**Section 801.800 Classification, Program, and Treatment**

a) Assignment of a Counselor or Social Worker

At the time of intake, youth shall be assigned a counselor or social worker who shall plan the youth's personalized, comprehensive treatment program and begin the process of case management.

b) Completion of a Summary Admission Report

The facility shall complete a summary admission report for all new admissions to the facility that includes at a minimum: security concerns, restrictions, or precautions and escape history; account of the legal aspects of the case; summary of criminal history, if any; social history; medical, dental, and mental health history; vocational interests and experience; educational status; religious background and interests; psychological evaluation; psychological evaluation assessment; staff reports; staff recommendations; recreational preferences; and needs assessments.

c) Security Supervision Classification

1) Upon admission, youth shall be classified to the most appropriate level of supervision, programming, and treatment. The facility shall establish a written plan regarding security supervision classification.

2) The classification of youth shall include the level of risk presented, the type of program required, and level of supervision for participation in facility programs and any special housing needs. The plan shall specify the criteria and procedures for determining and changing the supervision level of a youth.

d) Individual Comprehensive Case Plan

1) Within 30 days following admission, a personalized comprehensive treatment program shall be designed with and for each youth that includes measurable criteria of expected behavior and accomplishments, a time schedule for achievement, and a target release date. The program objectives shall be documented and signed by staff and youth. A copy shall be provided to the Licensing Administrator and to the guardian.

2) Program staff and youth shall review changes in the youth's program and document this procedure with staff and youth signatures. Changes to the targeted release date shall be documented.

3) At no time shall the target date for release exceed the youth's mandatory discharge date.

e) Monthly Program Progress Review

The facility shall review each youth's individual program progress and goals at least every month which shall include assessing the youth's behavioral, academic, vocational, recreational, treatment, and medical needs as well as his or her continuing need for placement in secure care. The review schedule shall be provided in advance to the Licensing Administrator and the Department of Children and Family Services. The outcome of each review shall be documented and copies shall be submitted to the Licensing Administrator and the guardian.

f) Annual Case Review

All youth held in secure care shall have an independent case review annually by a multi-disciplinary panel appointed by the Deputy Director. This review shall be independent of the Licensing Administrator for the purpose of providing an impartial assessment of the youth's need for continued placement in secure care. The panel shall submit written recommendations to the Deputy Director regarding its findings.