

CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT

ON THE

INSPECTION OF THE

CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY

Prepared and Submitted by

CIIC Staff

February 6, 2006

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CORRECTIONAL INSTITUTION INSPECTION COMMITTEE REPORT
ON THE INSPECTION OF THE
CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY

INSPECTION PROFILE

Date of Inspection: August 30, 2005
 Type of Inspection: Announced

CIIC Member and Staff Present: Representative Michael DeBose
 Shirley Pope, Director
 Richard Spence, Inspector
 Carol Robison, Inspector
 Joanna Saul, Intern

Facility Staff Present:

Paul Warye, Deputy Superintendent, Indirect Services
 Gary Schultz, Deputy Superintendent, Direct Services
 Jacqueline Cayson-Miller, Deputy Superintendent, Programs
 Angelina Wurgler, Administrative Assistant

Superintendent Ben Bower was on vacation on the day of the inspection. Deputy Superintendent Paul Warye delivered a letter from the Superintendent to the CIIC Director in which he relayed regrets for not being able to be present. In the letter, on behalf of his staff and youth at Cuyahoga Hills Juvenile Correctional Facility, (CHJCF) he welcomed the CIIC, relayed confidence that Deputy Superintendent Warye and the rest of the facility's staff would assist the CIIC in any way possible, and relayed their enthusiasm about the CIIC visit. Lastly, he relayed assurance of their full cooperation and support.

Superintendent Ben Bower retired on October 28, 2005. In the DYS Director's announcement, he cited Mr. Bower's contributions to DYS, his tremendous work at Cuyahoga Hills Juvenile Correctional Facility, and added that he "truly made a difference in the lives of staff and youth in this agency." Paul Warye became the Superintendent effective October 28, 2005. According to the DYS Director's notice, Mr. Warye was previously Superintendent of Indian River Juvenile Correctional Facility, and Deputy Superintendent at Cuyahoga Hills. He was cited as "an expert in the ACA accreditation process as he had direct responsibility in getting one of our facilities accredited and one reaccredited."

Areas/Activities Included In Inspection:

Entry/Exit Meeting with CHJCF Staff	School
Staff Offices	Youth Housing Units:
Laundry	Unit A- Substance Abuse (Chemical
Barber Shop	Dependency Intervention Unit
Food Services:	Unit B- Substance Abuse Revocation Unit
Dock, Food Storage	Unit C – General Population
Kitchen	Unit G – Preferred Housing Unit
Youth Dining Hall	Moderate Sex Offender Unit
Maintenance Shop	New Units Under Construction
Paint Shop	Game Room
Gymnasium	Visitation Room
Library	Medical Services

Statutory Requirement of Attendance at General Meal Period:

Observation of the entire Food Services area included the kitchen and dining hall. The dining hall contained a small number of youth who were recently transferred from reception status at the Scioto Juvenile Correctional Facility to the Cuyahoga Hills Juvenile Correctional Facility. The meal consisted of: macaroni and cheese, green and yellow beans, chicken wings, two mini-corn muffins, milk, ice cream cup, and chocolate cake with strawberry sauce and whipped topping.

Statutory Requirement of Attendance at Educational/Rehabilitative Program:

A Home Economics and Personal Development class was observed. Two Teachers were present, including one that was new and involved in on the job training. The Instructor asked youth to list five expectations that teens have for their parents, and that parents have for their teens. Their list was discussed in the group. There were eight youth in the class.

A Substance Abuse class was also attended, with six youth present.

The Administrative Office Technology Class was observed. There were 12 youth in the class.

A visit was also made to the day room/game room where youth are assigned if they have no class while others are in school. One of the youth was making a card for his mother who was recently diagnosed with cancer and beginning dialysis.

Summary of Findings

Cuyahoga Hills Juvenile Correctional Facility staff's time and effort involved in the inspection and preparation were very much appreciated. There was an obvious care and

attention to the staff and youth in the facility reflected in the observations of operations, conditions and programs. In follow-up communication from one CHJCF staff person, it was relayed that staff all worked hard to prepare for the inspection, and welcomed the opportunity to “show off” the good things that they do for the youth. Positives were definitely evident.

Some have referred to Cuyahoga Hills Juvenile Correctional Facility as “the most improved facility” in recent years in the Department of Youth Services. The facility was clean, the staff were professional, and the interaction with youth and staff reflected a positive atmosphere and environment. The most impressive aspect of the facility is Idleness Control, using a unique method to maximize structure and supervision, which is fundamental to safety and security needs of the youth and staff.

FACILITY OVERVIEW

Mission

According to information provided on site, the mission of the Ohio Department of Youth Services (DYS) is “to enhance public safety by holding youthful offenders accountable and providing opportunities for rehabilitation.” The DHS vision statement is, “A safer Ohio through positive change in the lives of those impacted by our agency.”

The mission statement of the Cuyahoga Hills Juvenile Correctional Facility is:

...to protect Ohio citizens by effective supervision of juvenile offenders in an environment that is safe and humane. We will provide professional, team-oriented juvenile programming services that meet or exceed the correctional needs of our youth population, parent agency, and community at large.

The goals and objectives of the Cuyahoga Hills Juvenile Correctional Facility for 2005-2006 consist of the following:

- To increase efforts to prepare youth for release
- To fill vacant positions and retain those selected
- To improve the quality of training at Cuyahoga Hills Juvenile Correctional Facility

As of January 2005, in order to increase efforts to prepare youth for release, the facility set the objective to expand youth idleness efforts to include evenings, weekends and holidays by June 1, 2005.

They also set the objective by September 30, 2005 to provide all youth who are released from Cuyahoga Hills Juvenile Correctional Facility with something tangible that demonstrates a positive experience, such as a diploma, GED, reference letters, or good work reports.

Also by the end of September, they sought to improve the relationship between the facility and regional staff in order to gain knowledge of what youth will be experiencing on release as it relates to parents, home and school.

Regarding the goal to fill vacant positions and to retain those selected, objectives were established to:

1. Immediately hold supervisors accountable for not completing bi-weekly evaluations designed to monitor new staff progress.
2. Create a committee by May 2, 2005 to improve the On The Job Training process by including mentors in the program, to establish a selection committee by June 1, 2005,
3. Establish an employee Selection Committee by June 1, 2005

According to the January 2005 material, pre-service training was previously held on site, but is now “back at the Training Center.” This was cited as a positive factor that will help the Training Officer to focus attention on the entire training department including in-service.

The Objectives included:

1. By September 30, 2005 to improve the quality of training materials by providing scenarios to realistic policy operations.
2. In December 2005 to continue to provide an annual Back to Basics training for Facility Instructors.
3. Immediately and up to December 31, 2005, challenge the Training Advisory Committee to form Back to Basics training for 2005-2006.

According to the Youth Handbook 2004-2005, youth are advised of the following:

Cuyahoga Hills provides a safe, secure, industrious, and humane environment aimed at successful return of its youth into society. The staff at Cuyahoga Hills are committed to providing appropriate medical, educational, psychological, vocational, employment readiness and counseling services based on the needs of our youth. The youth range in age from 12 to 21 years, and are in treatment and rehabilitation programs. Our goal within DYS is to develop effective, consistent and progressively more time-intensive, goal-directed services. To accomplish this, we utilize a Cognitive Restructuring Program.

Background

According to the Youth Handbook, Cuyahoga Hills Juvenile Correctional Facility is a medium security juvenile correctional facility that officially opened in 1973. According to information provided on site, the facility was originally designed for 256 male juvenile felony offenders. Currently, the facility has a designed capacity of 274. However, staff

relayed that the facility has held over 500 in the past. The general youth population consists of felony levels I, II, III and IV in an age range of 12 to 20.

The Cuyahoga Hills Juvenile Correctional Facility is located on 30 acres in Highland Hills in suburban Cleveland. Twenty-four acres are within the perimeter fence. Youth live in one of eight open dormitory style units designated as: A, B, C, D, E, F, G, and H. Six of the dorms were operational at the time of the inspection. The facility also has administrative offices, a full service cafeteria, laundry, gymnasium, and maintenance department. Cuyahoga Hills Juvenile Correctional Facility has a full medical staff, psychology staff, recreation staff/facilities, programs, chapel and religious services, library, and barber. The facility contains the Luther E. Ball High School, a fully accredited school that offers regular and GED classes.

According to written information provided on site, the facility had a successful initial ACA audit in April 2004, and was accredited by the American Correctional Association on August 2, 2004. In preparation for accreditation, the facility received new restrooms on the youth living units, a digital surveillance system, digital public address system, education/medical air conditioning, furniture, floors, housing unit windows, painting, security cages, carpet, food service booster heater, parking lot resurfacing and an employee recognition site.

Cost

According to the written material provided on site, the budget for the entire facility is \$15.4 million for fiscal year 2005. Of the total, the largest portion pays for wages and benefits of staff, a total of \$13.0 million, while the remainder consists of operational costs.

Food costs at the Cuyahoga Hills Juvenile Correctional Facility are reportedly substantial compared to the other Ohio juvenile correctional facilities. The facility reportedly exceeds the DYS minimum food requirements due to an understanding of the importance of the quality and quantity of food served. A “good quality” salad bar was noted as a recent addition, and it is available five times per week.

Staff relayed that a \$5 million capital improvements project began in 1999 for new construction and some renovation. Approximately 40 percent of the funds were directed toward administrative improvements, 40 percent for educational improvements, and 20 percent for support services.

Staff

According to written information provided on site, the Superintendent has three Deputy Superintendents who oversee all 250 employees, with a majority being security staff.

Based on the discussion on site, 229 staff including contract workers are currently employed at the facility. On the day of the inspection, there were 18 vacancies. Staff

relayed that vacancies included three Juvenile Correctional Officers, one Laundry position, Food Services, three or four Teachers, and Recreation staff. Staff relayed that the institution must maintain a 4.5 percent vacancy rate to live within its budget. If they were able to fill all of their positions, their staff would total 274. It was noted that their turnover tends to be higher due to the urban workforce.

Regarding retention, the social work group is reported to be mostly stable. The facility maintains two Social Workers per housing unit, with a minimum of one per 25 youth in special housing, and one per 35 youth in general population at any given time.

The facility uses the Pick a Post system for its Juvenile Correctional Officers. Staff relayed that there is a good and open relationship with the union, termed by one as the “best union relationship” he has ever known.

Staff relayed that video surveillance is used for monitoring purposes and “It works.”

Of 17 staff who left employment since January, two or three were reported to be voluntary terminations. Representative DeBose relayed that some staff reportedly left employment due to the facility having “a lot of fighting.” Idleness control coupled with the preferred housing unit are examples of specific methods used to promote positive behavior and to eliminate incidents. Staff training was cited as an equally important means to prevent incidents.

Facility Population

On January 3, 2006, information was provided on the calendar year 2005 average daily population of all DYS facilities. The final average daily population for 2005 system-wide was 1,701, a decrease of 5.3 percent from the average in calendar year 2004, when there were 1,796 youth. The average population decreased 21.5 percent from five years prior. There were 2,167 youth in calendar year 2000.

Information was provided on the ODYS average population by institution from July 2005 through January 2006.

**Average Population by Institution from July 2005 through
January 2006 with Range and Average for January 2006**

FACILITY	LOW	HIGH	JANUARY 2006
Ohio River Valley JCF	296.7	332.4	319.0
Marion JCF	252.4	271.7	266.7
Cuyahoga HJCF	241.3	256.0	245.7
Scioto JCF Males	154.8	202.6	199.3
Indian River JCF	184.7	196.3	195.4
Mohican JCF	163.8	166.5	165.7
Circleville	138.5	191.0	138.5
Scioto JCF Females	54.3	97.3	97.3
Paint Creek Youth Center (Lighthouse)	49.3	51.3	49.3
Freedom Center (Females)	18.3	22.4	20.3
TOTAL	1678.9	1717.1	1697.3

Note that the combined male and female population of Scioto Juvenile Correctional Facility is 296.6 in January 2006, which ranks as the second largest population of the DYS facilities. Based on the order above for January 2006, the smallest facility is clearly the Freedom Center with only 20 female youth. The largest facility is the Ohio River Valley Juvenile Correctional Facility with 319 male youth. If the male and female portions of the Scioto Juvenile Correctional Facility are considered separately, Marion and Cuyahoga rank second and third largest with populations of 267 and 246 respectively.

SB 179 enacted in 2000 allows DYS to assign youth to a hospital for medical, physical mental or other examination, inquiry or treatment for as long as necessary. In the ODYS data on the Average Population by Institution, there is one youth classified as "SB 179" in July and .6 youth classified as "SB 179" in August of 2005.

On August 29, 2005, the youth population at Cuyahoga Hills JCF totaled 247. According to information provided by the facility staff, the average age of youth at the Cuyahoga Hills Juvenile Correctional Facility is 17.2 years. The average length of stay is 9.9 months. Ages ranged from one 13 year old to six 20 year olds. The smallest age groups consisted of age 13 and 20. The largest age group is age 17 with 84 youth in the category, followed by age 16 with 60 in the category.

Age of Youth at CHJCF with Number and Percent as of August 29, 2005

AGE	NUMBER OF YOUTH	PERCENT
17	84	34%
16	60	24
18	43	17
15	28	11
14	15	6
19	10	4
20	6	2
13	1	1
TOTAL	247	100%

On August 29, 2005, there were 91 youth at the Cuyahoga Hills Juvenile Correctional Facility due to behavior classified as Felony Level IV adjudicated offense level, the largest group. The Felony Level V offense level was the second largest group, with 51 youth in the category. The smallest categories consisted of Felony Level II with 29 youth, and Felony level I with 33 in the group.

Felony Offenses of Youth at CHJCF with Number and Percent as of August 29, 2005

FELONY TYPE	NUMBER OF YOUTH	PERCENT
IV	91	37%
V	51	21
III	43	17
I	33	13
II	29	12
TOTAL	247	100%

According to data provided on site, as of August 29, 2005, out of a total of 250 youth, the largest group was from the Akron area, with 70 youth. The Cleveland area ranked second highest, with 66 youth in the region. Columbus ranked third, with 70 youth at the Cuyahoga Hills Juvenile Correctional Facility committed from the Columbus region. The smallest groups were Toledo with 15 youth and Dayton with 19 youth from those areas respectively.

Youth Commitments by Region as of August 29, 2005

CITY	NUMBER OF YOUTH	PERCENT
Akron	70	28%
Cleveland	66	26
Columbus	48	19
Cincinnati	32	13
Dayton	19	8
Toledo	15	6
TOTAL	250	100%

As of August 29, 2005, the racial composition of youth at the Cuyahoga Hills Juvenile Correctional Facility ranged from a low of five Hispanic youth to a high of 143 Black youth, comprising 58 percent of the facility's population. The 89 White youth comprised the second largest group according to racial composition.

Racial Composition of Youth at CHJCF as of August 29, 2005

RACE	NUMBER OF YOUTH	PERCENT
Black	143	58%
White	89	36
Bi-Racial	11	4
Hispanic	5	2
TOTAL	248	100%

From January 1, 2005 to August 29, 2005, 77 youth were transferred from Cuyahoga Hills Juvenile Correctional Facility to other DYS facilities. The largest number, a total of 55, were transferred to the Mohican Juvenile Correctional Facility for programming. The second largest group consisted of 12 youth who were transferred to Indian River Juvenile Correctional Facility. The number and location of the transfers were as follows:

Institution Transfers from Cuyahoga Hills Juvenile Correctional Facility to Other DYS Facilities from January 1, 2005 to August 29, 2005

<u>DYS Juvenile Correctional Facility</u>	<u>Number of Youth Transferred</u>
Mohican Juvenile Correctional Facility	55
Indian River Juvenile Correctional Facility	12
Ohio River Valley Juvenile Correctional Facility	5
Marion Juvenile Correctional Facility	4
Circleville Juvenile Correctional Facility	1
TOTAL	77

Release Data

As of August 29, 2005, there were ten youth at Cuyahoga Hills Juvenile Correctional Facility who were beyond their release date, waiting for an approved placement.

The Youth Handbook states that youth have access to staff-assisted release planning prior to their release. Youth meet with their Social Worker, review their release plans, and discuss their return to the community. The Handbook further states that youth are assigned a Parole Officer who will work with the youth's family or guardian while the youth is incarcerated. When the youth leaves Cuyahoga Hills JCF, the Parole Officer will monitor the youth's performance on aftercare. The youth's Social Worker maintains contact with the Parole Officer in order to have current information on the youth's home situation. The Parole Officer attends early release hearings.

Data was provided on the number of youth released by county and race from January 2005 through August 2005. There were 279 youth released from CHJCF in the period. The largest group was released to Cuyahoga County, with 48. Franklin County ranked second with 46 youth released to Franklin County. Stark County and Montgomery ranked third and fourth in number released in the period, with 26 and 23 youth released respectively. Fourteen each were released to Lorain and Summit Counties. Eleven each were released to Hamilton and Ashtabula County. Ten youth were released in the period to Defiance County. The remaining counties received from one to seven youth in the period.

Based on the racial breakdown of youth released in the period, of the 279 total youth released, 142 were White, comprising 51 percent of the total number released, 121 were Black, comprising 43.4 percent of those released, 10 were Hispanic, five were classified as Bi-Racial, and one was classified as Other.

**Cuyahoga Hills Juvenile Correctional Facility Release Detail by County and Race,
January 2005 – August 2005**

COUNTY	White	Black	Hispanic	Bi-Racial	Other	TOTAL
Cuyahoga	11	36	1			48
Franklin	16	30				46
Stark	17	7		2		26
Montgomery	11	11			1	23
Lorain	6	7		1		14
Summit	4	9	1			14
Hamilton	3	8				11
Ashtabula	11					11
Defiance	5		4	1		10
Licking	7					7
Muskingum	5					5
Richland	1	4				5
Allen	4					4
Mahoning		3		1		4
Tuscarawas	4					4
Lucas	3	1				4
Coshocton	4					4
Erie		2	1			3
Harrison	3					3
Seneca	3					3
Hancock	2		1			3
Portage	1	1				2
Butler	2					2
Clark	1	1				2
Lake	2					2
Trumbull	2					2
Pickaway	2					2
Williams	1					1
Greene	1					1
Jefferson	1					1
Jackson	1					1
Crawford	1					1
Gallia	1					1
Holmes	1					1
Highland	1					1
Logan		1				1
Henry	1					1
Van Wert	1					1
Washington			1			1
Paulding	1					1
Putnam			1			1
Shelby	1					1
TOTAL	142	121	10	5	1	279

The last page of the Youth Handbook provides information titled “Length of Stay”. Youth are advised that the Release Authority reviews every commitment. The Release Authority is a five-member panel appointed by the DYS Director to conduct periodic reviews of each youth’s status after they have completed their minimum length of sentence. They also review youth who have served a minimum stay that extends beyond one year. Types of release from DYS confinement consist of:

- Judicial Release (Parole)– Court ordered
- Judicial Release (Probation)-Court ordered
- Supervised Release-Release Authority ordered
- Medical Release-Combination

Release is based on offense severity, risk to re-offend, and program needs of each youth. Each Judge issues a sentence to youth at DYS for a minimum period, which is usually one year. However, youth can be held until age 21 based upon their committing offense and their behavior in the institution.

The Youth Handbook advises youth that they have the right to request an early release hearing from the Judge 30 days following their admission. The Judge can deny a request the first time, but must schedule a hearing for each request following that. The Judge does not have to allow the youth to attend the hearing. For each hearing requested by a youth, the facility staff forwards a written report to the Judge and Parole Officer. The report describes the youth’s conduct and progress with the youth’s program.

FACILITY OPERATIONS AND CONDITIONS

Security

According to material provided by the institution, the primary focus at Cuyahoga Hills Juvenile Correctional Facility is security. The facility is equipped with state of the art equipment and a perimeter fence protected by razor wire. Staff are trained to monitor and observe activity 24 hours per day. All visitors and staff must sign in and out when entering into the institution and leaving the building. Staff and visitors must pass through metal detectors on entry into the institution and all bags, purses, etc. are checked thoroughly for weapons and contraband.

Staff relayed that the facility has also put in place a video surveillance system that has been effective in identifying key problem areas in the facility. System expansion is expected in the future.

According to staff, in comparison with the other juvenile correctional facilities, Cuyahoga Hills Juvenile Correctional Facility has a low level of gang activity. Staff relayed that efforts are made to stem any gang activity, including the use of a Security Threat Group Committee composed of staff that monitor gang activity.

The Youth Handbook includes a section on Youth Count, in which the youth are formally counted as follows:

- 2:00 am
- 4:00 am
- 6:00 am
- 10:50 am
- 4:00 pm
- 9:00 pm
- Midnight

During counts, youth are not to cover themselves. The counting Officer must be able to see and ascertain that he/she is counting “a breathing human body. The officer must see skin and movement.” The Handbook continues:

If a youth is concealed in such a manner to hinder this procedure, the Officer is authorized to use a flashlight, overhead light and/or physical contact to ensure they are counting a youth. Youth not in their proper area, who deliberately attempt to conceal themselves in such a manner as to disrupt the count procedures, shall be subject to disciplinary action.

Also as a security measure, youth must wear their photo I.D. at all times outside of the dorm, photo side out, over the left breast or outermost garment. Possession of an I.D. is necessary to gain entrance into all approved areas of the facility. Any privileges may be suspended during the time a youth is without an I.D.

Incidents

Monthly data was provided from a Significant Incident Summary from January through July 2005. Regarding Offender/Offender Assaults, there were no such assaults with a weapon. However, there was one assault without a weapon in April and three assaults without a weapon in July. The three July assaults were categorized as “Consent/Sexual and Physical”. In 2004 data, there were no offender/offender assaults with a weapon. However, there were 11 assaults without a weapon in 2004, with none in five months, one each in four months, two each in two months, and three in one month in the year.

In the Offender/Staff Assault category, there was no assault with a weapon from January through July 2005, and in all of 2004. However, there was one such assault without a weapon in January 2005. Further, there were two offender/staff assaults without a weapon in 2004. Both occurred in March 2004.

There was no Forced Move Used from January through July 2005. However, Forced Moves in 2004 totaled 339, an average of 28 per month, ranging from the low of seven in September to a high of 51 in January 2004. In follow-up communication from DYS staff regarding the possible errors in reporting or major changes in practices, it was relayed that the drastic change is due to a cross in definitions. Reportedly, the ACA defines

“Forced Moves” as cell extractions, while facility staff relayed that their “AMS” defines “Forced Moves” as “anytime a staff member touches a youth. This will include: fight break ups, escort techniques, etc.” CIIC extracted the data on “Forced Moves Used” from the same form completed by facility staff for the time periods cited above. “AMS” is the Activity Management System, a database system designed to document and track incidents and grievances in the Department of Youth Services, per the definition in Policy 304.03.

According to the staff discussion on site, the complex issues surrounding use of force (also termed response to resistance) are areas of focus throughout the Department of Youth Services. Based on the discussion, through proper training on how to effectively respond to resistance, including unarmed self-defense, and verbal strategies, staff learn to prevent and respond to resistance problems in a better way.

Further, there were no Disturbances (incidents involving four or more youth) in the period, not only January through July 2005, but in all of 2004.

Chemical Agent Use was reported to be zero in 2005, and N/A in all of 2004.

Although the form on which the data is recorded includes a category, “Number of Times Special Reaction Team Used,” the responses in 2004 all are “N/A” or not applicable. Data for 2005 shows zero each month in the category.

Four/Five Point Restraint use was reported to be zero in 2005. In 2004, there was one incident in December in which a juvenile was restrained to the bed.

Data on 2005 Offender Medical Referrals as a Result of Injuries Sustained were reported to be one each in May and July, and two in June, with a total of four in the seven-month period. In 2004, such referrals ranged from two in December to 36 in January, with a total of 187 in 2004, an average of 16 per month. In follow-up communication from staff it was relayed that the differences between 2004 and 2005 data is due to different reporting. Reportedly, the lower numbers are based on the Significant Incident Summary for ACA. Facility staff reportedly determine these numbers by reviewing all staff on youth Use of Force that is marked in AMS that a youth was injured. From those cases, facility staff refer to the actual case to see if the youth was sent to outside medical services. According to the facility staff, the higher number will probably reflect the numbers from medical for all incidents that occur at the Cuyahoga Hills Juvenile Correctional Facility, not just use of force. It was also relayed that the facility has had a large increase in youth fights and the injuries sustained in the fights has resulted in several youth being taken to outside medical facilities in the past six to nine months. According to staff, the facility’s budget reflects that because medical bills are reportedly so high.

Regarding the Escape category, there were none reported in the period. In fact, data from January 2004 through July 2005 shows no escapes, no attempts and no actual escapes.

On the Deaths category, none occurred in the period in which data was provided, January 2004 through July 2005.

Discipline/In-House Disciplinary Committee

Staff relayed that treatment teams meet twice per week to review a youth's conduct and consequences, such as recommendation for placement in the Preferred Housing Unit. A level system is reportedly used, driven by one's behavior or conduct.

The Cuyahoga Hills Juvenile Correctional Facility Youth Handbook includes a section on Discipline and on In-House Disciplinary Committee (IDC) as follows:

DISCIPLINE

Cuyahoga Hills JCF complies with the Department of Youth Services directive on youth discipline. The policy encourages handling disciplinary action on an informal level. If negative behavior or rule violations are frequent or severe in nature, formal discipline may be issued by staff. This is done on a form called a Youth Behavioral Incident Report (YBIR). The rule infraction will be listed on the form as well as the discipline that is issued by staff. You are permitted to respond in writing on the YBIR.

Serious rule infractions that would result in arrest in the community, are handled differently. If the rule infraction is a Category 1 or 2 Offense (Felony 1,2,3,4 or Misdemeanor), an investigation will occur. Depending on the results of the investigation, possible consequences could include filing of criminal charges against the youth and/or extending the length of stay at Cuyahoga Hills JCF. Additional sanctions are also possible.

IDC IN-HOUSE DISCIPLINARY COMMITTEE

When a youth is charged with committing a Category I rule violation, the institution ensures that the accused receives a timely investigation and a hearing before an impartial institution disciplinary committee. The youth is notified of a disciplinary hearing report at least 24 hours prior to the hearing. The youth is given a copy of the Youth Behavioral Incident Report (YBIR) which contains charges and the event that led to the charges. Furthermore, the hearing may be held within 24 hours of the notice with youth's written consent. In addition, a hearing is to be held within seven calendar days of the deputy's review, excluding weekends and holidays.

Youth are allowed to be present and to participate in the hearing. Staff can assist the youth at the hearing, at the youth's request. Youth are allowed the opportunity to make a statement and can request witnesses. The decision of the committee is based solely on factual evidence. A written

hearing report is made of the findings of the committee including evidence presented, along with the reasons for the decision and disciplinary action recommended. All youth should receive copies of their hearing report. If a youth is found not guilty, the YBIR is removed from the youth's file.

If youth are not in agreement with the committee's decision, they have 15 days to submit an appeal statement to the Superintendent's Office. The Superintendent will submit a written response of the decision made to the youth within 30 days of receiving the youth appeal statement.

2005 In-House Disciplinary Committee Statistics were provided on site, with the number of IDC hearings each month from February through July 2005. There were from eight to 24 hearings per month, with a total of 84 hearings in the six-month period, an average of 14 per month.

The Youth Handbook includes a section titled, "Consequences for Violations" as follows:

DYS Policy regarding Youth Discipline Sanctions.

Procedure Guidelines:

1. Youth discipline shall occur at the earliest effective point in order to apply appropriate interventions that will prevent further escalation and repeated incidents of misbehavior.
2. Referral to psychological and/or psychiatric services shall occur at the earliest effective point in order to assess behavior and develop individualized clinical and/or medical intervention.
3. Group interventions shall occur at the earliest point and address the impact of the youth's behavior on the milieu and the need to accept responsibility for his actions in accordance with concepts of Normative Culture.
4. Permissible forms of graduated behavior sanctions include:

- Verbal Intervention
- Written Intervention
- Time-Out
- Cooling Off Period
- Room Confinement
- Minor Work Detail
- Activity Restriction
- Disciplinary Isolation
- Conditional Disciplinary Days
- Disciplinary Treatment Unit
- Disciplinary Time

5. Youth Behavior Incident Reports (YBIR's) makes a youth's behavior a matter of record and are required for documentation in the event of cooling off periods, room confinement or Category I rule violations

Regarding "Seclusion," the Handbook states that a youth may be placed in seclusion from the general youth population for investigation or as part of an In House Disciplinary Committee disposition, when a rule of conduct has been violated, or if any of the following situations apply:

1. An investigation is required prior to the issuance of a YBIR (Youth Behavior Incident Report) or an administrative action.
2. There is a threat or danger to the security of the institution, youths, staff, institution property, or the youth himself, or a threat of disruption of the orderly operation of the institution.

During the inspection, staff relayed that there is one "rubber room" or "wet cell", but it reportedly has not been used since December 2002.

Idleness Control

At the time of the inspection, the Cuyahoga Hills Juvenile Correctional Facility was piloting a method of idleness control in effect for a year and a half, consisting of a highly structured schedule that requires youth to be engaged in activity at all times. A Youth Idleness Reduction Team was designed to establish a comprehensive youth activity Master Schedule that includes alternative activities for schedule failures or changes, and to eliminate youth idleness.

As part of the program, youth must vacate all housing areas in the morning and immediately after lunch, and they are not permitted back into the housing areas until the end of the business day. After vacating the housing areas, they are escorted on a "tour" of the facility. As they reach their designated program area, they are dropped off and exit the "tour." The remaining youth who do not have a program scheduled for the time period, or whose program has been cancelled for the period, are taken to the visiting room where they are reprogrammed into another activity or job assignment for the period. Staff who would otherwise be required to monitor youth activity in the dorm areas are free to monitor the program areas and to provide substitute programming for youth brought into the visiting area.

At the time of the inspection, it was implemented five days per week, but the hope was to also implement the program on evenings, holidays and weekends.

Staff relayed that it is "fail-safe" programming. Youth who do not have a program to attend and that are brought to the visiting area, are involved in large muscle recreation or in community service projects. A final "fail-safe" aspect is that a Community Services Coordinator has a list of impromptu community service projects for youth involvement.

Staff relayed that the idleness control program has been tremendously effective. Based on material provided on site, idleness reduction has resulted in a major decrease in youth fights, needs and general complaints. Further, a reduction in staff injuries, paperwork, Youth Behavioral Incident Reports (YBIR) and Inter-Disciplinary Council (IDC) processing, and staff disability claims has reportedly resulted. Staff further noted that youth have also been less disruptive at night.

Per the written material provided on site, the largest impact of the new idleness reduction program has been in staff development and “ownership of the change.” Staff are reportedly able to experience through participation, that forward thinking and cooperative collective action results in a safer work and living environment.

According to written information provided on site, the facility received honors for the Youth Idleness Reduction Team, designed to establish a comprehensive youth activity Master Schedule that includes alternative activities for schedule failures and to eliminate youth idleness. In early 2003, youth idleness was reported to be 30 percent. Also, as background to the development of the idleness control program, the facility entered into the accreditation process. The ACA reportedly requires an effective youth Master Schedule and no youth idleness.

Overall youth incident numbers decreased due to a very structured youth master schedule. More programming caused additional outside programming to be recruited and implemented. Youth were no longer on the units. Throughout the day, youth are involved in school, inside programming, outside programming, community service, recreation, and other meaningful activities. The daily experience resulted in an increase in youth sleep habits and dramatically diminished youth activity and problems on evening shifts. Staff normally on the housing units were assigned to education supervision, cleaning details, hallway supervision, and other duties representative of their Juvenile Correctional Officer position.

The final committee actions resulted in school day operations that include all youth to totally vacate the housing units during the normal business day. All youth remaining that do not attend school/programming, are staged in the Blue Room where they are broken into groups to attend prescheduled alternative outside programming, recreation, go to the library, play games, and produce community service. There is a schedule for normal school day operation including weekends and holidays, and a separate schedule for intersession. The schedules cover all activity opportunities from wake-up to bedtime.

The Committee actively sought outside programming to speak to the youth. The outside/community programming has since been identified as the BUMMPER Program in the Master Schedule.

According to the written material provided on site, idleness reduction resulted in a major decrease in youth fights, needs and general complaints. Further, a reduction of staff injuries, paperwork, Youth Behavior Incident Reports, and Disciplinary Committee processing, and staff disability claims resulted.

Master Schedule

The Cuyahoga Hills Juvenile Correctional Facility Master Schedule is an impressive four page table of detailed information on the schedule for every day of the week, including Saturdays and Sundays, and beginning at 5:30 AM through 9:30 PM. A sampling of the schedule, just from 5:30 to 8:30 AM is provided below:

Sample from Master Schedule 5:30 AM to 8:30 AM

TIME	ACTIVITIES (Depending on day of the week)
5:30 AM	Wake-up & Personal Hygiene All Units (Cleaning)
6:00 AM	Population Count @6 Med Call @ 6:15-7 Breakfast 7-8
7:00 AM	Health Screen @ 6:45 (Medical addresses youth health concerns)
8:00 AM	Unit Clean-up @ 7:30 Teen Parenting & Anger Management/Leisure Activities Board/Video Games, Community Service, Reading/Writing School Movement Begins 1 st period @ 7:45-8:30 Library @ 7:45-10:45 Visitation Starts @ 8:00 Game room, Community Services, Board Games every period Program Group 1 (7:45-9) Game room, Community Service, Board Games every period
8:30 AM	Protestant Sunday School Leisure Activities Board/Video Games, Community Service, Reading/Writing 2 nd period 8:30-9:15/Game room, community service, board games every period Periods rotate 8:30-9:15 Health Education @ 8:30-9

Another method of presenting the master schedule is to look at just one of the weekdays from the beginning to the end of the scheduling period. The following presents that information:

Monday Schedule from 5:30 AM to 9:30 PM

<u>TIME</u>	<u>MONDAY SCHEDULE</u>
5:30 AM	Wake-up & Personal Hygiene
6:00 AM	All Units (Cleaning)
6:15-7:00	Population Count
6:15 AM	Breakfast
6:45 AM	Med Call
7:45-8:30 AM	Health Screen (Medical addresses youth health concerns)
7:45-10:45 AM	School Movement begins 1st period
8:00 AM	Library
7:45-9:00 AM	Game room, Community Service , Board Games every period
8:30 –9:15 AM	Program Group 1
8:30 AM	Game room, Community Service , Board Games every period
9:15-10:00 AM	2nd Period
9:15-10:30 AM	Game room, Community Service , Board Games every period
9:00 AM	3rd Period
10:00-10:45 AM	Program Group 2
10:00 AM	Game room, Community Service , Board Games every period
10:45 AM	4th Period
10:50 AM	House Meetings
11:00-12:00	Rec 1 Game room, table games, fitness equipment, basketball, kickball, dodgeball @ wiffleball
11:00 AM	Population Count
11:30 AM-12:30 PM	Lunch
12:30-3:30 PM	Med Call
12:30-1:15 PM	Rec 2 Game room, table games, fitness equipment, basketball, kickball, dodgeball & wiffleball
12:30-1:45 PM	Library
1:15-2:00 PM	Game room, Community Service , Board Games every period
1:00 PM	5th Period (School movement resumes)
	Program Group 3
	6th Period
	Game room, Community Service , Board Games every period
	Health Screen (Medical addresses youth health concerns)
	Game room, Community Service , Board Games every period

Monday Schedule (Continued)

<u>TIME</u>	<u>MONDAY SCHEDULE</u>
2:00-2:45 PM 2-3:15 PM	7th Period Program Group 4 Game room, Community Service , Board Games every period
2-8:30 PM 2:30 PM	Barber Services Game room, Community Service , Board Games every period
2:45-3:30 PM	8th Period Game room, Community Service , Board Games every period
3:30 PM 3:40-4:40 PM	School Movement concludes Rec 3 Game room, table games, fitness equipment, basketball, kickball, dodgeball & wiffleball
4:00 PM	Population Count Leisure Activities Board/Video Games Community Service Reading/Writing
4:30 PM 4:30 PM 4:30-5:30 PM 4:45-5:45 PM	Barber Services Med Call Dinner Rec 4 Game room, table games, fitness equipment, basketball, kickball, dodgeball & wiffleball
5:30 PM 5:45-6:45 PM	Rec 5 Game room, table games, fitness equipment, basketball, kickball, dodgeball & wiffleball
5:50-7:30 PM 6:00 PM 5:30-8:30 PM	Anger Management Group (Unit D) Group 1 & 2 Showers Leisure Activities Board/Video Games, Community Service , Reading/Writing
6-6:45 PM 7:45 PM	Rec Game room, table games, fitness equipment, basketball, kickball, dodgeball & wiffleball
7:00 PM 7:30 PM 8:00 PM 9:00 PM 9:30 PM	Religious Programming Snacks Med Call Population Count Bedtime/Clean-up

Youth Housing Units

The Cuyahoga Hills Juvenile Correctional Facility has eight dormitory style housing units. Six were operational on the day of the inspection, and two were being remodeled. Of the six units in use, four were designated as Program Units as follows:

- Sex Offender
- Chemical Dependency Intervention Unit
- Substance Revocators (Technical violators)
- Preferred Housing

The other two dorms were used for general population. However, Unit H was referred to as “High Maintenance,” reportedly a housing option for chronically disruptive youth. There was no observable difference between Unit H and the other dormitories.

According to the Youth Handbook section on Unit Assignments, **Unit A** is referred to as the **Chemical Dependency Intervention Unit**, established to provide services to DYS youth who have substance abuse specific issues that warrant intervention during their commitment. One of the objectives of treatment is to have youth examine how their drug and alcohol use has affected their major life areas. The foundation of the program components revolve around the Twelve Step philosophy with the basic premise promoting honesty, open-mindedness, and a willingness to learn and effect change.

The Handbook states that **Unit B** is the **Substance Abuse Revocation Program**. It provides drug and alcohol education to DYS youth with “reoccurring offenses that impact their social entities.” According to the Division of Program Services brochure for youth at the facility, the section titled “Substance Abuse Units” states that 90 and 120-day programs address youth who have regular commitments, and whose parole has been revoked, have been court ordered, or release authority required, and are in need of substance abuse treatment who are identified by the Juvenile Automated Substance Abuse Evaluation Assessment.

Units C, G and H are described in the Handbook as general population units with youth from 12 to 21 years of age. The youth reportedly participate in victim awareness, social and life skills groups.

Unit D, according to the Handbook, is a **Moderate Sex Offender Programming Unit** geared toward preventing further sexual offenses. Youth are 16-21 years of age who have committed a sexual offense. The program is organized around a series of intensive programs and a peer group based upon a relapse prevention model. When used by released youth, the model will reportedly “lessen the risk of further sexual offenses and keep the community safe.”

Staff relayed that the open bay style of housing provides for greater freedom and interaction, which can be positive or negative for juvenile offenders. Juveniles are provided with staff supervision 24 hours per day, seven days per week. Compared to non-

dormitory housing units, dormitories reportedly require additional staff to ensure adequate supervision.

At the time of the inspection, the facility was observed as clean and bright. Unit areas included a dayroom with adjoining dormitory and shower facilities. All dayrooms included tables with checker game boards printed on the tabletops. The dayrooms also included couches and pay phones. Most included a television in the corner. All units included locked boxes for health and grievance forms. Kites, grievance forms, and Chaplain requests were also provided. All units had the CIIC memo posted, along with information regarding legal rights and policies. Several of the units included youth artwork on the walls.

All dormitory areas were observed as clean. Steel bunk beds were bolted to the floor. Personal metal trunks were bolted to the end of each bed frame. Sheets and blankets provided by the facility were observed as clean. However, several blankets appeared slightly threadbare in places and holes were visible on at least one.

Staff relayed that there is no age limit in the dormitories. Boys may range from 12 to 21 years of age. However, according to staff, younger boys are generally placed closer to the Juvenile Correctional Officer's desk for supervision purposes.

At the time of the inspection, shower facilities were observed as clean for the most part. However, what appeared to be black mold was seen in at least one area. The shower ratio was reported to be approximately one shower per eight youth. The toilet and sink ratio was reported to be approximately one toilet per five youth. All water and showers are controlled electronically. Staff relayed that cleaning chemicals are secured in a locked area. Staff explained that they spray the chemicals, and the youth wipe and clean afterwards. Reportedly, youth do not handle the chemicals.

Unit areas also included seclusion rooms located directly behind the Juvenile Correctional Officer's desk. The room is "wet," that is, includes a toilet, and staff are able to control the water when necessary. Staff relayed that there is a 59-minute limit in seclusion rooms. Some of the seclusion rooms contained no furniture, while others contained a solid plastic bed. Facility staff clarified that the solid plastic bed is a suicide bed, not a permanent bed.

Preferred Housing

The Preferred Housing Unit (PHU) is an innovative housing option located in G dorm. It was implemented at the Cuyahoga Hills Juvenile Correctional Facility in February 2005. Youth who are housed in the unit are provided with extra privileges and incentives including:

- White tennis shoes
- Special clothing
- DVDs and video games
- Ice machine
- Community events
- Special meals
- Popcorn

Staff relayed that unacceptable incidents lead to the idea. The intent is to provide the motivation or incentive for positive behavior through the opportunity to earn placement in the special housing unit. It was noted that it has made an impact, though initially it was a concern that they were removing the best behaved from population, youth who tended to have a calming effect on the others. However, after close examination of the incident reports after three months, it was concluded that, "It's working for us."

Overall behavior within the Preferred Housing Unit was termed "very good." If a youth violates a rule, they are removed immediately from the unit. There was a waiting list of youth waiting to be assigned to the Preferred Housing Unit.

Staff relayed that they are considering developing a "step-up/step-down" unit that would serve as halfway points for youth to either work to get into the Preferred Housing Unit, or for those youth in the Preferred Housing Unit who have been temporarily removed from privileged housing due to disciplinary problems. Staff relayed that such a unit could provide additional incentives for positive behavior among youth on the waiting list, such as having an extra telephone in the unit.

Representative DeBose noted that there are cultural aspects as to why some youth may not want to be in the Preferred Housing Unit, such as those who do not want to be perceived as "goody two shoes." Staff noted that no one is assigned to the unit against their will. Further, for the unit to serve as an incentive, it must be perceived as a desirable place to be. Their report of a waiting list tends to show that the unit is regarded as a desirable placement for many.

The Preferred Housing Unit contains tables with eight seats. Two checker games were observed on the tables in the day room. Staff relayed that 44 are assigned to the unit. The staff relayed that youth get up at 6:00 AM, take care of work details and follow a routine.

The CIIC memo was posted, along with DYS posters on sexual assault and regarding youth legal rights. Pay phones were in the unit, along with foosball, and a popcorn machine. All property was neat and beds were perfectly made. A television was mounted on the wall. Staff relayed that TV viewing is limited to afternoons, and no more than six or seven hours total on the weekends.

A worn blanket with holes was observed on one bed. Staff relayed that the I & E fund is used for purchases directly for the youth. It was noted that the fund currently totals about \$66,000 and plans were to replace the youth's furniture and beds.

Two water fountains were available, one low enough for anyone in a wheelchair. The water fountains were very clean.

Three toilets, urinals and five sinks were observed. All were amazingly clean.

House Meetings

According to the Youth Handbook, House Meetings are held so that youth may discuss issues that affect their entire unit. The meetings are held monthly. Prior to each meeting, youth have an opportunity to submit agenda items and problems to be discussed at the next House Meeting. Staff assist youth in filling out agenda items and also help them to learn problem solving skills so that issues can be resolved on their unit.

Barber Shop

The intake area was clean, and included a barber chair, two sinks and two toilets.

Employee Break Room

The area was very clean. Facility staff commented on the "good meal" at lunch, and added, they "always like their meals." The CIIC memo was posted in the area.

Laundry Services

The laundry included eight large capacity washers. The area is staffed with civil service employees, plus two to four youth from the Preferred Housing Unit. I.D. issues were discussed, as well as the I.D. tags on clothing issue. Staff relayed that youth attempt to switch clothing with other youth to obtain larger pants to wear loose and low on their hips. Personal lockers for staff are located in the laundry/dock area. Staff noted that new "state of the art" windows replaced the old windows, which let so much air in that the air conditioning did not work.

The Youth Handbook states that clothing is washed two times per week. It explains that staff take an inventory of the youth's dirty clothes, that youth are to turn in all dirty clothes and have enough clean clothes to wear until their laundry is returned the following day. When it is returned, youth are to check that all laundry has been returned, and to report missing items to staff immediately. Youth are further advised that sheets and pillowcases are collected one time per week, and that both blankets must be turned in for laundering on the appropriate Wednesday.

Maintenance Shop

Staff relayed that one or two youth work in the Paint Shop and Maintenance Department, but they are always supervised and shook down. The area was extremely clean. The tool inventory appeared to be excellent. Staff relayed that care is taken to limit youth access. No incidents have reportedly occurred in the maintenance shop.

Medical Services

The Medical Services area consists of an administrative office, clinic examination room with two beds, and a dental examination room. All areas were clean. Brochures on diseases, prevention, and health issues are displayed.

Staff relayed that a Physician is on site two to three times per week, for a total of eight hours per week. According to facility staff, the on-site Physician hours are sufficient to meet the youths' needs. Reportedly, if nurses referred to the Physician more than the Doctor could see, they would expand the Physician's hours. At the time of the inspection, there were seven nurses available seven days per week, with no reported staff vacancies for nurses.

Staff relayed that youth must sign up for nurse's sick call in order to be seen by medical staff. Youth are reportedly always escorted to and from the medical services area. The nurse conducts initial medical screening prior to referral to the Physician. Staff relayed that youth may only have access to a Physician per the referral by a Nurse.

Staff relayed that they do not have an in-house pharmacy or Pharmacist. According to facility staff, nursing staff always dispense the medication, which is provided to them in "blister packs" from Central Pharmacy in Columbus, Ohio. Staff relayed that the youth must go to the Medical Services window to receive their medication, and that staff always escort such youth.

The facility does not have an infirmary, and staff indicated that they feel there is no need for an infirmary. For the small number of youth who are too ill to go to their regularly scheduled activities, such youth are placed in another unit that has extra beds where the youth may sleep during the daytime hours. Staff relayed that in the 1980s there was an outbreak of chicken pox, and they merely placed them all together.

Depending on the need, youth are taken to the medical center at Scioto Juvenile Correctional Facility, a two and one half hour drive, or to Southpoint Hospital for immediate attention. Medical costs are billed to parents' health insurance or to the Ohio Department of Youth Services.

The Youth Handbook states that youth may receive medical, dental and psychiatric treatment. Glasses may be replaced or ordered as needed. A nurse sees each youth as part of the admission procedure. Youth are also oriented to the Medical Department and clinic rules. Youth are urged to tell the nurse if they have any medical problems. A Physician

reviews the youth's medical records and any medications. Youth are continued on any medicines at the physician's discretion.

Each unit has forms allowing youth to sign up for health care. If a youth has a medical problem that he wants to discuss with a nurse, he must fill out a health call request and place it in the designated locked box on the unit. Health call occurs once per day for all units. Half are done during the day, and half during evenings. If there is an emergency, staff call the clinic and the youth is seen.

The Youth Handbook also states that the youth are provided with a variety of opportunities to learn about health and hygiene issues during individual and group presentations on health education.

Regarding the disabled, the Youth Handbook states that if a youth has a documented disability in his medical record that limits his abilities in one or more major life activities, the youth may be eligible for American Disabilities Act (ADA) services. Major life activities include: self-care, walking, hearing, seeing, speaking, breathing, learning and working. ADA services may include: assistive devices, interpretation services, TTY machine usage, or other reasonable accommodations that would not interfere with the safety and security of the institution. The Youth Handbook advises youth to contact the ADA Coordinator for more information.

Psychological Services

At the time of the inspection, facility staff relayed that one Psychiatrist is on contract to provide mental health services. In addition, they have two Psychologists on staff, and two Psychology Assistants available five days per week, with varied hours on Saturday and evenings. One staff person relayed that it is "still not enough." It was noted that such staff operate the Anger Management and Victim Awareness Program, as well as the Loss of Life Offenders Program for youth who have taken a life or could have taken a life as the result of their offense.

According to the Division of Program Services brochure designed for youth at the facility, Psychological Services provides a continuum of individual, group and crisis intervention services to youth with diagnosable emotional problems.

According to the written information provided on site, as of August 29, 2005, there were 28 youth on Psychotropic medication. Further, there were 76 youth on the mental health caseload. Nearly 73 percent of those on the mental health caseload are 16, 17 or 18 years of age. Age 17 is the largest age group, comprising 29 percent of the caseload. The racial breakdown of those on the mental health caseload is 50 percent Black, 47.4 percent White, and 2.6 percent Other.

**Mental Health Caseload by Age and Race
As of August 29, 2005**

AGE	Number of Youth on MH Caseload	Black	White	Other	TOTAL
17	22	11	9	2	22
16	17	9	8	0	17
18	16	7	9	0	16
14	8	4	4	0	8
19	6	3	3	0	6
20	4	2	2	0	4
15	3	2	1	0	3
TOTAL	76	38	36	2	76
Percent	100%	50%	47.4%	2.6%	100%

As of September 1, 2005 data, there were 74 youth on the mental health caseload at the Cuyahoga Hills Juvenile Correctional Facility, comprising 30 percent of their youth. As of the most recent data of January 3, 2006, the mental health caseload at CHJCF totaled 79. Based on the breakdown by age, the largest number of mentally ill youth is in the age 17 category, with 19 in the age group, followed closely with the 18 youth who are 18 years of age. There were 16 youth who were 16 years of age. The breakdown by age and race is provided below:

**Number of Mentally Ill Youth at the Cuyahoga Hills Juvenile Correctional Facility
as of January 3, 2006 by Age and Race**

AGE GROUP	BLACK	WHITE	HISPANIC	TOTAL
17	11	8		19
18	9	8	1	18
16	10	6		16
19	4	6		10
20	1	4		5
15	2	3		5
14	2	1		3
13	2	1		3
TOTAL	41	37	1	79

Based on the system-wide DYS data, a total of 469 youth in DYS facilities are on the mental health caseload, ranging from a low of three youth at the Paint Creek Youth Center, to a high of 110 at the Ohio River Valley Juvenile Correctional Facility. The Cuyahoga Hills Juvenile Correctional Facility has the second highest number of mentally ill youth, with 79, followed closely by Circleville Juvenile Correctional Facility with 70 on the mental health caseload. In the system-wide data cited below, Scioto Juvenile Correctional Facility is listed twice to specify the number of females and number of

males on the mental health caseloads per facility. While Scioto Juvenile Correctional Facility serves as a reception center for males and females, the facility serves as the permanent assigned institution for all females. The nearby 20-bed Freedom Center is the only other possible placement for females. In all, there were 54 females on the mental health caseload, compared with 415.

**Institution Youth on the Mental Health Caseload in DYS Facilities as of
January 3, 2006**

FACILITY	YOUTH ON MH CASELOAD
Ohio River Valley JCF (Males)	110
Cuyahoga Hills JCF (Males)	79
Circleville JCF (Males)	70
Marion JCF (Males)	53
Indian River JCF (Males)	49
Scioto JCF (Females)	47
Mohican JCF (Males)	46
Freedom Center (Females)	7
Scioto JCF (Males)	5
Paint Creek YC (Males)	3
TOTAL	469

Suicide Watch

According to facility staff, “a couple” youth are placed on suicide watch each month, particularly around the holidays. Standard operating procedure is to have staff shadow the youth and check on them every five minutes. The youth is also seen by Psychiatric Services staff.

Food Services

The dock and food storage room were clean and orderly. The inventory had a sign in and sign out log. All appeared to be in good order. Staff relayed that there has never been an instance when a knife has been missing.

The kitchen was freshly mopped and very clean. The lunch meal had just ended. Staff relayed that the salad bar has been available for one year, and that the youth really like it. All persons entering the kitchen during the inspection were required to wear hair caps.

Staff relayed that youth work in the kitchen beginning at 6:30 a.m. Reportedly three to five youth help in food services. Youth duties include washing dishes and cleaning the floors. Youth are not permitted to participate in food preparation, nor to handle knives. All youth workers must log in and out on work shifts. Kitchen tools are locked in a tool crib with a shadowed board that identifies which tools are missing at any given time. If a tool is noted as missing, no youth may leave the food services area until it is located.

The kitchen includes two refrigerators. Staff relayed that refrigerator temperatures are checked twice daily. There are two storage areas, with one reserved for food, and the other used for dry goods.

During the observed meal, food temperatures were noted as appropriately hot or cold and the portion sizes were equally appropriate. However, several youth alleged that portions are usually smaller, and that they were not satisfied with Food Services. One youth claimed that they had a “good lunch” because of the CIIC inspection. The previous day, according to the youth, they had tuna casserole, “just a little,” and bread and cake.

During meal times, two units are permitted to eat at the same time. Youth use a tray to pick up what they wish to eat. Staff relayed that there is no food-stealing nor food bartering.

During the meal, most of the juveniles spoke of their stay at the Scioto Juvenile Correctional Facility, which is the reception facility for male youth.

According to the Youth Handbook, all youth must remain quiet while going through the serving line, but talking at the tables is permitted. When going through the serving area, youth are to take only items that are permitted. Youth are repeatedly advised that trading food or giving food to another youth or staff is not permitted. The Youth Handbook states, “Youth may not trade, give, or receive any food items to or from staff or peers.” On self-serve items, youth are advised not to take excessive amounts or more than what can be eaten. Further, youth are advised that no food items are to be taken from the dietary area.

As stated in the Youth Handbook, all youth receive one plastic “spork” (combination spoon/fork), and must return the “spork” after the meal is completed. All youth are responsible for receiving one salt, one pepper, one napkin, and one milk before exiting the receiving line. Youth must take the first available plate and/or item(s). No food items are to be taken from the dietary area.

Library

Facility staff in the library relayed that their computers are old and were donated. They reportedly are not able to use the I & E fund for computers. Staff relayed that the library contains approximately 4,000 titles and has a current annual budget of \$45,000 for books and computers. Youth only have 30-45 minutes of access to a computer per session. There is no youth connection to internet/online sources. However, the library loads an intranet for use by youth, and the computers are connected to InfoOhio, which is used in Ohio high schools. Staff relayed that a decrease in school funding negatively impacted implementation of a closed network for youth.

No talking is allowed in the library. Youth relayed their wish for extended library hours as well as for additional online resources. The atmosphere was pleasant.

Recreation: Gymnasium/Game Room

According to the Division of Program Services brochure designed for youth at the Cuyahoga Hills Juvenile Correctional Facility, large muscle and leisure activities, indoor/outdoor sports, intramural athletic programs, interscholastic athletic team and community service are part of the Recreation Department.

Staff relayed that the gym is used for basketball. It has a lower level of lighting because of mercury energy conservation lights, which result in dimmer light. The lights appeared to be adequate for gym use.

The walls contained impressive inspirational art created by staff of the education department and painted by youth.

The game room includes three pool tables, one ping-pong table, and one bumper pool table. The equipment appeared to be well worn.

The Youth Handbook states that the purpose of the recreation program is to expose youth to a variety of recreational activities and life-long leisure skills, including physical activities, leisure time activities, and therapeutic recreational activities.

PROGRAMS

A brochure designed for youth titled, "Division of Program Services" states that a wide range of programming is provided at Cuyahoga Hills Juvenile Correctional Facility to meet the needs of the youth. The Division includes the following Departments: Psychology, Education, Religious, Medical, Recreation, Social Services and B.U.M.P.P.E.R. Program. The brochure states that by continuing to improve on the quality of programming services delivered to youth, Program Services will ensure that youth obtain services directed to their specific mental health and criminological needs. It will also ensure that all communications provided to the community and other institutions are given in an accurate and timely fashion to convey the progress youth have made since participating in programming efforts.

Social Services provides individual and group counseling while addressing needs of youth via case communications to the Regional Offices and Release Authority.

In addition to educational programs such as GED, high school and vocational classes, the Cuyahoga Hills Juvenile Correctional Facility also offers programs in the following areas:

- Anger Management
- Loss of Life Group
- Domestic Violence
- Substance Abuse Education
- Life Skills
- OWE

Further, the facility offers a specific treatment program for adjudicated sex offenders. Youth are also involved in community service.

The written material provided on site dated August 29, 2005 included the following information on programs, number of participants and Length of Program:

**Programs, Participants and Length of Programs at the Cuyahoga Hills Juvenile
Correctional Facility on August 29, 2005**

Program	Number of Youth in Program	Length of Program
Specialty Groups:		
Victim Awareness	27	1 x per wk for 11 weeks
Loss of Life Group	10	1 x per wk for 6 mos.
Anger Management	12	2 x per wk for 12-14 weeks
	60	1 x per wk for 8 weeks
	(Total of 72)	
Teen Parenting	5	1 x per wk for 8 weeks
Revocation Issues	8	1 x per wk for 8 weeks
Programming Units:		
Chemical Dep. Intervention Unit	45	
Revocation Substance Abuse	41	
Sex Offender	22	
BUMMPER Program:		
Man Talk – Highland Hills PD	25	2 x per wk for 8 weeks
Gambling Addiction	13	2 x per wk for 8 weeks
Yoga	6	1 x per wk ongoing
HIV/AIDS	25	1 x per wk for 3 weeks
Community Service Projects	Time Period	Number of Hours of Community Service
Hospice of Western Reserve Beachwood Nursing Home M.A.D.D. Muscular Dystrophy Association Shoes and Clothes for Kids United Way	July 2005	1,101 Hours
	FY 2004-2005	15,520.50 Hours

According to the Youth Handbook, Cuyahoga Hills offers a variety of special programs, some with required participation, others based on a youth's interests. Examples of special programs include:

- Victim Awareness
- Aggression Control Skills
- Art Classes
- B.U.M.P.P.E.R. (Building Up Mobility, Pride, Performance, Esteem through Resources)
- Work programs

Based on information in the Division of Program Services brochure, the B.U.M.P.P.E.R. Program includes the following:

- Man Talk is a five-week program structured to allow youth to discuss issues of manhood. The program is presented by Police Officers of the Highland Hills Police Department
- A.D.E.P.T. (Alcohol, Drug, Education, Prevention Training) is sponsored by Eastside Catholic Center and Shelter, Inc. The A.D.E.P.T. program provides training on alcohol and other drug prevention, as well as HIV awareness.
- Higher Level – Yoga classes provided by Geri Maynard of Omega Saves U. Higher Level is a large muscle program developed to reduce anger and stress.
- Yo! Cleveland of Cuyahoga County – The program is a mentoring and vocational referral program for youth. The program is sponsored by the Department of Labor
- How to Be a Millionaire – Facilitated by Ladosha Wright, Entrepreneur and Owner of Reverence Salon
- Talk Back – Independently owned Motivational Company operated by Jerry Jones of S.E.L.P.
- Mentoring Program- Sponsored by Commission of African American Males.
- Special Events

Additional CHJCF program information discusses ArtSafe in which program goals include life skills development, character education, restorative justice, and mentorship with professional artists.

Educational and Vocational Programs

A Home Economics and Personal Development class was observed. Two Teachers were present, one that was new and involved in on the job training. The Instructor asked youth to list five expectations that teens have for their parents, and that parents have for their teens. Their list was discussed in the group. There were eight youth in the class.

A Substance Abuse class was also attended, with six youth present.

A visit was also made to the day room/game room where youth are assigned if they have no class while others are in school. One of the youth was making a card for his mother who was recently diagnosed with cancer and beginning dialysis.

The Administrative Office Technology Class was also observed. There were 12 youth in the class.

According to the Youth Handbook, Cuyahoga Hills is committed to a quality education for their youth, a safe environment for the staff, and giving back to the community for their support. It further states that the Luther E. Ball School at Cuyahoga Hills is fully accredited by the State Department of Education. Youth are advised that Cuyahoga Hills maintains an Educational Placement Committee that meets with every new student after all testing is completed. The Educational Placement Committee working with the youth then determines the youth's educational program. The Handbook states that the facility has a full range of programs including all levels of:

- Academics,
- Title 1 Reading, Math and Writing,
- Special Education,
- Vocational classes including Administrative Office Technology, Career Based Intervention, and Personal Development, and
- A full GED program to encourage students to study for and complete the General Equivalency Diploma.

The Handbook states that youth who graduate from high school or pass the GED exam may be sent to other facilities where they may pursue additional educational opportunities or work throughout the facility.

Some staff commented that it is a continuing challenge to deal with disruptive youth in class and to find a way to counteract youth who are not motivated toward education. Concern was also expressed in the way that age, ability level and educational levels are grouped. Reportedly, some youth can "slip through the cracks" and some may not be challenged enough.

The Youth Handbook details three pages of Education Rules, and advises youth that adherence to the Student Code of Conduct will be rewarded, while violations of the Code will result in disciplinary action.

Based on written material provided on site, as of August 29, 2005, Cuyahoga Hills Juvenile Correctional Facility had the following number of youth in their education program:

**Number of Youth in Educational Program by Grade Level at the Cuyahoga Hills
Juvenile Correctional Facility on August 29, 2005**

EDUCATION PROGRAM	NUMBER OF YOUTH IN PROGRAM
9 th Grade	130
10 th Grade	42
11 th Grade	23
8 th Grade	9
7 th Grade	4
TOTAL	208
Special Education	102
Graduates	25 (4 H.S.+21 GED)

The Cuyahoga Hills Juvenile Correctional Facility has 24 classrooms, including seven that are brand new or under construction. The older classrooms appeared small. However, the new classrooms appeared to be larger, with higher ceilings and skylights that provide additional light. According to staff, in each classroom, there are 11 students per teacher. Classrooms were observed to be clean and orderly. Posters of encouragement were posted on the walls, as well as graduation photos and other educational incentives.

Staff relayed that an educational assessment is made of all youth who enter Cuyahoga Hills Juvenile Correctional Facility. They noted that there are two graduations each year, and that generally two to three youth receive diplomas each graduation. Staff relayed that youth who take the GED test have a 95 percent success rate in passing the test.

The facility also provides Life Skills instruction. Staff relayed that 102 youth receive special education through individual education programs. Four areas of special education are provided:

- Social Studies
- Mathematics
- Science
- Language Arts

Vocational programs are reported to be available at Cuyahoga Hills Juvenile Correctional Facility. Programs reportedly include:

- Career-Based Intervention
- Automated Office Technology
- Work Programs
- Personal Development

No post-secondary education is offered. Daily programming for youth includes six academic periods and two group therapy sessions. The facility employs 30 educational staff, including Teachers and Guidance Counselors.

Staff relayed that post-secondary education options were available years ago, but were cut due to budgetary constraints. Staff relayed that additional post-secondary options are currently being considered.

Based on the information provided by staff in response to the ACA Standards survey developed by CIIC staff, it was relayed that the Cuyahoga Hills Juvenile Correctional Facility does use community resources for vocational training programs, but that the facility still needs more vocational programs. As of the response of September 22, 2005, it was relayed that their vocational program consists of computer classes.

In the above referenced survey, CHJCF responded “Yes.” To the following:

- There is a comprehensive education program for juveniles.
- Educational/vocational training and work opportunities are available to all except when there is substantial evidence to justify otherwise.
- Educational/vocational counseling is provided for placement suited to their needs, with curriculum integrated to job assignments.
- Each juvenile is assessed in terms of academic, vocational, and personal needs.
- Juveniles without basic literacy skills are required to attend remedial education classes daily on regular school days.
- Prevocational training programs are integrated with academic programs and relevant to vocational needs of the juvenile and to job opportunities in the community
- Provision is made to meet educational and vocational needs of juveniles who need special placements due to physical, mental, emotional handicaps, or learning disabilities.
- There is an annual evaluation to measure the effectiveness of educational and vocational training programs against performance objectives, and submitted to the Superintendent for review.
- The juvenile training and work programs use the advice and assistance of labor, business, and industrial organizations. Advisory Boards or joint councils exist for that purpose.

On December 16, 2005, Cuyahoga Hills Juvenile Correctional Facility’s Luther E. Ball High School held a graduation ceremony for 16 GED completions and three High School Graduates, supported by several staff, their families, and over 30 peers. In the information provided by DYS staff on the event, it was reported that the “Trio Three” opened the ceremony with the Star Spangled Banner, that the Principal made opening remarks, and that graduates wrote a speech titled, “What Graduation Means to Me.” One stated, “Graduation is one step to college. It has helped me to be part of the solution and not the problem.” One youth stated that he thought graduating would be impossible, but added, “God will make the impossible look easy.” One youth who is a father wrote, “I can take care of a child who needs a father.” Another wrote, “Graduation is a passport to a new life. I thought popularity was the key to happiness. I made a dramatic change in my life. I plan to go to college.” Lastly, one stated, “Graduation is an opportunity to get my life straight.”

After the speeches, the youth were presented with their diplomas and certificates, and the “Trio Three” sang “I Believe I Can Fly.” A Reverend gave benediction and the group congratulated the youth.

Community Service Programs

According to material provided by the institution, in 2005 up to the time of the inspection, Cuyahoga Hills Juvenile Correctional Facility conducted 6,734 hours of community service for the following agencies:

- Beachwood Nursing Home
- Hospice of Western Reserve
- Mothers Against Drunk Driving
- Muscular Dystrophy Association
- Shoes and Clothes for Kids
- United Way
- Little Sisters of the Poor Nursing Home
- American Cancer Society
- Center for Pastoral Leadership
- Suburban Pavilion Nursing Home
- Diabetes Association of Greater Cleveland

The Youth Handbook states that it is the ODYS mission to promote and encourage youth in its care to be active in community service projects. Such projects enable youth to have positive experiences while learning responsibility. The Handbook continues:

Thus, youth are able to contribute to society, forming positive relationships with their community. In addition, community service aids in treatment and rehabilitation of ODYS youth, as these projects offer an opportunity for productivity, accomplishments, and a sense of pride and belonging within the community. Community programs and organizations save time and money as they are provided services by our youth.

Projects cited in the Handbook include: Nursing home outreach, soup kitchens, environmental programs, and business management distribution of handout material.

Sex Offender Program

The Division of Program Services brochure for youth states that the Sex Offender Unit addresses moderate risk youth who are in need of sex offender programming.

According to material provided by staff, the Sexual Offender Program is comprised of basic components required for program completion. The program components are

provided to youth in a group setting, estimated to take 26 weeks, and are provided in the following order:

- Introduction to Treatment (six weeks)
- Understanding the Cycle of Problem Behavior (six weeks)
- Breaking the Deviant Cycle (six weeks)
- Victim Empathy (four weeks)
- Relapse Prevention (four weeks)
- Anger Management/Social Skills (Runs parallel to sex offender components)
- Own Victimization (optional and provided by psychology staff)

The **Introduction to Treatment** component assists youth in becoming prepared and motivated to participate in sexual offender treatment. It provides an opportunity for self-assessment, explains the stages of recovery, and defines the specific treatment components. Sexual Education provides information on sexuality and the consequences and responsibilities of such a relationship. An introduction to victim's awareness is provided. Youth are expected to write their life story and to present this to other youth in their group. Youth are taught the process and expectation of writing and submitting deviant sexual fantasy logs written daily by each youth and submitted to their Social Worker on a weekly basis.

The **Understanding the Cycle of Problem Behavior** component focuses on understanding cycles of behaviors in general and deviant sexual cycles of behavior. The identification of triggers, thinking links and feelings, as well as attitudes and values that maintain a deviant sexual cycle are completed. Thinking errors and the role they play in maintaining the assault cycle is emphasized. Journaling is taught as a method of identifying and monitoring the connection between patterns of behavior and the youth's deviant sexual cycle. Youth are expected to write and present in a group, a detailed description of their offense to demonstrate their understanding of their particular offense cycle.

In the **Breaking the Deviant Cycle** component, the youth learn new skills and strategies for interrupting their deviant sexual cycle, including controlling the environment, developing avoidance and escape strategies, and stopping deviant thoughts. Responses include positive self-talk, relaxation, imagery, relapse rehearsal, voice dialogue and behavioral contracts.

In the **Victim Empathy** component, youth work towards greater clarification of how their abusive behavior impacts their victims and towards acceptance of responsibility for their actions. Victim apology letters are written and shared with others at the direction of the Social Worker and parole staff. Restitution for harm is identified and begun as possible, as well as integrated into the youth's aftercare plan.

The primary goal of the **Relapse Prevention** component is to develop and solidify a relapse prevention plan that a youth can successfully use to prevent future sexual offending in the community. The plan is developed with input from the region.

The optional **Own Victimization** component is addressed individually by psychology staff who work with Social Workers to assist them in incorporating these issues into the youth's overall case plan.

Once the component groups are completed, the group cycle begins again. The cycling of groups allows for the addition of new group members at any time, and for the review and practice of program materials for youth remaining past one group sequence. Thus, a youth arriving at any point in the cycle is expected to complete that cycle and then to repeat the cycle until they have gained adequate mastery of the material. While each component focuses on specific program material, the components are additive in nature, and concepts are overlapping through the course of the group cycle.

Individual counseling by the Social Worker is provided to youth to address specific treatment needs, to provide feedback and direction regarding individual assignments, and to monitor progress on the youth's overall case plan. The youth's progress in sexual offender programming is reflected in their placement in the institution's level system, which is developed to incorporate specific sexual offender programming expectations. It is expected that the moderate risk youth who have been assigned to the program will require nine to 12 months for program completion. Institutional release decisions are made based on the youth's demonstrated progress in completing required program components.

According to the material provided, Component Groups meet on Mondays and Tuesdays, with Anger Management/Social Skills on Wednesdays. On Fridays, the "Process Groups" are scheduled, including life histories, offense disclosure, and review of homework components.

Youth are provided with structured homework time on the unit under supervision of unit staff. Youth are expected to work independently.

Youth Employment

According to the Youth Handbook, Career-Based Intervention 2 is a formalized work program available to youth for the benefit of work experience and financial income. The program is designed for youth to gain work experience and practical application of work ethics. Youth may seek employment by meeting the following basic criteria:

- 16 years of age
- Must have a Social Security Number
- Status 3 or above
- Obtain approval of Treatment Team
- Successfully complete interview

Work program positions are available in the following departments: Dietary, Education, Maintenance, and Recreation.

The Youth Handbook states that when funds are available, the facility also has a work program offered to youth who have either a high school diploma or GED. Eligible youth work up to 40 hours per week. They can perform a variety of jobs throughout the building, such as cleaning, buffing and stripping floors, and painting. The program helps to teach and model job skills that can be used when the youth is released to the community.

Based on the discussion on site, High School/GED Graduates are the primary population of the youth at Cuyahoga Hills Juvenile Correctional Facility who participate in employment, as they are released from the time commitment required by educational services. Youth are paid from 50 cents to 75 cents per hour, up to \$17 per month for jobs performed, which comes from the institution's Industry and Educational (I and E) Fund. Youth may work in the storeroom, laundry delivery, food services preparation and clean-up, corridor floor cleaning, and other small tasks. Staff relayed that two to five youth work in Food Services and an additional two to five youth work in cleaning in the Food Services area. Youth reportedly may also work in Maintenance, but may not enter the Maintenance Room itself, which contains a large cache of tools.

Religious Services

The inspection included a visit to the chapel, which is shared by all faiths. Staff relayed that 150 volunteers assist with the Religious Services Program.

Detailed information on Pastoral Services at the Cuyahoga Hills Juvenile Correctional Facility was provided. The Chaplain's office hours are from 12:30 PM to 9 PM on Wednesday and Thursday, from 9 AM to 5:30 on Friday and Saturday, and from 7 AM to 3:30 PM on Sunday. In addition to the activities noted below, other pastoral care provided includes: Bereavement Counseling as necessary by the Chaplain, Hospital Visitation as necessary by the Chaplain, Pastoral Counseling from 7 PM to 8:15 PM by appointment only, and Funeral Escort by the Chaplain whenever possible.

On Sundays, a Teen Parenting Class and Anger Management are offered from 8:00 AM to 9:00 AM. Sunday School is available from 8:30 AM to 9:05 AM. Chapel Service for Protestants is offered from 9:15 AM to 10:25 AM.

From Monday through Friday, Bible Study with visiting churches is available from 7 PM to 8:25 PM. On Wednesday, Chapel Choir Practice is held from 6 PM to 7 PM. Bible Study and Prayer Meeting with the Chaplain is held from 7 PM to 8:25 PM.

On Thursday, from 6 PM to 7 PM, a Drama Club meets. Pastoral counseling and visitation to the units is also provided.

On Friday and Saturday, various churches and faith groups provide "Seekers Service." Also on Saturday, New Youth Orientation is provided from 9 AM to 9:30 AM.

According to a Division of Program Services brochure designed for youth, volunteers along with the full time Chaplain, provide pastoral care to youth in need of help, guidance, direction, religious literature, counseling and prayer.

Staff relayed on site that the Cuyahoga Hills Juvenile Correctional Facility has a full time Chaplain, and that youth also have access to a Priest. Further, an Imam is on contract for Muslims. Services are held in the visiting/multi-purpose room. Religious activities include choir and other musical programs.

The Youth Handbook states that the full-time Chaplain meets the youth's religious needs, and that there are Catholic, Islamic, Jehovah Witness, and Protestant denominational services offered. Youth are advised that parental/guardian permission is required for youth under 18 years of age to attend a specific faith group program, and that such is required to change from one faith group to another.

The Chaplain provides materials and religious text to youth. According to the Youth Handbook, pastoral and family visitations are encouraged. The Chaplain explores the possibility for youth to receive a pastoral visit from the family minister on record. Clergy visitation occurs on an appointment basis with the Chaplain present during the regular visitation period.

Youth may request to see the Chaplain by using the Request to See the Chaplain Form in the form box on their living unit. Written requests can also be placed in the institutional mailbox or delivered by unit staff. All religious services programs are noted on the institutional weekly activities schedule, and attendance for all such programs is voluntary.

Visiting

According to the Youth Handbook, visiting hours are limited from 8 am to 11 am on Saturdays, and from 1 pm to 4:30 pm on Sundays.

Further, only immediate family members on the approved visit list may visit. This includes father, mother, grandparents, stepparents, guardian, and brothers and sisters over the age of 18.

Additional restrictions cited in the Handbook include:

1. Youth are not permitted to take anything to visitation or bring anything back from visitation.
2. Youth will be strip-searched following the conclusion of visitation.
3. Picture taking is prohibited.
4. Only four visitors are permitted. No switching of visitors.
5. Youth are NOT permitted to possess money at any time.
6. Visiting privileges and other related privileges may be withdrawn under the following conditions:

- a. Receipt of any contraband from a visitor. Contraband will be confiscated/destroyed.
- b. If behavior is unacceptable during visitation.

CIIC DATABASE: CONTACTS AND CONCERNS

From January 1, 2005 to January 20, 2006, the CIIC received 44 contacts system-wide from or regarding a DYS juvenile correctional facility. Contacts ranged from no contacts from or regarding Freedom Center to 16 contacts from or regarding the Scioto Juvenile Correctional Facility. There were only four contacts from or regarding the Cuyahoga Juvenile Correctional Facility.

Number of Contacts Received by CIIC from January 1, 2005 to January 20, 2006 from or regarding a DYS Juvenile Correctional Facility with Breakdown by Facility

JUVENILE CORRECTIONAL FACILITY	NUMBER OF CONTACTS
Scioto	16
Circleville	8
Ohio River Valley	5
Marion	5
Cuyahoga Hills	4
Indian River	2
Other	2
Mohican	1
Paint Creek	1
Freedom Center	0
TOTAL	44

From January 1, 2005 to January 20, 2006, the 44 contacts received by the CIIC from or regarding a DYS juvenile correctional facility, relayed a total of 164 problems, issues or concerns. The reported concerns ranged from none at Freedom Center, to the high of 67 at the Scioto Juvenile Correctional Facility. Circleville Juvenile Correctional Facility ranked second in volume of reported concerns, with 27 logged concerns. There were nine reported concerns from or regarding the Cuyahoga Hills Juvenile Correctional Facility, and nine also from or regarding the Lighthouse Youth Center at Paint Creek.

**Number of Reported Concerns System-wide at DYS Facilities Received by CIIC
from January 1, 2005 to January 20, 2006**

JUVENILE CORRECTIONAL FACILITY	NUMBER OF REPORTED CONCERNS
Scioto	67
Circleville	27
Ohio River Valley	19
Marion	18
Cuyahoga Hills	9
Paint Creek	9
Mohican	6
Other	5
Indian River	4
Freedom Center	0
TOTAL	164

Of the nine reported concerns from or regarding the Cuyahoga Hills Juvenile Correctional Facility received by the CIIC from January 1, 2005 to January 20, 2006, two each pertained to Food Services, Staff Accountability, and Telephone. One reported concern was received in each of the following categories: Health Care, Institution Assignment, and Other. The subject categories of the reported concerns are provided below.

**Subject of Reported Concerns received by the CIIC from or regarding the
Cuyahoga Hills Juvenile Correctional Facility from
January 1, 2005 to January 20, 2006**

SUBJECT OF REPORTED CONCERN	NUMBER OF REPORTED CONCERNS
Food Services	2
Staff Accountability	2
Telephone	2
Health Care	1
Institution Assignment	1
Other	1
TOTAL	9

Kites

While on site, a Youth Communication Form (Kite) was obtained. A Kite is a form to use to relay a problem, concern or question. Their use is recommended as a means of communication between youth and staff when youth are unable to meet with the staff in person or the staff person is not available. Youth may send a "kite" to the following:

- Barber
- Business Office
- Chaplain
- Food Service
- Deputy Direct of Direct Services
- Deputy Direct of Indirect Services
- Deputy of Programs
- Education Department
- Grievance Chairperson
- Guidance Counselor
- IDC Chairperson
- JCO
- Laundry
- Mail Clerk
- Maintenance
- Medical
- Recreation
- Social Worker
- Social Work Supervisor
- Storeroom
- Superintendent
- Unit Manager
- Other

The youth is advised on the form to check with the Social Worker, Juvenile Correctional Officer, or Unit Manager to see if the communication can be handled without a kite.

GRIEVANCE PROCEDURE

The current Youth Handbook provided on site, provides the following information regarding the Grievance Procedure. However, the Department of Youth Services issued a new policy titled “Youth Grievance Process” effective August 1, 2005, in which there is no mention of the “Grievance Committee” cited in the Youth Handbook. Rather, under the new policy, a “Grievance Coordinator” is defined as:

An exempt employee who oversees the grievance routing process, reviews all grievances, informs Site Manager and Department Heads, when appropriate, of grievance content, gathers information to respond and resolve youth grievances, meets face-to-face with youth, completes sections of the Youth Grievance Form and enters information into AMS

Also according to the same policy, Activity Management System, referred to above as “AMS”, is a database system designed to document and track incidents and grievances, which occur within the jurisdiction of DYS. Per the policy, the Youth Grievance Handbook and Youth Grievance Form “shall be readily available to all youth.” Further,

handbooks and grievance forms “shall be displayed in wall boxes on living units and throughout the institution and regional offices.” More detailed information on the changes to the grievance procedure will be provided in a separate report.

Again, the following information is contained in the Youth Handbook that was available and provided on site regarding the Grievance Procedure.

Grievance is defined as “A complaint of a youth concerning any action, incident, living condition, dispute or application of any policy or practice of the Department.” The exception is discipline if administered in compliance with DYS policies.

Informal Resolution is defined as, “When a youth and department staff reach a solution acceptable to both by talking out, or otherwise informally negotiating, a successful settlement by themselves or with the help of the appropriate supervisor.”

Grievance Committee is defined as, “A Committee consisting of a Coordinator who is exempt and three other Department staff members consisting of one exempt and two union employees. The Coordinator is responsible for conducting meetings and preparing committee decisions for the Superintendent.”

Regarding the **Appeal**, the Handbook states, “You have a right to appeal the Superintendent’s decision. You must submit your appeal in writing to the Chief Inspector’s Office, 51 North High Street, Columbus, Ohio 43215-3098, with copies of all responses and the grievance forms.”

The Handbook states that all grievances will be answered within 15 days and that all decisions on appeals to the Chief Inspector’s Office will be final. The Handbook continues:

If youth feel that a situation or an action taken against them is not within the rules of the institution or the Department, they may follow these steps:

1. Attempt to meet with the staff responsible and try to resolve the problem. If the youth is unable to do this, then he may talk to any staff person, including a Juvenile Correctional Officer, Social Worker, or Unit Manager.
2. If a youth is unable to resolve the problem as suggested in Step 1, he is able to complete a grievance form available in the wall box on each unit, in the Education area, and the gym. Complete this form and place it in the grievance boxes located in the Cafeteria.

NOTE: Youth may NOT organize or incite other youth to file grievances.

The Superintendent has two choices on the process of resolving the grievance as follows:

1. Immediate response- Pass to Supervisor to receive a response within 48 hours. He/she then responds with his/her resolution to the youth within 48 hours.
2. Non-serious potential threat to youth grievances will be sent to the Grievance Committee for recommendations.

According to written material provided by DYS staff on grievances filed from January through July 2005, the largest number of grievances at the Cuyahoga Hills Juvenile Correctional Facility pertained to laundry services, alleging that youth clothing is “lost” in the laundry. One grievance alleged that some staff discipline the group over misconduct of one. One youth relayed the same complaint to CIIC staff during the inspection. This was discussed with facility staff. It was clarified that “group punishment” or “group discipline” is not authorized. However, staff relayed an example in which a line of 40 youth in the corridor may be stopped until they are quiet due to misconduct of one youth. In the communication with youth on the day of the inspection, numerous youth commented that in their view, the grievance procedure “doesn’t work.”

**Grievance Statistics from January through July 2005 filed by Youth at the
Cuyahoga Hills Juvenile Correctional Facility**

MONTH	NUMBER OF GRIEVANCES	PERCENT	NUMBER OF GRIEVANCES GRANTED	PERCENT
January	43		25	
February	25		10	
March	15		6	
April	26		16	
May	28		4	
June	33		10	
July	23		12	
TOTAL	193	100%	83 Granted	43% Granted

As a measure of comparison, a review was made of the CIIC Biennial Report of January 2006, which included an evaluation of the inmate grievance procedure in Ohio prisons. The data on “resolved” grievances in the Ohio prison system from October 2003 through November 2004 showed that system-wide, 21.7 percent of their grievances were “resolved”, with a range of from 2.8 percent resolved at one facility, to 100 percent resolved at another prison. In the adult prison system, the “resolved” grievance category means that 1. the problem was corrected, 2. the problem was noted with correction pending, or 3. the problem was noted, and a report or recommendation was submitted to the Warden.

The 43 percent of the youth grievances that were “granted” at the Cuyahoga Hills Juvenile Correctional Facility is definitely a higher percentage than the percentage of “resolved” grievances system-wide in the Ohio prison system.

Cuyahoga Hills Juvenile Correctional Facility data on grievances is contained on a form titled, “Significant Incident Summary”. On a monthly basis, data is provided on “Substantiated Grievances (resolved in favor of offender).” The form clarifies that Grievances are determined to be Informally Resolved, Granted, Denied, or Other. All “Granted” grievances are considered to be “in favor of the offender.” If an offender requests something in the Grievance and the request is granted, the number is included in the granted category.

**Substantiated Grievances Resolved in Favor of Offender by Month and Subject
from January 2005 through July 2005**

MONTH	NUMBER	REASON/SUBJECT
January	22	Personal Property, Clothing, Temperature, Commissary
February	10	Clothing, Medical, Phones
March	6	Clothing, Medical
April	16	Medical, Cleaning, Staff, Clothing, Food Services
May	4	Clothing, Miscellaneous
June	10	Clothing, Food Services, Temperature
July	12	Laundry, Clothing, Personal Property
TOTAL	80	Personal Property, Clothing Temperature, Commissary Medical, Phones Cleaning, Staff Food Services, Laundry

GRIEVANCE SUMMARY SEPTEMBER THROUGH DECEMBER 2005

A review was made of the ODYS Grievance Summary for September through December 2005, focusing on the grievances from the Cuyahoga Hills Juvenile Correctional Facility. The general theme of the grievances included complaints of abusive language by staff, racial slurs by staff, phone privileges, mail and discipline.

Grievances Pertaining to Staff

There were 18 grievances pertaining to staff, with nine such grievances investigated. In five of those cases, staff were “warned, notified, or advised on their actions.” In one

grievance, the proper authorities were notified, and in one grievance, the youth was released before the grievance investigation was completed. One of the grievances had no response.

Excerpts or summaries of grievances pertaining to staff are provided below as examples of filings during the period.

- Every night that the JCO works, he wakes them up yelling, cusses youth out or makes remarks about their mothers.
- Youth was slapped in the head twice by the JCO in the Day Room. Youth states he feels unsafe around certain staff.
- The youth alleged that staff used abusive language about his mother, saying “Your mother could suck his private parts” and other stuff.
- JCO allegedly called youth a name under his breath.
- Youth alleged staff threatened to “kill him and his family.”
- Youth alleged staff left youth on the unit alone. Proper authority notified.
- Youth alleged staff choked him.
- Youth alleged JCO threatened youth with Youth Behavioral Incident Report
- Youth complained he felt he was “being hated on” by staff. Youth alleged JCO stated, “Take your ass back to Iraq. Not too long ago I was killing people that look just like you.”
- Youth claimed a staff person was looking at him in a sexual way, licking his lips and winking his eyes.
- Youth alleged that staff said he “could not stand you, niggaz.” Youth alleged that the staff person was cursing on the unit. Youth alleged the staff person said, “Fuck all you bitches and tell your momma and sisters to...”
- Youth alleged that staff threatened to “slap that shit out of him.”
- Youth claimed that staff called him a “black bitch.”
- Youth alleged that JCO incited other youth to get violent with him.

Grievances regarding Mail/Phone

In other grievances reviewed, youth alleged that they were not receiving mail, stamps, etc. In most cases involving mail, the grievance was immediately investigated and resolved. Other grievances alleged that youth were being denied phone privileges, at times because a youth’s schedule conflicted with the phone time. The outcomes of all phone related grievances were that youth were not to be denied the allotted phone privilege, regardless of their schedule. One youth was granted a special time period to call.

Grievances regarding Discipline

Many grievances were filed regarding a disciplinary punishment. However, discipline is reportedly not grievable unless the discipline was contrary to policy.

Other Grievances

In two grievances, youth alleged denial of the request to go to Bible Study. The response relayed that if more than 10 youth wanted to attend Bible Study, the grieving youth would be permitted to attend on a rotating basis. However, if less than 10 youth wanted to attend the Bible Study, the grieving youth would be permitted to attend every day.

Other grievances pertained to building temperature, shower water temperature, commissary and laundry.

**SURVEY OF AMERICAN CORRECTIONAL ASSOCIATION (ACA)
STANDARDS AND RECOMMENDATIONS**

The Cuyahoga Hills Juvenile Correctional Facility staff provided the following responses to the ACA Standards survey. The survey was developed by CIIC staff based on **excerpts** from selected ACA Standards and ACA Commentary on particular Standards in the 2003 publication. The survey was left with the Assistant Superintendent with the request that appropriate staff with expertise in the particular area, respond to each item with “Yes,” “No” and/or clarification regarding compliance. The survey is intended solely as a method of obtaining information relevant to operations and conditions.

AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS/RECOMMENDATIONS For Juvenile Correctional Facilities	
Category and Standard	Response
<i>I. Administration and Management</i>	
A. General Administration	
Policy and Goal Formation	
10. A Community Advisory Committee, representative of the community, serves as a link between the program and community, to advise on policy and problems in facility operation.	Yes. We have a Community Advisory Board of six Members that meet quarterly.
11. Employees participate in the formulation of policies, procedures and programs through meetings, suggestions, programs, and staff councils.	Yes. Employees participate through meetings on an as needed basis and for annual reviews, staff are given the opportunity to give input.
Policy and Procedure Manuals	
17. Policies and procedures for operating and maintaining the facility are specified in a manual accessible to all employees and the public reviewed annually and updated.	Yes. We have nine manual holder locations and these policies are reviewed annually by the Director, Superintendent, and staff.
18. A manual of Standard Operating Procedures is available to employees, reviewed and updated annually.	Yes. We have nine manual holder locations and these policies are reviewed annually by the Director, Superintendent, and staff.
19. New and revised policies and procedures are disseminated to staff, volunteer, and when appropriate, to juveniles prior to implementation.	Yes. Policies are distributed on a monthly basis at Monthly Department Head and Department Meetings. If necessary, juveniles are informed at monthly House Meetings.

Channels of Communication	
20. Regular meetings between Superintendent and department heads and key staff are conducted at least monthly.	Yes. Department Head Meetings are monthly and the Executive Staff on a weekly basis.
21. Central Office meets with Superintendents at least annually.	Yes. The Director meets with the Superintendents at least annually. Recently, the Superintendents had a retreat that was overseen by the Director.
Monitoring and Assessment	
23. There is a system to monitor space requirements, operations, and programs through inspections and review by the Superintendent or designee at least annually.	Yes. Department Heads are required to make weekly rounds. There is an assigned Duty Officer to make rounds on 3 ^d shift on a weekly basis. Also, Fire, Sanitation, and Safety reports are completed on a Monthly and Weekly basis.
24. The Superintendent submits a written report of the facility's activities at least quarterly to Central Office, including major developments, major incidents, population data, assessment of staff and juvenile morale, major problems, and plans to solve them.	Yes. The Superintendent sends a monthly report to Central Office with the above-mentioned subheadings and any occurrences to report.
Public Information	
26. Requests from Legislators, executives, and juvenile justice components for information on operations or specific juveniles are responded to promptly by designated staff with due regard to privacy protection statues. Full and prompt cooperation with requests is necessary to maintain integrity and credibility.	Yes. All requests are taken seriously to be credible. Most common at this facility are tour requests from Juvenile Courts, College Criminal Justice Classes, and Prosecutors.
B. Fiscal Management	
Budget Preparation	
04. Facility staff participate in preparing the budget request to define needed resources and to understand constraints and priorities.	Yes.
05. The superintendent participates in budget deliberations of Central Office.	Yes.
Commissary	
17. A Commissary/Canteen is available where juveniles can purchase approved items not furnished by the facility. Restrictions are placed on purchase amounts. Means of purchase other than cash are used.	Yes. We have a commissary system here at CHJCF.

C. Personnel	
Staffing Requirements	
04. Staffing requirements ensure that juveniles have access to staff, programs, and services.	Yes. Our personnel staff have the ratio that the facility is to meet.
06. The vacancy rate among staff that work directly with juveniles does not exceed 10% for any 18-month period.	CHJCF vacancy rate does not exceed the 10% in any 18 month period.
Selection and Promotion	
08. All personnel are selected, retained, and promoted on the basis of merit and qualifications.	Yes. All CHJCF personnel are selected, retained, and promoted on basis of merit and qualifications.
Probationary Term	
12. Probationary periods range from six months to one year.	Yes. New staff are put on probation status no less than six months and no more than a year.
Criminal Record Check	
15. A criminal record check is conducted on all new employees to identify convictions that could affect an employee's job performance.	Yes. This is standard for our hiring process.
Physical Exam	
16. Employees with contact with juveniles receive a physical exam prior to job assignment and re-examination per need or schedule.	Yes. All new staff are required to have a physical examination.
Drug Free Workplace	
17. A drug free workplace is provided.	Yes. This is monitored by a random drug testing check.
Compensation and Benefits	
19. Compensation and benefit levels are comparable to those for similar occupational groups in the state or region.	Yes. This is directed by the State of Ohio for state employees.
Code of Ethics	
23. A written Code of Ethics prohibits employees from using their position to secure privileges for themselves or others and engaging in conflict of interest. The Code is available to all employees.	Yes. Staff are informed of the Code of Ethics in Pre-Service, In-Service and per policy.
Confidentiality of Information	
24. Employees, consultants, and contractors are informed in writing about policies on confidentiality of information and agree in writing to abide by them. What types of information are confidential, what can be shared with staff, and what can be communicated to persons outside the facility are specified.	Yes. Upon entering the facility, all employees, contractors, and consultants are informed of the policies and their guidelines.

D. Training and Staff Development	
Training Plan	
03. The facility's training plan is developed by an Advisory Training Committee of staff representatives of departments. They meet at least quarterly to review progress and resolve problems, and provide a written record of meetings to the Superintendent.	Yes. We have a Training Advisory Committee that meets quarterly and completes an annual training plan in the fall of every year.
Training Evaluation	
04. The facility's training plan provides on-going formal evaluations. A written report is prepared annually.	The Training Officer has a facility-wide needs assessment that he sends out in late summer. This needs assessment is brought to the Fall Training Advisory Committee that forms the following In-Service Training Schedule and the Training Officer completes an Annual Report which combines all of his monthly reports.
Training Resources – Reference Services	
05. Library and reference services are available to complement the training and staff development program. Materials are readily accessible to staff.	The Training Officer has a library that includes the DYS and CHJCF policies. He also indicates training postings to staff on a bulletin board.
Space and Equipment	
06. The necessary space and equipment for staff training are available. Classrooms for 20-30 students are easily accessible, free from distracting noise or obstruction by juveniles.	Yes. We have a training room that will seat 20-30 students and it is located on the first floor outside of administration.
Administrative Staff	
08. Forty hours of training in addition to orientation training in the first year of employment, and 40 hours of training each year thereafter is provided.	Yes. This is coordinated by the Training Officer and the Training Advisory Counsel.
Juvenile Care Workers	
09. All new juvenile care workers receive an additional 120 hours of training in the first year of employment, and an additional 40 hours each subsequent year. Training includes: Security, Supervision, Suicide Signs and Precautions, Use of force, Report Writing, Juvenile Rules, Juvenile Rights and Responsibilities, Fire/Emergency Procedures, Safety Procedures, Key Control, Interpersonal Relations, Social. Cultural Lifestyles of Juveniles, Communication Skills, First Aid/CPR, and Counseling Techniques.	.
Minimum Training Hours	
11/12. Minimum training requires Clerical: 40 pre-service, 16 first year, 16 each year thereafter. Support: 40 pre-service, 40 first year, 40 each year thereafter. Professional: 40 pre-service, 40 first year, 40 each year thereafter. Child Care: 40 pre-service, 120 first year, 40 each year thereafter. Administrative: 0 pre-service, 80 first year, 40 each year after.	Yes. This is coordinated by the Training Officer and the Training Advisory Counsel.

E. Records	
Transfer of Records	
04. Where statutorily required, judicial, law enforcement, correctional and social service authorities involved with the case should be supplied information without consent forms being required.	
07. The institution should establish to limit access to records to persons and public agencies that have both a “need to know” and a “right to know,” and can demonstrate that access to such information is necessary for juvenile justice purposes. Written guidelines should regulate juvenile access to records.	
F. Information Systems	
Research Activities/Institution Support	
02. The facility or Central Office supports, engages, and uses research activities relevant to programs, services, and operations.	Yes. CHJCF works in hand with Central Office to ensure that research is relevant to programs, services, and operations.
Juvenile Participation	
06. Consistent with statutes, individuals and agencies may have access to records for purpose of research, evaluation, and statistical analysis in accordance with a formal written agreement that authorizes access, specifies use of data, and ensures confidentiality. Access to records for legitimate research purposes should only be hindered to the extent necessary to protect confidentiality.	Yes. CHJCF works in hand with Central Office to ensure that research is relevant to programs, services, and operations.
G. Citizen Involvement and Volunteers	
Program Coordinator	
01. There is a staff member responsible for operating a Citizen Involvement and volunteer Service Program for juveniles.	Yes. Our Chaplain handles the Volunteer Program.
II. PHYSICAL PLANT	
B. Size, Organization, and Location	
Staff/Juvenile Interaction	
01. Physical plant design facilitates personal contact and interaction between staff and juveniles.	Yes. Diagrams and photos available for viewing.
02. Staff offices are in living units readily accessible to juveniles.	Yes. Offices are located immediately next to living areas.
Facility Size	
03. Living units have no more than 25 juveniles each. The facility has a maximum capacity of 150.	No. The living units and rated capacity exceed this old standard.
05. Special purpose facilities do not exceed 50-bed capacity.	CHJCF is not a special purpose facility.
Rated Capacity	
08. The number of juveniles does not exceed the facility’s rated bed capacity.	Current population is less than rated capacity.
09. The facility is located to facilitate use of community-based services and continued contact between youths and family.	Facility is located in metro-Cleveland, Ohio.
10. The facility is designed so that juveniles can be grouped according to a classification plan, for example, separating younger and older juveniles, and juveniles with serious personal injury offenses.	Yes. Youth are subject to housing that is classified.

C. Housing	
01. Living units are primarily single bed sleeping rooms. Multiple occupancy rooms do not exceed 20% of the bed capacity of the unit.	Living units are open bay dormitory style. There are no multiple occupancy rooms.
02. Rooms or sleeping areas require: One occupant per 35 square feet per occupant. Two to do occupants, with 35 square feet per occupant. If more than four are in an area, partitions are required. There is no less than seven feet of usable, unencumbered space.	The open bay dorms comply with this standard. Open bay style living, no partitions. Each bed area has appropriate unencumbered space to facilitate programs and daily living.
03. Each sleeping room has at a minimum (a) sanitation facilities with access to toilet use without staff assistance 24 hours per day, (b) wash basins with hot and cold water, (c) a bed, desk, hook, or closet space, chair, or stool, (d) natural light within 20 feet of the room, (e) appropriate temperatures, (f) variety of space, surface textures and colors, (g) the beds are off the floor and have a clean, covered mattress with blankets as needed.	Open bay living complies with each line of this standard.
Dayrooms	
04. Dayrooms are adjacent to sleeping areas, but separated by a wall. They provide 35 square feet per juvenile.	Attached dayroom areas permit no more than the number of youth to hold the space available, per youth, to 35 sq. ft.
Furnishings	
05. Dayrooms provide seating and writing surfaces for every juvenile using the dayroom at one time.	Each day area is fitted with seating and writing surfaces for every youth that uses them at the same time.
Toilets	
06. Toilets are provided at one per 12 juveniles in male facilities, and one per eight in female facilities. Urinals may be substituted for up to ½ of the toilets in male facilities.	This ratio is in compliance.
Wash Basins	
07. Wash basins are provided at a minimum of one per 12 occupants.	The facility meets this standard.
Showers	
08. Juveniles have access to operable showers with temperatures controlled hot and cold running at a minimum of one shower for every eight juveniles. Thermostats control temperatures from 100-120 degrees.	This ratio is met and water is thermostatically controlled.
Housing for Handicapped	
09. Handicapped juveniles are housed to provide safety and security. Rooms are designed for their use and integration. Programs and activities are accessible.	Handicapped youth are not assigned to CHJCF. However, their accommodations are available at this facility.

Special Management Housing	
10. When there is a temporary Security Room separate from the living area, it is equipped with plumbing and security furniture. The room requires close staff observation.	Seclusion rooms have plumbing.
11. If a facility houses male and female juveniles, space is provided for coeducational activities. Coeducational programs are preferred for normal growth and development through opportunities to socialize with peers of both genders.	Female youth are not housed at CHJCF.
D. Environmental Conditions	
Housing Area	
01. All housing areas provide: Lighting to a minimum of 20-foot candles at desk level and in personal grooming areas, natural light from an opening or window with view to outside within 20 feet of the room; Other lighting by tasks, access to drinking fountain, heating, ventilation, and acoustics to ensure healthful and comfortable conditions.	All environmental standards are met and sanctioned by a certified environmentalist. CHJCF is in full compliance with this standard.
03. Noise levels do not exceed 70 DBA (a scale) in daytime and 45 at night.	Indoor Air Quality: Standard is certified by a certified environmentalist.
Indoor Air Quality	
04. Circulation is at least 15 cubic feet of outside or re-circulated filtered air per minute per occupant.	Compliance with standard is gained by an inspection from a certified environmentalist.
Heating and Cooling	
05. Temperatures are appropriate.	Temperatures are electronically controlled.
E. Programs and Services	
Mechanical Equipment	
01. Total indoor activity area provides space equal to 100 square feet per juvenile.	Space is available for compliance. Indoor activity spaces equal or exceed the requirements in this book.
02. Outdoor and enclosed exercise areas are provided to ensure each juvenile is offered one hour of access daily. – Enclosed areas are available in inclement weather. – Outdoor areas provide 15 square feet per juvenile using the area and not less than 1,500 square feet. – Indoor areas in facilities of 100 or more juveniles provide: 15 square feet per juvenile using the area. – Minimum ceiling height of 18 feet. – Not less than 1,000 square feet.	CHJCF meets each element of this standard.
03. Sufficient space is provided for a Visiting Room or areas for contact visiting.	Sufficient space exists for youth visits.

Dining	
05. There is at least 15 square feet of floor space per person using the Dining room. Space is provided for group dining except for security or safety purposes.	CHJCF complies with this standard.
Food Service	
06. The food preparation area includes a space for food preparation based on population, type of food preparation, and methods of meal service.	A food preparation area is available.
07. Provisions exist for adequate food storage/loading, and garbage disposal.	All three elements are in compliance.
Sanitation and Hygiene	
08. Toilet and washbasins are available to Food Service staff and juveniles in the food preparation area.	Both services are available at CHJCF.
Housekeeping	
09. Adequate space is provided for janitorial closets accessible to living and activity areas, with a sink, cleaning implements, and ventilation.	All three elements of this standard are in place at this facility.
Clothing and Supplies	
10. Space is provided to store and issue clothes, bedding, and cleaning supplies.	Sufficient storage space exists for these three elements.
Personal Property	
11. Space is provided for storing personal property of juveniles safely and securely.	Space is provided for the storage of youth personal supplies.
G. Security	
Control Center	
01. In secure facilities, space is provided for a 24-hour control center with access to a sink and toilet.	Control center is provided with a sink and toilet.
Perimeter Security	
02. The facility's perimeter is controlled to provide that juveniles remain within the perimeter and access by the public is prevented.	Our security perimeter fence is controlled by an electronic "vibration" style detection alarm system.

III. OPERATIONS	
A. Security and Control	
Security Manual	
01. A Security and Control Manual is available to all staff and is reviewed/updated annually.	ODYS policy 301.01 is the controlling policy on the security manuals. Under Section IV, subsection D, it establishes the following: "Security Manuals are located at the Control Center & the Operations desk. The manuals are accessible to all staff on all shifts."
02. The facility has a communication system between the Control Center and living areas.	ODYS Policy 301.02 "Radio Communications" is the controlling policy on this topic. We have hand-held two-way radios, man-down alarms, Personal Body Alarms (PBA), and land lines (telephones) in place for staff to utilize.
03. The facility maintains a daily report on juvenile population movement.	The "Youth Database Exception Report CHJCF" is generated daily. This report accounts for the facility's total population.
Care Workers	
04. Care workers are located in or adjacent to living areas to hear and respond to emergencies.	Social Workers' offices are located in the day area of each dorm. The Juvenile Correctional Officer station is located in the bed area and is open, providing immediate access to the youth population.
07. When males and females are housed in the facility, at least one male and one female staff member are on duty at all times.	CHJCF does not house female offenders.
08. No juvenile or group of juveniles is given control or authority over other juveniles.	No juvenile or group of juveniles is given authority over other juveniles at any time or under any circumstances here at CHJCF.
Patrols and Inspections	
10. Supervisory staff conduct a daily inspection including holidays and weekends. A written daily report is submitted to their Supervisor. Unoccupied areas are inspected weekly.	Operation Managers each shift make daily rounds in all living areas within the facility including holidays and weekends. These rounds include inspections of the area and communications with the staff and youth. Unoccupied areas are inspected weekly.
11. The Superintendent or designee visits the living and activity areas at least weekly (a) to encourage informal contact with staff and juveniles and (b) to observe conditions.	

Counts	
13. There is at least one juvenile count per shift	CHJCF institutional counts are held at: Midnight, 2 am, 4 am, 6 am, 10:50 am, 4 pm, 9 pm, & 9:55 pm. There is at least one per shift with this schedule.
Restraints	
16. Instruments of restraint are never applied as punishment. They are applied only with the approval of the Superintendent or designee.	CHJCF never applies any manner of restraint equipment as "punishment" and only applied with proper authorization.
17. The facility maintains a written record of routine and emergency distribution of restraint equipment.	All restraint equipment is stored in the facility control center. A log of all issued equipment is maintained in this area. NO equipment is issued without proper authorization.
18. All special incidents including use of restraints and use of force are (a) reported in writing and (b) reviewed by the Superintendent and/or Central office.	All incidents at CHJCF are reported in writing and reviewed by the Superintendent and or Central Office.
Control of Contraband	
19. Searches of facilities and juveniles to control contraband are conducted. They include avoidance of unnecessary embarrassment or indignity to juveniles.	CHJCF conducts random searches in accordance with the above statements.
20. Body cavity inspections are conducted only (a) when there is reason to do so, (b) when authorized by the Superintendent or designee, and (c) when done by medical staff.	This is correct.
21. Visual body cavity inspection is conducted (a) on a reasonable belief the juvenile has contraband, (b) by trained staff in private, and (c) by members of the same sex.	This is correct.
26. Chemical agents are used only with authorization of Superintendent or designee.	CHJCF does not have chemical agents.
Security Equipment	
28. Personnel using chemical agents and/or force to control juveniles submit written reports to Superintendent or designee no later than the conclusion of shift.	CHJCF does not have chemical agents. Use of force reports are submitted prior to any staff leaving the facility.
29. Persons injured in an incident receive immediate medical exam and treatment. Immediate exam and treatment are required in use of force or chemical agent incidents.	This is correct.

Use of Force	
31. Use of force is restricted to (a) justifiable self-defense, (b) protection of others, (c) protection of property, (d) prevention of escape – as a last resort, (e) never as punishment. A written report is prepared following all uses of force and submitted to administrative staff for review.	CHJCF adheres to the above cited conditions. This is correct.
C. Rules and Discipline	
Rules of Conduct	
01. A system of rewarding positive behavior of juveniles is provided.	Yes. CHJCF recently developed an entire living area to reward positive behavior. (Preferred Housing Unit {PHU})
02. Rules of juvenile conduct specify prohibited acts and penalties for degrees of violation, and are reviewed or updated annually.	Yes. Agency Directives, Chapter K.
03. A Rulebook of offenses, penalties, and disciplinary procedures is given to each juvenile and staff. A staff member or translator assists the juvenile in understanding the rules when needed.	Yes. The rules are clearly detailed in CHJCF's Handbook issued to all youth upon their arrival to our facility. If any youth cannot read or cannot read English, there are staff who can assist the youth in understanding.
05. There are written guidelines for informally resolving minor juvenile misbehavior, such as smoking, out of place, or refusal to obey.	Yes. Agency Directives, Chapter K.
06. Prior to room and /or privilege restriction, the juvenile has the reasons explained and an opportunity to explain the behavior.	Yes.
07. During Room Restriction staff contact and interaction is made at least every 15 minutes to solve problems and determine release time.	Yes. Youth are not left unattended beyond 15 minute intervals.
08. Room Restriction for minor misbehavior is short in duration, from 15 to 60 minutes, specified at the time of assignment.	Yes. CHJCF refers to such placements as "Time outs."
Criminal Violations	
09. Where a juvenile allegedly commits an act covered by criminal law, the case is referred to court or law enforcement officials for consideration of prosecution.	Yes. All possible criminal cases are referred to the Ohio State Highway Patrol for criminal prosecution.

Disciplinary Reports	
10. Staff prepare a disciplinary report when they have a reasonable belief that a juvenile committed a major violation of rules or reportable minor violations. The report is forwarded to the Supervisor.	Yes. The report is titled "Youth Behavior Incident Report" or YBIR. These reports are submitted directly to the Supervisor.
Pre-Hearing Detention	
12. When an alleged rule violation is reported, an investigation is begun within 24 hours of the report and is completed without unreasonable delay.	Yes.
13. When a juvenile has been charged with a major violation requiring confinement, the youth may be confined up to 24 hours.	ODYS policy 301.05 stipulates that no youth can be held in seclusion beyond three hours unless it is necessary due to: <ol style="list-style-type: none"> 1. Confinement after an escape or escape attempt, 2. To preserve the integrity of an investigation for a subsequent hearing following a category I violation, 3. Disciplinary sanction, 4. Medical isolation for a contagious disease, or 5. Pursuant to a SMP. Only in these exceptions, the Superintendent or designee can authorize seclusion beyond 24 hours and every 24 hours thereafter, except in the case of a disciplinary sanction or SMP being carried out.
After 24 hours, confinement is reviewed by the Administrator or designee not involved in the incident.	Yes
14. A juvenile charged with a major violation is given a written copy of the violation within 24 hours of the infraction.	Yes.
The hearing may be held within 24 hours with the juvenile's consent.	Yes.
Disciplinary Hearing	
15. Juveniles charged with rule violations are scheduled for a hearing no later than seven days excluding weekends and holidays, after the violation.	Yes.
Juveniles are notified of the time and place of the hearing at least 24 hours in advance.	Yes.

Conduct of Hearing	
16. Hearings are conducted by an impartial person or panel. A record is maintained for at least six months.	Yes.
18. Juveniles have an opportunity to make a statement and present evidence at the hearings and can request witnesses. Reasons for denial of the request are stated in writing.	Yes. Youth are also afforded the opportunity to make a written statement on the YBIR at the time it is presented to them. Yes.
19. Juveniles may request any staff member to represent them at disciplinary hearings and to questions witnesses. Staff representatives are appointed when juveniles are not capable of collecting and presenting evidence on their behalf.	Yes. Yes.
Review	
23. Review of all hearings and dispositions is made by the Superintendent or designee.	Yes.
Appeal	
24. The juvenile has the right to appeal the decision to the Superintendent or designee. Juveniles have up to 15 days to appeal. The decision is made within 30 days. The juvenile is notified of the results. Decisions are made based on (a) Substantial compliance with standards and procedures. (b) Based on substantial evidence. (c) Sanction proportionate to the rule violated.	Yes. Yes. From the date the youth receives it. The case is reviewed by ODYS legal counsel to ensure compliance with due process requirements. The juvenile is notified of results. The Release Authority provides notice to the youth's institution, region, Deputy Director of Institutions and the committing Court. Yes. Yes. Yes. Directive Chapter K, Policy K-3
D. Juvenile Rights	
Access to Courts	
01. Juveniles have access to courts.	Yes. The courts notify the facility when the youth have a hearing. The youth are permitted to write to the Judge/Court.

Access to Counsel	
02. Juveniles have access to <i>counsel</i> . Assistance is provided to juveniles in making <i>confidential contact</i> with their attorneys and their authorized representatives. Confidential contact includes telephone, uncensored correspondence, and visits.	The Social Workers coordinate visits/phone calls for attorneys to visit/call the youth. All legal mail is processed by our mail policy with the youth present.
03. Juveniles are not subject to discrimination based on race, religion, national origin, sex, or handicap.	Yes. CHJCF does not discriminate against the youth.
Access to Programs and Services	
04. There is equal access of male and female to programs and services in co-ed facilities.	CHJCF does not house females.
05. Juveniles have reasonable access to the general public through the media.	As coordinated with Central Office, CHJCF will allow the media for reasonable purposes.
Protection from Harm	
06. Juveniles are protected from abuse, punishment, injury, disease, property damage, and harassment. Administrative segregation should be used to protect juveniles from themselves or others.	Yes. CHJCF does protect the youth from abuse, corporal punishment, disease, property damage and harassment. CHJCF also has a padded seclusion room in the event a youth needs protection from himself.
07. Due process safeguards are provided prior to transfer to a more restrictive program or secure facility, except in emergencies including: written charges, staff representative, rules of evidence, right to present evidence and call witnesses, right to be present at hearing unless harmful to hear testimony, impartial notice of decision, record of hearing.	Yes. CHJCF practices due process safeguards prior to transfer to a more restrictive program.
Freedom in personal Grooming	
08. Freedom in personal grooming and dress is provided except when a valid interest justifies otherwise.	Yes. Freedom in personal grooming and dress is practiced at CHJCF.
Grievance Procedure	
09. A written grievance procedure is available to all juveniles with at least one level of appeal, to include: (a) written responses and reasons for the decisions, (b) response in a reasonable time limit with responses to emergencies, (c) supervisory review of grievances, (d) participation of staff and juveniles in design and operation of the procedure, (e) access to all juveniles with guarantees against reprisals, (f) applicability over a broad range of issues, (g) means of resolving questions of jurisdiction.	Yes. ODYS has a new policy effective August 1, 2005 that addresses the new grievance procedure that includes a level for appeal.

E. Special Management	
Admission and Review	
01. Special management with services and programs for juveniles with serious behavior problems and those requiring protective care is provided.	Yes.
An individual program plan is developed for youth in special management.	Yes.
Youth may be separated from general population in a Special Unit to allow for individual attention.	No.
02. Placement may be immediate with review in 72 hours.	No.
03. There is a maximum of five days of confinement in a Security Room for any offense.	Yes.
04. Juveniles in confinement are checked visually by staff at least every 15 minutes and visited at least daily by staff. A log is used to record who authorized the confinement, visitors, person authorizing release and time of release. A visit means entry into the room or removal of the juvenile for discussion or counseling.	Yes. Yes.
05. Juveniles in confinement are afforded living conditions and privileges equivalent to general population. Exceptions are justified by clear and substantial evidence. The following are provided: 70 square feet of floor space, Food, clothing, exercise, services and privileges as those in population, unless written justification otherwise.	Yes. Our seclusion rooms surpass this standard. Yes.
IV. FACILITY SERVICES	
A. Food [Indirect Deputy supervises the Food Service Manager]	
Dietary Allowances	
04. Dietary allowances are reviewed at least annually by a dietician.	Yes. DYS has a Dietician located in Central Office that reviews the allowances annually.
Menu Planning	
05. Food Services staff develop planned menus. FS staff follow the schedule. Food flavor, texture, temperature, appearance, and palatability are considered.	Yes. The Dietician in Central Office makes the Cycle Menu and it is updated as needed. Staff follow the schedule. However, if an item on the menu needs to be replaced, it must meet the dietary allowance.
06. The Food Service plan provides a single menu for staff and juveniles.	Yes. The menu followed for youth is also available for purchase from staff.

Special Diets	
07. Special diets are provided as prescribed by medical and dental staff.	Yes. On occasion, special diets are issued by medical and dental staff as needed.
08. Food is not used as a disciplinary measure.	CHJCF does not use food as a disciplinary measure. All youth are fed the same meal and amount.
09. Special religious diets are provided.	Yes. The Chaplain issues the religious diets.
Health and Safety Regulations	
10. All Food Service staff are in good health and free of communicable disease, and open, infected wounds. Staff have clean hands and nails, wear hairnets or caps, wear clean and washable garments, use hygienic food handling techniques.	Yes. The Food Service staff practice good sanitation and hygiene.
Inspections	
11. Weekly inspection of all food service areas are conducted regarding (a) sanitation (b) temperature control for all foods (c) daily checks are made of refrigerator and water temperature by staff.	Yes. The Food Service Department conducts regular inspections of sanitation and temperature checks for food and refrigerator and water.
12. Shelf goods are maintained at 45 degrees to 80 degrees, refrigerated foods are maintained at 35-40 degrees, and frozen foods are maintained at zero or below degrees.	Yes. CHJCF conducts temperature checks. If there is a discrepancy, maintenance is immediately contacted to fix the problem.
Meal Service	
13. Staff supervise juveniles during meals.	Yes. Security staff as well as any other CHJCF staff that wish to supervise, are available during meals.
14. At least three meals are regularly provided in a 24-hour period; At least two meals are hot; there are no more than 14 hours between the evening meal and breakfast.	Yes. Food Service ensures that meals are served, at least two are hot, and the time frame between meals does not exceed 14 hours.
15. Food service staff receive a pre-assignment medical exam and periodic re-exams. Food handlers wash their hands on reporting to duty, and after using the toilet. Workers are monitored daily for health and cleanliness.	Yes. The Food Service Supervisor ensures that the Food Service staff receive the as needed exams, that they practice good hygiene, and are monitored for daily health and cleanliness.
B. Sanitation and Hygiene	
Sanitation Inspections	
01. Weekly sanitation inspections of all facility areas are conducted. A written report on deficiencies is submitted to the Administrator.	Yes. This is coordinated through our site Accident Prevention Coordinator and the Health and Safety Committee to ensure follow-up to the inspection.

Housekeeping	
05. Vermin and pests are controlled.	Yes. CHJCF has a contract with a local pest control service.
06. There is a written housekeeping plan for the facility, with a definite cleaning schedule and duties that are supervised.	Yes. CHJCF has a Written Housekeeping Plan that is currently being reviewed and revised by our Health and Safety Committee.
Clothing and Bedding Supplies	
07. The stored supply of clothing, linens, and bedding exceeds the maximum population.	Yes. These items are stored on the units for immediate need and also the storeroom has a supply that could exceed double our population.
08. The issue of clothing and bedding is recorded and juveniles are held accountable.	Yes. CHJCF has the Unit Administrators overseeing the linen process and holding the youth accountable.
10. Three complete sets of clean clothing are provided per week.	Yes. The youth have more than one set and their laundry is cleaned twice a week.
Bedding and Linens	
12. Suitable clean bedding and linens are provided including: two sheets, pillow, pillowcase, one mattress, and blankets to provide comfort. Linen is exchanged at least weekly.	Yes. Linen is exchanged twice per week.
Bathing and Personal Hygiene	
13. An approved shower schedule allows daily showers and showers after strenuous exercise.	Yes.
14. On admission, each juvenile is given: soap, toothbrush, toothpaste/powder, comb, and toilet paper. Shaving equipment is made available on request. Special hygiene needs of females are met.	Yes. The youth receive their hygiene products upon arrival. N/A
15. Hair care services are available.	
C. Health Care	
Responsible Health Authority	
01. The facility has a designated Health Authority with responsibility for Health Care. Final medical judgments rest with a single designated physician.	CHJCF has a Health Services Administrator that is a facility employee and a Physician that is contracted.

03. The Health Authority meets with the Superintendent quarterly.	Yes.
The Health Authority submits to the Superintendent: Annual statistical summaries and quarterly reports on the Health Care delivery system and health environment.	Yes.
The report addresses –The effectiveness of the system -Description of health environmental factors in need of improvement -Changes - Recommended corrective action.	Yes.
05. Health Care policies are reviewed annually and revised as needed, with signature of reviewer and date.	Yes.
Unimpeded Access to Care	
07. There is unimpeded access to Health Care and a system for processing complaints on Health Care.	Yes.
Policies are communicated orally and in writing to juveniles on arrival and the language is easy to understand.	Yes. To include in the Youth Orientation.
No member of the correctional staff approves or disapproves requests for sick call.	Yes. We have a box for the units to submit their requests for sick call to medical staff only and the medical staff have the key to pick these up daily.
08. A physician is available once per week to respond to juvenile complaints regarding service they did or did not receive from medical staff.	Yes.
09. Medical complaints are monitored and responded to daily by medically trained personnel.	Yes.
Sorting and allocation of patients to treatment is conducted by medical staff.	Yes.
Control of access is maintained by an RN.	Yes.
10. Facilities with more than 25 juveniles have a Central Medical Room with exam facilities.	Yes, but space is limited – no infirmary.
Administration of Treatment	
15. If facilities house females, obstetrical, gynecological, family planning, and health education services are provided.	N/A
Mental Health Services	
16. Mental health Services are provided by qualified staff.	Yes. We are staffed with two Psychologists and a Psych Assistant.
Health Trained Staff	
17. A health-trained staff coordinates the health delivery services under joint supervision with the Responsible Health Authority and Superintendent.	Yes.
18. Activities are in place to detect, diagnose, treat, and refer juveniles with mental health problems and provide a supportive environment during all stages of commitment.	Yes.

Health Screening and Exams	
22. Medical, dental, and mental health screening are performed by health trained or qualified Health Care staff on all juveniles on arrival.	Yes.
23. Program staff are informed of juveniles' special medical problems and any physical problems that might require attention.	Yes.
Dental Screening and Exam	
26. Dental care is provided under the direction and supervision of a licensed Dentist, and includes (a) screening on admission, (b) hygiene service in 14 days of admission, (c) exam within seven days of admission, (d) treatment not limited to extractions.	Yes.
First Aid	
28. Care Worker staff and other staff are trained to respond to health related situations in a four-minute response time.	Yes.
Sick Call	
30. Sick call for non-emergency service is conducted by qualified medical staff.	Yes.
Medium sized facilities of 50-200 juveniles hold Sick Call at least three times per week.	N/A
Facilities with over 200 juveniles hold Sick Call a minimum of five times per week.	Yes.
Special Needs	
31. A Special Health Program is provided for juveniles requiring close medical supervision including those with (a) seizure disorders, (b) potential suicide, (c) chemical dependency, (d) psychosis	Yes.
Chronic and Convalescence	
32. Chronic care, convalescent care, and medical preventive maintenance are provided when indicated.	Yes.
Prostheses and Orthodontic Devices	
33. Medical and dental prostheses are provided when the juvenile's health would otherwise be adversely affected as determined by the Physician.	Yes.
Use of Restraints	
35. Policy and procedure govern use of restraints for medical and psychiatric purposes, with authorization needed, when, where, and how restraints may be used, and how long.	Yes.

Health Education	
36. Programs and training are provided for the development of sound habits and practices regarding personal hygiene include (a) dental, (b) sexual, (c) bathing, (d) change of clothing, (e) eating habits, (e) exercise, (f) rest, (g) smoking, (g) alcohol, (h) drugs.	Yes.
37. There is a written Suicide Prevention and Intervention Program reviewed and approved by a medical or mental health professional including (a) staff training, (b) intake screening, (c) identification, (d) supervision.	Yes.
38. There is written policy on HIV+ juveniles including (a) when and where tests are conducted, (b) safeguards, (c) when and under what conditions they are to be separated from population – if necessary, (d) staff and juvenile training procedures, (e) issues of confidentiality.	Yes, by our medical staff.
39. Policy and procedures address management of serious and infectious diseases including (a) ongoing education for staff and juveniles, and (b) control, treatment, and prevention strategies such as screening and testing, special supervision and/or special housing arrangement, protection of confidentiality, and media relations. TB, Hepatitis B, and AIDS require special attention.	Yes.
40. Medical exams are provided when staff or juveniles are suspected of a communicable disease.	Yes.
41. Screening, care and/or referral for care of the mentally ill or retarded juveniles are provided.	Yes.
Admission to appropriate health care facilities in lieu of detention is sought for all mentally ill and retarded juveniles.	Yes.
Chemical Dependency	
42. Detoxification from alcohol and drugs is provided under medical supervision.	Yes.
43. Clinical management of chemically dependent juveniles includes (a) diagnosis by a physician, (b) determination whether non-pharmacologically supported care is required, (c) treatment plans implemented by a multi-disciplinary team, and (d) referrals to community resources on release.	Yes.

Research	
46. Under no circumstances is a stimulant, tranquilizer, or psychotropic drug administered for program management and control or for experimentation and research.	Correct.
Such drugs are dispensed only when clinically indicated as one facet of a program of therapy.	Correct.
Such drugs are not allowed for disciplinary reasons.	Correct.
Long-term use of minor tranquilizers is discouraged.	Correct.
V. JUVENILE SERVICES	
A. Reception and Orientation	
03. Programs for juveniles during orientation period are provided. Orientation programs include interviews, testing, information on programs and services, reading materials, religious services, exercise, and work assignments.	Yes.
New Juveniles	
04. New juveniles receive written orientation materials.	Yes.
When literacy problems exist, a staff member assists the juvenile in understanding material.	Yes.
B. Classification	
Classification Plan	
01. A Classification Manual contains policies and procedures made available to all staff involved in classification and is reviewed and updated annually.	Yes.
02. There is a written plan for classifying juveniles that considers (a) level of risk, (b) types of housing required, and (c) participation in facility and community programs.	Yes.

Classification Status Reviews	
03. A written plan for classification specifies criteria and procedures for determining and changing the status of a juvenile.	Yes.
There are due process safeguards when classification reviews involve an increase in custody level or transfer to another facility or program that would adversely affect the juvenile.	Yes.
04. The classification plan provides program and status review at least monthly, with outcome documented.	Yes.
05. An individualized, documented program includes (a) measurable criteria of expected behavior and accomplishments, and (b) a time schedule for achievement.	Yes.
07. Classification of juveniles with special needs is provided, including (a) drug and alcohol abusers, (b) emotionally disturbed, (c) mentally retarded, and (d) mentally ill.	Yes.
Special needs youth are identified by number, type, and frequency of commitment.	Yes.
Special programs are instituted.	Yes.
08. Initial classification is completed within two weeks of admission and in one week of transfer to another facility,	Yes.
They are assigned a program appropriate to their needs and interests.	Yes.
At initial classification, each juvenile is assigned to a staff member or unit team to ensure supervision and personal contact.	Yes.
09. There is a written plan for transfer to secure facilities with objectives, methods, and monitoring and evaluation mechanisms, reviewed and updated at least annually.	Yes.

C. Social Services	
Scope of Services	
01. A social services program is provided with a range of resources to meet the needs of juveniles, including individual, group, and family counseling, drug and alcohol treatment, and special offender treatment.	Yes.
02. Staff identify the collective service needs at least annually. Special programs to meet the needs of juveniles with specific types of problems are provided. Special programs include drug abusers, alcoholics, mentally ill, retarded, and gifted youth.	Yes.
Program Coordination and Supervision	
03. The Social Services Program is administered and supervised by a qualified and trained person in a social or behavioral science, with a graduate degree in Psychology, Social Work, or Counseling.	Yes.
04. Counseling personnel are available at ratio of one to 25 juveniles at a minimum, to provide counseling and social services. The decision to participate is made by the juvenile.	Yes.
05. Staff are available to counsel juveniles at their request, with provisions for emergency, 24-hour coverage.	Yes.
06. Access to mental health counseling and crisis intervention is provided as needed, including group and individual counseling.	Yes.
07. Social services staff share information and coordinate efforts with Care Workers.	Yes.
Counseling for Pregnant Juveniles	
08. Comprehensive counseling and assistance is provided to pregnant juveniles in planning for their child.	N/A
D. Academic, Vocational Programs, and Work	
Comprehensive Education Program	
01. There is a comprehensive education program for juveniles.	Yes.
02. The following programs and services are provided. (a) Reception and orientation. (b) Evaluation and classification. (c) Educational programs. (a) Vocational/Job training. (b) Religious services and counseling. (c) Social services. (d) Psychological and psychiatric services. (e) Medical and Dental Health Care (programs to educate). (f) Athletic, recreational and leisure time activities. (g) Community groups. (h) Mail and visitation. (i) Access to media, legal material, attorneys, and courts. (j) Pre-release orientation and planning.	Yes.

03. Education/vocational training and work opportunities are available to all except when there is substantial evidence to justify otherwise.	Yes.
04. Educational/vocational counseling is provided for placement suited to their needs, with curriculum integrated to job assignments.	Yes.
05. Each juvenile is assessed in terms of academic, vocational, and personal needs.	Yes.
06. Juveniles without basic literacy skills are required to attend remedial education classes daily on regular school days.	Yes.
07. Prevocational training programs are integrated with academic programs and relevant to vocational needs of the juvenile and to job opportunities in the community.	Yes.
08. Provision is made to meet educational and vocational needs of juveniles who need special placements due to physical, mental, emotional handicaps, or learning disabilities.	Yes.
09. Community resources are used for vocational training programs.	Yes. CHJCF still needs more vocational programs. Currently our vocational program is computer class.
10. The facility uses academic and vocational programs in the community for selected juveniles.	N/A
14. There is an annual evaluation to measure the effectiveness of educational and vocational training programs against performance objectives, and submitted to the Superintendent for review.	Yes.
15. The juvenile training and work programs use the advice and assistance of labor, business, and industrial organizations. Advisory Boards or joint councils exist for that purpose.	Yes.
Juvenile Compensation	
16. Juveniles employed in the community are compensated at the prevailing rate.	N/A
17. Juveniles are not required to participate in uncompensated work assignments unless related to housekeeping, maintenance, personal hygiene, vocational or training programs, or community service.	Yes.
18. Juveniles are not permitted to do work prohibited by child labor laws.	Correct

E. Library	
Comprehensive Library Services	
01. Library Services provides: (a) Materials to meet needs of users. (b) Logical organization for convenient use. (c) Information services to locate facts. (d) Advisory services. (e) Promotion of use of materials. (f) A congenial library atmosphere.	Yes.
02. A qualified person coordinates and supervises library services.	Yes.
05. Library services are provided and available to all juveniles.	Yes.
06. The library is (a) functional in design, and (b) inviting in appearance.	Yes.
F. Recreation and Activities	
01. A facility of 50 or more juveniles has a full time qualified Recreation Director who plans and supervises all recreational programs. There is one recreation worker for each 15 juveniles in recreation.	Yes.
02. The facility staff plans and promotes activities for participation by juveniles in community programs and services.	Yes.
03. Juveniles have access to recreational opportunities and equipment, including outdoor exercise.	Yes.
04. Written recreation schedules are provided for constructive leisure time and activities, allowing for at least two hours on weekdays and three hours on weekends, excluding TV.	Yes.
05. A variety of equipment is provided for indoor and outdoor recreation.	Yes.
06. At least one hour per day of large muscle activity is provided. At least one hour per day of structured leisure time activities are provided. Organized and supervised recreation with one staff per 15 juveniles is provided as follows: (a) At least two hours on weekdays, and (b) at least three hours on weekends excluding TV time.	Yes. Yes. Yes.
G. Religious Programs	
01. The facility has a qualified staff person who coordinates religious programs.	Yes.
03. Space is available for religious services.	Yes.
04. Juveniles may participate in religious services and counseling on a voluntary basis.	Yes.

H. Mail, Telephone, and Visitation	
11. Written regulations on visiting should be made available to all juveniles and visitors.	Yes.
12. Provision is made for visits in pleasant surroundings with minimum surveillance to ensure privacy.	Yes.
13. Visiting permits informal communication including physical contact.	Yes.
Devices that preclude physical contact are avoided for substantiated security risk.	Yes.
I. Release	
Release Preparation	
01. Written policy provides all juveniles with access to a release preparation program.	Yes.
Temporary and Graduated Release	
03. Policy includes graduated release through a systematic decrease in supervision and increase in responsibility as part of the classification program. Provision is made for (a) work/study release, (b) extended visits to family and community, (c) placement in a pre-release center or halfway house. Supervision is decreased and progress evaluated on behavioral criteria, not sentence, time served, or subjective judgments on attitude.	N/A