

Chapter:	Program
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The service plan is written and approved within thirty days after a youth's admission to NRTC.

The following people are involved in the development and implementation of the service plan:

1. The youth as appropriate to age and functioning level.
2. The parent, guardian or identified family members.
3. The individual or agency that placed the youth.
  - The youth's Probation Officer serves as NRTC's contact person for the placing agency, Montgomery County Juvenile Court.
4. The guardian ad litem and probation officer, if applicable.
5. Staff members who provide direct care, counseling, group work, recreation, education and health services, and other service providers if applicable.

The service plan will receive written approval by at least one of the following:

1. A licensed social worker.
2. A licensed independent social worker.
3. A licensed professional counselor.
4. A licensed professional clinical counselor.

The service plan contains the following information at a minimum:

1. A statement of goals and objectives the placement is designed to achieve including the timeframe for meeting the placement goals and objectives.
2. A statement of the placement plans and aftercare services upon discharge.
3. A description of educational, counseling, recreational, vocational, religious and health care activities or services that will be provided to the youth by NRTC.
4. A description of any specialized services that will be provided or arranged.
5. Frequency of progress reports to be provided to the agency having custody which placed the youth.
  - NRTC shall provide monthly progress reports to the MCJC Probation Officer if placed by Montgomery County Juvenile Court.
  - NRTC shall provide monthly progress reports to the Case Worker if placed by a Public Children Service Agency.
6. Specifications for visitation between the youth and family or friends, pursuant to rule 5180: 2-9-16 of the Administrative Code (See Policy 12.3).

7. A behavior intervention plan that identify each behavioral management technique to be used with the youth and the techniques that are contraindicated based upon the youth's medical, psychological or developmental history. Behavioral management techniques selected are based, at a minimum, upon the following considerations:
  - The age of the youth.
  - The nature, pattern and number of complaints or adjudicated felonies against the youth.
  - The previous placement history of the youth (absences without leave, disciplinary problems).
  - An assessment completed by a certified or licensed health care professional that documents whether there are medical contraindications to the use of specific behavior management interventions or behavior management techniques.
  - An assessment completed by a certified or licensed practitioner of behavioral science that documents whether there are psychological or developmental contraindications to the use of specific behavior management interventions or behavior management techniques.
8. Specifications for supervision of the youth.
9. The signature of the youth and parent/or legal guardian.

Youth participate in all service decisions and receive service in a non-coercive manner that protects their rights and self-determination. They are involved with decisions regarding the services they receive and can request that a review of their care, treatment and service plan be conducted at any time. Youth may refuse treatment, service or medication; however, they will be informed that consequences for such refusal may be had up to and including termination. Youth placed by the Court may be schedule a hearing to discuss the youth's refusal or lack of participation in services.

At least every ninety days after the initial service plan approval, all individuals involved in the development and implementation of a service plan shall review the entire plan and, in consultation with the agency having custody of the youth, make any necessary amendments to the service plan. Such reviews are documented in the case record, and include an assessment of the current adjustment of each youth and a determination of whether they should remain at the NRTC. Each review receives written approval by a licensed social worker, licensed independent social worker, licensed professional counselor, or a licensed professional clinical counselor.



Helen Wallace, Administrative Judge

# **NICHOLAS RESIDENTIAL TREATMENT CENTER**

## **YOUTH HANDBOOK**

**593 Infirmary Road  
Dayton, Ohio 45417  
(937) 496-7100**

*Revised 02/13/2026*

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**NICHOLAS RESIDENTIAL TREATMENT CENTER is operated under the direction of the Montgomery County Juvenile Court Judge, Helen Wallace**

### **Mission, Vision, and Value Statement**

**Our mission is to empower at-risk youth to become productive, responsible citizens. We achieve this by offering a wide range of comprehensive treatment and rehabilitative services, supporting both the youth and their families. Our goal is to reduce or eliminate the youth's involvement in the juvenile justice and child welfare systems, fostering positive growth and long-term success.**

**At Nicholas Residential Treatment Center, we value inclusivity, collaboration, and empowerment. We are committed to engaging youth, staff, and the community in meaningful ways, fostering an environment where youth are encouraged to take an active role in shaping their futures. We embrace diversity among our employees and promote their involvement in policy development and decision-making processes. We prioritize open communication, strategic participation, and strong partnerships with our stakeholders and community members to create a supportive and effective network for growth and success.**

### **Facility Goals**

**Strengthen and integrate the core principles of Nicholas Programming into our daily operations and culture, ensuring a holistic, inclusive, and collaborative approach to youth empowerment. Through strategic partnerships, staff engagement, and a commitment to diversity, we will enhance our rehabilitative services to better support at-risk youth and their families, fostering long-term success and reducing system involvement.**

### **About This Handbook**

**This is NRTC's program guide. Youth may receive additional information throughout the program and are encouraged to ask questions. We have a multi-tiered system of supports in place designed to teach, model and reinforce appropriate behaviors while holding youth accountable for their actions. We utilize consistent trauma-informed approaches that enhance pro-social behaviors through a positive incentive program. We look forward to working together.**

**-NRTC**

## Common Terms at NRTC

**Activity Restriction:** Tier 2 behavior intervention used when a youth earns three or more fines in a period or treatment setting where youth are required to complete assignments as directed by staff and may not participate in recreational activities.

**Advancement Petition:** A form youth fill out requesting to advance from one level to another. Youth must have staff comment and sign the petition prior to giving it to the Advancement Board.

**Community Resource:** A community activity that youth participate in regularly such as a job, school, community sport, or club.

**Fine:** Tier 1 behavior intervention used to correct behavior that is not immediately threatening to staff, self, other youth, or property, but which is inappropriate or unacceptable within the program.

**Grievance:** Process for youth to address what is considered to be unjust.

**Orientation:** The process whereby new youth are informed of basic rights and responsibilities and what they may expect while in placement, what is expected of them, how the program operates, and how they may access various services and resources.

**PBIS Pillars of Expectations:** These are the core values that NRTC teaches, models, and reinforces: Prosocial (being kind and supportive), Accountable (own one's actions) and Responsible (doing what's right).

**Restitution:** The process of being accountable and taking ownership of one's behavior. This can be a verbal or written process as identified by staff.

**SCV:** A Severe Conduct Violation is a Tier 2 behavior intervention used to correct behaviors that pose a clear threat to self, others, or property. Behaviors include actions that are against the law, such as escape, assault, fighting, intimidation, or other similar behaviors.

**Treatment Week:** Behaviors and activities are recorded each week beginning Friday and ending on Thursday.

**Transition:** When youth return to their home school and/or are engaged in community-based activities while still "living" at NRTC.

**Whereabouts:** A term used to describe when a youth is not in their assigned area or leaves the building but remains on the property.

**Youth Responsibilities:** Each youth must follow the rules, procedures, schedules, and directions of staff while at the facility.

## **What Is the Nicholas Residential Treatment Center?**

Nicholas Residential Treatment Center (NRTC) is a 24-hour, staff-secure, residential treatment facility. We are licensed by the Ohio Department of Children and Youth and accredited by COA Accreditation. We can have up to 25 male and/or female at-risk youth placed by the Montgomery County Juvenile Court or a Public Children Service Agency. The program is specifically designed to work with youth facing serious behavioral problems, mental health, and substance abuse issues.

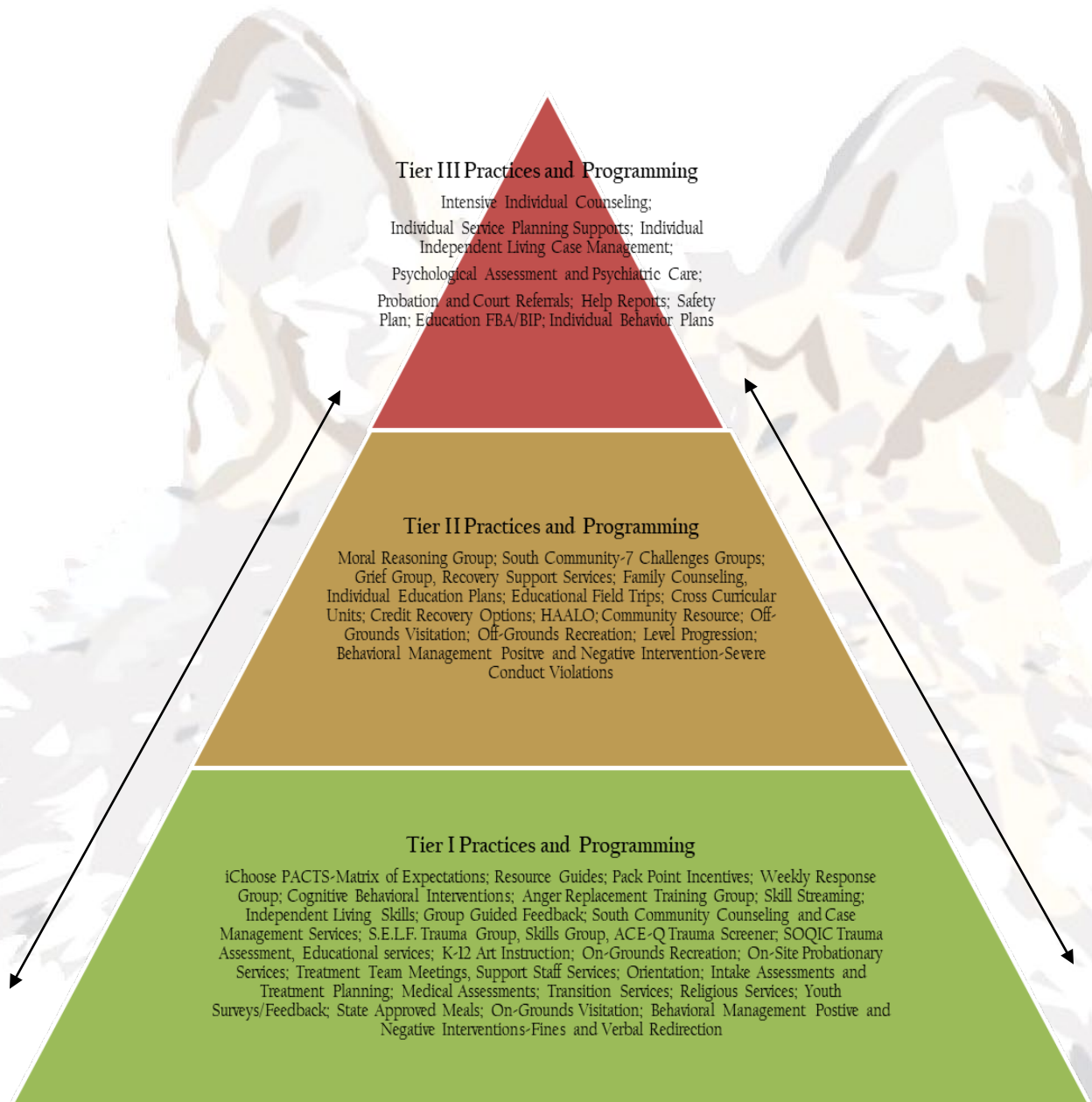
We have two programs youth can enter: Behavioral and Therapeutic Intervention Program (Behavior Program), or Substance Abuse Program (AOD Program).

- NRTC's Behavior Program is a 6–12-month program where risk and needs are addressed through the use of evidence-based cognitive behavioral and trauma-informed care models in treatment planning and case management services. Mental health diagnoses are clinically managed through the facility's partnership with our contracted community mental health provider. Treatment frequency and level of care changes are individually determined. Individual and family therapy, education, and vocation are vital components of the program. Integration back into the community and home is facilitated when applicable. Progress toward successful completion is based on a youth's individual progress, behavioral compliance, and/or the needs of the placing agency.
- NRTC's AOD Program is a 45-day minimum program where eligible youth have received a substance abuse disorder diagnosis that is clinically managed through the facility's partnership with a contracted community mental health provider. Programming is short-term and intensive. Youth receive a minimum of 20 hours of substance abuse and co-occurring disorder treatment weekly, with a primary focus on the Seven Challenges curriculum.



**NRTC- Multi-tiered  
System of Supports**





**As part of our efforts to best meet the needs of our residents, NRTC has established an inclusive and comprehensive Multi-Tiered System of Supports (MTSS). Consistent with NRTC’s vision and mission, this pyramid of services, interventions, and support is designed to help our youth on their path toward becoming more responsible and productive citizens.**

## Treatment

### Treatment Team

**Treatment Team meets and discusses each youth twice monthly for case planning. These meetings also allow for ongoing communication regarding**

service plan development and review, treatment concerns, as well as planning for transition and discharge. The team will consist of youth, parents/guardians, probation officers, case managers, support staff, and education staff. Other people of support may be present as needed to ensure success. These meetings allow each youth to discuss their successes, struggles, or concerns with all parties present and allow staff to review progress in programming with the team. During Family Treatment Team, youth are encouraged to report their own evaluation of how the month has gone in the program, goals they are working on, and milestones that they have reached. Virtual options are available for team members who cannot make it to the facility.

### **Individual**

Youth will be scheduled to have individual counseling with a therapist at least one hour per week. Individual sessions will be focused on addressing personalized therapeutic goals established by the youth and therapists as well as learning to cope with daily stressors. While this is formal time for therapy, additional therapy sessions are available. Youth can seek support and guidance from staff on an informal basis at any time. Each staff member at NRTC brings their own unique experience, which youth can use to help cope with past experiences and learn new social skills. Private offices, conference rooms, and activity rooms are utilized for private discussions between youth and staff and counseling sessions.

### **Group**

There are a variety of groups offered at NRTC as specified in our MTSS. Which groups youth will participate in will be determined by orientation assessments and continued to be evaluated by the Treatment Team during placement. We offer both individual and group services by licensed staff through our contracted community mental health provider, and NRTC staff trained in evidence-based practices. Groups will work to improve individual areas of need, skill building, and independent living skills and knowledge.

### **Group Guided Feedback (GGF)**

At NRTC, youth learn to deal with peer conflict and are encouraged to stand up for oneself and others through our PBIS Pillars of Expectations to be Prosocial, Accountable and Responsible (P.A.R.). When youth are not showing those skills, staff and youth will bring it to their attention in a community circle that will address the behavior or issue in a positive way. Problem resolution should focus on choosing the P.A.R. behaviors and using skills taught in the program. Staff will supervise and assist the group as peers use specific and helpful feedback.

### **Family**

Family therapy will be provided as prescribed in the youth's service plan. Frequency of these sessions will be determined based on the needs of the youth

and the family. Family sessions can also be done virtually through Webex or by phone.

### Daily Schedule

1. Wake-up times:
  - a. Daily – 7:30a.m.
2. Mealtimes:
  - a. Breakfast- 8:00a.m.-8:40a.m.
  - b. Lunch- 12:00p.m.-1:00p.m.
  - c. Dinner- 5:00p.m.-6:00p.m.
3. School:
  - a. Weekdays - 8:40a.m.-3:50p.m.
4. Groups:
  - a. Weekdays and weekends, after school\*, and on weekends
    - i. Some groups may be scheduled during school hours when class is not being held.
5. Bedtimes:
  - a. Severe Conduct Violation (SCV) Bedtime – 8:00p.m.
  - b. Regular bed – 9:00 p.m. (weekdays, weekends, and holidays)
  - c. Late bed – 10:00 p.m. (weekdays)
    - 11:00p.m. (weekends, holidays): A & B-Level
    - 12:00a.m. (weekends, holidays): C & D-Level
6. No television before 4:00p.m. (school days)
7. Showers from 8:00p.m. to 9:00p.m., everyday
8. Quiet activities on units are permitted after 8:00p.m.
9. Visitation
  - a. Sundays, Tuesdays, and Wednesdays as scheduled

### Youth Voice

#### Youth Leadership Board

Youth's perspectives and opinions are important and deserve consideration. The Youth Leadership Board allows youth voices to be recognized by administration, staff, the youth service committee, and stakeholders to improve understanding, culture, and programming at the facility. This can be achieved through conversations or special projects the board wishes to take on. A representative from each unit is nominated to serve on the board as a voice for their peers that committees and administration consider when weighing their decisions.

#### Youth Feedback

Youth may request to speak with staff by filling out a **Request for Service** form at any time. At each level in the program youth will have the opportunity to give

written feedback about the program in their Advancement Petition that is reviewed by the Youth Leadership Board and program oversight committees.

## **Nicholas Liberty School**

### **Education**

Education is an important part of NRTC for all youth and will be provided by the in-house established charter school, Nicholas Liberty. Nicholas Liberty School is a year-round program where each youth will receive instruction required by Ohio. Licensed teachers instruct in the core subject areas and Special Education services as identified within the youth's existing Individualized Educational Plans (IEP). Our Nicholas Liberty School works in close collaboration with each youth's home school to ensure that their educational needs are met. In doing so, our teachers strive to help our youth bridge educational gaps; achieve promotion to higher grade levels; earn high school credits; participate in Ohio's required end-of-course testing process and in some cases, enroll in college level coursework. Classrooms are interactive and we encourage participation from all classroom members. NRTC ensures that youth who have access to electronic media within or outside of the facility are under NRTC's staff supervision and adhering to our Internet and Computer Agreement and policies regarding communication. This includes internet, cell phones, and e-mail services.

### **Education – Transition Phase**

When a youth is eligible for the transition phase of the program they will begin a reintroduction to their home school. Upon entering the transition phase of the program, they may attend their home school while maintaining residency and support from Nicholas Liberty. Youth returning from their home school will be debriefed and checked in upon their return. The Transition Coordinator along with their PO or case manager will remain in contact and continue to receive reports and monitor the youth school behavior. Youth returning to NRTC prior to 4:00p.m. may attend a study period or have an adjusted schedule as needed.

In the event a youth transitions directly to home and school, meetings will be scheduled between NRTC education staff and the home school district to work towards a smooth return for youth. Transition staff will follow up with youth on a regular basis and be available for any questions and assistance.



### **Media Center**

Youth will have access to books, magazines, and many other forms of media through a checkout process. All literary forms are monitored to ensure materials are age and subject appropriate. We encourage youth to use this resource for recreational purposes, as well as educational ones.

### **Recreation and Privileges**

NRTC has a wide variety of recreational activities to do both on and off grounds. We offer vocational and voluntary religious services at the facility. Recreation is earned and a privilege. Youth on an activity or medical restriction may not be able to participate in some activities. Weekly off-ground activities are scheduled for youth as an incentive. Youth may attend once they are on the appropriate level and response. We encourage activities that improve the way youth interact with others, build self-confidence, and support athletic skills. Some recreational privileges offered include:



- Basketball
- Sporting events
- Football
- Fair
- Volleyball
- Bowling
- Kickball
- Restaurants
- Weight room
- Skating
- Softball/Mat ball
- Hiking
- Fishing
- Picnics
- Movies
- Museums

## Youth Responsibility

NRTC is home for now, and we want youth to be proud of it. Youth responsibilities in the facility can give one a sense of pride and develop positive habits for the future. We divide chores between youth and staff.

Youth are expected to contribute the following:

1. Take care of your personal belongings
2. Care for your room
3. Clean up after yourself in the bathroom and on the unit
4. Carry a reasonable share of all other work
5. Community Resource by D Level

### NRTC Jobs Program

Youth will be assigned tasks and expected to help where needed. At NRTC, youth are required to obtain a **Community Resource** (job, a community club, sport, etc.) on C Level. Having additional responsibilities gives youth the opportunity to apply and practice developing positive habits in a safe and instructional environment. Youth will participate in independent living groups and work with their case managers to assist youth learning new skills that will aid in their community transition, prepare them for future employment, and enhance their independent living skills. NRTC has developed partnerships with local clubs and community resources for those youth not able to achieve gainful employment.

## PBIS Pillars of Expectations

### P.A.R.

Our desire at NRTC is to teach program expectations, model appropriate behaviors, and reinforce desired behaviors through our Pack Points Reward System. P.A.R. expectations encourage youth to choose socially acceptable behavior and develop positive habits. We achieve positive results when we **CHOOSE** to do our best!

- **Prosocial- being kind and supportive**
- **Accountable- owning one's actions**
- **Responsible- doing what's right**

By following these guidelines, we can help shape behaviors and support youth in becoming more responsible young adults. P.A.R. expectations are reviewed during orientation and posted throughout the facility for youth to see. Following P.A.R. expectations give youth an opportunity to earn treatment week points that allow them to participate in additional activities.

## **Units**

**NRTC's mascot is the Wolf. We have four units: Timber, Tundra, Coyote, and Arctic. Timber and Tundra units house males in NRTC's Behavioral Program. Male youth placed in the AOD program reside on the Coyote unit. All female youth, regardless of program type, reside on Arctic.**

- **Each youth must sleep in their own bed**
- **Youth must sleep in appropriate bed clothes**
- **Youth must make their bed each day**
- **Rooms are to be kept clean and tidy and will be inspected each morning**
- **Youth are not permitted in the rooms of the other youth or in the hallways of the other units**
- **Males may not be on the female unit at any time and vice versa**
- **No food is allowed in the rooms**



## **Behavioral Interventions**

### **Pack Points**

**Pack Points are positive behavior interventions used to encourage desired behaviors, specifically P.A.R. behaviors. Pack Points are given out by staff on their Pack Point Cards. Pack Points are used to earn extra privileges like phone calls, home time, community outings, or they can be used to purchase items at the incentive store such as candy and drinks. Some items' availability may vary based on youth level. Points can only be redeemed during specific times. Youth will never lose Pack Points, but they must be in high response to cash them in! If youth ask for Pack Points, they will not receive them.**

## Fines

Fines are Tier 1 behavior interventions used to correct minor and moderate behaviors that violate the facility's expectations (rules). Examples of fines include, not following directions, horseplay, and use of profanity. Fines are used to help young people identify inappropriate behaviors.

- Each fine is worth 1 point
- Fines can be given by any staff member at any time
- Youth may retribute fines to earn their point back

**Restitution** is a reflection on one's behavior that helps youth take ownership for their behaviors. Staff can require verbal, written, or specific actions that demonstrate accountability for a youth to serve as restitution. Restitution should be specifically related to the offense as it is designed to reinforce desired pro-social behavior. When youth retribute their behavior, they show growth and acceptance of program expectations.

## Activity Restriction (AR)

Activity Restrictions are Tier 2 interventions utilized when a youth receives three or more fines in a treatment setting. When a youth receives an AR they temporarily lose recreational and program privileges during the time under restriction. Restrictions are served during free time.

- 3 or more fines in a treatment hour, class, or group
- 1 hour under restricted privileges
- Failure to earn 10 points for the treatment week

Youth are still encouraged to retribute their fines while under Activity Restrictions. This process helps a youth understand their behaviors and make necessary changes to move through the program.

## Severe Conduct Violation (SCV)

A Severe Conduct Violation is a Tier 2 behavior intervention used to correct behavior that poses a clear threat to self, others, or property. SCVs are earned when youth demonstrate serious risky behaviors that could result in a charge if in the community. NRTC has seven categories of SCVs that a youth can receive.

We try to handle these behaviors here at NRTC. However, if the violation is severe, or becomes a repeated behavior not corrected by Tier 1 or Tier 2 interventions, charges or violations may be filed. Youth who violate the law may have to go before the court. Receiving a charge or having to make a court appearance is a Tier 3 behavior intervention. Continued serious behaviors or safety risks could result in removal from the program.

**Severe Conduct Violations are:**

- 1. Use of any Drugs or Illegal Substances**
  - a. Positive, invalid, or refused urine screens
  - b. Use or possession of drugs, illegal substances, or inhalants
  - c. Drug paraphernalia
  - d. Alcohol or tobacco
  - e. Improper use or possession of medications
  - f. Vaping or vaping products
- 2. Destruction of Property**
- 3. Assaultive Behaviors**
  - a. Fighting
  - b. Assault
  - c. Threatening
- 4. AWOL**
  - a. Runaway/AWOL
- 5. Stealing / Contraband**
- 6. Inappropriate Sexual Conduct**
- 7. Serious Misconduct**
  - a. Attempted/Planning escape or AWOL
  - b. On an unauthorized unit or secure area
  - c. Gambling
  - d. Piercing or tattooing
  - e. Supporting inappropriate behavior
  - f. Home visit contract infraction
  - g. Creating a disturbance or repeated disruption to the program
  - h. Touching security equipment
  - i. Gang behavior (including gestures, signs, and writings)

**SCV intervention includes:**

- **2-hour Activity Restriction**
- **Restitution is where staff will identify verbal or written work for youth to complete while serving their AR**
  - o **Failure to retribute SCVs will result in an additional 2-hour AR**
- **No off-ground privileges while under AR or during the grievance process. Additional off ground privileges may be restricted during the week at staff's discretion**
- **Failure to earn points for the treatment week**
- **SCV bedtime (8:00p.m.)**
- **SCV will result in the loss of the next home pass**
- **No use of gaming systems or reduced gaming system time**

**NRTC administration reserves the right of discretion in determining expectation violations and interventions given.**

### Grievance Policy

Youth shall have the ability to grieve any situation, action, or decision considered to be improper and grounds for complaint or dissatisfaction of a SCV. The grievance policy shall be given to youth and parents during intake. The facility has designated space, which is not space in which youth live, to serve as an area for private discussions and counseling sessions between youth and staff. These include staff offices and private tutoring rooms.

### Weekly Status and Levels

The NRTC program has three phases: Orientation, Residential, and Transition; and five levels: Orientation, A, B, C, and D. Progress through the program will be made by following expectations, earning all treatment week points, and meeting level requirements. Prior to advancement, youth must complete an **Advancement Petition** and be approved by the Advancement Board to move onto the next level. Youth must be in high response to advance. Moving up levels is the way youth show progress and return to the community. The higher the level attained, the more privileges and responsibilities earned. Youth's length of stay and program services may differ due to a variety of factors (age, behaviors, needs, court orders) and will be reflected in the youth's service plan.

### Weekly Status

Youth will be given opportunities to earn daily points by following P.A.R. expectations. Each hour earns 5 points, 75 points per day. Points are automatic and can only be lost through violations of facility expectations. Weekly points earned dictate program status. We have three status responses youth can fall into:

- **High Response:** A>465; B>475; C>489; D>500
- **Neutral Response:** A 455-464; B 465-474
- **Low Response:** A 454 and below; B 464 and below  
488 and below; D 499 and below

Youth fail to earn points by receiving fines and not restituting them. When youth earn high response, they earn their week and move through the program. If youth come in neutral status privileges remain the same as high response (home pass time may have reduced hours) and the week will be determined by the following week's status. For example, if a youth came in neutral response the first week and high response the second week, both weeks would be considered high response and count toward advancement. Youth who come in neutral or low response the second week would be placed low response and their week would not count toward advancement.

## Phases and Levels

### Phase I- Orientation

**Orientation:** The goal of Orientation is to establish treatment goals and become familiar with the program. Youth will meet with their Treatment Team and work together to develop a comprehensive treatment and discharge plan while they are here. The plan will outline what tier level services are needed and youth will be placed in groups or individual services to address those needs. Youth will attend a 3-day orientation to aid in learning the program. To advance to Level A youth will have started therapy, passed an orientation test, and be approved by the Advancement Board. Orientation is a minimum of 2 treatment weeks. Youth must be in high response to petition to advance. On Orientation youth can have visitors (see visitation policy) and two weekly phone calls to people on the approved phone list. Youth may not go off grounds unless for court, a medical appointment, or an appointment required by a licensed individual.

**A Level:** During A Level youth will continue to learn the program. Regular participation in groups and working individually with their therapist and case manager are required. Youth must come in high response for a minimum of 6 treatment weeks. To advance, youth must come in high response the last 2 weeks prior to petitioning (requesting) the Advancement Board. Privileges will be determined by one's ability to meet level expectations and by earning Pack Points. A Level youth will be able to attend off-grounds activities under staff supervision, late bed, and receive three outgoing telephone calls per week. Youth may earn additional level-related privileges through Pack Points.

### Phase II-Residential

**B Level:** On B Level youth should have a strong knowledge of the program and their individual treatment goals. During this level youth will be required to work more specifically on those goals. Youth must come in high response a minimum of 6 treatment weeks. To advance, youth must come in high response for the last 3 weeks prior to petitioning the Advancement Board. Youth who meet eligibility criteria at this level may be approved for weekend home passes up to 10 hours. Parents/guardians and youth are to complete **Weekend Home Notes** while on B Level. On B Level, youth may have supervised off-ground privileges, 4 outgoing telephone calls per week, and additional personal property in their room.

**C Level:** On C Level youth will be required to demonstrate more leadership skills, and, as a result, will begin to earn more freedoms and privileges. Youth must complete required treatment hours per their service plan. Youth must come in high response for a minimum of 6 treatment weeks. To advance, youth must come in high response the last 4 weeks prior to petitioning the Advancement Board. Youth who meet eligibility criteria at this level may be approved for overnight weekend home passes. Youth may earn 5 outgoing telephone calls per week, room time, and other off-ground privileges through

**Pack Points.** During this level, the focus is on the aftercare plan, be encouraged to develop a Community Resource and be allowed to use the RTA bus for transportation. All community service and/or restitution work must be completed to advance to Phase III.

### Phase III-Transition

**D Level:** On D Level youth begin transitioning back into the community, putting their aftercare plan in place. Based on level responses and participation in a Community Resource, approved youth will be eligible to earn extended overnight home passes (including holidays). During this time youth may return to their school in the community. Treatment hours will be determined by the team and may vary from youth-to-youth dependent on need and their specific aftercare plan. Youth must come in high response for a minimum of 6 treatment weeks. Successful completion will be based on a variety of factors included in one's discharge plan and Treatment Team recommendations.

### Facility Leave

Youth will be expected to always report their whereabouts. Being out of the assigned area will result in a whereabouts fine and further interventions could be used. Planning, discussing, or leaving the property without authorization, as well as running away (AWOL), are considered severe conduct violations. Law enforcement may be notified, and a violation may be filed. Whereabouts violations during off-ground activities will result in an SCV.

- **Youth who go AWOL will return to Orientation Phase. Youth must petition the Advancement Board for level placement.**

Youth are not to be outside after 8:00p.m. Outside doors are locked and staff police the property. Youth are not allowed on the roof.

### When can youth leave the facility?

Off-grounds and community outings are privileges which are earned through advancing through the levels and remaining in high response. The general rules are:

- Youth may leave the facility under staff supervision if in high response and have reached A Level of the program.
  - This includes leaving for community service, court programs, and NRTC approved activities.
- Youth may earn home passes on Phase II B Level of the program.
- While in Phase II of the program, youth should always be supervised by a parent/guardian or an approved adult.
- During Phase III Transition, youth will earn more freedom and unsupervised time, as approved by the placing agency. Participation

**in a Community Resource such as employment, a club, or team sport will increase home time.**

**NRTC administration reserves the right of discretion in determining off-ground privileges.**

### **Trip Plans**

**Youth may earn pre-approved off-ground trips with their immediate family (must be over 18 years of age), responsible adult friends, relatives, staff volunteers, and your probation officer. To be eligible for additional community time youth must submit a fully completed Trip Plan to your case manager at least 24 hours in advance and your plan must be approved. Off-grounds trips are contingent upon the completion of all daily program expectations: self-care, room care, job (if applicable), and attendance in all areas of programming. The type of leave requested must meet current level privileges. Trip Plans that are not for medical, educational, or job-related purposes can be purchased through Pack Points, unless on D Level.**

### **Home Visits**

**Once youth reach Level B approved youth will be eligible for one 10-hour home pass. Coming in neutral response can result in the loss of home visit hours. Coming in neutral response for two consecutive weeks will result in the loss of the entire home pass. Youth may not go on a home visit or off grounds if they have earned an SCV within the past twenty-four hours or have demonstrated otherwise unacceptable behavior. The placing agency will determine if youth are approved for home passes. Family goals are established for home visits and parents/ guardians, and youth are to complete Weekend Home Notes. Weekend home notes are to be turned into staff upon return to the facility. The length of each home visit is based upon the youth's behavior during the treatment week, service plan goals, and their current level. Youth are not to have contact with other residents while on home pass. Youth returning from home passes will submit a urine screen.**

## **Visitation and Communication**

### **On-Site Visitation**

**We encourage family to visit at every opportunity. All visitors must be on the Visitation List, which is approved and kept up to date by the NRTC probation officer. NRTC will ensure that arrangements for visitation and communication between the youth and family or friends are consistent with the case plan and that such arrangements are documented in the service plan (only parents/ guardians and siblings are permitted at the facility unless specified on the case plan and/or service plan). Appointments must be scheduled each week prior to visitation through the NRTC probation officer. Virtual visitation may be scheduled as an alternative for families unable to attend in person. Visitation is scheduled as follows:**

**Girls' Visitation- In-person on Wednesdays- 6:30p.m. to 7:30p.m.  
Virtual on Sundays- 9:30a.m. to 11:30a.m.  
Boys' Visitation- In-person on Tuesdays- 6:30p.m. to 7:30p.m.  
Virtual on Sundays- 1:00p.m. to 3:00p.m.**

**Holiday visitation will be determined by NRTC Administration.**



### **Visitation Rules**

- **No smoking**
- **No food or drinks are permitted during visitation**
- **All visitors must have proper I.D. with them**
- **All visitors must be on the youth's visitation list. If the person is not on the youth's list, they will not be permitted into the facility**
- **Youth may only receive 2 visitors weekly. Siblings or biological children under age 18 must be accompanied by an adult and may not remain unsupervised in the waiting area**
- **Visitors are not permitted to wear coats or hats. All personal belongings such as purses, keys, cell phones, lighters, etc. are to be locked in the lockers provided in the reception area**
- **Late arrivals will not be permitted back to visitation**
- **Any inappropriate behavior or language from the youth or family will result in the termination of the visit**
- **All visitors must be clothed in appropriate attire for the facility**
- **Staff reserve the right to end the visit at any time**

**\*On-site visitation is supervised. In accordance with the service plan, privacy shall be provided for visits. Several private offices, conference rooms, and activity areas are available in the facility for private discussions and counseling sessions.**

### **Mail Privileges**

**Youth may send and receive unlimited, uncensored mail to people on their approved mailing list as directed by your legal custodian (these directives may not conflict with federal postal regulations). NRTC staff will not open or read youth's mail unless it is specified in their case plan and/or service plan and approved by the youth's custodian. However, staff may have the mail opened, or the package, or envelope be emptied in front of them if contraband is suspected. If on probation, mail will be given to the probation officer to distribute.**

### **Telephone**

**Youth are permitted to use the telephone to make and receive calls. We encourage young people to keep in touch with family members. The telephone, like many things here, is a privilege and must be earned. Phone privileges are determined by level and in accordance with the youth's service plan. Youth may call any person that is on the approved telephone list, which is completed by a parent/guardian. Youth are permitted to use the phone only with staff permission during the allotted times. Phone calls must be 5 minutes or less. Additional time or calls may be purchased through Pack Points incentives. Phone calls may be terminated at staff's discretion.**

- Orientation: Two outgoing calls per week**
- A Level: Three outgoing calls per week**
- B Level: Four outgoing calls per week**
- C and D Levels: Five outgoing calls per week**

**\*\*Youth in low response will have one outgoing phone call per week unless otherwise identified in their service plan.**

**Youth are permitted to receive phone calls from parents/guardians only. In accordance with the service plan, youth will be provided with privacy as needed for their phone calls. Parents may contact NRTC for information and updates concerning their youth.**

**Youth may request, at any time, to contact his or her attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA), or guardian ad litem (GAL), or the Ohio youth ombudsman by telephone or at the facility, in private. All requests will be fulfilled within twenty-four hours of the request being filed. This request can be made by completing a Request for Service form. If a youth has a disability, the youth shall have the opportunity to contact the state protection and advocacy organization.**

## Personal Property

### Clothing

Youth wear their own clothes. NRTC will work with parents/guardians to obtain necessary items at intake. Underwear and socks will be provided if needed. We do not permit memorial shirts or any clothing that promotes negative images such as drugs, alcohol, gangs or obscenities. Youth will need clothes for school, work, play, and formal occasions such as court appearances.

Parents/guardians may provide additional items as needed (due to season changes, growth, or wear) by going through the probation officer. All items are to be checked in and out by the NRTC probation officer. Property may not be brought in during visitation. Listed below are the items and amounts of clothing that are permitted in the rooms. Additional items will be kept in storage and youth are encouraged to take them home:

- 1 Belt
- 2 Sweatshirts
- 7 Pairs of socks
- 3 Pairs of shoes
- 1 Jacket
- 11 pairs of pants (combination of jeans, sweats, dress and shorts)
- 9 Shirts
- 7 Pairs of underwear
- 2 Pajamas
- 1 Coat
- 7 Bras (females)

The facility is equipped with a washer and dryer, plus an iron and ironing board. Youth will be assigned a washday and are expected to do laundry outside of their door prior to bedtime. Staff on duty will see that they are washed and dried. We believe the way one dresses influences the way one acts and feels; and encourages youth to take pride in their appearance.

### Clothing rules are as follows:

1. All clothes should be carefully folded or hung neatly
2. Youth may not wear clothes with excessive rips or tears, clothing that is too small or baggy. Clothing must provide appropriate coverage
3. Youth may only have the maximum number of clothing items in the room at one time. Extra items will be considered contraband
4. Shirts, pants/shorts, and socks/shoes or slippers must be worn
5. Youth are not permitted off the unit in pajamas
6. Youth must wear coats outside during inclement weather
7. Youth must dress appropriately for all special events, as determined by staff
8. No hats, hoods or headbands are to be worn off the units
9. Youth must be in appropriate bed clothing (after showers). This includes pajamas, slippers, flip-flops, robes or any combination
10. Under garments must be worn during waking hours
11. Youth are not permitted to trade, giveaway, or wear other youth's clothing

## Property

Blankets, sheets, pillow, pillowcase, towels, washcloths, and a hygiene caddy will be provided for shower time. The caddy will include the following products:

- Shampoo and conditioner
- Soap, body wash and face wash
- Toothbrush and toothbrush cap
- Lotion
- Hairbrush or comb
- Deodorant
- Shower sandals
- Toothpaste
- Vaseline lip therapy
- Dental floss

Additional items may be brought in by parents/guardian or purchased through the Pack Points store. All items will need to be checked in and approved. No items containing alcohol will be permitted. Jewelry, makeup, clip-ins, and fake nails are not permitted to be worn in the facility by youth.

Feminine hygiene products and razors will be provided by staff, as needed.

Youth may have personal possessions (other than clothing/hygiene products) in their rooms such as pictures, memorabilia, etc. Youth may decorate their rooms as permitted by level. As youth advance through the program the number of personal items (from home) that they are allowed to keep will increase. Items that promote negative images such as drugs, alcohol, gangs, obscenities, or otherwise inappropriate in nature will not be permitted.

- Orientation: 3 items
- A Level: 5 items
- B Level: 7 items
- C Level: 10 items
- D Level: 12 items

All possessions are subject to staff regulation, including disapproval. Youth are not permitted to bring property to NRTC with value exceeding \$25.00. Although we want young people to feel comfortable here, please understand this is only temporary and we strongly discourage bringing items of value into the facility. No electronics such as cell phones, iPads, radios, cameras, fans, or personal gaming devices are allowed. Room decorations should be neat and organized. Excess items or clutter are not permitted.

All personal possessions must be brought to NRTC and checked in by a probation officer. After every home visit, youth will go through the check-in process which includes going through a metal detector and security wand as needed, checking in all items brought into the facility (this may be completed by staff at a later time), and checking in any money or medications brought back to the facility.

**\*Unchecked items brought into the facility will be considered contraband.**

### **Money**

There is a trip planned almost every weekend, and youth may keep money in an activity fund. Money in the activity fund will only be used for trips and activities that are related to the facility. Parents/guardians are expected to give money directly to staff for tracking and security. All money must be turned in to the supervisor on duty. NRTC will only accept money in the form of cash, no electronic funds will be accepted. Money is kept in a locked safe, and transactions are documented by staff. Not turning in money from home or activities may result in a SCV for contraband.

### **Food Services**

NRTC creates its own menus for breakfast, lunch, and dinner. They consist of 4-week cycles and are approved by the Ohio Department of Education (ODE). We participate in the USDA's National School Lunch Program, and we provide a variety of nutritious and tasty meals. Our facility is evaluated and inspected at least twice a year by Public Health of Dayton and Montgomery County. Healthy snacks are offered between meals. If a youth chooses not to eat, then they must sit with the group until the meal is completed. In accordance with USDA regulations: This institution is an equal opportunity provider.

### **Medical and Other Services**

One of our goals is to keep youth in good health and to help teach them how to take care of themselves. When youth arrive, they are seen by a doctor and/or nurse practitioner for medical screening and physical, if needed. Youth will have a vision screening and be scheduled a dental appointment within the first 30 days of placement. If youth are on medications or need medications a pharmacological plan will be established.

NRTC has 24/7 medical and/or clinical care as needed. If youth are not feeling well, notify staff and they will take the necessary steps to get them feeling better. Illness will be referred to the onsite nurse, nurse practitioner, or a doctor, as needed. Emergency illnesses and injuries are taken to the hospital, and parents/guardians will be notified immediately. Youth who are ill are to remain in bed for the day. This includes illness during school hours. Youth who are ill will not be permitted to participate in on or off-ground activities and will have early bed.

To help establish good habits, youth will be expected to take a shower each day and brush teeth after each meal. Showers consist of washing hair with soap, cleansing your entire body with soap, and rinsing. Hair is to be kept neat and tidy in accordance with hair texture and type. Haircuts will be scheduled as needed for those youth not eligible for home passes. Haircut services provided are limited to relaxers, conditioning, cutting, or trim of damaged hair.

## Parents/Guardians Responsibilities

When youth first arrive, many things are taking place. Case managers, therapists and probation officers may be contacting parents/guardians to schedule meetings and gather information to provide the best possible services.

NRTC's treatment program is family-driven, and services are geared to encourage families to participate in all aspects of the youth's treatment. Monthly Family Treatment Team meetings are held to discuss service planning, needs, discharge planning, and any concerns regarding programming or placement. During these meetings, we discuss the progress and positive strides that have been made at NRTC and will allow parents/guardians to have face to face contact with service providers. Families can also be referred to further support services as requested.

Youth will make progress in the program when parents/guardians are engaged and supportive by:

- **Maintaining contact with case managers, probation officers, and therapist**
- **Attending family sessions**
- **Attending Family Treatment Team meetings**
- **Visiting their youth regularly at the facility**
- **Participating in service plan development and review**
- **Participating in permanency and discharge planning meetings and reviews**
- **Being responsive to weekend home visits, transportation, and reporting violations**
- **Utilizing resources and aftercare support services**

## Complaint Procedure

1. A copy of the policy and procedure will be given and explained to the youth and family at the time of the youth's admission to the residential facility. Documentation will be kept in the youth's file after it is completed.
2. A youth or family member may submit a formal complaint in writing to their probation officer or to a supervisor. The complainant is not required to make a complaint through the staff member who is the subject of the complaint. NRTC ensures that there is no retaliation by staff or fellow youth for filing the complaint.
3. The Center shall make every effort to ensure that any complaint is resolved within thirty calendar days of the filing of the complaint, and that unresolved complaints are reviewed by the Director of the facility or designee within thirty calendar days of the filing of the complaint. For any complaint not resolved within thirty calendar days, a written explanation of the reason why the complaint has not been resolved shall be placed in the youth's case file.
4. A written report on each complaint and the resolution shall be compiled and a copy placed in the youth file.

**Ohio Youth Ombudsman:** An ombudsman is a person who works independently from children services and placement agencies to help you solve problems and, if you are in foster care, advocate for your rights to be protected while in foster care. The Youth Ombudsman conducts investigations in a fair and neutral manner.

If you have already reached out to your local children’s services or placement agency and your issue is still not resolved OR if you do not feel safe contacting your local agencies, you may file a complaint by calling 1-877-OH-YOUTH (1-877-649-6884) Monday-Friday 8am-5pm. You may also file a complaint online by going to <https://youthandfamilyombudsmen.ohio.gov/youth/> and clicking the “Get Started” link

### **Reporting Procedures**

Reports of alleged child abuse or neglect should be made to the Montgomery County Department of Job & Family Services, Children’s Services Division, by calling 937-224-KIDS. Reports can also be made to any law enforcement officer in the county.

### **Youth Bill of Rights**

NRTC or any employee, volunteer, intern or subcontractor of the Center will not in any way violate any of the rights stated in the Youth Bill of Rights:

1. The right to be free from physical, verbal, and emotional abuse and inhumane treatment.
2. The right to be protected from all forms of sexual abuse and exploitation.
3. The right to receive timely and consistent access to:
  - a. Housing that is a clean and safe living environment, free of infestation and contaminants. This includes the right to enter their housing at any time during their placement.
  - b. Food in accordance to rule 5180:2-9-20 of the Administrative Code. This includes the right to have other special considerations regarding food as a result of trauma included in their service plan and/or case plan.
  - c. Clothing appropriate to the youth’s age and gender identity. This includes the right to participate and provide input regarding the selection of their clothing.
4. The right to privacy and personal belongings.
5. The right to their own money. As age and developmentally appropriate, the right to earn their own money, open a bank account, and be provided guidance on how to save and spend money. For youth age fourteen and older, this is to be addressed as part of the youth independent living plan

- pursuant to rule 5180:2-42-19 of the Administrative Code.
6. The right to visitation and communication with parents, siblings, other family members, non-related kin, friends and significant others from whom they are living apart, in accordance with the youth's service or case plan. Unless restricted in the case plan or in accordance to paragraph (E) of rule 5180:2-5-35 of the Administrative Code, the youth has the right to communicate with these persons in private.
  7. The right to contact their attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem (GAL) as well as other professionals involved with the youth in private, within twenty-four hours of the request. Each of the phone numbers for these individuals and the recommending and custodial agency hotline is to be accessible to the youth.
  8. The right to have their opinions heard and be included when any decisions are being made affecting their lives. As age or developmentally appropriate, this includes the right to be invited to and prepared for meetings and court hearings including information about their permanency options.
  9. The right to receive timely, adequate, and appropriate medical care, dental services, vision care, and mental health services. This includes the right to have appointments scheduled and be transported to these appointments.
  10. The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.
  11. The right to receive appropriate and reasonable guidance, support, and supervision from adults in their lives including parents, resource caregivers, agency staff, mentors, youth advisory boards, and others, as applicable.
  12. The right to participate in an appropriate educational program including the following:
    - a. The right to provide their input regarding selection of schools consistent with the Every Student Succeeds Act (ESSA) 2015.
    - b. The right to participate in educational and school related activities, without any barriers to access.
    - c. For youth aged fourteen and older, the right to have access to information regarding vocational and post-secondary educational programs and financial assistance for post-secondary education.
  13. The right to life skills preparation pursuant to rule 5180:2-42-19 of the Administrative Code.
  14. The right to participate in age-appropriate extracurricular, enrichment, and social activities per section 2151.315 of the Ohio Revised Code.
  15. The right to protection against being discriminated against or harassed on the basis of race, sex, gender, gender identity, sexual orientation, disability, religion, color or national origin.

## PERSONAL TRACKER

I was placed at NRTC on: \_\_\_\_\_

I owe \_\_\_\_\_ in Restitution/CS

Began Orientation on: \_\_\_\_\_

Completed Orientation on: \_\_\_\_\_

Passed my Orientation Test

Began A Level on: \_\_\_\_\_

Completed A Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

Began B Level on: \_\_\_\_\_

Completed B Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

I have completed the following in order to transition

Community Service/Restitution

Facility Job: \_\_\_\_\_

Began C Level on: \_\_\_\_\_

Completed C Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

I have completed the following in order to transition

Community Resource ie. employment

Independent Living

### Transition

Began D Level on: \_\_\_\_\_

Completed D Level on: \_\_\_\_\_

Target Goal: \_\_\_\_\_

SCVs: \_\_\_\_\_

Daily Debrief

Weekly School Monitoring Report



I am prosocial when I...

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I am accountable when I...

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I am responsible when I...

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I HAVE ACHIEVED SUCCESS IN SCHOOL BY:

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I CHOOSE TO CONTINUE TO DO THE FOLLOWING:

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Chapter:	Program
Subject:	Visiting & Communication
Section:	12.3
ODCY Rule:	5180: 2-9-16; 5180:2-9-42
COA Standard:	ASE; GLS
Revised:	10/1/19; 10/1/20; 4/23/21; 8/27/21; 3/28/22; 4/9/2025

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NRTC's written policy concerning visitation and communication between a youth and family, siblings, or friends are consistent with the placing agencies' directives, court orders and/or the case plan, and those arrangements are documented in the service plan. NRTC strives to support family engagement and facilitate regular contact between the youth and his/her family members (including siblings) during all phases of the program, beginning at intake. Family involvement begins immediately within the program. This policy outlines the rules regarding youth communication and visitation.

### **Mail**

NRTC allows a youth to send and receive mail in accordance with paragraph (B) of rule 5180:2-9-16 of the Administrative Code and is subject only to the residential facility's rules regarding contraband and directives from the youth's legal custodian, when such rules and directives do not conflict with federal postal regulations. NRTC staff does not open or read a youth's mail unless specified in the youth's case plan and/or service plan and approved by the youth's custodian. The facility may require that a youth open mail in front of a staff person and empty the package or envelope, if contraband is suspected.

1. Upon a youth's admission to the facility, parents/guardians make a list of people with whom the youth is allowed to communicate by mail. Additions to the list may be made through the assigned case manager or probation officer throughout the youth's stay at the facility. Staff will provide stamps and envelopes for outgoing mail.
2. If the youth is on probation, incoming mail is given to his/her probation officer for distribution.
3. Staff may not open or read a youth's mail unless specified in the case plan. Staff may have a youth open mail in front of them if the mail is suspected of containing unauthorized, dangerous, or illegal material or substances.
  - If contraband is found, staff shall confiscate the contraband and appropriate action will be taken.
4. First-class letters and packages should be forwarded to youth who have been transferred to other facilities or released, providing a forwarding address is available.
  - If a forwarding address is not available, first-class letters and packages shall be returned to the sender.

Chapter:	Program
Subject:	Visiting & Communication
Section:	12.3
ODCY Rule:	5180: 2-9-16; 5180:2-9-42
COA Standard:	ASE; GLS
Revised:	10/1/19; 10/1/20; 4/23/21; 8/27/21; 3/28/22; 4/9/2025

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### **Phone Calls & Visitation**

NRTC, in accordance with the service plan, allows youth access to a telephone which will permit the youth to make and receive calls. A youth's access to use of a telephone will not be unreasonably denied. NRTC, in accordance with the service plan, provides privacy for visits and telephone contacts.

NRTC allows each youth to confer with his/her attorney, caseworker, custodial agency worker, probation officer, CASA, and guardian ad litem by telephone or at the facility, in private, no later than twenty-four hours after the request is made by the youth. If a youth has a disability, the youth shall have the opportunity to contact the state protection and advocacy organization as required by OAC 5180:2-9-16(E).

- Requests are to be forwarded to the youth's case manager or to a supervisor, who will facilitate the contact.

NRTC designates space, which is not space in which youth live, to serve as an area for private discussions and counseling sessions between youth and staff.

- Several private offices, conference rooms and activity areas are available in the facility for private discussions and counseling sessions.

NRTC ensures that a youth who has access to electronic media within or outside of the facility while under the supervision of agency staff, which may include internet and e-mail service, adheres to the agency's policy regarding communications.

- Upon admission, each youth and their parent/guardian review and sign the Computer/Internet Usage Agreement regarding the use of school computers and internet for educational and free time use.
- Youth are not permitted access to cell phones while at the facility or under staff supervision.

### **Telephone Rules:**

- Upon a youth's admission to the facility, parents/guardians fill out a Phone List specifying family members and siblings with which the youth is allowed to communicate by telephone. Additions to the list may be made through the case manager throughout the youth's stay at the facility.
- A youth may receive telephone calls only from his/her parents/guardians, unless otherwise approved by the case manager. All youth receive weekly outgoing calls. Youth have the ability to earn extra calls based on level advancement and incentives.

Chapter:	Program
Subject:	Visiting & Communication
Section:	12.3
ODCY Rule:	5180: 2-9-16; 5180:2-9-42
COA Standard:	ASE; GLS
Revised:	10/1/19; 10/1/20; 4/23/21; 8/27/21; 3/28/22; 4/9/2025

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- Phone calls are not to exceed five minutes, unless given prior approval by staff.
- Private telephone calls may be restricted by court order, a parent/guardian or placing agency representative or by advanced notice from NRTC's Director or designee. Restrictions are to be documented on the youth's service plan as to why a restriction has been put in place.

#### **Visitation Rules:**

- Upon a youth's admission to the facility, parents/guardians fill out a Visitation List specifying people who are approved to visit the youth. Additions to the list may be made through the case manager or probation officer throughout the youth's stay at the facility. Visitation is offered several times weekly and may begin immediately upon admission. Visitation and hours are stated in youth handbook.
- Visitation arrangements are to be scheduled in advance through the NRTC case manager.
- All visitors are required to sign the Visitation Logbook, which is located at the Administrative Assistant's desk in the reception area. Visitors may be required to show identification before being permitted to visit.
- Visitors are required to follow all agency rules and procedures while on the premises. Failure to do so could result in the termination of the visit, utilization of virtual platforms, and possible revocation of visiting privileges.
- Visitation may be denied or terminated for reasons including, but not limited to the following:
  - The visitor appears intoxicated
  - The visitor is dressed inappropriately
  - The visitor is using inappropriate language, or becomes verbally or physically aggressive
  - The visitor continuously fails to follow facility visitation rules
  - The visitor has been denied access to the facility by Court order
  - The youth's behavior is inappropriate

#### **Home passes**

Youth may have the opportunity to earn home passes so they can begin to explore using their new skills to manage their home and community behaviors. This is determined by level and weekly behavior in the program, and approved the placing agency. Youth must participate in their initial family counseling session prior to their first home visit to help manage and reduce any ongoing family issues. NRTC may assist youth and families who reside in Montgomery County as needed with transportation and travel arrangements.

Chapter: Program  
Subject: Visiting & Communication  
Section: 12.3  
ODCY Rule: 5180: 2-9-16; 5180:2-9-42  
COA Standard: ASE; GLS  
Revised: 10/1/19; 10/1/20; 4/23/21; 8/27/21; 3/28/22;  
4/9/2025

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Virtual visitation and family sessions may be used when appropriate to support youth and families when face-to-face visitation is not an option. Higher level home visits also provide youth with the ability to visit and communicate with family supports, siblings and/or friends.

- Home visits are arranged by the NRTC case manager and/or Program Supervisor
- Home visits are determined by Level Status and eligibility
- Parents/Guardians are to provide or designate an approved responsible adult to provide supervision and/or transportation for the visits
  - Parents/Guardians must pick up their child up at the facility
  - Identification must be provided if the person is not known to staff
  - Staff is responsible for ensuring any medications prescribed are sent home with the youth for the amount need during the visit
  - Youth must be signed out on the Visitor and Off Grounds Sign-In/Out Sheet located at the Reception Desk
  - NRTC may provide transportation to home visits on a case by case basis
    - Parents/Guardians must adhere to the established transportation arrangements. Supervisors may authorize NRTC transportation in emergency situations
    - Staff must verify parents/guardians at the approved location
- Parents/Guardians are responsible for completing the youth's Weekend Home Note
  - Youth are to return the Weekend Home Note, completed
  - Case Managers are to follow-up with parents directly regarding any concerns or issues and document the contact in JCS

Chapter:	Program
Subject:	Staff Supervision Plan for Recreation & Leisure Activities
Section:	12.4
ODCY Rule:	5180: 2-9-18
COA Standard:	GLS
Revised:	10/15/20; 2/1/22; 4/19/23; 9/22/25

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NRTC provides 24-hour a day supportive care and supervision. Staff are responsible for providing a predictable and structured environment through our daily schedule and NRTC pillars of expectations through teaching, modeling and re-enforcing. At Nicholas we use a Multi-Tiered Support System to address youth behaviors. Youth behavior expectations are taught by staff during orientation and throughout the program using our PBIS matrix system and program tools. We use our PBIS program to reinforce pro-social behaviors with our Pack Point system. Youth who follow and exceed behavioral expectations listed throughout the facility will have those behaviors reinforced with points redeemable for tangible and nontangible items. Youth who have poor behavior and violate social expectations will receive verbal redirection/coaching, fines and SCVs that can result in activity restrictions and low status for their treatment weeks and could be recommended for additional Tier 2 or Tier 3 interventions. NRTC uses evidence based programming when managing youth behaviors. Our PBIS program incorporates trauma-focused interventions that utilize Motivational Interviewing and other CBT techniques.

NRTC makes available in each living unit within the facility staff support and leisure-time equipment appropriate to the age and developmental stage of the youth. At a minimum, this equipment includes books, games and toys. All leisure-time equipment is maintained in a usable condition.

NRTC makes available recreational equipment and activities sufficient to implement its recreational program. All recreational equipment necessary for the implementation of the recreation program are maintained in a safe and usable condition.

NRTC has a written schedule for supervising organized or structured group activities that provide opportunities for youth to interact with peers and staff in a positive, nurturing, respectful and cooperative manner. NRTC ensures a sufficient number of qualified personnel on-site that can respond to emergency/crisis situations, or to meet special needs of residents during busy or more stressful times. This includes direct care staff, clinicians, teachers, case managers and other support care staff. NRTC has on-call managers for additional after hours support. In case of mental health crises, NRTC contracts with a community mental health provider to provide after-hours crisis care and support. Same-gender and cross gender supervision is available as needed. At times staff may adjust activities or the schedule to fit the needs of the milieu.

1. NRTC maintains a daily schedule listed in the youth handbook. Specific programming and group schedules are updated monthly or as needed and posted on each unit.
2. Youth attend gym daily as part of their educational schedule. During gym class they have supervised instruction on use of equipment provided by the facility.

Chapter: Program  
Subject: Staff Supervision Plan for Recreation & Leisure Activities  
Section: 12.4  
ODJFS Rule: 5180: 2-9-18  
COA Standard: GLS  
Revised: 10/15/20; 2/1/22; 4/19/23; 9/22/25

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3. When youth are present there will be a minimum of one child care staff member for each of NRTC's three identified units (Timber/Tundra, Coyote, and Arctic). During waking hours at NRTC, there will be at least one child care staff person for each six youth. There will be at least one awake childcare staff member for each eight youth during sleeping hours.
4. For off-campus activities, there will be at least one child care staff person or teacher per four youth.
5. Youth on Orientation, A-Level or B-Level must be directly supervised at all times. Direct supervision means the youth are within sight and hearing of the staff or parents, and staff members are not otherwise engaged in activities that could distract them.
6. Youth on C-Level or D-Level do not need to be directly supervised at all times, but they must accurately report their whereabouts. Staff members are responsible to monitor these youth at least every fifteen minutes to ensure that their whereabouts have been accurately reported.

NRTC permits the youth to swim only when monitored by a person who has completed lifesaving or water safety training.

Chapter: Program  
Subject: Bus Passes  
Page: 1 of 1  
Section: 12.5.1  
COA Standard: ASE  
Reviewed: 4/17/19; 10/3/25

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NRTC has a written policy regarding the youth and guardians ability to obtain bus passes for the purposes of education, visitation and community resources.

The business manager will be responsible for purchasing the bus passes from Greater RTA and for maintaining the bus passes and a numbered log. These items will be kept in the office of the business manager

A youth or their guardian may make a request to the probation officer for bus passes. The probation officer will submit a request to the business manager that includes the purpose and frequency of the need for bus passes. A numbered log will be kept in the staff office to document distribution for all bus passes.

1. Bus passes will be provided by the business manager to the probation officer to be given to guardians as needed. Probation officers will be responsible to log any bus passes provided to guardians.
2. Bus passes will be provided by the business manager to the youth specialists for distributing to the youth as needed for transportation for education and community resource activities.

Chapter:	Program
Subject:	Personal Belongings & Hygiene
Section:	12.6
Page:	1 of 2
ODCY Rule:	5180:2-9-19
COA Standard:	GLS
Revised:	10/15/19; 4/1/22; 10/3/25

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NRTC allows youth in care to acquire, and to bring with them, personal belongings and property and to decorate bedrooms and living area consistent with the developmental stage of the youth, the youth's social, racial, cultural, religious or ethnic background and limitations as established by NRTC. Nothing in this rule shall be construed as preventing NRTC from supervising the use of a youth's personal property, or from confiscating any items which pose a clear health or safety risk, or which interfere with the rights or privileges of others, or which are illegal to possess as a matter of state law or local ordinance. NRTC makes reasonable efforts to have the youth present during a search of the youth's personal belongings.

1. Youth wear their own clothing at NRTC. They are permitted to decorate their rooms with appropriate items. All personal possessions should be brought to NRTC during intake. Additional items can be brought in as needed/approved by the youth's NRTC Probation Officer.
2. Youth may bring in, or begin earning additional items thru Pack Points. As youth advance through the program the number of personal items that they are allowed to keep in their room will increase. Items include things such as pictures, memorabilia, etc.
  - a. Orientation - 3 items
  - b. A Level - 5 items
  - c. B Level - 7 items
  - d. C Level - 10 items
  - e. D Level - 12 items

NRTC provides each youth, in cooperation with the individual or agency holding custody of the youth, with clothing and footwear which is clean, well-fitting and seasonal. Clothing provided to a youth shall be considered to be a youth's personal property. Clothing provided by NRTC shall be appropriate to the youth's age.

1. By Court order, parents/guardians are responsible for providing clothing; however, NRTC and MCJC will assist when necessary.
2. Youth will keep their clothing in their rooms. Clothing items exceeding what is allowed in their rooms will be taken home or stored in a secure area.
3. Clothing is to be brought in through the basement, checked-in by a Probation Officer or Case Manager, and placed in the laundry room for Youth Specialist to heat clean and wash. After the clothing has been checked-in and cleaned, it will be given to the youth based on program guidelines.

Chapter: Program  
Subject: Personal Belongings & Hygiene  
Page: 2 of 2

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NRTC shall provide each youth with adequate personal toiletry supplies. These supplies shall be appropriate to the youth's age, sex, race and cultural background and shall be considered to be the youth's personal property.

1. Self-care items are provided to each resident on the day of admission, and as necessary throughout placement.
2. Self-care items are kept in the youth's personal caddies outside of their rooms while not in use. Staff will provide hygiene supplies during morning and evening routine, and as needed by the youth.

NRTC shall provide instruction on good habits of personal care, hygiene and grooming. This instruction shall be appropriate to each youth's age, sex, race, cultural background and need for training.

1. Personal hygiene, grooming and health care are part of each youth's daily living responsibilities. Instruction is given at NRTC through independent living curriculum, Resource Guides and the monitoring and supervision of the youth's daily expectations; in the school component with curriculum devoted to teaching health; and in the family component, as needs are evident or concerns are expressed.

Chapter:	Program
Subject:	Treatment or Diagnostic Services for MHSUD
Section:	12.7
Page:	1 of 3
ODYC Rule:	5180:2-5-08(I); 5180:2-9-42
COA Standard:	
Revised:	12/16/20; 1/21/21; 4/23/21; 3/28/22; 2/23/25

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NRTC has a Multi-Tiered System of Supports for each of its identified programs. Nicholas has implemented an approved trauma-informed treatment model utilizing training approaches from Ohio Mental Health and Addiction Services' Trauma 101 series.

1. All youth entering the program will be screened for appropriateness into one of NRTC's programs. Once a youth is accepted, arrangements for an initial medical screening, physical and pharmacological management are made.
2. Youth receive a medical screening by a licensed healthcare professional (MD, RN, etc.) within 24 hours of being admitted into the facility. They also receive a physical by a licensed healthcare professional (MD, NP, etc.) within 5 days, unless one was completed within six months prior to placement and a copy can be obtained for the youth's file.
3. Community and/or Court medical providers are also utilized based on the youth's needs and continuity of care.
4. Youth will be assigned a licensed therapist and a case manager.
5. All youth will receive a SAMSHA approved Adverse Childhood Experiences Questionnaire (ACE-Q) and the SOQIC trauma diagnostic assessment within two business days of the youth's admission to the program.
6. Youth are offered yearly flu shots.

### **Behavioral & Therapeutic Intervention Programming**

Risks and needs are addressed using evidence-based cognitive behavioral and trauma-informed care models in treatment planning and case management services. Individual and family therapy, education, and vocation are strong components of the program. Integration back into the community and home is facilitated when applicable. Mental health needs are addressed through NRTC's partnership with a community mental health provider for services such as therapeutic individual, family and group treatment weekly. Treatment frequency will be increased, if necessary, and level of care changes will be addressed on a clinically managed, case-by-case basis. Progress towards successful completion is based on each youth's individual progress and behavioral compliance.

Chapter: Program  
Subject: Treatment or Diagnostic Services for MHSUD  
Section: 12.7  
Page: 2 of 3  
OAC: 5180:2-5-08(I); 5180:2-9-42  
COA Standard:  
Review/Revised: 12/16/20; 1/21/21; 4/23/21; 3/28/22; 2/23/25

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### **Substance Abuse Program**

Eligible youth have received a substance use disorder diagnosis and meet criteria for the ASAM 2.5 level of care. Clinically managed through the facility's partnership with a community mental health provider. Programming is short-term and intensive. Youth shall receive a minimum of 20 hours of substance abuse and co-occurring disorder treatment weekly, with primary focus on The Seven Challenges curriculum. This program is a minimum of 45 days. Youth participating in this program have access to individual, family, and group counseling. In addition to The Seven Challenges groups, youth participate in skills groups that are designed to improve their functioning, manage and reduce symptoms, and assist with their transition to aftercare services.

### **Treatment Planning**

With consideration to the youth's safety and developmental needs, the treatment is family-driven with both the youth and family included in all aspects of care, if in the best interest of the youth. Parents/guardians and siblings are encouraged to participate and support youth who are placed in the program through visitation, home visits, family therapy, writing and phone calls. Youth at NRTC participate in their treatment planning and family engagement with the help of their counselors, probation officers and other persons on their treatment team. NRTC provides outreach, ongoing support and aftercare for the youth and the family. Key components of this family-centered residential treatment are documented in the youth's record.

Treatment team members consist of clinical support staff, probation officers, case managers, education staff, youth specialist supervisors, youth, parent/guardian, program managers and other support individuals as needed. Probation officers oversee case coordination to schedule treatment team meetings. During the meetings participants review the youth's adjustment to the program, participation, family services, medical needs, education needs, individual service plans and reviews, discharge and permanency planning.

Treatment team meetings are held twice monthly for each youth. The first meeting is held with NRTC team members for case review and all participants are invited to the end of the month family treatment team meetings. Virtual meetings may be used when appropriate to support youth and families and other participants when in-person meetings cannot be attended.

### **Tiered Services**

NRTC actively involves and supports families who have youth placed in the facility and offers tier services for treatment at all levels of the program. Services are based on individual needs as determined by assessments and ongoing observations throughout the program. All youth receive the following services in addition to the programs outlined above.

Chapter: Program  
Subject: Treatment or Diagnostic Services for MHSUD  
Section: 12.7  
Page: 3 of 3  
OAC: 5180:2-5-08(I); 5180:2-9-42  
COA Standard:  
Review/Revised: 12/16/20; 1/21/21; 4/23/21; 3/28/22; 2/23/25

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1. Individual Counseling: Youth are offered the ability to create an individualized treatment plan with input from their clinician and supports. Youth are offered an hour of individual counseling per week to work on their treatment goals and can increase their time in individual counseling as clinically appropriate.
2. Family Counseling: Youth are offered one hour of family counseling per week. Family counseling may take place with the youth's parents/guardians or other identified family members.
3. Skills group: Skills group offers youth an opportunity to learn and practice a wide array of skills to assist in their appropriate communication of thoughts and feelings as well as to assist in improving their behavior.
4. Trauma Focused Support/Approach: Staff meet youth where they are when they enter the program. Youth are given the ACE-Q and a medical screening to identify specific areas of need that can be supported by staff. Trauma psychoeducation groups or individual sessions are also offered for addressing the complex challenges that trauma creates.
5. Case Management: Youth participating in programming have access to case management services. Case management assists in communication between service providers that are working with the youth, creating a smooth transition out of programming and into aftercare services, and developing skills that reduce symptoms and enhance the functioning of the youth. Case managers also ensure that all youths' ongoing medical needs and care are met.
6. Medication Management: Youth have access to nursing and prescriber services to assist in meeting physical health and medication needs.
7. Crisis Management: Youth are provided additional services, as appropriate, if they are in crisis. This includes crisis screening, safety planning, and increased contact time with clinical staff to promote the client's stability.

Tier 2 programming is offered on an as-needed basis and is designed to help youth mitigate specific areas of need. Tier 3 services are individualized and developed with the youth, family, the youth's counselor, probation officer, case manager and other treatment team support staff on an as-needed basis. Available Tier I, II and III services are listed in the NRTC Multi-Tiered System of Supports document.

Chapter: Youth's Rights  
Subject: Civil Rights & Youth's Rights  
Section: 12.8  
Page: 1 of 1  
ODCY Rule: 5180: 2-5-13(A)(25); 5180: 2-5-35  
COA Standard: CR; RPM  
Revised: 9/20/19; 11/10/2; 4/23/2024; 10/3/25

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### **Civil Rights**

NRTC assures protection of each youth's civil rights. Unlawful discrimination or harassment on the basis of race, sex, gender, gender identity, sexual orientation, disability, religion, color or national origin is prohibited.

### **Youth Bill of Rights**

In accordance with Administrative Code 5180:2-5-35, NRTC or any employee, volunteer, intern or subcontractor of NRTC will not in any way violate any of the rights stated in the Youth Bill of Rights.

NRTC includes the foster youth bill of rights in the NRTC handbook for residents and their families required pursuant to rule 5180:2-9-15 of the Administrative Code. NRTC ensures the following:

1. Youth in the care of NRTC have ongoing access to the handbook for residents, and all youth also have ongoing access to the Foster Youth Rights Handbook (JFS 01677), both of which are provided to them at intake and effectively and appropriately communicated to persons with special needs.
2. Both the list of the foster youth bill of rights and NRTC's complaint procedure (pursuant to rule 5180:2-9-24 of the Administrative Code) are clearly posted in the Activity Room, which is a common area, so that they may be easily seen by all youth; and posted in the reception area to be viewed by all visitors, parents, and guardians.

Restrictions upon a youth's rights should be reserved only for instances where it is necessary for the health and safety of the youth or others. If NRTC places any restrictions upon a youth's rights for more than two hours, the agency is to:

1. Inform the youth immediately and the youth's custodian within 24 hours of the conditions of and the reasons for the restriction of rights.
2. Place a written report summarizing the conditions of and reasons for the restriction of the youth's rights in that youth's record maintained pursuant to rule 5180:2-5-10 of the Administrative Code.
3. Inform the individual of the conditions of and reasons for the action, as appropriate, when a restriction of a youth's rights affects another individual.
4. Document review of this decision at least weekly. Any such restriction is to be included in the service and/or case plan and approved by the youth's custodian.

Nothing in this policy prevents NRTC from providing care, supervision, and discipline pursuant to rule 5180:2-9-21 of the Administrative Code.

Chapter: Youth's Rights  
Subject: Civil Rights & Youth's Rights  
Section: 12.8

Chapter:	Program
Subject:	Discharge & Discharge Summary
Section:	12.9
Page:	1 of 2
ODCY Rule:	5180: 2-5-13(A)(18); 5180:2-9-42
COA Standard:	GLS
Revised:	9/20/19; 10/14/2020; 7/1/2021; 9/8/21; 3/28/22; 10/3/25

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### **Discharge**

NRTC has a written policy that describes the conditions under which, and the procedures by which, all youth will be discharged from the program, including criteria for emergency discharges and discharges not in accordance with the youth's service plan. Contact and family-based discharge planning begins in partnership with the legal custodial agency the day the youth enters the program by gathering information related to the youth's supports and goals post placement. Discharge planning is reviewed no less than every thirty days and during every service plan review.

### **NRTC Behavioral and Therapeutic Intervention Program and NRTC Substance Abuse Program**

1. It is NRTC's goal to reunify youth with their families and with the community in a progressive manner. This is achieved within the context of a structured program that assists the youth in making satisfactory adjustments through the program and upon release. This is in conjunction with his/her placing agency's case plan and or directives.
  - NRTC's Residential Behavioral and Therapeutic, full program is designed as a 6-12 month program.
  - NRTC's Substance Abuse Program is a short-term (45 day), intensive program
  - Youth who are placed for shorter lengths of time, will have their progress outlined on an individualized plan based on his/her needs, behavior compliance and/or the needs of the placing agency.
2. Planned Discharge: After the successful completion of our Transition Phase or reaching individual progress markers as defined by NRTC and the placing agency, the youth is eligible for termination.
  - The youth and their parent/guardian meet to discuss discharge planning with the probation officer, therapist, education staff and any other identified participants for a final discussion to outline aftercare supports for the youth and their family. All parties are given the opportunity to provide feedback before the plan is updated.
  - Written documentation is provided to all participants of the discharge plan prior to discharge with information on how to access additional supports from the NRTC and community providers including contact information and steps required to access each provider.
  - If the youth is on probation, the probation officer will be responsible for petitioning the Court to terminate the youth's placement in the program, along with the Court's care and control of the youth. If in Children Services' custody, the caseworker will be responsible for discharge arrangements.

Chapter:	Program
Subject:	Discharge & Discharge Summary
Section:	12.9
Page:	2 of 2

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3. Emergency Discharge/Removal

An emergency discharge or discharge not in accordance with a youth's service plan may occur for reasons including, but not limited to the following:

- When a youth presents a consistent threat to the physical wellbeing of themselves or others.
- When a youth presents a consistent threat to the physical environment of the facility and the property of others.
- When a youth shows evidence of a chronic dependence on and/or use of any controlled substance and requires longer AOD specific treatment than the 45 day program.
- When a youth runs away repeatedly and refuses to remain at the facility.
- When a youth fails to demonstrate an ability to benefit from the treatment program over an extended period of time.

In these cases, the placing agency is notified so the Court or Children Services may pursue alternative resources for the youth.

**Discharge Summary**

The discharge summary is the written discharge plan created in the residential treatment information system (RTIS) and given to the placing agency no later than ten days after the youth is discharged from the facility. A copy of the discharge summary shall be maintained within the youth's file.

- The discharge summary shall contain at a minimum:
  1. The reason for discharge.
  2. A summary of the youth's adjustment and results of the placement.
  3. A brief summary of medical, dental, optical and therapeutic services which were provided to the child.
  4. A list of the current prescription and nonprescription medications and any allergies to medications for the youth.
  5. The name and official title or relationship of the person to whom the youth was released
  6. The new location of the youth.
  7. Any recommendations for ongoing treatment, including the identification of service providers whenever possible.

Additional discharge documents may be completed as determined by agency contracts.

Chapter: Program  
Subject: Case Record Entries  
Section: 12.10  
Page: 1 of 1  
COA Standard: RPM  
Revised: 4/10/2020; 9/16/2020; 9/16/2024; 10/3/25

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NRTC's direct care workers shall maintain a record of youth activity and prepare shift reports that record routine information. Staff members shall document routine information about the youth, such as the number of youth present, daily tasks, movement into and out of the facility, consequences given for rule violations, etc. The documentation shall also include behavioral observations of the youth including social interaction, authority response, time management issues, etc.

### **Log Books**

1. Separate Log Books are maintained for each unit; Timber, Tundra, Coyote, and Arctic. Fine feedback sheets and pack points sheets for each youth are kept in the logbook. Additional information specific for youth on the corresponding unit and general information can be found as well.
2. The Youth Specialist are primarily responsible for maintaining daily behavior information using fine feedback sheets and pack points for PAR expectations sheets. Upon arrival for their shift, a shift exchange is completed with basic information such as resident count and any special circumstances or outstanding issues from the previous shift. Youth specialist can also review fine feedback sheets and pack points sheets from the prior shift.
3. New behavior information is entered on fine feedback sheets and pack points for PAR expectations sheets on a continual basis throughout the shift and is accompanied by the time of the entry. Staff members that contribute to fine feedback or pack points entries initial in the spaces provided. Entries are to be specific, factual, relevant and legible.
4. The sheets are removed from the logbook monthly and are stored in a secure area.
5. A Supervisor Shift Report is concluded at the end of the shift by the Youth Specialist Supervisor with a final shift report that details a youth count and any outstanding issues the staff members on the following shift need to be aware of. This shift report is also posted on the board in the control room for staff arriving for the next shift.
6. The sheets are given to administration weekly for the weekly status report then placed in the youth files.

### **Electronic Entries in JCS**

1. The daily information is recorded in the JCS each shift by the Youth Specialist Supervisor or a designee so that all Montgomery County Juvenile Court employees can obtain placement information as needed.
  - a. Day Shift Supervisors are responsible for documenting youth behavior in the JCS after obtaining verbal reports from direct care staff.
  - b. Night Shift Youth Specialist are responsible for entering in shift notes, daily fine (SCVs if given) and daily pack points
2. Entries are made by direct care and non-direct care staff and are timestamp, reporting party identified, along with the department they are assigned to.

3. Electronic entries made by case managers assigned to the youth's case are to be completed monthly. Entries should contain information updated Treatment Team notes and other pertinent information.
4. Electronic entries made by NRTC Probation officer will comply with Court policy and procedure on contact frequency and documentation guidelines. Minimum requirements include a monthly note documenting the youth's progress in the program, status and participating in treatment.

Chapter:	Program
Subject:	Notification & Documentation of Critical Incidents
Section:	12.11
Page:	1 of 1
ODCY Rule:	5180: 2-9-23
COA Standard:	BSM; RPM; GLS; AM
Revised:	4/10/2020; 9/21/2020; 3/3/2021; 10/3/25

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NRTC notifies the individual or agency which placed the youth and the person or agency holding custody, if different, within twenty-four hours if any of the following occur while the child is placed at NRTC:

1. Death of the youth;
2. Absent without leave (AWOL) and the return from AWOL;
3. Any serious injury or illness involving initial non-routine medical treatment;
4. Expulsion or suspension from school;
5. Any alleged delinquent or criminal activity of the youth;
6. Any situation in which the youth is a victim of alleged harassment, delinquent or criminal activity;
7. Suicide or self-mutilation attempts;
8. Any incident of alleged abuse or neglect;
9. Any involvement with law enforcement;
10. Any use of physical restraint;
11. Searches; or
12. Any other unusual incident as defined by NRTC.

NRTC completes a Critical Incident Report (CIR) for each occurrence of any of the items listed above and documents that the report was provided no later than the next business day after the occurrence to the individual or agency which placed the youth and person or agency holding custody, if different.

1. A supervisor shall notify the MCJC Probation Officer and the child's parent/guardian within twenty-four hours of any critical incidents that occur. The staff member(s) with direct knowledge of the incident shall complete a written CIR of the incident, and a supervisor will forward the CIR to the PO no later than the next business day.
2. If the incident involves a restraint or isolation, staff is required to complete a debriefing with their supervisor and or manager to discuss their current physical and emotional status; precipitant events; and how the incident was handled and any potential changes to procedures and/or training to avoid future incidents. Other person's involved in or witness to the incident may also be debriefed to identify possible injuries and emotional reactions.
3. CIR's are to be tracked on the CIR Tracking Sheet and reviewed quarterly and as needed.

The Director of NRTC shall ensure that any employee, contract employee, college intern or volunteer at the facility who knows of or suspects any physical or mental abuse, sexual abuse or exploitation, neglect, or threatened abuse or neglect of a child by any person, including another resident of the Center, shall immediately report the situation pursuant to section 2151.421 of the Revised Code, or cause it to be reported.

Chapter: Program  
Subject: Youth & Family Complaints  
Section: 12.12  
Page: 1 of 1  
ODCY Rule: 5180: 2-9-24  
COA Standard: CR  
Revised: 5/9/19; 10/3/25

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NRTC shall have a written complaint policy and procedure for youth and families.

1. A youth or family member may submit a written complaint to their Probation Officer or to a Supervisor. The complainant is not required to transmit a complaint through the staff member who is the subject of the complaint. NRTC shall ensure against retaliation by staff or by other youth against the person making the complaint.
2. NRTC will make every effort to ensure that any complaint is resolved within thirty calendar days of the filing of the complaint and that unresolved complaints are reviewed by the Director of the facility or designee within thirty calendar days of the filing of the complaint. For any complaint not resolved within thirty calendar days, a written explanation of the reason why the complaint has not been resolved within thirty days shall be placed in the youth's case file.
3. A written report of each complaint and the resolution shall be compiled and a copy placed in the youth's file.

A copy of this procedure will be given and explained to the youth and family at the time of the youth's admission to NRTC. The Orientation Checklist signed by the youth and parent/guardian at intake provides documentation that the youth and family received the complaint policy and procedure, and it shall be placed in the youth's file.

Chapter: Program  
Subject: External Service Referral Procedure  
Section: 12.13  
Page: 1 of 2  
ODCY Rule: 5180:2-9-42  
COA Standard: ETH; AM; MHSU  
Revised: 9/2/20; 4/23/21; 10/3/25

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### External Service Referrals

In effort to conduct excellent customer service, during a youth's placement order at NRTC, or upon making transition/exit plans, it may be necessary to make service referrals to external resources. NRTC's external service referral policy/procedure is conducted in an honest and ethical manner and in conjunction with personnel from the MCJC Probation Department, the youth's clinician, and youth's parent/guardian, to include Public Children's Service Agencies, if applicable. All referrals are objectively considered. Personal interests and preferential treatment during referral consideration is strictly prohibited. Making or accepting payment or other considerations in the referral process is strictly prohibited.

NRTC, in conjunction with appropriate persons named above, may consider external service referrals for the purpose of education and treatment. A Release of Information is required to obtain or refer any information not subject to public access.

### Referrals to Providers

Upon continuation of services or exit from NRTC, continuity of service with an existing provider is preferred, but not required.

To enhance the youth, parent/guardian and the public's understanding, knowledge, trust, and confidence in the system, impartial, neutral information, including offering pamphlets, guides or information, may be provided when considering a referral to a service. The youth and parent/guardian may be provided a listing of local providers, should a provider other than the existing provider be desirable. NRTC obtains the credible, approved providers list through the Montgomery County ADAMHS Board's website (MCADAMHS.org). Additionally, NRTC will make reasonable efforts to identify services that support continuity of care and successful community reintegration by collaborating with the placing agency, parent/guardian, and community partners in the youth's home county.

Chapter: Program  
Subject: External Service Referral Procedure  
Section: 12.13  
Page: 2 of 2  
ODJFS Rule: 5180:2-9-42  
COA Standard: ETH  
Revised: 9/2/20; 4/23/21; 10/3/25

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Preferential Treatment:

Referring to particular services does not support the NRTC's or the Court's obligation of impartiality or neutrality.

When considering referral sources, taking or accepting payments, gifts, or contributions of any kind is prohibited.

NRTC employees must not direct any youth or parent/guardian to a particular service, provider network, or one where a relationship, other than professional, exists. Employees must avoid any perception of preference.

Provider Application:

Any provider seeking to conduct business with NRTC will request to do so with formal application to the Montgomery County Juvenile Court or the local ADAMHS Board. This may be through MOU, contract, or RFP processes. Preferential treatment is prohibited and avoided through this process. Any known, possible, or perceived conflict of interest must be disclosed.

Policy Enforcement

NRTC employees will report to their Supervisor, Manager, or Director, without reservation, any actual or perceived corrupt or unethical provider and referral behavior which could affect the youth or the integrity of NRTC or the Court.



Chapter: Program  
Subject: Youth Permanency and Aftercare  
Section: 12.14  
Page: 1 of 2  
ODCY Rule: 5180:2-9-42  
COA Standard: GLS; MHSU  
Revised: 11/5/20; 7/1/21; 3/28/22; 10/3/25

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NRTC participates in permanency planning and aftercare with the youth, families, placing agency, clinical providers, education staff and support staff.

**Placing Agency**

NRTC accepts placements from the Montgomery County Juvenile who takes care and control of the youth prior to placement or youth in custody of a Public Children Service Agency. The placing agency assumes responsibility for compliance measure applicable through the Ohio Administrative Code and the Ohio Revised Code of out-of-home placements. NRTC follows the orders and directives of the placing agencies per our Individual Child Care Agreement contract. NRTC makes recommendations to our placing agencies regarding permanency planning, ongoing treatment and aftercare services.

**Aftercare**

Contact and family-based discharge planning begins in partnership with the legal custodial agency the day the youth enter the program. NRTC supports youth and families as they move through the program by having monthly Treatment Team meetings, family therapy sessions and regular contact with probation and case management staff as needed.

NRTC provides a transition phase that allows youth to gradually transition back into the community to reunify with family, pre-finalized adoptive family, kinship care, and foster care, or enter independent living. During this time, the team focuses on building those connections and working with the youth and family to maintain success and finalize a discharge plan.

Once a youth is discharged, NRTC probation officers will make monthly contact to continue to aid and support the youth and families. They may assist youth and families in additional referrals as necessary.

1. NRTC provides discharge planning and family-based aftercare support for all youth discharged from the facility to a family-based setting for six months after discharge, even if child reaches 18.
  - a. Discharge planning will be documented in the Residential Treatment Information System (RTIS).
  - b. NRTC is exempt from providing aftercare support if the youth's placement is less than fourteen days, discharges into a juvenile detention center or is terminated due to AWOL.

Chapter: Program  
Subject: Youth Permanency and Aftercare  
Section: 12.14  
Page: 2 of 2  
ODJFS Rule: 5180:2-9-42  
COA Standard: GLS; MHSU  
Review/Revised: 11/5/20; 4/23/2021; 8/27/21; 3/7/22;  
10/3/25

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- c. NRTC probation officers will collaborate and coordinate engagement with any applicable community providers serving the youth and family. They will be available for ongoing consultation to the community providers as needed.
    - d. NRTC probation officers will document support and any involvement with community providers. All documentation is to be kept in the youth file.
  2. Family-based aftercare support is defined as individualized, community-based, trauma-informed support that build on treatment gains to promote the safety and well-being of youth and families, with the goal of preserving the youth in a supportive family environment.
    - a. NRTC will maintain monthly aftercare contact to support and evaluate the family's needs and promote engagement.
    - b. Aftercare support will be provided within the youth or family's community as appropriate to promote the continuity of care for the youth.
    - c. Aftercare support is driven by the youth, the caregivers, and the family as appropriate.
    - d. Monthly contact can be face to face, by phone, or other electronic means. Aftercare support and progress are to be documented by probation staff in RTIS.
    - e. If contact is attempted and is not successful, NRTC will document the attempts.
      - i. Continued contact is not necessary if a youth enters another institution or residential care at the time of termination.