

## PROVIDER POLICY AWARENESS

In order to conduct business as a Provider of the Division of Youth Corrections (DYC) Provider Network, each person who will perform work under the MOU must read and agree to adhere to the following DYC Policies:

**DYC Policy 3.5 – Drug-free Workplace** – *Tobacco use and possession is not allowed on DYC property*

**DYC Policy 3.9 – Certification and Licensure** – *Certifications and licensure must be current and verified prior to providing any services to DYC youth. For licensures and certifications that are renewed every couple of years, a new copy must be forwarded on to SMG to be retained on file*

**DYC Policy 3.20 – Relationships between Juveniles & Staff** – *Anything outside of a professional working relationship is prohibited*

**DYC Policy 3.21 – Background Check Policy** – *Refers to CDHS Policy VI-2.4 concerning the required background checks (BIU, CBI, and FBI). This policy also outlines disqualifying charges per Colorado statute. Section B of this policy outlines the Self-Reporting policy, wherein Providers are required to disclose criminal charges as outlined in the policy. Failure to report and comply with this policy may result in the termination of the Provider’s ability to provide services to DYC youth under the Provider Network.*

**DYC Policy 6.1 – Content Use, Transfer, Security & Release of Juvenile Case Records** – *Client files shall be regularly updated, maintained, and adhere to HIPAA rules and regulations*

**DYC Policy 9.17 – Reporting Alleged Child Abuse** – *Any abuse or neglect disclosed to a mandatory reporter needs to be reported to the appropriate county Department of Human Services within one hour when the abuse is disclosed. Further outlines additional requirements related to appropriately handling allegations of child abuse and neglect by DYC youth.*

**DYC Policy 9.19 – Sexual Contact Prevention Policy** – *Provides information to ensure the Prison Rape Elimination Act of 2003 is implemented in facilities, and how professionals meeting with youth in placement can assist in maintaining safe environments for youth.*

**DYC Policy 9.22 – Use of Personal Electronic Devices in Facilities Policy** – *Personal electronic devices shall not be allowed within juvenile programming area of facilities.*

**CDHS Policy VI 1.3 – Substance Abuse Policy** - *the use of controlled substances, alcohol and other drugs that impair job functioning are prohibited by the Department of Human Services.*

These policies can be found in full online:

For DYC Policies, please see: <https://sites.google.com/a/state.co.us/cdhs-dyc/home/resources-publications/dyc-policies/chapter-index-state-programs>

For CDHS Policy VI 1.3, please see:

<https://drive.google.com/file/d/0B6eUVZvBBTHjaGZQdkIybjJ6ZzA/view>

I hereby acknowledge that I have read the above Policies of DYC for conducting business as a Provider member of the DYC Provider Network. I understand these policies and agree to be in compliance with these Policies as required for all individuals and agencies serving DYC clients.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Agency Name: \_\_\_\_\_