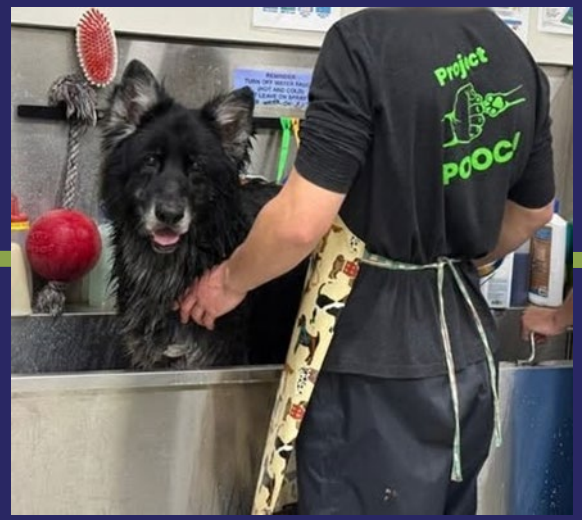






Tillamook Youth Correctional Facility

IMPACT Review

Fabian Casarez , TYCF Superintendent

10/28/2026

Oregon Youth Authority

The Developmental Approach



SKILLS FOR CREATING A CULTURE OF DEVELOPMENT

Oregon Youth Authority

Insights into Action

Our Data Culture Framework



Hard on Data, Intentional with People

We challenge the information, not the individual.

Healthy tension strengthens our thinking.



If You Don't Know Your Data, You Don't Know Your Business

Understanding our metrics is a shared responsibility.

Knowing your data builds credibility and informs better decisions.



Transparency Builds Trust

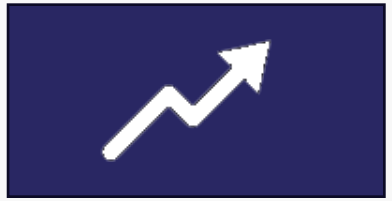
Sharing successes and struggles strengthens our collective effectiveness.



Can't Manage a Secret

No one has to carry the issues alone.

Open communication enables accountability and shared solutions.



Complexity is the Enemy of Execution

Simplicity and clarity accelerate progress.

Keep it understandable, actionable, and measurable.



Collective Accountability

We rise together. Data ownership matters, but improvement is a team sport.

We turn data into direction — not just to report, but to refine, learn, and improve

Tillamook YCF Definitions

Term	Definition
Youth Incident Report (YIR)	Formal documentation of behavioral problems, injuries, and/or illnesses. Documentation includes date/time, location, youth involved, staff involved, and any behavior problems, restraints, or resolutions associated with the event.
Violent Behaviors	Youth behaviors logged in YIRs that (a) have a problem type of *Assault* or (b) have a problem type of *Peer Fight* that also required *Physical Intervention* and/or *Isolation*
Assaults on Workers	Count of YIRs where one or more staff members were listed as the victim of an *Assault* problem type.
ADP	Average Daily Population
DBA	Discretionary beds
PSR	Public Safety Reserve beds.
Youth Injuries	Count of unique youth injuries logged in YIRs.
Staff Injuries	Count of unique staff injuries logged in YIRs. Staff workplace injuries that are not associated with a YIR are not counted.
Isolation	A crisis intervention where a youth is temporarily placed alone in a room with a locked door due to the youth's crisis behavior.
Positive Youth Engagement (PYE)	PYE includes all activities for which attendance hours are tracked in JJIS (Education, Vocation, Work Experience, Treatment, Large Muscle Activity, OIIR Activities, and Other Enrichment Activities). OIIR = Office of Inclusion and Intercultural Relations
Average PYE Hours	Total number of attendance hours divided by the facility population
Safe Community Skills Group	Core treatment group designed to strengthen prosocial skills such as problem solving, emotion regulation, and conflict resolution
Group Life Coordinator (GLC)	Frontline direct service staff who supervise and program youth in close-custody and make up a majority of the OYA workforce.

Current Population

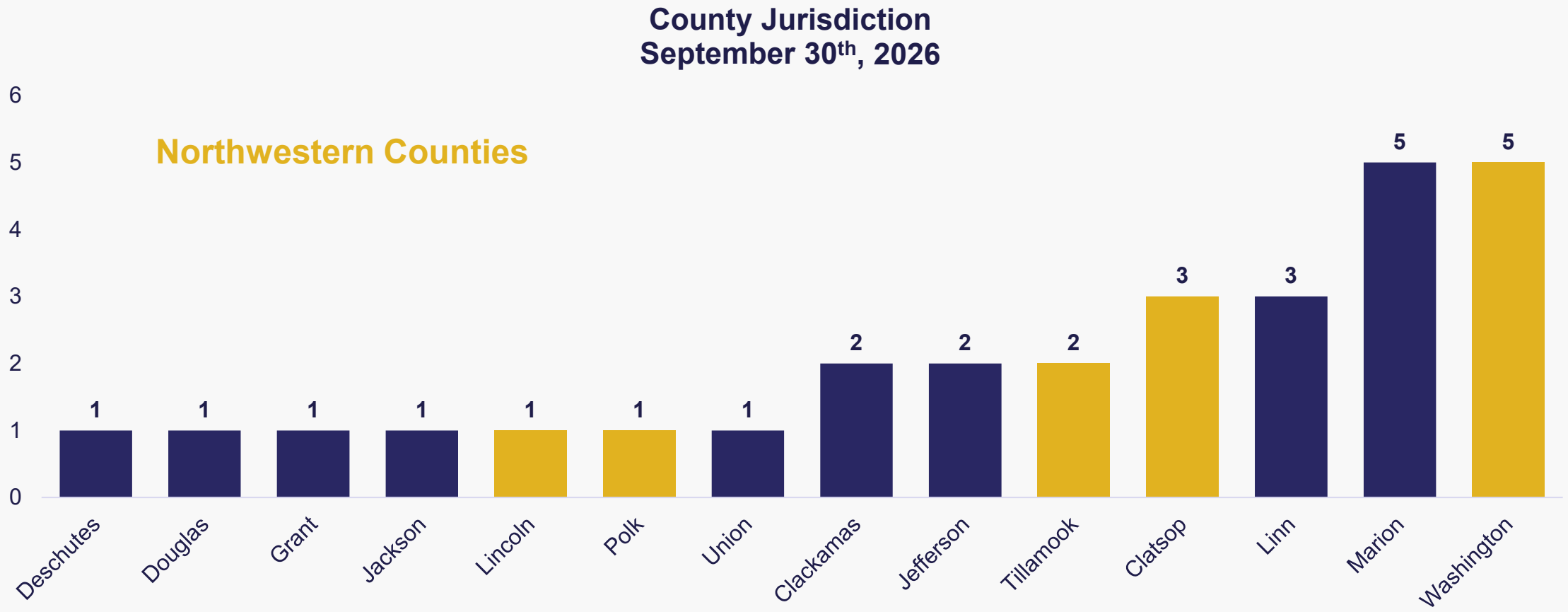
On 9/30/26, there were 29 youth at TYCF.

		ORCA	TRASK
Number of Youth		13	17
Average Age		16.7	19
Age Range in Years		16-18	16-22
DOC Youth		1	1
% PSR		61.5%	37.5%
% Revoked		23.1%	18.8%
Average LOS to Date in Days		286.1	367.2
Median LOS to Date in Days		295	235.5
LOS Range in Days		92 - 595	1-1693
Race/Ethnicity			
	% White	69.2%	68.75%
	% Hispanic	23.1%	6.25%
	% African American	0.0%	6.25%
	% Asian	0.0%	12.5%
	% Other/Unknown	7.7%	6.25%

County of Jurisdiction

Action Item **1.7**

41.4% of youth at TYCF come from Northwestern counties.

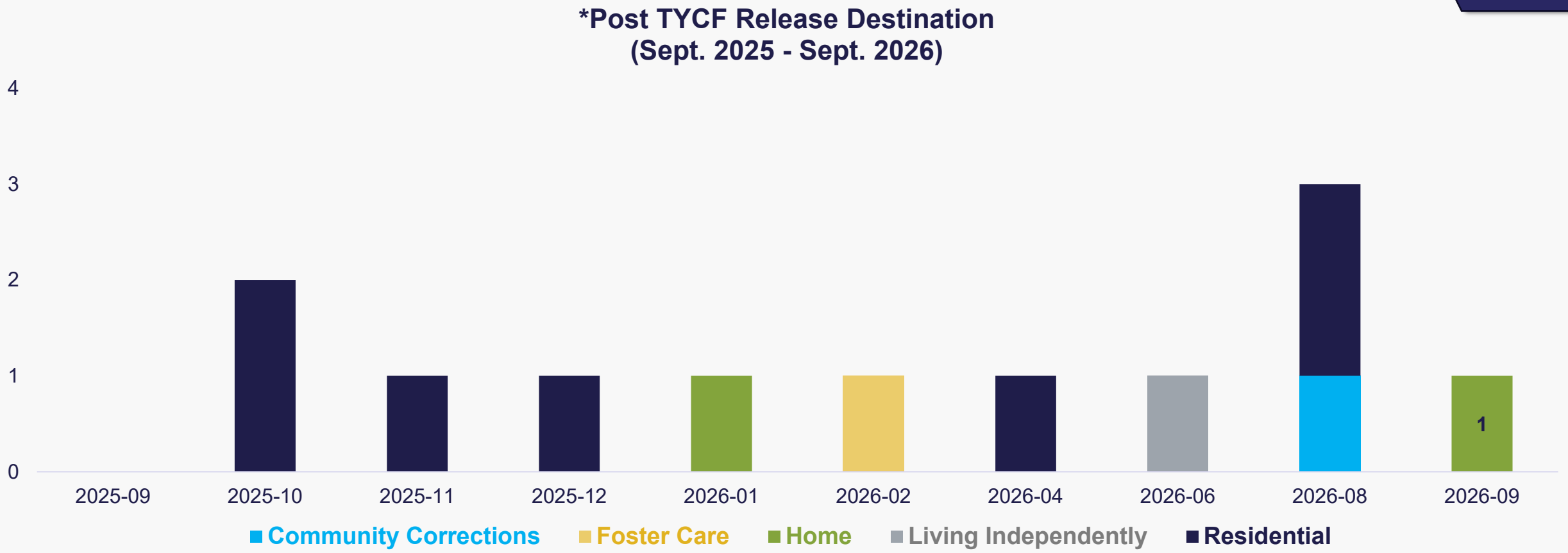


Tillamook YCF

Post-TYCF Release Locations

Action Item **1.15**

One youth released to “home” last month. Most release to residential programs.



*Included release reasons Expired, Paroled, or Terminated

IMPACT

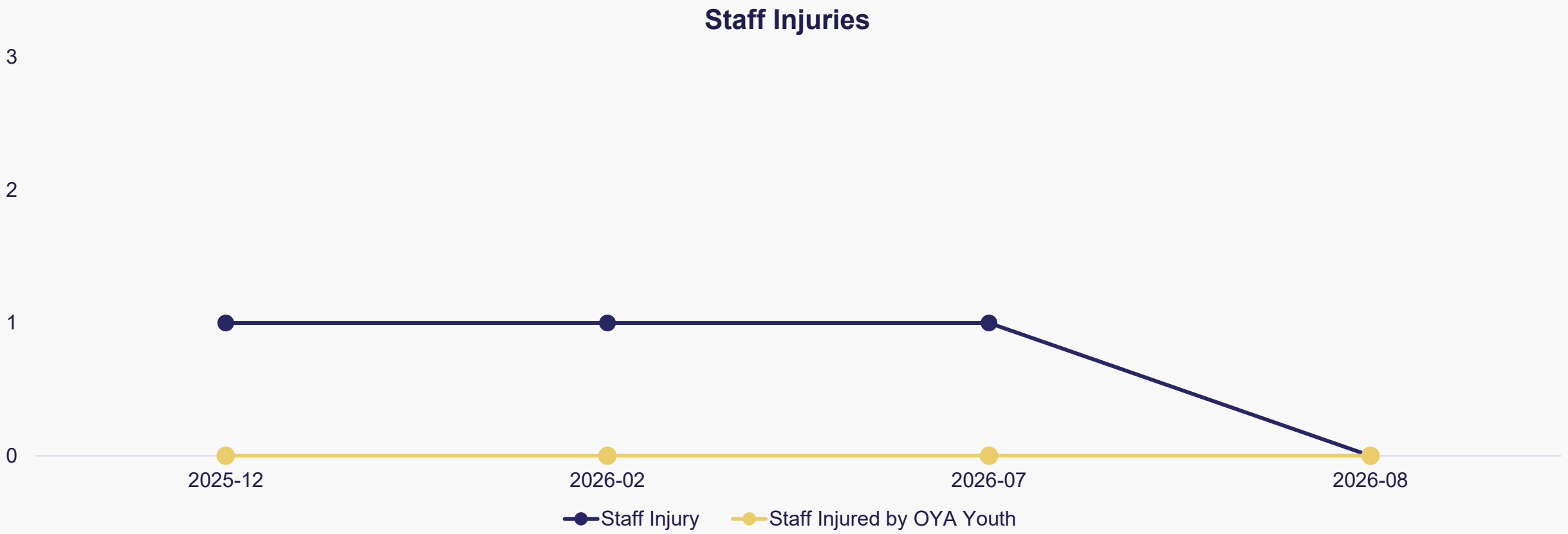
Insight | Measurement | Performance | Accountability
Continuous Improvement | Transparency

Performance Metrics

Tillamook YCF

Incidents with Staff Injuries and Assaults on Staff

No staff members were injured last month. No assaults on staff within the last 13 months.

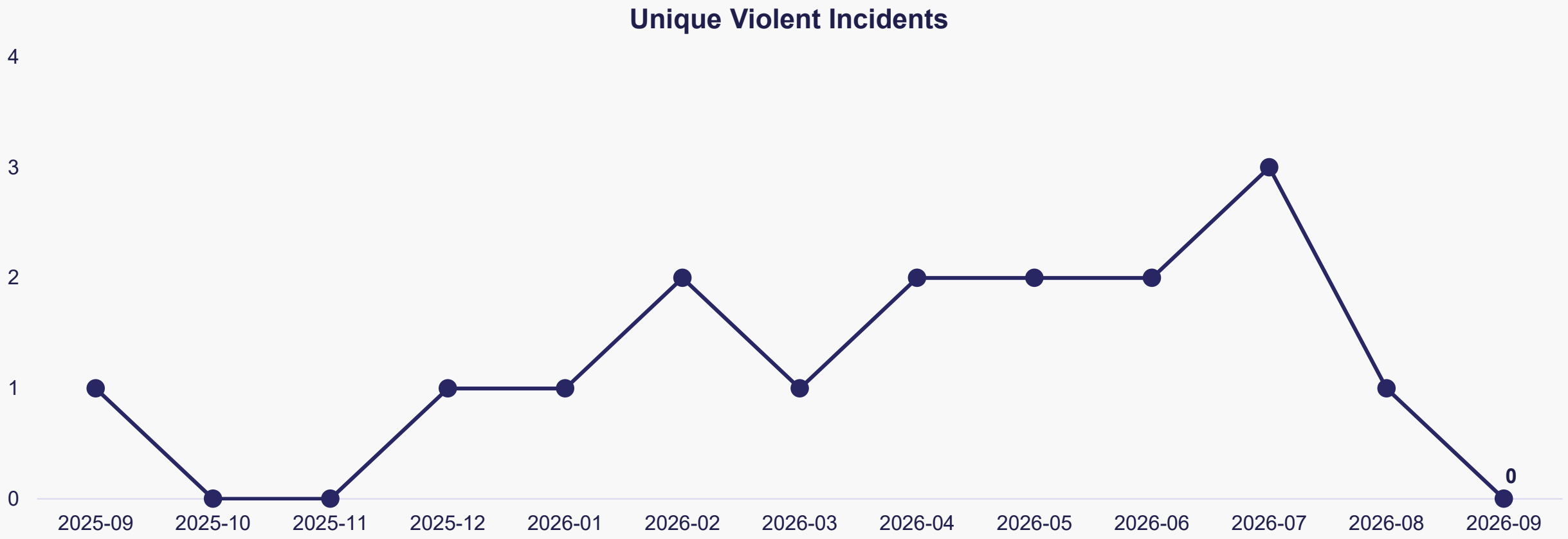


Tillamook YCF

Youth Violent Incidents

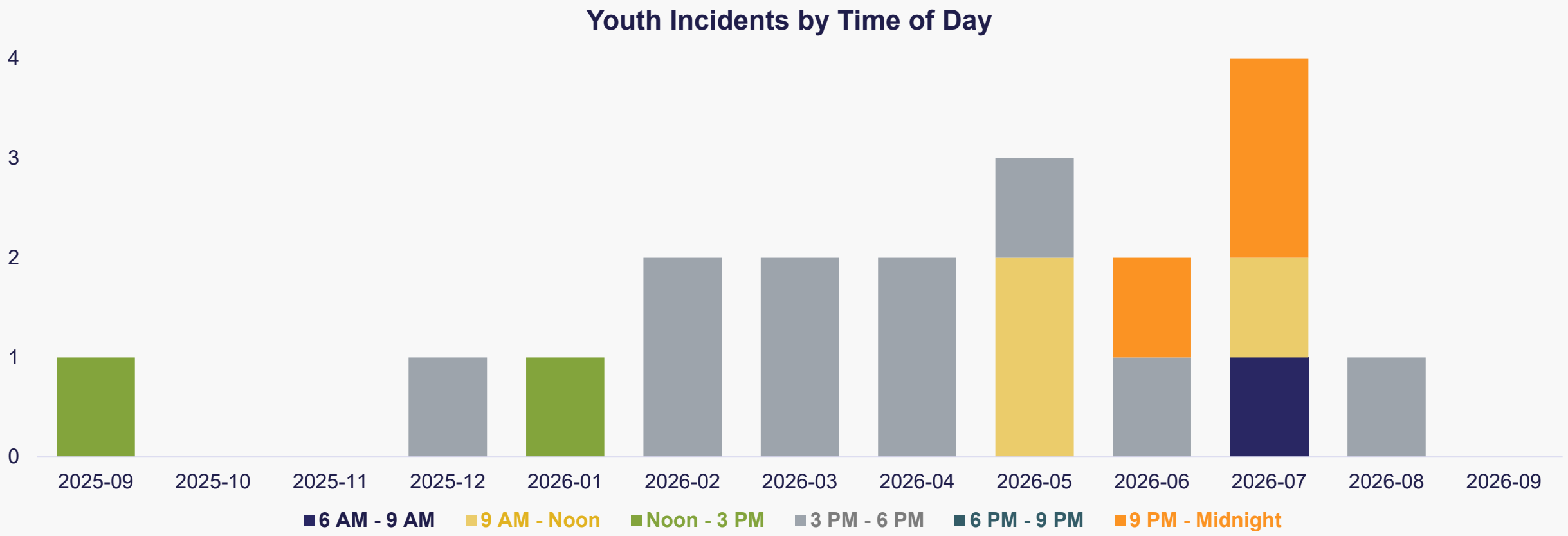
Action Item **1.16**

No violent youth incidents last month.



Incidents by Time of Day

No youth assaults/fights in September.

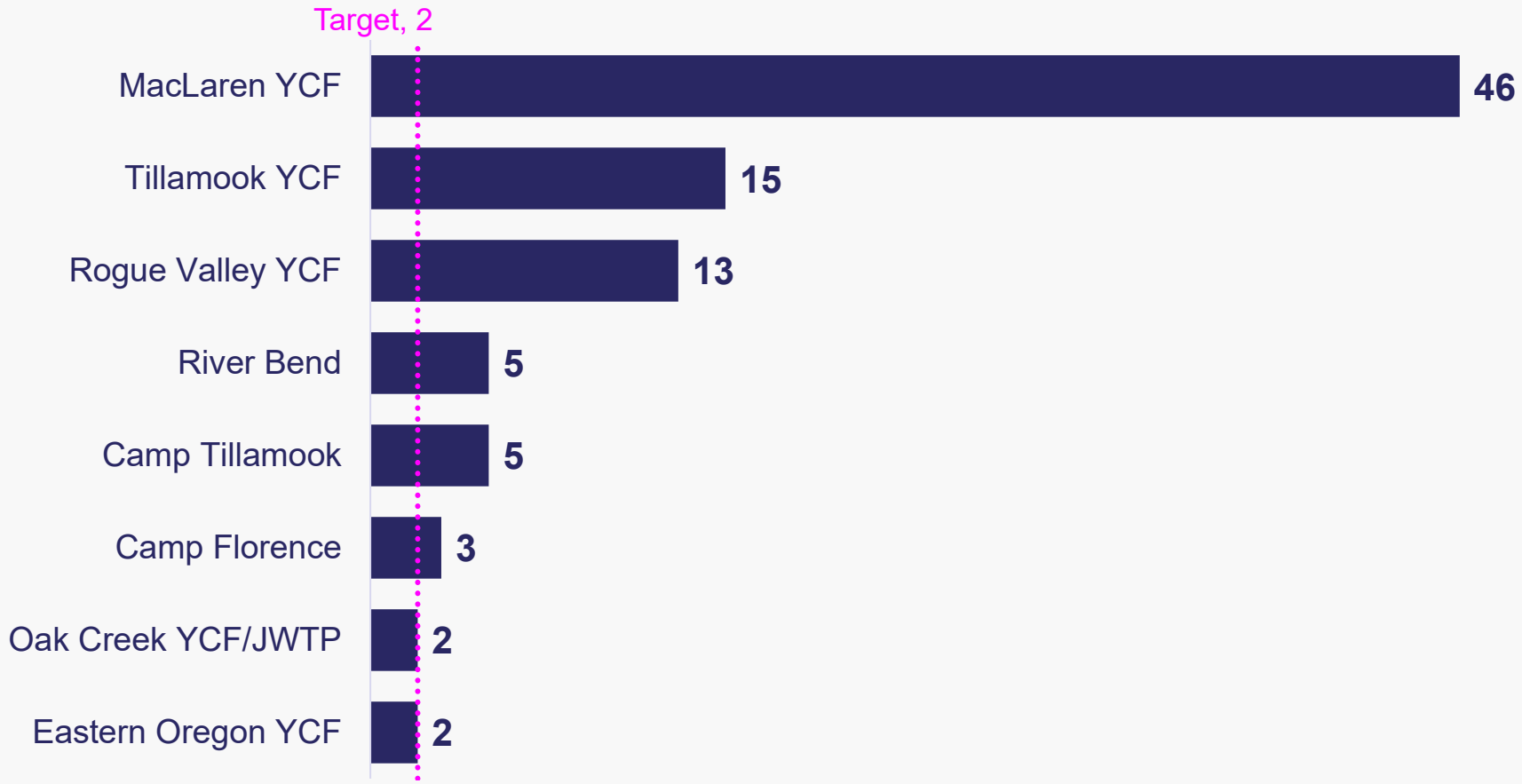


Prison Rape Elimination Act

PREA Walkthroughs by Facility

- II-A-3.0 Interactive Supervision of Youth
  - Walkthrough twice per month
  - Each weekday, each shift
- Tracked in Unit Logs
- Completed by LUM, OD, or CO

In September 2026, TYCF exceeded requirements for PREA walkthroughs.



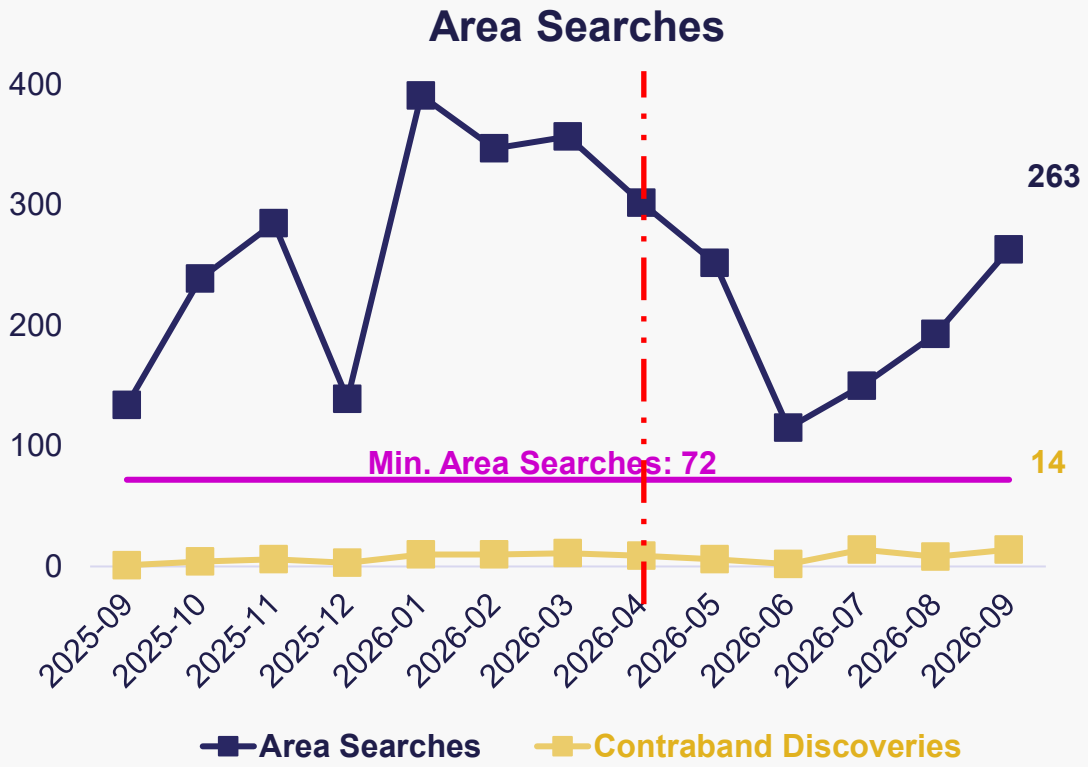
Tillamook YCF

Contraband Searches

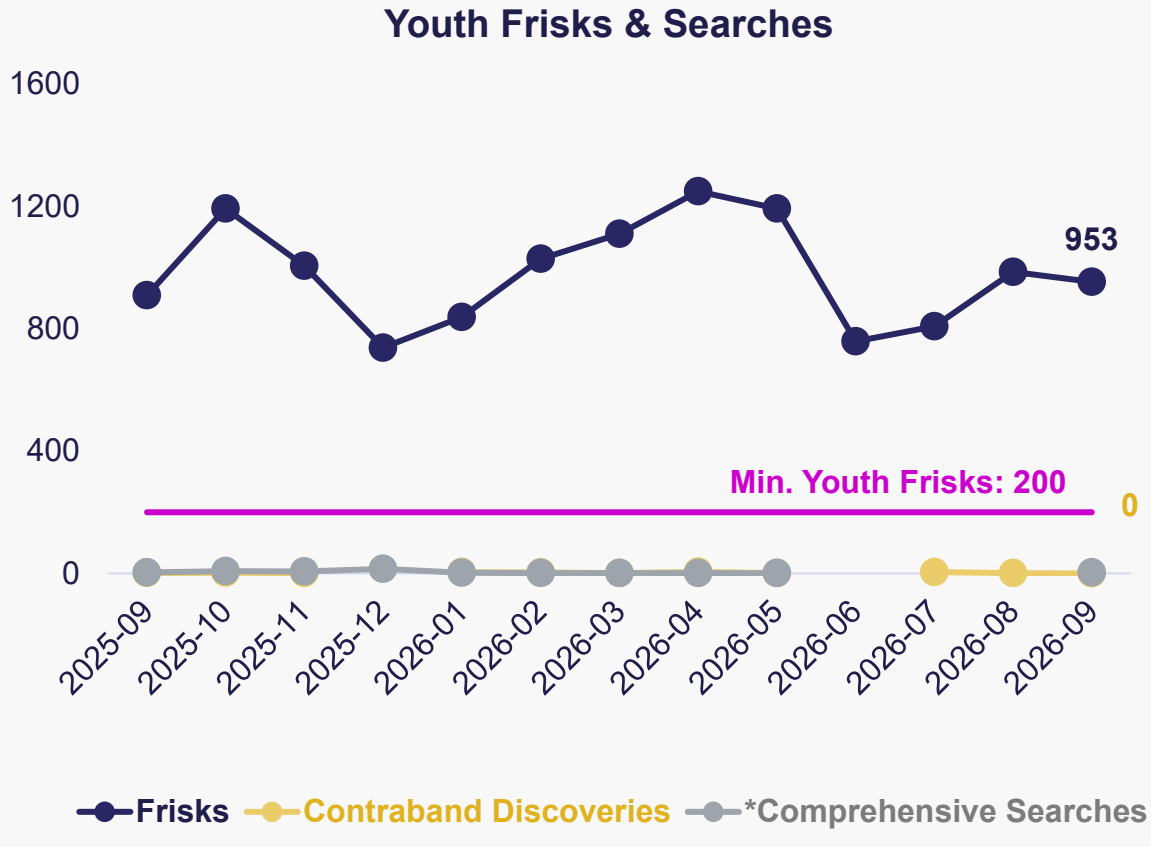
Action Item **1.13**

There were 14 contraband discoveries last month.

Area searches resulted in 14 contraband discoveries in September.



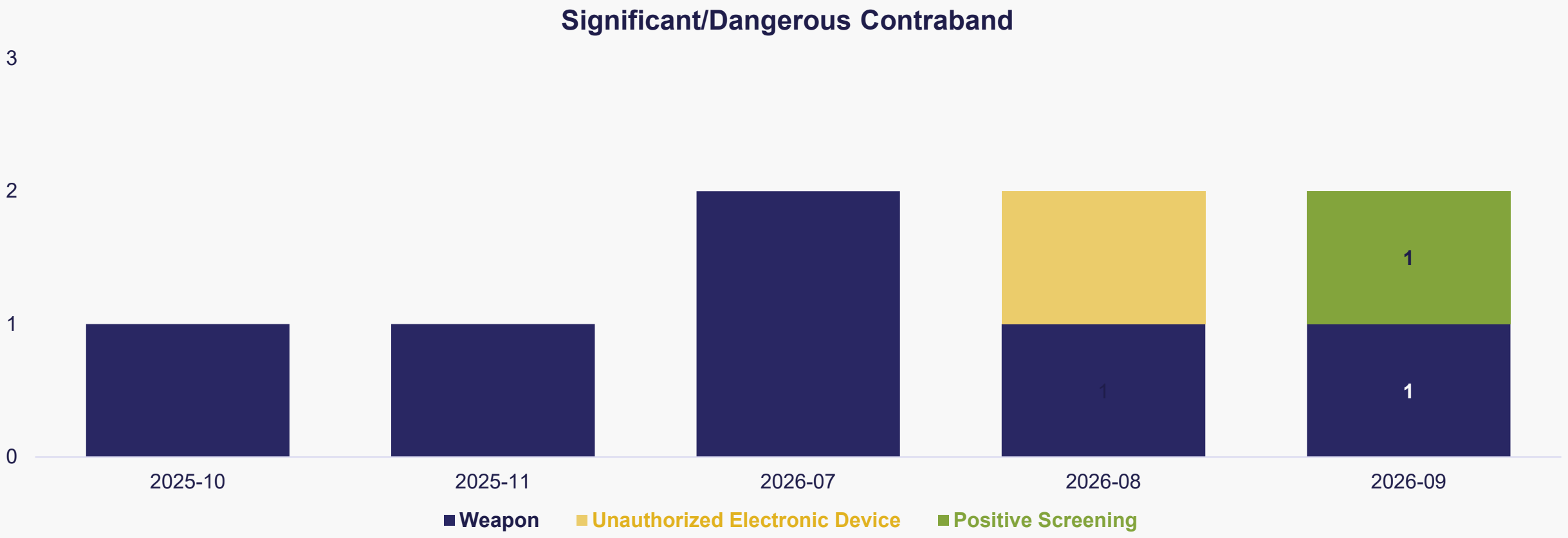
No contraband discoveries in September from youth frisks.



⋮ = Documentation change implemented

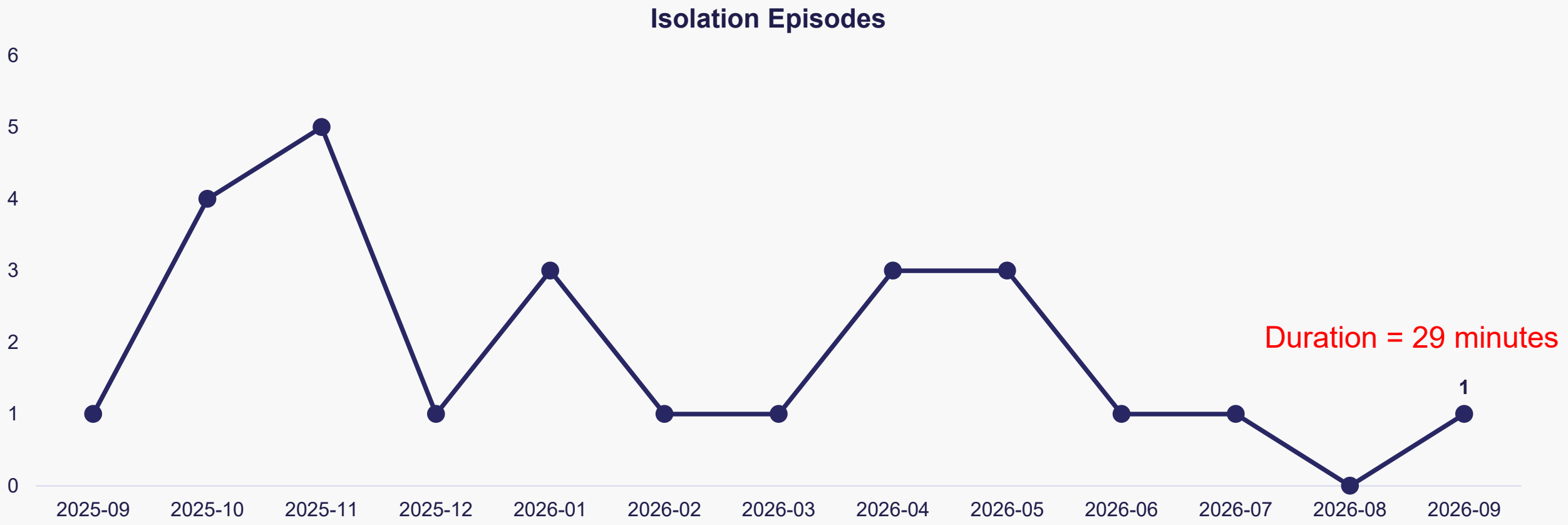
Contraband Incidents

There were two contraband discoveries last month.



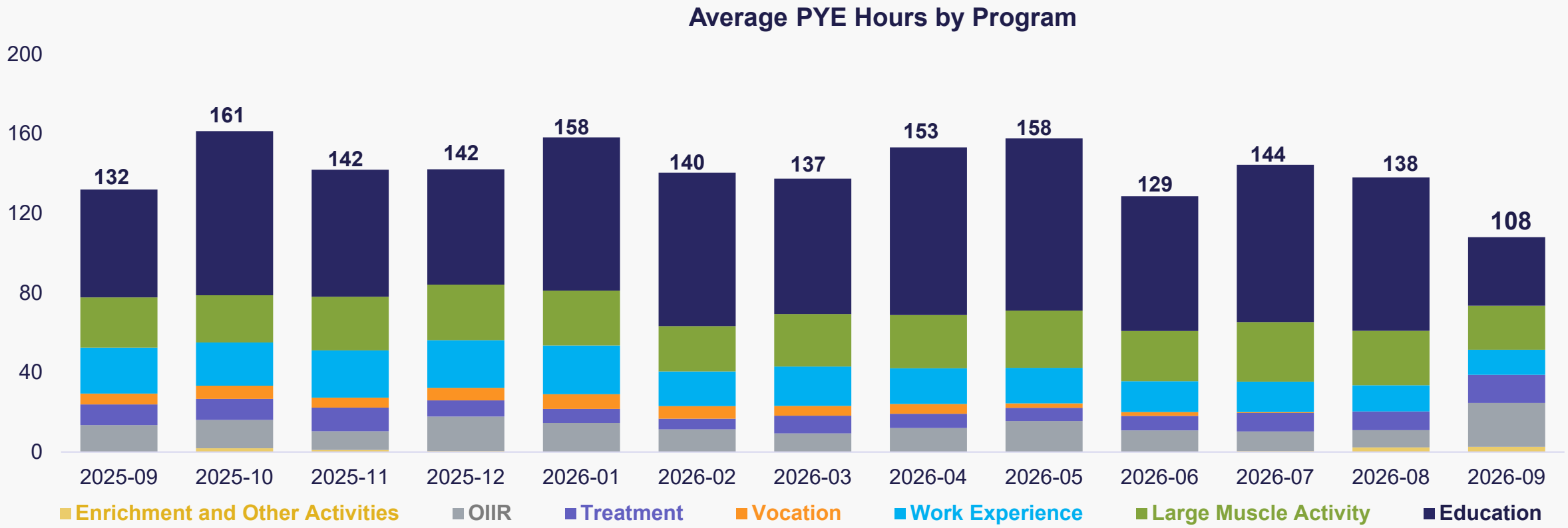
Number of Isolation Episodes

There was one isolation episode in September.



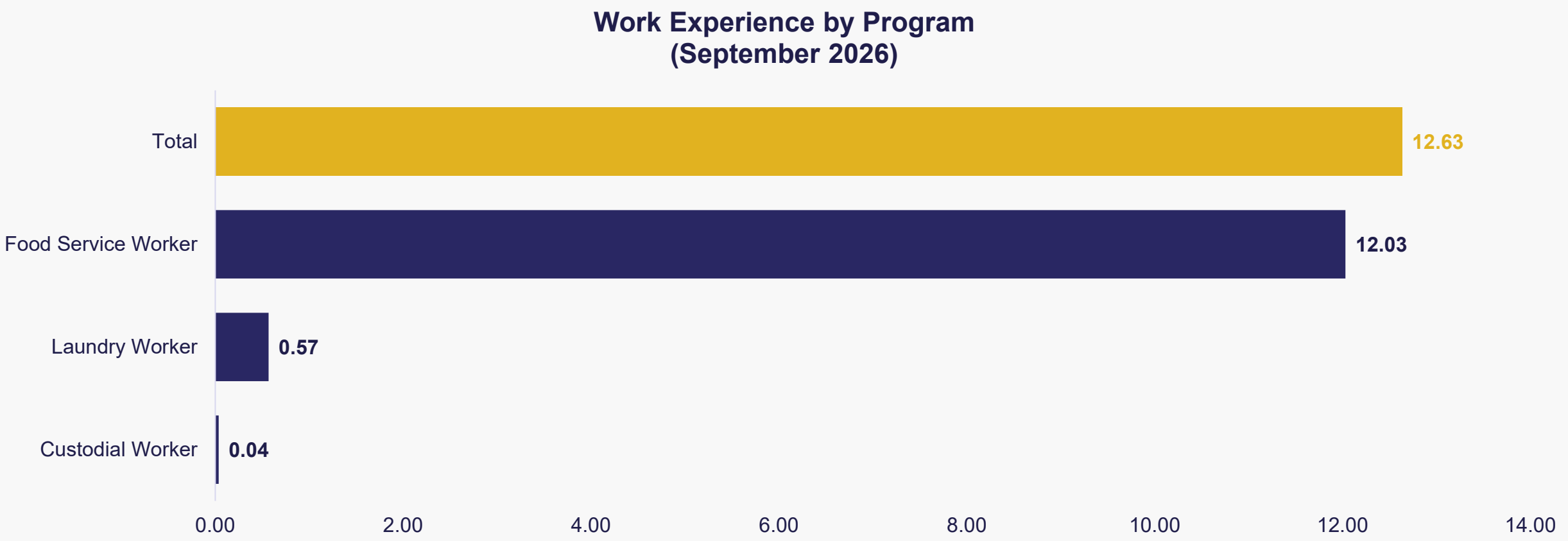
Positive Youth Engagement

TYCF youth completed an average of 108 PYE hours in September.



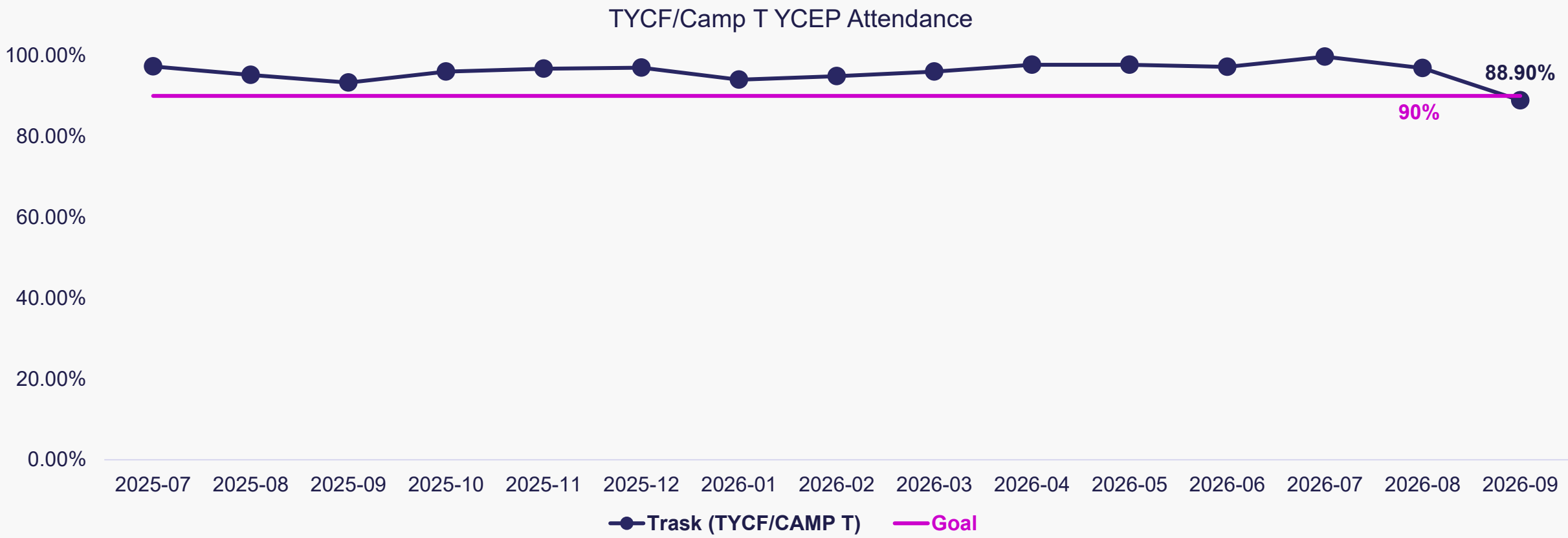
Work Experience

Youth averaged 12.6 hours of work experience last month.



Education Attendance

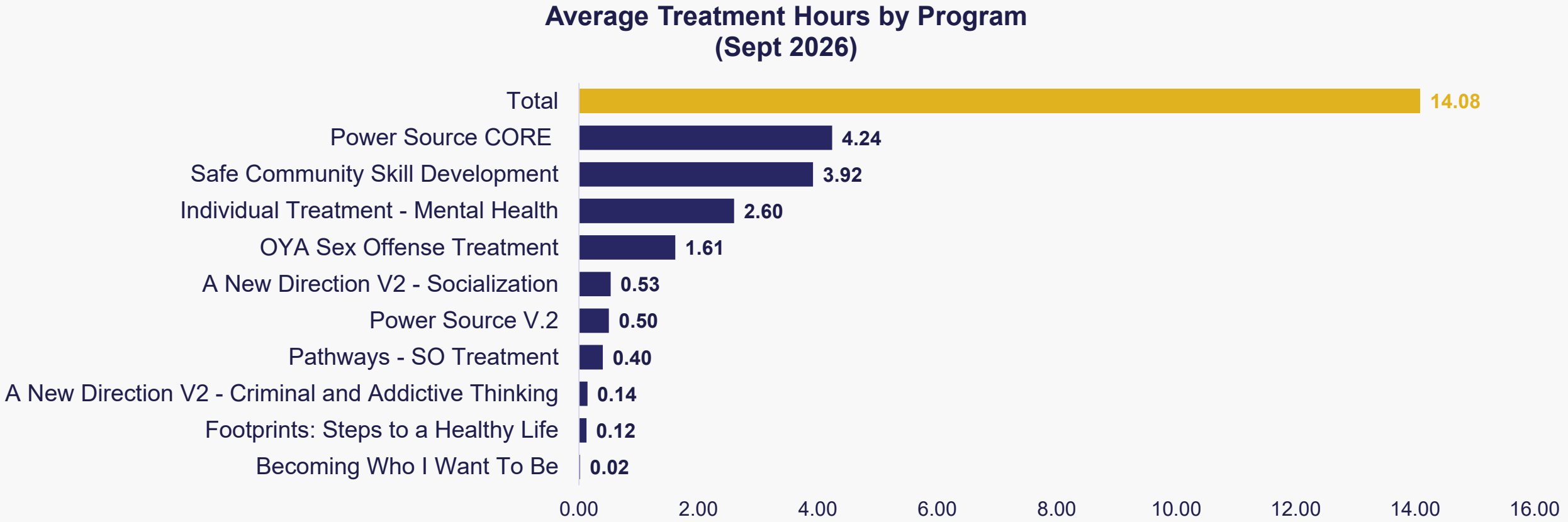
18 students were enrolled in September.



Data source: Oregon Department of Education

Average Youth Treatment Hours

TYCF youth average over 14 treatment hours last month.



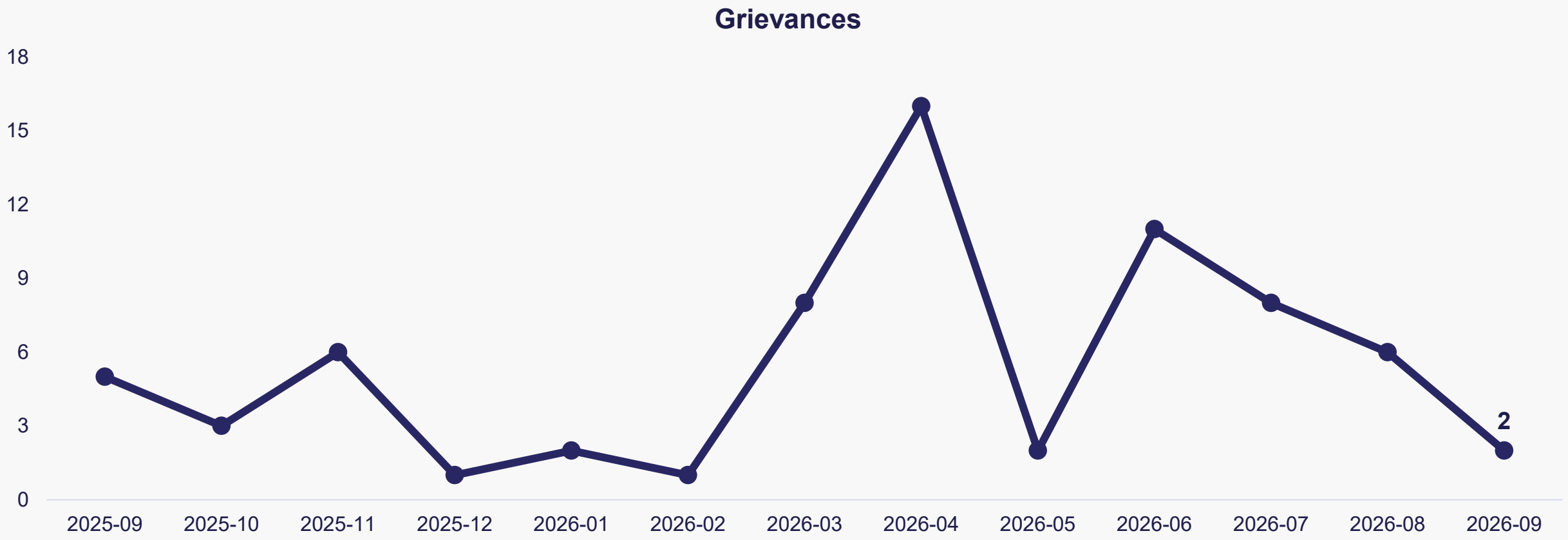
Family Engagement

There were 90 visitations in September.



Grievances

Tillamook received two grievances in September.



All Facilities

Overdue 90-Day MDTs by Facility

Overdue Youth Progress Reviews for Current Close Custody Youth (as of 10/16/2026)

Facility Youth by Location	Overdue	Total Facility Youth	% Overdue
MacLaren YCF	7	136	5%
Rogue Valley YCF	1	48	2%
Oak Creek YCF	5	37	14%
Tillamook YCF	1	28	4%
Eastern Oregon YCF	0	25	0%
Camp Tillamook	0	15	0%
Jackie Winters Transition Program	0	14	0%
River Bend	0	14	0%
Camp Florence	1	13	8%
Jackson County Detention	0	1	0%
Total	**15**	**331**	**5%**

Access to Hygiene Products

Youth in the custody of the Oregon Youth Authority are entitled to immediate and unrestricted access to culturally-specific hygiene products.

1. What is your facility's process for ensuring youth have immediate access to culturally-specific hygiene products?

2. How are staff trained or informed about this process so they can provide these items without delay?

3. How do you monitor or verify that this process is consistently followed, and what steps do you take when it is not?

4. What barriers exist, or what do you need to ensure youth have immediate and ongoing unrestricted access to culturally-specific hygiene products?

Tillamook YCF

Religious Services

Action Item **1.02**



Facility religious coordinator

Designated religious program coordinator and documented duties.



Youth access to religious practice

Regular opportunities to engage in religious practice and/or an established process for providing access upon request.



Multi-faith access pathway

Youth from different faiths can practice, beyond a single primary service.



Materials available

Religious texts and commonly requested items are available, and a process exists for requesting more.



Request process

Youth can request religious services or accommodations, and requests are tracked and responded to.



Community/ Volunteer engagement

Community or volunteer support for religious services is currently in place or being developed.

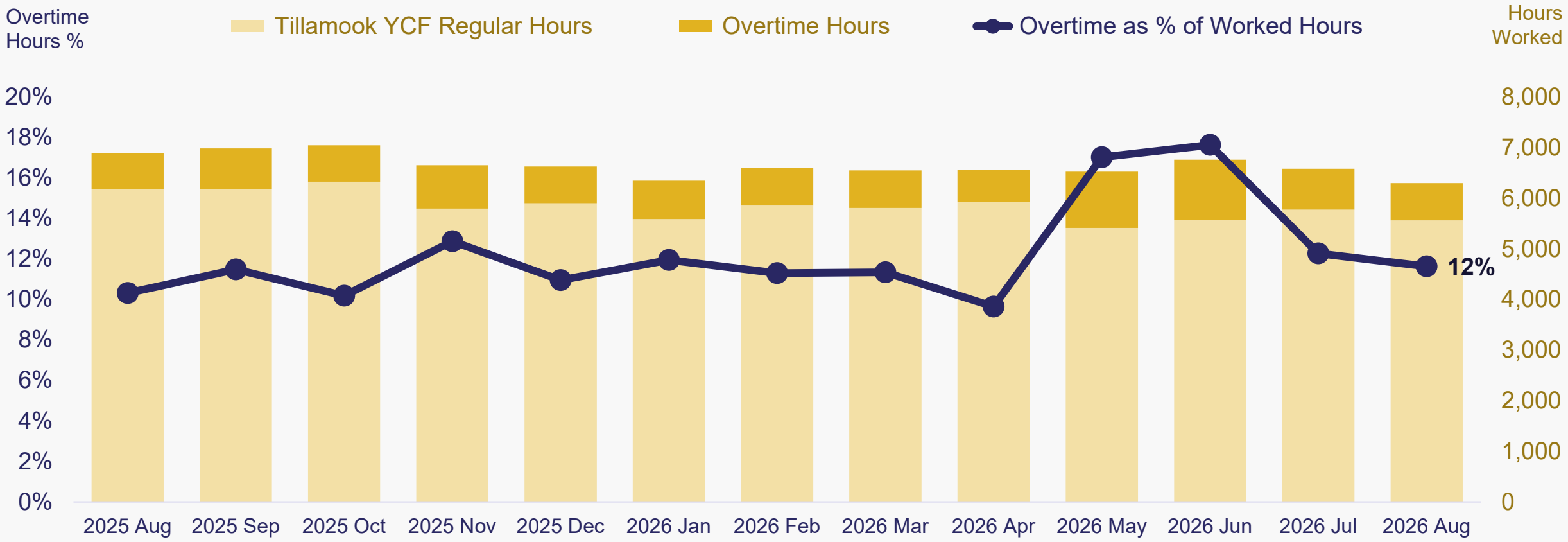


Staff awareness

Staff learn about and support youth religious rights, and know how to route requests.

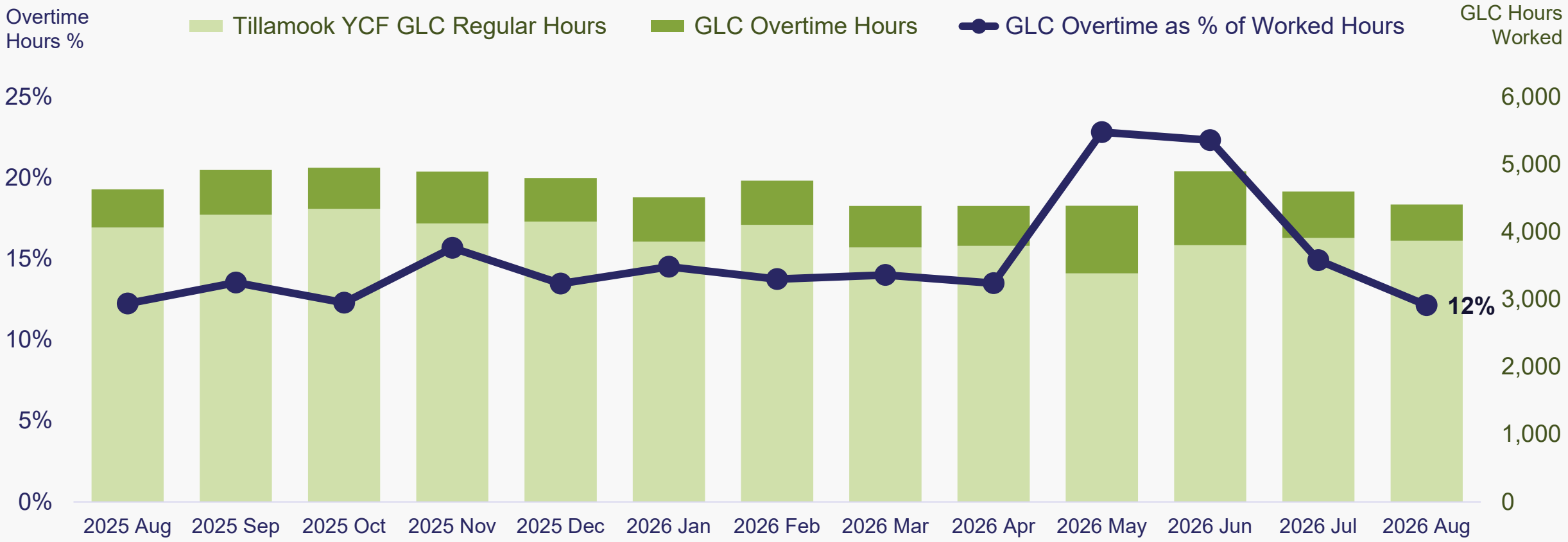
TYCF Overtime Hours

Total OT was steady in August.



TYCF GLC Overtime Hours

GLC OT was down in August.



Closing Updates

High-Priority Work

Is there any high-priority work happening in your department that we don't see reflected in some way in these slides?

Employee Engagement

Updates on employee engagement efforts and areas of focus.

Gallup question: In the last seven days I have received recognition or praise for doing good work.

IMPACT

Insight | Measurement | Performance | Accountability
Continuous Improvement | Transparency

Help us improve

Follow QR code to provide feedback

Isolation Breakdown

Details to come.



Supplemental Slides

All Facilities

Overdue 90-Day MDTs by Facility

Overdue MDTs for current close custody youth (as of 9/17/2026)

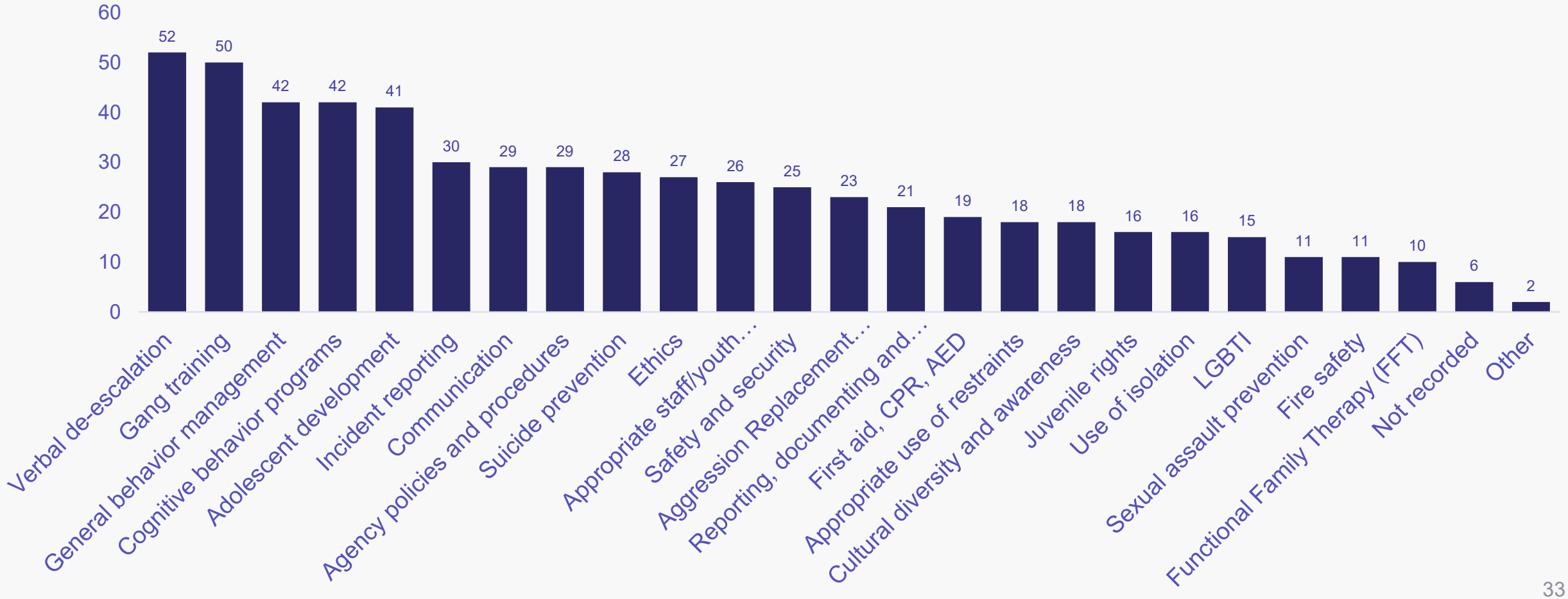
Facility Youth by Location	Overdue	Total Facility Youth	% Overdue
MacLaren YCF	30	140	21%
Rogue Valley YCF	8	48	17%
Oak Creek YCF	7	40	18%
Eastern Oregon YCF	0	27	0%
Tillamook YCF	1	27	4%
Camp Tillamook	0	15	0%
River Bend	3	15	20%
Camp Florence	0	13	0%
Jackie Winters Transition Program	1	12	8%
Total	**50**	**337**	**15%**

Tillamook YCF

Training Request

Action Item **1.12**

Training Requested Tillamook YCF (PBS surveys: April 2025 – April 2026)



Training Opportunities

- Academy Training
  - 2023
    - YIR Refresher
    - Employee Ethics Refresher
  - 2024
    - Group Facilitation
    - Suicide Prevention in OYA
    - Transports Refresher
    - CPR/1st Aid
  - 2025
    - Working with Developmentally Delayed Youth
    - Physical Intervention Refresher
    - Contraband & Evidence Collection Refresher
    - Sex offense treatment training
- Non-Academy Training, 2025
    - Introduction to Restorative Justice and Community Building Circles
    - Introduction to Gang Management - Two two-hour sessions

Tillamook YCF Onboarding

OYA Facility Services

ONBOARDING GUIDE



Welcome to Tillamook YCF

Contents

WELCOME TO FACILITY SERVICES 2
- Contacts 3

FACILITY RESOURCES AND CONTACTS 4
- Your Hiring Manager 4
- Your Onboarding Coordinator (OC) 4

YOUR FIRST DAY 5
- Hiring Paperwork 5

ATTENDING THE TRAINING ACADEMY 6
- DPSST 6

BACK AT THE FACILITY 10
- Week 3 and 4 of training 10

JOB SHADOWING 11
- Job Shadowing 11

YOUR FIRST FEW SHIFTS 12
- The Basics 12
- GLC 101 12

Welcome to Facility Services

Hello and welcome to the Oregon Youth Authority and Tillamook Youth Correctional Facility. This onboarding guide is just that, a guide. It is meant to help you on your journey, but your best resources will be your fellow staff and your facility leadership.

This guide will provide you with a foundation of knowledge. When you attend new employee training (NET) at the training academy you will be provided with more detailed information. When you return to this facility you will have the opportunity to expand this knowledge and continue to grow in your new position. We wish you the best and will be here to support you during your journey.

Tillamook YCF Onboarding

Welcome To Oregon Youth A
Workday Employee Resource Gu

EMPLOYEE RESOURCE INFORMATIO

Familiarize yourself with all OYA employee resou
policies, forms.

Quick links to OYA's Human Resources, Workda
Payroll pages are available on OYANet's home p

https://oya.sharepoint.com/SitePages/OYA_Home.as

- Workday Resources: https://oya.sharepoint.com
  - This page provides the Workday Oregon
    Newsletters, Payroll & Time Tracking guic
- Payroll Resource: https://oya.sharepoint.com/sit
  - This page provides knowledge articles on
    view payslips, how to read your payslip, a
- State Employee Workday Oregon Resource:
  https://www.oregon.gov/das/HR/Pages/wd-traini
  - This page has a Workday guide, Workday
    articles of how to complete actions such a
- Download and review the Basic Workday Ove
  https://www.oregon.gov/das/HR/Documents/Gen

INTRODUCTION TO WORKDAY

Workday provides one place to easily review and

State Benefit Overview

MANAGED BY PEBB

Health insurance
(Medical, Dental, Vision)

Choose/affirm your plan annually Oct.1-31 at
https://www.oregon.gov/oha/pebb

Employee Assistance Program (EAP)

Professional services such as counseling,
financial planning and legal advice are
available for free or low-cost.
https://cascadecenters.com/

Flexi
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Pages

MANAGED BY PERS

Retirement

MAN

Paid

Oregon Youth Authority Acronym

Updated: January 2023

AFSCME	American Federation of State, County and Municipal Employees
ART	Aggression Replacement Training
ATOD	Alcohol, tobacco and other drugs
BRS	Behavioral Rehabilitation Services
CBT	Cognitive Behavioral Therapy
CC	Case Coordinator
CEOJJC	Central and Eastern Oregon Juvenile Justice Consortium
IU	Intervention Unit
CTO	Compensation time off
DA	District Attorney
DAPP	Developmental Approach in Parole and Probation
DAS	Oregon Department of Administrative Services
DBT	Dialectical Behavior Therapy
DD	Developmental disability
DDA	Deputy district attorney
DEI	Diversity, Equity, and Inclusion
DEL	Donald E. Long Detention Center
DHS	Oregon Department of Human Services
DO	OYA Director's Office
DOC	Oregon Department of Corrections
DOJ	Oregon Department of Justice
IDD	
IEP	
IRC	
IS	
JJIS	
JJPS	
JMT	
JPAS	
JPPA	
JPPO	
JWTP	
KPM	
LEDS	
LGBTQ	
LUM	
MDT	
MYCF	
NEO	
OCJA	
OCYCF	
OD	
ODE	
OHA	

Welcome to your New Employee Training journey

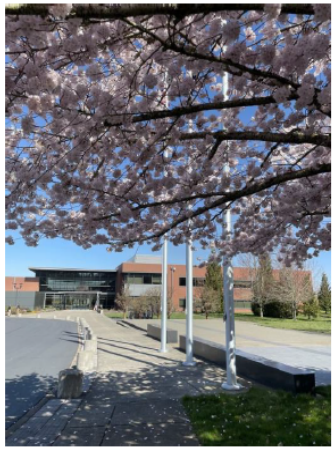
Everyone at the OYA Training Academy is committed to all new employees being successful in their job. Whether you work directly with youth, or in a support role, your job will involve working with other people, so it is important to be aware of the agency mission and values, know how to solve problems, be flexible, and adapt to changing conditions. You will learn more than just rules and procedures on your training journey. It is our hope that you grow and develop knowledge and skills that will help you effectively work in situations where there might be more than one right answer.

Where is the Training Academy located?

We share space with the:

Oregon Department of Public Safety Standards and Training (DPSST)
4190 Aumsville Highway
Salem, Oregon 97317

General Phone: 503.378.2100



You can get here:

From the North | Take I-5 southbound to Salem. Take the OR-22/Santiam Hwy. exit-Exit 253. Cross over the top of I-5 and move into the middle eastbound traffic lane. Take Lancaster Dr. exit-Exit 2. Turn right onto Lancaster Dr. Lancaster Dr. turns into Aumsville Hwy. Cross straight through intersection with Kuebler Blvd. Pass Marion County Dog Control, Marion County Correctional Facility, and the Santiam Correctional Institute. Turn left in to the Oregon Public Safety Academy driveway.

From the South | Take I-5 northbound to Salem. Take the Kuebler Blvd. exit-Exit 252. Turn right onto

Onboarding (JJIS)

Juvenile Justice Information System

A Shared Information System — Getting Started Guide (April 2022)

JJIS Contact Information

JJIS Help Desk
503-378-4333, option 1
JJISHelpDesk@oya.oregon.gov

Getting Started with JJIS

Complete, sign, and submit the JJIS User Agreement to your local JJIS Security Coordinator.

Complete the required JJIS courses assigned to you in Workday. Learning.

Remember . . .



"No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons."

Violations of the use of JJIS as outlined in the JJIS User Security Agreement are taken very seriously and violators may be subject to discipline, up to and including dismissal, for violations of the security agreement.

Log on to JJIS and Change Your Password

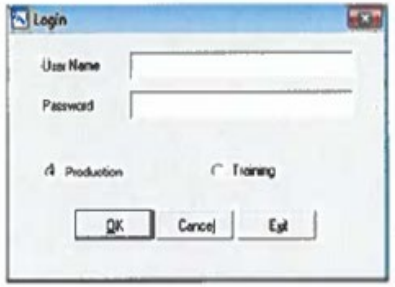
When you complete your required training and your account is set up, you will receive an e-mail that contains your JJIS credentials – your assigned User Name and a Temporary Password.

Double-click the JJIS icon on the computer's "desktop" to open JJIS. A Login screen opens.

Enter the User Name and Temporary Password that were e-mailed to you and click **OK**.

Passwords must be entered exactly as they were set up; for example, differentiate between the number 0 (zero) and the letter O.

JJIS defaults to the **Production** radio button – this is the real-time JJIS production database.



You will be prompted to change the password.

- Enter the Temporary password in the **Old Password** field.

Shortcuts, Tips & Tricks

Use the **Ctrl+O** keyboard shortcut to enter the current date.

Sort a list in JJIS by clicking the title of the column you want to sort by (ascending – A to Z, 1 to 10). Click the column title again

JJIS Access, Appropriate Use, & Confidentiality

The JJIS system, its data, and any subsystems such as JJPS, are not to be used for a person's own interest, advantage, personal gain, or for any private purpose. JJIS records should only be accessed on a "need-to-know" basis by workers to whom the youth is assigned. Workers are considered assigned to a youth if they 1) are recorded as an active worker on the youth record; 2) work in the same office as an assigned worker*; or 3) work in a facility in which the youth is currently admitted and they have a specific direct working relationship with the youth or other authorized work-related reason to access specific information on the youth record.



JJIS tracks footprints.

While access to most information in JJIS remains open and a worker's ability to do their job is not restricted, JJIS does track "footprints" – in other words, it knows where an individual has been in the system, who has reviewed a case note, and who made a change in a record.

Users are expected to use only the minimum amount of information needed to accomplish their authorized job duties. However, workers not assigned to a youth may still have a legitimate need to view and update youth information consistent with their job duties. A Temporary Assignment feature allows Workers to grant themselves access to a youth's record – the access remains in effect for 24 hours. JJIS alerts the user that the case is not assigned to them and provides the user an option to either proceed with opening the record or decline. The user may also enter a note to remind themselves why they requested access.

*Primary Worker, Courtesy Supervision Worker, Referral Worker, Juvenile Department Worker w/ OYA Commitment



JJIS includes a feature that allows a worker to protect and/or restrict specific information such as notes, documents, assessments, and incidents to comply with HIPAA (Health Insurance Portability & Accountability Act) and 42CFR (Code of Federal Regulations) alcohol and drug confidentiality requirements. These features should only be used subject to local agency policy guidance.

When a user not assigned to a case tries to access protected information, JJIS alerts the user that the information is marked "protected" and provides the user an option to either proceed with accessing the information or decline. If the user proceeds, their access is logged.

Restricting information prevents users who are not part of a specified Security Group from accessing the information. Only the individual who restricted the information can grant access to individuals outside of the Security Group.

Workers assigned to a case can review the tracking log which lists by whom and when protected information was accessed. This assists in supporting the HIPAA requirement of disclosing who has accessed certain information.

For more information, review the JJIS policy on "Privacy & Protection of Confidential Information in JJIS".

JJIS is a powerful tool and users have access to data, much of which is confidential and protected from public release by Oregon law. All JJIS users should be alert to the necessity of protecting the integrity and confidentiality of the data in JJIS.

Violations of the use of JJIS as outlined in the Individual User Security Agreement are taken very seriously. Violators may be subject to discipline, up to and including dismissal, for violations of the security agreement.



Don't forget -
"No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons."

Structured Unit Shadowing

TYCF
Group Life Coordinators

Guide for Structured Unit Shadowing

1

You are responsible for taking charge of your learning during your structured shadow shifts. To maximize learning outcomes, approach each shift with the following objectives:

- **1)** Establishing and building rapport with youth without the added responsibility of supervision

and

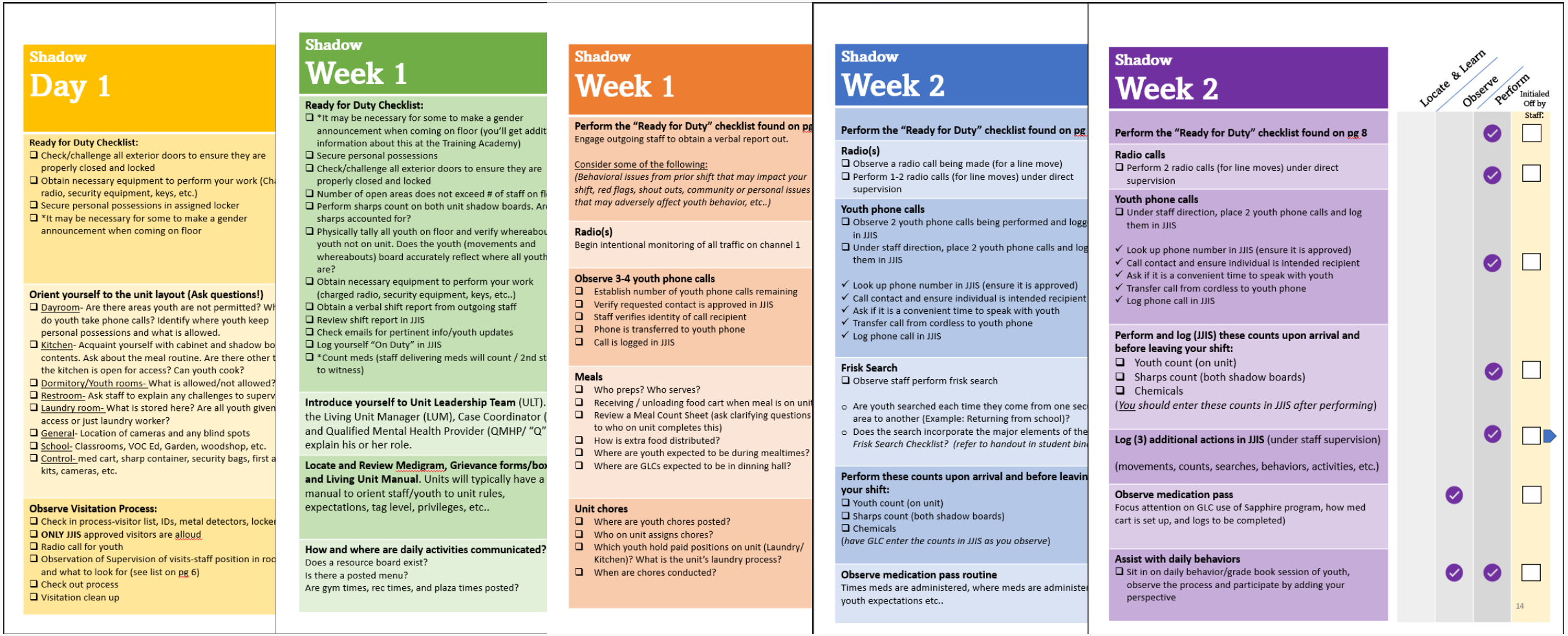
- **2)** Learning, observing, and performing essential functions of your role prior to "going live"

This guide is intended to give you a structured approach to meeting objective #2. When not engaged in intentional learning objectives, you should focus on general observation and rapport building (objective #1).

Locate & Learn	Observe	Perform
Consists of identifying resources on your unit that will assist you in performing your duties.	You are asked to observe a unit GLC or member of Unit Leadership Team performing specific tasks.	You are asked to perform tasks under direct observation of a unit GLC or member of Unit Leadership team.

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Tillamook YCF Shadowing



Shadow Day 1

Ready for Duty Checklist:
- ❑ Check/challenge all exterior doors to ensure they are properly closed and locked
- ❑ Obtain necessary equipment to perform your work (Cha radio, security equipment, keys, etc.)
- ❑ Secure personal possessions in assigned locker
- ❑ *It may be necessary for some to make a gender announcement when coming on floor

Orient yourself to the unit layout (Ask questions!)
- ❑ Dayroom- Are there areas youth are not permitted? Wh do youth take phone calls? Identify where youth keep personal possessions and what is allowed.
- ❑ Kitchen- Acquaint yourself with cabinet and shadow bo contents. Ask about the meal routine. Are there other t the kitchen is open for access? Can youth cook?
- ❑ Dormitory/Youth rooms- What is allowed/not allowed?
- ❑ Restroom- Ask staff to explain any challenges to superv
- ❑ Laundry room- What is stored here? Are all youth given access or just laundry worker?
- ❑ General- Location of cameras and any blind spots
- ❑ School- Classrooms, VOC Ed, Garden, woodshop, etc.
- ❑ Control- med cart, sharp container, security bags, first a kits, cameras, etc.

Observe Visitation Process:
- ❑ Check in process-visitor list, IDs, metal detectors, locker
- ❑ **ONLY JJIS** approved visitors are alloud
- ❑ Radio call for youth
- ❑ Observation of Supervision of visits-staff position in roo and what to look for (see list on pg 6)
- ❑ Check out process
- ❑ Visitation clean up

Shadow Week 1

Ready for Duty Checklist:
- ❑ *It may be necessary for some to make a gender announcement when coming on floor (you'll get addit information about this at the Training Academy)
- ❑ Secure personal possessions
- ❑ Check/challenge all exterior doors to ensure they are properly closed and locked
- ❑ Number of open areas does not exceed # of staff on fl
- ❑ Perform sharps count on both unit shadow boards. Ar sharps accounted for?
- ❑ Physically tally all youth on floor and verify whereabou youth not on unit. Does the youth (movements and whereabouts) board accurately reflect where all youth are?
- ❑ Obtain necessary equipment to perform your work (charged radio, security equipment, keys, etc..)
- ❑ Obtain a verbal shift report from outgoing staff
- ❑ Review shift report in JJIS
- ❑ Check emails for pertinent info/youth updates
- ❑ Log yourself "On Duty" in JJIS
- ❑ *Count meds (staff delivering meds will count / 2nd st to witness)

Introduce yourself to Unit Leadership Team (ULT). the Living Unit Manager (LUM), Case Coordinator (and Qualified Mental Health Provider (QMHP/ "Q" explain his or her role.

Locate and Review Medigram, Grievance forms/box and Living Unit Manual. Units will typically have a manual to orient staff/youth to unit rules, expectations, tag level, privileges, etc..

How and where are daily activities communicated?
Does a resource board exist?
Is there a posted menu?
Are gym times, rec times, and plaza times posted?

Shadow Week 1

Perform the "Ready for Duty" checklist found on pg
Engage outgoing staff to obtain a verbal report out.

Consider some of the following:
(Behavioral issues from prior shift that may impact your shift, red flags, shout outs, community or personal issues that may adversely affect youth behavior, etc..)

Radio(s)
Begin intentional monitoring of all traffic on channel 1

Observe 3-4 youth phone calls
- ❑ Establish number of youth phone calls remaining
- ❑ Verify requested contact is approved in JJIS
- ❑ Staff verifies identity of call recipient
- ❑ Phone is transferred to youth phone
- ❑ Call is logged in JJIS

Meals
- ❑ Who preps? Who serves?
- ❑ Receiving / unloading food cart when meal is on unit
- ❑ Review a Meal Count Sheet (ask clarifying questions to who on unit completes this)
- ❑ How is extra food distributed?
- ❑ Where are youth expected to be during mealtimes?
- ❑ Where are GLCs expected to be in dinning hall?

Unit chores
- ❑ Where are youth chores posted?
- ❑ Who on unit assigns chores?
- ❑ Which youth hold paid positions on unit (Laundry/ Kitchen)? What is the unit's laundry process?
- ❑ When are chores conducted?

Shadow Week 2

Perform the "Ready for Duty" checklist found on pg

Radio(s)
- ❑ Observe a radio call being made (for a line move)
- ❑ Perform 1-2 radio calls (for line moves) under direct supervision

Youth phone calls
- ❑ Observe 2 youth phone calls being performed and logg in JJIS
- ❑ Under staff direction, place 2 youth phone calls and log them in JJIS

- ✓ Look up phone number in JJIS (ensure it is approved)
- ✓ Call contact and ensure individual is intended recipient
- ✓ Ask if it is a convenient time to speak with youth
- ✓ Transfer call from cordless to youth phone
- ✓ Log phone call in JJIS

Frisk Search
- ❑ Observe staff perform frisk search

- ○ Are youth searched each time they come from one sec area to another (Example: Returning from school)?
- ○ Does the search incorporate the major elements of the *Frisk Search Checklist? (refer to handout in student bin*

Perform these counts upon arrival and before leavin your shift:
- ❑ Youth count (on unit)
- ❑ Sharps count (both shadow boards)
- ❑ Chemicals

(*have GLC enter the counts in JJIS as you observe*)

Observe medication pass routine
Times meds are administered, where meds are administe youth expectations etc..

Shadow Week 2

	Locate & Learn	Observe	Perform	Initialed Off by Staff:
Perform the "Ready for Duty" checklist found on pg 8			✓	☐
Radio calls ❑ Perform 2 radio calls (for line moves) under direct supervision			✓	☐
Youth phone calls ❑ Under staff direction, place 2 youth phone calls and log them in JJIS ✓ Look up phone number in JJIS (ensure it is approved) ✓ Call contact and ensure individual is intended recipient ✓ Ask if it is a convenient time to speak with youth ✓ Transfer call from cordless to youth phone ✓ Log phone call in JJIS			✓	☐
Perform and log (JJIS) these counts upon arrival and before leaving your shift: ❑ Youth count (on unit) ❑ Sharps count (both shadow boards) ❑ Chemicals (*You should enter these counts in JJIS after performing*)			✓	☐
Log (3) additional actions in JJIS (under staff supervision) (movements, counts, searches, behaviors, activities, etc.)			✓	☐
Observe medication pass Focus attention on GLC use of Sapphire program, how med cart is set up, and logs to be completed)		✓		☐
Assist with daily behaviors ❑ Sit in on daily behavior/grade book session of youth, observe the process and participate by adding your perspective		✓	✓	☐

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