

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure	
	2170.1 CSU PROGRAMMING	
	Policy Directive: 23-27	Approved:
	Effective Date: August 2023	
Implements Policy: <u>2170</u>	Marie Noonan, DCYF Interim Director	

This SOP defines programming available on 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. Programming on the CSU includes:
 - A. Youth are to be awake and out of their assigned room by 8:30 am (on school days only);
 - B. Daily 8:00 pm bedtime;
 - C. Designated shower times, between 7:00 am and 8:00 am, or 7:00 pm to 7:45 pm, unless requested by the youth as a coping skill, and approved by staff assigned to the CSU;
 1. No youth will be allowed to shower after 7:45 pm;
 - D. One 10-minute phone call per day to approved contacts, as identified in YouthCenter;
 1. Phone calls to attorney(s) and JPPO(s), are exempt from the 10-minute limitation;
 - E. Visits, held in locations designated by the On-Duty Supervisor; and
 - F. Large muscle activity in a location deemed appropriate by staff present on the CSU, in consultation with the On-Duty Supervisor, SYSC Administration, or Clinical Director.
 1. Access to large muscle activity will depend on youth's stability at the time of the request.
- II. Counseling and clinical services available on the CSU, include:

- A. Daily clinical staff (or designee) review of the [CSU Assessment Report \(Form 2173\)](#), with the youth, to evaluate the factors that led to a CSU admission and document progress made by the youth since they were admitted;
 - 1. A new plan will be developed for each day the youth remains on the CSU and is based on completion of steps required prior to reintegration to their home unit;
 - B. Individual therapy sessions with the youth's assigned Clinician; and
 - C. Meetings with their assigned Youth Counselor.
- III. Youth's readiness to attend school with their peers will be assessed daily.
- A. Youth assessed to be behaviorally stable and attending the SYSC School must follow all facility rules, classroom expectations, and complete all assigned work.
 - 1. Youth who cannot remain compliant with behavioral and classroom expectations while attending the SYSC School will be returned to the CSU.
 - B. Youth assessed to be unsafe due to behavioral stability concerns will not participate in classes at the SYSC School.
 - 1. The SYSC School Principal or designee must concur with any decision to place a youth on suspension status.
 - C. Teachers will provide educational services to the youth on the CSU if they are unable to attend the SYSC School due to safety or behavioral stability concerns.
 - D. If a youth refuses to attend the SYSC School, the assigned Clinician and Education Supervisor are notified for further assessment.
- IV. Staff assigned to the CSU will identify the youth's behavioral regulation status in consultation with the On-Duty Supervisor and Clinical, as it impacts:
- A. Participation in Group Therapy(s);
 - B. Participation in Gym activity with peers (not with youth having unresolved conflict);
 - C. Opportunities to meet in person with Chaplains as scheduled or requested;
 - D. Opportunities to meet in person with the SYSC Psychiatrist; and
 - E. Opportunities to meet in person with the Ombudsman and/or Office of the Child Advocate, upon request.

Applicable Forms

Form	Title
2173	CSU Assessment 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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