

AFFIDAVIT OF KIM MIMS

BEFORE ME, the undersigned Notary Public qualified in the aforesaid state and parish, personally came and appeared:

KIM MIMS

who, after being duly sworn by me, did depose and state:

1. I have been employed by the State of Louisiana Office of Juvenile Justice (“OJJ”) as the Director of Education since October 2008. Prior to that time, I served as a Family Ombudsman for the State of Louisiana Office of Youth Development for approximately one year. Prior to 2007, I worked in the East Baton Rouge Parish School System for over a decade in both teaching and administration roles.
2. I hold a Bachelor’s Degree in Marketing and Computer Science from Southern University, which I received in 1984. In 1986, I received a certification for early childhood education, followed by a Masters in Elementary Education from Southern University in 1987. In 1996, I received a Reading Certification and attained 30 hours Above Masters from Southern University. Finally, I received a Supervision and Administration Certification from Southern University in 2000. In 2011, I received an Educational Leader - Level 2 certification. Throughout my career, I have received several specialized trainings and have received numerous commendations and awards.
3. OJJ maintains four secure care facilities across the state: Acadiana Center for Youth, Bridge City Center for Youth, Swanson Center for Youth at Monroe, and Swanson Center for Youth at Columbia.

**EXHIBIT
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4. During the COVID-19 pandemic, I have been actively involved in the planning and execution of OJJ's response to the coronavirus pandemic as it relates to the continued education of youth in OJJ custody.¹
5. On March 11, 2020, Governor John Bel Edwards (hereafter, "Governor Edwards") declared COVID-19 a Public Health Emergency, which remains in effect as of the date of this declaration.²
6. On March 13, 2020, Governor Edwards amended and supplemented his Order, declaring that all public schools be closed until April 13, 2020.³ Based upon subsequent Orders, schools have in fact remained closed through the end of the 2019-2020 school year, and schools across the state have implemented various forms of distance learning to prevent exposure and spread of the novel coronavirus.⁴
7. As part of its mission to rehabilitate the Youth in its care and to develop productive, law-abiding citizens, OJJ's secure care facilities typically provide in-person schooling for its Youth.
8. Because OJJ has a legal obligation to provide educational and rehabilitative services to youth in its custody, OJJ schools continued in all secure care facilities for an additional two weeks after the Governor's Order closing all public schools.
9. On March 17, 2020, OJJ received guidance from the Louisiana Department of Education ("LDOE") regarding continued and distance learning during the coronavirus.⁵

¹ Throughout this affidavit, the terms "COVID-19," "coronavirus," "novel coronavirus," and "virus," among other variations, may be used interchangeably to refer to the current global pandemic surrounding the SARS-CoV-2 virus and the resulting COVID-19 disease.

² Proclamation No. JBE-2020-25, (March 11, 2020).

³ Proclamation No. JBE-2020-27 (March 13, 2020).

⁴ Proclamation No. JBE-2020-52 (April 30, 2020).

⁵ Attached as Exhibit D-1. I certify that the attached is a true and accurate copy of the guidance received from LDOE.

10. On March 27, 2020, using the guidance from LDOE for continued learning, I created and distributed a distance learning plan to Deputy Secretary Bickham and the Principals of schools in OJJ secure care facilities.⁶
11. The distance learning plan consisted of two components. First, for youth with restricted movement, such as those in medical isolation and quarantine, those youth were provided with work packets of educational material to complete in their dorms. Second, for youth with access to the computer labs, each student was enrolled in electronic coursework for distance learning purposes.
12. On March 30, 2020, schools within OJJ fully implemented the distance learning plan.⁷
13. The distance learning plan implemented by OJJ is based upon and fully compliant with guidance promulgated by the Louisiana Department of Education for distance learning in K-12 settings.⁸
14. Distance learning in OJJ secure facilities consists of both worksheets and paper assignments in addition to online assignments through LDOE-approved online classroom software.
15. The distance learning plan was continuously monitored to address particular concerns, challenges, and developments in the implementation of distance learning for youth in OJJ custody. Updates regarding the status of distance learning were periodically provided to Deputy Secretary Bickham.⁹

⁶ Attached as Exhibit D-2. I certify that the attached is a true and accurate copy of the OJJ Distance Learning Plan.
Id.

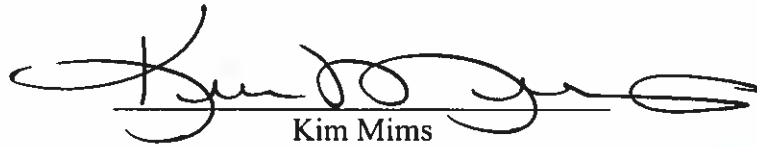
⁷ See generally Exhibit D-1.

⁸ Attached as Exhibit D-3. I certify that the attached is a true and accurate copy of the updates on distance learning I provided to the Interim Deputy Secretary Bickham.

16. It is my belief that youth in OJJ secure care facilities were provided with comparable opportunities for distance learning and continued education as most public schools students across the state during the coronavirus pandemic closures.

17. The distance learning plan continues to be in place for all OJJ students.

18. The above and foregoing is true to the best of my knowledge, information, and belief.


Kim Mims

SWORN TO AND SUBSCRIBED before me, Notary, on the 26th day of May, 2020.


Notary Public

Jennifer S. Van Metre
Notary Public
Bar Roll #30,744
Notary #84,194

53110691.v1

Louisiana Believes

School System Updates March 17, 2020

**EXHIBIT
D-1**

ATTENTION

Due to the enforcement of social separation, many staff members are working remotely. As a result, many phone bridges and virtual modalities are intermittent. If you are having trouble accessing one of the dial in numbers for the Zoom phone bridge, then please try to connect using your computer audio.

Agenda

- I. Assessment and Accountability Guidance**
- II. Special Education**
- III. Food and Nutrition Services**
- IV. Fiscal Matters**
- V. Distance Education**
- VI. Academic Resources**
- VII. Technology and E-Rate**
- VIII. Internet Access for Families and Students**
- IX. Legal and Regulatory Flexibilities**
- X. Next Steps**

Assessment and Accountability Guidance

Jessica Baghian

Spring 2020 Waivers of Policy and Law: Accountability for K-12

Accountability Release

Bulletin 111, Section 4501 and 4503 already provides for a one-year waiver of school and district performances scores and letter grades for schools closed from disaster for 18 or more consecutive days. The waiver is limited to the year in which the disaster occurred. In a [memo from the BESE president](#), additional policy requirements around instructional time and graduation credential attainment were waived.

The BESE president and chairman from House Education Committee sent a [memo](#) to the Governor reiterating this rule and further requesting that state law requiring school performance scores and letter grades be waived for one year.

The state superintendent is submitting a letter to the U.S. Department of Education asking for a waiver of compulsory testing and reporting of accountability results.

Spring 2020 Waivers of Policy and Law: Accountability for ECE

BESE waived the following early childhood policies:

- All classroom observations are suspended until schools reopen
- Observation period has been extended by two weeks
- Requirements related to shadow scoring observations are waived for this semester

Important notes:

- 18-day provision applies to ECE ratings
- Note: many centers will want their rating for the purposes of SRTC
- LDOE can calculate ratings now for 85% of sites and will focus on collecting information for remaining 15% of sites once schools and centers reopen
- If needed, the Department will work with sites to extend star ratings from previous year

Spring 2020 Waivers of Policy and Law: Assessment

The state superintendent will be submitting a request to the U.S. Department of Education asking for a waiver for required annual testing of students in grades 3 through 12, including English language arts, mathematics, science and social studies.

The BESE president and chairman of House Education Committee [requested a waiver](#) of state law related to required annual assessments and laws that use student assessment results, such as VAM.

The LDOE is committed to working to offer optional state assessments, as desired by schools and parents.

Spring 2020 Waivers of Policy and Law: Educator Evaluation

In line with BESE's previous actions, the Governor is expected to waive laws relative to educator evaluation for the 2019-2020 academic year. This includes laws that require effective evaluations in order to renew or advance teacher or leader credentials. In the coming weeks, the Department will provide detailed guidance on:

- How evaluations will be recorded and closed in the Compass Information System (CIS) for the 2019-2020 year
- How certification renewal and advancement requests will be handled

The Department will request additional policy waivers regarding requirements for VAM, which will not be produced this year.

Spring 2020 Waivers of Policy and Law: Graduation and Promotion

Last week, BESE waived policy related to graduation and promotion that included:

- Career Diploma IBC requirement through August 31
- Instructional minute flexibility for course credits
- Annual instructional minutes

The state superintendent will request a waiver of BESE policy that requires passing specific high school assessments in order to graduate, as well as promotion requirements for grades 4 and 8.

The BESE president and chairman of the House Education Committee requested a waiver of state law regarding compulsory attendance and assessments required for graduating seniors

2020 Request for Waivers of Louisiana State Law

BESE and the chairman of the House Education Committee have requested that the following Louisiana state laws be waived for the entirety of the 2019-2020 academic year.

RS 17.10.1	School and district accountability and the inclusion of value-added in educator evaluation
RS 17:24:2	LEAP statewide testing and pupil progression
RS 17:154.3	Minimum number of days a classroom teacher must work in a school year
RS 17:391.2, et seq.	Public school accountability and assessments
RS 17:3881, et seq.	Teacher performance evaluation, teacher credentials based up value-added data
RS 17:3901, et seq.	Teacher evaluation, 50% of evaluation based on value-added data derived from student assessments

2020 Request for Waiver of State Law, cont.

List of requested state waivers, cont.

R.S. 17:3997(D)	Charter school teacher evaluations based upon value-added data derived from student assessments
R.S. 17:4023	Required student assessments for non-public school students participating in the Louisiana Student Scholarships for Educational Excellence program
R.S. 17 221	Compulsory attendance law

2020 Request for Waiver of ESEA Law

The state superintendent will submit a request to the U.S. Department of Education asking for a waiver of the following requirements included in ESEA law:

- Administration of statewide LEAP 2025 testing in grades 3-8 and high school for English, mathematics, science and social studies.
- Reporting of accountability results for long-term goals and interim progress relative to student performance, student growth, and other academic measures used in school performance scores and subgroup performance scores.
- Publication and dissemination of annual report cards
- Identification of new schools for comprehensive support and improvement

The Department will request that assessments remain an option for schools and parents who desire them.

ACT Rescheduling and Return of Secure Materials

The national test administration scheduled for April 4 has been rescheduled for June 13. All students who were registered for April testing will receive an email in the next few days from ACT with instructions for free rescheduling to June or other future dates. This notice is posted on the ACT website as well.

The LDOE is working with ACT to identify new dates for state-administration testing windows.

Schools that selected March 17 standard time paper-based testing currently have secure materials stored in a secure location. To the extent possible, ACT is asking school system staff to meet Fed Ex on Thursday, March 19th for the regularly scheduled pickup of secure materials. If this is not possible, schools can opt to do one of the following:

- Contact ACT directly to arrange an alternative pickup date at 1.800.553.6244, ext. 2800
- Bring secure materials to a FedEx location for return to ACT

Cohort Graduation Data Certification

Cohort Graduation Data Certification has been postponed. The Department will work with school system accountability contacts to revise schedules.

Assessment and Accountability Office Hours

The Department will host Office Hours on Wednesday, March 18 at 2 p.m. Please see Zoom information below to join the meeting.

- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

Special Education
Food & Nutrition Services
Payments
Federal Updates
Catherine Pozniak

Special Education - School Closure

When the school closure causes educational services for all students to pause within a school or school system, then the school/school system is **not** required to provide services to students with disabilities during the closure.

- **Clarification:** A school closure does not constitute a change of placement. School systems do not need to follow prior notice rules or have an IEP team meeting to make a formal placement determination.
- After an extended closure, school systems are responsible for reviewing how the closure impacted the delivery of special education and related services on each student. If the student lost progress, teams will need to reassess services and determine whether the student requires compensatory education.

[Access the U.S. Department of Education's Q&A on special education.](#)

Special Education - Compliance Timelines

Federal timelines. Most special education compliance timelines are governed by federal law. Congress is considering a pause on timelines. In the meantime, school systems should conduct IEP meetings, evaluations, and reevaluations virtually or through teleconference, to the extent possible. Further:

- If an IEP meeting, evaluation, or reevaluation cannot be held, document the delay, including the reason for the delay.
- If an evaluation or reevaluation of a student with a disability requires a face-to-face assessment or observation, the evaluation would need to be delayed until school reopens.
- If an evaluation or reevaluation does not require face-to-face assessments or observations, it may take place while schools are closed, so long as a student's parent or legal guardian consents.

Special Education - Compliance Timelines

State-defined timelines. A small number of special education compliance timelines are defined by state policy. BESE approved initial waivers for these timelines:

- **Initial evaluation timelines** extended from 60 to 90 calendar days of receiving parental consent. This applies to initial evaluations due during the school closure period and initial evaluations due within 15 calendar days of school reopening.
- **Reevaluations timelines** extended for students classified with developmental delay, due by their 9th birthday, during the school closure to 30 calendar days after school reopens.

See the [BESE Emergency Waiver Memo](#) for additional information.

School Closure with Distance Education

If a school system makes distance education available for all students during a closure, it must ensure equal access, to the greatest extent possible, for students with disabilities and/or students in need of accommodations pursuant to a 504 plan (e.g. closed captioning for deaf/hard of hearing students).

- School systems must, to the greatest extent possible, ensure each student with a disability can be provided the special education and related services identified in the student's IEP developed under IDEA, or a plan developed under Section 504.
- A compensatory education review still applies. School systems are responsible for reviewing how this period of distance learning impacted the delivery of services for each student. If the student lost progress, teams will need to reassess services and determine whether the student requires compensatory education.

Food and Nutrition Services

There are currently 235 open feeding locations serving children in 61 of 64 parishes.

- USDA has granted flexibilities to schools to provide free meals to children age 18 and under as well as overage K-12 students, including students with disabilities through 22.
 - Louisiana has waivers for both non-congregant feeding, area-eligibility, time separation requirements, and alternate meal delivery
 - Louisiana has applied for waivers for meal pattern requirements, monitoring, and CEP reporting deadline. USDA approval is required before schools can proceed.
- Districts must update the [CNP online application](#) so that they can claim these meals for reimbursement.
- LDOE has posted [a list of school locations](#) operating feeding programs. Please provide up-to-date information on your locations and times at childnutritionprograms@la.gov

Payments

LDOE staff will continue processing payments and reimbursements as usual:

- MFP payments will be issued per the payment schedule.
- Grant reimbursement requests via eGMS will be processed within 14 days, per usual.
- CCAP payments for childcare will run on the standard weekly schedule.
- LA 4: during the closures, payments will be based on enrollment rather than attendance.
 - State-funded seats - payments for January, February, and March will be issued on Thursday, March 19
 - TANF-funded seats - February payments will be issued by the end of the month. Please submit attendance data through March 13 as soon as possible via Google attendance sheets.

Federal Funding

Federal regulations require that any expense charged to federal grant funds “be consistent with policies and procedures that apply uniformly to both federally-financed and other activities.” In other words, **when spending federal funds, school districts should follow the same policies and procedures they apply when spending state, local, or other non-federal funds.**

- This requirement applies to employee compensation policies and procedures. To be supported with federal funds, employee compensation must “[conform] to the established written policy of the non-Federal entity consistently applied to both Federal and non-Federal activities.
- Accordingly, ED has taken the position that if a district has a policy of paying employees during a closure, it should follow that policy for its ED-funded staff as well. In other words, the district may use ED funds to pay its ED-funded staff during a closure if it uses state or local funds to pay state- and locally-funded staff during the closure. For example, if state funds will pay state-funded staff during a closure, then Title I funds can pay Title I-funded staff, IDEA funds can pay IDEA-funded staff, etc.

Federal Updates

- Regarding federal grant expenses related to non-refundable costs (e.g. travel-related costs for cancelled conferences) - treatment should be consistent with non-federal funds.
- While not yet official, ED is considering federal grant flexibilities, including:
 - Waiving the Title I 15 percent carryover cap
 - Extending grant obligation periods
 - Removing Title IV A SSAE percentage requirements

We strongly recommend that districts track all expenses related to COVID-19.

Distance Education
Dual Enrollment
Academic Resources

Ken Bradford

Distance Education Requirements

Distance Education includes ongoing and regular **teacher-initiated interaction for the purposes of teaching, evaluating, and providing assistance** throughout the duration of the course and curriculum delivery. This may include but is not limited to synchronous or asynchronous instructive interaction, including emails, videoconferencing, satellite learning, online chats, phone calls, and feedback on homework and assessments.

Distance Education Flexibility

- Instructional minute requirements have been suspended for distance education courses and curriculum delivery
- The minimum 63,270 annual instructional time requirement has been suspended

A request has been made in the Governor's Executive Order to suspend the requirement that the school system must take student attendance when there is teacher-initiated interaction, and the teacher of record for each class must take attendance at the beginning of the learning session. If school systems offer distance education, the school system must take student attendance every school day, and the teacher of record for each class must take attendance at the beginning of each interactive learning session.

Dual Enrollment

The **Louisiana Board of Regents** will pursue the following policy recommendations for **students currently enrolled in Dual Enrollment course offerings** relative to the college credit portion of the course:

- An opportunity to complete the coursework during this academic year
- Transition the course status to “in-progress” and complete by August 31, 2020 (if “in-progress” is selected, the course will end in a final grade)
- Withdraw from the course via an “Administrative Withdrawal” (nothing posted to the official college transcript)

TOPS Scholarships

On March 16, 2020, ACT announced that it will postpone the April National Test to June. The TOPS law provides that graduating seniors must achieve a qualifying score no later than the April National ACT Test date to qualify for TOPS without penalty.

The Board of Regents will be asking the Legislature to take action to make an exception to this provision in light of this ACT test date change related to COVID-19, including **allowing a student to qualify with a June test date at no penalty to the student**. LOSFA will update schools, students, and parents as soon as there is any change to this requirement

Distance Education Providers

Utilization of Distance Education Online Providers

- There is not a state approval process for general online education providers. School systems have the choice and autonomy to approve and use any online provider that delivers instruction within the provisions of [Bulletin 741 Section 2326](#).
- School systems also have an option to utilize online providers that have been vetted and approved as [Course Choice providers](#) by BESE. Supplemental Course Allocation (SCA) funds can continue to be used to pay associated course costs with these providers through June 30, 2020.
- The Department will be providing a list of Course Choice providers who will extend course enrollment/ participation options through June 30, 2020.

Academic Resources

In partnership with **Louisiana Public Broadcasting (LPB)**, the Department will provide distance and home learning tools for educators, students, and caregivers. This will include:

- **An online hub for distance learning supports** set to launch by March 18. It will include:
 - Resources for math, ELA, social studies, science and early childhood, including links to Tier 1 [curriculum resources](#).
 - Increased access to Tier 1 curriculum digital content, including virtual lessons.
 - Resources to teach young children about COVID-19.
- **Broadcasted educational programming** through LPB and YouTube Channels, which will launch within the next two weeks.

The Department will announce the availability of these resources through all upcoming school system planning calls and newsletters.

Distance Learning Resources

Google

Google has extended [Google Hangouts Meet](#) premium features to all G-Suite customers through July 1, 2020. This includes:

- Larger meetings for up to 250 participants per call
- Live streaming for up to 100K viewers within domain
- Record meetings to Google Drive for replay

Cisco

90 day FREE trial use of WebEx, it can be set up instantly with no financial commitment. To sign up **Free Webex Personal Account** available on webex.com to include:

- Full featured HD video meetings (temporarily removing the 40-minute meeting cap)
- Unlimited meetings for up to 100 participants (temporarily increasing the number of participants from 50 to 100)
- Toll Dial-In and high-quality VoIP meeting join experience (temporarily adding Toll Dial-In)
- Ability to experience meetings on your desktop, mobile, or video device
- Screen sharing and recording with 1GB cloud storage
- Webex Teams unlimited messaging

Cisco has also provided resources for teachers on how to teach virtually, preparing students for remote classes, facilitating group projects, etc.

Distance Learning Resources

Zoom

Providing FREE zoom webinar basic accounts for schools and teachers affected by Coronavirus. Zoom will also waive the 40 minute time-limit for schools. To get access for your school:

- Step 1 - Sign up for a free Basic account [here](#) using your school's email address.
- Step 2 - Fill out this [form](#) for your school to remove the 40 minute time limit for anyone on your school's domain after verification. Personal email addresses such as Gmail, Yahoo, or Outlook are not eligible.

Zoom has also partnered with Clever to easily set up accounts. [Clever](#) is the most widely used single sign-on portal in K-12 districts, making it easy for schools to roll out Zoom quickly. Zoom accounts set up through Clever will include:

- Unlimited teacher accounts
- No time limit on virtual class sessions
- Single sign-on via the Clever Portal
- Support for PCs, Macs, Chromebooks, iPads, Android phones & iPhones

Zoom is making features available at no charge through July 1, 2020, for Clever districts. Additionally, Zoom is providing [daily live training](#) for students and educators, [recorded tips](#) for instructors via [Twitter](#) from USC Ph.D. student and online instructor [Alana Kennedy](#) on some of the most useful features and best practices for teaching over Zoom.

Distance Learning Resources

Outschool, a marketplace for live online classes, has made available [Free Remote Teacher Training Webinars](#) demonstrating how to adapt teaching practices and curriculum to a live video chat classroom. These webinars are led by Outschool's experienced teachers who have transitioned from in-person to online teaching. Educators can sign up and find available times/dates [here](#).

Instructional platform **Nearpod** is temporarily offering [free online learning](#) access to schools impacted by closures. Access includes [live weekly webinars](#), a guide to using [Nearpod for distance learning](#), and lessons on the [coronavirus](#) to keep students, teachers, and parents informed.

Technology and E-Rate Internet Access for Families and Students

Beth Scioneaux

Technology and E-Rate

The FCC has extended the deadline for schools to submit FY2020 Form 471 applications:

- **E-Rate applicants will now have until April 29 at 11:59 p.m. EDT to submit.**
- Any school system that may need to post a new Form 470 for additional service(s) can file a Form 470, post an RFP for 28 days and file a Form 471 for FY2020 E-Rate funding.

The FCC has also directed USAC to provide all applicants undergoing Program Integrity Assurance (PIA) reviews with an automatic, 14-day extension for all PIA requests.

Waivers for additional deadlines and requests (Form 486, Form 472, COMAD, invoicing, etc.) have been requested and are under review.

Applicants should monitor [USAC's website](#).

Internet Access for Families and Students

Internet Access for Students: FCC Chairman Ajit Pai has launched the Keep Americans Connected Pledge, which many [broadband carriers](#) have signed. For the next 60 days, its core provisions will:

- not terminate service to any residential or small business customers because of their inability to pay their bills due to the disruptions caused by the coronavirus pandemic;
- waive any late fees that any residential or small business customers incur because of their economic circumstances related to the coronavirus pandemic; and
- open its Wi-Fi hotspots to any American who needs them

Additionally limited income households can apply for \$5 to \$10 per month internet access ([AT&T Access](#), [CenturyLink Lifeline](#)). [Charter Communication](#) will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a subscription.

Cox Communications is offering

- Limited-time, first month free of [Connect2Compete service](#), 9.95/month thereafter
- Until May 15, 2020, provide phone and remote desktop support through Cox Complete Care at no charge
- Resources for [discounted, refurbished equipment](#) through our association with PCs for People
- A [Learn from Home toolkit](#) for schools, including instructions on how to fast-track eligible students without internet access

Internet Hotspots for Schools

Kajeet SmartSpot

Kajeet is providing schools two offers for Internet Hotspots for teachers and students:

- Free LTE SmartSpot hotspot device OR \$100 off w/ 12-mo service available until March 31.
- 6 month access plans with the purchase of a SmartSpot. Access averages \$14.97 + 6.9% /month for service for 12 months comes to \$192.03 for a year.

Contact: Michael Flood mflood@kajeet.com

Mobile Beacon:

Mobile Beacon is providing schools hotspots for \$10 a month - devices range from \$70 - \$300.

Contact: Katherine Messier kmessier@mobilebeacon.org

Legal and Regulatory Flexibilities

Beth Scioneaux

Legal and Regulatory Flexibilities

- [BESE Emergency Waiver Memo](#)
 - Rules impacting school requirements
 - Rules impacting Students with Disabilities
 - Rules impacting Educators
 - Rules impacting Nonpublic and Charter Public Schools
 - Rules impacting Early Learning Centers
- [BESE request to waive statues per an Executive Order](#)

Next Steps

Please complete the following survey by Wednesday, March 18, at COB to notify the Department as to whether you will provide educational services while school facilities are closed to children.

[School District/Charter School COVID-19 Education Planning Survey](#)

[LDOE COVID-19 Information and Resources](#)

For education-specific information, contact the Department at LDOECOVID19Support@la.gov.

Plan for Distance Learning/Telecommuting for OJJ Schools

For students who can participate in computer based learning:

- All students will be assigned a distance learning course via Edgenuity software which can be completed in the school's computer lab. The course is self-paced and student-centered. Courses will be assigned by the computer lab facilitator or Principal designee and will be ready for use by close of business on Monday, (3-30-20). A list of students and the assigned course will be provided to CO. A log of use, including the youth's name or JETS ID, lesson completed, time in and time out must be maintained.

For students who cannot attend school:

- School personnel will provide lesson packets for students, which are intended to be engaging and instructional. These lessons will be able to be completed while students are in their housing units. Students are encouraged to work in groups, but the assignments can be completed independently. School Principals/ designated teachers will provide assignments to the Operation Shift Supervisor for distribution.

Teacher responsibilities:

- Teachers will be responsible for updating lessons as needed under the direction of each building Principal
- Teachers will be responsible for completing future lesson plans
- Teachers will submit a daily log of activities completed, to support the learning process
- School personnel will participate in weekly conference calls with the Principal via, telephone, skype, or other means available
- Teachers will submit all payroll documents weekly to building Principal

School Administrators' responsibilities: (Principals, Education Coordinator and Director of Education

- Administrators will telecommute to complete all school related activities
- Administrators will participate in conference calls twice per week to provide updates and to make plans for resuming a regular schedule.
- Principals and timekeepers will report to the facility on payroll Fridays to complete required paperwork

Director Kim Mims will submit a weekly report on progress and challenges to providing educational services to youth.

**EXHIBIT
D-2**

Weekly Update for Distance Learning/Telecommuting for OJJ Schools #3

Submitted by: Kim Mims, Director of Education/Supt. of OJJ Schools

Weeks of: April 13-17 and April 20-24, 2020

Distance Learning Opportunities for Students:

- Distance learning courses are available for students who are able to participate in the computer labs at each OJJ school.
- Work packets are available for students who are unable to attend the computer lab.

Teacher Activities:

- Teachers have replenished work packets for students, as needed.
- Teachers are meeting to discuss and analyze options to assess proficiency for grading and reporting.
- Teachers are completing professional development activities and webinars based on the need of each school.
- Teachers are meeting to discuss a needs assessment for future professional development topics and activities.
- Teachers are working to create final projects, course assignments, and assessments, as needed, for individual students.

School Administrators: (Principals, Education Coordinator and Director of Education)

- Administrators continue to teleconference with teachers and other education staff to provide information and guidance, as dictated by LDOE.
- Administrators continue to participate in conference calls bi-weekly to provide updates as directed by LDOE and to make plans for end-of-year grading and reporting and planning for the summer session.
- Kim Mims and Trenisha Stanislas participate in weekly Zoom/teleconference calls with the LDOE, to gather information related to governing K-12 Education across Louisiana.



Guidance provided to all OJJ Schools for Course credit, Final grades, and Graduating Seniors

- **Students' final grades** will be an average of previously completed classroom tasks and tasks completed while distance learning is in place. This is the case for all students K-12, including **graduating seniors**. These guidelines have been established by LDOE.

- All OJJ schools will rely upon assignments completed in the computer lab and the work packets, equally, to determine a final grade for **proficiency**.

Weekly Update for Distance Learning/Telecommuting for OJJ Schools

Submitted by: Kim Mims, Director of Education/Supt. of OJJ Schools

Week of: March 30-April 3, 2020

Distance Learning Opportunities for Students:

- All OJJ students have been assigned distance learning courses via Edgenuity software. A list of students and assigned courses are available upon request. A log of use, including the youth's name, lesson completed, time in and time out will be maintained and provided upon request.
- School personnel provided lesson packets for students on Monday, March 30, 2020. School Principals/designated teachers provided assignments to the Operation Shift Supervisor (OSS) for distribution or distributed them to the housing units themselves.

Teacher Activities:

- Teachers have begun to meet via teleconference for collaborative planning sessions.
- Guidance counselors, Principals and Director of Education had a zoom meeting with the OJJ District Test Coordinator today (4-3-20) to discuss guidelines for grading and reporting, course credit, assessment and accountability, including senior course credit and graduation, as dictated by the Louisiana State Department of Education (LDE).
- Teachers are submitting daily logs of completed activities to Principals as documentation to support the learning process.
- School personnel are participating in weekly conference calls with the Principal via, telephone, skype, Google handout, or other technology platform available. Schedules and/or agendas of meetings can be provided, upon request.
- Teachers submitted payroll timesheets to building Principals today (Friday, 4/3/20) and will continue to do so weekly. These documents were completed and submitted to HR, as usual.

School Administrators: (Principals, Education Coordinator and Director of Education)

- Administrators have begun telecommuting with teachers and other education staff to complete school related activities.
- Administrators have been participating in conference calls this past week to provide updates and to make plans for resuming a regular schedule.
- Principals and timekeepers reported to the facility today (Friday, 4-3-20) to complete required payroll paperwork and submitted documentation to Human resources.
- Principals are receiving daily attendance emails from teachers and other education staff indicating the starting and ending of the work day. Logs are available upon request.

Note: Education Director and Principals are communicating with ATLO to explore other distance learning opportunities for students. These opportunities may require additional software/connectivity resources. Updates will be provided.

AFFIDAVIT OF REVETTEA WOODS

BEFORE ME, the undersigned Notary Public qualified in the aforesaid state and parish, personally came and appeared:

REVETTEA WOODS

who, after being duly sworn by me, did depose and state:

1. My name is Revettea Woods, I am over twenty-one (21) years of age and of sound and disposing mind. I have knowledge of, and am competent to testify about, the matters stated in this Affidavit. I am under no legal or other disability. The facts stated herein are true and correct to the best of my knowledge and belief.

2. I am currently employed as Deputy General Counsel with the Louisiana Office of Juvenile Justice (“OJJ”). In that capacity, I am familiar with OJJ’s Administrative Remedy Procedure (“ARP”), which is OJJ’s internal administrative process for addressing grievances filed by Youths who are detained in OJJ facilities.

3. Attached to this Affidavit as Exhibit E-1 is a true and authentic copy of the OJJ’s ARP policies and procedures. As set forth in further detail in Exhibit E-1, a Youth initiates an administrative grievance by submitting an ARP form to the ARP Coordinator for his or her facility. The ARP form is deemed “filed” upon receipt by the ARP Coordinator.

4. Attached to this Affidavit as Exhibit E-2 is a true and authentic copy of a set of ARP instructions that the OJJ provides to Youths who are detained in OJJ facilities.

5. I understand that several Youths have filed a federal lawsuit against OJJ and other defendants, alleging claims related to OJJ’s handling of the COVID-19 pandemic.

6. In my capacity as Deputy General Counsel with OJJ, I contacted the appropriate OJJ staff to determine whether any Youths had filed ARP forms related to COVID-19 since March 13, 2020, and to gather information about any such forms that had been filed. Based on this investigation, I received the following information.

7. J.H., who is a named plaintiff in the above-referenced lawsuit, has not filed an ARP form in connection with COVID-19.

**EXHIBIT
E**

8. I.B., who is a named plaintiff in the above-referenced lawsuit, filed five standard ARP forms on May 6, 2020. True and authentic copies of these ARPs are collectively attached to this Affidavit as Exhibit E-3. I.B. did not fully pursue these grievances through both steps of the OJJ's ARP before the plaintiffs filed the above-referenced lawsuit on May 14, 2020, and the period for OJJ to respond to these ARP forms has not expired as of the date of this Affidavit.

9. On May 8, 2020, Shawn Herbert, the Interim Facility Director for the Swanson Center for Youth, received via email an emergency ARP form that an attorney had purportedly submitted on behalf of I.B. A true and correct copy of the form Ms. Herbert received is attached to this Affidavit as Exhibit E-4.

10. Ordinarily, Ms. Herbert, who is not an ARP Coordinator, would forward an ARP form such as this to Swanson's ARP Coordinator to be handled in accordance with the procedures set forth in Exhibit E-1. In this instance, however, Ms. Herbert had no verification that the attorney in fact represented I.B. Because OJJ could not verify the attorney's representation of I.B. at that time, Ms. Herbert decided that, in accordance with OJJ policy, she would not forward I.B.'s emergency ARP form to Swanson's ARP Coordinator until OJJ could obtain the appropriate verification.

11. OJJ did not receive verification that the attorney represented I.B. until after the above-referenced lawsuit was filed on May 14, 2020.

12. As such, I.B.'s emergency ARP form was not "filed" in accordance with OJJ's ARP at the time Plaintiffs filed the above-referenced lawsuit.

13. Notwithstanding I.B.'s emergency ARP form (Exhibit E-4), the ARP's standard two-step grievance procedure was still available to him at the time the plaintiffs filed the above-referenced lawsuit on May 14, 2020.

14. No other named plaintiff in the above-referenced lawsuit has filed an ARP form in connection with the COVID-19 pandemic.

Further affiant saith not.



Revettea Woods

SWORN TO AND SUBSCRIBED before me, Notary, on the 26TH day of May, 2020.



Notary Public

YOUTH SERVICES POLICY

Title: Administrative Remedy Procedure	Type: B. Classification, Sentencing and Service Functions Sub Type: 5. Administrative Remedy Procedure/Disciplinary Process Number: B.5.3
	Page 1 of 14
References: Rules published in the Louisiana Register and cited as LAC 22:713; La. R.S. 15:574.12; Ch.C.Art. 412 and 912; U.S. DOJ PREA Standards 115.351 (a) and 115-352; ACA Standards 2-CO-3C-01, 2-CO-4B-03 (Administration of Correctional Agencies), 4-JCF-3A-03, 4-JCF-3A-06 and 4-JCF-4C-40 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.1.4 "Investigative Services", A.1.9 "Records Management and Retention", B.2.3 "Secure Care Intake", C.1.4 "Attorney Visits", C.2.11 "Prison Rape Elimination Act (PREA)", and C.5.1 "Required Database Entry and Reporting Requirements"; and the Administrative Remedy Procedure Booklet for Youth	
STATUS: Approved	
Approved by: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 07/31/2018

I. **AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. **PURPOSE:**

To establish a formal review process known as the "Administrative Remedy Procedure" (ARP) through which a youth may seek resolution of complaints relating to his stay in a YS secure care facility.

III. **APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, Facility Directors, Continuous Quality Improvement Services (CQIS) staff, Investigative Services, Case Managers, ARP Coordinators, other appropriate staff members who assist with the ARP process, youth committed to a YS secure care facility, parents/guardians, youth attorney's/advocates.

IV. **DEFINITIONS:**

ARP Coordinator - A staff member designated to coordinate and facilitate the ARP process. With the approval of the Regional Director and/or Facility Director, the ARP Coordinator may designate other staff members to complete selected components of the ARP process.

EXHIBIT E-1

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Business Days - Monday through Friday.

Calendar Days - Consecutive days, including weekends and holidays.

Case Manager - A generic term used within a secure care facility to identify members of the counseling profession, e.g., social services counselor, clinical social worker, program manager or a treatment team member assigned to manage a youth's case.

Continuous Quality Improvement Services (CQIS) – The Central Office performance based and results-driven competency and efficiency management system.

Emergency Grievance - A matter which needs to be reviewed immediately because delay would subject the youth or others to substantial risk of personal injury or cause other serious or irreparable harm.

Extension – Granted by the Deputy Secretary, it allows the Facility Director additional time to respond at Step One, as well allowing additional time for response from the Deputy Secretary at Step Two.

Grievance - A written complaint regarding a policy, condition, action, or incident occurring within a secure care facility that affects the youth personally.

Initiation of the ARP Process - The ARP process shall commence the day the ARP is accepted by the ARP Coordinator.

Sensitive Issue ARPs - ARPs which may be filed initially with the Deputy Secretary if the youth believes the content of the ARP would adversely affect him if it became known at the secure care facility where the youth is currently housed.

Sexual Assault - Includes all acts of a sexual nature that constitute Nonconsensual Sexual Acts and Abusive Sexual Contacts (refer to YS Policy No. C.2.11 for definitions). Sexual assault also includes sexual coercion and sexual solicitation as defined in this policy.

Waiver – Granted by the Facility Director, it allows a youth additional time to file his ARP or complete Step Two where special circumstances justify a late filing.

V. POLICY:

It is the Deputy Secretary's policy that the ARP process shall be accessible to all youth, and shall be utilized when youth seek formal review and resolution of complaints relating to their stay in secure care while in the custody of YS.

All youth are entitled to use the ARP process. It shall be the responsibility of the secure care Facility Director to provide appropriate assistance/accommodations for youth with literacy deficiencies or language barriers. Reprisals of any nature are prohibited. Youth are entitled to pursue, through the ARP process, a complaint that a reprisal occurred.

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A youth may request information and obtain assistance in using the ARP process from his Case Manager, Counselor or other staff members. Nothing in the ARP process is intended to prevent or discourage a youth from communicating with the Facility Director or any other employees of YS.

VI. GENERAL:

The ARP process has been established for youth to seek formal review of a complaint relating to many aspects of their stay in a secure care facility. Such complaints and grievances include, but are not limited to, actions pertaining to living conditions, access to the courts, personal injuries, physical or sexual abuse, medical malpractice, loss of personal property, denial of publications, time computation or challenges to rules or policies. Youth shall receive reasoned responses and where appropriate, meaningful remedies.

Code of Conduct Violations must be handled through the disciplinary appeal system in the youth's assigned secure care facility. Court decisions and pending criminal and juvenile court matters, over which YS has no control or jurisdiction cannot be reviewed through the ARP process.

Reprisals against youth for use of the ARP system are not permitted. Youth who file ARPs which are frivolous or deliberately malicious shall have their actions addressed in the LAMOD group process.

VII. SECURE CARE PROCEDURES:

A. Orientation and Distribution

1. Employees shall be made aware of the ARP through orientation and annual in-service training.
2. Youth shall be made aware of the ARP process during intake, which shall include a question and answer session. A simplified version/booklet of the ARP process shall be provided to the youth during orientation and further reviewed through the LAMOD group process. The youth booklet shall be posted in areas readily accessible to all employees and youth.
3. The ARP shall be designated as the main topic of a group session at least once a quarter.

B. Facility Directors shall designate appropriate management or administrative staff to collect "ARP Forms" [see Attachment B.5.3 (a)] from the ARP boxes on a daily basis from the designated locations.

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C. Informal Resolution

Youth are encouraged but not required to resolve their problems informally through the LAMOD process before initiating the formal ARP process. Informal resolution may be sought by talking to a Case Manager, Counselor or other staff member. An attempt at informal resolution does not delay the time frame for filing an ARP. The youth and staff member assisting with informal resolution must be alert to the 90 calendar day filing time frame so that the opportunity to file an ARP is not missed if the matter is not informally resolved.

D. Initiation of ARP

1. ARP forms shall be available at all designated locations at each secure care facility, as well as, from Case Managers. An ARP is initiated by completing the first part of the "ARP Form". Requests for ARP shall not be rejected because they are not on the "ARP Form", however; all requests must contain a statement or phrase to this effect: *"This is a request for administrative remedy"*, *"This is a request for ARP"*, or *"ARP"*. Upon receipt by the ARP Coordinator, such request shall be attached to an "ARP Form".
2. The youth shall complete the first part of the form outlining the problem and remedy requested. The youth's Case Manager, Counselor, or other staff member shall be available for assistance in completing the form.
3. If additional space is needed, another piece of paper may be used and attached to the "ARP Form". The youth must place the completed form in an ARP box located in one of the designated locations.
4. Time Limit/ Waivers
 - a. Time Limit - the youth has 90 calendar days after the incident/occurrence in which to file an ARP, except as to any portion of an ARP which alleges sexual assault.
 - b. The ARP is considered "filed" upon receipt by the ARP Coordinator. ARPs placed in an ARP box on a Saturday, Sunday or other legal holiday shall be deemed to have been received on the first regular business day following the weekend or legal holiday.
 - c. Waivers- The youth may make a written request for a five (5) calendar day extension from the ARP Coordinator, if additional time is needed to prepare the ARP.

If five (5) days is not sufficient time for the youth to file his ARP, the 90-day requirement may be waived by the Facility Director when circumstances warrant, i.e., if the youth is ill for an extended period

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of time or if a significant, unusual event affects the youth's ability to file the ARP. The Facility Director must provide written reasons for the waiver to the ARP Coordinator to be retained in the youth's ARP file.

5. Youth released from a secure care facility prior to filing their ARP should send the ARP directly to the ARP Coordinator at the facility he was released from. Except for an ARP complaint alleging sexual assault, the ARP must be postmarked or received at the facility within the 90 calendar day time frame.

E. Screening - ARP Coordinator's Review

1. The ARP Coordinator shall screen all ARPs prior to the Step One review/response to determine if it can be accepted into the process or if it is to be rejected or corrected, and enter all screening determinations into the Lotus Notes ARP database.

If the same complaint is received from different youth, each must be reviewed as a separate ARP.

2. If the ARP is rejected, the reason(s) for rejection shall be noted on the "ARP Form". The ARP Coordinator shall send notice to the youth via a copy of the "ARP Form" regarding the status (acceptance/rejection) of the request.
3. The Facility Director shall be kept apprised of the status of the ARP throughout the process.
4. An ARP may be rejected for one or more of the following reasons, which must be recorded on the "ARP Form":
 - a. The ARP pertains to a disciplinary matter or court order in the youth's case.
 - b. The ARP concerns an action not yet taken or decision which has not yet been made. However, a youth who believes he is at substantial risk of imminent sexual assault may file an emergency ARP as outlined in Paragraph J. (8) below.
 - c. Except for ARPs alleging sexual abuse, there has been a time lapse of more than 90 calendar days between the incident/occurrence and receipt of the initial request.
 - d. The date of the incident/occurrence is not on the "ARP Form". The "ARP Form" shall be returned to the youth to have the date inserted, however, the original date of submission is used to calculate whether the ARP was filed within the 90 day time limit.

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- e. The youth has filed an ARP for another youth.
- f. A request is unclear. In this case, the request may be rejected and returned to the youth with a request for clarification. The youth must return the ARP to the ARP Coordinator within five (5) calendar days after receiving the request for clarification. If the clarification is not timely received, the ARP shall be rejected. A released youth has 10 calendar days to return the clarification.
- g. A youth refuses to cooperate with the inquiry about his claim raised in the ARP.
- h. The request is a duplicate of a previous request submitted by the same youth.
- i. The request contains several unrelated complaints. A youth should not include more than one complaint in a single ARP. The ARP Coordinator has the discretion to accept or reject the ARP if it contains several unrelated complaints. A sexual assault complaint shall not be rejected because it is found in an ARP with unrelated complaints.

F. Step One - ARP Coordinator's Recommendation and Facility Director's Response (Maximum Time Limit - 30 Calendar Days)

The ARP Coordinator shall enter every step of the ARP into the Lotus Notes ARP database.

1. The youth shall begin the process by completing the first part of a youth "ARP Form", which briefly sets out the basis for the claim and the remedy requested.
2. The original "ARP Form" submitted by the youth shall become part of the process and a copy will not be returned to the youth until the Facility Director's response (Step One) has been finalized.
3. The ARP Coordinator shall screen the ARP. An ARP that has an allegation of sexual assault shall be handled per Section J below. If accepted, the ARP Coordinator shall investigate the claim by engaging in fact-finding, including interviewing the youth and pertinent staff. If the ARP contains allegations of abuse, the ARP Coordinator shall submit the ARP to the IS office located on the grounds of the facility to conduct the investigation.

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4. Except for an ARP filed by a parent/guardian, an ARP filed by an attorney or other 3rd party must include a completed “Third Party Acknowledgement Form” [Attachment B.5.3 (d)] containing the youth’s signed statement agreeing to the individual/organization filing the ARP on his behalf. If the ARP has an allegation of sexual assault, follow the procedures of Section J below instead.

The ARP Coordinator shall contact the attorney before the youth is interviewed to schedule the youth’s interview. The attorney may waive his presence at the interview. The interview shall not be delayed more than two (2) days for an attorney’s presence without approval from the Facility Director. When ARPs are referred to IS, it shall be the responsibility of the IS Investigator to contact the attorney.

5. If the youth advises the ARP Coordinator or IS Investigator during the investigation that he has spoken with an attorney about the ARP, the interview must cease. The youth shall be instructed to contact and advise the attorney to call the ARP Coordinator/IS Investigator within two (2) business days. The youth shall be allowed to initiate a phone call to contact the attorney. If the attorney has not contacted or attempted to contact the ARP Coordinator/IS Investigator within two (2) business days, the interview may resume.
6. Investigative Services shall finalize the interview/investigation for all abuse related ARPs and submit documentation to the ARP Coordinator. The IS investigation shall be completed within the 30 day maximum time limit designated for the Step One Process. (Refer to 10. Below if additional time is needed.)
7. The ARP Coordinator shall submit the ARP and supporting documentation, including the IS report, to the Facility Director for the Step One response. The ARP Coordinator shall submit the ARP and supporting documentation within the 30 day maximum time limit designated for the Step One Process if possible. If it is not possible to stay within the 30 day maximum time limit due to the IS investigation or other extenuating circumstances, the ARP Coordinator shall submit the ARP and supporting documentation to the Facility Director within 10 calendar days from the receipt of the IS investigation report.
8. The Facility Director may return the “ARP Form” to the ARP Coordinator for additional information or further review prior to rendering his Step One response.

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9. The Facility Director shall enter his response on the original youth “ARP Form” and return the form and supporting documents to the ARP Coordinator. The ARP Coordinator shall log in receipt of the decision and forward a copy of the “ARP Form” to the youth, and any other facility office affected by the decision. If a parent/guardian/3rd person filed the ARP on the youth’s behalf a copy of the “ARP Form” shall be sent to that person also. The original “ARP Form” and supporting documents shall be retained in the ARP file.
10. The Facility Director may make a written request to the Deputy Secretary for an extension of up to 14 calendar days for the Step One review/response to be completed.

A request for extension may be granted if the Deputy Secretary finds that IS needs additional time to complete an investigation and/or the Facility Director needs more time to respond. The cumulative total of extensions at Step One shall not exceed 14 days. The Facility Director must notify the youth in writing of the extension.

**G. Step Two - Deputy Secretary’s Response
(Maximum Time Limit - 21 Calendar Days)**

1. A youth who is dissatisfied with the Step One response has 15 days from receipt of the Step One decision to complete Step Two of the original “ARP Form”. The youth’s Case Manager or another staff member shall be available to assist as needed with filing the Step Two request.

The youth must place the completed form in an ARP box in one of the designated locations. The youth may make a written request for a waiver from the Facility Director for up to five (5) calendar days in which to file for a Step Two review. The Facility Director may grant the waiver where circumstances justify the additional time to file.

2. The ARP Coordinator shall log in the request for Step Two review, retain a copy for the ARP file, and mail the original “ARP Form” along with copies of any supporting documentation to the Deputy Secretary.
3. The Deputy Secretary shall render a final decision. A copy of the decision shall be mailed to the youth, postmarked within 21 calendar days of the Deputy Secretary’s receipt of the request for Step Two Review unless the Deputy Secretary requires additional time to render a decision.

An extension of up to seven (7) calendar days may be utilized by the Deputy Secretary where additional time is needed to prepare the Step Two review/response, provided the youth is notified in writing of such an extension.

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The Deputy Secretary shall retain a copy of the “ARP Form” and return the original to the ARP Coordinator. The ARP Coordinator shall copy the decision to the Facility Director and to the youth’s ARP file. The ARP Coordinator shall return a copy with the Deputy Secretary’s response to the youth and obtain the youth’s signed acknowledgment of receipt. If an attorney or 3rd person filed the ARP on behalf of the youth, a copy of the “ARP Form” and any supporting documentation is sent to the attorney and a copy of the ARP response is given to the youth.

4. Unless extensions have been granted, no more than 51 calendar days shall elapse from the ARP Coordinator’s receipt of original initiation of the “ARP Form” to completion of the Step Two response. Absent an extension with notification to the youth, expiration of time limits without a response shall be considered by the youth to be a denial at that level and entitles the youth to move on to the next step in the process.

H. Judicial Review

1. If a youth’s ARP is rejected or if he is not satisfied with the Step Two response, he may seek judicial review of the decision within 30 calendar days following receipt of the decision.
2. If the youth communicates to the ARP Coordinator that he is not satisfied with the Step Two response, the ARP Coordinator, utilizing the attached “ARP Parental Notice Form” [see Attachment B.5.3 (c)], shall notify the youth’s parents/guardian, and attorney where applicable, that the YS’ ARP procedure has been exhausted, and of the youth’s right to seek judicial review within 30 calendar days after receipt of the decision.

I. Emergency Grievance

If a youth’s ARP contains statements which indicate he believes he is at immediate risk of harm and any delay in responding to the grievance would subject the youth to substantial risk of immediate personal injury or cause other serious or irreparable harm, the ARP Coordinator shall immediately forward the

ARP, or that portion of the ARP which alleges substantial risk of imminent personal injury or cause serious or irreparable harm, to the Facility Director, Regional Director, and IS. The Regional Director shall provide an initial response within 48 hours and issue a final decision within five (5) calendar days.

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J. ARP Alleging Sexual Assault

1. Initiation and Submission of ARP:

The youth shall initiate the ARP in accordance with Paragraph D above by completing the “ARP Form” and placing it in an ARP box in a designated location.

2. Time limits:

An ARP regarding sexual assault is not subject to the 90 day filing requirement outlined in Paragraph D.4. above, and may be filed at any time. If the ARP contains multiple complaints, the 90 day time limit shall apply to any nonsexual assault complaints accepted by the ARP Coordinator.

3. Grievances with Sensitive Issues:

If a youth believes that the staff member who is the subject of his complaint may have access to his ARP if it is placed in the ARP box for handling, or may be referred to the staff member who is the subject of the complaint, he may file the complaint directly with the Deputy Secretary by following the procedures provided in Paragraph K below.

4. Filing Assistance:

Third parties, including facility youth, staff members, family members, attorneys and outside advocates may assist a youth in preparing an ARP and/or file an ARP on behalf of a youth. If the third party filing the ARP on behalf of the youth is not the parent/legal guardian the youth must complete the “Third Party Acknowledgment/Approval Form” [see Attachment (d)]. If the youth declines the assistance of a 3rd person who is not the parent/guardian, it shall be documented on the “ARP Form” or the complaint filed by the 3rd party.

5. Screening and Investigation:

ARPs shall be screened by the ARP Coordinator and shall be copied to the Director of Investigative Services (IS) and the IS office located on the facility grounds.

IS shall provide the results of the ARP investigation to the Facility Director who shall prepare the Step One response.

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6. Responses:

Time limits for responses at Step One and Two shall be in accordance with Section VII. (F-H) above. If a timely decision is not rendered at either stage, it shall be deemed to be a denial of the request for a remedy at that particular Step.

7. Extensions:

The agency is allowed an extension of no more than 21 days, inclusive of any extensions at Step One and/or Step Two. The ARP Coordinator at Step One, and the Deputy Secretary at Step Two, shall notify the youth in writing of any extension, including the date by which the decision shall be rendered.

8. Emergency Grievances:

If a youth's ARP contains statements which indicate he believes himself to be at substantial risk of imminent (impending, about to happen) sexual abuse, the ARP shall be processed in accordance with Paragraph K below. The initial response and final decision shall document the agency's findings as to whether the youth is at substantial risk of imminent sexual abuse, and action taken in response to the grievance.

K. Sensitive Issues

1. If the youth believes his complaint is sensitive and he would be adversely affected if his complaint became known at the facility, he may file the complaint directly with the Deputy Secretary. The youth must explain in writing the reason for not filing the complaint at the facility. If the Deputy Secretary agrees that the complaint is sensitive, the ARP shall be accepted and a response prepared in accordance with Step One procedures.

The Deputy Secretary shall enter a response on the original "ARP Form" which shall be mailed along with supporting documents to the ARP Coordinator, postmarked within 30 calendar days of the Deputy Secretary's receipt of the request.

The ARP Coordinator shall log in receipt of the decision, and forward the original "ARP Form" to the youth, send a copy to any facility office affected by the decision, update the ARP Lotus Notes database, and keep a copy of the ARP form and supporting documents in the ARP file.

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2. If the Deputy Secretary finds that the complaint is not sensitive, he shall so advise the youth in writing. The Deputy Secretary's original letter to the youth and original "ARP Form" shall be sent to the ARP Coordinator. The ARP Coordinator shall ensure that the Deputy Secretary's letter and the original "ARP Form" are delivered to the youth, and obtain the youth's signature acknowledging receipt. The ARP Coordinator shall advise the youth that he may submit the ARP as a regular "Non-Sensitive" ARP.
3. Except for Sensitive ARPs alleging sexual assault the youth shall then have the normal 90 calendar day deadline from the date the incident occurred or seven (7) calendar days from the date he receives the rejection (whichever is longer), to submit his request in accordance with Paragraph E. above.

L. ARPs Related to Lost Property Claims

1. If a loss of personal property is unsubstantiated or results from the youth's own acts or from bartering, trading, selling to or gambling with other youth, the youth shall not be compensated.
2. If the loss of personal property occurs through the negligence of the facility and/or its employees, the youth's claim shall be processed as described below.
 - a. If a state-issue item is available, the youth's lost/damaged property shall be replaced. If a state-issue replacement is not available, the Facility Director/designee shall purchase a similar item to replace the lost/damaged personal property up to a limit of \$50.00.
 - b. Replacements shall be documented on the "Lost Property Replacement Receipt" form [see Attachment B.5.3 (b)], which shall be completed by the ARP Coordinator and submitted to the youth for signature when the property is replaced.

VIII. MISCELLANEAOUS

A. ARP Records

Administrative Remedy Procedure records are confidential and may only be released in accordance with La. R.S. 15:574.12 and Ch.C. Art. 412.

1. The ARP database in Lotus Notes shall be maintained by the ARP Coordinator to document the nature of requests, relevant dates, recommendations, and Step One and Two responses/dispositions.

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2. Each secure care facility shall review ARP activity in accordance with YS Policy No. C.5.1.
3. A copy of each ARP filed, the responses, dispositions and pertinent documents shall be kept on file in the ARP Coordinator's office and maintained for 4 years after final disposition of the ARP. A copy shall also be kept in the youth's hard copy Master Record under Clip VI.

B. Transferred Youth

When a youth has filed an ARP and is transferred prior to the completion of the Step One review, or if he files an ARP after transfer based on an incident occurring at the sending facility, the sending facility shall complete the processing through Step One. The Facility Director of the receiving facility shall be responsible for keeping the youth informed of the progress of his ARP.

C. Discharged Youth

If a youth is discharged prior to final disposition of his ARP, or if he files an ARP/grievance after discharge, the facility shall process the ARP, notifying the youth at his last known address using the procedures described in Section VII. (A-J), as each step is completed. [The 90 calendar day time frame (VII.D.4.a.) in which to file an ARP applies.]

D. Monetary Damages

If there is sufficient information at Step One for the Facility Director to conclude that monetary damages may be an appropriate remedy for an ARP, the matter shall be referred to the Deputy Secretary/designee. If the Deputy Secretary/designee finds that monetary damages are a fair and just remedy, the matter shall then be reviewed by the YS Legal Section to confirm that monetary damages are appropriate.

This matter shall then be referred to the Office of Risk Management (ORM) of the Division of Administration to determine the amount of damages. Copies of any settlement agreements shall be sent to the appropriate Facility Director. The Facility Director shall ensure copies are provided to the ARP Coordinator for the ARP file and the youth's hard copy Master Record.

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IX. QUALITY ASSURANCE

- A. Through the PBS process, in April and October of each year, a random selection of youth shall be surveyed as it pertains to the grievance procedure.
- B. The ARP procedures and documentation shall be part of the annual CQIS audit of Secure Care Facilities.

X. STAFF DEVELOPMENT

- A. YS Employees shall be provided initial ARP training during orientation and annually thereafter through In-Service.
- B. ARP Coordinators shall undergo specific training related to their duties prior to performing these functions.
- C. All training shall be documented in TREC and LEO at the unit level.

Previous Regulation/Policy Number: B.5.3

Previous Effective Date: 07/14/2017

Attachments/References: B.5.3 (a) Youth ARP Form July 2018.doc
B.5.3 (b) Lost Property Agreement Form July 2015.doc
B.5.3 (c) ARP Parental Notice Form July 2018.doc
B.5.3 (d) Third Party Acknowledgment-Approval Form July 2015.doc
B.5.3 ARP Booklet July 2018.doc

ADMINISTRATIVE REMEDY PROCEDURE (ARP) (How to Complain About Your Problem)

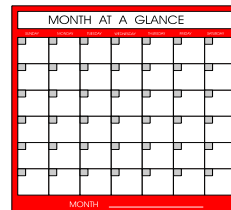
What is this all about?



It is about problems. You have to tell your case manager, counselor, a JJS staff member or other staff member what your problems are so that they can help you. These problems could be any number of things like: "When do I get out?" "I don't get enough to eat." "I don't have all my clothes." "I lost something that belonged to me personally." "They won't let me have a cool magazine I want." "The teacher is always picking on me."

Try to solve your problem informally by talking to a staff member about it. If you don't think your problem has been solved, or if you don't think they can help you, you can file an ARP.

The real name for this procedure is the Administrative Remedy Procedure - but it is called "ARP"—it's shorter. It means that you write to the Facility Director and the Facility Director will have someone try to fix your problem. You must try to take care of a problem using the ARP before you can sue the department in federal or state court.



There are time limits with the ARP process!

Don't wait too long. You have **90 days** from the day your problem started to write about your problem and get it to the right person, unless your ARP is about sexual abuse or sexual assault, then the time limits do not apply to you. There is more about that on page 5 of this booklet.

Also, if you write an ARP and drop in an ARP box or hand it to a staff member, your 90 days time limit does not start until the ARP Coordinator receives the ARP at your facility.

A parent/guardian, or your attorney if you have one, can also file an ARP on your behalf. The same ARP form is used no matter who files the ARP. You will have to sign a form letting the ARP Coordinator know that you are okay with someone else filing an ARP on your behalf.

How does ARP work?

You have to tell the Facility Director what the problem is by writing about it on a form or a piece of paper to start the process.



The form is kept in several places at your facility and the person selected by the Facility Director known as the ARP Coordinator will also have copies for you. If you can't find a form, write about your problem on a plain sheet of paper and label it "This is a request for ARP" or just "ARP".



Your case manager, counselor, a teacher, group leader or another staff member will help you write the ARP if you need help with it.



Once the ARP is written, you have started using the formal ARP grievance process. It was created to let staff know of your problem and hopefully fix it for you.

There are three parts to this process:



Screening- ARP Coordinator's Review



ARP Coordinator's Recommendation and Facility Director's Response



Deputy Secretary's Response



How do I begin?

First, think about your problem....your "grievance." Have you talked with your case manager, counselor or other staff member about it? If you haven't, it may be a good idea to see if they can help before you begin. You don't have to talk to them, but they may be able to quickly take care of the problem for you.

Think....what is your grievance about? Ask yourself, is my grievance about:

- A Code of Conduct Violation ?
- A judge's order or a court decision?

If you answered "**YES**" to either of these two things, you cannot file an ARP. Your "LAMOD Youth Manual" explains why you can't grieve a Code of Conduct Violation, or see your case manager, counselor or other staff member for help. This is especially important if you have a problem with a judge's order or a court decision because you may need to contact your attorney for legal help with this.

You also need to think about some other things. Ask yourself:

- Did I already submit an ARP Form about this problem?
- Did my parent/guardian or my attorney already submit an ARP Form about this problem for me?
- Am I complaining about something that hasn't even happened?
- Did it happen over 90 days ago?
- Am I talking about somebody else's problem?

If you answered "**YES**" to any of these questions, you don't need to fill out an ARP Form because it would be rejected. But if your problem is about your safety or someone else's, you must tell your case manager, counselor or other staff member immediately.

Also think about these questions:

- Is it a medical emergency? You can get help immediately by telling someone.
- Are you afraid for your safety? You may ask to be placed in a protection area.
- Is it another emergency? You should tell the shift supervisor.

If you answered "**NO**" to all of these questions, you are ready to go ahead.

Is it a Sensitive Issue?

If you believe something bad might happen to you if you complain about something at your facility, you may send your ARP Form directly to the Deputy Secretary of Youth Services. If the Deputy Secretary looks at your problem and agrees that it is a "sensitive issue," the Deputy Secretary will answer it.

If the Deputy Secretary does not agree that it is a "sensitive issue," your complaint will be returned to you and to the ARP Coordinator. You will have what is left of the 90 days, or if there are fewer than 7 days, you will have 7 days to file your complaint as a regular ARP.



Is it an Emergency ARP?

If you file an ARP with statements that make the ARP Coordinator think you are at immediate risk of personal injury or harm or make statements that might put other youth at immediate risk or harm, the ARP Coordinator will immediately send a copy of the ARP to the Facility Director, the Regional Director, and the Investigative Services (also known as IS) at the facility.

The Regional Director will be the person who will respond to you within 48 hours [two (2) calendar days], and will also be the person to make a final decision about the ARP within five (5) calendar days.



Is it an ARP about Sexual Assault or Sexual Abuse?

If you believe you have been sexually assaulted or sexually abused by another youth, you should file an ARP using the same form you would for any other grievance.

There is **NO** "time limit" for filing an ARP about sexual assault or sexual abuse.

ARPs filed for sexual assault or sexual abuse have to be reviewed by an IS Investigator. The IS Investigator will talk to you and investigate the incident. The IS Investigator will complete the investigation and give it to the ARP Coordinator within 30 days, and the ARP Coordinator will send those results to the Facility Director. The Facility Director will make a decision on Step One and send you a response.



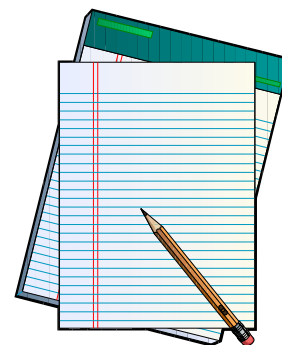
Getting Started:

Get an ARP Form from your case manager, counselor or teacher, or from one of the places the forms are kept at the facility. Read the form. Do you need help? If you do, ask one of these persons to help you fill it out. If you can't find the form, you can write "This is a request for ARP" or "ARP" on a sheet of paper and put everything listed below on the paper.

It's okay if you do not want help from anyone at the facility, but the ARP Coordinator will have to write that you did not want any assistance on your ARP form when she receives it.

Tell Us Your:

- Name
- Facility
- CLIENT ID number
- Living area (where your bed is located)
- Problem [you must say what the problem is, who (if anyone) is a part of the problem or caused the problem, the day and the time it happened (if you don't know the exact time - put the time as close as you can), where it happened and how it happened]. If you have more than one problem, use a separate form for each problem.
- What you want done about the problem (this is called "Remedy Requested or Remedy Sought ")
- Today's date (the date you fill out the form or write your problem on a sheet of paper)



If you need more space to write about the problem, it's okay to use another sheet of paper as long as you make sure it stays with the first page of the ARP. You can also write on the back of the ARP form.

You can look at pages 12 and 13 of this booklet for the list of phrases or words to also help you when you are filing out the ARP form.

If you need more time to gather information or complete the form, you may ask the ARP Coordinator for up to 5 more days to finish your ARP.

If 5 days is not long enough, the Facility Director may agree to let you have more time if you are ill for a long time or if the weather is real bad.

When you have finished, give the ARP Form and all extra pages to the ARP Coordinator or put it all in the designated box for pickup by the person designated by the Facility Director.



Screening - ARP Coordinator's Review and Recommendation

When the ARP Coordinator receives your ARP, that person will screen your request. If it is not complete or there is some other problem, the ARP will be returned to you with a written explanation. If the ARP is accepted, the ARP Coordinator will look over what you have written on the form and make recommendations to the Facility Director.

Remember these two important things:

1 If your ARP is about any of those things which you answered "YES" to under "How Do I Begin" on page 3, the ARP Coordinator will reject your ARP; and

2 If you file an ARP about sexual assault or sexual abuse by another youth, you will be interviewed by an Investigator at the facility, an investigation will be conducted, and you won't receive a response for at least 30 days.

If everything is okay, the ARP Coordinator will:

- ◆ Officially accept the complaint into the administrative remedy process;
- ◆ Begin gathering information about the problem;
- ◆ Possibly talk with you to get more information, talk with other staff, look at your file and do other things to investigate your problem; and
- ◆ Write a recommendation to the Facility Director on the ARP form and give the form to the Facility Director.



At this point the **Step ONE** and **Step TWO** timed processes begin.

Step ONE: ARP Coordinator's Recommendation and Facility Director's Response (Up to 30 days to respond)

The Facility Director will look over the ARP and the ARP Coordinator's recommendation, and if the Facility Director has questions, the Facility Director may do more investigating. The Facility Director may need some additional time before giving you an answer. If so, the Facility Director will ask the Deputy Secretary (the boss at Central Office) for more time and you will receive something in writing letting you know this. The Facility Director can get an extra 14 days to finish the response.

You will receive an answer to the ARP in writing from the Facility Director. Read the Facility Director's answer. If you are satisfied, you need to check on the ARP Form that you do not wish to go to the next step.

If you are not satisfied with the Facility Director's answer:

- ◆ Write why you are not satisfied with the Facility Director's answer on the form;
- ◆ Check "YES" where the form asks if you want to go to the next step;
- ◆ Write in the date you wrote all of this;

- ◆ Attach all the papers to the ARP Form that you would like for the Deputy Secretary to look at;
Give the form and any papers to your case manager, counselor, or the ARP Coordinator, or put it in the grievance box where for pick up. You must do this within 15 days after you receive the Step One response.

If you need help filling out the part for Step Two or getting the papers you want to send with your ARP, ask your case manager, counselor or other staff members for help. (If you need more time, you may ask for up to 5 more days to get your ARP ready. You have to write to the Facility Director to ask for more time, you can't just ask the ARP Coordinator for it.)

The ARP Coordinator will send the form to the Deputy Secretary of Youth Services, P.O. Box 66458, Audubon Station, Baton Rouge, LA 70896 for the Deputy Secretary's review and will keep a copy in your ARP file.

Step TWO: Deputy Secretary's Response (Up to 21 days to respond)

The Deputy Secretary of Youth Services will respond to your ARP and may gather more information, if needed. Within 21 days from when the Deputy Secretary receives your ARP, you will receive the Deputy Secretary's written answer, unless more time is needed. You will receive something in writing if more time is needed.

If you are not satisfied with the Step Two answer, let the ARP Coordinator know and she will send your parents or legal guardian a letter telling them that you have exhausted your administrative remedies. If you and your parents/legal guardian want the court to look at your grievance, you need to let the court that entered your order of commitment know within 30 days of getting the Step Two answer.



What if You are Transferred to Another Facility Before Your ARP is Answered?

If you filed an ARP and then you are transferred to another facility, don't worry, your ARP will still be answered within the designated timeframe, and you will still be told what is going on with your ARP by the Facility Director at the facility you were transferred to.



What if You are Released Prior to Your ARP Being Answered or You Want to File an ARP After You are Released?

If you filed an ARP and then you are released and get to go home or to a group home, don't worry, your ARP will still be answered within the designated timeframe.

You can also file an ARP about something that happened while you were at the facility even after you are released, but you have to do it within the 90 days from when the problem started just like if you were still at the facility.



Things to Remember:

Don't file an ARP about something that hasn't even happened. No one can do anything about something that has not happened yet.

You can only file an ARP about something that affects YOU and is your problem. You cannot file an ARP for anyone else, unless it is about sexual assault.

Each problem should be written on a separate ARP form or on a sheet of paper. If you have more than one problem, use a different form or sheet of paper for each problem.

Cooperate with the persons trying to help you. You may be asked lots of questions, but this is to help everyone understand your problem and to help solve it.

If your ARP is about something belonging to you that was lost or damaged, the state will replace the item. If you did something to cause it to be lost or damaged, or if you lost it by gambling, selling or trading with other youth, the state will not replace it. You will be given a "state-issue" item if the state has the item on hand. If not, the state will buy you a similar item with a cost of up to \$50.00.

Make sure the facility has your correct home address or the group home address if you file an ARP after you are released so you can receive your answer.



DEFINITIONS

Here are the meanings of some important words you need to know:

Accepted - This means that your ARP can go through all of the ARP steps.

Administrative Remedy Procedure (ARP) - This is the formal way to make people at the facility aware of a problem you are having. Staff may be able to fix a problem quickly. Staff will let you know if you need to use this process or if they can help you very quickly without using it.

ARP Coordinator - A staff person at your facility who is there to help you with filling out the ARP Form. They can talk with you about Code of Conduct Violations and can help with other things, too.

Deputy Secretary of Youth Services (YS) - This is the boss of the Facility Directors of all of the facilities. The Deputy Secretary works at the YS Central Office in Baton Rouge. The Deputy Secretary will answer your ARP at Step Two.

Emergency Grievance - A problem that could cause you or someone else to be hurt very badly or cause everyone to be in danger if not taken care of right away.

File an ARP - Someone may ask you, "Did you file an ARP?" or "Did you file a grievance?" This is another way of asking you if you filled out an ARP form that tells everyone about your problem. When you fill out the ARP form and it is given to the ARP Coordinator, it is said to have been "filed" - meaning the ARP process has begun.

Formal Process - Filing an ARP when the "Informal Process" does not solve your problem.

Grievance - This is another word for ARP, problem or complaint.

Informal Process - This means getting a problem solved by talking to your case manager, counselor, the ARP Coordinator or other staff member instead of filing out an ARP.

Regional Director - The person who helps the Facility Director make decisions instead of having to always call the Deputy Secretary (the boss!).

Rejected - This means tossed out. A grievance can be rejected if it is not done correctly or if it does not meet all of the requirements.

Remedy Requested or Remedy Sought - This means how you want your problem solved.

Sensitive Issue - This means that you feel that something bad might happen to you if the people at the facility know about your grievance, so you mail your ARP directly to the Deputy Secretary.

Sexual Assault - This means all acts of a sexual nature on a person's body, with or without their permission, either over or under their clothing, with a body part of another person or with an object.

B.5.3 (a)

YOUTH SERVICES
ADMINISTRATIVE REMEDY PROCEDURE FORM

Number: _____

Date Received: _____

Name: I.B.

Client ID Number: [REDACTED]

Facility: SCY-Monroe

Living Area: MHTU-A

"THIS IS A REQUEST FOR ARP"

(You may ask your case manager or other staff members for help completing this form.) State your problem (WHO, WHAT, WHEN, WHERE AND HOW) and the remedy requested (what you want to solve the problem)

Problem: when i was in bath & for the coronavirus the light fell in the restroom on April 15, 2020 i was afraid to get in the shower i thought i was going to get electrocuted

Remedy requested: for actions to be taken

Date of Incident Occurrence: April 5, 2020

Today's Date: 05-06-2020

This form must be completed within 90 calendar days of the date of the incident/occurrence and given to the ARP Coordinator or placed in the ARP/grievance box.

Screening - ARP Coordinator's Review

Rejected Returned Accepted Screening Date: _____ Sexual Assault Yes No

Reason: _____

Emergency Request

(Maximum Time for Processing - Initial Response: 48 hours - Final Response: 5 days)

Request: Accepted Reason: _____

Sent to Facility Director - Regional Director: Yes No

RD Initial Response Received on: _____ RD Final Decision Received on: _____

Step One - ARP Coordinator's Recommendation and Facility Director's Response

(Maximum Time For Processing: 30 calendar days)

ARP Coordinator's Recommendation: _____

Sent to Facility Director on: _____ AC/IS Signature: _____

Facility Director's response to your ARP Step One request: See Attachment

Date: 05/19/2020

Facility Director's Signature: [Signature]

Received Step One on: _____ Youth's Signature: _____

If you are not satisfied with this response, you may go to Step Two. The ARP Coordinator must submit your request to the Deputy Secretary within 15 calendar days after you receive the Step One response.

Request Step Two: Yes No Reason for Step Two request: _____

Date Step Two request received by AC: _____ Date Sent to Deputy Secretary: _____

AC's Signature: _____

Step Two - Deputy Secretary's Response

(Maximum Time For Processing: 21 calendar days)

Date Received: _____

Deputy Secretary's response to ARP Step Two request: _____

REDACTED DOCUMENT

**EXHIBIT
E-3**

B.5.3 (a)

YOUTH SERVICES
ADMINISTRATIVE REMEDY PROCEDURE FORM

Number: _____
Date Received: _____

Name: I.B. Client ID Number: [REDACTED]
Facility: SCY-Monroe Living Area: WETA-A

"THIS IS A REQUEST FOR ARP"

(You may ask your case manager or other staff members for help completing this form. State your problem (WHO, WHAT, WHEN, WHERE, AND HOW) and the remedy requested (WHAT you want to solve the problem)

Problem: When I was in bed for the colonel's there was mold on the walls and ceiling

Remedy requested: for action to be taken

Date of Incident Occurrence: 04-14-2020 Today's Date: 05-06-2020

This form must be completed within 90 calendar days of the date of the incident/occurrence and given to the ARP Coordinator or placed in the ARP/grievance box.

Screening - ARP Coordinator's Review

Rejected: _____ Returned: _____ Approved: _____ Screening Date: _____ Sexual Assault: Yes No
Reason: _____

Emergency Request

(Maximum Time for Processing - Initial Response: 48 hours / Final Response: 5 days)

Rejected: _____ Accepted: _____ Reason: _____

Sent to Facility Director / Regional Director / IS on: _____

RD Initial Response Received on: _____ RD Final Decision Received on: _____


Step One - ARP Coordinator's Recommendation and Facility Director's Response

(Maximum Time For Processing: 30 calendar days)

ARP Coordinator's Recommendation: _____

Sent to Facility Director on: _____ ACIS Signature: _____

Facility Director's response to your ARP Step One request: _____

Date: 05/19/20 Facility Director's Signature: 

Received Step One on: _____ Youth's Signature: _____

If you are not satisfied with this response, you may go to Step Two. The ARP Coordinator must submit your request to the Deputy Secretary within 15 calendar days after you receive the Step One response.

Request Step Two: Yes No Reason for Step Two request: _____

Date Step Two request received by AD: _____ Date Sent to Deputy Secretary: _____

AD's Signature: _____

Step Two - Deputy Secretary's Response

(Maximum Time For Processing: 21 calendar days)

Date Received: _____

Deputy Secretary's response to ARP Step Two request: _____

B.5.3 (a)

YOUTH SERVICES
ADMINISTRATIVE REMEDY PROCEDURE FORM

Number: _____
Date Received: _____

Name: I.B. Client ID Number: [REDACTED]
Facility: SCV-Monroe Living Area: MJTU-A

"THIS IS A REQUEST FOR ARP"

(You may ask your case manager or other staff members for help completing this form.) State your problem (WHO, WHAT, WHEN, WHERE AND HOW) and the remedy requested (what you want to solve the problem):

Problem: When i was in express care i had a high banknote waiting for my results to see if i had the coronavirus i did not shower for three days or use the phone to call my mom
Remedy requested: for actions to be taken

Date of incident/occurrence: 04-05-08-2020 Today's Date: 05-06-2020

This form must be completed within 90 calendar days of the date of the incident/occurrence and given to the ARP Coordinator or placed in the ARP grievance box.

Screening - ARP Coordinator's Review

Rejected _____ Returned _____ Accepted _____ Screening Date: _____ Sexual Assault: Yes No
Reason: _____

Emergency Request

(Maximum Time for Processing - Initial Response: 48 hours / Final Response: 5 days)

Rejected _____ Accepted _____ Reason: _____

Sent to Facility Director / Regional Director / IS on: _____

RD Initial Response Received on: _____ RD Final Decision Received on: _____

Step One - ARP Coordinator's Recommendation and Facility Director's Response

(Maximum Time For Processing: 30 calendar days)

ARP Coordinator's Recommendation: _____

Sent to Facility Director on: _____ ACIS Signature: _____

Facility Director's response to your ARP Step One request: No response

Date: 05/06/20 Facility Director's Signature: [Signature]

Received Step One on: _____ Youth's Signature: _____

If you are not satisfied with this response, you may go to Step Two. The ARP Coordinator must submit your request to the Deputy Secretary within 15 calendar days after you receive the Step One response.

Request Step Two: Yes No Reason for Step Two request: _____

Date Step Two request received by AC: _____ Date Sent to Deputy Secretary: _____

AC's Signature: _____

Step Two - Deputy Secretary's Response

(Maximum Time For Processing: 21 calendar days)

Date Received: _____

Deputy Secretary's response to ARP Step Two request: _____

B.5.3 (a)

YOUTH SERVICES
ADMINISTRATIVE REMEDY PROCEDURE FORM

Number: _____
Date Received: _____

Name: I.B.

Client ID Number: [REDACTED]

Facility: SCY-Monroe

Living Area: MHTU-A

"THIS IS A REQUEST FOR ARP"

(You may ask your case manager or other staff members for help completing this form.) State your problem (WHO, WHAT, WHEN, WHERE AND HOW) and the remedy requested (what you want to solve the problem):

Problem: when i was in holt/A for the coronavirus there were clogged toilets and we were sleeping in a unsanitized area

Remedy requested: for actions to be taken

Date of Incident/Occurrence: 04-08-2020

Today's Date: 05-06-2020

This form must be completed within 90 calendar days of the date of the incident/occurrence and given to the ARP Coordinator or placed in the ARP/grievance box.

Screening - ARP Coordinator's Review

Rejected _____ Returned _____ Accepted _____ Screening Date: _____ Sexual Assault: Yes No
Reason: _____

Emergency Request

(Maximum Time for Processing) - Initial Response: 48 hours / Final Response: 5 days)

Rejected _____ Accepted _____ Reason: _____

Sent to Facility Director / Regional Director / IS on: _____

RD Initial Response Received on: _____ RD Final Decision Received on: _____

Step One - ARP Coordinator/IS Recommendation and Facility Director's Response

(Maximum Time for Processing: 30 calendar days)

ARP Coordinator/IS Recommendation: _____

Sent to Facility Director on: _____ AC/IS Signature: _____

Facility Director's response to your ARP Step One request: _____

Repair placed in the Facility Holt A Hall, scheduled for 05/08/20 and cleaned them we have heavy gear back at the floor. We are repairing Hous to attend to the problem.

Date: 05/14/2020

Facility Director's Signature: [Signature]

Received Step One on: _____ Youth's Signature: _____

If you are not satisfied with this response, you may go to Step Two. The ARP Coordinator must submit your request to the Deputy Secretary within 15 calendar days after you receive the Step One response.

Request Step Two: Yes No Reason for Step Two request: _____

Date Step Two request received by AC: _____ Date Sent to Deputy Secretary: _____

AC's Signature: _____

Step Two - Deputy Secretary's Response

(Maximum Time For Processing: 21 calendar days)

Date Received: _____

Deputy Secretary's response to ARP Step Two request: _____

B.5.3 (a)

YOUTH SERVICES
ADMINISTRATIVE REMEDY PROCEDURE FORM

Number: _____
Date Received: _____

Name: I.B. Client ID Number: [REDACTED]
Facility: SOY-MENAC Living Area: MHTJ-A

"THIS IS A REQUEST FOR ARP"

(You may ask your case manager or other staff members for help completing this form.) State your problem (WHO, WHAT, WHEN, WHERE AND HOW) and the remedy requested (what you want to solve the problem)

Problem: when i was released from hell/d on 04-20-2020 after my 14 day quarantine i was not tested to see if i still had the coronavirus

Remedy requested: for actions to be taken cause had fit up of staff and tests inside

Date of Incident Occurrence: 04-20-2020 Today's Date: 05-06-2020

This form must be completed within 90 calendar days of the date of the incident/occurrence and given to the ARP Coordinator or placed in the ARP grievance box.

Screening - ARP Coordinator's Review

Rejected _____ Returned _____ Accepted _____ Screening Date: _____ Sexual Assault: Yes No
Reason: _____

Emergency Request

(Maximum Time for Processing - Initial Response: 48 Hours / Final Response: 5 days)

Rejected _____ Accepted _____ Reason: _____

Sent to Facility Director / Regional Director: on _____

RD Initial Response Received on: _____ RD Final Decision Received on: _____

Step One - ARP Coordinator's Recommendation and Facility Director's Response

(Maximum Time For Processing: 30 calendar days)

ARP Coordinator's Recommendation: _____

Sent to Facility Director on: _____ ACIS Signature: _____

Facility Director's response to your ARP Step One request: _____

All the other staff were not required, removal of resources has changed multiple times etc given information for park and staff.

Date: 05/11/2020 Facility Director's Signature: [Signature]

Received Step One on: _____ Youth's Signature: _____

If you are not satisfied with this response, you may go to Step Two. The ARP Coordinator must submit your request to the Deputy Secretary within 15 calendar days after you receive the Step One response.

Request Step Two: Yes No Reason for Step Two request: _____

Date Step Two request received by AC: _____ Date Sent to Deputy Secretary: _____

AC's Signature: _____

Step Two - Deputy Secretary's Response

(Maximum Time For Processing: 21 calendar days)

Date Received: _____

Deputy Secretary's response to ARP Step Two request: _____

YOUTH SERVICES

Number: _____

ADMINISTRATIVE REMEDY PROCEDURE FORM

Date Received: 5/8/2020

Name: I.B.

Client ID Number: [REDACTED]

Facility: Swanson Facility for Youth of Monroe

Living Area: _____

"THIS IS A REQUEST FOR ARP" Emergency ARP

(You may ask your case manager or other staff members for help completing this form.) State your problem (WHO, WHAT, WHEN, WHERE AND HOW) and the remedy requested (what you want to solve the problem)

Problem: See Attached

Remedy requested: See attached

Date of Incident/Occurrence: April 5, 2020 through present Today's Date: 5/8/2020

This form must be completed within 30 calendar days of the date of the incident/occurrence and given to the ARP Coordinator or placed in the ARP grievance box.

Screening - ARP Coordinator's Review

Rejected _____ Returned _____ Accepted _____ Screening Date: _____ Sexual Assault () Yes () No
Reason: _____

Emergency Request

(Maximum Time for Processing - Initial Response: 48 hours / Final Response: 5 days)

Rejected _____ Accepted _____ Reason: _____

Sent to Facility Director / Regional Director / IS on: _____

RD Initial Response Received on: _____ RD Final Decision Received on: _____

Step One - ARP Coordinator's Recommendation and Facility Director's Response

(Maximum Time For Processing: 30 calendar days)

ARP Coordinator's Recommendation: _____

Sent to Facility Director on: _____ AC/IS Signature: _____

Facility Director's response to your ARP Step One request: _____

Date: _____ Facility Director's Signature: _____

Received Step One on: _____ Youth's Signature: _____

If you are not satisfied with this response, you may go to Step Two. The ARP Coordinator must submit your request to the Deputy Secretary within 10 calendar days after you receive the Step One response.

Request Step Two: Yes _____ No _____ Reason for Step Two request: _____

Date Step Two request received by AC: _____ Date Sent to Deputy Secretary: _____

AC's Signature: _____

Step Two - Deputy Secretary's Response

(Maximum Time For Processing: 21 calendar days)

Date Received: _____

Deputy Secretary's response to ARP Step Two request: _____

Date: _____ Deputy Secretary's Signature: _____

Date received Deputy Secretary's response: _____ Youth's Signature: _____

If you are not satisfied with this response, you may seek judicial review. A request for judicial review must be filed with the juvenile court which entered your order of commitment within 10 calendar days after receiving the Step Two decision.

EMERGENCY ARP APPLICATION

May 8, 2020

Submitted On Behalf of I.B.

This is an Emergency ARP on behalf of I.B. .

I am an attorney representing I.B.'s parents and am filing this Emergency ARP as a Third Party on his behalf. The exigencies of this request arise directly from the national state of emergency resulting from the world-wide pandemic and wide-spread infection of many people from COVID-19.

I.B. is filing this emergency application on behalf of himself and all other similarly-situated youths in OJJ custody and housed in secure care facilities. I.B. is a minor child and currently is being held at the Swanson Facility for Youth at Monroe. He has been there for approximately five months. His release date is July 27, 2020.

The Problem:

The conditions under which I.B. is being held are medically dangerous and constitutionally defective. The following conditions of confinement represent an unwarranted and unlawful danger to him and to all others being so detained:

1. I.B. has been exposed unwillingly to the COVID-19 virus while in the custody of the Office of Juvenile Justice and the Swanson Center for Youth at Monroe. COVID-19 is a deadly viral pandemic. He, along with all others in OJJ custody and housed in the state's several secure care facilities, has been placed at an immediate risk of substantial harm.

2. I.B. has tested positive for the COVID-19 virus, apparently having been infected by a facility staff member who was moving back and forth between positive and non-positive children. As of April 5, 2020, I.B. tested positive and has been ill with the COVID-19 virus.

3. Both OJJ and the facility have a responsibility to take reasonable and accepted measures to keep I.B. safe and free from contagion while in OJJ custody. Measures recommended by the Center for Disease Control, as well as state and local governments, to help ensure safety have been violated by forcing I.B. (as well as the other children in custody) to live in the following conditions:

a. He has been housed in crowded, dirty space, including infirmary rooms with no air conditioning;

b. He has had no access to running water, making it impossible for him to bathe, brush his teeth, or perform other adequate hygiene practices;

c. He lacks access to medical treatment;

d. He was forced to live in a room with ten other children, all of whom tested positive for the virus (the room was intended to be populated by three or four people);

- e. He is being denied access to his parents and family;
- f. He has been forced to move back into a dormitory with other children setting without any testing done to determine if he, or others, were COVID-19 positive;
- g. He is being forced to live in close proximity with at least one other child who is exhibiting COVID-19 symptoms;
- h. He is not being provided with personal protective equipment such as masks, or personal cleaning supplies;
- i. He is being forced to live in a physical environment where recommended social distancing from staff or other children is impossible to maintain;
- j. He is being denied during this national health emergency access to education, rehabilitative programming, counseling, recreation, and mental health treatment;
- k. He is being denied the benefits of his Independent Educational Program.

These and other conditions of confinement constitute a violation of **I.B.**'s, and all others being similarly confined.

The Remedy Sought:

I.B., as well as the other children in OJJ custody and/or otherwise confined in secure care facilities throughout the state, are at immediate risk of substantial harm if continued detention occurs under these dangerous conditions. Accordingly, the following remedies are requested:

- a. He and all other youth in custody should be determined eligible for early release and should be appropriately released to the care of their families.
- b. In the alternative, he and all other youth in custody should be deemed eligible for furlough and released home to their families until there is a vaccine for COVID-19, the facilities have been determined to COVID-19-free, and the risk of infection has been completely removed from the facility.
- c. If not released, he and all other youth in custody should be provided with appropriate PPE, personal cleaning materials, sanitizing supplies and materials, and the ability to socially distance from those around him.
- d. All those being confined in the secure care facilities, as well as all staff members and all others who enter the facilities, should be tested and frequently retested for COVID-19.
- e. He and all other youth in custody should be immediately provided with educational and rehabilitative programming in compliance with any individual IEPs that he and others may have.

If rehabilitation is not being provided and constitutional conditions of confinement are not immediately put into place, there is no legal justification to continue to confine **I.B.** or any other similarly-situated child in a secure care facility.

The Response

Per the Office of Juvenile Justice's Administrative Remedy Procedure B.5.3, please respond within 48 hours to this Emergency ARP and provide a final decision within 5 days of filing.

/s/ Nishi Kumar

Nishi Kumar on behalf of I.B.

Date: May 8, 2020

I, Nishi Kumar, declare the following under penalty of perjury pursuant to 28 U.S.C. § 1746 as follows:

1. I am a licensed attorney in good standing in Louisiana.
2. I represent the parents of I.B. . Out of necessity in light of the COVID-19 pandemic, I was unable to obtain the signature of I.B. for the attached Third Party Acknowledgment/Approval Form. I am signing on his behalf, as authorized by the parents of I.B. , who is a minor.

I declare under penalty of perjury that the statements above are true and correct to the best of my knowledge and that this declaration was executed on May 8, 2020 in New Orleans, Louisiana.

Signature:

/s/ Nishi Kumar

Nishi Kumar

**Administrative Remedy Procedure
Third Party Acknowledgment/Approval Form**

I, I.B. (Youth name), Client ID # [REDACTED]

due hereby agree/approve Nishi Kumar to file an ARP
(Name of Third Party)

on my behalf. I understand that the above named third party is not my parent or legal guardian, and is acting in my best interest.

 Nishi Kumar on behalf of I.B.
Youth Signature

 Katie Hunter-Lowrey
Witness

 May 8, 2020
Date

 May 8, 2020
Date

NO. 2020-C-0225

COURT OF APPEAL, FOURTH CIRCUIT

STATE OF LOUISIANA

STATE OF LOUISIANA IN THE INTEREST OF I.B.

IN RE: I.B.

APPLYING FOR: SUPERVISORY REVIEW; EXPEDITED CONSIDERATION

DIRECTED TO: HONORABLE DESIREE COOK-CALVIN
JUVENILE COURT ORLEANS PARISH
SECTION "E", 2017-687-02-DQ-E

WRIT DENIED

Relator, I.B., seeks review of the juvenile court's April 17, 2020 ruling denying I.B.'s Motion to Modify Disposition. Relator's writ is denied.

New Orleans, Louisiana this 6th day of May, 2020.

JCL

JUDGE JOY COSSICH LOBRANO

JENKINS, J., DISSENTS WITH REASONS

JUDGE SANDRA CABRINA JENKINS

TGC

JUDGE TIFFANY G. CHASE

**EXHIBIT
F**

Office of Juvenile Justice

Emergency Plan COVID19

March 2020

**EXHIBIT
G**

The Office of Juvenile Justice operates for secure male facilities located in Bridge City, Bunkie, Monroe, and Columbia. In order to continue operations during the COVID19 crisis we must provide adequate staff to supervisor the youth and maintain the facility along with providing medical, social service treatment, educational needs, and food service. We have addressed the following areas in order to do so and continue to address as the situation develops.

COVID19

Informational and educational information has been relayed to staff on COVID19 from information from the CDC and the Louisiana Department of Health. Flyers from both entities are hanging up in all facilities in common areas stressing handwashing and disinfecting of areas along with the signs and symptoms of the virus. All staff entering the facility are monitored for symptoms and temperatures are taken before anyone enters the facility if they do have symptoms they will not enter the facility. An inventory of disinfectants, cleaners, hand sanitizers, disinfectant wipes were taken at each facility. We have cleaning supplies to last approximately two months but are in the process of finding vendors that have hand sanitizers and disinfectant wipes in stock and placing orders now so that we remain in stock. A daily facility status meeting is held every morning to update the facility director on staff leave needs, cleaning/disinfectant issues, and warehouse update on stock.

WellPath is our contracted company that provides medical and mental health services to our facilities they are prepared with supplies and have taken the time to education youth on the virus.

Group Leaders and social service staff are addressing the topic of the virus along with proper handwashing, cleaning, and the importance of covering ones mouth when you cough.

The classrooms and dining halls are disinfected when the youth leave the room. The dorms are disinfected in the am, at lunch time, and in the PM. Office areas are disinfected daily and more as needed.

STAFF

We have educated the staff and continue to discuss the information as we receive it with staff in the facilities. Communication with staff is happening to determine if they have issues with child care or need to be on leave for various issues. We are making every effort to adjust schedules for staff so that they are able to work and also take care of their family needs.

We have minimized the exposure to the public by suspending visitation, volunteers and other outside guests from entering the facility at this time.

We do realize there may be fear and anxiety experienced by staff during this crisis and we do have EAP services available to any staff who may need it.

We have also stressed to employees if they are sick to stay home.

CONTINGENCY PLAN TO STAFF FACILITIES

If one or more of the facilities falls into a situation that their staffing pattern falls below a minimum amount to be able to function for that shift we will utilize Probation and Parole staff to fill those posts. Each facility is in a region that has 3 to 4 regional offices that currently employ probation officers and JJS employees who are working from home. The JJS employees from the Regional Offices completing

transports needed for the facility to free up facility staff to remain in the facility. The Regional Directors are maintaining an on call list of Probation staff ready to respond to each shift daily at each facility. These lists will be updated weekly on Fridays for the next week. The minimums for each four facilities were determined by number of dorms, number of youth in each dorm, PREA standard ratios for youth to staff (8 to 1 during waking and 16 to 1 during sleeping hours), and other positions determined to be a necessity for that particular time of day. The facility directors will report out to the Assistant Secretary and Deputy Secretary at shift change their numbers. If it is determined that after making the necessary adjustments to onsite staff available at the facility and calling in facility staff for overtime hours has all failed to meet the minimum, then the Assistant Secretary will notify the Deputy Secretary that the plan is being enacted and the number of Probation Officers that will be called in. This will be recorded on the Daily Facility Shift Coverage Report. Minimums include: SCYM is 18 staff per shift, ACY is 8 per shift, SCYC is 10 for the 6am and 2pm and then 6 for the 10pm shift, BCY is 23 for the am shift and 19 for the pm shift (see attachments for schedules and minimum shift sheets).

EDUCATION

The Principal is part of the morning meetings with the facility directors to discuss staffing issues and any other issues pertaining to the virus. Although public schools are closed we will maintain the regular school schedule. We will monitor the situation and continue to have meetings with Kim Mims OJJ Education Department Head to discuss any issues and further actions.

FOOD SERVICE

A weekly meeting with all facilities, the Regional Directors, Assistant Secretary, Program Manager, and Zelma Jones the Food Service Department Head for OJJ are ongoing to discuss possible issues and to trouble shoot. Currently all four facilities have food for 2 months.

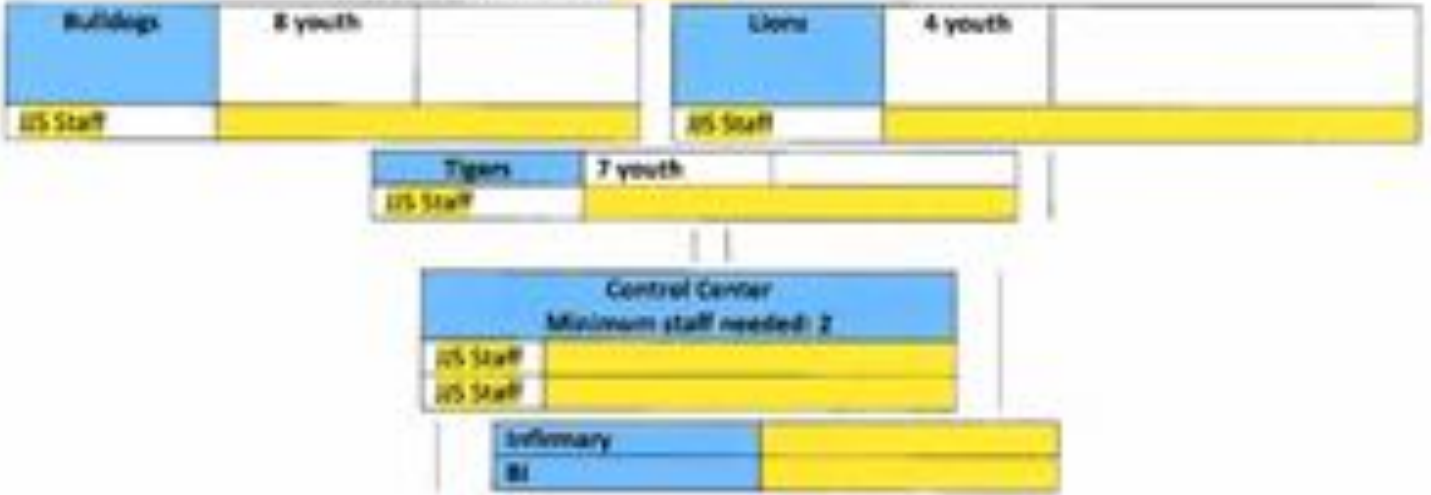
We will continue to monitor the situation and take advice from local, state, and federal government on how to handle this crisis and adapt as needed.

ACY

ACY
 Shift 6:00 am to 6:00pm
 3 Dorms

Minimum # of of Staff Needed = 8

1. OSS Shift Supervisor:



ACY
 Shift 6:00 pm to 6:00am
 3 Dorms

Minimum # of of Staff Needed = 8

1. OSS Shift Supervisor:



Legend

A= Available for shift	W= Called in
------------------------	--------------

		5/17/20 AM	5/17/20 PM	5/18/20 AM	5/18/20 PM	5/19/20 AM	5/19/20 PM	5/20/20 AM	5/20/20 PM	5/21/20 AM	5/21/20 PM	5/22/20 AM	5/22/20 PM
Alexandria OJJ													
Bradley, Heather			A										
Cannon, Jayden						A							
Clark, Veronica						A							
Deseffe, Lori						A							
Harris, Robert			A										
Hebert, Kristen			A										
Jewell, Vernell			A										
Johnson, Angelic													
Murphy, Trent						A							
Smyth, Glen													
Starr, Davina						A							
Voinche, Rhett			A										
Wallace, Heath						A							
Lafayette OJJ													
Aggison, April				A									
Bagel-Sylvester, Wanda													
Bejeaux, Ernest													
Broussard, Lynnette				A			A						
Calais, Danielle									A				
Cappel, Chase				A									
Charles, Brian				A									
Comer, Dudley													
Dejean, Alton				A									

REDACTED DOCUMENT

Beasley, Isha														
Black, Joseph														
Fredieu, Ashley														
Gibson, Syneta														
Harris, Ashley														
McCormic, Kristen														
McNulty, Deanna														
Sarpy, Simon														
Sarpy, Brenda														

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BCY

BCCY Shift Coverage

BCY

Shift 6:30 am to 6:30pm

Minimum # of of Staff Needed = 23

1. OSS Shift Supervisor:

Destiny	12 youth		Liberty	12 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Faith	12 youth		Perseverance	12 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Harmony	12 youth		Pride	12 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Hope 8 youth					
JIS Staff					
Control Center Minimum staff needed: 1			Front Gate Minimum staff needed: 1		
JIS Staff			JIS Staff		
Warehouse					
Call Outs					
Work Detail					
Work Detail					
Infirmary					
Infirmary					
BI					

BCCY Shift Coverage

BCY
Shift 6:30 pm to 6:30am

Minimum # of of Staff Needed = 19

1. OSS Shift Supervisor: _____

Destiny	12 youth		Liberty	12 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Faith	12 youth		Perseverance	12 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Harmony	12 youth		Pride	12 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
	Hope	8 youth			
	JIS Staff				
Control Center Minimum staff needed: 1			Front Gate Minimum staff needed: 1		
JIS Staff			JIS Staff		
	Infirmary				
	JIS Staff				
	Infirmary				
	JIS Staff				

Legend

X= Available for shift W= Called in

New Orleans OJ

Cloudie, Hillary
 Crawford, Chad
 Knighten, Tykisha
 McBride, Roy
 Miller, Ruebin
 Powell, Aubrey
 Reins, Lemayne
 Smith, Frederick
 Andrews, Jeremy
 McKinley, Kristina
 Williams, Darnell
 Johnson, Daphne
 Burrell, Aaliyah
 Ellison, Ryan
 White, Nikita

Hammond OJ

Bohem, Chad
 Bridges, Wade
 Brown, Regina
 James, Karla
 Jenkins, Stephen
 Johnson, Amy
 Johnston, Jason
 Kendrick, Neke
 Penn, Robert

	1/17/20 AM	1/17/20 PM	1/18/20 AM	1/18/20 PM	1/19/20 AM	1/19/20 PM	1/20/20 AM	1/20/20 PM	1/21/20 AM	1/21/20 PM	1/22/20 AM	1/22/20 PM
Cloudie, Hillary	X				X				X			
Crawford, Chad	X				X				X			
Knighten, Tykisha			X				X				X	
McBride, Roy			X				X				X	
Miller, Ruebin			X				X				X	
Powell, Aubrey	X				X				X			
Reins, Lemayne			X			X					X	
Smith, Frederick			X				X				X	
Andrews, Jeremy		X				X						X
McKinley, Kristina				X		X				X		X
Williams, Darnell				X		X				X		X
Johnson, Daphne				X		X				X		X
Burrell, Aaliyah				X		X				X		X
Ellison, Ryan		X				X						X
White, Nikita		X				X						X
Bohem, Chad			X				X				X	
Bridges, Wade	X					X			X			X
Brown, Regina	X					X			X			X
James, Karla			X				X				X	
Jenkins, Stephen	X				X				X			
Johnson, Amy					X			X				
Johnston, Jason					X			X				X
Kendrick, Neke					X			X				
Penn, Robert			X				X				X	

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Folk, Brandy	X					X		X		X
Prosper, Mala		X				X				X
Romagosa, Garret				X			X			
Wadsworth, Chris	X					X		X		
Davis, Eugene		X			X				X	
Taborough, Jacob	X		X		X				X	
Bush, Travis	X		X				X			
Landry, Ryan	X				X					
Baton Rouge DJ										
Anderson, Quinton	X									
Brown, Noah		X				X				X
Hammond, Renisha		X				X				X
Journet, Chastity	X			X				X		
Nelson, Elois		X				X				X
Palmer, Marlon	X			X				X		
Roux, Jesse		X				X				X
Tilman, Kortney	X			X				X		
Boutte, Justin			X						X	
Brown, Brittnee			X						X	
Linton, Lane			X						X	
Maxwell, Mekensie	X		X				X			
Parker, Jennifer			X				X		X	
Taylor, Sara	X		X				X			X
Thibodaux CD										
Ford, Andi	X			X				X		
Matherne, Jennifer	X			X				X		
Melancon, Michelle	X			X				X		

Thibodeaux, Lorraine
 Loupe, Rachel
 Duplantis, Jacques
 Ferreira, Summer
 Hebert, Jamie
 Duet, Robert
 Sanders, Spencer

				X						X	
	X						X		X		
			X				X		X		
	X		X				X		X		
							X		X		
	X						X				X
	X						X				X

REDACTED DOCUMENT

SCY

SCY Monroe

Minimum # of Staff: 18

Shift 6:00am to 6:00pm

LOSS Shift Supervisor: _____

****Please be advised FREA staff/youth ratio are 1:5 during waking hours and 1:25 during non-waking hours****

Evergreen 6a-6p	GL-P. Harris	# of youth: 13
JIS Staff		
JIS Staff		

MHTU A 6a-6p	GL-C. Murphy	# of youth: 3
JIS Staff		

MHTU B 6a-6p	GL-C. Murphy	# of youth: 3
JIS Staff		

Pecan 6a-6p	GL-K. Robinson	# of youth: 4
JIS Staff		

Pine 6a-6p	GL-F. Carlin	# of youth: 3
JIS Staff		

Redbud 6a-6p	GL-B. Lewis	# of youth: 14
JIS Staff		
JIS Staff		

THRU 6a-6p	GL-E. Braw	# of youth: 11
JIS Staff		
JIS Staff		

Willow 6a-6p	GL-K. Manning	# of youth: 12
JIS Staff		
JIS Staff		

Control Center		
JIS Staff		

Front Gate		
JIS Staff		

Cypress	
Cypress	
Inflamary	

SCY Monroe

Minimum # of Staff: 18

Shift 6:00pm to 6:00am

LOSS Shift Supervisor: _____

Please be advised PFER staff/youth ratio are 1:2 during waking hours and 1:18 during non-waking hours

Evergreen 6a-6p	GL-P. Harris	# of youth: 11
JIS Staff		
JIS Staff		

MHTU A 6a-6p	GL-C. Murphy	# of youth: 3
JIS Staff		

MHTU B 6a-6p	GL-C. Murphy	# of youth: 3
JIS Staff		

Pecan 6a-6p	GL-R. Robinson	# of youth: 4
JIS Staff		

Pine 6a-6p	GL-F. Curlin	# of youth: 8
JIS Staff		

Redbud 6a-6p	GL-B. Lewis	# of youth: 14
JIS Staff		
JIS Staff		

THRU 6a-6p	GL-E. Brass	# of youth: 11
JIS Staff		
JIS Staff		

Willow 6a-6p	GL-K. Manning	# of youth: 12
JIS Staff		
JIS Staff		

Control Center		
JIS Staff		

Cypress	
Cypress	
Infirmary	

Front Gate		
JIS Staff		

SCY C
Shift 6:00 am to 2:00pm

Minimum # of of Staff Needed = 10

1. OSS Shift Supervisor:

Challenger	8 youth		Atlanta	4 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Discovery	8 youth		Endeavour	4 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		

Control Center	Minimum staff needed: 1
JIS Staff	

SCY C
Shift 2pm to 10pm

Minimum # of of Staff Needed = 10

1. OSS Shift Supervisor:

Challenger	8 youth		Atlanta	4 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		
Discovery	8 youth		Endeavour	4 youth	
JIS Staff			JIS Staff		
JIS Staff			JIS Staff		

Control Center	Minimum staff needed: 1
JIS Staff	

SCY C
Shift 10:00pm to 6:00 am

Minimum # of of Staff Needed = 6

2. OSS Shift Supervisor:

Challenger	8 youth	
JIS Staff		

Advent	4 youth	
JIS Staff		

Discovery	8 youth	
JIS Staff		

Endeavour	4 youth	
JIS Staff		

Control Center	Minimum staff needed: 1
JIS Staff	

Legend

X= Available for shift W= Called in

		1/17/20 AM	1/17/20 PM	1/18/20 AM	1/18/20 PM	1/19/20 AM	1/19/20 PM	1/20/20 AM	1/20/20 PM	1/21/20 AM	1/21/20 PM	1/22/20 AM	1/22/20 PM
Tallahassee OUI													
Leya Bryan				X								X	
Margo Corulla												X	
Michael Gilmore, PPO					X		X		X				X
Kim Green, PPO				X				X				X	
Lalaina Hamel, PPS													
Rob Johnson, PPO							X		X				X
Jena McCattry, PPO			X		X		X						
Dustin Sanders, PPO		X			X	X				X			
Tami Wallis, PPO						X					X		
Shreveport OUI													
NIKI ANDERSON		ACADEMY											
HOLLY BLACK				X		X		X		X		X	
NATALIE BROWN-DENBY			X		X		X		X		X		X
BRITT BURKE		X		X		X		X		X		X	
TODD CARLISLE		X		X		X		X		X		X	
ERICA DAVIS			X		X		X		X		X		X
MICHAEL DELRIE				X		X		X		X		X	
SANDY ERSOFF			X		X		X		X		X		X

REDACTED DOCUMENT

TRENTON HALL			X		X		X		X		X		X
TERRI HARBER		X		X		X		X				X	
LITA HOPKINS		X		X		X		X				X	
LATONIA MARSHALL		X		X		X		X				X	
STEVE MARTINO			X		X		X		X				X
GLY MAY			X		X		X		X				X
KRISTEN MCKIE			X		X		X		X				X
CHAD MILLS			X		X		X		X				X
David Quintanilla		X		X		X		X				X	
Rebecca Shows													
Monroe OUI													
Jennifer Bible (OM)		X	X	X	X	X	X	X	X	X	X	X	X
Garnier Brass		X	X	X	X	X	X	X	X	X	X	X	X
Greg Colvin		X	X	X	X	X	X	X	X	X	X	X	X
Patrick Cooper		X	X	X	X	X	X	X	X	X	X	X	X
Reginald Chapman		X	X										
Hannah Dozier													
Jeremy Fox													
Erica Hill (Supervisor)					X	X							
Gary Hunter (Supervisor)		X	X	X	X	X	X	X	X	X	X	X	X
Willie Hunter		X	X	X	X	X	X	X	X	X	X	X	X
Joel McNeil		X	X	X	X	X	X	X	X	X	X	X	X
Valerie Nordstrom		X	X	X	X	X	X	X	X	X	X	X	X
Steve Pellrey		X	X	X	X	X	X	X	X	X	X	X	X

REDACTED DOCUMENT

Flyers

STOP the SPREAD

Take these simple actions every day to help prevent the spread of respiratory viruses.



Wash your hands often with soap and water for at least 20 seconds – especially after using the bathroom or blowing your nose, and before eating.



In addition to soap and water, or if soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.



Cover your cough or sneeze into your elbow or a tissue.



Don't touch your eyes, nose or mouth with unwashed hands.



Stay away from people who are sick.



Stay home when you are sick.



Clean and disinfect objects and surfaces regularly.



If you think you are sick, call your doctor and ask what you should do.



SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER



COUGH



*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

SHORTNESS OF BREATH



for more information: www.cdc.gov/COVID19-symptoms

Approvals



JEFFREY M. BIRCHALL, Governor
JAMES B. BURTON, P.O., Deputy Secretary

Office of Juvenile Justice



March 17, 2020

COVID-19 - Facility Courses by P&P Staff

TO: OJJ Staff

FROM: Courtney Hilderbrand
Assistant Secretary

Effective today, March 17, 2020, the Deputy Secretary has authorized Probation and Parole staff, who are tasked to cover posts in any of our four secure facilities, during the COVID-19 Crisis to carry their chemical spray and handcuffs on their person in approved carrying cases attached to their belts. These officers have been trained and certified in Threat Pattern Recognition Use of Force System and in Chemical Weapons.


Reasonable efforts shall be made to control the situation prior to the use of physical intervention. To determine the best course of action officers shall comply with the Levels of Control continuum including assessing the variables that may affect the force continuum. Chemical spray should only be used as a last resort to gain control of a situation that was unable to be controlled through lesser actions.

Chemical spray can be considered a dangerous weapon under Louisiana Revised Statute 14:402 and therefore contraband unless authorized by the warden of the institution. The facility directors have been given authorization for this approval for this event only.

YS Policy C.2.22 addresses contraband in OJJ's secure facilities and by approval of this memo Chemical spray possessed by a trained Probation and Parole Officer that is employed by the Office of Juvenile Justice will not be considered contraband while in that particular person's possession.

PLEASE POST AT FRONT GATE.

Approved 
Deputy Secretary Date
3/18/2020

Approved 
Facility Director Date

JOHN BEL EDWARDS, Governor
JAMES BUCHE, PH.D, Deputy Secretary

Office of Juvenile Justice



March 17, 2020

COVID19 - Facility Coverage by P&P Staff

TO: OJJ Staff

FROM: Courtney Holderman
Assistant Secretary

Effective today, March 17, 2020, the Deputy Secretary has authorized Probation and Parole staff, who are tasked to cover posts in any of our four secure facilities, during the COVID19 Crisis to carry their chemical spray and handcuffs on their person in approved carrying cases attached to their belts. These officers have been trained and certified in Threat Pattern Recognition Use of Force System and in Chemical Weapons.

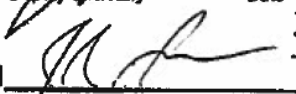
Reasonable efforts shall be made to control the situation prior to the use of physical intervention. To determine the best course of action officers shall comply with the Levels of Control continuum including assessing the variables that may affect the force continuum. Chemical spray should only be used as a last resort to gain control of a situation that was unable to be controlled through lesser actions.

Chemical spray can be considered a dangerous weapon under Louisiana Revised Statute 14:402 and therefore contraband unless authorized by the warden of the institution. The facility directors have been given authorization for this approval for this event only.

YS Policy C.2.22 addresses contraband in OJJ's secure facilities and by approval of this memo Chemical spray possessed by a trained Probation and Parole Officer that is employed by the Office of Juvenile Justice will not be considered contraband while in that particular person's possession.

PLEASE POST AT FRONT GATE.

Approved 
Deputy Secretary Date

Approved  3/17/20
Facility Director Date

7919 Independence Boulevard • State Police Building • Baton Rouge LA 70806
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XIV BIL BISHOP, Governor
JAMES BISHOP, PLS, Deputy Secretary

Office of Juvenile Justice



March 17, 2020

COVID19 - Facility Changes by PNP Staff

TO: OJJ Staff

FROM: Courtney Holdershaft
Assistant Secretary

Effective today, March 17, 2020, the Deputy Secretary has authorized Probation and Parole staff, who are tasked to cover posts in any of our four secure facilities, during the COVID19 Crisis to carry their chemical spray and handcuffs on their person in approved carrying cases attached to their belts. These officers have been trained and certified in Threat Pattern Recognition Use of Force System and in Chemical Weapons.

Reasonable efforts shall be made to control the situation prior to the use of physical intervention. To determine the best course of action officers shall comply with the Levels of Control continuum including assessing the variables that may affect the force continuum. Chemical spray should only be used as a last resort to gain control of a situation that was unable to be controlled through lesser actions.

Chemical spray can be considered a dangerous weapon under Louisiana Revised Statute 14:602 and therefore contraband unless authorized by the warden of the institution. The facility directors have been given authorization for this approval for this event only.

YS Policy C.2.22 addresses contraband in OJJ's secure facilities and by approval of this memo Chemical spray possessed by a trained Probation and Parole Officer that is employed by the Office of Juvenile Justice will not be considered contraband while in that particular person's possession.

PLEASE POST AT FRONT GATE.

Approved: [Signature]
Deputy Secretary Date

Approved: [Signature]
Facility Director Date

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JORNY BIL EDWARDS, Governor

JAMES BUECHE, PhD, Deputy Secretary

Office of Juvenile Justice



March 12, 2020

Dear Contracted Provider,

In response to the Coronavirus Disease 2019 (COVID-19), we are asking that you provide OJJ with your contingency plan to continue to provide services while keeping the health of your staff and the families we serve as a priority. Please provide these plans to your Program Specialist as soon as possible. OJJ will review each plan and provide approvals on a case by case basis.

Please utilize the most up to date information provided by the Louisiana Department of Health <http://www.ldh.la.gov/coronavirus> and CDC www.cdc.gov/covid19 when establishing your contingency plan. As always, we value our partnership with each of you and we are committed to working with all of you until this threat is minimalized and we can resume normal operations.

If you have any questions or concerns while developing your contingency plans, please direct them to your Program Specialist. We will work together to provide you with any direction you may need.

Thank you,



Dr. James Bueche, PhD, LCSW
Deputy Secretary

JOHN BEL EDWARDS, Governor

JAMES BUCHE, PH.D., Deputy Secretary

Office of Juvenile Justice



March 12, 2020

Dear Residential Provider,

In response to the Coronavirus Disease 2019 (COVID-19), we are requiring you to implement the following guidelines effective Monday, March 16th, 2020 until further notice:

- Screening of staff and visitors needs to occur for every person coming onto the campus.
- Only essential staff/visitors will be allowed on campus
- Home passes will be postponed. Staff should allow the youth to use phones to keep in touch with family members.
- Visitation on campus will not be held.
- Group outings will be canceled unless youth are required to attend community schools.
- Immediate notification to the Assistant Secretary and Deputy Secretary through your Program Specialist if any staff or youth test positive for the virus.
- Staff will continue to educate youth on proper techniques to prevent the spread of the virus.

Please keep up to date with the latest information provided by the Louisiana Department of Health <http://www.ldh.la.gov/coronavirus> and CDC www.cdc.gov/covid19. We will also continue to disseminate information as it is received by our agency. As always, we value our partnership with each of you and we are committed to working with all of you until this threat is minimalized and we can resume normal operations.

Thank you,



Dr. James Buche, PhD, LCSW
Deputy Secretary