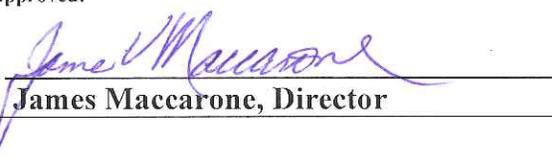


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

<b>Subject:</b> <b>Behavior Incentive System</b>		<b>Policy Number:</b> <b>10</b>	
<b>Number of Pages:</b> <b>7</b>		<b>Section:</b> <b>XIII</b>	
<b>Attachments</b>		<b>Related Standards &amp; References</b>	
<b>A. Weekday Point Sheet</b> <b>B. Weekend/Holiday Point Sheet</b> <b>C. Positive Behavior Buck Template</b> <b>D. Application for Stage Change</b>			
<b>Effective Date:</b> <b>December 01, 2009</b> <b>Revised: June 1, 2011</b> <b>Revised: August 1, 2015</b>		<b>Approved:</b>  <b>James Maccarone, Director</b>	

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that a behavior incentive system will provide rewards to promote meaningful behavior change in all youths residing at Oakley Youth Development Center (OYDC).

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

- A. Behavior Incentive System** - The Behavior Incentive System at Oakley Youth Development Center involves rewarding youth's participation in targeted activities by assigning points on a daily point sheet that can be exchanged for selected material items and/or special activities.
- B. Exchange** - Points earned by each youth for attending and participating in targeted activities and recorded on the point sheet may be traded daily for a token (*Positive Behavior Buck, Attachment XIII.10.C*) that is used to purchase items and/or activities in a weekly commissary.
- C. Point Sheet** - A Weekday Point Sheet (*Attachment XIII.10.A*) and a Weekend/Holiday Point Sheet (*Attachment XII.10.B*) will be used by staff members to score youth's participation in community living, education, and personal growth activities.
- D. Targeted Activities** - Targeted activities are the categories in which youths earn points on the weekday and weekend/holiday point sheets.
- E. Stage Promotion** - The treatment team helps the youth attain behavior change goals by monitoring and recognizing progress. As youths meet their goals, they are promoted to higher Stages that come with increased privileges and more opportunities for participation in recreation, leisure, and character-building activities. There are four stages of privilege to which youths are assigned during treatment team meetings. The various stages are listed by alpha designation.

Subject	Policy #	Page
Behavior Incentive System	XIII.10	2 of 7

**F. Unit Coordinator** - The Youth Services Counselor (YSC) assigned to the housing unit.

**G. Treatment Team** - An appointed group of staff members responsible for developing and coordinating the implementation of a youth's determined Service Plan. This team shall encourage youths, while monitoring the youth's progress and revise the youth's Service plan as needed. The Team shall also be responsible for linking the youth to the appropriate programming and resources to address individual risk and/or needs. *(See DYS Policy XIII.4 Treatment Teams.)*

### III. PROCEDURE

The Behavior Incentive System is used at Oakley Youth Development Center (OYDC) to support each youth in attaining behavior change goals identified in the Service Plan and monitored daily by the youth and staff members. The Behavior Incentive System is offered to youths in order to increase positive behaviors and decrease problem behaviors. The Behavior Incentive System operates as a point/token economy to administer rewards. However, there are special programs that, although not part of the overall Stage System, have their own point/token economy to administer incentives to address youth's special needs. *(DYS Policies - XIII.7 Special Management Unit: Assessment Management Unit; XIII.8 Special Management Unit – Behavior Modification Unit BMU)*

#### A. Completing Point Sheets

1. Each youth who is not restricted to the room, on Due Process Isolation, DPI, *(DYS Policy VII.II Due Process Isolation)*, or assigned to BMU has the opportunity to earn points for targeted activities as assigned by staff members on the point sheet. The youth will carry the point sheet and present it to the staff member for scoring at the close of a targeted activity.
2. Disciplinary infractions may result in restriction to the room, i.e. *(DYS Policy VII.10 Behavior Management Isolation)*, resulting in a loss of opportunity to gain points during the time period of the restriction.
3. The staff member will record numeric points with their initials for each targeted activity. The staff member may record some notes or observations on the form. The form is returned to the youth, who is responsible for keeping the point sheet throughout the day and submitting it to the staff member.
4. The staff member will use the following guidelines for assigning points for each targeted activity:
  - a. 0 points if the youth did not attend or there was a prolonged failure to comply with basic requests of staff members. If receiving a 0 the rationale for this score must be recorded on the point sheet.
  - b. 5 points if the youth attended the majority of the targeted activity and complied with basic requests of staff members.

Subject	Policy #	Page
Behavior Incentive System	XIII.10	3 of 7

- c. 10 points if the youth attended the targeted activity, complied with basic requests of staff members without repeated prompts, and participated minimally in the targeted activity.
  - d. 15 points if the youth attended the targeted activity, complied with basic requests of staff members without repeated prompts, and participated fully in the targeted activity.
  - e. 20 points if the youth attended the targeted activity, complied with basic requests of staff members without repeated prompts, participated fully in the targeted activity, and exhibited outstanding or exemplary behavior.
5. At the close of the day, a direct care staff member collects the point sheets, places these in an envelope, and transmits the forms to the 3<sup>rd</sup> shift direct care staff that is responsible for summing the points. The unit coordinator will determine whether or not a *Positive Behavior Buck* has been earned. A cutoff score of 240 points during the week and 135 points on weekends and holidays, provided to the youth in advance, will be used to determine if the youth has earned a *Positive Behavior Buck* on a particular day. The cutoff score may be modified by the unit coordinator, depending upon the range of available targeted activities and possible points.
  6. *Positive Behavior Bucks* will be distributed the next business day to youths by the unit coordinator or another designated staff member.
  7. The unit coordinator will maintain the collected point sheets in a file for future reference including reviews of weekly point totals for treatment team meetings or research purposes. The files will be maintained in chronological order and transferred to the master file room for storage at the end of each month.

**B. Exchanging *Positive Behavior Bucks***

1. Each youth presents *Positive Behavior Bucks* earned for the week during a group meeting called the *Store* in which they purchase material rewards and/or special activities. One or more youths called *Store Managers* may assist the designated staff member (typically the unit coordinator) in distributing the rewards during the store process. Participation in the store promotes leadership, self-management, sharing, conflict-resolution, and other positive behaviors.
2. Material rewards for the store include a variety of snack and recreational items selected by unit coordinators and store managers and approved by the facility administrator or his/her designee for distribution to youths residing in a particular unit.
3. Store items will be purchased and maintained by a designated staff member, who obtains administrative approval, fills the requisitions of unit coordinators and inventories the stock of items on a weekly basis. Records will be maintained to ensure stock control.

Subject	Policy #	Page
Behavior Incentive System	XIII.10	4 of 7

4. Items requested by youths and requisitioned by the unit coordinators will be provided on a particular schedule to the coordinators and store managers, who will conduct the store on their unit.
5. Each youth has the opportunity to earn up to *7 Positive Behavior Bucks* per week, which may be exchanged for items according to a campus-wide price list.
6. Youths may contribute *Positive Behavior Bucks* to purchase a unit-wide item (i.e., pizza party, a bingo game, movie night) or other approved unit-wide item.
7. A youth representative for each unit will attend a focus group quarterly to identify possible rewards and incentives. Store managers and unit coordinators can meet before the focus group meeting to recommend changes in prices or items to the staff member designated to maintain the store.
8. Fines are not a component of the Behavior Incentive System, which is based exclusively on rewarding positive behavior.
9. *Positive Behavior Bucks* cannot be traded or transferred by youths. Falsified or intentionally altered point sheets or bucks will be confiscated and cancelled. Intentionally altering forms for material gain will be viewed as rule breaking and may be subject to disciplinary review.
10. Depending upon the needs of the institution to maintain safety and security, storage of items may be restricted to designated areas maintained by security staff. Checklists or inventories will be maintained to ensure that all items purchased by youths are properly maintained and accessed on a regular schedule. Restrictions to storage or possession may include the option of allowing limited items in the youth's room. Youths will receive at least one week notice of any changes in storage or possession.
11. In order to support the progression through stages of privileges, particular menus of items (i.e., blankets, stuffed animals or a larger oz purchase of hygiene) products may be restricted to the least restrictive stages. These youths will also be eligible to participate in unit and campus-wide privileges and group activities not extended to youths assigned to more restrictive stages.
12. Youths earn early release time for earning *Positive Behavior Bucks*. This is done at a rate of one calendar day for each three days of earning a *Positive Behavior Buck*. The early release time may not be lost. See *DYS Policy XIII.15 Length of Stay*.

### **C. Monitoring Daily Point Sheets and Awarding Privileges**

Youths who consistently participate in scheduled activities and evidence progress toward behavior change goals will be awarded more privileges including opportunities to maintain additional items in their possession, exercise choice and self-direction of behavior in less restrictive environments, and engage in individual and group recreation. Changes in stage of privilege will be determined by the youth's treatment

Subject	Policy #	Page
Behavior Incentive System	XIII.10	5 of 7

team during regularly scheduled meetings. A change in stage results in a recommendation for transfer to another housing unit, in accordance with the required transfer forms. Stages of privilege are assigned by the Treatment Team depending on a youth's appropriate or inappropriate behavior.

### 1. Stage C.

In addition to youths who are assigned by treatment team, youths who successfully complete the specialized treatment program of the Behavior Modification Unit (*DYS Policy XIII. 8 Special Management Unit – Behavior Modification Unit BMU*) will be moved to Stage C and receive those privileges.

The youth may request advancement to Stage B during a treatment team meeting. The youth will use the Application for Stage Change form (*Attachment XIII.10.D*) to make the request to the treatment team. The Treatment Team will complete the required transfer forms in response to the youth's request for movement to a less restrictive environment. Advancement is based on review of participation and progress; review of incident reports, point sheets, and disciplinary hearing forms; and recommendation of the youth's counselor and majority vote of the treatment team members in attendance.

- a. The youth is allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.
- b. The youth is allowed to participate in the Behavior Incentive System, purchasing and possessing store items that are specifically for his/her stage.
- c. Each week, Stage C youths receives one phone call of (5) minutes duration to approved family members.
- d. Stage C youths may not perform off unit details.
- e. A youth may be discharged on Stage C.

### 2. Stage B.

The youth may request advancement to Stage A during a treatment team meeting. The youth will use the Application for Stage Change form (*Attachment XIII.10.D*) to make the request to the treatment team. The Treatment Team completes the required transfer forms in response to the youth's request for movement to a less restrictive environment. Advancement is based on review of participation and progress; review of incident reports, point sheets, and disciplinary hearing forms; and recommendation of the youth's counselor and majority vote of the treatment team members in attendance. The treatment team will give the youth specific directives and assignments to complete if the request for stage promotion is denied.

- a. The youth is allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

Subject	Policy #	Page
Behavior Incentive System	XIII.10	6 of 7

- b. Each week, Stage B youths receive one phone call of five (5) minutes duration to approved family members with the allowance to purchase up to five (5) additional minutes at a rate of \$2.00 a minute.
- c. The youth is allowed to participate in the Behavior Incentive System, purchasing and possess store items. The youth may use *Positive Behavior Bucks* to purchase special recreation, leisure and social activities associated with opportunities on their particular housing unit.
- d. Stage B youths may purchase additional approved personal hygiene products, according to their approved store list.
- e. Stage B youths may perform off unit details.

### 3. Stage A.

Typically, Stage A is maintained for the remainder of the youth's stay unless s/he is approved to the Honors Program (*DYS Policy XIII.13 Honors Program*) or the treatment team recommends dropping the Stage of the youth. The treatment team will help the youth decide if he or she is ready for Stage A privileges. Eligibility for Stage A includes no major incident reports and three or less minor incidents prior to the next treatment team meeting and submission of the application. The youth will use the Application for Stage Change form (*Attachment XIII.10.D*) to make the request to the treatment team. The Treatment Team completes the required transfer forms in response to the youth's request for movement to this least restrictive environment.

- a. The youth is allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.
- b. Each week, Stage A youths receive one phone call of ten (10) minutes duration to approved family members with the allowance to purchase up to five (5) additional minutes at a rate of \$2.00 a minute.
- c. The youth is allowed to participate in the Behavior Incentive System, purchasing and possessing store items.
- d. Stage A youths may purchase additional approved items including personal hygiene products, according to their approved store list.
- e. Stage A youths may participate in unit-based movie nights and social activities planned by youths and approved by the unit coordinator. They may also participate in special off-unit recreational, leisure, and social activities planned for Stage A youths throughout the institution.

### 4. Honors Program/Stage H (*DYS Policy XIII.13 Honors Program*).

The fourth Stage of privileges is reserved for youths who are actively participating in treatment, completing assigned groups, making progress toward behavior change goals, and providing evidence of leadership in the unit. After completing at least

<b>Subject</b>	<b>Policy #</b>	<b>Page</b>
Behavior Incentive System	XIII.10	7 of 7

four weeks at the institution, youths complete an application for the Honors Program, which highlights leadership activities, educational and personal growth accomplishments, and community service interests. Youths actively participate in character education in the Honors Program, which will be housed in a special residence unit in which there is the least restrictive environment required to maintain safety, security, and order. Eligibility for Honors Stage includes no major incident reports and no more than one minor incident in the past 30 days prior to application.

- a. The youth is allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.
- b. Stage H youths receives 2 phone calls of ten (10) minutes duration to approved family members.
- c. The youth is allowed participate in the Behavior Incentive System, purchasing and possessing store items.
- d. Stage H youths may participate in unit-based movie nights and social activities planned by the youths and approved by the unit coordinator. They may have special entertainment such as parties and approved dining opportunities
- e. Stage H youths may participate in off-campus recreational, educational, cultural, and community-service activities.
- f. Stage H youths may have access to electronic games (e.g., X-Box) and computers not provided to other youths and in addition to scheduled school and recreational uses of technology.