


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Behavior Modification Point and Level System – Girls Unit		Policy Number: 17
Number of Pages: 11		Section: XIII
<p style="text-align: center;"><small>Attachments</small></p> A. Good Day Coupon B. Bi- weekly Point Tracking Sheet C. Weekly, Weekend/Holiday Point Sheet D. Negative and harmful Behaviors/Points Bi-Weekly Tally Sheet		<p style="text-align: center;"><small>Related Standards & References</small></p> Policy XIII.2: Ranking and Placement Policy XIII.16: Girl's Unit Programming and Services
Effective Date: June 06, 2008 Revised August 04, 2008		Approved:  Kathy Pittman, Director

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that the behavior management system will provide rewards, privileges and consequences that are connected to the youth's behavior and serve as an incentive to encourage the youth to fulfill the program's expectations and to learn pro-social means of meeting their needs.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. **Good Days** – is a day where the girl has met all programming requirements or expectations, and has not received a major or more than four minor disciplinary sanctions.
- B. **Good Day Coupon** – is issued to youth whose weekday or weekend/holiday point sheet evaluation meets the criteria. "Good Day Coupons" may be used to attend scheduled "Special Activities" or exchange for commissary items. Good Day Coupons may be accumulated to exchange for more valuable "Special Activities" or commissary items.
- C. **Bad Days** – is a day where the girl receives more than four minor disciplinary infractions and/or has a major disciplinary infractions.
- D. **Bi-weekly Point Tracking Sheet** – the form upon which the daily points for each youth is documented by the girl's Counselor and reviewed by her management team.
- E. **Weekly, Weekend/Holiday Point Sheets** – the forms used by staff to document the completion of daily goals by each youth on an hour by hour basis (see attached

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Weekday Point Sheet and Weekend/holiday Point Sheet), which is turned into the Shift Supervisor prior to the end of each shift .

- F. **Negative and Harmful Behaviors/Points Bi-weekly Tally Sheet** – the form used to track negative and/harmful behaviors and forwarded to the girl's management team, which is turned into the Shift Supervisor prior to the end of each shift.
- G. **Special Activity** – takes place on a scheduled basis for youth to attend in exchange for a required number of "Good Day Coupons" for eligible youth.
- H. **Level** – A youth's level is equivalent to her classification designated rank (see policy XIII.2: Ranking and Placement).

II. PROCEDURE

When a youth is housed in Oakley Training School, it is important that their behavior be managed to assure the safety of youth and staff, the orderly operation of the facility, and the timely delivery of programs and the completion of treatment goals. The Daily Point System and Level System will be used to assist in the management of behavior.

- A. **Daily Point System** – The program provides a structured method for youth to obtain points, and students who obtain an established number of points are permitted to participate in Special Activities.
 1. **Distribution of Point Sheets** – Direct care staff will distribute one point sheet (with the youth's name and date already on the sheet) to each youth daily between 0600-0700 hours. Only one point sheet may be distributed to a youth each day.
 2. **Youth Responsibility for Weekly/Weekend & Holiday Point Sheet** – After receiving the point sheet, the student is responsible for giving the sheet to staff for scoring and signature.
 3. **Discrepancies On, Falsification Of, or Lost Daily Point Sheets and/or "Good Day Coupons"** - Any point sheet or "Good Day Coupon" that is lost, seriously damaged, or otherwise unreadable, or determined to be falsified will result in zero points for that day or forfeiture of the "Good Day Coupon". Any discrepancies on a point sheet (e.g. crossed out numbers, no signature, questionable signature, etc.) will receive zero points for the section of the point sheet determined to be questionable or forfeiture of the "Good Day Coupon". If no points are documented on the corresponding time slot, points are tallied as usual and the youth is eligible for the "Good Day Coupon" if they meet the "Good Day" evaluation criteria. Upon receiving the point sheet from a youth, staff should put a line through and initial any time slots that have been previously un-documented during the day.
 4. **Obtaining Points** – Upon arrival at a new location (school classroom, recreation, group, etc.) the youth is responsible for giving her point sheet to the staff person in charge. At the end of each hour, as indicated on the Point

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Sheet, a student is given a score based upon participation. The staff person in charge completes the daily point sheet.

5. **Tally Points** – Based on the daily totals and numbers of minor or major negative behaviors (found on the Negative and Harmful Behaviors Tally Sheet) third shift direct care staff shall complete the daily point sheets, and determine “Good Day” coupon eligibility. Third shift direct care staff shall complete the earned “Good Day” coupons. The Third Shift Supervisor must validate and sign all “Good Day” coupons before they may be distributed by the first shift direct care staff. All completed Daily Point Sheet and Negative and Harmful Behaviors Tally sheets are forwarded to the Girl’s Counselor for use by the Management Team.
 6. **Negative and Harmful Behaviors Tally Sheet** - form is completed by any staff member who witnesses a major or minor infractions. When staff observes minor infractions they may issue a warning rather than issuing a formal sanction. Warnings are documented on the Negative and Harmful Behaviors Tally Sheet however; warnings do not negatively impact a girl’s “Good Day” status. Staff must inform the youth when they document a warning or note minor or major negative behaviors on the youth’s Negative and Harmful Behaviors Tally Sheet.
 7. **Bi-Weekly Point Sheet** – The assigned Counselor shall document each youth’s daily point totals on the bi-weekly point tracking sheet to be reviewed by the youth’s Management Team.
 8. **Special Activity** – will be planned and take place on a scheduled basis. The Special activities for the week must be posted in each of the girl’s living units and the Activity Area. The posting should indicate the number of “Good Day Coupons” required for admittance as well level eligibility requirements. Commissary may be a designated Special Activity.
 9. **Extra Group Reward** – As a group the youth may receive an extra group reward when all the girls in the housing unit have received “Good Day Coupons” every day for a seven consecutive days.
- B. **Girl’s Unit Level System** describes the authorized method for youth and staff to evaluate and track the youth’s behavior. It is a part of the behavior management system, which is designed to encourage residents to fulfill program expectations and teach them alternative pro-social means of meeting their needs. The Management Team shall determine the level change (be it an improvement or a decline) and the resident’s progress in the program, when the team meets with the resident.

Levels describe competencies necessary to move forward as well as general behavior. No resident is expected to be “perfect”, at any level. If a youth misbehaves or performs badly occasionally, but she is willing to participate in a conflict resolution session or a restorative process, her level should not drop automatically, however, it may be

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affected if the negative behavior continues. As a youth advances in the Level System, she is expected to become consistently responsible.

The Level System is based on a youth mastering the behaviors of her current Level before moving on the next Level. The property matrix outlined in DYS Policy XIII.16, Girl's Unit Programming and Services will govern the property a girl may possess. All items must be able to be stored or contained in the girl's locker box, unless display is allowed by Level privilege. All female youth with a child(ren) shall be allowed a photo of their child(ren) regardless of level.

1. Responsibilities and Privileges for each Level

- a. **Orientation Level** - All youth shall complete the Orientation process within 72 hours of Admission. During this time the youth will be put on suicide watch until appropriate screening has been completed (see Policy XIII.3: Youth Screening and Assessment).

Girls on Orientation Level are expected to successfully complete all orientation assessments, read and discuss the Student Handbook with staff and learn and follow the Girl's Unit daily schedule and rules. Girls shall be provided assistance in understanding the orientation materials. While in orientation girls may possess one (1) religious book (Bible, Koran, etc.)

- b. **Level 1**- all new residents will wear a distinctive colored shirt until Level 2 is reached. New residents will remain at level 1 until she demonstrates that she can maintain Level 2 behavior and as deemed appropriate by the Management Team. Level 1 girls will be housed in G pod. Additionally youth on Level 1:
 1. are expected to be current with their Service Plan goals and objectives;
 2. are expected to know and follow the Girl's Unit and therapy group rules;
 3. must have the recommendation of their Counselor, and approval of their Management Team Staff prior to being placed on a Level 2 status.

Level 1 Privileges

1. Attend activities in the activity area across from G pod only when accompanied by staff.
2. Attend outside activities in the Girl's Unit Recreation yard only when accompanied by staff.

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3. Eligible to receive “Good Day” coupons however expenditure of those coupons is limited to Special Activities designated to include Level 1 girls.
 4. Possess 1 religious book (Bible, Koran, etc.)
 5. Receive or make one 10 minute phone call per week to pre-approved child(ren), parents, legal guardians or grandparents.
- c. **Level 2** - is a level for residents who have completed the requirements for the Orientation level and are appropriate according to their classification rank level. Level 2 girls will be housed in G pod. Residents will remain at this level until the girl demonstrates that she can maintain Level 3 behavior as evidenced by overall staff evaluations and earning a minimum of 14 consecutive “Good Days”. The resident must be current with their Service Plan goals and objectives. Additionally youth on Level 2, must have the recommendation of their Counselor, and approval of their Management Team Staff prior to being advanced to a Level 3 status.

Level 2 Privileges - The youth on Level 2 has all of the privileges of a Level 1 plus...

1. Eligible to receive “Good Day” coupons however expenditure of those coupons is limited to Special Activities designated to include Level 2 girls.
2. Receive or make two 10 minute phone calls per week to pre-approved child(ren), parents, legal guardians or grandparents.
3. Possess 5 family pictures and display 1 picture beside her bed.
4. Possess 5 personal letters/correspondence.
5. Possess 1 book other than religious and 1 approved magazine.
6. May possess 2 personal hygiene products from home (or if available from the canteen). These items must be approved in advance and are limited to the following products which must be in their original sealed containers, may not contain alcohol or be in an aerosol container: shampoo, conditioner, hair moose, gel or wax, bath soap, deodorant, lip gloss and lotion. Note: Parents may supply these items, but are not required to supply any hygiene products for residents. Special Note: If for any reason there is a loss of level these

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privileges will be suspended until resident has regained the appropriate level status.

- d. **Level 3** - is a level for residents who are consistently applying facility and unit rules and who have begun to use goals setting and problem solving on an everyday basis. Level 3 residents will remain at this level until she demonstrates that she can maintain Level 4 behavior for a minimum of 2 consecutive weeks, which must be just prior to the anticipated move to a level 4 status, as evidenced by overall staff evaluations and earning a minimum 21 consecutive "Good Days" before the resident can move to Level 4. The resident must be current with their Service Plan goals and objectives. Level 3 girls will be housed in E pod. Additionally youth on Level 3:
1. must be making serious attempts to discuss identified problem areas during one-on-one therapy and other treatment sessions;
 2. discuss and acknowledge the impact their crimes have had on their victims, their family, and their community; and
 3. must have the recommendation of their Counselor, and approval of their Management Team Staff prior to being advanced to a Level 4 status.

Level 3 Privileges - The resident will receive all of the PRIVILEGES of a Level 2 plus...

1. With staff permission and staff supervision residents on Level 3 may use the Courtyard for fresh air and individual and group activities and exercise.
2. Eligible to receive "Good Day" coupons however expenditure of those coupons is limited to Special Activities designated to include Level 3 girls. Girls who have achieved Level 3 are eligible to participate in activities outside of the Unit 1.
3. Receive or make three 10 minute or one 20 minute phone call per week to pre approved child(ren), parents, legal guardians or grandparents.
4. The resident may have in their possession 10 family pictures and may display 2 pictures beside her bed.
5. May possess one stuffed animal (12" or smaller)
6. The resident is eligible to be a "coach" to a new resident, provided she has been on level 3 status for a minimum of 3

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weeks and she is starting to demonstrate that she is capable of working at a level 4 status.

7. May possess a total of 4 personal hygiene products from home (or if available from the canteen). These items must be approved in advance and are limited to the following products which must be in their original sealed containers, may not contain alcohol or be in an aerosol container: shampoo, conditioner, hair mousse, gel or wax, bath soap, deodorant, lip gloss and lotion. Note: Parents may supply these items, but are not required to supply any hygiene products for residents. Special Note: If for any reason there is a loss of level these privileges will be suspended until resident has regained the appropriate level status.

c. **Level 4** - is a level for leaders. Residents that expect to achieve this level must demonstrate consistent strong leadership skills in their daily activities and POD meetings, holding themselves and others accountable, thinking of the other person first, as well as leadership skills in the Girl's Unit in general. At a minimum, individuals achieving this level will possess the following:

1. Level 4 residents will remain at this level for as long as the resident continuously maintain Level 4 behavior, as evidenced by overall staff evaluations and maintaining continuous "Good Day" status and receiving a minimum of 50 extra effort or other positive points weekly.
2. The resident must be current with her Service Plan goals and objectives. Also Level 4 residents must continue to make serious attempts to discuss identified problem areas during one-on-one sessions.
3. The resident must be able to demonstrate the implementation of the principles of Restorative Justice in their lives.
4. Periodically their progress must be evaluated by the Management Team and have the continued approval of the Facility Administrator relating to their progress.

Level 4 Privileges - The resident will receive all of the PRIVILEGES of a Level 3 plus...

1. Eligible to receive "Good Day" coupons expenditure of those coupons is limited to Special Activities designated to include Level 4 girls.

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2. Are eligible for four 10 minute phone calls or one 35 minute phone call per week to pre-approved child(ren), parents, legal guardians or grandparents. While in the presence of and with the approval of her Counselor one of these calls may be made to a significant community support person.
 3. The resident may have in their possession 10 family pictures and may display 3 pictures beside her bed.
 4. May possess 1 of each allowable personal hygiene product from home (or if available from the canteen). These items must be approved in advance and are limited to the following products which must be in their original sealed containers, may not contain alcohol or be in an aerosol container: shampoo, conditioner, hair moose, gel or wax, bath soap, deodorant, lip gloss and lotion. Note: Parents may supply these items, but are not required to supply any hygiene products for residents. Special Note: If for any reason there is a loss of level these privileges will be suspended until resident has regained the appropriate level status.
 5. May write one letter per week to an approved friend. The girl's case manager in collaboration with the Management Team will approve the friend prior to this privilege being granted.
 6. Level 4 girls are eligible to participate in Special Activities off campus such as: Festivals, Fairs, Jazz Festival, Ball Games, etc.; provided the resident have been on Level 4 for a minimum of 90 days.
 7. The resident is eligible to be a "tour guide" for new residents, new employees, and groups who visit the building.
 8. Eligible on case by case bases, with the approval of the Management Team, for a home or other placement visit during the last 30 days of their program.
2. **Level Criteria** - Daily youth will be evaluated by staff on their participation in daily activities. In addition to participation staff will use the following criteria to help determine the level of behavior each resident is demonstrating. In the event that a resident is in violation of one or more of the following criteria staff will discuss the behavior with the youth, help the youth determine more appropriate actions and document the behavior on the Negative and Harmful Behavior/Tally Sheet.
- a. Consistently followed all rules

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- b. Participated in required living unit, treatment, education and recreation activities
- c. Completed tasks and assignments without supervision
- d. Engaged in appropriate social interaction
- e. Complied with all staff requests and directives
- f. Did not traffic or trade items
- g. Maintained healthy relationships and healthy boundaries
- h. Honest
- i. Used phones, computers and other equipment as designed and when authorized.
- j. Did not use gang signs, symbols or writing or engage in any gang activities
- k. Maintained Point Sheets and "Good Day" coupons as required
- l. Treated others with respect and practiced appropriate social skills
- m. Spoke and treated staff and peers respectfully
- n. Used appropriate language and gestures (no cursing, racial slurs or obscene gestures)
- o. Had a helping, supportive relationship with most peers
- p. Treated personal and state property with respect
- q. Consistently practiced anger and other emotional management techniques
- r. Remained in authorized areas
- s. Addressed issues in a positive manner
- t. Maintained group confidentiality
- u. Participated in conflict resolution sessions when necessary
- v. Appropriately held self/others accountable, insisted on meaningful consequences for misbehavior
- w. Was considerate to self and others

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- x. Did not intentionally aggravate, annoy or tease others
 - y. Did not mislead others
 - z. Maintained a positive attitude generally assuming the best case scenario
3. **Girl's Unit Rules** - are a part of the behavior management system, which provides clear behavioral expectations for residents and staff. Residents and staff shall follow all rules in the Girl's Unit as well as all other facility rules.

Girl's Unit Rules are as follows:

1. Remain in an authorized area. Unless escorted by staff leave the Girl's Unit only when approved by a staff member, and only after signing out on the Sign-In Sign-out Sheet.
2. Respect the safety of everyone. Keep your hands and feet to yourself
3. Respect state and personal property
4. Act respectfully toward everyone
5. Use state property only for its designed purpose
6. Use appropriate, respectful language at all times – no profanity or obscene gestures
7. Be on time, present in the scheduled area participate in the program activities without gambling, deal making, trading, selling, etc.
8. Follow the dress code
9. Sleep only during schedule sleep hours
10. Follow all adult instructions

The "Three Main Girl's Unit Rules":

1. Remain in an authorized area. Leave the facility only when approved by a staff member, and only after signing out on the Sign-In Sign-Out Sheet.
2. Respect the safety of everyone. Keep your hands and feet to yourself
3. Respect state and personal property

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NOTE: When one of the Three Main Girl's Unit Rules is broken the situation must be addressed in end of day group.