



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:

NA

Effective Date:

03/28/2008

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-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])
- OYA forms: [YA 9531](#) Family Guide (OYA Offender)
[YA 9532](#) Family Guide (DOC Offender)

Related Procedures:

- General Field Office Procedure: [III-B-2.0](#) (New Commitments to OYA Legal Custody)
- [Facility Procedure Statements](#)

Interpretation:

Program Office

Approved:

Robert S. Jester, Director

I. PURPOSE:

This policy describes the OYA's intent to collaborate with offender families and articulate actions staff will take to increase family involvement in an offender's

reformation process. This policy will establish uniform standards of practice throughout the agency regarding family involvement.

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, and is legally responsible for the care and management of a minor.

III. POLICY:

The OYA's mission is to "protect the public and reduce crime by holding youth offenders accountable and providing opportunities for reformation in safe environments." Paramount to reformation is the involvement of families of offenders in reformation activities which include assessment, case planning and treatment. Offender families include parents/guardians and may include other relatives whose positive involvement support 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 the policy of the OYA to encourage, solicit, and facilitate family involvement in each offender's case planning, supervision and treatment. Parents/guardians will be 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 may be included in the offender's reformation as long as they support and contribute toward the process.

In addition, the OYA strives to provide services that are appropriate based on cultural values. Families are encouraged to inform staff of cultural or ethnic considerations which should 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 their youths' reformation.

IV. GENERAL STANDARDS:

A. Sharing Information

1. Public information:

Staff will share public information with offender families upon request.

2. Information from reports and other materials regarding the offender's history, diagnosis, and prognosis may be shared if:

- a) The offender has signed a release of information; or
- b) The offender is a minor (i.e. under 18 years of age) and the requester of information is the minor offender's parent/guardian.

- (1) Information from reports and other materials regarding a minor offender's treatment history, diagnosis, and prognosis may be shared with parents/guardians without obtaining a release of information from the minor offender (see OYA policy I-E-2.3).
- (2) If the minor offender is uncomfortable sharing the requested information with his/her parents/guardians, staff will help the minor offender develop a plan to address the concerns.

B. Orientation

- 1. Parents/guardians will receive an orientation packet within one week of an offender's commitment to OYA.
- 2. 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.

- 3. Orientation packets will contain the following:
 - a) A letter informing the parents/guardians who the offender's JPPO (treatment manager for DOC offenders) is and (if applicable) the OYA facility or out of home placement where the offender is housed.
 - b) Necessary forms parents/guardians must complete for the intake process.

- c) A guide that provides information describing the services the 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.

C. Intake Assessment

- 1. Parents/guardians will be contacted and interviewed by staff to complete the OYA Risk/Needs Assessment.
- 2. Parents/guardians will be encouraged to participate in the offender's assessment.
- 3. Parents/guardians and staff roles and responsibilities will be explained during intake.
- 4. Parents/guardians may sign applicable release of information forms.
- 5. Family counseling or parenting programs may be discussed with parents/guardians.

D. Multidisciplinary Teams (MDT)

Families are encouraged to contribute to the case planning process. MDT scheduling will attempt to 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 attempt to make every accommodation, 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. Notification will occur in the following circumstances:

- 1. Transfers to other facilities or placements;
- 2. Unauthorized absences or escapes;

3. Urgent or emergent medical care;
4. Suicide attempts;
5. Prescription of a psychotropic medication;
6. Any form of abuse;
7. Offender death;
8. Other significant changes to a youth's status.

F. Visitation

Family members who are integral to the offender's case plan are encouraged to visit the offender. The visiting approval/denial process is outlined in OYA policy II-E-2.5 (Visiting with Offenders).

The OYA must follow court orders that affect family visitation.

- G. 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.

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.

1. 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.
2. 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 such Assistant Director.

V. LOCAL OPERATING PROCEDURE REQUIRED: YES

Each OYA facility and field office will have a procedure addressing regular reviews of any family member's or parent/guardian's temporary suspension from involvement in an offender's case planning and treatment process.