



State of Indiana  
Indiana Department of Correction  
Division of Youth Services

Effective Date

9/1/2017

Page 1 of

4

Number

03-03-104

**POLICY AND ADMINISTRATIVE  
PROCEDURE**  
**Manual of Policies and Procedures**

Title

**DYS RE-ENTRY INCENTIVES PROGRAM**

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish the organization and delivery of an incentive program for youth and families through the JDAI Liaison/Reintegration Specialist.

II. POLICY STATEMENT:

JDAI Liaison/Reintegration Specialists will utilize incentives to encourage pro-social behaviors and aftercare compliance through positive reinforcement with the goal of reducing the frequency of non-compliant behaviors. JDAI Liaison/Reintegration Specialists shall utilize Re-Entry incentives for the purpose of conducting placements and working with identified youth being released on Parole supervision within his/her district.

III. DEFINITIONS:

For the purposes of this policy and administrative procedure, the following definitions are presented:

A. **DIRECTOR OF JUVENILE PAROLE SERVICES AND JDAI LIAISON / REINTEGRATION SPECIALISTS (Director):** The staff person responsible for overseeing the Juvenile Detention Alternatives Initiatives (JDAI) Liaison/Reintegration Specialist and the delivery of juvenile Parole services throughout the State.

B. **JDAI LIASION / REINTEGRATION SPECIALIST (Reintegration Specialist):** Staff that oversee youth released from the Department to community supervision (Parole) to assist with the coordination of Re-Entry services aimed at successful transition back into the community.

# **POLICY AND ADMINISTRATIVE PROCEDURE**

Indiana Department of Correction-Division of Youth Services

## **Manual of Policies and Procedures**

Number	Effective Date	Page	Total Pages
03-03-104	9/1/2017	2	4
Title <b>DYS RE-ENTRY INCENTIVES PROGRAM</b>			

- C. **PAROLE:** The conditional release to community supervision from a Division of Youth Services (DYS) facility at a time and for a period of time specified by statutory mandates or the Indiana Parole Board.
- D. **TREATMENT STAFF:** The staff person responsible for overseeing the youth's treatment programming at the facility.
- E. **YOUTH:** An individual released from a Division of Youth Services (DYS) facility, or from incarceration in another state, under community supervision (Parole).

#### **IV. YOUTH INCENTIVE PROGRAM:**

Reintegration Specialists have the authorization to utilize formal and informal incentives.

##### A. Types of Informal incentives:

- Praise/Compliments (verbal)
- Positive notes
- Certificates of achievement/completion

Informal incentives shall be utilized frequently with the youth during supervision.

##### B. Types of Formal incentives:

- Items to be utilized for educational, personal needs, and job placement

The formal incentives shall be rewarded to the youth at the discretion of the Reintegration Specialist. Behavior that may qualify a youth to earn a formal incentive reward include but not limited to:

- Being prepared for meeting with assigned Reintegration Specialist—awake, dressed, proper hygiene, etc.
- Engaged in open discussion during the appointment
- Completed all assigned tasks/goals from last appointment
- Education and/or work attendance
  - No unexcused absences, suspensions or expulsions since last appointment
- Compliance with Parole
  - No curfew violations
  - No positive drug screen(s)
  - Medication compliance, if applicable
- Participating in aftercare services, if applicable

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction-Division of Youth Services			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
03-03-104	9/1/2017	3	4
Title			
<b>DYS RE-ENTRY INCENTIVES PROGRAM</b>			

- Positive feedback from the family member/guardian

When the youth meets the criteria, the Reintegration Specialist shall complete the Formal Incentive Form explaining the behavior that qualified the youth for a formal incentive (Attachment A). Upon receiving the formal incentive, the youth and Reintegration Specialist shall sign the incentive form. The Reintegration Specialist shall document the formal incentive in a case/progress note. The original Formal Incentive Form shall be submitted to the Director. A copy shall be placed in the youth's file. The Director shall forward a copy to the Central Office Fiscal division for tracking purposes. Fiscal shall maintain a spreadsheet to document the deduction of a youth incentive from the incentives fund. Fiscal shall audit the gas cards and the Parole incentive forms on a monthly basis.

Reintegration Specialists shall maintain an inventory of the formal incentive items. The items shall be placed in an authorized container(s) and secured in the trunk of the Reintegration Specialist's State-issued car. When the need arises to obtain more formal incentive items, the Reintegration Specialist shall contact the Director to retrieve the additional formal incentive items. The Reintegration Specialist shall enter a case/progress note to document the delivery of the formal incentive to the youth.

The Reintegration Specialist shall report formal incentives on the Monthly Juvenile Supervision report. The monthly report shall be submitted to the Director by the fifth (5<sup>th</sup>) of the following month.

V. FAMILY INCENTIVES:

Based on the need identified by the Reintegration Specialist or the youth's treatment staff, families may participate in the family incentive program. The Reintegration Specialist and the treatment staff member shall discuss needs of the family and the reason for the family to participate in the family incentive program. The family needs may include, but are not limited to the following: need to participate in a family session, past victim in the home, and/or family cannot afford to travel to facility (visitation/family session). The family incentives will be gas cards. The gas cards shall be for the purpose of helping families travel to the DYS facility at which the youth currently resides to engage in a family session prior to release. The family and youth will discuss reintegration plans. These are examples of topics that should be addressed during the family session: outline household expectations from guardian's perspective, expectations that youth have of family, past issues of victimization and development of a safety plan if required, and communication skills and possible restorative justice opportunities.

Upon identifying the need for a family session, the staff member (Reintegration Specialist or treatment staff) making the request shall submit the Parole incentive form-gas cards (Attachment B) to the Director providing a justification for the request. The Director shall approve or deny the

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction-Division of Youth Services			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
03-03-104	9/1/2017	4	4
Title			
<b>DYS RE-ENTRY INCENTIVES PROGRAM</b>			

request on the Parole incentive form. If the request is approved, the Director shall forward a copy of the approved Parole incentive form-gas cards to the Fiscal division for final approval. The Director shall deliver the gas card and the approved Parole incentive form-gas cards to the Reintegration Specialist who shall be responsible for presenting the gas card to the family/guardian and obtaining their signature(s) on the form. The completed form shall be forwarded to the Director for retention.

Upon receiving the Parole incentive form-gas cards, the Director shall notify the treatment staff at the youth’s facility requesting a family session. The Director shall document the notification to facility staff in a case/progress note. The facility treatment staff shall coordinate with the family to establish a family session (date and time). The family session/visitation shall be recorded in the juvenile data system in accordance with Policy and Administrative Procedure 03-02-110 “Youth Visitation”. Upon completion of the family session/visitation, the facility shall print the updated Visitor Log from the juvenile data system. The log shall be scanned and emailed to the Director. The Director shall forward the log and the completed Parole incentive form to the Fiscal division. The treatment staff shall be responsible for documenting a progress note after the session has been completed.

The amount of the gas card shall be determined by the distance from the family’s physical residence and to the facility. The current gas price shall also contribute to the amount of the gas card. The Fiscal division shall maintain a spreadsheet to document the deduction of a family incentive from Parole incentive form-gas cards. The gas card shall be provided to the family by the Reintegration Specialist prior to the scheduled family session.

The Reintegration Specialist shall report family incentives on the Monthly Juvenile Supervision report. The monthly report shall be submitted to the Director by the fifth (5<sup>th</sup>) of the following month. The Fiscal division shall be responsible for tracking the amount utilized and remaining for incentives.

VI. APPLICABILITY:

This policy and administrative procedure is applicable to all Juvenile Reintegration Districts and JDAI Liaison/Reintegration Specialists.

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signature on file  
Robert E. Carter, Jr.  
Commissioner

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Date