

VJCCCA Service Provider's Acknowledgment of DJJ Board Regulations

The VJCCCA Service Provider's initials below confirm that the _____ (Program) submitted on the FY25/26 _____ (Locality) VJCCCA Plan has adopted written procedures to implement and comply with the DJJ Board regulations listed below.

1. Each program and service provider shall have a written statement of its:
 - a. Purpose;
 - b. Population served;
 - c. Criteria for admission;
 - d. Criteria for measuring a juvenile's progress;
 - e. Supervision or treatment objectives;
 - f. Intake and acceptance procedures, including whether a social history or diagnostic testing is required;
 - g. General rules of juvenile conduct and the behavior management system with specific expectations for behavior and appropriate incentives and sanctions, which shall be made available to juveniles and parents upon acceptance into the program;
 - h. Criteria and procedures for terminating services, including termination prior to the juvenile's successful completion of the program;
 - i. Methods and criteria for evaluating program or service effectiveness;
 - j. Drug-free workplace policy;
 - k. And Procedures regarding contacts with the news media.

The department administration shall be notified in writing of any plan to change any of the elements listed above. **These elements are attached.**

6VAC35-150-430 Initial: _____

2. Each program or service provider shall conduct background checks in accordance with 6VAC35-150-80, or ensure that such background checks are conducted, on all individuals who provider services to juveniles under the contract as required by subsection A of 6VAC35-150-80. **Signed Certification of Compliance with Background Checks is attached.**
6VAC35-150-430 Initial: _____
3. Those programs and services providers providing crisis interventions services, including, but not limited to outreach detention, mental health counseling or treatment, and home-based counseling services, shall provide for responding 24 hours a day to a juvenile's crisis and shall provide notification to all juveniles in writing on how to access these services at any time.
6VAC35-140-430 Initial: _____
4. The standard of services provided by contractual and sub contractual vendors shall not be less than those required by this chapter.
6VAC35-150-435 Initial: _____
5. When there are indications that an individual who is providing programs or services poses a direct threat to the health and safety of a juvenile, others at the program, or the public, the program administrator, or department personnel shall immediately require that the individual be removed from contact with juveniles until the situation is abated or resolved.
6VAC35-150-450 Initial: _____

6. Program staff and service providers shall have a job description stating qualifications and duties for the position to which they are assigned. Staff and volunteers who provide professional services shall be appropriately licensed or certified or be supervised by an appropriately licensed or certified person as required by applicable statutes and regulations. **Job descriptions are attached.**

[6VAC35-150-460 Initial:](#) _____

7. All program or service providers have written procedures to deal with medical emergencies that may occur while a juvenile is in attendance at the program. **Written procedures are attached.**

[6VAC35-150-470 Initial:](#) _____

8. All programs and service providers shall:

1. Manage their finances in accordance with generally accepted accounting principles;
2. Certify that all funds were handled in accord with the VJCCCA plan, contract, or other agreement; and
3. Be subject to independent audit or examination by department personnel at the department's discretion.

[6VAC35-150-480 Initial:](#) _____

9. Juveniles shall not be excluded from a program nor be denied access to services on the basis of race, ethnicity, national origin, color, religion, sex, physical disability, or sexual orientation.

Juveniles shall not be subjected to:

1. Deprivation of drinking water or food necessary to meet daily nutritional needs except as ordered by a licensed physician for a legitimate medical purpose and documented in the juvenile's record;
2. Any action that is humiliating, degrading, or abusive;
3. Corporal punishment;
4. Unsanitary conditions;
5. Deprivation of access to toilet facilities; or
6. Confinement in a room with the door so secured that the juvenile cannot open it.

[6VAC35-150-490 Initial:](#) _____

10. Juveniles shall not be used as subjects of human research, except as provided in 6VAC35-170 and in accord with Chapter 5.1 (§ 32.1-162.16 et seq.) of Title 32.1 of the Code of Virginia. The testing of medicines or drugs for experimentation or research is prohibited. **If -170 applies, the written procedure is attached.**

[6VAC35-150-500](#) and [6VAC35-150-130 Initial:](#) _____ [Check here if this does not apply:](#) _____

11. For each juvenile, a separate case record shall be kept up to date and in a uniform manner. The juvenile case record shall always contain:

1. Current identifying and demographic information on the juvenile;
2. Court order, placement agreement, or service agreement;
3. Rules imposed by the judge or the probation or parole officer if applicable; and
4. Dates of acceptance and release

Programs and services that provide counseling, treatment, or supervision shall:

1. Develop an individual service plan for each juvenile that shall specify the number and nature of contacts between the juvenile and staff;
2. Provide the individual service plan information to the supervising probation or parole officer, when applicable;
3. Document all contacts with the juvenile, the juvenile's family, and others involved with the case; and
4. Provide written progress reports to the referring agency at agreed upon intervals.

[6VAC35-150-510 Initial:](#) _____

12. Juveniles' records shall be kept confidential in accordance with applicable laws and regulations.

[6VAC35-150-520 Initial:](#) _____

13. When an incident occurs that is required by DJJ procedures to be reported, the program shall document and report the incident as required. **I've been provided DJJ's Serious Incident Report form and instructions.**

[6VAC35-150-530 Initial:](#) _____

14. When there is a reason to suspect that a child is an abused or neglected child, the program or service provider shall report the matter immediately to the local department of social services as required by Article 2 (§ 63.2-1508 et seq.) of Title 63.2 of the Code of Virginia and shall be documented in the juvenile's record.

[6VAC35-150-540 Initial:](#) _____

15. Each program that provides services to juveniles or their families within or at the program's office or place of operation shall comply with all applicable building, fire, sanitation, zoning and other federal, state, and local standards and shall have premises liability insurance. The inside and outside of all buildings shall be kept clean, in good repair, and free of rubbish.

[6VAC35-150-550 Initial:](#) _____

16. Only staff who have received department-approved training may apply physical restraint and only as a last resort, after less restrictive behavior intervention techniques have failed, to control residents whose behavior poses a risk to the safety of the resident, others, or the public, or to avoid extreme destruction of property.

1. Staff shall use the least force necessary to eliminate the risk and shall never use physical restraint as punishment or with intent to inflict injury.

2. The application of physical restraint shall be fully documented in the juvenile's record, including the (i) date and time of the incident, (ii) staff involved, (iii) justification for the restraint, (iv) less restrictive interventions that were unsuccessfully attempted prior to or harm that would have resulted without using physical restraint, (v) duration, (vi) method and extent of any physical restraint techniques used, (vii) signature of the person completing the report, and (viii) reviewer's signature and date.

3. Staff whose job responsibilities include applying physical restraint techniques, when necessary, shall receive training sufficient to maintain a current certification for the administration of the physical restraints.

Mechanical restraints, except in electronic monitoring and outreach detention programs, shall not be used for behavior management purposes. Chemical agents, such as pepper spray, shall not be used by staff for behavior management purposes. **Providers must have prior approval from the VJCCCA Coordinator to implement department approved training for applying physical restraint and the behavior management protocol must be documented in the VJCCCA Program Manual. If applicable, the behavior management protocol is attached.**

[6VAC35-150-575 Initial:](#) _____ [Check here if this does not apply:](#) _____

17. Programs that provide services in juveniles' homes shall:

1. Prescribe safety measures for staff making field visits; and

2. Provide for actions for staff to take in the event of:

a. Domestic violence;

b. Severe injury;

c. Threats and violence against staff; and

d. Absence of life sustaining resources such as food or fuel.

If applicable, the written procedure is attached.

[6VAC35-150-580 Initial:](#) _____ [Check here if this does not apply:](#) _____

Alternative Day Treatment and Structured Day Programs are also subject to the DJJ Board Regulations listed below.

1. At all times that juveniles are on any premises where alternative day treatment or structured day programs are provided, there shall be at least one qualified person actively supervising who has current first aid and CPR certification. **Name of qualified person:** _____
6VAC35-150-620 Initial: _____

2. If the program spans traditional meal times, juveniles shall be provided nutritionally balanced meals.
6VAC35-150-630 Initial: _____

3. Each site to which juveniles report shall have written emergency and fire safety plans.
 1. In accordance with the emergency plan, the program shall implement safety and security procedures, including, but not limited to, procedures for responding in cases of a fire, bomb threat, hostage and medical emergency situations, and natural disaster.
 2. The fire safety plan shall be developed with the consultation and approval of the appropriate local fire authority and reviewed with the local fire authority at least annually and updated if necessary.At each site to which juveniles report, there shall be at least one documented fire drill each month. Each new staff member shall be trained in fire safety and emergency procedures before assuming supervision of juveniles. **Written plans are attached.**
6VAC35-150-640 Initial: _____

4. At the time of the referral, the program shall request from the referring agency or party any information regarding individual juvenile medical needs or restrictions and, if necessary, instructions for meeting these needs. Written procedure governing the delivery of medication shall:
 1. Either prohibit staff from delivering medication to designate staff persons authorized to deliver prescribed medication by written agreement with a juvenile’s parents; and
 2. Either permit or prohibit self-medication by juveniles.An up to date, well stocked first aid kit shall be available at each site to which juveniles report and shall be readily accessible for minor injuries and medical emergencies. **Written procedures are attached.**
6VAC35-150-670 Initial: _____

5. A program that uses time-out shall have written procedures to provide that juveniles in time out shall:
 1. Be able to communicate with staff;
 2. Have bathroom privileges according to need; and
 3. Be served any meal scheduled during the time-out period.A time-out room shall not be locked nor the door secured in any way that will prohibit the juvenile from opening it, except if such confinement has been approved by the program’s regulatory authority. Time-out shall not be used for periods longer than 30 consecutive minutes. **Written procedures are attached.**
6VAC35-150-690 Initial: _____

Service Provider’s Name	_____	Service Provider’s Signature	_____
Service Provider’s Title	_____	Date:	_____
Locality:	_____		