

PbS Meetings

Multi-Disciplinary PbS Site Team Meeting

- Where, When, and Who is Involved - At each facility 2x/month. Individuals from the site, and potentially the PbS State Director, including, (1) Facility Administrator (head of facility); (2) PbS Site Coordinator; and representative from (3) Education; (4) Security; (5) Clinicians; (6) Volunteer Services; (7) Medical; (8) Chaplaincy; (9) Activity Therapists; (10) Disciplinary Process/BARJ; (11) Maintenance; and (12) Classification.
- What occurs - Discussion of information/data from the monthly reports, status on facility improvement plans, recommendations for other facility improvement plans (after April and October reporting period), recognition for staff and youth, monthly activities, and incentives for youth. Facility Administrator has final say on what actions occur as a result of the meeting –including what facility improvement plans are pursued.

Core Group Meeting

- Where, When and Who is Involved – Once a quarter. (1) DJJ Director (2) Facility Administrator from each DJJ facility; (3) PbS Site Coordinator from each DJJ site; (4) PbS State Director (5) General Counsel (6) Deputy Director of Rehabilitative Services, and (7) Director of Institutional Management.
- What occurs - Discussion of site status at each facility on outcome measures and facility improvement plans, requests for additional resources needed, sharing of ideas and special projects (recognitions for staff, activities, incentives, etc.), and status of participation at multi-disciplinary PbS site team meetings.

Annual PbS Coach Site Visits

- Where, When and Who is Involved – Once or Twice a year. PbS Coach meets with various groups during the site visit. This includes a one-on-one initial briefing with the Director and a follow-up debriefing; meetings with each PbS Site Team; a tour and meetings with dorm, school, medical, JRTC, etc; visit to a DJJ county office and/or community residential placement; debriefing with Director's Executive Management Team.
- What occurs - Discussion of status at each facility on outcome measures and facility improvement plans, sharing of ideas between the facilities, review of data from last reporting period.
- The timing of these site visits varies each year. For 2016, a site visit will be completed in April, and we anticipate a second site visit from our Coach prior to October.

PbS Calendar

- **January** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites
- **February** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites
- **March** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites; (4) Core Group Meeting
- **April** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites; (4) Official PbS Reporting Period
- **May** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites
- **June** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites; (4) Core Group Meeting
- **July** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites
- **August** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites
- **September** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites; (4) Core Group Meeting
- **October** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites; (4) Official PbS Reporting Period
- **November** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites
- **December** - (1) Multi-Disciplinary PbS Site Team Meeting at each individual site (2x/mo); (2) Monthly report from each PbS Site Coordinator; (3) PbS State Coordinator monthly report to Director, incorporating all 7 sites; (4) Core Group Meeting