



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Parent/Guardian and Family Involvement in Youth Reformation

Section – Policy Number:

A: General Administration – 9.0

Supersedes:

I-A-9.0 (3/08)

Effective Date:

09/30/2011

Date of Last

Revision:

04/08/2016

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*; 4-JCF-4C-42 (Parental Notification)
- [OYA Multidisciplinary Team Standards](#)
- [OYA website](#)
- [OYA Policy](#): 0-2.2 (Relationship with Youth and their Families)
 I-A-11.0 (Assessment, Multidisciplinary Teams, and Case Planning)
 I-E-2.1 (Public Information Requests)
 I-E-2.3 (Requests for Youth Records, Reports and Other Materials)
 II-D-1.4 (Medication Management in OYA Facilities)
 II-E-1.0 (Notification to Parents/Guardian)
 II-E-2.5 (Visits with Youth)
 II-F-3.0 (Youth Mail in Close-custody Facilities)
 II-F-3.4 (Use of Phones [Youth])
 II-E-2.4 (English Plus – Youth [Facility])
 III-A-2.2 (English Plus - Youth [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 Youth)
[YSP 9531](#) Spanish Family Guide (Youth Youth)
[YA 9532](#) Family Guide (DOC Youth)
[YSP 9532](#) Spanish Family Guide (DOC Youth)
[YA 0055](#) (Authorization for Release of Information)

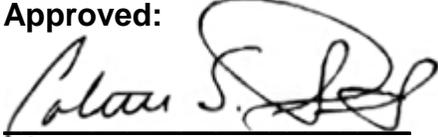
Related Procedures:

- [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 youth 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 youth committed to the Oregon Youth Authority (OYA). The MDT is based on a core team membership consisting of the youth, OYA primary case manager, placement representative, QMHP (facility)/treatment provider (community), tribal representative (for youth 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 youth'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.

Added 4/8/16

Published information: Low-sensitive information. Information that is not protected from disclosure, that if disclosed will not jeopardize the privacy or security of agency employees, clients and partners. This includes information regularly made available to the public through electronic, verbal or hard copy media.

Revised
4/8/16

Family: Includes the biological or legal parents, siblings, child, other relatives, foster parents, legal guardians, spouse, domestic partner, caregivers and other primary relatives to a youth whether by blood, adoption, legal, or social relationships. Family also includes any person (other than an OYA employee) identified by the youth as important who provides formal or informal support and whose positive involvement helps sustain the youth's reformation process.

III. POLICY:

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

Successful outcomes and the reduction of youth recidivism are often affected by the degree of family involvement in a youth's treatment. It is critical that families not only address criminogenic risk factors that reinforce a youth's criminality and increase a youth's risk to re-offend, but families must also reinforce new behaviors and skills to assist the youth's reformation. Returning youth 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 youth's case planning, supervision and treatment. Parents and guardians are included in a youth's reformation unless they pose a threat to the youth's safety or have a debilitating impact on a youth's reformation. Other family members

may be included in the youth'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 youth's case plan and treatment program. Staff will take specific steps to collaborate with families to ensure they participate in youth reformation.

IV. GENERAL STANDARDS:

A. Sharing Information

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

If the youth is uncomfortable sharing this information with a parent or guardian, staff will help the youth develop a plan to address the concerns.

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

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

B. Orientation

1. Parents and guardians will receive an orientation packet within one week of a youth's initial commitment to OYA.
2. The youth's assigned juvenile parole/probation officer's (JPPO) field office must mail the orientation packets to parents and guardians.

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

3. Orientation packets must contain the following:
 - a) A letter informing the parents/guardians of the youth's JPPO's name and contact information (treatment manager for DOC youth) and (if applicable) the OYA facility or substitute care placement where the youth is housed.
 - b) Necessary forms parents and guardians must complete for the intake process.
 - c) Information describing the services OYA provides; parent rights and responsibilities; how to visit youth; 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 youth) must discuss the information contained in the orientation packet with the parents and guardians prior to the initial Multidisciplinary Team (MDT) meeting.
5. Facility intake staff must mail families orientation packets specific to the facility where the youth resides upon the youth's initial arrival at an OYA facility.

C. Intake Assessment

1. Staff must contact and interview parents/guardians to complete the OYA Risk/Needs Assessment.
2. Staff must encourage parents/guardians to participate in the youth's assessment.
3. Staff must explain parents/guardians and staff roles and responsibilities.
4. Staff must 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 must accommodate family members.

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

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

E. Notification

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

F. Visitation

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

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

G. Suspension of Family Member Involvement

Parents/guardians must be included in the youth's case planning and treatment process unless there is clear evidence that the parents/guardians pose a safety risk to the youth or is detrimental to the youth's reformation. Other family members may be included in the youth'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 a youth's case planning and treatment process must be made by the youth'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 a youth's case planning and treatment process must be made by the appropriate field supervisor or facility superintendent/camp director.
3. Any decision to temporarily suspend a parent/guardian's involvement in a youth's case planning and treatment process must 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