



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Parent/Guardian and Family Involvement in Offender Reformation

Section – Policy Number:

A: General Administration – 9.0

Supersedes:

I-A-9.0 (3/08)

Effective Date:

09/30/2011

Date of Last Review/Revision:

None

Related Standards and References:

- [ORS 419C.486](#) (Consideration of recommendations of committing court; case planning)
- [OAR 416](#), Division 420 (Visitors to OYA Facilities)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Programming
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 3-JTS-4C-47 (Family Notification)
- [OYA Multidisciplinary Team Standards](#)
- [OYA website](#)
- [OYA Policy](#): 0-2.2 (Relationship with Offenders and their Families)
 I-E-2.1 (Public Information Requests)
 I-E-2.3 (Release of Offender Case File Information)
 II-D-1.4 (Medication Management in OYA Facilities)
 II-E-1.0 (Notification to Parents/Guardian)
 II-E-2.5 (Visits with Offenders)
 II-F-3.0 (Offender Mail in Close Custody Facilities)
 II-F-3.4 (Use of Phones [Offenders])
 II-E-2.4 (English Plus – Offender [Facility])
 III-A-2.2 (English Plus - Offender [Field])
 III-B-2.0 (New Commitments to OYA Legal Custody)
 III-D-3.0 (Medication Management in Substitute Care)
- OYA forms: [YA 9531](#) Family Guide (Youth Offender)
[YSP 9531](#) Spanish Family Guide (Youth Offender)
[YA 9532](#) Family Guide (DOC Offender)
[YSP 9532](#) Spanish Family Guide (DOC Offender)
[YA 0055](#) (Authorization for Release of Information)

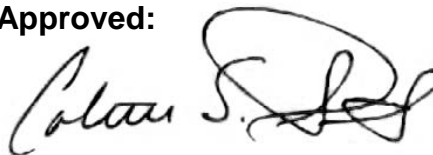
Related Procedures:

- [COM III-B-2.0](#) (New Commitments to OYA Legal Custody)

Policy Owner:

Deputy Director

Approved:



Colette S. Peters, Director

I. PURPOSE:

This policy establishes uniform standards of practice throughout OYA regarding family involvement in offender reformation.

II. POLICY DEFINITIONS:

Multidisciplinary Team (MDT): A team of individuals who work collaboratively to develop and maintain a comprehensive individualized case plan that is culturally competent and gender-specific for each offender committed to the Oregon Youth Authority (OYA). The MDT is based on a core team membership consisting of the offender, OYA primary case manager, placement representative, QMHP (facility)/treatment provider (community), tribal representative (for offenders enrolled in one of Oregon's federally recognized tribes) and the parents/guardians. Additional team members are fluid and are identified by the core team based on the offender's Risk Needs Assessment, identified criminogenic needs and placement.

Parent/Guardian: One who nurtures, raises, or is legally responsible for the care and management of a minor.

Family Member: Includes legal spouse, domestic partner, parent, guardian, sibling, child, aunt, uncle, grandchildren and grandparents, including foster, in-law, step relationships; and the caregiver of the offender's minor child(ren).

III. POLICY:

OYA's mission is to protect the public and reduce crime by holding youth offenders accountable and providing opportunities for reformation in safe environments. Family involvement in an offender's reformation activities, including assessment, case planning and treatment, is vital to reformation. Offender families include parents/guardians and may include other relatives and other supportive people whose positive involvement helps sustain the offender's reformation process.

Successful outcomes and the reduction of offender recidivism are often affected by the degree of family involvement in an offender's treatment. It is critical that families not only address criminogenic risk factors that reinforce an offender's criminality and increase an offender's risk to re-offend, but families must also reinforce new behaviors and skills to assist the offender's reformation. Returning offenders to safe environments in the community and reinforcing their newly-acquired skills creates safer communities.

It is OYA's policy to encourage, solicit, and facilitate family involvement in each offender's case planning, supervision and treatment. Parents/guardians and family members are included in an offender's reformation unless they pose a threat to the offender's safety or have a debilitating impact on an offender's reformation. Other relatives and supportive people may be included in the offender's reformation as long as they contribute toward the process.

In addition, OYA strives to provide services that are appropriate based on cultural values. Families are encouraged to inform staff of cultural and ethnic considerations to be included when developing each offender's case plan and treatment program. Staff will take specific steps to collaborate with families to ensure they participate in offender reformation.

IV. GENERAL STANDARDS:

A. Sharing Information

1. Staff will share public information with offender families upon request.
2. Information pertinent to the offender's case plan, reports and other materials regarding the offender's case history and prognosis may be shared if:
 - a) The offender has signed a release of information form [YA 0055](#) (Authorization for Release of Information); or
 - b) The offender is under 18 years old and the family staff is sharing the information with is the offender's parent/guardian.

If the offender is uncomfortable sharing this information with his/her parent/guardian, staff will help the offender develop a plan to address the concerns.

3. Medical information (for offenders age 15 and older), and substance abuse and mental health clinical information (for offenders age 14 and older) is *generally* not disclosable without the offender's consent but may be shared with a parent/guardian pursuant to Oregon laws by persons providing the treatment.

Staff must refer to Health Services or Treatment Services staff for clarity if a parent/guardian requests such information and the offender has not signed a release of information.

B. Orientation

Parents/guardians will receive an orientation packet within one week of an offender's initial commitment to OYA.

1. The offender's assigned juvenile parole/probation officer's (JPPO) field office will mail the orientation packets to parents/guardians.

Exception: Facility intake staff will mail the orientation packets to parents/guardians of Department of Corrections (DOC) offenders.

2. Orientation packets will contain the following:

- a) A letter informing the parents/guardians of the offender's JPPO's name and contact information (treatment manager for DOC offenders) and (if applicable) the OYA facility or substitute care placement where the offender is housed.
 - b) Necessary forms parents/guardians must complete for the intake process.
 - c) Information describing the services OYA provides; parent rights and responsibilities; how to participate in case planning; grievance and complaint processes; how to report abuse; and agency contact information.
 - d) OYA brochures describing OYA services.
4. The JPPO (or treatment manager for DOC offenders) will discuss the information contained in the orientation packet with the parents/guardians prior to the initial Multidisciplinary Team (MDT) meeting.
 5. Facility intake staff will mail families orientation packets specific to the facility where the offender resides upon the offender's initial arrival at an OYA facility.

C. Intake Assessment

1. Staff will contact and interview parents/guardians to complete the OYA Risk/Needs Assessment.
2. Staff will encourage parents/guardians to participate in the offender's assessment.
3. Staff will explain parents/guardians and staff roles and responsibilities.
4. Staff will ensure parents/guardians sign applicable release of information forms.
5. Staff may discuss family counseling or parenting programs with parents/guardians.

D. Multidisciplinary Teams (MDT)

Families are encouraged to contribute to the case planning process. MDT scheduling will accommodate family members.

1. JPPOs (or treatment managers for DOC offenders) will contact parents/guardians and solicit their participation in the MDT process.

2. JPPOs (or treatment managers for DOC offenders) will make accommodations, including videoconferencing and telephone conferencing, to ensure parent/guardian participation.

E. Notification

Parents/guardians will be notified of significant events or changes that impact offenders. See OYA policy I-E-5.0 (Notification to Parents/Guardians) for related procedures.

F. Visitation

Family members who are integral to the offender's case plan are encouraged to visit the offender.

1. The visiting approval/denial process in OYA facilities is outlined in OYA policy II-E-2.5 (Visiting with Offenders).
2. OYA must follow court orders that affect family visitation.

G. Suspension of Family Member Involvement

Parents/guardians will be included in the offender's case planning and treatment process unless there is clear evidence that the parents/guardians pose a safety risk to the offender or is detrimental to the offender's reformation. Other family members may be included in the offender's case planning and treatment process as long as they support and contribute toward these efforts.

1. Any recommendation to temporarily suspend a family member's involvement in an offender's case planning and treatment process will be made by the offender's MDT and will address a specific area of concern.
2. Any decision to temporarily suspend a family member's involvement (other than parent/guardian) in an offender's case planning and treatment process will be made by the appropriate field supervisor or facility superintendent/camp director.
3. Any decision to temporarily suspend a parent/guardian's involvement in an offender's case planning and treatment process will be made by the appropriate assistant director and will be communicated in writing to the parent/guardian by the assistant director.
4. The MDT must review the temporary suspension of a family member's involvement for possible reinstatement during each MDT meeting.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO