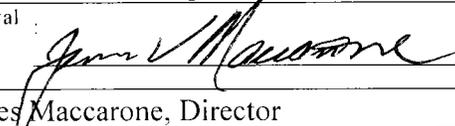


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Special Management Unit : Intake Management Unit	Policy Number: 6
Number of Pages: 5	Section: XIII
Attachments	<p style="text-align: center;">Related Standards & References</p> <p>ACA 3-JTS-3E-01 ACA 3-JTS-3E-02 ACA 3-JTS-3E-04 ACA 3-JTS-3E-05 ACA 3-JTS-4C-22 ACA 3-JTS-4C-24 ACA 3-JTS-4C-37 USA v. Mississippi 3:03-cv-1354WSu Memorandum of Agreement</p>
Effective Date: March 30, 2010 Revised 08/13/14	<p style="text-align: center;">Approval</p> <div style="text-align: center;">  James Maccarone, Director </div>

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that those youth who are admitted to the training school shall be housed on the Intake Management Unit until the Intake and Orientation processes are completed.

II. DEFINITIONS

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

- A. Housing Unit Log Book: Log book located in a residential unit that contains pertinent shift information including changes or observations of youth on a suicide risk level.
- B. Intake Management Unit: The unit where youth are housed upon commitment to the Facility until essential testing, information collection and orientation have been completed.
- C. Room Confinement: Instances in which a resident is confined for cause or punishment in the room or cell in which he or she usually sleeps, rather than being confined in an isolation cell or room. Room confinement may occur in locked or unlocked rooms but cannot occur in large dormitories. Room confinement will be limited to the time parameters indicated in the Behavior Management Isolation (VII.10) and Due Process Isolation (VII.11) policies.
- D. Monitoring at Staggered Intervals: Youth who are placed on Safety Alert upon Intake shall be monitored at staggered intervals as outlined in the Suicide Prevention Policy (DYS Policy XIII.12).
- E. Classification/Reclassification Meeting: The level and placement committee will meet the youth within 72 hours of Admissions to discuss level and placement. The level and placement committee is chaired by the director of programs or designee. The facility administrator or designee approves all transfers at OTS.

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- F. Seriously Out-of-Control Behavior: Behavior exhibited by youth that poses a serious threat to the safety of others and/or the regular operations of the facility; behavior that is seriously threatening, assaultive or destructive.

III. PROCEDURE

- A. Placement - A youth shall be placed in the Intake Management Unit upon commitment to the facility. The youth will remain in this unit until the intake and orientation processes have been completed.
1. Intake — All youth committed to Oakley Training School (OTS) will be housed in the Intake Management Unit (IMU) in order to provide intake, assessment and orientation services in the most positive environment. Length of stay in the IMU for the purposes of orientation will be 72 hours or less.
 2. Orientation — Youth who are committed to the training school will attend orientation classes that are designed to assist the youth to understand how the facility operates and what is expected of them, including review and distribution of the Student Handbook. They will not attend regular education programs until this process has been completed. However, each youth will be placed in the regular OTS education program within 3 school days of admission.
- B. Behavior Management Isolation — During hours when a youth is not asleep, a youth may not be locked in a room in the Intake Management Unit unless their behavior is seriously out of control. (See policy VII.10: Behavior Management Isolation)
- C. Observations/Room Checks — During the time a youth is housed in IMU, he/she will be observed routinely unless placed on a safety alert level or room confinement. (See Suicide Prevention Policy: XIII.12)
1. The youth shall be observed by staff at least six times hourly at staggered intervals. Observations made during staggered checks and all other interactions with staff shall be logged on the youth's Safety Alert Observation Sheet. (See Suicide Prevention Policy: XIII.12) Positive and negative findings shall be documented (e.g., "Youth verbalizing suicidal thoughts, youth sleeping, youth reading, youth eating, etc.")
 2. Doors to the bathroom/shower areas will be locked at all times. All youth on a Safety Alert Level status will be closely observed while utilizing the bathroom/shower area. While providing appropriate privacy, a direct care staff will be stationed in the doorway in constant verbal communication with the youth at all times.
- D. Pod Supervision — When youth are being housed in the Intake Management Unit, direct care staff will be in the day room at all times.

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1. All direct care staff members assigned to IMU will be in the day room at all times; that staff member will not leave the day room unless relieved. Entering the control center is defined as leaving the day room.
 2. If youth need to be escorted to another destination (for example, intake area and medical), one staff person may escort the youth during the time the individual(s) are out of the pod. If that occurs, a staff person will assume responsibility for supervising the day room and remain in the day room until the other staff member returns.
 3. If all youth leave the pod, staff will escort and supervise the youth while they are out of the pod.
- E. Searches — Searches for contraband will take place on a regular basis to assure that youth do not gain access to unauthorized items that they may use to hurt themselves or others.
1. Entry to Pod - All youths shall be searched for contraband upon entering the Special Management Unit.
 2. Personal Searches — All youth on a suicide watch level shall be searched and relieved of any objects, materials, shoe laces, belts, etc, which may be used to facilitate suicide.
 3. Room Searches — Youth on Suicide watch levels 2 shall have their room searched before they are placed in their room for the night. All clothing shall be taken and a suicide smock shall be issued to the youth when they are placed in their room for the night.
- F. Clothing/Property — Unless circumstances justify it, no clothing or property will be taken from a youth during the time they are in the Intake Management Unit.
1. A youth's clothing will never be taken unless the youth is attempting to destroy the clothing or use it for illegal purposes such as covering a window or plugging a drain (see the policy XIII.12: Suicide Prevention for specific actions that may be taken with a suicidal youth). The clothing will be returned as soon as the destructive behavior stops.
 2. A youth whose behavior is out of control may have their property removed from their room until they calm down. Once they calm down and the door to the room is opened, the youth's personal property will be returned.
 3. A youth will be allowed to use writing materials daily while in the day room. The materials (pens and pencils) will be taken away upon entering the youth's room for safety and security reasons.

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G. **Programs/Services** — Services similar to those available to other youth will be provided. However, since safety or security reasons necessitated placement in the Intake Management Unit, reasonable restrictions may take place.

1. **Meals** — Meals may be served at the tables in the pod.
2. **Grievances** — A grievance box will be placed in the pod day room. A youth may file a grievance at any time they wish to do so.
3. **Visiting** — During the time the youth is in the Intake Management Unit, visits will take place in a special area away from the general population. Access to visits will be comparable to youth in the general population.
4. **Education** — Youth who have just entered the training school will attend orientation classes designed to help them understand how the facility operates and what is expected of them. They will not attend regular education classes. Each youth will receive instruction related to the facility rules, their rights, and such topics as the behavior incentive system.
5. **Recreation** — Recreation staff will provide materials and activities to youth in the Intake Management Unit. Youth will have a minimum of one hour of recreation a day.
6. **Exercise** — Youth will be given a minimum of one hour of exercise (large muscle exercise) each day unless circumstances or the youth's behavior make it unrealistic. Reasons for denying exercise will be documented in the shift log and the youth's personal file.
7. **Hygiene** — A youth will be allowed to keep personal hygiene items unless they destroy or abuse those items.
8. **Property** — Youth will be allowed to keep reading and writing materials unless they abuse those materials. Pens and pencils will not be allowed in the rooms for safety and security purposes.

H. **Classification** — During the time a youth is in the Intake Management Unit, the youth's treatment and other programming will be managed by the unit coordinator responsible for the Intake Management Unit.

1. Youth arriving at the facility shall be automatically placed in the Intake Management Unit unless mental health issues identified at admission or intake indicate placement in another special management unit would be more appropriate. Youth will be oriented to the operations of the facility and what is expected of them. (See Admission, Intake, Orientation Policy: XIII. 1)
2. Youth who are placed on safety alert or evidence mental health issues may be placed in the Assessment Management Unit for additional testing and observation.

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- I. Removal — A youth will be removed after completing the essential assessment steps which must be completed in the Intake Management Unit (medical screen, core programmatic testing, and orientation). Then, the student will be moved out of the Intake Management Unit and into a regular housing unit. This will normally occur at the end of the second day, no later than 72 hours following admission. The unit treatment team will meet and recommend placement in another housing unit to the OTS level and placement committee. The facility administrator or designee must approve the placement.

- J. Special Equipment — All direct care staff shall carry on their person a Cut-Down Kit, which shall include a K-Bar knife, a sterile air passage way device and sterile gloves.

- K. Documentation — Comprehensive documentation will be maintained of events that take place on the unit.
 - 1, Unit Log Book — A running log will be kept in a hard bound log book. This log will be used to document activities that have taken place in the unit, room or observation checks, completion of tasks delineated in the post orders and any other event or occurrence that may be important.

 - 2. Maintenance Work Orders — At the start of each shift, direct care staff will inspect the unit and submit maintenance work orders on any equipment or physical plant deficiencies. (See policy VI.2: Preventive Maintenance) Copies will be kept in a file in the control center.