



## VJCCCA Program Manual Template

Each unique program on a VJCCCA plan should have a program manual. **The information should come from the service provider.** The following is a list of the sections/elements that must be included (in accordance with 6VAC35-150-430). Any changes require written notification and approval.

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### Requirements for all VJCCCA Programs

- **Program Name**
- **VJCCCA Program Type** (*from allowable programs and services list*)
- **Program Provider/Operated By**
- **Program Coordinator/Contact Information**
- **Program Physical Location**
- **Projected Start Date**
- **Program Days and Hours of Service Delivery** (*Programs providing crisis intervention services, including but not limited to outreach detention, mental health counseling/treatment, home-based counseling, 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.*)
- **Purpose**
  - Overall Program Description
  - Is Program Evidence Based or Evidence Informed (Please provide reference)
  - Objective Assessment of the Need for the Program/Service
- **Population Served**
  - Target population
  - DJJ Case Status (e.g. prevention, diversion, pre-dispositional, post-dispositional, probation, parole)
  - Program Demographics (age, gender)
  - Program Service Area
- **Criteria for Admission**
  - Risk Level (Low, Moderate, High)
  - DAI Score (for detention alternatives if applicable)
  - Other Special Admission Criteria
  - Exclusionary Criteria, including offense(s)
- **Criteria for Measuring a Juvenile's Progress**
- **Supervision or Treatment Objectives**
- **Intake and Acceptance Procedures**
  - Overview of referral process
  - Referral Form (Attached)
  - Documents required for intake/acceptance documents
- **Rules of Conduct and Behavior Management System**
  - Attach a copy of Program Rules/Conditions (must be made available to youth/parents)
  - Describe the behavior management system with specific expectations for behavior
  - Describe the use of graduated sanctions and incentives/rewards
- **Criteria for and Procedures for Terminating Services**
  - Describe the reasons for releasing a youth from the program
  - Include program releases prior to the juvenile's successful completion of the program

- **Methods and Criteria for Evaluating Program or Service Effectiveness**
  - Annual Program Evaluation Report
  - 75% Satisfactory Completion Rate
  - Recidivism Rate Comparisons
  - Locally Defined Objectives and Outcomes
- **Drug-Free Workplace Policy**
- **Procedures Regarding Contacts with the News Media**
- **Medical Emergency Procedures**
- **Human Research Procedure, if Applicable**
- **Physical Restraint Procedure, if Applicable**
- **Safety Measure Procedures, if Services are Provided in the Home**
- **Include the Following Templates:** Individualized Service Plan; Progress Reports; Contact Sheets (if applicable); letters to youth, family, court; Rules of Program; Release forms, Referral Forms, Program Curriculums, attendance sheets, and other applicable forms
- **Background Checks**
  - Staff Title and Position
  - Provide job description and certifications/licensure (if applicable) of staff providing service
  - Certification of Background Checks form
- **Programmatic Overview**
  - Program length/duration
  - Number of service delivery hours per day/week (Number of contacts with youth)
  - Daily schedule
  - Specific individual and/or group interventions delivered
  - Staff to youth ratio
  - Program maximum of participants
  - Models of Intervention (Approaches, Strategies)
- **Program Budget**
  - Total budget for program/service
  - Portion of above budget from state VJCCCA funds
  - Other funding streams if applicable
  - Rate(s) established for service units (e.g., per sessions/day/contact/course)

### **Additional Requirements For Prevention Programs**

- **Approved DJJ Assessment Tool**
  - Plans for administration and a sample of the tool
- **Data Collection**
  - Plans for tracking and reporting

### **Additional Requirements For Residential Programs**

- **School**
  - School arrangement for residents (e.g., in-house school or local school)
  - Daily plan for residents currently expelled, on homebound status, or home schooled
- **Licensing/Regulatory Authority:**
  - List agency that licenses program and contact person with that agency
  - Date of last audit and current licensing/regulatory/audit status