



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



*Subject:*

#### Targeted Case Management

*Section – Policy Number:*

**A: General Administration – 2.0**

*Supersedes:*

**III-A-2.0 (03/10)  
III-E-3.7 (01/96)**

*Effective Date:*

**07/08/2016**

*Date of Last  
Review:*

**07/08/2024**

#### Related Standards and References:

- Social Security Act, [Title XIX](#) (Grants to States for Medical Assistance Programs)
- [Title XXI](#) (State Children's Health Insurance Program)
- [OAR 413-050](#)-0600 through 0670 (Targeted Case Management)
- [DHS Child Welfare Procedure Manual](#): Chapter 10: Section 1: Targeted Case Management (TCM)
- [OYA forms](#): YA 3009 - (J) Report to Court  
YA 3008 - (J) Full Report to Court  
YA 3027 - (J) Targeted Case Management Service Activity Report

#### Related Procedures:

- None

#### Policy Owner:

Accounting Manager

#### Approved:

Fariborz Pakseresht, Director

## I. PURPOSE:

This policy provides guidelines for OYA staff in documenting targeted case management (TCM) activities.

For rules on the Targeted Case Management Program, see OAR 413-050-0600 (Targeted Case Management).

## II. POLICY DEFINITIONS:

**Juvenile Justice Information System (JJIS):** The Juvenile Justice Information System (JJIS) is a statewide-integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

### **III. POLICY:**

OYA provides youth comprehensive reformation programs to include arranging for and coordinating necessary medical, social, educational, mental health or other services. OYA may be reimbursed through the Division of Medical Assistance Programs (DMAP), Targeted Case Management Program (TCM) for a portion of the personnel cost associated with linking a youth to such services.

OYA's TCM "target population" is Medicaid-eligible youth under 21 years old residing in foster care or residential treatment settings, or in subsidized independent living situations. TCM activities are activities performed by the case manager (juvenile parole/probation officer (JPPO)) to assist these youth in obtaining necessary services. The TCM activities performed by the JPPO include:

- assessment;
- case planning;
- case plan implementation;
- case plan coordination;
- case plan reassessment; and
- arranging for a Medicaid service.

### **IV. GENERAL STANDARDS:**

There are essentially two ways TCM may be documented in OYA. These include random documentation of a JPPOs' work-related activities, and periodic completion of a Targeted Case Management Service Activity Report (YA 3027).

#### **A. Random moment sampling data**

OYA generates individual inquiries of JPPOs regarding their work-related activities during specific timeframes known as "random moment sampling" (RMS).

1. JPPOs receive RMS inquiries via e-mail messages.
2. JPPOs must reply to the e-mail messages describing what work-related activity they were performing during the specified timeframe.
3. Central Accounting staff must collect, record, and code the activity reported by the JPPOs.

#### **B. Targeted Case Management Service Activity Report**

Disability analysts must periodically document TCM activity on Targeted Case Management Service Activity Reports (YA 3027).

1. JPPOs must record youth contacts, consultations, special events, and collateral contacts in the appropriate youth's JJIS case notes.

These contacts may also be documented during case plan reviews.

2. The assigned disability analyst may review a youth's JJIS case notes for services that meet TCM eligibility.
  3. The assigned disability analyst must complete a YA 3027 to document the specific TCM services provided. The disability analyst must also code the TCM service and ensure the information is reflected in the youth's JJIS eligibility tab.
- C. The assigned disability analyst must provide an informational packet regarding RMS activity to newly-hired JPPOs.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**