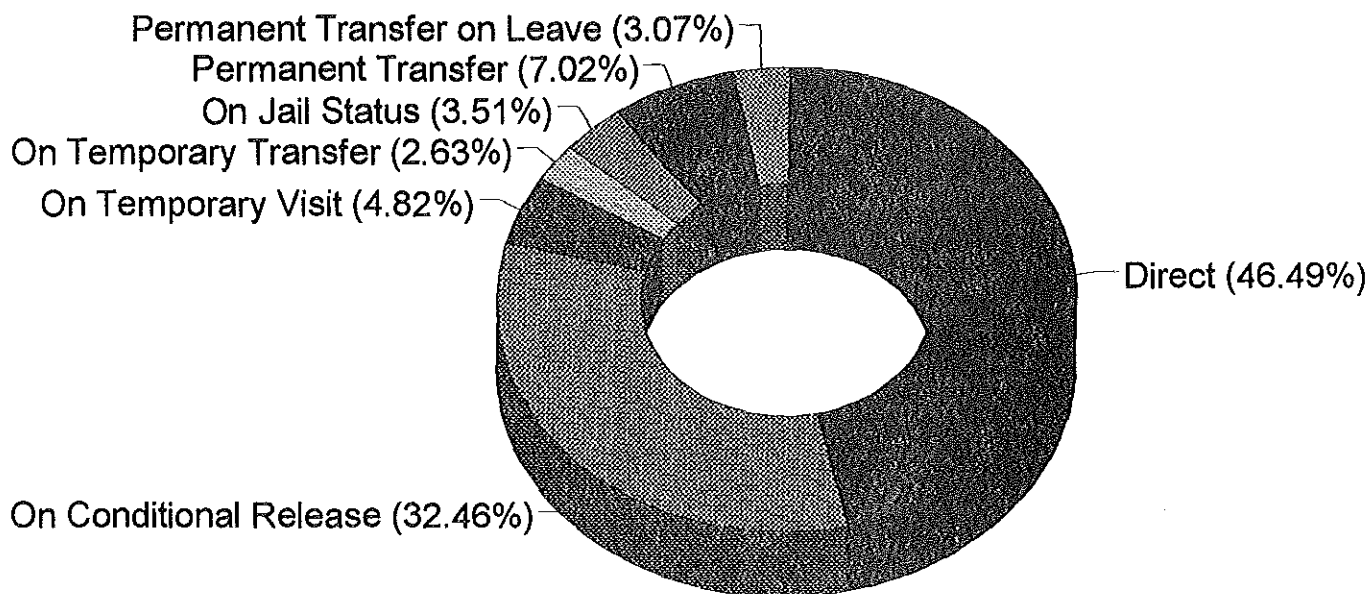
**Actual Number:**

1994	.....	10
1995	.....	21
1996	.....	50

# STAFF ASSAULTS



# TYPE OF DISCHARGE

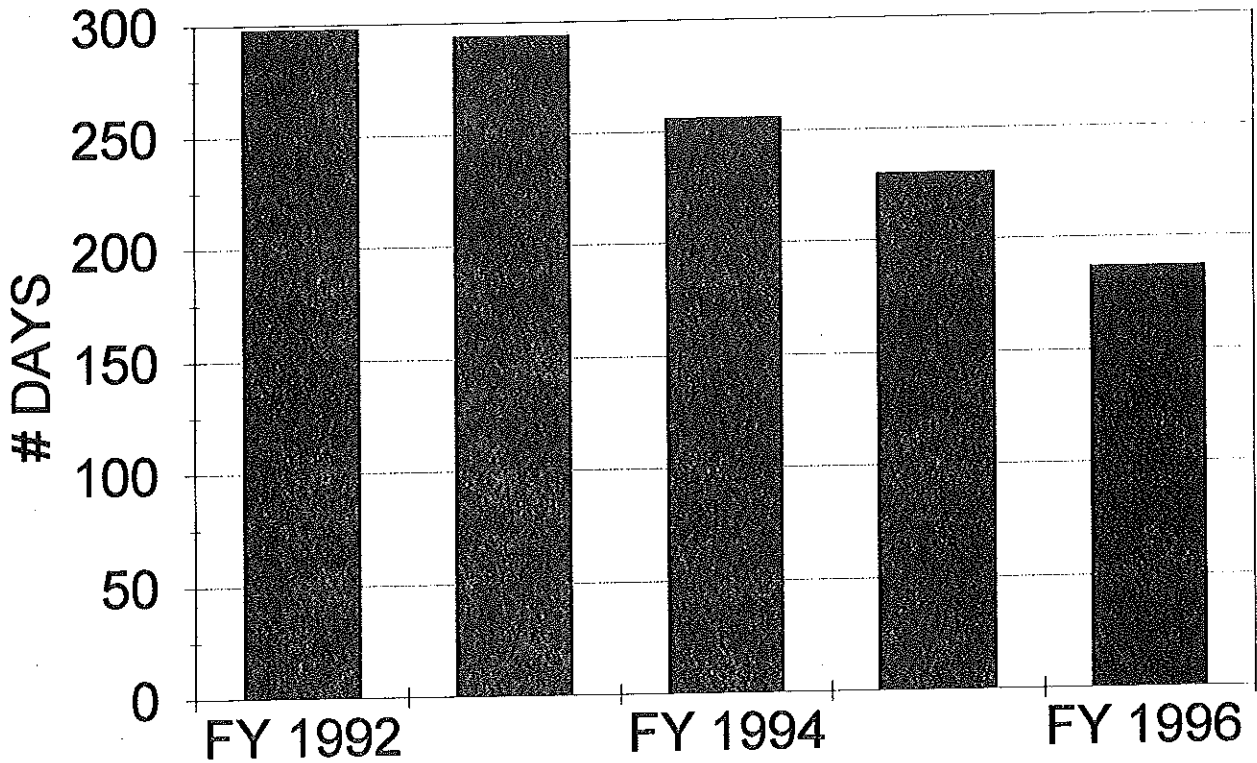


**Actual Number:**

Direct Discharge . . . . .	106
On Conditional Release . . . . .	74
On Temporary Visit . . . . .	11
On Temporary Transfer . . . . .	6
On Jail Status . . . . .	8
Permanent Transfer . . . . .	16
Permanent Transfer on Leave . . .	7



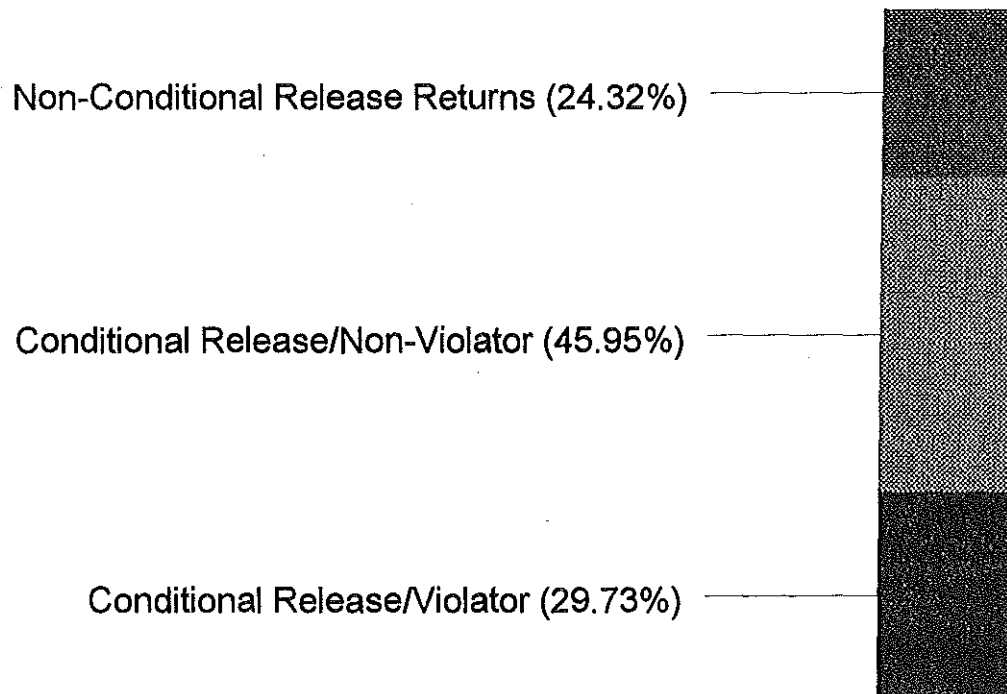
# AVERAGE LENGTH OF STAY



**Actual Number:**

1992	.....	298
1993	.....	294
1994	.....	256
1995	.....	230
1996	.....	187

# TYPE OF RECIDIVISM

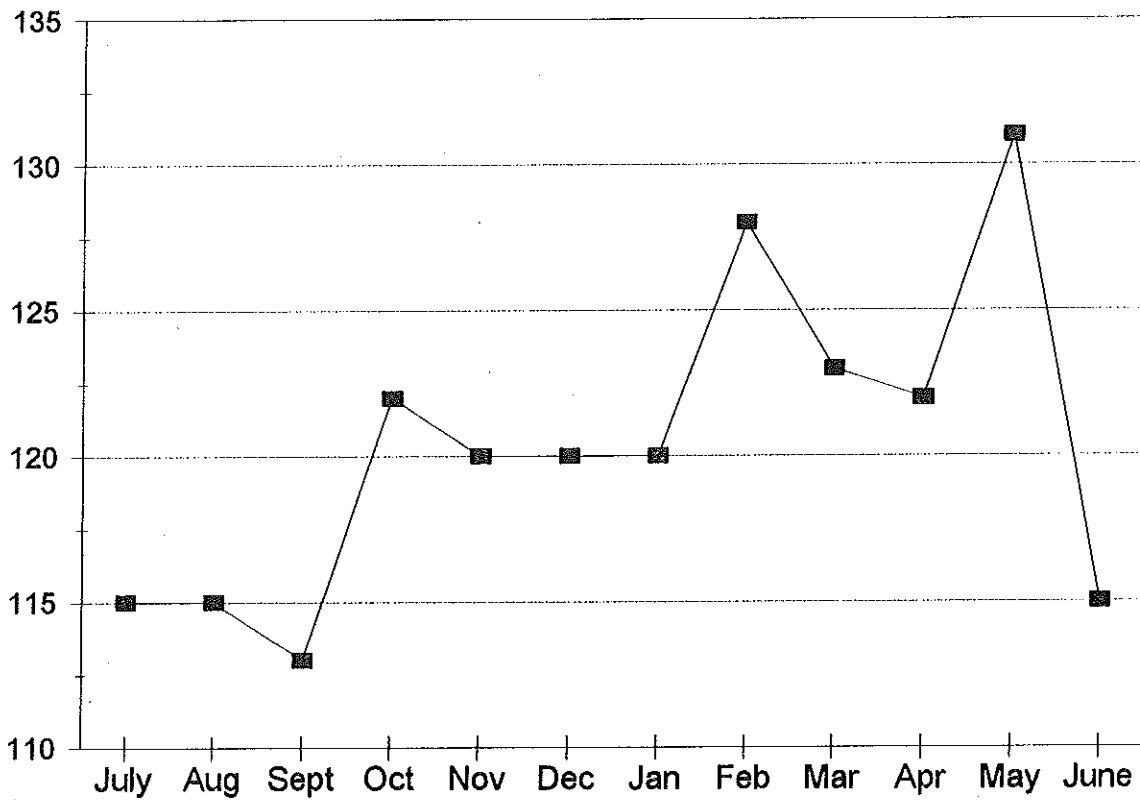


**Actual Number:**

Non-Conditional Release Returns . . . 4  
Conditional Release/Non-Violator . . 17  
Conditional Release/Violator . . . . 11

of 228 discharges, 32 returned,  
which equals 14% RECIDIVISM

# AVERAGE DAILY CENSUS



## Actual Number:

July	115	January	120
August	115	February	128
September	113	March	123
October	122	April	122
November	120	May	131
December	120	June	115

# ***APPENDIX***

# YOUTH CENTER AT LARNED

Philip D. Knapp, Acting Superintendent

Route 3 Box 89  
Larned, Kansas 67550

(316) 285-4920  
Fax: (316) 285-4969

June 25, 1996

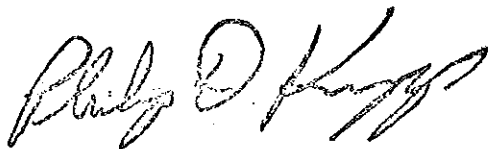
Dear Parents/Guardians:

The Youth Center at Larned is making some program modifications starting July 8, 1996.

A detailed description of the program is attached. If the youth can complete the program elements, he will be conditionally released in approximately 100 days. If not, he will be referred to the Comprehensive Program, where the average length of stay is similar to what it is currently, approximately six months. Some youth may also be granted a Direct Discharge, if warranted (description attached).

If you have any questions, please do not hesitate to call the Youth Center at Larned, and ask for your youth's group leader.

Sincerely,



PHILIP D. KNAPP  
Acting Superintendent  
gb  
Enclosure

# YOUTH CENTER AT LARNED

Guideline Booklet for  
Parents/Residents/Staff

The Youth Center is fully accredited with  
*the American Correctional Association*

**ALLEN: 316-285-4450**  
**SELLERS: 316-285-4920**  
**MEYER WEST: 316-285-4650**

**REV. 6/96**

# Guideline Booklet for Parents/Residents/Staff

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## MISSION

The mission of the Kansas Youth Centers is to provide juvenile correctional programs with a blended mission of care, habilitation, treatment and public safety, which assures:

- Protection and safety of youth, staff, and the public.
- Youth come to understand the predictable connections between behavior and consequences and that they can control what happens to them by controlling their behavior.
- Realistic treatment and programming for youth and their families.
- Protection of the legal and civil rights of youth.
- Spiritual, moral, physical, intellectual, and social needs of youth are met.
- Constructive training aimed at habilitation and re-establishment of youth in society.

## INTRODUCTION

The Youth Center at Larned is one of four state youth centers in Kansas providing care and custody for adjudicated juvenile offenders under the Kansas Department of Social and Rehabilitation Services, and specifically Children and Family Services. The Youth Center at Larned is located on the campus of Larned State Hospital; however, our facility operates as a separate entity and is not a psychiatric establishment.

The Youth Center is a juvenile justice agency for 13 to 21-year-old offenders who, if they were adult, would have been charged under the State criminal code with a felony or misdemeanor. We refer to the young men admitted as "residents" and highly stress the educational aspect of our program.

The Youth Center is housed in three locations--Allen Building, Sellers Building, and Meyer Building. Allen Building is located across the street south from the Administration Building, and west of the Fire Station. Sellers Building is located on the north side of the inner circle. Meyer Building is on the north side of the campus, on the outer circle.

All residents admitted to the Youth Center at Larned will be admitted to the Meyer West Unit for the first three weeks of their stay, to complete the **Orientation Program**.

All juvenile offenders admitted with minimum length of stay requirements of 90-100 days, will be assigned to the **Intensive Reintegration Program**, Sellers Unit. This will include conditional release returnees (with no new charges), misdemeanor offenders, and non-person felony offenders. Programming will be fast-paced and result oriented.

All juvenile offenders admitted with charges classifying them as violent or sexual offenders, and those screened out of the Intensive Reintegration Program during Orientation, will be assigned to the **Comprehensive Program**, Allen building. Depending on admitting charges, length of stay will be a minimum of nine to 12-months for classified violent offenders and approximately seven months average length of stay for others.

The primary reason for existence of the Youth Center is to protect public safety, which is achieved in two ways; in the short-term, to protect public safety through the incapacitation and incarceration of juvenile offenders in the Youth Center, and in the long-term, to protect public safety through the providing of state-of-the-art correctional, habilitative programs designed to provide the offender with the personal and life skills needed to make legally acceptable changes in his behavior.

This "habilitation" of juvenile offenders is achieved through the provision of continuum of treatment, skills training, social services, and structure; from the least restrictive to the most restrictive. Services and programs are geared to meet the developmental needs of those residents through a wide range of psycho-educational/cognitive restructuring classes, positive peer groups, career education, training, and academic programs. Programs for juvenile offenders are directed toward assisting the resident in being accountable for his own acts, recognizing the seriousness of the offense committed, and taking responsibility for his behavior in the future.

The Youth Center at Larned program is people helping each other; each resident is responsible for helping himself and others strive to become productive, responsible members of society.

# **YOUTH CENTER AT LARNED PROGRAMS**

## **ORIENTATION PROGRAM**

Each orientation resident will watch films pertaining to survival, drugs and alcohol, sexuality issues, depression, self-esteem, values, and coping. The resident will discuss the films content with a staff member. Written feedback is given to the resident's Group Leader. The resident will gain basic knowledge of ART and PPC, and be thoroughly advised of rules, consequences, and procedures at the Youth Center. He will learn that he is expected to show responsible behavior at all times, and if at any time his behavior is less than acceptable, any staff member may, and will, issue discipline. During Orientation, the resident will not have on-unit visits, but he will be allowed telephone calls, per YCAL policy.

## **INTENSIVE REINTEGRATION PROGRAM**

This program is an intensive program that has specific behavioral expectations and program completion demands. Classes requiring successful completion, as defined by the Group Leader, include: Independent Living Skills, Family Living/Human Sexuality, Parenting, Substance Abuse, Aggression Replacement Training (ART). Classes which residents may also be required to attend include, Cultural Diversity, Victimization, and Self-Esteem. Residents who fail to complete the Intensive Reintegration Program will be transferred to the Comprehensive Program Unit and enter the Intermediate Program to fulfill his requirements for release.

Conduct which would constitute an end to the program, and a move to the Intermediate Program, include, but is not limited to, engaging in behavior which would constitute Off-Grid through Severity Level 3 Person Felony charges. Behaviors which violate the established law of the State of Kansas; i.e., gambling, use of drugs or alcoholic beverages, escape, assault of another person, and/or destruction of property, will result in serious consequences.

## **COMPREHENSIVE PROGRAM**

All juvenile offenders admitted to the Youth Center with charges classifying them as violent or sexual offenders, will be assigned to the Comprehensive Program, Allen building.

To better prepare the residents for release, Substance Abuse, Victimization, and Anger Control Classes will be extended to nine week classes and be more in-depth and specific.

Special Needs Classes, such as Sexual Offender Awareness Group and Violent Offender, will be identified at the resident's Initial staffing. Residents will also be eligible for the Youth Center's Work Program - compensation is set for the hourly rate of at least the U.S. Labor Department minimum wage standard.

## **RELEASE PROGRAM**

The last two weeks of a juvenile offender's stay he will review every program/class provided him at the Youth Center to ensure that he is prepared for release. He will meet with his Group Leader to review aftercare plans and resources and to confirm his knowledge and acceptance of release expectations. Departure from the Youth Center may either be on Conditional Release or Direct Discharge status.

## **YOUTH CENTER AT LARNED CLASSES**

### **AGGRESSION REPLACEMENT TRAINING**

The main program technology used at the Youth Center involves the use of cognitive re-structuring classes such as Aggression Replacement Training (A.R.T.). A.R.T. consists of three program tracks provided in group classes to all residents early in their stay at YCAL. The skills taught in A.R.T. are then reinforced and practiced throughout the remainder of the resident's commitment.

The goals of A.R.T. are to teach the residents to understand what causes them to feel angry and act aggressively, to train them in the use of skills and techniques they can use to reduce their aggression, and to guide them in examining and understanding the values behind the making of positive behavioral choices, through a process of guided moral reasoning discussion groups.

### **POSITIVE PEER CULTURE**

The Youth Center at Larned utilizes the "Positive Peer Culture" principals in the resident groups. PPC is based on the assumptions that: one of the major causes of delinquency is peer group influence and this influence can be channeled in positive directions; most youth can be held responsible for their actions; caring for and helping others will cause one to develop a positive self-image; and, if given the opportunity, troubled youth will respond positively to caring and helping each other.

The resident group is expected to consistently support positive behavior. Caring and helping attitudes are essential elements for successful Positive Peer Culture programs. Residents are expected to help others solve the problem(s) which brought them to the Youth Center, develop new values, and develop socially acceptable behaviors. It is believed that as the resident learns to care for and help others he will increase his own feelings of self-worth and develop a positive self-concept.

### **WORK THERAPY PROGRAM**

The Youth Center encourages residents 16-years-of-age or older, to participate in the Work Program when criteria for employment can be met. Compensation is set for the hourly rate of at least the U.S. Labor Department minimum wage standard. The resident is encouraged to apply a percentage of earnings toward any assessed restitution either by the court or by the Youth Center (for destruction of property). The Work Program is designed for residents to gain experience in the development of job skills, work relationships, and responsibility for behaviors which allow regular attendance. Each request for a job will be decided on an individual basis. The following guidelines will be observed to determine resident eligibility: 16-years of age; after Initial Staffing; permission from Group Leader; permission from Treatment Team; and a positive attitude.

### **VICTIMIZATION CLASS**

Victimization Class explores the dual areas of victim and victimizer. Information will be provided to the residents and discussions will include the relation of domestic violence (violence within the home), which may have created behaviors which resulted in the resident's referral to the Youth Center.

### **SELF-ESTEEM CLASS**

The Self-Esteem Class will help the resident understand influences on self-esteem, participate in activities to help boost his own self-esteem, and explore self-esteem issues that may have brought him to the Youth Center.

### MEDICAL SERVICES

Medical services at the Youth Center at Larned are provided by two part-time licensed physicians, two full-time Registered Nurses, and a Medical Program Technician. Medical consultants, in specialized areas, are available in the area and referrals are made as necessary by the Youth Center at Larned Unit Physicians. Medical care, after 5 p.m. until 8 a.m. weekdays, and on weekends, is provided when necessary, through a contractual arrangement with Larned State Hospital. Emergency room/hospitalizations are available through St. Joseph's Hospital in Larned, Kansas, and Central Kansas Medical Center in Great Bend, Kansas. A full range of medical services, including pharmacy, lab, x-ray, medical clinic, and psychiatric consultations are also provided through the contractual agreement with Larned State Hospital. The Youth Center at Larned Superintendent/designee will contact family/community members concerning a resident's extraordinary medical condition. Prompt notification will be made to the resident's parent(s)/guardian(s) and the area SRS office in case of serious illness, surgery, injury, or death. Parent(s)/ guardian(s) will be encouraged by the Superintendent/designee to give input and to participate in making decisions for the treatment of the resident's condition by qualified physicians/consultants. The Superintendent/designee will maintain contact with the parent(s)/guardian(s) to provide follow-up information during the course of the treatment. In the event of the death of a resident, the Superintendent/designee will notify the parent(s)/ guardian(s), the Secretary of SRS, the Children and Family Services Commissioner, the Director of Youth Center Operations, and the area SRS office. If the death occurred under unusual circumstances, the Superintendent/designee will notify the appropriate law enforcement officials.

### ACTIVITY THERAPY

The Youth Center at Larned provides residents with a comprehensive and diversified program of leisure-time activities and physical fitness opportunities. These activities are designed to help the residents expand their knowledge and skills in a wide variety of leisure-time activities, and develop appropriate social skills, confidence, and self-esteem. The activities include cultural, community, on-campus, and on-unit events; art classes, music listening, card and board games, movie nights, and exercise. A year-round intramural sports program is provided, which includes 3-on-3 basketball, volleyball, waterpolo, croquet, table tennis, billiards, and flag-football.

### SEXUAL OFFENDER AWARENESS GROUP

The Sexual Offender Awareness Group utilizes the group process as an effective way to facilitate learning. Within the group, personal sexual histories are shared, defense mechanisms are broken down, and ownership of previous deviant sexual behavior is discussed. Residents are taught to identify and describe sexual feelings, victim empathy, and to identify and recognize future danger signals and high risk situations for re-offending. The group utilizes discussion, journals, group interaction, and confrontation as tools to address these special needs.

### CULTURAL DIVERSITY CLASS

Cultural Diversity Class will aid the resident in understanding the differences in cultures and races. Empowering them to live and work together to explore stereotypes, personal prejudices, and biases.

### PARENTING CLASS

The Parenting Class teaches residents the rights and responsibilities of being a father. Residents in this class learn about infant development, causes of low birth weight, birth control, proper diet during pregnancy, role of the father during birthing process, legal rights of the father, adoption versus abortion issues, cost of baby food and clothing, Fetal Alcohol Syndrome (FAS), and moral issues involved in raising children. Residents take field trips to the Community Health Department, local grocery store, and department store for pricing experiences.

### SUBSTANCE ABUSE PROGRAM

The Youth Center at Larned Substance Abuse Program consists of Substance Abuse Education Classes, Individual NA/AA Step work, Relapse Prevention Group, Money Addiction Group, aftercare planning, and a continuing care program. The Substance Abuse Education Class is designed to help residents look objectively at why people use drugs and alcohol and to enable the resident to make better informed and more positive choices in the area of chemical use. The class focuses on the pharmacology of drugs, the physical and legal consequences of the use and sale of drugs, and the dysfunctional roles which emerge from family settings predisposed to substance abuse. Residents entering the Youth Center with little or no personal drug usage, but who engage in the sale or "running" of drugs shall be assigned to the Money Addiction Group. This group is designed to help the resident identify the antisocial value system of attitudes and behaviors which predispose one to this type of activity. Low self-esteem issues are identified and the addiction to the fast money is compared to the disease of chemical addiction. Recovery concepts are related to the 12 Step Program and the residents formulate plans which will replace the street life which accompanies the sale of drugs. Relapse Prevention Group is designed for residents who are assessed to be chemically dependent. The goals of the group is to help each resident identify their personal triggers which precede a relapse episode. recovery precepts and principles are examined in more detail and emphasis is upon each developing a detailed recovery plan. The Continuing Care Program provides services to discharged residents by networking with community agencies and resources in an effort to enhance the individual's chances for a successful recovery from the disease of addictions. The Substance Abuse Program is licensed by ADAS as an Outpatient, Diagnostic, and Referral program.

### INDEPENDENT LIVING SKILLS PROGRAM

The Independent Living Skills Classes provide the residents a hands-on opportunity and experience to learn independent living skills needed for a smooth transition into the community. This includes **money management** - how to budget money and services available through banks; **apartment search** - start-up costs, rights and responsibilities of a tenant and landlord, clean, maintain, and minor repairs to an apartment; **job search** - where to look for jobs, applying for jobs, preparing for interviews, tasks and responsibilities at work; **transportation** - what to look for when purchasing a vehicle, and in auto insurance; **food management** - how to plan meals, look for bargains when grocery shopping, protection from food spoilage, and actual cooking. Also included in this department are two Clothing Specialists who ensure the residents are fitted appropriately with the uniform dress and maintain adequate clothing inventory for the Youth Center.

### FAMILY LIVING/HUMAN SEXUALITY CLASS

The Family Living/Human Sexuality Class fulfills the requirement mandated by the State Department of Education for teaching human sexuality and is also a requirement of the Alternate Diploma Program at Westside High School. The class is divided into five parts: Reproduction; anatomy and physiology of the male and female, conception through childbirth, and medical terms/slang terms. Sensuality; their body and the five senses, the part they play in sexual feelings and relationships. Identity; gender identity, the process of discovering who we are in terms of our own sexuality. Intimacy; the need and ability to experience emotional closeness to another human being and to have that emotional closeness predictably returned in kind on all matters sexual. Sexuality/sexualization; the use of our sexuality to influence, control, and manipulate others. Responsibility is emphasized throughout the entire program. A great deal of discussion relates to AIDS, sexually transmitted diseases, and contraceptives.

### **EDUCATIONAL PROGRAM**

Residents attend classes at the fully accredited Westside School. Classes are held year round, with a three-week break in the month of August. Before being enrolled in classes, the resident is scheduled for evaluation testing. Upon completion of the testing, the Westside School Counselor and the resident's Group Leader schedule the resident for classes. Remedial education classes are provided if need is indicated. Residents may work toward a regular diploma, alternate diploma, or the GED; pre-vocational classes are also offered. Upon release, credits earned will be transferable to the resident's community High School; a copy of the resident's transcript will be sent, upon request of the Westside School Counselor.

### **LIBRARY SERVICES**

A librarian at Westside School and at the Larned State Hospital Patient's Library are available to help residents understand the use of library materials. The library at Westside School is open each day during the school year. Each resident signs a card to affirm accountability for each book checked out; these cards serve as the library record. On-unit library materials are provided to the residents at scheduled times during the week.

### **RELIGIOUS PROGRAMS**

All residents will have the opportunity to voluntarily practice their respective religions. Pastoral care services are coordinated, scheduled, and conducted by the Department of Chaplaincy Services of Larned State Hospital. Catholic and Protestant Services are available for religious counseling, as requested by a resident - the Chaplain serves as a liaison between the resident and his church. A non-denominational Bible Study Class is conducted on a weekly basis and is open to all residents wishing to participate.

### **STUDENT COUNCIL**

The Student Council provides residents with a direct and regular channel of communication with administration, and the opportunity to develop leadership skills. Members are selected from their respective groups for the expressed purpose of representing their fellow residents and to act on behalf of their interests and concerns. Specifically, members solicit the opinions and feedback of the residents regarding various issues that concern resident life and coordinate/sponsor activities for the benefit of the population as a whole.

# YOUTH CENTER AT LARNED SERVICES

## ORIENTATION PROGRAM

All residents admitted to the Youth Center at Larned will be admitted to the Meyer West Unit for the first **three weeks** of their stay to complete the Orientation Program. During the first week, the resident will complete all testing and assessments and be introduced to all programs provided at the Youth Center.

- This includes testing by the Psychology Department and Westside School, and assessments given by the following departments: Activity Therapy, Medical Services, Substance Abuse, Independent Living Skills, and the Work Program.
- Programs and classes the resident will be introduced to include: Chaplaincy Services, Cultural Diversity, Gang Violence, Victimization, Violent Offender (for the Comprehensive Program residents), Aggression Replacement Training (ART), and Positive Peer Culture (PPC).

Each orientation resident will watch films pertaining to survival, drugs and alcohol, sexuality issues, depression, self-esteem, values, and coping. Written feedback is given to the resident's Group Leader, at the end of the week. The resident will discuss the films content with a staff member.

During these three weeks, the resident will gain basic knowledge of ART and PPC, and be thoroughly advised of rules, consequences, and procedures at the Youth Center.

Although residents will be measured for their clothing during their first week, they will remain in the orange clothing provided by the Youth Center and on escape status the entire Orientation period; shoes will be issued at admission.

At the end of his three week Orientation, the resident's Initial Program Planning/Progress Review will be held with special needs noted at that time on his Treatment Plan and Program Recommendations. Dependent on the resident's admitting charges and his behavior during the orientation process, he will be transferred to either the Intensive Reintegration Program (Sellers Unit) or the Comprehensive Program (Allen Unit).

The resident will not have on-unit visits, but telephone calls will be allowed, as per YCAL policy.

## RESIDENT'S SCHEDULE

The Youth Service Specialist (YSS) shall call the residents in each dormitory once, for wake-up call. From the time the resident wakes up until he goes to bed, he will be scheduled in classes (either in school or on the unit), involved in a structured activity, or meeting unit responsibilities. Each resident is responsible to help keep the unit clean and neat. These duties include, emptying the trash, taking out the laundry, care of the dorms, dayhalls, bathrooms, and outside unit porch and sidewalks. Each resident will make his own bed neatly. Clothing and personal items are to be in the lockers.



### MEAL TIMES

	<b>Sellers</b>	<b>Allen</b>	<b>Meyer West</b>
Breakfast	7:10 a.m.	7:00 a.m.	7:00 a.m.
Lunch	12:00 Noon	12:00 Noon	12:00 Noon
Supper	5:05 p.m.	6:10 p.m.	5:30 p.m.

### CLOTHING

At the time of admission, each resident is placed in "orange clothing" to denote he has been placed on escape or suicide status. At the time he is transferred to his assigned building he will be provided with:

6 boxer shorts	2 long sleeve shirts	6 gray polo shirts	1 pair gloves	6 T-shirts
4 pair jeans	6 pair socks	2 pair gray shorts	1 stocking cap	1 coat
1 sweat shirt	1 pair tennis shoes	1 pair sandals	1 sweat pant	1 belt

Personal clothing, worn at the time of admission, will be returned either when the parent/ guardian visits or at the expense of the Youth Center. Residents will pay restitution if they destroy or discard any item of clothing. When leaving campus to attend court hearings, resident will wear and return in the clothing provided him by the Youth Center.

### RESIDENT'S DRESS CODE

All residents will be clean, neat, and appropriately dressed at all times. Their appearance will demonstrate a positive attitude and self-image, and not reflect street values. When leaving the unit, for school, to the cafeteria, for work, or activities, residents will be expected to be wearing: gray shirt tucked in; blue jeans, no sagging; belt; tennis shoes. When on the unit and in the ground pass area, the shirts may be worn untucked.

At NO time will residents be allowed to "sag."

### FOOD/SNACKS

Food, drink, or snack items mailed or brought to the residents will **not** be accepted.

### SMOKING

Illegal substances, cigarettes, and smokeless tobacco are not allowed on the units or Youth Center grounds. These items are considered contraband and residents are not allowed to have them in their possession at any time. Residents and visitors are prohibited from smoking or using tobacco products in any form on the units or Youth Center grounds. Parents/guardians or visitors bringing contraband to the unit will be asked to leave and will have future visits restricted.

### SEARCHES

The property and/or person of residents residing at the Youth Center may be searched when a staff member has reason to suspect the resident possesses contraband, when there has been exposure to contraband (e.g., home visits, school, work assignments, etc.), or to recover missing or stolen property. If the item is not permissible by Youth Center regulations, it will be disposed of according to YCAL contraband policy, or logged on the resident's personal inventory sheet and be returned to the resident's parent/guardian, or stored until the resident is released.

## MAIL

The Youth Center at Larned encourages residents to maintain contact with family members, the courts, community social workers, and attorneys. They are guaranteed their right to the public mail with a reasonable degree of privacy. Residents will not be allowed to correspond with any incarcerated person, except approved family members. The residents will be allowed to write wife (with proof of marriage), parents or guardians, siblings, grandparents, and one significant other approved by the Treatment Team. There is no limit to the volume of mail a resident may send or receive, except when there is clear and convincing evidence to justify limiting the volume. All residents will provide their own postage for correspondence. Exceptions to this will be, the indigent youth who will be allowed to purchase postage from his \$15 per-month indigent fund. Postage for correspondence to specified persons and organizations, including but not limited to, the courts, attorneys, community social workers, and the Director of Youth Center Operations, will be paid by the Youth Center. The Youth Center at Larned Student Council provides two stamps to all new admissions.

All letters and packages, both incoming and outgoing, will be inspected for contraband by staff. To ensure the mail is not used in the furtherance of illegal activities, and to protect the safety and security of the Youth Center residents and staff, public officials, and the general public, mail may be read, censored, or rejected. When incoming and/or outgoing mail is withheld, in part or full, the resident will be notified by his Group Leader/designee. If it is determined any letter(s) will harm a resident(s) safety, security, or rehabilitation process, the letter(s) will not be given to the resident. The resident and author of the letter shall be notified of this decision, with the author given the opportunity to appeal the decision. In the event the resident's guardian or the court requests that a resident not correspond with specific individual(s), the Youth Center will enforce the request.

Incoming mail is given to the residents after 4:00 p.m. each Monday - Friday. There is no mail service on Saturdays, Sundays, or holidays. Outgoing mail is to be left at the Control Center, unsealed. All incoming mail must have a complete return address, or it may be returned to sender.

The resident must put the following return address on all of his outgoing mail:

**(The Resident's Name)**  
**YCAL (and name of building assigned to)**  
**R.R. #3 Box 89**  
**Larned, KS 67550**

## PERSONAL ITEMS

To avoid problems, residents are discouraged from bringing valuable items with them to the unit. Residents are not allowed electronic entertainment devices such as, walkmans, tapes, compact disc players, or video games. Stereos with recording mechanisms are not permitted. A signed statement from the resident's parents, relieving YCAL of all responsibility, must be in the resident's chart before he will be allowed to use the radio. Residents are not allowed necklaces, wallets, individual TV sets, "trading cards", comic books, inappropriate pictures/ calendars. They will be asked to send them home or put in storage until their release.

## SPENDING MONEY

All money that is received by the residents (either through the mail, from working, or from visitors) must be turned in to the Control Center and deposited in each resident's personal account in the Reimbursement Office. On Monday through Thursday, \$1.10 per day may be checked out and on Friday, \$2.20 is allowed.

## PERSONAL HYGIENE

All residents are required to bathe, brush their teeth, and shave at least once each day, barring any medical order to the contrary. The only exceptions to the shaving requirement will be if the resident has no noticeable facial hair or has been given permission by the Treatment Team to grow a beard and/or mustache. A resident wanting to grow a beard should make a written application to the Unit Treatment Team. If beard and mustache are permitted, mustache will not be grown down over the mouth and will not extend beyond the corners of the mouth, unless it is part of a beard. Beard will be clean, neatly trimmed, and well groomed. For security reasons, hair will be neat, clean, and styled in an approved haircut. Residents are not to cut their own or each others' hair; they are to request from the Control Center an appointment with the Beauty Shop. State-issued grooming items are provided, however, a resident may have his own personal grooming items such as deodorant, toothpaste, and shampoo, if money is provided for staff to purchase them; safety razors are provided. These items may not be mailed or brought to the Youth Center.

## TELEPHONE CALLS

Residents will be able to place only COLLECT CALLS to approved numbers. There will be no incoming, credit card, or calling card calls. Phone calls will be limited to 15 minutes; after 14 minutes a one-minute warning will be given, a second warning will sound and then the phone will automatically disconnect. This system does not allow for the use of an extension, three-way, or conference call. Residents serving locked room discipline may not place phone calls. Any violation of the Youth Center's Telephone Policy, by either the resident or his family, may result in the loss of telephone privileges. If families do not have a phone or cannot accept collect calls, arrangements may be made with the local SRS office to talk to the resident after 4:00 p.m..

## VEHICLES ON YOUTH CENTER CAMPUS

It is the policy of the Youth Center at Larned, that all vehicles, including state, staff, and visitor vehicles, brought on the grounds should, when not in use, have the windows rolled up, doors locked, and the ignition keys removed. If the vehicle is a pickup or truck with an open bed, there should be no articles that could be used as a weapon (i.e., hammers, screw drivers, rakes, shovels, etc.).

# YOUTH CENTER AT LARNED OPERATIONS

## VIOLENT OFFENDER COMMITMENT

Any resident who is placed at the Youth Center at Larned as result of Severity Level Off-Grid through 6 Person Felony shall be considered a Violent Offender Commitment. If disposition of pending charges results in adjudication post-admission, of Severity Level Off-Grid through 6 Person Felony, an Interim Staffing will be held and the resident may be placed on Violent Offender status.

The resident will be placed on violent offender status for his entire stay. Should the resident escape, the LSH Security and area law enforcement will be notified of the status of the resident.

Residents committed with charges of Severity Level 1-3 will have a minimum length of stay at the Youth Center of 12 months.

Those committed with charges of Severity Level 4-6 will have a minimum length of stay at the Youth Center of nine months.

Residents who are admitted with prior charges of Severity Level 1-6 Person Felonies, Conditional Release Revocation, Probation Revocation for Severity Level 1-6 Person Felonies, or when plea bargaining has resulted in lesser charges, may be designated as an In-House Violent Offender by the Treatment Team of the assigned unit.

## PRIVILEGE SYSTEM

The Youth Center at Larned utilizes a system where good behavior is expected and demanded from each individual resident. For appropriate behavior, the resident may earn privileges which allow a greater amount of options and responsibility. Each privilege is earned on a weekly basis and is dependent upon the resident's behavior, as judged by the signatures and comments on the *Privilege Request Sheet*, from the Unit, School, Work Program (if applicable), peer group, and Group Leader. Review of the *Privilege Request Sheet* is necessary to provide the resident and staff feedback on how the resident is functioning and progressing in all areas of his program, even though he may not be eligible to earn a privilege that week. He must maintain his present privilege and show responsible behavior in order to receive the next requested privilege.

## ON-UNIT VISITING HOURS

Parents will make their request by 4:30 p.m. on Friday. All visits must be scheduled with the staff prior to the visit. On-unit visits may occur

Saturday, Sunday, and holidays, two hours only; between the hours of:

8:00 a.m. - 12:00 Noon

1:00 p.m. - 5:00 p.m. or

7:00 p.m. - 9:00 p.m.

The family must leave during the residents' meal times.

There will be no family visits during the three week Orientation.

## ON-UNIT VISIT GUIDELINES

**Identification may be required and must be produced when asked for by YCAL staff.**

**Security procedures indicate the need for visitors to leave handbags or other personal items locked in their personal vehicles.**

All visitors will be required to pass through the metal detector prior to a visit and items in visitor's personal possession are subject to visual and/or metal detector examination.

No weapons, chemical sprays, or any item that could be used as a weapon will be allowed on the unit.

For security purposes, after 5:00 p.m. all visitors are to report to the Security Department, located at the Fire Station, for identification.

A special on-unit visit may be requested at the time a parent notifies the Youth Center they will be attending the Program Planning Progress Review. This will be approved by the Treatment Team, who will determine the length of the visit at the time of the request.

After a family is on the unit for a visit, they may not leave and then return, without approval from staff on duty.

**Due to limited visiting space, discretion must be used in the number of persons brought for an on-unit visit.** Families should be aware that if there are too many visits scheduled, they may be asked to choose an alternate visiting date. There may be a need to rotate family members among the visits.

On-unit visits may include: wife (with proof of marriage), own children, parents or guardians, parent's significant other if youth is returning to that parent's residence upon release, siblings (of any age), and grandparents. There must be at least one parent or guardian present. Grandparents and siblings will not be allowed to visit independently, unless prior approval is given by the Treatment Team.

Parents or guardians are responsible for the conduct of family members brought on the unit. Individuals or families may be restricted, with warning, or asked to leave, if their behavior is disruptive, disrespectful, encouraging resident's negative attitude to the Youth Center program, or failure to supervise young children.

Girlfriends are not allowed to visit.

No aunts, uncles, cousins, brothers- or sisters-in-law, nieces, nephews, or other more removed relatives, are allowed for on-unit visits.

Visitors in need of handicapped accessibility, will be allowed to visit with the resident on the Meyer building, after prior arrangements have been completed with Meyer staff. Please notify staff of your request when making arrangements for an on-unit visit.

Food, drink, or snack items may not be brought on (or mailed to) the unit.

Cameras and/or video cameras are not to be brought on the unit unless special permission has been granted by the Treatment Team, prior to the visit.

Violation of the on-unit visiting policy will result in the on-unit visits for that resident being limited to parents/guardians only or total restriction of visits, at the discretion of the Treatment Team.

Examples of such abuse might include, but is not limited to:

Bringing any person not included on the list for visit.

Disruptive behavior by any family member during visit.

Providing or encouraging the use of contraband during visit.

### APPLYING FOR HOME VISITS

Upon meeting the requirements, the resident obtains a "Home Visit Request Form" from the Control Center and is responsible to have the form completed and in the Control Center by bedtime on Tuesday. A visit will not be granted, or may be cancelled, if any staff member's report indicates negative or inappropriate behavior on the part of the resident.

### HOME VISITS

Temporary Visits are granted for the resident to prepare for reintegration into the community. If the resident is gone from the home, his whereabouts, where he is, who he is with, and when he is expected to return should be known by his parents or guardians. The resident must carry his approved Community Visit Notification contract with him at all times.

Temporary Visits to the home community for reintegration purposes will be scheduled only within 45-days of release. All visits will be during the week and there must be legitimate reasons for the visit; school enrollment, job search, housing, etc.

Upon return from visit, resident may be asked to provide proof of their reintegration activities. The Unit Social Worker will explain requirements before the visit.

YCAL staff will randomly call residents on home visits. If the resident has violated his curfew and is not home, he will be placed on escape status and a warrant issued.

### DISCIPLINE

Residents are expected to show responsible behavior at all times. If at any time the behavior is less than acceptable, any staff member may, and will, discipline the resident. Consequences for rule violations are posted in areas accessible to all residents and staff and reviewed/updated as needed.

Discipline depends on the resident's behavior; the consequences may be developed to suit the resident's individual needs. It should **always** be kept in mind that there is not a rule for every type of irresponsible behavior. The consequences of any resident's behavior can be changed at the discretion of the staff, depending upon the resident's behavior and the circumstances surrounding the incident.

**Behaviors which violate the established law of the State of Kansas; i.e., escape, assault of another person, gambling, use of drugs or alcoholic beverages, and/or destruction of property, will result in serious consequences.**

## RESIDENTS' RIGHTS

It is the policy of the Youth Center to ensure that residents receive quality care, treatment, habilitation, and training, as to afford optimal opportunity to return to the community as productive, law-abiding citizens.

These services shall provide full recognition for the dignity of the resident, the public safety mission of the Department of Social & Rehabilitation Services, and the order and security of the Youth Center at Larned. All civil, constitutional, and legal rights of the juveniles shall be protected.

All juveniles will be protected from discrimination based on race, religion, national origin, color, creed, sex, physical handicaps, or political beliefs.

The right to communicate or correspond with approved persons outside the Youth Center when authorized by the Superintendent/designee.

Certain rights shall not be denied, which include: The right to be treated respectfully, impartially, fairly, and with dignity, and to be addressed by name in conversation.

The right to be informed of the Youth Center at Larned rules, procedures, and schedules.

The right to have access to the written rules and prescribed consequences of each.

The right to not be subjected to corporal or unusual punishment, harassment, intimidation, threats, harm, assault, humiliation, disease, property damage, or personal abuse.

The right to not have interference with normal bodily functions by staff or peers.

The right to confidential contact and communication with any attorney or judge. Should the resident indicate a desire for assistance in making such contact, his Social Worker will aid him in finding telephone numbers, making telephone calls, and preparing and mailing correspondence. Office space will be provided for attorneys or their representatives to ensure visitation with residents in a private, uninterrupted setting.

The right to have regular visits with family and to send and receive mail.

The right to make an appearance in court, but a subpoena must be received and transportation ordered by the court; this procedure is followed even for appeals by the resident for a court review.

The right to nutritional meals, proper bedding, clean clothing, daily showers, toilet facilities, adequate lighting, and proper ventilation.

To be free of corporal or unusual punishment, humiliation, mental abuse, or punitive limitations of normal process of living; regular meals, sleeping, elimination process, hygiene, and bathing.

Certain rights may be withheld, limited, or delayed, but only in relation to the resident's needs, the order and security of the Youth Center, and/or the safety of the public. Rights which may be withheld or delayed include, participation in extracurricular group or individual activities, access to recreational opportunities, equipment, and outdoor exercise.

## DISCIPLINE REVIEW HEARING

The Youth Center provides that residents charged with rule violations must be present at review hearings, except when their behavior during the hearing justifies exclusion, or they waive their right; reasons for the exclusion will be documented. The resident shall be presented a *Disciplinary Review Hearing Notification* form which documents the resident's name, unit, the rule violated, date and time of violation, and date and time of resident notification of the Discipline Review Hearing. Also included on this form are "hearing waiver" and "request for staff advocate." If a resident, after being informed of the date and time of hearing, waives his right to be present, his signature and a witness' are required. The staff advocate will represent the resident at the Discipline Review Hearing and may question relevant witnesses. The resident is given the opportunity to make a statement, present documentary evidence, and to have in attendance any person(s), within reason, who have relevant information, except when doing so may jeopardize the life or safety of persons, or the security and/or order of the Youth Center.

## RESIDENT'S RIGHT TO THE MEDIA

The residents are provided access to major area newspapers and cable television, which includes the major news and local networks. The Youth Center subscribes to the daily Wichita Eagle and Hutchinson News newspapers. Westside School also subscribes to the Great Bend, Garden City, and Dodge City newspapers; this provides the residents daily access to their "hometown" news. Included in the channel package are four state-wide channels and two nationwide news channels; therefore the residents can keep abreast of current events locally and nationwide. All requests from the media are first approved by the Superintendent/designee. Requests for media interviews and juvenile consents will be in writing and addressed to the Youth Center at Larned Superintendent. Residents 16 years-of-age or older may give permission for interviews and/or their pictures to be taken, with approval from the Superintendent/designee. The Superintendent/designee may request authorization from the resident's parent(s) or attorney for the interview or picture to be published.

## RESIDENT GRIEVANCE PROCEDURE

Any Youth Center resident has the right to file a grievance regarding any aspect of care or treatment. Filing such a grievance will not result in any reprisal against the resident. The following steps are to be taken when a resident wishes to file a grievance:

1. Request *Grievance Form* from a Youth Service Specialist.
2. Read form and fill out completely, within 24-hours of the problem. Any use of profanity, or if the form is not completed, and the form will be returned to the resident.
3. **Must be specific** about the problem, when it occurred, and who it involved.
4. May ask a staff member for assistance in filling out the form.
5. Retain the back copy of the form for records.
6. After the form is completed, submit the grievance to the staff member involved, in an attempt to resolve the issue.
7. If resolved, staff member and resident sign under "Resolved", submit to Program Director for review.
8. If not resolved, staff member and resident sign under "Not Resolved", submit form to Program Director for review.
9. Program Director, upon reviewing facts, will either uphold or reject the grievance and give the resident a written response.
10. The resident has the right to appeal the response to the Superintendent, who will make the final determination.



## CRITERIA FOR RELEASE

Factors used in determining a resident's release include, but are not limited to, completion of required violent offender special programs, substantial completion of requirements in resident's individual treatment plan, committing offense, aftercare resources, and relevant community concerns. Treatment program components may be continued and/or completed as part of a Conditional Release Plan in the community.

Criteria used in the decision to release, or not to release, a resident will be documented in the Program Planning Conference Report. Any relevant concerns of the Treatment Team regarding the resident's release will also be documented in the Program Planning Conference Report.

During the last two weeks of resident's stay, he will attend the Release Planning Group; this is a release mandate. He will be required to have two individual sessions with his Group Leader to confirm his release plans and to review the necessary programs he has completed for his release.

# YOUTH CENTER AT LARNED

## Staff Development Department

### Training Catalog

FY '97

This booklet provides Youth Center at Larned staff the various training events offered during FY '97. These classes, workshops, seminars, and discussion groups will be announced by monthly training calendar or in-house memorandum.

## **Youth Center Staff Development Department**

The Youth Center at Larned Staff Development Department is staffed by a full-time Staff Development Coordinator, whose SRS Classification is a Social Service Administrator I. The Coordinator is assisted by part-time trainers who carry full-time duties in other Youth Center at Larned departments. The department is responsible for providing the following:

1. Forty-hours of orientation for all new Youth Center at Larned employees - provided within the first week of employment.
2. One-hundred-twenty hours of basic staff training for all newly employed staff providing direct care - goal is to provide this training within the first six months of employment.
3. After the first year of employment, direct care staff, professional, custodial, and administrative staff, will receive an additional 40-hours of in-service training hours each year. Clerical staff will receive an additional 16-hours of training each year.
4. Develop workshops, seminars, and discussion groups which will be designed to meet yearly in-service requirements.
5. Provide specialized training for various Youth Center at Larned departments on an as-needed basis.
6. Organize and make available specific training required or requested by SRS or YCAL personnel.
7. To engage in program effectiveness and follow-up research.
8. Develop policy and programs consistent with American Correctional Association (ACA) standards and maintain records documenting compliance.
9. Provide annual refresher training on supervision and EEO topics.

### **YCAL Staff Development Department Policy Statement**

Successful completion of all required Orientation, Basic Training, and Annual Continuing Education Requirement, is a condition of continued employment at the Youth Center at Larned. Only the Superintendent may grant a specific waiver of this requirement.

It shall be the policy of the Staff Development Department at the Youth Center at Larned to conform to any training policy established by the Staff Development Section of SRS that may pertain to the Youth Center.

All training events at the Youth Center at Larned are open to any employee who wishes to attend, provided they have the approval of their supervisor. Coverage issues will be considered in making determinations related to training.

Any special training programs mandated for Youth Center at Larned employees and programs, by SRS or other duly constituted Kansas State authority, will be organized through or provided by the Youth Center at Larned Staff Development Department.

## Youth Center Guidelines for In-Service Training Credits

In order to assist Youth Center personnel in acquiring the required training hours, the following outline for potential resources has been developed. In all cases, training must be job related with prior endorsement/approval from the Staff Development Coordinator. Continuing education credits acquired to meet other licensure/certification requirements may, in most cases, be used toward the Youth Center requirements.

Training opportunities are generally divided into four groups:

1. Professionally Sponsored Training This would include seminars, institutes, workshops, etc., that are provided for juvenile justice and behavioral science practitioners by a wide variety of professional groups, which could include colleges and universities, Kansas Psychological Association, Kansas Correctional Association, Kansas Conference on Social Welfare, etc. Generally, training under this category would already be approved by an accrediting body with the number of hours allowable published. Hours acquired in Group 1 would count toward the annual training requirement.
2. In-House Training This would generally involve the training that is provided through workshops, seminars, and institutes within the Youth Center facilities, Staff Development of SRS, or other training provided by other state agencies or organizations. Generally speaking, these hours would not have received prior approval by a regulatory agency. Hours acquired in Group 2 would count toward the annual training requirement.
3. College/University Classes This would involve courses/classes offered by universities or colleges for college credit. College classes used toward the annual training requirement must be prior approved, job related, and completed at least at the "C" grade level. One hour of college credit would equal 15-hours toward the annual requirement.
4. Self-Instruction These hours would involve training that occurs in staff supervision, on-the-job training, viewing films and videos, and reading books. Time counted toward the annual requirement in this group would clearly have to be job related, with a clear training component, and be prior approved. A maximum of 25% of the annual continuing education requirement could include Group 5 hours. Videos and books must be pre-approved and a summary of the material must be completed.

### **YCAL Orientation**

The 40-hours of orientation training required for all new employees will consist of:

an overall view of the Youth Center at Larned and its philosophy/policies; on-the-job training; specific training in job related work; training in rules of resident conduct; fire and emergency procedures; use of force regulations; and juvenile rights and responsibilities.

## **Basic Staff Training**

### **YCAL Philosophy/Procedure/Rules**

New employees are introduced to (1) the history of YCAL, its current mission, purpose, goals, treatment philosophy, treatment modalities; (2) key policies and procedures; (3) the Youth Center's role within the SRS structure; (4) working conditions and regulations; (5) training policy; (6) employee's rights and responsibilities; (7) resident rules, regulations, and consequences; and (8) fire and emergency procedures are discussed.

### **Managing Aggressive Behavior (MAB)**

New employees learn how to handle aggressive persons. MAB teaches physical as well as non-physical intervention strategies; effective techniques for extinguishing assaultive behavior; methods to prevent crisis from occurring; and skills to teach alternative behaviors.

### **Positive Peer Culture (PPC )**

New employees learn the concepts that young people can develop self-worth, significance, dignity, and responsibility, only as they become committed to the positive values of helping and caring for others.

### **Aggression Replacement Training (ART)**

Instruction on the use of intervention for aggressive, acting out, adolescents. Skill streaming, anger control, and moral reasoning will be taught.

### **Search/Seizure**

New employees learn the techniques involved in proper searches. "Hands on" demonstrations include examples of confiscated items and correct methods of searching residents.

### **Escorting/Restraints/Key Control**

Proper methods of escorting and how to use restraints are discussed. Principles of when and how to restrain are also covered. New employees will learn how to react in an emergency. Knowledge of key control will also be included in this training.

### **Personnel/Payroll/Evaluations**

Designed to acquaint new employees with the personnel department and answer any questions about payroll. Personnel representative will conduct this class and allow employees an opportunity to answer specific questions about their employment.

### **Report Writing/Legal Documentation**

New employees will learn the important aspects of report writing. They will also discuss the legal issues of documenting and do "hands on" work with charting and using progress charts.

### **Signs/Precautions of Suicide**

New employees will learn to recognize the signs of depression and suicide. Discussion will focus on ways to prevent suicide and how to help other residents help each other.

### **Counseling Techniques/Defense Mechanisms/Communications Skills**

New employees will be instructed on the different approaches to counseling. Methods of improving communication skills and understanding defense mechanisms will also be discussed.

### **KQM/Team Member Training (Includes Awareness)**

Learn the basics of Kansas Quality Management. Discuss the concept and the role it will have in Kansas Government. Discuss role and responsibilities of effective team members, plus introduction of Basic Analytical Tools (BATS).

### **Sexual Harassment Training**

New employees will learn the definition of sexual harassment, EEO's guidelines, classifications of sexual harassment, and the employee reporting procedures for sexual harassment complaints.

### **Gang Training**

Review the basic history of gangs in America and Kansas. Brief overview of the hand signs, graffiti, and attitudes of the violent youth in gangs.

### **Substance Abuse**

New staff will learn an overview of the Youth Center at Larned's Substance Abuse Program, including the Money Addiction Class. Drug abuse and co-dependency will also be covered.

### **Domestic Violence/Sexual Assault**

New staff will learn to better understand how domestic violence affects families and youth in our care.

### **Program Planning and Progress Review Conference (Staffing)/Aftercare**

New employees will learn the different types of staffings and the importance of regular meetings with the youth and the group. Aftercare projects will also be discussed.

### **Child Growth & Development**

Emphasis will be placed on the typical stages of growth and development of teenage males.

### **Medical Training (36 hours)**

All Youth Service Specialist Trainees will complete a 36-hour course in medical training. This will consist of all medical practices at the Youth Center at Larned, with emphasis placed on understanding medication and writing/processing medical orders. Staff must pass an extensive medical exam with a grade of 70% or higher and display the ability to write and process medical orders. Staff failing to pass this exam, or who are unable to display an understanding of medical order writing/processing, will be afforded an additional opportunity to show competency on the subject. After failing to demonstrate an understanding of medication training on the third opportunity, an employee may be terminated.

### **First Aid Certification**

All new employees will receive a class in First Aid and will demonstrate the ability to care for injuries. This is a required course and staff must be recertified every three years.

### **CPR/Professional Rescuer**

Learn to identify the signals of cardiac arrest and demonstrate how to provide care.

## STAFF DEVELOPMENT TRAINING

After their first year of employment, staff receive adequate in-service through a 40-hour session of Staff Development Training. Classes are selected through a Training Needs Assessment Survey conducted each year. All staff are responsible for completing training in the week set aside for their individual training. Supervisors will share any responsibilities for failure of their supervisee to complete training in the week assigned. Classes selected by the Training Committee for FY '97 include: (Those indicated by \* are required by the American Correctional Association.)

### Dealing with Youth

This class will focus on issues/struggles faced by typical adolescents. This class will assist caregivers in understanding the problems that Youth Center at Larned residents face as a part of their growth process.

### Medical Update/Infection Control

Employees will review new procedures, update standard practices, as well as focus on new medications and their side effects. Discussion on infection control will also be included.

### PPC Refresher

Staff will review the roles that students play, learn how to identify the NIL, discuss control versus treatment, and learn how to reverse responsibility back to the resident.

### \*Counseling Techniques

Basic instruction for staff in regard to active listening/responding. Discussion on how to counsel residents and still allow the group to resolve problems.

### \*MAB Refresher

A review and practice session of the intervention skills needed to handle aggressive residents. Both physical and non-physical intervention strategies will be discussed.

### \*Legal Documentation /Report Writing

Review the increasing need to document correctly for legal purposes. Discuss how to write reports correctly. Content of reports and distribution will also be discussed.

### \*Communication Skills

A brief introduction will be made on the importance of good communication. Emphasis will be on using "hands on" opportunities to learn how to improve communication skills.

### \*Signs/Precautions of Suicide

This class is designed to recognize the signs of depression and suicide. Discussion will center on ways to prevent suicide and how to help residents help others.

### Personal Recharging for Caregivers

Discuss methods of handling the stress of working with adolescents. Examine methods of recharging yourself and ways to avoid burnout.

### \*CPR/Professional Rescuer Refresher

Learn the procedures to assist adult and adolescent victims of respiratory failure and/or cardiac arrest.

\*Cultural Diversity

Designed to assist staff in developing sensitivity to social/cultural lifestyles of the juvenile population and other staff in the workplace.

\*Essential Training

Review current practices and examine additional issues/information listed in the Youth Center at Larned Policy/ Procedure Manual. This will include juvenile rights/responsibilities, fire extinguisher training, key control, and the use of force regulations.

\*Sexual Harassment:

Learn what constitutes sexual harassment. Discussion will focus on types of sexual harassment and responsibilities of supervisors and staff to resolve problems.

EEO Issues

Improve staff awareness of EEO procedures. Learn what issues can be brought to your EEO representative.

Custodial Issues

Discuss issues involving chemical usage in cleaning, building maintenance, and other issues involving custodial care.

ART Refresher

The use of intervention for aggressive, acting-out adolescents. Skill Streaming, Anger Control, and Moral Reasoning will be reviewed.

Program Update

Developed to keep staff informed on upcoming issues of importance to residents and staff. Issues involving our inclusion into the Juvenile Justice Authority will be included.

Security Procedures/Restraints

Review all security policies and procedures and the correct use of restraints.

Team Building

Learn the importance of cooperation and teamwork to develop an effective team. Designed to improve staff efficiency and enthusiasm.