



OREGON YOUTH AUTHORITY



Policy Statement

Part II – Youth Services (Facilities)

Subject:

Use of Time-out, Room-lock Other, Isolation, and Safety Programs in OYA Facilities

Section – Policy Number:

B: Order – 1.2

Supersedes:

II-B-1.2 (2/10)

II-B-1.2 (3/05)

Info Letters:

II-B-1.1 (2/04; 11/01)

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None

Related Standards and References:

- [OAR 416-490](#) (Use of Time-out, Room-lock Other, Isolation, Safety Programs, Physical Intervention, and Restraint in OYA Facilities)
- [OAR 416-420-0030](#) (Visits with Offenders)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Order; Safety; Justice
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-3C-01 through 04 (Special Management)
- [OYA policy](#): II-A-1.5 (ACR and DOC Early Transfer Protocol)
II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities)
II-B-1.1 (Use of Physical Intervention in OYA Facilities)
II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities)
II-E-4.0 (Interfacility Transfer Requests)
II-F-3.4 (Youth Use of Telephones)
II-F-3.7 (Religious Practice in Facilities)
- [OYA forms](#): YA 4044 (Request for Youth Transfer)
YA 4400 (Visual Observation Log)


Related Procedures:

- [FAC II-B-1.2 \(a\)](#) Individual Safety Plan
- [FAC II-B-1.2 \(b\)](#) Community Safety Protocol
- [FAC II-E-4.0](#) Youth Incident Report (YIR)

Policy Owner:

Facility Services Assistant
Director

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for staff when using time-out, room-lock other, isolation, or safety programs with youth.

II. POLICY DEFINITIONS:

Intervention: The means by which a youth's negative behavior is redirected to a more acceptable level. Staff interventions are designed to alter the environment to allow the individual youth to gain self-control and develop skills to change negative behavior.

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.

Mental health practitioner: A qualified mental health professional (QMHP), psychiatric mental health nurse practitioner, psychiatrist, or psychologist.

Room-lock other: An intervention where a youth is placed alone in a room with a locked door for a sleep program, medical separation, or the youth has requested time-out in a closed or locked room.

Safety program: An intensive, youth-specific, time-limited intervention that modifies a youth's activities to focus on developing the youth's emotion regulation and problem-solving skills.

Time-out: A staff-supported, or youth-requested, intervention that helps a youth emotionally re-regulate by separating the youth from peers for a short period of time.

Unit leadership team: A team of individuals in a facility living unit who work collaboratively to develop and maintain comprehensive individualized case plans, safety programs, and a behavior management system that is culturally competent and gender-appropriate. The team is based on a core membership of the youth's living unit manager, case coordinator, and QMHP.

Waking hours: Designated times appropriate for a youth to be awake (non-sleeping hours).

III. **POLICY:**

OYA provides a developmental environment that supports youth to develop skills and build on their strengths while changing inappropriate behavior patterns.

In some instances, youth behavior may require staff intervene to protect persons, or the safety, security or order of the facility. Staff must assess each individual situation and use the least restrictive means necessary to diffuse a situation to maintain the safety, security, and order of the facility. This assessment must include considering the youth's mental and physical health.

Use of isolation as a crisis behavior intervention is intrusive and further restricts a youth's environment. Staff must carefully deliberate and consider the risk and needs of a youth and situation prior to using isolation as an intervention. Staff may only use isolation to manage a youth's crisis behavior when the youth is in danger of physically harming others, where serious threat of violence is present, or violence has occurred. Once it is determined that a youth is emotionally regulated and ready to engage in reintegration planning, the youth must spend as much time out of the isolation room as possible during waking hours.

IV. **GENERAL STANDARDS:**

A. **Situational Assessment**

1. Staff must be engaged with youth and observe youth interactions and group activities to:
 - a) Ensure youth are safe and the environment is free from exploitation and physical, emotional, and sexual abuse;
 - b) Provide positive feedback and interactions to individual youth;
 - c) Intervene early in problem-solving, de-escalation, and interventions to minimize conflicts, injury, and damages; and
 - d) Ensure youth are not creating disorder to distract from other inappropriate activities.

2. Staff must use behavior interventions to:
 - a) Provide opportunity for youth to self-regulate their behavior and learn prosocial behavior skills, and
 - b) Protect persons or the safety, security and order of the facility.

3. When intervention is necessary, staff will assess the situation to determine the most appropriate type of intervention. This assessment process includes:
 - a) A determination of the likelihood for harm to youth or staff, including violent behavior that puts youth or staff or facility security at immediate risk;
 - b) The risk of physical harm and discomfort to the youth accompanying the method of intervention, including the youth's mental health status and medical condition;
 - c) The youth's reaction to intervention methods, based upon history of behavior, mental health status, medical condition or developmental disability; and
 - d) A team approach that represents youth development and facility security components.

B. Interventions

The intervention goal is to give youth an opportunity to self-regulate their behavior and return to their peer groups as soon as possible.

OYA uses different intervention methods to change youth behavior. These interventions must not be used as punishment, as a convenience or substitute for staff supervision, or a substitute for individualized treatment.

When staff assess which intervention is necessary to create a safe environment, they must use the least restrictive type of intervention, and only so long as necessary for a youth to regain self-control and return to a less restrictive setting.

C. Time-out

A time-out is a staff-supported, or youth-requested, intervention that helps a youth emotionally re-regulate by separating the youth from peers for a short period of time.

1. Staff must provide direct line-of-sight supervision of the youth.

2. On-unit time-outs

Staff may allow a youth to sit at a dayroom table or chair, an open room, sleeping area, or other appropriate space within sight of the youth's peers.

3. Off-unit time-outs

Staff may allow a youth to access off-unit spaces to re-regulate such as outside areas, classrooms, or programming areas.

4. A time-out in an open-door room, either the youth's own room or a multipurpose room, requires these additional measures:

a) Staff must keep the door open to allow the youth an opportunity to self-regulate behavior; and

b) Staff must monitor the youth every 15 minutes and document observations on OYA form YA 4400 (Visual Observation Log).

5. A time-out in a closed or locked room requires additional measures listed in section D below (Room-lock Other).

6. A time-out episode must not last longer than four consecutive hours.

7. Time-outs that extend to or are during sleeping hours must be considered for a sleep program with authorization from a manager or officer-of-the-day (OD).

8. The youth must return to regular activities once the youth regains emotional regulation.

D. Room-lock Other

Room-lock other is an intervention where a youth is placed alone in a room with a locked door for a sleep program, medical separation, or the youth has requested time-out (described above) in a closed or locked room.

1. Time-out in a closed or locked room requires these additional measures:
 - a) The youth must request the time-out;
 - b) This intervention may be listed as a coping strategy on the youth's Advanced Behavioral Directives (ABD);
 - c) Staff must monitor the youth every 15 minutes and document observations on OYA form YA 4400 (Visual Observation Log);
 - d) A qualified mental health professional (QMHP) must review the placement with the youth;
 - e) Staff must document the intervention in a YIR as "Safety Placement, Room-lock Other, Time-out Self-requested"; and
 - f) Staff must release the youth from the room upon the youth's request (but no longer than four consecutive hours).

2. Sleep program
 - a) Staff may place a youth in a locked room for youth safety during regular sleeping hours to sleep alone for reasons other than crisis behavior.
 - b) Youth may only participate in a sleep program during normal sleeping hours.
 - c) Staff must monitor the youth every 15 minutes and document observations on OYA form YA 4400 (Visual Observation Log).
 - d) Staff must document the intervention in a YIR as "Safety Placement, Room-lock Other, Sleep Program."

3. Medical separation
 - a) Health Services staff may direct physical separation of a youth from the youth's peers for physical health reasons when no other option is feasible. The medical separation may include being alone in a locked room. Staff must allow the youth as much social interaction and out-of-room time as medically possible.
 - b) Staff must monitor the youth every 15 minutes and document observations on OYA form YA 4400 (Visual Observation Log).
 - c) Staff must document the intervention in a YIR as "Safety Placement, Room-lock Other, Medical Separation".

E. Isolation

Isolation is a crisis intervention where a youth is temporarily placed alone in a room with a locked door due to the youth's crisis behavior.

1. Isolation must only be used to manage a youth's crisis behavior when the youth is in danger of physically harming others, where a serious threat of violence is present, or violence has occurred.
2. Staff must use other less restrictive interventions when appropriate, considering the youth's behavior and its effect on others in the area where the behavior occurred or is occurring.
3. A staff member not involved in the incident must try to help the youth with regulation and problem-solving prior to using an isolation intervention.
4. If staff determine an isolation intervention is necessary, the following actions are required:
 - a) A manager or officer-of-the-day (OD) must immediately be notified of and review the intervention for appropriateness (see paragraph 5 below).
 - b) Staff must follow suicide precautions described in OYA policy II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities).
 - c) Staff must follow the noncrisis referral process described in OYA policy II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities) when a youth with either mental health or developmentally disability issues is placed in isolation.
 - d) Staff must complete a Youth Incident Report (YIR), including the time, date, reasons for the isolation intervention, and manager or OD review results.
 - e) Staff must monitor the youth at least every 15 minutes and document findings on a YA 4400 (Visual Observation Log).
 - f) Mental health status assessment
 - (1) A QMHP or mental health practitioner must complete a mental health status assessment on the youth within one hour of the isolation intervention if a QMHP or mental health practitioner is on site.
 - (2) If a QMHP or mental health practitioner is not on site, the assessment must be completed as soon as possible after a QMHP or mental health practitioner is on site.

5. Manager or OD isolation review

- a) The manager or OD reviewing the isolation intervention must not have been directly involved in the isolation intervention incident.
- b) Immediately upon notification of an isolation intervention, the manager or OD must determine whether the isolation intervention was warranted as described in section 1 above.
- c) If the manager or OD determines an isolation intervention is **not** warranted, the manager or OD must ensure the youth is no longer alone in a room with a locked door.
- d) If the manager or OD determines an isolation intervention **is** warranted and approves isolation to continue, the youth must be assessed as described in paragraph 6 below for engagement readiness.
- e) The manager or OD must ensure the results of the isolation intervention review are documented in a YIR.

6 Youth engagement readiness

A skill development coordinator (SDC), member of the youth's unit leadership team, QMHP, onsite manager, or OD must assess the youth's emotional regulation, and readiness to engage in problem analysis and reintegration planning, within two hours of the isolation intervention, and at least every two hours thereafter during the youth's waking hours. The results of the assessment must be documented in a YIR.

7. Youth emotionally regulated and ready to engage in problem analysis and reintegration planning

Once it is determined the youth is ready to engage in problem analysis and reintegration planning, the youth's unit leadership team or designated staff will develop a reintegration plan for the youth to ultimately rejoin the youth's peers. The youth must spend as much time out of the isolation room as possible during waking hours.

- a) The development of the plan must begin as soon as possible, but no longer than one hour after it is determined the youth is ready to engage (during the youth's waking hours).
- b) A skill development coordinator, the youth's unit leadership team, onsite manager, or OD will initiate problem analysis with the youth.

- c) The youth's unit leadership team will establish their expectations for the youth's reintegration including mediation, conflict resolution, or other restorative practices involving other youth and staff.

The OD or onsite manager may complete this activity in the absence of the youth's unit leadership team in order to avoid a prolonged isolation stay. The OD or onsite manager must follow up with the youth's unit leadership team regarding the activity upon their return to the facility.

- d) Once the youth's unit leadership team, onsite manager, or OD determines a youth is ready to reintegrate, they must develop and document the youth's reintegration plan in a YIR and communicate the plan to other OYA and school staff.
- e) The youth's living unit manager must ensure staff document the above actions in a related YIR.
- f) Staff must document in JJIS each out-of-room episode for youth in isolation.

F. Safety Programs

A safety program is an intensive, youth-specific, time-limited intervention that modifies a youth's activities to focus on developing the youth's emotion regulation and problem-solving skills. A safety program may be used when all less restrictive interventions have been exhausted and ineffective in managing a youth's behavior.

1. OYA uses two types of safety programs:
 - a) Community safety protocols; and
 - b) Individual safety plans.
2. An individual safety plan may be used when a youth who has a pattern of unsafe behavior demonstrates symptoms that may lead to violence. The youth's individual safety plan is to promote skill building and prevent violence from occurring.

If an individual safety plan is not helping a youth and unsafe behavior continues, the youth may be considered for a community safety protocol.

3. A community safety protocol may be used if a youth demonstrates the following:
 - a) Continuously violent or aggressive behavior that creates significant safety concerns for the living community milieu; or

- b) A significant incident (such as an assault) that results in serious bodily harm, or extreme property damage that jeopardizes youth or staff safety and has significant living community negative impact.
- 4. Staff must ensure youth spend a minimum of eight hours of awake time out of their assigned rooms every day while on safety programs.
- 5. Any use of isolation as part of a youth's safety program must follow OYA isolation policy standards.
- 6. Program requirements are delineated in facilitywide procedures:
 - a) FAC II-B-1.2(a) Individual Safety Plan; and
 - b) FAC II-B-1.2(b) Community Safety Protocol.
- 7. A youth must only remain on a safety program until the youth is able to self-manage behavior and safely interact within the routine activities of the living community.

G. Living Conditions for Time-outs, Isolation, and Safety Program Placements

Youth in time-out, isolation, or safety programs must be afforded the same opportunity to maintain health and dignity as their peers consistent with their program requirements. Service delivery may differ according to the youth's individual program.

- 1. Basic living conditions include the following **items**:
 - a) Food: Youth must receive food as the same quality, from the same menu, and as nearly as possible on the same schedule, as that provided to all other youth, unless the youth was under a special diet prior to placement. Menu items that do not require use of utensils may be substituted as long as the substitution is a nutritional equivalent. At no time will food be withheld as a punishment or disciplinary action.
 - b) Clothing: Youth must be provided with clean clothing of the appropriate size and in good repair. A safety smock may be substituted for standard clothing only when standard clothing poses a threat to the youth.
 - c) Bedding: Youth who stay in a room must be provided with clean standard bedding including a mattress, pillow, and coverings.
 - d) Mail: Youth must be allowed to correspond with persons through the mail subject only to the limitations necessary to

maintain facility order and security. This includes youth access to communication and grievance forms.

- e) Reading materials: Each youth may be offered a choice of reading materials. Reading materials must not be exchanged between youth.
- f) Personal hygiene items: Youth must be provided the opportunity for personal hygiene and supplies on a routine basis.
- g) Access to the OYA Complaint Hotline described in OYA policy II-F-3.4 (Youth Use of Telephones).

2. Exceptions to basic living condition **items**:

- a) A youth may be placed in isolation without bedding, hygiene supplies, mail, or reading material for up to two hours after initially occupying the room.
- b) When a youth is placed in isolation for more than two hours, the youth may only be denied an item under the following conditions:
 - (1) The youth abused or misused the item; or
 - (2) There exists a substantial threat of imminent misuse of the item; or
 - (3) The item is considered by staff to pose a threat to the youth.

3. Basic living conditions include the following **services**:

- a) Personal visits: Visiting is permitted subject to the provisions of OAR 416-420-0030, unless the youth poses a danger to self or others.
- b) Recreation: Each youth must be allowed daily opportunity for large muscle exercise outside or in a gym. Youth must not be restricted from this activity unless they pose a danger to themselves or others.
- c) Youth must have the opportunity to shower daily. Room sanitation and neatness standards must be the same as those required throughout the facility.
- d) Medical services: Youth must be provided with medical care as afforded to other youth in the facility. Health Services staff will determine the delivery of services depending on the location of the youth and the youth's amenability to medical treatment.

- e) Religious services: Youth must be allowed to practice religious beliefs according to OYA policy II-F-3.7 (Religious Practice in Facilities). This condition may only be restricted following OYA policy II-F-3.7. A religious representative may visit the youth, as time allows, unless visits are declined by the youth.
- f) Education: Youth must be provided educational opportunities. Education staff will determine the delivery of services depending on the location of the youth and the youth's amenability to education.
- g) Treatment: Youth must be provided treatment opportunities. The youth's unit leadership team will determine the delivery of services depending on the location of the youth and the youth's amenability to treatment.

4. Exceptions to basic living condition **services**

A youth may not be restricted from the basic services listed above unless providing the service poses a danger to the youth or others.

5. Approval and documentation of exceptions to **any** basic living condition (item or service)

- a) Staff must document a restricted living condition and reason for the restriction on a YA 4400 (Visual Observation Log).
- b) A manager or OD must immediately review and approve or deny the restricted living condition, and document the decision on a YA 4400.

A manager or OD must evaluate and review all continued restricted living conditions twice daily during waking hours, and document any continued need for the restrictions on a YA 4400 (Visual Observation Log).

6. Staff must ensure basic hygiene, sanitation, and youth dignity is maintained despite any restricted living conditions the youth may have.

H. Searches

The following searches must be conducted in accordance with OYA policy II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities).

1. Youth frisk search

A youth must be frisk searched before initially occupying an isolation room.

2. Youth comprehensive search

Staff may only conduct a comprehensive search of a youth to ensure the personal safety of the youth and others when there is probable cause to believe that such search will lead to the discovery of contraband that may be used to harm the youth or others or is a threat to the safety and security of the facility.

A designated manager must authorize the comprehensive search in these instances.

3. Every item of material or equipment (books, magazines, etc.) must be inspected.
4. Rooms must be searched when staff believe a search is warranted, and before and after each occupancy. Unauthorized items must be removed.

I. Reviews

1. Isolation

- a) Staff must complete a Youth Incident Report (YIR) for every isolation intervention.
- b) A manager not directly involved in the intervention must review each isolation intervention for appropriateness as described in section E.5.
- c) A manager or OD must monitor a youth's reintegration plan twice daily during waking hours to ensure the youth's timely return to a living unit. The monitoring must be documented in the youth's JJIS Reintegration Plan.
- d) If a youth has not returned to the youth's living unit within three consecutive days, the superintendent must review and approve or deny continuation of the isolation intervention prior to the end of the third day.
 - (1) The superintendent must ensure the youth is no longer alone in a room with a locked door, if continuation of the isolation intervention is denied.
 - (2) The review and its results must be documented in JJIS by designated staff.
- e) If a youth has not returned to the youth's living unit within five consecutive days, the Facility Services assistant director must review and approve or deny continuation of the isolation intervention prior to the end of the fifth day.

- (1) The superintendent must submit a written approval request with supporting rationale to the Facility Services assistant director.
- (2) The review and its results must be documented in JJIS by designated staff.
- (3) The Facility Services assistant director must ensure the youth is no longer alone in a room with a locked door, if continuation of the isolation intervention is denied.
- (4) If continuation of the isolation intervention is approved, the Facility Services assistant director must –
 - (i) Notify the director;
 - (ii) Subsequently review the isolation intervention daily for appropriateness; and
 - (iii) Document the daily review(s) in JJIS.

2. **Safety Program Placement**

- a) Individual Safety Plan and Community Safety Protocol standard review process
 - (1) Each local case must be reviewed weekly by the superintendent, program director, treatment services supervisor, QMHP, living unit manager, and case coordinator.
 - (2) A youth may only remain on a safety program until the youth is able to self-manage behavior and safely interact within the routine activities of the living unit community.

b) Community Safety Protocol additional review

In addition to the standard review process above, a youth's case will be reviewed by the statewide population management committee and the statewide clinical team before being placed on community safety protocol, and biweekly after placement.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO