

**TABLE OF CONTENTS**

**Organization of Department of Children and Youth Services**

Commissioner’s office . . . . .	17-411- 1
Division of children’s and protective services . . . . .	17-411- 2
Division of institutions and facilities . . . . .	17-411- 3
Division of preventive and community services . . . . .	17-411- 4
Division of treatment services . . . . .	17-411- 5
The division of personnel . . . . .	17-411- 6
Division of fiscal affairs . . . . .	17-411- 7
Division of data processing . . . . .	17-411- 8
Division of policy and licensing. . . . .	17-411- 9
The department school district. . . . .	17-411-10
Division of research planning and evaluation. . . . .	17-411-11
Public information and request . . . . .	17-411-12
Obtaining regulations, policy, etc . . . . .	17-411-13
Request for declaratory ruling . . . . .	17-411-14
Request for regulation . . . . .	17-411-15



## **Organization of Department of Children and Youth Services**

### **Sec. 17-411-1. Commissioner's office**

The Department of Children and Youth Services operates under the direction of the Commissioner of Children and Youth Services who is appointed by the Governor. The Commissioner is advised with respect to formulating Departmental policy by a statewide Advisory Council whose members are appointed by the Governor. Two Deputy Commissioners assist the Commissioner in administering Department operations—the Deputy Commissioner for Program Services, and the Deputy Commissioner for Administrative and Support Services. The Commissioner has direct responsibility for the supervision of the Department's School District and the Division of Research, Planning and Evaluation. The Deputy Commissioner for Program Services has responsibility for the Division of Children's and Protective Services, the Division of Institutions and Facilities, the Division of Preventive and Community Services, and the Division of Treatment Services. The Deputy Commissioner for Administrative and Support Services has responsibility for the Division of Personnel, the Division of Fiscal Affairs, the Division of Data Processing, and the Division of Policy and Licensing.

(Effective July 3, 1978)

### **Sec. 17-411-2. Division of children's and protective services**

This Division administers the children's and protective services program under a Purchase of Service Agreement with the Department of Social Services. The Division operates through five regional areas, each headed by an Assistant Regional Coordinator who is advised with respect to formulating regional policy by a Regional Advisory Board whose members are appointed by the Commissioner of Children and Youth Services. The Division provides protective services to children and their families reported to be abused and/or neglected. It provides supervision and placement services to children committed to the guardianship of the Commissioner as neglected and uncared for under Section 17-62 of the General Statutes and to children included in the non-committed treatment program which provides, at the discretion of the Commissioner, financial assistance and social services to assist parents in securing required placements for children out of their own home for residential treatment purposes. The services provided by the Division include placement and supervision of children in foster homes and other facilities and financial assistance and social services to unwed mothers.

(Effective July 3, 1978)

### **Sec. 17-411-3. Division of institutions and facilities**

This Division is responsible for the operation of the various child caring institutions and facilities operated by the Department including the following mental health facilities: Adolescent Drug Rehabilitation Unit, Meriden; Bridgeport Children's Center, Bridgeport; Connecticut Valley Hospital—Adolescent Unit Middletown; Connecticut Valley Hospital—Children's Unit (RiverView), Middletown, Fairfield Hills Adolescent Unit, Newtown; High Meadows, Hamden; Norwich Hospital—Adolescent Unit, Norwich, State Receiving and Study Home, Warehouse Point; Undercliff Mental Health Center, Meriden. This Division is also responsible for the operation of Long Lane School in Middletown for the care and rehabilitation of children committed to the Commissioner as adjudicated delinquents under Sections 17-68 and 17-69 of the General Statutes. The Division also administers an aftercare

program which provides services and counseling to delinquent or pre-delinquent children in residing in the community and also administers a group home care program. The Division carries responsibility for the coordination of private child caring institutions and facilities to provide services for children included in the Department programs.

(Effective July 3, 1978)

**Sec. 17-411-4. Division of preventive and community services**

This Division focuses on encouraging the development of community resources and services to meet the needs of children and includes the youth services programs and Department contracts for services provided by grants-in-aid programs in the community for child guidance clinics, day treatment centers and various demonstration programs.

(Effective July 3, 1978)

**Sec. 17-411-5. Division of treatment services**

This Division is responsible for developing and monitoring the treatment plans for children serviced by the Department, staff training and development, operation of Interstate Compacts related to the placement of children in Connecticut from other states and for children going from Connecticut to be placed in other states and provides administrative hearings to protect the rights of children included in the Department's programs.

(Effective July 3, 1978)

**Sec. 17-411-6. The division of personnel**

The Division of Personnel which is headed by a Personnel Administrator has responsibility for all personnel management activities including staff recruitment, classification and compensation as well as employee relations and collective bargaining.

(Effective July 3, 1978)

**Sec. 17-411-7. Division of fiscal affairs**

This Division, headed by a Chief Fiscal Officer, has responsibility for Department financial, business, accounting and budget functions.

(Effective July 3, 1978)

**Sec. 17-411-8. Division of data processing**

The Division of Data Processing is headed by a Chief of Data Processing and is responsible for the development, utilization and coordination of the Department's Data computer processing system and procedures.

(Effective July 3, 1978)

**Sec. 17-411-9. Division of policy and licensing**

This Division is headed by a Director and includes responsibility for the coordination and development of Departmental regulations, policies and operational procedures as well as for the relicensing of the child caring institutions and placement agencies licensed by the Department.

(Effective July 3, 1978)

**Sec. 17-411-10. The department school district**

The Department operates its own school district which is headed by a Superintendent of Schools and includes in the school district the children residing in the institutions and facilities operated by the Department.

(Effective July 3, 1978)

**Sec. 17-411-11. Division of research planning and evaluation**

This Division is headed by a Director and carries the responsibility for planning and program development, research and evaluation, to provide a basis to monitor and evaluate the operations of the programs within the Department.

(Effective July 3, 1978)

**Sec. 17-411-12. Public information and request**

The public may obtain information or make submissions or requests concerning the operations of the Department of Children and Youth Services by communication by telephone or mail to the appropriate Division, Regional Office, institution or facility. In the event that required information cannot be obtained in this manner, communication should be addressed to the Office of the Commissioner.

(Effective July 3, 1978)

**Sec. 17-411-13. Obtaining regulations, policy, etc.**

Copies of regulations and other written statements of policy or interpretations formulated, adopted or used by the Department of Children and Youth Services in the discharge of its functions, all forms and instructions used by the Department and all final orders, decisions and opinions of the Department are maintained in the Office of the Commissioner and will be available for public inspection upon reasonable request made to the Commissioner and at such reasonable time as may be determined by the Commissioner. The subject matter available does not include material deemed to be privileged or confidential.

(Effective July 3, 1978)

**Sec. 17-411-14. Request for declaratory ruling**

The Department of Children and Youth Services will accept a request for declaratory ruling as to the applicability of any statute or regulation administered by the Department in the following form:

- (a) A request stating the factual background of the issue must be in writing;
- (b) The request shall be signed by the person seeking such ruling and shall include his address for purposes of reply;
- (c) The request shall state clearly the question of applicability upon which it seeks ruling;
- (d) The request shall state the position of the person seeking such ruling with respect to the question of applicability;
- (e) The request may include an argument in support of the position of the person seeking such ruling with such legal citation as may be appropriate;
- (f) The Department of Children and Youth Services reserves to itself the option of refusing a declaratory ruling in the event that the request requesting such ruling does not state a sufficient basis to show that the person seeking such ruling has standing or is otherwise entitled to such a ruling.

(Effective July 3, 1978)

**Sec. 17-411-15. Request for regulation**

The Department of Children and Youth Services will accept a request for the promulgation, amendment, or repeal of a regulation of the Department in the following form:

- (a) Request must be in writing;
- (b) The request shall be signed by the person making such request and shall include his address for purposes of reply;

(c) The request shall clearly state the language to be promulgated, amended, or repealed. The same request may include matter to be promulgated as well as matter to be amended or matter to be repealed;

(d) The request may include a statement of facts and arguments in support thereof.  
(Effective July 3, 1978)