

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Structured Programming	Policy Number: 14
Number of Pages: 5	Section: XIII
Attachments	Related Standards & References
A. Unit Programming Schedule Template	ACA 3-JTS-5F-02 ACA 3-JTS-5F-04
Effective Date: March 06, 2008	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that staff of the training schools shall provide each youth with structured programming from the time they wake up in the morning until they go to bed at night. Activities shall provide opportunities to mature physically, socially and mentally.

II. DEFINITIONS

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

- A. **Unit Programming Schedule** – A schedule developed for each housing unit, details the treatment and/or programming activities that youth are expected to engage in each day of the week.
- B. **Master Programming Schedule** – The compilation of all housing Unit Programming Schedules, which collectively account for the expected treatment and programming activities for all youth on the training school campus.
- C. **Shift Supervisor** - The Shift Supervisor is a supervisor with authority over the direct care staff who has been designated to manage the facility during a given shift or period of time. During the time on duty, the Shift Supervisor is responsible for the operation of the facility, events that take place and the staff on duty.
- D. **Daily Point Sheet** – The paper used by staff to document the completion of daily goals by each youth on an hour by hour basis (see policy XIII.10: Behavior Modification - Point System).

III. PROCEDURE

The Unit Programming Schedule shall be developed to fill a youth's waking hours with productive and meaningful activities that help a youth grow physically, socially, and mentally. However, the Special Management Units shall be required to develop their own activity schedule, which meets the unique scheduling, treatment and programming needs of such units.

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- A. **Responsibility** – The Facility Administrator shall oversee the development of the Master Programming Schedule, and shall approve the final schedule once it has been constructed. The Master Programming Schedule shall consist of the compilation of all housing unit activity schedules, which have been approved and supervised by the Director of Programs.
- B. **Schedule Development/Posting** – The counselor assigned to a given unit shall be responsible for the development of the Unit Programming Schedule for the assigned housing unit. The unit schedule shall be developed weekly and posted two days prior to implementation.
1. **Development** – The schedule for the upcoming weekend and the week that follows is to be developed during the week prior to the week covered in the schedule. It shall be signed and distributed no later than 5:00 pm on the Thursday prior to implementation. While the unit counselors are responsible for the development and implementation of the Unit Programming Schedules, the Director of Programs shall coordinate the development of the weekly schedule to assure the activities within the facility provide an integrated, comprehensive facility schedule. The Facility Administrator shall review and approve the developed schedules. In the absence of the Facility Administrator, all Unit Programming Schedules shall be submitted to the Director of Institutions.
 2. **Schedule Content** – A template for the Unit Programming Schedule is available as Attachment A. For routine events such as wake up, meals, school, and other events pre-entered in the schedule template, additional information is not needed. School and/or direct care staff shall be responsible for supervising the activity. For events that are to be developed and entered in the blanks in the schedule, the staff persons developing the schedule are to include three pieces of information: the name of the activity, the location where the activity shall take place, and the name of the staff person(s) who shall organize and supervise the activity.
 3. **Coverage Period** - The schedule shall be developed and posted each week. The schedule shall start at 7:30 am on Saturday morning and shall cover the time between then and the following Friday at 9:30 pm.
 4. **Activity Supervision** – A person shall be designated on the unit’s programming schedule to be responsible for organizing and supervising each scheduled activity.
 5. **Posting** – A copy of the approved programming schedule for a given unit shall be posted on the bulletin board in that unit. In addition, the Master Programming Schedule shall be distributed to all senior staff of the facility, the Shift Supervisors, the Duty Administrators, the security control centers and entrance gates, and key Central Office Personnel through the chain of command.

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C. **Schedule Guidelines** – While special events may require deviations, the following guidelines should be used when developing and implementing the Unit Programming Schedule.

1. **Sleep** – Youth shall be scheduled to receive a minimum of nine hours of sleep each night.
2. **Location of Activities** – With the exception of earned free time which shall be scheduled at the end of the day, activities shall be scheduled to take place at locations outside of the housing units.
3. **Supervision** – Direct care staff assigned to the housing unit at the time of the scheduled activity may be assigned to supervise activities such as the earned leisure time at the end of the day and supplemental outside recreation periods in the courtyard of Unit I. In addition they shall accompany and help supervise the youth during scheduled activities for their unit. However, other facility staff (recreation staff, counseling/treatment staff, education staff, contract staff, interns, volunteers, and others) are expected to assist in the planning and implementation of structured activities, where applicable.
4. **Holidays** – If school is not scheduled because of a holiday or for any other reason, the day shall be treated as a weekend day and structured recreation, social and/or treatment activities shall be scheduled to fill the day.
5. **Cards/Board Games** - Playing cards, playing video games, and playing board games in the housing units shall not be scheduled as a unit activity between the hours of 6:30 am and 8:00 pm. These items shall not be available to youth except during earned free time at the end of the day (8:30 pm to 9:30 pm).
6. **Television** - Televisions shall remain off until 8:00 pm. Watching television shall not be used as a structured activity unless a special event such as the Super Bowl, the World Series or a documentary relevant to a structured activity or program is being telecast. If a special event is being televised, the event shall be listed and described on the activity schedule as a structured activity for a specified block of time.

D. **Schedule Framework** – To provide youth with consistency throughout the week, the week’s schedule shall utilize a set routine with, to the extent possible, events taking place at the same time each day.

1. **Wake Up** – Wake up shall be at 6:30 am on weekday mornings and 7:30 am on weekends.
2. **Breakfast** – Breakfast shall take place from 6:30 to 7:30 am on weekdays and from 7:30 to 9:00 am on weekends.
3. **School** – On weekdays, school shall take place at 8:00 am to 12 noon and from 1:00 to 3:30 pm.

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4. **Work Parties** – On Saturday morning from 9:00 am until 12:00 noon, youth shall be assigned to work parties and assist with the cleaning of the facilities. Crews of 6 to 8 youth shall be formed in the unit to conduct a major cleaning of the housing unit. When needed some youth shall go to other areas of the facility (not cleaned by contract crews) and conduct a thorough cleaning of those areas. Direct care staff shall supervise the cleaning crews.
5. **Church/Citizenship** – On Sunday mornings, youth shall have an option to attend religious services or to participate in a program on citizenship where they learn about government and how they can participate in the democratic process.
6. **Lunch** – Lunch shall be served from 12:00 noon to 1:00 pm.
7. **Recreation** – On Saturday and Sunday from 1:00 to 3:30 pm, youth shall be scheduled to participate in a variety of activities including recreation, arts and crafts, and social learning. (ACA 3-JTS-5F-04)
8. **Psychological/Social Learning** – During the time frame from 3:30 to 5:00 pm, youth shall participate in psycho-educational groups, meetings with counselors, therapeutic recreation, or other learning activities. This block of time may include activities such as study hall, rap sessions, creative writing, parenting skills, and speakers on a variety of educational topics.
9. **Dinner** – Dinner shall be served from 5:00 pm to 6:00 pm.
10. **Recreation/Hobby/Crafts** – The time block from 6:00 pm to 8:00 pm shall include arts and crafts, recreation, movies, music classes or choir, art classes, drama classes, and intramural sports.
11. **Off-Campus Activities** – Youth who have demonstrated exceptional behavior and who have earned placement at the lowest level of security risk, shall be allowed to participate in off campus and community service related activities and functions. Youth shall be encouraged to participate and become involved in civic, artistic, cultural, recreational, religious and social activities. (ACA 3-JTS-5F-02)
12. **Earned Free Time** – The block of time between 8:00 pm and 9:30 pm shall be used as a reward for good behavior throughout the day (see policy XIII.10: Behavior Modification - Point System).
 - i. **Points** – Those individuals who have earned sufficient points shall be allowed to participate in the privilege of the free time extended hour between 8:30 pm and 9:30 pm to watch television, play board games, read, or write letters. Televisions may be turned on. This time shall also be utilized to shower youth after those who have not received sufficient points to enjoy the free time have completed their showers

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and have gone to their rooms or bunks. Staff on duty may request the youth conduct a brief unit clean up, to assure that the unit is clean at the end of the day. (Major unit cleaning takes place on Saturday mornings.)

- ii. **Insufficient Points** - Youth who have not earned enough points to enjoy the free time shall immediately take showers and be in their rooms or bunks for lights out by 8:30 pm.

13. **Bed Time** – Bed time shall be at 8:30 pm for all youth unless a special event is scheduled and a later bedtime has been authorized by the Facility Administrator or youth have earned the privilege to participate in the extended free time hour.

E. **Training** – Youth and staff shall be trained in the development and implementation of the Unit Programming Schedule. This training shall take place as follows:

1. **Staff** – During new employee orientation, staff shall receive training on the development and implementation of the Unit Programming Schedule. In-service training shall be done on an as-needed basis.
2. **Youth** – During orientation, youth shall be taught about the Unit Programming Schedule. They shall be told that a copy of the unit schedule shall be posted in the housing unit each week. They shall also be told that the facility has a responsibility to provide a comprehensive schedule of activities that are designed to help the youth mature physically, socially and mentally. Youth shall be informed that failure to implement a balanced and complete schedule of activities is an issue that can be grieved.

F. **Documentation** – All unit activities shall be documented. This shall include the schedule to be implemented, the activities that were conducted, and any changes to the activity schedule. The following documentation shall take place:

1. **Unit Log** – The hard bound log maintained on each unit shall be used to document the events in which youth from that unit have participated. A brief summary of the activity shall be provided, and any deviations from the master schedule shall be noted and explained.
2. **Shift Supervisor** – The Shift Supervisor on duty on a given shift shall assure that the master programming schedule is implemented. As the Shift Supervisor makes rounds and observes activities taking place, these observations shall be noted in the shift log. The Shift Supervisor must approve any deviations from the master programming schedule. The Shift Supervisor shall document these approved modifications and inform the Facility Administrator or Duty Administrator of the changes that have been approved.
3. **Duty Administrator** – The Duty Administrator shall note, in the log book maintained by the Duty Administrator, the activities that are observed during daily tours of the campus. Any deviations from the approved schedule are to be investigated and the results of the investigation are to be logged.