



INTAKE / CUSTODY

PROCESSING

MENTAL HEALTH

MEDICAL

CLASSIFICATION

FIRST
24
HOURS

- Provide youth with facility clothing and personal hygiene products
- Process youth's property
- Interviews with individual for personal information, emergency contacts and physical description to keep on file
- Photo taken for identification
- Housing unit and bed assignment created, and youth oriented to unit

- Assign departmental identification number (DOC #)
- Enter youth's personal information, emergency contacts, and other pertinent information into youth electronic data system
- New insitutional packet created or previous packet(s) updated

- DYS Mental Health/Suicide Screening is completed and designated staff alerted if needed
- Trauma history screening conducted
- Mental health screening, assessment for medication needs, and referral to psychiatrist if needed
- Human Trafficking Assessment completed and referrals/alerts made if needed

- Assessment by nurse and referrals as needed for any medical conditions
- Health Services for Transgender and Intersex Youth conducted if applicable

- Complete Intake Pre-Admission Report
- Assign Intake counselor/caseworker/case manager
- Intake Youth Interview conducted
- Sexual Violence Assessment Tool (SVAT) completed and shared
- PREA policies, paperwork completed with youth
- Orientation to DOC–Division of Youth Services
- Youth's legal guardian(s) contacted to confirm youth's arrival and to conduct family personal information interview
- Parent Packet completed and mailed to legal guardian(s)

WEEK
1

- Process visitation requests and submit to IDACS for background checks

- Information from any previous incarceration is collected
- Determine presence of any warrants, detainers, holds, or pending charges in order to make any needed notifications
- Determine if witness/victim notification required
- Determine if youth identified as a Foreign National; if yes, alert required agencies
- Determine if youth is a sex offender and if Sex Offender Registry Coordinator needs to be alerted
- Determine if child support payments have been ordered to be paid to DOC
- Determine youth's current Medicaid status and eligibility

- Request and process past mental health records
- Comprehensive psychological assessment must be conducted within first week
- Individuals are assigned a mental health code, based upon their assessment and diagnosis, which is then included in their records
- Comprehensive psychiatric assessment and visit conducted, if youth referred
- Substance abuse assessment conducted and addiction recovery service needs determined

- Request and process past medical, dental, etc. records
- Individuals are given a physical
- Dental exam
- Labs taken
- Auditory exam
- Visual exam
- Individuals are assigned a medical code, based upon their assessment and diagnosis, which is then included in their records

- Orientation with youth's legal guardian
- Academic assessments administered
- Request and process school records, including transcripts
- Review of pre-dispositional, detention, and placement reports
- Review of past treatment records, past screenings and assessments, criminal history, police reports, victim statements, etc.
- Follow-up contact with courts, probation, parole, residential providers, etc.
- Conduct Intake Youth and Family Questionnaires
- Conduct Individual Youth Assessment System risk for recidivism assessment

WEEK
2

- Process visitation requests and submit to IDACS for background checks
- Movement from Intake Unit to Treatment Unit within the same facility, or transport to other Treatment Facility

- Exceptional programming needs determined and Fact Sheet generated
- Intake Assessment Report (IAR) completed
- Transport orders are typed and filed, if needed

- Clinical reports completed

- Medical trips as needed

- Classification board reviews classification information
- Final review of classification information and summary to assign individual to receiving Treatment Unit and/or Facility