



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject:

Behavior Management – Youth Refocus Options

Section – Policy Number:

B: Order – 2.1

Supersedes:

II-B-2.1 (09/16)
II-B-2.1 (02/10)

Effective Date:

07/16/2018

Date Last

Revised/Reviewed:

None

Related Standards and References:

- [ORS 420A.108](#) (Policy regarding rules and dispositions for violations of rules; review of dispositions)
- [OAR 416-470](#) (Prohibited Offender Behaviors and Processing Behavior Violations)
- [OAR 416-490](#) (Use of Time-out, Isolation, Special Program Placement, Physical Intervention, and Restraint in OYA Facilities)
- Performance-based Standards (PbS), *Juvenile Correction Facilities*; Order; Justice
- American Correctional Association; *Standards for Juvenile Correctional Facilities*; 4-JCF-3B-02 (Disciplinary Process); 4-JCF-3B-03; 4-JCF-3B-04 (Minor Rule Violation); 4-JCF-3B-06 (Room Restriction); 4-JCF-3B-07 (Rules and Incentives are Posted); 4-JCF-3B-08 (Disciplinary Report); 4-JCF-3B-09 (Investigation); 4-JCF-3B-010 (Major Rule Violation)
- [OYA Youth Behavior Refocus Options Matrix](#)
- [OYA policies](#): I-D-2.1 Use of Language Services
 II-B-1.1 (Use of Physical Intervention in OYA Facilities)
 II-B-1.2 (Use of Time-out, Room-lock Other, Isolation, and Safety Program Placements in OYA Facilities)
 II-B-2.0 (Behavior Management – Incentives and Reinforcement)
 II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities)

Related Procedures:

- [FAC I-E-4.0](#) Youth Incident Reports (YIR)
- FAC I-B-1.2(a) Individual Safety Plan
- FAC I-B-1.2(b) Community Safety Program

Policy Owner:

Facility Services Assistant Director

Approved:



Joseph O'Leary, Director

I. PURPOSE:

The purpose of this policy is to delineate refocus options for negative youth behavior to ensure the safe, orderly, and consistent operation of all OYA facilities.

II. POLICY DEFINITIONS:

Grievance: A complaint or appeal about the substance or application of any written or unwritten rule, policy or practice affecting a youth; or any decision or action directed toward a youth by OYA, its employees or agents, including, but not limited to, matters of confinement, discipline, treatment, education, and privileges. A grievance can be “informal” or “formal” as described in OYA rules.

Juvenile Justice Information System (JJIS): The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

Major behavior violation: Youth behavior that is immediately threatening to life, health, or facility safety, security or good order as determined by agency policy. Major behavior violations are listed in the OYA Behavior Refocus Options Matrix as Level Zero, One and Two behaviors.

Minor behavior violation: Youth behavior that is prohibited and unacceptable within the facility or program but is not immediately threatening to life, health, or facility safety, security or good order. Minor behavior violations are listed in the OYA Behavior Refocus Options Matrix as Level Three behaviors.

Out-of-group: A refocus option used by staff to direct a youth to a designated sitting area, table, desk, or chair away from the youth's peers for a limited time.

Refocus option: An authorized response to a youth's negative behavior.

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.

III. POLICY:

Each OYA facility living unit follows an overall behavior management system to promote youth prosocial behavior. In addition, each youth within the living unit has individual behavior goals that target specific behaviors using incentives and reinforcements which are meaningful to the youth. Targeted behaviors are directly related to the youth's case plan goals and competency development.

Behavior incentives and reinforcements may be social (e.g., verbal praise, more privileges), tokens (e.g., points earned or levels), tangible (e.g., canteen items, books), or a reduction/removal of an aversive condition (e.g., chores, early bedtime). OYA uses social incentives and reinforcements as the primary method of promoting positive youth behavior.

OYA must also address youth negative behavior by providing refocus options. Negative behavior must be recognized, corrected and refocused as necessary and appropriate, guiding youth to make more responsible choices.

This policy focuses on the behavior refocus option portion of youth behavior management. Accordingly, OYA facilities set clear behavior rules, boundaries and limitations. When a youth engages in a behavior violation, OYA staff must follow established guidelines to refocus the youth's negative behavior. The refocus options and processes described herein focus on staff response to youth behavior that may cause imminent danger or harm to self or others, or represents an imminent threat to the safety, security and good order of the facility (major behavior violations). Refocus options are graduated according to the severity of the behavior violation and the youth's individual developmental needs.

IV. GENERAL STANDARDS:

A. OYA Behavior Refocus Options Matrix

OYA facility staff must follow the OYA Behavior Refocus Options Matrix when refocusing a youth for exhibiting a prohibited behavior listed in the matrix.

1. The matrix ensures refocus options are consistent throughout OYA facilities and are proportionate to the severity of the behavior violation.
2. The clarity and specificity of facility rules and the matrix, together with training, reduces discrepancies between staff in interpreting or implementing the matrix.
3. The matrix must be reviewed annually by Facility Services in collaboration with Development Services to ensure the refocus options remain appropriate. Only Facility Services may revise the matrix.
4. Written guidelines to assist staff in refocusing youth for minor behavior violations are available to staff. Minor behavior violations may be handled informally.
5. When a youth exhibits any of the major behavior violations listed in the matrix, at least one of the listed refocus options must be used.
6. Any deviation from the matrix must be authorized by the facility superintendent, camp director, living unit manager, or designated staff for substantial reasons and documented in JJIS.
7. Changes to any behavior refocus option already used must be approved by a supervisor up to the level of superintendent/camp director. The change must be documented in the youth's case notes.

Changes must only be made at the level that the original refocus option would have been used. The change must be agreed upon by the staff who used the original behavior refocus option (if available), the youth, living unit manager, superintendent/camp director or designee.

8. Aiding another youth to commit, attempting to commit, or making plans to commit any of the behaviors is considered the same as engaging in the behavior itself, and staff must use an appropriate refocus option.

9. Separate refocus options may be used on a youth for the youth's separate behavior violation acts during one incident.

Exception: Refocus options for separate acts that would result in out-of-group time, or loss of privileges, must be used concurrently.

B. The following general standards apply when staff use refocus options for a youth's negative behavior.

1. Only facility staff may use behavior refocus options.

a) The authority to use behavior refocus options for minor behavior violations is ordinarily delegated to the youth's unit staff.

b) The authority to use behavior refocus options for major behavior violations is delegated only to the superintendent, camp director, or designee. The designee must be a manager such as the officer-of-the-day (OD).

2. Staff must act to the degree necessary and within the facility's rules and guidelines to regulate the youth's negative behavior to maintain a safe and orderly environment.

3. Staff must address youth behavior in an impartial and consistent manner.

4. Staff may not use refocus options in an impulsive, arbitrary, or retaliatory way.

5. Staff must not use or allow physical punishment of any kind.

6. If it appears at any stage in the refocus process that a youth is emotionally unstable or the youth's mental health is at risk, staff must immediately contact a qualified mental health professional (QMHP) or manager for referral.

The QMHP or manager must collaboratively work with unit staff to address the youth's emotional or mental health issue causing instability. A safety program plan may be developed to address the youth's specific needs.

7. Refocus options must never deprive youth of basic food, water, clothing, bedding, or exercise.

8. When a literacy or language barrier prevents a youth from understanding facility rules or behavior refocus options, a bilingual staff member or interpreter must help the youth achieve understanding (see OYA policy I-D-2.1 Use of Language Services).

C. Notice of Behavior Management Program

1. Staff must inform each youth, in writing, promptly after arrival at the facility of the following:
 - a) The youth's rights and responsibilities;
 - b) The expectations for behavior and conduct;
 - c) Prohibited behavior and conduct;
 - d) The OYA Behavior Refocus Options Matrix used if the youth exhibits a behavior violation;
 - e) The process to access the OYA complaint hotline; and
 - f) Locations of youth grievance and communication forms.
2. A youth may appeal any refocus option used on the youth, or incident report through the youth grievance process described in OAR 416-020 (Offender Grievance Process).

D. Imposing a refocus option for a youth's negative behavior does not negate or replace staff's requirement to work with the youth on appropriate prosocial behaviors and other components within the youth's case plan.

E. Behavior Violation Incident Reporting and Review

1. Staff must document youth behavior violations as described in OARs 416-470-0030 (Behavior Violation Incident Reports), and 416-470-0040 (Behavior Violation Incident Review). Major behavior violations must be documented in a JJIS Youth Incident Report (YIR) as delineated in facilitywide procedure [FAC I-E-4.0](#) Youth Incident Report (YIR).
2. If a behavior violation incident is referred to law enforcement for investigation as a possible law violation, facility administration will cooperate with law enforcement to avoid any interference with ongoing law enforcement investigation or pending prosecution.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO

Attachment 1: OYA Youth Behavior Refocus Options

Oregon Youth Authority Youth Behavior Refocus Options	
Aiding another youth to commit or attempting to commit any of the prohibited behaviors listed in the matrix are considered the same as engaging in the behavior itself and an appropriate refocus option must be used. Downgrades (or equivalent) that are tied to an individual unit's Behavior Management System are separate and not considered as a Refocus Option in the Matrix.	
Level Zero Prohibited Behaviors (major behavior violations)	Refocus Options (Manager/MDT Discretion)
Staff Assault with Serious Injury (or attempt thereof): Any instance in which a youth instigates a physical conflict with a staff member resulting in serious injury to the staff member. Examples of serious injury include, but are not limited to, a break in skin requiring suture, bruising accompanied by swelling or extreme pain, broken bones, internal injury; any injury requiring medical treatment beyond first aid.	<ul style="list-style-type: none"> ✓ Administrative Case Review (ACR) referral for transfer to Department of Corrections (DOC) (DOC youth only) ✓ Community Safety Protocol referral (CSP) ✓ Individual Safety Plan referral (ISP) ✓ Effective loss of privilege or program level*
Youth Assault with Serious Injury (or attempt thereof): Any instance in which a youth instigates a physical conflict with another youth resulting in serious injury to the victim youth. Examples of serious injury include, but are not limited to, a break in skin requiring suture, bruising accompanied by swelling or extreme pain, broken bones, internal injury; any injury requiring medical treatment beyond routine first aid.	
Sexual Assault: An aggressive or nonconsensual action towards others of a sexual nature.	
Level One Prohibited Behaviors (major behavior violations)	Refocus Options (Manager/MDT Discretion)
Youth Assault: Any instance in which a youth intentionally instigates a physical conflict with another youth.	<ul style="list-style-type: none"> ✓ Administrative Case Review (ACR) referral for transfer to Department of Corrections (DOC) (DOC youth only) ✓ Community Safety Protocol referral (CSP) ✓ Individual Safety Plan referral (ISP) ✓ Effective loss of privilege or program level* ✓ Temporary loss of privilege(s)** (up to 7 days)
Staff Assault: Any instance in which a youth instigates a physical conflict with a staff member.	
Inciting, Instigating, or Participating in a Major Group Disturbance: Any instance in which one or more youth create or incite a threat to the safety and security of the milieu that would typically require their removal. Examples include threats to assault staff or other youth, refusal to quiet down with repeated warnings, or refusal to be removed without assistance.	
Major Fight Between Peers: Any instance in which two or more youth mutually instigate a fight between each other where physical contact occurs.	
Participating in an Escape or Unauthorized Absence (or attempt thereof): Any instance in which a youth participates in the unlawful departure from an OYA facility or from custody while being transported, or failure to return to an OYA facility while on leave in the community (may include the possession of items that may aid in an escape).	
*The least restrictive loss of privilege or program level to positively impact the youth's future behavior.	
**Temporary loss of privileges may not include more than four hours of out-of-group time.	
<p><i>There may be situations with Level One violations where the incident merits the more extensive refocus options used for Level Zero violations.</i></p> <p><i>In any situation where the appropriate incident level is in question, the OD must be contacted immediately to guide the level of intervention.</i></p> <p><i>Any Level Zero or One behavior violations may result in referral to law enforcement as potential law violations.</i></p>	

Attachment 1: OYA Youth Behavior Refocus Options

Oregon Youth Authority Youth Behavior Refocus Options	
Aiding another youth to commit or attempting to commit any of the prohibited behaviors listed in the matrix are considered the same as engaging in the behavior itself and an appropriate refocus option must be used. Downgrades (or equivalent) that are tied to an individual Unit's Behavior Management System are separate and not considered as a Refocus Option in the Matrix.	
Level Two Prohibited Behaviors (major behavior violations)	Refocus Options (Manager's Discretion)
Planning Aggressive Behaviors on Staff: Conveying to others intent to harm staff, taking action or steps to tell others how to assault staff, or taking steps to plan a staff assault.	<ul style="list-style-type: none"> ✓ Individual Safety Plan referral (ISP) - for repeated behaviors only ✓ Effective loss of privilege or program level* ✓ Temporary loss of privilege(s)** (up to 5 days) ✓ Up to 3 Level Three Refocus Options (except additional temporary loss of privileges)
Sexually Acting Out: Actions toward others for the purpose of or implying sexual gratification. Participation in behaviors that include sexual touch, frottage, or showing others parts of one's body.	
Possession of Contraband That Can Harm Self or Others: Any instance where a youth has on their person or in their belongings (locker, bed area) items that are considered contraband by facility definition and for the purpose of causing harm to self or others.	
Willfully Destroying or Damaging Property: Intentionally causing destruction of others' belongings or facility property.	
Medication Abuse or Misuse: Acquiring or hoarding medications contrary to the physician's or medical staff's orders and facility contraband policy.	
Intimidation Towards Staff: Acting in a manner that is intended to intimidate staff to respond differently or not respond to the youth. Examples include posturing, self-detailing and passive-aggressive behaviors.	
Verbally Threatening Behavior Towards Staff: Any instance when a youth tells a staff member that the youth intends to or will harm the staff member.	
Not Following Directives That Jeopardizes Safety or Security: Youth refusal to follow staff instruction resulting in the compromise of safety and security of others.	
Minor Fight Between Peers: Any instance in which two or more youth mutually instigate aggressive behavior between each other where physical contact does not occur.	
Theft: Any instance when a youth takes, without permission, any item(s) that does not belong to that youth for any period of time.	
<p>*The least restrictive loss of privilege or program level to positively impact the youth's future behavior. **Temporary loss of privileges may not include more than four hours of out-of-group time.</p>	
<p><i>There may be situations with Level Two violations where the incident merits the more extensive refocus options used for Level One or Zero violations. In any situation where the appropriate incident level is in question, the OD should be contacted immediately to guide the level of intervention.</i></p>	

Attachment 1: OYA Youth Behavior Refocus Options

Oregon Youth Authority Youth Behavior Refocus Options		
Aiding another youth to commit or attempting to commit any of the prohibited behaviors listed in the matrix are considered the same as engaging in the behavior itself and an appropriate refocus option must be used. Downgrades (or equivalent) that are tied to an individual Unit's Behavior Management System are separate and not considered as a Refocus Option in the Matrix.		
Level Three Prohibited Behaviors (minor behavior violations)	Isolated or Sporadic Behavior Refocus Options (Minimum one - Maximum two)	Repetitive Behavior Refocus Options (Minimum one - Maximum three)
	(Staff discretion)	(Staff discretion)
Verbally Threatening Behavior Towards Peers: Repetitive behavior that is perceived as threatening or potentially encouraging unsafe conditions on the living unit.	<ul style="list-style-type: none"> ✓ Warning ✓ Work Assignment ✓ Written Assignment ✓ Oral Assignment ✓ Temporary Loss of Privilege*(s) (up to 24 hours) ✓ Conflict Resolution ✓ Confiscation of Property Involved in Violation ✓ Early Bedtime ✓ Out-of-group time (up to 2 hours) 	<ul style="list-style-type: none"> ✓ Work Assignment ✓ Written Assignment ✓ Oral Assignment ✓ Temporary Loss of Privilege(s)* (up to 48 hours) ✓ Conflict Resolution ✓ Confiscation of Property Involved in Violation ✓ Early Bedtime ✓ Out-of-group time (up to 4 hours)
Failure to Report Threats to Safety or Security: Knowing of a plan that may harm or disrupt others and not reporting it to staff.		
Intimidation Toward Peers: Speech or physical gestures that are interpreted by others as threatening.		
Dorm Disturbance: Repetitive behavior that creates disorder in the living unit (dorm) during bedtime hours and interferes with the ability of other residents to adequately rest.		
Untruthful to Staff: Either intentionally misleading staff or omitting the truth with intent or the perception to deceive.		
Not Following Directives: Refusing to follow a direction given by staff.		
Obscene or Derogatory Remarks or Gestures: Speech or gestures that are perceived as inappropriate, harmful or disrespectful toward a person.		
Bathroom Violations: Misuse of the bathroom; being in the bathroom without permission or with other people when not supervised.		
Possession of Any Nuisance Contraband on Unit/Facility List: Possession of contraband items on self, in one's locker, or in one's belongings.		
Disrespectful to Others: To interact or treat others without respect or regard, or with contempt or rudeness.		
Argues When Given Instructions: Arguing without purpose. Continuing to debate after directed to stop. This does not include asking questions about instructions.		
Dress Code Violations: Not following the established dress codes. Wearing another's clothes. Wearing clothing in an inappropriate manner or that has inappropriate content.		
Not Respecting Personal Space of Others: Breaking boundaries with others without permission. Example: Giving a side hug without permission.		
Food in Dorm or Other Unauthorized Area: Having food or drink in the dorm, or any other unauthorized location.		
Trading or Lending of Personal Property: Giving, trading, or lending personal property to others. This also includes receiving another's personal property.		

Attachment 1: OYA Youth Behavior Refocus Options

Oregon Youth Authority Youth Behavior Refocus Options		
Level Three Prohibited Behaviors (minor behavior violations) <i>Continued</i>	Isolated or Sporadic Behavior Refocus Options (Minimum one - Maximum two) (Staff discretion)	Repetitive Behavior Refocus Options (Minimum one - Maximum three) (Staff discretion)
Damaging or Misusing State Property: Purposefully damaging state property or using it for unintended purposes	✓ Warning	✓ Work Assignment
Horseplay: Acting in a seemingly playful way that distracts from the order and potential safety of the unit or facility operations	✓ Work Assignment	✓ Written Assignment
Abuse of Privileges: Not using privileges in their approved or intended way.	✓ Written Assignment	✓ Oral Assignment
School Refusal: Refusing to attend school or participate in class resulting in a school refusal referral from the school district.	✓ Oral Assignment	✓ Temporary Loss of Privilege* (up to 48 hours)
Treatment Refusal: Refusing to attend or participate in scheduled treatment groups or unscheduled treatment activities as directed by staff.	✓ Temporary Loss of Privilege* (up to 24 hours)	✓ Conflict Resolution
	✓ Conflict Resolution	✓ Confiscation of Property Involved in Violation
	✓ Confiscation of Property Involved in Violation	✓ Early Bedtime
	✓ Early Bedtime	✓ Out-of-group time (up to 4 hours)
	✓ Out-of-group time (up to 2 hours)	
* Temporary loss of privileges may not include more than the determined hours of out-of-group time listed for minor behavior violations.		