

 <p>State of Indiana Indiana Department of Correction Division of Youth Services</p>	Effective Date  9/15/2025	Page 1 of  50	Number  03-02-103
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Legal References (includes but is not limited to)	Related Policies/ Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(5) IC 11-8-2-5(a)(8) IC 11-8-2-5(a)(12) IC 11-10-2-1 <i>et seq.</i> IC 11-10-3-2 IC 11-10-4-1 <i>et seq.</i> IC 31-30-4-1 through 7 IC 31-37-19-6 IC 31-37-19-9 IC 31-37-19-10	00-01-103 00-01-104 00-02-301 00-03-201 00-03-301 01-01-103 01-02-101 01-02-106 01-04-102 01-04-104 02-01-101 through 105 02-01-108 02-03-105 02-04-104 02-01-115 03-02-101 through 102 03-02-104 through 110 03-02-112 through 115 03-03-101 04-01-104	ACA: JTS: 1A-02, 3A-07, 3A-18, 3A-21, 3A-22, 3A-25, 3A-26, 3B-01, 3B-07 3C-17, 3D-03, 3D-05, 4C-01, 4C-03, 4C-05, 4C-27, 4D-01, 4D-02, 4D-03, 4D-04, 4D-06, 4E-01, 4E-02, 4E-03, 4E-04, 4E-05, 4E-06, 5A-01, 5A-02, 5A-03, 5A-04, 5B-01, 5B-02, 5B-04, 5C-01, 5C-02, 5C-03, 5C-05, 5C-07, 6A-03, 6A-04, 6A-09  CO: 4F-01

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish an organized reception and orientation process for youth sent to the Department of Correction's Division of Youth Services (DYS).

II. POLICY:

The Division of Youth Services (DYS) shall establish a reception and orientation process for youth based on the uniform application of objective standardized information concerning the youth.

The goal of the youth reception and orientation process is to provide standardized and evidence-based methods for the admitting, receiving, processing, assessing, assigning, and orienting of youth within DHS, including youth sent as safekeepers or for Pre-dispositional Diagnostic Services, consistent with the needs of society and the youth.

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### III. DEFINITIONS:

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

- A. **ALLEGED COMMUNITY SUPERVISION VIOLATOR:** A youth who has been returned to the Department from Community Supervision and is awaiting a Community Supervision Revocation Hearing to review the alleged violations of one (1) or more conditions of Community Supervision.
- B. **ALTERNATIVE SENTENCE:** A sentence imposed on a youth that has been waived to the adult justice system that orders the youth be placed in a Division of Youth Services (DYS) facility until the youth reaches the age of eighteen (18), when the court will review the sentence and the youth's progress, per Indiana Code 31-30-4-1 through 31-30-4-7.
- C. **ASSIGNED CASE MANAGER (Correctional Juvenile Casework Manager-3):** The staff person assigned to a youth at the Receiving Unit/Facility responsible for managing a youth's case management needs through the growth, re-entry, and release phases.
- D. **ASSIGNED INTAKE CASE MANAGER (Intake Correctional Juvenile Casework Manager-3):** The staff person who is responsible for overseeing the youth's intake or diagnostic assessments and case management needs while a youth is at the Intake/Diagnostic Unit.
- E. **ASSISTANT DIRECTOR, DIVISION OF YOUTH SERVICES (AD/DYS):** The staff person overseeing the operation of inter-facility transfers and other classification decisions.
- F. **BEHAVIORAL HEALTH:** Term that generally refers to mental health and problematic substance use disorders, as well as the prevention, diagnosis, and treatment of those conditions through psychological, psychiatric, and addiction recovery services.
- G. **BUSINESS DAY:** Monday through Friday, excluding weekends and State holidays.
- H. **CASE MANAGEMENT SUPERVISOR (Correctional Program Director 1 or Correctional Team Manager 2):** The staff person, assigned to a Division of Youth Services Receiving Unit/Facility, responsible for the daily, direct supervision of assigned case managers and Youth Case Management processes, programs, and services.
- I. **CLASSIFICATION:** The process used by the Department to assign or transfer youth within the Department consistent with their and the needs of society.

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- J. CLASSIFICATION COMMITTEE: A group of staff designated by and including the Warden who are responsible for the youth classification process and the operation of Classification Hearings.
- K. COMMUNITY SUPERVISION: Youth who are released from a Division of Youth Services (DYS) facility but who will be supervised in their community by parole staff under certain conditions and stipulations.
- L. COMMUNITY SUPERVISION REVOCATION COMMITTEE: Group made up of a chairperson designated by the Department's Commissioner and two (2) members designated by the facility Warden who facilitate community supervision revocation hearings.
- M. COMMUNITY SUPERVISION REVOCATION HEARING: A formal hearing by the Department to determine if a youth has violated one (1) or more conditions of Community Supervision.
- N. COMMUNITY SUPERVISION VIOLATOR (CSV): A youth who has been returned to the Department and sustained by the Community Supervision Revocation Committee for violating one (1) or more conditions of Community Supervision.
- O. CRIMINOGENIC NEEDS: Those static and dynamic risk factors closely associated to an individual's current and potential future criminal behavior.
- P. DETAINER: A document which indicates a criminal justice agency's intent to assume custody of a youth for the purpose of a continuing court action.
- Q. DETERMINATE SENTENCE: Two sentencing options as prescribed by Indiana Code 31-37-19-9- and 31-37-19-10 which allow the committing judge to sentence a youth for a specific amount of time if the youth meets the criteria in the above-mentioned codes.
- R. DIAGNOSTIC: A youth who is before a court for disposition, is subject to commitment to the Department, and then is temporarily committed to the Department for evaluation and determination of proposed assignment via Pre-dispositional Diagnostic Services.
- S. EMERGENCY INTER-FACILITY TRANSFER: When a youth is approved for an immediate transfer based on a change in their treatment or security needs.

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- T. **ESSENTIAL CONNECTIONS:** Persons who the youth knew prior to incarceration who not only love, care for, appreciate, and support a youth but also act as a protective factor for a youth's success while incarcerated and after release. These persons include a youth's immediate and extended family, as well as person(s) who the youth and/or their legal guardian considers as close family – even if not related to them.
- U. **EXECUTIVE DIRECTOR, DIVISION OF YOUTH SERVICES (ED/DYS):** The Central Office staff member responsible for the oversight, coordination, and direction of the IDOC Division of Youth Services facilities and programs.
- V. **IDOC RECORDS IMAGING SYSTEM (IRIS):** The Web-based program used by the Department to facilitate the digital capture of youth records and for the storage of document images along with associated indexing data.
- W. **INDIANA COURT INFORMATION TECHNOLOGY EXTRANET (INcite):** An electronic database utilized for the scoring of IYAS tools.
- X. **INDIANA YOUTH ASSESSMENT SYSTEM (IYAS):** The IYAS is made up of six (6) instruments to be used at specific points in the juvenile justice process to identify a youth's risk to reoffend and the youth's criminogenic needs. **INTAKE**
- Y. **INTAKE ASSESSMENT REPORT (IAR):** A bio-psychosocial overview of a youth completed in the Youth Electronic Database by the assigned intake case manager that summarizes the results of all casework completed, collateral information gathered, and screenings, assessments, and interviews conducted during the intake process.
- Z. **INTAKE SUPERVISOR (Correctional Program Director 1 or Correctional Team Manager 2):** The staff person assigned to a DYS Intake/Diagnostic Unit responsible for overseeing the operation of that Unit, initial classifications, and inter-facility transfers.
- AA. **INTAKE/DIAGNOSTIC UNIT/FACILITY:** A unit/facility designated by the Commissioner to receive youth from a court.
- BB. **MULTIDISCIPLINARY TEAM (MDT):** A treatment team comprised of individuals from different disciplines that contribute a broad range of perspectives and treatment modalities in the management of youths' needs.
- CC. **PRE-DISPOSITIONAL DIAGNOSTIC EVALUATION:** Report completed at the completion of Pre-dispositional Diagnostic Services, which recommends an individualized

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rehabilitative treatment plan for each youth to assist in the determination of suitable treatment and/or placement alternatives for the county.

- DD. **PRISON RAPE ELIMINATION ACT (PREA):** In order to provide a safe environment for all youth, the Department has established policy and procedures regarding the prevention of sexual conduct by youth (Policy and Administrative Procedure 02-01-115) which includes the orientation and education of staff and youth as well as the screening of youth for risk of victimization and abusiveness.
- EE. **PROGRAM DIRECTOR 1 ADMINISTRATION:** The Central Office staff person who serves as a resource, advisor, trainer, and auditor for DYS facilities regarding the Youth Classification and Youth Case Management policy, other DYS policies, and all youth case management programs and services.
- FF. **QUALIFIED MENTAL HEALTH PROFESSIONAL (QMHP):** A person with professional training, experience, and demonstrated competence in the treatment of mental illness. QMHPs include physicians, psychiatrists, psychologists, social workers, mental health counselors, mental health nurse practitioners, mental health-trained nurses, or other qualified persons as designated by the Executive Director of Behavioral Health Services.
- GG. **RECEIVING UNIT/FACILITY:** A unit/facility designated by the Commissioner to deliver treatment programs and services to youth.
- HH. **RECIDIVISM:** A return to commitment or incarceration within three (3) years of the youth's date of release from a state correctional facility.
- II. **RECOMMIT:** A youth who is committed to the Department who was previously committed to the Department one (1) or more times in the past.
- JJ. **REGULAR (NON-EMERGENCY) INTER-FACILITY TRANSFER:** The transfer of a youth between facilities, or sub-facilities at designated facilities, requiring a Transfer Authority.
- KK. **RISK LEVEL:** The overall risk of recidivism for youth, determined by the Indiana Youth Assessment System as either High, Moderate, or Low.
- LL. **SAFEKEEPER:** A youth whose county has contacted the Department for assistance in housing the youth, and the Department has agreed to provide housing for the youth.

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- MM. STUDENT TEST NUMBER (STN): An educational identification, obtained from the Department of Education that serves as a unique identifier for a youth throughout their educational experience in Indiana.
- NN. TRANSFER AUTHORITY (TA): A document which authorizes the inter-facility movement of youth.
- OO. TREATMENT: A term that generally refers to the comprehensive programming and services provided to youth by all DYS departments.
- PP. WARRANT: A court order for re-taking a youth back into the custody of law enforcement or court staff on the day of a youth's release for the purpose of a continuing court action.
- QQ. YOUTH: A juvenile person committed to the Department of Correction and housed or supervised in a facility either operated by the Department of Correction or with which the Department of Correction has a contract.
- RR. YOUTH ELECTRONIC DATABASE: The electronic database used by Division of Youth facilities to record, store, and review youth data.
- SS. YOUTH INCARCERATED AS ADULTS (YIAs): Those youth under the age of eighteen (18) years who have been committed as adults to the Department of Correction for the commission of a felony offense and who have been designated as such for the purpose of providing special programming as required by Indiana Code 11-8-2-5(a)(8).
- TT. YOUTH RETURNED FROM COMMUNITY SUPERVISION: Those youth returned to the Department by parole agents because they were removed from placement and are pending placement at a new residential provider or because they are an alleged Community Supervision Violator who are awaiting a Community Supervision Revocation Hearing.

#### **IV. DESIGNATION OF INTAKE/DIAGNOSTIC UNITS:**

The Commissioner shall designate facilities to operate as Intake Units to receive and orient youth from a court, as well as youth returned from Community Supervision pending placement or awaiting a revocation hearing.

The Commissioner shall also designate facilities to operate as Diagnostic Units to receive youth temporarily committed to the Department by a legally constituted juvenile court and ordered to complete Pre-dispositional Diagnostic Services in accordance with Indiana Code 11-10-2-6.

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Diagnostic youth must have been adjudicated, before the court for disposition, and subject to commitment to the Department, in order to receive a diagnostic evaluation.

- A. The Commissioner, or designee, shall notify all counties and committing courts of the designated facilities, which are currently located at:
  - 1. LaPorte Juvenile Correctional Facility – Intake/Diagnostic Unit, which receives female youth;
  - 2. Logansport Juvenile Correctional Facility - Intake/Diagnostic Unit, which receives male youth; and,
  - 3. Pendleton Juvenile Correctional Facility, which receives male youth.
- B. LaPorte and Logansport Juvenile Correctional Facilities shall directly receive youth:
  - 1. Adjudicated as delinquent and committed or recommitted to the Department under an indeterminate, determinate, or alternative sentence;
  - 2. Temporarily placed in DYS as a safekeeper or for Pre-dispositional Diagnostic Services.
- C. LaPorte and Pendleton Juvenile Correctional Facilities shall directly receive youth sent to the Department as safekeepers but waived to adult charges or youth committed to the Department under a Youth Incarcerated as Adult (YIA) sentence. In addition, counties will be instructed to directly transport a male youth to Pendleton Juvenile Correctional Facility if they are sent as a safekeeper who has been waived to adult charges or if they are sentenced as a Youth Incarcerated as Adult (YIA).
- D. All three (3) facilities shall receive youth returned to the Department:
  - 1. Due to an escape from a DYS facility;
  - 2. From Community Supervision pending placement; or,
  - 3. From Community Supervision awaiting a Community Supervision Revocation Hearing due to being an alleged Community Supervision Violator.
- E. In accordance with Policy and Procedure 03-02-104, “Youth Classification”:
  - 1. If a male youth requires an emergency inter-facility transfer from the Logansport Intake Unit to the Pendleton Correctional Facility prior to the completion of the intake/diagnostic, then Pendleton is responsible for completing the intake/diagnostic and the initial classification process upon receiving the youth.

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2. If a male youth is classified to Pendleton Juvenile Correctional Facility after completing the intake process at Logansport, then they complete a second reception and orientation process focused on Pendleton Juvenile Correctional Facility.
3. If a male youth requires a regular (non-emergency) or emergency inter-facility between Logansport and Pendleton Juvenile Correctional Facilities or vice-versa at any point during their length of stay, then designated staff complete a second reception and orientation process focused on the new facility.

V. PRE-ADMISSION PROCESS:

When a county contacts DYS to request the admission of a youth to the Department, the following standardized pre-admission process takes place:

- A. Designated Intake/Diagnostic Unit staff shall determine if the youth is:
  1. Adjudicated as delinquent and committed or recommitted to the Department;
  2. Committed or recommitted to the Department under an Alternative Sentence or as a Youth Incarcerated as Adult (YIA);
  3. Temporarily placed in DYS as a safekeeper;
  4. Returned to the Department after an escape from a DYS facility;
  5. Returned to the Department from Community Supervision, pending placement or awaiting a Community Supervision Revocation Hearing; or,
  6. Temporarily placed in DYS for Pre-dispositional Diagnostic Services.
- B. For safekeepers:

Designated Intake/Diagnostic Unit staff shall direct the county to the Executive Director of the Division of Youth Services (ED DYS) or the Assistant Director (AD DYS):

1. Once the county contacts the ED DYS or AD DYS, they will work with the county to connect them to potential resources.
2. The county must then demonstrate the exhaustion of local options before submitting the safekeeper request to DYS.
3. Prior to approval, the county must disclose the level of offense, charging information, potential behavioral concerns, and all available documentation to DYS to assist in a safekeeper review.



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4. If approved, ED DYS or AD DYS shall inform the requesting county that:
    - a. The county shall provide a Court Order placing the youth as a Safekeeper with the Division of Youth Services;
    - b. The county shall fill out the DYS Intake forms located on the DYS website;
    - c. The county shall ensure that the youth is not under the influence of alcohol or drugs, and, if so, the youth must be medically cleared before intake to DYS occurs;
    - d. The county will be responsible for all transportation and all medical expenses per IC 35-33-11-5;
    - e. DYS shall inform the county of the current per diem for safekeepers and that the DYS facility will be responsible for billing per diem and any medical expenses; and,
    - f. All waived youth that reach the age of 18 will need to be removed from the DYS facility upon attainment of that age.
  5. Then, the ED DYS or AD DYS shall notify the appropriate Intake Unit of the safekeeper being approved and instruct the county that they are responsible for transporting the youth to that Intake Unit:
    - a. Male youth waived to adult charges will be held at Pendleton Juvenile Correctional Facility.
    - b. All other male youth shall be held at Logansport Juvenile Correctional Facility.
    - c. All female youth will be housed at LaPorte Juvenile Correctional Facility.
  6. Once contacted by the ED DYS or AD DYS, designated staff at the Intake Unit shall contact the county to complete or arrange for completion of State Form 57046, "Intake Pre-Admission Report."
- C. For youth returned due to an escape from a DYS facility:
1. The youth shall complete the "Reception Process" (Refer to Section VII).

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2. A trained DYS staff member shall screen the youth within one (1) hour of admission to the Intake/Diagnostic Unit, utilizing State Form 57235, "DYS Youth Behavioral Health/Suicide Screening," in accordance with Health Care Services Directive 4.03Y, "Mental Health Services Plan."
3. The Classification Committee shall review the youth, in accordance with Policy and Procedure 03-02-104, "Youth Classification," to determine if the youth shall:
  - a. Skip or complete an abbreviated intake process;
  - b. Be reassigned to a Receiving Unit within the same facility; or,
  - c. Be reclassified and transferred (male youth only) to another DYS facility.

D. For all other youth:

Designated Intake/Diagnostic Unit staff shall complete or arrange for the county to complete State Form 57046, "Intake Pre-Admission Report" during the initial contact:

1. As part of completing SF 57046, designated Intake/Diagnostic Unit staff shall assign all youth a Departmental Identification Number (DOC #) and a Student Test Number (STN), which shall be recorded on SF 57046.
2. Youth previously sent to the Department shall retain their original DOC # and STN.

E. During contact with the county, designated Intake/Diagnostic Unit staff shall inform them that:

1. All youth are restricted from having/wearing contact lenses but may have/wear their own glasses.
2. State Form 56193, "Summary of County Jail Medical Record," must be completed for all youth and sent to the Intake Unit electronically or physically with the youth on the date of transport.
3. For committed/recommitted youth, a copy of the disposition order that documents the youth's commitment and the granting of temporary wardship to the Department shall be e-mailed or faxed to the Intake Unit prior to the youth's date of transport.
4. For youth designated as a Youth Incarcerated as Adult (YIA), the court must send a copy of the disposition order, the "Abstract of Judgment / Commitment Order," and any other sentencing documents in accordance with Policy and Administrative

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Procedure 01-04-102, "Classification Assignments for Youth Incarcerated As Adults and Alternatively Sentenced Youth."

- F. If the county transports the youth directly to the Intake/Diagnostic Unit without contacting DYS first, then:
  - 1. Designated Intake/Diagnostic Unit staff shall inform the county of the requirements outlined above and delay admission of the youth until all necessary paperwork and approvals are received; and,
  - 2. State Form 57046 shall then be completed by designated staff within one (1) business day of the youth's admission.
- G. If the county transports a Youth Incarcerated as Adult (YIA) to an adult Intake facility, then the adult Intake facility shall follow the guidelines outlined in Policy and Administrative Procedure, 01-04-102, "Classification Assignments for Youth Incarcerated As Adults and Alternatively Sentenced Youth."
- H. A copy of State Form 57046, State Form 56193, and any other pertinent court or county documents, shall be distributed to designated staff, scanned into the IRIS system, and filed in Section I of the youth's facility packet prior to the youth departing the Intake/Diagnostic Unit.

#### VI. ADMISSION PROCESS:

In order to approve admission of a youth into the Department:

- A. Per statute, designated Intake/Diagnostic Unit staff shall ensure that:
  - 1. All youth sent to the Department are at least twelve (12) years of age and less than eighteen (18) years of age when wardship is granted; and,
  - 2. All female youth sent to the Department are not known to be pregnant at the time of admission (Refer to Section VII.D.).
- B. Designated Intake Unit staff shall ensure that the commitment of, recommitment of, or return of any youth is within statutory limitations by:
  - 1. Receiving a completed, signed physical or electronic, and certified dispositional order that awards wardship to the Indiana Department of Correction;

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2. Determining if the youth is subject to commitment to the Department; and,
3. Reviewing the “Abstract of Judgment/Commitment Order” and other appropriate sentencing documents for all Youth Incarcerated as Adults (YIAs) and Alternatively Sentenced youth to ensure that they are completed appropriately and comply with statutory requirements per Policy and Administrative Procedure, 01-04-102, “Classification Assignments for Youth Incarcerated As Adults and Alternatively Sentenced Youth.”

C. Designated Intake Unit staff shall ensure that the counties of youth being placed as safekeepers have met all the requirements outlined in Section V.B.

D. For youth being returned as an alleged Community Supervision Violator, designated Intake staff shall ensure that they receive all necessary signed paperwork prior to or upon youth’s arrival in accordance with applicable Parole Services Division Directives, including:

1. A Community Supervision Violation Report;
2. State Form 38928, “Warrant for Retaking Offender”;
3. State Form 1736, “Transfer Authority”; and,
4. State Form 23605, “Offender Transport Order,” as noted below.

E. Designated Diagnostic Unit staff shall ensure that the temporary commitment of any youth for Pre-dispositional Diagnostic Services is within statutory limitations by ensuring that:

1. A completed, signed physical or electronic, and certified court order is received and indicates the youth is to be temporarily committed to the Department for evaluation and determination of proposed assignment; and,
2. The youth is subject to temporary commitment to the Department for Pre-dispositional Diagnostic Services.

F. If any document is not accurate and complete, the facility shall contact the committing court, county contact, and/or IDOC parole staff prior to approving admission of the youth.

## VII. RECEPTION PROCESS:

In order to receive youth into the Department upon their arrival:

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- A. The transporting individual shall be provided with State Form 23605, "Offender Transport Order." A copy of State Form 23605 shall be scanned into the IRIS system and filed in Section I of the youth's facility packet prior to the youth departing the Intake/Diagnostic Unit.
- B. State Form 45998, "Record of Point of Entry," shall be completed with the assistance of the transporting individual. The original copy of State Form 45998 shall be forwarded to designated medical staff and then filed in the medical packet in accordance with applicable Health Care Services Directives.
- C. Each youth shall be strip-searched, and the youth shall be showered. Facility clothing and personal hygiene items shall be provided, as necessary.
- D. In accordance with Health Care Services Directive 2.02Y, "Reception Screening," female youth shall be screened for pregnancy. In accordance with Indiana Code 11-10-2-2, "Commitment or Award of Guardianship," no youth known to be pregnant may be committed to or received by the Department.
- E. The Intake/Diagnostic Unit shall process the youth's personal property in accordance with Policy and Administrative Procedure 03-02-116, "Offender Youth Personal Property."

#### **VIII. PLANNING THE INTAKE/DIAGNOSTIC PROCESS:**

After youth are received, they shall begin a standardized intake/diagnostic process:

- A. Designated staff shall review the youth's admission status to help plan the youth's intake/diagnostic process:
  - 1. Youth sent as a new delinquent commitment to the Department shall undergo a full intake process.
  - 2. Youth sent as new temporary commitments to the Department for Pre-disposition Diagnostic Services shall undergo a full diagnostic process.
  - 3. Youth sent as safekeepers shall undergo a modified intake process, which shall be highlighted and explained throughout the steps of the intake process.
  - 4. Youth who are committed under an Alternative Sentence or as a Youth Incarcerated as Adult (YIA) shall undergo a full intake process with additional adult intake and classification processes in accordance with Policy and Administrative Procedure, 01-

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04-102, "Classification Assignments for Youth Incarcerated As Adults and Alternatively Sentenced Youth."

5. Youth who are returned due to an escape from a DYS facility or youth returned from Community Supervision pending placement shall be reviewed by the Classification Committee, in accordance with Policy and Procedure 03-02-104, "Youth Classification," to determine if the youth shall skip or complete an abbreviated intake process as noted below.
6. Youth who are returning to the Department shall complete an abbreviated intake process as follows:
  - a. Returning youth include youth who are recommitted as delinquent and youth who return from Community Supervision pending a Community Supervision Revocation Hearing.
  - b. Returning youth whose original date of testing exceeds one (1) year shall undergo the full intake process.
  - c. Returning youth whose original date of testing is less than one (1) year from the time of release shall undergo an abbreviated intake process, adding new or updated information and issues that have arisen since the youth was last released from the Department. Differences in the abbreviated steps versus the full steps shall be highlighted and explained throughout the guidelines for the intake/diagnostic process.
- B. If a youth requires an Emergency Inter-Facility Transfer prior to the completion of all components of the intake/diagnostic process, the Receiving Facility is responsible for completing them.
- C. For all components of the intake/diagnostic process:
  1. Designated staff shall ensure that youth and/or families who cannot read or understand English will have all applicable materials/components written in the appropriate native language, or translator services will be made available.
  2. When a literacy problem exists, a designated staff member shall assist the youth and/or families in understanding the material.

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3. Each youth contact and all work completed with or on behalf of the youth by the assigned intake staff or other designated staff during the intake/diagnostic process shall be documented as progress notes in the Youth Electronic Database, or other approved electronic record.

#### IX. YOUTH ASSIGNMENTS:

As part of intake/diagnostic process, various assignments shall be made to the youth when applicable:

- A. Departmental Identification Number (DOC #) and Student Test Number (STN): Each youth shall be assigned or retain a DOC # and STN, as outlined in Section V.D.1.

- B. Electronic Youth Record:

Within twenty-four (24) hours of each youth's admission, designated Intake/Diagnostic Unit staff shall verify that an electronic youth record was populated in the Youth Electronic Database, as a result of assigning the youth their Departmental Identification Number (DOC #). Even though returning youth are tracked under their previous DOC #, a new electronic youth record shall be generated separately from any past records.

- C. Initial Housing Unit/Bed Assignment:

An initial housing unit and specific bed assignment shall be created in the Youth Electronic Database in accordance with Policy and Administrative Procedure, 03-02-104, "Youth Classification."

- D. Facility and Escape Packets:

Each Intake/Diagnostic Unit shall create an individual facility and escape packet for each youth in accordance with Policy and Administrative Procedure 01-04-104, "The Establishment, Maintenance and Disposition of Offender Records." If a youth is returning to the Department, then designated staff shall obtain the youth's former facility packet and add new dividers for this admission to DYS.

- E. Intake Case Manager:

Within twenty-four (24) hours of admission, youth shall be assigned to an intake case manager in the Youth Electronic Database. This individual is responsible for coordinating the youth's intake/diagnostic process, which includes meeting with the youth; coordinating

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their screening and assessments; responding to the youth's concerns and questions; serving as a liaison between the youth, other unit/facility staff and outside contacts; and completing all casework procedures and paperwork to classify the youth appropriately.

F. Offense Class:

A youth's committing offense(s), if applicable, shall each be assigned an Offense Class by designated intake staff during the intake/diagnostic process. Committing offenses are divided into six (6) classes of offenses, with Class I being the most serious and Class VI the least serious. Offense codes and classes may be obtained and/or entered in the Youth Electronic Database. Offense class does not apply to youth who are safekeepers or diagnostics.

G. Monitoring:

One (1) or more initial monitoring status categories may be assigned to youth by designated intake staff in the Youth Electronic Database during the intake/diagnostic process:

1. However, in accordance with Policy and Administrative Procedure 01-04-106, "Offender Monitoring Program," each assigned category must be requested and then approved prior to assigning them initially as well as prior to adding or removing them at any later point during a youth's length of stay in DYS.
2. LaPorte Juvenile Correctional Facility is exempt from monitoring due to the physical plant's limited size and since female youth cannot transfer to another DYS facility.

X. YOUTH SCREENINGS AND ASSESSMENTS:

As part of the intake/diagnostic process, each youth shall receive a series of standardized screenings and assessments:

A. Behavioral Health Screenings:

1. Within one (1) hour of admission to the Intake/Diagnostic Unit, each youth shall be screened:
  - a. By a trained DYS staff member, utilizing State Form 57235, "DYS Youth Behavioral Health/Suicide Screening." Youth who are received by Pendleton Juvenile Correctional from the Logansport Intake/Diagnostic Unit or transferred between the two (2) facilities shall receive this screening



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assessments a second time, as well as any other behavioral health assessments as directed in accordance with Health Care Services Directive 4.03Y, “Mental Health Services Plan.”

- b. By a clinician, Qualified Behavioral Health Professional (QMHP), or trained DYS staff member, utilizing the “Massachusetts Youth Screening Instrument, Second Version” (MAYSI-2) (Attachment 1).
2. Within twenty-four (24) hours of admission to the Intake/Diagnostic Unit, each shall be screened:
  - a. By a clinician, Qualified Behavioral Health Professional (QMHP), or trained DYS staff member, utilizing the “Adverse Childhood Experience (ACE) Questionnaire (Attachment 2).
  - b. By the youth’s assigned intake case manager, utilizing the “Intake Youth Interview” (Attachment 3).
3. The original MAYSI-2 and copies of the other screenings completed by designated DYS staff shall be forwarded to the designated clinician or Qualified Behavioral Health Professional (QMHP), prior to the regularly scheduled multidisciplinary staffing meeting or the initial classification meeting. However, youth whose screenings, assessments, and/or interview responses indicate a need for immediate or further attention shall be immediately referred to a QMHP. Following the meeting:
  - a. The original MAYSI-2 (Attachment 1) and any designated copies of the other screenings shall be filed in the medical packet by designated staff in accordance with applicable Health Care Services Directives.
  - b. The original SF 57235 and Attachments 2 and 3 shall be scanned into the IRIS system and then filed in the confidential section of the youth facility packet, prior to the youth departing the Intake/Diagnostic Unit.

**B. Human Trafficking Assessment:**

Within twenty-four (24) hours of admission to the Intake/Diagnostic Unit, each youth shall be screened by a trained DYS staff member, utilizing the electronic version of the “Indiana Human Trafficking Juvenile Intake Screening Tool.” Staff shall follow instructions found on the tool for reporting human trafficking to the Department of Child Services (DYS).

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C. Health Assessment:

Each youth shall receive a thorough Health Assessment, completed by a qualified health professional within seven (7) days of a youth's admission to the Intake/Diagnostic Unit in accordance with Policy and Administrative Procedure 01-02-101, "The Development and Delivery of Health Care Services," and other applicable Health Care Services Directives:

1. Prior to the Health Assessment, the youth shall be asked to complete State Form 45999, "Offender Health History," in accordance with Health Care Services Directive 2.02Y, "Reception Screening."
2. Health Services shall identify youth with "Severe Medical Issues," which include:
  - a. Youth requiring twenty-four (24)-hour on-site health care staff coverage, as indicated by a medical assessment and treatment plan. Examples of these issues include, but not limited to, intravenous IV treatment, brittle diabetics, dialysis, and severe asthma in accordance with HSCD 2.04Y "Medical Status Classification Assignments for Youth.
  - b. Male youth who are identified with severe medical issues shall be classified via inter-facility transfer to Pendleton Juvenile Correctional Facility in accordance with Policy and Administrative Procedure 03-02-104, "Youth Classification."
3. Youth who are returning to the Department after a previous release shall have their Health Assessment updated from the last one completed.

D. Screening for the Risk of Victimization and Abusiveness:

In accordance with Policy and Administrative Procedure 02-01-115, "Sexual Abuse Prevention," within twenty-four (24) hours of a youth's arrival, a trained DYS staff member shall ensure each youth is screened for their risk of victimization and abusiveness, utilizing the Juvenile PREA Screening in the Youth Electronic Database:

1. Information from the screening process should only be shared with the facility PREA Compliance Manager and other authorized staff.

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2. A review of the screening must be completed within thirty (30) days of the youth's admission to the Intake/Diagnostic Facility or transfer to a Receiving Unit/Facility. Diagnostic youth do not require a review, as they are released prior to thirty (30) days.
3. If the screening is positive for Risk of Victimization and/or Risk of Abusiveness, then a Youth Alert shall be activated (See Section XI.D.).

E. Dental Assessment:

In accordance with applicable Health Care Services Directives, a dentist or qualified health professional approved by a dentist shall complete a thorough dental screening on each youth within seven (7) days of a youth's admission to the Intake/Diagnostic Unit.

F. Auditory Assessment:

In accordance with applicable Health Care Services Directives and the Indiana Department of Education's Audiometric Screening-Guidelines and Laws, a qualified Speech and Hearing staff shall conduct an auditory assessment within ten (10) days of a youth's admission to the Intake/Diagnostic Unit.

G. Visual Assessment:

In accordance with applicable Health Care Services Directives, a qualified medical staff shall conduct a visual assessment within ten (10) days of a youth's admission to the Intake/Diagnostic Unit.

H. Behavioral Health Assessments:

1. In accordance with applicable Health Care Services Directives, a Qualified Behavioral Health Professional (QMHP) shall conduct comprehensive psychological assessments within seven (7) days of a youth's admission to the Intake/Diagnostic Unit.
2. In accordance with applicable Health Care Services Directives, a Qualified Behavioral Health Professional (QMHP) shall conduct psychiatric assessments within seven (7) days of admission to the Intake/Diagnostic Unit for youth who:
  - a. Arrive with psychotropic medication(s);
  - b. Have been prescribed psychotropic medication in the past sixty (60) days;

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- c. Have been prescribed or continued on psychotropic medication after DYS's intake assessments; and/or,
  - d. Have been referred by other designated staff.
- 3. In accordance with Health Care Services Directive – Youth Services 2.06Y, “Behavioral Health Classification Codes”:
  - a. Behavioral Health Services shall identify youth with “Severe Behavioral Health Issues,” which include those with a:
    - 1) Designation of Medical Codes D and/or E; and/or,
    - 2) Current diagnosis made by a licensed behavioral health provider that requires twenty-four (24)-hour on-site health care coverage as part of the treatment plan.
  - b. Male youth identified with severe behavioral health issues shall be classified via inter-facility transfer to Pendleton Juvenile Correctional Facility in accordance with Policy and Administrative Procedure 03-02-104, “Youth Classification.”

I. Criminogenic Risk Assessment:

Youth may be assessed for criminogenic risk utilizing the validated and evidence-based Residential Tool from the Indiana Youth Assessment System (IYAS):

- 1. The following youth are required to complete the full IYAS risk assessment process, as outlined in Appendix X-A, “Completing an IYAS”:
  - a. Youth sent as new commitments with indeterminate or determinate sentences;
  - b. Youth who have returned to the Department as a recommit or as a sustained Community Supervision Violator (CSV) more than six (6) months since their last Residential Tool was completed by the Department.
- 2. Youth who have returned to the Department as a recommit or as a sustained Community Supervision Violator (CSV) but had a Residential Tool completed by the Department within the last six (6) months do not complete a new IYAS risk assessment. Instead, that last completed tool may be re-used for this intake.

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3. Youth who have returned to the Department following an escape from a DYS facility shall not automatically complete a new IYAS risk assessment unless recommended by the Classification Committee. Instead, they may continue under tool completed during their intake process.
4. Youth committed to the Department as Youth Incarcerated as Adults (YIAs) shall not be scored on the IYAS. Instead, YIAs receive an adult risk assessment from the Indiana Risk Assessment System (IRAS) in accordance with Policy and Administrative Procedure 01-04-102, "Classification Assignments for Youth Incarcerated as Adults and Alternatively Sentenced Youth."
5. Youth who are safekeepers or diagnostics shall not be assessed for risk.

J. Academic Achievement Assessment:

A series of academic achievement assessments shall be administered to all youth within fourteen (14) days of admission to the Intake/Diagnostic Unit. These assessments estimate overall IQ, acquired knowledge, and non-verbal reasoning ability; summarize enrollment and status in scholastic programs; match youth talent to career choices and educational opportunities; and measure youth's styles of learning, relating, and working.

1. Copies of all the assessment results shall be scanned into the IRIS system and then filed in the confidential section of the youth institutional packet, prior to the youth departing the Intake/Diagnostic Unit.
2. Youth who return to the Intake/Diagnostic Unit within one (1) year or returning to the Intake/Diagnostic Unit for purposes of re-classification shall not automatically be re-tested. Re-testing can be completed if deemed necessary.

K. Problematic Substance Use Assessment:

In accordance with Policy and Administrative Procedure 01-02-106, "Addiction Recovery Services," youth may be assessed by designated Addiction Recovery Services (ARS) staff:

1. The following youth shall not be assessed: Youth who are safekeepers, diagnostics, or returned to the Department from Community Supervision pending placement, or returned to the Department from Community Supervision as an alleged violator but who was then not sustained at their revocation hearing and now is awaiting placement or release.

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2. Youth returning to the Department following an escape from a DYS facility shall not automatically be re-assessed unless recommended by the Classification Committee.
3. Youth who are newly committed/recommitted, or youth who have returned to the Department from Community Supervision and then sustained as a Community Supervision Violator (CSV) at their revocation hearing shall be assessed within fourteen (14) days of admission to the Intake/Diagnostic Unit.
4. When conducted, results of this assessment shall be used as collateral evidence for:
  - a. Determining if youth will receive Addiction Recovery Services (ARS);
  - b. Developing the youth's active treatment plan if placed into ARS; including recommending that youth receive ARS treatment and services on the Recovery Oriented Community (ROC) Unit at Logansport Correctional Facility.
5. The results, even if no ARS is required, shall be communicated to and recorded by designated intake staff prior to the youth's classification in accordance with Policy and Administrative Procedure 03-02-104, "Youth Classification."

L. **Additional Assessments:**

As part of the intake/diagnostic process, additional individual assessments may be administered to aid in the clinical treatment and/or classification of youth as part of the intake/diagnostic process:

1. Assessments shall be conducted by trained staff and under the supervision and guidance of a Qualified Behavioral Health Professional (QMHP) in accordance with applicable Health Care Services Directives.
2. Results of any additional assessments shall be scanned into the IRIS system and filed in the confidential section of the youth's facility packet, prior to the youth departing the Intake/Diagnostic Unit.

XI. **YOUTH FLAGS AND ALERTS (See Operational Procedures):**

Youth flags draw attention to important information, potential issues, or identified concerns about a youth. Youth alerts are critical information, issues, or concerns that directly impact a youth's release and/or the safety and security of a youth, other youth, staff, and/or the facility. Some youth flags are also recorded as youth alerts when they directly impact safety, security, and/or release.

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A. Identification and Confirmation of Youth Flags and Alerts:

1. Based on the results of Youth Screenings and Assessments, as well as other collateral evidence gathered during the intake/diagnostic process, designated Intake staff shall identify and record all youth flags and alerts for all new youth received.
2. Youth returned to the Department shall have their former flags and alerts examined again by designated Intake staff during the intake/diagnostic process, no matter how long it has been since their last release or escape from the Department:
  - a. If the definitions remain true since the youth was last released or escaped from the Department, then the youth is still identified.
  - b. If the definitions no longer fit the youth, the youth does not need to be currently identified. However, the assigned intake staff shall ensure that the youth's history is indicated in any summary report created for the youth, as this history may still be of potential concern.
3. Although initially marked during the intake/diagnostic process, youth flags and alerts may be added or removed at the assigned case manager's request by the designated Case Management Supervisor at any time during the youth's stay in accordance with this policy and Policy 03-02-115, "Youth Case Management":
  - a. A progress note in the Youth Electronic Database must be entered to explain why the youth alert or flag is being added or removed.
  - b. If a current flag or alert has a corresponding "history of" flag or alert, then the "history of" one should be added when the current one is removed.
4. In accordance with Policy and Procedure 03-02-115, "Youth Case Management," assigned case managers at the Receiving Unit/Facility are responsible for resolving any youth flags and/or alerts that prevent a youth's release, including making arrangements to release youth to court personnel, law enforcement, or other designated authorities.

B. Juvenile Flags Screen:

1. The assigned case manager shall mark the following flags as either "Yes" or "No" on the Juvenile Flags screen in the Youth Electronic Database:

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a. Child Support Ordered:

This flag indicates whether or not child support payments have been ordered to be paid to the Department of Correction. When payments are required, the order shall be forwarded to the Executive Director Division of Youth Services or designee.

b. History of Residential Placement:

This flag indicates whether or not a youth has a history of residential placement, as confirmed by information/evidence gathered during the intake/diagnostic process.

c. History of Sexual Misconduct:

This flag indicates whether or not a youth has a history of sexual misconduct, as confirmed by current or past offense(s), a DCS substantiation, or related conduct violation with guilty finding in accordance with Policy and Procedure 03-02-01, "Code of Conduct for Youths."

d. History of or Current Self-Harm:

This flag indicates whether or not a youth has a history of or currently exhibits self-harming behaviors, as confirmed by the results of Youth Screenings and Assessments or evidence gathered during the intake/diagnostic process.

e. Off Campus Activities:

This flag indicates whether or not a youth is qualified to participate in off campus activities supervised by facility staff in accordance with Policy and Administrative Procedure 03-02-114, "Youth Temporary Leaves":

- 1) If a youth is permitted to participate in off campus activities, then the flag shall be marked "yes."
- 2) If a youth is not permitted to participate in off campus activities, then this flag shall be marked "no," including the following youth who are automatically not permitted to participate:
  - a) Youth whose counties have already court-ordered or have indicated that they plan to reassume jurisdiction;



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- b) Youth who are charged with offenses that resulted in death, the threat of death, or serious bodily injury, including but not limited to murder, arson, battery with serious bodily injury, etc.;
- c) Youth committed under a determinate, alternative, or Youth Incarcerated as Adult (YIA) sentence; placed in DYS as a safekeeper or diagnostic; or returned to the Department as a recommit or sustained Community Supervision Violator (CSV);
- d) Youth who have one (1) or more warrants, detainers, and/or pending charges that have not been resolved;
- e) Youth who are a Foreign National;
- f) Youth who are an Escape Risk; and/or,
- g) Youth with current or a history of sex offender offenses.

f. Sex Offender Registry:

The need for notification of the State of Indiana Sex Offender Registry is required if the court identifies the youth as a sex offender under IC 11-8-8-4.5. If yes, then the youth is flagged, and designated staff shall also mark the youth's facility packet and contact the facility Sex Offender Registry Coordinator (aka the Victim/Witness Coordinator).

2. The assigned intake case manager shall not only mark the following six (6) flags as either "Yes" or "No" on the Juvenile Flags screen but also as an alert in the Youth Electronic Database (See Section XI.D.):

a. Current CHINS or History of CHINS:

Youth is currently and/or has a history of being a Child in Need of Services (CHINS). When current, the assigned intake case manager shall also record the name of any assigned case workers as directed in Section XI.D.

b. Current DCS Involvement or History of DCS Involvement:

Youth is currently involved and/or has a history of involvement with the Division of Child Services (DCS). When current, the assigned intake case manager shall also record the name of any assigned case workers as directed in Section XI.D.

c. Current Foster Care or History of Foster Care:

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Youth is currently and/or has a history of being in the foster care system. The assigned intake case manager shall record the name of any assigned case workers as directed in Section XI.D.

C. Other Youth Flags:

1. Current Sex Offense shall be flagged by recording it on the appropriate screen and/or dashboard in the Youth Electronic Database as follows:

a. This flag shall be defined as:

- 1) Youth committed for offense(s) listed in IC 11-8-8-4.5; or
- 2) Returning youth who have been adjudicated of a new offense or offenses listed in IC 11-8-8-4.5.

b. The youth's sex offense shall be recorded in the "Juvenile Sentencing" page of the "Sentence Computation" folder of the Youth Electronic Database.

c. Assigned intake staff shall notify Indiana Sex Offender Management and Monitoring (INSOMM) staff of any youth flagged with a current sex offense for the purpose of referring them for evaluation and assignment in accordance with Health Care Services Directive 4.08Y, "Indiana Sex Offender Management and Monitoring Services for Youth."

d. Male youth referred for the Indiana Sex Offender Management and Monitoring (INSOMM) Program shall be classified to Pendleton Juvenile Correctional Facility in accordance with Policy and Procedure 03-02-104, "Youth Classification."

2. The assigned intake case manager shall not only mark the following flags on the appropriate screen and/or dashboard in the Youth Electronic Database but also as an alert in the Youth Electronic Database (See Section XI.D.):

a. Escape Risk:

- 1) Youth who are an Escape Risk shall be flagged in the "Arrest and Escape History" page of the "Classification" folder in the Youth Electronic Database.
- 2) Escape Risk is indicated by the youth meeting one (1) or more of the following criteria:

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- a) One (1) or more prior escapes (beyond perimeter) from a locked facility; or,
- b) One (1) or more prior adjudications, violations of Community Supervision, or probation violations for failure to return/escape under supervision from home, circumventing the electronic monitoring procedure requirements and/or a court placement.

b. Foreign National:

- 1) All youth who are foreign nationals shall be identified and flagged by indicating their “Citizenship Status” and “Country of Citizenship” on the Personal Characteristics page of the Intake Dashboard in the Youth Electronic Database.
- 2) Designated Intake Unit staff shall also ensure that information is gathered and disseminated in accordance with Policy and Administrative Procedure 00-01-103, “Investigations and Intelligence.”

c. Presence of a Warrant, Detainer, or Pending Charges:

- 1) The presence of a warrant or detainer does not constitute an automatic barrier to release. However, the intake case manager shall pursue the basis of the warrant, detainer, or pending charges, and record the information in the warrant or detainer dashboard of the Youth Electronic System.
- 2) Pending charges shall also be recorded on the Face Sheet in the Youth Electronic System.
- 3) In accordance with Policy and Procedure 03-02-115, “Youth Case Management,” the youth’s assigned case manager shall monitor all warrants, detainers, and/or pending charges and then release the youth to the designated court/law enforcement staff, or other approved authority, when appropriate.

D. Youth Alerts:

Youth Alerts are so crucial that they are recorded and appear on the main page of a youth’s electronic record in the Youth Electronic Database:

1. If an alert is identified during the intake/diagnostic process, then the assigned intake case manager shall enter the alert, and the Intake Supervisor shall review and confirm.

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2. If a Receiving Unit/Facility determines that an alert should be added, changed, or removed, then the youth's assigned case manager, with review and approval of the Case Management Supervisor, may enter, change, or remove the alert.
3. Youth Alerts in the Youth Electronic Database are added, as follows:
  - a. From the "Notes and Alerts" tab under "Offender Profile / Intake Summary," designated staff shall select "New Alert."
  - b. Then, using the designated name of the alert from the list below, they shall select the matching name from the drop-down menu for the "Alert Type."
  - c. An "Alert Text" box will open after a type is selected, and designated staff shall:
    - 1) Add any specific details about and/or specific evidence for the alert;
    - 2) Ensure that the alert toggle is green to show the alert is active;
    - 3) Toggle the "Prevents Release" to green if the alert prevents the youth from being released; and,
    - 4) Select an "Expiration Date" if the alert is only temporary.
4. As outlined in Sections XI.B.2.a-c, six (6) of the flags from the Juvenile Flags screen in the Youth Electronic Database, when confirmed, shall also be added as Youth Alerts:
  - a. The six (6) are added as follows:
    - 1) Current CHINS is added as "JUV CHINS Current";
    - 2) History of CHINS is added as "JUV CHINS History";
    - 3) Current DCS Involvement is added as "JUV DCS Current";
    - 4) History of DCS Involvement is added as "JUV DCS History";
    - 5) Current Foster Care is added as "JUV Foster Current"; and,
    - 6) History of Foster Care is added as "JUV Foster History";
  - b. When any of these flags/alerts are current, the assigned intake case manager shall also record the name of any assigned case workers in the "Alert Text" box.
5. As outlined in Sections XI.C.2.a-c, the following flags from other screens/dashboards in the Youth Electronic Database shall also be added as Youth Alerts:
  - a. Escape Risk is added as "JUV Escape Risk"; and,

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- b. Foreign National is added as “JUV Foreign National.”
  - c. Presence of a Warrant, Detainer, or Pending Charges becomes three (3) separate alerts, added as:
    - 1) “JUV Warrant”;
    - 2) “JUV Detainer”; and/or,
    - 3) “JUV Pending Charges.”
- 6. As outlined in Section X.D., youth’s “Screening for the Risk of Victimization and Abusiveness” results shall be added as a Youth Alert. However, no evidence nor information shall be listed other than “as a result of screening” due to these alerts falling under protected health information:
  - a. “JUV PREA-V” is added when a youth screens for victimization; and/or,
  - b. “JUV PREA-A” is added when a youth screens for abusiveness.
- 7. Additional Youth Alerts:
  - a. “JUV Chronic Assault” is added when youth meet one (1) or more of these conditions of chronic assaultive behavior:
    - 1) Two (2) or more adjudications for Felony Battery;
    - 2) Two (2) or more documented Batteries on staff and/or other youth in a private/public residential setting;
    - 3) Two (2) or more official documentations, such as school reports, detention reports, police reports, probation reports; and/or,
    - 4) Two (2) or more documented Batteries on DYS staff during a youth’s past stay in the Department.
  - b. “JUV DT” is added when a youth is committed or recommitted under a determinate sentence;
  - c. “JUV Lower Bunk” is added when a youth requires a Lower Bunk, as determined by the Warden or designee in consultation with medical staff or a Qualified Mental Health Professional (QMHP) and in accordance with applicable Health Care Services Directives. Designated staff shall alert affected custody shift supervisors.

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- d. “JUV No Contact Order” is added when a youth has been court ordered to not be in contact with a certain person or persons.
- e. “JUV Shower Alone” is added when a youth must shower alone, as determined by the Warden or designee in consultation with the facility’s multidisciplinary team. Designated staff shall alert affected custody shift supervisors.
- f. “JUV Special Housing” is added when a youth requires special housing, accessibility, and/or accommodations as identified in accordance with Health Care Services Directive 2.05A, “Disability Status Classification Assignments” after their thorough Health Assessment conducted in accordance with this policy and Health Care Services Directive 2.02Y, “Reception Screening.”

- E. Operational procedures shall identify designated staff for entering, changing, and/or removing alerts and designated staff for communicating specific alerts to custody shift supervisors as well as the required method(s) of communication.

## **XII. ORIENTATION FOR YOUTH (See Operational Procedures):**

During various points in the intake/diagnostic process, designated Intake Unit staff shall orient all youth to the Department to increase their success within the facility and to facilitate their effective re-entry into the community:

- A. A standardized orientation to DYS shall be initiated within twenty-four (24) hours of each youth’s arrival at and admission to the Intake/Diagnostic Unit.
- B. The orientation process for youth may be delivered through verbal presentations, video components, and/or review of written materials.
- C. Designated staff shall ensure that youth who cannot read or understand English will have all applicable materials/components written in the appropriate native language and/or have translator services made available. When a literacy problem exists, a designated staff member shall assist the youth in understanding the material.
- D. Designated staff shall utilize the “Youth Orientation Checklist” (Attachment 4) to conduct orientation with each youth:

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1. Designated staff shall cover the topics that apply to all youth first and then cover the additional topics that apply only to certain youth based on their admission status.
2. Special attention shall be given to the Youth Code of Conduct / Behavior Management System, including guidelines for facility: Expectations, Rules, Regulations, Violations, Disciplinary Responses, Privileges, Incentives, Rewards, and the Token Economy System.
3. Each completed "Youth Orientation Checklist" shall be signed by both the youth and staff to signify that orientation in all areas has been completed. The checklist shall be scanned into the IRIS system and filed in Section VI of the youth facility packet.

E. A separate and standardized orientation to medical and mental health services for all youth shall also occur. Topics covered shall include:

1. The names and schedules of on-site medical, dental, and mental health staff;
2. General information, such as the right to treatment, the limits of confidentiality, the typical reasons for requesting health care services, and how to submit a request;
3. How to obtain services in case of an emergency;
4. Medication procedures;
5. Special diets;
6. Handicap accessibility;
7. Care and disposal of bodily fluids;
8. Hygiene procedures;
9. Limits of confidentiality;
10. Procedures if the youth is physically or sexually assaulted while at the facility; and,
11. Scheduling youth on psychotropic medications to meet with the staff psychiatrist.

F. The Warden, or designee, shall annually review the Orientation for Youth process to ensure that all elements are being met.

G. Operational procedures shall outline any facility-specific supplements covered in the orientation for youth.

### **XIII. ORIENTATION FOR LEGAL GUARDIANS (See Operational Procedures):**

A standardized orientation to DYS for each youth's legal guardian shall be initiated on the day of the youth's arrival at any Intake/Diagnostic Unit.

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- A. However, in order to initiate orientation, designated staff must confirm the identity of the youth's legal guardian since a youth's parent, physical guardian, or adult with whom they were last living may not be their legal guardian:
1. Designated staff shall conduct a file review of paperwork gathered during pre-admission and admission, as the court and/or probation typically identify the youth's parent(s), legal guardian(s), last known residence/custodian, etc.
  2. When making contact, confirm that the person is the legal guardian:
    - a. If a biological parent, confirm that they have not given up or had their parental rights terminated;
    - b. If an adoptive parent, confirm that they formally adopted the youth through the courts;
    - c. If another relative or adult has custody of the youth, confirm and obtain the court paperwork that indicates legal guardianship; and,
    - d. If there are two (2) parents, whether biological or adopted, or custodians who are divorced or separated, confirm which one (1) has legal guardianship, not just physical custody.
  3. If there are any questions regarding the validity of legal guardianship:
    - a. Contact the committing court, probation, and/or the Department of Child Services (DCS) to verify if there is court paperwork regarding the gain or termination of legal guardianship/parental rights; and,
    - b. Obtain documentation that confirms legal guardianship if needed, as indicated above.
  4. If a youth has more than one (1) confirmed legal guardian, but the legal guardians live in separate residences, designated staff shall focus intake/diagnostic processes on the legal guardian who will have physical custody of the youth after their release.
  5. If the person to whom the youth is supposed to return is not the legal guardian, or if placement cannot be with the current legal guardian(s) but another relative or adult over eighteen (18) years old gives permission for the youth to live with them after release,



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explain to them that they will have to obtain legal guardianship via the court prior to the Department releasing the youth.

- B. Designated staff shall ensure that legal guardian who cannot read or understand English will have all applicable materials/components written in the appropriate native language and/or have translator services made available. When a literacy problem exists, a designated staff member shall assist the legal guardian in understanding the material.
- C. On the day of a youth's arrival at and admission to the Intake/Diagnostic Unit:
  1. Designated staff shall call each youth's legal guardian to inform them that:
    - a. Their youth has arrived at or been returned safely to the facility; and,
    - b. They will receive a Legal Guardian Packet, which should be read over thoroughly to facilitate family involvement in the intake/diagnostic process as soon as possible.
  2. During the call, designated staff shall also confirm information regarding the legal guardian that was gathered via State Form 57046, "DYS Pre-Admission Report." Information shall include name, relationship, address, and phone number.
  3. For youth who have returned to the Department due to an escape from a DYS facility, the legal guardian shall be asked if they require a new Legal Guardian Packet and/or an additional orientation to the facility.
- D. Within one (1) business day of a youth's admission to the Intake/Diagnostic Unit, designated staff shall send a Legal Guardian Packet to the youth's legal guardian:
  1. The packet shall include:
    - a. An initial placement letter:
      - 1) The letter provides specific information about the youth's type of admission to the Department, as follows:
        - a) "Initial Letter for Commitments" (Attachment 5), which is used for youth who are committed or recommitted under an indeterminate, determinate, alternative or Youth Incarcerated as Adult (YIA) sentence;
        - b) "Initial Letter for Safekeepers" (Attachment 6);
        - c) "Initial Letter for Diagnostics" (Attachment 7); or,

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- d) “Initial Letter for Youth Returned from Community Supervision” (Attachment 8).
  - 2) Each letter also provides basic information about their stay at the Intake/Diagnostic Unit, and the name of the youth’s assigned intake case manager.
  - 3) A copy of this letter shall also be sent to the judge of the youth’s committing county, scanned into the IRIS system, and filed in Section IV of the youth’s facility packet prior to the youth departing the Intake/Diagnostic Unit.
- b. State Form 41465, “Statement of Trafficking Laws and Authorization for Search,” to be reviewed, signed by the legal guardian, and returned to youth’s assigned intake case manager.
- c. Visitation Policy information, including:
  - 1) Types of Visits;
  - 2) General Rules;
  - 3) Visitor Dress Code;
  - 4) Directions to the Facility; and,
  - 5) State Form 48965 “Authorization for Minor Child to Visit”:
    - a) This form must first be completed and signed by legal guardian if a minor is going to be brought to the facility for a visit by someone other than the legal guardian.
    - b) Then, the Legal Guardian must have this form notarized by a Public Notary before sending it back to youth’s assigned treatment staff.
- d. General Mail Guidelines, Telephone Guidelines, and Commissary Guidelines.
2. Youth may request the distribution of additional Legal Guardian Packets.
3. All forms returned to the facility by families shall be processed, scanned into the IRIS system, and filed in Section VI of the youth’s facility packet.
- E. Following these initial steps and before the completion of the intake/diagnostic process, designated staff shall provide follow-up phone contact(s) with each legal guardian regarding orientation:
  1. Since the Legal Guardian Packet serves as an initial introduction and orientation to DYS, designated staff shall contact the legal guardian and provide a supplemental

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orientation that focuses on reviewing the information and forms included in the packet as well as answering any questions of the legal guardian.

2. However, if the facility provides orientation in person at the facility, then the facility may opt to use verbal presentations, video components, and/or a review of written materials to supplement the Legal Guardian Packet.
  3. Legal guardians shall also be directed to the IDOC/DYS website where more detailed and printable resources, guidelines, and supplements are available.
- F. The Warden, or designee, shall annually review the Orientation Process for a Legal Guardian(s) to ensure that all elements are being met.
- G. Operational procedures shall outline any facility-specific contents of the Legal Guardian Packet and any facility-specific supplements covered in the orientation for legal guardians.

#### XIV. CASEWORK PROCEDURES:

Casework procedures are a vital component in providing a thorough summary of the results of each youth's intake/diagnostic process.

##### A. Conducting a Historical Review:

Assigned intake case managers shall conduct a thorough historical review of each youth, which includes collecting collateral information from outside sources to aid in the assignment, assessment, and evaluation of each youth:

1. All written information received from the committing county shall be reviewed during the intake process. This information may include, but not be limited to pre-dispositional reports, detention reports, treatment records, past screenings / assessments (including IYAS or IRAS), police reports, victim statements, and other documents related to youth and family history.
2. Collateral information shall additionally be sought from each youth's legal guardian or other agencies when available. All attempts to contact and all contacts made with the youth's family or other agencies shall be documented as progress notes in the Youth Electronic Database.

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**B. Generating the Face Sheet:**

Within twenty-four (24) hours of admission, the “Juvenile Offender Arrival and Identification Report,” or youth’s “Face Sheet,” shall be generated in the Youth Electronic Database by the assigned intake case manager:

1. The Face Sheet provides a summary of important data entered at various stages of the intake/diagnostic process.
2. A copy shall be placed in the youth’s escape packet, and an additional copy shall also be scanned into the IRIS system and filed in both Sections I and III of the youth facility packet, prior to the youth departing the Intake/Diagnostic Unit.

**C. Determining Essential Connections:**

Within twenty-four (24) hours of admission, each youth shall be provided State Form 53103, “Essential Connections,” in accordance with Policy and Administrative Procedure 03-02-110, “Youth Visitation.” This form is not given to diagnostic youth because they are returned to court prior to visitation being approved.

**D. Interviewing Youth:**

Each youth’s assigned intake case manager shall be responsible for conducting a second youth interview during the intake/diagnostic process:

1. Upon completion of the first interview, as outlined in Section X.A.2.b., “Youth Assessments,” the assigned intake case manager shall assign youth the “Intake Youth Questionnaire” packet (Attachment 9). Returning youth shall be assigned the “Supplemental IYQ (Intake Youth Questionnaire)” packet (Attachment 10) instead.
  - a. Youth shall have two (2) business days to complete the IYQ or Supplemental IYQ. This due date may be extended to accommodate each youth’s abilities and needs. Assistance to the youth should also be provided as needed.
  - b. Completed questionnaires shall be scanned into the IRIS system and then filed in the confidential section of the youth institutional packet, prior to the youth departing the Intake/Diagnostic Unit.

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2. Once the packet is complete, the second interview shall be conducted. The assigned case manager shall interview the youth by reviewing their responses to the IYQ or Supplemental IYQ.
3. The second interview process shall be completed within seven (7) business days of the youth's admission.

E. Interviewing Youth's Legal Guardian:

The assigned intake case manager shall interview the youth's legal guardian utilizing the "Intake Family Questionnaire" (IFQ) (Attachment 11):

1. All attempts to contact, and contacts made, to complete the IFQ shall be documented as progress notes in the Youth Electronic Database:
  - a. If staff are unable to reach the legal guardian during the intake process, then the assigned intake case manager at the Receiving Unit/Facility shall be responsible for completing the IFQ as soon as possible.
  - b. If staff are unable to reach the legal guardian during the diagnostic process, then the diagnostic process shall be completed using the information gathered about the legal guardian from other sources.
2. When contact is established during the intake process, the following procedures apply:
  - a. The assigned intake case manager shall interview the legal guardian and record their responses on the IFQ.
  - b. If a legal guardian states that they are not sure if they want their youth to return to their home after release, or if they refuse to take their youth back into their home after release, then the assigned intake case manager shall explain that:
    - 1) The Receiving Unit/Facility will work with their youth and them on the family issues/conflicts that concern them;
    - 2) The Intake Family Questionnaire (IFQ) will help the Department record the legal guardian's concerns;
    - 3) Family Case Management (FCM) assignments based on these concerns will be given to their youth to address these concerns and plan ways to overcome them in a positive way;
    - 4) Their youth will share this work with them; and,

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- 5) They will have input into and approval of their youth's work.
- c. If the legal guardian still refuses to take their youth back into their home after release, and/or if the legal guardian refuses to complete the interview/IFQ, then the assigned intake case manager shall:
  - 1) Advise them that the Department must release youth to their legal guardian or to a person who has obtained legal custody of them and will make a referral to the Department of Child Services (DCS);
  - 2) Explain that they may reach out to their local court for information on changing legal guardianship to someone else; and,
  - 3) Document the legal guardian's refusal on the IFQ.
3. When contact is established during the diagnostic process, the following procedures apply:
  - a. The assigned intake case manager shall interview the legal guardian and record their responses on the IFQ.
  - b. If the legal guardian states that they are not sure that they want, or refuse to allow, their youth to return to their home after release, then the assigned intake case manager shall document the refusal on the IFQ. The diagnostic process shall be completed using the information gathered about the legal guardian from other sources.
4. Completed questionnaires shall be scanned into the IRIS system and filed in the confidential section of the youth institutional packet, prior to the youth departing the Intake/Diagnostic Unit.

**F. Producing a Summary of Immediate Concerns:**

Within twenty-four (24) hours of the last youth's arrival, designated Intake Unit staff shall produce a summary of the immediate concerns for all youth admitted to the Intake /Diagnostic Unit for that week:

1. The summary shall be based upon the results of all casework completed, collateral information gathered, and all interviews, screenings, and assessments conducted for all youth within the first twenty-four (24) hours of the intake/diagnostic process.
2. The summary shall include:

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- a. Admission date(s) for all youth.
- b. Each youth's name, DOC number, birth date, and age.
- c. Reason for admission to DYS, including type of commitment and committing offense(s), if applicable; and,
- d. The list of immediate concerns for each youth, which may include but are not limited to the following:
  - 1) Behavioral Health History (medical, mental health, and problematic substance use), including diagnoses, medication, hospitalization, and other treatment;
  - 2) Current Behavioral Health (medical, mental health, and problematic substance use) needs, including diagnoses, medication, and treatment determined by designated staff at IDOC-DYS;
  - 3) PREA status;
  - 4) Behavior history;
  - 5) Current behavior concerns; and,
  - 6) Any flags, alerts, or other concerns identified.

3. Upon completion, the summary shall be distributed to designated staff prior to a regularly scheduled staffing or multidisciplinary meeting.
4. After the meeting, the summary shall be updated and redistributed to designated staff.
5. The updated summary should be used as collateral evidence during the rest of the intake/diagnostic process.
6. When a male youth is classified in accordance with Policy and Administrative Procedure 03-02-104, "Youth Classification," designated staff shall e-mail a brief version of these concerns to the Receiving Unit/Facility to ensure that they are communicated prior to the youth's arrival.

G. Generating the Fact Sheet:

During the intake/diagnostic process, the assigned intake case manager shall generate the "Fact Sheet" through the Youth Electronic Database:

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1. The Fact Sheet provides a summary of data entered regarding the committing court, commitment status, pending charges, sentence determination/length, and classification considerations if applicable.
2. The completed Fact Sheet shall be scanned into the IRIS system and filed in Section III of the youth's facility packet prior to the youth departing the Intake/Diagnostic Unit.

#### **H. Completing the DYS Initial Checklist:**

Prior to completion of the intake/diagnostic process, designated staff shall complete the "DYS Initial Checklist" (Attachment 12). A copy shall be scanned into the IRIS system and then filed in Section I of the youth facility packet, prior to the youth departing the Intake/Diagnostic Unit.

#### **I. Completing Casework for Safekeepers:**

Once these casework procedures are completed, then the intake process for safekeepers is complete, and they are ready for initial classification in accordance with Policy and Administrative Procedure 03-02-104, "Youth Classification."

#### **J. Completing Casework for Newly Committed and Returned Youth:**

Once these casework procedures are completed, then the assigned intake case manager shall complete a summary report of the intake process:

1. For youth newly committed as delinquent, with an Alternative Sentence, or as a Youth Incarcerated as an Adult (YIA), this report is the "Intake Assessment Report" (IAR).
2. For returning youth, this report is a new but abbreviated IAR, which shall reference the date of the last completed IAR and then just provide updated information and/or issues arising since the youth escaped or was last released from the Department. However, an abbreviated IAR shall not automatically be completed for youth returning to the Department following an escape from a DYS facility unless recommended by the Classification Committee.
3. Guidelines for completing the IAR, and submitting it for review and approval, are outlined in Appendix XIV-A, "The Intake Assessment Report."
4. In addition, but only for youth newly committed or recommitted, the assigned case manager shall also complete the "Youth Acknowledgement Form" (Attachment 13).



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5. Following completion of one (1) or both casework documents, the assigned case manager shall meet with the youth to review them, answer any questions, and obtain the youth's signature.
6. A copy of one (1) or both documents shall be scanned into the IRIS system and then filed in in Section III of the youth's facility packet prior to the youth departing the Intake/Diagnostic Unit.
7. Then, the intake process is complete for these youth, and they are ready for the initial classification process in accordance with Policy and Administrative Procedure 03-02-104, "Youth Classification."

K. Completing Casework for Diagnostics:

1. The diagnostic process has two (2) more casework procedures:
  - a. The assigned intake case manager completes one (1) report: The Pre-dispositional Diagnostic Evaluation; and,
  - b. A designated Behavioral Health clinician completes the Psychological Evaluation.
2. Casework procedure guidelines for completing the Pre-dispositional Diagnostic Evaluation and the Psychological Evaluation reports and submitting them for review and approval are outlined in Appendix XIV-B, "Diagnostic Reports."
3. The Intake Supervisor, or designee, shall ensure that designated intake staff have:
  - a. Completed all Pre-dispositional Diagnostic Services within fourteen (14) business days after the youth's admission to the Diagnostic Unit;
  - b. Notified the committing court and made arrangements for return of the youth to that court prior to the expiration of the legal maximum limit of confinement in the Department;
  - c. Completed and approved the Pre-dispositional Diagnostic Evaluation and the Psychological Evaluation reports; and,

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- d. Electronically submitted those documents, along with the “Court Letter for Diagnostic Youth” (Attachment 14) cover sheet to the committing court in care of the county probation within seven (7) days of the youth’s return to court.
4. Once arrangements are made and a return to court date is confirmed, the Diagnostic Unit shall prepare for releasing the youth from DYS and returning them to court.
5. Prior to the day of a youth’s return to court, the assigned intake case manager, the Release Coordinator, or other designated staff shall:
  - a. Initiate State Form 23605, “Offender Transport Order”;
  - b. Obtain a Transport Order from the court (if applicable); and,
  - c. Pre-release the youth in the Youth Electronic Database.
6. On the day of a youth’s return to court, the assigned intake case manager, the Release Coordinator, or other designated staff shall review the identification and confirm the identity of the designated court/county personnel, law enforcement personnel, or other approved person or personnel picking up the youth.
7. Following the youth’s return to court, the assigned intake case manager, the Release Coordinator, or other designated staff shall:
  - a. Release the youth in the Youth Electronic Database;
  - b. After one (1) business day of release, confirm that the Youth Electronic Database closed the youth’s record; and,
  - c. Maintain the youth’s institutional packet until it is transferred to the approved Records Storage Warehouse in accordance with Policy and Administrative Procedure 01-04-104 “The Establishment, Maintenance and Disposition of Offender Records.”

#### **XV. RECEPTION AND ORIENTATION AT A RECEIVING UNIT/ FACILITY (See Operational Procedures):**

In accordance with Policy and Administrative Procedure 03-02-104, “Youth Classification,” a youth may be classified to a Receiving Unit within the same facility as the Intake/Diagnostic Unit or to a separate Receiving Unit at another DYS Facility following completion of the intake/diagnostic process or may be later reassigned. Male youth may also be reclassified /transferred between DYS facilities at any point during their length of stay:

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- A. When a youth is classified from the Intake/Diagnostic Unit to the Receiving Unit within that same facility, the reception and orientation of these youth is as follows:
  1. Designated staff shall receive the youth by:
    - a. Assigning them to a housing unit and specific bed in the Youth Electronic Database;
    - b. Matching an assigned case manager to the youth in accordance with Policy and Administrative Procedure 03-02-115, "Youth Case Management"; and,
    - c. Updating and then maintaining the youth's facility packet and escape packet to ensure they comply with Policy and Administrative Procedure 01-04-104 "The Establishment, Maintenance and Disposition of Offender Records."
  2. Designated staff shall review any facility-specific orientation supplements with the youth and youth's legal guardian and answer any questions they have about the orientation they already received.
- B. When a youth is classified from the Intake/Diagnostic Unit at Logansport Juvenile Correctional Facility to the Pendleton Juvenile Correctional Receiving Unit/Facility, or when a youth is reclassified/transferred at any time between the two (2) facilities:
  1. A second Reception Process shall occur:
    - a. Designated staff shall review the accompanying documents; e.g., SF 23605, "Offender Transport Order," and SF 1736, "Transfer Authority."
    - b. State Form 45998, "Record of Point of Entry," shall be completed with the assistance of the transporting individual. The original copy of State Form 45998 shall be forwarded to designated medical staff and then filed in the medical packet in accordance with applicable Health Care Services Directives.
    - c. The facility shall inventory the youth's personal property, youth packets, medications, and monies by completing and distributing State Form 23605, "Offender Transport Order."
    - d. The facility shall process the youth's personal property in accordance with Policy and Administrative Procedure 03-02-116, "Youth Personal Property."

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- e. Each youth shall be strip-searched, and facility clothing and personal hygiene items shall be provided, as necessary.
2. A second set of Youth Assignments shall be made:
  - a. A housing unit and specific bed assignment shall be created in the Youth Electronic Database;
  - b. An assigned case manager shall be matched to the youth in accordance with Policy and Administrative Procedure 03-02-115, "Youth Case Management"; and,
  - c. The youth's facility packet and escape packet shall be updated and then maintained to ensure they comply with Policy and Administrative Procedure 01-04-104 "The Establishment, Maintenance and Disposition of Offender Records."
3. Designated staff shall administer certain Behavior Health Screenings a second time:
  - a. Within one (1) hour of arrival, youth shall be screened a second time by a trained DYS staff member, utilizing the "DYS Behavioral Health/Suicide Screening."
  - b. Other behavioral health screening assessments – including psychological, psychiatric, and/or problematic substance use – may be completed a second time if needed in accordance with Health Care Services Directive 4.03Y, "Mental Health Services Plan."
  - c. Screenings completed by designated DYS staff shall be forwarded to the designated clinician or Qualified Behavioral Health Professional (QMHP) prior to the regularly scheduled multidisciplinary staffing meeting or classification meeting. However, youth whose screenings, assessments, and/or interview responses indicate a need for immediate or further attention shall be immediately referred to a QMHP.
4. Designated staff may administer certain Health, Dental, Auditory, and/or Visual Assessments a second time in accordance with Policy and Administrative Procedure 01-02-101, "The Development and Delivery of Health Care Services," and other applicable Health Care Services Directives.
5. In accordance with Policy and Administrative Procedure 02-01-115, "Sexual Abuse Prevention," a trained DYS staff member shall ensure that, within twenty-four (24)

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hours of arrival, each youth is given a second screening for risk of victimization and abusiveness, utilizing the Juvenile PREA Screening in the Youth Electronic Database:

- a. Information from the screening process shall only be shared with the facility PREA Compliance Manager and other authorized staff.
  - b. A review of the second screening assessment must be completed within thirty (30) days of the youth's transfer to Receiving Facility.
  - c. Youth Alerts for "PREA-V" and/or "PREA-A" shall be activated, changed, or removed by the designated Case Management Supervisor in accordance with Section XI.A. of this policy and with Policy and Administrative Procedure, 03-02-115, "Youth Case Management."
6. Additional individual screening assessments may be administered a second time to youth as needed. All completed screening assessments shall be scanned into the IRIS system and filed in the confidential section of the youth's facility packet.
  7. Any new/updated information gathered during the second reception process shall be updated in the Youth Electronic Database including the changing of flags or updating of concerns.
  8. Designated staff shall provide youth a second standardized orientation to the Division of Youth Services, as outlined in Section XII, "Orientation for Youth":
    - a. However, this orientation shall focus on specific information regarding the Receiving Facility. Another "Youth Orientation Checklist" (Attachment 4) shall be completed but with a focus on how each topic applies to the Receiving Facility.
    - b. Youth may also receive a second standardized orientation to medical and mental health services for youth in accordance with applicable Health Care Services Directives.
  9. Youth legal guardians shall receive a second standardized orientation to the Division of Youth Services, as outlined in Section XIII, "Orientation for Legal Guardians," but specific to the Receiving Facility:
    - a. On the day of a youth's arrival at the Receiving Facility, designated staff shall call each youth's legal guardian to inform them that:

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- 1) Their youth has arrived safely at the Receiving Facility; and,
  - 2) They will receive a second Legal Guardian Packet, focused on the Receiving Facility, which should be read over thoroughly to facilitate family involvement as soon as possible.
- b. Within one (1) business day of a youth's arrival, designated staff shall send a second Legal Guardian Packet to the youth's legal guardian:
- 1) This packet serves as an orientation to families regarding:
    - a) What the youth and their family may expect during the youth's stay at the Receiving Facility; and,
    - b) The programs and services available to youth at the Receiving Facility.
    - c) The Receiving Facility staff shall ensure that families that cannot understand English are provided applicable documents written in the appropriate language.
  - 2) The second Legal Guardian Packet includes:
    - a) The "Transfer Letter to Family" (Attachment 15):
      - i. A legal guardian orientation letter that explains that the youth has arrived at a new facility, provides contact information, encourages family involvement, and outlines the opportunities available for the youth and family at the Receiving Facility.
      - ii. A copy of this letter shall also be sent to the judge of the youth's committing county, scanned into the IRIS system, and then filed in Section IV of the youth's facility packet.
    - b) A second State Form 41465, "Statement of Trafficking Laws and Authorization for Search," to be reviewed, signed by the legal guardian, and returned to the Receiving Facility.
    - c) Visitation Policy information for the Receiving Facility, including:
      - i. Types of Visits;
      - ii. General Rules;
      - iii. Visitor Dress Code;
      - iv. Directions to the Facility; and,
      - v. A second State Form 48965 "Authorization for Minor Child to Visit":
        1. This form must first be completed and signed by the legal guardian if a minor is going to be brought to the facility for a visit by someone other than the legal guardian.

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2. Then, the legal guardian must have this form notarized by a Public Notary before mailing it back to the Receiving Facility.
    - d) General Mail Guidelines, Telephone Guidelines, and Commissary Guidelines for the Receiving Facility.
  - 3) Youth may request the distribution of additional Legal Guardian Packets.
  - 4) All forms returned to the Receiving Facility by families shall be processed, scanned into the IRIS system, and filed in Section VI of the youth's facility packet.
- c. The assigned case manager also provide follow-up phone and/or e-mail contact(s) with each legal guardian regarding orientation:
- 1) Since the second Legal Guardian Packet serves as an introduction and orientation to the Receiving Facility, designated staff shall contact the legal guardian and provide a supplemental orientation that focuses on reviewing the information and forms included in the packet as well as answering any questions of the legal guardian.
  - 2) The assigned case manager shall also utilize this follow-up contact(s) to explain the youth case management process in accordance with Policy and Administrative 03-02-115, "Youth Case Management."
  - 3) Legal guardians shall also be redirected to the IDOC/DYS website where more detailed and printable resources, guidelines, and supplements are available.
- d. However, if the Receiving Facility provides a second orientation in person at the facility, then the Receiving Facility may opt to use verbal presentations, video components, and/or a review of written materials to supplement the Legal Guardian Packet.
- C. Operational procedures shall outline any reception and orientation procedures specific to the Receiving Unit/Facility.
- D. Once the reception and orientation process is complete, designated staff shall initiate the Youth Case Management process for youth in accordance with Policy and Administrative Procedure, 03-02-115, "Youth Case Management":
1. However, safekeepers, youth returned from Community Supervision pending placement, and youth returned from Community Supervision who were not sustained as a Community Supervision Violator (CSV) at their revocation hearing shall receive

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education services during their entire stay in DYS. However, in accordance with their status, these youth are not provided cognitive behavioral interventions, including programs, as outlined in Policy and Administrative Procedure, 03-02-115, "Youth Case Management."

2. The procedure for maintaining safekeepers in DYS shall be consistent with the procedures for sentenced individuals:
  - a. In order to ensure that the county is kept informed, the facility employee assigned to monitor safekeeper accountability shall complete a monthly report advising as to the safekeeper's behavior, adjustment, and any other pertinent information.
  - b. The facility will provide this monthly report to the county contact person.
3. The procedure for maintaining youth returned from Community Supervision, not sustained as a Community Supervision Violator (CSV) at their revocation hearing, and awaiting placement or release is as follows:
  - a. The facility employee assigned to monitor the accountability of these youth shall complete progress notes in the Youth Electronic Database; and,
  - b. Maintain contact with Parole Services as needed or as determined by the facility employee and designated Parole Agent.

#### **XVI. PROGRESS NOTES:**

Throughout the Youth Reception and Orientation process, Intake/Diagnostic Unit staff are required to complete progress notes in the Youth Electronic Database:

- A. Progress notes shall be entered within one (1) business day of the work being completed with or on behalf of a youth.
- B. These notes are made after every contact with a youth (individually or in a group setting); after every attempt to contact a youth's legal guardian(s) or external stakeholder(s); after every actual contact with a youth's legal guardian(s) or external stakeholder(s) (whether face-to-face, via phone, and /or via other electronic means); or after any work completed on behalf of a youth and their family, etc.
- C. The content of all progress notes must be written with enough detail for other stakeholders to understand what occurred.



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**XVII. MONITORING AND AUDITING:**

The monitoring and auditing process provides for the collection of adequate and accurate information to review management of the Youth Reception and Orientation process:

**A. Facility Monitoring:**

The purpose of facility monitoring is to provide a process for regular and consistent review of a facility's compliance with Policy and Administrative Procedure 03-02-103, "Youth Reception and Orientation," as well as any other Department administrative policies and procedures linked to it. The Intake Supervisor or designee at each facility shall monitor their facility's procedures and daily operations to ensure compliance and shall provide the Program Director 1 Administration monitoring metrics, including:

1. The monthly "Indiana Human Trafficking Juvenile Intake Screening Tool" results;
2. Each week's completed SF 57046 Intake Pre-Admission Reports;
3. Each week's Summary of Immediate Concerns; and,
4. Each week's brief version of immediate concerns or list of youth ready for classification so that the completion and fidelity of Intake Family Questionnaires and IYAS Residential Tools may be verified.

**B. DYS Audit of the Youth Reception and Orientation Process:**

Auditing is the Department's annual evaluation of the procedures and daily operations of each facility to ensure compliance with Policy and Administrative Procedure 03-02-103, "Youth Reception and Orientation," as well as any other Department administrative policies and procedures linked to it.

1. The Department shall review the Youth Reception and Orientation process at each youth facility at least annually. The Program Director 1 Administration shall provide the Warden, or designee, with at least thirty (30) days advance notice indicating the schedule of the pending audit.
2. The audit team shall be composed of staff trained in the Youth Reception and Orientation process selected by its chairperson, the Program Director 1 Administration.
3. Prior to the audit, the audit team shall meet and create a plan for conducting the audit, including team member responsibilities and completion schedules and timetables.

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4. The Warden, or designee, shall designate a facility staff person, familiar with the Youth Reception and Orientation process, as the audit team's resource coordinator, including answering questions, providing information, giving assistance, and escorting them.
5. The audit team shall use the "Audit Tool for Youth Reception and Orientation" (Attachment 16) to review institutional packets and Youth Electronic Database records, to record staff and youth interview responses, and to make observations. The audit team shall also utilize the audit tool to summarize their findings.
6. Upon completion of the audit, the audit team shall conduct a debriefing with the Warden to provide an overview of the results of the audit. Within thirty (30) days of the conclusion of the on-site audit, the Program Director 1 Administration shall prepare a written (electronic) summary of the audit's findings. Copies shall be submitted to the Executive Director, Division of Youth Services (DYS), and the Warden.
7. The Program Director 1 Administration shall work with the facility to develop and complete an action plan to address and correct any identified issue(s) in the audit within thirty (30) days of the submission of the written audit summary.

#### **XVIII. APPLICABILITY:**

These administrative procedures are applicable to all Division of Youth Services facilities operated by the Department.

\_\_\_\_\_  
signature on file  
Lloyd Arnold  
Commissioner

\_\_\_\_\_  
8/29/2025  
Date