



OREGON YOUTH AUTHORITY
Policy Statement



II-E-3.8 – Case Reviews

Approved:

Karen Brazeau, Director

Effective:

January 1996
(format 12/02)

Supersedes:

II-C-1.13 (1/96)

Interpretation:

REFERENCE

OYA policy: II-E-1.1 (Sensitive Case Status)

OYA form: YA 4100 (Case Review Monthly Report)

YA 4020 (Cottage/Camp Case Review Committee Recommendation)

POLICY

Each offender in a facility is to have a monthly review of progress conducted by a designated case review committee. The committee is composed of staff from internal program areas: counselor, living unit manager, school and/or work representative, the offender, and the Parole/Probation Officer (PPO).

Case reviews are held monthly, during a designated week, in each of the regional facilities in which they are scheduled to participate. A yearly schedule of each regional review date is provided in December of the prior year. Case reviews at camps are scheduled informally and PPOs should attend, unless impractical. In that event, a case review may be conducted by telephone.

I. PPO participation

A. A PPO's attendance is a priority in the case review process.

1. The PPO should come to case reviews prepared to relate to the committee significant community influences concerning the offender and his/her eventual post-institutional placement plan.
2. The recommendations of courts and juvenile departments are very pertinent.

II. Planning responsibilities

A. The PPO is the only committee member responsible for developing the placement planning, and is the "broker" of community resources.

1. Communications related to possible resources should be channeled through the PPO.
 2. Communications to parents, resources, and other collateral parties (if the subject is placement) are made by the assigned PPO.
- B. The PPO is expected to develop the placement plan soon after the offender is committed (early in the case review process), or the offender may lack motivation to successfully complete treatment.
- C. Case review committee members make recommendations that relate to specific institutional programs and off-campus activities.
1. Committee members who disagree with an offender's planning may appeal to their Supervisor/Manager for resolution.
 - a) If further resolution is needed, the matter is referred to the Administrative Review Board (ARB).
 2. All program decisions related to off-campus activities of offenders in close custody facilities designated as "sensitive" will be made by the ARB upon recommendation of the case review committee.
- D. When an offender is being considered for a substitute care placement, the close custody review board fulfills the responsibilities of a substitute care committee placement review.

III. Case review documentation

- A. A written report of the offender's progress toward treatment goals and planning recommendations is prepared by the program counselor.
- B. It is the PPO's responsibility to complete the section "Home and Community Program."
1. Information given in this section should give clear, concise, and grammatically correct information as this may be taken verbatim and reported in the "OYA Close Custody Monthly Report" that is sent to the ARB, juvenile courts, and the Parole/Probation Supervisor.
 2. This information is filed in the offender's case file.