Interfacility Transfer Requests

I. PURPOSE:

This policy provides guidelines for OYA staff when referring offenders for transfers between OYA facilities after initial placements.

II. POLICY DEFINITIONS:

Administrative Review Board (ARB): The facility committee that reviews and is responsible for all major decisions concerning offenders who currently reside in facilities. The ARB recommends initial placement of offenders, length of stay, and transfers to other levels of custody, and initiates placements to parole, foster care, or to the community.

Chief of Population Management: An OYA employee responsible for coordinating offender placements, treatment opportunities, and providing quality assurance for lengths-of-stay in OYA close-custody facilities.
**Close-custody facility:** Any of the facilities operated by OYA, including but not limited to youth correctional 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 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.

**III. POLICY:**

OYA places offenders in its facilities based on each offender’s treatment and security needs. An interfacility transfer process allows offenders to move along OYA’s continuum of care to achieve case plan goals in the most appropriate environments.

This policy describes the process OYA staff will follow when initiating or responding to requests for offender transfer between OYA close-custody facilities.

**IV. GENERAL STANDARDS:**

A. Requests for offender transfer

The offender’s Multidisciplinary Team (MDT) will make all requests for transfer and allow or deny the transfer based on what would best benefit the offender within the interests of treatment, medical and mental health, security and order, and make recommendations to the ARB.

Different types of facility transfers include:

1. Program refocus

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

2. Program opportunity

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

3. Program completed
An offender may be returned to the offender’s original facility placement or transfer to a new facility placement upon completion (successful or unsuccessful) of a treatment program or educational/vocational opportunity.

4. Medical or mental health specific

An offender may be transferred to another facility to receive specific medical or mental health services not available at the offender’s current placement.

B. Transfer request process

1. Upon MDT approval, staff will submit a Request for Youth Transfer (YA 4044) to the facility’s Administrative Review Board (ARB) and superintendent or camp director.

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

Refer to OYA policy II-A-1.5 (Agency Case Review and DOC Return Protocol) regarding this review process.

3. 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.

   b) The Chief of Population Management must approve all offender transfers approved by the OYA Medical Director for emergent/required medical treatment.

4. Mental-health-specific transfers: A facility Qualified Mental Health Professional (QMHP) will make a recommendation to the superintendent/camp director or designee. The superintendent or camp director will contact the OYA Treatment Services Director for review and approval of the proposed transfer.

5. Upon the ARB’s approval, the superintendent/camp director or designee will contact the Chief of Population Management to review the YA 4044.

6. The Chief of Population Management will review the below-listed information to determine the appropriateness of the offender’s transfer:

   a) Facility security and order concerns;

   b) Security threat groups and possible conflicts;
c) PREA issues and alerts (see OYA policy \textit{I-A-10.0 Preventing, Responding to, and Monitoring Offender Sexual Abuse});

d) Medical and mental health needs;

e) Language and available interpretive services;

f) Educational and vocational availability;

g) Unit screening requirements;

h) Unit criteria, milieu and best-fit match; and

i) Placement availability.

7. The Chief of Population Management will review the YA 4044 with the receiving facility's superintendent/camp director or designee and approve or deny the transfer in writing.

C. Transfer request approval or denial process

1. Approval

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

a) The Chief of Population Management must notify the sending and receiving superintendents/camp directors in writing of when the transfer may happen. The offender will be placed into a program vacancy in sequential order based on the offender's transfer request date.

b) The sending facility's superintendent/camp director or designee will -

(1) complete an ARB order in JJIS;

(2) open a JJIS Service Referral reflecting the transfer approval date and approximate transfer date; and

(3) update the offender's case plan.

2. Denial

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

a) Staff disagreements with the Chief of Population Management’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 an offender disagrees with any transfer decision, staff may direct the offender to the grievance process described in OYA policy II-F-1.1 Offender Grievance Process [Facility].

V. LOCAL OPERATING PROTOCOL REQUIRED: NO