

**BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**INDIVIDUALIZED TREATMENT PROGRAM (ITP) FOR BEHAVIOR MANAGEMENT**

Title 15, Sections 1355 and 1356

**Authority:**

Michelle Scray Brown, Chief Probation Officer

**Purpose:**

To establish behavior management techniques focusing on positive measures in order to produce acceptable behavior and decrease or eliminate unacceptable or anti-social behavior of youth who are detained in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

**Definitions:**

Individualized Treatment Program (ITP): A written plan designed to meet the specialized needs of youth, to change their behavior, to teach them needed skills and create an environment in which they can achieve required behavioral competencies.

Multi-Disciplinary Team (MDT): A scheduled, formal meeting of representatives from all agencies, divisions, and sections having indirect/direct contact with youth who are referred for discussion.

**Responsibilities:**

I. MDT Meeting Participants:

- A. Review and evaluate ITPs each week at the MDT meeting.
- B. Behavior management techniques should relate to a specific problem(s), identified objective(s), and goal-oriented plan to achieve required behavioral competencies.
- C. If an initial ITP is recommended in an MDT meeting, the PCSII in the MDT meeting will set up an ITP development meeting with representatives from all appropriate agencies.

II. Probation Corrections Officer (PCO)/Caseload Counselor (CLC):

- A. The CLC/designee will consult with representatives from appropriate agencies to develop the ITP.
- B. Will be provided time to meet with appropriate agencies to draft, write, and modify the ITP.
- C. Sign the ITP, acknowledging they have read, understand, and will reinforce the ITP when implemented or revised.
- D. Be familiar with and knowledgeable of a youth's ITP on their respective living unit.
- E. Comply with terms of the ITP and remain consistent in the execution of the plan.
- F. Ensure that the MDT has current and accurate information concerning a youth's behavior.
- G. During first and second shifts, document in CE Evaluation, that they have reviewed the goals and progress of the ITP with the youth.

III. Probation Corrections Supervisor (PCSI):

- A. Provide time for the CLC to review the ITP and meet with representatives from the appropriate agencies.
- B. Unit/area PCSI will read and be knowledgeable of each youth on an ITP.

- C. Train and ensure staff have read, understand, and comply with the terms of the ITP, remain consistent in the execution of the program, and complete the required signatures on the ITP.
- D. Sign (Attachment A) they have read, understand, and will reinforce the ITP when implemented or revised.
- E. When needed, meet with Forensic Adolescents Services Team (FAST) and CLC to discuss each youth who is currently on an ITP or who need to be placed on an ITP.
- F. In a crisis situation, the PCSI/designee will draft an ITP when FAST is not available and review with PCSII.
- G. During first and second shift, PCSIs are required to confirm PCOs have reviewed, evaluated and documented their evaluation of the youth's ITP in CE.
- H. When making rounds, the PCSI will observe and discuss with staff whether the ITP is or is not being followed. Corrective action and/or accolades will be documented in CE.
- I. Monitor on a weekly basis that the goals and progress of the ITP are being reviewed with CLC and youth.
- J. Forward a copy of each ITP that pertains to youth on their assigned units to their respective PCSII.

IV. Watch Commander (WC)/Probation Corrections Supervisor II (PCSII), Treatment Supervisors (TS):

- A. Provide input in the development or revision of an ITP, as indicated or needed.
- B. Read and be knowledgeable of each youth's ITP.
- C. The PCSII in the MDT is responsible for ensuring that the ITP meeting(s) with the appropriate agencies takes place within four (4) days of the MDT meeting and document in CE.
- D. Meet with the assigned unit PCSI and discuss youth on an ITP each week and document in CE.
- E. Ensure all staff follow the terms of the ITPs and remain consistent in the execution of the program.
- F. Sign the ITP (Attachment A) confirming that staff have read, understand, and will reinforce the ITP.
- G. On their assigned unit, ensure required entries are in CE by the PCSI.
- H. WC will maintain a current copy of all ITPs in the WC office.
- I. During first and second shift, review the required documentation of the PCO/PCSI evaluation/inspection of the youth's ITP and document the inspection in CE.
- J. In a crisis situation review and approve the ITP drafted by the PCSI/designee. 9

V. FAST:

- A. Consult with the PCSII, CLC/designee, and representatives from the appropriate agencies to develop an ITP.
- B. Write the draft of the ITP (Attachment A) and email the draft to PCO/CLC and the unit Probation Correction Supervisor I (PCSI) for review.
- C. Supervisor/designee will review and approve the draft received from the PCO/CLC.
- D. Supervisor/designee will send the approved ITP, via email, to the unit PCSI, PCSII, and WC for implementation.
- E. Document when ITP is implemented, revised, or discontinued in the youth's Health Record using the ITP Flag in TechCare.
- F. Import the ITP into CE Documents.
- G. In a crisis situation, may write, revise, or modify the ITP until the program can be discussed in the MDT.

- H. Work collaboratively with unit staff to assist in implementation of the ITP and provide training as necessary.
- I. Sign the ITP, acknowledging that they have read, understand, and will reinforce the ITP when implemented or revised.

**VI. School Services:**

- A. Participate in development, implementation, and monitoring of the ITP when any educational concern is involved
- B. ITP will be sent to the school principal, when educational intervention is included in the ITP.
- C. The principal/designee will sign the ITP (Attachment A) that they have read, understand, and will reinforce the ITP when implemented or revised when applicable.
- D. Approved ITP will be sent to the principal/designee and unit teacher when applicable.

**VII. Medical Services:**

- A. Participate in development, implementation, and monitoring of ITP when any medical concern is involved.
- B. The Medical Services Supervisor/designee will sign the ITP (Attachment A) that they have read, understand, and will reinforce the ITP when implemented or revised when applicable.

**VIII. Food Services:**

- A. Participate in development, implementation, and monitoring of ITP when any dietary concern is involved.
- B. The Food Services Supervisor/designee will sign the ITP (Attachment A) that they have read, understand, and will reinforce the ITP when implemented or revised when applicable.

**Guidelines:**

- A. All staff will treat youth with respect and dignity while fulfilling and enforcing a youth's ITP.
- B. Staff will ensure that mail, food, and therapeutic activities, such as visitation and religious participation, will not be denied for disciplinary purposes.
- C. If a youth is returned from school for behavioral problems which persist and/or result in the youth being returned from school multiple times, probation staff will notify FAST in order to ensure the youth is assessed for additional counseling. This behavioral problem may also be addressed in an ITP.
- D. The MDT will review and evaluate ITPs each week.
- E. All behavior management techniques will relate to specific problem(s), identified objective(s), and/or goal oriented plan to achieve required behavioral competencies.
- F. An ITP may be revised to fit the needs of the youth as determined by members of the MDT.
- G. All unit staff will sign the ITP (Attachment A) they have read, understand, and will implement ITPs as written.

**Inspections:**

Refer to Policy and Procedure Inspection Matrix.

**Foundation:**

Minimum Standards for Juvenile Facilities – Title 15, Sections 1355 and 1356

**References:**

Detention Corrections Bureau Procedure:

Special Interest Cases  
Housing Classification Assessment

Counseling and Casework Services  
Administrative Separation

Discipline/Discipline Process  
Suicide Prevention Program

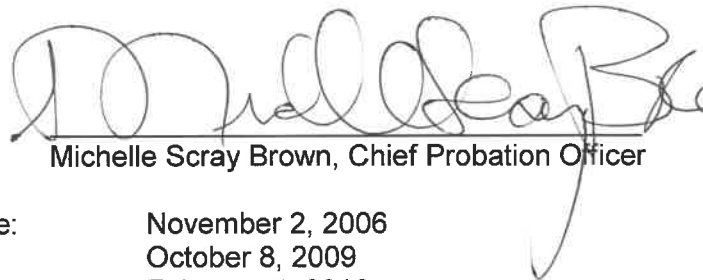
Department Policy:

Employee Responsibility  
Safety  
Suicide Prevention  
Special Needs Minors: Disability/IEP

Procedures:

Counseling and Casework  
Individual Treatment Watch (ITW)  
Multidisciplinary Team (MDT)  
Special Interest Cases  
Critical Incident Notifications  
Suicide Prevention Program  
Individualized Treatment Watch  
Multidisciplinary Team

Issued By:

 2/1/19  
Michelle Scray Brown, Chief Probation Officer      Date

Original Issue Date: November 2, 2006  
Revised: October 8, 2009  
Revised: February 4, 2016  
Revised: January 4, 2018  
Revised: February 1, 2019

**Attachments:**

A – ITP Form

SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT

INDIVIDUALIZED TREATMENT PLAN (ITP)  
 WITH ITW

FACILITY: SELECT...

DEVELOPMENT DATE:

IMPLEMENTATION DATE:

DATE UPLOADED TO CE: BY:

REVISED:

<b>YOUTH:</b>		<b>PIN:</b>	
<b>UNIT:</b>		<b>CLC:</b>	

**1. REASON:** (Brief description of problem behaviors and attempted remedies (1) paragraph)

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**2. GOALS:** (Must be observable (can see it), measurable (can count it), and objective (based on behaviors, not opinions or beliefs):

\_\_\_\_\_

**3. EXPECTED ACTION OF YOUTH:**

\_\_\_\_\_

**4. EXPECTED ACTIONS OF STAFF: (ITW)**

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**5. EXPECTED ACTIONS OF STAFF: (UNIT & RESPONDERS)**

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**6. INCENTIVES AND CONSEQUENCES:**

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