

DJJ- Behavioral Services Unit On the Job Training Checklist

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1.	Facility Tours CAP <ul style="list-style-type: none"> a. Learn about CAP staffing process b. Learn about Intake Psychological and Serious Offender Risk Assessment processes Bon Air				
2.	SIB Prevention & Intervention <ul style="list-style-type: none"> a. SIB Alert Levels b. SIB Precautions c. On Call Procedures d. Roles and Responsibilities e. TDO Process 				
3.	Confidentiality and Ability to Access Records Training, CPS reporting requirements, and Release of Records Requirements				
4.	Badge Training <ul style="list-style-type: none"> a. Didactic Learning b. Practice Opportunities 				
5.	YASI Training				
6.	PREA Training <ul style="list-style-type: none"> a. BSU Specific 				
7.	Facility Process for Intake				
8.	BSU Support Role with Community Treatment Model Implementation <ul style="list-style-type: none"> a. Participation in Staffing b. Training for CAP staff relative to conducting evaluations 				
9.	Observe Multidisciplinary Teams <ul style="list-style-type: none"> a. Treatment Team b. ICRC c. CCRC 				
10.	Observe Treatment Groups <ul style="list-style-type: none"> a. Aggression Management b. Substance Abuse c. Sex Offender 				
11.	Risk Assessment Training				
12.	Review BSU Procedures				
13.	Radio Communication VOL IV 4.1-208				

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14.	Movement and Supervision of Residents Vol IV 4.1-2.04-4.1 (application to non-security staff)			
15.	Complete DHRM required online topics: <ol style="list-style-type: none"> 1. Resident Rights and Prohibited Actions 2. Appropriate Professional Relationships and Interactions Among Staff and Residents 3. Recognizing and Reporting Child Abuse and Neglect for Mandatory Reporters 			

DJJ- Counselor On The Job Training Checklist

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1.	Case Management Procedures <ul style="list-style-type: none"> a. Case Management SOP Chapter 1 Introduction: 410, 411, 412, 416, 417, and 418 b. Re Entry Manual: Commitment Phase I, II, III, IV, and V c. Re Entry Manual: Assessment and Planning Phase IX d. CM SOP Chapter 2 Case Management Initial Intake Facility: 420, 421, 422, 423, and 424 				
2.	Case Management Procedures Continued <ul style="list-style-type: none"> a. CM SOP Chapter 3 Committees and Teams: 433, 434, 435, and 436 b. Counselor will observe ICRC Case Management File Review <ul style="list-style-type: none"> a. CM SOP Chapter 1 Introduction: 413, 414, and 415 b. Certification audit form for case records c. Review forms on S:Drive 				
3.	Community Treatment Model CTM Manual Review <ul style="list-style-type: none"> a. Organizational Structure/Staffing Requirements b. Discuss different meetings and groups c. Learn the Phase System d. Discuss Resident Privileges Visit and Observe a Community (Unit) Observe Treatment Team Observe CTM Activities and Function Review Re Entry Manual: Residential Intervention Phase XII, XIII, XIV, XV, XVII, XVIII, XIX, and XX				
4.	Observe ICRC Process <ul style="list-style-type: none"> a. CM SOP Chapter 3 Committees and Teams 433 Develop ICRC Package and Process Releases <ul style="list-style-type: none"> b. CM SOP Chapter 5 Release 451, 452, 454, and 455 Report Writing <ul style="list-style-type: none"> 1. Serious Offender 2. Special Decision 3. Direct Discharge 				
5.	Caseload Management Module YASI <ul style="list-style-type: none"> a. Chapter 2 (Phase 1: Mapping): 2.1-2.3 b. Chapter 3 (The Service-Planning 				

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	Instrument): 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, and 3.7 c. Chapter 4(Conducting the Interview): 4.1 and 4.2 d. Chapter 5 (Mapping the Case): 5.1				
6.	Observation a. Training Counselor will shadow a counselor b. Observe Staffing Process c. Visit the CAP Unit d. Review an Intake Package e. Meet with Community Managers, Superintendent, Assistant Superintendent(s), and DOE Representative f. Debrief with Community Manager at the end of the day				
7.	Team Meeting a. Observe ICRC b. Observe CM/CC Team Meeting c. Observe Cluster Meeting with CM d. Debrief with CM at the end of the day				
8.	Campus Walk Through a. Visit Community Model Units b. Attend Community Team Meeting c. Observe Treatment Team d. Observe Unit Activities/Mutual Help Group e. Debrief with CM at the end of the day				
9.	Observe ICRC Process a. Expansion Campus ICRC (9:00 a.m. – 11:30 a.m.) b. Existing Campus ICRC (1:30 p.m. -3:30 p.m.) c. Debrief with Community Manager at the end of the day				
10.	Complete Designated Online Requirements 1. Resident Rights and Prohibited Actions 2. Appropriate Professional Relationships and Interactions Among Staff and Residents 3. Recognizing and Reporting Child Abuse and Neglect for Mandatory Reporters				
11.	Attend Sunday Visitation				

DJJ- Division of Education On the Job Training Checklist

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1.	Building and School Leadership Orientation: <ul style="list-style-type: none"> a. Orientation and Building Tour/Personalized Learning Introduction b. Central Office Leadership c. Yvonne B. Miller Leadership d. Bon Air Facility Leadership e. Radio Communication Vol IV 4.1-2.08 f. Movement and Supervision of Residents Vol. IV-4.1-2.04-4.1 (application to non-security staff) Supervision during School Vol. IV-4.1-2.04-4.7R g. Classroom Visit/Time in Assigned Area (i.e. Behavior, Sped, etc.) Related Documents: Leadership Charts, Observation Tools				
2.	Personalized Learning and Professional Learning Communities Structure <ul style="list-style-type: none"> a. Personalized Learning <ul style="list-style-type: none"> I. The shifts/phases of Yvonne B. Miller master schedule II. Definition III. Benefit to students IV. Four Pillars b. Professional Learning Communities Structure <ul style="list-style-type: none"> I. Structure II. Four Questions III. LPLC/PLT/Triads Related Documents: PLC structure and organization documents				
3.	Positive Behavior Interventions System (PBIS) <ul style="list-style-type: none"> a. Introduction PowerPoint b. Creed c. Definition d. Benefit to Students Related Documents: PBIS documents				
4.	Instructional Support Positions <ul style="list-style-type: none"> a. Assessment Specialist b. Compliance Specialists(if Sped, arrange day 5 VA IEP, Goals/Data/Progress 				

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	<ul style="list-style-type: none"> c. English Learner Teacher d. Guidance e. Instructional Coach f. Instructional Technology Resource Teachers (ITRT) g. Media Center h. Post-Secondary i. Teacher Mentor <p>Related Documents: Instructional support position description</p>				
5.	<p>Classroom Observation II, Online Requirements, Reading</p> <ul style="list-style-type: none"> a. Classroom Observation II/Time in Assigned area (if Sped, see C) b. Designated Online Requirement <ul style="list-style-type: none"> 1. Resident Rights and Prohibited Actions 2. Appropriate Professional Relationships and Interactions Among Staff and Residents 3. Recognizing and reporting Child Abuse and Neglect for Mandatory Reporters c. If Sped, VA IEP, Goals, Data, Progress (Contact: Compliance)* d. Reading <ul style="list-style-type: none"> I. Games Criminals Play II. Shifting the Monkey III. Personalized Learning Texts <ul style="list-style-type: none"> 1. Personalizing 21st Century Education 2. Leading Personalized and Digital Learning <p>Related Documents: Observation Tools, DHRM website, text material</p>				

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#	Task	Completed ✓	Completed Date/Hrs.	Instructor/Supervisor Name	Instructor/Supervisor Signature
1.	Chief Nurse				
2.	Head Nurse				
3.	Supervisors				
4.	OSS:				
5.	Mandatory Draft List				
6.	Sign In/Out book/Timesheets/TAL				
7.	On Call Schedule – Providers and Supervisors				
8.	Location of Policy and Procedures Manual/S: Drive and Emails				
9.	Dress Code Vol. 4.1-1.08 Non-Security Dress				
10.	Code of Conduct/Professionalism/DJJ Mission				
11.	Medical Logbook				
12.	Calls to Resident Parent/Guardian				
13.	Daily Check to include: immunizations, labs, x-rays, court appointments etc.				
14.	Golf Cart Use				
15.	Role of Security Manager/Shift Commander				
16.	Control Center Vol IV-4.1-2.05				
17.	Role of the Security Specialist				
18.	Role of the Resident Specialist				
19.	Role of Transportation				
20.	Resident Movement Vol. IV 4.1-2.04				
21.	Radio Communication Vol IV 4.1-2.08				
22.	Physical Count Vol. IV 4.1-2.03				
23.	Key Control Vol. IV-4.1-2.18				
24.	Sharps Count Vol IV 4.3-3.04				
25.	Nurses Role in Assisting with Secure Environment				
26.	MEDICATION All Aspects				
27.	Control Drug Count HSOP Vol IV-4.3-3.05				
28.	Medication policy/procedure Mouth Check/ 7 “Rights” HSOP Vol IV 4.3-3.07-4.1-4.2				
29.	Medication Pass Times				
30.	How to: fill out MAR’s, signature sheet, refusals and PRN’s				
31.	How to complete a peer review for the MAR’s				
32.	How to fill out a Medication incident/error report sheet				
33.	Ordering Medication				

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34.	Packing/preparing meds for transfer				
35.	The process of checking in medications from the pharmacy				
36.	The process of returning medication to the pharmacy				
37.	When to renew or refill medications				
38.	When are medications removed from the cart: <ul style="list-style-type: none"> Upon Release Transfer to court Transfer to another DJJ facility Transferring between units on campus Returned to pharmacy(for credit if possible) For destruction due to D/C 				
39.	Documentation on the MAR: <ul style="list-style-type: none"> Initial the MAR/signature on the bottom of the MAR What to do for medication refusal What to do for a self-med HSOP VOL IV - 4.3 - 3.08: <ul style="list-style-type: none"> Resident signs/dates the MAR when item is given How often is a self-med given What to do when a resident is out to court Transcribing medications on the MAR				
40.	Intake Process: Which unit does what? <ol style="list-style-type: none"> Expansion Roles Clinic Roles Admission Forms: <ol style="list-style-type: none"> Upon admission the two page mini medical/mental health form Review forms to be signed upon admission 				
41.	Physical/Medical Examination: Initial Exam <ol style="list-style-type: none"> How to document on the History and Physical Transcribing incoming intake meds on the MAR <ol style="list-style-type: none"> What MD order sheet is used for intake meds Provider reviews all intake medications in their original package during the physical exam Standing orders for intake Immunizations 				

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	e. When is a DNA oral swab done f. Pregnancy test for females on admission g. Medical hold for new intakes-how long is it h. Intake Unit i. Hearing Exam j. Vision Exam				
42.	Types of profiles: Who are they sent to: 1. Medical 2. Sports 3. Dietary				
43.	Youth Care: Medical Request Slip: How often we pick them up, where are they 1. Sick calls-time stamped upon collection 2. Triage to see if there are residents in pain or that need immediate attention 3. Obtaining a set of vital signs (T, P, R, & B/P) 4. Depending on the nature of the sick call a further assessment may be necessary (c/o asthma flare-up- assess peak flow, lung sounds, O 2 sat, etc.)				
44.	Use of protocols: HSOP VOL IV - 4.3 - 4.11 1. What do I do if there isn't one that matches my sick call 2. How many times can I use a protocol before referring to a provider? 3. Procedures for referral to provider and or the clinic 4. Standing orders- HSOP VOL IV - 4.3 - 4.11 a. CHECK ALLERGIES b. Have provider sign off on all standing orders utilized 5. Good Nursing documentation 101 a. If it is not written, it is not done! b. Chart facts, not opinions c. Write in chronological order d. Good penmanship-easy to read by all e. Date, time, signature and credentials at the completion of the note				
45.	Respiratory Policy/Procedure 1. Peak Flow				

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	2. Lung evaluation/assessment 3. Pulse oximetry 4. When to call a provider 5. Do's and don'ts of administering inhalers				
46.	MD/NP orders 1. How to note an order 2. How to complete a 24 hour chart check 3. What to do if an outside appointment needs to be made, who schedules that? 4. Chronic Care Orders – copy of order to OSS 5. Orders for consults				
47.	Immunizations HSOP VOL IV - 4.3 - 4.05 1. VIIS training – as applicable 2. How do we schedule 3. Calling parents/guardian for records				
48.	Emergency Equipment HSOP VOL IV - 4.3 - 2.04 1. Where the AED's are located on campus. Instructions with the return demonstration on how to use the AED's in the facility 2. Where is the emergency located to include: Jump Bag, Oxygen, backboard, wheel chair 3. Where the emergency medication box is locate; staff will name the locations a. If you use emergency medications what do, you do to replace them. b. Expiration dates on the emergency medication box- how you exchange the box before it expires				
49.	Emergencies HSOP VOL IV - 4.3 - 4.09 1. What is the role of the Security Staff 2. What is the Nurses role 3. Who calls 911				
50.	Responding to Codes 1033- Who responds and who writes the report 1033 Medical – Who responds and who writes the report				
51.	Post Altercation 1. Assessment 2. Medical Incident Report – who is it turned in to 3. When is the next assessment				

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52.	Community Model				
53.	Expansion: what units, how many residents, location of DOE, dining hall, library, administrative offices				
54.	Central Infirmery: what happens in the CI, bed capacity, how to admit/discharge, how many units does CI serve				
55.	Admission: 1. Admission notes-progress notes 2. Assessment upon admission 3. Admission orders 4. Notification of on call provider 5. Notify Shift Commander/Supervisor/Head Nurse				
56.	Discharge: 1. Discharge Order 2. Notify Shift Commander/Supervisor/Head Nurse 3. Document in progress notes 4. Report off to the receiving unit				
57.	Laboratory 1. What labs are drawn on admission a. Phlebotomy b. Urine collection: Urine culture, 24 hour urine, different tests collected from urine, pregnancy test				
58.	Use of ICD-10 codes				
59.	DNA testing- when is it done Where are the labs sent? How do the reports come: a. Beacon lab corporation b. State lab Do I need access to Beacon lab corp? Lab Tech role				
60.	Assignment Overview: Nursing Duties per assigned shift/task Counting radios Emergency Bag lock count Sharps counts – 2 person Controlled Substance Count – 2 person				
61.	WEEK 2				
62.	Making new charts Making Release charts (CPP, Home and Detention Home)				
63.	Annual Examination: How do we get the list 1. Who schedules				

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	2. TB risk assess, PPD, hearing, vision screens 3. How to document on the PPD record – what to do if there is a positive PPD 4. Who gets the annual PE information – once completed				
64.	Release examination 1. Who schedules the exit PE 2. Casework sends the request for the Exit PE 3. Who sends the completed PE information to casework				
65.	BSU 1. How to send a referral to BSU 2. SIB monitoring on the weekends and holidays – training given by BSU				
66.	Transfers/Transportation RSI/Security Role Nursing Role 1. To other DJJ facilities 2. For special placements 3. Court and other site appointments				
67.	Employee Health Services: 1. Initial health screening 2. Annual PPD screening 3. Hepatitis Vaccine 4. Emergency Care – Example: Employee has small laceration, c/o not feeling well, B/P can be taken				
68.	Complete DHRM required online topics: 1. Resident Rights and Prohibited Actions 2. Appropriate Professional Relationships and Interactions Among Staff and Residents 3. Recognizing and Reporting Child Abuse and Neglect for Mandatory Reporters				

DJJ- Recreation Specialist On the Job Training Checklist

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1.	Welcome <ul style="list-style-type: none"> a. Orientation to the job expectations with the Community Manager b. Orientation with Community Coordinators on unit expectations and recreational needs c. Recreation Specialist will report to the assigned Community Manager at the end of the day for a Q&A review of observations and/or concerns 				
2.	Observation <ul style="list-style-type: none"> a. Observation with Recreational Staff <ul style="list-style-type: none"> 1. Supervision of unit activities 2. DOE Physical Education Class 3. Equipment inventory and documentation(Radio Communication Vol IV 4.1-2.08 and Key Control Vol IV 4.1-2.18) b. Procurement regulations and forms with the business office c. Orientation with the Medical Department to understand the recreational needs of residents with physical limitations and dietary restrictions d. The Recreation Specialist will report to the assigned Community Manager at the end of the day for a Q&A review of observations and/or concerns 				
3.	Observation Continued <ul style="list-style-type: none"> a. Shadow Recreation Staff from 11 a.m. to 8:00 p.m. observing unit movement (Movement and Supervision of Residents Vol IV 4.1-2.04), evening recreational activities, and additional residential programs b. Observe unit Treatment Teams, Mutual Help Groups, and Team Meetings c. Observe the pool area and review maintenance requirements, certification, and inspection needs d. Observe Resident Visitation 				
4.	Observation Continued <ul style="list-style-type: none"> a. Shadow Recreation Staff from 11 a.m. to 8:00 p.m. observing unit movement (Movement and Supervision of Residents Vol IV 4.1-2.04), evening recreational activities, and additional residential 				

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	programs b. Observation of ICRC process c. Orientation with the Food Service Manager or Nutritionist-Compliance to review USDA requirements, the Resident Specialist involvement in ordering snacks/food for special events etc.				
5.	Observation Continued a. Shadow Recreation Staff from 11 a.m. to 8:00 p.m. observing unit movement (Movement and Supervision of Residents Vol IV 4.1-2.04), evening recreational activities, and additional residential programs b. Recreation Specialist will report to the assigned Community Manager and Community Coordinator at the end of the day for Q&A, review of observations and/or concerns c. Complete DHRM required online topics: 1. Resident Rights and Prohibited Actions 2. Appropriate Professional Relationships and Interactions Among Staff and Residents 3. Recognizing and reporting Child Abuse and Neglect for Mandatory Reporters d. Review and discuss observations with the Assistant Superintendent e. Orientation with the Operations Manager				