

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure	
	2170.2 CSU ORIENTATION	
	Policy Directive: 23-27	Approved:
	Effective Date: August 2023	
Implements Policy: 2170	Marie Noonan, Interim DCYF Director	

This SOP defines how youth are oriented to the CSU.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Staff assigned to CSU provide an orientation to all youth being admitted.
 - A. Any youth who is unable to participate in CSU orientation upon admission will be provided this opportunity once they have stabilized.
- II. CSU Orientation includes the following:
 - A. A thorough review of the behavioral expectations while housed on the CSU;
 - B. A review of the youth's most recent [Youth Personal Safety Plan \(Form 2131\)](#), as well as the opportunity to make updates;
 - C. Explanation of single movement status when implemented for safety purposes by the On-Duty Supervisor, which precludes youth from contact with other youth;
 - D. Explanation that prior to beginning the therapeutic process, the youth must be behaviorally stable, in accordance with policy;
 - E. Explanation of the CSU therapeutic process, including:
 1. Completion of the FOTP with staff, including:
 - (a) Youth and staff signatures; and
 - (b) Clinical review of the FOTP with the youth;
 - (1) If clinical finds the FOTP was not completed appropriately, the youth will be asked to complete a new FOTP, including all of the appropriate responses; and

2. A therapeutic restorative packet assigned by clinical staff, to be completed by the youth while housed on the CSU, with support from staff assigned to the CSU;
 - (a) The packet will be reviewed by a member of the clinical team and processed with the youth, once completed;
 - (b) If clinical finds the packet was not completed appropriately, the youth will be asked to complete a new packet;

- F. Explanation of restorative practices the youth may be assigned to complete with affected youth and staff, after completion of the therapeutic packet, including:
 1. In person mediation, when available and appropriate;
 2. Written letters of repair as indicated by clinical team, when appropriate; and
 3. Restorative circles, when appropriate;

- G. Explanation that they will be eligible for reintegration to the home unit once they have successfully completed the steps outlined above; and

- H. Explanation that if they engage in any behaviors that violate facility rules during this process, the steps toward reintegration will reset.

Applicable Forms	
Form	Title
2131	Youth Personal Safety Plan

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