



**STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY
DIVISION OF JUVENILE SERVICES
WILLIAM K. MARSHALL III, DIRECTOR**

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**JIM JUSTICE
GOVERNOR**

**JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY**

January 8, 2018


The Honorable Jim Justice
Governor
State of West Virginia
1900 Kanawha Boulevard, East
Charleston, WV 25301

Dear Governor Justice:

In accordance with West Virginia State Code, Chapter 5-1-20, I am pleased to present the West Virginia Division of Juvenile Services Annual Report for Fiscal Year 2017.

I consider it a great honor and privilege to have been selected to lead the Division of Juvenile Services. We look forward to working with the Office of the Cabinet Secretary to improve our facilities for residents and staff. Expanding the number of Youth Reporting Centers is a priority in 2018 as well.

The Division of Juvenile Services will continue to strive towards improving the lives of the residents entrusted in our care.

Respectfully,

William K. Marshall, III
Director

WKM/mck

Message from the Cabinet Secretary



Jim Justice
Governor
State of West Virginia



Jeff Sandy
Cabinet Secretary
Department of Military
Affairs and Public Safety

The first juvenile court in the United States was established in Chicago in 1899. The juvenile justice system has weathered significant modifications since the late 1960's, resulting from Supreme Court decisions, federal legislation, and changes in state legislation. In 2015, West Virginia legislators enacted S.B. 393, a bill to improve juvenile justice policies based on recommendations from a bipartisan state task force. In addition to S.B. 393, in 2017 the Governor appointed William Marshall to head the Division of Juvenile Services. Mr. Marshall's decades of experience working with West Virginia youth as a coach and mentor has already paid dividends. Working with the West Virginia National Guard and the Department of Education, he has developed additional vocational training for 18 to 21 year old youths in our care to prepare them for future employment.

In addition, we have provided a drug prevention program to the juveniles in our care, by the appointment of Jack Luikart to the position of Director of Substance Abuse Control for all correctional agencies. Mr. Luikart is a highly decorated law enforcement officer. Mr. Luikart's program has also been proactive by presenting it to schools and churches throughout West Virginia. With the assistance of our quality workforce and state partners, juvenile services in West Virginia will continue to increase its effectiveness for West Virginia youth in our care.

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Vicki V. Douglas Juvenile Center		

Message from the Division Director



William Marshall, III
Division Director

I am very honored to be appointed as the West Virginia Division of Juvenile Services Director. Juvenile Services and Youth Programs have been a passion of mine for many years. After serving the State of West Virginia for more than 25 years as a Trooper, I look forward to the continued challenge of making a positive impact on the lives of West Virginians. These young men and women are obviously the future of our great state and need leadership, direction and guidance.

As Director of the Division of Juvenile Services, I am working towards a change in Legislation to eliminate the adults incarcerated in our Juvenile Detention Centers. This proposal would allow our Juvenile Residents to receive the necessary education, treatment and vocation they need to return to society and be productive citizens for West Virginia.

The Division of Juvenile Services is continuing to implement and improve the vocational programs at the Detention Centers. We want to ensure, regardless of the phase a resident is assigned to, that all residents get the much-needed course work to complete their diploma.

The Division of Juvenile Services is also currently researching ways to expand the number of Youth Reporting Centers, as well as, the programs they offer. To reduce our detention population and increase the amount of youth placed back within their home environment, while still receiving the necessary education and counseling essential for growth.

As a father of five children, three daughters and two sons, I understand the impact young individuals have on West Virginia's future. By better utilizing counseling programs and skilled programs to sharpen the minds of our Detention Residents, we can make this vision a reality.

The Division looks forward to a bright future. By maintaining strong relationships and open lines of communication with the Juvenile Justice Commission, our mission of constantly striving to get better will remain strong.



Melody Kimbler
Secretary for
Mr. Marshall

Message from the Deputy Director

The office of the Deputy Director oversees a variety of functions throughout the Division including the Youth Reporting Centers, Treatment and Programs, Operations, quality Control, Investigations, information and Research Technologies, Training, and Community-Based Services. The Deputy position also supervises the Division's two regional directors who supervise the Directors of the smaller detention and correctional facilities.



Denny Dodson
Deputy Director

The concept of treating youth in trouble earlier and closer to home has continued to take shape with the work of our Youth Reporting Centers. We have established three additional Centers during this year and have laid the ground work for one additional center which we hope to open soon.

The YRC's provide better, more-timely treatment for youth close to home and family as well as provide a significant cost savings to the State of West Virginia. The Community-based services have been enhanced this year to include additional school-based interventions and we have also established a substantial diversion program for youth involved in truancy or school disruption issues that lead to academic challenges or dropping out completely. We have continued to receive helpful assistance and guidance from the staff of the Crime and Justice Institute which works with us to develop evidence-based and consistent programming in all of our YRC's.

The Division of Juvenile Services continues on a road to excellence as we remain PREA (Prison Rape Elimination Act) compliant in all of our residential facilities. Tim Harper and his team have done an excellent job in this very difficult and time consuming endeavor. It is our goal to ensure that the safety and welfare of every resident is considered in every situation and in every program.



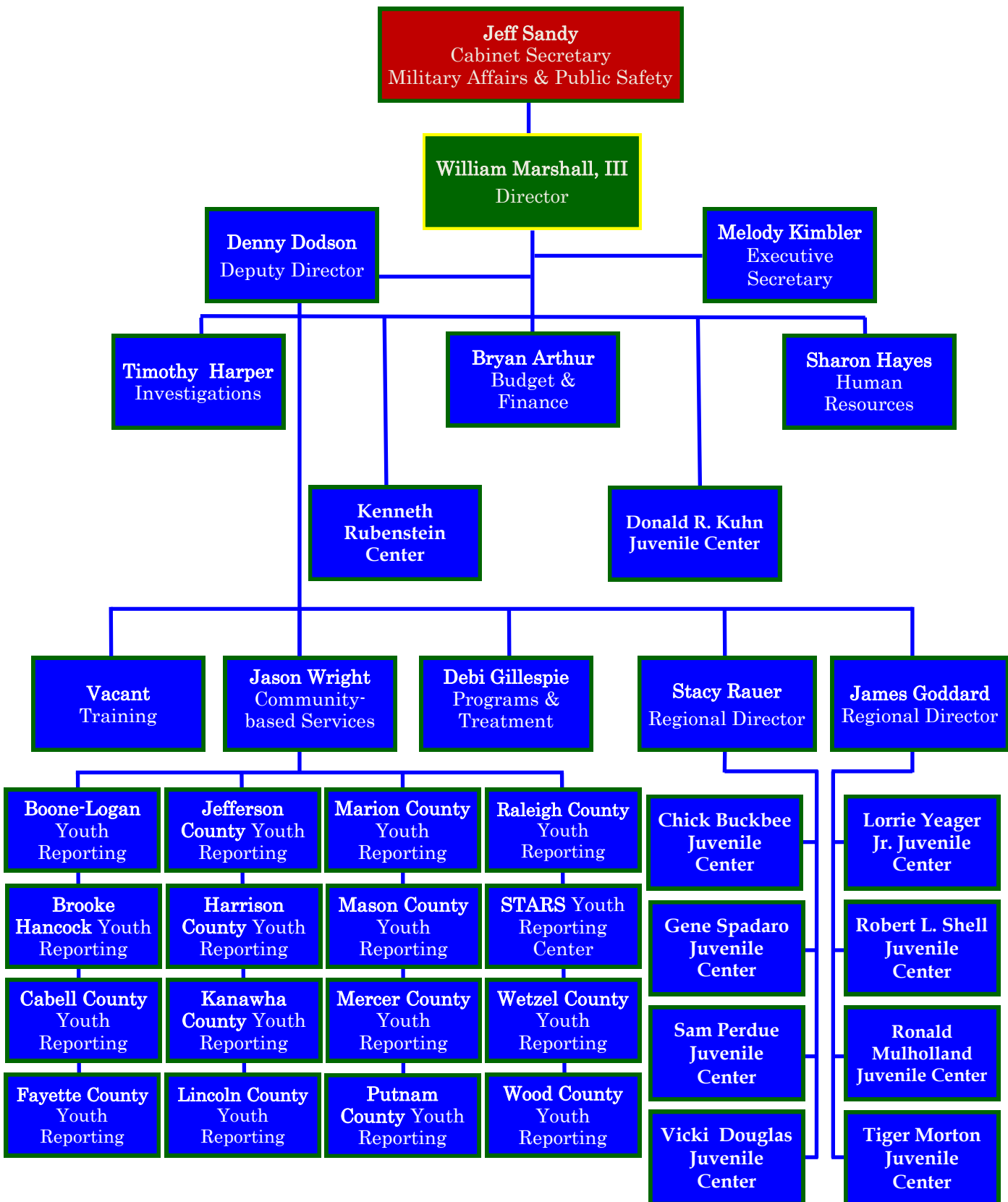
Pam Asbury
Secretary for
Mr. Dodson

The Division of Juvenile Services continues to evolve and be a work in progress and well as transition. We have made great strides in stabilizing and enriching our treatment and programs as we have realigned the mission of the various juvenile centers. We strive to continue or create programs to satisfy the needs of the youth in West Virginia ensuring their safety and security at the appropriate level of care, while continuing to keep our front-line staff safe as well.

Mission Statement for the West Virginia Division of Juvenile Services

The Division of Juvenile Services is committed to providing effective, beneficial services to youth in the Juvenile Justice System that promote positive development and accountability, while preserving community safety, and sustaining a work environment predicated upon principles of professionalism, with dignity and respect for all.

Organizational Chart



Goals of the Division of Juvenile Services

Improve Staffing Levels: Quality staff will be found and maintained through recruitment efforts such as job fairs, development of marketing materials, and development of an effective mentoring and training process for recruited staff in terms of identifying essential core training and efficiency of training. The three corrections agencies in West Virginia have requested that the legislature approve a salary and benefits enhancement package to help strengthen our efforts to attract and retain the best and brightest.

Programs and Treatment: Our goal is to continue our contractual relationship with a qualified mental health provider in order to provide first class mental health services to all residents in the custody of the Division of Juvenile Services, and continually research and implement effective, best-practices solutions to juvenile treatment.

Community-Based Programs: We currently have sixteen Youth Reporting Centers (YRC) that are in operation. YRCs provide a less restrictive environment than residential placement. The Division intends to open two new YRCs in the coming fiscal year:

1. Greenbrier and Pocahontas County
2. Monongalia County

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- William Marshall, III

Data Collection: Senate Bill 393 mandated that DJS work with other agencies to “jointly collect and compile data necessary to calculate juvenile recidivism and the outcome of programs.” We are also to use data to track the outcome of our facilities and monitor the effectiveness of our programs. In addition, the agency is mandated to assist in the joint collection of data regarding disproportionate minority contact.

DJS has been working closely with the Division of Justice and Community Services as well as the Crime and Justice Institute to achieve these data goals. In addition, we are working on improving our internal data collection to assist with quality assurance measurements. Examples of this data includes:

- The use of isolation,
- The number of incidents that occur in the facilities,
- The number of injuries that occur to juveniles and staff,
- Administrative Segregation frequency and duration, and
- Counseling sessions that have been completed.

PREA: In order to become fully compliant with federal guidelines for the Prison Rape Elimination Act, the Division hired a full-time PREA coordinator who will ensure that all facilities maintain an active and evolving PREA program. The PREA coordinator will ensure that the Division:

1. Meets all federal PREA standards,
2. Updates training curriculum as required to meet federal PREA standards,
3. Passes audits scheduled by the federal government,
4. Expands the use of the Division’s website to enhance accessibility and provide as much information as possible to resident families and others who may file a PREA complaint,
5. Improves the Division’s self-reporting of PREA concerns by utilizing the new offender database, the Offender Information System (OIS), to its full potential.
6. Conducts facility audits beginning early in the next calendar year.

Performance-based Standards (PbS)

The West Virginia Division of Juvenile Services has been involved with Performance-based Standards (PbS) since 2012 when the Kenneth “Honey” Rubenstein Juvenile Center began participating. Since that time, we made numerous policy changes to be in compliance with PbS and have observed the benefit of participating. In 2015, the Donald R. Kuhn Juvenile Center began participating in PbS. Given the recent changes at the facility, utilizing PbS Standards is a move in the right direction for both staff and residents.

Performance-based Standards (PbS) is a data-driven improvement model grounded in research that holds juvenile justice agencies, facilities and residential care providers to the highest standards for operations, programs and services.

The PbS data-driven improvement model provides:

- ◆ A set of goals and standards that agencies, facilities and residential care providers strive to meet;
- ◆ A blueprint of best practices and policies to implement to meet the standards;
- ◆ Outcome reports and data summaries of the quantitative and qualitative information collected;
- ◆ An improvement plan template guiding steps necessary to use the outcomes and information to create successful and sustainable reforms;
- ◆ A national network of professionals sharing information, tools and approaches to provide the highest quality of life and services; and
- ◆ Training, technical assistance, expert coaching, research and resources to support PbS’ integration.

The goal of PbS to integrate research-based and best practices into daily operations to create safe and healthy facilities and programs that effectively improve the lives of delinquent and at-risk youths, families and communities and prevent future crime. PbS provides support to participants through a variety of training and technical assistance, online resources and the PbS HelpDesk. Additionally, participants work with a PbS coach, a field expert who provides guidance and support to successfully implement PbS.

Key Administrators of the Division of Juvenile Services

The Division of Juvenile Services is divided into seven key sections:

- ◆ Budget and Finance—**Bryan Arthur**, Director of Budget and Finance
- ◆ Community-based Services—**Jason Wright**, Director of Community-based Services
- ◆ Human Resources—**Sharon Hayes**, Director of Human Resources
- ◆ Investigations—**Timothy Harper**, Director of Investigations
- ◆ Programs and Treatment—**Debi Gillespie**, Director of Programs and Treatment
- ◆ Training—Vacant
- ◆ Regional Directors
Stacy Rauer
James Goddard

Direct Reports

The Director of the Division has direct oversight over the two facility superintendents, investigations, human resources, budget and finance, and legal services. The Deputy Director has direct oversight of the staff Regional Directors, psychologist, data management, and the training department. Each of the Division's eight facility directors report to the Regional Directors.

Division of Juvenile Services Management Team

The Director's management team consists of the two regional directors, five department directors, legal services, and the facility superintendents/directors. The management team meets regularly with the Director and/or Deputy Director to discuss agency operations, pursue proactive approaches, and plan responses to unforeseeable conditions.

The Director of Programs and Treatment

The Director coordinates and oversees case management and unit management principles within all facilities, development and implementation of all assessment, psycho-educational and therapeutic treatment services for the Division, as well as the coordination of mental health services.

The Director of Budget and Finance

The Chief Financial Officer for the Division of Juvenile Services is responsible for fleet management, and fiscal operations including budgeting, purchasing, accounts payable, and accounts receivable.

The Director of Human Resources

The Human Resources section administers and supervises personnel services on a statewide basis. Roles include compliance to the Division of Personnel and Division policies, marketing and recruiting, hiring and promotions, as well as employee benefits and payroll.

The Director of Community-based Services

Community-Based Services is divided into two areas:

- ◆ Aftercare Services: provides case management services to youth re-entering their communities through support in education, employment, housing, health, relationships, and accessing resources.
- ◆ Youth Reporting Centers are places where youth will report while on probation or as part of a commitment and where youth receive an increased intensity of services. The youth continues to receive educational services, treatment, and other service deliveries while remaining in his or her community

Regional Directors

The Regional Directors work with all centers in the field to assist them in becoming proficient with the best practices in the field of juvenile corrections. They also act as special project coordinators for physical plant improvement, compliance, security, policies, auditing, and quality control/improvement.

The Director of Investigations

The Investigations Section investigates all allegations of criminal and administrative misconduct occurring within DJS facilities and oversees PREA compliance.

The Director of Training

The Director of Training ensures that comprehensive training programs are provided that meet current training needs, develops and implements training programs that meet local, state, federal, and Division standards, and provides opportunities that allow for staff development.

Investigations

The WVDJS Director of Investigations is responsible for ensuring that all allegations of physical abuse, sexual abuse, neglect, resident misconduct and staff misconduct are appropriately reported, investigated and that all appropriate documentation is completed.

The WVDJS Director of Investigations, along with two investigators are responsible for:

- Conducting Administrative Investigations
- Assisting with criminal investigations and third party investigations.
- Investigating violations of the Federal PREA standards

Specific circumstances that always require an investigations include:

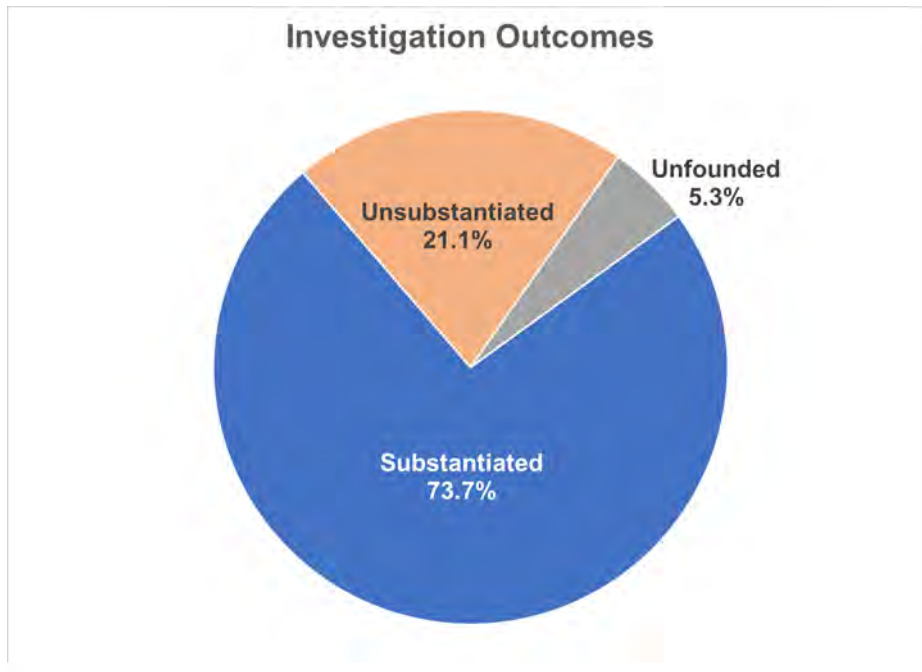
- Staff on Resident sexual harassment
- Staff sexual misconduct
- Violations of Division policy and procedure
- Facility incident reviews
- Use of force reviews

The WVDJS Director of Investigations, along with eleven PREA Compliance managers and numerous PREA Counselors, are responsible for investigating violations of the Federal PREA standards to include:

- Resident on Resident non-consensual sex acts
- Youth on youth sexually abusive contact
- Youth on youth sexual harassment
- Third Party PREA complaints

The WVDJS Office of Investigations insures that all criminal violations are reported to the West Virginia State Police within pursuant to WVDJS Policy 111.00, WV state code WV Code Chapter §49-2-903 and PREA standard's 115.322 and 115.371. In addition, all allegations of abuse and/or neglect will be reported to the West Virginia Department of Health and Human Resources Institution Investigative Unit (IIU).

The Investigative Unit works closely with the other Departments within the Division to ensure corrective action has been taken pursuant to the investigative outcome. These administrative investigations are the result of various allegations that can be reported in multiple ways from residents and staff within any of our facilities.



Prison Rape Elimination Act; Program & Compliance:

The West Virginia Division of Juvenile Services is committed to meeting the requirements of the Prison Rape Elimination Act of 2003 and enhancing the safety and security of our offenders as a result thereof. This report is a summary of the agency's efforts in working toward PREA compliance. By examining agency data, WVDJS is dedicated to improving the effectiveness of sexual abuse detection, prevention, education and response.

In the past year, we have continued to develop our record keeping methods, maximizing the information that is entered and retrieved from the OIS data base. Every allegation of sexual misconduct, whether against staff or residents, is entered into our data base and tracked until the investigation is closed.

PREA Auditing

All WVDJS facilities were audited during the three-year timeframe of audit cycle 1 and were found to be in full compliance with the federal PREA standards. Audit year one of cycle 2 began on August 20 2017. Per the PREA standards, one-third of our facilities were audited within year one. The Sam Perdue Juvenile Center, Gene Spadaro Juvenile Center and Lorrie Yeager Juvenile Center were audited in April 2017. These facilities passed the audit by meeting and or exceeding the Standards. Our strategic audit plan for the remaining 2 years of audit cycle 2 is to have four facilities audited in April 2018 and the final three facilities audited in April of 2019. We are committed to the Standards and are determined to maintain compliance.

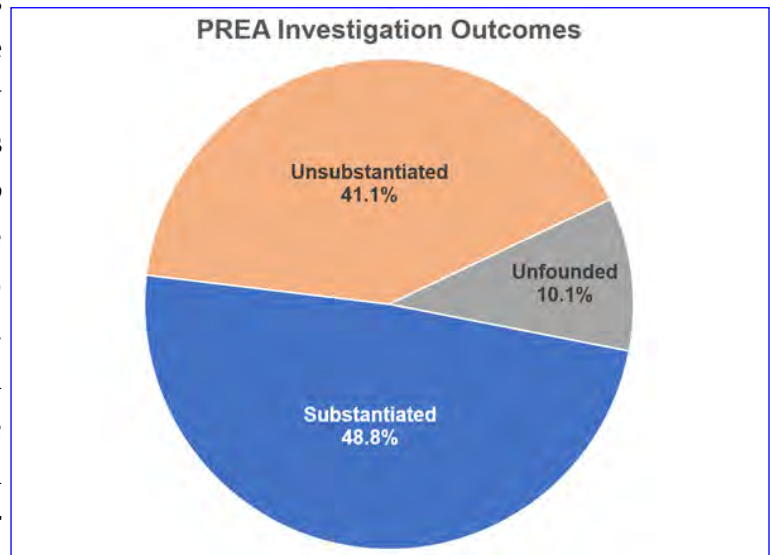
Goals: Obtaining and Maintaining PREA Compliance

WVDJS is committed to continued progressive and preventative steps that will eliminate sexual abuse and sexual harassment victimization in our facilities by:

- Continuing to develop policy and procedure.
- Continuing to enhance Staff training and Resident education while maintaining a zero tolerance for sexual abuse.
- Installing additional cameras in “blind spot” areas and increasing record time as funding becomes available.
- Conducting unannounced facility visits by the facility administrators on all shifts.
- Ensuring that informational posters are consistently visible throughout the facility.
- Providing each resident an assessment to determine the risk of victimization upon intake and providing orientation to all residents, taking into account their age, stature, history, LGBT status, etc. to ensure appropriate facility placement.
- Completing re-assessments per policy within 90 days thereafter or sooner if policy criteria i.e. sexual or physical misbehavior requires it.
- Monitoring surveillance video (live and archival) weekly and conduct facility visits.
- Ensuring that the 1 to 8 ratio is maintained during waking hours and a 1 to 12 ratio is maintained during sleeping hours.
- Ensuring that staff maintains a line of sight supervision of the youth at all times and that each youth is in the appropriate area of the facility.
- Ensuring that all facility staff, to include medical, mental health, contractors and volunteers receive the required initial and annual PREA training.
- Ensuring that the facility staff of the opposite gender announce their presence when entering a dorm or sleeping area of a resident of the opposite gender.
- Ensuring that there is no cross-gender supervision when a youth is showering, changing clothes or while a resident is using the restroom.
- Ensuring that every resident receives a resident handbook and is informed of how to report any sexual misconduct allegation via the hotline, staff, grievance, parent, third party, etc.
- Continuing to conduct Criminal Records Check and Child Abuse Registry checks on new employees, volunteers and contractors. Background checks were completed for all employees in 2014/2015 and will be completed again in 2019/2020.
- Ensuring that windows throughout the facility are unobstructed and window blinds are not continually closed.

Summary of Division Policy Regarding Sexual Misconduct

The Division of Juvenile Services has a zero tolerance for the sexual misconduct against any resident in its custody. This policy is established to help prevent sexually abusive behavior, educate staff to intervene properly and timely, detect incidents, perpetrators and victims of sexually abusive behavior, investigate reported incidents and discipline and/or prosecute perpetrators. This



Reduction, Education, Safety, Planning, Elimination, Compliance and Training

The R.E.S.P.E.C.T program addresses what we feel are the immediate needs to keep our residents safe and to highlight our areas of focus as we continue to move forward toward attaining compliance as a Division.

In the past year we have enhanced our PREA program in a variety of ways. One of the most significant additions to our program is related to our record keeping. We developed a database to record the PREA Investigation from the initial allegation through the final 90 day review. Every allegation of sexual misconduct, whether against staff or residents, is entered into our data base. Allegations involving Resident on Resident sexual abuse is investigated by the facility PREA Compliance Manager and/or facility PREA counselors. All allegations involving staff misconduct is assigned to an agency investigator. If the allegations are criminal in nature, the information is reported to the WV State Police for investigation and prosecution if warranted.



Timothy Harper
Chief Investigator
DMAPS EEO Coordinator
Division PREA Coordinator



Kat Faber
Investigator



Brenda Hoylman
Paralegal

Training and Staff Development

Objectives

At the Division of Juvenile Services Training Department, our objectives are to:

- Develop programs to meet all State, Federal, and Division Standards while determining current Division training needs.
- Provide opportunities for staff to develop skills that enhance their ability to provide effective treatment and security for the youth in our care.
- Provide ongoing needs assessments for the Division to determine gaps in training throughout residential and community-based programs.



Scott Deusenberry
Asst. Training Director

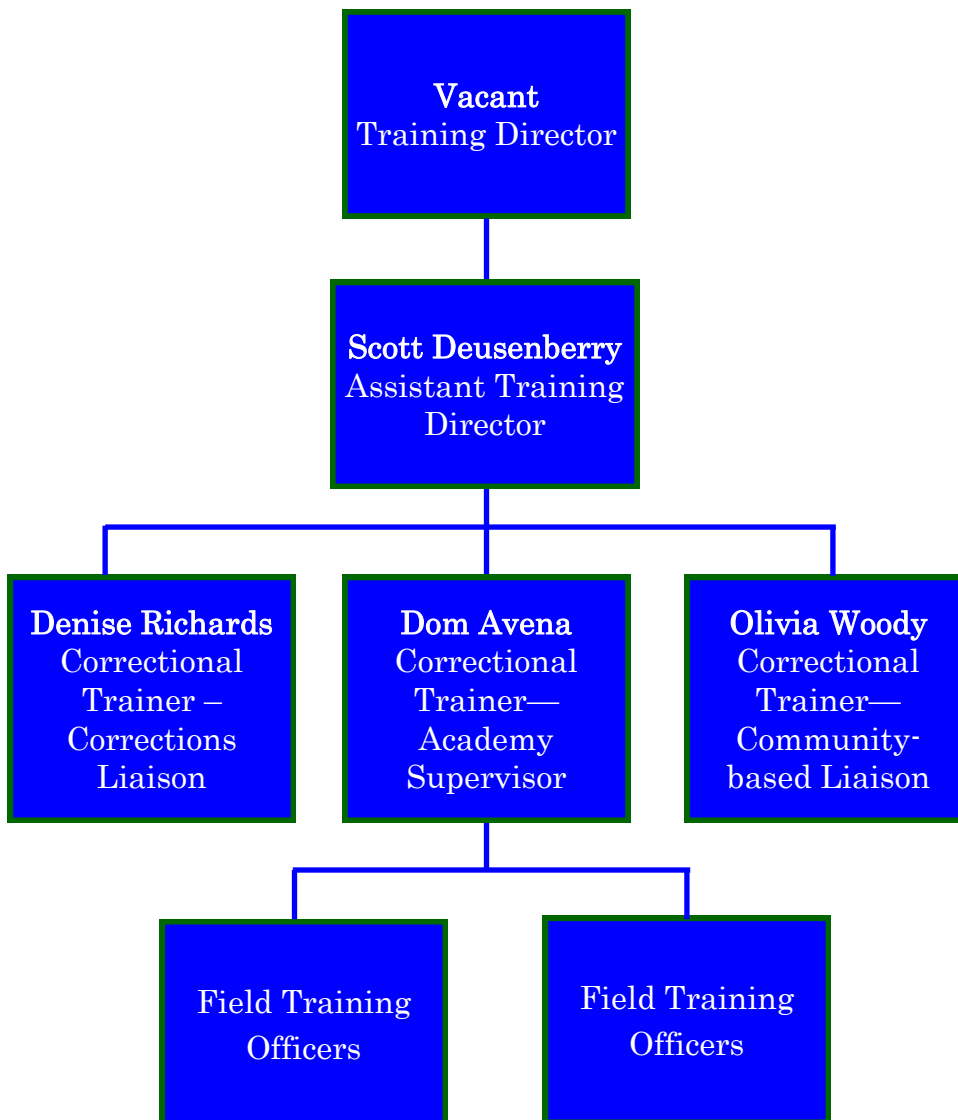
Training Department Mission Statement

The mission of the West Virginia Division of Juvenile Services Training Department is to provide continuing education for all Division staff to ensure a safe and secure environment for youth in our care and provide quality service and progressive programming while achieving positive outcomes for youth through ongoing staff development.

Training Department Mission Statement

The mission of the West Virginia Division of juvenile Services Training Department is to provide continuing education for all Division staff, to ensure a safe and secure environment for youth in our care and provide quality service and progressive programming while achieving positive outcomes for youth through ongoing Staff Development.

Training Department Organizational Chart



Trainings During Fiscal Year 2017

Basic Correctional Staff Training

Class #	Dates	Males	Females	Beginning	Ending	Graduated
60 th	8 Aug - 9 Sept 16	6	4	10	10	10
61 st	17 Oct - 18 Nov 16	5	2	7	7	7
62 rd	8 Jan - 10 Feb 17	9	4	13	12	12
63 rd	2 Apr - 5 May 17	7	3	10	10	10
64 th	4 Jun- 30 Jun 17	6	2	8	8	8

Principles of Effective Intervention

Date	Number of Attendees	Location
September 14, 2016	14	DRK
September 14, 2016	15	DRK
September 28, 2016	14	DRK
October 3, 2016	13	LYJC
October 5, 2016	18	DRK
October 12, 2016	15	TMJC
October 19, 2016	9	Rubenstein Center
October 26, 2016	15	DRK
December 6, 2016	12	TMJC

Other Trainings Sponsored by the Training Department

Type of Training	Date(s)	Number of Attendees	Location
PPCT Instructor Development	Sept. 19-23, 2016	3	DMAPS Professional Development Center
	July 11-15, 2016	4	
Edged Weapons Defense Training for Trainers (T4T)	January 3-5, 2017	2	DMAPS Professional Development Center
Chemical Agents	August 4, 2016	4	DJS Training Center
Cognitive Interactive Skills	May 9, 2017	30	DJS Training Center
	June 6-8, 2017	12 (T4T)	
Group Facilitator Training	March 1-3, 2017	17	DJS Training Center
	May 16-18, 2017	13	
Manager's Meeting	Sept. 26-27, 2016	60	DJS Training Center
	Feb. 22-23, 2017	24	
	June 28, 2017	22	
ESCI CPR Instructor Development	Sept. 29-30, 2016	14	DJS Training Center
Non-violent Crisis Prevention/Intervention	May 15, 2017	8	Harrison County YRC
	May 17, 2017	5	Tri-County YRC
	May 23-24, 2017	8	DJS Training Center
	June 1, 2017	24	DJS Training Center
Training Advisory Board	March 7, 2017	10	DJS Training Center
Finance Training	May 10-11, 2017	33	DJS Training Center
PREA Training	Sept. 29, 2016	16	DJS Training Center
YLS-CMI	January 17, 2017	8	DJS Training Center
	February 6-8, 2017	13	
	February 9, 2017	3	
Mental Health	July 5, 2016	5	DJS Training Center
	July 13, 2016	15	Harrison County YRC
	July 26-27, 2016	7	GSJC
	Sept. 20, 2016	18	DJS Training Center
	December 6, 2016	17	DJS Training Center
Shield of Care	July 14, 2016	10	Harrison County YRC
	July 27, 2016	6	GSJC
	Sept. 21, 2016	9	DJS Training Center





Debi Gillespie
Director of
Programs and
Treatment

Director of Programs and Treatment

Overview of Programs and Treatment

The Programs and Treatment Department is responsible for coordination and oversight of mental health and medical services, evidence-informed program development and training of DJS staff on issues of supportive counseling, assessment, cognitive restructuring and rehabilitation, suicide prevention, trauma, mental health issues, adolescent development, as well as, any issue which becomes prevalent as youth enter our programs.

Families play an important role in the youth returning to become a pro-social, productive member of society. We provide a wide variety of opportunities for youth to have continued contact with family members. Families are encouraged to participate in meetings and recommendations concerning the youth. Each level of the DJS continuum of care provides specialized care based on the risks, needs and responsivity factors of the individual. Youth enter the system with different levels of treatment needs, family support and life experiences. Youth who have been committed to the West Virginia Division of Juvenile services are placed in the least restrictive environment needed to safely provide opportunities for development of prosocial thinking, attitudes and behaviors.

Mission of the Programs and Treatment Department

The Mission of the Programs and Treatment Department is to appropriately meet the needs of every youth placed in the custody of the Division of Juvenile Services. This is accomplished by utilizing a battery of validated assessment tools which identifies needs and risk factors. As the youth progresses through the continuum of care within DJS or within the juvenile justice system, their individualized plan follows them with goal/objective updates at least every 90 days.

West Virginia

Youth Diagnostic Program

The Division's youth diagnostic program is housed on a twelve (12) bed unit at the Robert L. Shell Juvenile Center. As a result of SB 393, we currently provide a 30-day comprehensive diagnostic evaluation for the state's high-risk adjudicated youth.



Robert L. Shell Juvenile Center

The diagnostic evaluation is sent to the Circuit Court Judge, Probation Officer, Prosecuting Attorney, Defense Attorney and DHHR worker to assist the court in making the most appropriate dispositional decision.

Residents who leave this facility may return to their home community on a strict period of probation, be placed in the custody of the Department of Health and Human Resources for purposes of placement in a group home or residential treatment facility or committed to the custody of the Division of Juvenile Services for placement in a long-term rehabilitation program.

Key Services

- ◆ Psychological Evaluation
- ◆ Family and Social History
- ◆ Education Report
- ◆ Medical Evaluation
- ◆ Multi-Disciplinary Team Meeting held on every resident to strengthen the commitment and create a setting where all parties become involved, invested and active in securing the future of the youth.

Strengths of the diagnostic programs

- ◆ Weekly clinical briefings to discuss resident behaviors, discharge/placement recommendations, educational progress, medical issues, individualized treatment needs as well as planning/development of new groups specific to the adolescents in our current population.
- ◆ Informal case consultations occur frequently between the supervised psychologist, case managers and counselors.
- ◆ Each resident has a unit team that consists of a case manager and two counselors. The facilities have on staff clinical psychologists and treatment staff with experience in the diagnostic settings as well as at-risk youth.

Wellness Center

The Wellness Center is a five (5) bed unit located at the Tiger Morton Juvenile Center in Kanawha County, West Virginia. It is designed specifically to meet the more specialized needs of post dispositional youth who may suffer from severe mental disorders and have been committed to the care and custody of the West Virginia Division of Juvenile Services. It has been documented that this specific type of resident does not adjust well to the norms of the regular programming schedules, nor are their more specialized needs able to be addressed when housed with the general population. This Center is equipped with its own Behavior Modification Program, as well as therapeutic recreational services and educational opportunities.

Since this program is not needed nor appropriate for all juveniles committed to DJS, youth will be evaluated and assessed for placement in the Wellness Center if one of the following is true:

1. They are at imminent risk of self injury;
2. There is an inability to guarantee safety as identified through the use of the West Virginia DJS Suicide Policy;
3. There is an imminent risk of injury to others;
4. They are experiencing acute/serious deterioration of the individual's base line ability to fulfill age-appropriate responsibilities to the extent that behavior is so disordered, disorganized or bizarre that it would be unsafe for the individual to be treated in a lesser level of care;
5. They are at imminent risk of acute medical status deterioration due to the presence and/or treatment of active psychiatric symptom(s); severity of the disorder and/or impairment of developmental progression require a supervised, structured and supportive therapeutic milieu;
6. They are developmentally delayed and/or have traumatic brain injury so that the individual is unable to effectively provide self care and is a potential health risk to themselves and others;
7. They are unable to fulfill age-appropriate responsibilities.

The Gateway Program

An open door to change for juveniles with sexual offending behavior

The Gateway Program, located at Sam Perdue Juvenile Center (SPJC) is a 20-bed state-operated facility for males. SPJC is located in Princeton, West Virginia in Mercer County. Residents can be referred to the program from any county in West Virginia after being adjudicated delinquent by the Court. It is understood that each resident will have individual treatment needs. As a result, the length of the program will be determined by the resident's progress toward their Individualized Treatment Plan.

The treatment modality of the Gateway Program consists of the following core components:

- ◆ The use of individual and group therapy. Group therapy provides the opportunity for the residents to accept responsibility in a group setting, therefore becoming a more productive, pro-social member of society. Group work also helps teenagers develop interpersonal skills where they also are able to receive and give support to their peers. Individual therapy is utilized to aid residents in addressing a variety of needs that cannot be met in the group setting.
- ◆ The use of relapse prevention through cognitive behavioral treatment. This approach views sexual abuse as a series of behaviors supported by thinking errors and/or emotional dysregulation which requires intensive cognitive restructuring. Residents will learn to identify compulsive behaviors, develop an understanding of abuse cycles and utilize a comprehensive set of relapse prevention tools.
- ◆ The use of psychiatry. Psychiatrists will assess, diagnose, and treat existing psychiatric disorders.
- ◆ Family support. The use of a family systems approach to aid the resident in developing a healthy support system which has been proven to enhance successful transition back into the community.
- ◆ Restitution. The use of restitution through community service projects to help the resident develop empathy and positive ties to the community.
- ◆ Multidisciplinary and clinical teams. The use of multidisciplinary and clinical team meetings are designed to aid the youth in the development of their individualized treatment plan. These teams will determine the most effective means to address the resident's specialized treatment needs.

System Partners

The Director, Deputy Director and Director of Programs and Treatment represents DJS on various Committees, Task Forces, Commissions and other meetings to ensure the needs of the youth placed with DJS are included in the plans, projects and pilots being developed across the state. These include, but are not limited to: Juvenile Justice Reform Oversight Committee, Commission to Study the Residential Placement of Children, Court Improvement Program and sub-groups on Youth Services and State Advisory Group on Behavioral/Mental Health, Behavioral Health Planning Council, Multi-Disciplinary Team Oversight Committee, Youth Transitioning to Adulthood, and Sex Offender Treatment Professionals Committee.

Group and Individual Counseling

Detention and Diagnostic Centers offer groups on topics that include hygiene, anger management, peer relationships, life skills, healthy relationships, motivation to change, substance abuse, self esteem, decision making and emotion regulation. Detention and Diagnostic residents meet with their facility treatment team for individual supportive counseling at least once a week. Crisis intervention and support is provided as needed.

DJS utilizes group counseling based on a cognitive-behavioral model. Psycho-educational phases are incorporated in programs to ensure cost-effective implementation by utilizing correctional staff as facilitators. To ensure appropriate implementation, correctional personnel are trained to facilitate the specific programs. For the 'treatment' components of each program, qualified/professional staff are provided in each area for direct service implementation. The professional staff understands the importance of working as a team and provides support, resources, and training to institutional personnel at all levels.

Correctional Centers offer an individualized program based on the youth's treatment goals/needs. Therapeutic groups, individual therapy and family counseling is offered as part of their rehabilitation program. Groups focus on substance abuse, emotion regulation, criminality, identifying thinking errors, personality and behavior, parenting, appropriate use of leisure/recreation time, nutrition, family relationships and transitioning to adulthood. DJS also recognizes many of our residents have experienced severe trauma. As a result, ongoing training for staff focus on a trauma informed approach for intervention with residents.

Aggression Replacement Training – ART

The Division of Juvenile Services has begun a joint project with the WV Department of Health and Human Resources (DHHR) to bring this evidence-based program to West Virginia. Through the assistance of the Crime Justice Initiative and the Office of Juvenile Justice and Delinquency Prevention, DJS and DHHR have each trained two group facilitators on Aggression Replacement Training (ART). Currently DJS is providing this program at the Donald R. Kuhn Juvenile Center for our most high risk/high need youth committed to our care and custody.

ART is group intervention for youth ages 12-18. The ART program is designed to operate on a two (2) or three (3) day per week schedule over a ten (10) week period. Each group consists of eight (8) to twelve (12) youth who lack prosocial skills and display verbally or physically aggressive behaviors.

ART includes three components:

- ⇒ Social Skills Training – this is the behavioral component. It is a systematic psycho-educational intervention to teach pro-social skills to enable youth to substitute aggressive actions with appropriate responses.
- ⇒ Anger Control Techniques – this is the affective component. It teaches youth what not to do. The goal is to teach youth the inhabitation of anger. The youth learn to regulate their emotions and thereby manage impulsive behaviors.
- ⇒ Moral Reasoning – this is the processing component. Youth engage in discussions about problem situations and answer questions that challenge them to achieve a more socially and morally mature view of the world.

The youth learn to model the skills they are learning. They do role-play each group session to give the youth opportunities to try out and rehearse the steps of each skill using a real like situation. They receive feedback in the form of praise, reinstruction, and such. This will give them tools for their toolbox and they are asked to reflect on times when they were able to use these new skills in other parts of their days. The youth are expected to complete homework each week and to fully engage in the group process.

Currently we have two individuals trained to administer the ART program. The plan is to send these facilitators to a Train the Trainer session with other facilitators from DHHR and several other states so they can train DJS staff at other facilities. We hope to offer this program to all of youth committed to DJS.

Assessments and Other Programming

The Division of Juvenile Services utilizes several assessment tools to assist our staff in working with and treating the youth in our facilities. Our staff administer the MAYSI-II (Massachusetts Youth Screening Instrument -2) and in the YRCs, the WV CANS (Child and Adolescent Needs and Strengths) is also used as a screening tool to identify areas which require more intensive focus. We utilize the SASSI-A2 (Substance Abuse Subtle Screening Inventory) and/or the JASAE (Juvenile Automated Substance Abuse Evaluation) to determine a youth's level of substance abuse or dependence. We administer the Casey Life Skills assessment to all youth age 14 or older. The results are written into the Casey Life Skills Learning Plan. This information is included in the Case Management plan as goals/objectives and is attached to the WV Older Youth Transition Plan and Readily at Hand Checklist which is developed for all youth age 16 and older.

The Division of Juvenile Services has been administering the Youth Level of Service/Case Management Inventory or the Level of Service/Case Management Inventory for approximately fifteen (15) years. These assessments are standardized instruments to help professionals assess risk, need and responsivity factors to formulate a case plan. It examines the eight (8) criminogenic factors which are the most predictive of criminal activity in youth: Prior and Current Offenses; Family Circumstances/Parenting; Education/Employment; Peer Relations; Substance Abuse; Leisure/Recreation; Personality/Behavior; and Attitudes/Orientation.

The results of these assessments are shared with the Courts, probation, DHHR, placement providers, attorneys, etc. to assist in MDT decisions, treatment planning, and placement decisions.

The Division of Juvenile Services also has an Intake and Assessment Process for all youth committed to DJS. Included in this process is a complete Mental Health Assessment, as well as an internal system to classify a resident. This process is designed to place the resident at the most appropriate and least restrictive facility within DJS to meet their individual treatment needs, while ensuring the safety of the

Therapeutic Recreation

Therapeutic recreation gives an opportunity for individuals to share their experiences within the context of a small group; to give and receive feedback; and to gain a broader perspective of a multitude of ways to handle different situations. These types of activities impact people who come from diverse backgrounds and perspectives.

Contracted Services

The Division of Juvenile Services utilizes a West Virginia based behavioral healthcare management company that provides statewide comprehensive services for many offenders in the custody of the WV Department of Military Affairs and Public Safety (DMAPS).

With extensive experience working inside a variety of institutions, the mental health contactor recognizes and addresses the unique needs of the correctional environment. As best practice programming models are utilized, they are also able to address needs such as:

- ◆ Security of the institution by 1) working with facility staff in crisis situations, 2) classification of residents for appropriate placement in minimum, medium or maximum security status and 3) management of suicide watches that directly impact safety and security of the resident and staff.
- ◆ Offender movement through facilitation of 1) weekly staffing meetings that include movement needs and 2) assessments regarding movement to specialized programs such as the Wellness Center or the Sex Offender program.
- ◆ Varying educational levels of the population by developing behavior plans for residents who have difficulty following directives due to intellectual and/or developmental difficulties such as autism spectrum or brain injury.
- ◆ Training needs for Division of Juvenile Services' treatment and security staff.

For the treatment components of each program, the vendor provides qualified/professional staff in each area for direct service implementation.

- ◆ Psychological and Intake Evaluations are provided by Licensed Psychologists to aid in treatment and discharge planning.
- ◆ Therapeutic Services are provided by Masters Level Therapists throughout the continuum of care in DJS. Clinicians in the residential centers, youth report centers, and juvenile drug courts provide individual, group and family counseling with a trauma-informed approach.

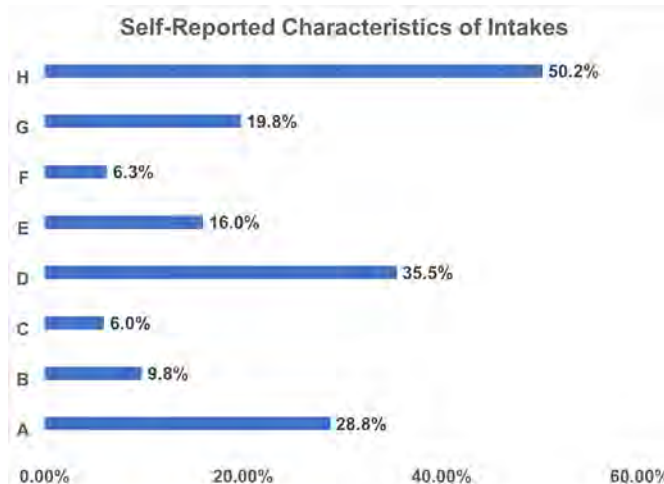
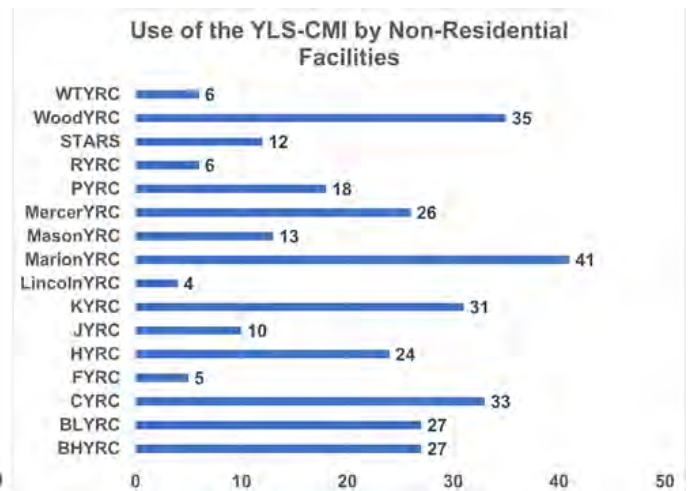
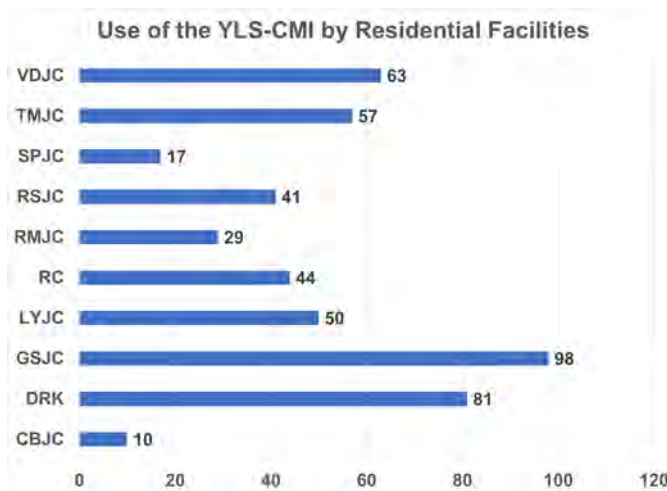
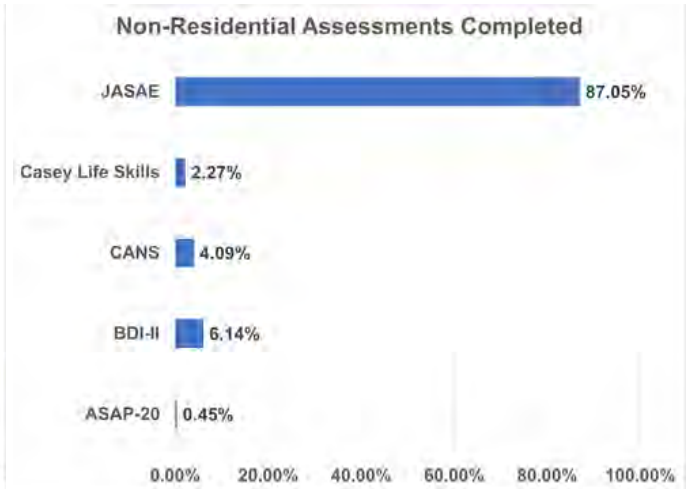
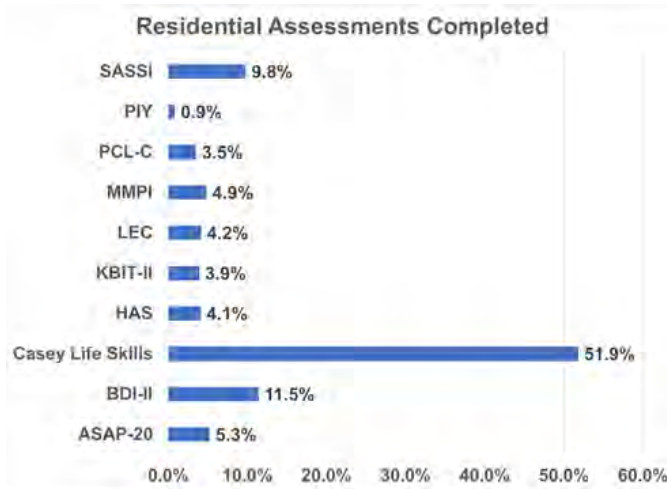
Program Development

The behavioral healthcare management company assists DJS in program development for detention, correctional, and community based facilities. The latest research regarding offender programs to address risk factors related to recidivism in a manner that follows national best practice guidelines is utilized, and services are tailored based on individual and institutional need. This is accomplished by gathering information from the *National Institute of Corrections*, *Center for Sex Offender Management*, *Association for the Treatment of Sexual Abusers*, *Office of Juvenile Justice and Delinquency Prevention*, *Substance Abuse and Mental Health Services Administration* and various other offender-based journals and publications.

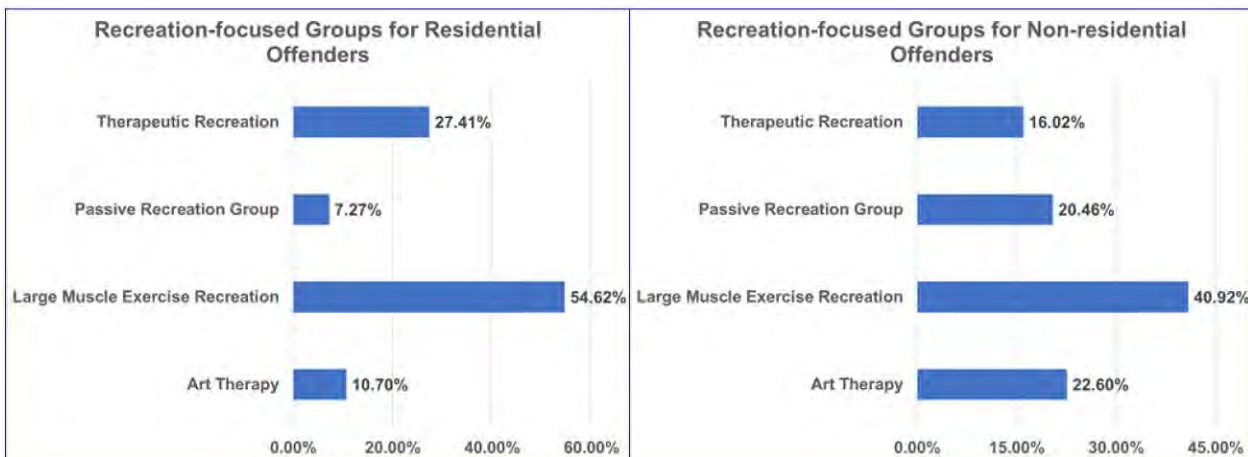
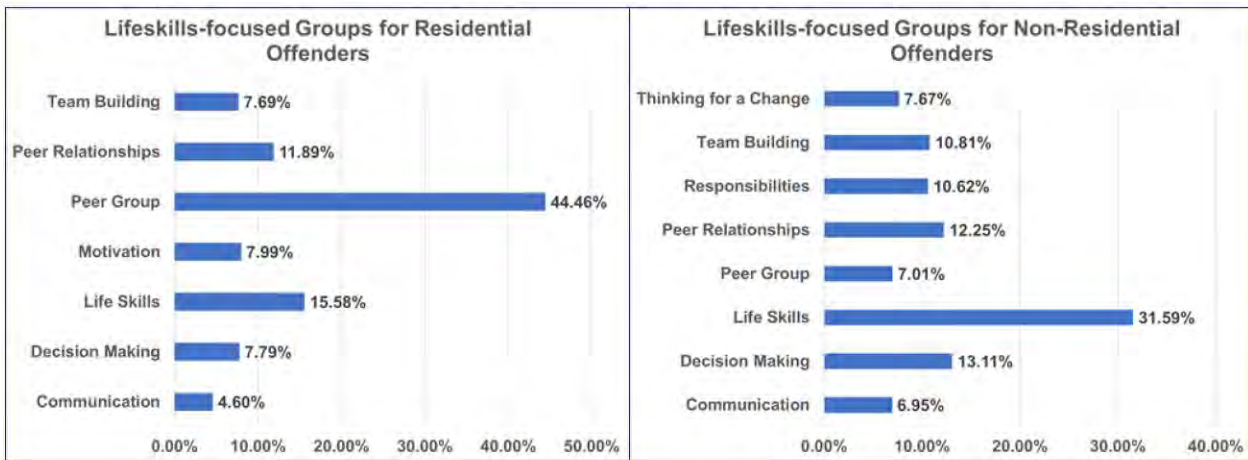
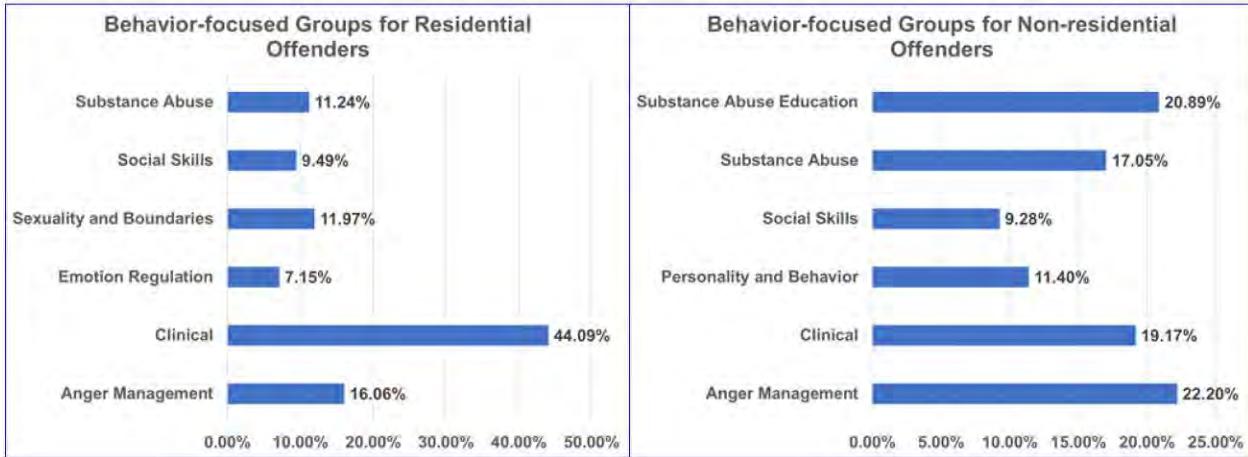
In the initial stage of program development, the mental health provider staff work directly with leadership, institutional staff and those participating in the program to complete a detailed assessment of current programs offered. This information is then compared to national research to identify strengths and weaknesses of the programs. Once the assessment is completed, contractor staff works directly with institutional staff to develop standardized programs

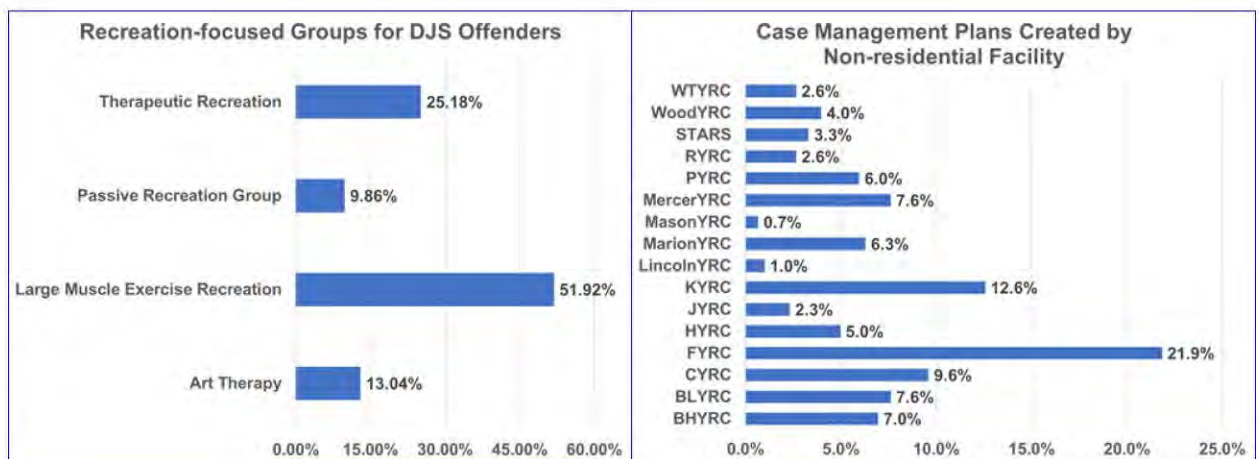
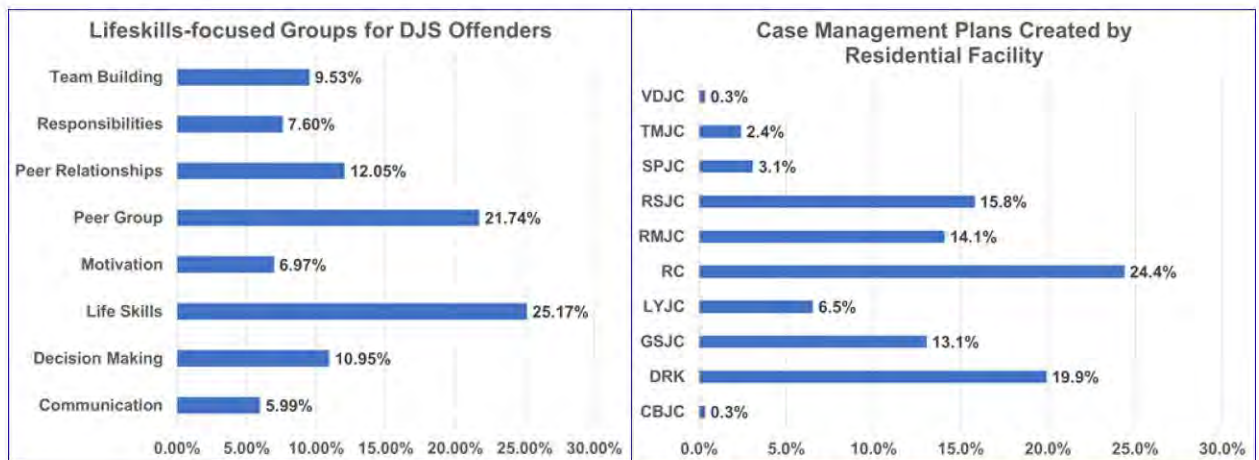
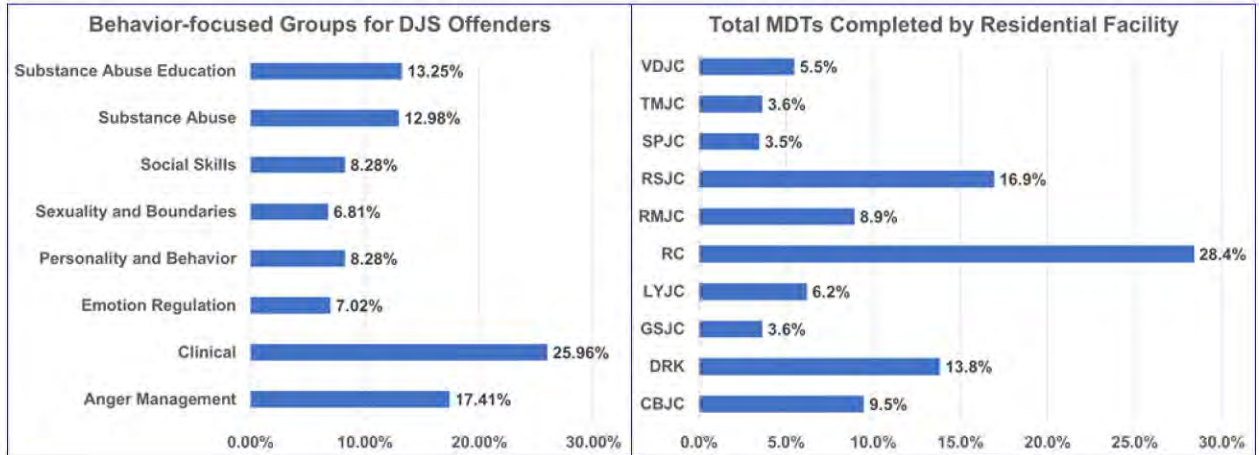
Medical Care

The Division of Juvenile Services contracts with a vendor to provide all medical services for all DJS facilities. They provide emergency care, referral to outside physicians for medical care, medical file maintenance, a physician (at least weekly at every facility), dental, and prescription services for all DJS facilities. In addition, the medical vendor adheres to standards of the National Commission on Correctional Health Care (NCCHC), the American Correctional Association (ACA) and Health Information Portability and Accountability Act (HIPAA).



- A = History of Substance Abuse
- B = Intellectual or Developmental Delays
- C = Lesbian, Gay, Bi-sexual, Transgender, Inter-sex
- D = Mental Health or Mental Disability Diagnosis
- E = Physical, Emotional, Sexual Abuse
- F = Sexual Behavior
- G = Special Education Classes in School
- H = Assaultive Behavior





Director of Community-Based Services



Jason Wright
Director of
Community-based
Services

Duties and oversight responsibilities

The Director of Community-based Services is responsible for program implementation and evaluation, recruiting, selecting, and directing staff, assisting in the development of policies and procedures, and developing and implementing staff training for the Youth Reporting Centers and the Community Resources Coordinators.

Organizational Chart of the Community-based Services Department



The Mission of the Community Resource Department

The Community Resource Department is committed to collaborating with courts, families and community providers to meet the re-entry needs of adjudicated youth and their families, while providing case management to promote their successful return to society and by preserving safe communities.

The Philosophy of Community Resource Department

Case managers integrate the standards of practice, develop case management methods and merit measurement in a multidisciplinary approach that includes all members of the treatment team in the promotion of quality of life.

Goals & Objectives of the Community Resource Department

Residents leaving DJS custody to have a successful transition to re-enter society and become a productive citizen through frequent and meaningful contact with youth, effective aftercare planning, implementation of appropriate goals and resources for youths reentering the community, and through support and assistance in providing contacts for education, employment, housing, mental and physical health, and positive relationships.

To provide a safe community with the assistance of a developed constant partnership with professional contacts and collaboration with community based originations, providing appropriate monitoring by building partnerships with key community stake holders, initiating contact with community-based organizations in order to aide in the youth's reentry, monitoring the youth's progress in attaining their aftercare goals, advocating for the best interest of the youth, linking the youth to the best and appropriate treatment, and documenting all progress.

Assisting and enriching families by building rapport and conducting interviews with the youth's family thereby assisting them in providing the youth with effective counseling services or referrals and by helping to provide the family with input into the Resident's Unit Team while the youth is in custody.

Community Resources Department

Community Resource (Aftercare) case managers in the Community Resource Department begin working with all residents within one month of intake into a rehabilitation program. Aftercare case managers adhere to a multidisciplinary approach that includes all members of the treatment team. Aftercare case managers, through the multidisciplinary team, set release goals for the resident and conduct periodic progress reviews to determine a resident's progress against stated goals. They also assist in developing Individual Treatment Plans (ITP) and attend court hearings.

Aftercare case managers are assigned to counties and work with DJS residents before they return to live in their home county. The case managers work with the residents' families during the residents' incarceration as well as during the transition period when the residents are returning to the community. Prior to release, aftercare case managers enter the aftercare re-entry interview into the Division's primary database. The re-entry interview determines where the resident will be living upon release, if he or she will have or will be seeking employment, whether or not the youth will be pursuing any further education, and if the juvenile will attend counseling sessions, as needed.

Aftercare case managers are involved with each resident for their entire commitment, through transition and reintegration into the community, and up to one-year of follow-up services. During that time the aftercare case managers are entering information into the Division's primary database in an attempt to track recidivism and determine the effectiveness of DJS programming for committed residents. The information is gathered upon the youth's intake, upon his or her release, at three months after release, and at one-year after release when the resident is discharged from aftercare services.

Community-based Services/Youth Reporting Centers

The Division currently operates (13) thirteen Youth Reporting Centers (YRC) statewide, covering (15) counties. A memorandum of understanding is in place with the Supreme Court to offer services with the Juvenile Drug Court. This collaboration has been in place for four years now and has proven to be an effective addition to our services. We currently have 8 education programs in our 13 YRCs, made possible through partnerships with local Boards of Education. We are proud to be in our second year of our Community Supervision Program in Kanawha and Boone County. This program allows youthful offenders to remain at home under intensive supervision which may include electronic monitoring (GPS). Youth in the Community Supervision program also attend the Youth Reporting Center and receive additional supervision in the evening and on weekends. This model was adopted from the OJJDP Home Detention Program.

During the past year we have moved forward with the establishment of additional youth reporting centers statewide. Five counties were selected for this initiative including: Fayette, Wetzel, Raleigh, Greenbrier and Monongalia. Progress continues to be made as buildings/locations are secured, staff are hired, and resources are put in place.

Our goals for the upcoming year include: strengthening our early intervention services in the public schools, partnering with community organizations to establish strong mentoring programs, utilize technology to make therapy accessible (via video/ phone) to families no matter what the circumstances may be, continue to develop and implement training that empowers staff working in youth reporting centers, improve quality assurance in our programs, and incorporate evidenced based curriculums that match the needs of the youth we serve.

Treatment and Services

DJS Youth Reporting Centers offer a variety of programs for troubled youth. The services are tailored to the youth's assessment results so that the most effective treatment is provided to ensure their success. The main areas of focus are anger management, life skills, vocational skills, decision making, peer intervention, substance abuse, smoking cessation, and education.

The youth of the program have access to a therapist during their time in the programs. The youth will see a counselor on a weekly basis for individual supportive counseling sessions. The counselor will also conduct supportive checks on a daily basis with the students. This is to ensure all of the youth's needs are met.

A variety of assessments are completed, including the JASAE, YLS/CMI, and Psychosocial Assessment. These assessments are a valuable tool in targeting the specific needs of youths enrolled in Youth Reporting Centers.

Youth Reporting Centers

Brooke-Hancock Counties Youth Reporting Center

Overview of Brooke-Hancock YRC

The Brooke-Hancock County Youth Reporting Center services youth of Brooke and Hancock Counties. Brooke-Hancock YRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Brooke-Hancock County. The youth referred into the program come from Brooke-Hancock County, and are on probation or an improvement period through probation.

Program Schedules

School was held twice weekly from 9:00 until 2:00 for Brooke and Hancock Counties. Groups occurred twice daily from 10:00 until 1:00 and 4:00 until 6:00 pm. Friday was dedicated to community service projects. Each student participated in Individual therapy and family therapy weekly.

Students completed more than 200 hours of community service including:

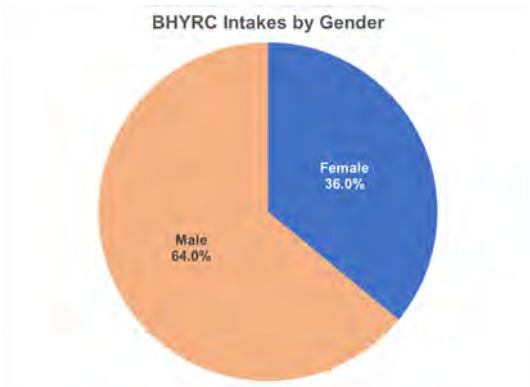
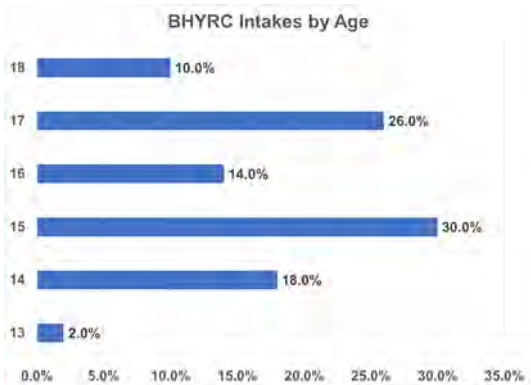
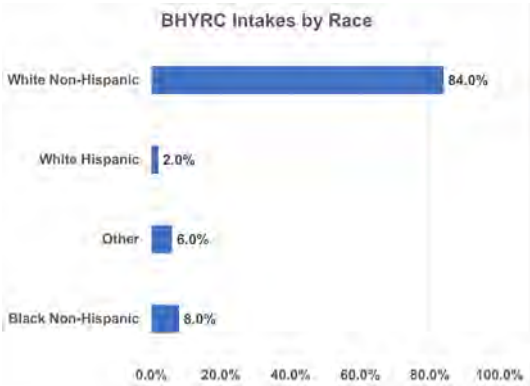
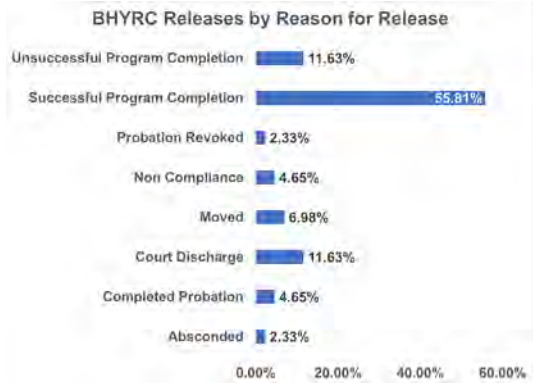
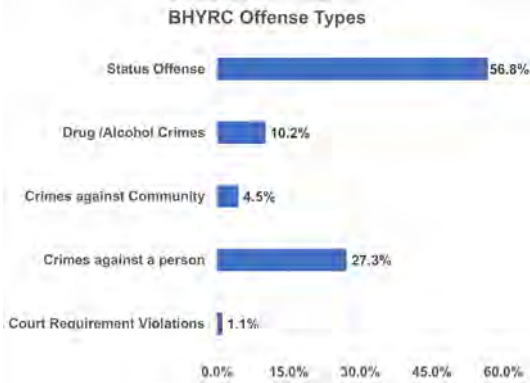
- Served meals at the Table of Hope.
- Served, cleaned, and provided other services at the Salvation Army.
- Cleaned the local firehouse.
- Cleaned the facility.

What's New...

Pre-petition diversion specialty groups will occur as the need arises. We completed three specialty groups this year. Topics included sexting and Social Media dangers as well as underage consumption and joyriding. Brooke County School are held on Thursdays from 10:00 am until 3:00 pm. Groups will occur from 4:00 pm until 6:00 pm Monday, Tuesdays and Thursdays..



Marta McElhoes
Program Director



Tri-County Youth Reporting Center

Overview of Tri-County YRC

Continuing this year, the Tri-County YRC coordinated with the Boone County Stop Watch Coalition and the Boone County Schools early intervention services *The Keep A Clear Mind* to 5th and 6th grade students in all the county elementary schools. Also the *Preventative Measures* program was provided to students at Sherman High and Middle, Scott High, Madison Middle, Van High and Middle Schools. The program for 2015/2016 school provided early intervention and referral services to 19 students throughout the year. As of the date of this report none of these students have been referred through the court system for more intense services.

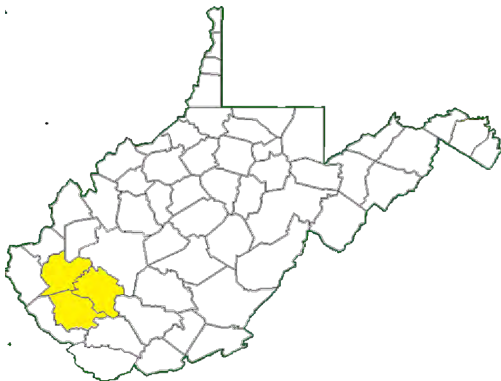
The YRC continues to provide Treatment Services to the Juvenile Drug Court in the form of individual, group and family therapy. Each student receives these services on a weekly basis to help adjust and become drug free. The Boone County Juvenile Drug Court students also receives substance abuse specific groups weekly. Some of the students receive home confinement services through the home detention program for additional supervision while in the Juvenile Drug Court and/or the YRC programs.

The Boone County Alternative School is operated out of the YRC office where transportation, security, and therapeutic services are provided. Since this partnership with the Boone County Schools has begun, the success rate of students returning to their home school has been around 90% and all students have improved their GPA while attending the program.

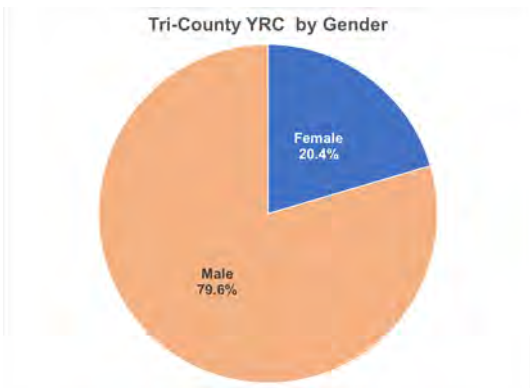
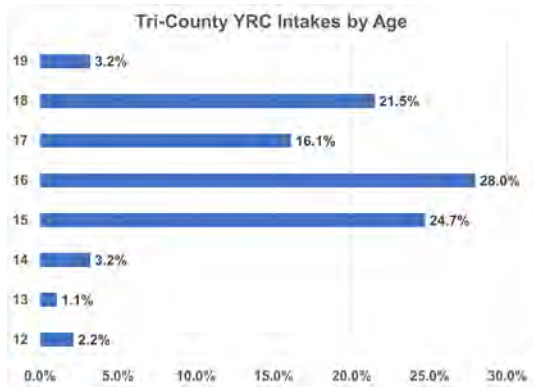
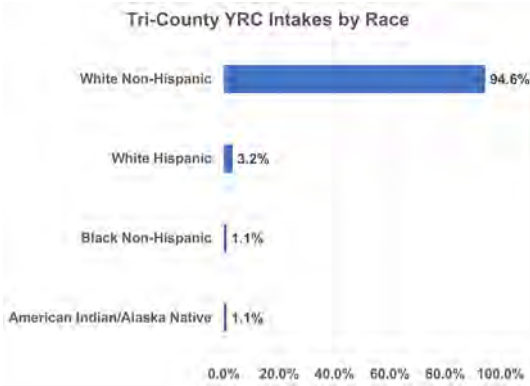
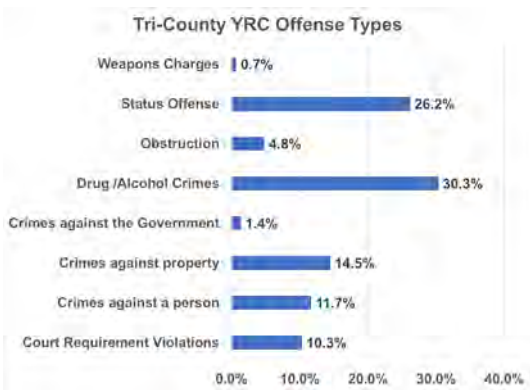
We had a number of outings throughout the year which included ACE Adventure Water Park, Alpine Adventure ROPES course, Waterways outing, kayaking family cook out and a holiday dinner.

Students completed more than 150 hours of Community Service including:

- Volunteered at the *Heart of God Soup Kitchen* throughout the year and helped to serve over 500 meals to Boone County residents in need.
- Provided adopt-a-park services to Boone County Parks and Recreation throughout the county.
- Provided coordination and merchant education in the state wide SYNAR Tobacco sell initiative.
- Organized and coordinated a Teen issue day at Sherman High School.
- Provided community service to the *Fountain of Life Worship Center's* annual Back to School Bash.
- We assisted all three county school systems with providing community service.



Scott Caldwell
Program Director



Cabell County Youth Reporting Center

Overview of Cabell County YRC

The Cabell County Youth Reporting Center serves youth of Cabell County. CCYRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Cabell County. The youth referred into the program come from Cabell County, and are on probation or an improvement period through probation.

Students completed more than 715 hours of community service, including:

- Water Ways in Boone Co.
- Tour of Charleston Correctional Center
- Huntington Museum of Art
- Blenko Festival
- Charleston Cultural Center
- Beech Fork
- Pumpkin House
- Tour of Lakin Correctional Center
- Tour Mount West Community College
- Charleston Cultural Center
- Tour of Blenko
- Helped clean the Ronald McDonald House
- The Produce Peddler's Market

What's new...

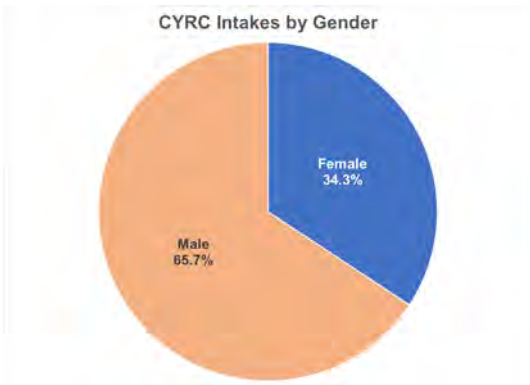
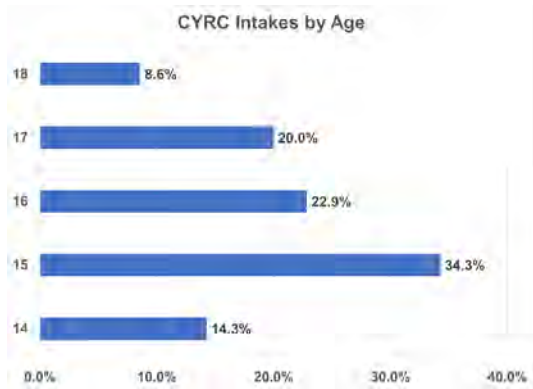
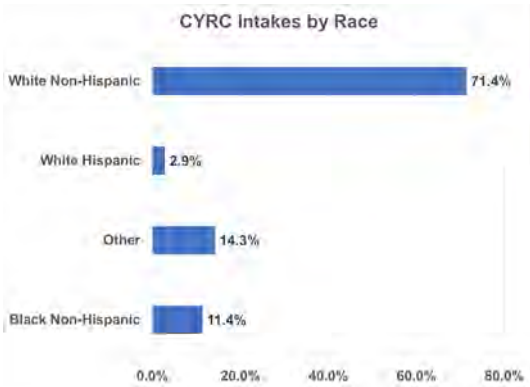
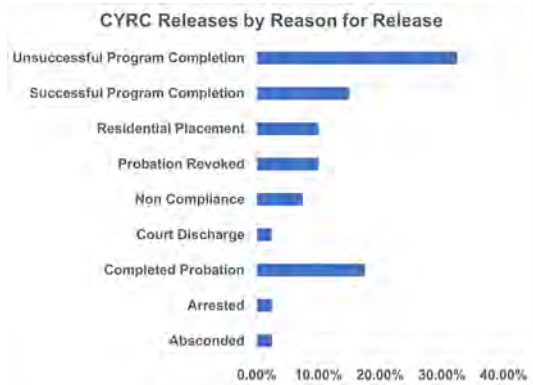
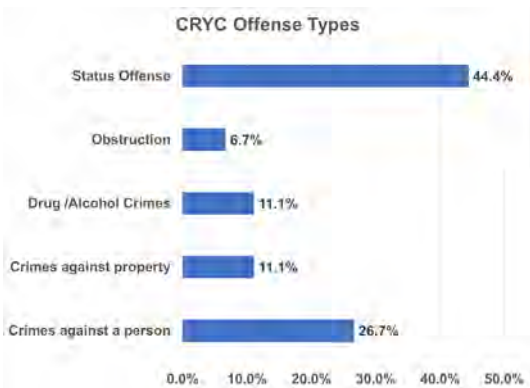
Cabell County Youth Reporting Center contacted EMS, HPD, DOH and the City of Huntington. They were thrilled that we reached out to them and could provide them community service. We plan on continuing to do community service with them in the future.

Sadly, were we unable to help the Cabell County Board of Education this year when summer school started. They asked if we could help supervise the summer school students for the second year however, due to YRC being out of the building a lot this summer, we were unable to assist them. We made it clear that were open to helping them next year if possible.

CCYRC will continue working with Produce Peddlers this year even though Valerie has since moved on to another job. It is unknown if or when they will fill Valerie's position. We are working with a couple contacts through WVU who will assist us through this program. The students are taking most of the fresh produce home to their families and anything left is given to the community. Tabitha, from WVU, mentioned implementing a community garden in the future since the neighbors who live around our garden have expressed interest in harvesting the produce.



**Program Director
position vacant.**



Fayette Youth Reporting Center

Overview of Fayette County YRC

The Fayette County Youth Reporting Center (FCYRC) opened in December 2016 as a result of SB-393, and serves youth of Fayette and Nicholas County. FCYRC is a community-based program that serves as an alternative to detention and/or residential placement, and as a step-down from a detention and/or residential facility. Counselors and therapists work diligently to provide assessments and counseling for those students and their families that are referred using a wide variety of evidence-based services. These services are rendered in the form of individual, group, and family therapy. Students are referred by Probation, Prosecutors, Magistrates, Circuit Judges, and the Department of Health and Human Services.

Students completed more than 86 hours of community service, including:

- Packaging and distributing food and cleaning supplies to the needy.
- Working at local churches doing clean-up, landscaping, and many other tasks.
- Picking up trash on the White Oak Rail Trail on multiple occasions.
- Sweeping outside lot at FCYRC and general clean up inside FCYRC building.
- Assisted local municipalities in setting up for scheduled festivities.

Outings

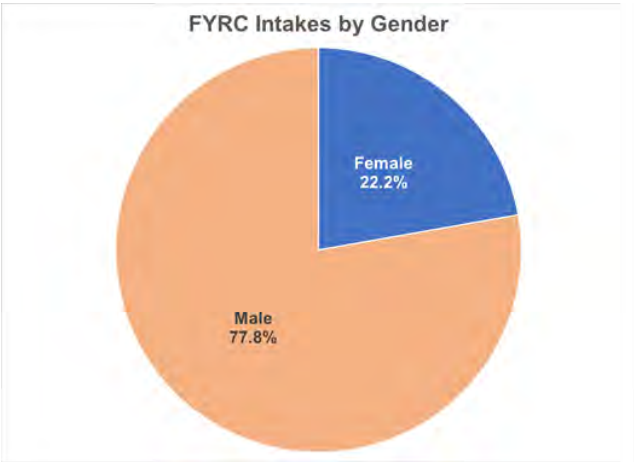
- ACE Adventure Water Park.
- Hiking numerous trails in the New River Gorge.
- State and national parks.

What's New...

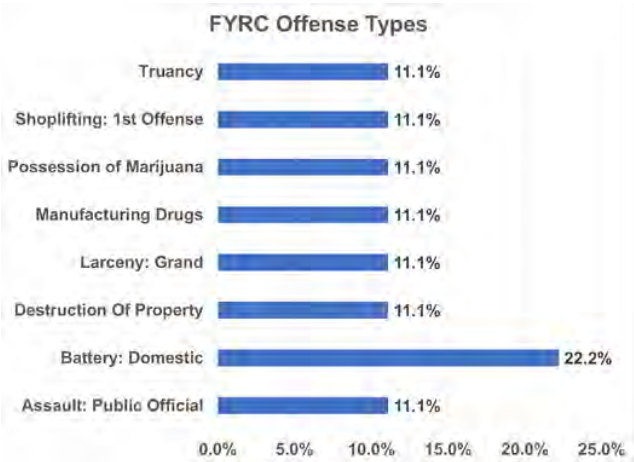
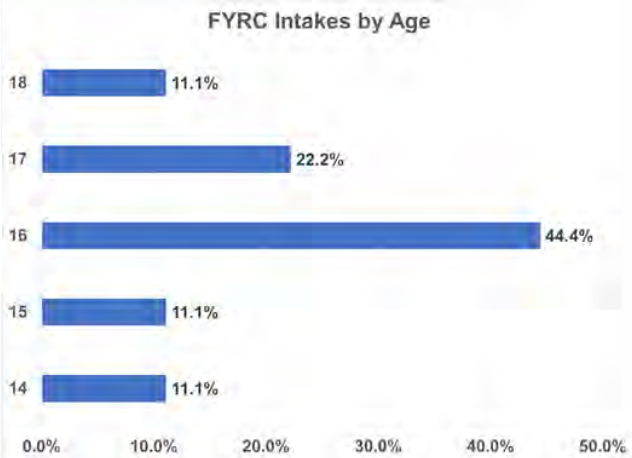
The FCYRC will house the alternative students from the Fayette County Board of Education system, with two sessions per day, Monday thru Thursday, beginning August 14, 2017. The students receive therapeutic services from FCYRC staff, education programming from a Fayette County teacher which is present for each daily session, and are provided lunch while present.



Charles Taylor
Program Director



All intakes during the fiscal year were White Non-Hispanic.



This is a new facility so discharges during the year were too infrequent for an accurate measure.

Harrison County Youth Reporting Center

Overview of Harrison County YRC

We continued to partner with the Harrison County Board of Education to provide a certified teacher as a tutor for our students 2 or 3 days a week. This worked very well the last two years and we will continue the program for the next fiscal year.

Therapist Mitzi Sprigg and YRC Director Kevin Kellar are members of the advisory council for the Harrison County Drug Court Program and also members of the Drug Court Treatment Team. Our therapist completes individual and group sessions with the drug court students. We also help facilitate some community service projects and have the drug court students who are in need of more supervision and treatment attend the YRC program. Therapist Mitzi Sprigg has also been trained and is facilitating a more intensive family therapy Functional Family Therapy (FFT).

Students completed more than 430 hours of community service, including:

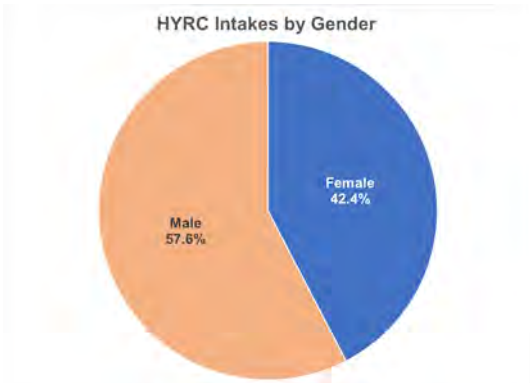
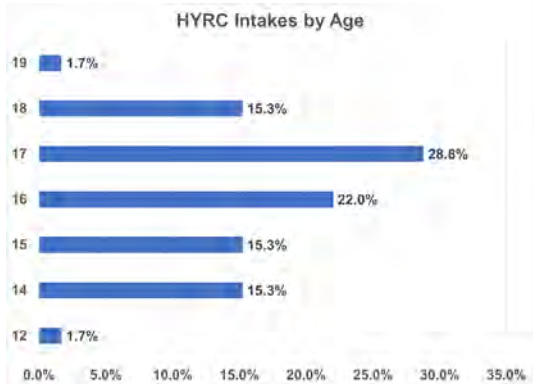
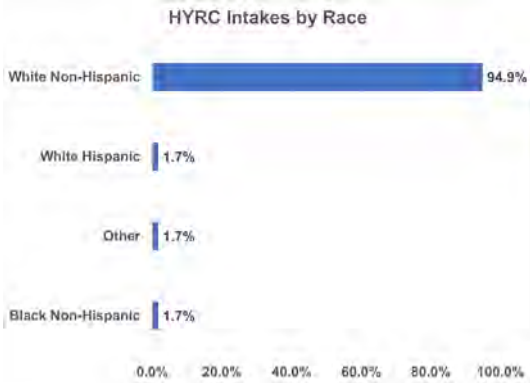
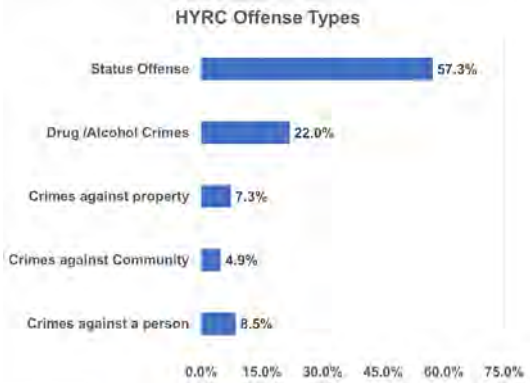
- Served meals, put together Easter baskets, Halloween packages and worked in the thrift store at the Clarksburg Mission. One of our student projects as part of his phase advancement was to conduct a food drive for the mission.
- Picked up litter at several community/city Parks within Harrison County.
- Cleaned the YRC state vehicles and maintain the cleanliness of the YRC.
- Cleaned and painted at Fort New Salem.
- Raised a garden and donated some of the produce, mostly tomatoes and peppers, to the mission. Some of the students and their families took home some of the produce that we grew.
- Made Halloween and Christmas cards for Veterans.
- Helped Saint James Church set up for their flea Market and passed out flyers for the community Picnic.
- Visited the Clarksburg Nursing home.
- Helped with the Angel Tree Gifts at the Salvation Army.

Outings

We conducted several outings for the students this year. We had a holiday dinner in December and invited the students and their families. We had a picnic during the week of the 4th of July for the students and their probation officers. We also took students on a field trip to the Hovatter Zoo in Kingwood.



Kevin Kellar
Program Director



Jefferson County Youth Reporting Center

Overview of Jefferson County YRC

The Jefferson County Youth Reporting Center services youth of Jefferson County. Jefferson YRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Jefferson County. The youth referred into the program come from Jefferson County, and are on probation or an improvement period through probation.

***Students completed approximately 318.5 hours of community service including:**

- Planting vegetables (Zucchini, Tomatoes and Peppers). Some participants even took the vegetables home to their family.
- Cleaning up trash from the roadways for the Adopt-A-Highway Program.
- Cleaning up trash from the community parks.
- Painting benches at Zett's Fishing lakes which are used daily by the community.
- Keeping the state vehicles washed and cleaned (inside and out).
- Making Christmas cards for the Shenandoah Health Center and handing them out to the residents.
- Helping the community miniseries with unloading boxes.

Outings

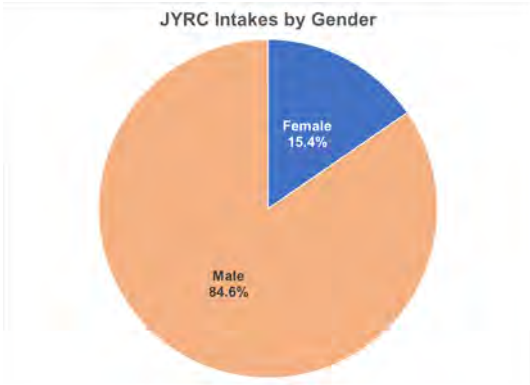
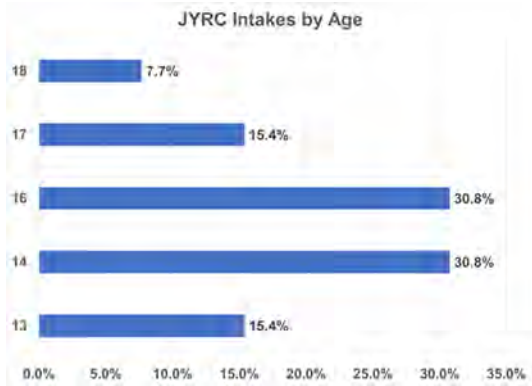
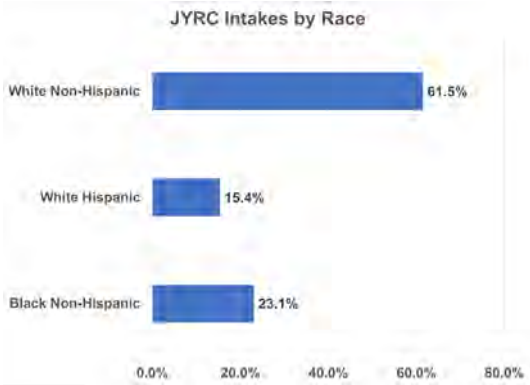
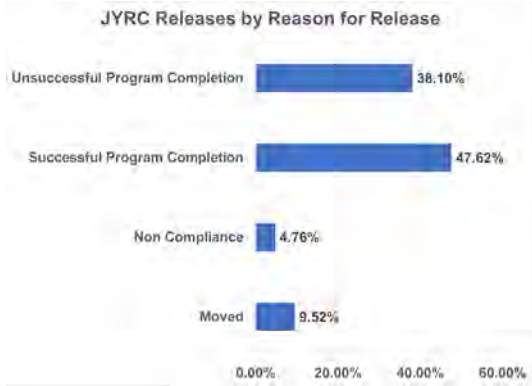
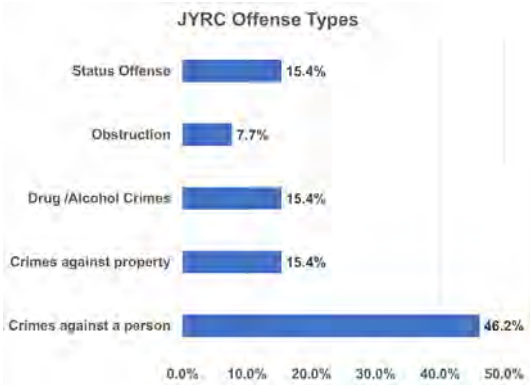
- Attended the 5th annual "Picnic in the Panhandle", held at War Memorial Park with food, games, water balloons and some small prizes.
- "Field Day" was held at Jefferson Memorial Park with games including: tennis, egg race, hula hoop, bowling, sack race, horseshoe, and a basketball shootout.
- Fished at Zett's Lake with a picnic of hamburgers and hotdogs.
- Halloween Party with games and prizes.
- Thanksgiving dinner
- Christmas party with gifts and prizes for the participants. Gifts were donated by St. Joseph's Church.

What's New...

Inter-Agency Agreement between DHHR and DJS has been established to provide community based services and life skills and in-home supervision for status offenders that need special services due to behavior



**Program Director
position vacant.**



Kanawha County Youth Reporting Center

Overview of Kanawha County YRC

The Kanawha County Youth Reporting Center serves youth of Kanawha County. KCYRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Kanawha County. The youth referred into the program come from Kanawha County, and are on probation or an improvement period through probation.

Students completed approximately 247 hours of community service including:

- Cross Roads Men Shelter-served meals, washed dishes and general clean up.
- KISRA-daycare program for youth: students read to the kids and helped with art work.
- Mountain Mission: sorted clothes and general clean up.
- Coonskin and Kanawha State Forest parks: picked up trash.
- Roosevelt Center (community center): students washed vans and general clean up.
- Father's House Church (Pastor Hill): students did lawn work and general clean up.
- Planted veggies, pulled weeds, picked up trash, watered garden and harvested produce.
- Cleaned and swept lot, cleaned windows, vacuumed, wiped tables, wiped down walls, took out trash and cleaned state vans.

Outings

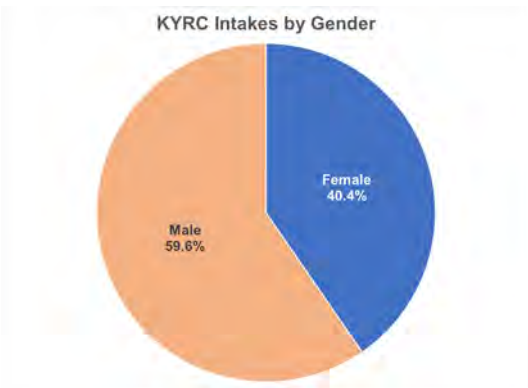
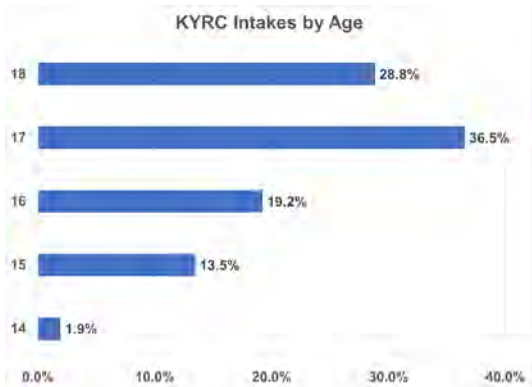
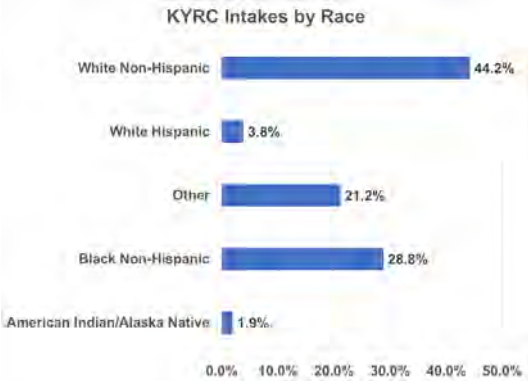
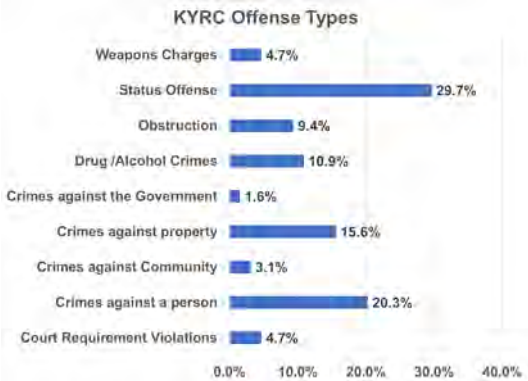
- Appalachian Power Park: students enjoyed baseball game and lunch.
- KISRA-day care program youth: students toured the facility and the program was explained.
- Coonskin Park and Kanawha State Forest: students played games, explored woods and pond, relaxed and enjoyed being outside.
- Drumming for Relaxation at the Good Will Center: students played on drums and were taught relaxation methods.
- Computer lab job search at Good Will Center: students searched for jobs and filled out online applications.
- Town N Country Bowling Alley in Nitro-students enjoyed bowling.

What's New...The Truancy Diversion Program

The Truancy Diversion Plan for Kanawha County Schools utilizes a more school-based approach prior to filing truancy petitions with magistrate court. The approach involves the School-based Attendance Committee (SBAC) which consists of the Assistant Attendance Director, school administrator, and other key education staff, as well as the parent and student, who meet when a student is truant and possible court petition is pending. The SBAC identifies reasons causing absences, interventions needed to improve attendance, ultimate expectations or goals, specific responsibilities for both the student and parent, a plan for monitoring success and result of compliance or non-compliance. Legal action may be the result if the student is not compliant.



John James
Program Director



Marion County Youth Reporting Center

Overview of Marion County YRC

The Marion County Youth Reporting Center serves youth of Marion County. Marion YRC is a community-based program that serves as an alternative to residential placement. There is a wide variety of services being provided at Marion YRC. The key services we focus on are life skills, anger management, substance abuse, smoking cessation, and a variety of other treatment services. We have tailored the program to serve the needs of the court system in Marion County. The youth referred to the program come from Marion County and are on probation.

Students completed approximately 165 hours of community service including:

- Serving meals at Soup Opera and Union Mission.
- Participation in recreation at Fairmont Rehabilitation Center.
- Staining the YRC School Deck.
- Raking leaves at Mary Lou Retton Park.
- Adopt-A-Highway.
- Working at the Fairmont Community Garden.
- Rails to Trails picking up debris.
- Cleaning State vehicles.
- Mulching the YRC grounds.
- Cleaning the YRC facility.

Outings

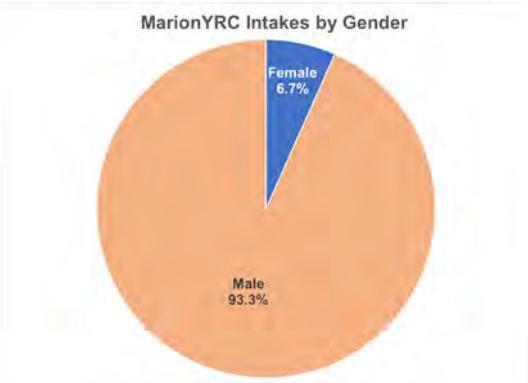
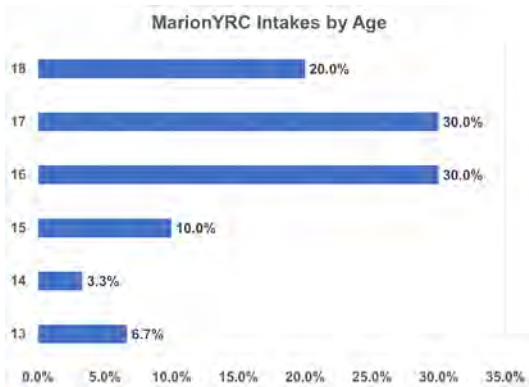
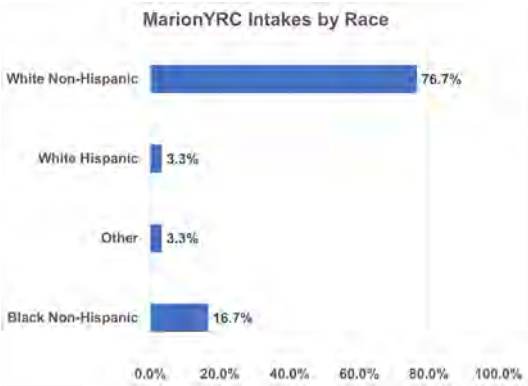
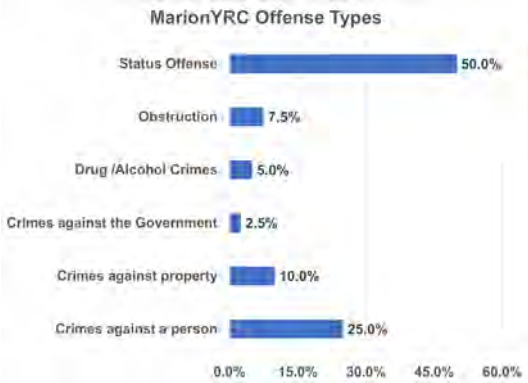
- Visited Barnes and Noble.
- Toured Negro League Baseball travelling exhibit at Erickson Alumni Center on grounds of WVU.
- Visited WV Wildlife Center at Game Farm in French Creek WV.
- Participated in Truancy Diversion Program for students and parents.
- Participated in Title 1 Night at Knights of Columbus with guest speaker Red Grammer.
- Listened to Morris Morrison, a motivation speaker from Fairmont WV.
- Toured Fairmont Water Plant and the RC Byrd travelling exhibit at I-79 High Tech Pierpont College Building.
- Participated in Disability Action Center Transitional Fair,
- College Tours consisted of Fairmont State University, West Virginia University, WV Wesleyan, Pierpont Community College.

What's New...

Proposed Title 1 parent nights in October 2017, December 2017, April 2018, and May 2018. Continued Title 1 sponsored summer school during the month of July for program students. New Title 1 sponsored Life Skills/Culinary Arts program for school students for school year 2017/2018.



Michael Viani
Program Director



Mason County Youth Reporting Center

Overview of Mason YRC

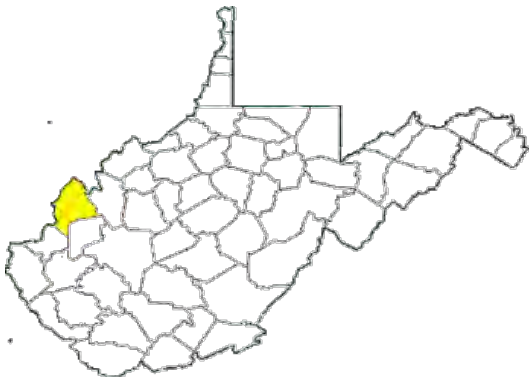
The Mason County Youth Reporting Center services youth of Mason County. Mason County YRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Mason County. The youth referred into the program come from Mason County, and are on probation or an improvement period through probation.

Students completed approximately 202 hours of community service including:

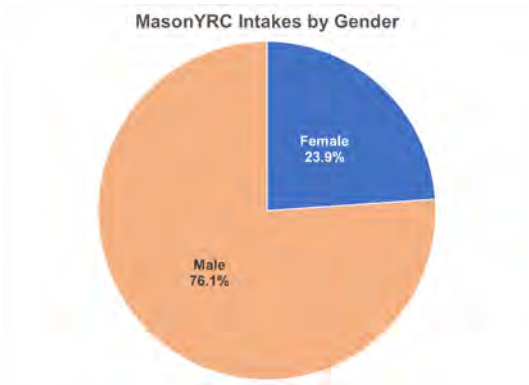
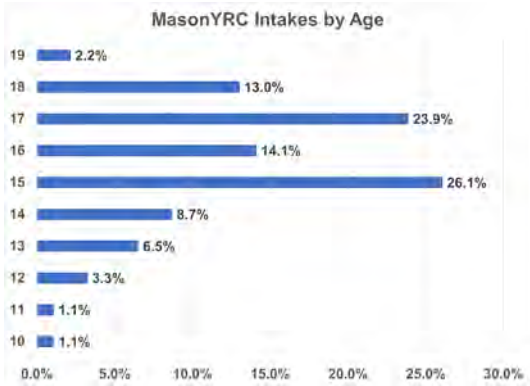
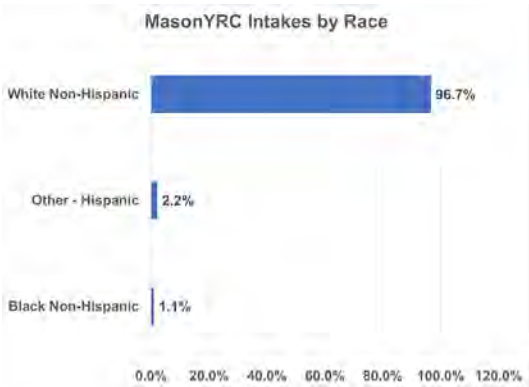
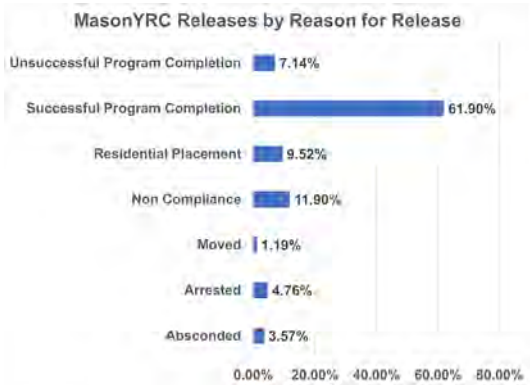
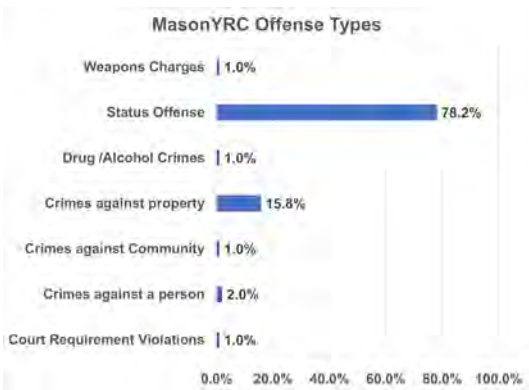
- Cleaning and helping to maintain cleanliness around the center on a daily/weekly basis.
- Helping a local church with wrapping shoe boxes for Operation Christmas Child.
- Two carwashes for local Law Enforcement vehicles.
- Stuffing Easter Eggs for a local church's Easter egg hunt.
- Planting a garden in the spring to help supply those in the community that need fresh produce, e.g., the local homeless shelter.
- Cleaning Lowell Cook Memorial Park to help keep and maintain clean parks within the community.
- Helping with setting up for the Point Pleasant Girls Volleyball sports banquet.
- Painting classrooms at Wahama High School.
- Helping at Point Pleasant Junior Senior High School with picking up trash around the school, power washing the sidewalks, and taking tables and desks apart.

Outings

The Mason County Youth Reporting Center conducted/transported the youth in the program on a few outings throughout the year. Some of these outings include the Bodies Alive Exhibit at the Bossard Memorial Library and a Tour of the River Museum.



Juan McCabe
Program Director



Mercer County Youth Reporting Center

Overview of Mercer County YRC

Mercer County YRC is a community-based program that serves as an alternative to detention and/or residential placement. The key services we focus on are life skills, anger management, substance abuse education, teen pregnancy prevention and a variety of other treatment services as needed. We have tailored the program to serve specific needs of the court system in Mercer County. The youth referred into the program reside in Mercer County, and are on probation or an improvement period through the court. Participants now include both delinquent juveniles and some participants of the Truancy program. We recently began working with the Board of Education and a School-Based Probation Officer to provide services to individuals who are in the pre-petition stage.

Students completed approximately 403 hours of community service including:

- Working at area churches, cleaning the premises and doing basic landscaping.
- Working at the Pipestem Ruritan Club site.
- Working to maintain the YRC facility.
- Cleaning the state vehicles.
- Planting a vegetable garden, and light landscaping around the premises.
- Working at the Wade Center in Bluefield, WV.

Outings

New River Gorge.
Glenwood Park.
Bluefield City Park.
Melrose/Pisgah Park.
ACE Adventure Wonderland Waterpark.

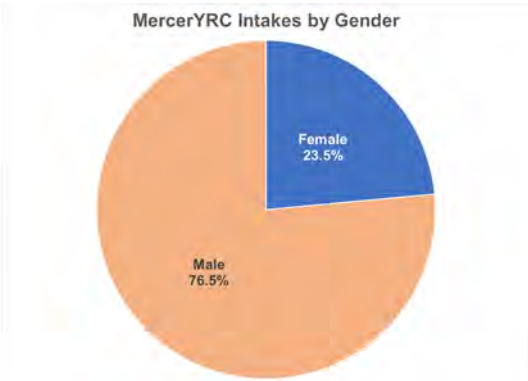
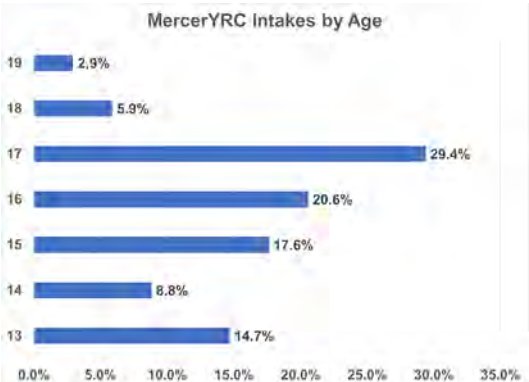
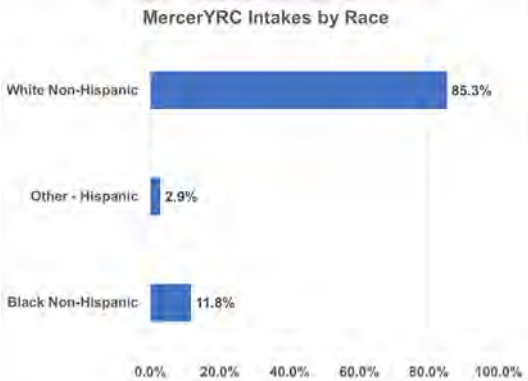
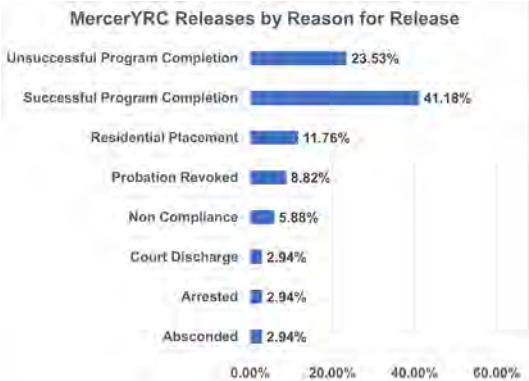
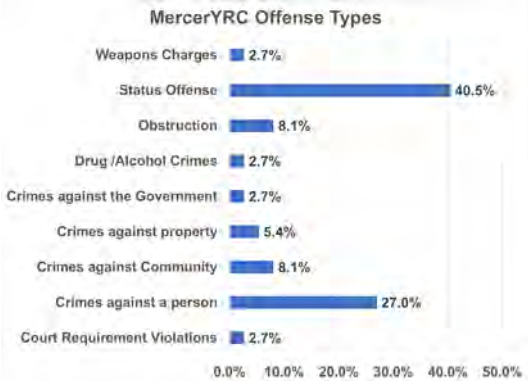
What's New...

This year, we have had two local teachers from the BOE come to the YRC up to three days per week to tutor the students. These teachers are paid hourly through the DHHR. Members from CASE WV provided a 6-week course to all students for the THINK Teen Pregnancy Prevention program.

This year, a Truancy Diversion program began in Mercer County and a school-based Probation Officer was employed. Mr. Dempsey and Mrs. Comer attended several meetings to offer services to that population. We began receiving referrals for Mercer County students who were in the pre-petition stage and provided an 8 -week course for those students. To date, we had five referrals and four students complete the Truancy Diversion class at MeCYRC. Services include Group counseling, JASAE screening, and random drug screening.



Nolan Dempsey
Program Director



Putnam County Youth Reporting Center

Overview of PCYRC

The Putnam County Youth Reporting Center services youth of Putnam County. PCYRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Putnam County. The youth referred into the program come from Putnam County, and are on probation or an improvement period through probation.

Students completed approximately 629 hours of community service including:

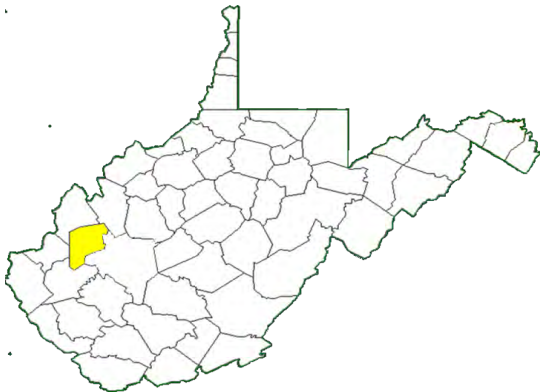
- Nitro City Park: picking up trash, moving bleachers, painting, cleaning city pool area.
- Ronald McDonald House: separating canned goods, cleaning and recycling.
- Teays Valley Church of Nazarene: cleaning, painting, clothing pantry, and yardwork.
- Putnam County Animal Shelter: training dogs.

Outings

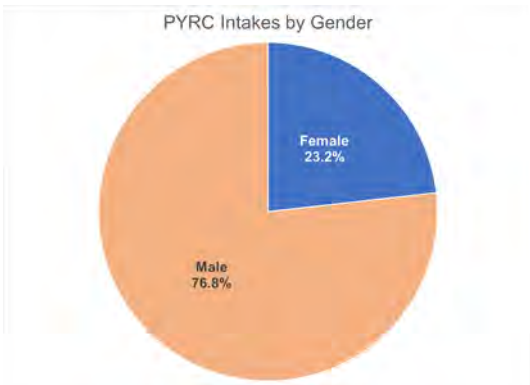
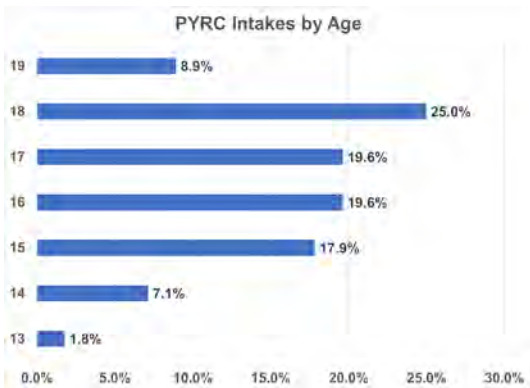
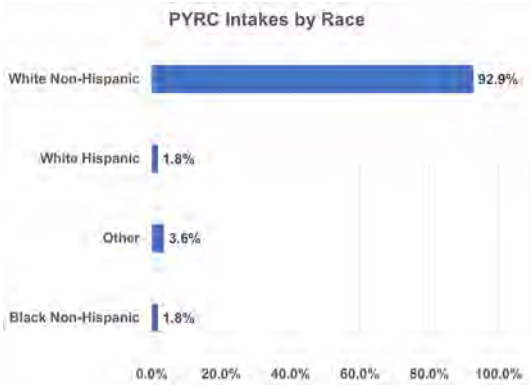
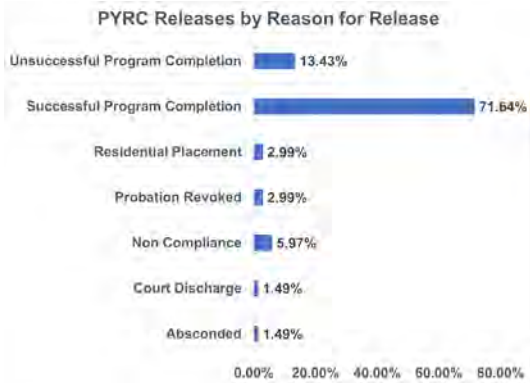
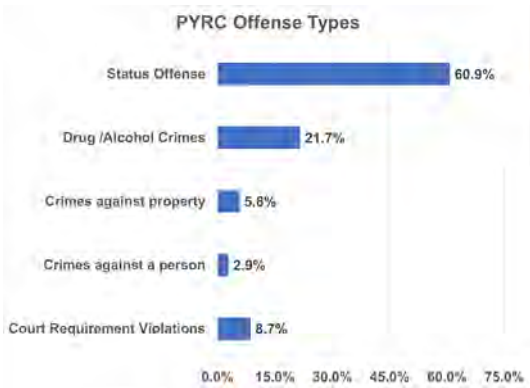
- WV State University Campus Tour
- Ronald McDonald House
- WV Cultural Center
- Cato Pool
- Huntington Museum of Art
- Blenko Glass Tour

What's New...

Students and staff have developed a working relationship with the city of Nitro, completing community service and having access to the Nitro city pool. Students have access to "Teen Cuisine" which is grant funded cooking class for youth in Putnam County and various counties. Staff and students have partnered with Putnam County Animal Shelter to participate in dog training program. Students that have accumulated appropriate points and earned days will have access to a recreation day and commissary.



Joshua Woods
Program Director



Raleigh County Youth Reporting Center

Overview of Raleigh County YRC

The Raleigh County Youth Reporting Center is a new facility for this Fiscal Year.

The Raleigh County Youth Reporting Center serves youth of Raleigh County. RCYRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Raleigh County. The youth referred into the program come from Raleigh County, and are on probation or an improvement period through probation.

Students completed approximately 277 hours of community service including:

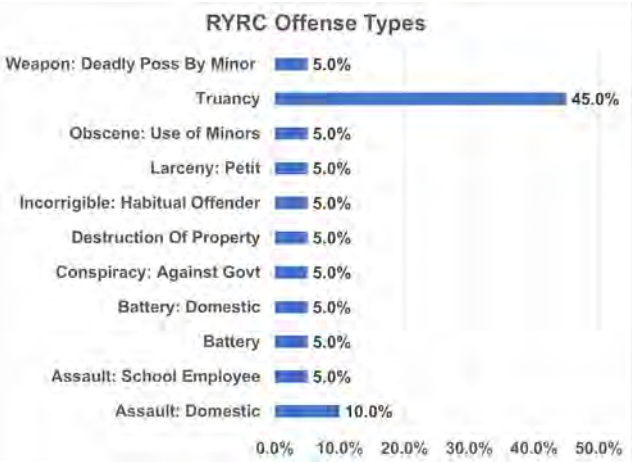
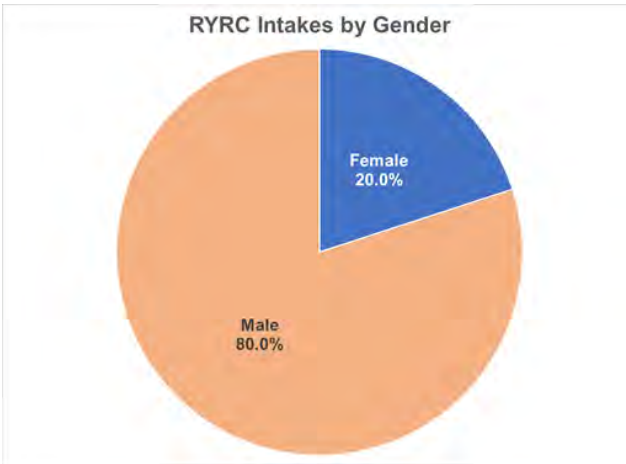
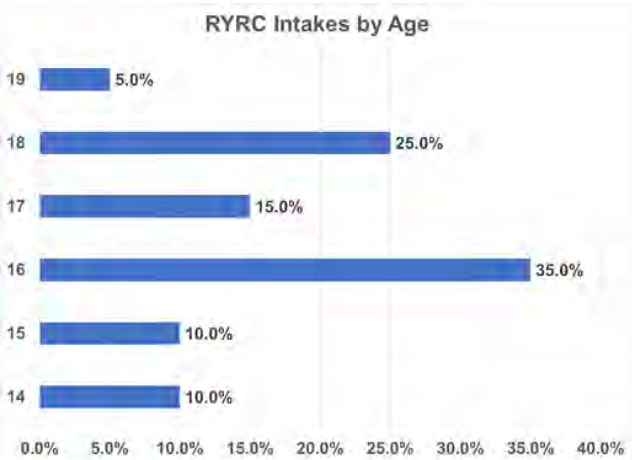
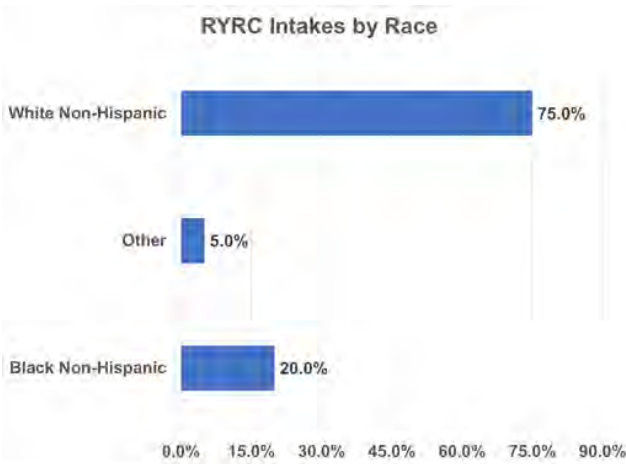
Picking up trash around the Raleigh County Courthouse.
Picking up trash around Grandview State Park.

Outings

- Tour of the Raleigh County Recycling Center.
- ACE Adventure Resort in Fayetteville, WV.
- Class conducted once weekly: WV Family Nutrition Program “Teen Cuisine”.



Nikki Christian
Program Director



This is a new facility so discharges during the year were too infrequent for an accurate measure.

STARS Youth Reporting Center

Overview of STARS YRC

The STARS Youth Reporting Center serves youth of Berkeley County. STARS is a community based program that serves as an alternative to detention and/or residential placement. The program has been designed to serve the needs of both the youth and court in Berkeley County. STARS Youth Reporting Center offers a variety of programs for at-risk youth of the area. The services are tailored to the youth's assessment results so that the most effective treatment is provided to ensure the youths success. Random drug screens are also conducted throughout the youth's participation in the program.

Students completed more than 334 hours of community service, including:

- Planting vegetables to donate to the Rescue Mission. Some participants even took the vegetables home to their family. They also planted flowers outside the building.
- Collecting and donating luggage to the Children's Shelter for kids going into foster care.
- Cleaning up trash from the roadways for the Adopt-A-Highway Program.
- Painting benches and tables at Zett's Fishing lakes.
- Cleaning State vehicles washed and cleaned (inside and out).
- Making cards for the Rescue Mission to hand out on special occasions. They also made cards for the Meals-On-Wheels Program.
- Assisting the Back-Pack Program by weighing and sorting through the items to ensure that the food item is not out of date.
- Cleaning and attending to animals at the Humane Society.
- Serving meals, washing dishes, and setting up events at the Boys and Girls Club.

Outings:

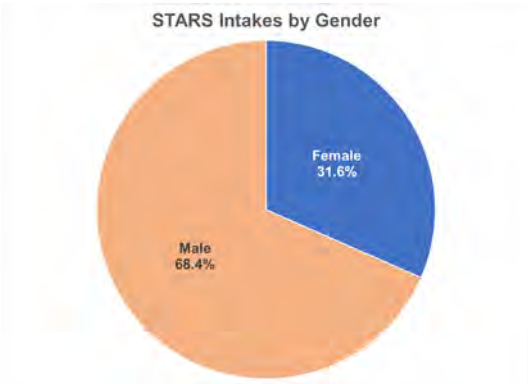
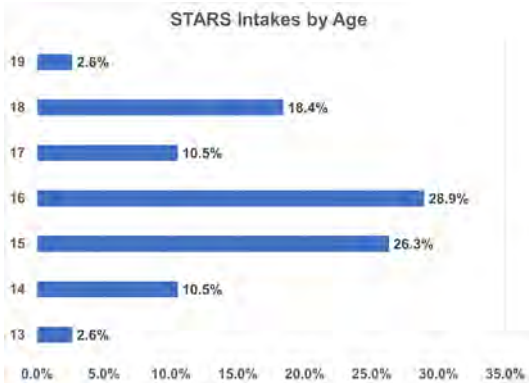
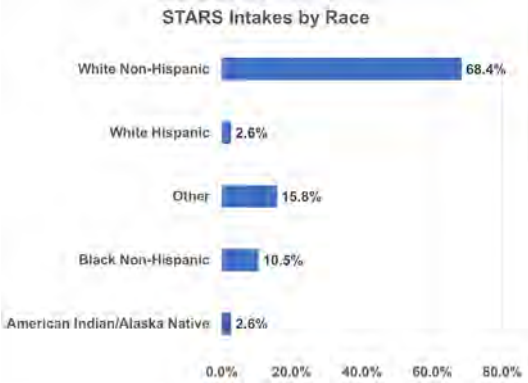
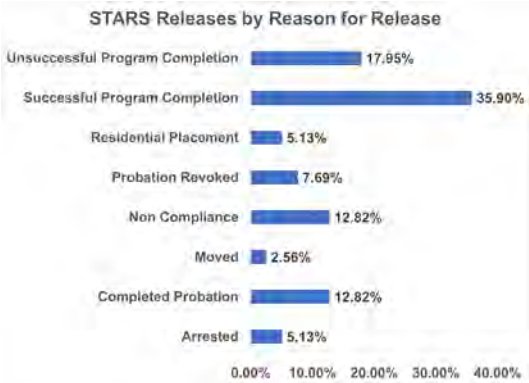
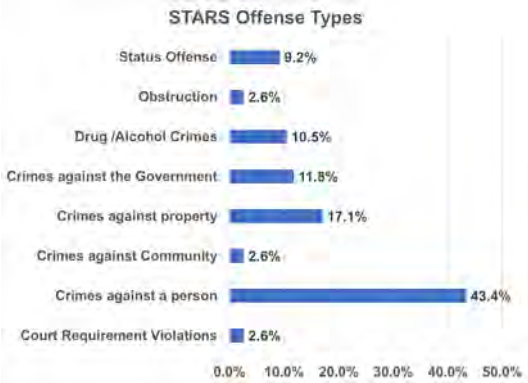
- Hiking on the Georgian Trail and Snavely Trail at Antietam National Battlefield.
- Attended the 5th annual "Picnic in the Panhandle" at War Memorial Park.
- Attended "Field Day" at Jefferson Memorial Park.
- Cookout at the end of school with Teambuilding Exercises.
- Fishing at Zett's Lake with a picnic of hamburgers and hotdogs.
- Movie day at Berkeley Plaza Theatre for those participants who earned the privilege.
- Halloween Party with games and prizes.
- Thanksgiving dinner with a Jeopardy game.
- Christmas party with gifts and prizes donated by St. Joseph's Church.

New Items for the Year:

STARS program is collaborating with the Board of Child Care to provide educational (Option Pathways Education Program) and treatment services to those in need.



Robin Mauck
Program Director



Wetzel County Youth Reporting Center

Overview of Wetzel County YRC

The Wetzel County Youth Reporting Center serves youth of Wetzel and Tyler county. The YRC is a community-based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Wetzel and Tyler County. The youth referred into the program come from Wetzel, and Tyler County, and are on probation or an improvement period through probation.

Students completed more than 90 hours of community service, including:

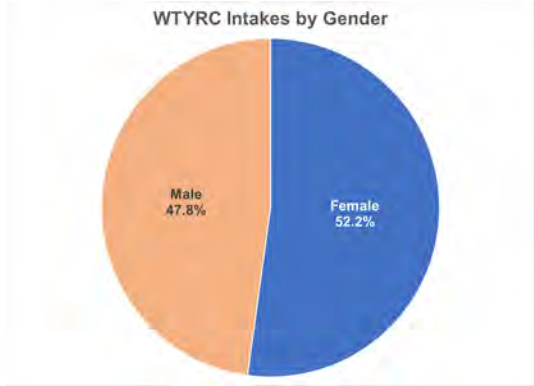
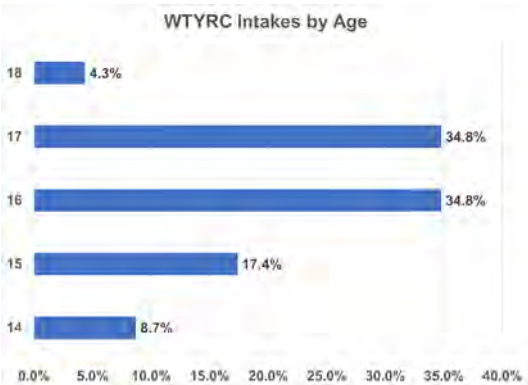
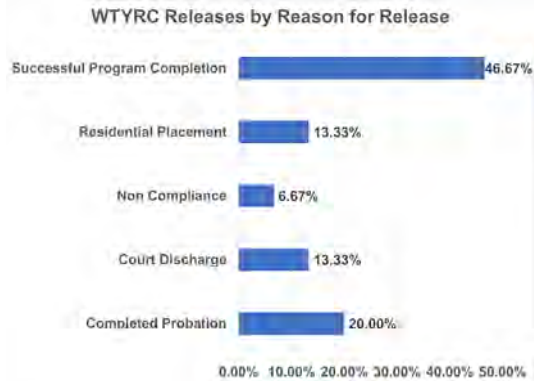
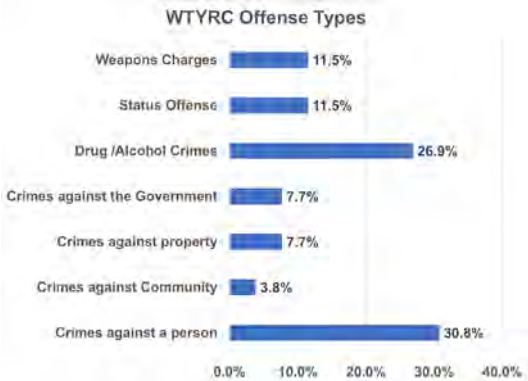
- Cleaning and vacuuming state vehicles.
- Cleaning the center on a daily or weekly basis.
- Picking up trash at: Paden City Park, Sistersville Park, Lewis Wetzel Park, Bruce Park, and Riverview Park.
- Assisting the Tyler County Emergency Management Division with cleaning of vehicles and testing of equipment.

New Items for the Year:

Effective September 1st, our YRC will be relocated to Tyler County at 450 South 1st Avenue Paden City, WV. We will be providing additional offices for: Regional Director James Goddard, Investigator Richard Cunningham, and Wetzel/Tyler Probation Officer Stephanie Moore. The additional space provided at the new location will allow us to expand our services for the Wetzel and Tyler County Communities. We are in discussions with Tyler and Wetzel County Board of Education members to add alternative education for students at our new site location. Probation and Tyler County Prosecutor have endorsed our 14 weeks' truancy program, which we will be implementing in the future.



Bradley Goddard
Case Manager



All intakes to the Wetzel-Tyler Youth Reporting Center were White Non-Hispanic.

Wood County Youth Reporting Center

Overview of Wood County YRC

The Wood County Youth Reporting Center serves youth of Wood County. WCYRC is a community based program that serves as an alternative to detention and/or residential placement. We have tailored the program to serve the needs of the court system in Wood County. The youth referred into the program come from Wood County, and are on probation or an improvement period through probation.

Students completed more than 562 hours of community service, including:

- Serving and cleaning up at Friendship Kitchen.
- Cleaning up at Parkersburg City Park.
- Cleaning up at Fort Boreman State Park.
- Cleaning up at Point Park.
- Adopt-a-Highway clean up on Rosemary Road in Parkersburg.

Outings

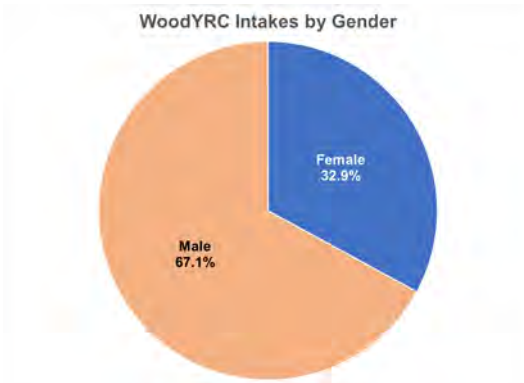
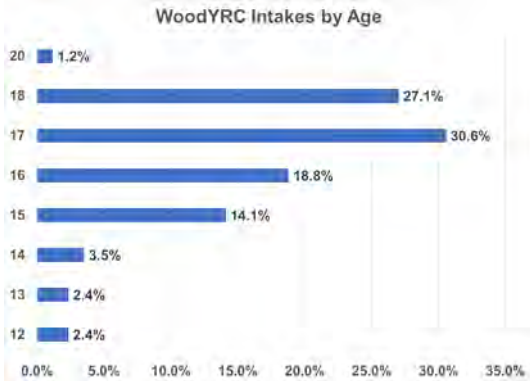
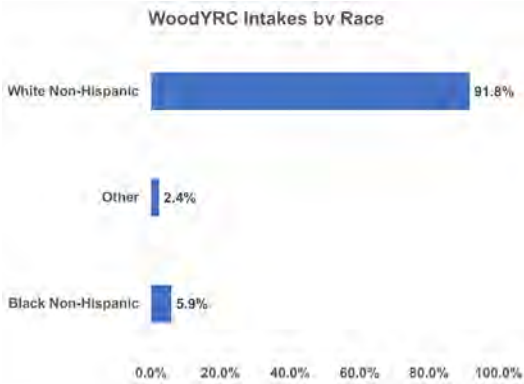
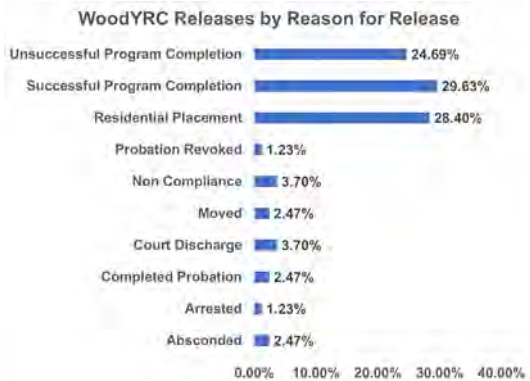
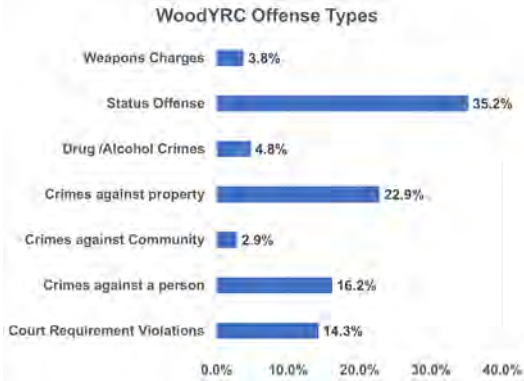
- Parkersburg Art Center
- Workforce West Virginia
- Vienna Public Library
- Wood County Public Library
- South Parkersburg Public Library
- Lincoln Adult Education Center
- Bodies Revealed display of the Human Body
- The California House
- Bison Farm
- Fort Boreman State Park
- Parkersburg City Park

What's New...

Tricia Holland from the Office of Developmental and Transitional Programming began working with the WCYRC assisting youth in transitioning into the YRC and as part of WCYRC aftercare. WCYRC was chosen to pilot the Criminal Justice Institute (CJI) Framework and the Youth Empowerment Study. WCYRC educational programming has grown to a size that has initiated discussion on moving to a larger location.



Jacqueline Martin
Program Director



New Youth Reporting Centers

As a result of SB-393 an emphasis has been placed on community interventions. This expansion will allow us to provide services to the at risk youth in several counties around the state.

These youth reporting centers will provide the same services as those previously mentioned and will be located in the following counties:

- Greenbrier
- Monongalia

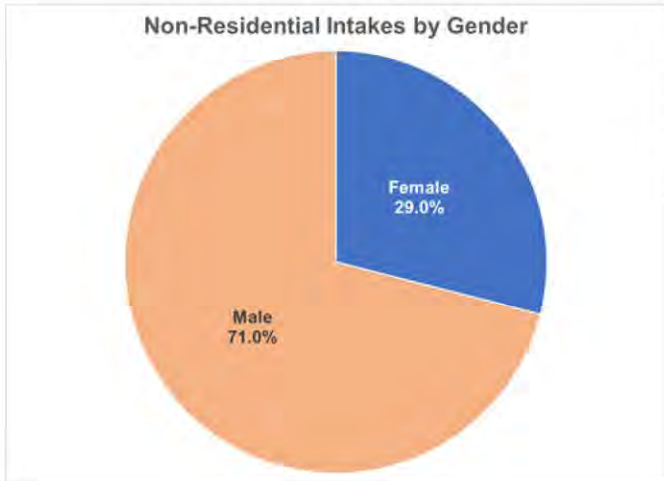
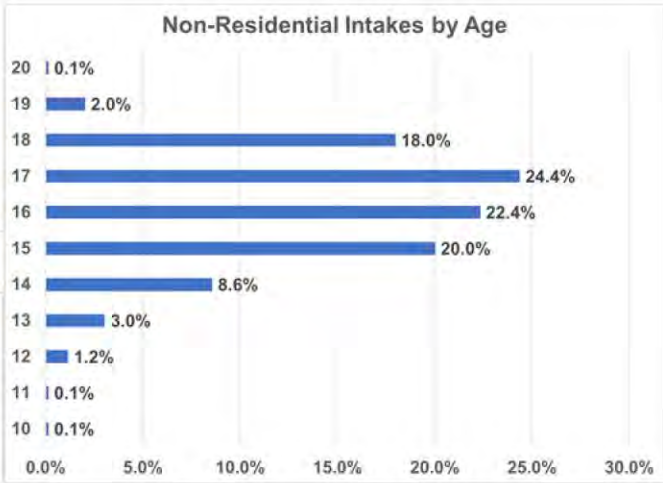
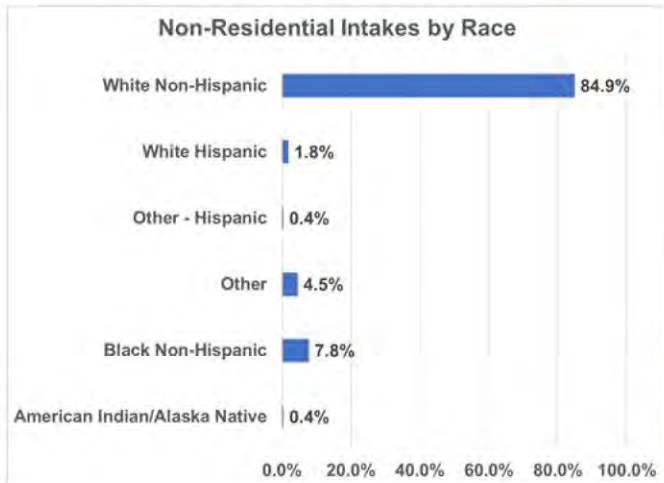
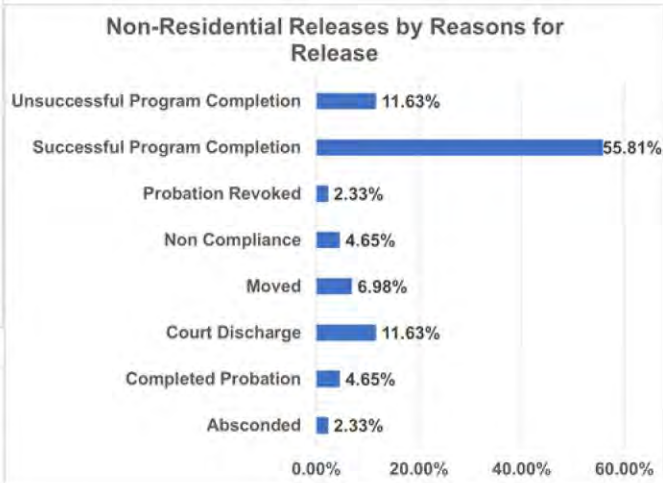
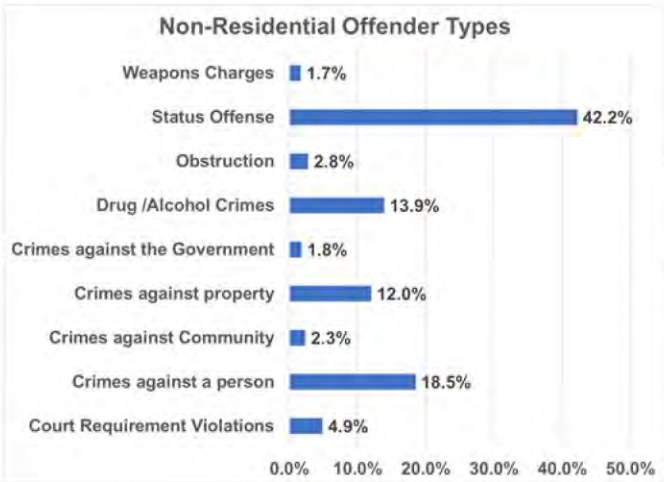
Community Supervision Program

The Division of Juvenile Services offers a Community Supervision Program (CSP) with and without electronic monitoring (or EM) in Kanawha and Boone Counties. It is an intermediate community-based program designed to restrict the activities of offenders in the community. This program allows offenders to remain in their homes, go to work, run errands, attend school, and maintain other responsibilities. However, their activities are closely monitored (either electronically and/or by frequent staff contacts) to ensure that they are complying with the conditions set by the court. Offenders placed on home detention are restricted to their residence for varying lengths of time and are required to maintain a strict schedule of daily activities. There are two types of Community Supervision: pretrial and post adjudication. Pretrial programs use this model as an alternative to detention to ensure that individuals appear in court. Post adjudication programs use this as a sanction that is more severe than regular supervision but less restrictive than incarceration.

Target Population

CSP excludes serious and violent offenders from participation. The diverse types of offenders in the CSP call for degrees or levels of restriction. The first level (curfew) requires the program offenders to remain at home every day at certain times. The second level (home detention) requires offenders to remain at home at all times except for pre-approved and scheduled absences, such as for work, school, treatment, church, attorney appointments, court appearances, and other court-ordered obligations. The most restrictive level, calls for 24-hour-a-day home confinement, except for medical appointments, court appearances, and other activities specifically approved by the court.

Community-based Services Statistics



Director of Budget and Finance

The function of the Budget and Finance Section is to handle the financial day-to-day operations of the Division of Juvenile Services. We are responsible for ensuring the financial accountability of the Division to the State Auditor, the State Treasurer, the Department of Administration Financial and Reporting Section, the State Legislative Auditors and the Legislators. The Budget and Finance Section consists of three areas- Fiscal, Fleet Management and Asset Management, which includes Capital Construction.



Bryan Arthur
Director of Budget
and Finance

Fiscal

Fiscal staff manages and oversees all purchasing and payment functions, manages the Purchasing Card process, oversees asset property inventory and retirements, child nutrition funding program, provides assistance with contracts and lease agreements and monitors compliance and status of contracts. The fiscal section continues the auditing and training process for the decentralized accounts payable function in the individual facilities.

- In FY 2017, the total budget appropriated was \$38,588,231.
- The Division has three contracts that are approximately \$2 million each per year and all three are for ongoing services: mental health services, medical services, and Youth Services Systems who run the Ronald Mulholland Juvenile Center.

Fleet Management

The Fleet Management section continued to manage a fleet of over 117 vehicles for FY 2017. Defensive driving training and preventative vehicle maintenance are focal points for the Division as our facilities and staff continues to grow.

Asset Management

Assets, including all buildings and equipment, which are valued at almost \$104 million.

Accomplishments for Fiscal Year 2017

The Fiscal Section submitted reports for:

- the GAAP/Closing Book Report to DOA-Financial Reporting & Accounting Section,
- the Annual Loss Control Questionnaire and the Annual Liability Insurance Questionnaire to the Board of Risk & Insurance Management,
- the Fiscal Year 2018 Budget Appropriation Request to the State Budget Office, and
- the Annual Asset Management Certification Form to DOA-Surplus Property.

Future Projects for Fiscal Year 2018

- Security Upgrades to Robert Shell Juvenile Center.
- Education/Vocational Building at DRK.
- Repair and replace (as needed) the roof at the Donald R Kuhn Building.
- Implementation of new food service contract.

Future Challenges for Juvenile Services

The biggest challenge facing the Fiscal Section during FY 2018 will be addressing our maintenance needs and our needs for additional operating money. DJS had an shortfall of approximately \$312,000 in funding for our workers compensation premium, and approximately \$127,000 in finding for our BRIM premium.

Also many of our facilities are showing some age and we are starting to see a great increase in maintenance issues especially in the area of heating and cooling. I have requested an additional \$3 million in Capital Outlay money to address these concerns.

Director of Human Resources



Sharon Hayes
Director of Human
Resources

The Human Resources Office of the West Virginia Division of Juvenile Services is responsible for supporting the Division's programs, managers and employees by effectively managing the agency's human resources. The primary responsibilities of the Office of Human Resources include coordination of employee transactions and employment verifications.

Services are provided directly by the Human Resources Office and indirectly through local personnel representatives. Human Resources is divided into four primary functional sections.

Operations and Benefits Section

The Operations and Benefits Section is responsible for processing payroll changes, retirement, benefits, leave administration, workers' compensation, and the Employee Performance Appraisal. Current responsibilities include:

- Processing accurate employee benefits.
- Managing the Workers' Compensation and Benefits Program (including the Open Enrollment Benefit Section).
- Processing personnel and payroll actions to ensure timely and accurate payment to employees.
- Administering the employee leave program to ensure accuracy and timeliness of leave records.
- Providing personnel-related training to new human resources representatives.
- Providing orientation to newly hired Central Office employees.
- Processing data entry for the division's employee performance appraisals.

Classification, Compensation and Recruitment Section

The Classification, Compensation and Recruitment Section assists in the recruitment and selection of qualified individuals whose competencies and skills best match those needed by the Division. The section works to retain staff through workforce planning efforts and the appropriate classification and compensation of jobs. Current programs and responsibilities include:

- Advertising job vacancies on the Division of Personnel website.
- Managing the Division of Juvenile Services website.
- Evaluating background checks through the West Virginia State Police.
- Ensuring that eligible applicants meet minimum qualifications for employment.
- Reviewing selection instruments and rating guides.
- Administering the Division of Juvenile Services classification plan and processing position action requests.
- Collaboration with the local colleges and universities in the recruitment, selection, and processing of student interns.
- Evaluation of compensation administration, advanced step hire, and promotional increases.
- Administering provisions of the Fair Labor Standards Act (FLSA) and performing audits of time keeping records.
- Administering provisions of the Family and Medical Leave Act (FMLA).
- Administering the Donated Leave Program through the WV Division of Personnel.
- Providing absence management consultation and resolution.

Employment Relations Section

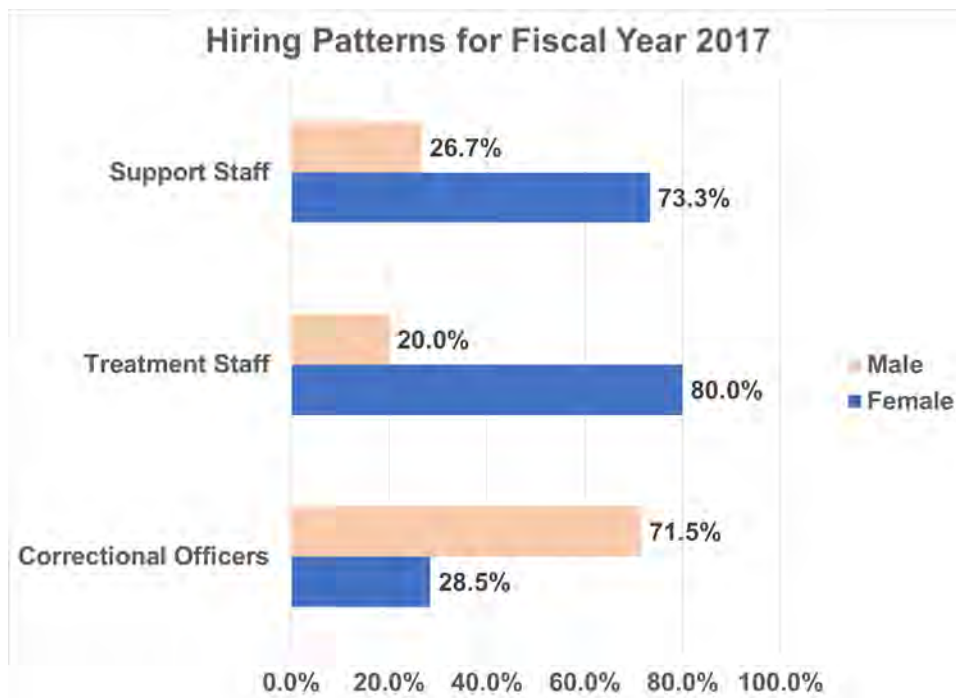
The Employment Relations Section is responsible for administration and consultation for the agency's employment relations functions. Current responsibilities include:

- Assisting managers with issues around discipline and performance management.
- Work with the agency's legal section concerning employee discipline.
- Monitoring changes in employment trends and recommending appropriate actions.

Payroll Section

The Payroll Section provides timely and accurate payment of wages and benefits to employees of the Division of Juvenile Services. Current functions include:

- Managing and auditing the payroll through the OASIS system.
- Managing and auditing employee hours through the KRONOS system.
- Preparing quarterly federal and state tax returns and balance the returns to the W-2's.
- Accurate and timely processing of exceptions to the payroll, based on data provided by the transaction section.
- Prepare monthly reports for the payment of all payroll deductions that are withheld from employees' paychecks.
- Manage the Human Resources Management System in OASIS to process Personnel Action Forms.
- Entering all new and change forms into the payroll system for direct deposit.
- Providing advice and guidance for all locations on tax and payroll issues. Keeping up-to-date on any changes to state and federal law that affect payroll.
- Processing requests for payment for all hourly paid employees.
- Certifying all Employee Retirement System and Consolidated Public Retirement Board refund forms before they are submitted for payment.
- Handling the entry into the WV system and payments to the various vendors.



Regional Directors



James Goddard
Regional Director

In an effort to streamline the supervision and provide guidance to the eight smaller facilities, the Division of Juvenile Services has a regional approach. This was accomplished by splitting the State into a Western Region and an Eastern Region.

Western Region

Jim Goddard is the Western Region Director, which consists of the Ronald Mulholland Juvenile Center, Lorrie Yeager Juvenile Center, Tiger Morton Juvenile Center, and the Robert Shell Juvenile Center.

In addition, he is the Policy Committee Chair and is responsible for the continuing revision of the Division's policies. This is done with input from all facilities in the Agency by rotating facility directors/designees to serve on the policy committee. ACA Standards and revisions, PREA mandates, Performance-based Standards (PbS), and current national trends in Juvenile Justice as well as agency goals, have been foremost in our thinking as policy directives are developed. Policies have been changed and revised to correct deficiencies in existing policies, to provide clarification in key areas, and provide guidance on new programs as they develop.

Responsibility for the regional hearing officers also falls under Mr. Goddard. Having regional hearing officers who work for Central Office rather than having one in each facility has been a very effective change for the Division. This move was made to make the hearings timely, impartial, reduce errors in the disciplinary process and to ensure adherence to DJS policy.

Another area of responsibility is our state wide mobile maintenance crew. They have completed several jobs across the state. From pouring concrete sidewalks to installing camera systems, this maintenance crew has saved the Division money in the area of specialized maintenance. We hope to continue to use this crew in the future for several projects that are currently in the planning stages.

Regional Directors

Eastern Region

Stacy Rauer is Eastern Region Director, which consists of the Vicki Douglas Juvenile Center, Chick Buckbee Juvenile Center, Gene Spadaro Juvenile Center, and the Sam Perdue Juvenile Center.

Stacy is a permanent member of the policy committee and brings her perspective and experience to help balance the policies.

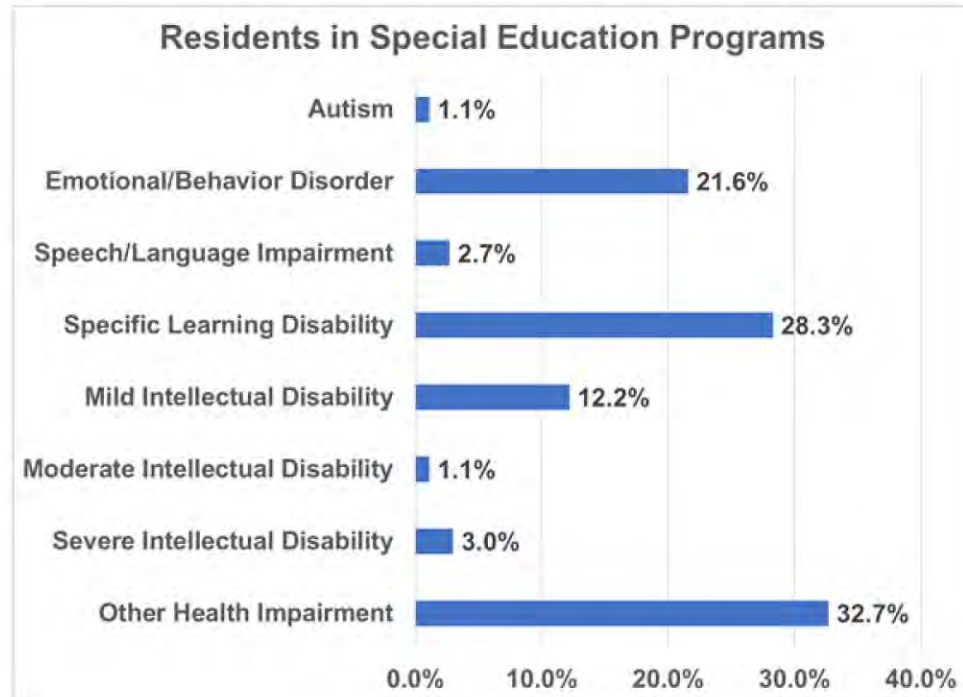
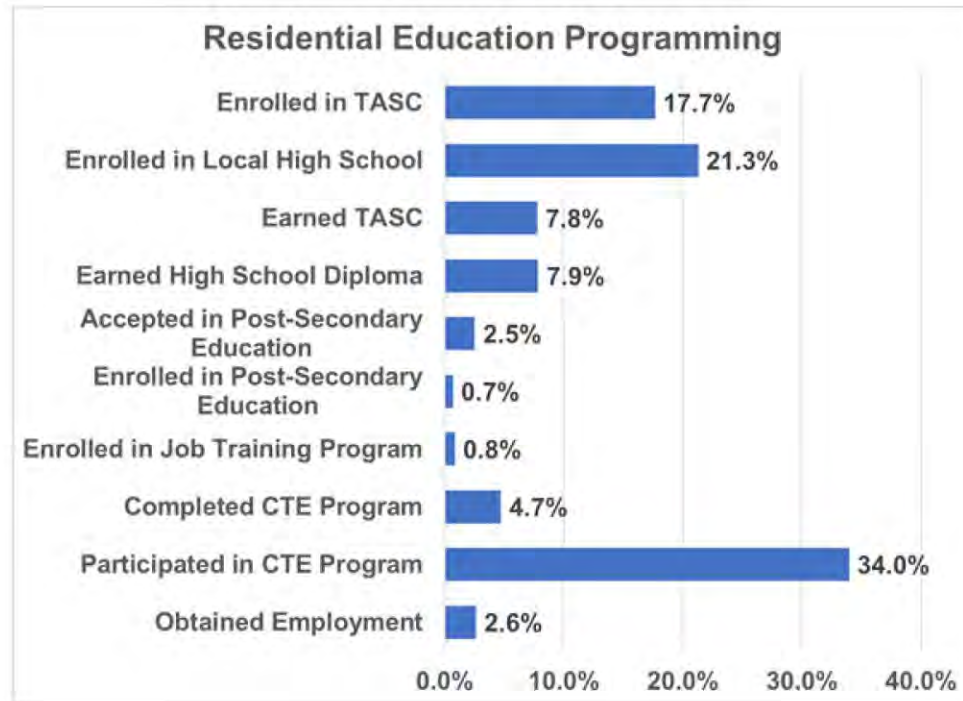


Stacy Rauer
Regional Director

Ms. Rauer is also responsible for the Divisions Quality Assurance Program. This includes developing audits and overseeing the process to ensure compliance with Division, State, and Federal standards. The program will use data to make improvements within the operations of the facilities and treatment of the residents.

Ms. Rauer was the liaison for the technical assistance grant for Reducing the Use of Isolation of residents within the Division. Since the conclusion of this grant, Ms. Rauer is continuing the staff committee, which has now been named the "Positive Development Committee". It has representatives from all facilities and reviews data, ideas for change to improve the data, trainings, and positive events happening at each facility.

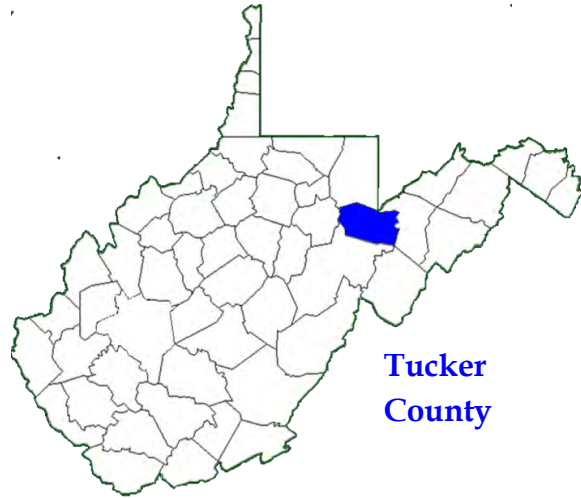
In addition, Ms. Rauer is the Division's Movement Coordinator overseeing all resident movements within the division. This position streamlines and organizes resident movement while keeping safety and security in mind for all facilities within the division.



Kenneth “Honey” Rubenstein Center



Dan Dilly
Superintendent



The Kenneth “Honey” Rubenstein Juvenile Center. The Rubenstein Center is a 70-bed, minimum custody facility for male offenders in Tucker County, West Virginia.

Providing service to the local communities has always been an important function of the Rubenstein Center. In addition to building Blackwater Falls State Park, residents used to work for individuals in Davis and Thomas in the early 1960’s. During the flood of 1985, residents were a major part of the clean-up in Tucker County. To this day, cadets continue to perform community service and work details throughout the county.

The Rubenstein Center Program focuses on leadership, accepting responsibility, and providing the necessary skills to return to the community as a successful responsible citizen. To achieve this we take a team approach and utilize a Unit Manager, Case Manager, Counselor I, Counselor II, Recreation Specialist, and Therapist. As a team we believe all Cadets need structure, accountability, and an opportunity to grow as an individual. To ensure these key components are met, all Cadets have a rigorous schedule that starts off with physical training. Cadets’ appearance must be neat and orderly. All Cadets are held accountable by staff twenty four hours a day, seven days a week. To promote and reward positive behavior all Cadets are on a phase system where they have an ability to advance.

Our Group Leaders (Correctional Officers) continue to run at least three weekly peer groups where Cadets discuss positive accomplishments as well as problems they have encountered and ways to handle those problems appropriately in the future. In these groups, Cadets also help each other utilizing positive peer pressure and newly acquired positive leadership skills.

Every Cadet also has an individualized Case Management Plan that is created with the Cadet by the Case Manager. This Case Management Plan gives the Cadet and treatment team a plan of action. This plan includes areas such as vocation, recreation, community service, therapeutic groups, and individual goals.

The Correctional Counselors and therapists provide all Cadets with treatment programming based on their individual needs and their LSI assessment. Cadets are typically enrolled in groups such as anger management, victim awareness, criminal and addictive thinking, parenting, substance abuse education, peer relations, tobacco cessation, and life skills. The Rubenstein Center now has Cadet Council meetings held quarterly. Correctional Counselors also provide support to Cadets with their day-to-day living and role model leadership skills.

Our contracted Therapists conduct specialized individual, group, and family sessions. Substance Abuse remains a vital component and therapists deliver a three phase, fourteen week group that is designed to engage Cadets with Substance Abuse/Addiction issues. The group is comprised of individual and group sessions and is tailored to the individual's needs.

Performance-based Standards (PbS) is a data-driven improvement model that holds juvenile justice agencies, facilities, and residential care providers to the highest standards for operations, programs, and services.

Rubenstein Center had the first meeting regarding participation in Performance-based Standards (PbS) since August 2012. Two months later, we completed our first report period. Information is gathered all year and reported In April and October each year. The Rubenstein Center is currently at Level 3 of 4.

A few ways The Rubenstein Center has benefited by participating in PbS is the implementation of new trainings for staff. We have decreased contraband and injuries due to the reports generated from PbS with locations, times and dates per incident.

Community Service: During this past fiscal year, residents performed more than 6,000 hours of community service including Adopt-A-Highway and provided community service to Canaan Valley State Park, Camp Kidd 4-H Park, YMCA Camp Horseshoe, Tucker County Veterans Association, Tucker County Animal Shelter, Mountaineer Days, Alpine Festival, Art Spring Festival, Cortland Acres Nursing Home, Centennial Roadside Park, Dryfork Recreation Center, Tucker County Senior Centers, Davis and Thomas Volunteer Fire Departments, Tucker County Schools, the community centers for the towns of Thomas and Davis, the local food pantry through the Blackwater Ministerial, Holly Meadows Golf Course, Blackwater Falls State Park and the cities of Thomas, Davis, Hendricks, and Parsons.

Cadets of the Rubenstein Center also continue to gain work experience through different types of job opportunities available to them. All Cadets, at some time during their stay, will work on an unpaid crew in our kitchen and laundry departments. Some Cadets also work on paid crews with Blackwater Falls State Park, and/or with the City of Thomas. Cadets continue to be rewarded for positive behavior through special activities and off-campus activities. We have holiday parties for the Cadets, a Christmas Play, cook-outs, field days, ice cream socials, popcorn, a Super Bowl party, movies, etc. Off-campus rewards include fishing, hiking, camping, mountain biking, skiing, sleigh riding, and the viewing of fireworks.

The Rubenstein Center also offers have a variety of recreational activities to the cadets. On grounds they have a full sized basketball court, a pool table, a universal weight machine, volleyball net, softball field and horseshoe pits. Cadets are also taken off grounds for various recreational activities including field trips to Douglas Falls, Coketon Coke Ovens, Olson Tower, Wind Turbines, Blackwater Falls, hiking, fishing, Run-For-It, scenic drives, camping trips, and the RC Honor Guard participation in numerous parades and events. Cadets are provided an option to attend weekly bible study in addition to semi-annual church services.

During this past fiscal year, Cadets continued to be involved in Therapeutic Recreation. Some of the activities participated in include: The Islands, Circle of Trust, Balance Beams, All Abroad, The Ball Chain, Trust Leans, Trust Falls, Whale Tale, Nature Walks, softball, basketball, fishing, and skiing. Therapeutic recreation gives an opportunity for individuals to share their experiences within the context of a small group; to give and received feedback; and to gain a broader perspective of a multitude of ways. These types of activities impact people who come from diverse backgrounds and perspectives.

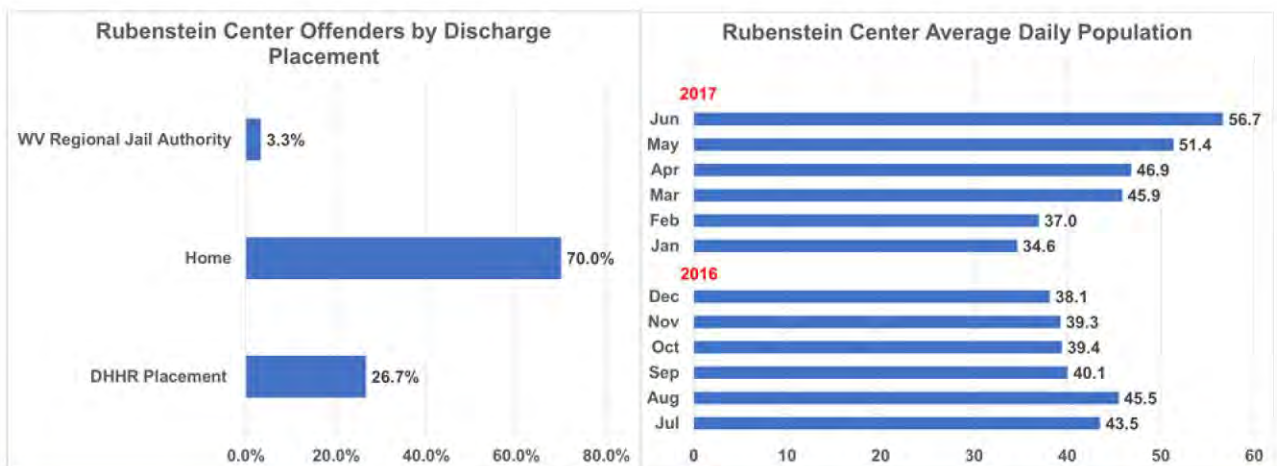
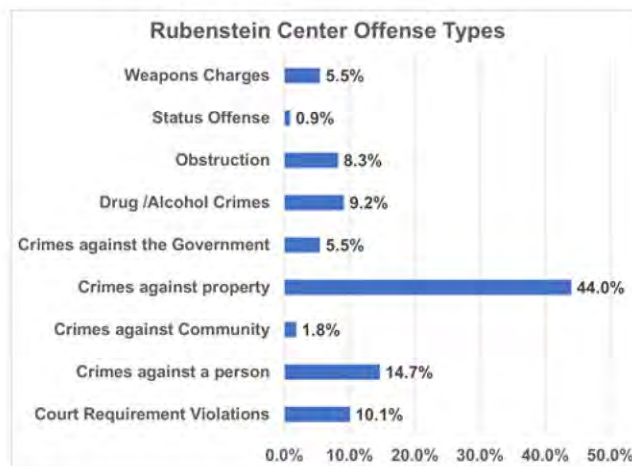
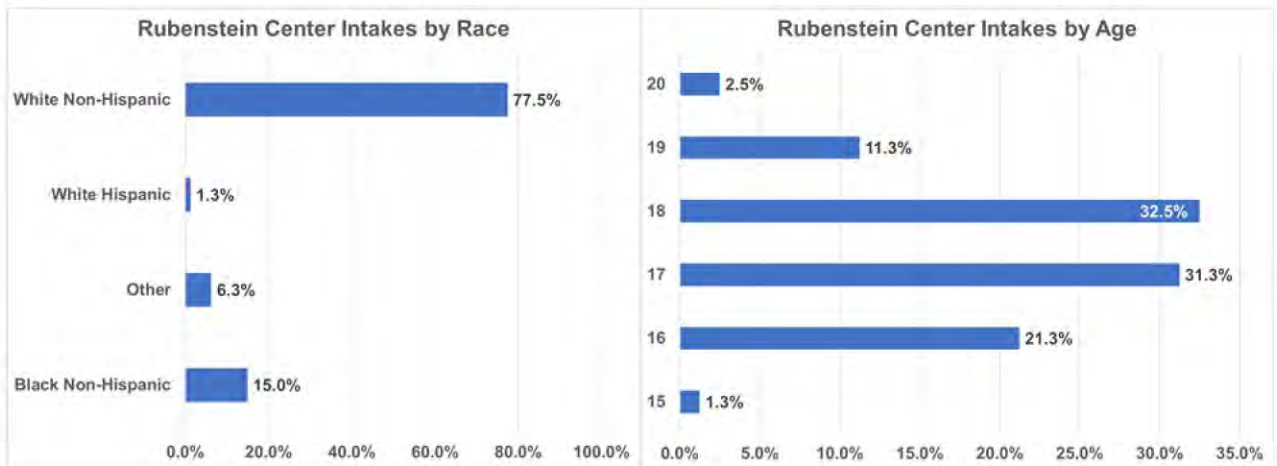
All activities that are completed usually end in a debriefing session in which the participants are in control of their own level of disclosure. Participants learn more effectively when they have control and when they are having fun. Some of the skills the residents have learned through Therapeutic Recreation include leadership, teamwork, communication, listening, problem solving, improving self-esteem, learning awareness of self and others, how to relax, sportsmanship, trusting, overcoming fear, and social interaction. Lately the Therapeutic Recreation program has encouraged residents to explore music and develop healthy hobbies and interests. In some of the more adventurous activities, there has also been emphasis on positive risk-taking and decision-making.

Field Trips, Guest Speakers, and Educational Aptitude Testing

1. Religious services provided were: Rock of Ages Prison Ministries, Gideon's Bi-Weekly, Church Services held by New Life Ministries, and Bible Study Groups held by Paul Poling.
2. WV ABCA brought the DUI Simulator on site.
3. Pauletta Cousin, Recreational Director/Naturalist from Blackwater Falls State Park, was on grounds to teach Wildlife Education.
4. Cortland Acres Nursing Home residents were on site for a social visit.
5. Recognized 30+ graduating students with commencement exercises at the end of the 1st and 2nd semesters. Academic and Career and Technical awards were issued for each academic quarter during facility wide ceremony.
6. Cadets participated as pages in the WV Legislature in March 2017.
7. Students participated in College Day at Davis & Elkins College.
8. Students participated in Eastern Agriculture Day.
9. A variety of field trips were conducted including: Spring and Fall trips to NASA in Fairmont for rocket engineering and design workshops, college tours at D&E College and WV Eastern CTC, visiting Seneca Rocks, Spruce Knob Save Our Stream Watershed and Orienteering Workshop, Performance Motors Simulated Workplace Company Training, and Green Bank Observatory.
10. Administered the ASVAB and ACT tests and assisted students with college applications and financial aid.
11. Collaborated with NASA in the Spring and Fall to bring STAR Robotics Program to school where students constructed robots and utilized the VEX software to program robots and compete in a team Robotics Challenge.
12. Implemented Simulated Work Place in the CTE Shops. This included the involvement of students in leadership roles such as Safety Managers or Shop Foreman. New CTE uniforms were implemented for use in the shop areas as well.
13. Building Construction completed a variety of community service projects, including the design, construction, delivery and set up of a new meeting desk for the Parson's City Counsel, construction of agricultural high tunnel green houses at Cortland Acres Nursing Home and Tucker Valley Elementary Middle School.
14. Conducted MPU's (Monthly Progress Update) on each student and increased communication with parents by implementing a phone conference within a month of arrival and mailing home progress reports every two months.
17. RC School BC Class built three picnic tables for the DJS Academy and one for TMJC, Corn Holes Boards for "Giving Back with a Heart" (one set), DJS YRC's (nine sets), TMJC (one set), and a mailbox for GSJC.

Goals for Fiscal Year 2018

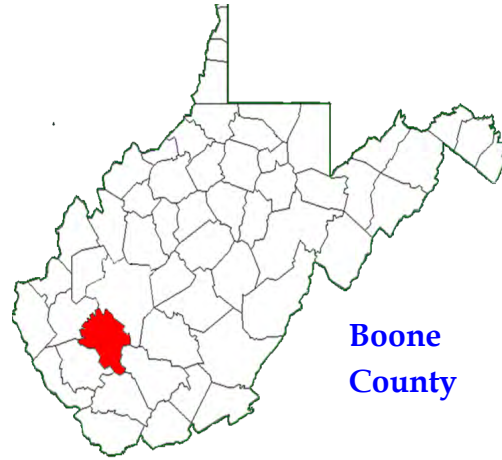
- Operations Department—To have the main parking lot resurfaced for the first time since opening the Rubenstein Center.
- Security Department—Fill our vacant positions, reduce the amount of overtime we use, modify our escape procedures, and install additional security cameras.



Donald R. Kuhn Juvenile Center



Brian Semenie
Superintendent



Donald R. Kuhn Juvenile Center (DRK) is a 48-bed detention center and a secure commitment facility. Central administrative, medical, recreation, maintenance and food service unit maximize the center's economical use of resources.

DRK houses two (2) separate populations; commitment and detention. We offer the best programming and services available to them. Counselors develop individualized treatment plans and work regularly with residents to provide supportive counseling sessions based on target risk areas. Treatment staff remains attentive to meeting the facility, division and state guidelines for these residents. We pride ourselves in accepting the challenges of meeting deadlines as well as the expectations from the courts that entrust their juveniles to us.

We continue to offer a variety of behavior management techniques which allows resident involvement with incentives, rewards and consequences. Their level of compliance and behavior phase level that they maintain dictates what they receive each week and if they are eligible to attend events which include structured movies, games, MP3 players and snacks. The most popular methods are their commissary earnings and regularly scheduled reward parties. We are always seeking to add new incentives for those that achieve and maintain our highest behavioral levels including opportunities to be selected for work crew. Residents who are eligible help clean Madison Park, Downtown Madison and the Madison Civic Center. They are also eligible to assist the Danville Fire department with cleaning fire trucks and their building. Residents unable to leave facility grounds can assist with on-site duties such as washing vehicles, painting and cleaning the facility.

DRK has been selected to become the first facility in DJS to implement the Aggression Replacement Therapy (ART) program for residents. The ART program is a ten (10) week, intensive group that target anger, improves problem solving and develops moral reasoning. Applicants are selected based on their needs and up to three (3) cohorts (groups) are scheduled each year with up to twelve (12) residents in each.

Outside agencies and groups have provided educational and recreational opportunities during the past year, including:

- Veteran Affairs - Discussed military service, recruitment opportunities and provided printed information about the Armed Forces.
- The Chapmanville Public Library - provides DVDs and specialized books approved by treatment staff for residents.
- Various Local Church Groups/Organizations - Provide religious services on a weekly basis and donates food and hygiene items to the residents.
- Cornerstone Family Interventions - Provides weekly parenting classes to residents with children.

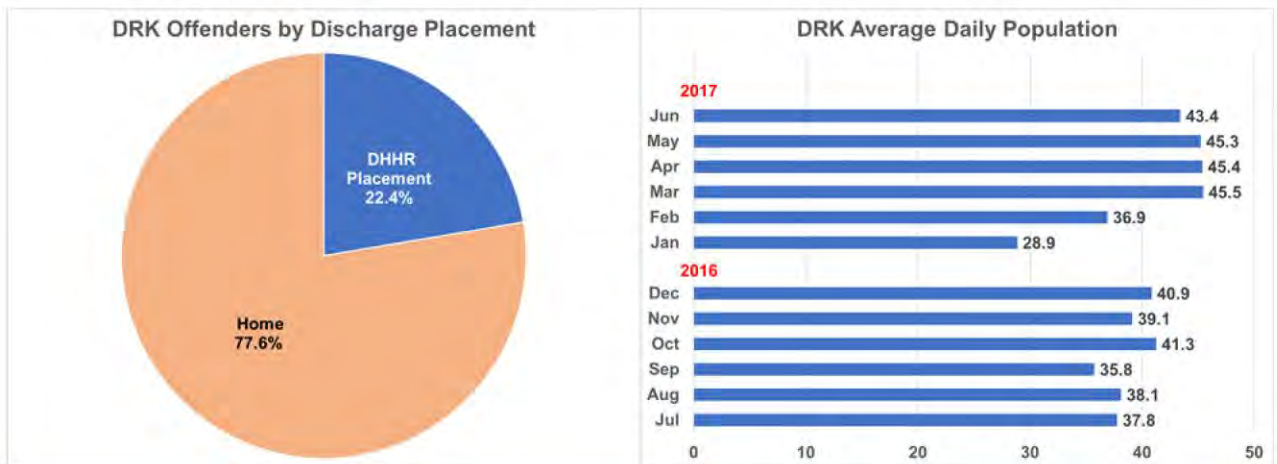
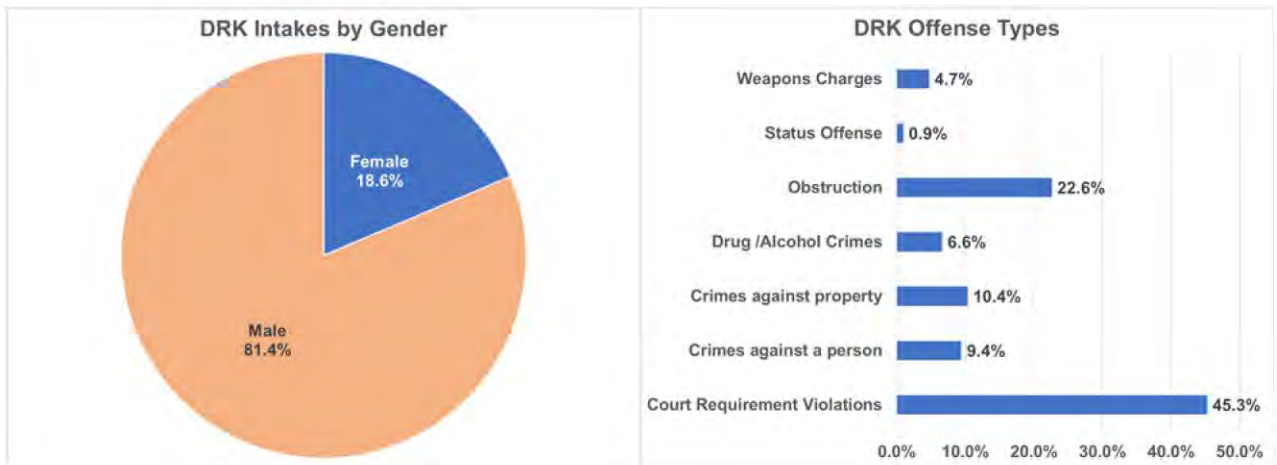
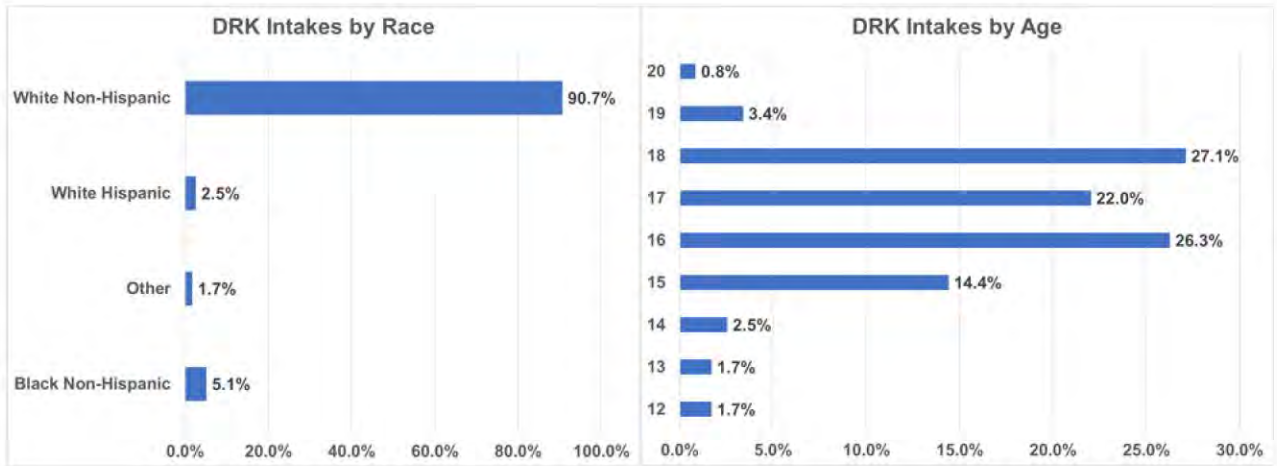
Donald R. Kuhn Juvenile Center

Achievements for Fiscal Year 2017

- One of the greatest accomplishments has been an increase in communication between staff members. This accomplishment has led to an increase in respect and support for one another and has had a domino effect on our youth.
- Initiating ART (Aggression Replacement Therapy) classes for commitment residents who need additional help with Anger Management. DRK is currently the only DJS facility providing the ART program, but treatment staff are making preparation to help train staff at other facilities in the upcoming year.
- Updated policies and changes in scheduling and activities have been implemented as a part of recreational updates for our residents as well.
- New recreation equipment has been provided and will be used as incentives for our residents.
- Updates to the phase level system has been put in place to provide a more positively influenced basis for behavior evaluation.
- Development of a residential library for the residents. This library which will be separate from the library provided by education staff. This will allow increased access to books at all times.

Goals for Fiscal Year 2018

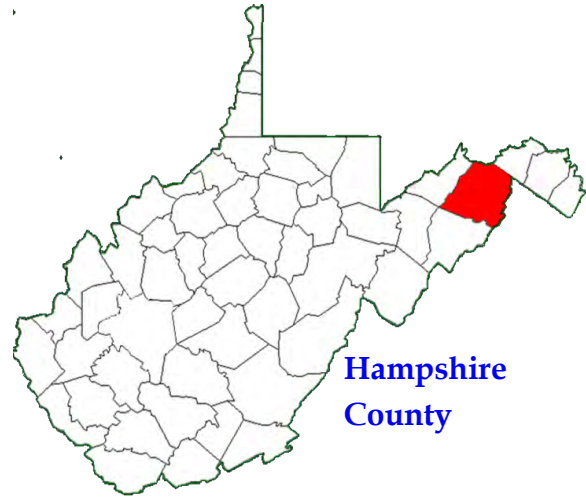
- Provide additional therapists to treatment staff to increase treatment options and availability.
- Development of a new reward system to provide more incentives for positive behavior.
- Completing the resident library and involve organizations outside of the facility. Appropriate donations of materials will be accepted.
- Provide training to other DJS facilities to expand the ART program.
- Repair or replacement of the sewage plant and to make the plant secure.
- Purchase new doors for gym, dining hall and break room.
- Make necessary repairs to front walkway, facility roof and replacement of pumps in storm drains.
- Exchange of all old vehicles and update cages for all vans.



J.M. “Chick” Buckbee Juvenile Center



Barbara Spaid
Director



J.M. “Chick” Buckbee Juvenile Center (CBJC) is located in the eastern panhandle of West Virginia in Hampshire County. The hardware-secure facility currently houses male commitment and detention juveniles. Residents receive educational, psychiatric and medical services. Our treatment staff provide group counseling sessions as well as being available to residents on a one-to-one basis for any individual counseling needs.

We have a staffed medical department which is current on NCCHC accreditation (since November 2009) and provides daily nurse sick call as well as visits from the facility physician twice weekly. Residents are up to date on all immunizations coordinated through the Hampshire County Health Department. Residents receive off-site dental care provided by a community dental practice.

Our on-site mental health staff provide individual and group counseling sessions for our residents. The psychologist also incorporates family therapy sessions when necessary as part of his treatment plans/goals. Psych-line calls by a mental health doctor are conducted weekly.

Treatment Highlights and Goals

Over the past year, due to one resident’s high level of improvement and trustworthiness, we assisted him in securing a job at the local grocery store. Correctional staff escorted him to and from work according to his schedule. The court ordered his release upon his turning twenty-one years of age. In anticipation of this, he was allowed the opportunity to rent a small apartment downtown where he could live upon his release and continue his employment.

This is not a program for all residents, but we are eager to assist qualified residents in any way possible to make their release back into the community a successful transition.

We are reducing incidents of isolation of residents (as a sanction), by utilizing work detail and loss of privileges and/or free time. We are also utilizing behavior contracts in enforcing behavior modification and in recognizing positive behavior.

Special Events

In August, the residents participated in a mini-Olympics with games, awards and certificates. The closing ceremony was followed by a picnic for staff and residents.

Fall/Winter Seasons: Residents painted the windows of their units to commemorate each season.

Christmas 2016: We received a large response from the community both in gift-giving donations and their time. One of the community churches presented their Christmas Cantata to the residents; resident participation was voluntary. Through community donations, the residents received a Play Station 4 (Phase 5 incentive only), sporting equipment, and personal hygiene items.

Residents made Christmas cards to be included in Soldiers’ Care Packages. Care packages were sent to soldiers unable to spend Christmas with their families.

Valentine’s Day: Residents made homemade valentines and painted the windows.

J.M. “Chick” Buckbee Juvenile Center

Special Events (cont.)

Over the past year, Independence Day, Labor Day and Memorial Day were recognized and shared by the employees with the residents. Cookout/picnic-type meals were served in the outside recreational area (when weather permitted) and consisted of wings, hot dogs and hamburgers and the usual picnic fare. Staff brought in covered-dish items and joined the residents for lunch.

For Halloween, Thanksgiving, Christmas, Valentine’s Day and Easter, the residents painted the windows of their units to decorate for the upcoming holiday. The facility experienced an over-whelming outpouring from the community during this past Christmas Season. Churches and volunteer organizations donated food, candy, gifts and their time in presenting a church Christmas program to the residents who wished to attend. Our residents were very thankful for their donations and for their time and attention. They seemed eager to interact with the presenters after the program. This was a great community connection experience for them.

Facility Improvements and Future Projects

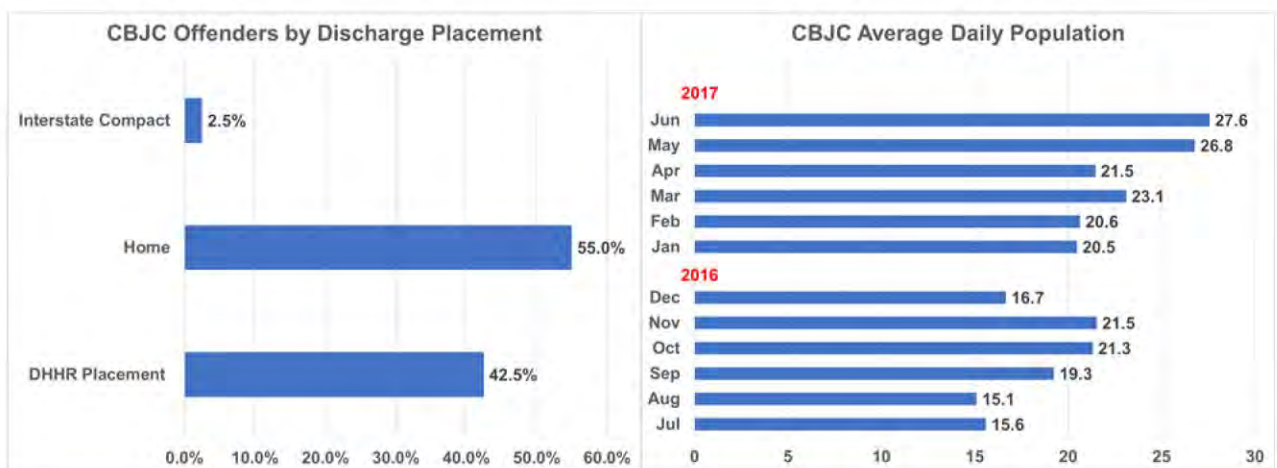
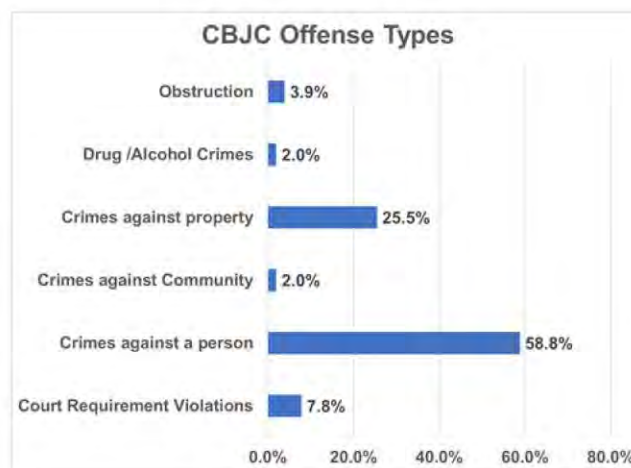
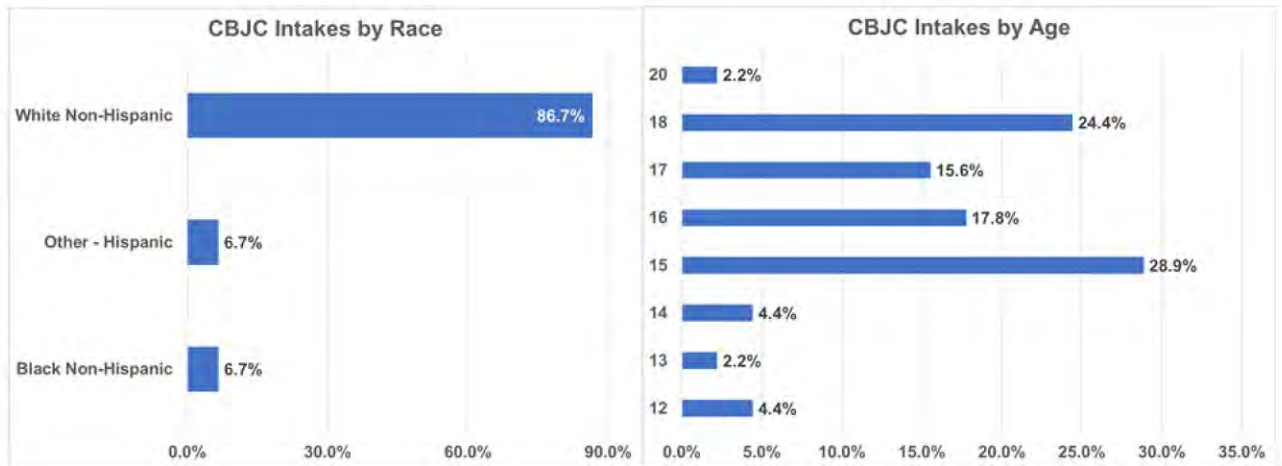
- Installation of sidewalk from the vehicle vestibule to the loading dock.
- Re-sealing of the parking lot and driveways.
- Purchase and installation of a new walk-in freezer.

Future improvements for FY 2018

- Purchase and installation of new telephone system.
- Purchase and installation of a walkway around the building perimeter.
- Painting the cafeteria, dayroom, hallways and the shared living spaces in each unit.
- Purchase and installation of cooling system for our equipment room (BRIM requirement).
- Purchase and installation of sprinkler in new walk-in freezer (BRIM requirement).
- Replacement of rooftop HVAC units as necessary.

Educational Highlights

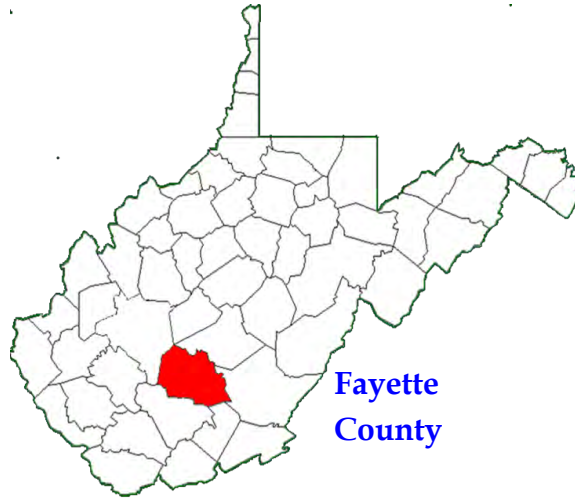
During fiscal year 2017: Students participated in Young Writers with several receiving recognitions; a student completed an entire 35-hour course in coding through Coding.org; several students earned certificates in Math and Science via IXL; two graduations with students receiving either a standard diploma or TASC; two simulated workplaces: a newspaper and a temp service; students made homemade ice cream as a science experiment; students learned about ducks and chick development from eggs through birth; students created posters in WV Travels that were judged at the facility level and shared with the Governor’s Office in Charleston; students learned about the Solar Eclipse via NASA broadcast and had a moon pie celebration; J.M. Chick Buckbee Juvenile Center received CEA Accreditation.



Gene Spadaro Juvenile Center



Timothy Meadows
Director



**Fayette
County**



Gene Spadaro Juvenile Center is located in Mt. Hope Industrial Park, Fayette County, West Virginia. The facility was named after Coach Gene Spadaro from Mt. Hope High School who has a history of changing many lives of youth in the community by promoting change and positive development. GSJC follows the same mindset today offering guidance to grow and promoting the idea of making positive choices.

The Gene Spadaro Juvenile Center is a 23 bed detention facility for delinquent males and females up to the age of 21. While the youth await placement, commitment, referral or transition back to home, the youth will participate in group and individual counseling in areas such as life-skills, substance abuse, anger management, peer relations and therapeutic recreation. GSJC prides itself on running the facility with a full treatment team that includes the services of a full-time on-site therapist, a Case Manager, and four Counselors. GSJC residents are offered daily large muscle activity both in the full indoor gym and outside recreation yard. Weekly religious and spiritual services are offered to residents. Continuing education is required for residents and provides the opportunity to continue in academics and allow for a smooth transition back to public school or placement. During school breaks, the center searches for motivational speakers and different activities such as games and competitions with staff and resident participation, to promote positive interaction inside the facility. GSJC recognizes and attempts to provide all the normal holiday activities here at the facility. We encourage family involvement through phone calls, family visits, and our yearly Christmas banquet where the family is invited to attend. Our staff provide security, promote communication and mentor to youth in our care.

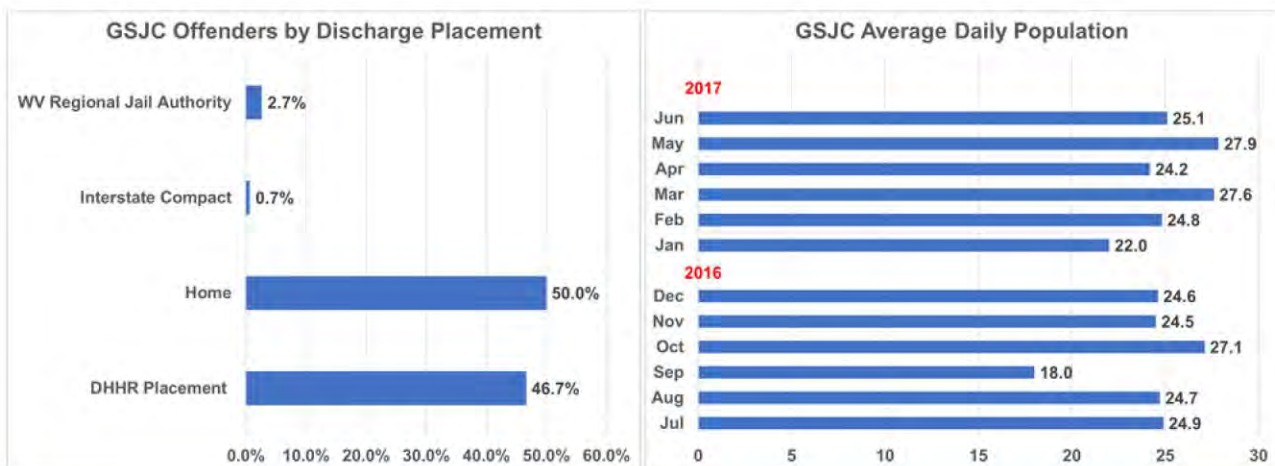
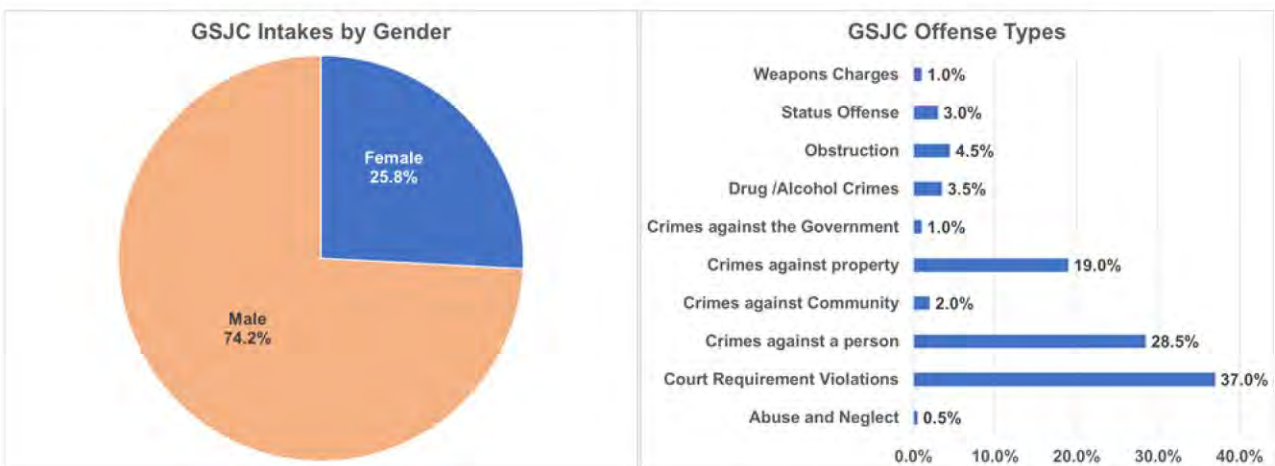
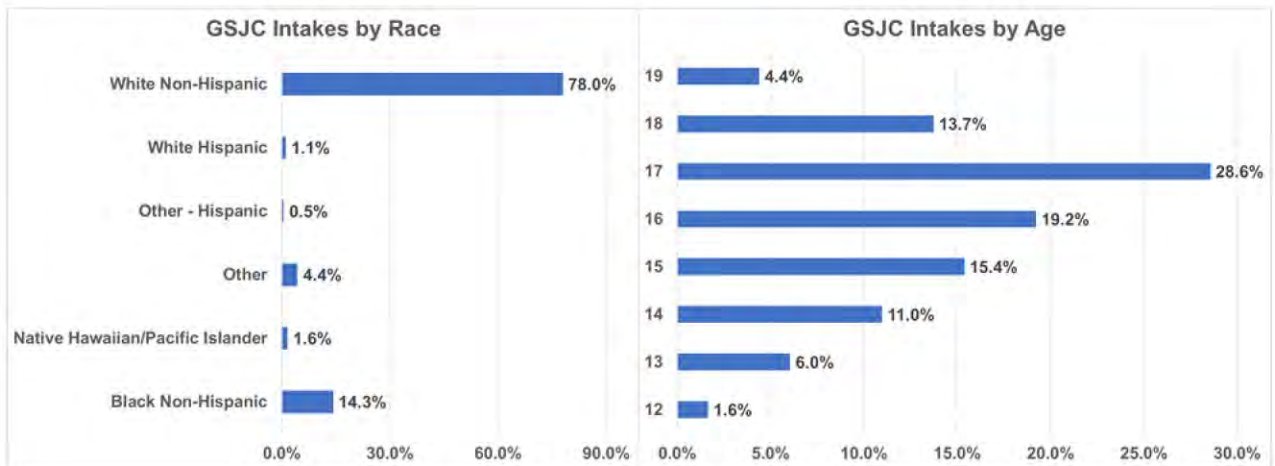
Gene Spadaro Juvenile Center

Accomplishments for FY 2017

- We replaced the security window in our base area that had been cracked.
- Added 16 cameras to our DVR system for a total of 48 in and around the facility.
- We passed our PREA Audit (Prison Rape Elimination Act). It is an intensive audit of facility procedures and staff response as well as Emergency procedures.
- We passed our yearly Purchasing and Healthcare Audits.
- Worked with our community in an educational/ parent approved mentor program at local elementary school.
- Resident incentives including Movie and a Snack for residents on the highest phase and those without disciplinary sanctions for two weeks; Spring Fling and the John Ferda Invitational where higher phase residents from around DJS traveled to compete in games, fun, and food; through the Education Dept., residents use the monthly facility school newspaper to express their thoughts about everyday topics.
- Partnered with Valley Community college and New River Community College in job fairs, internships, facility tours and providing input at Academy of Careers and Technology.
- Youth participated in creating crafts to be donated for an Auction. Giving back with Heart is an auction of items which proceeds go to scholarships created for youth that have family incarcerated. The juveniles enjoy doing something that they can relate and understand the cause.
- We purchased a bigger mower/tractor with a snow plow.
- We expanded our garden area for youth, creating more area for plant life.
- Participated in a fundraiser for Mt. Hope Jubilee Festival Employees Association.
- DUI simulator was here at the facility in July for residents and staff participation.

Goals for FY 2018

- Water treatment system is currently out for bids to eliminate the hard water that has been tough on facility water pipes over the years.
- Working on bids to get our parking lot resealed.
- Adding another DVR and additional cameras.
- Improve productivity at facility through training, fill all current staff vacancies, and continue to build a strong team atmosphere.
- Continue working with the Positive Development Committee. The PDC is a roundtable of Division leaders and floor staff whose main goal is to reduce isolation and the Use of Force within Juvenile Services.



Lorrie Yeager, Jr. Juvenile Center



Travis White
Director



**Wood
County**



The Lorrie Yeager Jr. Juvenile Center (LYJC) is a co-ed, 24 bed hardware secure juvenile center providing services for youth who have been charged with a crime which would be punishable by incarceration if committed by an adult. LYJC offers a structured and secure setting while maintaining a strong focus on treatment and rehabilitation.

LYJC provides individual as well as group counseling based on high risk/high needs as identified by the Youth Level of Service/Case Management Inventory (YLS/CMI) (or the adult version, Level of Service/Case Management Inventory for offenders age 17 and older). Other assessments are administered if needed based on the results of the YLS/CMI. Comprehensive service plans are created based on results of such assessments to identify goals and objectives that are designed to help each youth receive the tools needed to re-enter our communities and be successful. Our treatment team consists of a Case Manager, (2) Correctional Counselor II's, (2) Correctional Counselor I's and a Licensed Therapist.

Each youth in our custody is provided with but not limited to the following services:

- Case Management
- Medical Services
- Mental Health Services
- Organized Therapeutic Recreation
- Educational Services
- Individual/Group & Family Counseling
- Religious Services
- Library Services
- Guest Speakers

LYJC utilizes a phase system as part of our Behavior Modification System which provides our youth with rewards when they demonstrate positive actions. This helps in teaching them to focus on the positives rather than the negatives. Our security team is made up of Correctional Officers who are highly trained not only in security but in treatment as well which allows them to provide the highest quality care to the youth in our custody.

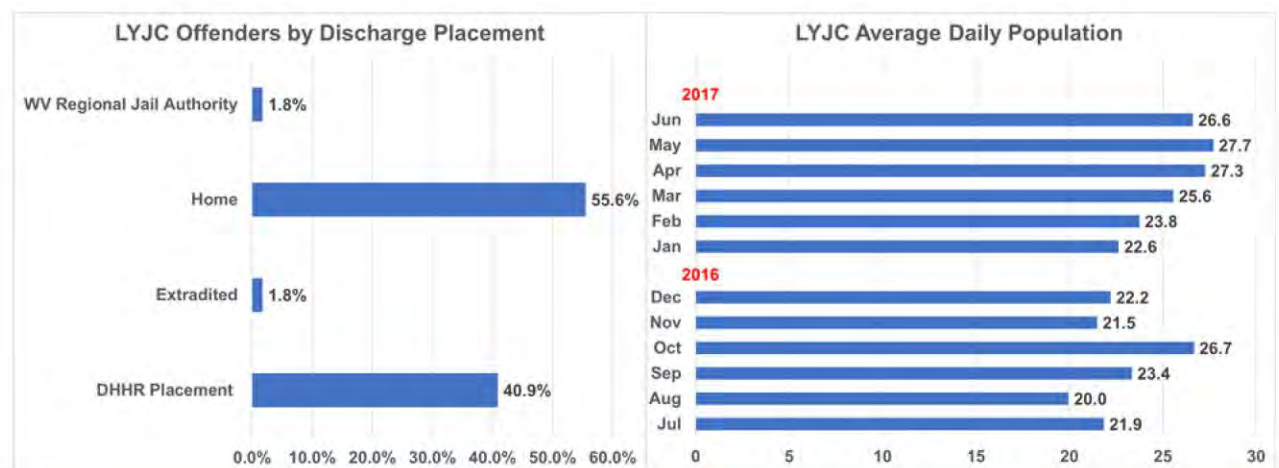
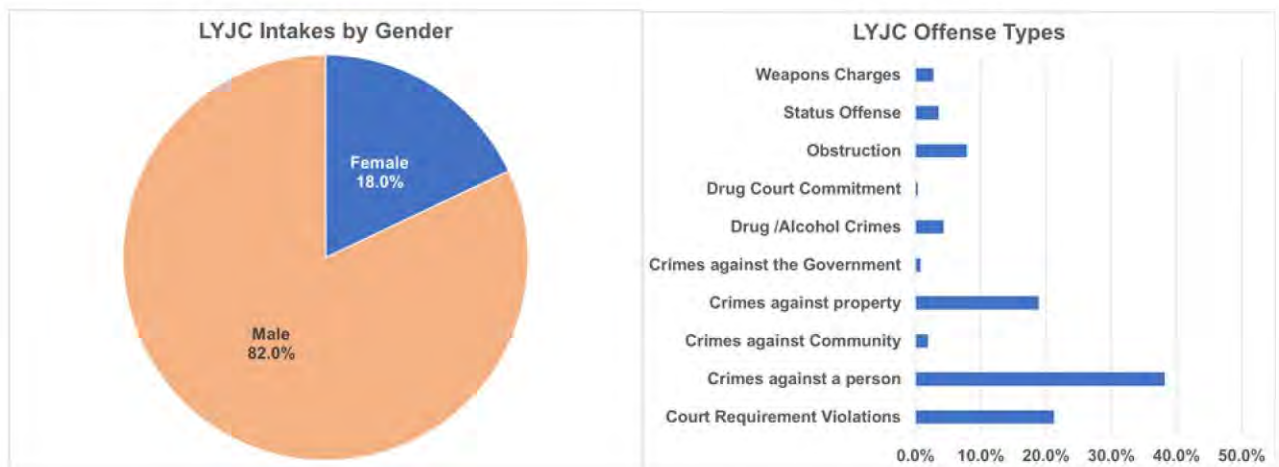
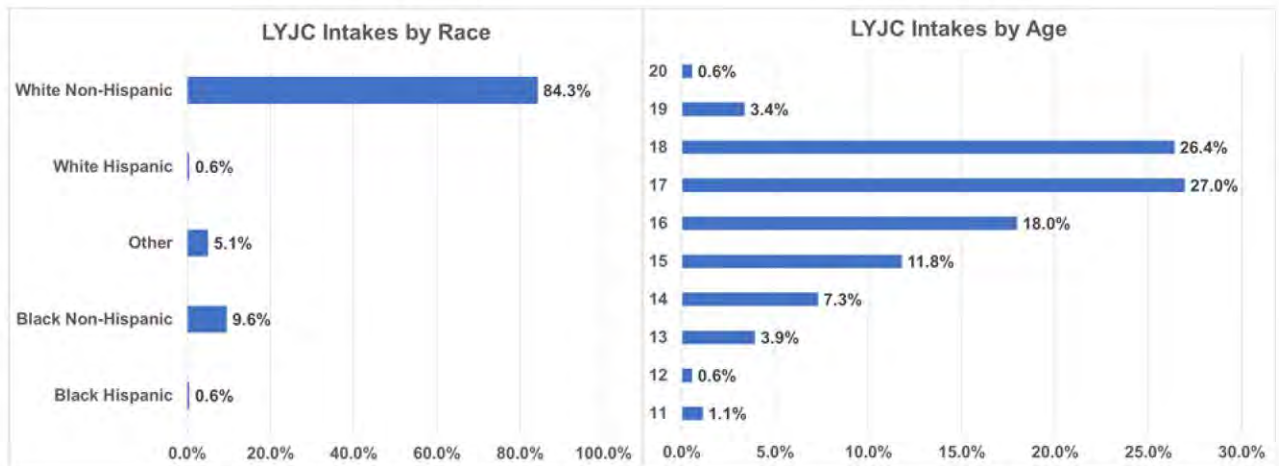
Lorrie Yeager Juvenile Center

Accomplishments for FY 2017

- Beginning construction of a donated High Tunnel Greenhouse, which will aid with maintaining agricultural learning for our youth.
- We have been able to introduce anger management, food preparation nutritional education classes and more with the help of the West Virginia University Wood County Extension Office.
- We resurfaced the facility parking area to provide a safe place for staff and visitors to park.
- Due largely to the dedication of staff to provide safe and respectful treatment of our youth, we have been able to greatly reduce the number of physical instances with our youth.

Goals for FY 2018

- Continue to grow our agriculture program to include year round growing utilizing our greenhouse.
- Implement the Positive Behavioral Interventions and Supports (PBIS) reward system to continue to provide positive behavior rewards rather than negative behavior punishments.
- Continue to grow our treatment resources to help our youth learn positive ways of dealing with life's stresses.



Ronald Mulholland Juvenile Center



Linda Scott
Director



**Ohio
County**



The Ronald Mulholland Juvenile Center (RMJC) is operated by Youth Services Systems (YSS) and contracted by the Division of Juvenile Services. We operate two programs within the hardware secure facility – a coed juvenile detention center and the Division’s only female commitment program.

Educational Accomplishments

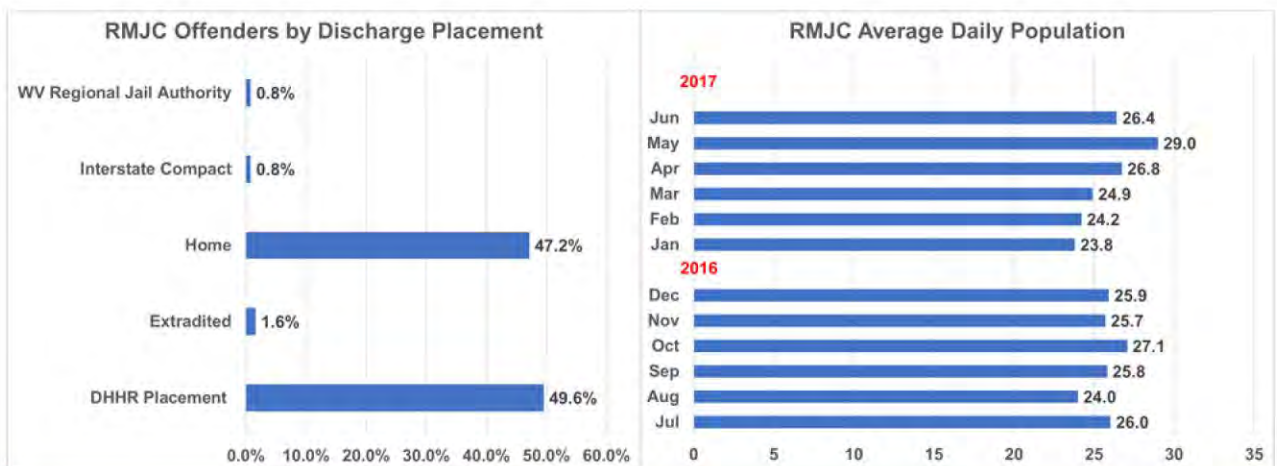
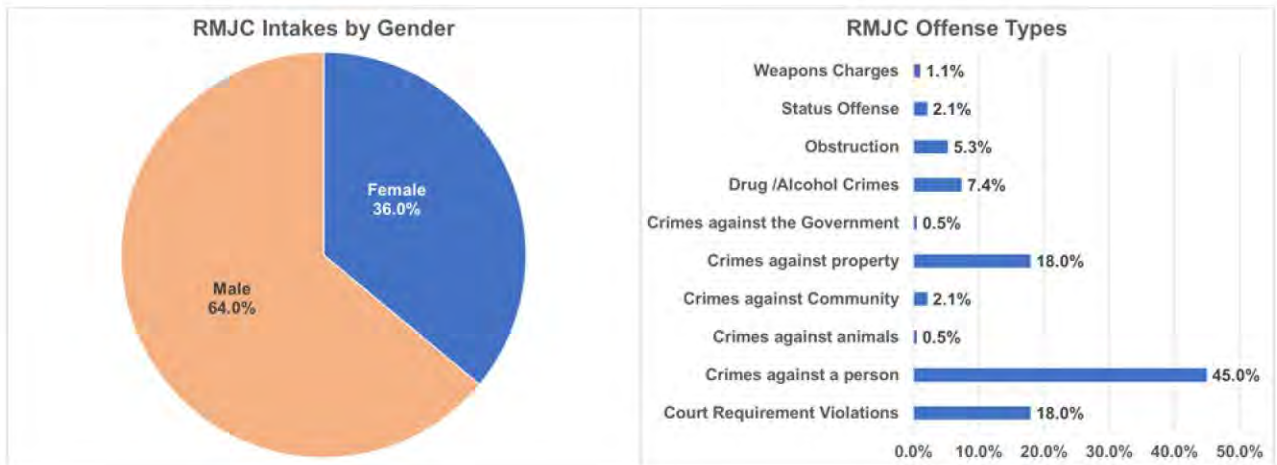
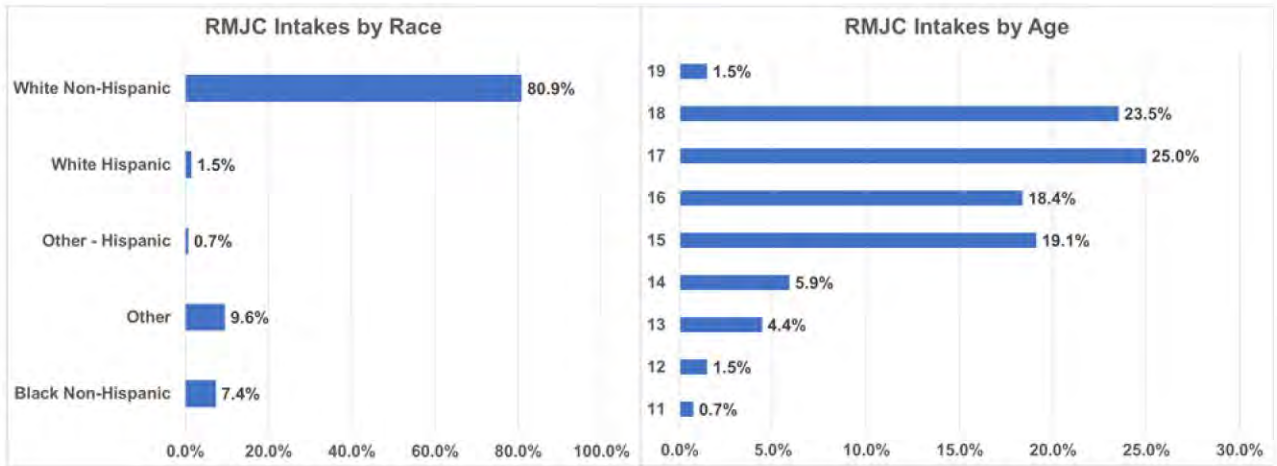
- During 2016-2017, one (1) resident received a high school diploma. Six (6) students earned a TASC certificate. Several students enrolled in the CIEL (Career Integrated Experiential Learning) Program. This program can only be initiated at OIEP (Office of Institutional Programs) schools. CIEL provides opportunities for students to test for multiple nationally recognized certifications while earning credit for relevant job concentration skills. These include Food Handlers, CPR, OSHA and many others.
- Three (3) students received OSHA certification, eleven residents received WV Hospitality certification, eleven (11) residents received Serv-Safe (Alcohol) certification, seventeen (17) residents received Serv-Safe Food Allergens certification, twenty-three (23) residents received CPR certification and thirty-four (34) residents received their Food Handler permits.
- The CIEL program will continue in the 2017-2018 school year when a new teacher is hired to fill the vacancy. Department of Education has the equipment to implement a Simulated Workplace within the school. The CEIL teacher will be responsible to do this. Our Book Club will start again in September with the Wheeling Jesuit Volunteers, in addition to reading, the students will do hands on projects each week. We will continue working with the Robots with Mr. Carpenter. The students will also have the opportunity to build and launch their own pop bottle rockets again this year. Students will also continue to add to the “There is only one you” rock garden outside by the pond. There are tentative plans for the students to participate in Social Studies/Science Fair.
- Department of Education is planning to have a fall and spring open house, no dates have been set yet.

Community/Family Accomplishments

- Our center continues to bring the community into our program by providing religious services, guitar lessons, Wheeling Jesuit University volunteers and nutrition classes. These programs are offered to both the long-term program and the detention program.
- Family dinners are held once a month.
- Family fun night is held the first Thursday of each month. Families create crafts, watch movies, or play games with their child.
- Residents make 75 - 100 greeting cards a month with assistance from the Office Assistant. The cards are given to patients at the Peterson Rehabilitation Hospital and Geriatric Center.
- Residents crocheted blankets and pillows for the elderly and their families. They have also donated afghans to various community organizations for fundraising projects. The Christian Fellowship Foundation funds this work which pays for \$500 in supplies each month.
- West Liberty University and Wheeling Jesuit University students interact with the residents doing activities and groups as part of their learning.
- RMJC staff and the education staff developed an incentive program, the “doe buck incentive program” that works in conjunction with the RMJC incentive program. This incentive program has shown success as attendance and GPA have increased.
- The residents used the old Industrial Home’s red sweat pants and shirts to make 125 red stockings for the residents of Peterson Rehabilitation Hospital and Geriatric Center for Christmas.

Goals for 2018

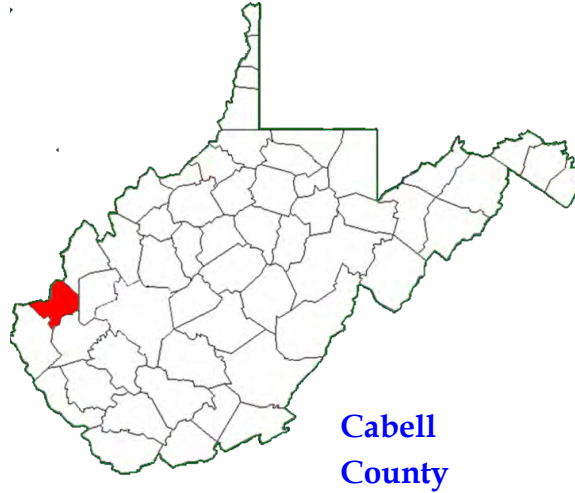
- Create a work program for commitment girls who have completed high school.
The Children’s Christmas Fund purchased a large greenhouse to be installed by October 1st.
- Utilize a plan The Energy Network (TEN) who assessed our building for needs and developed a plan to remodel, update and renovate our facility.
- Following renovations, Fire Fighters are contracted to install our sprinkler system ,once the plan is approved by the state.
- Replace the windows, plumbing and handicap chair lift.
- The kitchen and dining room will be moved to the secured main floor as well as our family visits and activities.



Robert L. Shell Juvenile Center



John Marchio
Director



**Cabell
County**



In January of 2016, Robert L. Shell Juvenile Center (RSJC) made the transition from a status offense program to a Diagnostic and Intake program. The diagnostic process is for youth adjudicated delinquent in the juvenile justice system who also has been determined by a risk and needs assessment to be high risk or has committed an act or acts of violence. It consists of gathering legal, treatment, substance abuse and educational histories as well as family and peer relations. It also includes their behavior and a battery of assessments, including a psychological evaluation, that are to be completed during the thirty (30) days. In addition, the treatment team observes and counsels each resident, utilizes and provides an array of case management and assessments for the residents and communicates, through the multi-disciplinary team process, the results of those observations of juvenile interaction with staff and juvenile peers. A diagnostic evaluation is submitted to the court within 40 days. Once completed all relevant parties conduct a multi-disciplinary meeting to provide a recommendation to the courts.

The unit manager supervises treatment teams to ensure all treatment programs and thirty (30) day diagnostic evaluations are completed. They also serve as the primary contact for all entities related to each resident's program needs. The treatment team is comprised of one unit manager or case manager who will be the team lead for two (2) corrections counselors II's and three (3) corrections counselors I's including a recreation counselor. Treatment staff is charged with the task of ensuring each resident receives thorough case management services.

The RSJC Security Team is comprised of a Lieutenant, Sergeant, (4) Corporals, and 24 correctional officers. The security team lost FTO Steve Young to the Putnam County Youth Day Report where he is now their Case Manager. RSJC then hired Pamela Porter as FTO (Corporal) on July 8th 2017. We have had difficulties hiring COI's since July of 2016. We have had between 8-11 vacancies during this time frame and currently have 8 vacant COI positions.

The Medical Team has a full-time nurse, Misty Siebel, and (2) part time nurses, Jason and Chasity Lemire. The Educational Staff consists of a Principal, William Desrochers, a School Counselor, Rachel Baldrige and a Teacher, Carolyn Miller. They have a vacancy for a teaching position.

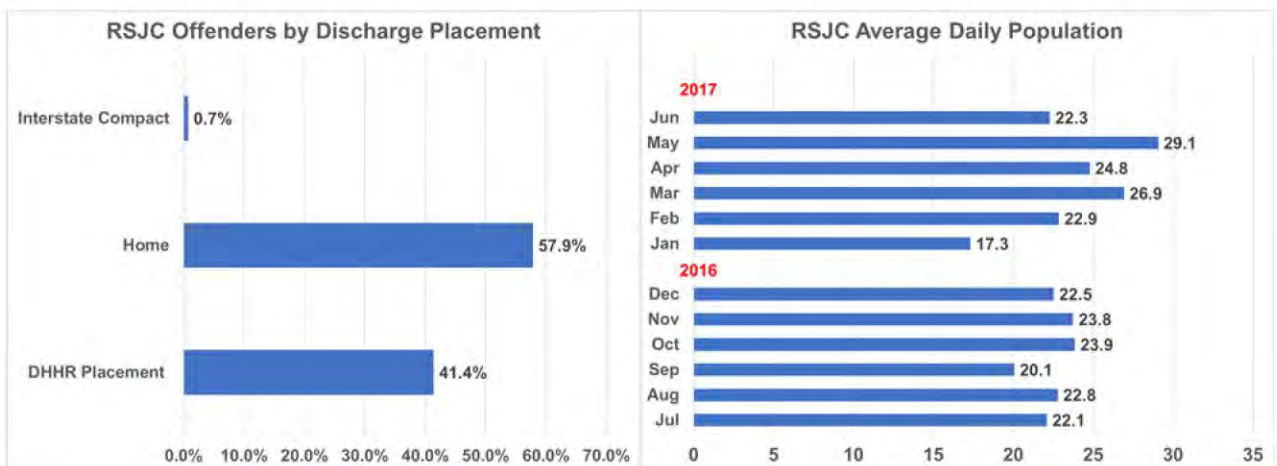
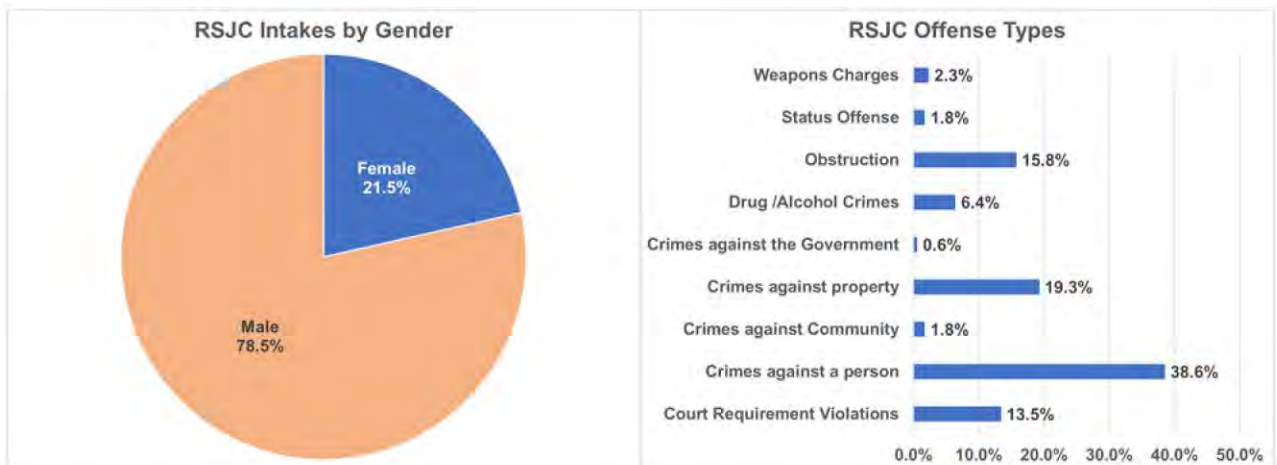
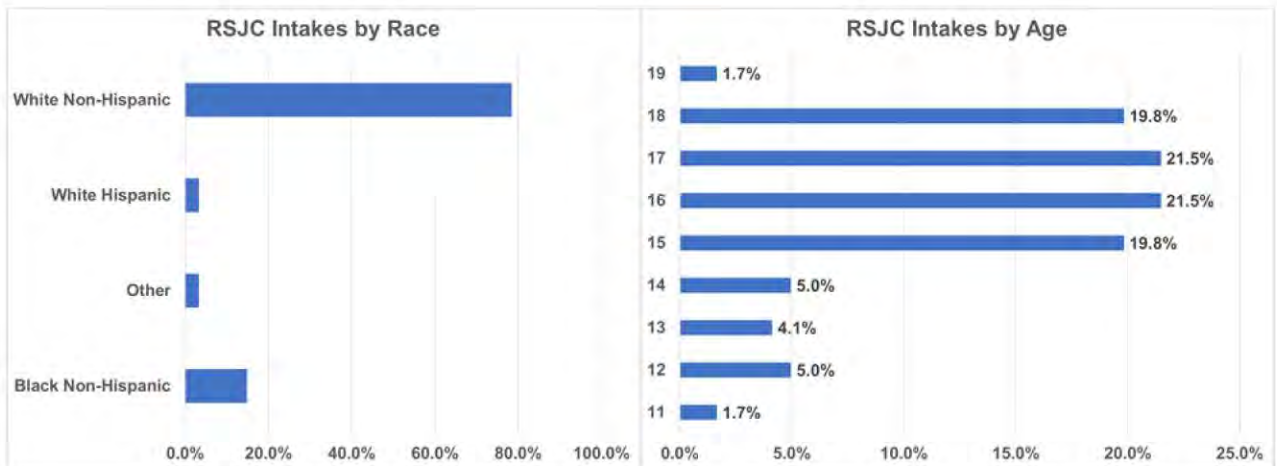
Robert L. Shell Juvenile Center

Accomplishments for FY 2017

- We kept our overtime accumulation down as best we could, considering staff shortages
- We had employees promoted from within the facility.
- Pam Porter promoted to FTO
- Corporal Christopher Cook transferred from another DJS facility.
- RSJC's was approved to begin construction on both interior and exterior of the building:
 1. A new portion of razor wire was placed throughout all areas with fencing. We replaced a current stretch of 6' by 10' fencing.
 2. The facility changed from staff secured to hardware secured.
 3. Two (2) new Sally-Ports have been installed along with replacing our residents' unsecured doors with electrical controlled doors.
 4. Central Control have updated panels that feature touch screen capabilities.
 5. Additional cameras were added in the parking lot.
 6. Lighting around the property will improve with L.E.D. and additional flood lights.
- A new drainage system was installed to help with drainage and standing water issues in the recreation yard.
- Higher starting pay for new officers as well as \$1.00 per hour increase for existing officers.

Goals for FY 2018

- Continue with staff development.
- Meet our training hours numbers.
- Continued security/physical improvements to the facility.
- Hire better candidates through participation in Job Fairs, Public Awareness, etc.
- Retention of staff and hire good candidates when positions become available.
- Fill all vacant positions.
- Keep overtime down as much as possible.

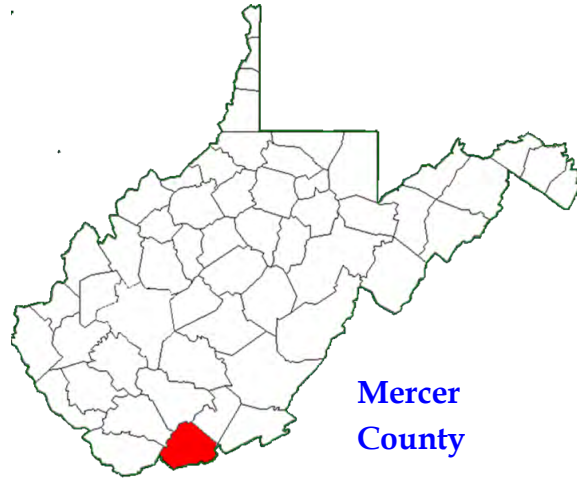


Sam Perdue Juvenile Center

Gateway Program



Gary Patton
Director



**Mercer
County**



Facility Overview

The Sam Perdue Juvenile Center (SPJC) continues to excel in providing care and services to the juveniles in our custody. Every day we face new challenges in meeting the needs of the residents that we serve. We are continually amending operational procedures to better the operations of the facility and to meet those needs. As we enter into the next fiscal year we are setting our standards higher not only in providing the best care for our residents but also in what we expect from our employees. The team of professionals at SPJC continues to stand behind the philosophy and mission of the Division of Juvenile Services.

The GATEWAY program is in its third full year of rehabilitating juvenile sex offenders. There has been a great deal of success during the past three years with our residents completing the curriculum and transitioning back into society. We appreciate the support from our state government and the good citizens of West Virginia as well as the continued support from Stephanie Bond the Director of our Division. Denny Dodson also serves the juveniles and Division as Deputy Director and Stacy Rauer serves as our Regional Director to provide additional support to our region. Ms. Bond and her team excelled during a crucial transitioning period with a major shift in juvenile justice across the country by providing training opportunities and putting guidelines in place to help establish a successful foundation for our youth.

Policy updates and specialized trainings are ongoing more than ever to help staff better serve our youth. Gary Patton currently serves as the facility director for SPJC and possesses a great number of years and experience with working with juveniles. Mr. Patton also has a good understanding of behavior modification and continues to help create, provide, and seek approval of more incentives for our population in order to promote improved behaviors. His continued support has added to the overall success of residents in our program to include more acceptable and compliant behavior once they leave custody.

Sam Perdue Juvenile Center

Community Reinvestment

Youth offenders also get the opportunity to participate in community reinvestment by volunteering to make crafts to be donated and participate in plays to perform their talents for community leaders and volunteers. The residents also participate in the facility wide community service and restitution projects. The focus is “giving back to the community”. The resident makes arts and crafts that can be donated to various non-profit organizations such as nursing homes. Last year residents volunteered their time to help prepare packages to provide nourishment for needy children in the Philippines and are preparing to assist with this project again in the coming weeks. Currently they are working on art projects to donate for the “Giving Back with Heart” auction which provides scholarships to children in foster care and with incarcerated parents. This is our second year participating in this project as well and this year there are more items which will result in more scholarship funding for West Virginia. Since the auction takes place during October, which is also Breast Cancer Awareness Month, some of the donated items include the Breast Cancer Awareness Symbol or a theme consistent with those which help bring heightened cancer awareness and education about this horrible disease. This provides an opportunity for residents to be educated and spread that knowledge throughout other communities through their art work and input into these projects. The residents work very hard on these items and take pride due to the positive impact it can have on families most of them can relate to in some fashion. Unfortunately, the auction will not take place in 2017; however, we are working with Heaven Sent Ministries to assist with disaster relief locally and internationally.

Programs and Treatment

Sex offense specific treatment is the primary focus of The GATEWAY Program here at Sam Perdue Juvenile Center. The program modules include: education, self-disclosure, human sexuality, healthy relationships, empathy enhancement, abuse cycle awareness, and relapse prevention. The program also includes trauma focused treatment for residents as needed. Treatment staff continues to provide psycho-educational groups on important issues such as life skills, substance abuse, peer relationships, anger management, domestic violence, conflict resolution and bullying.

Behavior Modification is also a primary focus and a phase system is in place to provide incentives for positive behaviors including, but not limited to upgraded commissary choices, Xbox tournaments using projector, special meals, theater-style movie viewings, upgraded tennis shoes, and many more desirable items or activities are in place to enhance an effective behavior modification plan. We are currently working on a policy to reward positive behavior and effort in programming by accompanying certain residents outside of the facility for community reinvestment and behavior modification. Recreational activities such as team-building exercises are also provided to the residents on a daily basis. Classes are held, to include staff and residents, in order to stress the importance of overall nutrition and meet the guidelines of our wellness program. The residents planned, prepared, and maintained a small garden during the summer months this year. It was a great success and learning experience for our youth and was very educational. Participation in this project also helped instill confidence, responsibility, and pride. We strive to bring outside resources into our facility to link residents with community support. The Treatment Team provides residents with activities that involve positive individuals and professionals from our community to offer religious services, team-building, nutrition, and STD awareness. The team also continues to provide PREA training to all residents and staff in our facility. The facilities within the division also bring staff and residents together for recreational activities, holiday festivities, and friendly competition.

Security

Security is always a top priority at the Sam Perdue Juvenile Center and throughout the entire division, as our first obligation to our surrounding communities is to ensure public safety. There is a duty to the public to keep them safe and offer protection from the residential population in our custody. Sam Perdue Juvenile Center fulfilled that role during the past year by not allowing any escapes or breaches of security that led to public harm. The security staff at Sam Perdue Juvenile Center is provided with a rigorous training schedule which starts with orientation then all officers are required to complete the DJS Basic Training Academy successfully in order to carry out their duties as correctional officers. The Basic Training Academy is currently located in Ripley West Virginia and works in conjunction with the Department of Military Affairs and Public Safety Training Department. The Academy consists of several weeks of top notch training provided by some of the most qualified, experienced, and skilled leaders in our great state.

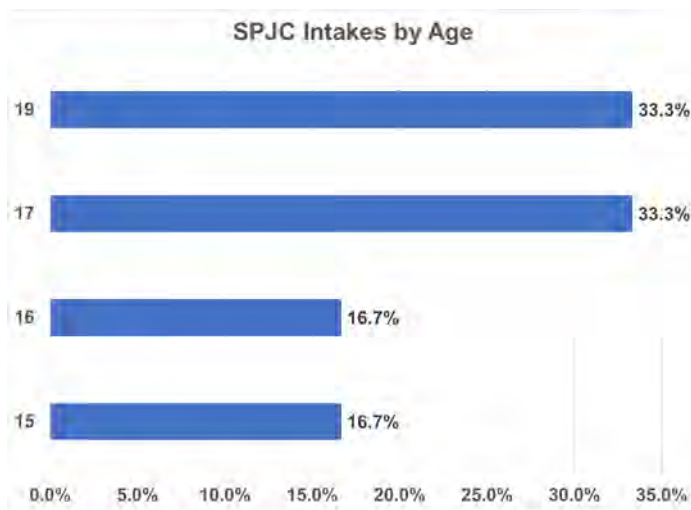
Sam Perdue Juvenile Center Educational Program

As always, The Department of Education at SPJC strives to ensure that each of its students is on track academically, experiences educational success, and obtains a high school diploma or equivalent. Our students receive the same core courses as any other public school students in the state of West Virginia. We have two classroom teachers, a CTE/HVAC instructor, a school counselor, and a principal all available to help students reach their fullest potential. Credit Recovery and Virtual School, where students can utilize online learning courses, is also taking place in our classrooms. All curriculum at Sam Perdue Juvenile Center School is state board approved and following the WV College and Career Readiness Standards.

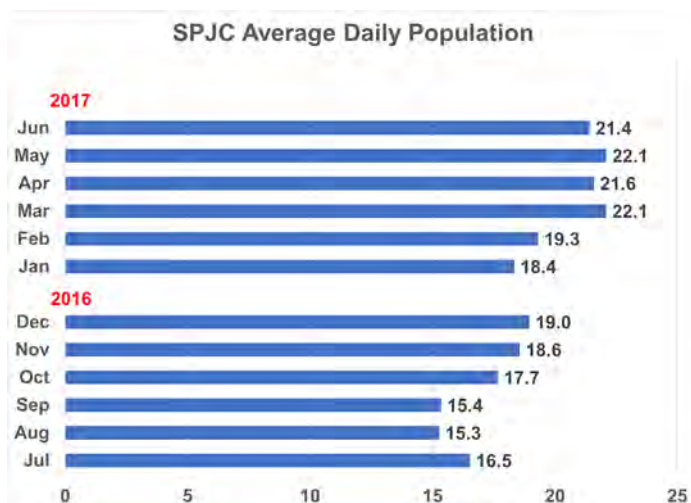
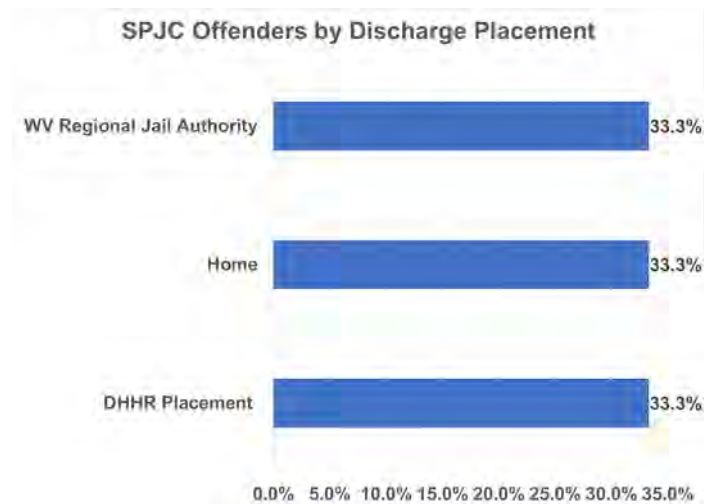
The Department of Education at Sam Perdue Juvenile Center was pleased to move into our newly constructed CTE building during the 2015 school year. Students currently have the option of taking classes in HVAC (Heating, Ventilation, and Air Conditioning). Virtual CTE courses are also offered in areas not provided on site. CTE programs in West Virginia are designed for all students and prepare them for entering post-secondary education, training, or the workforce. West Virginia Department of Education staff at Sam Perdue Juvenile Center is also offering educational activities for career and social development. All students have courses available in Life Skills and Career Awareness to help shape and explore their life skills, daily living skills, and career interests and development. Students also have frequent access to aptitude assessments, inventories, and career information on the College Foundation of West Virginia (CFWV) website. Additionally, students have the Career Integrated Experiential Learning (CIEL) Program. This is a CTE concentration that provides opportunities for students to test for multiple nationally recognized certifications while earning credit for relevant job-readiness skills, helping students to be career and college ready.

Over the summer the students at Sam Perdue Juvenile Center were able to enrich their music knowledge as well as their physical education ability. Students immersed themselves in musical culture from past decades and learned about the different types of music and creative arts. Furthermore, students were able to catch up on some core credits they needed through the credit recovery program.

This year we did not have any student complete the high school equivalency TASC exam or their high school diploma, mainly due to a population that were not near senior year or had already obtained their TASC/diploma. We did have many students of all ages achieve awards in academics and other types of recognition.



Due to the nature of the program at SPJC, all offenders in the program were male.



Due to the nature of the program at SPJC, all offenders in the program had a Charge Type of Crimes Against a Person.

James "Tiger" Morton Juvenile Center



Jeremy Dolin
Director



**Kanawha
County**



Community Involvement & Volunteers

- Natalie Stotts from Mission West Virginia came and spoke to the residents about the programming that they offer.
- Cheryl Rittinger a licensed Dietitian came and spoke to the residents about the benefits of healthy eating.
- Anthony Gill from RESA III - Technology came and spoke to residents about the technology industry.
- Jabbar Thomas from the Human Resource Development Foundation came to speak to the residents about their programming.
- Jennifer Cogar, Jim Sorrento, and Christian Holstein from the Ben Franklin Career and Technical Center came and spoke to the residents about the programs offered at their Center.
- Randy Gombos from the Sheet Metal Union came and spoke to residents about the sheet metal industry.
- Autumn Bloom from the Mountaineer Challenge Academy came and spoke to the residents about their program and what they offer.
- Jimmy McKnight from St. Paul's Baptist Church provided religious services to the residents throughout the year. His fellowship performed and sang songs from the gospel for the residents, as well as providing them some delicious snacks on occasion.
- Jay Sheline from Point of Faith Ministries provided religious services to the residents throughout the year.
- Mike Blake from Rock of Ages provided religious services to the residents, including four weekend Revivals.
- The West Virginia Alcohol Beverage Control Administration (WVABCA) brought their DUI Simulator so that the residents could experience dangers of driving impaired while safely operating a computer-generated driving simulation system.
- Pam Asbury from DJS Central Office volunteered her time to assist with group activities and to play games with the residents on Tuesday evenings. Ms. Asbury also donated games, puzzles, and other fun activities to the facility.

Educational Accomplishments

- This fiscal year, ten (10) residents received their TASC Diplomas (GED).
- This fiscal year, one (1) residents received their High School Diplomas.

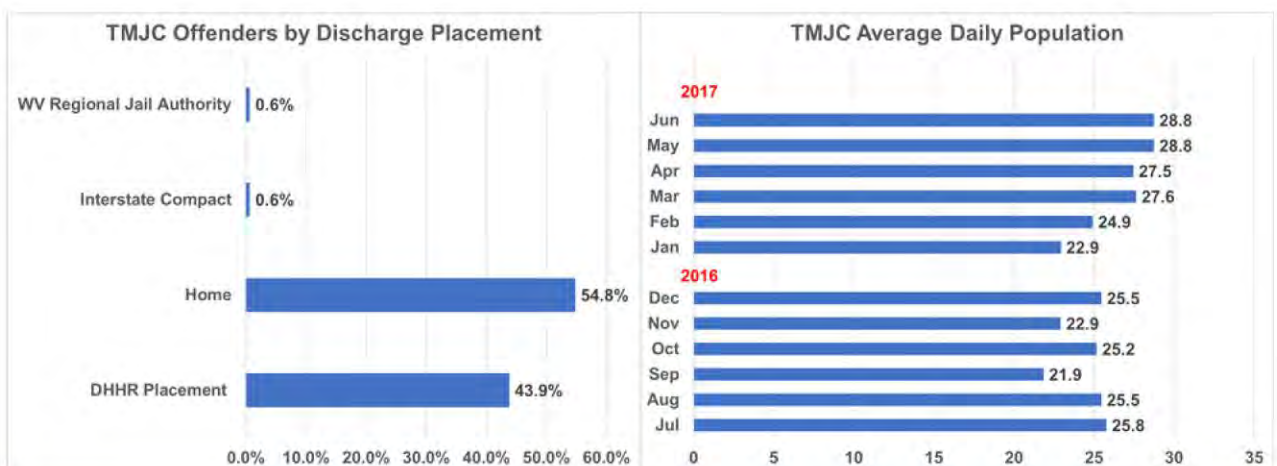
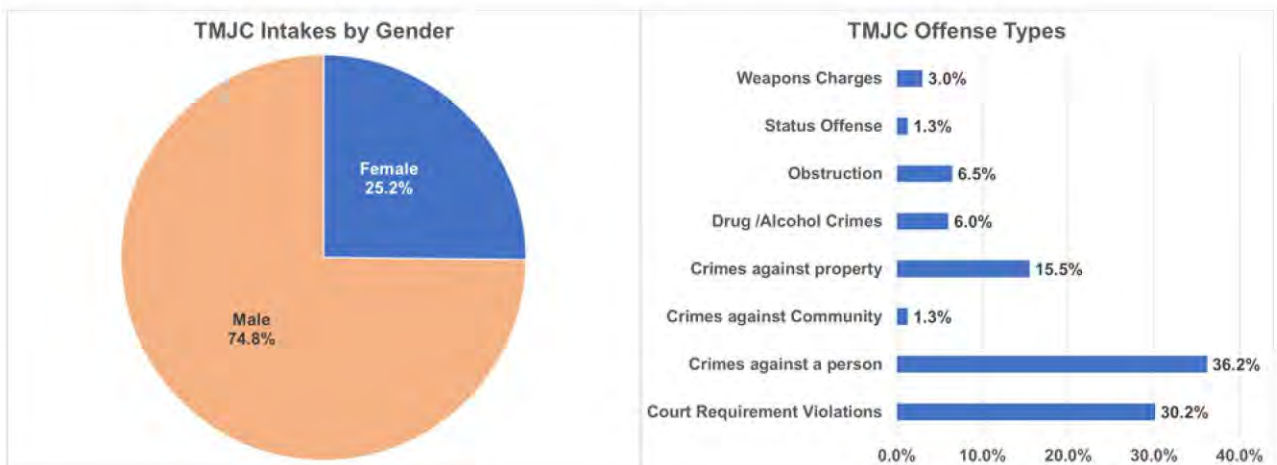
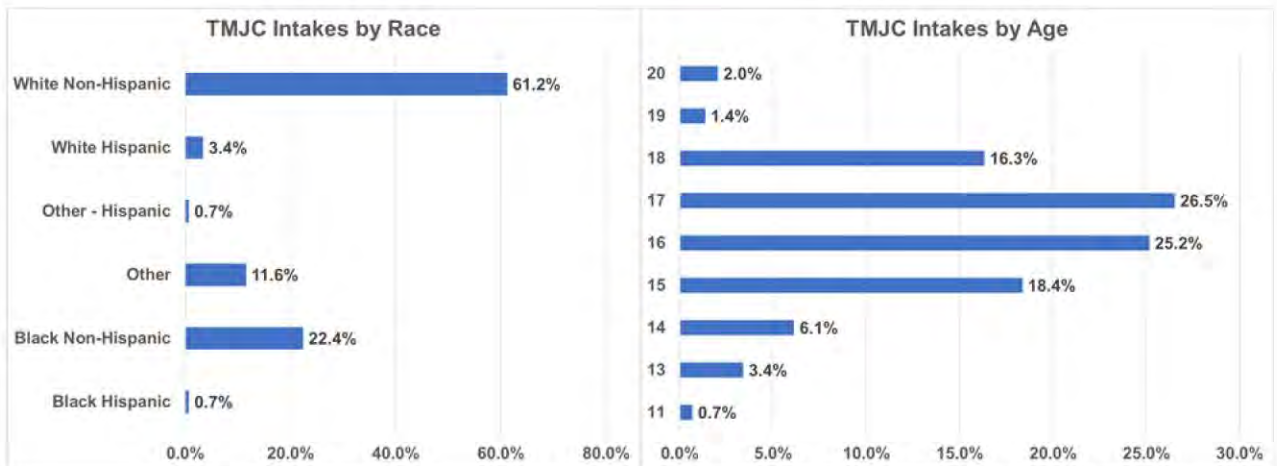
James “Tiger” Morton Juvenile Center

Accomplishments for FY 2017

- Built new shelves and a ramp for the storage building.
- Painted in several areas of the facility.
- Conducted a spring cleaning of the facility.
- Purchased and installed new cabinets to store security equipment in, such as mechanical restraints and radios.
- Installed a second key watch unit in the intake area.
- Installed a new count board in the intake area.
- Purchased a new industrial dishwasher in the kitchen.
- Purchased a new milk cooler for the dining area.
- Repainted the parking lot lines and curbs.
- Updated all the post assignments throughout the facility.
- Purchased and installed a new big screen television in the dining area.
- Got all floors stripped and waxed throughout the facility.
- Purchased corn hole boards and picnic tables (that were created by Cadets from the Rubenstein Center) for the facility.

Goals for FY 2018

- Continue to paint throughout the facility, including resident rooms.
- Replace carpeting and flooring in the administrative area.
- Replace the garage door controls with new locking control system.
- Have exterior lighting on parking lot repaired.
- Pressure wash the entire facility in the spring.
- Purchase and install pavers for walkways to the storage building and picnic tables.



Vicki V. Douglas Juvenile Center



Vacant
Director



The Vicki Douglas Juvenile Center is a twenty-three bed facility housing both male and female residents located in Berkeley County, West Virginia. The facility provides educational services, individual and group counseling along with recreational and religious services. Once again this year the facility provided numerous activities for residents including, a paint night activity, facility Olympics, several revival services, facility art show along with other weekly activities.

Despite consistent staffing issues the facility and morale remained strong as the search for new employees intensified and included multiple job fairs throughout the year. We close the year having hired an additional corporal and with only five total vacancies.

The staff at VDJC are focused on assisting residents to achieve a better future, strengthening their coping skills and preparing them for life past their experience at this facility. VDJC continued to work with DHHR, court, and local law enforcement professionals to ensure that residents have appropriate supports to meet their individual needs.

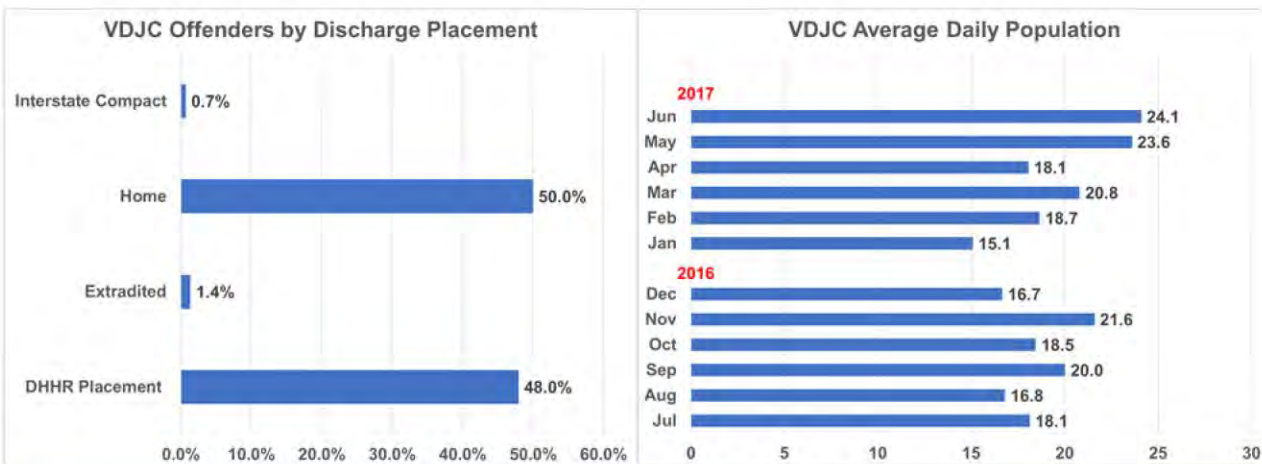
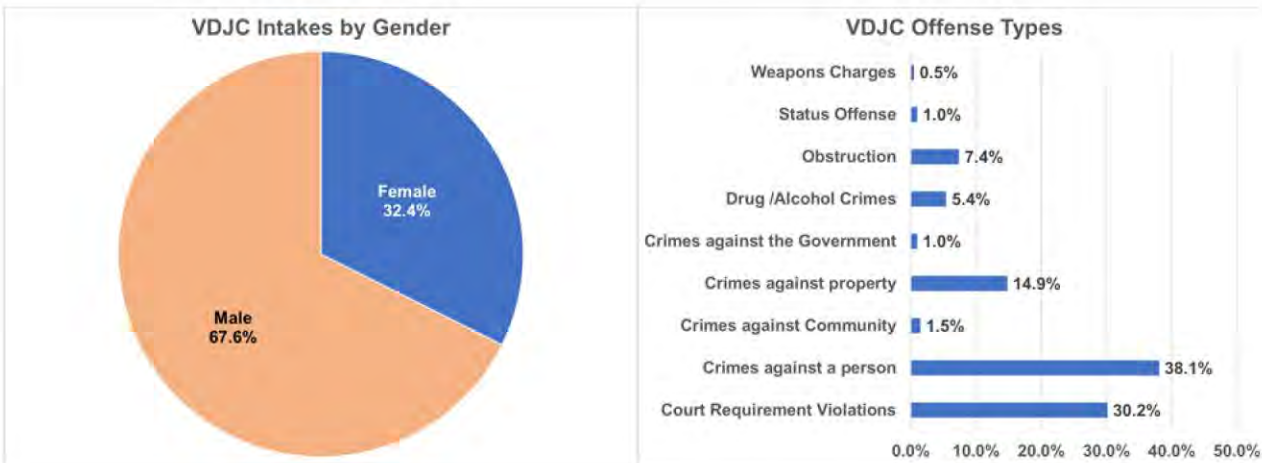
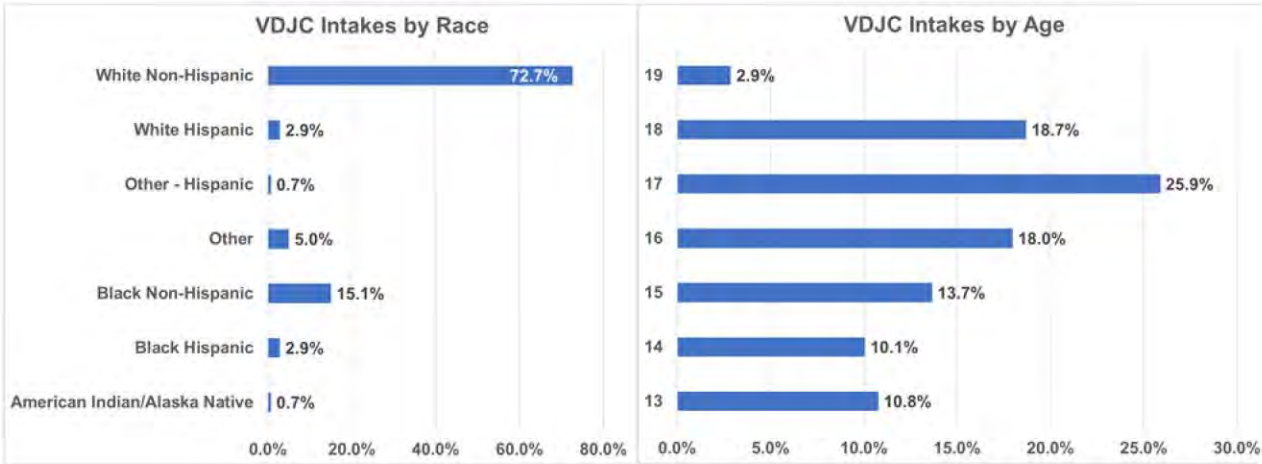
Accomplishments for FY 2017

- Facility upgrades have occurred throughout the year including the installation of a new staff Id card machine and multiple repairs to the facility Air Conditioning Units.
- Resident rooms, units and bathrooms were repainted.
- We have made changes to the resident room doors and locks which has resulted in fewer security related incidents.
- VDJC offers a Change of Fate program which provides at-risk youth a tour of the facility and a description of the rules of the facility. Participation in this has declined, however reports from the community indicate positive outcomes for the youth who attend.
- VDJC first year of implementing the education positive behavior system has been an overwhelming success as education related incident reports were reduced drastically with almost all residents buying into the new rewards program.
- Many residents that have entered VDJC have been discharged with a safe serve certification, OSHA certification, or food handler's card. We also had residents take online Advanced Placement Courses and have developed a working relationship with the international beauty school which has assisted residents.

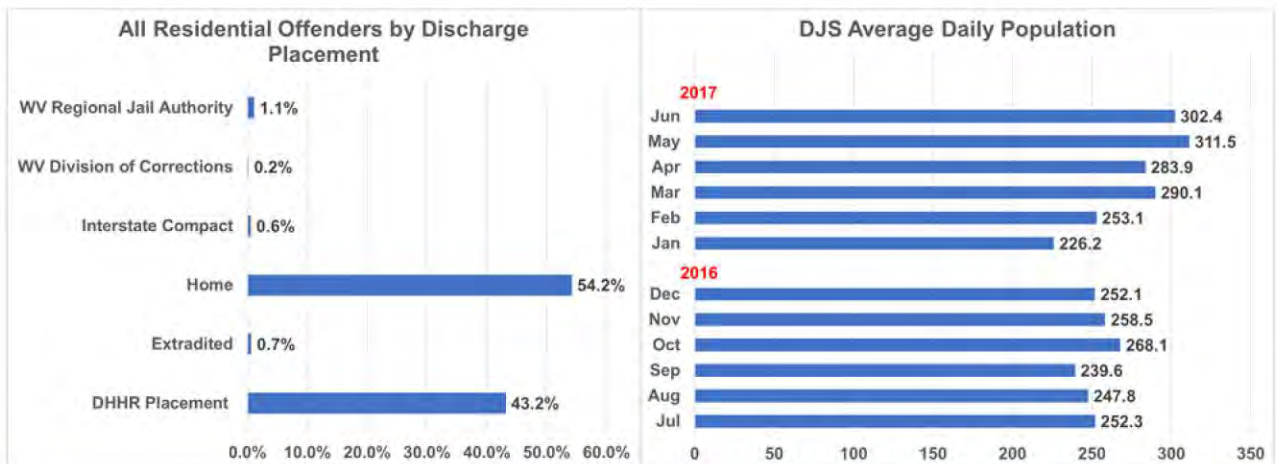
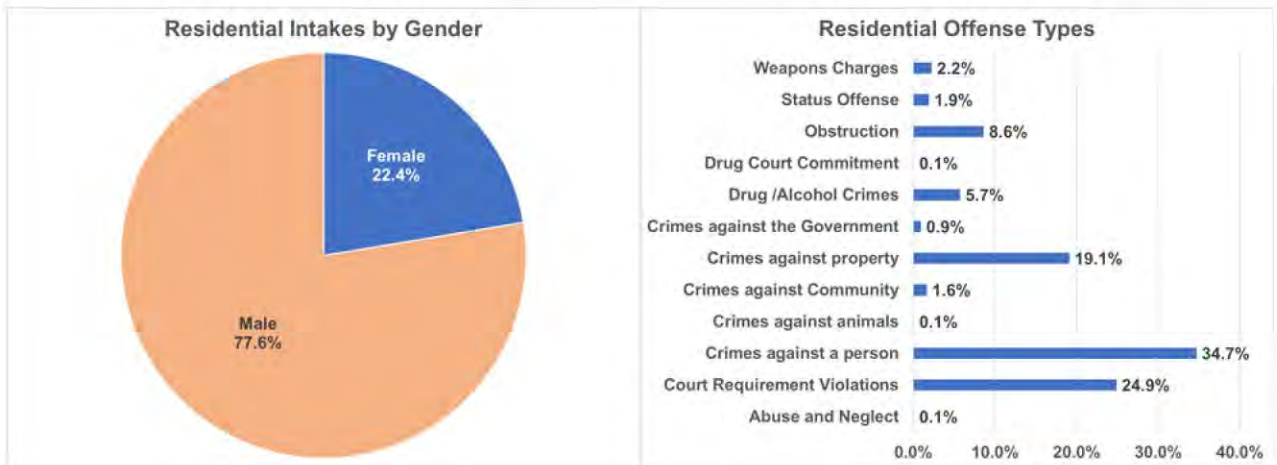
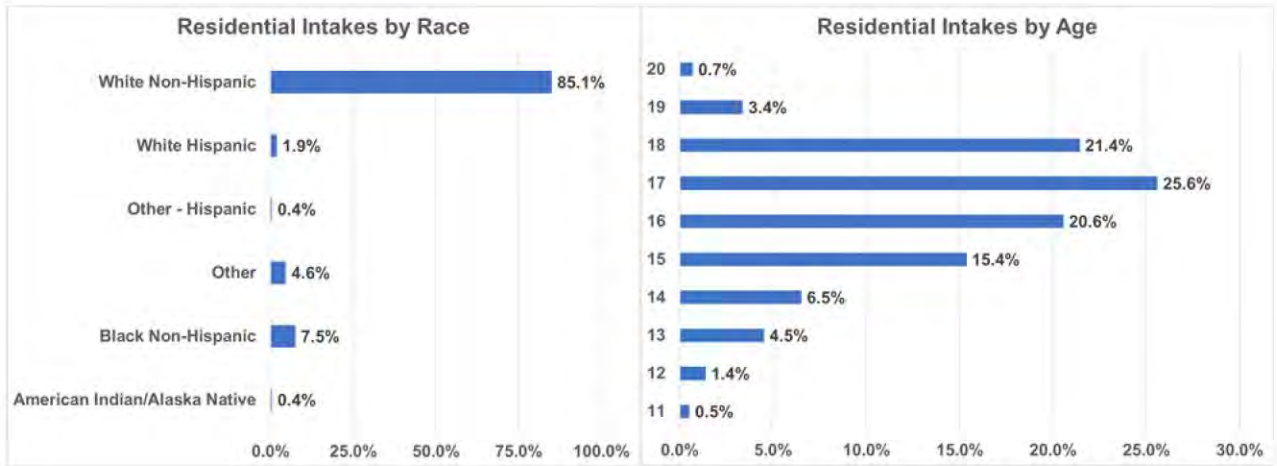
Goals for FY 2018

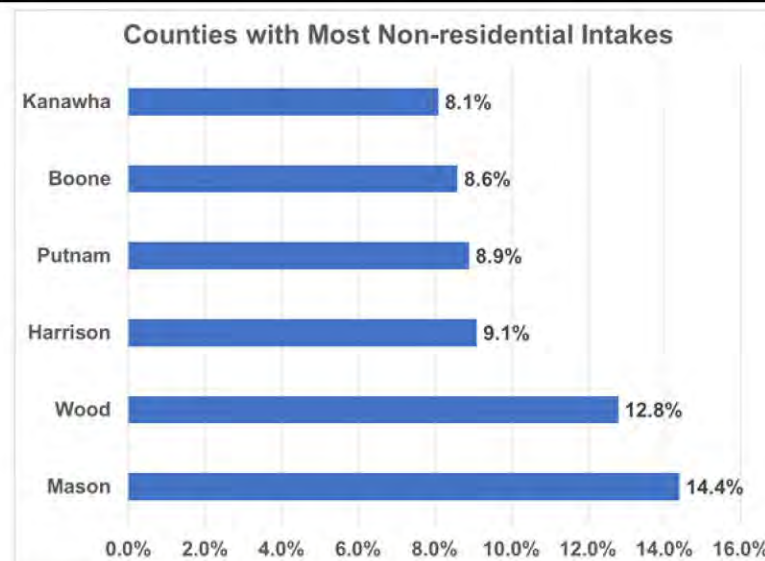
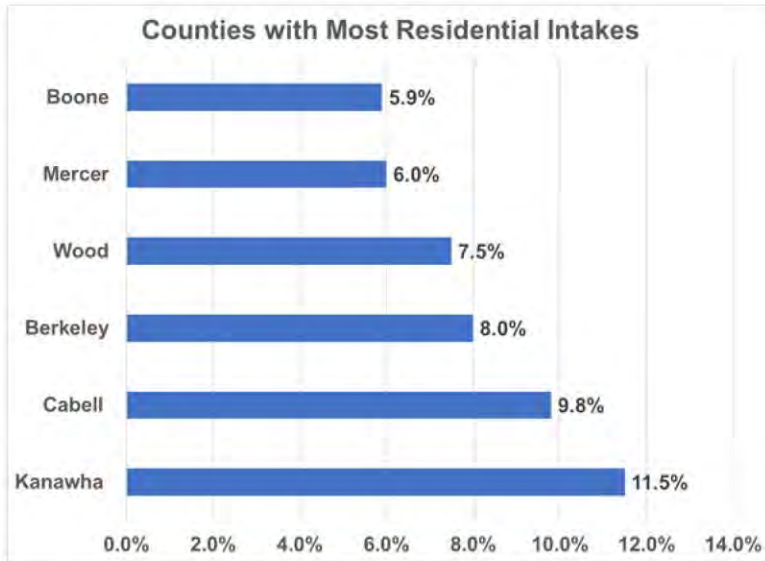
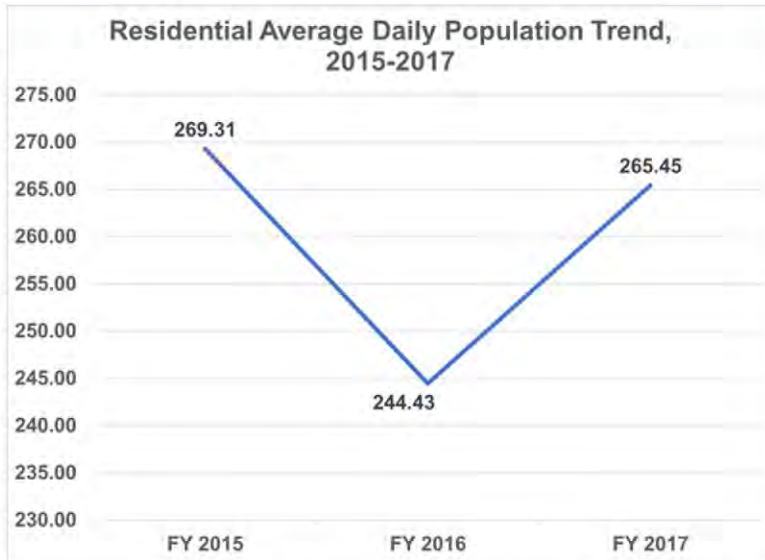
- Increase employee retention.
- Improve training procedures for the continued development of officers including Principles of Effective intervention.
- Reduce overtime expenses.
- Replace resident rooms doors and replace one rooftop AC Unit.
- Continue to assist in training staff to meet the needs of special needs residents.
- Improve training outcomes through more effective use of the Training Department and facility FTO including DCT training, PEI, and Shield of Care mental health trainings.

Vicki V. Douglas Juvenile Center



All DJS Residential Facilities





A special thanks to Morgan Goddard for her help in compiling,
editing, and reviewing this document.