

ABUSIVE SEXUAL CONTACT

Within the provisions of the Bureau of Justice Statistics' Survey on Sexual Violence, this includes contact of any person without consent, or of a person who is unable to consent or refuse and intentional touching, either directly or indirectly through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person. This definition excludes incidents in which the intent of the contact is to harm or debilitate rather than sexually exploit.

ACCESS CONTROL DEVICE

Keys, cards and security devices that allow entry to and exit from a secure area.

ACCIDENT

An unintended, unforeseen, unexpected unpleasant event or occurrence to youth due to horseplay, daily activities, or recreation that results in personal injury, loss or damage. Such actions may occur as a result of actions by another youth, staff, volunteer or visitor.

ACTING OUT

Any behavior that causes harm to the self, others or the community.

ADMINISTRATIVE REVIEW

Documented review of facts and circumstances justifying isolation or confinement by a manager or supervisor who is above the level of the manager or supervisor who initially approved the isolation or confinement.

ANTISOCIAL THOUGHTS

Views, attitudes and values that a person holds that are against societal norms and laws.

APPEAL

Request to have the initial response to a grievance or due process hearing reviewed by facility administration.

ASSAULT

Any instance in which a youth or staff member is involved in a physical conflict with another individual(s), even if no one is injured. This includes provoked and unprovoked attacks and sexual assaults. Distinction is made between assaults and fights where fights are defined as mutually instigated attacks.

ASSESSMENT

An examination, more comprehensive than a screening, performed on each newly admitted youth soon after arrival to the facility. Assessment may include a review of relevant screening instruments, behavior observations, record review, and oral interview as well as other examination protocols and instruments.

AUTHENTICATE

To verify the identity of a user, device or other entity in a computer system, often as a prerequisite to allowing access to resources in a system.

AWARD BASIS

Criteria for extent of a reward; can be youth, group, team, living unit, facility or other.

BEHAVIOR

Observable act or performance by a youth; may be positive or negative.

**BEHAVIOR
MANAGEMENT
ROOM**

Room approved by the Bureau of Children and Adult Licensing (BCAL) for isolation or confinement of a youth under approved conditions.

**BEHAVIORAL
HEALTH**

Includes mental health and substance abuse treatment services.

**BEHAVIORAL
HEALTH
PROFESSIONAL**

A licensed mental health or substance abuse professional.

BEST INTERESTS

DHS determines the best interests of state wards; the committing court determines the best interests of court wards.

BEST PRACTICE

A technique or methodology that, through experience and research, has been proven to reliably lead to a desired result.

BODY CAVITY

The interior of the human body not visible by normal observation, being the stomach or rectal cavity of a person and the vagina of a female person.

**CARE
MANAGEMENT
ORGANIZATION
WORKER**

An employee of an agency under contract to Wayne County to provide services to Wayne County youths under the jurisdiction of the Wayne County Department of Children and Family Services.

CASE MANAGER

As applied to education, a certified special education teacher or other qualified professional responsible for the oversight and implementation of a youth's individualized education program.

**CHAIN OF
CUSTODY**

Procedures to account for the integrity of each piece of evidence by tracking its handling and storage from point of collection to final disposition of the criminal or civil case.

**CHARGE BACK
REPORT**

Information submitted monthly to the local offices, family courts and the county treasurers regarding the number of state ward youth, the number of days in care and the amount of county reimbursement due the DHS.

**CENTRAL
REGISTRY**

A list of perpetrators of child abuse and neglect.

CHILD ABUSE

Harm or threatened harm to a child's health or welfare that occurs through accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment, by a parent, a legal guardian or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide or a member of the clergy.

CHILD NEGLECT

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.
- Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian or any other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

**CHILD WELFARE
TRAINING
INSTITUTE**

Organization within DHS responsible for providing training in matters including child protective services, foster care, adoption and juvenile justice.

**CHILDRENS
PROTECTIVE
SERVICES**

A program within the Department of Human Services mandated to protect the health and welfare of children by investigating alleged reports of child abuse or neglect, providing adequate services to protect them from further harm and identifying the cause of children's deaths, when possible.

**CLEAR AND
CONVINCING
EVIDENCE**

Evidence which produces a firm belief as to the truth of the allegations sought to be established; evidence so clear, direct, weighty and convincing as to enable the fact finder to come to a clear conviction, without hesitancy, of the truth of the precise facts at issue.

**CLIENT INTAKE
SUMMARY**

Data file located in the Juvenile Justice Information System.

**CLOSE
OBSERVATION
(LEVEL TWO)**

The youth is monitored by staff at staggered intervals not to exceed 15 minutes. This observation is to be documented at no more than 15 minute intervals.

**COMMUNICABLE
DISEASE**

Any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, vector or through the inanimate environment.

**COMMUNICATION
DEVICES**

Communication devices include, but are not limited to pagers, beepers, cellular telephones, personal digital assistants and radio wave transceivers.

**COMMUNITY
MENTAL HEALTH
SERVICES
PROGRAM**

The agency designated by the Michigan Department of Community Health to coordinate mental health services for a particular geographic area.

COMPETENCY

The knowledge and skills needed to meet job responsibilities.

**COMPLETE
SEARCH**

A complete visual inspection of the external physical body of a youth and a thorough examination of clothing and other items possessed by the youth.

**COMPUTER-
AIDED
INSTRUCTION**

A means of helping youth master cognitive (academic) skills through interactive computer programs; instruction is divided into the following components:

- Contents - materials or coursework for instruction.
- Logging function - a record of instruction.

**CONFIDENTIAL
INFORMATION**

Information of a private nature that is protected by law from public disclosure.

CONFINEMENT

Placement of a youth in their sleeping room or other locked space outside of normal/regular sleeping hours for 15 minutes or more.

**CONSTANT
OBSERVATION
(LEVEL THREE)**

The youth is in clear line of sight of a staff member on a continuous, uninterrupted basis during waking and sleeping hours. This observation must be documented at least every five minutes.

**CONSTANT
SUPERVISION**

The youth is in clear line of sight of a staff member on a continuous, uninterrupted basis during waking and sleeping hours.

CONTRABAND

Any item found within a facility that is illegal by statute or expressly prohibited by the administrators of the facility.

**CONTROLLED
SUBSTANCE**

A drug or chemical substance whose possession and use are regulated under the Controlled Substances Act.

**COORDINATING
AGENCIES**

Government and quasi-government organizations that can provide community services to meet the youth's needs.

**CORRECTIVE
ACTION PLAN**

A step-by-step written plan of action and schedule for resolving deficiencies.

**COUNSELING
SERVICES**

Interactions between youth and family planning providers to enhance the quality of decision-making by relating information on specific family planning methods to the youth's personal circumstances and helping youth weigh the advantages and disadvantages of the methods.

COUNTS

Documented counts of youths by direct care staff at prescribed times, following certain events and/or at random intervals.

**COURT ORDERED
PAYMENTS**

Restitution to the court and/or victim of an offense, reimbursement for the costs of care, court fees, fines, child support payments and

all other monetary obligations of the youth ordered by the court of jurisdiction.

**COURT OF
JURISDICTION**

The court that committed or placed the youth under the care and supervision of the department.

COURT WARD

Youth accepted for care and supervision by the DHS; the court retains jurisdiction for reviews, violations and discharge from wardship.

**CRISIS
INTERVENTION
CONTINUUM**

BJJ approved instrument that matches staff intervention to the assessed level of youth behavior, designed to enhance safety and the youth's ability to de-escalate and self regulate behavior.

**CRITICAL
INCIDENT**

Term includes, but is not limited to, the death, serious injury or illness requiring hospital treatment of a youth or employee, a high profile escape, allegations of any sexual activity or romantic relationship between staff and youths, allegations of physical or sexual abuse of a youth by staff, police complaint filed against a youth, hostage situations, riots, disturbances, fires, allegations of employee fraud, misconduct or breach of security, the arrest or warrant for arrest of an employee on a felony charge, and a misdemeanor arrest or warrant for arrest that may affect the employee's efficacy in their assigned duties.

**CURRENT
CERTIFICATION**

Up-to-date proof of successful completion of American Red Cross training in first aid and American Red Cross or American Heart Association training in age appropriate cardiopulmonary resuscitation.

CURRICULUM

A comprehensive overview, including activities planned for delivery to the students, the scope of content, the sequence of materials, interpretation and balance of subject matter, and motivational, instructional and assessment techniques to be used.

CUSTODY

Legal relationship established by court order in which one party is given legal authority and responsibility for the physical care of an individual.

DE-ESCALATION

An approach to conflict resolution and reducing tension during the discussion of controversial topics. Also a reduction in security level.

DENTAL EXAMINATION

The close inspection of the teeth and tissues of the mouth using physical assessment, radiographs and other diagnostic aids.

DENTAL SCREENING

Procedure performed to determine the need for a comprehensive dental examination.

DEOXYRIBO-NUCLEIC ACID

A nucleic acid that contains the genetic instructions for the biological development of a cellular form of life or a virus.

DESIGNATED BEHAVIORAL AUTHORITY

Individual designated by the facility director to provide oversight and coordinate behavioral health service delivery at a residential facility.

DETOXIFICATION

The process an individual goes through when withdrawing from alcohol or other drug.

**DHS ALERT
SYSTEM**

An automated message system on the DHS intranet that notifies the Office of Communications and a pre-established group of DHS managers about an incident, child death, escape, or other situation that may attract media attention or require some special attention by DHS management.

**DIAGNOSTIC AND
STATISTICAL
MANUAL OF
MENTAL
DISORDERS, IV**

The handbook used most often in diagnosing mental disorders in the United States and internationally.

**DIRECT CARE
STAFF**

Staff members who have routine contact with youth, including youth specialists, youth aides, teachers, chaplains, group leaders, social workers, counselors, nurses, and other staff who supervise the youth.

**DISABILITY
(UNDER SECTION
504)**

Youth who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record of such an impairment.
- Is regarded as having such impairment.

**DISCIPLINE
RESPONSE
SYSTEM**

Series of progressive responses imposed on youth exhibiting inappropriate behaviors.

DISCRIMINATE

An unlawful and intentional act of unfair treatment of a person based on class or category.

**DNA
IDENTIFICATION
PROFILING**

A validated scientific method of analyzing components of deoxyribonucleic acid molecules in a biological specimen to determine a match or a non-match between a reference sample and an evidentiary sample.

DUE PROCESS

Activities to ensure the legal rights and fair treatment of a youth.

**DUE PROCESS
HEARING FOR A
MAJOR OFFENSE
VIOLATION**

Youth has the opportunity to be heard by an impartial person having the authority to release the youth. The hearing process includes all of the following:

- Prior notice to the youth.
- The opportunity to present evidence or witnesses.
- The opportunity to be represented by a non-involved staff member.
- The opportunity to make a statement and the ability to appeal the decision of the due process officer.

**DUE PROCESS
HEARING FOR
BEHAVIOR
MANAGEMENT**

A youth is provided a meaningful opportunity to be heard before a person having authority to release the youth; is informed of the reason why the youth is in a behavior management room; and is informed of the actions that the youth must take to be released from the behavior management room.

**DUE PROCESS
OFFICER**

Impartial person appointed by the facility director to facilitate a due process hearing that assures the fair and impartial treatment of the youth.

**DUE PROCESS
PROCEEDING**

Formal or informal process to ensure a youth's due process rights are protected.

**EDUCATION
DEVELOPMENT
PLAN**

Collection of information from academic assessments, vocational assessments, interest surveys and portfolio development that outlines the goals and coursework a general education student intends to complete to prepare for postsecondary/transition activities.

**EDUCATION
RECORDS**

Include, but are not limited to, all of the following documents:

- Individualized education program reports.
- Multidisciplinary education team evaluation.
- Academic transcript - A cumulative record of a youth's courses and grades.
- General equivalency diploma examination results.
- Exit reports –DHS-1026.

**ELECTIVE
SURGERY**

A planned, non-emergency surgical procedure.

EMERGENCY

A sudden unforeseen crisis that may include but is not limited to bomb threat/device, chemical spill (including outside spill requiring evacuation), fire, tornado, forest fire (where applicable), snow emergency, flood, extreme heat, hostage situations, armed intruders and emergency evacuation.

**EMERGENCY
MEDICAL
TREATMENT**

Treatment for an acute illness or unexpected health care need, including medically necessary orthodontic services, requiring immediate medical attention.

ENCRYPTION

The process of transforming data to an unintelligible form in such a way that the original data either cannot be obtained (one-way encryption) or cannot be obtained without using the inverse decryption process (two-way encryption).

EQUITY

Justice administered according to fairness as contrasted with the strictly formulated rules of common law.

ESCALATION

Court ordered increase in the youth's security level or an increase in negative behavior.

ESCAPE

To flee from custody or supervision of an institution, training school, detention center, from someone assigned to supervise the youth, and the unlawful departure of a youth from an institution or from custody while being transported, or failure to return to the facility when required.

ESCAPE RISK

Subjective assessment of the likelihood of a youth's escape based on factors including but not limited to:

- Previous actual or attempted escape.
- Offense(s) while in escape status.
- Verbal or written expressions of intent to escape.
- Means to support or encourage escape.
- Escape provides proximity or access to victim.
- Recent traumatic life event.
- Short time in program, low program level, slow program progress or reversal of progress.

**EVALUATION
REVIEW**

A required procedure for determining if the reevaluation of a youth's disability is required. The individual education program team, and other qualified professionals conducts the evaluation review. If an evaluation is needed, a multidisciplinary evaluation team is recommended to provide this service.

EVIDENCE-BASED

Approaches deemed as effective based on empirical data, gathered in a scientifically controlled manner.

**EXHIBITING
DANGEROUS
BEHAVIOR**

Action that threatens the physical health and/or safety of the youth or other people.

**EXTRINSIC
MOTIVATION**

Motivation comes from factors physically outside of the youth; includes incentives and privileges.

FACILITY REVIEW

Comprehensive quality assurance review conducted to determine compliance with policy, selected licensing rules, and facility standard operating procedures.

**FACILITY REVIEW
REPORT**

Written findings of the quality assurance team prepared subsequent to each facility review.

**FACILITY
TRAINING
COORDINATOR**

A facility staff member responsible for working with Child Welfare Training Institute staff to coordinate training functions.

FACILITY VISIT

Consists of interviews/surveys with youths or staff, record/documentation review, and/or observations of facility routine/tours that is often associated with a specific area of interest such as safety and security, medical management or education.

**FAMILY
PLANNING**

Use of interventions designed to regulate the number and spacing of children within a family.

**FEEDBACK
CHANNELS**

A means for interactive human support.

FELONY

A violation of a penal law of this state, another state or the United States for which the offender, upon conviction, may be punished by death or by imprisonment for more than one year or an offense expressly designated by law to be a felony.

**FETAL ALCOHOL
SPECTRUM
DISORDER (FASD)**

An umbrella term describing the range of effects that can occur in an individual who was prenatally exposed to alcohol. These effects may include physical, mental, behavioral, and/or learning disabilities with lifelong implications. FASD is not a diagnostic term used by clinicians. It refers to specific conditions such as fetal alcohol syndrome (FAS), alcohol-related neurodevelopmental disorder, and alcohol-related birth defects. Diagnostic criteria for FAS are prenatal alcohol exposure, prenatal or postnatal growth deficiencies, a certain pattern of facial features in childhood and central nervous system damage.

FIGHT

A subcategory of youth on youth assault, a mutually instigated assault between two or more youth.

FINAL RESPONSE

Decision of the facility director or designee on a first level response to a grievance that has been appealed by the youth or family member.

FIRST AID

The immediate and temporary aid provided to a sick or injured person until medical treatment can be provided.

FIRST AID KIT

A collection of supplies and equipment for use in giving first aid, particularly in a medical emergency.

FIRST LEVEL RESPONSE

Response from the person who has been designated by the facility director or designee to provide the initial response to a grievance filed by a youth or family member.

FLIP CHART

A set of papers hinged at the top or side that can be flipped to present information sequentially, such as facility emergency response plans.

GENDER-RESPONSIVE PROGRAMMING

Programs and services that are guided by the identity and developmental processes of a specific gender.

HAZARDOUS MATERIALS

Term includes, but is not limited to, all of the following:

- Toxic or poisonous materials such as bleach, ammonia or pesticides.
- Caustic materials such as lye or tannic acid.
- Flammable and combustible materials such as gasoline, kerosene or cleaning solvents.

**HEALTH
ASSESSMENT**

A standardized, normed, and validated protocol for determining the medical status of an individual youth.

**HEALTH CARE
FACILITY**

Hospital or other facility licensed to provide in-patient health treatment, counseling or rehabilitative services.

**HEALTH CRISIS
SERVICES**

Services provided for serious injury or illness.

**HEALTH
EVALUATION**

Includes a review of available medical records, a medical history, and a physical examination.

**HEALTH
SCREENING**

A system of structured inquiry and observation designed to prevent newly-arrived youths who pose a health or safety threat to themselves or others from being admitted to the general population. The first interview, observation and testing of youth about overall health: medical history, use of drugs or alcohol, allergies and current health status.

HEPATITIS A

An acute, usually benign, hepatitis that is transmitted through food and water contaminated with fecal matter; also called infectious hepatitis liver.

HEPATITIS B

A sometimes fatal hepatitis that tends to persist in the blood serum and is transmitted especially by contact with infected blood or other bodily fluids, also called serum hepatitis.

**HIGH RISK
BEHAVIOR**

Any activity having a high probability of unprotected contact with the blood or other body fluid of another person.

**HUMAN
IMMUNODEFICIENCY
VIRUS**

A retrovirus that causes immune system failure and debilitation and is often accompanied by cancers as well as secondary infections such as tuberculosis.

**IDENTIFIED
OFFENSES**

Offenses listed in the DNA Identification Profiling System Act requiring sample submission including:

- Juvenile, probate and family division of the circuit court adjudications:
 - Assault with intent to murder, MCL 750.83.
 - Attempted murder, MCL 750.91.
 - Murder I, MCL 750.316.
 - Murder II, MCL 750.317.
 - Manslaughter, MCL 750.321.
 - Kidnapping, MCL 750.349 (including an attempted violation).
 - Criminal sexual conduct I, MCL 750.520b (including an attempted violation).
 - Criminal sexual conduct II, MCL 750.520c (including an attempted violation).
 - Criminal sexual conduct III, MCL 750.520d (including an attempted violation).
 - Criminal sexual conduct IV, MCL 750.520e (including an attempted violation).

- Assault with intent to commit criminal sexual conduct, MCL 750.520g (including an attempted violation).
- Disorderly person – Window Peeper, MCL 750.167(1)(c) or (f).
- Indecent exposure, MCL 750.335a.
- Criminal division of the circuit court convictions:
 - Any felony.
 - Enticing a child for immoral purposes, MCL 750.145a.
 - Disorderly person by window peeping, engaging in indecent or obscene conduct in public, or loitering in a house of ill fame or prostitution, MCL 750.167(1)(c), (f), or (i).
 - Indecent exposure, MCL 750.335a.
 - First and second prostitution violations, MCL 750.451.
 - Leasing a house for purposes of prostitution, MCL 750.454.
 - Female under the age of 17 in a house of prostitution, MCL 750.462.

ILLEGAL DRUGS/SUBSTANCES

Non-prescribed and other substances whose use, possession and distribution is prohibited under the Controlled Substances Act.

IMPAIRMENTS

Include, but are not limited to:

- Psychological disorders.
- Cosmetic disfigurements.
- Anatomical loss.
- Cognitive delay.
- Mental illness.
- Attention deficit disorders.
- Acquired Immune Deficiency Syndrome.
- Human Immunodeficiency Virus positive.

**INDECENT
EXPOSURE BY A
STAFF MEMBER,
CONTRACTOR,
OR VOLUNTEER**

Under rules proposed by the US Department of Justice to implement the Prison Rape Elimination Act, indecent exposure by a staff member, contractor, or volunteer means the display by a staff member, contractor, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of a youth.

Note: Male lifeguards in swimming suits are an authorized exception to prohibitions against the display of breasts.

INDIGENCE

A person has insufficient personal funds.

**INDIVIDUALIZED
EDUCATION
PROGRAM**

A description of the educational program designed to meet a youth's unique needs.

**INDIVIDUALIZED
EDUCATION
PROGRAM TEAM**

Group responsible to determine a youth's special education eligibility. The team also designs the youth's educational program to address specific educational needs and/or transitional life goals. A meeting is conducted annually or at irregular intervals due to change of youth's status, parental request or new placement/services. The membership of the team includes special and general education teachers, a qualified educational representative, other mandated professionals, parents and the youth.

**INFORMED
CONSENT**

Voluntary agreement given by a person or a patient's responsible proxy (for example, a parent or guardian) for participation in a treatment regimen involving psychotropic medications after being informed of the purpose, benefits, specific risks and most common

adverse effects. The person giving consent has the right to withdraw their consent at any time. Informed consent is given individually for each psychotropic medication prescribed.

INITIAL SERVICE PLAN

A presentation of factual and assessed information about the youth and the youth's family written by the juvenile justice specialist; see JJG Glossary, Initial Service Plan.

INITIAL TREATMENT PLAN

Records the youth's assessment information, program adjustment, placement-planning information, functional independence, and transitional planning services recommendations; must be completed within 30 days of admission to a treatment facility.

INJURY

Any instance in which a youth, staff, visitor or volunteer is hurt even if treatment is not provided.

INTERNET CRIMINAL HISTORY ACCESS TOOL

Web-based application that allows the user to search public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors and courts in all 83 Michigan counties.

INTOXICATION

The quantity of alcohol or other drug that a person consumes exceeds the individual's tolerance for alcohol or other drug and produces behavioral or physical abnormalities.

**INTRINSIC
MOTIVATION**

Motivation is developed within the youth's thought process and may or may not be a function of provided incentives.

INVENTORY

Term includes:

- A current list of materials, medications, keys or tools.
- Documented process by which staff ensures materials, medications, keys or tools are present.

ISOLATION

Placement of a youth in a behavior management room for 15 minutes or more. The behavior management room is other than the room to which the youth is assigned or in which the youth normally sleeps. Isolation can occur in locked or unlocked rooms.

**JUVENILE
JUSTICE
INFORMATION
SYSTEM**

An automated data collection and case management information system designed to track and record activities of youth within the juvenile justice system including court, detention and DHS public or private placements. This system is also referred to as Juvenile Justice Online Technology.

**JUVENILE
JUSTICE
SPECIALIST**

The services worker assigned by a DHS county office to a particular youth; see JJJ Glossary, Juvenile Justice Specialist.

**LAW
ENFORCEMENT
AGENCY**

The police department of a municipality or township where the facility is located, sheriff's department having jurisdiction where the facility is located or the nearest state police post.

**LAW
ENFORCEMENT
INFORMATION
SYSTEM**

A communication system for law enforcement agencies containing information on such things as personal protection orders, pretrial release conditions in criminal cases and outstanding arrest warrants.

**LEAST
RESTRICTIVE
ENVIRONMENT**

To the maximum extent appropriate, youth with disabilities, including youth in public or private institutions or other care facilities, are:

- Educated with youth who are not disabled.
- Only in special classes, provided separate schooling, or otherwise removed from the regular educational environment when the nature or severity of the disability of a youth is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

**LEAVE OF
ABSENCE**

An approved leave from a residential treatment facility involving at least one overnight stay without facility staff supervision in a community setting such as a family home, prospective community justice center, hospital, other residential facility or supervised independent living arrangement.

**LEGAL
GUARDIAN**

A person who has the legal authority and the corresponding duty to care for the personal and property interests of another person.

**LEISURE
ACTIVITIES**

Non-compulsory activities which are entertaining or restful free time and non-work related.

**LICENSED
MEDICAL
PROFESSIONAL**

A professional licensed to carry out medical procedures.

LIFE SKILLS

Intrapersonal skills critical for a youth's successful reintegration to community, and include:

- Coping with stress.
- Organization and planning.
- Conflict resolution.
- Problem-solving.
- Time management.
- Self-esteem.
- Aggression replacement training.
- Effective communication.
- Controlling impulsive behavior.
- Avoiding addictive behaviors.
- Parenting skills.
- Dealing with feelings.
- Employability skills.
- Independent living skills.
- Leisure/recreational activities.
- Hygiene and grooming.
- Decision making.

LOCAL ENTITY

Village, city or township in which the facility is located.

LOCKED BOX

A container having a letter-sized opening that is secured by a lock, padlock, electronic or other locking mechanism that can only be opened by a staff member designated by the facility/center director or designee.

**MAJOR LIFE
ACTIVITIES**

Include:

- Learning and caring for oneself.
- Performing manual tasks.

- Walking.
- Seeing.
- Hearing.
- Speaking.
- Breathing.
- Working.

MAJOR OFFENSE

Offenses by a youth which affect the safety and security of youth, staff and/or the community. Such offenses include any act which would be a crime if committed by an adult, possession of an actual or potentially dangerous weapon, tampering with an electronic tether or similar security device or possession of a facility key or access card. Attempt, solicitation and conspiracy to commit a crime are treated the same as if the offense was completed.

**MAJOR RULE
INFRACTION**

Violation of rules and policies where the magnitude is such that the agency has been undermined or where the act is so serious that employment cannot be continued.

MALTREATMENT

Treatment of a youth that involves cruelty or suffering that a reasonable person would recognize as excessive.

MANDATED REPORTER

Includes:

Audiologist	Certified social worker	Dentist	Eligibility specialist	Family independence manager
Family independence specialist	Law enforcement officer	Licensed professional counselor	Marriage and Family Therapist	Medical examiner
Member of the clergy	Nurse	Person licensed to provide emergency medical care	Physician	Physician’s assistant
Psychologist	Registered dental hygienist	Regulated child care provider	School administrator	School counselor
School teacher	Social services specialist	Social work specialist	Social work specialist manager	
Social Worker	Welfare services specialist	Licensed master’s social worker	Licensed bachelor’s social worker	Registered social service technician
Social services technician				

BJJ interprets the term mandated reporter to also include:

- Youth aides.
- Youth specialists.
- Youth group leaders.
- Clinical social workers.
- Shift supervisors.
- Program managers.

MANDATORY TESTING

Obtaining body fluid specimens for testing as required by court order or treatment plan.

MARKING PERIOD

Two six week periods within a semester.

**MASSACHUSETTS
YOUTH
SCREENING
INSTRUMENT-
SECOND
VERSION**

A mental health screening tool to assist juvenile justice facilities in identifying youth 12-17 years old who may have special mental health needs requiring immediate attention.

**MATERIAL
SAFETY DATA
SHEETS**

Product safety information sheets prepared by manufacturers and marketers of products containing toxic chemicals.

**MECHANICAL
ADVANTAGE
CONTROL HOLD
(MACH V)**

Five techniques of physical control used by Michigan law enforcement agencies and adult and juvenile corrections across the country and adopted by the Bureau of Juvenile Justice.

**MECHANICAL
RESTRAINTS**

Metal, leather, or cloth devices designed to restrict a youth's movement to prevent physical harm, property damage or escape.

**MEDICAL
INFORMATION**

All information collected to ensure the health of a youth.

**MEDICAL
RECORD**

Separate record of medical information maintained by qualified medical staff that includes:

- The completed receiving screening form.
- Health appraisal data form including history of immunizations.
- All findings, diagnoses, treatments, plans and dispositions.

- Prescribed medications and their administration log.
- Laboratory, x-ray and diagnostic studies.
- Consent, refusal and waiver forms.
- Release of information forms.
- Health services' reports.
- Progress notes.
- Psychiatric and psychological screenings, assessments, and reports.
- Dental records including x-rays, screenings, examinations, treatments and cleanings.
- Consultant reports.
- Master problem list.
- Signature and title of record author.
- Place, time and date of health encounters.
- Discharge/transfer summaries.

MEDICAL STAFF

Physician, nurse or physician approved trained staff member designated to provide and/or monitor physical health related services at a facility.

MENTAL HEALTH PROFESSIONAL

An individual licensed in Michigan who is trained and experienced in the area of mental illness or developmental disabilities and who is one of the following:

- A physician licensed to practice medicine or osteopathic medicine and surgery.
- A psychologist.
- A registered professional nurse.
- A master's social worker.
- A professional counselor.
- A marriage and family therapist.

**MICHIGAN
EDUCATIONAL
ASSESSMENT
PROGRAM**

A Michigan Department of Education program that evaluates the youth's knowledge of the Michigan Core Curriculum in math, science, writing, reading, and social studies.

**MICHIGAN
PROTECTION AND
ADVOCACY, INC.**

Agency designated by the governor as the federally mandated protection and advocacy system for Michigan.

**MICHIGAN
REHABILITATION
SERVICES**

Community based organization, that is part of the Michigan Department of Labor and Economic Growth, responsible for implementing services for eligible special education youth in the community immediately after their release.

MINOR OFFENSE

Violation of facility rule that is not a major offense.

**MONITORING
DEVICES**

Mechanism that allows continuous video and on-demand audio observation of the youth.

MOVEMENT

Actions that result in the youth changing location within a residential facility.

MOVIE

Any prerecorded video presentation, and any network, cable or satellite television broadcast of an MPAA rated movie. Current MPAA ratings are:

- G - programming suitable for all audiences.

- PG - parental guidance suggested.
- PG-13 - parents strongly cautioned.
- R - No one under 17 admitted unless accompanied by parent or adult guardian.
- NC-17 - no one 17 and under admitted.

**MUCOUS
MEMBRANE**

A thin layer of tissue that lines all the cavities of the body that open externally and secrete mucous.

**MULTI-
DISCIPLINARY
EVALUATION
TEAM**

Group of mandated evaluators responsible for evaluating a youth and making a recommendation of eligibility to the individualized education program team. The team includes evaluators (mandated and instructional), parent(s), youth, and other qualified professionals.

**NEEDED
SERVICES**

Includes housing, transportation, medical services, food and water.

**NONCONSENSUA
L SEXUAL ACTS**

Within the provisions of the Bureau of Justice Statistics' Survey on Sexual Violence, these acts involve contact of any person without the person's consent, or of a person who is unable to consent or refuse and one of the following:

- Contact between the penis and the vagina or the penis and the anus including penetration, however slight.
- Contact between the mouth and the penis, vagina, or anus.
- Penetration of the anal or genital opening of another person by a hand, finger, or other object.

**NON-PARENT
ADULT**

A person who is 18 years of age or older and who, regardless of the person's domicile, meets all of the following criteria in relation to a youth:

- Has substantial and regular contact with the youth.
- Has a close personal relationship with the youth's parent or with a person responsible for the youth's health or welfare.
- Is not the youth's parent or a person otherwise related to the youth by blood or affinity to the third degree.

**NON-PRIVILEGED
MAIL**

All mail other than that between a youth's attorney, a judge, a legislator, or other public official.

**OFF-CAMPUS
ACTIVITIES**

Extracurricular activities that occur outside the grounds of a residential treatment facility and under the direct supervision of residential treatment staff, parent/legal guardian or responsible adult.

ORAL HYGIENE

The procedures used for basic teeth, gum and tongue care.

ORIENTATION

Advising youth of their rights, rules and regulations which will be applicable while they are in placement at a facility.

ORTHODONTIC

A specialized treatment performed to restore the teeth to proper alignment and function.

**OUTCOMES-
DRIVEN**

Treatment approaches, interventions, and services which are guided by measurement of the impact/benefit/changes to youth as a result of participation in the program.

**OVER THE
COUNTER
MEDICATION**

Medication available to anyone without a prescription.

PARENT

Person who is legally recognized as the youth's mother or father and has not had parental rights terminated by a court of law.

**PAT DOWN
SEARCH**

An examination of a youth's body and/or clothing by the placement of a staff member's hands on the area of the youth to be searched.

PERCUTANEOUS

A puncture or incision of the skin.

**PERSON
RESPONSIBLE
FOR THE
YOUTH'S HEALTH
OR WELFARE**

A parent, legal guardian, person 18 years of age or older who resides for any length of time in the same home in which the youth resides, or, nonparent adult; or an owner, operator, volunteer, or employee of one or more of the following:

- A licensed or registered child care organization.
- A licensed or unlicensed adult foster care family home or adult foster care small group home.

**PHYSICAL
EXAMINATION**

The evaluation of a body by a physician to determine its state of health.

PHYSICAL PLANT

All facilities, buildings, and grounds.

**PHYSICAL
RESTRAINT**

Placing of hands on a youth using minimal force to ensure safety when lesser forms of intervention have failed or in emergency situations that require immediate intervention to ensure safety consisting of:

- Therapeutically holding a youth in place as trained by the Child Welfare Training Institute.
- Staff-administered physical restraint using Mechanical Advantage Control Hold V methods.

**POSITIVE
BEHAVIOR
SUPPORT
SYSTEM**

Reinforcing specific behaviors by the use of incentives and privileges for youths modeling the desired behaviors.

PRESCRIPTION

An order for drugs to be dispensed to the named patient from an individual who is authorized by state law to issue an order.

**PRESCRIPTION
MEDICATION**

Medicine that is available for purchase only under the written order of a person authorized by law to prescribe medication.

**PRESENT LEVEL
OF ACADEMIC
ACHIEVEMENT
AND FUNCTIONAL
PERFORMANCE
(PLAAFP)**

A detailed description of a youth's performance in all areas of education that are affected by the youth's disability. Each area of educational need identified in the PLAAFP is addressed in annual

goals specifically addressing supplementary aids/services/supports, specialized programming and transition services, if needed.

PRIVILEGE

Something of extrinsic or intrinsic value that may be granted or denied; is not a legal right or entitlement.

PRIVILEGED MAIL

Mail between the youth and the youth's attorney, a judge, a legislator or other public official.

**PROBATION
OFFICER AND/OR
JUVENILE COURT
WORKER**

An employee of a juvenile court, charged with the care of delinquent youth.

**PROCUREMENT
CARD**

The DHS and DTMB issued credit card.

PROGRESSIVE

Proceeding in steps; continuing steadily by increments.

**PRO RE NATA
(PRN)**

Prescriptions that are to be taken when necessary.

PROSTHETIC

A fixed or removable appliance to replace missing teeth; that is, a bridge, denture, or partial. Also a device used to replace or augment a body part or function.

**PSYCHO-
PHARMACOLOGICAL
THERAPY**

Prescribed psychotropic medications to remediate behavior.

**PSYCHOTROPIC
MEDICATION**

Medication of which the prescribed intent is to affect or alter thought processes, mood, sleep, or behavior, including, but not limited to, antipsychotic (treatment of psychosis and other mental and emotional conditions), antidepressant (treatment of depression) and anxiolytic (for the treatment and prevention of anxiety) medications. Medications for the treatment of Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder are also considered psychotropic medications.

**QUALITY
ASSURANCE
TEAM**

Juvenile Program Division staff within the Bureau of Funding, Contracting and Juvenile Programs conducting facility reviews or facility visits of residential juvenile justice facilities.

**RANDOM
TESTING**

Obtaining body fluid specimens for testing without the youth's prior knowledge of when a specimen is requested.

**REASONABLE
BASIS**

Under the facts and circumstances, a reasonable person has cause to believe.

**REASONABLE
SUSPICION**

Based on facts and circumstances, a reasonable person can infer that criminal activity is occurring.

**RECOMMENDED
DIETARY
ALLOWANCE
(RDA)**

The daily dietary intake level of a nutrient considered sufficient to meet the requirements of nearly all (97–98%) healthy individuals in each life-stage and gender group.

**RECREATIONAL
ACTIVITIES**

Any form of active and participatory play, amusement or relaxation such as games or sports.

REFERRAL

A referral for special education services is a formal request on behalf of a youth for a comprehensive evaluation to determine if a suspected disability exists.

RELEASE PLAN

A report completed prior to release if possible, but no later than 14 days after the youth is released and includes:

- The reason for release/discharge and the new location of the youth.
- An assessment of the youth's continuing needs.
- A signed statement that the release plan recommendations have been reviewed with the resident and parent.
- The name and official title of the person to whom the youth was released/discharged.
- A detailed aftercare plan.
- A report on the culmination of treatment planning and preparation for re-entry into the community.

**REPORTABLE
INCIDENT**

Acts which would be criminal if committed by an adult, accidents, injuries, environmental health or safety hazards, property damage, health related emergencies, refusal of medication, escape, attempted escape, physical restraints, non-transportation use of mechanical restraints, room confinement, suicide, suicidal behavior, assault, evacuation, riot, vehicular accident, contraband, theft, lost tools, lost keys, and actual or suspected child abuse or neglect involving youth, staff or visitors.

**REQUIRED
IMMUNIZATIONS**

Immunizations which are required by the State of Michigan Department of Community Health to be given to each youth.

**RESIDENTIAL
POLICY
COMMITTEE**

Juvenile justice facility and administrative representatives responsible for the development and revision of residential policy.

**RESTORATIVE
ACTIVITY**

Actions performed by youth consistent with the concepts of restorative justice to repair harm caused by the offense, make amends to the victim, develop competency in the offender or improve overall safety.

**RESTORATIVE
JUSTICE**

Philosophical approach to responding to crime aimed at repairing the harm caused by a criminal act and restoring the balance in the community affected by the crime

RISK

Possibility of something damaging happening (such as a threat agent exploiting a vulnerability) to a system, environment or personnel.

ROOM CHECKS

Documented visual observation of youth and their immediate vicinity by a staff member.

**ROUTINE
MEDICAL
TREATMENT**

Nonsurgical medical care and non-emergency medical treatment of a youth.

**ROUTINE
OBSERVATION
(LEVEL ONE)**

A level of supervision requiring no special services or precautions due to the absence of any apparent risk of harm.

**SCHOOL
IMPROVEMENT
COUNCIL**

Committee created to guide the process of continuous school improvement within the Bureau of Juvenile Justice school district.

**SCHOOL
PSYCHOLOGIST**

Individual possessing state of Michigan license and/or certification to work as a psychologist in a school environment.

SCHOOL RECORD

Information about youth recorded or collected in any format by local school systems or individual schools that may include:

- Educational/psychological assessments.
- School attendance records.
- Personal data.
- Health information.
- Disciplinary actions.
- Academic progress.

**SCHOOL
RETENTION**

Repeating a school academic year.

**SCHOOL SOCIAL
WORKER**

Individual possessing a state of Michigan license to work as a social worker in a school environment.

**SELECTIVE
SERVICE
REGISTRATION**

Eligible U.S. citizens and male **non-citizens** living in the U.S. who are 18 through 25 are required to register for possible induction into the military by completing SSS-1.

SELF-CONTROL

A youth is under self-control when, in agreement with the treatment plan, the youth can:

- Obey reasonable directives from staff.
- Discuss/process the incident(s) that led to behavior management isolation.
- Make an acceptable commitment to refrain from behaviors that threaten or cause harm to self, others, or property and comply with facility rules.

SELF-HARM

Behavior that causes harm including self-laceration, self-battering, taking overdoses and exhibiting deliberate recklessness. Behavior that is indicative of a youth not dealing or coping with events and activities.

SEMESTER

One of any three marking periods during which courses are offered.

SEXUAL ABUSE

To engage in sexual contact or sexual penetration as those terms are defined in MCL 750.520a, with a child.

Under rules proposed by the US Department of Justice to implement the Prison Rape Elimination Act (PREA), sexual abuse includes:

- Sexual abuse by another youth.
- Sexual abuse of a youth by a staff member, contractor, or volunteer.

**SEXUAL ABUSE
BY ANOTHER
YOUTH**

Under rules proposed by the US Department of Justice to implement PREA, sexual abuse by another youth includes any of the following acts if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva, or anus.
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, excluding incidents in which the intent of the sexual contact is solely to harm or debilitate rather than to sexually exploit.

**SEXUAL ABUSE
BY A STAFF
MEMBER,
CONTRACTOR,
OR VOLUNTEER**

Under rules proposed by the US Department of Justice to implement PREA, sexual abuse by a staff member, contractor, or volunteer includes:

- Sexual touching by a staff member, contractor, or volunteer.
- Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.
- Indecent exposure by a staff member, contractor, or volunteer.
- Voyeurism by a staff member, contractor, or volunteer.

**SEXUAL
EXPLOITATION**

Includes allowing, permitting, or encouraging a child to engage in prostitution, or allowing, permitting, encouraging, or engaging in the photographing, filming, or depicting of a child engaged in a listed sexual act as defined in MCL 750.145c.

**SEXUAL
HARASSMENT**

Under rules proposed by the US Department of Justice to implement PREA, sexual harassment includes:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another.
- Repeated verbal comments or gestures of a sexual nature to a youth by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**SEXUAL
MISCONDUCT**

Sexual behavior that falls outside the established norms and policies of the facility and rises to the level of an incident.

**SEXUAL
TOUCHING BY A
STAFF MEMBER,
CONTRACTOR,
OR VOLUNTEER**

Under rules proposed by the US Department of Justice to implement PREA, sexual touching by another staff member, contractor, or volunteer includes any of the following acts, with or without consent:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva, or anus.

- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- Any other intentional touching either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, with the intent to abuse, arouse, or gratify sexual desire.

SHADOW BOARD

Storage method where the location of each tool bears the outline of the tool in a contrasting color to the background color.

SNIFFING

Unauthorized user intercepts wireless streams of information and with sophisticated equipment reads confidential information.

SOCIAL SKILLS

Interpersonal skills critical for a youth's successful reintegration to community, and include:

- Effective and constructive communication.
- Recognizing and responding appropriately to emotional signals sent out by others.
- Ability to distinguish between positive and negative influences.
- Recognizing and understanding gender differences, relationship boundaries, peer relationships, family relationships and relationships with other adults and authority figures.

SPECIAL EDUCATION PORTFOLIO

Documents pertaining to the youth's educational program preferences, interests, post secondary goals and transition services.

**SPECIAL
EDUCATION
STUDENT**

An eligible youth defined as one who has a disability or has a record of a disability as determined by an individualized education program team and who has not graduated from high school.

**STAFF SEXUAL
HARASSMENT**

Within the provisions of the Bureau of Justice Statistics' Survey on Sexual Violence, staff sexual harassment includes repeated verbal statements or comments of a sexual nature to a juvenile or youthful offender by an employee, volunteer, contractor, official visitors, or other agency representative (excluding the youth's family, friends, or other visitors). Also includes demeaning references to gender or derogatory comments about body or clothing or repeated profane or obscene language or gestures.

**STAFF SEXUAL
MISCONDUCT**

Within the provisions of the Bureau of Justice Statistics' Survey on Sexual Violence, includes any behavior or act of a sexual nature directed toward a juvenile or youthful offender by an employee, volunteer, contractor, official visitor, or other agency representative excluding the youth's family, friends, or other visitors. Sexual relationships of a romantic nature between staff and a youth are included in this definition. Includes consensual or non-consensual sexual acts including:

- Intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire.
- Completed, attempted, threatened, or requested sexual acts.
- Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

STATE

State of Michigan.

STATE WARD

The youth has been committed to the DHS for care and supervision by a court of law pursuant to the Youth Rehabilitation Services Act or to the Michigan Children's Institute.

STREET GANGS

A group of people who form an allegiance for a common purpose and engage in violent, unlawful or criminal activity.

STRENGTHS/NEEDS ASSESSMENT

A comprehensive evaluation of all available information including screenings, assessments and interviews that is used to identify the youth's needs, strengths and related factors for the purpose of treatment planning.

STUDENT ACCOMMODATION PLAN

A document that clearly defines how the disability affects a major life activity, the physical and/or mental area of difficulty and lists the accommodations invoked to meet the needs caused by the difficulty.

STUDENT SUPPORT TEAM

An educational intervention team including teachers, facility staff, parent/legal guardian and the youth that is responsible to:

- Gather information on a youth.
- Develop an intervention plan to remediate the presenting problem.
- Evaluate effectiveness of services.
- Make needed recommendations.

SUBSTANCE ABUSE

Any pattern of substance use that results in repeated adverse personal or social consequences related to the illegal substance such as failure to meet work, family, or school obligations, interpersonal conflicts, legal problems or adverse health effects.

**SUBSTANCE
ABUSE
PROFESSIONAL**

A person licensed to provide such services in compliance with the Public Health Code.

**SUICIDAL
ASSESSMENT**

A formal evaluation conducted by a state-licensed and/or certified mental health professional to assess mental health and monitoring requirements of a youth. Suicide assessments often occur after there are indications from a suicide screening instrument that a youth is at risk.

**SUICIDAL
BEHAVIOR**

An overt action or thought by youth indicating intent to injure or kill themselves including attempted suicide, suicidal gestures, self-mutilations, intentional injuries to self and a developed plan or strategy for committing suicide, involving overt action or thought indicating intent to injure or kill themselves. Self-mutilation and suicidal gestures must be classified as suicidal behavior because it is impossible for facility staff to know the youth's true motivation.

**SUICIDAL
IDEATION**

Self-reported thoughts of engaging in suicide-related behavior including verbal expressions about thoughts, fantasies, or the desire to kill oneself.

**SUICIDE
SCREENING**

An interview or questionnaire designed to determine whether an individual is currently experiencing thoughts, feelings, impulses, or actual plans to commit suicide, completed by a staff or intake worker who has been properly trained by an appropriate professional.

**SUPERVISED
VISIT**

Staff monitor and are able to participate in all youth and family interactions during the visit.

**SURROGATE
PARENT**

A volunteer parent substitute for a youth who is a permanent court/state ward or whose parents cannot be identified or located. The surrogate becomes the legal guardian to represent the youth at all levels in the delivery of special education services.

SYLLABUS

An outline of topics covered in an academic course.

**SYSTEMIC
MEDICATION**

A drug that is ingested or administered that potentially affects the entire body.

TANNER STAGING

A staging system developed to identify and document the sequence of changes in secondary sexual characteristics associated with puberty. Tanner scores can be helpful when working with juvenile sexual offenders in therapy.

TARDINESS

The occurrence of a student arriving after the start of a class. Habitual tardiness is treated with the same seriousness as an unexcused absence.

TEACHER

A person possessing a valid Michigan teaching certificate or permit.

**TEACHER
EVALUATION**

Systematic appraisal of a teacher's performance and/or qualifications in relation to the teacher's defined professional role and responsibilities as well as to the school's and district's mission.

**TEACHING
INTERVENTION**

Knowledge, skills, and abilities contained within appropriate models and curricula modeled and taught by staff that result in effective problem solving and display of desired behavior by youth.

**TELECOMMUNICA
-TIONS**

Refers to equipment and/or services of a communication service provider, including the telephone, for the transmission and/or reception of audio, video and all other electronic communications.

**TELEVISION
INDUSTRY
PROGRAM
RATINGS**

Television industry program ratings are:

- TV-Y - programming for children of all ages.
- TVY-7 - programming for children over the age of seven.
- TV-14 - parents would find unsuitable for children under 14.
- TV-PG - parental guidance suggested.
- TV-MA - programming for mature, adult audiences.

**TEST OF ADULT
BASIC
EDUCATION**

A norm-referenced test measuring performance relative to all other youth taking the same test.

TEST U

A criterion reference test measuring factual knowledge of a defined body of material.

TEXTBOOK

A manual of instruction used for the formal study of a subject.

**TOBACCO
PRODUCTS**

Includes cigarettes, cigars, pipes, chewing tobacco, and snuff.

**TOPICAL
MEDICATION**

A drug applied to body surfaces to affect a particular area of the body.

**TRAINED
ADVOCATE**

The advocate has received training in facility procedures from the Child Welfare Training Institute or facility in-house trainer.

TRAINING

An organized activity designed to achieve specific learning objectives, including, but not limited to: formal instruction, independent reading, policy manual reviews and on-the-job training meetings or conferences where information is presented and/or practiced. Training programs include defined requirements for completion and attendance recording.

**TRAINING
FUNCTION**

Consists of a series of interventions including assessment, evaluation, and validation designed to provide the competency to bridge the performance gap between job standards and sub-job performance.

TRANSFER

Movement of a youth between facilities.

**TRANSITION
SERVICES**

A coordinated set of activities for a student, designed within an outcome oriented process that promotes movement from school to post school activities, including postsecondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living or community participation.

TRANSPORT

Actions that result in the youth leaving or returning to a facility under appropriate staff supervision for an approved and authorized purpose.

**TREATMENT
LEADER**

The youth group leader or clinical social worker assigned by the facility to a particular youth.

**TREATMENT
PLANS**

Reports that address the youth's strengths and needs and set goals and objectives leading to successful reintegration into the community and includes the initial treatment plan, updated treatment plan and release plan.

**TREATMENT
PROGRAM
TERMINATION
FORM**

In conjunction with the release treatment plan, residential providers complete the Treatment Program Termination Form; completion of the form will terminate the current placement with the end date that is entered and includes information regarding to whom or where the youth was released.

**TREATMENT
TEAM**

Group responsible for creation and implementation of a treatment plan that includes the youth, parent(s)/legal guardian, treatment leader, treatment leader's supervisor, direct care staff, teachers, medical and behavioral health staff, and the youth's juvenile justice specialist, care management organization worker or probation officer.

TRIMESTER

Scheduling based on three 16 week marking periods (fall, winter and summer.)

**TUITION
INCENTIVE
PROGRAM**

A program which assists in paying the cost of tuition and mandatory fees at participating colleges and universities for eligible students.

**UNAUTHORIZED
LEAVE**

Leaving the designated facility boundaries or control of staff without permission or the violation of conditions of authorized off-campus privileges.

**UNIVERSAL
PRECAUTIONS**

A method of infection control in which all human blood and other bodily fluids are considered infectious for HIV, hepatitis and other blood borne pathogens. It encompasses a variety of practices to prevent occupational exposure, such as the use of personal protective equipment, disposal of sharps and safe housekeeping.

**UNSUPERVISED
VISIT**

Staff remain in the vicinity to ensure safety and security, but are not monitoring every aspect of the youth and family interaction during the visit.

**UPDATED
TREATMENT
PLAN**

A report completed every three months following the initial treatment plan, developed with input from the treatment team and includes:

- Progress toward achieving the goals established in the previous treatment/service plan.
- Any changes from the previous plans, including new problems and new goals to remedy the problems.
- Indicators of goals and time frames for achievement.

VITAL SIGNS

Signs of life that change with age, sex, weight, exercise tolerance, and condition; normal ranges for the average healthy child over five years old or adult are:

- Temperature: 97.8 - 99.1 degrees Fahrenheit / average 98.6 degrees Fahrenheit.

- Breathing: 12-18 respirations (breaths) per minute.
- Pulse: 60-80 beats per minute (at rest).
- Blood Pressure:
 - Systolic: less than 120 mm of mercury (mm Hg).
 - Diastolic: less than 80 mm Hg.

VOLUNTEER

A non-paid individual providing service to youth and/or staff. Volunteers never supervise youth and do not count as staff in complying with youth to staff ratios.

**VOYEURISM BY A
STAFF MEMBER,
CONTRACTOR,
OR VOLUNTEER**

Under rules proposed by the US Department of Justice to implement the Prison Rape Elimination Act, voyeurism by a staff member, contractor, or volunteer means an invasion of a youth's privacy by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet in a cell to perform bodily functions; requiring youth to expose their buttocks, genitals, or breasts; or taking images of all or part of a youth's naked body or a youth performing bodily functions, and distributing or publishing them.

WI-FI

Wireless fidelity.