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| <div><br/><b>COLORADO</b><br/><b>Division of Youth Services</b></div> | <b>POLICY S-17-21</b>  | <b>PAGE NUMBER</b><br>1 OF 5 |
|  | <b>CHAPTER:</b> Programs and Services  |                              |
|  | <b>SUBJECT:</b> Growth and Change Programs   |                              |
|  | <b>EFFECTIVE DATE:</b> February 15, 2023   |                              |
|  | <div><br/><b>Anders Jacobson, Director</b></div> |                              |
| <b>THIS POLICY RELATES TO:</b><br><br>Detention Youth Centers<br>Treatment Youth Centers   |  |                              |

I. **POLICY:**

An Individual Growth and Change Program may be provided for youth with individualized needs requiring care or who engage in violent or assaultive behaviors. Youth on an Individual Growth and Change Program may be provided alternative programming which is justifiably related to their security risk, safety, or special needs. The placement of youth in an individualized program is for the purpose of promoting and supporting safe behavior, or for assisting youth requiring specialized care. The Individualized Growth and Change Program is intended to be restorative and support positive growth and change through skill development.

A Group Growth and Change Program may be administered for a group of youth who engage in unsafe behaviors, establishing, re-establishing, maintaining, and/or promoting compliance with program expectations. Youth in a Group Growth and Change Program may be provided alternative programming which is justifiably related to their security risk and safety concerns.

Individual Group Growth and Change Programs and Group Growth and Change Programs shall not be used as punitive interventions.

II. **KEY TERMS:** See the Division of Youth Services website for detailed definitions.

 [DYS Policy Key Terms](#)

A. Collaborative Review Team (CRT)

B. Individual Growth and Change Program (IGCP)

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C. Group Growth and Change Program (GGCP)

III. ASSOCIATED FORMS:

- A. [Critical Information Advisement Form](#)
- B. [Group Growth and Change Program Template](#)
- C. [Individual Growth and Change Program Template](#)
- D. [RJ Checklist and Guidelines for Practice](#)

IV. PROCEDURES:

- A. Criteria/Prerequisites for Individual Growth and Change Programs (IGCPs).  
The decision to place a youth on an IGCP shall be based on the continuum of behavioral needs, the safety of the youth, and other factors. EXAMPLES OF REASONS YOUTH THAT MAY BE PLACED ON AN IGCP INCLUDE:
  - 1. Youth with individualized needs, requiring accommodations, resources, or support to meet programming expectations.
  - 2. Youth who are considered high escape risk due to an established pattern of escape attempts or current threats to escape.
  - 3. Youth who have established a documented pattern of dangerous or violent behavior and pose a safety risk of assaultive behavior, or physical harm to self or others.
- B. Participants and the Development of the Individual Growth and Change Program.
  - 1. The youth center shall utilize a Collaborative Review Team (CRT) in the development of all IGCPs. An invitation shall be made to the identified CRT members with efforts to include family members.
  - 2. The youth's parent/legal guardian shall be contacted to inform them of the decision to develop an IGCP, the basis for the decision, and to extend an invitation to future staffing(s).
  - 3. Unless security considerations prohibit, the youth shall be present at the development and review of the IGCP and may make statements or present written information. In situations where security considerations prohibit the youth's presence at the staffing, any written information provided by the youth shall be reviewed by the CRT.

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4. If at the conclusion of the meeting, the CRT determines that an IGCP is appropriate, the IGCP development shall include at a minimum all of the following:
  - a. Input from the youth.
  - b. Precipitating events and previous interventions.
  - c. Youth's strengths and resources.
  - d. Youth's needs.
  - e. Target behaviors.
  - f. Replacement behaviors and skills.
  - g. Individual assignments.
  - h. Individual measurable objectives.
  - i. Progressive plans to return to programming.
  - j. A collaborative process that uses restorative principles and practices.
5. The youth shall have access to, or know how to access, their IGCP.
6. The IGCP shall be written and/or communicated in a language that is understandable by the youth based on their cognitive and developmental ability.
7. Supportive counseling and teaching efforts will be utilized to help the youth succeed.

C. Notifications and Review of the Individual Growth and Change Program:

1. After the IGCP development, notifications shall be made to the CRT and all of the following:
  - a. Youth.
  - b. Parent/guardian.
  - c. Client manager/case worker.
  - d. Youth center administrator.

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- e. Clinical director, if applicable.
  - f. School, if applicable.
- 2. A copy of the IGCP shall be given to the youth, and to the unit employees, and entered into the electronic database. A copy of the program may be placed in the case file.
- 3. The CRT shall review the IGCP, at a minimum weekly. Progress, regression, or removal shall be based on the successful completion of individual measurable objectives demonstrated behavioral achievements and restorative activities.
  - a. Weekly reviews shall be entered into the electronic health record (EHR) by a behavioral health specialist employee in the IGCP section. A copy of the program may be placed in the case file.
  - b. If changes are made to the IGCP, a copy shall be given to the youth, and to the unit employees, and entered in the EHR by a behavioral health specialist employee in the IGCP section. Otherwise, a copy of the program is placed in the case file.
- 4. A daily summary of behaviors and youth's participation in the IGCP shall be entered by a direct care employee into the Colorado Trails Database.
- D. Transfer, Release, or Admission While on an Individual Growth and Change Program: Upon a transfer of youth on an IGCP, the communication of the IGCP will be on the Critical Information Advisement Form.
  - 1. If the youth is admitted on an IGCP a CRT and/or youth center director or designee shall review to determine if the program is currently necessary and applicable as soon as possible or within 72 hours.
  - 2. The receiving youth center shall collaborate with the sending youth center regarding the implementation of modifications to the IGCP.
- E. Criteria/Prerequisites for Group Growth and Change Programs (GGCPs):
  - 1. All programs and services outlined in (A) and (B) of DYS POLICY S-17-1 SCOPE OF PROGRAMS AND SERVICES shall occur unless there is determined to be an imminent safety and security risk. GGCPs shall occur only in the specific programs/services impacted by the safety and/or security risk.

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2. Requests for GGCPs may be initiated at the unit, pod, or administrative level and must be approved by the YOUTH CENTER director or designee.
3. Requests for a GGCP shall include DOCUMENTATION OF the following:
  - a. Current behaviors being displayed.
  - b. Steps taken to reduce behaviors.
  - c. Anticipated duration on the GGCP.
  - d. Time frames for reviews of the GGCP, which shall occur at least once every 24 hours.
  - e. Measures that shall be taken to return to normal programming.
4. All instances of GGCPs shall include at a minimum all of the following:
  - a. All information outlined in DYS POLICY S-17-1 SCOPE OF PROGRAMS AND SERVICES section 4(a)-(e), to include the name of the person who approved the request.
  - b. The objectives and goals of the GGCP.
  - c. On-going reviews of the GGCP.
  - d. Documentation associated with the return to normal programming, to include all of the following:
    - i. Time and date.
    - ii. Justification.
    - iii. The person approving the return to normal programming.
5. PRIOR TO IMPLEMENTATION, YOUTH CENTER ADMINISTRATION SHALL SUBMIT ALL DEVELOPED GGCPs TO A DIRECTOR OF YOUTH CENTER OPERATIONS OR AN ASSOCIATE DIRECTOR. IF THE GGCP IS IMPLEMENTED OUTSIDE OF NORMAL BUSINESS HOURS, YOUTH CENTER ADMINISTRATION SHALL ALSO CONTACT THE CRITICAL ON-CALL LINE FOR NOTIFICATION THAT THE GGCP IS GOING INTO PLACE.
6. The DIRECTOR OF YOUTH CENTER OPERATIONS shall be notified DAILY of THE GROUP'S PROGRESS and the documentation shall be maintained on-site for quality assurance review.