DEPARTMENT OF CORRECTIONS

Policy:	**202.041**
Title:	**Juvenile Facility Admissions**
Effective Date:	**5/11/26**

PURPOSE: To establish admission criteria, a verification process, and procedures to ensure the facility's program and services can meet the resident's needs.

APPLICABILITY: Minnesota Correctional Facility-Red Wing (MCF-RW); Juvenile resident program

DEFINITIONS:

Basic rights – see Minn. Rule 2960.0050, subp. 1.

Case plan – see Minn. Rule 2960.0020, subp. 9.

Chronic offenses – adjudications for:

1. At least two current or previous felony-level offenses; or
2. One felony-level offense plus at least two gross misdemeanor offenses.

Conditions of probation (CP) – adjudicated juvenile males placed by a juvenile court.

Delinquent – as defined in Minn. Stat. § 260B.198, subd. 1.

Extended jurisdiction juvenile (EJJ) – as defined in Minn. Rule 2960.0020, subd. 35.

Massachusetts Youth Screening Instrument (MAYSI) – a self-report inventory designed to assist juvenile justice facilities in identifying youth who may have special mental health needs including alcohol/drug use, anger management issues, depression, anxiety, somatic complaints, suicidal ideation, thought disturbances, and traumatic experiences.

New commitment (NC) – adjudicated juvenile males committed by a juvenile court to the custody of the commissioner of corrections for the first time.

Recommitment (RC) – previously an NC, committed by a juvenile court to the custody of the commissioner of corrections with a new commitment order.

Return violator – an adjudicated juvenile male:

1. for whom parole was revoked for a violation (parole violator); or
2. who is alleged to have violated parole and is awaiting a revocation hearing and resides within 35 miles of the facility or has signed a waiver for an on-site hearing (hold for revocation).

Serious offenses – adjudication for offenses included in:

1. Any offense that would result in a presumptive commitment to prison under the Minnesota Sentencing Guideline;
2. Minn. Stat. § 609.11 (minimum sentences of imprisonment);
3. Minn. Stat. § 260B.125, subd.3 (2) (any felony offense committed while using a firearm); or
4. Minn. Stat. § 260B.130, subd. 1 (designation of EJJ prosecutions).

Statement of intended use – see Minn. Rule 2960.0040, subp. 9.

PROCEDURES:

A. Admission criteria

1. The Minnesota Correctional Facility at Red Wing (MCF-RW) is licensed as a juvenile group residential program. It holds certifications as a secure program that uses correctional services and restrictive procedures. The target population is adjudicated males with chronic or serious offenses that the juvenile court determined are not appropriate for local community-based corrections because:
   a) They have not responded well to community-based interventions;

   b) Of the seriousness of their crime; and/or

   c) They present a risk to public safety.

2. The facility's admission criteria are:
   a) Identified and approved by the warden/designee in consultation with, and on behalf of, the commissioner of corrections;

   b) Consistent with the statement of intended use and Minnesota Rule Chapter 2960 program licensures and services certifications.

3. Only adjudicated delinquent juvenile males between the ages of 13 through 18 and extended jurisdiction juvenile males between the ages of 13 through 20that meet the admission criteria are admitted.

4. The following types of court-ordered placement are accepted:
   a) Serious offenses (excludes sex offenses);

   b) Chronic offenses; and

   c) Sex offenses. Adjudication for at least one felony-level sex offense:
      (1) For whom a psychosexual assessment as required per Minn. Stat. § 260B.198, subd. 1(a)11 and determined the youth needs and is amenable to residential sex offense treatment and
      (2) The youth has at least one year until the juvenile jurisdiction expires from the juvenile system to fully complete the program.

5. Per Minnesota Statute 260B.199, the county considers all appropriate local or regional placements and exhausted potential in-state placements in the geographic area before the court orders youth be placed at or committed to the facility.

6. The hearings and release unit (HRU) may place a paroled resident at the facility as a parole violator.

B. Placement verification

1. Probation/parole officers (POs):
   a) Contact the intake coordinator/designee to determine whether or not their client meets admission criteria; and

   b) Completes the Admission Criteria Verification Juvenile Cognitive Program (attached) or Admission Criteria Verification Juvenile Sex Offense Treatment Program (attached) form before their client arrives at the facility.

2. The intake coordinator/designee:
   a) Reviews the completed verification form to ensure that the facility can meet the person's needs;

   b) Confers with the sex offense treatment program administrative director regarding admission requests to that program; and

   c) Ensures the documentation of the legal authority for placement is received before the person is admitted.

3. If someone is admitted who does not meet admissions criteria, the placement county is notified and the person is returned to the county's custody.

4. Parole violator placement verification
   The PO provides a copy of the notice of violation before the resident returns to the facility.

C. General admission procedures

1. Newly admitted residents cannot bring money into the facility. If they have money with them, intake staff must reject it and ask the transport officer to bring it back to the county.

2. All admission procedures are conducted in a manner and location that ensure the resident's personal privacy.

3. A resident-assisted search is conducted per Policy 301.011, "Juvenile Facility Searches."

4. Written materials must be read and explained to residents who struggle to understand written documents or who are unable to read.

5. Language translation services must be provided to residents whose preferred language is not English, including sign language services (ASL) for residents who are deaf or hard of hearing. See Policy 203.255, "Limited English Proficiency."

6. Records staff sends an intake notification packet to the resident's parent's/legal guardian's address within a reasonable amount of time to formally notify them of the resident's admission to the facility. The letter gives information on programs and services, resident rights, and procedures for filing a grievance, visiting, telephone calls, mail, and personal property.

D. Screenings

1. Residents are screened by trained persons, using approved screenings.

2. Staff must take specific steps and the necessary precautions to meet the resident's safety needs based on screening results. This may include:
   a) Arranging for the resident to be evaluated by a licensed health or mental health professional to determine if immediate interventions are necessary; and

   b) Transporting the resident to the hospital.

3. Mental health, health, and Prison Rape Elimination Act (PREA) intake screenings must be completed upon admission and before the resident is assigned to, or placed in, a room.
   a) Massachusetts Youth Screening Instrument (MAYSI)
      (1) Trained intake staff initiate this computer-based screening with residents.
      (2) If a resident scores in the warning zone for depression-anxiety or suicidal ideation, intake staff must:
         (a) Immediately notify behavioral health staff; and
         (b) Maintain direct observation until the resident is evaluated by a behavioral health staff member.

   b) Health/behavioral health and PREA – A registered nurse (RN) completes the following screenings with residents:
      (1) Health screening per Policy 500.1261, "Health Care for Juvenile Residents and Youthful Offenders"; and
      (2) PREA Intake Screening Tool per Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response."

4. The following screenings begin within three working days of admission and are completed within six working days of admission:
   a) The Vulnerability Assessment and Sexual Abusive Behavior Screening;
      (1) The placement lieutenant/designee:
         (a) Completes an interview with the resident and a file review to determine if the resident has a history of being a victim or perpetrator of physical, emotional, and/or sexual abuse; and
         (b) Contacts the corrections program director (CPD) and orientation corrections security caseworker (CSC) if the resident is likely to engage in sexually abusive behaviors to initiate a safety plan.

(2) The CPD collaborates with appropriate staff to conduct an assessment to determine appropriate precautions and to write a safety plan if the resident is considered likely to engage in sexually abusive behavior.

b) Education screening – education staff interviews the resident to gather information on current grade level, special education needs, and previous schools attended.

5. Cultural Screening – the orientation CSC/designee:
   a) Completes an interview with the resident to determine their cultural needs; and
   b) Informs the CPD of any special needs.

6. Gender-Specific Needs Screening
   a) Intake staff complete an interview with the resident to determine how they say they relate to staff and peers based on gender.
   b) Staff document observations of how the resident relates to staff and peers based on gender.
   c) The orientation CSC submits the completed screening.

7. If the resident is transferred from another facility, records about the resident must be immediately requested from the sending facility.

E. Information to residents
1. Immediately upon intake, staff must give residents a written copy of facility information, including:
   (a) Rules about conduct, safety-based separation, consequences, and appeal procedures;
   (b) Basic rights information;
   (c) Procedures to request hygiene, canteen, and other personal items;
   (d) Policies and procedures about visiting, correspondence, bathing, laundry, grievances, clothing, bedding exchange, and other operational procedures;
   (e) Description of available programs and activities;
   (f) Notice of video recordings that occur at the facility; and
   (g) PREA.

2. Within 72 hours of admission, the orientation CSC arranges for residents to view the PREA video preview/review discussion.

F. Admission documentation
1. Upon admission, or within five working days after, the following information must be collected, documented, and retained in the resident's file to the extent permitted by law:
   (a) Legal authority for placement;
   (b) Date and time of admission;
   (c) Name and nickname;
   (d) Last known address and permanent address;
   (e) Name, address, and telephone number of parents, guardian, and advocate;

(f) Gender;
(g) Date and place of birth;
(h) Race or cultural heritage, languages the resident speaks and writes, and tribal affiliation, if any;
(i) Description of presenting problems, including medical problems, circumstances leading to admission, mental health concerns, safety concerns including assaultive behavior, and victimization concerns;
(j) Description of assets and strengths of the resident and, if available, related information from the resident, resident's family, and concerned persons in the resident's life;
(k) Name, address, and telephone number of the contact person for the last educational program the resident attended, if applicable;
(l) Spiritual or religious affiliation of the resident and the resident's family; and,
(m) The placing agency's case plan goals for the resident, if available.

2. Intake staff complete the following documents with the resident upon admission and before the resident is placed in a room:
   a) Data Privacy Monitoring Notice
      (1) A staff person reads the notice to the resident to inform them of data privacy requirements and how their movements and communications are monitored (for example, by electronic equipment, inspections).
      (2) Staff and the resident sign the form to verify the resident was notified.
      (3) Another staff person initials the form if the resident refuses to sign.

   b) Dayton Intake Orientation (attached)
      (1) Staff give residents a copy of the orientation handout and explain expectations.
      (2) Staff inform residents of the location of the Resident Manual and makes it available after intake procedures.

   c) Initial Intake and Orientation Procedures
      (1) The appropriate staff person places their initials by the intake or orientation procedure(s) and the time completed.
      (2) Involved staff and the resident sign the form indicating all information was explained to the resident in a manner they understood.

   d) Personal Property Inventory
      (1) Intake staff collect, inventory, and document the resident's personal property;
      (2) Intake staff and the resident sign the form to verify its accuracy; and
      (3) Two staff sign the form if the resident refuses to sign.

   e) Resident Personal Property Shipping Information
      (1) Intake staff:
         (a) Get an address from the resident of where to ship their personal property;

(b) Prepare personal property for shipping which includes laundering the resident's personal clothing before placing it in storage; and
(c) Send the form and the property to the property staff.

(2) Property staff:
(a) Ship the resident's personal property to the person/address listed on the form using insured mail;
(b) Upload a copy of the shipping form and property inventory to the resident's electronic file; and
(c) Keep a copy of the insured mailing verification.

f) Security Threat Group (STG) Identification/Intelligence Profile Worksheet (301.110A) and investigative intake worksheet – staff:
(1) Interview the resident to collect information such as STG-related personal property, scars, marks, tattoos, street name, etc.; and
(2) Forwards the completed forms to the office of special investigations (OSI) investigator.

G. Intake medications
Intake staff:
1. Collect medications that enter the facility with a resident; and

2. Give them to the RN.

INTERNAL CONTROLS:

A. The PREA intake screening tool is kept in the resident's confidential file.

B. Completed admission criteria and certification forms are kept in the resident's base file.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

REFERENCES: Minn. Stat. §§ 241.021; 242.41; 260B.007, subd. 14; 260B.125, subd.3 (2); 260B.130, subd. 1; 260B.176; 260B.178, subd.2 and subd. 4; 260B.198, subd.1; 260B.199; 260B.201; 260C.007, subd.6; and 609.11
Minn. Rules 2960.0020, 2960.0050, 2960.0070, 2960.0160, 2960.0180, and 2960.0330
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"
Policy 203.255, "Limited English Proficiency"
Policy 205.050, "Juvenile Resident Parole"
Policy 301.011, "Juvenile Facility Searches"
Policy 302.100, "Visiting"
Policy 500.1261, "Health Care for Juvenile Residents and Youthful Incarcerated People"
Policy 500.200. "Management of Medications"
Prison Rape Elimination Act (PREA), 28 C.F.R. §115 (2012)

REPLACES: Policy 202.041, "Juvenile Facility Admissions," 8/5/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:

Admission Criteria Verification – Juvenile Cognitive Program (202.041A)
Admission Criteria Verification – Juvenile Sex Offense Treatment Program (202.041B)
Data Privacy Monitoring Notice (202.041E)
Dayton Intake Orientation (202.041F)
Initial Intake and Orientation Procedures (202.041G)
Personal Property Inventory (202.041H)
Resident Personal Property Shipping Information (202.041I)
Gender-Specific Needs Screening (202.041J)
Cultural Screening (202.041K)
Vulnerability Assessment and Sexual Abusive Behavior Screening (202.041L)

APPROVAL:
Commissioner of Corrections