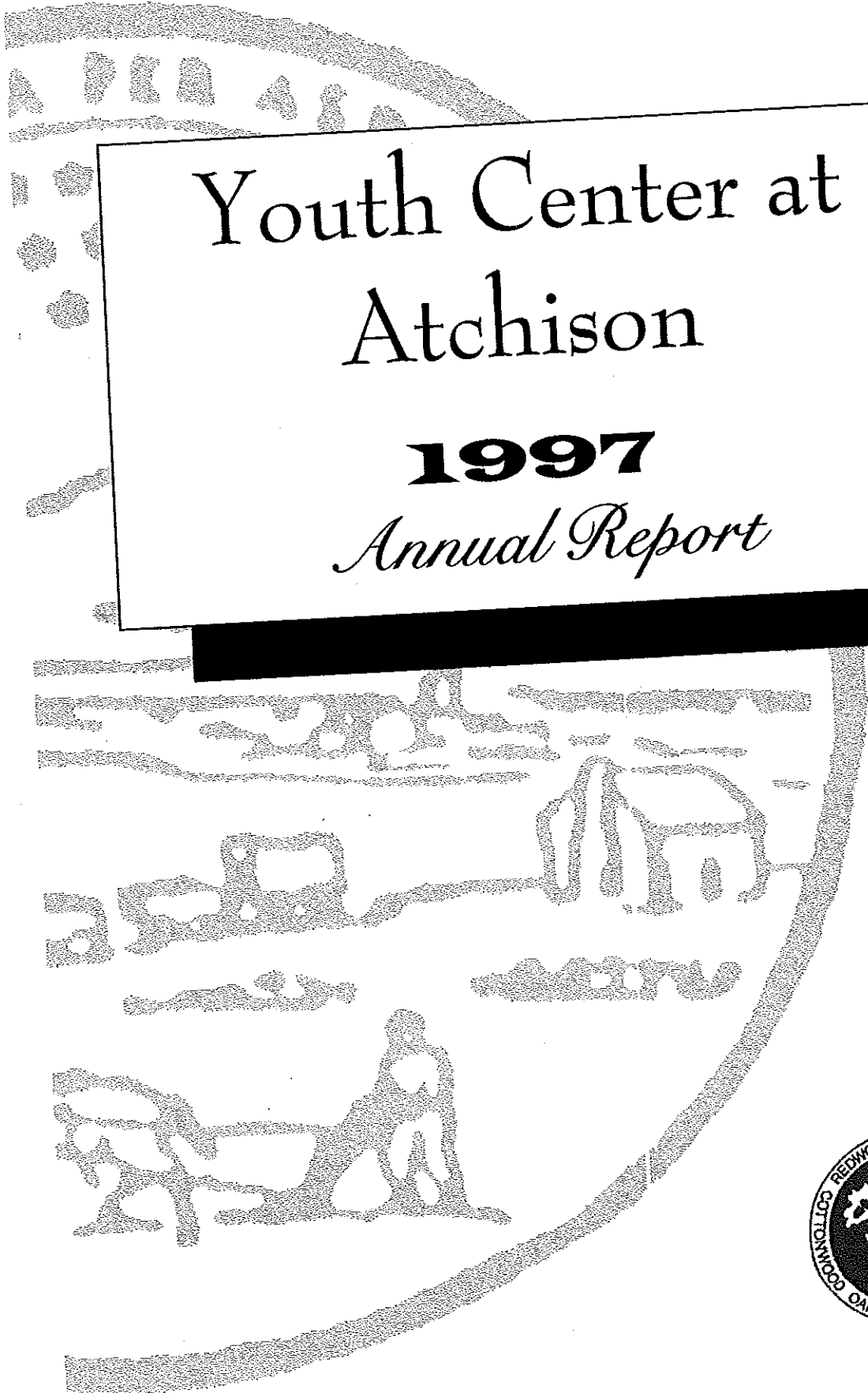


Youth Center at Atchison

1997

Annual Report



YOUTH CENTER AT ATCHISON

ANNUAL REPORT FY97

Bill Graves, Governor
State of Kansas

Teresa Markowitz, Commissioner
Children and Family Services

Commissioner Albert Murray
Juvenile Justice Authority

Rep. David J. Adkins, Chairman
Kansas Youth Authority

Harold F. Allen, Superintendent
Youth Center at Atchison

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

Youth Center at Atchison
1900 North Second
Atchison, KS 66002

Accredited by the American Correctional Association

YOUTH CENTER AT ATCHISON 1997 ADMINISTRATIVE STAFF

Harold F. Allen, Superintendent ✓
Terrence D. Kearns, Program Director ✓

Joyce Noll, Program Director, Addiction Recovery

Lee Harmon, Business Administrator ✓

David Hales, Chaplain/Volunteer Coordinator

~~Joyce German, Food Service Manager~~ OK

Homer McCoolle, Director, Education

Curtis McLilly, EEO Officer ✓

Robert Downey, Physical Plant Supervisor

Diana Moxley, Campus Nurse

Jodi Erickson, Personnel Officer ✓

William McCreery, Chief Psychologist

Michael Driscoll, Chief Social Worker

Jesse Greenly, Director, Staff Development ✓

Gary Kovar, Storekeeper

Peggy Roper, Director, Youth Services ✓

SAM WHEELER, DIRECTOR, *Education* ✓

~~Delbert Gentry, Cottage Director, Cottonwood~~

~~Janice Downing, Cottage Director, Hickory~~

~~Terry Kuhnert, Cottage Director, ITU~~

~~Gladys Kelley, Cottage Director, Maple~~

~~Connie Crowe, Cottage Director, Oak~~

~~David Myers, Cottage Director, Redwood~~

~~Glenice Schooler, Cottage Director, Sequoia~~

~~Mike Shields, Cottage Director, Sycamore~~

1997 CITIZENS ADVISORY BOARD MEMBERS

Shelia Boos, Public Health Nurse; Tony Carter, Pastor, Ebenezer Baptist; Dub Ehret, Retired, YMCA; Bob Ham, Retired, Postal Service; George Harper, Retired, Rockwell; Bill Henderson, Retired, Railroad; Dave Laurie, Retired, Rockwell; Rozelia Wilson, Retired, Vo-Tech Nursing Program; Doug Williams, Pastor, United Methodist

INTRODUCTION

Fiscal Year 1997 brought numerous changes to the Youth Center at Atchison's safety, security, and treatment programs. These changes were a result of a legislative mandate which provided that public safety was the primary goal of juvenile correctional facilities in Kansas in which offenders are held accountable for their behaviors. Treatment has a key role but not primary as it was in the past. As of July 1, 1997, the names of the Kansas Youth Centers were changed to Juvenile Correctional Facilities as part of the new Juvenile Justice Authority. The name change reflects the community norms and public attitudes for dealing with Kansas juvenile offender populations.

The Youth Center at Atchison has embraced a program that emphasizes more structure and discipline designed to hold residents accountable for their behaviors. A standard dress and haircut was introduced which significantly improved the appearance and decorum of residents. The atmosphere on campus greatly improved and delinquent conduct of residents almost disappeared. The number of escapes from campus has significantly been reduced as a result of the standard dress and other discipline measures introduced. Passes are no longer permitted and privileges to residents are only granted to those who demonstrate continuous good behavior. Room inspections are conducted daily by staff for cleanliness, orderliness, and condition of clothes. The entire campus is inspected weekly by the Superintendent and Director of Youth Services. Residents who do not meet these inspection standards are given consequences. Movement on campus is by formation with no talking permitted and always under staff supervision. All off campus privileges for violent offenders and eventual release from the youth center for all juveniles must be approved by the Violent Offender/Release Committee chaired by the Superintendent.


The clinical staff administer all treatment programs and each resident must participate successfully in the program that is developed for him. If a resident fails to complete a portion of the program, he is automatically required to repeat. Program evaluations are held every 120 days to inform the resident, parents, and the court of the juvenile's progress. Release from the youth center is based on the resident's continuous good behavior (must be on Level 5), completion of the treatment program, and support/consensus of the community.

The Aggression Replacement Training (ART) continues to be a highly visible program at the youth center that is taught by Youth Service Specialists and teachers in Bert Nash School. Residents must satisfactorily complete the ART program before they are eligible for release. It is a ten week program that emphasizes less aggressive measures in dealing with everyday problems. If residents do not complete the program in the ten week period, they must repeat the entire course. The reason we are experiencing less violence on campus this year is because of the ART program.

Kansas Quality Management (KQM) continued to be emphasized in FY 97. KQM Awareness and Team Member Training were provided to all new employees of the facility. Team Leader training will be given to all supervisory personnel in FY 98. There were three Quality Action Teams and one Natural Work Team formed to work on concerns or problems that were identified in staff surveys. The KQM Board is very innovative and always emphasizes continuous improvement in daily actions.

The Youth Center at Atchison has had a very good FY 97. The successes are outlined in the enclosed department/division narratives plus the accompanying statistical reports. This is the last annual report that will be published by the Youth Center at Atchison. In FY 98, the annual report will show statistical reports and discuss the effectiveness of the Atchison Juvenile Correctional Facility. We expect the FY 98 report to outline a very successful year because of our dedicated staff, unique public safety and treatment programs. We acknowledge our responsibilities to the people of the State of Kansas to reintegrate juvenile offenders back into the community as good citizens.

The FY 97 Annual Report is provided to elected officials, state administrators, and concerned citizens as a tool to measure the effectiveness of the delivery of juvenile correctional programs at the Youth Center of Atchison. If there are any specific questions or if more information is needed concerning this report, please contact the undersigned at 913-367-6590.


Harold F. Allen
Superintendent

A BRIEF HISTORY OF YCAA

The Youth Center at Atchison (YCAA) was established as a home for the orphans of Civil War Veterans of Union soldiers and sailors. The doors opened on July 1, 1887, on an 160-acre tract of land purchased by the State of Kansas on November 4, 1885, for \$14,000. In 1909, the Legislature changed the name of the Center from the Soldier's Orphans Home to the State Orphans Home, reflecting the changing needs of the state's youth. It continued to function exclusively as an orphans home until 1943 when the name was once again changed to the Kansas Children's Receiving Home. During this time there were two major programs on campus. One program continued to serve the needs of orphans in the state but a newer program was established as a psychiatric/psychological evaluative unit for children. These were administered separately even though they were on the same campus. In 1955, both programs were combined under a single administration by an act of the Legislature.

In 1965, the first program for rehabilitation of "wayward and miscreant" youth was established on the Atchison campus through the transfer of a program from the Youth Center at Topeka (then the Boys Industrial School). That program served as a "halfway house" for students from the Topeka institution. With the decline in the demand for institutional care of orphans, this component was phased out in 1972, and the Center became the Kansas Children's Receiving Home/Atchison Youth Rehabilitation Center.

The evaluation unit was phased out in 1977, and the institution became primarily a treatment and care program for delinquent and miscreant youth under the administrative authority of the Youth Center at Topeka. This administrative arrangement continued until a report from the Talkington Legislative Commission in 1979 made recommendations to the Legislature and Governor that the Youth Center at Atchison be severed from the Topeka administration. On July 1, 1980, the Youth Center at Atchison was severed from the Topeka Center at Topeka and a new administrative structure developed for the campus. The Center now provides services exclusively to juvenile offender residents under the Commission of Children and Family Services and the Secretary of Social and Rehabilitation Services.

On July 1, 1997, the Youth Center as part of the Juvenile Justice Authority, will become the Atchison Juvenile Correctional Facility.

OVERVIEW

The Youth Center at Atchison is a 24-hour, residential treatment facility with space for 100 young men ages 13 to 15, who are sent to the facility after being adjudicated as Juvenile Offenders. Residents come to the facility after they are placed in the custody of the Secretary of the Department of Social and Rehabilitation Services by the Kansas District Courts. The facility's staff consist of 119 allocated professional and support positions, working within 14 divisions. These varied and highly specialized divisions together create a structured environment committed to the care, education and treatment of troubled youth. In addition to the full-time staff, the Youth Center at Atchison encourages volunteer activities, utilizing resources from the community of Atchison.

THE COTTAGES

Open Cottages - There are six open cottages: Cottonwood, Hickory, Oak, Redwood, Sequoia, and Sycamore. The open cottages offer the least restrictive treatment environment for residents who require moderate supervision. The residents attend the Facility's Bert Nash School, a fully accredited secondary facility.

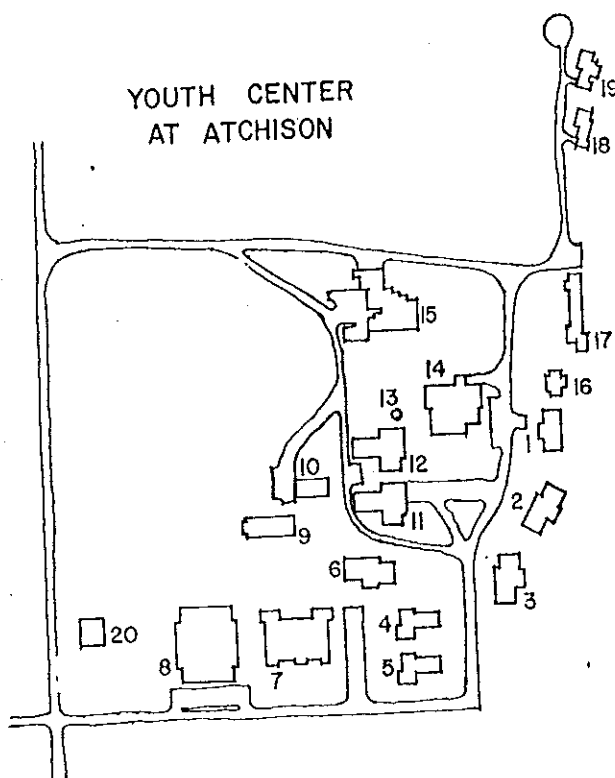
Short-Term/Crisis Intervention Unit - Ivy Cottage (ITU) is a closed unit providing close observation and emergency security needs. This unit also serves as a central base for after-hours communication.

Long-Term/Semi-Closed Unit - Maple Cottage provides an intensive behavior management structure for residents with chronic adjustment problems, aggressive behavior, and repeated runaways.

LOCATION

The Youth Center at Atchison is located on an 160-acre tract of land on the northeast corner of the city limits of Atchison. The campus rests on a hilltop surrounded by rolling hills. To the east is the vast timberland of the Missouri River Bluffs which inspired the naming of the cottages after the various trees surrounding the environment.

LEGEND



1. Activity Therapy Building/Visitors Center
2. Redwood Cottage
3. Cottonwood Cottage
4. Ivy Cottage
5. Maple Cottage
6. Sycamore Cottage
7. Administration Building
8. Bert A. Nash School
9. Swimming Pool
10. Heat Plant
11. Hickory Cottage
12. Oak Cottage
13. Water Tower
14. Dining Hall, Kitchen, Commissary
15. Maintenance Shops
16. Social Services Building
17. Sequoia Cottage
18. Staff Residence
19. Staff Residence
20. Pump House

AGGRESSION REPLACEMENT TRAINING PROGRAM

All residents admitted to the Youth Center at Atchison must successfully complete the ART PROGRAM. The ART program consists of three basic segments: skills streamlining, aggression replacement training, and moral reasoning. There are ten core lessons in each of these three segments. The moral reasoning aspect of the program is administered by and is the primary responsibility of Bert Nash School. The Skills Streamlining and Aggression Replacement Training are administered by and are the primary responsibility of the Youth Services Department. However, all Youth Center staff are expected to be familiar with the basic concepts of ART, and to reinforce and support the primary work being done through the cottages and the school.

Any student admitted to the Youth Center at Atchison must successfully complete the ART program prior to release. Completion of the program is documented through use of the form CERTIFICATE OF ART COMPLETION which lists the ten core ART lessons and provides space for the staff actually providing the program to certify lesson completion and assign a grade for participation and performance.

Residents returned to the Youth Center on a technical violation of a conditional release and residents admitted on other short term programs do not need to complete all ten core ART lessons prior to release, but they will participate in the program along with the other residents in the cottage. Records for these short term residents will be handled in the same way but may not necessarily show completion of all ten sessions.

VIOLENT OFFENDER PROGRAM

Residents committed to the Youth Center on a Level 1 through Level 6 Person Felony are classified as Violent Offenders. In addition to completing the ART program, these residents must meet additional requirements prior to their release. A minimal length of nine months stay is required of residents committed on a Severity Level 4, 5 or 6 offense, and a minimum length of 12 months stay is required for residents committed on a Severity Level 1, 2 or 3 offense. All of these residents are monitored closely by the Youth Center's Release/Violent Offender Board. The Release Board must approve of each programmatic increment toward release for Violent Offender residents including permitting off-campus activities supervised by staff, off-campus day passes with parents, community notification of release planning and finally, conditional release.

Of these violent offenders, those committed for a sexual offense must participate in the Sexual Offender Group Treatment Program. Clinical staff lead these residents through a structured group program known as "Pathways," published by the Safer Society. ABC (Adventure Based Counseling) techniques are also used with these residents to help break down resistances to treatment and to develop group cohesion. Residents committed for violent offenses of a non-sexual nature must also complete a Violent Offender Group Program which has components of correction of thinking errors, conflict resolution and victim empathy.

RESIDENT AND PROGRAM CHARACTERISTICS

There were 172 admissions to the youth center during fiscal year 1997 (compared to 178 during fiscal year 1996). Of these, 13% (22) were returnees (exactly the same percent of returnees during fiscal year 1996). Of all those placed on conditional release or directly discharged during FY 97, the average length of stay in the program was 7.1 months. New admissions averaged in age 14 years and six months. Approximately 44% were Caucasian, 38% were Afro-American and the remaining 18% Hispanic, Indian and Asian. Over half were admitted from the major urban areas of Kansas.

Terrence D. Kearns

Terrence D. Kearns, Ph.D.
Program Director

FY 97 ADMISSION STATISTICS

Person Felonies

<u>Severity Level</u>	<u>Number</u>
Off Grid	0
1	0
2	3
3	10
4	2
5	4
6	2
7	34
8	0
9	<u>3</u>
	58 (34%)

Non-Person Felonies

6	1
7	19
8	1
9	39
10	3
Non-grid felony	<u>1</u>
	64 (37%)

(Numbers also include those returned on new charges and those returned on technical violations. Of the 18 returnees, 6 had new charges.)

Drug Felonies

<u>Severity Level</u>	<u>Number</u>
1D	0
2D	0
3D	1
4D	<u>3</u>
	4 (2%)

Misdemeanors

Person	16
Non-Person	<u>30</u>
	46 (27%)

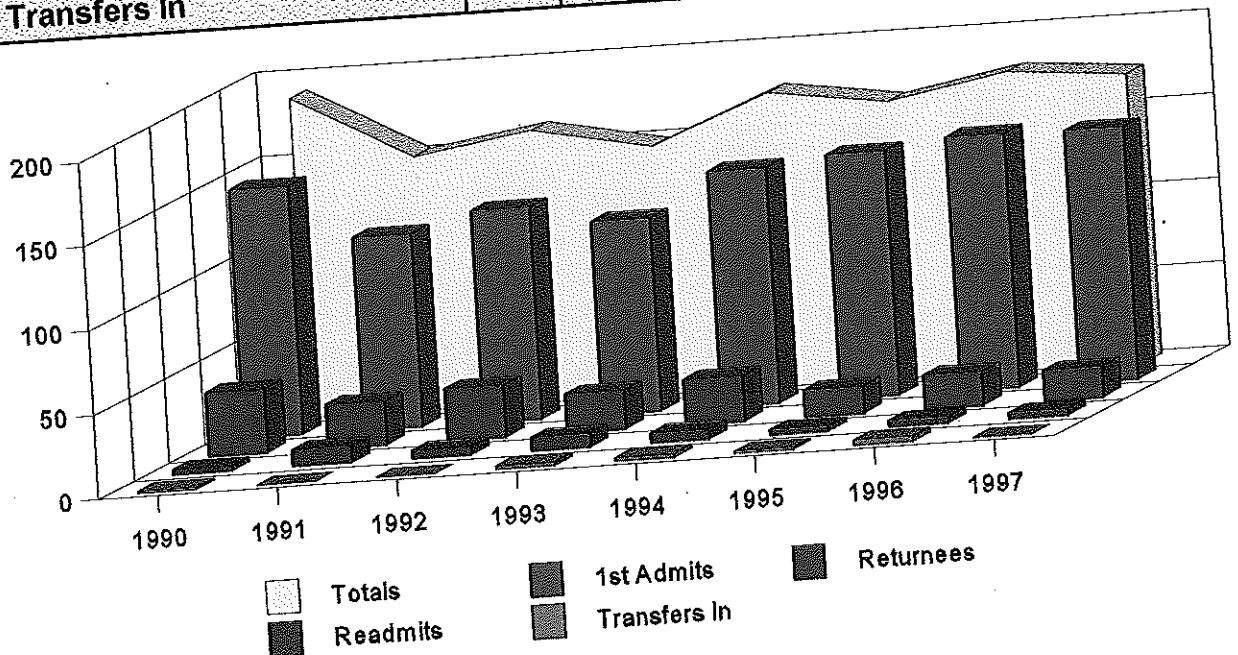
TOTAL ADMISSIONS 172

(Numbers also include those returned on new charges and those returned on technical violations. Of the 18 returnees, 6 had new charges.)

Admissions

by Fiscal Year

	1990	1991	1992	1993	1994	1995	1996	1997
Totals	190	151	162	148	175	165	178	172
1st Admits	148	115	126	115	140	145	151	150
Returnees	38	26	31	23	27	16	20	18
Readmits	3	10	5	8	6	3	4	4
Transfers In	1	0	0	2	2	1	3	0

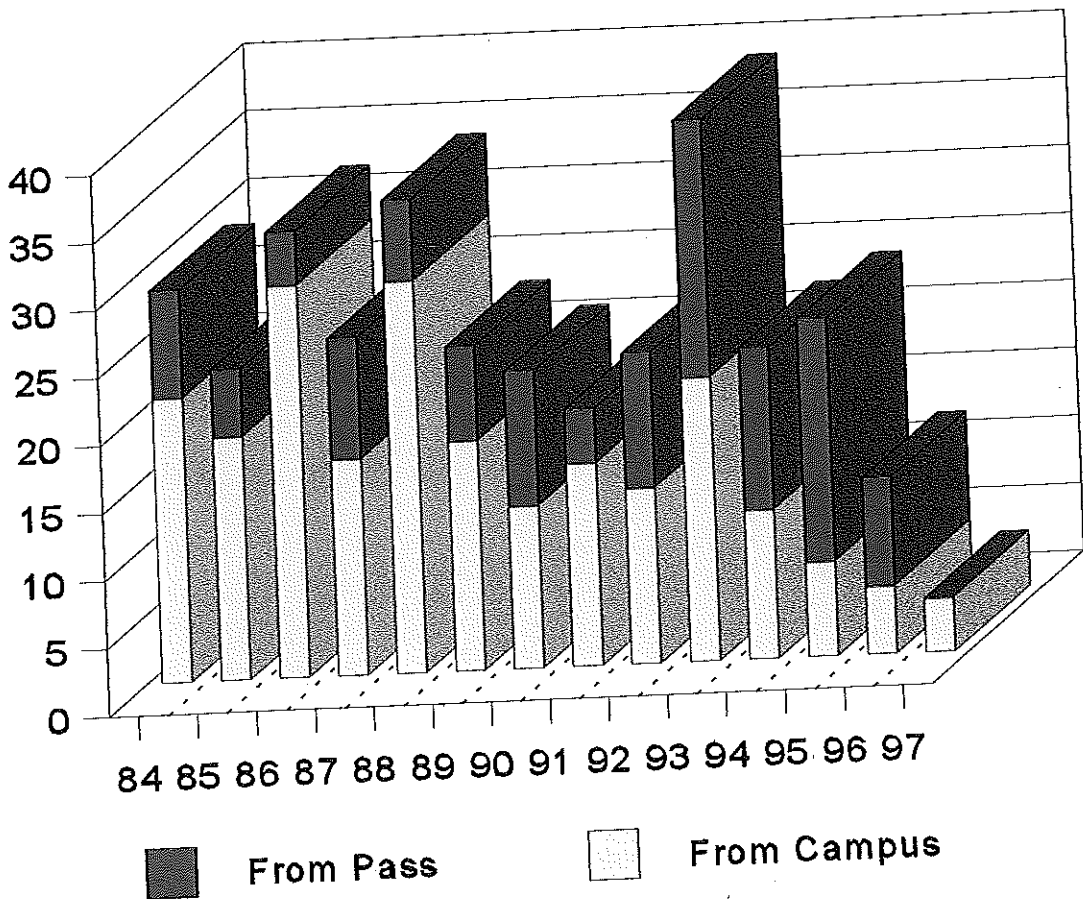


The chart above shows a relatively stable admission rate over the past eight fiscal years. There was a record 190 admissions in 1990. In years prior to 1990, the rate of admission was significantly less, which allowed for much longer average lengths of stay. Due to the long term increase in admission rate, the Youth Center decreased from an average length of stay of 14 months a decade ago, to an average length of stay of slightly over a seven month stay today. During the same time period the number of violent offenders have greatly increased.

AWOLS

1984 through 1997

	84	85	86	87	88	89	90	91	92	93	94	95	96	97
From Campus	21	18	29	16	29	17	12	15	13	21	11	7	5	4
From Pass	8	5	4	9	6	7	10	4	10	19	12	18	8	0

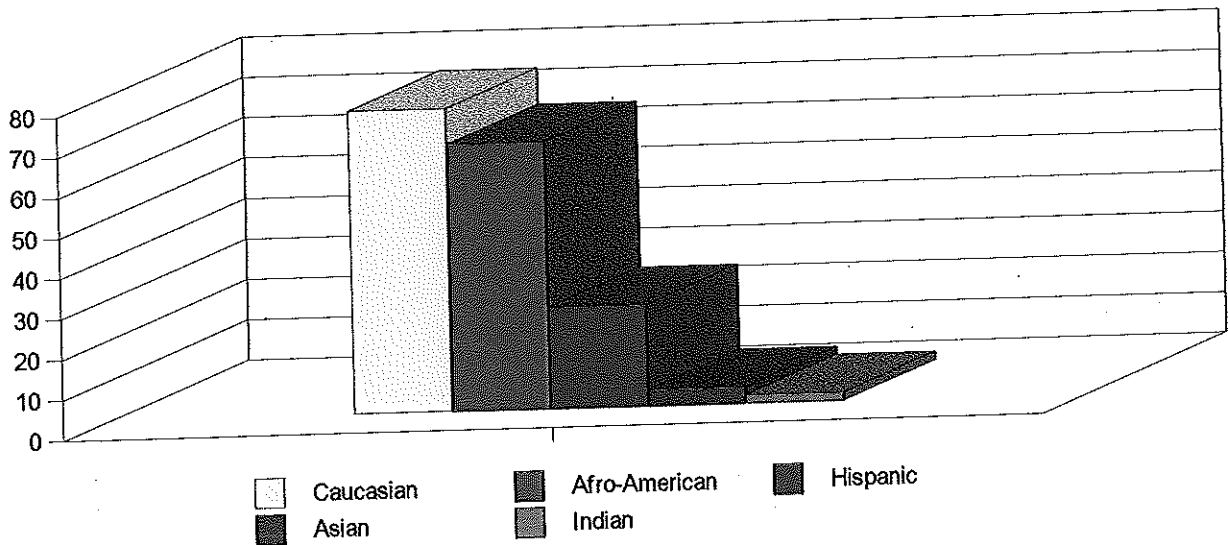


During fiscal year 1997, a new record low of only 4 residents ran away from campus successfully. There were no residents who failed to return home from passes during this period. In view of the fact that the Youth Center at Atchison does not have any physical barrier preventing runaways, the low AWOL rate is a real tribute to the Youth Center's sound programming and committed staff.

Racial Composition

Fiscal Year 1997

Race	
Caucasian	75
Afro-American	66
Hispanic	25
Asian	4
Indian	2

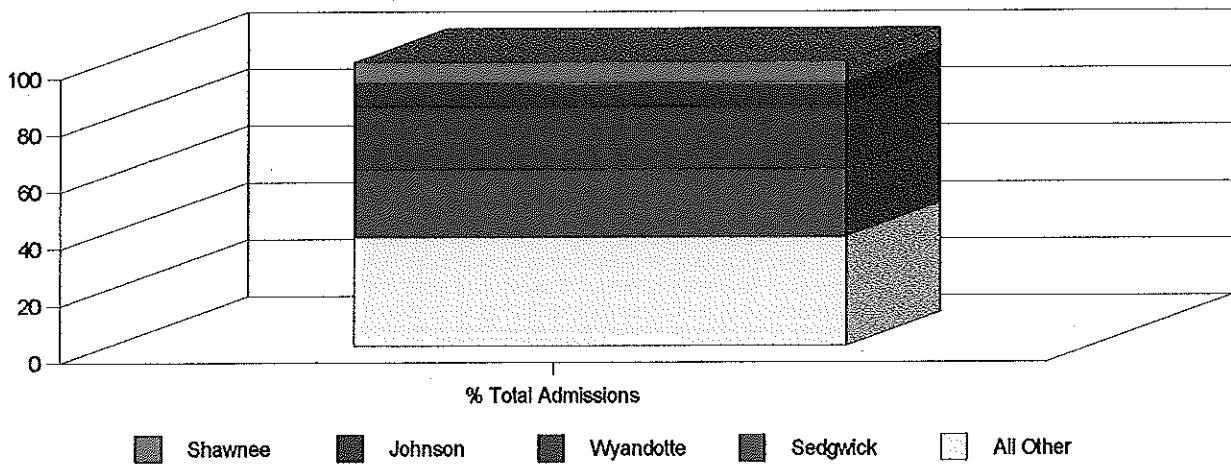


For fiscal year 1997, approximately 44% of admissions were Caucasians and 38% were Afro-American. The remaining 18% were Hispanic, Korean and American Indian. When compared to Kansas population statistics, minorities are very much over-represented in the Youth Center.

Admissions by County

Fiscal Year 1997

County	% Total Admissions
All Other	38.4
Sedgwick	24
Wyandotte	22
Johnson	8
Shawnee	7.6

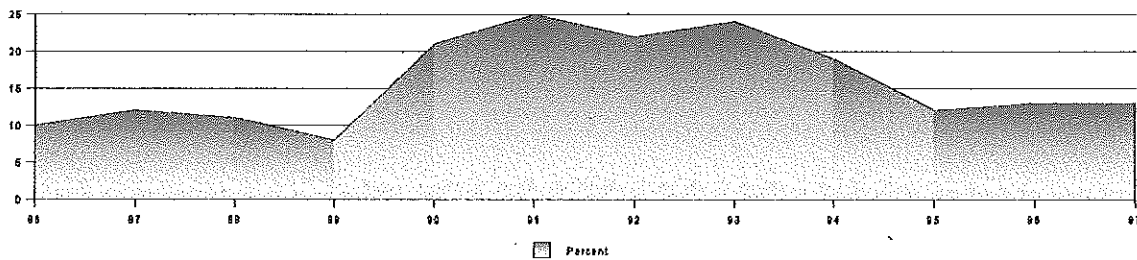


Over one-half of the admissions to the Youth Center came from the major metropolitan areas of Kansas. Wyandotte and Sedgwick counties are by far the heaviest contributor to admissions.

Percent Recidivists

by Fiscal Year

	86	87	88	89	90	91	92	93	94	95	96	97
Percent	10	12	11	8	21	25	22	24	19	12	13	13

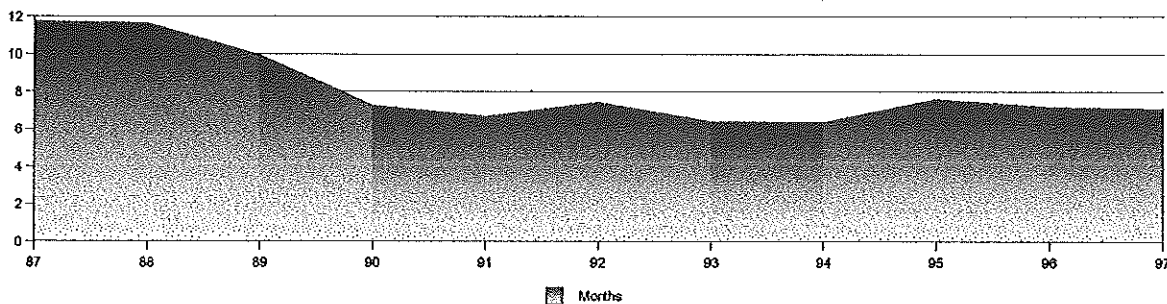


This chart shows the "percent recidivists" over the past twelve fiscal years. "Percent recidivists" was defined as the number of conditional release returnees plus the number of residents readmitted from a complete discharge, divided by the total year's admissions. The increase in recidivism beginning in 1990 (the record admission rate year) is probably the result of shorter lengths of stay, forced by the high admission rates. The lower rates of recidivism over the past several years is probably also directly connected to the somewhat lower admission rates.

Length of Stay

by Fiscal Year

	87	88	89	90	91	92	93	94	95	96	97
Months	11.75	11.63	9.94	7.27	6.67	7.42	6.40	6.36	7.60	7.20	7.1

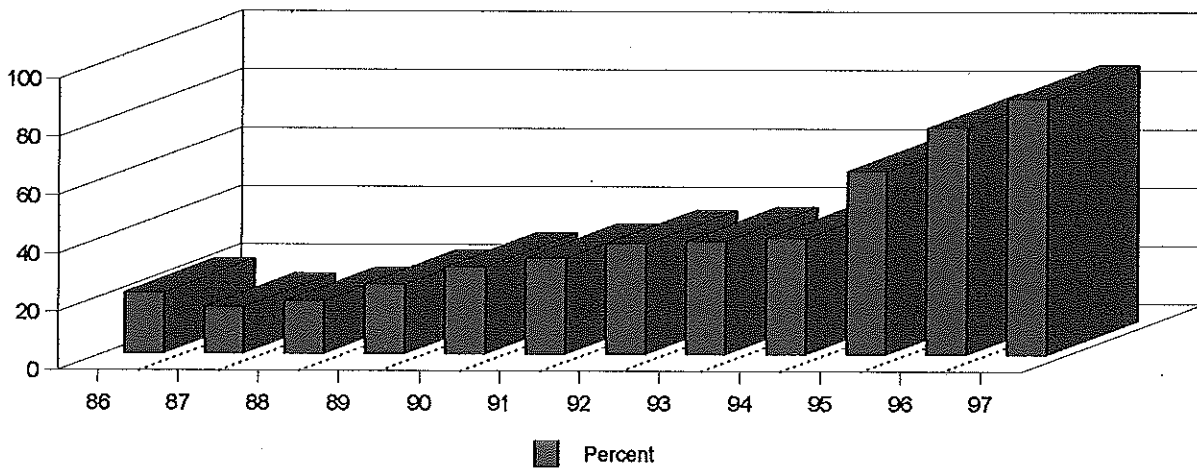


The average length of stay at the Youth Center has greatly declined over the past ten years, although there is a levelling off and slight increase over the past several years. For fiscal year 1997, the average length of stay for residents who were placed on conditional release or directly discharged was 7.1 months. This is almost one-half of the average length of stay of residents a decade ago. The lowered average length of stay is directly related to population pressures.

Percent Direct Court Commitments

by Fiscal Year

	86	87	88	89	90	91	92	93	94	95	96	97
Percent	21	16	18	24	30	33	38	39	40	63	78	88



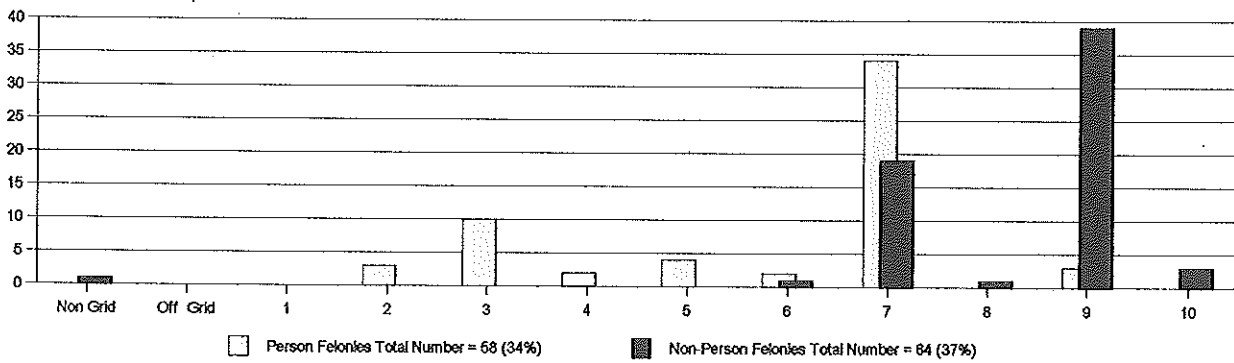
By law courts may direct commit a youth to a facility if he has committed a felony offense, or if in addition to his committing offense he has a prior felony or misdemeanor adjudication. The "direct commitments" have more than quadrupled over the past decade. As can be seen, there has been a very sharp increase in direct commitments over the past three years, corresponding to the time period when SRS attempted to hold down Youth Center admissions.

FY97 Statistics

Person/Non-Person Felonies

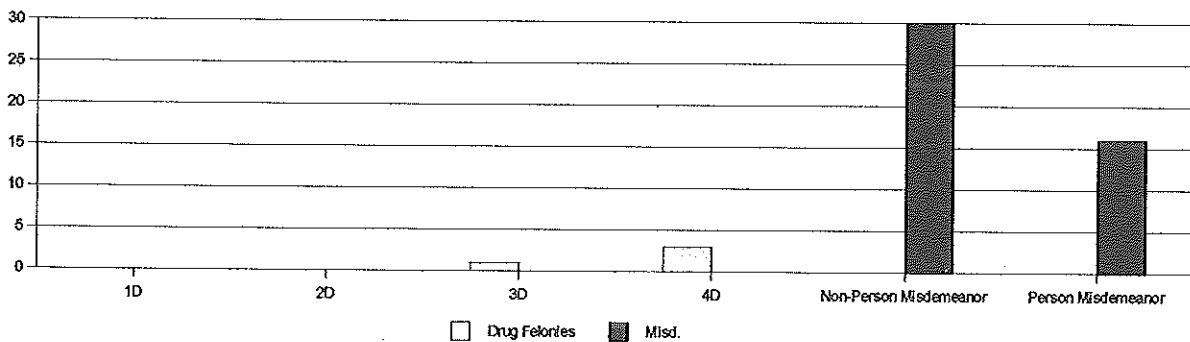
Grid Number	Non Grid	Off Grid	1	2	3	4	5	6	7	8	9	10
Person Felonies Total Number = 68 (34%)				3	10	2	4	2	34		3	
Non-Person Felonies Total Number = 64 (37%)	1							1	19	1	39	3

Other



Type	1D	2D	3D	4D	Non-Person Misdemeanor	Person Misdemeanor
Drug Felonies	0	0	1	3		
Misd.					30	16

During fiscal year 1997, 34% of admissions were committed on person felonies, and 37% were committed on non-person felonies. The remaining 29% of admissions were committed on misdemeanor offense or drug felonies.



ADDICTION RECOVERY

The disease of addiction affects all of our residents - either by way of a close family member's addiction and or by their own addiction. The excessive use of alcohol, and other drugs reduces the overall quality of human existence; affects physical and mental health; social and family relationships and life expectancy. Therefore, it is essential to intervene actively and aggressively with a caring attitude against the chemical dependency that is present within at least forty percent (40%) of our residents. It is our purpose to plant the seeds that will be the start of a new way of life for our residents, and to provide them with the necessary recovery tools.

In June 1995 the Addiction Recovery Department became licensed by Alcohol and Drug Abuse Services of Kansas as an Outpatient Counseling Program, and we have continued to remain so licensed.

The most significant happening for the Addiction Recovery Department during this fiscal year was employing a full-time permanent Chemical Dependency Counselor. This brings our department up to the grand total of two members. This has brought about a stability to the department that has not previously been enjoyed. We have also streamlined our services, but still offer a myriad of groups and experiences. Even though our department is small we are very visible on this campus and actively involved with both residents and staff.

One of our major tasks is to interview and evaluate each admission in order to determine their level of drug and/or alcohol usage. We also gather background information concerning family history of substance abuse. As almost all of our residents have a family member that abuses chemicals, we include family issues information in our education group. If a resident's evaluation reveals chemical dependency we put him on the waiting list for our eleven-week Discovery Group that consists of videos, written assignments, NA meetings and group discussions.

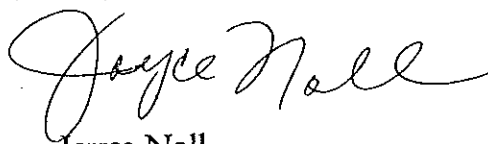
The third group that is available to our residents is a Stress Group. Deep breathing techniques; cognitive training to help with conflict resolution and guided imagery are the main elements of this worthwhile group.

The Ropes Course, an adventure-based counseling program, available through St. Francis Academy, is a component of our Discovery Group. This is a two-day experiential group that we use to assist participants to become more cohesive, develop trust; gain confidence; and overcome personal limitations and fears.

Occasionally we have an opportunity to take our residents to lectures at the Valley Hope Facility, and make arrangements for them to meet with their recovering patients in a group sharing experience.

The programming provided by the Addiction Recovery is offered with a caring respectful attitude. The resident's denial about their substance dependence is to be expected at this young age; thus it is our goal to provide them with information about the disease of addiction and introduce them to 12-step groups that will be available to them wherever they go.

Ms. Felton and I enjoy working with adjudicated adolescents that come to us from all over the State. They keep us honest, humble and on our "toes" at all times.



Joyce Noll
Chemical Dependency Recovery
Program Director

CHAPLAINCY AND VOLUNTEER COORDINATOR

"The Chaplaincy and Volunteer Coordinator Division is committed to the spiritual and moral development of each resident at the facility. Its purpose is to help the resident integrate the spiritual, emotional, psychological, and social dimensions of the lives of incarcerated individuals to become responsible members of society."

Through FY97, each resident was introduced to the opportunity of religious worship and instruction upon entering the institution. Participation in religious activities was voluntary, and chapel services were designed to enhance interest and desire to participate.

Resident discussion and input was encouraged and utilized in worship experiences. In-cottage as well as special services were held weekly on Sunday afternoons in the Chapel as well as individual cottages. Private sessions were also conducted in the Intensive Treatment Unit on Sundays for those unable to attend worship experiences in other locations.

Pastoral care/counseling was made available to individual residents on a needs basis (e.g., grief recovery, suicide prevention, drug/alcohol counsel, and counsel relating to loss of many types). The Chaplain maintained an "open door policy" for staff needing assistance with a variety of issues relating to spiritual needs and program efficiency.

Through the year, the Chaplain maintained regular contact with residents in one-on-one informal meetings, various volunteer efforts (e.g., The Benedictine Volunteer Program), a new Resident Christmas Program, a newly revised spiritual assessments, development of a new "Spiritual Resources" brochure, and a new weekly drug/alcohol group called "Encore" for returning residents.

The Chaplain served on the YCAA Wellness Committee for the duration of the year, acting as resource person and promotion consultant in addition to other duties normally conducted by other members of the committee. Several local church congregations and organizations (e.g., men's groups, women's groups, etc.) were assisted with special presentations on the Youth Center At Atchison. Juvenile Justice Authority developments and projections (as defined by YCAA administration) were also presented. Public speaking opportunities included "fill work" (e.g., "filling the pulpit" while the church's regular pastor was away) for four church congregations in the area. This "fill duty" served as a primary goodwill gesture from the facility to many people in the community and was formally recognized in area newspapers.

David Hales

Rev. David D. Hales
Clinical Chaplain/Volunteer Coordinator

PSYCHOLOGY

This has been another challenging year for the Psychology Division as well as the Facility as a whole due to continued admission pressures. We have been able to keep pace with admissions and see that each resident has a psychological evaluation and have been working to improve the practical nature of the program recommendations during the year. While we have been able to keep pace with our psychological evaluations, all three psychologists were working from one, often faulty, computer; or scavenging around to find an available one. We now have a state of the art computer that, while it's requiring us to learn a new system, will be an asset in performing evaluations and writing reports.

The goal of the Psychology Division is to not only evaluate the individual resident's level of functioning and make recommendations to the treatment team, but to put those into a context throughout their stay that will allow the residents to grow and change maladaptive patterns of thinking and behaving. This involves a continuing process of working with the individual resident and other staff during his time at the YCAA. During this year we have increased our consulting time with other YCAA divisions regarding situational, as well as long term treatment issues.

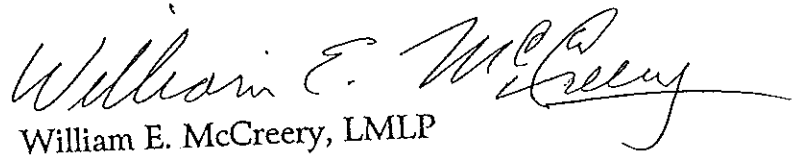
In order to be better oriented to the needs of our residents, we have actively pursued training in a wide variety of areas: gangs, minority issues, sex offender/victim treatment, psychotropic medications, alcohol/drug treatment, suicide prevention, and professional ethics. This has not only allowed us to better understand specific issues with our residents, but has given us the perspective of how many of these issues are interrelated. As well as attending training we have provided training to the YCAA staff in the areas of Alcohol and Other Drugs, and Suicide Risk Reduction.

One member of our staff worked with the Director of the Intensive Treatment Unit to develop a Suicide Risk Reduction program which was adopted as the official policy of the YCAA. By invitation, we presented this policy for staff training at the Larned and Beloit Youth Centers, as well as the Seventh Annual Mental Health in Corrections Symposium.

Psychology staff were also involved in a variety of community presentations including those at: Parent/ Teacher Association meetings, student "Career Day", High School Graduation Banquet, Educational Center for active retired citizens, and increasing self-esteem through photography.

During the year, our three-person Division has assumed all of the Intensive Treatment Unit's clinical coverage that was formerly shared with the five-person Social Work Division. All our psychologists are involved in conducting Violent Offender groups covering the three major areas of : Adaptive vs. criminal lifestyles, values, and behaviors; Advanced Anger Control and personal and societal violence; and Victim Empathy.

With no end in sight to the increased demands that will continue to strain our limited resources, and all the changes that will be an inevitable part of the evolution of the Kansas Youth Authority; we are committed as a Division, and as individuals, to contributing to the overall program at the YCAA during this next year.


William E. McCreery, LMLP
Chief Psychologist

SOCIAL SERVICES

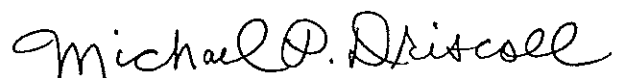
The Social Services Division is dedicated to using its knowledge, skills and experience to help residents recognize and understand their own unique needs and desires in relation to the world around them, to develop the attitudes and skills necessary to function appropriately within the Youth Center at Atchison (YCAA) itself and to use these skills effectively within the ordinary and special demands that will be placed upon them when they return to their home community.

The social workers provide case management services to all the residents in our care. Individual and group counseling services are provided by the social workers. They are solely responsible for community preparation and sexual offender groups. This requires careful coordination and collaboration with various YCAA departments, the area Social and Rehabilitation Services, the courts, community corrections, group homes, foster homes, and families.

Family involvement remains as a priority outcome though home visitation opportunities have been limited to reintegration visits. The new campus family visiting center has been well received.

The Social Work Department maintained another year of high productivity, despite some staff shortages. The department has been able to strengthen case management services, and this has been instrumental in coordinating numerous successful community placements. These actions have been accomplished in a steady, stable manner, allowing the agency to manage over population pressures.

Overall the year was a period for refinement, renewal and a commitment to quality services. The personnel in the department is represented by four Social Workers with nearly a hundred years of social work services. We are well positioned to allow our skills and experiences to assist the agency in moving forward to the challenges of the Juvenile Justice Authority as we enter the next century.



Michael P. Driscoll
Chief Social Worker

HEALTH SERVICES

The Health Services Division at the Youth Center at Atchison is staffed by one full-time R.N. and a full-time Program Support Worker. Health Services is always eager to use its Mission Statement as a goal for the fine tuning of its departmental operation and planning. Below, you will find, the Mission Statement divided into the two sections with a brief description of how we completed that task for the year 1997.

HEALTH SERVICES PROVIDES REASONABLE ASSURANCE THAT THE RESIDENT PLACED AT AJCF IS PHYSICALLY HEALTHY AND SERVICES ARE PROVIDED WITHIN ACCEPTED STANDARDS OF HEALTH CARE FOR ADOLESCENTS.

Residents admitted to the facility taking psychotropic medications continue to have the most significant effect on the Health Services Department. The contract psychiatrist continues to visit the campus on a bimonthly basis in order to accommodate the number of residents needing follow-up or those who are seen as needing a consult by the staff. The psychiatrist made 268 appointments this past year. The magnitude of monitoring the necessary issues that accompany residents taking psychiatric medications in a non-medical facility is at times overwhelming. Staff training on mental illness and psychotropic medications has been for the most part only basic information. The goal for 1998 is to offer education that's relative to mental illness and psychotropic medications. This will be available to all YSS staff facilitated by Health Services in the block training segment of YCAA's Training Program.

Immunizations continue to be the second major focus of the Health Services Department. All residents are given the Hepatitis B Vaccine three shot series. Other immunizations are handled as well, such as giving Td 10-year Boosters. Four hundred ninety-two injections were given this past year to the residents at AJCF. Once a resident has completed the vaccine program, he is given a current Immunization Card which lists all vaccines he's had while at the facility. The parent/guardian is also given this information in the After Care Report that is sent to them as the resident exits.

The department began this past year to link with YCAA staff/ community and parents in a more inclusive manner. The strategy involved being more visible in the resident's Program Plan Meetings and for the Nurse to become more computer-literate. The Nurse attends all Program Plan meetings now [past attendance was in written report form only]. The effort/time spent has provided the resident a greater possibility for a holistic approach to his program at YCAA. The Nurse also has her own computer system. When both staff in the department have access to a computer, communication is bound to be increased to an elevated level.

WE BELIEVE THE BEST WAY TO PREPARE THE RESIDENT FOR A LIFE OF RESPONSIBLE HEALTH CARE IS TO PROVIDE BASIC SELF-CARE EDUCATION. THIS TEACHES THE RESIDENT THAT HE HAS CHOICES AND THAT SELF-CARE IS AS IMPORTANT AS THE PROFESSIONAL RESPONSE TO ANY HEALTH CARE NEED.

The Independent Living Group program began last year to provide self-care education to the resident population, though effective, was abandoned. The materials are available for use in the cottage unit/Bert Nash School classroom, but without the Nurse in attendance.

In 1997, Health Services began to focus attention on small groups with special health needs. Self-care education groups were formed and provided to those residents who suffer from asthma and those who are on a low fat food program.

THE HEALTH SERVICES DEPARTMENT WAS INVOLVED IN THE FOLLOWING ACTIVITIES DURING 1997:

A Flu Vaccine Clinic was offered for YCAA staff. This was a coordinated effort with Atchison County Health Department.

Childhood Obesity training was provided to the staff. The material focused on why childhood obesity is a growing problem in the United States. Discussion centered around the need to abandon the diets of today and how to build healthier lifestyles in today's fast paced society.

Training was offered to the Bert Nash School office staff in reference to delegation of nursing duties. As an example, the office staff must monitor those residents who need to use a MDI inhaler prior to gym class due to their asthma condition.

The Nurse enrolled and completed a 60-hour Windows '95 Word Perfect computer course at the NEKA Vocational School.

The Nurse takes an active role as a professional. As a member of the American Nurse's Association, the state level offers an opportunity to be involved. This past year being a member of the planning committee for the annual Day at The Legislature conference was a new experience. The Nurse is also a Board Member for the Multi-County Board of Health. This three-county agency provides community/public health services in the northeast part of the state.

The Health Services Training Manual was completely revised and entered into the computer.

The Nurse continued to be a member of YCAA's Wellness Committee.

The Office Assistant II position was upgraded to a Program Support Worker.

The Program Support Worker was an active member of the KQM Squad and is an EEO Representative.



Diana Moxley, R.N. III
Campus Nurse

YOUTH SERVICES

The Youth Service Department continues to develop activities and implement programs while providing a safe and secure environment for residents and staff employed. The success of our program is clearly attributed to the hard work of staff and residents alike. The effective and efficient level of delivery of our twenty-four hour services by direct care personnel is the result of the total commitment of the Youth Service Department.

We plan, organize and direct programs of security and rehabilitation activities of the residents in the living units. Teaching residents independent living skills and pro-social skills through small groups such as, Aggression Replacement Training, which is a ten week social skills improvement program that each resident must complete before being released. Some of the other activities involving residents include planning and implementation of community service projects, highway cleanup, craft and food sales, building and flying kites, research on special assignments, attending Kansas City Royals baseball games, fishing trips, and local movie expeditions. A special project that a group of residents accomplished from a cottage was to make and send a sympathy card to the Bill Cosby family as a result of the death of their son. A reply back from the family was certainly a surprise and inspiring.

Typical duties of a Youth Service Specialist include:

- *Immediate counseling and intervention services
- *Assists residents in developing daily living skills and positive peer interaction by following Individual Treatment Plan, basic individual counseling and presenting oneself as a positive role model
- *Maintains order to assure an atmosphere conducive to therapeutic programs, knowing whereabouts of residents at all times, and utilizing knowledge of level system, and knowing the YCAA Policy and Procedure Manual and pertinent State and Federal regulations
- *Serves as assistant in small groups and/or conducts groups as a leader in order to gain group counseling experience and skill by utilizing knowledge gained from training

*Maintains written documentation on residents in general, individual, small group and medical logs in a concise, clear fashion, to assure accurate cottage records and communicate observations to other staff, utilizing skill in writing and effective communication

*Escorts residents in daily routine activities, as well as other appointments to assure their timely arrival at destinations on and off campus, accepting responsibility for resident behavior and actions

*Inspects cottage routinely to assure neatness, cleanliness, safety and absence of contraband, performing or assigning to resident various cleaning details, and reporting needed supplies to supervisor

*Assists in providing crisis intervention by observing resident behavior, looking for possible cues of potential negative, assaultive, or AWOL behavior and utilizing YCAA procedures in dealing with such cues or actual behaviors

*Obtains on-going training to maintain and update professional skills utilizing on-campus and off-campus training opportunities and demonstrating acquisition of skills in daily cottage activities

The Youth Service Staff has an additional responsibility of instructing various training courses for the campus along with assuming their direct care responsibilities for meeting the daily needs of the residents.

Our work is generally standardized, but involves a variety of steps or processes which are necessary to maintain the structured environment. Changes and unexpected conditions such as over-crowding and lack of adequate staff, require developing or applying alternative methods to maintain order. Escapes from campus are minimal due to the highly structured settings and staff accountability. We have successfully implemented standardized dress, a haircut policy, reducing purchasing of personal hygiene products, limiting personal possessions, such as jewelry and cassette players.

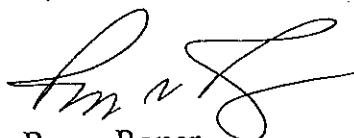
The Transportation Division is committed to providing secured and timely transportation for the residents at the Atchison Juvenile Correctional Facility. It also provides and administers a comprehensive program for the residents which expresses the importance of positive values. They are responsible also for providing shift and hourly coverage for the cottages on campus.

During FY97, the Transportation Division achieved most of its goals and objectives. This team has successfully developed and implemented a computer program which compiles all pertinent information relevant to the forms of transportation. The team also successfully developed, implemented, and started teaching the Lifestyles and Values Group. In addition to meeting all transportation needs and conducting the Lifestyles and Values Group, this team also provided coverage in the cottages. Their support requirements are documented on computer and monthly reports are given to the Superintendent and Director of Youth Services.

The Transportation Division traveled 14,988 miles in FY97. They successfully completed three Lifestyles and Values Groups and spent an average of 17 contact hours with each resident in the group. The Transportation Division has maintained a high level of professionalism with the many people it has contact with and coordinates many transportation runs with all divisions on campus. They have developed a positive working relationship with many service providers off campus and we attribute this is due to their consistency and professionalism.

The Security Division assist in providing coverage for campus during shortages and emergencies, while maintaining routine duties of the Security Team and the Visitors Center. The Security Division serves as liaison between the Bert Nash School, Youth Service Staff and residents in a positive manner. The campus ART Program, for which they are responsible, is on-going with positive feedback from staff as well as parents and guardians. Security lighting, on campus has improved significantly due to the addition of more security lights. Courtesy upgrades to the Visitors Center have been made such as vending machines and a microwave. The Subversive Group Committee was developed by Security to inform resident's treatment team of any/all gang related activities.

In the upcoming year, the Youth Service Department intends to ready itself for the changes that the Juvenile Justice Authority shall bring before us.



Peggy Roper
Director of Youth Services

ACTIVITY THERAPY

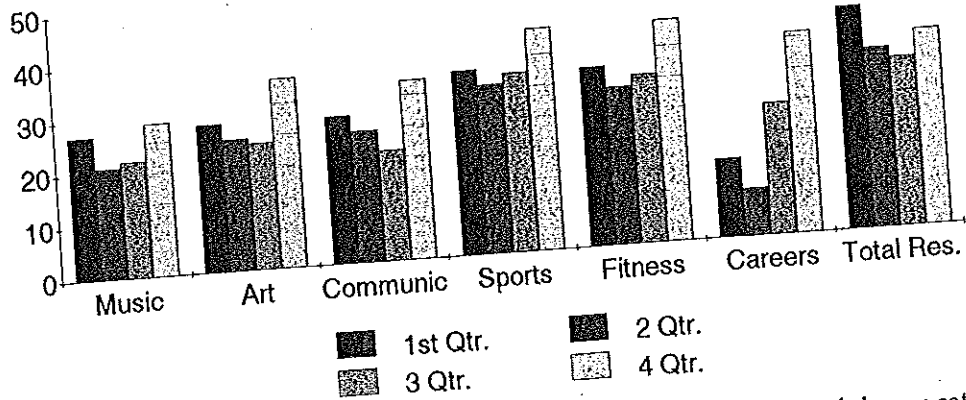
We believe that recreational activities are important to every teen's physical, emotional and intellectual development as well as a resource for learning future work skills. Supervised activities, individual attention from helpful adults and private time to pursue independent projects are all important growth experiences. Therapeutic activities must get to the problems of criminal behavior but also meet the need for normal growth experiences that are easily overlooked in the development of a delinquent youth. We are, therefore, committed to providing a wide variety of appropriate growth experiences to the AJCF residents.

To fulfill this mission the Activity Therapy Department (AT) offers residents a variety of opportunities to improve through available learning materials and equipment, and structuring their own self-improvement programs. We strive to meet any special needs and provide materials or activities to meet them.

In 1997 we have provided over 600 regularly scheduled supervised group physical activities on the campus as well as supervised physical exercises in the Intensive Treatment Unit (ITU). We have provided another 700 music classes in ITU and on the campus at large. Canteen has provided 52 weekly orders to each cottage in the year. We have introduced new audio stories and books to provide yet another alternative to television in the cottages. These were introduced first in ITU and the semi-closed cottage. New keyboards supplied with headphones were provided to four more cottages to allow residents to practice their lessons. The headphones allow the residents to practice in privacy without disturbing others or being disturbed. Other activities initiated by cottage staff and by the residents themselves are beyond our ability to count. The range is across the spectrum from cooking and horticulture to cottage games and activities, table games, word games and off campus activities. AT has provided six sports tournaments and a number of resident team events as well as staff team events. Residents have been very innovative in their self improvement activities, taking advantage of each opportunity available.

Residents completing AT exit conferences in FY 1997 indicated their participation in activities. Of 145 residents completing exit conferences, 56 participated in activities in all six areas of interest including art, music, communications, sports, fitness and career education activities.

The following chart shows the proportion of residents participating in each of the six categories of activities available at AJCF in the four quarters of FY 1997.



Many residents take advantage of a wide variety of activities within each larger category.

AT Staff

The Activity Therapy Department consists of two full-time Activity Directors specialized in recreational programs.

AT Programs

1. Art materials supplied to cottages and individual residents.
2. Classes and individual music instruction in various instruments. Practice rooms available for residents.
3. Musical Instruments available in cottages for practice with staff permission. Instruments are kept in tune and repair. Cottage instruments include guitars, pianos and keyboards. Instruction books available. Harmonicas or recorders given to residents who sign up for classes.
4. Computers available at AT and some of the cottages for instruction and use of residents.
5. Books supplied to the cottages include fiction, non-fiction and reference materials. They are a very popular outlet for the residents.
6. Games and activity materials provided to cottages by AT. Sports equipment provided by AT and maintained at the cottages, at recreation sites and for checkout from AT.
7. Activity areas maintained in usable condition, include an indoor year-round swimming pool, two gymnasiums, confidence course, outdoor courts for basketball, tennis and volleyball, a running track and softball field.
8. A regularly scheduled and supervised program of physical activities utilized indoor and outdoor play areas. When directed activities are scheduled at one site, other sites are available for staff to maximize use. Scheduled activities include flag football, badminton, basketball, swimming, kickball, volleyball, bombardment, softball, whiffle ball, skating, and miscellaneous games.

EDUCATION

Bert Nash Mission Statement: Bert Nash is committed to providing a quality learning environment in which all residents achieve the necessary skills to be successful.

Bert Nash is one of four Youth Center facility schools within the state. There are twenty-five full time and one-part time staff (thirteen classroom teachers, seven paraprofessionals, two crisis counselors, two secretaries, one school counselor, one director of education, and one part-time librarian). The school offers a complete grade 6 through 10 curriculum. Classes include math, American History, language arts, reading, basic skills (math and language arts), physical education and interrelated special education. Pre-vocational classes are offered with an emphasis on the introduction of technology.

Bert Nash is committed to providing a quality learning environment in which our residents achieve the necessary skills to be successful in the transition back to their respective communities and schools. The school provides opportunities for participation in an educational program tailored to meet individual needs. Within this mission is the intent to raise the existing grade level of each resident by at least one level during the time they are here. In FY 97 most of the population entered the school program with an average grade deficit of two grade levels. If a resident was deficient in any core curriculum class, the program for that class would emphasize bringing the core area up to grade level. There was an average of a two-year increase in achievement scores above admission line as measured by the Wide Range Achievement Test-Revised.

Our educational objective is twofold--to ensure residents are provided the best possible curriculum to strengthen basic skills and to help develop socially acceptable behavior patterns. The school program is designed to provide a learning environment that enables residents the opportunity to develop maximum learning potential and the desire for lifetime learning .

Each resident has the opportunity, as determined in the program planning, to take classes that would enhance their career goals. Career education increases a resident's awareness of his strengths in various career areas. He learns to deal with realistic decision making such as job applications, interpreting job qualifications, budgeting procedures, how the stock market works, actual stock market buying and selling procedures, reaching potential, learning where to look for a job, and the opportunity to experience basic computer skills.

Multi-occupation industrial education was replaced with Investigative Technology for the 1996-97 school year. Investigative Technology is a course designed to expose residents to various areas in the technical career fields. Residents work is self-directed, self contained modules called Technology Learning Units (TLU). Residents work in teams of two in each module rotating on a ten day to two week rotation schedule. Presently curriculum includes; animation, auto sketch, electricity, welding simulator, laser technology, robotics, electronics,

pneumatics, residential wiring, mechanical systems, residential wiring, residential plumbing, and drafting. The program is designed to allow curriculum expansion, updating and revisions as the need arises.

The art program offers a variety of experiences. The resident is given basic information on various media and techniques from fine art, commercial art, and craft areas. The design elements of art are introduced and applied. Exercises designed to stimulate creativity, imagination, and visual awareness are performed. Drawing is emphasized as a skill basic to all art.

Responsibilities of the Counselor include individual counseling, upon request or as needed, concerning achievement of career goals. The counselor is responsible for pre- and post-testing, obtaining test scores, providing staff with information pertaining to the resident's program and reporting the quarterly performance goals data. The school Counselor plays a critical role in the program reviews and plannings by sharing with correctional facility staff and parents the residents progress and achievement. The Counselor evaluates and utilizes incoming records in the development and planning of respective schedules.

Bert Nash staff are required to meet all state certification requirements. Most teachers must be certified in a specific teaching field and be certified as special needs vocational or special education according to the classifications of the resident population. As the Bert Nash population changes, so must the school program. Regular education classes currently serve approximately 65% of the resident population with 35% being classified as special education. In most cases the student's special education classification is BD (behavior disordered), LD (learning disabilities) or EMH (emotionally and mentally handicapped).

Average daily enrollment for FY 97 was 97 residents. Numbers of residents served by each teacher varies depending upon class curriculum, student needs and state federal guidelines. Basic Skills classes (math and reading) served a maximum of 8 residents each hour. Special education classes were kept under 10 pupils per hour and regular education/vocational education averaged under 12 pupils per hour with the exception of Physical Education which averaged 16 residents. Pupil teacher ratio is kept low in order for our educational program to be of greatest benefit for the residents.

Bert Nash has been involved with the moral reasoning segment of the ART (Aggression Replacement Training) program being used by AJCF. Each week the residents are given a moral dilemma and asked to evaluate possible choices and decide on a workable solution. The school has also been involved in the state North Central Accreditation (NCA)/Quality Performance Accreditation (QPA) program which is designed to improve and strengthen schools and curriculum.

H T McCool

Homer McCool
Education Director

PERSONNEL

The Personnel Department's main objective is to recruit and hire quality employees who will work to further accomplish the goals of the Youth Center at Atchison (YCAA). We constantly review our policies and procedures to make applicants aware of what our agency has to offer, to ensure the smooth processing of all personnel matters, and to provide resources for all employee related issues.

The Personnel Department consists of a Public Service Administrator, an Office Specialist and a 25% Office Assistant II. This department is a highly visible segment of YCAA, which is responsible for a wide range of programs and functions affecting all departments.

The most basic resource of any organization is the employee. The Personnel Department is directly responsible for the coordination of the hiring process. This process involves the identification of possible recruitment sources (e.g., advertising at national, state and local levels), development of recruitment materials (letters, brochures), registering applicant skills using the State of Kansas Registration for Employment process and policy compliance.

After recruiting qualified applicants for YCAA vacancies, interview committees are appointed utilizing supervisory staff, peer level employees, and EEO Representatives. The Personnel Department prepares interview questions and monitors the entire hiring process to ensure compliance with all Federal, State and Juvenile Justice Authority (JJA) requirements.

Once an employee is hired, employee/employer satisfaction is a primary concern. Through orientation, training workshops, supervisory meetings, and informational memos, the employees gain knowledge of the benefits available. These benefits include leave privileges (sick, vacation, holiday, funeral, military), health insurance, life insurance, disability, retirement, and worker's compensation. The Personnel Department processes all documentation relating to benefits, in addition to supplying information and answering questions. Employees have available to them many programs that are within the interest of this department. The Lifeline Program, Employee Recognition Program, Annual Service Awards, Grievance Procedure, and Exit Interview Program are all related to employee retention.

Career advancement is an area of importance to all employees. Job specifications and job announcements are made available for all positions at YCAA, as well as, other state Civil Service positions. The department is responsible for distributing the State of

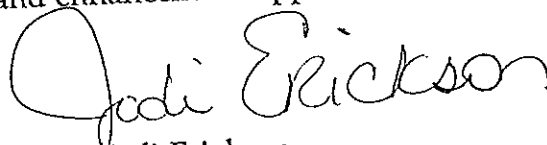
Kansas Registration for Employment Form and Skill Inventories to persons interested in employment or advancement. Vacancy announcements for SRS employment opportunities are posted weekly.

Efforts to ensure retention of satisfied employees involve the development of materials dealing with the Job Search Process. These materials are designed to assist employees in identifying areas of employment interests and to point out avenues available to the employee to retain a growth producing career in State Government.

Employee/employer satisfaction is ensured by dealing effectively with job performance issues. The department maintains and updates job descriptions which are in accordance with the job specifications and the essential functions of the job. Performance Priority Outcomes are developed as a basis for job performance evaluations. Performance evaluations are an important process in providing employees and supervisors the structure within which to give and receive feedback regarding job performance. Effectively dealing with job performance also involves disciplinary actions, grievances, and evaluation appeals. All personnel actions (promotions, demotions, suspensions, transfers, personal data changes) must be processed in an accurate and timely manner, following all state and agency guidelines. The Personnel Department ensures that proper procedures are followed in such matters.

The department has enhanced its automation process through the incorporation of the Statewide Human Resource and Payroll System (SHARP). This system is designed to improve the effectiveness, efficiency and consistency of human resource tasks (personnel/benefits/payroll) statewide. With the implementation of SHARP, the state has moved from a monthly to a biweekly payroll cycle. The department has the responsibility of computing, data entry and verification of the YCAA's biweekly payroll.

Continual examinations of the programs the Personnel Department has to offer are monitored for quality assurance and enhancement opportunity.


Jodi Erickson
Public Service Administrator

STAFF DEVELOPMENT AND TRAINING

The Staff Development Department is staffed by one full-time Training Specialist I, and a full-time Office Assistant II. This office is responsible for establishing and maintaining training programs which ensure that new and existing employees are trained in the knowledge and skills necessary to perform their jobs. The department monitors all agency training to ensure that the 119 employees are trained in accordance with the standards set by ACA, all agency directives and recognized State of Kansas State policies. Staff Development works through a cooperative and collaborative effort with other divisions to identify training needs and develop training programs that are specifically designed to enhance the performance of employees. These varied and highly specialized divisions together create an environment committed to the care, education, and treatment of our male juvenile offender population.

The Youth Center at Atchison has established a 40 hour annual minimum training requirement for all direct care staff, and a 16 hour annual minimum training requirement for non-direct care staff. Selected training has been designated as mandatory for all personnel or certain titles, such as supervisory training.

When employees have satisfied the annual training requirement, they may select additional training courses from those listed on the schedule or course offerings from some other approved source. All employee training requests must be reviewed and approved by the employee's supervisor. Supervisors may direct employees to attend specific training programs which may correct a performance problem or enhance the employee's abilities. Employees may engage in additional training, subject to supervisory approval, beyond the minimum training requirement. Employees who attend an entire course or workshop and satisfy the course objectives will receive continuing education credits for their participation.

During the fiscal year of 1997 YCAA provided all youth service direct care staff with 7.0 hours of Baseline Training to aid staff in working with residents that struggle with substance abuse. Once again we were successful in providing all YCAA staff with opportunity to secure the training hours required to satisfy their individual training hour requirements.

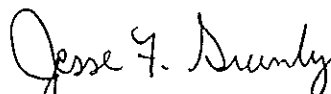
This resulted in a 100% efficiency rate for YCAA, with all staff satisfactorily completing their training hours. A total of 6926 hours of in service training was provided for all employees at YCAA in the following format:

Block Training	2388	34%
On-Campus Training	1932	28%
New Employee Orientation	995	14%
Non-YCAA Staff	46	1%
Training Opportunities Outside YCAA	1565	23%

Application of new knowledge and skills permits employees to perform their duties with a greater degree of safety. Continual involvement in agency-wide training programs will provide participants the opportunity to network and establish professional contacts.

This annual report reflects our commitment to provide quality training programs. All staff are urged to take advantage of the programs offered through the Staff Development Department. Employees are given notice as additional courses are developed and become available.

I would like to acknowledge the following departments for their continued support in making the Staff Development Department a positive part of YCAA: Business, Drug and Alcohol, KQM Squad, Maintenance, Medical, Personnel, Psychology, and Youth Services. Their involvement is greatly appreciated.



Jesse F. Greenly

Staff Development Specialist

EQUAL EMPLOYMENT OPPORTUNITY

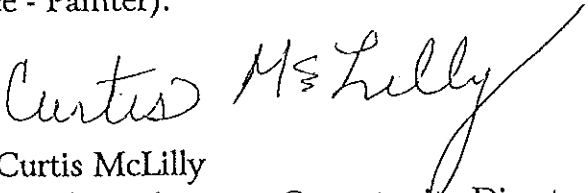
The employees of the Youth Center at Atchison deserve a discrimination free workplace. Discrimination pollutes the environment and is as injurious as any chemical or biological pollutant. The EEO Department's existence is predicated upon the compelling desire of SRS to ensure a workplace that is discrimination free for its most valuable resources - our human resources; to include any unfair employment practices across the whole spectrum of the employment relationship.

There is an Office Assistant II serving the EEO Department and the Training Department. There are up to eight (8) volunteer EEO Representatives who are an extension of the department with employees. The EEO Representatives are supervised by the EEO Director as it pertains to the assignment and completion of EEO tasks. The EEO Director conducts quarterly training sessions for the EEO Representatives.

Further, the EEO Department conducted 137 formal counseling sessions plus many informal counseling sessions in work areas; 6 hours of sexual harassment training for 10 new employees during the orientation phase of employment; 101 formal consultations to managers and supervisors at all levels of the organization. There were collaborative efforts with the Personnel Director and others to ensure compliance with federal and state EEO laws; 41 hours of EEO training to 87 participants, mostly during Block Training, with the majority of the evaluations between 4-5 on a scale of 1-5 with 5 being highest.

Moreover, there were EEO framed issues that had wellness and quality management implications. Synergy was possible in the analysis and resolution of those issues because the EEO Director serves on the KQM Management Board, formerly the KQM Squad, and serves as the Wellness Coordinator, and serves on the Executive Management Committee.

Finally, the EEO Department helped YCAA avoid embarrassing headlines and costly litigation. 100% of disputes/complaints/grievances were resolved at YCAA level. There was no discriminatory impact as a result of any administrative corrective action or disciplinary action taken. An Affirmative Action result was effected in an area of historical under-utilization (Maintenance - Painter).


Curtis McLilly
Equal Employment Opportunity Director

BUSINESS DEPARTMENT

The Business Department provides the institutional financial management support to allow the program departments to accomplish their mission of habilitation of juvenile offenders. Our goal is to procure in an efficient and cost-effective manner the necessary goods, services and other resources and to provide the maintenance and food service support essential to the smooth functioning of the Youth Center at Atchison.

The Business Department is staffed with the Business Administrator, Accounting Specialist and Office Assistant IV and provides overall management and operation of the non-clinical support functions: Accounting, Supply, Maintenance, Dietary, Purchasing and Inventory Control. The Department prepares the annual budget and establishes schedules, programs and procedures to provide, within budgetary limitations, the best possible supportive services to the treatment and care programs.

The Department monitors the use of Federal funds received for Title I (Neglected and Delinquent and Handicapped) and the Federal School Lunch/Severe-Need Breakfast programs. In addition, the Department monitors the use of and maintains records for the Independent Living grant, Alcohol and Drug Abuse Services grant, Resident Trust Fund, Resident Benefit Fund, Fee Fund, Imprest Fund and the Canteen account. All purchases of supplies and equipment for the YCAA are coordinated by the Department and invoices processed for payment.

The Department provides to agency and State officials numerous monthly, quarterly, semi-annual and annual management activity and status reports, including reports for the funds listed above, capital outlay report, petty cash and check cashing funds and Federal Excise Tax. The Department also conducts an annual physical inventory of all State property and reconciles Storeroom inventory on a continuing basis throughout the year.

The Business Administrator assures the continuing maintenance of 20 buildings and their mechanical systems, maintenance and operation of a fleet of 18 vehicles and various other maintenance equipment and food service support for YCAA residents and staff. In October 1996, food service operations were transferred from state-provided to contractor support. The transition has been a smooth one, due primarily to the contractor retaining the incumbent food service staff and the strong support of the Food Service Manager.

The Business Department scheduled and monitored the following capital improvement projects during Fiscal Year 1997:

- o Replacing lights and upgrading the heating system at the Swimming Pool building
- o Upgrading per code the smoke detection systems in Ivy and Maple Cottages
- o Upgrading cathodic protection on underground steam lines
- o Installing intercom systems in Maple and Redwood Cottages
- o Planning for a security access gate at the YCAA south entrance
- o Designing a project for installation of network wiring in all YCAA buildings

Lee Harmon

Lee Harmon
Business Administrator

DIETARY DIVISION

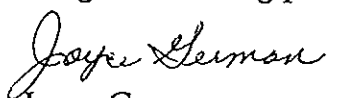
The Dietary Division provides for the total nutritional needs of the juvenile offenders in the care of the Youth Center at Atchison (YCAA), preparing attractive, appetizing and nutritionally adequate meals in a clean and cheerful atmosphere and within budgetary limitations. We strive for excellence in the preparation and presentation of all food items and have been recognized by the Kansas Department of Health and Environment, auditors from the American Correctional Association and the Kansas Board of Education consultant for the USDA School Lunch/Severe-Need Breakfast Program as having achieved that excellence.

Our goal is to teach juvenile offenders the benefits of a healthy diet, using the Food Pyramid as a guide. Each Cottage has the opportunity to plan their favorite meal at least once during the year. This helps further residents' knowledge of a balanced diet. Meals are sent to the cottages for preparation there every weekend morning. The breakfast meal also is provided in the cottages whenever school is not in session. All juvenile offenders are recognized on their birthdays with a cake and ice cream in their honor. Their names also are posted on a bulletin board for all residents to see.

Several special events are held throughout the year. As a special send-off for the new school year, we plan an ice cream social for all juvenile offenders, teachers and staff at YCAA each year. The Holiday Season is celebrated with the Rotary Club of Atchison holding a luncheon meeting on campus. Everyone enjoys this event, and it is appreciated by the residents who eat lunch with the Rotarians and get a chance to socialize while enjoying a traditional turkey dinner with all the trimmings. After a brief business meeting, the Rotarians sing carols with residents and make a donation to the Resident Benefit Fund to help provide presents for residents. The Superintendent also hosts a Holiday Party for all juvenile offenders and wishes each, individually, a Happy Holiday Season; and, of course, Santa Claus makes an appearance. Meals are sent to the cottages on Thanksgiving and Christmas Day to be prepared there, giving juvenile offenders an opportunity to prepare a holiday meal.

Religious and other special diets--allergy, weight reduction, low fat, etc.--are monitored closely. Documentation is maintained for each diet. The Dietary Division is meeting the challenge of the Federal School Lunch/Severe Need Breakfast Program by modifying menus, recipes and all record keeping techniques. All meals are lower in fat, cholesterol, sodium and sugar, which is a benefit to juvenile offenders and staff. The transition to privatized food service, which occurred in October 1996, has been relatively smooth with few changes noted by our residents.

The continuing goal of the Dietary Division is to promote good nutrition and proper eating habits to encourage juvenile offenders to begin a life-long pattern of healthy eating.

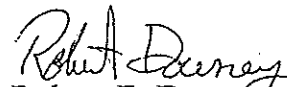

Joyce German
Food Service Manager

MAINTENANCE DIVISION

The Maintenance Division consists of ten full-time staff: Physical Plant Supervisor, General Maintenance and Repair Technician, Power Plant Operator, Electrician, Plumber, Carpenter, Painter, Custodial Worker, Automotive Driver and Utility Worker. The Division conducts weekly safety inspections of 20 buildings, furnishings and associated equipment; monthly fire drills for 18 buildings; and monthly, quarterly and semi-annual inspections of fire extinguishers, smoke detector systems, fire hydrants and emergency power generating equipment.

During the year, the Maintenance Division continued its program to improve the maintenance status of the facility's buildings, furnishings and mechanical systems. Efforts included maintenance of 18 vehicles, painting of buildings, refinishing furniture, electrical system repairs and upgrades and several major air conditioning and heating system repairs.

The staff of the Maintenance Division are committed to maintaining juvenile offender and staff environmental comfort and ensuring the safety of everyone on campus. We emphasize preventative maintenance, which assures a safer institution and saves time and money.


Robert E. Downey
Physical Plant Supervisor

SUPPLY DIVISION

The Supply Division is staffed by one full-time Storekeeper who is responsible for stocking and providing the necessary clothing, office supplies, maintenance items and food products necessary to support the program departments in performing the mission of the Atchison Juvenile Correctional Facility.

During the fiscal year, the Supply Division continued to take a positive approach to the monitoring and conservation of supplies. Each new employee received instruction on the proper methods of completing requisitions and the proper usage of supplies. Full issue of standardized clothing to residents continued, new clothing items and sources were evaluated and in several cases selected to provide better-quality clothing for residents. This program continues to save State general funds and contribute to reducing gang-related clothing identification and activity among residents.

The Storeroom inventory automation project continued with development of a stock numbering system for items stocked in the Storeroom; publication and distribution to all departments of a supply catalog to assist in ordering supplies and publication of more efficient requisition forms. The physical layout of the Storeroom was improved, stocks rearranged and bins labeled with the new item stock numbers. Planning continued to link via network the ordering, receiving, issue and inventory control functions.

The Supply Division supports the mission of the Youth Center at Atchison with high-quality supplies, clothing and equipment obtained in a timely manner at the lowest cost.

Gary Kovar
Storekeeper

