



OREGON YOUTH AUTHORITY

Policy Statement

Part II – Youth Services (Facilities)



Subject:

Interfacility Transfer Requests

Section – Policy Number:

E: Programming – 4.0

Supersedes:

II-E-4.0 (02/17)

II-E-4.0 (05/12)

II-E-4.0 (07/08)

II-E-4.0 (07/04)

Effective Date:

04/28/2023

Date of Last Review:

04/28/2025

Related Standards and References:

- [ORS 420A.100](#) - 155 (Youth Correction Facilities)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Programming
- [OYA policy](#): I-A-10.0 (Preventing, Detecting, and Responding to Youth Sexual Abuse and Sexual Harassment)
- I-A-10.1 (Meeting LGBTQ+ Youth Needs)
- II-A-3.1 (Facility Youth Transports and Escorted Trips)
- II-E-1.0 (Notification to Parents/Guardians)
- II-E-3.0 (Intake review Committee; Parole Review Committee)
- II-A-1.5 (Agency Case Reviews; DOC Early Transfer Protocol)
- II-F-1.1 (Youth Grievance Process - Facility)
- [OYA form](#): YA 4044 (J) (Request for Youth Transfer)


Related Procedures:

- [FAC II-E-4.0 Interfacility Transfer Requests](#)

Policy Owner:

Facilities Services Assistant
Director

Approved:


Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for OYA staff when referring mostly youth who identify as male for transfers between OYA facilities after their initial placements.

II. POLICY DEFINITIONS:

Close-custody facility: Any of the facilities operated by OYA, including but not limited to youth correction facilities (YCFs), work/study camps, and transition facilities.

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 identified by the core team based on the youth's Risk Needs Assessment, identified criminogenic needs and placement.

Population Management Committee : A committee that coordinates youth placements, treatment opportunities, and provides quality assurance for lengths-of-stay in OYA close-custody facilities. The committee is chaired by the Facility Services chief of operations, and includes the chief of parole and probation, and representation from the Office of Inclusion and Intercultural Relations, Facility Services, and Treatment Services.

III. POLICY:

OYA places youth in its facilities based on each youth's MDT recommendations, with consideration given to proximity to family resources, gender identity, cultural, treatment and security needs as outlined in II-E-3.0 Intake review Committee; Parole Review Committee. This policy addresses the interfacility transfer process to allow youth to move along OYA's continuum of care to achieve case plan goals in the most appropriate environments.

When initiating or responding to requests for youth transfer between OYA close-custody facilities that house mostly youth who identify as male, staff must consider family and regional preference, youth's current level of attaching and belonging to their current environment and the effort/time it will take to attach and belong if transferred, the MDT recommendations; and available data, assessments, and youth reformation tools that can meaningfully inform decision making. Initial placement and subsequent transfer of youth who identify as transgender, gender diverse, gender fluid or intersex may involve the OYA Sexual Orientation, Gender Identity and Expression Committee (SOGIEC), in accordance with OYA policy I-A-10.1 Meeting LGBTQ+ Youth Needs.

IV. GENERAL STANDARDS:

A. Requests for youth transfer

The youth's Multidisciplinary Team (MDT) will make all requests for transfer and allow or deny the transfer based on what would best benefit the youth within the interests of family, culture, treatment, medical and mental health, safety, and order, and make recommendations to the superintendent/camp director.

Different types of facility transfers are listed below.

1. Programming needs

A youth who has presenting issues which cannot be appropriately addressed at the youth's current placement may require a program transfer. Presenting issues may include major mental health, behavioral or security concerns.

2. Program opportunity

A youth may transfer to another facility to participate in educational, vocational or treatment opportunities not available at the youth's current placement.

3. Medical or mental health specific

A youth may be transferred to another facility to receive specific medical or mental health services not available at the youth's current placement.

B. Transfer request process

1. After MDT approval, staff will submit a Request for Youth Transfer (YA 4044) to the facility's superintendent or camp director.

2. Certain youth may require an executive-level review prior to any change in location.

Refer to OYA policy II-A-1.5 Agency Case Reviews and DOC Early Transfer Protocol regarding this review process.

3. The processes for mental health program and transition facility transfers are addressed in facilitywide procedure FAC II-E-4.0 Interfacility Transfers.

4. Medical-specific transfers

- a) The superintendent/camp director or designee will contact onsite facility Health Services staff and the OYA medical director for review and approval of the proposed transfer.

The OYA medical director may contact the superintendent/camp director to notify them of a need to transfer a youth from a primarily male facility for emergent/required medical treatment based on medical information received.

- b) The program director who oversees primarily male youth intake and population management must coordinate all youth transfers approved by the OYA medical director for emergent/required medical treatment.

5. The superintendent/camp director or designee will contact the Population Management Committee to review the YA 4044.

6. The Population Management Committee will review the below-listed information to determine the appropriateness of the youth's transfer and approve or deny the transfer in writing:

- a) Family and regional location;

- b) Current level and ability to attach and belong in current environment;
- c) Cultural needs;
- d) Medical and mental health needs;
- e) Language and available interpretive services;
- f) Unit criteria, milieu and best-fit match;
- g) Facility security and order concerns;
- h) Security threat groups and possible conflicts;
- i) PREA issues and alerts (see OYA policy I-A-10.0 Preventing, Detecting, and Responding to Youth Sexual Abuse and Sexual Harassment);
- j) Educational and vocational availability;
- k) Unit screening requirements; and
- l) Placement availability.

C. Transfer request approval or denial process

1. Approval

If a transfer request is approved, the following must occur.

- a) The Population Management Committee must notify the sending and receiving superintendents/camp directors in writing of when the transfer may happen. The youth will be placed into a program vacancy in sequential order based on the youth's transfer request date.
- b) The sending facility's superintendent/camp director or designee will -
 - (1) Open a JJIS Service Referral reflecting the transfer approval date and approximate transfer date; and
 - (2) Update the youth's case plan.

2. Denial

If a transfer request is denied, the Population Management Committee must provide a written rationale to the requesting facility's superintendent/camp director (e.g., program or facility capacity, waiting lists, youth's behavior history).

3. Conflict resolution

- a) Staff disagreements with the Population Management Committee's written decision will be resolved through the Agency Case Review process. (See OYA policy II-A-1.5 Agency Case Reviews; DOC Return Protocol).
- b) If a youth disagrees with any transfer decision, staff may direct the youth to the grievance process described in OYA policy II-F-1.1 Youth Grievance Process - Facility.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO

VI. FACILITYWIDE PROCEDURE REQUIRED: YES

- A. A facilitywide procedure must delineate the staff process for requesting a youth transfer to one of the specialized housing environments within the OYA close-custody system.
- B. The process must include collaboration between subject matter experts in the program area the youth is being referred for transfer to and the youth's treatment team.