



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Protective Action Response (PAR) Instructor and PAR Fidelity Procedures

Related Policy: Chapter 63H-1, Florida Administrative Code (F.A.C.)

I. DEFINITIONS

Administrator – One whose primary responsibility is overseeing the daily operations of a facility, program or judicial circuit.

Corrective Action Plan (CAP) – A Departmental tool utilized to implement changes needed in order to correct identified deficiencies.

Direct Care Staff (as defined in Section 985.645(1)(a), F.S.) – Department and contract provider employees who have direct contact with youth for the purpose of providing care, supervision, custody, and control in a detention facility, delinquency program, or commitment program within any restrictiveness level, which is operated by the department or by a provider under contract with the department.

Employee – Any person directly employed by the department full or part-time senior management, select exempt, career service, or other personal service (OPS) person working for the Department or a provider under contract with the department.

Facility – A contracted, state, county or municipally operated secure environment that provides custody, care, supervision or confinement of youth alleged or found to have committed a violation of law. This includes, but is not limited to, secure detention, law enforcement operated facilities, residential commitment programs, day treatment programs, and contracted facility based conditional release programs.

Lead Master PAR Instructor – An advanced, qualified Master PAR instructor authorized and designated by the training entity who assists and monitors Master PAR instructors in maintaining quality delivery of PAR training and evaluation for PAR certification.

Learning Management System (LMS) – System used for the delivery of online learning courses and the tracking and management of computer-based and instructor-led training.

Master PAR Instructor – An advanced, qualified PAR instructor who assists and monitors PAR instructors in maintaining quality delivery of PAR training and evaluation for PAR certification.

PAR Certification – This applies to an employee who has successfully completed PAR training as described in this rule. Only employees who are PAR certified are authorized to use PAR.

PAR Fidelity – The protocol established to provide requested technical assistance in an attempt to ensure the proper use of the Department's intervention program, PAR.

PAR Fidelity Monitoring Form – The form used by the Lead Master PAR and/or Master PAR instructors to report the findings of a PAR Fidelity request.

PAR Fidelity Request Form – The form used to request a review of incidents resulting in injury, allegations of abuse, or requests for program/facility assessments. The request will be reviewed by a Department Lead Master PAR instructor and delegated to other Master PAR instructors under the direction of the training entity. In addition, technical assistance may be requested to ensure the proper use of the PAR.

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PAR Incident Report – The form used to document the occurrence of an event where an employee has used one of the enumerated physical intervention techniques as outlined in Chapter 63H-1, F.A.C. The PAR Incident Report (ADSD-005, revised 6/23/08) is incorporated by reference and is available at the Department’s website (http://www.djj.state.fl.us/docs/departments-forms/par_incident_report-pdf.pdf?sfvrsn=4).

PAR Instructor – An employee who has successfully completed the Department-approved Instructor Techniques course and PAR Train-the-Trainer course and who delivers quality PAR training and evaluation for PAR certification.

PAR Training Plan – The form that identifies the specific techniques that program or facility employees shall be trained in and authorized to use (except where provided in Rules 63H-1.003 and 63H-1.004, F.A.C.).

Program – A contracted or state-operated non-residential environment providing supervision of youth who have been identified to receive services within the community. This includes, but is not limited to, probation, non-secure detention, home detention, juvenile assessment centers, diversion programs, community-based conditional release programs, and screening and intake units. This does not include prevention programs.

Protective Action Response (PAR) – The Department-approved verbal and physical intervention techniques and the application of mechanical restraints used in accordance with the PAR rule, the PAR Escalation Matrix, and PAR training curricula.

Technical Assistance – Providing aid, support, training, processes, or activities to support facilities or programs.

Training Entity – The office of the Department responsible for the creation, implementation, certification, and maintenance of training and evaluation materials.

II. STANDARDS/PROCEDURES

A. PAR Instructors

All Department and contract providers PAR instructors are responsible for, but not limited to, the following:

1. Conducting PAR training (facility or program).
2. Reviewing PAR reports and videos.
3. Networking with facilities and programs in their assigned area.
4. Maintaining their PAR instructor certification.

B. Master PAR Instructors

All Department and contract providers Master PAR instructors are responsible for, but not limited to, the following:

1. Conducting PAR training (facility or program).
2. Conducting PAR instructor certification training.
3. Monitoring PAR instructors.
4. Reviewing PAR reports, videos, and incidents.
5. Networking with facilities and programs in their assigned area.
6. Reviewing curriculum for possible revisions.

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7. Conducting PAR Fidelity monitoring.
8. Providing coaching.
9. Maintaining their proficiency of certification.

C. Lead Master PAR Instructors

All Lead Master PAR Instructors are appointed by the training entity. They are responsible for, but not limited to, the following:

1. Conducting PAR training (facility or program).
2. Conducting PAR/Master PAR instructor certification training.
3. Conducting/facilitating Master PAR instructor workshops.
4. Overseeing Master PAR instructors in their respective areas.
5. Conducting PAR instructor meetings in their respective areas on a quarterly basis at a minimum.
6. Monitoring PAR instructors.
7. Reviewing PAR reports, videos, and incidents.
8. Networking with facilities and programs in their assigned area.
9. Reviewing curriculum for possible revisions.
10. Conducting PAR Fidelity monitoring.
11. Providing coaching.
12. Maintaining their proficiency of certification.

D. Separation of Certification

1. Any PAR instructor who separates from their employment with the Department, county, municipality, or contracted facility or program and continues to hold a valid PAR Instructor Certification must adhere to Rule 63H-1.015 for certification compliance.
2. If any PAR instructor is rehired by the Department or the county, municipality, or contracted facility or program within the specified timeframe, their PAR certification shall be reinstated by successfully completing PAR training for facility or program employees pursuant to Rule 63-H-1.011, F.A.C. In addition, if said employee wishes to reinstate their PAR instructor certification, they shall attend and successfully complete a PAR instructor certification training within 120 days of rehire.
3. The facility, provider, or administrator shall notify the training entity within 24 hours of a PAR instructor's separation from the Department or contract provider via the SkillPro email address.

E. PAR Training Plans

All Department and contract providers shall comply with the following process when submitting PAR training plans:

1. All PAR training plans must include the company name, facility/program name, region/circuit, mailing address, telephone number, and contact person with email address (Attachment 1).
2. All PAR training plans must be approved and signed by the facility or program director, CEO of the program, and regional director or assistant secretary prior to being submitted to the training entity.

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3. All PAR training plans shall be submitted to the training entity annually for the upcoming calendar year.
4. All PAR training plans will be reviewed by the training entity. Upon approval, the facility/program will receive an official copy of the approved PAR training plan within 10 working days after submission.

F. PAR Fidelity Requirements

All Department and contract providers shall adhere to the following procedures when PAR incidents resulting in serious injury per Rule 63F-11.004(3)(c)-(e), F.A.C. are reported or for requests for program/facility assessments.

1. Superintendents, program monitors, regional directors, and/or Inspector General investigators will submit reports of PAR incidents resulting in serious injury requiring off-site medical attention, i.e.:
 - a. Broken or dislocated bones.
 - b. Head injury, excluding superficial cuts, bruises, or minor swelling unaccompanied by changes in mental acuity.
 - c. Eye injury involving a penetrating wound or an eye injury that alters vision.
 - d. Acute dental injury or broken teeth (Rule 63F-11.004(3)(e), F.A.C.).
 - e. Stemming from the use of PAR or requests for program/facility assessments to the training entity via the PAR Fidelity Request Form (Attachment 2). All reports should include the following:
 - i. PAR Fidelity Request Form (Attachment 2).
 - ii. A copy of the PAR/Incident Report.
 - iii. A copy of the supporting video(s).
 - iv. PAR Fidelity requests must include a video for a review to be conducted.
2. Within 24 hours of notification, excluding weekends and holidays, the training entity will assign the request to a Master PAR instructor. The requestor and regional director will be copied via email.
3. Once all documentation is received, depending on the nature and severity of the incident, a minimum of five (5) days will be needed to complete the review and respond.
4. The review will result in one or more of the following:
 - a. A document review.
 - b. A site assessment.
 - c. Technical assistance and/or corrective action planning.
5. Upon completion of any assessment, the Master PAR instructor will submit recommendations via the PAR Fidelity Monitoring Form to the requestor and/or Incident Operation Center (IOC).
6. If technical assistance is recommended or requested, the Master PAR instructor will coordinate a plan of action with the requestor.
7. If a Corrective Action Plan was implemented, the Master PAR instructor will conduct a follow-up visit to the facility/program based on the plan.

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8. If the facility/program is not in compliance after the follow up visit, the facility/program administrator or program operation staff and regional director will be contacted by the training entity.
9. All documentation of PAR incidents or requests submitted to the training entity will be maintained by the training entity.

III. RESPONSIBILITIES AND DUTIES

A. Administrator

1. Ensures appropriate staff complete the required Master PAR instructor and/or PAR instructor responsibilities.
2. Ensures the PAR Training plan is accordance with Rule 63H-1.004(3a-f), (4a-b), and (6), F.A.C.
3. Ensures the applicable documentation is submitted to the training entity for the purpose of PAR Fidelity.
4. Ensures all staff certifications are in compliance.

B. Training Entity

1. Oversees the PAR program and revises and updates PAR curricula as needed.
2. Maintains the integrity of all PAR training, PAR testing, and the PAR Fidelity process.
3. Maintains certification records of all PAR instructors and PAR-certified staff who are users of the learning management system.
4. Approves and maintains a record of all approved PAR training plans.
5. Serves as the certification authority for the PAR program.

C. All PAR Instructors

1. Maintain the integrity of all PAR training, PAR testing, and the PAR Fidelity process.
2. Maintain PAR training records.
3. Maintain their PAR instructor certification.

IV. ATTACHMENTS

PAR Training Plan – Attachment 1

PAR Fidelity Request Form – Attachment 2