

Beloit Juvenile Correctional Facility

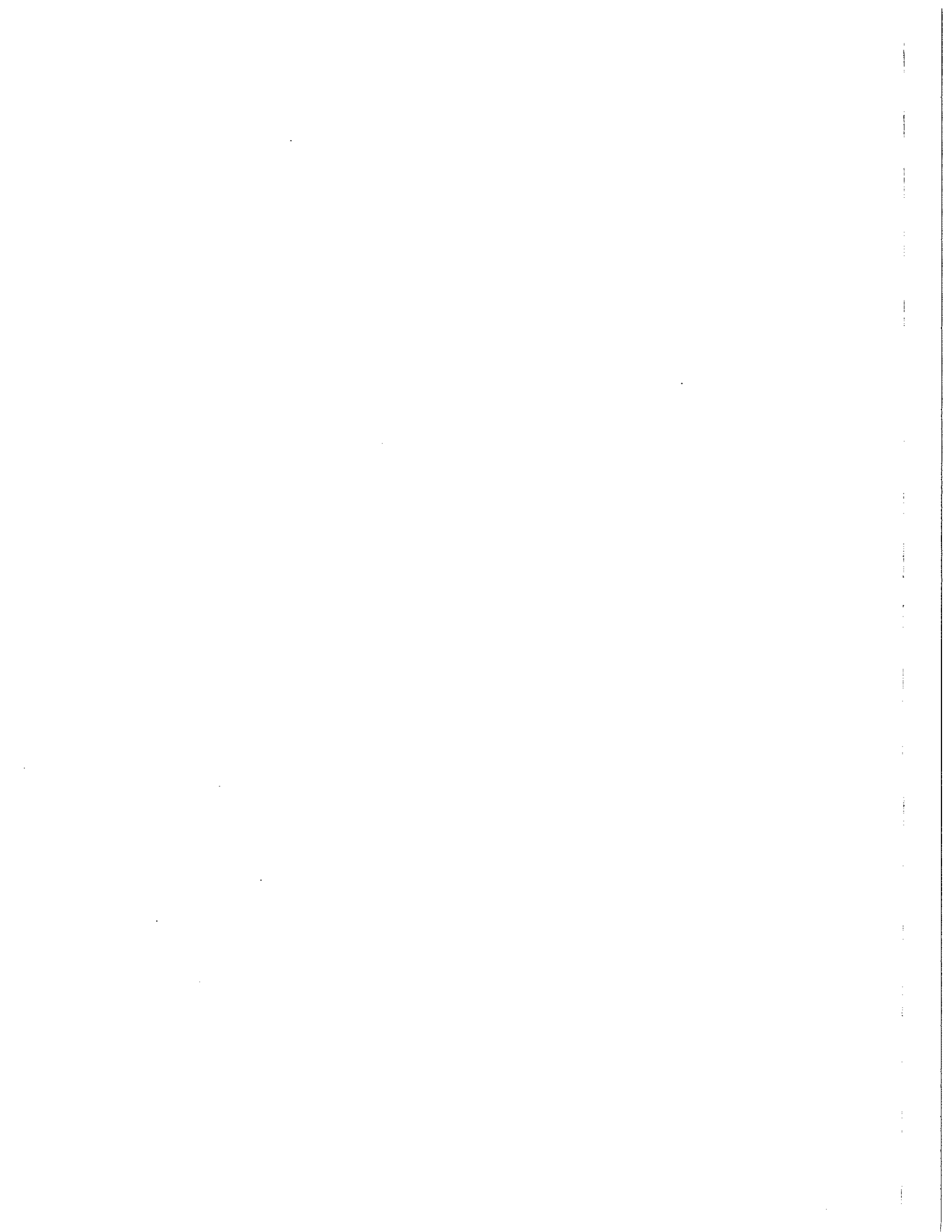
(ACA Accredited since 1988)

Fiscal Year 2000
ANNUAL REPORT

July 1, 1999 – June 30, 2000



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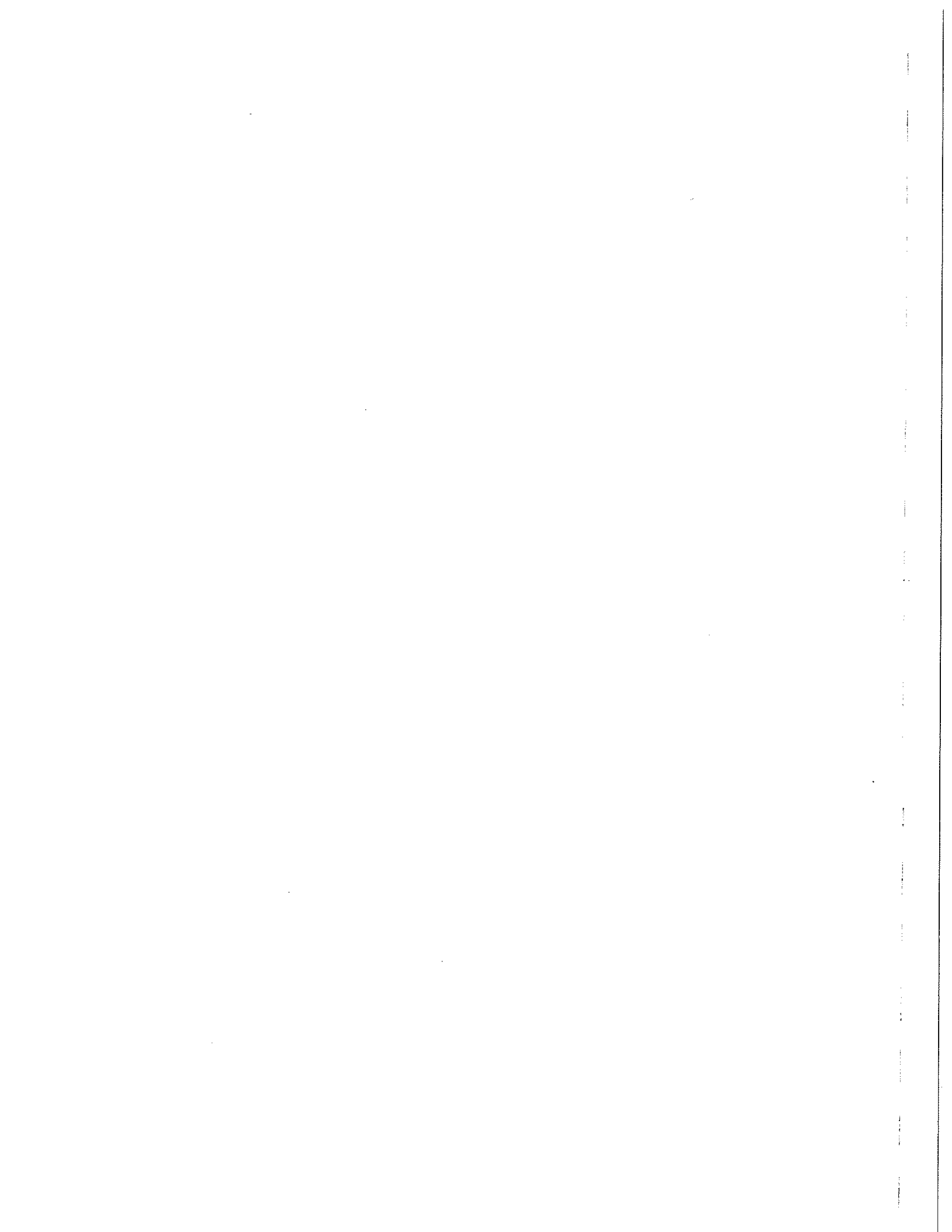


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INTRODUCTION

Denis J. Shumate, Superintendent

BJCF herewith submits its 16th Annual Report, covering the period July 1, 1999, through June 30, 2000. The document has been prepared annually the past sixteen years at the end of the fiscal year to support administrative and program staff in the operation of the facility. It also provides a formal mechanism for insuring the facility monitors and reviews its various operations and programs, in terms of meeting goals, objectives, and performance measures, within the context of the overall facility, and as a part of the Juvenile Justice Authority.

The annual report is generally prepared in September each year. It is distributed to significant decision-makers, including elected officials, state administrators, members of the judiciary, selected legislators and staff of other juvenile correctional facilities. Its preparation is designed to facilitate understanding of the trends and delivery of juvenile correctional services in the state of Kansas, and to assist in public policy consideration/development and budgetary decisions.

The facility made the transition to calendar year 2000 on January 1 without even a "blink of an eye." As predicted, the concern around Y2K issues was about 99% media hype.

Fiscal year 2000 saw a significant departure from the preceding years in terms of admissions. The facility received only 50 new admissions and 41 returned on the basis of conditional release revocations. The facility reached 103 residents in early September, 1999, and then experienced a steady decline, ending the year with 61 residents. This population phenomenon is due to the implementation of the new placement matrix, which took effect July 1, 1999. It involves the fact that the new matrix requires a higher level of offense and more extensive work within the community before a court can make a direct commitment. This drop in population is consistent with the projections that were made by the Kansas State Sentencing Commission as JJA implemented the new matrix, which is a part of the Juvenile Justice Reformation Act. It should be noted, if the projections hold true, that the Beloit facility will see its population climb to approximately 110 by the year 2005.

The facility experienced its fifth American Correctional Association audit in late April 2000, receiving its formal accreditation in August 2000 at the ACA's summer congress in San Antonio, Texas. The facility achieved 100% compliance with mandatory standards and 98.6% compliance on non-mandatories. The facility missed only six of 441 standards.

The opening of Grandview living unit occurred on August 17, 1999, expanding the bed capacity of the Beloit facility to 100 beds.

The facility engaged in major planning activity to retrofit Morning View living unit into a maximum-security facility, in preparation for the next ten years as the placement matrix is fully installed. This project should be completed by March 2001.

The facility implemented a JJA initiative that staff sign and agree to abide by a code of ethics. The code provides guidance for the staff in the performance of their duties and conducting their lives in the community consistent with high expectations and professional standards.

All staff and juvenile offenders started wearing photo identification badges this year as a part of further efforts by JJA to professionalize the juvenile correctional facility operations.

The facility, as a part of preparing for the ACA accreditation, undertook a major initiative to update all of its policies and procedures and other printed material to incorporate the new concepts and nomenclature of the Juvenile Justice Reformation Act.

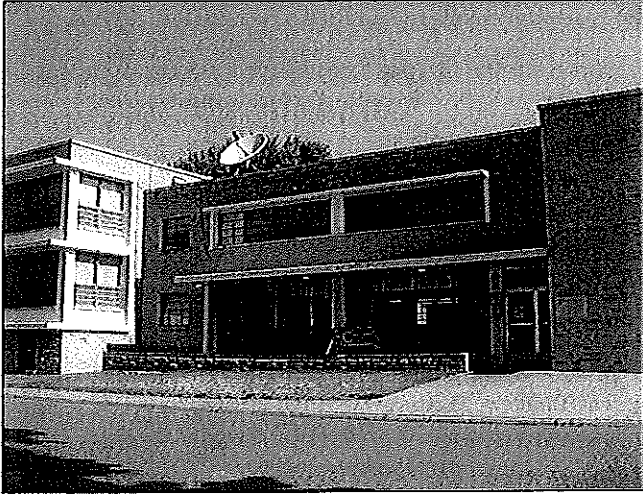
The facility hosted, for the first time in a number of years, the full House Appropriations Committee and the Senate Ways and Means Committee on October 25. Over forty legislators and staff participated in a three-hour visit to the facility, that included presentations and a tour.

BJCF is operated consistent with the style and philosophy of management that insures accountability and responsibility of both the staff who operate the facility and the juvenile offenders served. Staff continue to explore and examine programs that reflect state-of-the-art technology and continue to update and adjust consistent with trends and research.

Public safety is the number one priority for the facility, with the program operated to insure maximum safety of the juvenile offenders served, the staff who operate the program, and citizens of the state of Kansas. Secondly, BJCF provides a mechanism to allow the state to impose a sanction on juvenile offenders for their criminal misbehavior; and, thirdly, the facility strives to return juvenile offenders to their home communities as productive, contributing, law-abiding citizens of the state of Kansas.

The Beloit Juvenile Correctional Facility is mindful that it is a public agency. It takes seriously its responsibility to carry out the mission and vision of the facility and the Juvenile Justice Authority consistent with the Juvenile Justice Reformation Act and the expectations of the citizens of the state of Kansas. It is always committed to integrating this responsibility with utilizing modern technologies in an efficient and cost-effective manner.

Administration & Support



Administration Bldg., dedicated in 1950

Business Office/Personnel

Bob Schmidt, Public Service Administrator II

The facility experienced a significant level of turnover this year, and, in combination with the re-opening of Grandview living unit, produced a lot of "new faces" at BJCF. There were fifteen employee resignations, including that of Program Director, Ron Willis. Twelve of the fifteen resignations occurred in the Juvenile Correctional Services dept. Twenty-four new employees joined the staff, including eleven juvenile corrections officers and one social worker, assigned to Grandview.

The facility continues to promote and support an effective employee recognition program. A total of 161 personal "Thank You Notes" were

written and presented by staff wishing to acknowledge appreciation to co-workers or supervisees for notable acts of help or kindness. Again this year, four employees were recognized for exemplary performance as Employee of the Quarter recipients. These honorees, by respective quarter, were: Jim Moore, Social Worker Supervisor; Lisa Jermark, Juvenile Corrections Officer I; Pam Wessling, Juvenile Corrections Officer III; and Susan Pontow, Juvenile Corrections Specialist. Jon Flippin, Director of Safety and Security, was selected as the Employee of the Year, and recognized at the annual staff Christmas coffee in December.

Also presented at the Christmas coffee were acknowledgements for employees and CALL Committee members commemorating their years of service to the facility. Five employees received 5-year certificates; four employees received 10-year pins; two employees received 15-year certificates; and four employees received 20-year pins. Special recognition was given to Don Offutt, Lila Sherlock, and Marsha Smith for 25 years of service, and to Jim Moore for 30 years of service. A certificate was also presented to Helena Wiegand for providing piano accompaniment for chapel services and Sing Out groups for the past 25 years. CALL Committee members recognized were: Eleanor Adams, 10 years; and Max Roberts and John Highland, for 15 years.

Eight resigning employees completed the standardized exit questionnaire at the time of separating from service. The

questionnaire is crafted in a manner which allows these employees the opportunity to evaluate the general level of effectiveness and satisfaction of the employment experience. The responses received were consistently positive, with the exception being the rating of opportunities for advancement. It is felt that the reallocation of direct care staff this fiscal year will help to curbe this longstanding phenomenon with the creation of an expanded number of classifications, and an improved career ladder for juvenile corrections officers. Areas rated especially positive were the training program, supervisor competence, and communication.

CALL Committee

The CALL (community assistance, learning, and liaison) Committee was organized in 1978. Since that time, the group has grown and evolved into an effective advocacy group for BJCF in the local and surrounding community. At present, the CALL Committee operates under a set of by-laws that creates the structure for the group, its membership and leadership, and spells out its purpose. At present, there are 18 regular members who serve 3-year terms, with six expiring each year. Members may succeed themselves and historically most have. The group still has one member of the original group from 1978. In addition, there are 10 ex-officio members representing the legislature, local judiciary, local law enforcement, city, and the local media.

The group meets four times per year, on the third Thursday of the first month of each quarter.

Unquestionably, the CALL Committee has played a significant and crucial role in developing the positive and supportive relationship that the facility enjoys with the community.

Commissary

Nancy Herberholz, Storekeeper

The annual exercise to physically count and verify the stock maintained as inventory in the commissary was performed on June 30, 2000. The project was performed with the assistance of four staff from the business office. Again this year the computerized records proved to be extremely accurate, with only one item found to be in error with the actual count. The inventory level as of this date consisted of 897 line items in stock with a cost value of \$120,402. The largest inventory category continues to be clothing. This involves the garments and footwear to provide for the uniform dress of juvenile offenders placed at the facility.

The storekeeper continues the practice of travelling to Salina every six to eight weeks for purchasing items not available on state contract or within the Beloit community. This has proven to be an effective and cost-efficient practice. Items typically procured on these trips include arts and crafts materials, large size shoes, winter coats and jackets, small electrical devices, and hygiene products.

Clerical Department

Angela LeSage, Executive Secretary

The clerical department is comprised of the Executive Secretary, Secretary I, half-time OA IV, two OA III's and an OA II. These are all of the clerical staff working in the administration office and clinical department.

Considerable time was devoted this fiscal year to updating all written documents of the facility to incorporate changes made in the facility's program. There is considerably different nomenclature utilized since the facility became a Juvenile Justice Authority facility. Changes in rules, programs, terminology, etc., have resulted in all policies, forms, and handbooks being revised to reflect the changes. This, coupled with the April ACA reaccreditation audit, made for a busy year for clerical staff.

The clerical work area in the clinical office was rearranged with new cabinetry. This was a nice improvement and significantly enhanced the aesthetics of the office, as well as provided additional needed storage space.

Mrs. LeSage and Mr. Harman, Program Director, spent several days over the course of the year in meetings for planning the JCF component of the new computer software system being developed (JJIS).

The clerical team continues to meet on a monthly basis. The meetings have proven to be very beneficial in discussing workflow, distribution, troubleshooting problems and potential

problems, continuous improvement, etc. The team worked collectively to begin utilizing a new computerized admission face sheet. The document, which is utilized by all JCF's, is maintained on a shared drive on the network and is available to all clerical staff so that updates can be made in the information as needed. Digital photos of all juvenile offenders are taken at the time of admission and utilized in the face sheet document. The photos are also placed on the network and used by the safety and security staff in making ID bracelets for the juvenile offenders.

Photo ID's for juvenile offenders and staff, as well as visitor badges for both family and official visitors of the facility were implemented the last month of the fiscal year. There were no major problems with the implementation of this policy and practice.

The facility purchased a color laser printer with duplexing capabilities for use by administration staff. This allows for much faster color printing and should result in improvement in such documents as the annual report and facility brochures.

EEO Activities

Marne Hewitt, Chairperson

The EEO Committee at BJCF consists of nine representatives and a chairperson. They are: Lila Sherlock, Jonell Schenk, Mabelle Wiles, Bonnie Donley, Susan Pontow, Judy Dean, Jan Clark, Linda Haskins, Katrina Pollet, and Marne Hewitt, Chair. We lost a representative due to resignation this past fiscal year. The representatives' main responsibility continues to be that of participating in

the interview process at the facility. They are scheduled for a set of interviews and help with the screening phase, actual interview, and the selection process. This past fiscal year they participated in approximately 150 interviews. They are also available to staff in regard to EEO/AA questions, concerns, etc. There was only one instance of a staff grievance/concern this year brought to the attention of the committee. This concern was found to be non-EEO specific and was dealt with on the supervision level.

In my tenure as chairperson, we have had few grievances/concerns regarding EEO issues. I feel this is attributed to leadership and direction of the administration. Concerns that arise with employees are dealt with at the supervisory level and/or administrative level and don't become overwhelming problems to the employees.

The committee continues to hold four quarterly meetings a year where we refresh ourselves on EEO/AA issues, policies, and interview processes.

Dietary

Anna Rothchild, Food Service Director

The contracted provider for the Beloit Juvenile Correctional Facility is the ARAMARK Correctional Services group. They offer balanced, nutritional meals for the juvenile offenders that are placed at the facility, as well as provide refreshments for various functions.



The facility receives nutritionally sound meals prepared by ARAMARK employees and juvenile offenders training in food service preparation.

The department had two resignations this fiscal year. Linda Jay resigned to take a JCO position, Kathleen Finnesy transferred to Great Bend with ARAMARK and Anna Rothchild was promoted to Food Service Director. The transition was accomplished smoothly according to dietary staff.

Special occasion meals for the juvenile offenders included Christmas, Easter, Cinco de Mayo, 4th of July picnic, and Thanksgiving.

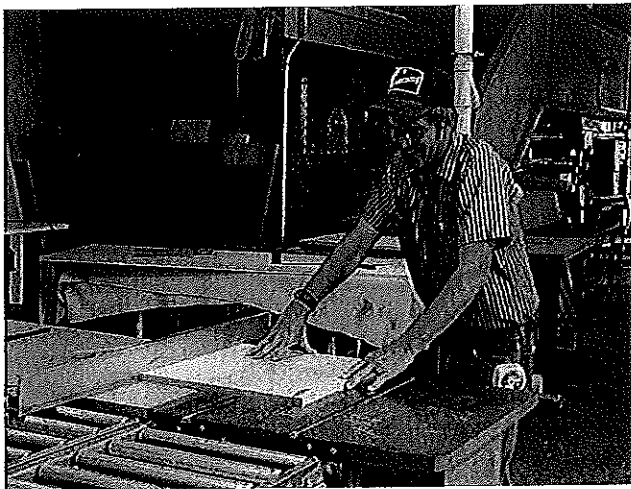
Contingency plans were in place for all aspects of the department for any Y2K problems that may have developed with the start of the year 2000. Everything was business as usual.

The dietary department provides opportunities for juvenile offenders to work in paid, restitution, and volunteer positions, as well as having juvenile offenders take turns weekly in the dishroom. This is a benefit to the dietary staff as well as the girls. Many

often wish to work as a volunteer after a dietary assignment.

Food Service Committee meetings have been held once a month with a representative from each living unit. This is an excellent source of comments and suggestions, some of which are easy to achieve.

ARAMARK dietary department appreciates the support they receive from the Beloit Juvenile Correctional Facility.



Greg Geyer, General Maintenance and Repair Tech., makes beautiful cabinetry for BJCF.

Maintenance

John Johnson, Physical Plant Supervisor

During 1999, the Grandview living unit was remodeled by Porter Construction of Salina to reopen as a more secure living unit. The maintenance staff were heavily involved in this project with the building and installing of new cabinets in the staff office, the remodeling of the kitchen area, repainting the unit and repairing and upgrading the plumbing

system. Maintenance staff also designed and constructed the pass-throughs for the security rooms and repaired the security room floors.

Other significant projects by the staff included building custom cabinets and remodeling the clinical area, constructing and installing cabinets for the computer tech lab, remodeling the laundry and science rooms, building storage cabinets for the power plant, and presently remodeling the library in the educational building. Maintenance also installed over 1000 feet of conduit to accommodate the new fiber optic cable and rebuilt the north end of the greenhouse during the year.

Power Plant

Dan Davies, Power Plant Supervisor

During the past year, the power plant developed its inventory of boiler and steam system parts in order to reduce downtime and possible interruption of service to the facility. The boiler room floor was repaired to eliminate damage caused over the years by remodeling and heat.

Power plant operators have been repairing insulation and installing pvc jacketing on the facility's piping systems in order to maintain the efficiency and protect from wear and damage.

Wellness Committee

Rikki Thornton, Secretary

The following is a summary of activities and events sponsored throughout the fiscal year by the Wellness Committee.

August 1999. A potluck lunch was held on August 18 in the in-service area. Mrs. Sporleder showed slides and talked about her trip to India, where her daughter had recently gotten married. Twelve staff participated.

September 1999. The annual poker walk was held on September 15, which was an event that physically challenged both staff and juvenile offenders. All offenders were expected to participate and were awarded prizes for their efforts. Good participation was noted and the event seemed to be enjoyed by all.

October 1999. The Wellness Committee encouraged all employees to participate once again in the March of Dimes "Blue Jeans for Babies" day. Employees who purchased either a sticker for \$3 or a t-shirt for \$15 were entitled to wear blue jeans on a designated day. \$151 was donated.

November 1999. An assembly in observance of the Great American Smoke-Out was held on November 19. All juvenile offenders attended. All staff were challenged to quit smoking for the day or completely "kick the habit." Everybody that was actually able to quit for the entire day or completely was entered into a drawing for a free turkey sandwich. Reading material on how to best quit smoking was also made available.

December 1999. The Committee promoted the "12 Days of Wellness" between December 1 and December 12. Staff were asked to participate in a specific activity every day for the twelve days. Participation sheets had to be turned in with at least 8 of the 12 activities completed in order to be

eligible to win a fruit basket. Good participation was noted during this activity. Since December is also Drunk Driving Awareness Month, we asked staff to participate in the MADD (Mothers Against Drunk Driving) program during the holidays by tying a red ribbon to their car. Once the ribbon was tied to the car, staff were committed to not drink and drive. The mission of Mothers Against Drunk Driving is to stop drunk driving and to support victims of this violent crime and prevent underage drinking. Reading materials were also made available. A third activity sponsored during this month was the Mitchell County Food Pantry. Excellent participation was noted. Three large boxes of food and two large bags of canned goods were collected.

January 1999. After the holiday rush was over, all staff members were encouraged to start the new millennium a little bit healthier than they had left the last one. A list of "eating do's and don'ts" and "good foods versus bad foods" was distributed.

February 2000. All employees were encouraged to participate in the yearly "Random Acts of Kindness" activity. During this activity, staff submitted the name(s) of a fellow co-worker(s) who had done a "Random Act of Kindness." The person with the most "random acts of kindness" was awarded a fruit basket.

March 2000. In celebration of St. Patrick's Day, the Committee sponsored the "Irish Tater Bar" luncheon. Potatoes were provided and staff were asked to bring either a green dish or topping for the potatoes. During the lunch, all staff participated in a fun activity as well. This luncheon was a success, with 19 staff participating.

Cultural Awareness Committee

Carol Johnson, Chairperson

April 2000. Boxes for the "Save Your Vision" campaign were put out. All employees were asked to donate old glasses for Dr. Cooper to take to Honduras. This project is designed to help people see better who could otherwise not afford to pay for eyeglasses. Eleven pairs of glasses were collected.

May 2000. "National Fitness Day" was held on May 17, 2000. To complete the fitness day one had to participate in a total of 45 minutes of exercise that day. Minutes could be added together for different activities or you could just participate in one. After completion of the exercise(s) staff were asked to submit their name on a piece of paper and indicate what type of activity they had participated in. The names were entered in a drawing for 1st, 2nd, 3rd, and 4th prize (2 t-shirts, a sports bottle, participation pin). All participants received a ribbon for their participation.

June 2000. Considering that this is usually the time of year everybody seems to be out and about or on vacation, the Wellness Committee distributed a "Summer Safety Tips" handbook. This booklet was filled with helpful tips and topics. A luncheon was held in the in-service area on June 15, from 11 a.m. to 1 p.m. This was a change from the usual one-hour luncheon. The Wellness Committee will adapt to these new two-hour luncheons on Thursday, since it allows the juvenile corrections officers to participate as well.

The Cultural Committee acquaints juvenile offenders and staff of cultural similarities and differences among various ethnic groups. The committee accomplishes this by promoting activities and functions designed to promote interest and understanding of the beliefs and customs of various ethnic groups. With the exception of those viewed as security risks, all offenders are invited to participate in activities sponsored by the Cultural Committee.

Activities for FY 2000 started with an All-American picnic in July 1999. A special meal was served and an afternoon of fun-filled outdoor activities was offered. Participation by staff and offenders was excellent. The Hispanic culture was recognized in September with a word search puzzle distributed to all areas. Rewards were given for accuracy in completing the puzzle. In October the cafeteria prepared a German meal. Christmas always receives special attention due to individual customs and traditions. This year the committee distributed supplies to the living units and each juvenile offender made their own Christmas stocking. On Christmas morning the stockings were filled with small gifts donated to the facility by various groups. Rewards were also given for the best decorated stockings. March was a very busy month for the committee. It began with the afternoon of March 1 being set aside to celebrate Martin Luther King Day, Kansas Day and Native Americans. These activities included Family Feud, volleyball, Quiz

Bowl, Word search puzzle, and Win, Lose and Draw. On March 8 the committee co-hosed Clarence Shivers, an artist and a WWII Tuskegee Pilot. Later in the month Bonnie Robison conducted a style show made up of her personal collection of vintage clothing. In April we were hosts to an Arts Folk Ensemble Theater. During the month of May, we celebrated Cinco de-Mayo by having the offenders make God's eyes as a craft, serving a Mexican meal, and playing Spanish music during the meal.

Facility Tours & Speaker's Bureau

Linda Haskins, Staff Development Specialist I

A total of 85 visitors toured the Beloit Juvenile Correctional Facility with groups ranging from churches, to C.A.S.A. to Community Corrections. The largest tour group (39) was the Senate Ways & Means Committee and House Appropriations Committee on October 25, 1999. They were also accompanied by staff from Legislative Post Audit. This stop was a part of their bus tour to northern and western Kansas. Another large group was the district magistrate judges from this area of the state.

A short orientation presentation and a question/answer time preceded each tour. Areas of the facility generally covered as part of a tour are the school, Morning View, one "open" living unit, and the cosmetology area. Other areas of the facility were sometimes added in response to the special interests of the group.

The Beloit Juvenile Correctional Facility also maintains a list of staff members who are willing to deliver informational presentations to clubs and organizations in Beloit and the surrounding communities. Denis Shumate spoke to both the Lions Club and the Rotary Club in Beloit. Linda Haskins presented program information to a group of C.A.S.A. volunteers in the 12th Judicial District. Several staff members spoke to the legislative tour group who visited the facility.

Jim Moore, Katrina Pollet, Jon Flippin, Pat Harman, and Linda Haskins gave presentations as a part of the Western States Conference, held at the Atchison Juvenile Correctional Facility in September 1999.

Employee Assistance Program

Linda Haskins, Staff Development Specialist I

The facility participates in LIFEline, the State of Kansas Employee Assistance Program (E.A.P.). The program is both confidential and voluntary. This program is available to all state employees and their immediate families and assists individuals and/or families "in life's ups and downs".

All staff receive information about LIFEline during orientation training and are periodically reminded of the service with written materials or reminders at staff meetings. Staff from LIFEline conducted a "Stress Management Workshop" for the staff at BJCF in November 1999.

Utilization of LIFEline is impossible to assess because of its confidentiality. The staff development director serves as

the facility coordinator, providing information about the program through training and through individual requests.

Kansas Quality Management

Linda Haskins, Staff Development Specialist I

Quality management is practiced and applied in a variety of ways at the Beloit Juvenile Correctional Facility. Many important decisions are made with a group method using the problem-solving process. Teamwork is stressed in every area, and BJCF staff realize the value and benefits of group efforts vs. individual efforts.

All BJCF staff have received quality management team training, and this training continues to be a part of the orientation that every staff member at the facility experiences.

Natural work teams, such as the clerical team and each living unit team, continue to practice the philosophy behind quality management. Member satisfaction is checked periodically from feedback sheets, and team member training is conducted periodically within the natural work teams.

Employees' Association

Ruth Haskett, President

The BJCF Employees' Association strives to adhere to its prescribed function by selecting activities that will encourage staff interaction, boost

employee morale and provide remembrances to employees, CALL Committee members, and volunteers on notable occasions.

Several activities were continued from previous years because the majority of employees enjoy them. Some of these activities include the monthly birthday coffee, monthly birthday winner, and a free can of pop to all employees on their birthdays. Another activity enjoyed by staff is the Employee of the Quarter and Employee of the Year recognition. Employees selected for the honor of Employee of the Quarter are presented with a gift of \$25, certificate of recognition and reserved parking sign to be used until the next quarter. Employee of the Year is presented with \$50, certificate of recognition and reserved parking sign for one year. The reserved parking signs are greatly appreciated by these lucky persons as noted by their reluctance to give them up to the next person.

Some of the activities scheduled throughout the year included State Fair Bingo in September, with state fair tickets being offered as prizes; a Halloween word search in October; a baked goods walk prior to Thanksgiving; and sale of polo shirts with the BJCF logo. In December the Annual Silent Auction was held with a net of over \$1000. This was a 40 percent increase over the previous year. The silent auction is the primary money-raising project and considerable effort goes into the planning. Another annual event is the Christmas tea and ornament exchange, which is held prior to Christmas. Employees are asked to bring food and treats to be shared by all the staff.

New activities included Scrambled Eggs at Easter, which replaced the Easter egg hunt of previous years. St. Patrick's Day brought a leprechaun search and involved interaction among all areas of employees. We ended the year with a watermelon give away to the person guessing the closest weight. We also sponsored a raffle for tickets to Worlds of Fun or Oceans of Fun.

The Employees' Association would like to thank all the staff for participating in our activities. We had a fun and worthwhile year and are looking forward to an even better FY 2001.

Volunteer Report

Francie Harman, Volunteer Coordinator

We had only one active volunteer during this fiscal year. This volunteer was a social work student fulfilling an educational requirement. Her volunteer assignment was in the Prairie Vista living unit under the supervision of the program supervisor of that unit. She contributed a total of forty-nine hours during the months of October and November 1999. Volunteers do assist with the weekly AA meetings held at the facility. They are supervised by the drug and alcohol counselors employed by BJCF. Their volunteer hours are documented through the AA organization.

Juvenile offenders residing at the BJCF contributed approximately 1700 volunteer hours to community service projects. Almost every juvenile at the facility completes some type of volunteer service while in residence. Employees of

the Beloit Juvenile Correctional Facility closely supervise all volunteer projects.

Information Management

Steve Fleming, Information Technology Consultant II

Many additions were made to the network system throughout FY 2000. The SQL server was installed that will house the JJIS information and send it to the information repository in Topeka. A firewall and a server with intrusion detection software were installed to protect our data against intrusions. A new server with Border Manager software was installed to track Internet access. The existing BJCF server was updated with more memory and the Novell operating system was enhanced with Zenworks to help distribute new software and update existing software.

The Sunshine House was added to the fiber backbone plan and a computer software training lab was constructed within. A local computer company trained 18 new personnel on the use of Windows NT and Microsoft Word Basics. A second local computer company trained four people in the use of Microsoft Access.

The extension of the fiber cable from the powerhouse to the buildings on the east side of the campus was completed in April. All living units and buildings are now connected to the campus fiber backbone.

The Computer Committee has met on a monthly basis throughout the year and continues to monitor computer hardware and software implementation.

As the software and hardware technology has increased, the Computer Committee has overseen the replacement of obsolete computer systems and the updating or addition of

software throughout the facility. The Committee has also overseen the development of increased technology at North Beloit High School.

Clinical Services

Program Director

Pat Harman, Program Director

July 1999 marked the departure of one of the icons of the Kansas Juvenile Justice Authority, Ron Willis. Dr. Willis served this facility as Program Director for many years. Ron, a nationally recognized speaker, retired to pursue other interests in private enterprise. He will be remembered as a mentor, a supervisor who led by guiding, a gifted trainer, an insightful public speaker, and a valued friend.

Fiscal year 2000 and fears of what Y2K would bring also marked the third year under JJA and:

- The opening of the Grandview living unit in August raised the total bed capacity to 100. This unit was designed, at its reopening, to offer two additional security rooms and increased the total to eight security rooms on campus. These two rooms plays a significant role in our efforts to impact on those prone to acting out violently and erode the milieu.
- The record number of admissions and returnees in FY 99 was followed by only 50 new admissions and 41 revocations in FY 2000. Only three of those 41 revocations returned on the basis of new charges. The remaining 37 returned on technical violations.
- As of July 1, 2000, there were 61 juvenile offenders in residence.
- Seventeen "new law" or matrix commitments entered the facility with determinant sentences ranging from three months to nearly three years. Nearly one-third of the matrix commitments were not eligible for good time due to receiving minimum sentences.
- Our fourth ACA audit in April resulted in re-accreditation. The facility was found to be in compliance with 98.4% of the non-mandatory standards and in total compliance with all mandatory standards.
- There was one successful elopement from the facility that involved a total of four offenders, two of which never left the building. One of the units has gone four years without a run.
- There were several serious assaults on staff, which led the facility to actively pursue filing criminal charges on a number of offenders. Four juvenile offenders are currently serving adult sentences in DOC facilities.
- The facility developed a Code of Ethics Policy and implemented a staff, visitors and juvenile offender identification policy and procedure.
- Planning began to retrofit Morning View living unit in preparation as the

maximum-security facility for female adolescent offenders.

- Cognitive therapy principles were adapted for inclusion in numerous existing psychoeducational groups and programs.

Psychology Department

Patrick Harman, Program Director

The department was reduced to two positions after exhausting efforts to hire a qualified person to fill the vacated position of Chief Psychologist. The vacancy was created by the resignation of the Chief Psychologist, Pat Harman. After months of failing to identify a qualified applicant, the position was reallocated. The reallocation allowed us to reclassify the Psychologist I position. Jan Clark, Psychologist I, experienced an upgrade to a Psychologist II as a result of this reallocation. Both of the existing positions are now classified as Psychologist II's. The reduction in the number of psychologists does not diminish their importance to the facility, particularly in their ability to identify these individuals with more significant psychiatric problems. Both of the psychologists' primary responsibilities are directed toward delivering services to the more emotionally disturbed segment of the population. Typically, between 20 and 25 percent of the population are receiving psychotropic medications, and one or both of the psychologists meet with the majority of these individuals at least weekly, either individually or when leading psychoeducational groups.

Social Work Department

James Moore, Chief Social Worker

The department is composed of five licensed social workers with one designated as the "chief" or supervisor. Three of the staff have their MSW degree and the other two have a BSW.

Primary duties for social work staff center around each of them being designated as program supervisors in one of the facility's five living units. In this role, they are responsible for the assessment and the development, implementation and carrying out of individual programs for each juvenile offender. They provide clinical and program leadership and decisionmaking and technical support to living unit staff.

In addition, social work staff are significantly involved in the Aggression Replacement Training Program, the Violent Offender Program and the Sexual Abuse Treatment Program. All social work staff serve on the facility's Clinical Policy Committee.

Departmental highlights for the year would include the following:

- One full-time staff was added to the department. This came about with the re-opening of the Grandview living unit.
- Another new full-time contract employee, funded through a Byrne Grant, is supervised through the department.

- Social work staff provided a number of one-day training sessions to staff on Sexual Con Games.
- Social work staff was significantly involved in the preparation for the ACA audit this past spring.

Juvenile Correctional Services

Francie Harman, Juvenile Corrections Director

The juvenile corrections department consists of 60 staff and represents the largest department at the Beloit Juvenile Correctional Facility. The division is made up of four levels: six Juvenile Correction Specialists; six Juvenile Correction Officer III's; seven JCO II's; forty JCO I's; and the Director of Juvenile Corrections.

JCO's are responsible for providing 24-hour direct-care services to the offenders. The sixty positions are dispersed among five living units and security. The facility has a 100-bed capacity. Physical characteristics of the officers' role assignment include: providing supervision, structure, guidance, and counseling to the offenders; maintaining a safe and therapeutic living environment; providing support and assistance to colleagues in meeting program objectives; communicating concerns and observations, both verbally and through written documentation; administering prescribed medications; and transporting offenders to appointments, both on and off campus.

Dept. Milestones and Achievements:

- Reopening of Grandview as a 16-bed living unit.
- Issuing photo ID bracelets/badges to visitors, offenders and employees.
- Planning for renovation of the Morning View living unit.
- Completion of 6,241 hours of training by juvenile corrections officers.
- Assignment of campus relief positions to a specific living unit.

There was a significant increase in the number of staff injuries this year due to offender assaults. In addition, the assaults were of a more violent nature with the intent to cause permanent injury or death to the officer(s) involved. Assaults included attempts to strangle officers, kicks, bites, and throwing of bodily fluids. One officer required surgery and was unable to return to work for several months after being kicked in the knee. There was a total of 57 staff injuries reported during FY 2000. Of these, 27 involved altercations with juvenile offenders. Formal charges were filed against five juvenile offenders for assaults made against officers during FY 2000.

There were 12 resignations in the department this year, representing a 15% increase in turnover from FY 99. Reasons given for these resignations were: more desirable hours (three); medical (one); internal promotion (one); personal reasons (three); performance based (four).

Activity Therapy

Lynn Miller, Director of Activity Therapy

The department experienced the effects of staff turnover at the start and conclusion of FY 2000. This resulted from the resignation of two employees. The addition of another living unit and the need to provide services to that population stretched the diminished resources of the department early on and until the training of a new Activity Specialist was completed. During this time period, only limited programming was provided to the living units beyond scheduling priorities. Despite this, the department continued its evening, weekend and holiday unit activities that included monthly crafts, special activities and intramurals. This was in addition to providing 649.5 hours of community service.

Noteworthy events sponsored by the department included a variety of special activities including theme events, such as the potato relays, to the decorating of Christmas cookies in December. Intramural activities included several facility-wide competitions including softball, volleyball, and the all-important annual track meet.



On a hot summer day, AT staff provide a water-slide activity enjoyed by the j.o.'s.

The department's community service initiatives include the ongoing Adopt-A-Highway, and scraping and painting of the bleachers for the City of Beloit and the Rotary Club softball fields. A special activity of significance in December was the presentation of 20 afghans that the juvenile offenders crocheted. These afghans were provided to the residents of the Long Term Care Facility at the Mitchell County Hospital. These gifts were greatly appreciated by the recipients and the juvenile offenders took pride in this achievement.

Aggression Replacement Training

Lynn Miller, A.R.T. Coordinator

The Aggression Replacement Training programs are the cornerstone of the therapeutic environment. In recent years, we have added a violent offender curriculum that dovetails nicely with the ART curriculum. As we have been practitioners of ART for a number of years, there has been ample opportunity to evaluate and re-evaluate its impact. Through the years, some modifications have been made to the ART program as new and different technologies have become available. The facility openly engages and enjoys growth and change in this respect. In FY 2000, efforts were made to incorporate aspects of cognitive therapy in the psychoeducational groups. This occurred by changing some of the ART terminology to blend with the cognitive therapy terminologies.

For several years, we have noted that the exit interviews identify ART as a

meaningful therapeutic experience. The offender exit interviews consistently identify ART and particularly the Anger Control components of ART as being impactful. Offenders frequently comment about their intent to utilize ART on return to community residence. Parents who have an opportunity to participate in experiences that allow them greater understanding of ART often share similar perceptions of its values and benefits.

In FY 99, the facility experienced an unprecedented admission rate of 126 offenders. In this last fiscal year 2000, only 50 new admissions came through the doors. As a result of diminishing numbers, we were able to, once again, require offenders to participate in the Anger Control 10-week training experience. Those individuals whose conditional releases were revoked and/or those returned on new charges were required to participate in the entire Anger Control Orientation course.

Nursing Department

Katherine Tilton, R.N.

This department is headed by an R.N. III and assisted by an R.N. II. The two nurses are engaged in providing services to the population by dispensing medications in the living unit and responding to medical issues and emergencies during working hours, as well as on an on-call basis. The on-call basis usually involves providing counsel and direction to direct-care staff during non-traditional working hours. Juveniles were provided two medical clinics per week, which involved 312 appointments. At least that number

was seen by the R.N.s prior to consulting with the physicians on medical issues. In addition to this contact with general practitioners, there were also numerous contacts with specialists. The facility contracts for four hours per week with a psychiatrist and a total of 422 appointments were seen by this contractual position through the fiscal year. 44 juveniles were prescribed 119 psychotropic medications, most of which were antidepressants. Nine juvenile offenders entered the facility with a prescription of psychotropic medication.

Prenatal care was provided to six high-risk pregnancies. There were significant acute and chronic physical and mental health problems associated with these pregnancies requiring specialized medical services.

There were 36 STDs (sexually transmitted diseases) diagnosed and included gonorrhea, chlamydia, and condyloma. One HIV was diagnosed this year. The individual diagnosed HIV positive was treated at the facility throughout her stay. There were 19 colposcopies that were performed as a result of abnormal Pap tests or abnormalities discovered during the physical examination. A total of 65 HIV tests were performed this past fiscal year and those are most often performed on a volunteer basis but may be required by the courts.

All offenders entering the facility, who have been away longer than six months, receive a physical assessment on readmission or in the case of first time admissions a similar examination. This examination includes a physical assessment by the R.N., a physical exam by the physician, a dental examination

and an optometrical exam. Additional testing may also be provided as a part of the intake examination process. Those tests often include a U.A., a complete blood count, a TB test, a Pap test, a probe for gonorrhea and chlamydia, a syphilis test and a sickle cell test on the Black population. Also available on an as needed basis are tests for pregnancy, blood sugar or thyroid abnormality. There were 72 new admission physicals completed in FY 2000.

Chaplaincy Report

Ryan Johnson, Chaplain

Religious services are provided on a contractual basis. The ecumenical and Catholic services are provided on a weekly basis. The part-time chaplain provided leadership of SLT groups, individual counseling, and special study groups. The facility saw an increase in the number of juvenile offenders who attended and participated in religious services this year. There were 42 ecumenical chapel services totaling 1,885 juvenile offenders who attended throughout FY 99, an average of 44 juvenile offenders per service. Chapel services consistently averaged 52% of BJCF's population.

The Catholic service had 245 offenders in attendance throughout the fiscal year, an average of 7 juvenile offenders per service.

Bible studies were also offered to those interested and efforts were made to provide individual attention to those offenders who identify a need or interest in spiritual growth. Grief counseling was provided as needed.

Independent Living Program

Gilletta Molleker, Independent Living Coordinator

The Independent Living Program is funded by an SRS IV-E Grant and allows BJCF to contract for services to concentrate solely on independent living skills development to its population. The project has grown over the past five years from teaching the juvenile offenders basic household maintenance skills to include the following:

- Teaching the Basic 10 SLT skills as part of the regular ART program to all juvenile offenders entering this facility.
- Conducting regular parenting groups to the female offenders who are currently or about to become parents.
- Instructional parenting groups to the general population.
- Budgeting and money management groups including overviews to investing and insurance.
- A group on job search techniques and job interviewing skills.
- General nutrition and healthy eating habits group focusing on teenage female needs.
- Providing one-on-one counseling in all ILP-related areas.
- Individual counseling on obtaining financial aid information and the requirements to attend higher education or vocational training.

-
- The introduction of a self-awareness group to aid social skills.

Efforts are underway for 18 and older juvenile offenders to become better prepared for life on their own. The independent living department is currently expanding its money management program to better serve this older population through more intensive, interactive activities. Also, the development of an entrepreneur course is underway along with adding new materials to the parenting course selections. The job search and interviewing skills portion of the program focuses on job obtainment and success without a college degree.

The independent living department provided ongoing parenting groups for ten juvenile mothers and short-term parenting for another 17 non-parent juvenile offenders. Twenty-three juvenile offenders participated in the nutrition groups with 30 currently participating in budgeting and money management. Nine have completed the newly developed job/interview skills group. Eighty-five juvenile offenders have participated in the A.R.T. Basic 10 social skills groups.

Substance Abuse Department

Bill Sherlock
Chemical Dependency Recovery Program Director

The substance abuse department was very fortunate to apply for and receive Byrne Grant funding that enabled the department to offer additional services through a contracted position. Since September, the position has led

substance abuse groups and programs. Gender specific programming explored issues of empowerment, avoiding victimization roles, sexuality, how to differentiate between a healthy and unhealthy relationship, and the relationship that chemical dependency has to those areas.

The department sponsored four Parent/Family Weekends. A total of 24 families were involved. The participating parents continue to comment that the Family Weekend provides an opportunity to learn concepts and skills that have been part of their daughter's program. Generally, parents are found to be more supportive of the facility and its programs at the conclusion of the Parent/Family Weekend because of their increased comfort with the staff and an increased understanding of the process of change. One of the goals of the Family/Parent Weekend is to develop an understanding of those issues that will require attention and concern when their child transitions to community living. Parents have often commented at the conclusion of the Family/Parent Weekend experience that they intend to use the skills and programs they were exposed to in their daily routine.

In comparison with past years, there has not been a significant alteration in the drugs of choice. Marijuana and alcohol continue to be the primary choices, with methamphetamines and cocaine following some distance behind. Chemical dependency remains a significant contributor to self-defeating and destructive life styles for the majority of this population. The need for treatment is well-documented. A broad-brush approach to programming in the area of substance abuse is utilized by the department. Numerous

other programs and activities are engaged and supported by members of the department including the Aggression Replacement Training (ART) and violent offender curriculums. Efforts are made to incorporate new and different technologies that enhance existing programming. In FY 2000, this involved the incorporation of cognitive programs in the substance abuse treatment curriculums.

The department was again successful in meeting the requirements to be licensed as an outpatient counseling, treatment, diagnostic and referral service by Substance Abuse Treatment and Recovery (SATR) of SRS.

A minimum of two offenders a week received urinalysis (UA) testing. These offenders were chosen randomly and were, in addition, to those urinalysis that are administered when there is possible reason to suspect substance abuse. There have been no positive results from either the random urinalysis or those requested as the result of some reasonable suspicion.

Efforts were made to continue to offer a comprehensive treatment program that is committed to addressing chemical dependencies and abuses so problematic to this population. This includes involvement with Alcoholics Anonymous and Narcotics Anonymous contact persons. In the event of a pending release, efforts are made to establish contact with AA/NA contact persons to use as a resource for a recovering youth in the home community. This initiative has led offenders to attend more frequently than if they were left to make these contacts on their own.

Sexual Abuse Department

James Moore, Chief Social Worker

As a facility for females, emphasis needs to be placed on assuring that gender specific programming and rehabilitation efforts are being provided. The sexual abuse treatment program is seen as being a significant aspect of our gender specific programming. The need for this programming is documented through ongoing research, which points to a strong relationship between sexual abuse and anger, hostility, aggression, substance abuse, gang involvement and consequent incarceration.

As in past years, we see national research borne out in our population with 48% of admissions for this past year reporting having been sexually abused. Generally, the juvenile offenders report little treatment or help for their abuse before they enter the facility. Many emotional, psychological, social and behavioral manifestations of their abuse can be seen in their behavior.

Historically, treatment services have been provided using a group format. This fiscal year, we were fortunate to get a Byrne grant position to work in this area full time. This has allowed us the time to provide much more individual counseling and for out-reach efforts with those more reluctant to deal with their abuse issues. This position has again been funded for the upcoming year. Being able to work individually with juvenile offenders has greatly increased the number involved in this program. This is significant since the program is completely voluntary.

Violent Offender Program

Kattina Pollet, Social Worker

The violent offender classification is designated to those juvenile offenders committed here under the old law for Off-Grid, or Severity Level 1 through 6, Non-Drug, Person Felonies. On the sentencing matrix (new law), these same charges would yield a classification of Violent Offender I, Violent Offender II or Serious Offender I. In addition, offenders may become "internally classified" as violent offenders as a result of acts of aggression against another person(s) at this facility. Violent offenders are involved in programs above and beyond what their non-violent counterparts are required. Old law violent offenders must successfully complete the violent offender programs before considered for release and specific privileges.

In FY 2000, the facility admitted four juvenile offenders who met the violent offender classification on the basis of their committing offenses. This was a decrease from FY 99 when sixteen juvenile offenders were committed with violent offender charges.

Acts of violence against employees of BJCF are by statute a Level 5 Person Felony. Five juvenile offenders were charged under this statute and four were referred to the adult criminal justice system. The fifth member of this group received a sentence under the Extended Jurisdiction Juvenile statute and remains at the facility. There were other juvenile offenders in addition to those charged who committed acts of violence toward staff members but were not charged under the law. As of July 1,

fourteen offenders had completed all phases of the violent offender curriculum, and there were six other offenders from FY 2000 who had yet to complete the VO curriculum.

Educational Services

North Beloit High School

Kathy Beougher, Director of Education

Education Services - Female juvenile offenders placed at the Beloit Juvenile Correctional Facility must be enrolled as part of their program, into a Kansas State Department of Education Accredited (KSDE) educational program. North Beloit High School is an open-entry, open-exit program and students are in a school program throughout their stay. The twelve-month comprehensive educational program is available to all juvenile offenders between the hours of 8 a.m. to noon and 1 - 4 p.m.

All academic classes are self-paced, individualized, and taught at the student's instructional level. NBHS offers all classes required for high school graduation. One hundred twenty-two (122) were released from the Beloit Juvenile Correctional Facility, and the average length of stay for these 122 students was 7 months 13 days. Seventy-six students were pre and post-tested with the Peabody Individual Achievement Test. The mean reading level for these 76 students was 7.9, and the mean math level was 7.3. The average math gain for FY 00 was 1.64 and the average reading gain was 1.62.

The instructional staff handbook for North Beloit High School was updated. The last update was August 1987. The purpose of the handbook is to acquaint each instructional staff member with the

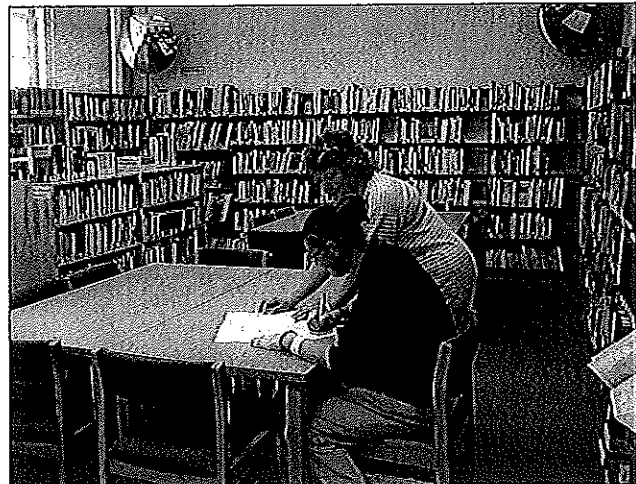
purpose and operational procedures of NBHS, including knowledge of school policies, information and duties of each instructor. Position descriptions were completed for each education position at North Beloit High School.

Graduation - All students, ages 16 and older, are placed in coursework that will assist with preparation for the General Equivalence Diploma. GED testing occurs on a routine basis. All students completing the GED or regular high school diploma are eligible for graduation, which is held the third Friday of each month. Certificates of course completion are also awarded at graduation. During FY 00 there were 36 GED and 17 regular diplomas awarded. Kathy Beougher, Director of Education, and Annette Burks, librarian, attended a GED training as a requirement for all GED testing sites.

Vocational/Work Study - Students gained work experience through the vocational coursework of office worker, teacher aide, cosmetology, day care worker, custodial, food service, and recreation aide. Work-study programs are coordinated through the vocational/educational program, which allows students to gain work experience in areas that could be possible career choices. During FY 00, twenty-three students held a total of five job placements. These 23 students worked a total of 2,190.5 hours and earned \$11,265.77. During the year the prevocational cosmetology students made 53 trips to Long Term Care and 10

trips to Hilltop Lodge. Eighty-three different students volunteered a total of 934 hours. Students also volunteered for two Red Cross blood drives for a total of four days. Fifteen students volunteered 65 hours of service.

Quality Performance Accreditation – One major building objective of NBHS was to continue with the Quality Performance Accreditation process. North Beloit High School finished Cycle I in the QPA process with an on-site visit. Those on the team included the QPA chair - Dr. Joe Harrison, Superintendent of Smith Center; Craig Gantenbein, Principal of Smith Center Elementary; and Ed Raines, Assistant Principal of Concordia Jr.-Sr. High School. The education officials on the on-site visiting team recommended North Beloit High School for accreditation. The on-site team highlighted NBHS's strengths including student completion of the GED program, and significant improvements in measured reading and math skills. The Kansas State Board of Education formally announced June 2000 that North Beloit High School earned accreditation under the state board's continuous improvement system. North Beloit High School will continue with Cycle II and the QPA process and will be audited in five years to become eligible for another five-year accreditation.

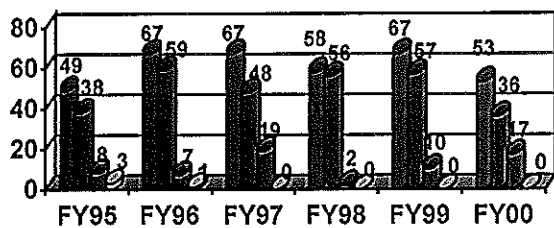


Mrs. Burks, Librarian, explains GED testing procedure to a student.

Technology – Technology continues to be a major objective for staff and students at NBHS. A computer repair vocational class was added to the vocational programs offered to students. Four students have taken advantage of this vocational program. Web page design is another vocational program that is in the beginning stages of operation. Additional student computers have been added to the classrooms.

Annette Burks, BJCF librarian, wrote a grant to the Dane G. Hansen Foundation for the purchase of accelerated reading books. North Beloit High School was awarded \$3,500 to be used in the purchase of AR books. Mrs. Burks was also awarded a grant from the Library Services and Technology (LSTA) for implementing another phase of the Follett circulation program.

All staff were trained on using the SASI administrative software. The staff learned how to take class roll using the computer and how to make students' requests using the software program. Education staff can also enter course



■ Total
 ■ GED Graduates
 ■ Regular Graduates
 □ GED & Regular Graduates

completions and grades on the computer.

Special Activities - Laughing Matters, a comedy routine of mime and juggling, and the Arkansas Folk Ensemble presented to students and staff at North Beloit High School. They were sponsored through the Arts in Education program from Downs, Kansas.

Kelli Winder, business teacher, and Kathy Beougher, Director of Education, attended Cognitive Restructuring/Skills Building Facilitator Training in Hutchinson sponsored by the Kansas Correctional Association. Larry Brock, Guidance Counselor, attended the training for trainers for the Cognitive Behavior Change for Offenders, conducted by the National Institute of Corrections Academy in Topeka, Kansas.

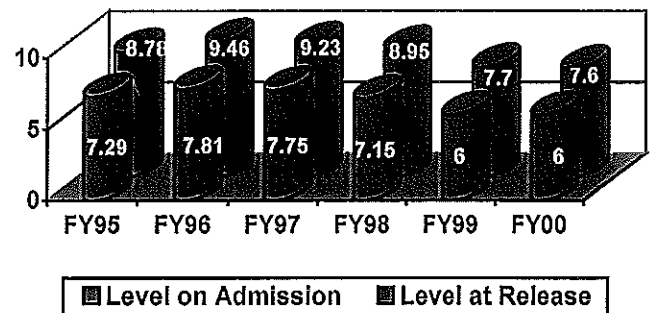
North Beloit High School was honored to have Clarence and Peggy Shivers present to the students and staff. Clarence Shivers was one of the original group of Black pilots trained at Tuskegee Air Field during WWII. Upon returning from the U.S. Air Force in the rank of Lieutenant Colonel, he and his wife, Peggy, established residence in Madrid, Spain. He proceeded to hone his artistic ability to a fine edge and became highly recognized and respected as an abstract artist. Peggy is a lyric soprano concert artist, and she delighted the students and staff with singing one song.

The summer reading program was concluded on June 30, 2000. This year the students that met individual and building goals and remained in their program were treated to Pizza Hut

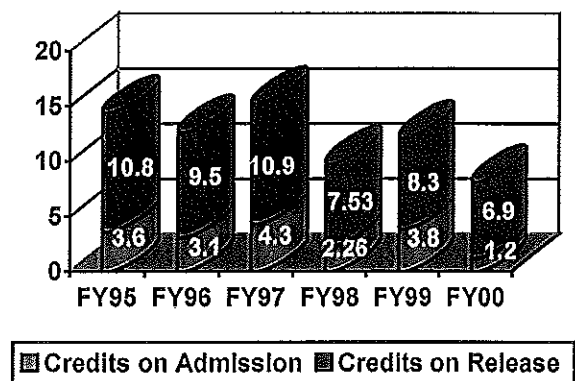
personal pan pizzas. Twenty-five students met the goals for the summer reading program.

Larry Brock, Guidance Counselor, was named as employee of the quarter for the second quarter of calendar year 2000. Darlene Sporleder, School Secretary, was awarded one of the JJA cash bonuses of \$500 for FY 2000.

Composite Skill Level



Credits



Staff Development & Research

Staff Development (Training)

Linda Haskins, Staff Development Specialist I

This area of the Beloit Juvenile Correctional Facility is responsible for the coordination, development, delivery, and evaluation of a comprehensive staff training program that meets internal policies, as well as standards set by the American Correctional Association and JJA.

All facility staff, in FY 00, met their training requirements as outlined in policy. A total of 12,003 continuing education units were awarded to civil service and contracted staff at the facility.

A total of thirty-six (36) new employees from nearly every area of the facility participated in orientation training. During the fiscal year, fourteen new juvenile corrections officers completed an additional 120 hours of basic training. Five new J.C.O.'s are in the process of completing that requirement.

Periodically people from outside the facility conduct training for our staff. "Legal Issues," "Negotiating Your Way Through the Matrix Maze," and "Presenting Effective Testimony," were classes conducted by Helen Pedigo, Juvenile Justice Authority legal counsel. Steve Crockett from the Larned Juvenile Correctional Facility conducted training for our staff about youth gangs and subversive groups.

Twenty-two BJCF staff attended Western States Conference in September 1999, at the Atchison Juvenile Correctional Facility. Several staff members attended day sessions, while others attended the entire conference. Five BJCF staff members presented programming information to attendees from participating states.

The First Annual Governor's Conference on Juvenile Justice was held in Topeka in May 2000 with seventeen staff attending from our facility.

The Staff Development Director has been participating throughout the year in an exercise to establish a Juvenile Justice Authority residential training academy for new juvenile corrections officers. Salina will be the site of the academy, with an anticipated inaugural class graduation date sometime in January 2001.

Parent Exit Interview

Linda Haskins, Staff Development Specialist I

One method for checking customer satisfaction at the Beloit Juvenile Correctional Facility is to administer the Parent Exit Interview to families at the time their daughter is released. The exit interview covers areas such as satisfaction with communication between parents and staff at the facility, satisfaction with clinical services, and

overall perceptions of BJCF. Fifty-three (53) Parent Exit Interviews were completed for evaluation. Most were completed by the juvenile offender's mother; however, four (4) were completed by grandmother; three (3) were completed by father; three (3) were completed by parents; and one (1) was completed by a sister.

Eight-seven percent (87%) of those responding indicated that they were "always" or "usually" kept informed of their daughter's activities, behavior, and progress and eight-nine percent (89%) affirmed that the reports received from BJCF were "always" or "usually" helpful to them.

Eighty-five percent (85%) of the parents indicated that they were "always" or "usually" treated courteously by staff that they had contact with and the same percentage of parents stated that their daughters indicated experiencing a sense of safety and comfort within the living unit.

Parents were asked, based on their own observation as well as their daughter's comments, to rate several areas of the facility. The following were rated "good" or "very good" (percentages are in parenthesis): 1) quality of food (60% - four did not respond); 2) amount of food served (75% - four did not respond); 3) adequacy of parking and visiting facilities (77% - 2 did not respond); 4) helpfulness of reception staff (81% - five did not respond); 4) general atmosphere (85% - 4 did not respond).

Juvenile Offender Exit Interview

Linda Haskins, Staff Development Specialist I

The juvenile offenders exit interview is regarded as a valuable tool measuring the quality of the facility's care. Tabulations of the exit interview establish data from ten service areas of the facility. Those areas are: clinical services, living unit life, medical services, activity therapy, religious services, dietary services, business office, maintenance, education, and special programs. A total of 106 exit interviews were administered to juvenile offenders as they prepared to be released from the Beloit Juvenile Correctional Facility. All 106 juvenile offenders indicated that the Justice Model clearly told them what behaviors were expected. When asked if "always" or "usually" the consequences for breaking the rules were fair, 86% of the respondents answered affirmatively. When asked about knowing what was needed to move from security status, 62 offenders answered the question did not apply to them. Over 60% of the population was never placed on security status during their stay. Most of the offenders do not require this restrictive programming.

Eight juvenile offenders believed that they were not given an opportunity to participate in planning for their release and placement; however, 91% believed they were given an opportunity to participate. Eight-four percent of the respondents reported they always or usually felt safe and comfortable in their living unit. The safety of staff and the offenders remain one of the facility's primary concerns. Seventy-nine of the 106 offenders reported that the Student

of the Month program provided motivation.

The exit interview was updated to provide an assessment of program enhancements including cognitive self-change. Fifty-six juvenile offenders participated in cognitive self-change group. Twenty-eight from that group believed the cognitive self-change group was a valuable experience, while twelve additional juvenile offenders believed the group was somewhat valuable.

Juvenile Offender Follow-Up Survey

Linda Haskins, Staff Development Specialist I

The facility employs the follow-up survey in an effort to determine the status of juvenile offenders after they leave. Historically, the return rate for the survey has not been high. Last fiscal year, sixteen J.O.'s completed and returned the follow-up survey. This year, nineteen completed and returned the survey. In an effort to obtain a more accurate survey response and gain a better return rate, the follow-up surveys were mailed this year to the community case management workers.

Three of the nineteen were in the process of having their conditional releases revoked. Twelve of the nineteen stated that they had not used drugs or alcohol since being released. When asked about the support of their families, fifteen believed their parents were more supportive and understanding than they had been in the past. Eleven believed that their relationship with their families, fifteen believed their parents were more supportive and understanding than they had been in the past. Eleven believed

that their relationship with their families was more satisfactory.

Nine of the nineteen stated that they were attending high school with four having already graduated. Career Education, vocational, and Life Skills classes were seen as helpful by seventeen of the nineteen responding. Ten juvenile offenders, which represents slightly over half of the respondents, reported that they were currently employed.

Disciplinary Action Summary

Pat Harman, Program Director

In the months of July and August 1999, there were between 35 and 38 percent of the population that occupied a security room. As the population grew to 100 and above capacity, we saw that security lost its impact as a consequence and as a deterrent. The numbers of offenders deliberately engaging in defiant acts increased, with their goal being placement in a security room. This group was comprised of 18 to 20 individuals who, for a variety of reasons, demonstrated a lack of concern or motivation to cooperate and engage in growth experiences. The facility maintains eight rooms dedicated as security rooms; and, at times, there were two or more offenders in one of those eight rooms at a time. These conditions of confinement were conducive to regressive patterns of behavior and assaults on staff and other offenders increased concomitantly. In response to this phenomenon, the facility was able to benefit from the wisdom of a group of consultants that

was made available to us through the efforts of Central Office. This group's intervention stimulated changes in our own theoretical views of the use of security. Nearly one year later, the numbers of population placed on security status has decreased by at least 20 percent over the last three months. There were, of course, a number of variables and factors contributing to the reduction in the use of security; and, most noticeably absent from the population late in FY 2000 was the severely emotionally disturbed. The more chronically psychiatrically disturbed individuals were disproportionately represented in security referrals and offer a significant challenge to juvenile correctional facilities. In eleven months time, Morning View living unit, where there are six security rooms, has made significant strides toward the goal of lessening the use of security. Efforts have been made to "normalize" their programs to reflect practices more consistent with effective behavioral management principles. There is less reliance on punishment. The impact of this change was reflected in the fact that there were 74 uses of security in July 1999 but only four uses in the month of May, and six uses in the month of June by Morning View offenders.

Administrative Review Hearings

Pat Harman, Program Director

As an ACA accredited facility we are required by standard to provide a disciplinary hearing on all juveniles charged with a major violation of facility rules. Early in FY 2000, chairing these due process-type hearings required

considerable time and investment. This was due to the large numbers of offenders placed on security status. A significant number of the J.O.'s on security status in July and August wanted to be in a security room with a friend or friends. The numbers sometimes reached 18 J.O.'s on security status at any one time. There were occasions when an administrative review chairperson was responsible for "hearing" 17 or more disciplinary reports for those major rule violations occurring the previous weekend. The facility dedicated efforts to reduce the use of security and continues to do so. There were 583 administrative hearings held. Only five resulted in an alteration of the staff's decision.

Juvenile Offender Grievance Report

Pat Harman, Program Director

Student rights are considered in a series of safeguards that are described by policy, which includes the opportunity to file formal grievances. In the event an offender is charged with a rule violation, experiences a program suspension or loss or, more simply, a loss of privileges, they are afforded opportunity for due process. Efforts are made to resolve issues at the most basic level by directly involving those involved in the dispute or decision in question. When issues are not satisfactorily resolved at this level the offender may seek to appeal that decision and this review involves other staff members not involved in the grievous loss taking a look at the case.

The most frequent basis for filing an appeal/grievance involved a failure to earn a week in the level system. Grievance committees consisting of a

clinical staff member, a Campus Council representative, and a "neutral" staff member heard only seven cases. Five grievances were filed that were not deemed negotiable by the Program Director and two of these were then appealed to the Superintendent. Three grievances submitted to the committee yielded an outcome in favor of the offender. The percentage of the total number of grievances that resulted in favorable outcomes for the juvenile offender was relatively high. This was a reflection of the various levels of appeal that factor out those appeals that had little or no merit.

Restitution

Katrina Pollet, Restitution Coordinator

A total of 26 restitution contracts were completed, totaling \$3,138.95 in work service. This was in addition to a cash recovery of \$89. The recovery amount is less than the last two years; however, the number of work contracts completed increased. A total of 610 hours of work service was performed in FY 2000 at the rate of \$5.15 per hour. This amount doubled the work service hours performed in FY 99. Four contracts were not completed due to the juvenile offenders being arrested for criminal acts before they were able to complete their restitution. Restitution contracts are intended to develop accountability. Damage to property and/or medical expenses resulting from self-inflicted or fabricated physical conditions are the two most frequently encountered reasons to pursue restitution through work service or monetarily. Additionally, court-ordered restitution in the amount of \$4,976 was collected and forwarded to local district courts.

Beloit Juvenile Correctional Facility

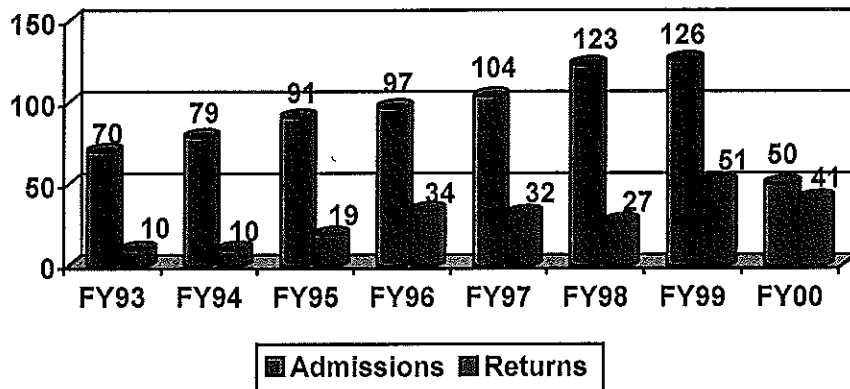
Fiscal Year 2000 Statistics & Demographics

Total Intake **91**

| | | |
|--|-------|-----------|
| Admissions | | 50 |
| Direct Commitment | (98%) | 49 |
| Extended Jurisdiction | (2%) | 1 |
| Matrix Commitments | | |
| 13 - New admissions | | |
| 3 - CR Revocations with new charges | | |
| 1 - Resident JO charged under new law | | |
| Average Admission Age 16 years, 9 months | | |

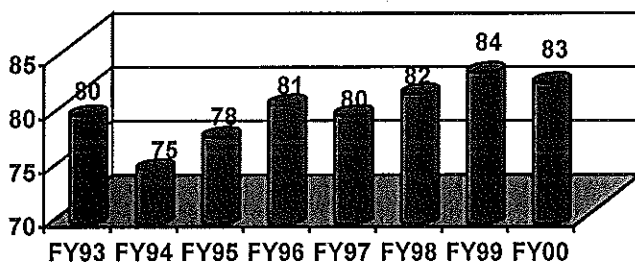
| | | |
|---|--|-----------|
| Conditional Release Revocations | | 41 |
| CR Revocation (Technical violators) | | 38 |
| CR Revocation (New charges) | | 3 |
| Avg. LOS prior to CR 6 mths, 21 days | | |
| Avg. LOP in community 6 mths, 24 days | | |
| Longest LOP in community 1 yr, 7 mths, 1 day | | |
| Shortest LOP in community 16 days | | |
| Average CR Return Age 16 years, 6 months | | |
| <i>CR - Conditional Release LOS - Length of stay</i> | | |
| <i>LOP - Length of placement</i> | | |

Fiscal Year Admissions & Returns



Average Daily Census (ADC) **83**

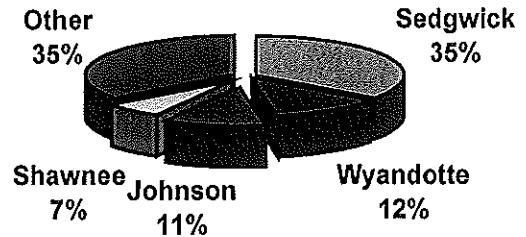
Average Daily Census History



| RECIDIVISM HISTORY | | | |
|--------------------|----------|---------|-----|
| FY | Releases | Returns | % |
| 93 | 80 | 10 | 13% |
| 94 | 87 | 10 | 11% |
| 95 | 106 | 19 | 18% |
| 96 | 141 | 34 | 24% |
| 97 | 128 | 32 | 25% |
| 98 | 149 | 27 | 18% |
| 99 | 170 | 51 | 30% |
| 00 | 122 | 41 | 34% |

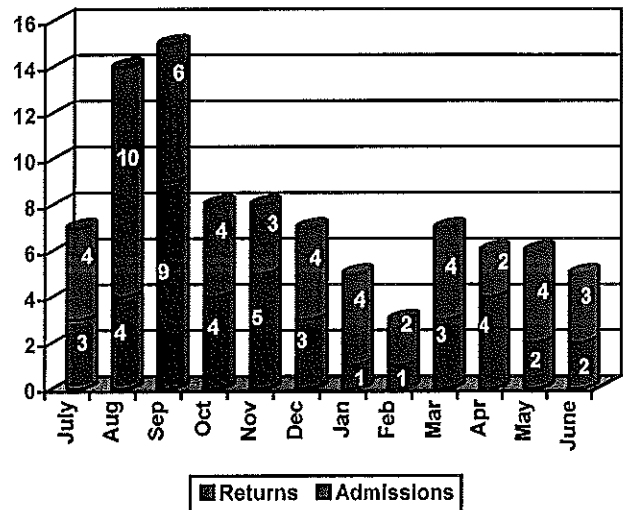
ADMISSIONS & RETURNS BY COUNTY

| COUNTY | ADMISSIONS | RETURNS |
|---------------|------------|-----------|
| Sedgwick | 19 | 13 |
| Wyandotte | 7 | 4 |
| Johnson | 7 | 3 |
| Shawnee | 4 | 2 |
| Ford | 2 | 2 |
| Lyon | 2 | |
| Reno | 1 | 4 |
| Butler | 1 | 2 |
| Dickinson | 1 | 1 |
| Douglas | 1 | 1 |
| Leavenworth | 1 | 1 |
| Barton | 1 | |
| Crawford | 1 | |
| Montgomery | 1 | |
| McPherson | 1 | |
| Finney | | 2 |
| Cowley | | 1 |
| Franklin | | 1 |
| Harvey | | 1 |
| Miami | | 1 |
| Riley | | 1 |
| Seward | | 1 |
| TOTALS | 50 | 41 |



ADMISSIONS & RETURNS BY MONTH

| MONTH | ADMISSIONS | RETURNS |
|---------------|------------|-----------|
| July | 4 | 3 |
| August | 10 | 4 |
| September | 6 | 9 |
| October | 4 | 4 |
| November | 3 | 5 |
| December | 4 | 3 |
| January | 4 | 1 |
| February | 2 | 1 |
| March | 4 | 3 |
| April | 2 | 4 |
| May | 4 | 2 |
| June | 3 | 2 |
| TOTALS | 50 | 41 |

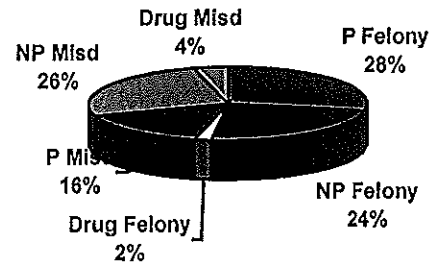


MOST SERIOUS COMMITTING OFFENSES

| <u>FELONY CHARGES</u> | |
|---------------------------------------|-----------|
| Aggravated Robbery | 2* |
| Robbery | 1* |
| Aggravated Assault on LEO | 1* |
| Aggravated Battery | 1 |
| Burglary | 7 |
| Attempted Aggravated Burglary | 1 |
| Forgery | 2 |
| Criminal Threat | 1 |
| Attempted Aggravated Assault | 1 |
| Theft | 4 |
| Criminal Damage to Property | 1 |
| Criminal Deprivation of Motor Vehicle | 4 |
| Possession of Cocaine | 1 |
| Total | 27 |
| Person Felonies | 14 |
| Non Person Felonies | 12 |
| Drug Felony | 1 |
| *Violent Offenders (Off Grid - Lvl 6) | 4 |

| <u>MISDEMEANOR CHARGES</u> | |
|-----------------------------------|-----------|
| Theft | 9 |
| Battery | 4 |
| Disorderly Conduct | 3 |
| Battery Against a School Employee | 2 |
| Possession of Marijuana | 2 |
| Criminal Damage to Property | 1 |
| Endangering a Child | 1 |
| Assault | 1 |
| Total | 23 |
| Person Misdemeanors | 8 |
| Non Person Misdemeanors | 13 |
| Drug Misdemeanors | 2 |

| | |
|----------------------|----|
| Matrix Commitments | 13 |
| Violent Offender II | 1 |
| Serious Offender I | 2 |
| Serious Offender II | 1 |
| Chronic Offender II | 2 |
| Chronic Offender III | 7 |



MARITAL STATUS OF PARENTS

| | | |
|-------------------------|----|-----|
| Divorced | 17 | 34% |
| Unmarried | 14 | 28% |
| Married | 9 | 18% |
| Father Deceased | 5 | 10% |
| Mother's Rights Severed | 2 | 4% |
| Mother Deceased | 1 | 2% |
| Both Deceased | 1 | 2% |
| Parents' Rights Severed | 1 | 2% |

CHILD IN NEED OF CARE (CINC)

| | |
|---------|----|
| No | 29 |
| Prior | 16 |
| Current | 3 |
| Unknown | 2 |

AGE / RACE / OFFENSE

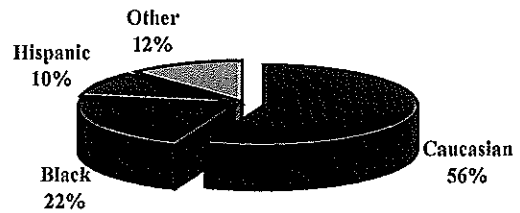
(Most Serious Committing Offense)

| Age | Caucasian | | Black | | Hispanic | | Other | | Total | |
|--------------|-----------|-----------|----------|-----------|----------|----------|----------|----------|-----------|-----------|
| | M | F | M | F | M | F | M | F | M | F |
| 13 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 3 | 0 |
| 14 | 1 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 2 | 2 |
| 15 | 3 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 5 | 2 |
| 16 | 3 | 5 | 1 | 1 | 0 | 2 | 0 | 0 | 4 | 8 |
| 17 | 5 | 3 | 0 | 0 | 0 | 1 | 1 | 2 | 6 | 6 |
| 18 | 0 | 4 | 1 | 3 | 0 | 0 | 0 | 1 | 1 | 8 |
| 19 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 1 |
| Total | 15 | 13 | 4 | 7 | 1 | 4 | 3 | 3 | 23 | 27 |
| % | 30 | 26 | 8 | 14 | 2 | 8 | 6 | 6 | 46 | 54 |

M = Misdemeanor

F = Felony

| Admission Age | Number of J.O.'s | % of Total Admissions |
|---------------|------------------|-----------------------|
| 13 | 3 | 6% |
| 14 | 4 | 8% |
| 15 | 7 | 14% |
| 16 | 12 | 24% |
| 17 | 12 | 24% |
| 18 | 9 | 18% |
| 19 | 3 | 6% |



Type of Offense by County/Race

| County | Caucasian | | Black | | Hispanic | | Other | | Total | |
|-----------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| | M | F | M | F | M | F | M | F | M | F |
| Sedgwick | 5 | 1 | 4 | 6 | 0 | 0 | 2 | 1 | 11 | 8 |
| Wyandotte | 2 | 2 | 0 | 0 | 1 | 2 | 0 | 0 | 3 | 4 |
| Johnson | 4 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 5 | 2 |
| Shawnee | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 3 |
| Big 4 Counties | 12 | 5 | 4 | 7 | 1 | 2 | 3 | 3 | 20 | 17 |
| Other Counties | 3 | 8 | 0 | 0 | 0 | 2 | 0 | 0 | 3 | 10 |
| Total | 15 | 13 | 4 | 7 | 1 | 4 | 3 | 3 | 23 | 27 |

M = Misdemeanor

F = Felony

PRIOR PLACEMENTS & INTERVENTIONS

| | | | | | |
|---------------------------|----|----------------------------|---|-----------------------------|------------|
| Detention | 64 | The Shelter | 3 | Knox Center | 1 |
| Probation | 37 | BJCF | 2 | KU Medical Center | 1 |
| Group home | 30 | D & A Treatment | 2 | Logan House | 1 |
| Foster home | 22 | Elm Acres | 2 | Maude Carpenter | 1 |
| Emergency Shelter | 9 | Individual Therapy | 2 | New Attitudes | 1 |
| Charter Transitions | 8 | Intensive Supervision | 2 | New Beginnings | 1 |
| Wichita Children's Home | 8 | KCSL | 2 | Options | 1 |
| Booth Memorial | 7 | Oakland House | 2 | Parkview Hospital | 1 |
| House Arrest | 6 | Psychiatric Treatment | 2 | Parson's Crisis Center | 1 |
| Relatives | 6 | Thorpe House | 2 | Project Bridge | 1 |
| TLC | 6 | Woman's Recovery Unlimited | 2 | Sanction House | 1 |
| DCCCA Day Reporting | 5 | Wyandotte House | 2 | Secure Care Wakeeney | 1 |
| Home | 5 | Barton Co. Youth Care | 1 | Secure Care Wichita | 1 |
| Achievement Place | 4 | Bob Johnson's | 1 | STOP | 1 |
| College Meadows | 4 | Booth Residential Facility | 1 | The Farm | 1 |
| Parkview Passages | 4 | Counseling Center | 1 | The Village | 1 |
| Prairie View | 4 | Crossroads | 1 | There's A Person In Me | 1 |
| Florence Crittenton | 3 | Family Therapy | 1 | Wichita Child Guidance | 1 |
| Jail | 3 | Grace Center | 1 | Wichita Family Preservation | 1 |
| Juvenile Residential Fac. | 3 | Grandparents | 1 | Wynne Services | 1 |
| Kaw Valley OSU | 3 | Home Based Supervision | 1 | | |
| Salina Youth Care | 3 | Job Corp | 1 | | |
| St. Francis Academy | 3 | Kan Care | 1 | | |
| | | | | Total | 306 |

| County | Caucasian | Black | Hispanic | Other | Total |
|---------------------------|-----------------------------------|-----------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Sedgwick | 6 Range 1 - 15 Average = 6 | 10 Range 2 - 6 Average = 6 | 0 | 3 Range 2 - 13 Average = 6 | 19 Range 1 - 15 Average = 6 |
| Wyandotte | 4 Range 2 - 5 Average = 4 | 0 | 3 Range 1 - 4 Average = 3 | 0 | 7 Range 1 - 5 Average = 3 |
| Johnson | 6 Range 3 - 11 Average = 6 | 0 | 0 | 1 Range 5 Average = 5 | 7 Range 3 - 11 Average = 6 |
| Shawnee | 1 Range 9 Average = 9 | 1 Range 10 Average = 10 | 0 | 2 Range 3 - 5 Average = 4 | 4 Range 3 - 10 Average = 7 |
| Big 4 Counties | 17 Range 1 - 15 Average = 6 | 11 Range 2 - 10 Average = 6 | 3 Range 1 - 4 Average = 3 | 6 Range 2 - 13 Average = 5 | 37 Range 1 - 15 Average = 6 |
| Other 101 Counties | 11 Range 1 - 35 Average = 8 | 0 | 2 Range 7 - 8 Average = 8 | 0 | 13 Range 1 - 35 Average = 8 |
| Total | 28 Range 1 - 35 Average = 6 | 11 Range 2 - 10 Average = 6 | 5 Range 1 - 8 Average = 5 | 6 Range 2 - 13 Average = 5 | 50 Range 1 - 35 Average = 6 |

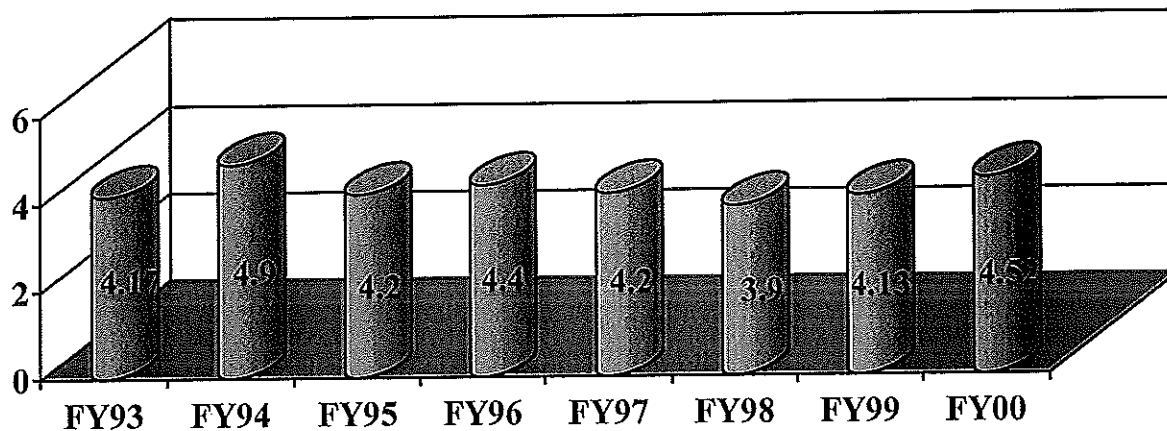
Table Explanation: Example - Sedgwick County had 6 Caucasian juvenile offenders admitted. These 6 juvenile offenders had a range from 1 - 15 prior placements, with an average of 6 placements.

PRIOR COURT CONTACTS

| County | Caucasian | Black | Hispanic | Other | Total |
|--------------------|-----------------------------------|----------------------------------|---------------------------------|---------------------------------|------------------------------------|
| Johnson | 6 Range 2 - 5 Average = 3 | 0 | 0 | 1 Range 4 Average = 4 | 7 Range 2 - 5 Average = 3 |
| Sedgwick | 6 Range 3 - 7 Average = 5 | 10 Range 2 - 7 Average = 4 | 0 | 3 Range 5 - 8 Average = 6 | 19 Range 2 - 8 Average = 5 |
| Shawnee | 1 Range 5 Average = 5 | 1 Range 4 Average = 4 | 0 | 2 Range 1 - 4 Average = 3 | 4 Range 1 - 5 Average = 4 |
| Wyandotte | 4 Range 2 - 5 Average = 4 | 0 | 3 Range 3 - 5 Average = 4 | 0 | 7 Range 2 - 5 Average = 4 |
| Big 4 Counties | 17 Range 2 - 7 Average = 4 | 11 Range 3 - 7 Average = 4 | 3 Range 3 - 5 Average = 4 | 6 Range 1 - 8 Average = 4 | 37 Range 1 - 8 Average = 4 |
| Other 101 Counties | 11 Range 2 - 10 Average = 5 | 0 | 2 Range 4 - 9 Average = 7 | 0 | 13 Range 1 - 10 Average = 5 |
| Total | 28 Range 2 - 10 Average = 5 | 11 Range 2 - 7 Average = 4 | 5 Range 3 - 9 Average = 5 | 6 Range 1 - 8 Average = 4 | 50 Range 1 - 10 Average = 5* |

*Totals rounded to nearest whole number

Prior Court Contacts



RELEASES

Total Releases

| | |
|---------------------|----|
| Conditional Release | 73 |
| Direct Discharge | 46 |
| Discharge Jail | 2 |
| Discharge Escape | 1 |

122

Offenders Released To

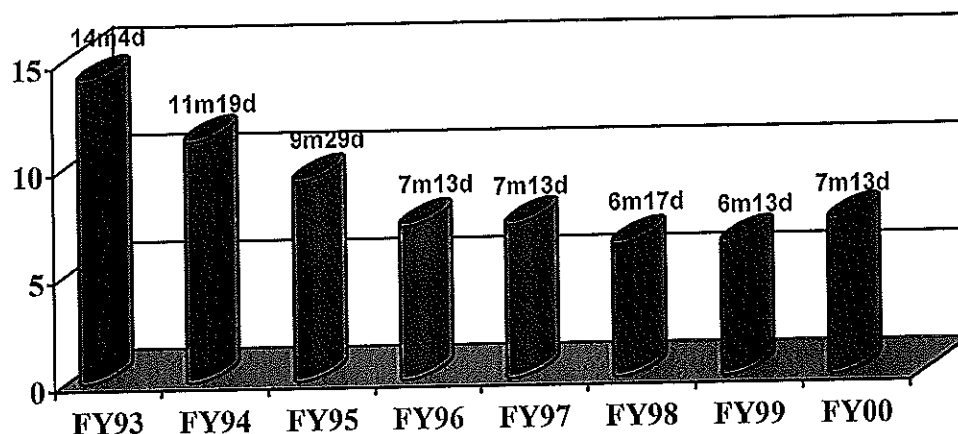
| | | | |
|---------------------|----|--------------------|---|
| Mother | 39 | Larned St Hospital | 3 |
| Mother & Stepfather | 14 | Trans. Living | 3 |
| AYS Foster home | 10 | Sister | 3 |
| Group home | 10 | Jail | 2 |
| Parents | 8 | Aunt | 2 |
| Grandparents(s) | 8 | Temp. Shelter | 2 |
| Foster home | 7 | Friend | 1 |
| Father | 5 | Escape | 1 |
| Independent Living | 4 | | |

Average Length of Stay

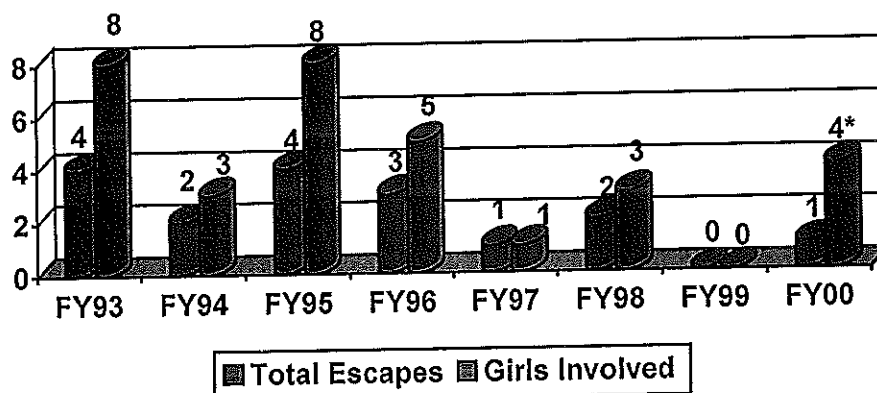
| | |
|--------------------|----------------------|
| For all releases | 7 mths, 13 days |
| VO by offense (19) | 1 yr, 1 mth, 25 days |
| Internal VO (5)* | 1 yr, 5 mths, 4 days |

*(Determined by assaultive behavior at BJCF)

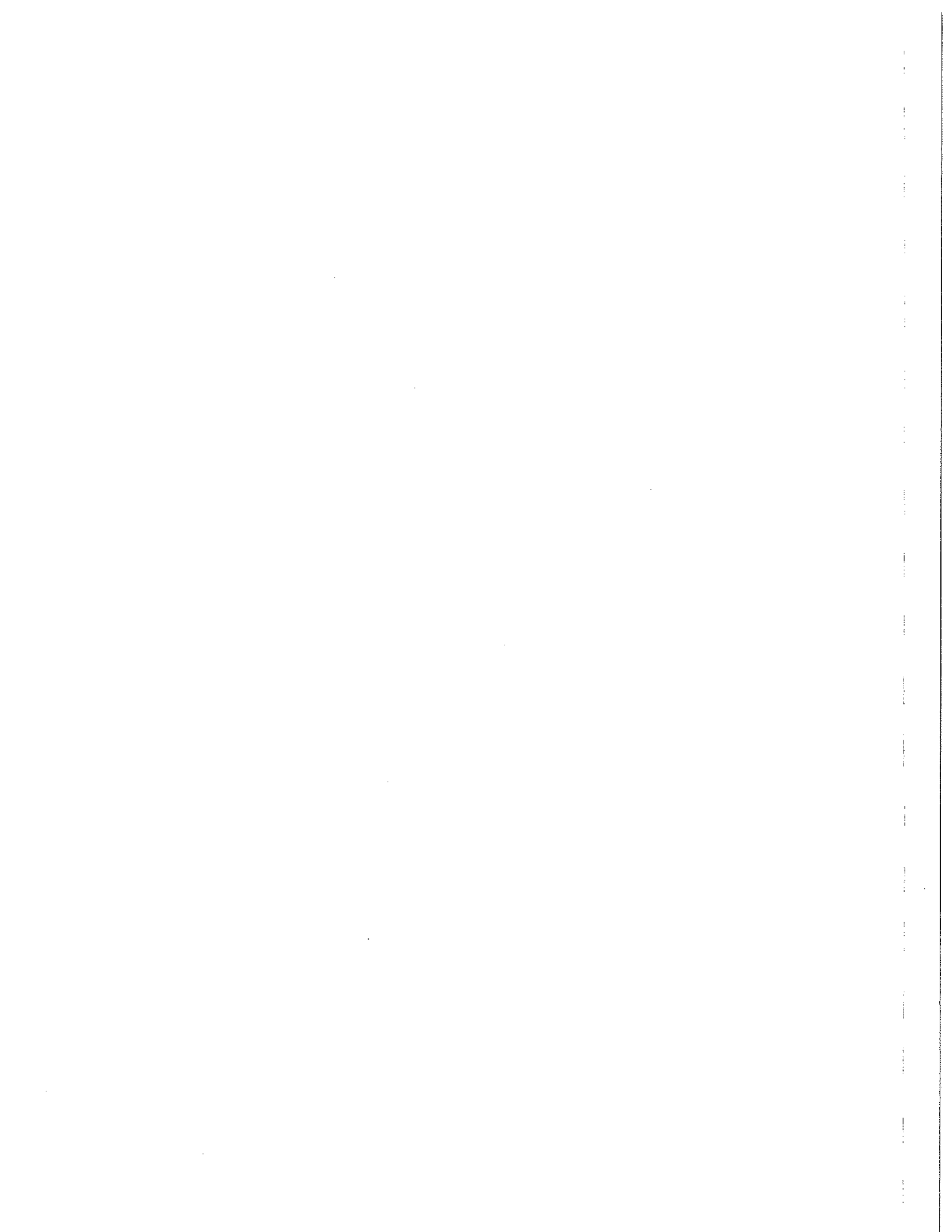
Average Length of Stay



ESCAPES FROM FACILITY



*None of the four juvenile offenders who escaped left the facility grounds.



Report of FY 2000 Departmental Objectives

The facility has undertaken a goals and objectives exercise since fiscal year 1976. Each area of the facility is asked to develop at least one objective for the fiscal year. These are developed with the facility's goals and mission in the forefront, and involve input and/or participation from all staff in the area establishing the objective.

The Kansas Juvenile Justice Authority mission reads as follows:

"It is the mission of the Kansas Juvenile Correctional Facilities, as part of the Juvenile Justice Authority, to promote public safety, hold offenders accountable for their behaviors and improve the offender's ability to live more productively and responsibly in the community."

The following narrative, by department, represents the report of FY 2000 objectives that were established in July/August, 1999.

Activity Therapy

Objective: Examine the list of activities provided to the living units and identify goals and objectives of each activity. Those activities inconsistent with current BJCF philosophy will be deleted or adapted accordingly, by 1-30-00. Activities to be reviewed quarterly in the AT dept. meeting.

The department engaged in an audit of activities offered to the living units. Some activities were deleted and others were

updated to remain consistent with the philosophy of the facility. Those activities that were offered prior to January 30, 2000, were catalogued in an activity book that determines those steps important to the planning and implementation of the various activity. Modifications and updates will be added to the activity book as they are offered. This very practical objective appears to be something that needs to be done on an on-going basis.

Objective: Examine the benefits of Activity Specialist I's working a 10-hour day. Proposal to be submitted to Dept. of Personnel Services by July 30. With approval, the facility would do this on a 6-month trial basis, and be evaluated after that time.

The 10-hour schedules for the AT I's were submitted and approved by the facility's business manager and DPS. Their schedules were altered in October, to serve an additional living unit. During March, the schedule was evaluated and the decision was made to return back to 8-hour days. The return to an 8-hour day was deferred until a third Activity Specialist was hired. Employee leave time was a major concern for coverage with 10-hour days.

Business Office

Objective: Convert the facility's fixed asset accounting system to a Y2K compatible program by 12-31-99.

Business office staff, along with the Information Technology Consultant,

assessed various software programs. It was concluded that commercial software is designed for proprietary operations and the impetus is for providing depreciation expense. They are totally inflexible in converting to the system used by Dept. of Accounts and Reports. Additionally, they are fairly expensive to purchase. The facility was able to obtain and download an updated version of the program from Parsons State Hospital that is Y2K compliant and can be utilized on the Windows environment. This seemed even more feasible with the recent cost threshold for capital outlay to \$2,000, which drastically reduces the number of assets required to be accounted for as "inventory." This was completed by April 1, 2000.

Clerical

Objective: Implement a computerized admission intake form, to include a picture of the juvenile offender. This will be filed in the master file, which historically has not been done. To be done by 10-1-99.

The Executive Secretaries of the juvenile correctional facilities worked jointly to develop an admission intake form suitable for all JCF's. BJCF clerical staff reviewed the form, made changes and modifications to fit the needs of the facility. Several early versions were utilized prior to October 1. The last revision occurred in January, 2000. The new intake form is a more professional looking document. The computerized form is available on the computer network in a shared clerical folder, allowing for easy updates as necessary. The digital photos that are taken at the time of admission are likewise saved to a shared folder that allows the safety and security staff to utilize the picture for the juvenile offender ID bracelet.

Commissary

Objective: To upgrade computer software for maintaining inventory of expendable supplies in the commissary. This will include investigation of scanning software. Present software is not Y2K compliant. To be done by 12-31-99.

The Storekeeper, business manager, and information technology consultant investigated the use of other software programs for maintaining the inventory. In December, 1999, we received an update of the Parsons State Hospital software, which was installed to make it Y2K compliant. Several problems were encountered with the software sent to us by Parsons. Currently it is working satisfactorily. The Info. Tech. Consultant will continue to investigate the possibility of a new scanning software that can be used on a trial basis.

Computer (Information Resource)

Objective: The Information Technology Consultant will monitor the development of the JJA Management Information System and the Criminal Justice Information System to ensure compatibility with technology at BJCF.

The SQL server was installed during the year that will house the data to be sent to the main repository server in Topeka. A firewall was also installed, to insure the data remains safe from outside intrusion.

Objective: The ITC will serve as the lead person in the implementation, training, and use of the computer to access background information from the KBI through the NCIC system. To be

completed by the third quarter of FY 2000.

A computer was installed in the ITC office, and an account was established with the local Internet service provider for access to the KBI. Training for the NCIC system was completed in August 1999, and background checks were initiated starting in January, 2000 for accepted employment applicants.

Objective: The ITC will serve as BJCF's liaison for the Byrne Grant project which includes the purchase and installation of fiber optic cable to the commissary, Morning View and school buildings. To be done by 4-1-00.

The bids for the installation of the fiber cable were accepted in the second quarter of FY 2000. The installation of the conduit for the fiber cable was completed in November by our maintenance staff. In December, the equipment needed to connect the fiber backbone was received and installed. The second quarter saw the actual installation of the cable and the backbone was completed in March. A decision was made during the fiber installation that Sunshine Cottage (housing office and training space) should be included in the fiber backbone. This was completed and there is now a small computer lab used for training new employees.

Dietary

Objective: To reorganize all storage areas used by the dept.

The dietary dept. reorganized according to the inventory worksheets, with each item being numbered in sequence as they are placed around the room. In this manner, it is

easy to count inventory as you walk around each storage area.

Objective: Adopt and maintain ARAMARK's safety program.

ARAMARK continues to improve their safety program through various inservices each month. The goal of achieving a safe work environment was met, as we had zero accident claims. A small gift was presented each employee for this achievement.

Education

Objective: All educational staff will be able to demonstrate understanding and use of the SASI administration software.

All educational staff were trained in using the SASI software. The first inservice was held on 1-11-00. Staff were trained in taking student roll through the use of the software. On 2-1-00, the second inservice was held, which taught staff to make student requests via the computer. Education staff continues using the SASI software on an hourly basis for making student requests and reporting course completions. The SASI software is used for enrollment meetings and weekly class rolls are provided for the living units, teachers, and school office.

Objective: All education staff will complete one technology-intensive project specific to their area of assignment.

All staff completed at least one project. Many of the technology projects completed were in combination with the Quality Performance Accreditation (QPA) process. Some examples include: updating the building profile; completing a PowerPoint presentation; developing charts for the QPA

behavior team; creating QPA math data sheets and charts; and producing QPA reading team spreadsheets and graphs.

Other projects completed were: updating the work-study material; completing signs for fire and tornado evacuations; making Math 87 grading forms; developing a data base to track Reading Strategies post tests; generating a PowerPoint presentation for Word I Identification Strategies; completing a PowerPoint presentation on sexually transmitted diseases, and adding Clip Art and Word Art to the *Prism*. Staff retyped tests, syllabuses, and work study forms with updated and current information. The library added the Follett Catalog Plus component to the existing Follett Circulation system to eliminate the need for a paper card catalog.

Objective: The education staff will continue the Quality Performance Accreditation (QPA) process to complete the five-year first accreditation cycle by 6-30-00.

Kansas State Board of Education announced June 2000, that North Beloit High School earned accreditation under the state board's continuous improvement system. The school successfully completed its first cycle of Quality Performance Accreditation. The board granted NBHS a five-year accreditation status. NBHS will continue with Cycle II and will be audited in five years. Earning accreditation by the state board of education included a site visit to the school by state and local education officials on March 16, 2000, to review progress in the areas targeted for improvement in the school's locally developed improvement plan. The visiting team submitted a report to KSBE, along with a recommendation for accreditation. The on-site visitation team highlighted the strengths, including student

completion of the GED program, and significant improvements in measured reading and math levels. All education staff was involved in the QPA process.

Independent Living Program

Objective: To develop an independent living program (ILP) curriculum tracking tool for each juvenile offender. This could be used to track ILP-related accomplishments, as well as current and future ILP needs of each offender. By 10-29-99, some of the newest independent living program classes will be underway and will be recorded on the tracking sheets. The sheets will be sent to their new placement site. By 3-31-00, the independent living coordinator will have contacted various ILP programs and/or foster care homes and gather feedback on the relevance of this tool to their information needs.

The comprehensive ILP curriculum tracking tool developed for use by the BJCF independent living program has undergone revisions from its original conceptualization. The ILP dept. will continue utilizing this tool to track information on all juvenile offenders at BJCF served by this dept. The concept of allowing other independent living agencies to access its information was abandoned prior to the October 29 deadline. This was due to the vast difference in procedures and programming requirements in other independent living programs.

Juvenile Corrections:

Objective: To conduct an in-depth study of staffing patterns and assignments to assure most efficient use of staff resources.

An assessment of staffing patterns and position assignments was completed and changes implemented. Reassignments were made as necessary to strengthen unit teams and compliment individual strengths. Work schedules were developed for unit directors and juvenile corrections specialists enabling them to improve services in completion of their responsibilities. Changes implemented are as follows:

On 2-1-00, campus relief positions formerly assigned to the security department were reassigned to Prairie Vista, Sunnyside, and Skylark, bringing their total number of positions from eight to nine. This enhanced coverage on the evening shifts, enabling JCO's to provide better supervision and increased counseling contacts.

On 3-1-00, juvenile corrections specialists' rest days and shift assignments were set, allowing them to schedule groups, training, and orientation on a regular basis. This has improved consistency and helped alleviate conflicts with other groups. Specialists generally work Tuesday through Saturday, and have set hours involving four evenings and one day per week. Some scheduling alterations are necessary, due to their presence being needed to maintain adequate coverage in the units.

On 1-1-00, Juvenile Corrections Officer III's rest days were set on Friday and Saturday. Although JCO III's have had set rest days for several years, some were off on Friday and Saturday, while others were off on Sunday and Monday. All are now required to be available to chair the weekly unit meeting with the juvenile offenders on Monday evenings,

and to work the Friday of each month on which graduation is held.

Grandview and Prairie Vista share a night relief JCO I, and Skylark and security share a night relief JCO I. Employees assigned to this position find it less stressful to work a shift of consistent nights, rather than a combination of evening/night hours. The quality of work completed on these shifts has improved possibly due to better communication, ownership and a sense of belonging. This change was implement 12-20-99.

Maintenance/Power Plant

Objective: To rework the computerized preventive maintenance system that was damaged in the upgrade to the new network and Windows NT environment.

During the year, several computer systems were experimented with and considered as possible replacement. The acceptable system is made by the Keep Trak Corporation, called the KTMaint2000.

This program will allow preventive maintenance projects as determined by the plant supervisors to automatically come up on the computer when it is time to be done. This will also give a status report on projects as due and overdue. Time spent on various types of projects and expenses may also be tracked. As with the old system, a hard copy of the work to be done is printed and given to the technician as a work order. This is then entered on the computer when completed. This program was installed and first used in early June with a few preventive maintenance assignments. July 2000 was the first month to be 100% on this system.

Nursing

Objective: Assess the value of the psychotropic medication report, and consider utilizing another format. Recommendations for changes to be made to the Clinical Policy Committee by December 1, 1999.

The results of the study did not provide definitive indication for altering the document. This finding was presented to the Clinical Policy Committee on December 6, 1999.

Objective: The nursing staff will develop a means of monitoring the frequency of medical errors and develop a plan of action that will lessen the frequency of medical errors. Effective August 1, 1999, the nursing staff will begin to chart the number of errors each month.

The results of tracking for this fiscal year are as follows:

| | |
|----------------------|-----------|
| Living Units: | |
| Prairie Vista | 12 errors |
| Grandview | 7 errors |
| Morning View | 18 errors |
| Sunnyside | 31 errors |
| Skylark | 22 errors |
| Times: | |
| 7 a.m. | 37 errors |
| 11 a.m. | 13 errors |
| 5 p.m. | 20 errors |
| 9 p.m. | 20 errors |
| As needed | 1 error |

The nursing department didn't submit a plan to correct the glitches documented, but most of the errors were due to human error. This

was not an objective with achievable outcomes.

Psychology Dept.

Objective: Determine methods of reallocating manpower due to opening of Grandview. Psychological services, including intake and assessment, and psychological testing and report writing, need to be revisited if to continue the same level of service as in recent years. To be completed by 9-1-99.

Changes were made in anticipation of the increase to 100 beds, and recognition that there were only two psychologists available to provide the services that were identified as most essential. Initially, the dept. opted to limit the number of psychological tests to those areas of specific concern, such as identifying suicide risk in the new admissions during intake. Those psychological reports generated were limited most often to those individuals more severely disturbed; however, as we began to see a reduction in admissions, we returned to the practice of generating a psychological report on each admission.

It was also determined that more effort was needed to assess and reassess those receiving psychotropic medications. Those receiving psychotropics represented a significant portion of the population that present behavioral and emotional limitations often manifested in acting out. It only "made sense" to devote more energy to this group. One of the more salient outcomes of this initiative came from the weekly therapeutic committee. Members of that group met each week, prior to the meeting with the psychiatrist, to discuss each individual scheduled for med checks. A more consistent picture of the juvenile

offender is presented to the psychiatrist because of this effort.

Objective: To review the admission criteria for Morning View and how security is utilized. The goal is to diminish the numbers and length of stay in Morning View. This will be a gradual but on-going process, with initial recommendations submitted to the Superintendent by October 1, and quarterly thereafter.

Conscious efforts were made to limit the number of individuals placed on security status. This involved attempting to establish a more therapeutic milieu in Morning View. There was also a need to recognize that what some staff hoped to accomplish with a juvenile offender's referral to security may never or would rarely be accomplished. Although there were still many referrals in the fiscal year, staff have, over the past several months, had more opportunity to work more intensely with juvenile offenders in an effort to lessen security referrals.

Religious Services

Objective: To encourage spiritual, moral and social growth and development through three group studies. Each group will be coordinated with the facility's Moral Reasoning and SLT skills, with a scripture attached to each skill. This will be accomplished by 9-1-99.

The three study groups: My Purpose as a Person; My Public and Private Life; and My Peers Around Me, were well received when offered, but scheduling difficulties soon became evident. The problems hindered efforts to consistently schedule the sessions and led to altering the goal. The study became more often than not one-to-

one time. The scheduling problem stemmed from the number of programs that occur during the chaplain's scheduled hours of work.

Objective: The chaplain will show a four-part series that deals with sex, love and relationships three times during the year.

The series on sex, love and relationships was shown on 12 occasions. The four-part series generated considerable discussion and appeared to be of sufficient value to be offered on a continuing basis.

Social Work

Objective: In order to enhance our gender-specific programming, we will attempt to develop and implement a program that two staff recently received training on in the area of assisting juvenile offenders in recognizing and resisting sexual con games.

Activity in this area has focused on staff training. Two social work staff conducted six day-long training sessions to educate 67 staff in this area. All training sessions were received enthusiastically by staff. As our thinking and programming in this area has evolved, the current plan is for offenders to be introduced to these ideas and concepts through our school program. This would be done primarily in the context of the human sexuality/sex education program in the school.

Staff Development

Objective: As a part of the philosophy of Critical Stress Management, the training dept. will develop an information inservice for new employees, as part of

the orientation process, to prepare them for the possibility of being victimized on the job. This will be completed by 9-1-99.

As a part of the Employee Information (orientation) class, all new employees were introduced to the idea that, within the scope of work at BJCF, they will be faced with both acute and chronic stressors. In addition, the realities of being emotionally or physically injured on the job was presented. Healthy and unhealthy coping skills were reviewed with an assessment of the particular group's stress relievers. New staff were briefly introduced to the concept of Critical Incident Stress Debriefings. This information was delivered to new staff on July 12, 1999, and continues as a part of orientation training.

Objective: The training director will make a formal request to present Critical Incident Stress Management to JJA superintendents, with the potential of CISM becoming a part of the Crisis Intervention and Response Training (CIRT).

This objective was not met. However, Critical Incident Stress Management remains a viable addition to the CIRT program as it was intended. The Director of In-Service Training did attend a two-day training on Critical Incident Stress Debriefing. Later, she was one of two people who offered a "debriefing" to a staff who had been assaulted. There will be efforts by the training director to enlist the training directors of the other facilities in identifying one of the several Critical Incident Stress Debriefing programs on the market. The program was not presented to the superintendents. The initiative was clearly not a priority and support for

development of a Critical Incident Stress Management program was limited.

Substance Abuse

Objective: To give each individual who completes a minimum of 40 hours in recovery groups a certificate of recognition for their accomplishment and effort in their treatment program.

Eleven certificates were presented to offenders completing the program during FY 2000.

Objective: To design and implement pre and post-testing to recovery workbooks. A formal assessment will include compilation of data generated and provide recommendations for changes in the program and/or their delivery.

The treatment notebooks were developed but were used more as discussion guides than as a vehicle for written assignments and test response. This was largely due to the desire of department staff to use treatment groups more for discussion than structured learning opportunities. This objective was not met to the degree that had been hoped for at the start of the year.