

**Idaho Department of  
Juvenile Corrections  
Institutional  
Policy/Procedure**

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**SUBJECT: STAGING JUVENILES**

**CATEGORY: CLINICAL SERVICES**

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## **Policy**

The purpose of this policy is to define [staging](#) and to describe the conditions and requirements under which staging may be considered. Staging is typically a short-term housing placement.

Though juveniles in staging are not engaged in a treatment program, during staging, treatment planning occurs between the community treatment team and the Juvenile Services Coordinator (JSC) or regional Clinical Supervisor with notification to the Superintendent. Planning at this point must focus on identifying an appropriate placement or release from IDJC custody and must also provide for any immediate medical, mental health, education, and safety needs of the juvenile.

It is therefore the policy of the IDJC that periods of staging will be as brief as possible and that during staging all of the juvenile's rights will be protected. This responsibility includes, but is not limited to, providing juveniles a safe and secure living environment, providing for basic education and other emergent treatment needs and includes compliance with all relevant federal statutes.

It is further the policy of the IDJC that in all cases, staging providers will be fully informed of any circumstances or conditions that might put the juvenile or others' safety at risk. This specifically includes notification of suicide risk or any history or threats of violence against self or others who may be housed within the staging facility.

## **Operating Procedures**

In addition to this policy, staff also follows the Referrals for the Placement of Juveniles (413) policy/procedure for direction regarding the referral process and the Transfer of Juveniles in IDJC Custody (431) policy/procedure for additional requirements surrounding transfers.

A Notice of Transfer (DJC-181) form is sent to detention centers and jails the day prior to a juvenile's arrival or departure to and from staging as authorization and documentation to accept a juvenile or to release the juvenile to IDJC transport staff.

The file manager sends the DJC-181 notice to stakeholders once a transfer to the staging facility occurs.

**I. Staging following observation and assessment (O&A)**

If a juvenile has been assessed in O&A, a placement has been identified, but a bed isn't available at a chosen placement and remaining in O&A is not an option, the following steps are followed:

- A. The regional Clinical Supervisor sends the referral coordinator a request for a referral to stage the juvenile indicating the duration.
  - B. The referral coordinator sends the referral information to the staging facility for their response.
  - C. Upon acceptance by the staging facility, the referral coordinator notifies the Regional Clinical Supervisor, JSC, regional file manager if applicable, and transport coordinator.
  - D. The transport coordinator makes arrangements to transport the juvenile to the staging facility.
- II. Staging from current placement (IDJC regional facility or residential treatment contract provider)
- A. If a juvenile needs to be moved from current placement to a regional facility, O&A unit, detention center, or jail for staging, the JSC notifies the regional Clinical Supervisor and Superintendent. A referral is requested by the Clinical Supervisor and the duration documented on the Acceptance/Denial form is no longer than 30 calendar days.
    - 1. A referral to an IDJC regional facility or O&A unit includes a written plan that outlines the anticipated length of staging, risks to self or others, and a placement plan.
    - 2. The Clinical Supervisor of the receiving facility coordinates the request with the receiving Unit Manager and appropriate regional transport coordinator(s).
    - 3. When it is necessary to stage a juvenile in a regional facility or O&A unit in an expedited manner that does not allow for a referral, the referral or communication detailing the plan for placement or movement as described in A.1. above is completed as soon as it is practical.
  - B. When staging a juvenile 18 years of age or older at a jail, the following conditions for staging must be met:
    - 1. The jail being considered for staging must be in compliance with all state and federal standards and regulations;
    - 2. Extensive and substantial programming efforts have failed to reduce a juvenile's risk to the community and transfer or release is imminently scheduled; and
    - 3. All other staging options, including O&A units, have been exhausted or determined to be inappropriate.
  - C. The Clinical Supervisor notifies the Placement Manager of all contract extension requests for juveniles placed in staging.
  - D. The JSC ensures that a staffing is held at least every 30 calendar days if it becomes necessary for the juvenile to be staged over 30 calendar days. A referral is made once a new placement plan is established.

### III. Pre-O&A Staging

- A. If the juvenile needs to remain in a detention center or jail over five calendar days following commitment, the regional transport coordinator verifies with the Clinical Supervisor that a juvenile requires [Pre-O&A Staging](#).
- B. The regional Clinical Supervisor approves and authorizes the transport coordinator to change the IJOS placement to Pre-O&A Staging.
- C. The transport coordinator makes arrangements with the detention center or jail to keep the juvenile over five calendar days. The agreement is documented and a note placed in the comments section of IJOS.
- D. Transport coordinator sends notification to the regional Superintendent, fiscal, JPO, Placement Manager, and JSC that the juvenile has been placed in Pre-O&A Staging and the duration.

### IV. Files

- A. When staging occurs from a regional O&A pending program placement, the juvenile's file remains the responsibility of the file manager at the regional O&A facility until the juvenile is placed at the designated contract provider or IDJC regional facility.

In other instances, the juvenile's file is maintained in accordance with Control and Maintenance of Case Management Files (663) policy/procedure.

- B. Only necessary medical information is sent with the juvenile to staging when a pre-existing condition exists, such as need for medication.
- C. Minimal educational information is sent to the staging facility. The education records technician requests the educational information from the staging facility when staging is ended.

*Reference:* [Glossary of Terms and Acronyms](#)

*Related Policies:* [Observation and Assessment Evaluations \(404\)](#)  
[Referrals for the Placement of Juveniles \(413\)](#)  
[Transfer of Juveniles in IDJC Custody \(431\)](#)  
[Control and Maintenance of Case Management Files \(663\)](#)  
[Control, Maintenance, and Movement of Education Records \(5/6/780.21\)](#)  
[Transport of Juveniles \(641\)](#)  
[Release of Juveniles from IDJC Custody \(437\)](#)

*Related Forms:* [Referral Acceptance/Denial Form \(DJC-182 IJOS\)](#)  
[Referral Cover Sheet Form \(DJC-176\)](#)  
[Notice of Transfer \(DJC-181 IJOS\)](#)  
[IDJC Regional Facility Juvenile Check-Out Form \(DJC-179\)](#)  
[Contract Provider Juvenile Check-Out Form \(DJC-180\)](#)