



OREGON YOUTH AUTHORITY

Policy Statement

Part III – Youth Services (Community)



Subject:

New Commitments to OYA Legal Custody

Section – Policy Number:

B: Intake – 2.0

Supersedes:

III-E-3.5 (06/03)

Effective Date:

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Review:

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Related Standards and References:

- [ORS 419C.478 \(Commitment to Oregon Youth Authority or Department of Human Services\)](#)
- [ORS 419C.486 \(Consideration of recommendations of committing court; case planning\)](#)
- [ORS 419C.495 \(When commitment to youth correction facility authorized\)](#)
- [OAR 416-105 \(Disclosure of Offender Case Record Information\)](#)
- American Correctional Association, *Standards for Juvenile Probation and Aftercare Services*; 2-7135, 2-7137, 2-7138 (Supervision)
- Intergovernmental Agreement between Oregon Youth Authority and Citizen Review Board
- JJIS policy: Inter-Jurisdiction Transition Points
- [OYA policy](#): I-A-11.0 (Assessment, Multidisciplinary Teams, and Case Planning)
- [OYA forms](#):
 - YA 1041 (Court Commitment Order)
 - YA 1301 (OYA Youth Offender Rights)
 - YA 1302 (Parent/Guardian Rights & Responsibilities)
 - YA 3000 (Field OYA New Commitment Checklist)
 - YA 3001 (Juvenile Parole/Probation Agreement)
 - YA 3014 (P/P Initial Parent Letter)
 - YA 4001 (YCF Initial Parental Notification Letter)
 - YA 4002 (OYA Parent/Guardian Questionnaire)
 - YA 9531 (OYA Youth Family Guide)
- [OYA Multidisciplinary Team \(MDT\) Standards Manual](#)
- [JJIS forms](#):
 - YA 3002-J (Case Plan Report)
 - YA 3003-J (Transition Case Plan)
 - YA 3004-J (Referral Case Plan)
 - YA 3005-J (Case Plan History)
 - YA 3018 (Placement Committee Recommendation)
- JJIS Policy: [Inter-Jurisdiction Transition Points](#)

Related Procedures:

- [OYA General Procedures](#): New Commitments Reintegration/Transition Planning

Policy Owner

Community Services Assistant Director

Approved:

Robert S. Jester, Director

I. PURPOSE:

This policy provides guidelines for gathering and documenting information for youth initially ordered by the court to OYA legal custody. Initial parental contact is also addressed. OYA general field procedures provide detail about the case management process.

II. POLICY DEFINITIONS:

Case Plan: A formal plan with prescribed interventions and documentation requirements and a tool to assist staff in managing cases, setting goals and reviewing youths' interventions and progress. A Case Plan constitutes and fulfills the requirements of the Reformation Plan as defined in ORS 420A.005, 420A.125 and 420A.010 and is created and maintained in the statewide Juvenile Justice Information System (JJIS).

Legal Custody: A person, agency, or institution having legal custody of a youth offender as awarded by a court has the following duties and authority:

- (1) To have physical custody and control of the youth offender.
- (2) To supply the youth offender with food, clothing, shelter, and incidental necessities.
- (3) To provide the youth offender with care, education, and discipline.
- (4) To authorize ordinary medical, dental, psychiatric, psychological, hygienic, or other remedial care and treatment, and, in an emergency when the youth offender's safety appears urgently to require it, to authorize surgery or other extraordinary care.
- (5) To make such reports and to supply information to the court as required by the court.
- (6) To apply for any Social Security benefits or public assistance to which the youth offender is entitled and to use the benefits or assistance to pay for the care of the youth offender.

Juvenile Justice Information System (JJIS): The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

Multidisciplinary Team (MDT): A group of persons responsible for developing comprehensive case plans for youth. The process is a collaborative effort between OYA staff, the youth's biological and foster families and service providers. The MDT is responsible for ensuring that case plans are developed, reviewed and revised.

Substitute care: Residential placements in the community that provide 24-hour-a-day care and/or treatment, excluding a relative's home. Such placements include, but are not limited to, foster care, proctor care, or contracted residential treatment programs.

III. POLICY

OYA is dedicated to providing opportunities for youth reformation which target risk/need areas identified through comprehensive assessments. A consistent method of gathering, assessing and documenting youth information helps staff make appropriate program and treatment recommendations when developing comprehensive case plans. Additionally, a positive initial contact with the youth's parent/guardian is essential to building an open line of communication and constructive working relationship.

IV. GENERAL STANDARDS:

- A. A youth may be ordered by the court into the legal custody of OYA when the youth is at least 12 but less than 19 years of age, adjudicated delinquent, and identified as needing out-of-home placement.

Admissions to a youth correction facility are limited to youth who are at least 12 but less than 19 years of age, and found by the juvenile court to have committed an act that if committed by an adult would constitute aggravated murder, murder, a felony or a Class A misdemeanor.

- B. The court may specify the type of care, supervision or services to be provided by OYA (which may include direct commitment to a youth correction facility).

The actual provision of the care, supervision, security or services is the responsibility of OYA.

- C. Local screening committees

A local screening committee may be used to review youth cases recommended for placement in OYA community substitute care or youth correction facilities. These committees may be comprised of representatives from the local juvenile department, DHS, OYA, mental health, and school personnel.

If OYA custody is recommended and the juvenile department refers the youth to residential treatment, OYA staff must ensure that the referral is made prior to OYA commitment.

- D. A co-management agreement may be used with community partners that identifies an effective process of transitioning youth to OYA and assists in identifying necessary information/documentation to ensure a smooth transition of supervision.

- E. Intake documentation

1. Staff must ensure a court order directs a youth's commitment to OYA legal custody when staff accept legal custody of the youth.

2. Staff must refer to the Field New Commitment Checklist (YA 3000) to assist them in ensuring notifications, documentation, and JJIS information/updates are completed.
3. Reformation Plan/Case Plan information gathering
 - a) When the court places a youth in the legal custody of OYA on probation, the juvenile department or DHS will send a copy of its Reformation Plan, Case Plan or Service Plan to be used as the out-of-home referral form.
 - b) For the intent of developing an OYA Case Plan and providing youth services specific to the court order, OYA staff will collect the following information, if available, consistent with disclosure of case record guidelines:
 - (1) Criminal behavior information;
 - (2) Copy of police report(s);
 - (3) Available psychological assessments;
 - (4) Prior termination reports;
 - (5) Social history;
 - (6) Victim statements;
 - (7) Tribal affiliation;
 - (8) Social security card;
 - (9) Birth certificate; and
 - (10) Picture identification.
 - c) Staff will refer to JJIS policy "Inter-Jurisdiction Transition Points" for expectations regarding data elements that should be maintained to foster quality case processing and data integrity.

F. Risk Needs Assessment

All youth committed to OYA custody must have an OYA Risk Needs Assessment (RNA) completed within 30 days of commitment. All RNAs must be recorded in JJIS.

1. OYA JPPOs are responsible for ensuring the RNA is completed on all youth placed in a community placement.

2. OYA facility staff are responsible for completing the RNA on all youth committed to a youth correction facility.

G. Case Planning

1. A Multidisciplinary Team (MDT) must develop an initial comprehensive integrated case plan based on the needs identified in all assessments within 30 days of a youth's commitment to OYA custody. See OYA policy I-A-11.0 (Assessment, Multidisciplinary Teams, and Case Planning) and [OYA Multidisciplinary Team Standards](#) manual.

2. Youth placed in a youth correctional facility

A JPPO will be assigned as the case manager until the case is closed. The JPPO must coordinate and collaborate with the intake treatment manager at the YCF in collecting needed information/documentation.

H. Updating the Case Plan

The Case Plan must be updated to provide the youth and the youth's family with clear expectations about which programs must be successfully completed by the youth while in OYA custody. See OYA policy I-A-11.0 (Assessment, Multidisciplinary Teams, and Case Planning).

I. Collateral contacts

1. Parent/Guardians will be mailed a Parent Packet when a youth is placed in OYA custody.
 - a) For youth placed in OYA legal custody, Parent Packets must be mailed immediately upon the assignment of a JPPO by the field office where the JPPO is assigned.
 - b) For male Department of Correction (DOC) youth placed in OYA physical custody, the intake unit located at Hillcrest Youth Correctional Facility (YCF) must mail Parent Packets immediately upon the youth's intake into Hillcrest.
 - c) For female DOC youth placed in OYA physical custody, Oak Creek YCF staff must mail Parent Packets immediately upon the youth's intake into Oak Creek.
2. Parent Packets may include the following:
 - a) A guide describing OYA services;
 - b) Parent/guardian rights and responsibilities;
 - c) Information concerning the grievance process;

- d) Pertinent contact information;
- e) Necessary forms parent/guardians must complete; and
- f) A Youth Safety Guide (YA 9530).

- 3. Within 30 days of OYA commitment, the JPPO must make a face-to-face contact with the parents/guardians of youth in OYA legal custody. At the time of this initial visit, the JPPO must review the Parent Packet materials; gather information necessary for completion of the Risk/Needs Assessment and Case Plan; and review necessary forms for completeness.
- 4. Within 10 days of commitment to a facility, the JPPO must contact appropriate persons to gather information in support of case planning recommendations for youth in OYA custody. This information is supplemental to the Reformation Plan or Case Plan provided by the committing juvenile department.

J. Transition planning

Transition planning must be identified during the youth's initial MDT and documented in the Case Plan.

V. OYA GENERAL PROCEDURE REQUIRED: YES

The OYA general field procedure contains the following information:

- A. Delineates timeframes for caseload assignment;
- B. Provides process for youth and parent/guardian contact and dissemination of information;
- C. Provides instruction for use of OYA New Commitment Checklist;
- D. Delineates timeframe for completion of a Risk Needs Assessment (RNA);
- E. Addresses initial MDT meeting and development of the OYA case plan.

VI. LOCAL OPERATING PROTOCOL REQUIRED: NO