

# LARNED JUVENILE CORRECTIONAL FACILITY

Leo Herman, Ph. D., Superintendent

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## ANNUAL REPORT

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### Fiscal Year 1998

July 1, 1997 – June 30, 1998



## Introduction

The Larned Juvenile Correctional Facility submits its Fiscal Year 1998 Annual Report. This document is prepared annually to assist administrative and program staff in the operation of the facility as well as provide a formal mechanism for insuring that the facility monitors and reviews its various operations. The report is also provided to significant decision-makers and interested individuals to facilitate their understanding of Larned Juvenile Correctional Facility issues and operations. Reports from various departments, and statistics on population demographics and services are provided.

Larned Juvenile Correctional Facility has completed its first year under the newly created Juvenile Justice Authority; consequently, Fiscal Year 1998 was a busy year of transition.

- ❖ The facility went through its third accreditation audit with the American Correctional Association and passed successfully, earning 100% compliance on the 29 mandatory standards, and 96.75% on 387 non-mandatory standards. ACA accreditation ensures that the Juvenile Correctional Facility maintains a high standard of custody, treatment, and care for the offenders in its charge.
- ❖ Fiscal Year 1998 was the year that the Larned Juvenile Correctional Facility initiated its comprehensive treatment program for juvenile correctional facility offenders from throughout the state. This program, called the Residential Substance Abuse Treatment Program, is funded by a federal grant and is designed to help offenders with chronic and severe substance abuse problems.
- ❖ Larned Juvenile Correctional Facility initiated a major and comprehensive treatment/management program this fiscal year called EQUIP. This program is a combination of two nationally recognized treatment programs, which emphasize skills training in pro-social behaviors in a peer supportive and helping environment.
- ❖ Fiscal Year 1998 was another record year for admissions. The number of offenders committed to juvenile correctional facilities continues its climb and is exasperated by an increase in returnees from conditional release. The returnee increase is a result of offenders being returned in record numbers due to technical violations of their conditions of release. Fortunately, as the data shows, there is a decrease in the number returned for the conviction of new crimes.

Larned Juvenile Correctional Facility is mindful of its mission of public safety and habilitation, and continues to strive to meet the needs of the State and the people it serves in a competent, efficient, and cost-effective manner.

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## **Philosophy, Mission, Goals, & Objectives**

The Lamed Juvenile Correctional Facility is an agency that focuses on meeting the needs of the Kansans it serves by carrying out its statutory and stated mission in a manner which seeks continuous improvement of the facility programs and emphasizes employee involvement in the design and implementation of its operations.

It is the mission of the Lamed Juvenile Correctional Facility to promote a balanced approach to public safety, hold offenders accountable for their behaviors, and improve the offenders' ability to live more productively and responsibly in the community. The mission is accomplished in a manner that respects the rights of the offenders and promotes their overall well being.

- ❖ Public safety will be maintained by confining offenders in a structured and secured environment based upon their ability to control their behavior and which prevents unlawful transgression on the part of offenders directed toward persons or property in the Correctional Facility, Lamed State Hospital, and local community. Additionally, no offender is released who is judged to be an imminent danger to others in the community, and placement options are selected based on their ability to provide supervision and control of the offender. Proper public notices are given where appropriate.
  - ❖ Offenders will be held accountable for the offending behavior which resulted in their commitment to a correctional facility by enforcing a policy which correlates length of stay with the severity level of the offenders' criminal activity. Lengths-of-stay and releases will be sensitive to the concerns of the committing communities, courts, social agencies, and victims. Juvenile Correctional Facility programs will emphasize restitution to victims, acceptance of responsibility of delinquent acts and victim awareness.
  - ❖ Juvenile Correctional Facility programming will seek to instill in offenders behaviors of good citizenship through the teaching of pro-social skills, educational and vocational competency, sound decision making, and values which respect the rights and property of others.
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## **GOALS**

- 1. Protection of the public, Larned Juvenile Correctional Facility and Larned State Hospital residents, staff or their property from harm on the part of LJCF offenders.**

**OBJECTIVES:**

- A. No escapes.
- B. No offender-on-offender battery.
- C. No offender-on-staff battery.
- D. No vandalism or theft of property.

- 2. Hold offenders accountable for their behavior.**

**OBJECTIVES:**

- A. Seek to provide length-of-stay congruent with committing offense.
- B. Emphasize consequences and individual responsibility.
- C. Require restitution where indicated and appropriate.

- 3. Improve offenders' ability to live productively and responsibly in the community.**

**OBJECTIVES:**

- A. Teach and promote prosocial skills. **\*\* (Documentation: Group Tracking Form)**
- B. Provide educational and vocational training.
- C. Teach and promote good decision-making. **\*\* (Documentation: *Errors In Thinking*)**
- D. Promote behaviors that respect the rights and property of others.

- 4. Program for offenders in a professional and humane manner.**

**OBJECTIVES:**

- A. All staff conduct themselves in a professional manner.
- B. Honor the rights of the offenders as defined in policy.
- C. Promote the overall health and welfare of the offenders in our charge.

## **Program Director**

In the past fiscal year there have been two major changes to the Larned Juvenile Correctional Facility (LJCF) Behavioral Management Program: After research and training, LJCF incorporated the Aggression Replacement Training (ART) and the Mutual Help group (Positive Peer Culture) into the EQUIP Program.

Via interactive television, John C. Gibbs and Granville Bud Potter, authors of the book, *The Equip Program*, presented training to staff. EQUIP is a cognitive behavioral system with the basic premise that offenders will help one another effectively – and in the process help themselves – only if they and their group are equipped with certain skills and techniques. EQUIP uses Skillstreaming, Anger Control, Moral Reasoning, and Mutual Help groups.

In the spring of 1997, a Kansas Quality Management committee of both clinical and direct care staff was formed to research and develop a new privilege/discipline system. The current system was antiquated, with privileges that offenders could not utilize, e.g., off-unit visits and off-unit activities. The LJCF Level System, which was developed, incorporates both rewards and consequences. Offenders carry daily point sheets, and points may be lost as consequences for negative behavior in any area of the program. This system offers criteria an offender must attain, and the opportunities (privileges) the offender can utilize, on each level. This program went into effect November of 1998, after all staff were trained.

**ANITA ELLISON**  
Program Director

## Staff Development and Training

The Staff Development Department is responsible for ensuring both new and existing employees are adequately trained to perform their jobs in an effective manner. A full-time Staff Development Specialist I staffs the Department. The Department ensures that all employees are properly trained in accordance with the Juvenile Justice Authority, the State of Kansas, and the American Correctional Association policies and standards. The Staff Development Department works closely with all departments to identify and generate training that will improve the overall performance of each employee. The various department personnel are very instrumental in the overall success of an atmosphere of teamwork and commitment.

The Larned Juvenile Correctional Facility (LJCF) has a 40-hour minimum annual training requirement for all staff (clerical staff must complete a minimum of 16 hours to meet their annual requirement). Staff must complete 32 hours of mandatory training and then may select an additional 8 hours of their choice. All staff are eligible to select additional training that has been approved by the LJCF Training Committee; however, supervisors must ensure adequate unit coverage prior to attendance. Supervisors may direct some employees to attend appropriate training when needed. The 120-hour Youth Service Specialist (YSS) Basic Staff Training was offered four times this year, and had 22 trainees in attendance. All mandated training was completed this year to meet training requirements for an efficiency rate of 100%. Training of staff is a very crucial aspect of the overall mission at Larned Juvenile Correctional Facility and a responsibility the Staff Development Department takes very seriously. Constant application of new information enables employees to improve skills and perform their work in a knowledgeable and professional manner. This department is constantly striving to improve and provide quality-training programs.

The Staff Development Department would like to thank the following departments for their assistance in providing excellent training opportunities for staff: Business, Residential Substance Abuse Treatment Program (RSAT), Medical, Psychology, Independent Living, Activity Therapy, Social Work, Environmental Services, Equal Employment Opportunity (EEO), and Youth Services. Their participation has certainly enhanced our training objectives.

LARRY PARSONS  
Staff Development Director

## **Business/Human Resource Department**

During Fiscal Year 1998, the three members of the Business Services Department accepted responsibility of, and established, a Human Resource Department.

### **Functions and accomplishments of the Human Resource Department**

- Became familiar with Human Resource related Juvenile Justice Authority, American Correctional Association, and Larned Juvenile Correctional Facility rules, regulations, policy and procedure, standards, and federal laws and statutes in order to provide compliance and to serve as advisors to the Superintendent, Department Heads, and all staff.
- All members of the department have been trained in the Statewide Human Resources and Payroll (SHaRPs) computer software program (on-going training and updating as needed/required).
- Vacancy/applicant/hiring process for all LJCF positions.
- Bi-weekly payroll process, garnishments, adjustments, supplemental, terminations, and retirement.
- Employee Review System (Training supervisors, tracking reviews, ensuring yearly and special evaluations are received in a timely manner.)
- Human Resource Training (New employee orientation and LJCF employee yearly training presenting updates and changes in Human Resource procedures to all LJCF staff)
- Disciplinary Actions, appeals, and grievances
- Position Descriptions
- Return-to-Work procedures

### **Milestones/Achievements of the Human Resource Department**

- Simplified payroll/timekeeping process.
- Reduced the numbers of days a position is vacant to the hire date.
- Endeavored to provide accurate information in a timely manner.
- Cross-trained members of the department.

### **Milestones/Achievements of the Business Services Department**

- Included RSAT monies in budget, completion of recruiting and hiring of Residential Substance Abuse Treatment (RSAT) staff, and provided federally-mandated grant reports.
- Added Kansas State Department of Alcohol & Drug Abuse Services (ADAS) and Independent Living Skills (ILS) monies to FY 1999 and FY 2000 budget.
- Continued to promote working relationships between LJCF and Larned State Hospital (LSH).

MARYLOU ANDREWS  
Business/Human Resource Director

## **Psychology Department**

### **Psychological Tests Administered**

During the 1998 Fiscal Year, the Psychology Department administered the following number of psychology tests during the offenders' stay in the Orientation Program:

- 271 Shipley Institute of Living Scales
- 268 Minnesota Multiphasic Personality Inventories--Adolescents Version
- 291 Tennessee Self-Concept Scales
- 291 House/Tree/Person Tests

These statistics, and all others in this report, are a reflection of the total LJCF population, which includes offenders in the Residential Substance Abuse Treatment program.

As part of the admission screenings for depression/suicide risk, the department administered 377 Beck Depression Inventories and 377 Beck Hopelessness Scales to offenders at the time of their admission, re-admission from Conditional Release, or return from Community Reintegration.

### **Psychological Evaluations Written**

Members of the department wrote 311 psychological evaluations during the year.

### **Admission Screening for Depression**

Throughout the year, members of the Psychology Department assessed offenders when they arrived at LJCF. The following information reflects the number and times when these screenings occurred:

- 382 admission screenings, overall, were conducted.
- 261 at the time of the offenders' first admission to LJCF
- 85 at the time of the offenders' return to LJCF on a Conditional Release Revocation or from Community Reintegration
- 27 at the time of their admission to RSAT program
- 5 when they were admitted to JJCF for a second time
- 3 when they were returned after they escaped from LJCF
- 1 due to being held at LJCF overnight, and transferred to TJCF the next day.

### **Suicide Precautions Information**

- 109 different offenders were placed on some level of suicide precautions during the year.
- 28 were placed on suicide precautions on more than one occasion.

On 163 occasions, offenders were placed on suicide precaution. This reflects the highest level of precautions that the offender was placed during each occasion.



### **Suicide Observation Status**

Offenders were placed on this status 132 times during the year.

- 24 at the time of their admission
- 73 were placed on this precaution during their stay in the program
- 6 LJCF offenders were placed on this precaution at their return to LJCF
- 29 were automatically placed on this precaution due to being admitted to LJCF after 5 p.m.

### **Suicide Watch Status**

Offenders were placed on this precaution 22 times during the year.

- 5 when they were admitted
- 17 were placed on this precaution during their stay in the program.

### **Suicide Warning Status**

Offenders were placed on this precaution 17 times during the year.

- 4 when they were admitted to LJCF
- 13 were placed on this precaution during their stay in the program.

### **Department Milestones/Achievements**

- In November 1997, a committee was formed of members of the Psychology Department and YSS staff (unit directors, shift managers, and shift supervisors) to adapt forms used by Atchison Juvenile Correctional Facility for the offenders on suicide precautions while at that facility. The purpose of utilizing these forms was to improve the quality of documentation and to assist the psychologists who have very limited contact with offenders from other units.
- In March 1998, a committee of YSS staff was formed to revise the Suicide Prevention Policy. The committee adapted the procedures to include use of the video surveillance equipment.
- During the year, the Chief Psychologist served on the Quality Assurance Committee, the Training Committee, and the Policy Committee.
- Coverage was provided by the Chief Psychologist for Psychologist I positions while vacant.
- Members of the Department taught Self-Esteem Classes on all units.
- The department provide the following training classes as part of the LJCF New Employee Training and Staff Development Training:
  - Counseling
  - Human Growth and Development
  - Suicide Prevention/Signs of Suicide
  - Communication Skills
  - Signs of Mental Illness
  - Managing Aggressive Behavior
  - Mental Illness in Juvenile Justice
  - The department coordinated the CIES administration in October 1997, and submitted a report of the results.

- During the year, two Psychologists resigned. One position was filled at the end of this fiscal year; the department was awaiting permission to interview and fill the second vacancy.

#### **Department Goals for the Upcoming Year**

- Members of the department will teach either Anger Control or Skillstreaming Classes on their unit.
- Revise the curriculum for the Self-Esteem Class emphasizing the role that self-esteem plays in resisting peer pressure and making good decisions.
- Explore methods of facilitating the assessment of offenders at the time of their admission. The department may develop a form to communicate important information to other LJCF staff in a more concise manner and to ensure that important information is conveyed to the offenders' assigned unit in an easily accessible way.
- The department has researched and will explore the possibility of instigating the use of a "suicide contract" as part of the daily assessment of offenders on suicide precautions. The offender makes a commitment that he will not hurt himself; this will assess the offenders' wellbeing and determine whether placement on suicide precautions is warranted.

DON CROUSE  
Chief Psychologist

## Social Work Department

REPORTS	FY 1998	FY 1997	FY 1996
Admission Notes	388	385	226
Program Planning Progress Reports	680	659	495
Family Participation	397	393	284
SRS/Community Corrections Participation	321	369	266

### Education & Training

This year, one social work staff member completed the new staff training (160) hours and the remainder of the department completed their annual training. Other special training and events attended by department members included the following:

- E-mail
- Management Strategies
- Phase III Training for JJA
- Health Care Providers Have Feelings, Too!
- Kansas Tort Claims Act
- Computer Training
- Kansas Conference on Social Welfare
- Equip Teleconference
- How to Deal with Almost Anybody
- Ethical Decision-Making
- Ethics and Confidentiality
- Ethics and Professionalism
- Gangs in Corrections
- Sexual Harassment
- KQM Team Leader Training
- Counseling Techniques
- Risks in Transporting Offenders
- Working with Manipulative Offenders
- Enhancing Safety for Children
- Stress Solutions for Women
- Conflict Management
- Governor's Conference on Child Abuse
- Sexually Violent Offenders
- Street Laws/Suicide Prevention
- LJCF Staff Development Training
- Presented training regarding New Level System and Equip

### Activities

The Social Work Department also assisted with or participated in the following activities during this year:

- Unit Barbecues
- Canteen for High Privileges
- Meals for High Privileges
- Thanksgiving and Christmas Dinners
- Birthdays and Other Unit Parties
- Unit Christmas Activities
- KQM Meetings
- Group Leaders Meetings
- Toured Shawnee County Community Corrections
- Offender Panels
- Offender GED/High School Graduation
- Developed Tracking Forms for Treatment Plans and Transportation Arrangements

### Community Contacts

During Fiscal Year 1998, contacts with offenders' families averaged 99.8% for the year. Contacts with SRS or Community Corrections averaged 99.4% for the year.

Referrals to Aftercare	NUMBER
Community Corrections	171
Sedgwick County Youth Project	22
Associated Youth Services	15
Group Home with JJA/SRS Assistance	10
Foster Care	5
Interstate Compact	3
Temporary Lodging for Children	1
Focus on the Future	0

### **Victimization Class**

During Fiscal Year 1998, 17.3 rotations of Victimization classes were taught, with each rotation consisting of three 1-hour sessions. A total of 231 offenders were participated in all or part of these sessions.

The Social Work Department has expanded their Victimization curriculum this year with the addition of three videos, updated statistics, moral dilemma scenarios, and a Conduct Management Game and workbook. This material is in addition to existing curriculum, which is varied throughout the year, so return offenders are not receiving repetitious information.

### **Other**

- A new social work position was approved and filled this year. This position is responsible for social work case loads on one of the Intensive Reintegration Units and the Residential Substance Abuse Treatment program, teaching Skillstreaming and providing substitute coverage for group leaders or team leaders in their absence.
- The Social Worker Department Program Support Worker resigned to accept a position with the Juvenile Justice Authority. This position was advertised and filled by an LJCF employee in June 1998.

MARILYN FRONK  
Chief Social Worker

## Independent Living Skills

The Independent Living Skills Department taught three basic classes this past fiscal year:

- Living Skills, which includes basic cooking skills, apartment living, job resumes, budgeting, and shopping for cars
- Returnee Class, which is designed to look at the problems that have caused offenders re-admission to the Correctional Facility
- Release Class, which is designed to help better prepare the offender for release into their community. Curriculum included:
  - Available resources
  - A complete written plan on how they will prevent re-offense
  - Review of their conditional release plans

All department members continue to serve as group leaders, as well as some involved as Treatment Team Leaders, members of the KQM team, supervisor of Clothing Supply, and EEO Representatives.

Class Statistics	Number
Orientation Living Skills	352 offenders
Special Behavior Unit Living Skills	25 offenders
Intensive Reintegration Units (2)	104 offenders
Special Behavior Unit Release Class	7 offenders
Intensive Reintegration Programs Release Class	142 offenders
Intensive Reintegration Returnee Class	73 offenders

TOM SNYDER  
Independent Living Skills Coordinator

## **Environmental Services**

This department provides a safe, secure, and healthy environment for offenders and staff of Larned Juvenile Correctional Facility, and is responsible for custodial care of four buildings and portions of two other buildings.

Scheduled classes within the Basic Staff Training for new employees, Staff Development Training for existing employees, and a class for new offenders are taught by members of this department.

This department endeavors to utilize the offenders in work assignments whenever possible--those who have completed school and Larned Juvenile Correctional requirements.

### **Department Milestones/Achievements**

- Assisted with LJCF twenty-fifth anniversary.
- Fire Marshal Inspection conducted; LJCF in 100% compliance.
- Department employee promoted, following resignation of supervisor.
- Construction began for surveillance camera installation.
- One employee on medical leave July – October 1997.
- Temporary Environmental Services position obtained and filled.
- All LJCF buildings prepared for ACA inspections.
- Construction for new locked rooms scheduled for Allen building.
- Surveillance cameras installed.
- Storage area installed on Allen building.
- Revision of department work hours approved (6:30 a.m. to 3:00 p.m. with 30-minute lunch); three staff participate.
- New safety and security boxes were installed for each unit, which includes glass removal kits.
- New light fixture and exhaust fan for employee restroom on Allen building installed.

### **Department Goals for the Upcoming Year**

- Provide standards in cleanliness and safety for the offenders and staff of LJCF.
- To have an accident-free and safe environment for the staff and offenders of LJCF.
- To have department employees taught the latest in technology on environmental service techniques and relay this information to other staff and offenders.

DEBBIE CAUBLE  
Environmental Services Supervisor

## Medical Services Department

Medical services are provided to the offenders of Larned Juvenile Correctional Facility through a contractual agreement with Larned State Hospital. All medical services provided, including physical, mental, surgical, and dental are ultimately coordinated by the Larned State Hospital Clinical Director. The Clinical Director has appointed the Assistant Clinical Medical Director to be responsible for the health care services provided to LJCF residents.

Larned State Hospital, per contractual agreement, provides LJCF with dental, laboratory, pharmacy, x-ray, EEG/EKG, and physical therapy services. Referrals to community specialists are arranged by the Assistant Clinical Medical Director when necessary. Emergency Room services are available through Central Kansas Medical Center--St. Joseph's Campus in Larned and ambulance service is provided by Larned Ambulance Service. The medical staff of Larned Juvenile Correctional Facility includes the Medical Services Supervisor (RN IV), Unit Nurse (RN III), and a Program Support Worker. Medical care is coordinated through direct contact with the physicians and/or registered nurses per authorized protocol and following LJCF Policies and Procedures.

Youth Service Specialists provide medical assistance to LJCF offenders following the successful completion of the Medical Aspects Section of Basic Staff Training. They must be certified in America Red Cross CPR and First Aid. (Authority is given by Senate Bill 151, amendment to the Nurse Practice Act, which allows a registered nurse to delegate task to qualified persons.)

<b>Community Referrals</b>			
Type	Name	Number of Offenders	Number of Appointments
Hospitalizations	CKMC – Larned	2	2
	CKMC – Great Bend	5	5
Emergency Room	CKMC – Larned	19	19
Medical Consultant	Dr. Mian Shah, Larned	11	28(5 office surgeries)
Ears, Nose, Throat Specialists	Drs. Pease & Smith, Great Bend	3	6
Dentist	Dr. Terry Smith, Larned	1	1
Dermatology	Dr. Hockley, Heartland Dermatology Great Bend	1	1
Pulmonology	Dr. Doren Boss, Hutchinson	1	3
Surgery	CKMC – Great Bend	5	5
Surgeons	Dr. Kirby, Great Bend	2	4
	Dr. Tejano, Halstead	1	2
MRIs	CKMC – Great Bend	4	4
CT Scans	CKMC – Great Bend	1	1
Neurology	Dr. Malonee, Hutchinson	3	3
Urology	Dr. Reddy, Great Bend	1	5
Ophthalmology	Dr. Scheutz, Great Bend	1	1
Audiology	Dr. Evans, Great Bend	3	5
Orthopedic	Drs. Fleske & Newman, Great Bend	4	17

<b>Psychotherapeutic Medications</b>				
Month	LJCF Population	Number of Offenders on Medication	Number of Medications	Percentage of Population
July	120	15	24	13%
August	119	19	32	16%
September	117	20	33	17%
October	117	20	28	17%
November	115	17	23	15%
December	119	21	32	18%
January	125	22	29	18%
February	131	23	32	18%
March	136	21	32	16%
April	129	23	34	22%
May	130	28	39	24%
June	123	29	43	

Special Tests	Number
Psychiatric Evaluations	19
HIV	20
Paternity DNA	1
INH Therapy	7
Sickle Cell Trait	6
Sickle Cell Disease	6
	1

Chronic Conditions	Number	Chronic Conditions	Number
Epilepsy	2	Diabetes	2
Hypoglycemia	1	Hypothyroidism	1
Migraines	1	Cystic Fibrosis	1
Scoliosis	1	Heart Murmur	3
Opaque Eye	2	Polycystic Kidney Disease	1
Nephrectomy	1	Positive PPDs	9
Absent Left Pulmonary Artery	1	Hypertension	2
Asthmatics	Numerous		

### Department Milestones/Achievements

- During the past fiscal year there were some major changes in the medical department.
- Long time employee, Dixie Unruh, retired. This position was upgraded from RN III to RN IV, and the RN III was promoted to this position. A new RN III was then hired in April 1998.
- According to ACA standards, medical records are to be kept separate from other offender records. New files and file cabinets were obtained, and the medical files have been separated.
- Due to only having one nurse from October 1997, to April 1998, the nursing panels for visiting colleges were handled by Activity Therapy staff. This was greatly appreciated by the Medical Services Department.
- Admitted our first offender with cystic fibrosis.



- One offender was diagnosed with diabetes.
- Several surgeries were performed for various reasons.
- First aid kits were assembled and placed in LJCF vehicles.
- During the past year, there were four medical training classes with 22 Youth Service Specialist trainees participating. Of those 22, 18 (or 82%) are still employed at LJCF.
- The dentist who provided services for us passed away in October 1997. Dental services were at a bare minimum.
- Provided inservice to staff regarding diabetes.

DERRY DOUGAN  
Medical Services Supervisor

## Youth Services Department

The Youth Services Department represents the largest department within the Larned Juvenile Correctional Facility. This department provides direct care for the youth offenders and is primarily responsible for the facility's security as well as the supervision, escorting, and transportation of offenders to all on-campus activities and off-campus appointments.

The department consists of:

- Youth Service Director
- Youth Service Specialist III (Unit Directors) - 4
- Youth Service Specialist III (Shift Managers) - 2 (1 on 2 to 10 p.m. and 10 p.m. to 6 a.m. shifts)
- Youth Service Specialist II (Shift Supervisors) - 12\*
- Youth Service Specialist I - 59\*

\*Assigned to three 8-hour shifts on two multi-story living units (Allen/Sellers), and two single-story, partially fenced security units (Meyer East/West)

### Department Milestones/Achievements

- During the fiscal year, a total of 33 Youth Service Specialist Trainee positions were hired either as temporary or permanent employees.
- While in the same time frame, a total of 22 staff either resigned or were terminated from employment.
- An additional employee retired after 29 years of State service.
- One staff applied for and was accepted into a LJCF vacant position outside of the department.
- Staff vacancies and training, combined with offender-related activities such as transporting to/from off-campus appointments and to other facilities/placements have resulted in staff accruing a total of 2,532.78 hours (straight time) (or the equivalent of 316.60 shifts) in order to provide the facility with adequate coverage and security; this is a 17.3% reduction from Fiscal Year 1997.
- The Youth Service Department worked a total of 35,040 hours (or the equivalent of 4,380 eight-hour shifts) with no major breaks in security or escapes.
- Unit staff coverage was in compliance 100% of the assigned shifts.
- The department this year was reorganized to include four Unit Directors. Each of the directors is responsible for the overall function/security of their assigned unit on a 24-hour/7-day/week basis.
- We have been very fortunate to continue to acquire a number of excellent staff and our staff injuries during the last half of the fiscal year have shown a marked decline. Total reported staff injuries for the year was 20, of which 17 were offender-related, showing a decline of 50.28%, with no time loss. Last year, there were 39 total injuries, of which 34 were offender-related, with a total of time loss of 170.75 hours.

STEVE CROCKETT  
Youth Services Director

## Activity Therapy Department

The Activity Therapy Department consists of one Activity Therapist II (Supervisor), one Activity Therapist I, four Activity Specialists, and two Activity Therapy Technicians.

The Activity Therapy Department continues to provide mandatory gym times, and this year it has been expanded to include the RSAT. This continues to be difficult due to sharing the gym, pool, and weight areas with the Larned State Hospital. Time is limited; therefore quality time slots are not available which would better meet our needs. Mandatory gym times are held from 3 to 4:00 p.m. for Meyer East and RSAT, and 5 to 6:00 p.m. for Allen Building. Calisthenics are required, followed by a group activity consisting of weightlifting, swimming, or a team sport. Offenders who are not in attendance for off-unit exercise at these times are offered on-unit exercise daily. Sports Management Class continues.

The intramural program offered a variety of activities this year. We continue to offer tournament play and exhibition games. Some of the games offered to offenders were:

- five-on-five basketball
- three-on-three basketball
- volleyball
- softball
- badminton
- frisbee
- water polo
- shuffleboard
- punt, pass, and kick
- iron man endurance test
- free throw contest
- croquet
- swim relays
- track and field
- foosball tournament
- weightlifting competition
- domino tournament
- table tennis tournament
- card game tournament
- chess tournament
- soccer tournaments

### Department Milestones/Achievements

- New soccer goals were purchased this year along with a chalk line marker to mark the playing fields.
- The Activity Therapy Department purchased a large screen television for the activity room that has been used successfully, providing a movie night for high-privilege level offenders. This has been held on Thursday evenings and usually snacks or a late meal is served.
- We have continued to purchase videos for our video library and videos are shown on a regular basis.
- There was much effort, planning, and research by the department for the Larned Juvenile Correctional Facility's twenty-fifth anniversary in July 1997. Information was compiled and made available to those attending the coffee hour and tours were provided. Dr. Leo Herrman, LJCF Superintendent, and Albert Murray, Commissioner of the Juvenile Justice Authority made presentations.
- A retreat was held at Lake Wilson and the department revised goals and objectives, wrote policies, and made suggestions for the upcoming department dress code.

- School break scheduling and activities have improved much throughout the year due to the organizational efforts and planning by the department members.
- Many members of the department are involved in various committees such as EEO, Community Advisory, EQUIP team, and KQM. Several members are also instructors for CPR, First Aid, and EQUIP.
- The Activity Therapy Department continues to demonstrate cohesiveness amongst all the recent changes.

Activities provided by the department have included:

ice cream socials  
 gardening  
 fishing trips  
 art classes  
 drawing  
 music listening  
 nature walks  
 kite flying contest  
 crossword puzzle contest

high privilege-level cook-outs  
 paint-by-number  
 variety of card games  
 caroling  
 Super Bowl parties  
 making snow sculptures  
 bingo  
 treats from Dairy Queen

**FY 1998 Monthly Contact Hours**

Month	Hours
July	15,514
August	16,413
September	16,644
October	14,621
November	15,756
December	14,172
January	16,146
February	14,345
March	20,085
April	16,889
May	17,303
June	17,599

The Activity Therapy Department's hourly contact with offenders for Fiscal Year 1998 was 195,487; this is an increase of 17,945 from Fiscal Year 1997. This increase is probably due to stricter mandatory gym times and the addition of RSAT to the mandatory gym time.

BECKY S. CARTER  
 Activity Therapist II

## Chemical Dependency Recovery Program

The Chemical Dependency Recovery Program at Larned Juvenile Correctional Facility is dually licensed by the Kansas Department of Alcohol & Drug Abuse Services (ADAS) as an Intermediate and Outpatient Counseling Treatment, Diagnostic, and Referral service provider. The Chemical Dependency Department's philosophy is that a drug-involved juvenile offender needs a continuum of correctional-based alcohol and drug treatment strategies which address the whole person and focus on building self-esteem, thus having a positive impact on the development of pro-social values, attitudes, and accountability. There are five alcohol/drug prevention and treatment modalities at the LJCF which include:

- **Orientation Unit Alcohol/Drug Services**  
Each new admission is provided six hours of Substance Abuse Education curriculum during their two weeks in orientation. The clinical alcohol/drug evaluation is completed during this phase and consists of the SASSI-2 (Substance Abuse Subtitle Screening Inventory), personal history, and interview. An Initial Staffing report is prepared from this with treatment and program recommendations.
- **LJCF Chemical Dependency Program Open Unit/Fast Track**  
Based on the offender's chemical abuse dependency needs, referrals are made for the Relapse Prevention, Co-Dependency, and Money Addiction Groups. Individual counseling is available for offenders showing readiness beyond the pre-treatment phase.
- **JJA-Residential Substance Abuse Treatment Program**  
RSAT (Residential Substance Abuse Treatment) program opened in July of 1997, accepting referrals from Topeka, Atchison, and Larned Juvenile Correctional Facilities. This is a federally funded program for offenders in the last portion of their incarceration. Programming is for a minimum of six months to a maximum of 12 months, and targets those offenders with a more serious legal offense history and/or chronic levels of addiction.

This program functions as a therapeutic community using the Equip model of cognitive/behavioral techniques. Specialized alcohol/drug-programming runs from 3:00 p.m. to bedtime daily with counselors available throughout the weekends. Group focus on co-dependency, relapses prevention strategies, recovery step work, the disease model of addiction, and value clarification.

- **Meyer-East Special Behavior Unit**  
There are weekly groups available to the entire Meyer-East population, which cover co-dependency, the disease model of addiction, and value clarification.

- **Managed Care/Case Management Services**

Offenders needing community alcohol/drug treatment and counseling resources post-release are referred for a Managed Care assessment. Case Management services have also been available for the JJA-RSAT and the LJCF offenders pre- and post-release. This position has been funded through ADAS grant monies and contracted through Sunrise, Inc., a Larned Halfway House.

**Funding**

Funding for the LJCF and RSAT programs have been through the following:

**ADAS Federal Block Monies (\$46,500)**

- Sunrise, Inc., - Case Manager position, training, and travel expenses - \$35,000.00
- Aftercare Services - \$11,500.00
- Sunrise, Inc., and LJCF Business Office share fiscal responsibility for the ADAS monies.

**RSAT Federal Funds (Three awards to date for a total of \$771,065.32.)**

1. \$232,435.00
  2. \$262,923.00
  3. \$275,707.32
- LJCF Business Office has the fiscal responsibility for these grant monies and maintains the accounts and expenditures.

**Program Statistics**

- **Orientation Substance Abuse Education Curriculum** 343 Completed
- **LJCF Fast Track Program**

Program	Number of Offenders
Co-Dependency Group	128
Relapse Prevention	187
Money Addiction	68
Individual Counseling	52

▪ **RSAT Program**

**Topeka Juvenile Correctional Facility \***

Returned Prior to Permanent Status	4	25%
Transferred to TJCF/AJCF	2	13%
Continued in Program	4	25%
Completed Program—placed on Conditional Release	4	25%
Completed Program—Discharged Direct	2	13%
Total Participants in the RSAT program from TJCF	16	43%

**Atchison Juvenile Correctional Facility\***

Returned Prior to Permanent Status	2	20%
Transferred to TJCF/AJCF	0	0%
Continued in Program	4	40%
Completed Program—placed on Conditional Release	4	40%
Completed Program—Discharged Direct	0	0%
Total Participants in the RSAT program from AJCF	10	28%

**Larned Juvenile Correctional Facility\***

Returned Prior to Permanent Status	0	0%
Transferred to TJCF/AJCF	2	18%
Continued in Program	5	45%
Completed Program—placed on Conditional Release	2	18%
Completed Program—Discharged Direct	2	18%
Total Participants in the RSAT program from LJCF	11	30%

**Totals\***

Returned Prior to Permanent Status	6	16%
Transferred to TJCF/AJCF	4	11%
Continued in Program	13	35%
Completed Program—placed on Conditional Release	10	27%
Completed Program—Discharged Direct	4	11%
Total Participants in the RSAT program	37	

**Violent Offenders**

Violent Offenders	16	43%
Non-Violent Offenders	21	57%
Violent Offenders from TJCF	11	69%
Violent Offenders from AJCF	3	19%
Violent Offenders from LJCF	2	13%

\*Percentages are rounded to nearest whole figure.

**County of Referral/Residence**

Wyandotte	8	22%
Shawnee	6	16%
Sedgwick	8	22%
Lyon	2	5%
Reno	2	6%
Franklin	1	3%
Saline	2	5%
Johnson	2	5%
Finney	1	3%
Harvey	1	3%
Ellis	2	5%
Russell	1	3%
Kearny	1	3%

**Race**

Black	12	32%
Caucasian	18	48%
Hispanic	6	16%
Indian	1	3%

**Age**

14 Years Old	4	11%
15 Years Old	6	16%
16 Years Old	10	27%
17 Years Old	13	35%
18 Years Old	4	11%

- **Meyer- East Special Behavior Program** (Program began June 1998)  
Eighteen (18) offenders are currently enrolled in the program.

- **Managed Care Assessments:** 66  
Placements: Inpatient 35  
Outpatient 15

- **Treatment Facilities Utilized in the last year:**

Options	Wichita
Parallax	Wichita
ACT	Olathe
SARPS	Topeka
New Chance	Dodge City
New Chance	Garden City

Change, Inc.	Wellington
Dream, Inc.	Hays
Mirror, Inc.	Newton
Horizons MHC	Hutchinson
Pawnee MHC	Junction City



▪ **Alcohol/Drug Evaluations**

Chemically Abusive/Dependent	290
Family History Positive for Substance-Related Disorders	203

▪ **Revocations**

Positive Urine Drug Screen	22
Prior Assessment of Chemically Abusive/Dependent	59
Positive Family History	44
Prior Assessment of Drug and/or Weapon Selling	30
Total	155

▪ **Second Admission (new charges)**

Positive Urine Drug Screen	1
Prior Assessment of Chemical Abusive/Dependent	10
Positive Family History	8
Prior Assessment of Drug and/or Weapon Selling	2
Total	21

**Department Milestones/Achievement**

- Dual ADAS Certification for Intermediate (inpatient) Treatment and Outpatient, Diagnostic, and Referral services.
- Chemical Dependency Department Manual was rewritten to reflect program additions.
- Third Grant Award of \$275,707.32; applied for (February 1998) and approved (April 1998).

### **Department Goals for the Upcoming Year**

- Increase RSAT bed capacity.
- Implement follow-up form for data on RSAT offenders, post-release.
- Purchase of a car for Case Management Services.

**ALICE HOLOPIREK**  
Chemical Dependency Recovery Program Director

## Vocational Industries Department

Staffing for FY 1998 for the Vocational Industries Department included one Client Training Supervisor, two Rehabilitation Instructors, and one Unclassified Temporary position of Vocational Instructor.

The "paid work" program is under the direction of the Vocational Industries Department. This program utilizes state funding for the positions, which provides offenders an opportunity to gain work experience while earning \$4.50 per hour. Areas utilized are located on the Larned State Hospital (LSH) campus and funded by the LSH Work Program. These areas are the main cafeteria, Jung cafeteria, and housekeeping. The LJCF work program funds the LJCF workshop, LJCF housekeeping, and other areas as available. Monies earned by the offenders may be used to pay court-ordered restitution, purchase personal needs (such as snacks, stamps, wood projects), or building savings for expenses when released.

A very important segment of the Vocational Industries Program is "Productions Unlimited," which is directly supervised by a Rehabilitation Instructor. This consists of a woodshop, which constructs decorative wood items for the wholesale/retail market. The woodshop also works in conjunction with Westside School in the Trainer/Trainee Program with the Special Project Rehabilitation Instructor conducting the class, and academic supervision by a Westside School certified teacher.

### Department Milestones/Achievements

- Throughout the school year, 129 offenders worked 3,065 hours and produced products valued at \$15,450.00.
- The program continued to be affiliated with three retail establishments for merchandise outlets. Proceeds from "Productions Unlimited" sales are used to purchase supplies and equipment necessary to maintain the program.

### Department Goals for the Upcoming Year

- Establish a working relationship with one more retail outlet for decorative wood items produced by the LJCF Vocational Industries "Productions Unlimited."
- Open a "Bargain Store" on campus for outdated and damaged merchandise.
- Increase production of decorative wood items.
- Increase job opportunities for offenders.

<b>Vocational Industries Program Statistics for FY 1998</b>	
Offender Hours Worked	32,603.6
Offender Wages Earned	\$146,838.32
Offender Workers	462

THOMAS J. SELTMANN  
Client Training Supervisor

## Clerical Department

The Clerical Department provides clerical support for Larned Juvenile Correctional Facility administration and program staff, and for juvenile offender records.

Four Office Assistant IIIs, one Secretary I, and the Executive Secretary comprise this department. The Office Assistants are considered "unit secretaries," handling clerical responsibilities on the unit to which they are assigned. These duties include office managerial duties; preparation of juvenile offender reports and contracts; offender population reporting; typing of daily team meeting minutes; reviewing journal entries to ensure accuracy of offenses; updating manuals and policies/procedures; data collection for Kansas Sentencing Commission statistics; and assisting in re-accreditation process, especially in providing documentation.

In addition to unit secretarial duties, one Office Assistant is the Admissions Secretary to the Orientation Unit. This position is responsible for clerical admission process including interviewing the juvenile offenders for demographic information, establishing the juvenile offender master files, and reviewing legal documentation for completeness and accuracy of committing legal offenses.

The Secretary I is responsible for the agency daily, monthly, and annual population reporting; offender rosters; and secondary reports. The position has the main responsibility for the entry and accuracy of data collected, which is prepared for the Kansas Sentencing Commission bed-projection statistics, and also maintains a database regarding offender incidents. Other responsibilities include maintaining offender incident database, handles Employee-of-the-Month procedures; is a member of the agency Safety Committee, and is the clerical support for Youth Services and Clerical Department meetings.

### Department Milestones/Achievements

- Updated offender and agency records, correspondence, and population reports, as a result of the switch from SRS to Juvenile Justice Authority.
- Assisted with a vast majority of the documentation needed for the ACA audit.
- Procedure established for continual review and updating of Clerical Department Policy & Procedure Manual at each department meeting, held twice monthly.
- Included the RSAT Office Assistant II in the Clerical Department Meetings.
- Continued to employ temporary clerical assistance as need dictated; employed three staff this year.
- Completed Data Collection for the Kansas Sentencing Commission from FY 1996 through present.
- Equipment/technology upgrades including copiers, printer providing sharper offender pictures on the Offender Admission Intake face sheet; Byrne Grant

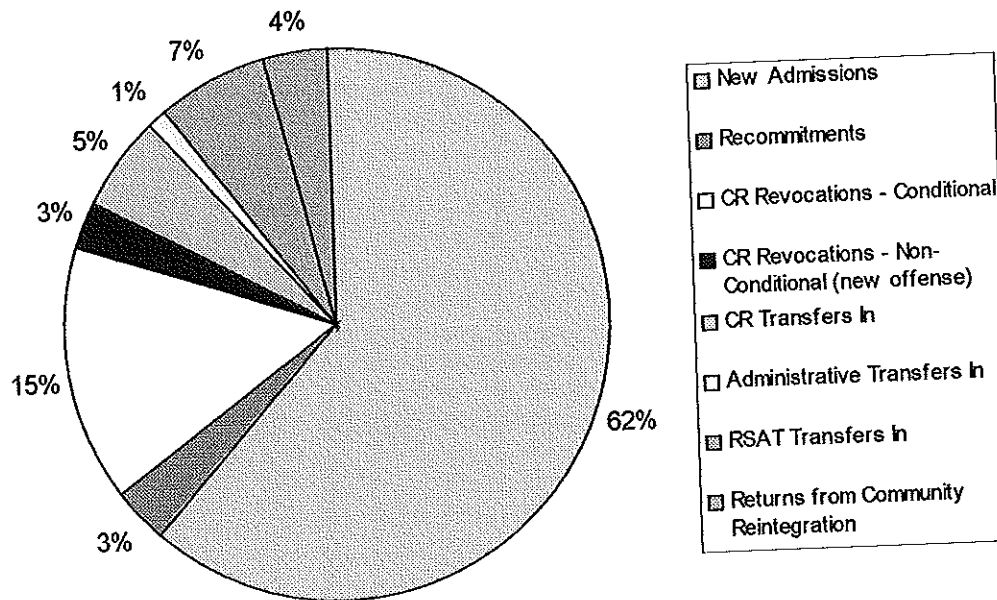
- computers with Windows 95; Word, Access, Excel, and PowerPoint programs; LAN with e-mail
- Offender reports placed on shared drive or disk for incorporation into the offender Program Planning Progress Reports.
  - Assisted other departments, such as Staff Development, Human Resources, and Youth Services, with special projects.
  - Offender Master File Filing Sequence revised in conjunction with separation of the medical and unit files.
  - Admitted the first JJA Extended Juvenile Jurisdiction offender.

**Department Goals for the Upcoming Year**

- Explore a database, created from the Offender Admission Intake face sheet.
- Request a desk audit of clerical positions.
- Improve the process of policy and procedure review.
- Continue to work with new programs to improve efficiency, products, and services.
- Seek training to continue to upgrade skills.
- Develop "office protocols" for the individual clerical offices.

GAYLA BURGER  
Executive Secretary

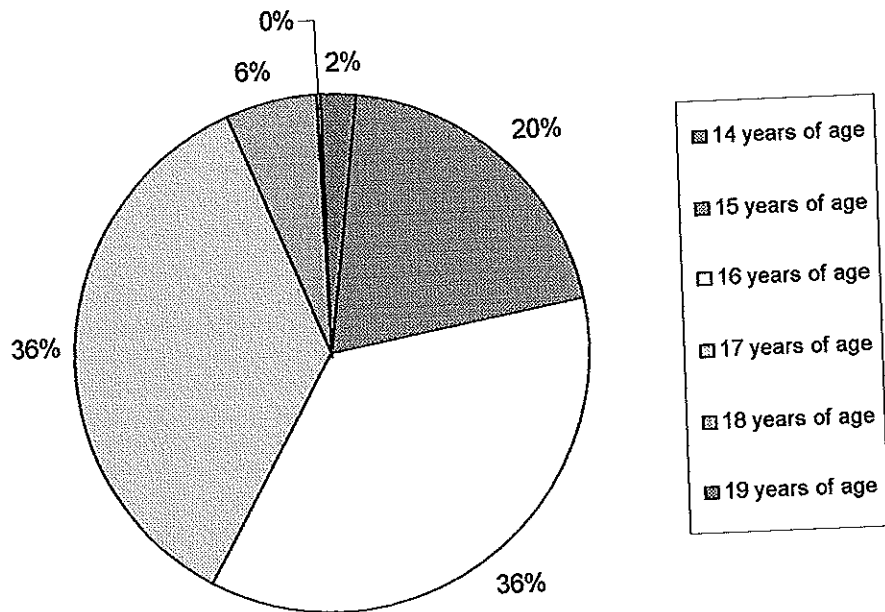
## FY 1998 Admissions & Returns



Fiscal Year	1998	1997	1996
New Admissions	240	261	212
Readmissions	13	12	4
Return from Conditional Release – Conditional Violation	59	50	11
Return from Conditional Release – New Charge	11	9	17
Conditional Release Transfers in (from other JCFs)	21	19	0
Administrative Transfers In (from other JCFs)	5	21	20
RSAT Transfers In	26	0	0
Returns from Community Reintegration	15	12	9
<b>Totals</b>	<b>390</b>	<b>384</b>	<b>273</b>

The chart at the top of the page displays admissions for the last year, whereas the table compares admissions for the past three fiscal years. Admissions continue high, as do Conditional Release Revocations. Administrative Transfers In from other Juvenile Correctional Facilities have declined.

## Age of FY 1998 Admissions

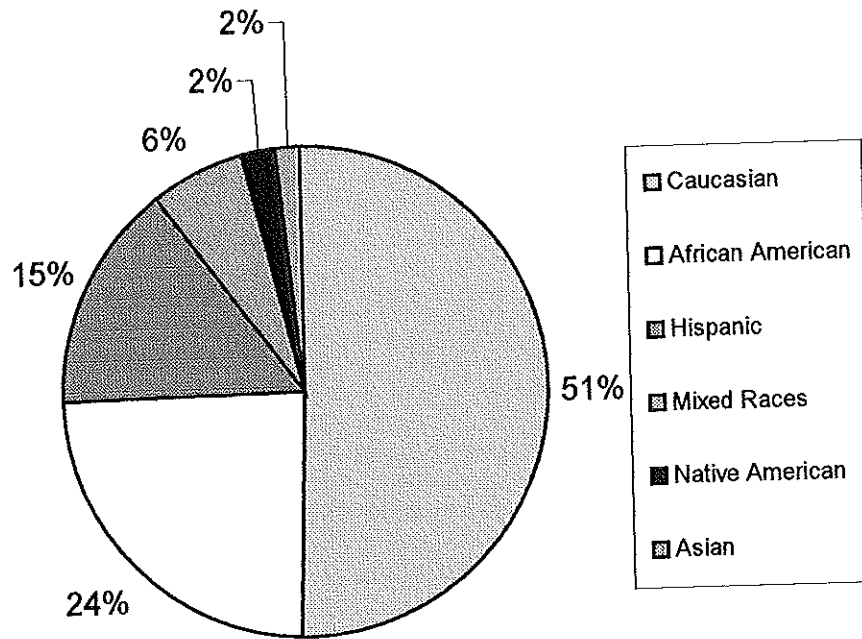


The chart above displays a breakdown of the ages of offenders admitted to the Larned Juvenile Correctional Facility for Fiscal Year 1998. The majority continues in the 16- to 17-year-old range, with the average age at admission 16 years and 2 months. The table below indicates breakdown by age group.

Age Group	Number of Admissions
14 years of age	9
15 years of age	78
16 years of age	139
17 years of age	140
18 years of age	23
19 years of age	1



# Ethnicity of FY 1998 Admissions



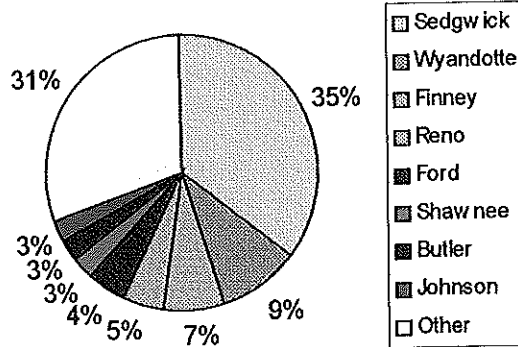
Over half of the juvenile offenders admitted this fiscal year have been Caucasian, followed by African-American, and Hispanic, as reflected by the above chart.

Mid-year, LJCF began recording the category "mixed races" in response to other census-related statistics. It is expected that this number will increase, while others will decline, in next year's statistics.

The table below lists number of admissions by ethnicity.

Race/Ethnicity	Number of Admissions
Caucasian	197
African-American	94
Hispanic	59
Mixed Race	25
Native American	9
Asian	6

## County of Referral of FY 1998 Admissions



This pie chart reflects the major counties of referral in Fiscal Year 1998, with Sedgwick County, the leader by far.

Admissions by County			
Sedgwick	139	Crawford	2
Wyandotte	37	Jefferson	2
Finney	28	Douglas	2
Reno	18	Osage	2
Ford	17	McPherson	2
Shawnee	11	Dickinson	2
Johnson	10	Harper	2
Butler	10	Greenwood	2
Montgomery	9	Haskell	1
Cowley	9	Ottawa	1
Barton	9	Franklin	1
Sumner	8	Rice	1
Seward	8	Rooks	1
Saline	8	Ellsworth	1
Geary	7	Rawlins	1
Lyon	6	Meade	1
Ellis	5	Scott	1
Sherman	4	Chase	1
Pratt	4	Russell	1
Harvey	4	Kearny	1
Thomas	3	Wichita	1
Riley	3	Jackson	1
Leavenworth	3	<b>TOTAL</b>	<b>390</b>

## FY 1998 Committing Offenses

Crimes Against Persons	Felony	Misdemeanor
Aggravated Assault	17	
Aggravated Battery	14	
Aggravated Robbery	9	
Robbery	9	
Criminal Threat	6	
Indecent Liberties with a Child	4	
Other Sex Offenses	4	
Battery of Law Enforcement Officer	4	
Aggravated Criminal Sodomy	3	
Kidnapping	2	
Aggravated Indecent Liberties with a Child	2	
Murder/Homicide	1	
Aggravated Arson	1	
Battery		30
Assault		2
Totals	76	32

Grand Total of Crimes Against Persons: 108

70% were Felonies

30% were Misdemeanors

Crimes Against Property	Felony	Misdemeanor
Burglary	91	
Larceny	32	46
Vandalism	22	8
Forgery	3	
Arson	2	
Totals	150	54

Grand Total of Crimes Against Property: 204

74% were Felonies

26% were Misdemeanors

Crimes Against Public Order & Other Crimes	Felony	Misdemeanor
Violation of Weapon Laws	10	3
Disorderly Conduct	4	11
Contributing to a Child's Misconduct		3
Violation of Liquor Laws		1
Criminal Trespass		1
Totals	14	19

Grand Total of Crimes against Public Order & Other Crimes: 33

42% were Felonies

58% were Misdemeanors

<b>Drug Crimes</b>	<b>Felony</b>	<b>Misdemeanor</b>
Unlawful Acts Regarding Drugs	8	25
Possession (Cocaine, Marijuana, etc.) with Intent to Sell	8	
Traffic of Contraband within a Correctional Facility	1	
Possession of Drug Paraphernalia		3
<b>Totals</b>	<b>17</b>	<b>28</b>

Grand Total of Drug Crimes: 45  
38% were Felonies  
62% were Misdemeanors

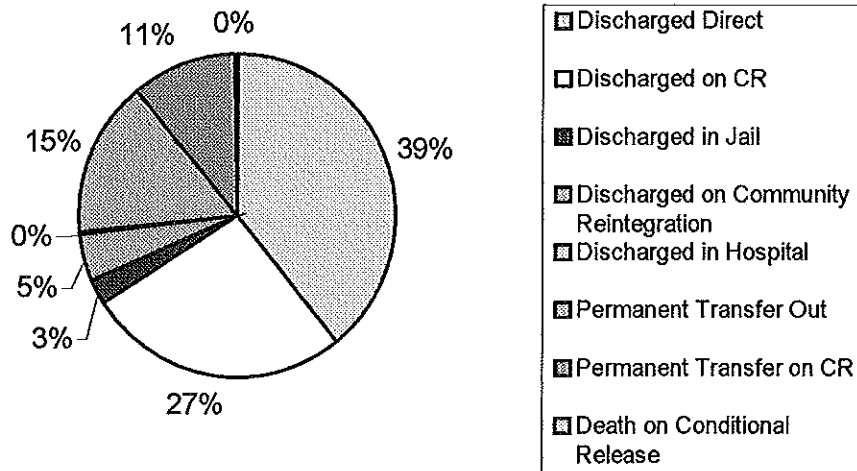
<b>Severity Level</b>	<b>FY 1998</b>	<b>FY 1997</b>	<b>FY 1996</b>
1-3 Felony	16*	12	18
4-6 Felony	50*	19	21
7-10 Felony	191	149	102
Misdemeanor	133	133	71

\*includes 17 drug offenses

<b>Type of Commitment</b>	<b>FY 1998</b>	<b>FY 1997</b>	<b>FY 1996</b>
SRS/JJA	6	19	38
Direct	273	294	174

This table does not include Condition Release Revocations or RSAT Transfers In. This comparison indicates the number of offenders committed through the Secretary of Social & Rehabilitation Services—now, the Commissioner of the Juvenile Justice Authority—which continues to decline. It is of note that LJCF and JJA received their first Extended Juvenile Jurisdiction offender commitment this fiscal year.

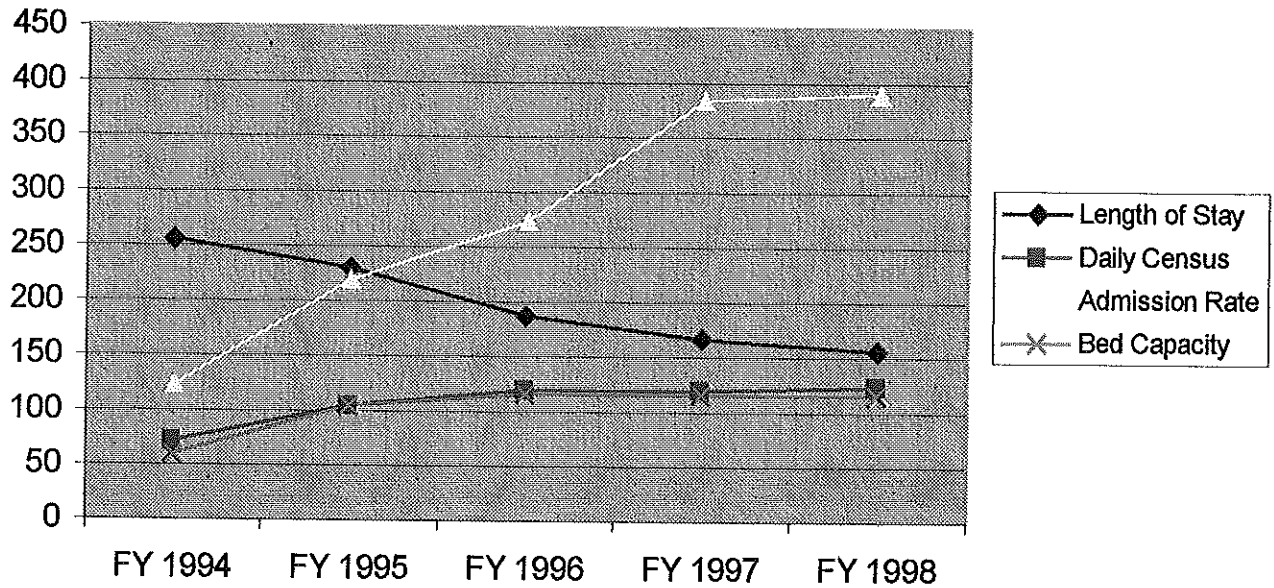
# FY 1998 Discharges & Terminations



Types of Discharges/Terminations	Number of Offenders
Discharge Direct	109
Discharge on Conditional Release	74
Discharge on Community Reintegration	13
Discharge in Jail	7
Discharge in Hospital	1
Permanent Transfer Out – Direct	43
Permanent Transfer on Conditional Release	30
Death on Conditional Release	1
<b>To Conditional Release</b>	<b>172</b>

To Conditional Release, Discharge Direct, and Permanent Transfer Out – Direct are all releases directly from the facility and account for the majority of the terminations. Conditional Release is just what it implies—there are conditions which must be satisfied prior to final release from the custody of the facility. The one “Death on Conditional Release” was due to one offender on leave who died due to gang violence.

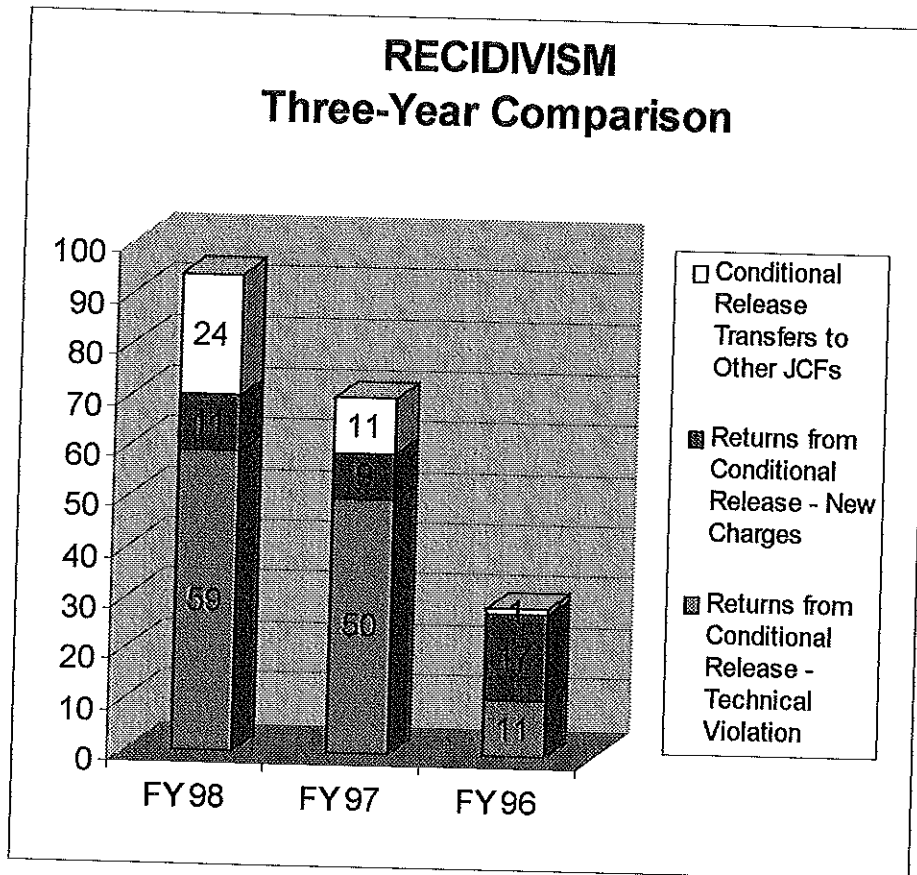
## Length of Stay - Five Year Trend



This data compares the previous four years' length-of-stay variables. The increase in census from 1995 to 1996 was due to the facility doubling bed capacity. In Fiscal Year 1997, the facility developed a short-term program to deal with the increased admission rate. Below is a table highlighting the same statistics in numerical form.

<b>Variables</b>	<b>FY 1994</b>	<b>FY 1995</b>	<b>FY 1996</b>	<b>FY 1997</b>	<b>FY 1998</b>
Length of Stay	256	230	187	167	156
Daily Census	72	105	120	120	124
Admission Rate	123	220	273	384	390
Bed Capacity	60	105	116	116	116

## RECIDIVISM Three-Year Comparison



This graph shows the various types of recidivists to the Larned Juvenile Correctional Facility, and reveals a steady increase in offenders returned due to technical violations of their Conditional Release Contract.