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Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 6/23/2014
Supersedes:	Social Services Policy 174	Dated: 9/1/2006

## Purpose

To clarify how decisions will be made about population management of youth in the Woodside Juvenile Rehabilitation Center, herein Woodside.

## Policy

Woodside has a capacity of 30 youth; by law and agreement with the village of Essex Junction, the building capacity of 30 cannot be exceeded at the end of any business day. Whenever the number of youth in the building approaches 24, it is essential the numbers be managed in a way that conforms to the law while also protecting both the community and youth served by the Department for Children and Families (DCF) and the Department of Corrections (DOC).

Woodside is part of the overall DCF residential care system. The full resources within the DCF residential care system will be utilized to manage youth in need of staff and building secure placement, while ensuring the number of youth placed at Woodside does not exceed the capacity.

## Procedure

1. When the residential population reaches 24 youth, the Woodside Operations Supervisor will notify the Woodside Director.
2. The Woodside Operations Supervisor and Woodside Director will develop an internal plan should the population exceed 27.
3. When the population reaches 27, the Woodside Director will notify the DCF Client Placement Specialist that population management may be an issue. The DCF Client Placement Specialist will review all youth placed at Woodside and develop a priority list for moving youth under the supervision of DCF and/or DOC into other programs or sites. Districts/DOC will be advised of those youth who may be required to move.
4. When new admissions result in a population of 30, the Operations Supervisor will notify the Woodside Director and the DCF Client Placement Specialist to

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develop a plan to reduce the population. The Client Placement Specialist will notify the Child Protection and Field Operations Director. The Commissioner and Deputy Commissioner will be notified as necessary by the Client Placement Specialist at the direction of the Child Protection and Field Operations Director. In extreme situations all administrative admissions may be put on hold.

5. During business hours the DCF Client Placement Specialist will have final authority in deciding which youth will leave Woodside. After hours and on weekends the Emergency Services Program Supervisor will contact the DCF Client Placement Specialist and/or Residential Services Manager to determine which youth will leave Woodside.