



New Hampshire Division for Children, Youth and Families Policy Manual
2100 BEHAVIOR MANAGEMENT

Chapter: Secure Residential Services
Section: Resident Rights and Privileges

Approved:

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Policy Directive: **22-37**

Effective Date: **October 2022**

References Of Note

Federal Authority: [28 CFR 115.378](#)

Statutes: [RSA 621](#), [RSA 621-A](#), and [RSA 193-D:4](#)

Administrative Rules: [Ed 1114.07](#)

Case Law:

This policy establishes SYSC's expectations for staff engaging with youth, applying appropriate behavioral interventions, addressing rules violations, and completing required documentation.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. Staff will model appropriate interactions, respectful communication, and strategies for resolving problems and sources of stress, in an effort to encourage positive behavior in youth.
- II. Staff will use clear and specific instructions to set positive behavioral expectations with youth, and encourage them to:
 - A. Conduct themselves with respect and tolerance;
 - B. Engage appropriately with peers and staff;
 - C. Complete required or requested tasks;
 - D. Utilize nonviolent conflict management; and
 - E. Make choices that enhance personal and peer safety.
- III. Staff will:
 - A. Assist youth with setting behavioral and academic goals for the day;
 - B. Provide youth with positive reinforcement throughout their shift;
 - C. Review progress made towards goals; and
 - D. Offer feedback to youth at the end of the day.

- IV. Behavioral interventions assigned will be treatment-oriented and appropriate to the nature and circumstances of the violation committed, the youth's disciplinary history, and the behavioral interventions imposed for comparable offenses by other youth with similar histories.
 - A. Behavioral interventions will not be punitive in nature or deny a youth:
 - 1. Daily large-muscle exercise;
 - 2. Access to any legally required educational programming; or
 - 3. Special education services.
 - B. If the youth's behavior indicates that there is an immediate safety risk to self or others, the opportunities in section A above will be postponed until the youth has stabilized^I.
 - C. A youth's mental disabilities or mental illness will be considered when determining what type of behavioral intervention, if any, should be imposed^{II}.
- V. Behavioral interventions for PREA related offenses are assigned only after an administrative or criminal finding that the offense occurred^{III}.
 - A. Regardless of findings, SYSC prohibits any behavioral intervention for youth alleging sexual abuse if the report was made in good faith and based on the youth's reasonable belief that the alleged conduct occurred^{IV}.
 - 1. SYSC will not deem sexual activity between youth to constitute sexual abuse if the investigation determines that the sexual activity was not coerced^V.
 - B. Behavioral interventions for youth engaging in sexual contact with staff may only be assigned upon a finding that the staff member did not consent to such contact^{VI}.
- VI. Staff will ensure that all rules violations are documented and resolved by the end of their shift, unless otherwise approved by the On-Duty Supervisor.
 - A. Staff will inform youth of the rules violation and behavioral intervention assigned in a timely fashion, but no later than the end of their shift, unless otherwise approved by the On-Duty Supervisor.
- VII. When a youth violates a rule, staff will refer to the SYSC Guide to Behavioral Expectations, Interventions and Documentation for the rule violation observed:
 - A. Minor rules violations and behavioral interventions assigned will be documented using the YouthCenter Record of Discipline;

- B. Moderate rules violations will be documented using the Moderate Incident Report (Form 2085) in YouthCenter;
 - 1. Staff will then complete a Record of Discipline capturing any moderate behavioral interventions assigned;
 - C. Major rules violations will be documented using the Major Incident Report (Form 2086) in YouthCenter;
 - 1. Staff will then complete a Record of Discipline capturing any major behavioral interventions assigned; and
 - D. Any occurrences of alleged sexual misconduct, sexual harassment, or sexual assault will be documented using the SYSC Allegation Report (Form 2087) and the Reporting Form for Sexual Abuse, Sexual Harassment, Sexual Misconduct and Retaliation (Form 2055) in YouthCenter.
 - 1. If an Administrative or Criminal investigation as referenced in V above is founded, staff will complete a Record of Discipline capturing any behavioral interventions assigned^{VII}.
- VIII. Rules violations and behavioral interventions will be communicated to the SYSC Unit Notification Group and the youth's assigned JPPO, using the YouthCenter alert feature.
- A. The SYSC Unit Notification Group includes all facility staff (with the exception of Maintenance) and members of the Office of the Child Advocate.
- IX. Youth removed from a classroom due to rules violations will be directed to the school removal room or other designated area.
- A. Staff in the school removal room will process the incident with the youth and determine the best course of action to safely return the youth to the classroom in a timely fashion.
 - B. If necessary for safety and behavioral stabilization, youth may also be directed to the [Crisis Services Unit \(CSU\)](#).
- X. When staff believes a crime has been committed against them when they are on duty, the staff member will report the incident to the On-Duty Supervisor and complete the appropriate incident report in YouthCenter.
- A. Either the involved staff or Administration may file a complaint with law enforcement.

Applicable Forms

Form	Title
2055	Reporting Form for Sexual Abuse, Sexual Harassment, Sexual Misconduct and Retaliation
2085	Moderate Incident Report
2086	Major Incident Report
2087	SYSC Allegation Report

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)

Document Change Log

PD	Modification Made	Approved	Date
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^I 28 CFR 115.378 (b)

^{II} 28 CFR 115.378(c)

^{III} 28 CFR 115.378 (a)

^{IV} 28 CFR 115.378(f)

^V 28 CFR 115.378(g)

^{VI} 28 CFR 115.378(e)

^{VII} 28 CFR 115.378(a)