

Larned Juvenile Correctional Facility

Kyle Rohr, Superintendent

Wendy Leiker, Deputy Superintendent

ANNUAL REPORT

Fiscal Year 2012

July 1, 2011 – June 30, 2012



FY 2012 LJCF Philosophy and Mission

Kansas Juvenile Justice Authority Vision

“Changing the lives of at-risk youth and their families for safer, stronger Kansas Communities.”

It is the mission of the Larned Juvenile Correctional Facility to assist youth to become successful and productive citizens by...

- Providing safe, secure, humane, and restorative confinement of youth to enhance public safety
 - Promoting public safety by holding youth accountable
 - Improving the ability of youth to live productively and responsibly in their communities
-

FY 2012 LJCF Philosophy, Goals, & Objectives

□ Protection of persons and property in Larned Juvenile Correctional Facility, and in the communities

Objectives:

- Prohibit escapes
- Minimize youth-on-youth battery
- Minimize youth-on-staff battery
- Minimize vandalism or theft of property

□ Hold youth accountable for their behavior

Objectives:

- Ensure incarceration sentence is completed.
- Emphasize rewards, consequences, and individual responsibility
- Require restitution when ordered and appropriate.
- Accurate administration of the Good Time Policy
- Implement the standardized JJA Behavior Management System

□ **Improve youths' ability to live productively and responsibly in the community**

Objectives:

- Instill pro-social skills and good decision making
- Provide educational and vocational training, and work experience opportunities
- Provide mental health and substance abuse treatment to youth with assessed need
- Promote open communication and cooperation with families and communities for successful reintegration

□ **Continuous improvement of facility emergency preparedness and response**

Objectives:

- Ongoing training and drills for emergency responses
- Revision of emergency plans as needed
- Sharing information with Larned State Hospital, Larned Correctional Mental Health Facility, and community partners
- Improve staff skills through interpersonal communication training

□ **Seek to enhance quality staff through recruitment, staff development, recognition, and retention**

Objectives:

- Adhere to the Juvenile Justice Authority standards of conduct, and other applicable professional codes of ethics
- Continue to develop staff with professional skills training
- Enhance recognition of employee contributions and achievements
- Provide facility leadership training
- Maintain open communication with staff by conducting regularly scheduled department, supervisory, and town hall meetings

□ **Utilize community, public, and family partnerships**

Objective:

- Promote and enhance the image of the Larned Juvenile Correctional Facility

Accounting Department

The Accounting Department for LJCF is comprised of two (2) positions:

Accountant III, Supervisor - K0512925

Accountant I – K0184038

The role of our department is to submit facility payments and track said expenditures per budget year for the State General Fund (SGF) and all local administered accounts (Offender Trust Fund; Employee Use Fund; Vocational Industries; Canteen and Offender Benefit Fund) following Accounts and Reports policy and procedure and Generally Accepted Accounting Principles (GAAP). This department is also responsible in supporting the Business Administrator with the facility budget, both submission and tracking. It is the responsibility of this department to prepare all documentation for audit purposes. Other duties include the facility inventory which includes Capital Asset, furnishings and clothing; state vehicle usage and scheduling; YR in-house restitution both paid and unpaid; tracking of all YR Court restitution; tracking YR Work Program hours for payment; ordering Canteen items; tracking Canteen sales per policy; facilitate all staff travel both in-state and out of state, ordering all supplies needed for the facility either from LSH Supply or from other vendors.

FY12 – Achievements:

We continue to be successful working with the newly administered SMART system

Successful completion of Delegated Authority Audit completed in February 2012

Successful completion of Capital Asset / Physical Inventory which resulted in necessary updates to LJCF's Inventory Policy 1B-13 in May/June 2012

Successful completion of KCJJ – RA-JAG-28 Audit on August 2012

April 2012 the Accountant I was assigned to track the YR Court Restitution

Completion of furnishing inventory

Completion of staff mandatory training

FY13 – Goals:

Continue to learn and work with the SMART system

Continue to update and complete facility audits and inventories

Continue to monitor state vehicle usage/mileage for replacement purposes

Complete all staff mandatory training

Trudi Eldridge

Accountant III

Activity Therapy Department

The Activity therapy Department consists of (1) Activity Specialist II, (3) Activity Specialist I, in March of 2012, AS II Becky Carter after thirty-six years of service in the department, left the department and transitioned into a Corrections Counselor. In March of 2012, after seventeen years of service, CC II Paul Zamarripa transitioned into the ASII position. In April of 2012, Juvenile Corrections Officer Ethan Thomas after a year and a half of service transitioned into the vacated ASI position on the day shift. In May of 2012, after eight years of service Lieutenant Shawn Couch transitioned into the vacated ASI position on the afternoon shift. ASI Laura Jeffery reached her five years of service in the Activity therapy department on the afternoon shift.

The department goals for the year are to continue the Physical Fitness Challenge with pre and post testing for all youth coming in and leaving the facility to meet PBS guidelines. After reviewing the testing, it shows an improvement in the youths testing scores in the run and pull ups. Another goal was to implement conditioning, and skill training in various sports.

The department provides a structured intramural program during school breaks. The department incorporates intramurals that youth could possibly join when returning to their communities. During the break, the department provided activities such as kite flying, model car building, and tournaments on the gaming systems, gardening, and conditioning classes. A fantasy football league has been developed for the youth. These activities could be used for leisure when returning to the community.

In March of 2012, under the direction of ASII Zamarripa the department started consolidating, completing an inventory and ordering equipment needed for the department. The department inventoried board games, craft supplies, various balls, ping pong table supplies, etc. The department ordered fitness weighted bags, various sized medicine balls and sleds. This equipment is currently being used in weight classes, physical fitness classes and conditioning classes for the youth.

In June of 2012, the LJCF Garden was tilled then planted by the youth. The youth planted tomatoes, peppers, pumpkins, watermelons, corn, and potatoes. Goals for the next years garden is to plant earlier, find a better watering system, fertilize and bring in a sand mixture to soften the ground.

The AT Department is also responsible for Youth Canteen. Canteen duties continue to take part of AT staff's time. These duties include ordering, stocking, checking canteen sheets, filling, maintaining computer records and inventory. In June, a canteen survey was provided to the youth, giving the youth input on additions to the current selection, bringing in Gatorade and several other items. In August 2012, the canteen room was relocated to a storage room in the weight room in order to remodel some of the open units.

The department currently provides (1) hour of large muscle exercise per youth per day including segregation exercises for the youth in segregation, three weight classes, six gym classes, one art class, mile run, Yoga, conditioning classes, high level gyms, high level movies are also offered in the evening. Since June 2012, youth attending the conditioning classes have seen a dramatic change in body fat index. A youth has lost twenty lbs. and went from a 21 percent body fat to a 15.1 percent body fat within three months of starting the program along with weight lifting and a regular diet.

During the summer breaks the department provided several unit competitions such as, 1 on 1, 2 on 2, softball, flag football, and kick ball tournaments. During the Championship Softball Tournament; we held auditions for a youth to sing the National Anthem, with the flags in place, serving popcorn and juice, and inviting all level four's along with all staff to attend and cheer for the youth. Future plans are to provide refereeing classes for the youth so they can reenter the community with a possible income refereeing local tournaments in their communities.

Staff in the department belongs to several committees including Culture Diversity Committee, Employee Activity Committee, and youth advisory committee. The department provided equipment set up, help in the stations, and clean for the end of summer fun days. The stations included disc golf, water balloon toss, football throw, dunk tank, tug a war and many others.

The department assists with set up, clean-up of Youth graduation, Officer Graduation, town hall meetings and events planned by religious services. Providing sound systems, speakers and seating for the events.

Future goals for the department include finding ways to better utilize AT equipment to benefit the youths needs to work towards a healthier wellbeing. The department supports any and all changes to the facility to reach the mission and vision statements of the agency.

Total Activity Therapy youth contacts for FY 2012 were 32,334.

Paul Zamarripa
Activity Therapy Supervisor

Business Services Department

The business services team consists of fifteen team members and four departments each of which will submit their own individual detailed department report. These departments and department supervisors include the Accounting department, department head is Trudi Eldridge, Food Services, led by Barb Cannon, Physical Plant is headed by Bryan Delp and the IT Department head is Karen Rabenseifner. In addition to these department's individual functions, the business services department is responsible for many facility functions. Some examples include the five

year capital plan, facility budget, school lunch program and facility contracts. This department serves as the liaison with the Larned State Hospital for any support services issues.

Robert Manry
Business Services Administrator

Chemical Dependency Recovery Program

The Chemical Dependency Recovery (CDRP) Program is a part of the Larned Juvenile Correctional Facility's programming. CDRP utilizes *Pathways to Self-Discovery and Change*, which provides cognitive based programming for youth with co-occurring substance abuse and criminal conduct. Substance abuse education and individual counseling for youth residents with substance abuse issues is also provided, along with Narcotics Anonymous/Alcoholics Anonymous meetings.

Positions include:

Health Services Administrator – supervisor
Joe Rodriguez, Licensed Addictions Counselor
Allen Kennedy, Licensed Addictions Counselor
Amber Wilder, counselor in training

The program offers three phases of programming, Phase I: Challenge to Change, Deciding What to Change, Phase II: Commitment to Change, and Phase III: Ownership of Change, Calling the Shots.

Statistics for FY 2012 (7/1/11 – 6/30/12):

Number of youth completing Phase I:	43
Number of youth completing Phase II:	24
Number of youth completing Phase III:	4
Total number of classes held:	328

Chaplaincy

To further efficient rehabilitation and enhance overall programming efforts extended to all youth residents at the Larned Juvenile Correctional Facility, the Chaplaincy/Volunteer Department focused on religious development within all interested youth. This was accomplished through weekly Interfaith Chapel Services on Sundays, monthly Catholic Mass the first Thursday of each month, weekly Sunday Bible Studies, weekly Contemporary Christian movie review on Thursdays, and a collection of Volunteer Groups to include a weekly CMA (Christian Motorcycle Association) volunteer contribution every Thursday night, a monthly Assembly of God Men volunteer effort (the first Sunday night monthly), a monthly Volunteer Mentoring

group (the second Sunday night monthly) involving volunteers from 4 area churches, and special volunteer speakers from area organizations approximately once a month.

The Chaplain completed spiritual assessments as needed on certain incoming youth residents, served as consultant for special religious needs voiced by youth residents, and advised facility staff on appropriate response to youth resident spiritual needs. He maintained the Programming Schedule for all areas of the building, and compiled special religious resources and helps on multiple world religions for spiritual helps available within the facility.

The Chaplain further led Youth Resident Orientation classes for every new youth resident entering the facility. He continued to provide individual support for special needs/requests voiced by agency staff and youth residents, and was active in community representing of the facility among churches or faith groups.

Rev. Dr. David Hales, MDiv, PhD
Clinical Chaplain.

Community Advisory Council

The LJCF Advisory Council consists of a group of approximately 20 local citizens who have demonstrated an interest in, and knowledge of the problems of juveniles. Invited by the LJCF Superintendent to join, they advise administration on matters of facility operations and assist with facilitating public understanding of the facility. The council meets four times yearly with the LJCF Superintendent, LJCF Executive Committee, and other facility staff.

Community Advisory Council Members:

Julie Cowell, District Magistrate Judge
George Elmore, Ft. Larned Nat'l. Historic Site
Doug Waddington, LCMHF Warden
Vicki Gillett, Member-at-Large
Rita Kurtz, Broker, Member-at-Large
Jacque Butler, Member-at-Large
Chuck Orth, Chief, Larned Police Department
Vi Prosser, Member-at-Large
Ray Reep, Member-at-Large

Scott King, Pawnee County Sheriff
Denise Wood, Community Corrections
Courtland Holman, Larned Chamber of Commerce
Jim Misunas, *Great Bend Tribune*
Doug McNett, Assistant Co. Attorney
John Flint, Superintendent, USD # 495
Dr. Tom Kinlen, LSH Interim Superintendent
Tom Seltmann, Member-at-Large
Montagga Wright, Member-at-Large

Staff Community Advisory Council Members:

Kyle Rohr, Superintendent
Wendy Leiker, Deputy Superintendent
Major Gerald Jenisch
Anita Ellison, Program Director
Phil Tongier, Health Services Administrator

Sheila Edwards, Human Resources Manager
Rob Manry, Business Manager
David Hales, Clinical Chaplain
Casey Cloninger, Westside School Principal

Council Milestones and Achievements:

- One community council member (Dr. Robert Connell, LSH Superintendent) resigned and the vacancy was filled. Two community council members passed away (Dennis Martin, *Tiller & Toiler* and Carl Immenschuh, *Pelican Press*)
- Updates on the budget and programming were provided at each quarterly meeting.
- For Christmas, the council sent money, cookies, and movies to the units for the youth residents.

Shelia Rodriguez
Administrative Assistant

Food Service

Food Service Role: To provide three (3) well balanced meals and one (1) snack daily, to the Youth Residents at LJCF. Follow federal school lunch guidelines and facility expectations. Prepare food for the facilities special events. Maintain security and sanitation according to facility guidelines. Provide special needs diets as ordered by the doctor and to supervise four youth residents per shift daily.

Barbara Cannon FSM
Gloria Zamarripa FSS
Marilyn Chism FSS
Nancy Quinn FSS
Elizabeth King FSS
2 vacant positions

All supervisors have completed LJCF annual training and KSDE Basic food safety along with food and safety training.

Goal 2013

KSDE training for remaining staff.
Be involved with LSH implementing new menu's for LJCF.
Reduce the Number of accidents in food service.
Train on Proposed Meal Pattern by KSDE.

Barb Cannon
Food Services Director

Human Resources Department

Department Overview and Structure

In the first week of February of 2012, former Human Resources Manager Sheila Edwards resigned from the Larned Juvenile Correctional Facility to accept a position with the Kansas Department of Corrections. That same week, the Human Resources Director at the neighboring Larned State Hospital also resigned. These departures, coupled with a collaborative request submitted the previous December by all three of the State agencies at the Larned Complex, brought about the dissolution of the Human Resources Shared Services arrangement which had been in effect for the preceding seven years.

The remaining Human Resources Manager of the Larned Correctional Mental Health Facility, Cindy Stejskal, was asked to coordinate the dissolution process; this was completed in early March. The Office of Human Resources determined that one HR Manager should be assigned to oversee the HR operations of the entire Larned Complex; interviews were conducted, and Ms. Stejskal was selected for this role, which became effective April 8, 2012. Human Resources Managers were hired for both LSH and LCMHF; former LJCF employee, Kelly Miller, was selected to be HR Manager at the prison. JoAn Giles was promoted to Administrative Specialist in the LJCF Human Resources department.

With the beginning of FY 2013 in July, funding for the Training Technician was restored to LJCF; the Staff Development department, headed by Julie Snodgrass, was moved from beneath Human Resources and placed beneath the supervision of the Deputy Superintendent. The vacated position assigned to perform Quality Assurance duties was reallocated to an Administrative Specialist and moved beneath the supervision of the Deputy Superintendent. Another reallocated clerical position now provides assistance to the Superintendent, Staff Development, and Human Resources; Kim Teegerstrom was selected to fill this position in July of 2012.

The LJCF Human Resources department structure is as follows:

Cindy Stejskal, Human Resources Manager

JoAn Giles, Administrative Specialist (*Human Resources Payroll and Benefits Specialist*)

Kim Teegerstrom, Administrative Specialist (*Superintendent, Staff Development, HR*)

Supervisory oversight also provided for:

Kerri Barnard, Human Resources Manager, Larned State Hospital

Kelly Miller, Human Resources Manager, Larned Correctional Mental Health Facility

Human Resources Statistics

Hires/Rehires/ Transfers In	Total Separations	Retirements	Voluntary Demotions	Disciplinary Terminations	Letters of Reprimand
41	32	5	2	4	4

Performance Review Appeals

There were no Performance Review appeals filed during this fiscal year.

Civil Service Appeals

There were no Civil Service appeals filed during this fiscal year.

Grievances

Human Resources received one (1) Grievance during FY 2012. A Juvenile Corrections Officer I filed the complaint regarding denial of her leave request; she considered the grievance resolved at Step Two, after receiving the Major's response.

Complaints – Sexual Harassment/EEO/Workplace Violence

LJCF received no complaints of Sexual Harassment, EEO, or Workplace Violence during FY 2012.

Recruitment and Retention

LJCF continues to place a strong emphasis on recruiting and retaining quality staff; this effort is especially critical for the Uniformed ranks, which historically suffer from a high turnover rate. Efforts to advertise and recruit more widely, and to interview and hire candidates on a more timely basis have helped to decrease the facility's vacancy rate. A notable and exciting accomplishment for the beginning of the new fiscal year (FY 2013) was the signing of Executive Directive 12-1430, which established equity in starting pay for Juvenile Corrections Officers I with entry level officers employed by the Kansas Department of Corrections. It is believed that this parity will enable LJCF to be more effective not only in recruiting, but also in retaining our Juvenile Corrections Officers.

Annual Turnover	FY 2010	FY 2011	FY 2012
LJCF Uniformed Staff	40.23%	45.98%	43.18%

Independent Living Skills/Re-entry Department

The Independent Living Skills department is composed of one Program Specialist II position, two Rehabilitation Instructors, one Store Keeper and one Program Specialist III position which provide supervision for the department. The Program Specialist II position teaches Living Skills classes and the Violent Offender class, while providing supervision to the LJCF juvenile work sites, ensuring that sites are staffed with juveniles. The two Rehabilitation Instructors are in charge of the LJCF Industries program producing wood products that are sold at various businesses in the area. The Store Keeper provides a worksite in which youth set up daily clothing for the entire facility. They sew and do inventory on all the clothes assigned to offenders and corrections staff. The Program Specialist III teaches the re-entry class to youth and works individually with all youth prior to release. Youth are given the opportunity to

explore employment opportunities in their area, practice filling out applications and explore issues related to probation issues that may arise.

Department Highlights:

- C.T. Taylor, Program Specialist II and Tom Snyder, Program Specialist III successfully completed the Offender Work Develop Specialist course through the National Institute of Corrections. This was a two and one half week course in Hutchinson at the Law Enforcement Center.
- Developed a classroom for the Independent Living Skills department which includes a computer lab for classroom use. This was done through work with the Department of Labor Grant. (no internet usage)
- Development of a competitive interview process for juvenile worker jobs.
- Twenty-seven youth successfully completed Independent Living Skills class.
- Eighteen youth successfully completed Re-entry Class.
- Kansas Works tested sixteen youth with two youth receiving Gold Certificates, six youth receiving Silver Certificates and eight youth receiving Bronze Certificates.
- LJCF Woodshop Sale in Oct. making \$1,087.50.
- Donated wood projects to Pawnee County Conservation Service, Clara Barton Foundation and the 8th Judicial District Community Corrections for fund raisers.
- Employed 26 youth workers for the year.
- Started Payout from the Woodshop budget for workers total was \$1,897.00.

Prepared by,
Tom Snyder PS III

Information Technology

The Larned Juvenile Correctional Facility (LJCF) Information Technology Department consists of one staff member, the Facility Information Technology Manager. This position was transferred to the JJA Central Office Information Technology department on January 8, 2012 with the incumbent staff member being housed at LJCF.

The primary objective of this department is to support LJCF in reaching its goals and objectives through the field of information technology. The staff member in this department serves as a liaison between LJCF and the JJA Central Office Information Technology Department. In addition, this department serves as a consultant to the LJCF Executive Committee when questions regarding information technology arise.

Department Milestones & Achievements for FY 2012

- Routine inventory of all computer related equipment was completed
- Routine replacement of computers and peripherals as needed
- Installed Microsoft security updates as required to servers and computers
- Work routinely with Century Link (formerly Embarq) to maintain Secure Calling System for youth accounts
- Provided Orientation Basic Computer Training for new staff as needed
- Completed process of deployment of Win7, Office '10
- Worked with night shift JCO staff to develop new tracking systems for youth mail and locked room documentation
- Member of Job Fair team during HR Manager vacancy; worked to develop Job Fair materials for community job fair

Department Goals for FY 2013

- Work with Central Office IT on current projects
- Take over management of Westside School Network
- Work with Central Office IT on deployment of new email system
- Continue Orientation Basic Computer Training for new staff as needed
- Continue repair/deployment of computer equipment as needed
- Continue deployment of Microsoft security updates as released
- Work toward goal of computer replacement every 4 years as budget allows

Karen Rabenseifner
Facility IT Manager

Juvenile Corrections Department

The Juvenile Corrections Department represents the largest department within the Larned Juvenile Correctional Facility. This department provides direct-supervision to the youth residents and is primarily responsible for the facilities safety and security operations as well as the supervision, escorting, and transporting of the youth residents to all facility activities, as well as off-campus appointments.

The department consists of a (Major) Juvenile Corrections Director, two (2) Captains; we have just recently filled one Captain position on evenings. The department also consists of six (6) Lieutenants with two (2) on the 6-2 shift, two (2) on the 2-10 shift and two (2) on the 10-6 shift. There are twelve (12) Sergeants with five (5) being on the 6-2 shift, six (6) being on the 2-10 shift and one (1) being on the 10-6 shift. Finally there are fifty-nine (59) Officers (JCO 1's)

divided between the three (3) shifts. This is a total of seventy-six (76) staff for the department. The department has six (6) vacant Officers positions to fill as applicants apply.

General Population units consist of Aubrey/Zarah with Aubrey being the Honor unit, Harker/Mann, and Atkinson/Wallace. Each unit has fifteen (15) beds for the open units. Larned unit consists of eight (8) beds which are for Administrative Segregation and Disciplinary Segregation. The Segregation Review Board meets with the YR's on Monday, Wednesday, and Friday, this is to ensure that they are being cared for and any needs or complaints that may arise. Hays unit is also an eight (8) bed capacity and designed for Special Management Behavior Program for the YR's having difficulties on the open units. Dodge/Leavenworth is comprised of eight (8) beds each and serves as transitional units from the East Wing Mental Health units to transfer to the General Population units.

Assigned housing staff for the fiscal year was at 82.5 % in compliance for all three shifts combined. This is an improvement of 1.75% up from last year.

On April 5-6, 2012 an Analysis of Security Operations was conducted by Raymond Roberts, Secretary of Corrections for the Department of Corrections was conducted. The following items were identified and corrected or corrective measures are being taken.

Another Garrett Metal Detector Walk Through has been added this past year. The improvement of these new models greatly enhances the detection and location of any contraband possible being bought in.

The outside perimeter fence is now completed with Razor Wire added to the entire fence; also the outside patio's now have Razor Wire added as well. The corners of the outside patios have also been reinforced with Razor Wire. LJCF had no break in security for the last fiscal year.

Perimeter foot patrol checks are being completed and logged in the JCO three (3) log to show compliance. Body alarms were assigned to staff by number which has improved accountability. NIMS training has begun and is being scheduled to complete NIMS 100a and 700 for all current staff and new staff during the new training year. The emergency key system has been improved by placing emergency keys in a separate metal box with a plexiglass window for viewing the keys for accountability. The box is sealed with a uniquely number tag that must be cut off to access the keys. Permission to access the keys must be granted by a Shift Supervisor or higher. Post orders are currently being reviewed and revised.

Juvenile Corrections Department Goals

Continue improving on compliance of staff coverage
Continue to improve on reduction of Use of Force
100 percent attendance on all training requirements

Juvenile Corrections Department Milestones

Installation of Razor Wire completed
Completion of Crime Scene and Physical Evidence Preservation
Garrett Metal Detector Walk Through installed at front entry post
Second Captain Position added
No major injuries for staff or youth

Gerald Jenisch
Juvenile Corrections Director

Medical Services Department

It is the mission of the Larned Juvenile Correctional Facility's Medical Services Department to promote and ensure the youth residents' health care services including, but are not be limited to, medical and dental services, mental health services, nursing services, personal hygiene, dietary services, health education, and emotional well-being of youth residents while they are incarcerated and educate them to live a more healthy and productive life style when they return to the community.

The Larned Juvenile Correctional Facility (LJCF) Medical Services Department provides comprehensive health care services program, by qualified health care professional staff that is available to all youth residents. The LJCF Medical Services Department consists of a Health Service Administrator, a Registered Nurse Specialist, 4 Registered Nurses Seniors, a Certified Medication Aide, and an ARNP who all provide medical and nursing services for youth residents. In addition to these staff the Juvenile Justice Authority has entered into an agreement with Kansas University Physicians Incorporated (KUPI), to analyze medical needs and ultimately established a contract with Correct Care Solutions to provide additional medical and psychiatric care for the facility residents. This agreement requires on site visits by physicians and a psychiatrist to provide additional services to the youth residents.

Medical assessments are given upon admission at the Kansas Juvenile Correctional Complex Reception and Diagnostic Unit, involving physical examination, laboratory testing, dental examination, auditory screening and visual assessments. When dysfunction is noted or develops after the youth resident is at Larned Juvenile Correctional Facility, it is medical department's responsibility to take corrective action to assure adequate standards of health care are met.

Medical updates on Blood borne Pathogens, HIV, Hepatitis, Tuberculosis, MRSA, and Infection Control, as well as reviews of medical continuing education, are given during the new employee's orientation and annual training for all LJCF current employees.

All medical and/or health care policies and procedures and nursing guidelines have been developed, reviewed, approved and adopted by KUPI and JJA. The policy and procedures are intended to establish directives and guidelines for staff and youth residents.

Processed 135 admissions: attended to over 3,696 youth resident's sick call requests. On 354 occasions, youth residents received ancillary services (dental, optometry, x-ray, lab, physical therapy, etc.). Completed 991 segregation/use of force rounds.

LJCF youth residents have been escorted on 104 different occasions for off-campus medical trips to outside physicians, hospitals and/or emergency rooms. These visits were for a variety of reasons including: dermatology, cardiology, orthopedic, podiatry, audiology and endocrinology consultations and treatments. 49 chronic care visits were completed by mid-level or practitioner physicians.

KDHE Audit was successfully completed on November 3rd, 2011.

Youth residents' vaccinations for this year included 88 PPD skin tests, 48 Hepatitis A, 9 Hepatitis B, 197 HPV4 (Gardasil), 93 Influenza, 122 MCV4 (Menactra), 2 MMR, 3 Td (adult), 21 Tdap, 51 VAR and 3 Polio. The total for all vaccinations were 637. Completed 33 new employees physicals and vaccinations that were given for this year included 175 PPD, 37 HBV's and 107 seasonal influenza.

Medical Department Goals and Objectives For 2013

To ensure quality medical and mental health services that are individual to the youth residents' needs and implemented in a culturally sensitive manner providing for the youth resident to live productively and responsibly upon return to the community. **Objective will be met through individualized assessment of each youth resident and development of care planning specific to assessed needs.**

To alleviate youth resident illnesses and other medical and mental health disorders. **Objective will be met by timely assessment of the youth resident medical and mental health needs, appropriate diagnosis, and intervention to alleviate the problem.**

To evaluate and educate the youth resident in relation to good physical and mental health practices. **Objective will be met through the development of education groups, in which the Medical Department Nursing staff will teach the individual the appropriate skills to maintain good physical and mental health practices. Youth residents with special or individual health care needs, which cannot be addressed in a group type educational setting, will receive individualized instruction specific to their needs.**

To promote good work practice ethics with all LJCF staff by focusing on keeping good open communication, continuing to improve any of the department's work processes, promoting employee growth and satisfaction and emphasizing teamwork.

Kendall Beckwith, RN Specialist, Medical Services Administrator

Mental Health Department

The Mental Health Services and Medical Services are under the oversight of the Health Services Administrator (H.S. A.). Additionally the Sex Offender Programming and Substance Abuse Programming came to be under the H.S.A. as well during the fiscal year. Within the Medical Services, the Director of Nursing is the only medical service provider directly under the supervision of the Health Services Administrator. The Medical Services report will therefore be provided by the Director of Nursing at this time.

At LJCF the Mental Health Department consists of two full time Psychologist II positions that provide the psychological services to the youth residents at the facility. They are supervised by Phil Tongier, H.S.A. A Corrections Counselor II is also assigned to the Mental Health Department and provides program services for the East Wing units.

The members of the psychology department are responsible for the initial intake assessments of all transferred youth, providing depression/suicide screening and psychological evaluations. Once a youth is admitted to the facility, individual therapy and assessments are available on an as needed basis. In addition the psychologists and the CCII attend tri-weekly multi-disciplinary treatment team meeting, treatment planning and individual staffings for the youth. Staff training is also done on suicide prevention and mental health topics for both new employee training and annual training reviews. Supervision is provided by the H.S.A.

Department Members:

Phil Tongier, H.S.A., JD, MA, LCP, LMLP, and Master's Chemical Dependency Counselor Pending per state Restructuring of Licensure
Dorothy Gralow, Psy.D, LMLP, Psychologist II
Scott G. Rogers, LMLP/LCP, Psychologist II
Laura McCormick-Lohr Corrections Counselor II, MSW (degree obtained 5/12)

LJCF Mental Health Department Committee Responsibility

Executive Team Committee
Segregation Review Board
Program Transfer
M.A.C. Meeting
Care Management
Quality Assurance
Facility Order Review
Site Specific K.U.P.I. Procedure Development
Department Supervisor Committee
Facility Accident Review Committee
Acute Care/Suicide/Crisis Assessment
Treatment Team

Year to Date:

- Suicide Prevention training was updated and brought on line with current practice
- Mental Health training was initiated for employees
- Managing Mental Health was brought back for new employee training
- Laura McCormick-Lorh completed her Master's in Social Work degree and was licensed
- Policy revision with K.U.P.I continues to meet National Commission on Correctional Health Care (NCCHC) standards.
- Site specific policies and forms continue to be developed to better document care provided.
- Both Psychologist II's attended 4 day training conference held by Larned State Hospital.

Goals for the Upcoming Year:

- Continued development and maintenance of intensive individual and group therapy
- Updating and reviewing all staff training to maintain knowledge base of mental health treatment needs for the youth
- Continue working with K.U.P.I. on policy and programming needs
- Continue to work on moving Sex Offender and Substance Abuse programming into the Mental Health Department and ensuring appropriate documentation and implementation of services
- Develop and maintain clear communication channels between staff, across school, medical, programming, and security staff.
- Promote professional growth of mental health providers with specialized training.
- Develop and maintain an updated Mental Health Library.

Performance Based Standards (PbS) Department

Performance Based Standards-With the completion on the April 2012 data collection, LJCF participated in their 14th PbS data collection cycle. Al Lick made a site visit on July 9th and 10th and continues to be impressed with LJCF's progress and remarked that we are very close to a Level 3.

The April 2012 reports look terrific for the facility. LJCF has done a remarkable job over the past few months in reducing the number of staff and youth injuries, setting good examples and being appropriate role models for the youth, using good verbal skills to communicate with the youth to de-escalate situations that in turn help decrease the amount of time youth spend in confinement / segregation and the use of restraints. With all of these positive results, the overall fear for safety among staff and youth has decreased dramatically.

LJCF's Facility Status as Level 2. LJCF missed becoming a Level 3 site by just .6%.

LJCF had three open Facility Improvement Plans (FIP) and all of those have shown positive results. These results could not have been accomplished without the hard work and dedication of the staff within the facility. Our goal for the next data collection cycle will be to obtain Level 3

status. We also welcome our new PbS facility coordinator Cheryl Moore. Kelly Miller did an outstanding job in the role and set a good foundation and Cheryl is learning very quickly!

Month	Total # of SJs Written	Total # of DRs Written	Class I	Class II	School	6-2 Shift	2-10 Shift	10-6 Shift	Program Staff	KJCC	Disciplinary Appeals
Jul-11	113	101	60	41	22	41	35	0	1	2	0
Aug-11	104	96	52	44	7	35	43	8	0	3	2
Sep-11	110	110	57	53	8	39	57	3	0	3	3
Oct-11	117	160	75	85	11	57	89	1	2	0	1
Nov-11	108	101	53	48	14	30	54	0	0	3	1
Dec-11	58	54	30	24	3	21	30	0	0	0	3
Jan-12	75	72	35	37	13	15	30	3	5	6	0
Feb-12	91	91	44	47	15	33	38	0	5	0	0
Mar-12	99	93	59	34	9	32	47	0	5	0	2
Apr-12	116	72	32	40	9	24	29	0	2	8	0
May-12	105	81	28	53	19	31	28	2	1	0	3
Jun-12	112	97	53	44	9	34	47	5	1	1	1
Total	1208	1128	578	550	139	392	527	22	22	26	16
Average	100.67	94	48.17	45.83	11.58	32.67	43.92	1.83	1.83	2.17	1.33

Month	Total # of UOF	6-2 Shift	2-10 Shift	10-6 Shift	Planned	Reactive	Staff Minor Injuries	Staff Major Injuries	Youth Minor Injuries	Youth Major Injuries	Humane Body Wrap
Jul-11	13	9	4	0	4	9	1	0	3	0	2
Aug-11	9	3	6	0	3	6	1	0	4	0	2
Sep-11	8	4	4	0	1	7	2	0	3	0	3
Oct-11	14	7	7	0	3	11	5	0	3	0	4
Nov-11	17	6	11	0	3	14	5	0	6	0	3
Dec-11	7	4	3	0	0	7	2	0	3	0	1
Jan-12	6	2	4	0	0	6	4	1	2	0	0
Feb-12	9	3	5	1	1	8	0	1	2	0	1
Mar-12	14	6	7	1	1	13	4	0	3	0	2
Apr-12	6	3	3	0	2	4	1	0	0	0	1
May-12	5	2	3	0	1	4	0	0	0	0	1
Jun-12	6	2	4	0	3	3	2	1	4	0	2
Total	114	51	61	2	22	92	27	3	33	0	22
Average	9.5	4.25	5.08	0.17	1.83	7.67	2.25	0.25	2.75	0	1.83

Month	Major Injury to Staff	Minor Injury to Staff	Major Injury to Youth	Minor Injury to Youth	UOF Injuries	Gym	Self-Harm	Battery/Fighting	Other	Total
Jul-11	1	3	0	17	4	7	3	3	4	21
Aug-11	1	3	0	25	5	3	7	6	8	29
Sep-11	1	2	2	29	5	8	6	7	8	34
Oct-11	0	8	1	21	8	7	6	3	6	30
Nov-11	0	5	1	23	6	9	3	4	7	29
Dec-11	3	4	1	15	5	5	4	3	6	23
Jan-12	4	9	3	20	6	5	9	2	14	36
Feb-12	1	2	0	13	2	6	3	2	3	16
Mar-12	2	7	1	20	7	7	10	4	2	30
Apr-12	1	2	0	20	3	9	5	2	4	23
May-12	1	2	1	14	1	5	6	1	5	18
Jun-12	1	1	0	7	5	0	1	3	0	9
Total	16	48	10	224	57	71	63	40	67	298
Average	1.33	4	0.83	18.67	4.75	5.91	5.25	3.33	5.58	24.83

Month	# of YR in DS	# of YR in AS	# of YR in DRP	Avg days/youth for DS	Avg days/youth for AS	Avg days/youth for DRP
Jul-11	9	11	23	2.64	1.35	3.06
Aug-11	12	13	24	3.02	5.65	2.55
Sep-11	7	6	27	4.77	7.15	1.71
Oct-11	10	7	38	4.68	2.41	2.39
Nov-11	14	7	18	2.81	2.35	1.94
Dec-11	8	4	22	6.89	3.53	2.21
Jan-12	7	4	3	5.5	3.26	2.59
Feb-12	10	7	32	4.24	0.6	2.15
Mar-12	17	5	38	3.65	1.42	2.29
Apr-12	20	11	11	2.05	2.9	1.8
May-12	9	7	14	6.65	2.31	2.81
Jun-12	13	7	20	3.26	1.16	2.33

PHYSICAL PLANT

The Physical Plant Department consists of Physical Plant Supervisor, Facilities Maintenance Supervisor, General Maintenance Repair Technician Sr., two General Maintenance Repair Technicians and a Custodial Specialist. The titles have changed over the nine years of operation in this facility, but the number of staff has remained at 6. Originally grounds care was supervised by a uniformed officer and that is now a GMRT position. Many of the custodial duties are also handled by GMRT positions now.

Maintenance requests decreased this year for the first time since the completion of the building nine years ago. In 2011 there were 1412 requests and in 2012 there were only 751. A primary factor contributing to the decrease in requests is the replacement of old equipment last year. New water heaters and softeners have sharply reduced the need for maintenance on water systems. New vacuum sweepers, televisions, DVD players and extended life LED lamps are helping keep down maintenance requests.

This year there were 299 requests that were not completed and will be carried over into next year. Normally one to two hundred requests are carried over. Last year was particularly high with 439 carry overs. The drop in carry overs reflects well on the maintenance staff at LJCF, and the new equipment.

Remarkable saving in lighting electrical consumption has been realized during the 9 years in this Facility. Winter month electrical demands reflect Facility energy usage without air conditioning. In the 9 years this facility has been occupied, lighting electrical demand has decreased between 2% and 10% each year. LED lamps, motion detectors and disconnecting fixtures have cut the winter month peak demand from 594 kW in 2005, to 486 kW in 2012.

Future projects include, Dry fire sprinkler system, door security control systems, fire detection panels, carpets, chillers and possibly connecting chillers to generators for emergency preparedness.

Bryan Delp
Physical Plant Supervisor

Programming

The Program Division consists of six Corrections Counselor IIs, an Activity Specialist II, a Chaplain and an Administrative Specialist for the Records Department, who are supervised by the Program Director (Public Service Executive II)

(The Activity Specialist II, Chaplain and Administrative Specialist will provide separate reports.)

Program Activities:

Presentations and activities held for the youth during the past fiscal year: Safety (texting and use of cell phones while driving) – by the Kansas Highway Patrol, Allen Winder with the “History of the Harlem Globe Trotters, HOOPS – a basketball workshop by Ft. Hays State basketball players and coaches, Freedom Ministries, City Life Restaurant out of Wichita, KS. which provides jobs for high-risk youth, Sunflower Rod & Custom cars, Judge Cowell from Larned who spoke with the youth about expungement of records, Christmas Fun Day and an informational presentation regarding Cheyenne Bottoms.

Program Highlights:

In January of 2011, Faren Whipple, social work student from K-State, did her practicum at LJCF for a semester.

In July of 2011, the LJCF Superintendent, Deputy Superintendent, and Program Director met with their counterparts from KJCC, along with the Deputy Commissioner of JJA, to discuss current programs and standardization between the facilities.

In August of 2011, several program staff attended the Larned State Hospital Mental Health Conference.

The Program Director along with Tom Snyder and the Westside School Principal continued to attend the Sedgwick County Reentry committee meetings, which were part of the project Success Through Achieving ReEntry (S.T.A.R.) federal OJJDP grant. The S.T.A.R. project focused on Reintegration in 3 phases; the Institutional Phase, Transitional Phase, and the Community Phase. By November of 2011, due to this committee, a transition school in Wichita was opened for youth who are being released from the juvenile correctional facilities. The committee was also working on resources for youth in obtaining employment upon their release.

In late summer, the Successful Outcomes Achieving Reentry (SOAR) Sex Offender Treatment program was moved from LJCF to KJCC. LJCF continues to provide sex offender programming for youth who meet the criteria.

October 4, 2011, the Employee Activity Committee (EAC) sponsored a Red Cross Blood Drive at the facility.

LJCF held its' annual Chili Cook-Off, sponsored by the EAC.

In the fall of 2011, the Program Division was restructured. Due to this, there is now one Corrections Counselor II for each unit. The Independent Living Skills Department became a free-standing department, and the Substance Abuse Department went under the supervision of the Health Services Administrator.

During the month of December, Westside School graduation was held.

The annual staff Christmas party was held on December 3rd.

In January of 2012, LJCF Program Division had a Correctional Program Checklist site survey. Central Office staff and a contracted auditor interviewed staff and youth, reviewed files and audited program classes.

In February of 2012, the Project S.T.A.R. grant ended.

In March of 2012, the EAC sponsored a potato bar for staff.

In April, the EAC sponsored a Spring Fling Potluck.

May 2nd, LJCF sponsored a Blood Drive. June 13th, the EAC provided an ice cream social for staff.

In May, Westside School had graduation.

The week of June 18th, all program staff received Handle with Care training.

June 29th, Dorothy Gralow, Phil Tongier, and Rev. David Hales attend Critical Incident Debriefing training that was offered by Larned State Hospital. This training is designed to assist staff in the emotional process after a critical incident.

Program Statistics:

Parent/guardian contacts made by program staff – 3,573

Community Case Management contacts made by program staff – 3,763

Anger Management - 95 classes, 33 youth completions

Choices, Changes - 139 classes, 12 youth completions

Thinking for a Change - 56 classes, 12 youth completions

Violent Offender class - 238 classes, 37 youth completions

Individual Sessions - 1,093 total (These sessions held by the CCII's with the youth, include phone calls with parents/guardians, developing program plans for the youth, discussing issues the youth may be having, re-entry issues, etc.)

Unit Groups - 923 total (These groups are held by the CCII's with their youth on the unit and include signing their Weekly Expectation Reviews, self-reporting issues they may be having on the unit or in school, announcements, discussing and celebrating successes such as graduation or program completions, etc.)

Program Planning Progress Reports (staffings) – 236

Community Case Management/ISO visits - 496

Youth visited by the CCM/ISO – 90

Submitted by,
Anita Ellison, Program Director

Records & Information Management

The Records & Information Management (RIM) Department is comprised of three (3) Administrative Assistants (Robin Diamond, Shelia Rodriguez, and Kasi Schartz one (1) 999-hr. temporary Administrative Assistant, Mary Rapp, three (3) Administrative Specialists Kim Teegerstrom, Cheryl Moore and Judy Reichuber.

- Robin Diamond has been with LJCF for over 18 Years
- Mary Rapp has been with LJCF, off and on, for 7 years
- Shelia Rodriguez has been with LJCF, off and on, for 18 years
- Kasi Schartz has been with LJCF for less than 1 year
- Kim Teegerstrom has been with LJCF less than 1 year
- Cheryl Moore has been with LJCF less than 1 year
- Judy Reichuber has been with LJCF for 10 years

Major Accomplishments and Initiatives:

- RIM staff has resumed formatting PPPR reports and ensuring correct staff titles are listed.

- With a new Governor and new Commissioner of JJA, facility letterhead and forms were revised
- Youth information prior to transfer from KJCC has been restricted to only staff who has an actual need to know.
- Starting scanning youth disciplinary hearing documents into the computer shared drive, and filing only the necessary hard-copy legal documents in the master files. This is part of an initiative by the department to save time, paper, and space within the files.
- Started scanning Weekly Expectation Review (WER) and sending to Intensive Supervision Officer (ISO) via email, thus saving postage.
- Participating in JJIS Rewrite Project, which will include meetings in Topeka, providing input for the new system scheduled for completion very soon.
- Resume review and revision of department standard operation procedures.
- Youths scheduled for release are being double checked first thing the morning of release and authorization by sending email to Larned Juvenile Correctional Facility (LJCF) Control Center staff, in order to alleviate an early release of a youth.
- Electronic shared drive folder between LJCDF and our sister facility, Kansas Juvenile Correctional Complex (KJCC) in Topeka is working well. Assists in getting information on youth scheduled to transfer to LJCF to the staff with accuracy and in a timely manner.
- Number of Program Planning/Progress Reports formatted and distributed: 236
- Number of Transfers-in or admissions processed: 131
- Number of Direct releases processed: 5
- In-house restitution paid by Youth: \$935.50
- Court-ordered Restitution paid by Youth: \$14,996.39
- Due to the early retirement incentive offered by the state, this department has lost two long term employees. The Department has worked very hard to insure all paperwork was completed in an accurate and timely manner.

Judy Reichuber
Administrative Specialist

Staff Development Department

Role of Staff Development:

The Staff Development Department is responsible for ensuring both new and existing employees are adequately trained (in accordance with policies of the Juvenile Justice Authority, regulations of the State of Kansas and Performance-based Standards) to perform their jobs in an effective manner. The Staff Development Department works closely with all departments to identify and develop training that will improve the overall performance of each employee. Instructors are used from various areas as subject matter experts in order to provide appropriate and realistic information and guidance.

Composition of Department:

Julie Snodgrass, Training Program Manager

Major Accomplishments:

In Fiscal Year 2012 LJCF staff attended a total of 10,200 hours of training. These hours included a combination of in-house classroom events, on-line training and outside workshops.

Annual training was held for 15 days in a 3-week span using the "one day a month" schedule for a majority of the training year. This seems to work well for the 24/7 shift coverage needs and also provides flexibility for staff who work a Monday-Friday schedule. A schedule of 2 hour sessions held twice a day for a week was also used in an attempt to better meet staffing needs. During the week of a particular topic one classroom session was held in the evening from 8pm to 10pm to allow the 10-6 shift to attend class closer to their normal scheduled work time. This schedule also worked well and will be repeated for some classes in the next fiscal year.

Classes for new employees, primarily Juvenile Corrections Officers, were held nine times in FY 2012 with a total of 41 staff hired.

A variety of instructional methods were used this year including a teamwork/communication class that was held in a larger area to allow for group activities and "Jeopardy"-type game to review policies and procedures.

A major change was made in the organizational structure of Staff Development early in FY 2012 when the position for Staff Development Specialist was moved to Central Office to implement a centralized approach to training. This move was then reversed in late FY 2012 when it was determined that the facilities needed an in-house position to coordinate schedules, conduct classes, etc. LJCF continued to use the training calendar already in place and conducted classes using in-house instructors throughout the year to ensure staff was appropriately trained.

Goals for FY 2013:

The Training Program manager will work closely with Central Office and KJCC Training to develop and provide more standardized training between the facilities.

In response to the Legislative Post Audit results from the KJCC audit, a special focus will be placed on reviewing basic security practices. A standardized lesson plan will be developed with input from Central Office, KJCC Training and LJCF Training to ensure the same message is provided to all staff about the importance of following security policies and procedures.

Utilize both the "1 day a month" and "2 hour block" methods of scheduling to be more flexible in meeting staffing needs.

Provide continuing education to supervisors.

Train all staff on the NIMS Incident Command procedures as appropriate to their position.

Utilize on-line trainings as available and appropriate.

Continue to use interactive activities when possible to assist in learning and information retention.

Julie Snodgrass
Training Program Manager

Westside Schools

Westside School is an accredited Special Purpose school serving adjudicated and disadvantaged youth. The goals of Westside School are centered on two themes: keeping staff and students safe and providing contiguous education. We serve a variety of students that historically have not been successful in the traditional educational setting. We focus on reading, writing, math, and more core electives. Westside provides GED, ACT, vocational, and elective programs beyond the core high school classes.

Mission:

Your past is not your future-unlock the potential.

Address: 1301 Kansas Highway 264

Larned, KS 67550 Phone 620-285-0300 Ext 350 FAX: 620-285-0352

Web Site: www.usd495.net

Principal: Russell Wrinkle

Enrollment: Daily Average – 106

Fiscal Year Total – 224

Average Length of stay (days) – 79

Daily schedule: 7:30 a.m. – 3:30 p.m.

Student Profile:

Caucasian – 53

Hispanic – 1

African American – 29

American Indian or Alaskan Islander – 21

Native Hawaiian or Pacific Islander – 0

Asian – 1

Average Student-to-Teacher Ratio – 8:01

Associates degree – 0

Diplomas – 42

GED's – 14

Manufacturing Certificates - 15

Welding Certificates – 5

Post-secondary education (accepted/enrolled) – 35

Obtained Employment – 92

Enrolled in elective job training courses/programs – 39

Russell Wrinkle

Westside School Principal