

***Department of Health and Human Services***

***Office of Juvenile Services***

***Lincoln Facility***

1200 Radcliff Street Ste. B

Lincoln, Nebraska 68512

Phone (402) 471-0119

*Helping Youth Live Better Lives*

## **CONTACT INFORMATION**

### **Mailing Address**

DHHS OJS Lincoln Facility  
1200 Radcliff Street  
Lincoln, Nebraska 68512

### **Numbers**

Phone: (402) 471-0119

Dear Parents/Guardians,

Our mission at the DHHS, OJS Lincoln Facility is to help youth live better lives through effective services affording youth the opportunity to become a valued member of the community. The Nebraska Juvenile Courts understand this mission and committed your child to the YRTC system in order to give them this opportunity. The emphasis of our program is to return your youth to their home/community so that they may productively enter into adult life.

DHHS, OJS Lincoln Facility staff depend upon the youth's family to support them and their efforts. Positive communication with family is a must for all youth. Celebrating their gain in self-worth and knowledge is vital to their success. Your preparation for their return to the community is important to their program success.

We urge you to work in cooperation with DHHS, OJS Lincoln Facility staff in supporting your youth's and their needs. Together, we can turn these opportunities and successes into a productive life for them.

Do not hesitate to ask questions of DHHS, OJS Lincoln Facility staff. Without correct information and knowledge no one can succeed in life. Thank you for working with us to assist your youth.

## **ORIENTATION**

At the Lincoln Facility, your youth will be offered daily education, therapeutic groups, psychoeducation groups, recreation, and enhanced support from the staff. There will be structured time to do therapeutic assignments, daily hygiene, chores, and professional and family visits. The Lincoln Facility staff need your help in developing your youth's treatment goals and objectives. Your input for what your youth needs, what works for them, and what you would like them to achieve is important to us. Your youth will be assigned a Program Coordinator who will work with them individually, with their community supports and with you.

In 2003, the United States Congress passed the Prison Rape Elimination Act (PREA). In the years following the passage of the Act, the U.S. Department of Justice developed national standards for the detection, prevention, and elimination of sexual abuse and harassment in adult prisons and jails, community confinement facilities, and juvenile facilities.

The DHHS OJS Lincoln Facility has incorporated best practice PREA standards that pertain to juvenile facilities into daily programming and services offered to our youth residents. These best practices are incorporated in written policies, procedures, and practices to further ensure that we provide a safe environment for your youth. Upon their admission to the DHHS OJS Lincoln Facility, youth will be informed of the Zero Tolerance Policy of sexual abuse and harassment from other youth as well as staff, contractors, and volunteers. Incidents of sexual abuse and sexual harassment at the Lincoln Facility are taken seriously and we have comprehensive ways to ensure the physical and psychological safety of the youth.

As parents, grandparents, and legal guardians you are encouraged to report if your youth for whom you serve as guardian reports to you that they have been sexually harassed or sexually abused. We ask that you call the DHHS Abuse / Neglect Hotline at 1-800-652-1999. Like you, DHHS OJS Lincoln Facility wants to provide the safest possible environment for the youth we serve.

## **CLASSIFICATION:**

Upon arrival, the youth will be classified to Echo or Foxtrot housing unit. The orientation process will include reviewing the youth handbook, facility expectations, staff introductions, and screening provided by members of the mental health and medical teams.

## **SCHEDULES**

### Monday-Friday Schedule

0630 Wake Up youth/Make Beds  
0610-0700 Dress/Detail  
0700-0730 Breakfast  
0700-0900 Medications  
0730-0815 Huddle/Hygiene/School prep  
0815-1115 School/Work/P.E.  
1115-1200 Lunch  
1200-1500 School/Work/P.E.  
1350-1400 Youth bathroom break/ Shift Change  
1400-1500 Return to School  
1500-1615 MRT meetings  
1615-1715 Youth mail/ Recreational Therapy/Snacks  
1715-1800 Dinner  
1800-1915 Journaling/Letters/Structured Activities/Snacks  
1915-2050 Showers/Detail/Quiet Time/Letters/Schoolwork/etc...  
2100 Bedtime

### Weekends will follow this schedule.

0700-0730 Wake up/Hygiene/Detail  
0730-0815 Breakfast  
0700-0900 Medications can be passed  
0815-0915 Huddle/Deep Cleaning (Saturdays)  
0915-1015 Religious Activity (Sundays)  
1015-1115 Recreational Therapy  
1115-1200 Lunch  
1200-1230 Showers  
1230-1600 Games, Reading, Staff Activity  
1600-1615 Huddle  
1615-1715 Recreational Therapy/Hygiene  
1730-1800 Dinner  
1800-1915 Journaling/Letters/Structured Activities/Snacks  
1915-2050 Showers/Detail/Quiet Time/Letters/Schoolwork/etc...  
2100 Bedtime

## **THE DHHS OJS LINCOLN FACILITY PROGRAM**

The DHHS OJS Lincoln Facility mission is to help youth live better lives through effective services affording them the opportunity to become law-abiding and productive citizens. This is accomplished through individualized programming that is based on the youth's functional

behavioral assessment. The functional behavioral assessment is conducted by a Board Certified Behavioral Analyst (BCBA). This assessment identifies both negative behaviors that the program would like to decrease and positive behaviors that the program would like to increase. For example, a youth may need to decrease their verbal aggression and increase their utilization of coping skills. The staff give the youth frequent feedback about their behavior and can earn incentives based on their positive behavior. The youth will participate in group meetings, huddles, and therapy that will work on skill building, self-regulation and overall physical wellbeing. The Lincoln Facility program may include: education, individual therapy, family therapy, psychiatric/psychological care, chemical dependency treatment, trauma informed care, problem resolution, and planning for re-entry back to their home communities.

## **CASE PLAN**

A personalized and comprehensive case plan will be developed for your youth to help guide them during their Lincoln Facility stay. The case goals are designed to help them prepare for their return home. This also provides you with a monthly report on how they are doing, problems they need to work on, and areas they are doing well in.

## **EDUCATION**

DHHS OJS Lincoln Facility operates a state accredited school, with a full scholastic program. The educational program is designed for students with varied academic abilities and backgrounds. The credits they earn during their stay are transferable to a public school following their release. They will have an individual Academic Plan designed to meet their academic and pre-vocational needs. They will attend school year-round with classes in session each day from 8:15-3:00 Monday through Friday with the exception of holidays. They are expected to participate in class, and complete their assignments to either earn credits toward a high school diploma or prepare to earn a General Education Diploma (GED). If they have graduated or completed the GED, they will still attend and participate in the Graduate Program that focuses on career and life skills preparation. If they complete graduation requirements during their stay, a diploma is available at no cost to them.

## **MEDICAL**

During the orientation process, the youth will be assessed by a member of the medical team. The youth may initiate requests for health services on a day-to-day basis with a Health Call Form or electronic referrals by staff. It is their responsibility to fill out a health call form for any health concerns or medical needs. The health call form will be placed in the medical box, in the living unit and picked up by a member of the medical team. The nurse checks these boxes on a regular basis and will see the youth in a timely manner. The youth will be provided prescription medications and over-the-counter medications based on the recommendations of the medical team.

Additional medical services will be coordinated by the medical team. On-call physician or emergency room may be used when necessary. Dental and vision care will be coordinated by the medical team.

## **MENTAL HEALTH DEPARTMENT SERVICES:**

During the orientation process, a mental health therapist will meet with each youth. Any additional precautions will be put in place based on the mental health team recommendations. The youth will have the opportunity to attend therapeutic groups, individual therapy, and family therapy while at the Lincoln Facility. Additional mental health support will be provided if deemed necessary by the mental health team.

## **RECREATION/LEISURE**

The Lincoln Facility offers a complete recreational and leisure time program, in which your youth will participate during their stay. In addition to providing ample opportunities for large muscle exercise, youth will have the chance to experience a variety of sports. The recreational program includes access to the gymnasium and outdoor recreation areas. Youth will have the opportunity for both individual and group recreation.

## **FOOD SERVICE**

DHHS OJS Lincoln Facility provides three (3) balanced meals a day. Menus are planned to meet or exceed the nutritional standards as recommended by dietary guidelines and are approved by a Registered Dietician. With the Healthy, Hunger-Free Kids Act of 2010 the meal pattern requirements and nutrition standards for the National School Lunch and Breakfast Programs have changed. This rule requires schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and trans fat in meals; and meet the nutrition needs of school children within their calorie requirements. Regular dining facility inspections are made by the Lancaster County Health Department.

Special diets will be provided for your youth when prescribed by Lincoln Facility medical staff members. Religious diets may be provided with the approval of the Facility Administrator.

## **RELIGIOUS PROGRAMS**

Youth are encouraged to participate in religious services and activities at the Lincoln Facility. We have contracted religious services to provide for both group and individual needs.

## **TELEPHONE**

Youth will be provided two free 10-minute phone call to a parent or legal guardian daily. All professional phone calls are free. For other phone calls, we will utilize the NCIC system for outgoing calls. There will be no personal incoming calls to youth. The Facility Administrator can suspend or terminate telephone numbers on all of the telephones. Three-way calling is prohibited.

Youth will have free access to the DHHS Abuse and Neglect Hotline on the collect phone at no charge. The number will be posted for their convenience.

## MAIL

Your youth may write letters to whomever they choose, however staff has the right to determine if certain correspondence is harmful to their positive development. Youth are not allowed to correspond by mail or phone with former youth of any YRTC facility or their families. The program will provide stamps for two (2) letters a week. Also, DHHS OJS Lincoln Facility will provide stamps for any legal correspondence they may have. The youth can write their lawyer or Guardian Ad Litem when they need to. If you feel letters they are receiving are having a negative influence on them, you have the right to request that they stop writing that person.

If your youth wishes to correspond any immediate family who is housed at a correctional facility they will need to request this through their Program Coordinator. Immediate family includes brothers/sisters, father, mother, grandparents. The Program Coordinator will forward the request to the Facility Administrator. The Facility Administrator will then correspond with the Administrator/Warden of the facility in which the youth's family is housed. Both Administrators/Wardens must agree to the correspondence before it can occur. Your youth's mail may not be given to them if it is determined such letters will harm their safety, security, or rehabilitation process. They will be informed as to the reason for not receiving such letters. If their mail is not given to them, it will be returned to sender with reasoning for denial and documented. If the sender wishes to challenge the decision, the Department of Health and Human Services Grievances Procedure may be used.

Your youth **MAY NOT SEAL** their letters. The youth should be aware that all of their letters may be screened by Lincoln Facility staff for appropriate content. The youth may seal letters to their lawyer or state officials. Any legal correspondence is confidential and will not be screened by staff.

Your youth's mail must be opened by a staff member. They may not receive any food items (cookies, candy, etc.) or any item that is considered contraband by mail.

Example of proper Lincoln Facility mailing procedure:

Return address _____ _____	Youth's name 1200 Radcliff Street Lincoln, Ne 68512
----------------------------------	---

## **CLOTHING, PERSONAL HYGIENE PRODUCTS & PERSONAL PROPERTY**

The Lincoln Facility will provide your youth with clothing. Youth will be issued one set of clothing daily. The items include: pants, shirt, sweatshirt, socks, underwear, bra (if necessary), shoes, shower shoes, and cold weather wear when necessary. Youth will be responsible for accounting for all items after showers/changing. Youth can earn additional/different clothing items through the incentive program.

Youth will be given a toothbrush, toothpaste, soap, and a comb. Youth cannot have personal hygiene items that have alcohol as an ingredient. It is possible for youth to earn additional hygiene items through the incentive program.

**YOUTH WILL NOT BE ALLOWED TO GIVE AWAY, LEND, BORROW OR TRADE ANY PERSONAL OR STATE ITEMS.**

## **HAIR AND NAIL POLICY**

### **HAIR:**

Youth have the right to have the length and style of cut they choose, subject to security concerns. Youth are not allowed to groom each other's hair. If needed, arrangements will be made to accommodate haircuts.

### **FINGERNAILS:**

Youth will be provided the necessary items to maintain an appropriate and safe nail length. The medical team will provide these items to them.

## **VISITS**

Visits are an important part of your youth's DHHS OJS Lincoln Facility programming and are encouraged throughout their stay. Visits are intended to allow youth and their family to communicate effectively and discuss their Lincoln Facility progress and their plans when released from YRTC. If you have questions after reading the following policy, be sure to ask your youth's Program Coordinator or the Lincoln Facility Receptionist.

**The YRTC facility is a drug free zone.** The use of any tobacco products including vaping items, drugs, and alcohol are forbidden on State of Nebraska property, which includes all parking lots.

Pets are not allowed on campus.

DHHS OJS Lincoln Facility encourages you to visit with your youth. We urge you to discuss the following with your youth during the visit: How are you doing with schoolwork? What problems are you working to solve? Are you helping yourself and your group members? Have you spoken with your worker from the community lately and what did you talk about for plans upon leaving YRTC?



Visitation will be arranged by Lincoln Facility staff and the treatment team. All visits will be planned on an individual basis to accommodate the schedules of your youth and those visiting. Youth will have access to the visitation area to meet with visitors, including the professionals working with them. If necessary, virtual visits will be accommodated and scheduled individually.

All personal visitors will be asked to leave personal belongings in a locker and will be searched prior to entering visitation. All youth staying at the Lincoln Facility will be searched leaving the visitation area. Visitors are not allowed to bring in any items to the visitation area. There will be no layered clothing, coats, hats (other than for religious purposes), etc. allowed in the visitation area. Youth staying at the Lincoln Facility will have any items taken to visitation approved by a Behavioral Technician Lead, Supervisor, or Facility Administrator. Violations of our visitation policy could result in suspended or terminated visits.

All visitors must be pre-approved to be able to participate in a visit with your youth. This typically includes parents, grandparents, guardian, foster family, and siblings. Siblings over 21 can visit alone with the youth on campus. Any exceptions to the above policy must be approved in advance.

Special visits for family emergencies, funerals, or weddings are permitted with the approval of the Facility Administrator

Other Adults with sincere interest in your youth's welfare or any adult who has a legal interest (teachers, ministers, your lawyer, etc.) may receive permission from the Program Coordinator to visit. These visits will not be counted against your youth's weekly visiting privilege and will last one hour. These visitors must also be on the approved visitor card list.

If you misrepresent a visitor i.e. falsely identifying someone as your youth's sister, brother etc. your future visits may be at risk. If you aid your youth's escape in any way, you will be unable to visit in the future and may be subject to legal action. **PURSUANT TO NE STATUE 28-912.01, ANY PERSON WHO ENTICES OR ATTEMPTS TO ENTICE A JUVENILE AWAY FROM A FACILITY OR PROGRAM WHEN THE JUVENILE HAS BEEN LEGALLY PLACED WITH OR COMMITTED TO THE OFFICE OF JUVENILE SERVICES/YRTC OR WHO KNOWINGLY HARBORS, TRANSPORTS, CONCEALS, OR AIDS IN HARBORING, TRANSPORTING, OR CONCEALING ANY JUVENILE WHO HAS ESCAPED FROM THE CUSTODY OF THE OFFICE OF JUVENILE SERVICES/YRTC IS GUILTY OF A CLASS IV FELONY.**

Youth visits can be canceled at any time during the visit. If you or your youth are not following the visitation policies and rules of the facility the Administrator or designee may at his or her discretion end your visit at any time during your visit. Follow the rules and have a good visit. If you have questions or need help, make sure you ask your youth's Program Coordinator, the Receptionist, or BTL.

**\*NOTE: Youth who are on visits are NOT allowed to use cell phones, tablets smart watches, electronic items, or participate in any illegal activity, which may include but is not limited to being a passive participant in drug use, theft or any illegal activity.**

All visits will be monitored by facility staff. Siblings **MUST** remain under constant supervision of parents, grandparents or guardians at all times.

## **LEGAL RIGHTS:**

If Law Enforcement contacts the facility and requests to interview your youth as a witness or suspect in a crime, they have the right to say no to the interview. Youth have the right to an attorney when questioned by law enforcement. The Facility Administrator will contact the DHHS OJS Lincoln Facility contracted attorney when a law enforcement interview request is made. Juveniles at the Lincoln Facility are not subjected to discrimination based on race, religion, national origin, gender, sexual orientation, disability or political view.

## **NOTICE:**

If you have a concern or question about DHHS OJS Lincoln Facility, we urge you to contact the Facility Administrator. The last page of this hand book must be signed and returned to the facility. This form must be on file before your youth is allowed to have visitors.

You also may express your concerns about DHHS OJS Lincoln Facility to:

Nebraska State Ombudsman  
P.O. Box 94604  
Lincoln NE 68509-4712  
(800)742-7690

**OR**

The Department of Health and Human Services Advocate may be contacted by calling or writing to the following address/phone number.

DHHS Advocate  
P.O. Box 95026  
Lincoln NE 68509-5026  
(800)254-4202

# **PARENT HANDBOOK SIGNATURE PAGE**

PLEASE RETURN THIS SIGNED PAGE TO THE LINCOLN FACILITY. IN THE ENCLOSED SELF ADDRESS PREPAID ENVELOPE INCLUDED IN THIS PACKET OF INFORMATION. (This form must be on file with the facility before you are able to visit your youth.)

**Upon signing this form I certify I understand and will comply with all the rules, policies and procedures at the DHHS OJS Lincoln Facility.**

**Parent/Guardian Print and Sign Signature:**

\_\_\_\_\_ Signature  
Print

**Relationship to youth:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Print and Sign Signature:**

\_\_\_\_\_ Signature  
Print

**Relationship to Youth:** \_\_\_\_\_ **Date:** \_\_\_\_\_