

**Chapter:** Safety & Emergency Procedures  
**Subject:** Information to be Provided by Residential Facilities  
**Section:** 9.8  
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**ODJFS Rule:** 5/01:2-9-37  
**Reviewed:** 6/1/15  
**Revised:** 9/3/19

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## **Community Engagement Plan**

### **Policy**

NRTC is a 24-hour residential treatment facility, which is licensed by The Ohio Department of Job and Family Services and is a department of the Montgomery County Juvenile Court (MCJC). Youth who are placed by MCJC are adjudicated delinquent and placed in the care and control of the Court or in the custody of the Montgomery County Children Services (MCCS). Due to the youth being placed in the care and control of the Court or in the custody of MCCS and the need to protect their confidentiality, all matters of concern for pertinent information will be directed to the Montgomery County Juvenile Court by the following procedures.

### **Procedure**

The community may find information about or make contact with the Nicholas Residential Treatment Center by using the following methods;

1. Explore the official Montgomery County Juvenile Court web site at [www.mcjcoho.org](http://www.mcjcoho.org)
2. Write a request or submit documentation to:  
Nicholas Residential Treatment Center  
Montgomery County Juvenile Court  
593 Infirmary Rd.  
Dayton, Ohio 45417  
Attn: Shannon Crabtree, Director
3. Telephone the facility 24-hours a day, 7 days per week at 937-496-7100.
4. Contact the Director, Shannon Crabtree, between the hours of 8:30am and 4:30pm Monday through Friday by calling 937-496-7100 or by email at [scrabtree@mcjcoho.org](mailto:scrabtree@mcjcoho.org)
5. All requests for information; or for those who wish to communicate pertinent information to our facility, will be responded to within 10 business days, unless the Director is away from the facility for longer than that time frame. In such an event, the Director will respond within 24 hours of return to the facility.
6. Nicholas Residential Treatment Center staff will be trained on this policy at the time of orientation of employment. All current staff, interns and volunteers will be trained on this policy no later than July 31, 2015. Annual refresher training will also occur no later than July 31<sup>st</sup> of each year following.

