ABUSIVE SEXUAL CONTACT

Within the provisions of the Bureau of Justice Statistics’ Survey on Sexual Violence, this includes contact of any person without his or her consent, or of a person who is unable to consent or refuse and intentional touching, either directly or indirectly through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person. This definition excludes incidents in which the intent of the contact is to harm or debilitate rather than sexually exploit.

ACCESS CONTROL DEVICE

Keys, cards and security devices that allow entry to and exit from a secure area.

ACCIDENT

An unintended, unforeseen, unexpected unpleasant event or occurrence to youth due to horseplay, daily activities, or recreation that results in personal injury, loss or damage. Such actions may occur as a result of actions by another youth, staff, volunteer or visitor.

ACTING OUT

Any behavior that causes harm to the self, others or the community.

ADMINISTRATIVE REVIEW

Documented review of facts and circumstances justifying isolation or confinement by a manager or supervisor who is above the level of the manager or supervisor who initially approved the isolation or confinement.

ANTISOCIAL THOUGHTS

Views, attitudes and values that a person holds that are against societal norms and laws.

APPEAL

Request to have the initial response to a grievance or due process hearing reviewed by facility administration.
ASSAULT

Any instance in which a youth or staff member is involved in a physical conflict with another individual(s), even if no one is injured. This includes provoked and unprovoked attacks and sexual assaults. Distinction is made between assaults and fights where fights are defined as mutually instigated attacks.

ASSESSMENT

An examination, more comprehensive than a screening, performed on each newly admitted youth soon after arrival to the facility. Assessment may include a review of relevant screening instruments, behavior observations, record review, and oral interview as well as other examination protocols and instruments.

AUTHENTICATE

To verify the identity of a user, device or other entity in a computer system, often as a prerequisite to allowing access to resources in a system.

AWARD BASIS

Criteria for extent of a reward; can be youth, group, team, living unit, facility or other.

BEHAVIOR

Observable act or performance by a youth; may be positive or negative.

BEHAVIOR MANAGEMENT ROOM

Room approved by the Bureau of Children and Adult Licensing (BCAL) for isolation or confinement of a youth under approved conditions.

BEHAVIORAL HEALTH

Includes mental health and substance abuse treatment services.
BEHAVIORAL HEALTH PROFESSIONAL

A licensed mental health or substance abuse professional.

BEST INTERESTS

DHS determines the best interests of state wards; the committing court determines the best interests of court wards.

BEST PRACTICE

A technique or methodology that, through experience and research, has been proven to reliably lead to a desired result.

BODY CAVITY

The interior of the human body not visible by normal observation, being the stomach or rectal cavity of a person and the vagina of a female person.

CARE MANAGEMENT ORGANIZATION WORKER

An employee of an agency under contract to Wayne County to provide services to Wayne County youths under the jurisdiction of the Wayne County Department of Children and Family Services.

CASE MANAGER

As applied to education, a certified special education teacher or other qualified professional responsible for the oversight and implementation of a youth’s individualized education program.

CHAIN OF CUSTODY

Procedures to account for the integrity of each piece of evidence by tracking its handling and storage from point of collection to final disposition of the criminal or civil case.
**CHARGE BACK REPORT**

Information submitted monthly to the local offices, family courts and the county treasurers regarding the number of state ward youth, the number of days in care and the amount of county reimbursement due the DHS.

**CENTRAL REGISTRY**

A list of perpetrators of child abuse and neglect.

**CHILD ABUSE**

Harm or threatened harm to a child's health or welfare that occurs through accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment, by a parent, a legal guardian or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide or a member of the clergy.

**CHILD NEGLECT**

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.

- Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian or any other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

**CHILD WELFARE TRAINING INSTITUTE**

Organization within DHS responsible for providing training in matters including child protective services, foster care, adoption and juvenile justice.
CHILDREN'S PROTECTIVE SERVICES

A program within the Department of Human Services mandated to protect the health and welfare of children by investigating alleged reports of child abuse or neglect, providing adequate services to protect them from further harm and identifying the cause of children's deaths, when possible.

CLEAR AND CONVINCING EVIDENCE

Evidence which produces a firm belief as to the truth of the allegations sought to be established; evidence so clear, direct, weighty and convincing as to enable the fact finder to come to a clear conviction, without hesitancy, of the truth of the precise facts at issue.

CLIENT INTAKE SUMMARY

Data file located in the Juvenile Justice Information System.

CLOSE OBSERVATION (LEVEL TWO)

The youth is monitored by staff at staggered intervals not to exceed 15 minutes. This observation is to be documented at no more than 15 minute intervals.

COMMUNICABLE DISEASE

Any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, vector or through the inanimate environment.

COMMUNICATION DEVICES

Communication devices include, but are not limited to pagers, beepers, cellular telephones, personal digital assistants and radio wave transceivers.
COMMUNITY MENTAL HEALTH SERVICES PROGRAM

The agency designated by the Michigan Department of Community Health to coordinate mental health services for a particular geographic area.

COMPETENCY

The knowledge and skills needed to meet job responsibilities.

COMPLETE SEARCH

A complete visual inspection of the external physical body of a youth and a thorough examination of clothing and other items possessed by the youth.

COMPUTER-AIDED INSTRUCTION

A means of helping youth master cognitive (academic) skills through interactive computer programs; instruction is divided into the following components:

- Contents - materials or coursework for instruction.
- Logging function - a record of instruction.

CONFIDENTIAL INFORMATION

Information of a private nature that is protected by law from public disclosure.

CONFINEMENT

Placement of a youth in their sleeping room or other locked space outside of normal/regular sleeping hours for 15 minutes or more.
CONSTANT OBSERVATION (LEVEL THREE)

The youth is in clear line of sight of a staff member on a continuous, uninterrupted basis during waking and sleeping hours. This observation must be documented at least every five minutes.

CONSTANT SUPERVISION

The youth is in clear line of sight of a staff member on a continuous, uninterrupted basis during waking and sleeping hours.

CONTRABAND

Any item found within a facility that is illegal by statute or expressly prohibited by the administrators of the facility.

CONTROLLED SUBSTANCE

A drug or chemical substance whose possession and use are regulated under the Controlled Substances Act.

COORDINATING AGENCIES

Government and quasi-government organizations that can provide community services to meet the youth’s needs.

CORRECTIVE ACTION PLAN

A step-by-step written plan of action and schedule for resolving deficiencies.

COUNSELING SERVICES

Interactions between youth and family planning providers to enhance the quality of decision-making by relating information on specific family planning methods to the youth’s personal circumstances and helping youth weigh the advantages and disadvantages of the methods.
Counts

Documented counts of youths by direct care staff at prescribed times, following certain events and/or at random intervals.

Court Ordered Payments

Restitution to the court and/or victim of an offense, reimbursement for the costs of care, court fees, fines, child support payments and all other monetary obligations of the youth ordered by the court of jurisdiction.

Court of Jurisdiction

The court that committed or placed the youth under the care and supervision of the department.

Court Ward

Youth accepted for care and supervision by the DHS; the court retains jurisdiction for reviews, violations and discharge from ward-ship.

Crisis Intervention Continuum

BJJ approved instrument that matches staff intervention to the assessed level of youth behavior, designed to enhance safety and the youth’s ability to de-escalate and self regulate behavior.

Critical Incident

Term includes, but is not limited to, the death, serious injury or illness requiring hospital treatment of a youth or employee, a high profile escape, allegations of any sexual activity or romantic relationship between staff and youths, allegations of physical or sexual abuse of a youth by staff, police complaint filed against a youth, hostage situations, riots, disturbances, fires, allegations of employee fraud, misconduct or breach of security, the arrest or warrant for arrest of an employee on a felony charge, and a misdemeanor arrest or warrant for arrest that may affect the employee’s efficacy in their assigned duties.
CURRENT CERTIFICATION

Up-to-date proof of successful completion of American Red Cross training in first aid and American Red Cross or American Heart Association training in age appropriate cardiopulmonary resuscitation.

CURRICULUM

A comprehensive overview, including activities planned for delivery to the students, the scope of content, the sequence of materials, interpretation and balance of subject matter, and motivational, instructional and assessment techniques to be used.

CUSTODY

Legal relationship established by court order in which one party is given legal authority and responsibility for the physical care of an individual.

DE-ESCALATION

An approach to conflict resolution and reducing tension during the discussion of controversial topics. Also a reduction in security level.

DENTAL EXAMINATION

The close inspection of the teeth and tissues of the mouth using physical assessment, radiographs and other diagnostic aids.

DENTAL SCREENING

Procedure performed to determine the need for a comprehensive dental examination.

DEOXYRIBO-NUCLEIC ACID

A nucleic acid that contains the genetic instructions for the biological development of a cellular form of life or a virus.
DESIGNATED BEHAVIORAL AUTHORITY

Individual designated by the facility director to provide oversight and coordinate behavioral health service delivery at a residential facility.

DETOXIFICATION

The process an individual goes through when withdrawing from alcohol or other drug.

DHS ALERT SYSTEM

An automated message system on the DHS intranet that notifies the Office of Communications and a pre-established group of DHS managers about an incident, child death, escape, or other situation that may attract media attention or require some special attention by DHS management.

DIAGNOSTIC AND STATISTICAL MANUAL OF MENTAL DISORDERS, IV

The handbook used most often in diagnosing mental disorders in the United States and internationally.

DIRECT CARE STAFF

Staff members who have routine contact with youth, including youth specialists, youth aides, teachers, chaplains, group leaders, social workers, counselors, nurses, and other staff who supervise the youth.

DISABILITY (UNDER SECTION 504)

Youth who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
• Has a record of such an impairment.
• Is regarded as having such impairment.

DISCIPLINE RESPONSE SYSTEM

Series of progressive responses imposed on youth exhibiting inappropriate behaviors.

DISCRIMINATE

An unlawful and intentional act of unfair treatment of a person based on class or category.

DNA IDENTIFICATION PROFILING

A validated scientific method of analyzing components of deoxyribonucleic acid molecules in a biological specimen to determine a match or a non-match between a reference sample and an evidentiary sample.

DUE PROCESS

Activities to ensure the legal rights and fair treatment of a youth.

DUE PROCESS HEARING FOR A MAJOR OFFENSE VIOLATION

Youth has the opportunity to be heard by an impartial person having the authority to release the youth. The hearing process includes all of the following:

• Prior notice to the youth.
• The opportunity to present evidence or witnesses.
• The opportunity to be represented by a non-involved staff member.
• The opportunity to make a statement and the ability to appeal the decision of the due process officer.
DUE PROCESS HEARING FOR BEHAVIOR MANAGEMENT

A youth is provided a meaningful opportunity to be heard before a person having authority to release the youth; is informed of the reason why he/she is in a behavior management room; and is informed of the actions that he/she must take to be released from the behavior management room.

DUE PROCESS OFFICER

Impartial person appointed by the facility director to facilitate a due process hearing that assures the fair and impartial treatment of the youth.

DUE PROCESS PROCEEDING

Formal or informal process to ensure a youth’s due process rights are protected.

EDUCATION DEVELOPMENT PLAN

Collection of information from academic assessments, vocational assessments, interest surveys and portfolio development that outlines the goals and coursework a general education student intends to complete to prepare for postsecondary/transition activities.

EDUCATION RECORDS

Include, but are not limited to, all of the following documents:

- Individualized education program reports.
- Multidisciplinary education team evaluation.
- Academic transcript - A cumulative record of a youth’s courses and grades.
- General equivalency diploma examination results.
- Exit reports –DHS-1026.

**ELECTIVE SURGERY**

A planned, non-emergency surgical procedure.

**EMERGENCY**

A sudden unforeseen crisis that may include but is not limited to bomb threat/device, chemical spill (including outside spill requiring evacuation), fire, tornado, forest fire (where applicable), snow emergency, flood, extreme heat, hostage situations, armed intruders and emergency evacuation.

**EMERGENCY MEDICAL TREATMENT**

Treatment for an acute illness or unexpected health care need, including medically necessary orthodontic services, requiring immediate medical attention.

**ENCRYPTION**

The process of transforming data to an unintelligible form in such a way that the original data either cannot be obtained (one-way encryption) or cannot be obtained without using the inverse decryption process (two-way encryption).

**EQUITY**

Justice administered according to fairness as contrasted with the strictly formulated rules of common law.

**ESCALATION**

Court ordered increase in the youth’s security level or an increase in negative behavior.

**ESCAPE**

To flee from custody or supervision of an institution, training school, detention center, from someone assigned to supervise the youth, and the unlawful departure of a youth from an institution or from custody while being transported, or failure to return to the facility when required.
ESCAPE RISK

Subjective assessment of the likelihood of a youth’s escape based on factors including but not limited to:

- Previous actual or attempted escape.
- Offense(s) while in escape status.
- Verbal or written expressions of intent to escape.
- Means to support or encourage escape.
- Escape provides proximity or access to victim.
- Recent traumatic life event.
- Short time in program, low program level, slow program progress or reversal of progress.

EVALUATION REVIEW

A required procedure for determining if the reevaluation of a youth’s disability is required. The individual education program team, and other qualified professionals conducts the evaluation review. If an evaluation is needed, a multidisciplinary evaluation team is recommended to provide this service.

EVIDENCE-BASED

Approaches deemed as effective based on empirical data, gathered in a scientifically controlled manner.

EXHIBITING DANGEROUS BEHAVIOR

Action that threatens the physical health and/or safety of the youth or other people.

EXTRINSIC MOTIVATION

Motivation comes from factors physically outside of the youth; includes incentives and privileges.

FACILITY REVIEW

Comprehensive quality assurance review conducted to determine compliance with policy, selected licensing rules, and facility standard operating procedures.
**FACILITY REVIEW REPORT**

Written findings of the quality assurance team prepared subsequent to each facility review.

**FACILITY TRAINING COORDINATOR**

A facility staff member responsible for working with Child Welfare Training Institute staff to coordinate training functions.

**FACILITY VISIT**

Consists of interviews/surveys with youths or staff, record/documentation review, and/or observations of facility routine/tours that is often associated with a specific area of interest such as safety and security, medical management or education.

**FAMILY PLANNING**

Use of interventions designed to regulate the number and spacing of children within a family.

**FEEDBACK CHANNELS**

A means for interactive human support.

**FELONY**

A violation of a penal law of this state, another state or the United States for which the offender, upon conviction, may be punished by death or by imprisonment for more than one year or an offense expressly designated by law to be a felony.

**FETAL ALCOHOL SPECTRUM DISORDER (FASD)**

An umbrella term describing the range of effects that can occur in an individual who was prenatally exposed to alcohol. These effects may include physical, mental, behavioral, and/or learning disabilities with lifelong implications. FASD is not a diagnostic term used by clinicians. It refers to specific conditions such as fetal...
alcohol syndrome (FAS), alcohol-related neurodevelopmental disorder, and alcohol-related birth defects. Diagnostic criteria for FAS are prenatal alcohol exposure, prenatal or postnatal growth deficiencies, a certain pattern of facial features in childhood and central nervous system damage.

**FIGHT**

A subcategory of youth on youth assault, a mutually instigated assault between two or more youth.

**FINAL RESPONSE**

Decision of the facility director or designee on a first level response to a grievance that has been appealed by the youth or family member.

**FIRST AID**

The immediate and temporary aid provided to a sick or injured person until medical treatment can be provided.

**FIRST AID KIT**

A collection of supplies and equipment for use in giving first aid, particularly in a medical emergency.

**FIRST LEVEL RESPONSE**

Response from the person who has been designated by the facility director or designee to provide the initial response to a grievance filed by a youth or family member.

**FLIP CHART**

A set of papers hinged at the top or side that can be flipped to present information sequentially, such as facility emergency response plans.

**GENDER-RESPONSIVE PROGRAMMING**

Programs and services that are guided by the identity and developmental processes of a specific gender.
HAZARDOUS MATERIALS

Term includes, but is not limited to, all of the following:

- Toxic or poisonous materials such as bleach, ammonia or pesticides.
- Caustic materials such as lye or tannic acid.
- Flammable and combustible materials such as gasoline, kerosene or cleaning solvents.

HEALTH ASSESSMENT

A standardized, normed, and validated protocol for determining the medical status of an individual youth.

HEALTH CARE FACILITY

Hospital or other facility licensed to provide in-patient health treatment, counseling or rehabilitative services.

HEALTH CRISIS SERVICES

Services provided for serious injury or illness.

HEALTH EVALUATION

Includes a review of available medical records, a medical history, and a physical examination.

HEALTH SCREENING

A system of structured inquiry and observation designed to prevent newly-arrived youths who pose a health or safety threat to themselves or others from being admitted to the general population. The first interview, observation and testing of youth about overall health: medical history, use of drugs or alcohol, allergies and current health status.
HEPATITIS A

An acute, usually benign, hepatitis that is transmitted through food and water contaminated with fecal matter; also called infectious hepatitis liver.

HEPATITIS B

A sometimes fatal hepatitis that tends to persist in the blood serum and is transmitted especially by contact with infected blood or other bodily fluids, also called serum hepatitis.

HIGH RISK BEHAVIOR

Any activity having a high probability of unprotected contact with the blood or other body fluid of another person.

HUMAN IMMUNODEFICIENCY VIRUS

A retrovirus that causes immune system failure and debilitation and is often accompanied by cancers as well as secondary infections such as tuberculosis.

IDENTIFIED OFFENSES

Offenses listed in the DNA Identification Profiling System Act requiring sample submission including:

- Juvenile, probate and family division of the circuit court adjudications:
  - Assault with intent to murder, MCL 750.83.
  - Attempted murder, MCL 750.91.
  - Murder I, MCL 750.316.
  - Murder II, MCL 750.317.
  - Manslaughter, MCL 750.321.
  - Kidnapping, MCL 750.349 (including an attempted violation).
- Criminal sexual conduct I, MCL 750.520b (including an attempted violation).
- Criminal sexual conduct II, MCL 750.520c (including an attempted violation).
- Criminal sexual conduct III, MCL 750.520d (including an attempted violation).
- Criminal sexual conduct IV, MCL 750.520e (including an attempted violation).
- Assault with intent to commit criminal sexual conduct, MCL 750.520g (including an attempted violation).
- Disorderly person – Window Peeper, MCL 750.167(1)(c) or (f).
- Indecent exposure, MCL 750.335a.
- Criminal division of the circuit court convictions:
  - Any felony.
  - Enticing a child for immoral purposes, MCL 750.145a.
  - Disorderly person by window peeping, engaging in indecent or obscene conduct in public, or loitering in a house of ill fame or prostitution, MCL 750.167(1)(c), (f), or (i).
  - Indecent exposure, MCL 750.335a.
  - First and second prostitution violations, MCL 750.451.
  - Leasing a house for purposes of prostitution, MCL 750.454.
  - Female under the age of 17 in a house of prostitution, MCL 750.462.

**ILLEGAL DRUGS/SUBSTANCES**

Non-prescribed and other substances whose use, possession and distribution is prohibited under the Controlled Substances Act.
IMPAIRMENTS

Include, but are not limited to:

- Psychological disorders.
- Cosmetic disfigurements.
- Anatomical loss.
- Cognitive delay.
- Mental illness.
- Attention deficit disorders.
- Acquired Immune Deficiency Syndrome.
- Human Immunodeficiency Virus positive.

INDECENT EXPOSURE BY A STAFF MEMBER, CONTRACTOR, OR VOLUNTEER

Under rules proposed by the US Department of Justice to implement the Prison Rape Elimination Act, indecent exposure by a staff member, contractor, or volunteer means the display by a staff member, contractor, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of a youth.

Note: Male lifeguards in swimming suits are an authorized exception to prohibitions against the display of breasts.

INDIGENCE

A person has insufficient personal funds.

INDIVIDUALIZED EDUCATION PROGRAM

A description of the educational program designed to meet a youth’s unique needs.

INDIVIDUALIZED EDUCATION PROGRAM TEAM

Group responsible to determine a youth’s special education eligibility. The team also designs the youth’s educational program to address specific educational needs and/or transitional life goals. A meeting is conducted annually or at irregular intervals due to
change of youth’s status, parental request or new placement/services. The membership of the team includes special and general education teachers, a qualified educational representative, other mandated professionals, parents and the youth.

INFORMED CONSENT

Voluntary agreement given by a person or a patient’s responsible proxy (for example, a parent or guardian) for participation in a treatment regimen involving psychotropic medications after being informed of the purpose, benefits, specific risks and most common adverse effects. The person giving consent has the right to withdraw their consent at any time. Informed consent is given individually for each psychotropic medication prescribed.

INITIAL SERVICE PLAN

A presentation of factual and assessed information about the youth and the youth’s family written by the juvenile justice specialist; see JJG Glossary, Initial Service Plan.

INITIAL TREATMENT PLAN

Records the youth’s assessment information, program adjustment, placement-planning information, functional independence, and transitional planning services recommendations; must be completed within 30 days of admission to a treatment facility.

INJURY

Any instance in which a youth, staff, visitor or volunteer is hurt even if treatment is not provided.

INTERNET CRIMINAL HISTORY ACCESS TOOL

Web-based application that allows the user to search public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93
days are required to be reported to the state repository by law enforcement agencies, prosecutors and courts in all 83 Michigan counties.

**INTOXICATION**

The quantity of alcohol or other drug that a person consumes exceeds the individual's tolerance for alcohol or other drug and produces behavioral or physical abnormalities.

**INTRINSIC MOTIVATION**

Motivation is developed within the youth’s thought process and may or may not be a function of provided incentives.

**INVENTORY**

Term includes:

- A current list of materials, medications, keys or tools.
- Documented process by which staff ensures materials, medications, keys or tools are present.

**ISOLATION**

Placement of a youth in a behavior management room for 15 minutes or more. The behavior management room is other than the room to which the youth is assigned or in which the youth normally sleeps. Isolation can occur in locked or unlocked rooms.

**JUVENILE JUSTICE INFORMATION SYSTEM**

An automated data collection and case management information system designed to track and record activities of youth within the juvenile justice system including court, detention and DHS public or private placements. This system is also referred to as Juvenile Justice Online Technology.

**JUVENILE JUSTICE SPECIALIST**

The services worker assigned by a DHS county office to a particular youth; see JJG Glossary, Juvenile Justice Specialist.
LAW ENFORCEMENT AGENCY

The police department of a municipality or township where the facility is located, sheriff’s department having jurisdiction where the facility is located or the nearest state police post.

LAW ENFORCEMENT INFORMATION SYSTEM

A communication system for law enforcement agencies containing information on such things as personal protection orders, pretrial release conditions in criminal cases and outstanding arrest warrants.

LEAST RESTRICTIVE ENVIRONMENT

To the maximum extent appropriate, youth with disabilities, including youth in public or private institutions or other care facilities, are:

- Educated with youth who are not disabled.
- Only in special classes, provided separate schooling, or otherwise removed from the regular educational environment when the nature or severity of the disability of a youth is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

LEAVE OF ABSENCE

An approved leave from a residential treatment facility involving at least one overnight stay without facility staff supervision in a community setting such as a family home, prospective community justice center, hospital, other residential facility or supervised independent living arrangement.
LEGAL GUARDIAN

A person who has the legal authority and the corresponding duty to care for the personal and property interests of another person.

LEISURE ACTIVITIES

Non-compulsory activities which are entertaining or restful free time and non-work related.

LICENSED MEDICAL PROFESSIONAL

A professional licensed to carry out medical procedures.

LIFE SKILLS

Intrapersonal skills critical for a youth’s successful reintegration to community, and include:

- Coping with stress.
- Organization and planning.
- Conflict resolution.
- Problem-solving.
- Time management.
- Self-esteem.
- Aggression replacement training.
- Effective communication.
- Controlling impulsive behavior.
- Avoiding addictive behaviors.
- Parenting skills.
- Dealing with feelings.
- Employability skills.
- Independent living skills.
- Leisure/recreational activities.
- Hygiene and grooming.
- Decision making.

LOCAL ENTITY

Village, city or township in which the facility is located.
LOCKED BOX

A container having a letter-sized opening that is secured by a lock, padlock, electronic or other locking mechanism that can only be opened by a staff member designated by the facility/center director or designee.

MAJOR LIFE ACTIVITIES

Include:

- Learning and caring for oneself.
- Performing manual tasks.
- Walking.
- Seeing.
- Hearing.
- Speaking.
- Breathing.
- Working.

MAJOR OFFENSE

Offenses by a youth which affect the safety and security of youth, staff and/or the community. Such offenses include any act which would be a crime if committed by an adult, possession of an actual or potentially dangerous weapon, tampering with an electronic tether or similar security device or possession of a facility key or access card. Attempt, solicitation and conspiracy to commit a crime are treated the same as if the offense was completed.

MAJOR RULE INFRACTION

Violation of rules and policies where the magnitude is such that the agency has been undermined or where the act is so serious that employment cannot be continued.

MALTREATMENT

Treatment of a youth that involves cruelty or suffering that a reasonable person would recognize as excessive.
MANDATED REPORTER

Includes:

<table>
<thead>
<tr>
<th>Audiologist</th>
<th>Certified social worker</th>
<th>Dentist</th>
<th>Eligibility specialist</th>
<th>Family independence manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family independence specialist</td>
<td>Law enforcement officer</td>
<td>Licensed professional counselor</td>
<td>Marriage and Family Therapist</td>
<td>Medical examiner</td>
</tr>
<tr>
<td>Member of the clergy</td>
<td>Nurse</td>
<td>Person licensed to provide emergency medical care</td>
<td>Physician</td>
<td>Physician’s assistant</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Registered dental hygienist</td>
<td>Regulated child care provider</td>
<td>School administrator</td>
<td>School counselor</td>
</tr>
<tr>
<td>School teacher</td>
<td>Social services specialist</td>
<td>Social work specialist</td>
<td>Social work specialist manager</td>
<td></td>
</tr>
<tr>
<td>Social Worker</td>
<td>Welfare services specialist</td>
<td>Licensed master’s social worker</td>
<td>Licensed bachelor’s social worker</td>
<td>Registered social service technician</td>
</tr>
<tr>
<td>Social services technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BJJ interprets the term mandated reporter to also include:

- Youth aides.
- Youth specialists.
- Youth group leaders.
- Clinical social workers.
- Shift supervisors.
- Program managers.

MANDATORY TESTING

Obtaining body fluid specimens for testing as required by court order or treatment plan.

MARKING PERIOD

Two six week periods within a semester.
MASSACHUSETTS YOUTH SCREENING INSTRUMENT - SECOND VERSION

A mental health screening tool to assist juvenile justice facilities in identifying youth 12-17 years old who may have special mental health needs requiring immediate attention.

MATERIAL SAFETY DATA SHEETS

Product safety information sheets prepared by manufacturers and marketers of products containing toxic chemicals.

MECHANICAL ADVANTAGE CONTROL HOLD (MACH V)

Five techniques of physical control used by Michigan law enforcement agencies and adult and juvenile corrections across the country and adopted by the Bureau of Juvenile Justice.

MECHANICAL RESTRAINTS

Metal, leather, or cloth devices designed to restrict a youth’s movement to prevent physical harm, property damage or escape.

MEDICAL INFORMATION

All information collected to ensure the health of a youth.

MEDICAL RECORD

Separate record of medical information maintained by qualified medical staff that includes:

- The completed receiving screening form.
- Health appraisal data form including history of immunizations.
- All findings, diagnoses, treatments, plans and dispositions.
• Prescribed medications and their administration log.
• Laboratory, x-ray and diagnostic studies.
• Consent, refusal and waiver forms.
• Release of information forms.
• Health services’ reports.
• Progress notes.
• Psychiatric and psychological screenings, assessments, and reports.
• Dental records including x-rays, screenings, examinations, treatments and cleanings.
• Consultant reports.
• Master problem list.
• Signature and title of record author.
• Place, time and date of health encounters.
• Discharge/transfer summaries.

MEDICAL STAFF

Physician, nurse or physician approved trained staff member designated to provide and/or monitor physical health related services at a facility.

MENTAL HEALTH PROFESSIONAL

An individual licensed in Michigan who is trained and experienced in the area of mental illness or developmental disabilities and who is one of the following:

• A physician licensed to practice medicine or osteopathic medicine and surgery.
• A psychologist.
• A registered professional nurse.
• A master’s social worker.
• A professional counselor.
• A marriage and family therapist.
MICHIGAN EDUCATIONAL ASSESSMENT PROGRAM

A Michigan Department of Education program that evaluates the youth’s knowledge of the Michigan Core Curriculum in math, science, writing, reading, and social studies.

MICHIGAN PROTECTION AND ADVOCACY, INC.

Agency designated by the governor as the federally mandated protection and advocacy system for Michigan.

MICHIGAN REHABILITATION SERVICES

Community based organization, that is part of the Michigan Department of Labor and Economic Growth, responsible for implementing services for eligible special education youth in the community immediately after their release.

MINOR OFFENSE

Violation of facility rule that is not a major offense.

MONITORING DEVICES

Mechanism that allows continuous video and on-demand audio observation of the youth.

MOVEMENT

Actions that result in the youth changing location within a residential facility.

MOVIE

Any prerecorded video presentation, and any network, cable or satellite television broadcast of an MPAA rated movie. Current MPAA ratings are:

- G - programming suitable for all audiences.
• PG - parental guidance suggested.
• PG-13 - parents strongly cautioned.
• R - No one under 17 admitted unless accompanied by parent or adult guardian.
• NC-17 - no one 17 and under admitted.

MUCOUS MEMBRANE

A thin layer of tissue that lines all the cavities of the body that open externally and secrete mucous.

MULTI-DISCIPLINARY EVALUATION TEAM

Group of mandated evaluators responsible for evaluating a youth and making a recommendation of eligibility to the individualized education program team. The team includes evaluators (mandated and instructional), parent(s), youth, and other qualified professionals.

NEEDED SERVICES

Includes housing, transportation, medical services, food and water.

NONCONSENSUAL SEXUAL ACTS

Within the provisions of the Bureau of Justice Statistics’ Survey on Sexual Violence, these acts involve contact of any person without his or her consent, or of a person who is unable to consent or refuse and one of the following:

• Contact between the penis and the vagina or the penis and the anus including penetration, however slight.
• Contact between the mouth and the penis, vagina, or anus.
• Penetration of the anal or genital opening of another person by a hand, finger, or other object.
NON-PARENT ADULT

A person who is 18 years of age or older and who, regardless of the person's domicile, meets all of the following criteria in relation to a youth:

- Has substantial and regular contact with the youth.
- Has a close personal relationship with the youth's parent or with a person responsible for the youth's health or welfare.
- Is not the youth’s parent or a person otherwise related to the youth by blood or affinity to the third degree.

NON-PRIVILEGED MAIL

All mail other than that between a youth’s attorney, a judge, a legislator, or other public official.

OFF-CAMPUS ACTIVITIES

Extracurricular activities that occur outside the grounds of a residential treatment facility and under the direct supervision of residential treatment staff, parent/legal guardian or responsible adult.

ORAL HYGIENE

The procedures used for basic teeth, gum and tongue care.

ORIENTATION

Advising youth of their rights, rules and regulations which will be applicable while they are in placement at a facility.

ORTHODONTIC

A specialized treatment performed to restore the teeth to proper alignment and function.
OUTCOMES-DRIVEN

Treatment approaches, interventions, and services which are guided by measurement of the impact/benefit/changes to youth as a result of participation in the program.

OVER THE COUNTER MEDICATION

Medication available to anyone without a prescription.

PARENT

Person who is legally recognized as the youth’s mother or father and has not had parental rights terminated by a court of law.

PAT DOWN SEARCH

An examination of a youth’s body and/or clothing by the placement of a staff member’s hands on the area of the youth to be searched.

PERCUTANEOUS

A puncture or incision of the skin.

PERSON RESPONSIBLE FOR THE YOUTH'S HEALTH OR WELFARE

A parent, legal guardian, person 18 years of age or older who resides for any length of time in the same home in which the youth resides, or, nonparent adult; or an owner, operator, volunteer, or employee of one or more of the following:

- A licensed or registered child care organization.
- A licensed or unlicensed adult foster care family home or adult foster care small group home.

PHYSICAL EXAMINATION

The evaluation of a body by a physician to determine its state of health.
PHYSICAL PLANT

All facilities, buildings, and grounds.

PHYSICAL RESTRAINT

Placing of hands on a youth using minimal force to ensure safety when lesser forms of intervention have failed or in emergency situations that require immediate intervention to ensure safety consisting of:

- Therapeutically holding a youth in place as trained by the Child Welfare Training Institute.
- Staff-administered physical restraint using Mechanical Advantage Control Hold V methods.

POSITIVE BEHAVIOR SUPPORT SYSTEM

Reinforcing specific behaviors by the use of incentives and privileges for youths modeling the desired behaviors.

PRESCRIPTION

An order for drugs to be dispensed to the named patient from an individual who is authorized by state law to issue an order.

PRESCRIPTION MEDICATION

Medicine that is available for purchase only under the written order of a person authorized by law to prescribe medication.

PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE (PLAAFP)

A detailed description of a youth’s performance in all areas of education that are affected by the youth’s disability. Each area of educational need identified in the PLAAFP is addressed in annual
goals specifically addressing supplementary aids/services/supports, specialized programming and transition services, if needed.

**PRIVILEGE**

Something of extrinsic or intrinsic value that may be granted or denied; is not a legal right or entitlement.

**PRIVILEGED MAIL**

Mail between the youth and his/her attorney, a judge, a legislator or other public official.

**PROBATION OFFICER AND/OR JUVENILE COURT WORKER**

An employee of a juvenile court, charged with the care of delinquent youth.

**PROCUREMENT CARD**

The DHS and DTMB issued credit card.

**PROGRESSIVE**

Proceeding in steps; continuing steadily by increments.

**PRO RE NATA (PRN)**

Prescriptions that are to be taken when necessary.

**PROSTHETIC**

A fixed or removable appliance to replace missing teeth; that is, a bridge, denture, or partial. Also a device used to replace or augment a body part or function.

**PSYCHO-PHARMACOLOGICAL THERAPY**

Prescribed psychotropic medications to remediate behavior.
**PSYCHOTROPIC MEDICATION**

Medication of which the prescribed intent is to affect or alter thought processes, mood, sleep, or behavior, including, but not limited to, antipsychotic (treatment of psychosis and other mental and emotional conditions), antidepressant (treatment of depression) and anxiolytic (for the treatment and prevention of anxiety) medications. Medications for the treatment of Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder are also considered psychotropic medications.

**QUALITY ASSURANCE TEAM**

Juvenile Program Division staff within the Bureau of Funding, Contracting and Juvenile Programs conducting facility reviews or facility visits of residential juvenile justice facilities.

**RANDOM TESTING**

Obtaining body fluid specimens for testing without the youth’s prior knowledge of when a specimen is requested.

**REASONABLE BASIS**

Under the facts and circumstances, a reasonable person has cause to believe.

**REASONABLE SUSPICION**

Based on facts and circumstances, a reasonable person can infer that criminal activity is occurring.

**RECOMMENDED DIETARY ALLOWANCE (RDA)**

The daily dietary intake level of a nutrient considered sufficient to meet the requirements of nearly all (97–98%) healthy individuals in each life-stage and gender group.
RECREATIONAL ACTIVITIES

Any form of active and participatory play, amusement or relaxation such as games or sports.

REFERRAL

A referral for special education services is a formal request on behalf of a youth for a comprehensive evaluation to determine if a suspected disability exists.

RELEASE PLAN

A report completed prior to release if possible, but no later than 14 days after the youth is released and includes:

- The reason for release/discharge and the new location of the youth.
- An assessment of the youth's continuing needs.
- A signed statement that the release plan recommendations have been reviewed with the resident and parent.
- The name and official title of the person to whom the youth was released/discharged.
- A detailed aftercare plan.
- A report on the culmination of treatment planning and preparation for re-entry into the community.

REPORTABLE INCIDENT

Acts which would be criminal if committed by an adult, accidents, injuries, environmental health or safety hazards, property damage, health related emergencies, refusal of medication, escape, attempted escape, physical restraints, non-transportation use of mechanical restraints, room confinement, suicide, suicidal behavior, assault, evacuation, riot, vehicular accident, contraband, theft, lost tools, lost keys, and actual or suspected child abuse or neglect involving youth, staff or visitors.
REQUIRED IMMUNIZATIONS

Immunizations which are required by the State of Michigan Department of Community Health to be given to each youth.

RESIDENTIAL POLICY COMMITTEE

Juvenile justice facility and administrative representatives responsible for the development and revision of residential policy.

RESTORATIVE ACTIVITY

Actions performed by youth consistent with the concepts of restorative justice to repair harm caused by the offense, make amends to the victim, develop competency in the offender or improve overall safety.

RESTORATIVE JUSTICE

Philosophical approach to responding to crime aimed at repairing the harm caused by a criminal act and restoring the balance in the community affected by the crime

RISK

Possibility of something damaging happening (such as a threat agent exploiting a vulnerability) to a system, environment or personnel.

ROOM CHECKS

Documented visual observation of youth and their immediate vicinity by a staff member.

ROUTINE MEDICAL TREATMENT

Nonsurgical medical care and non emergency medical treatment of a youth.
ROUTINE OBSERVATION (LEVEL ONE)

A level of supervision requiring no special services or precautions due to the absence of any apparent risk of harm.

SCHOOL IMPROVEMENT COUNCIL

Committee created to guide the process of continuous school improvement within the Bureau of Juvenile Justice school district.

SCHOOL PSYCHOLOGIST

Individual possessing state of Michigan license and/or certification to work as a psychologist in a school environment.

SCHOOL RECORD

Information about youth recorded or collected in any format by local school systems or individual schools that may include:

- Educational/psychological assessments.
- School attendance records.
- Personal data.
- Health information.
- Disciplinary actions.
- Academic progress.

SCHOOL RETENTION

Repeating a school academic year.

SCHOOL SOCIAL WORKER

Individual possessing a state of Michigan license to work as a social worker in a school environment.
SELECTIVE SERVICE REGISTRATION

Eligible U.S. citizens and male aliens living in the U.S. who are 18 through 25 are required to register for possible induction into the military by completing SSS-1.

SELF-CONTROL

A youth is under self-control when, in agreement with the treatment plan, the youth can:

- Obey reasonable directives from staff.
- Discuss/process the incident(s) that led to behavior management isolation.
- Make an acceptable commitment to refrain from behaviors that threaten or cause harm to self, others, or property and comply with facility rules.

SELF-HARM

Behavior that causes harm including self-laceration, self-battering, taking overdoses and exhibiting deliberate recklessness. Behavior that is indicative of a youth not dealing or coping with events and activities.

SEMESTER

One of any three marking periods during which courses are offered.

SEXUAL ABUSE

To engage in sexual contact or sexual penetration as those terms are defined in MCL 750.520a, with a child.

Under rules proposed by the US Department of Justice to implement the Prison Rape Elimination Act (PREA), sexual abuse includes:

- Sexual abuse by another youth.
- Sexual abuse of a youth by a staff member, contractor, or volunteer.
SEXUAL ABUSE BY ANOTHER YOUTH

Under rules proposed by the US Department of Justice to implement PREA, sexual abuse by another youth includes any of the following acts if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva, or anus.
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, excluding incidents in which the intent of the sexual contact is solely to harm or debilitate rather than to sexually exploit.

SEXUAL ABUSE BY A STAFF MEMBER, CONTRACTOR, OR VOLUNTEER

Under rules proposed by the US Department of Justice to implement PREA, sexual abuse by a staff member, contractor, or volunteer includes:

- Sexual touching by a staff member, contractor, or volunteer.
- Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.
- Indecent exposure by a staff member, contractor, or volunteer.
- Voyeurism by a staff member, contractor, or volunteer.
SEXUAL EXPLOITATION

Includes allowing, permitting, or encouraging a child to engage in prostitution, or allowing, permitting, encouraging, or engaging in the photographing, filming, or depicting of a child engaged in a listed sexual act as defined in MCL 750.145c.

SEXUAL HARASSMENT

Under rules proposed by the US Department of Justice to implement PREA, sexual harassment includes:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another.

- Repeated verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

SEXUAL MISCONDUCT

Sexual behavior that falls outside the established norms and policies of the facility and rises to the level of an incident.

SEXUAL TOUCHING BY A STAFF MEMBER, CONTRACTOR, OR VOLUNTEER

Under rules proposed by the US Department of Justice to implement PREA, sexual touching by another staff member, contractor, or volunteer includes any of the following acts, with or without consent:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.

- Contact between the mouth and the penis, vulva, or anus.
• Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.

• Any other intentional touching either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, with the intent to abuse, arouse, or gratify sexual desire.

SHADOW BOARD

Storage method where the location of each tool bears the outline of the tool in a contrasting color to the background color.

SNIFFING

Unauthorized user intercepts wireless streams of information and with sophisticated equipment reads confidential information.

SOCIAL SKILLS

Interpersonal skills critical for a youth’s successful reintegration to community, and include:

• Effective and constructive communication.

• Recognizing and responding appropriately to emotional signals sent out by others.

• Ability to distinguish between positive and negative influences.

• Recognizing and understanding gender differences, relationship boundaries, peer relationships, family relationships and relationships with other adults and authority figures.

SPECIAL EDUCATION PORTFOLIO

Documents pertaining to the youth’s educational program preferences, interests, post secondary goals and transition services.
SPECIAL EDUCATION STUDENT

An eligible youth defined as one who has a disability or has a record of a disability as determined by an individualized education program team and who has not graduated from high school.

STAFF SEXUAL HARASSMENT

Within the provisions of the Bureau of Justice Statistics’ Survey on Sexual Violence, staff sexual harassment includes repeated verbal statements or comments of a sexual nature to a juvenile or youthful offender by an employee, volunteer, contractor, official visitors, or other agency representative (excluding the youth’s family, friends, or other visitors). Also includes demeaning references to gender or derogatory comments about body or clothing or repeated profane or obscene language or gestures.

STAFF SEXUAL MISCONDUCT

Within the provisions of the Bureau of Justice Statistics’ Survey on Sexual Violence, includes any behavior or act of a sexual nature directed toward a juvenile or youthful offender by an employee, volunteer, contractor, official visitor, or other agency representative excluding the youth’s family, friends, or other visitors. Sexual relationships of a romantic nature between staff and a youth are included in this definition. Includes consensual or non-consensual sexual acts including:

- Intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire.
- Completed, attempted, threatened, or requested sexual acts.
- Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

STATE

State of Michigan.
STATE WARD

The youth has been committed to the DHS for care and supervision by a court of law pursuant to the Youth Rehabilitation Services Act or to the Michigan Children’s Institute.

STREET GANGS

A group of people who form an allegiance for a common purpose and engage in violent, unlawful or criminal activity.

STRENGTHS/NEEDS ASSESSMENT

A comprehensive evaluation of all available information including screenings, assessments and interviews that is used to identify the youth’s needs, strengths and related factors for the purpose of treatment planning.

STUDENT ACCOMMODATION PLAN

A document that clearly defines how the disability affects a major life activity, the physical and/or mental area of difficulty and lists the accommodations invoked to meet the needs caused by the difficulty.

STUDENT SUPPORT TEAM

An educational intervention team including teachers, facility staff, parent/legal guardian and the youth that is responsible to:

- Gather information on a youth.
- Develop an intervention plan to remediate the presenting problem.
- Evaluate effectiveness of services.
- Make needed recommendations.

SUBSTANCE ABUSE

Any pattern of substance use that results in repeated adverse personal or social consequences related to the illegal substance such as failure to meet work, family, or school obligations, interpersonal conflicts, legal problems or adverse health effects.
SUBSTANCE ABUSE PROFESSIONAL

A person licensed to provide such services in compliance with the Public Health Code.

SUICIDAL ASSESSMENT

A formal evaluation conducted by a state-licensed and/or certified mental health professional to assess mental health and monitoring requirements of a youth. Suicide assessments often occur after there are indications from a suicide screening instrument that a youth is at risk.

SUICIDAL BEHAVIOR

An overt action or thought by youth indicating intent to injure or kill themselves including attempted suicide, suicidal gestures, self-mutilations, intentional injuries to self and a developed plan or strategy for committing suicide, involving overt action or thought indicating intent to injure or kill themself. Self-mutilation and suicidal gestures must be classified as suicidal behavior because it is impossible for facility staff to know the youth’s true motivation.

SUICIDAL IDEATION

Self-reported thoughts of engaging in suicide-related behavior including verbal expressions about thoughts, fantasies, or the desire to kill oneself.

SUICIDE SCREENING

An interview or questionnaire designed to determine whether an individual is currently experiencing thoughts, feelings, impulses, or actual plans to commit suicide, completed by a staff or intake worker who has been properly trained by an appropriate professional.
SUPERVISED VISIT

Staff monitor and are able to participate in all youth and family interactions during the visit.

SURROGATE PARENT

A volunteer parent substitute for a youth who is a permanent court/state ward or whose parents cannot be identified or located. The surrogate becomes the legal guardian to represent the youth at all levels in the delivery of special education services.

SYLLABUS

An outline of topics covered in an academic course.

SYSTEMIC MEDICATION

A drug that is ingested or administered that potentially affects the entire body.

TANNER STAGING

A staging system developed to identify and document the sequence of changes in secondary sexual characteristics associated with puberty. Tanner scores can be helpful when working with juvenile sexual offenders in therapy.

TARDINESS

The occurrence of a student arriving after the start of a class. Habitual tardiness is treated with the same seriousness as an unexcused absence.

TEACHER

A person possessing a valid Michigan teaching certificate or permit.

TEACHER EVALUATION

Systematic appraisal of a teacher's performance and/or qualifications in relation to the teacher’s defined professional role and responsibilities as well as to the school’s and district’s mission.
TEACHING INTERVENTION

Knowledge, skills, and abilities contained within appropriate models and curricula modeled and taught by staff that result in effective problem solving and display of desired behavior by youth.

TELECOMMUNICATIONS

Refers to equipment and/or services of a communication service provider, including the telephone, for the transmission and/or reception of audio, video and all other electronic communications.

TELEVISION INDUSTRY PROGRAM RATINGS

Television industry program ratings are:

- TV-Y - programming for children of all ages.
- TVY-7 - programming for children over the age of seven.
- TV-14 - parents would find unsuitable for children under 14.
- TV-PG - parental guidance suggested.
- TV-MA - programming for mature, adult audiences.

TEST OF ADULT BASIC EDUCATION

A norm-referenced test measuring performance relative to all other youth taking the same test.

TEST U

A criterion reference test measuring factual knowledge of a defined body of material.

TEXTBOOK

A manual of instruction used for the formal study of a subject.

TOBACCO PRODUCTS

Includes cigarettes, cigars, pipes, chewing tobacco, and snuff.
TOPICAL MEDICATION
A drug applied to body surfaces to affect a particular area of the body.

TRAINED ADVOCATE
The advocate has received training in facility procedures from the Child Welfare Training Institute or facility in-house trainer.

TRAINING
An organized activity designed to achieve specific learning objectives, including, but not limited to: formal instruction, independent reading, policy manual reviews and on-the-job training meetings or conferences where information is presented and/or practiced. Training programs include defined requirements for completion and attendance recording.

TRAINING FUNCTION
Consists of a series of interventions including assessment, evaluation, and validation designed to provide the competency to bridge the performance gap between job standards and sub-job performance.

TRANSFER
Movement of a youth between facilities.

TRANSITION SERVICES
A coordinated set of activities for a student, designed within an outcome oriented process that promotes movement from school to post school activities, including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living or community participation.
TRANSPORT

Actions that result in the youth leaving or returning to a facility under appropriate staff supervision for an approved and authorized purpose.

TREATMENT LEADER

The youth group leader or clinical social worker assigned by the facility to a particular youth.

TREATMENT PLANS

Reports that address the youth’s strengths and needs and set goals and objectives leading to successful reintegration into the community and includes the initial treatment plan, updated treatment plan and release plan.

TREATMENT PROGRAM TERMINATION FORM

In conjunction with the release treatment plan, residential providers complete the Treatment Program Termination Form; completion of the form will terminate the current placement with the end date that is entered and includes information regarding to whom or where the youth was released.

TREATMENT TEAM

Group responsible for creation and implementation of a treatment plan that includes the youth, parent(s)/legal guardian, treatment leader, treatment leader’s supervisor, direct care staff, teachers, medical and behavioral health staff, and the youth’s juvenile justice specialist, care management organization worker or probation officer.

TRIMESTER

Scheduling based on three 16 week marking periods (fall, winter and summer.)
TUITION INCENTIVE PROGRAM

A program which assists in paying the cost of tuition and mandatory fees at participating colleges and universities for eligible students.

UNAUTHORIZED LEAVE

Leaving the designated facility boundaries or control of staff without permission or the violation of conditions of authorized off-campus privileges.

UNIVERSAL PRECAUTIONS

A method of infection control in which all human blood and other bodily fluids are considered infectious for HIV, hepatitis and other blood borne pathogens. It encompasses a variety of practices to prevent occupational exposure, such as the use of personal protective equipment, disposal of sharps and safe housekeeping.

UNSUPERVISED VISIT

Staff remain in the vicinity to ensure safety and security, but are not monitoring every aspect of the youth and family interaction during the visit.

UPDATED TREATMENT PLAN

A report completed every three months following the initial treatment plan, developed with input from the treatment team and includes:

- Progress toward achieving the goals established in the previous treatment/service plan.
- Any changes from the previous plans, including new problems and new goals to remedy the problems.
- Indicators of goals and time frames for achievement.
VITAL SIGNS

Signs of life that change with age, sex, weight, exercise tolerance, and condition; normal ranges for the average healthy child over five years old or adult are:

- Temperature: 97.8 - 99.1 degrees Fahrenheit / average 98.6 degrees Fahrenheit.
- Breathing: 12-18 respirations (breaths) per minute.
- Pulse: 60-80 beats per minute (at rest).
- Blood Pressure:
  - Systolic: less than 120 mm of mercury (mm Hg).
  - Diastolic: less than 80 mm Hg.

VOLUNTEER

A non-paid individual providing service to youth and/or staff. Volunteers never supervise youth and do not count as staff in complying with youth to staff ratios.

VOYEURISM BY A STAFF MEMBER, CONTRACTOR, OR VOLUNTEER

Under rules proposed by the US Department of Justice to implement the Prison Rape Elimination Act, voyeurism by a staff member, contractor, or volunteer means an invasion of a youth's privacy by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet in a cell to perform bodily functions; requiring youth to expose their buttocks, genitals, or breasts; or taking images of all or part of a youth's naked body or a youth performing bodily functions, and distributing or publishing them.

WI-FI

Wireless fidelity.