



OREGON YOUTH AUTHORITY

Policy Statement

Part II – Youth Services (Facilities)



Subject:

Developmental Case Management – Facility

Section – Policy Number:

E: Programming - 1.8

Supersedes:

I-A-11.0 (07/12)

II-E-1.8 (12/04)

Effective Date:

08/24/2026

Date of Last

Review/Revision:

None

Related Standards and References:

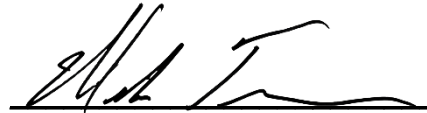
- [ORS 419C.486](#) (Consideration of recommendations of committing court; case planning)
- [ORS 420A.125](#) (Adjudicated youth; intake assessments; reformation plan; placement)
- [ORS 182.515–182.525](#) (Evidence-based programs)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Programming
- American Correctional Association; *Standards for Juvenile Correctional Facilities*; 5-JCF-6C-03 (Assessments); 5-JCF-6C-05 (Case Planning); 5-JCF-6C-06 (Treatment Team); 5-JCF-6C-07 (Individual Contacts)
- [OYA Developmental Case Management Manual](#)
- [OYA RNA 2.0 Full Assessment document](#)
- [Healthy Youth Development \(HYD\) Full Assessment Guide](#)
- [OYA Case Documentation Standards](#)
- [OYA policies](#): II-D-1.0 Facility Health Services
II-E-3.0 Intake Review Committee; Parole Review Committee
II-E-6.0 Substance Use Assessment and Treatment in Facilities
II-E-5.0 Youth Assessment for Sex Offense Risk and Protective Factors - Facility
III-B-2.0 New Commitments to OYA Legal Custody
III-C-1.0 Developmental Case Management – Community
III-D-1.3 JPPO Contact Standards
- OYA forms: [YA 7010](#) Quarterly Progress Status Review QA
[YA 7011](#) Field Supervisor Case Planning Review QA
[YA 7012](#) Facility Supervisor Case Planning QA
- OYA JJIS forms: YA 1820 (Youth Transition Plan) English
YSP 1820 (Youth Transition Plan) Spanish
YA 3003-J (Transition Case Plan)
YA 3004-J (Referral Case Plan)
YA 3013-J (Case Plan Summary)
YA 4097-J (Case Plan Report - MDT Facility)
YA 4101-J (Case Plan Report MDT Facility – DOC Youth)
YA 4102-J (DOC Quarterly Review Report)
YA 4104-J (DOC Transfer or Release)

Related Procedures:

- [Initial Progress Review checklist](#)
- [Intake Progress Review checklist](#)
- [Transition Progress Review checklist](#)
- [Quarterly Progress Review checklist](#)

Policy Owner:
Development Services Assistant
Director

Approved:


Mike Tessean, Director

I. PURPOSE:

This policy provides OYA staff standards for a developmental case management process, including assessing a youth's needs, developing an individual case plan, and progress review meetings.

II. POLICY DEFINITIONS:

Adjudicated youth: A person placed in the legal custody of OYA through a juvenile court, either in an OYA facility or placed in the community under supervision.

Case coordinator: The OYA staff member assigned within each living unit who provides daily case planning support to youth while in an OYA facility.

Case plan: A written plan that is tailored to the youth's unique requirements as identified by their initial assessment. A case plan assists staff in managing cases and setting goals; and documenting goals, interventions, and youth's progress. A case plan constitutes and fulfills the requirements of the Reformation Plan as defined in ORS 420A.005, 420A.125, and 420A.010 and is created and maintained in the statewide Juvenile Justice Information System (JJIS).

DOC youth: A person in the legal custody of the Department of Corrections (DOC) and physical custody of OYA in an OYA facility.

Healthy Youth Development (HYD) Assessment: A structured framework that measures and supports a youth's growth in skills linked to psychosocial maturity, positive development, and transition readiness. HYD is designed to guide individualized planning, track development over time, and ensure that youth are building the skills needed for safe and successful reintegration into the community.

Juvenile parole/probation officer (JPPO): The OYA [primary] case manager who works with a youth, the youth's family, and the community while the youth is in OYA custody.

Juvenile Justice Information System (JJIS): An electronic information system developed and maintained by the state through OYA and administered in partnership with county juvenile departments.

OYA Risk/Needs Assessment (RNA): A broad survey of youth strengths and needs that's primary purpose is to assess the youth's current strengths and needs and guide planning and intervention toward reducing their needs and maintaining or enhancing their strengths.

Placement representative: An adult who works or lives in the youth's placement when a youth is placed outside of their home. Depending on where the youth is

placed, these representatives are generally close-custody facility living unit case coordinators, camp counselors, residential treatment providers/counselors, foster parents, or foster care certifiers.

Progress review: Structured checkpoints where the PRT reviews a youth's progress, assesses the effectiveness of the case plan, and informs next steps in services, placement, and transition planning.

Progress Review Team (PRT): A diverse team responsible for reviewing progress, maintaining shared understanding of a youth's case plan, and supporting informed, documented case management and transition readiness decisions. Core members include the youth, the youth's family members or caregivers (as appropriate), the assigned JPPO, case coordinator, QMHP or primary treatment provider, tribal representative (for youth enrolled in one of Oregon's federally recognized tribes), and medical staff (if youth has an open medical domain in the case plan). **The PRT replaces the OYA multidisciplinary team (MDT) concept.**

Transition Criteria Tool: A structured decision-making tool used to identify a youth's case plan priority areas and transition criteria early in the case management process. It supports assessment-informed, developmentally appropriate case planning aligned with the parole consideration areas used to evaluate readiness for movement to less restrictive placements.

Unit leadership team (ULT): A team of individuals in a facility living unit who work collaboratively to develop and maintain comprehensive individualized case plans, safety programs, and a behavior management system that is culturally competent and gender appropriate. The team is based on a core membership of the youth's living unit manager, case coordinator, and QMHP.

Youth: A person in the legal and physical custody of OYA, either in an OYA facility or placed in the community under supervision; or a person in the legal custody of the Department of Corrections and the physical custody of OYA in an OYA facility.

III. **POLICY:**

OYA's objective is to protect the public by ensuring youth accountability, promoting change, developing/improving skills, and reducing the likelihood that youth will commit more crime. For OYA to engage in effective case management, all activities, such as assessment, progress review meetings, case plan development, and decision-making must be equitable, inclusive, trauma-informed, and developmental.

OYA has identified diversity, equity, and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable, and inclusive environment for youth and staff that is free from harassment, discrimination, and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, it plays a critical role in addressing the historical and systemic inequities it perpetuates.

Individuals responsible for conducting assessments or making case management decisions must be trained to recognize and address personal biases. They must understand how such biases can affect decision-making and take deliberate steps to prevent their negative impact when assessing youth, determining treatment options, or making case management decisions.

IV. GENERAL STANDARDS:

- A. All case management practices at OYA must be grounded in the following core elements: youth-centered practices, balancing accountability and support, strengths-based approaches, individualized planning, skill-building and supports, family and community engagement, transition-focused planning, equitable and inclusive practices, and trauma-informed care.
- B. Unit leadership teams (ULTs) and JPPOs (primary case managers) must apply these elements consistently in the development and implementation of case plans, in the coordination of services, and in all decisions related to the supervision, care, and transition of youth as listed below.
 - 1. Be youth-centered by considering developmental stages and how they influence youth behavior, decision-making, and responses to interventions.
 - 2. Balance accountability and support by holding youth accountable in fair, proportional, and age-appropriate ways, while also providing the resources, guidance, and opportunities needed to change. Consequences must be meaningful but not purely punitive, paired with supports that foster growth.
 - 3. Be strengths-based by building on each youth's existing talents, skills, and positive supports rather than focusing solely on deficits.
 - 4. Conduct individualized planning by tailoring case plans to each youth's developmental needs, educational goals, mental health, and family/community circumstances.
 - 5. Support skill-building by ensuring youth receive opportunities for practicing pro-social behaviors, learning decision-making skills, and developing competencies.
 - 6. Be equitable and inclusive by ensuring that services, opportunities, and case management practices are accessible and responsive to all youth, addressing disparities and promoting fairness across race, culture, gender identity, ability, and background.
 - 7. Be trauma-informed by recognizing the prevalence and impact of trauma in youth's lives, avoid practices that may retraumatize, and incorporate strategies that promote healing, resilience, and safety.
- C. OYA Developmental Case Management Manual and Case Documentation Standards

Standards for case management and case documentation are detailed in the OYA Developmental Case Management Manual and Case Documentation Standards. Staff involved in the case management or case documentation process must follow the standards listed in the documents.

D. OYA Case Management Process

OYA's case management process outlines how staff work together to support youth from intake through transition. It is an ongoing process that includes regular review and adjustment as youth progress and circumstances change. Each part of the process builds on the previous one and helps ensure that planning and decisions are consistent across placements.

The OYA case management process is comprised of the five core components listed below.

1. **Assessment:** Assessments help identify a youth's strengths, needs, risks, and readiness. This information guides case planning and decision-making throughout the youth's involvement with OYA.
2. **Developing a Case Plan:** Case planning uses assessment information to identify priority areas, outline expectations, and establish goals that support progress and transition readiness.
3. **Providing Services and Supports:** Services and supports are delivered to address case plan priority areas and support skill development. These may include education, treatment, skill-building programs, and other interventions aligned with the case plan.
4. **Monitoring Progress:** Progress monitoring focuses on understanding how the youth is doing over time, including engagement in services, skill development, and movement toward transition criteria and goals. Information gathered during this step is used to determine whether the case plan remains appropriate or needs adjustment.
5. **Transition Planning:** Transition planning prepares youth for movement to less restrictive placements by identifying needed supports, services, and expectations for the next phase.

E. Assessments

The identification of youth needs, strengths, individual experiences, and developmental factors is the foundation of case plan development. OYA uses assessments, including the Risk/Needs Assessment (RNA 2.0) and the Healthy Youth Development (HYD) assessment, to guide this process.

1. In addition to these case planning assessments, Progress Review Teams (PRTs) must review and consider other relevant assessment information completed during intake and early case

management, as applicable. This may include educational, vocational, medical, psychological, substance use, and other specialized assessments.

Refer to the OYA Developmental Case Management Manual; OYA RNA 2.0 Full Assessment document; or the HYD Full Assessment Guide for more information regarding assessments.

2. OYA Risk/Needs Assessment (RNA 2.0) – New Commitments to Close Custody
 - a) Initial assessment
 - (1) The JPPO must complete and lock the RNA **prior to** the Initial Progress Review or within 60 days of commitment for youth directly committed to a facility and DOC youth, whichever comes first.
 - (2) The JPPO must have completed related RNA and OYA training courses and be familiar with the RNA assessment structure, questions, and question help. The RNA 2.0 Full Assessment document may be referred to for further information.
 - (3) The JPPO must coordinate and collaborate with the case coordinator to collect needed information.
 - (4) Before the RNA 2.0 is completed, the JPPO must review all available documentation, consult collateral contacts, and meet with the youth to ensure an understanding of the youth's behavior, functioning, strengths, and challenges across settings.
 - (5) The JPPO must answer most questions by using information about the youth's behavior, functioning, and experiences during the previous 90 days. A 90-day timeframe must be applied unless an item specifies long-term or historical patterns.
 - b) Reassessment
 - (1) The JPPO must complete and lock a reassessment on each youth at least once every 90 days and prior to the scheduled Progress Review.
 - (2) The JPPO must use the "Build and Base On" feature in JJIS for reassessment.
 - (3) The JPPO must review every item from the prior assessment and update responses and notes based on current information, so the reassessment

accurately reflects the youth's current functioning, strengths, and needs.

c) Required Review

- (1) Before the JPPO locks the assessment, the assigned QMHP must review the following RNA items:
 - (a) Current Status: 3.4; and
 - (b) Mental Health: 11.2 - 11.7.
- (2) The QMHP must ensure:
 - (a) Alignment with current diagnoses and documented symptoms;
 - (b) Consistency with recent safety assessments and clinical records;
 - (c) Accurate identification of suicidal ideation or self-injurious behavior;
 - (d) Accurate documentation of current treatments, including psychotropic medication(s); and
 - (e) Accurate documentation of progress toward mental health goals.
- (3) If discrepancies are identified, the case coordinator and QMHP must consult to determine the most accurate response based on documented evidence and clinical judgment.
- (4) The RNA must only be locked after the QMHP review has occurred.

3. Healthy Youth Development (HYD) Assessment

a) Initial Assessment

- (1) The case coordinator must complete the HYD assessment prior to the Initial Progress Review or within 60 days of commitment for youth directly committed to a facility and DOC youth, whichever comes first.
- (2) Case coordinators and JPPOs must have completed related HYD OYA training courses and be familiar with the HYD assessment's structure, skills, question prompts, and scoring. The HYD User Guide may be used to clarify item scoring before completing an assessment.

- (3) Before meeting with the youth, case coordinators must review all relevant documentation, including case notes, JJIS records, incident reports, school updates, treatment information, and past HYD assessments.

b) Reassessment

- (1) The case coordinator must complete a HYD reassessment every 90 days or prior to scheduled Progress Reviews, as it serves as a core component of case planning, goal setting, and assessing transition readiness.
- (2) All reassessments must be completed using the “Build and Base On” feature in JJIS, checking for changes and updating any notes under each question.
- (3) Case coordinators must review every item from the prior assessment and update responses and notes based on current information, so the assessment accurately reflects the youth’s current functioning, strengths, and needs.

4. Additional Assessments

- a) Case coordinators must be aware of and follow OYA policy II-D-1.2 Facility Mental Health Services and local protocols regarding mental health and health screenings of newly committed youth.
- b) Case coordinators must consider any additional assessments (PROFESOR, mental health, alcohol and drug, fire offense related, etc.) the youth may need or that are required by OYA policy.
- c) See OYA policy III-B-2.0 (New Commitments to OYA Legal Custody) for guidelines in gathering and documenting information for youth ordered by the court to OYA legal custody.

F. Developing a Plan

Throughout the case management process, the unit leadership team regularly returns to the core steps to review information, assess progress, and make informed adjustments to planning and services.

Additional guidance for this process is provided in the OYA Developmental Case Management Manual.

Note: Documentation of the reviews in the JJIS Case Plan refers to multidisciplinary team reviews (MDT). References to the MDT in this policy is for JJIS documentation reasons only.

1. Intake Progress Review (MDT)

The Intake Progress Review supports youth and family orientation to the close custody setting while confirming the status of required intake assessments and key information informing early placement decisions. It establishes a shared understanding of the youth's strengths, needs, and initial adjustment. The process emphasizes caring, supportive relationships and meaningful youth participation.

- a) The Intake Progress Review must occur within 30 days of a youth's commitment to a youth correctional facility.
- b) The Intake Unit case coordinator must schedule the Progress Review at a time that works for core PRT members, including the youth's family members.
- c) The Intake Unit case coordinator must prepare for and lead the Intake Progress Review.
- d) Staff may refer to the OYA Developmental OYA Case Management Resource Manual for more information regarding the Progress Reviews team and processes.
- e) Pre-meeting Preparation (see subsection 2 below for parole revocation Track 1 cases)
 - (1) The case coordinator, JPPO, and QMHP must meet to review assessments and review the Transition Criteria Tool to ensure alignment before the Intake Progress Review.
 - (2) Refer to the Intake Progress Review checklist for additional steps and details.
- f) During the Intake Progress Review
 - (1) The Intake Progress Review is a collaborative process. PRT members must encourage the youth, family, and others to share their insights, ask questions, and meaningfully participate in the review.
 - (2) Each PRT member has a specific role and responsibilities that must be adhered to as specified in the OYA Developmental Case Management Manual.
 - (3) The Intake Progress Review must include:

- (a) Overview of youth progress;
 - (b) Understanding the past;
 - (c) Moving forward/case planning;
 - (d) Support and connection; and
 - (e) Check-out/next steps.
- g) Documentation
 - (1) Following the Intake Progress Review, the Intake case coordinator must ensure that the OYA Facility Case Plan is open and active in JJIS.
 - (2) The case coordinator must document the Intake Progress Review in the JJIS Case Plan under Case Plan Review – Intake MDT.
 - (3) Staff may refer to the OYA Developmental OYA Developmental Case Management Manual for more information regarding the Progress Reviews (MDTs) team and processes.

2. Intake Progress Review (MDT) – Parole Revocation (Track 1)

The Parole Revocation Intake Progress Review for Track 1 youth supports stabilization and accountability after revocation by creating a shared understanding of the behaviors involved, clarifying expectations during the revocation stay, and identifying short-term goals for a timely and safe return to the community. It is not intended to develop a full case plan or initiate long-term treatment programming.

- a) The Intake Progress Review - Parole Revocation (Track 1) must occur within 30 days of a youth's commitment to a youth correctional facility.
- b) The Intake Unit case coordinator must schedule the Progress Review at a time that works for core PRT members, including the youth's family members.
- c) The Intake Unit case coordinator must prepare for and lead the Intake Progress Review.
- d) Staff may refer to the OYA Developmental Case Management Manual for more information regarding the Progress Reviews team and processes.
- e) Pre-meeting Preparation

The case coordinator, JPPO, and QMHP must meet to review the Revocation Referral Assessment and other relevant assessments or behavioral information, the behaviors that led to the parole revocation, current stabilization needs, and align on expectations, short-term priorities, and anticipated parole timeframe.

- f) During the Intake Progress Review (MDT) – Parole Revocation (Track 1)
 - (1) The Parole Revocation Intake Progress Review is a collaborative process. PRT members must encourage the youth, family, and other MDT members to share their insights, ask questions, and meaningfully participate in the review.
 - (2) Each PRT member has specific roles and responsibilities that must be adhered to as specified in the OYA Developmental Case Management Manual.
 - (3) The Intake Progress Review must include:
 - (a) Overview of youth progress;
 - (b) Understanding the past;
 - (c) Moving forward;
 - (d) Support and connection; and
 - (e) Check-out/next steps.

These areas are explained in the OYA Developmental Case Management Manual.

- g) Documentation
 - (1) The case coordinator must document the Parole Revocation Intake Progress Review (MDT) in the JJIS Case Plan under Case Plan Review – Intake MDT following the documentation standards outlined in the OYA Developmental Case Management Manual.
 - (2) Staff may refer to the Intake Progress Review Track 1 checklist for additional steps and details.

G. Case Plan Development

The OYA Case Plan is the primary tool used to guide a youth's development, accountability, and readiness for transition to a less restrictive placement. It integrates assessment information, youth and

family input, and professional judgement to develop a clear, individualized roadmap for change.

1. Transition Criteria Tool

- a) The JPPO must complete the Transition Criteria Tool and review it with the case coordinator and QMHP prior to a youth's Initial Progress Review.
- b) The Transition Criteria Tool is labeled the OYA Case Plan Facility Transition Criteria Step 1 (Tool) in JJIS.
- c) JPPO must review relevant assessments, early placement observations and engagement information, incorporate youth and family input and consider the reason for commitment, and court or safety related expectations when completing the Transition Criteria Tool.
- d) The JPPO must ensure the Transition Criteria Tool reflects why the youth is in close custody and identifies areas requiring focused attention to support progress toward a less restrictive placement, consistent with the parole consideration areas.
- e) The JPPO may refer to the OYA Developmental Case Management Manual for more information regarding the PRT and processes.

2. Initial Progress Review (MDT)

The Initial Progress Review focuses on developing the youth's case plan, establishing clear case plan priority areas, linking those priorities to transition criteria, and creating focused short-term goals the youth can begin working on immediately.

- a) The Initial Progress Review must be held within 60 days of the youth's commitment to a facility, or within 30 days following the Intake Progress Review, whichever occurs first.
- b) The case coordinator must schedule, prepare, and lead the Initial Progress Review.
- c) Staff may refer to the OYA Developmental Case Management Manual for more information regarding the Progress Reviews team and processes.

3. Pre-meeting Preparation

- a) The case coordinator, JPPO and QMHP must meet to review assessments and review the Transition Criteria Tool to ensure alignment before the youth's Initial Progress Review.

- b) Refer to the Initial Progress Review checklist for additional steps and details.

4. During the Initial Progress Review

- a) The Initial Progress Review is a collaborative process. OYA staff must encourage the youth, family, and others to share their insights, ask questions, and meaningfully participate in the review.
- b) Each PRT member has a specific role and responsibilities that must be adhered to as specified in the OYA Developmental Case Management Manual.
- c) The Initial Progress Review must include these elements (and are further outlined in the OYA Developmental Case Management Manual):
 - (1) Review of the youth's progress;
 - (2) Understanding Case Plan priority areas and transition criteria;
 - (3) Support, services and interventions connected to the transition criteria; and
 - (4) Check-out.

5. Case Plan Development (New Commitment and Track 2 cases)

The Case Plan Development occurs after the Initial Progress Review (MDT) and builds on the finalized Transition Criteria Tool. During this step, transition criteria reviewed during the Progress Review are entered into the JJIS Case Plan, and short-term goals and interventions are developed in collaboration with the youth to guide day-to-day work and progress toward transition readiness.

- a) The case coordinator must complete the following steps (as described in the OYA Developmental Case Management Manual) within seven calendar days of the Initial Progress Review.
 - (1) Enter the finalized transition criteria into the Case Plan by building and basing a Case Plan Summary from the Transition Criteria Tool that was reviewed and confirmed during the Initial Progress Review.
 - (2) Enter transition criteria, short-term goals, and interventions into the JJIS Case Plan within seven calendar days of the Initial Progress Review.
 - (3) Have a youth meeting to develop short-term goals.

- (4) Add interventions and supports.
- (5) Document information in the JJIS Case Plan as described in the OYA Developmental Case Management Manual.

- b) Within seven days of the progress review, the case coordinator must provide the youth with a copy of the Case Plan Summary (YA 3013-J), or the Quarterly Summary for DOC youth (YA 4102-J), and review expectations with them to ensure a shared understanding.

H. Providing Supports and Services

1. Providing supports and services is a core component of the case management process and is essential to helping youth build the skills, behaviors, and accountability needed to make progress toward their case plan goals and transition criteria.
2. Supports and services are intentionally selected and coordinated to address the youth's identified case plan priority areas and to support progress toward safe transition to less restrictive placements.

I. Monitoring Progress

Monitoring youth progress is an ongoing process used to assess youth functioning over time and to determine the continued appropriateness of goals, supports, services, and expectations. This process links observed behavior, engagement, and skill development to the youth's case plan priorities and established transition criteria.

1. Youth progress monitoring must occur through regular contact, observation, and collaboration among unit leadership team and staff.
2. Information obtained through youth progress monitoring must be used to reinforce expectations, document the progress, identify barriers, and implement timely adjustments to planning and supports.
3. Monitoring activities must include monthly check-ins, ongoing communication between staff and youth, and structured Progress Reviews to ensure the case plan remains responsive, developmentally appropriate, and aligned with transition readiness.
4. Monthly Check-Ins

Monthly check-ins are the primary method of ongoing progress monitoring between Progress Reviews for case coordinators, JPPOs, and youth and are used to reinforce the case plan, review progress, and identify emerging needs. Monthly check-ins are

structured, intentional conversations focused on effort, progress, expectations, and support needs. These check-ins do not replace required Progress Reviews meetings.

a) JPPO Responsibilities

- (1) The JPPO must conduct a check-in with each youth on their caseload at least once every 30 days, in accordance with OYA policy III-D-1.3 JPPO Contact Standards.
- (2) The JPPO must schedule the monthly check-in.
- (3) Check-ins are a structured meeting and must include the youth and the case coordinator, or another unit leadership team member if the case coordinator is unavailable.

Families and other participants are not required to attend monthly check-ins, as they are not Progress Reviews.

- (4) Face-to-face check-ins are the expectation; however, available technology may be used when in-person meetings are not feasible and approved by the JPPO's field supervisor.
- (5) The JPPO must review the following topics during the check-in:
 - (a) Progress toward short-term goals and transition criteria;
 - (b) Expectations related to accountability, behavior, and engagement;
 - (c) Barriers impacting progress; and
 - (d) Next steps or areas needing additional support.
- (6) The JPPO must document the check-in in a JJIS contact note, including a brief summary of the discussion and who was present.

b) Case coordinator responsibilities

- (1) The case coordinator must participate in structured monthly check-ins with each youth in coordination with the JPPO.
- (2) The case coordinator must complete the following during the check-in:

- (a) Support the youth's reflection on effort and progress;
- (b) Provide input on day-to-day progress toward short-term goals and transition criteria;
- (c) Share relevant observations related to behavior, routines, education, programming, or skill development; and
- (d) Identify emerging needs or concerns that may require follow-up.

J. Quarterly Progress Review (Quarterly MDT)

The Quarterly Progress Review focuses on reviewing the youth's effort toward their short-term goals and progress toward transition criteria and case plan priority areas. The PRT considers progress across education, vocation, treatment, skill groups, prosocial involvement, unit behavior, and other case-planning areas to gain a shared understanding of how the youth is doing and what support is needed moving forward.

1. The Quarterly Progress Review must occur every 90 days following the Initial Progress Review.
2. The case coordinator must schedule the Progress Review at a time that works for core PRT members, including the youth's family members.
3. The case coordinator must prepare and lead the Quarterly Progress Review.
4. Staff may refer to the OYA Developmental Case Management Manual for more information regarding the PRT and process.
5. Pre-meeting Preparation
 - a) The case coordinator, JPPO, and QMHP must meet to review assessments and review the Transition Criteria Tool to ensure alignment before the meeting.
 - b) Refer to the Quarterly Progress Review checklist for additional steps and details.
6. During the Quarterly Progress Review
 - a) The Quarterly Progress Review is a collaborative process. Unit leadership teams must encourage the youth, family, and other PRT members to share their insights, ask questions, and meaningfully participate in the Progress Review. Each unit leadership team member and the JPPO has specific roles and responsibilities that must be adhered to as

specified in the OYA Developmental Case Management Manual.

- b) The Quarterly Progress Review must include the following elements (as described in the OYA Developmental Case Management Manual):
 - (1) Review of youth's progress;
 - (2) Moving forward;
 - (3) Support and connection; and
 - (4) Check-out.

7. Documentation

- a) The case coordinator must document the Quarterly Progress Review in the JJIS Case Plan under the Quarterly MDT Case Plan Review.
- b) The case coordinator must open or update the JJIS Case Plan to include an active Transition Criteria domain with a goal to demonstrate safe behavior toward self and others.
- c) The case coordinator must complete and lock the Healthy Youth Development Reassessment.
- d) Staff may refer to the OYA Developmental OYA Developmental Case Management Manual for more information regarding the PRT and process.

K. Unscheduled Progress Reviews (MDT)

An Unscheduled Progress Review may be held when a significant event or change requires team-based discussion, shared understanding, or decision-making outside of the standard Progress Review schedule. These meetings follow the same structure and documentation expectations as other Progress Reviews and are used to support timely, informed responses to emerging needs.

1. Placement Change Communication

- a) The sending case coordinator must schedule a meeting with the receiving case coordinator, within two business days of the transfer being approved, to share needed information and ensure coordination of care that meets the youth's specific needs.
- b) The sending case coordinator must ensure core PRT members are informed of the placement change and have

the information needed to support the youth during the transition.

2. Continuity of the Case Plan

- a) The sending case coordinator must schedule a Progress Review and invite the receiving case coordinator.

The Progress Review must focus on reviewing progress on the youth's current long-term goals and overall case plan.

- b) The sending case coordinator must close any completed long-term goals.

- c) Short-term goals must be summarized in the unscheduled Progress Review summary to capture the youth's effort, participation, and progress and then removed.

This allows the receiving unit to collaboratively develop new short-term goals that are responsive to the youth's current placement, needs, and stage of readiness.

- d) When additional long-term goal domains are open, the staff responsible for managing that domain must update the documentation following the Progress Review.

3. Transition to the Receiving Unit

The receiving unit case coordinator must update the case plan worker assignment to reflect the new placement and ensure the case plan information is accessible to the team.

4. Initial Progress Review Following Placement Change

The receiving unit case coordinator must ensure that an Initial Progress Review is completed within 30 calendar days of the youth's arrival to the new placement using the Progress Review checklist and following documentation standards in the OYA Developmental Case Management Manual.

5. Ongoing Coordination and Review

The case coordinator must schedule Quarterly Progress Reviews to monitor progress, update supports, and ensure the case plan remains responsive over time.

L. Transition

Transition planning is the case management process phase focused on preparing youth for safe and successful movement to a less restrictive placement or return to the community. The process focuses on clarifying

roles, confirming services and supervision plans, and ensuring there are expectations for a successful transition.

1. Transition Planning – Adjudicated Youth

Transition planning must be used with adjudicated youth transitioning from an OYA secure facility to the community or to an OYA transition facility/camp, including youth who have returned to a facility due to a parole revocation. Staff must follow the process outlined in the OYA Developmental Case Management Manual.

2. Transition Planning – DOC Youth

Transition planning for DOC youth must be guided by the youth's anticipated placement pathway.

- a) For DOC youth transitioning from an OYA secure facility to an OYA transition facility/camp, the standard transition planning process applies.
- b) For DOC youth transferring directly to a DOC institution, the use of OYA transition planning tools may not be applicable. In these cases, the PRT may determine appropriate transition planning activities based on the youth's anticipated placement and needs. Planning must focus on coordination and information sharing to support continuity of care.
- c) When a DOC youth is expected to be released directly from an OYA facility into the community, transition planning must be coordinated with the community corrections representative responsible for community supervision.

3. Transition Plan

The Transition Plan must include the goals the youth will work on during the transition to their next placement, and a transition checklist that identifies the services and supports the youth will need to achieve their identified goals.

- a) The JPPO must complete the Transition Plan and import it into JJIS prior to the youth's Parole Review Committee (PRC) meeting.
- b) The JPPO must use the below categories and naming convention when importing the case plan into JJIS.
 - (1) Category: Case management.
 - (2) Subcategory: General case plan.
 - (3) Name: Transition plan.

- c) The JPPO must follow the process and documentation standards outlined in the OYA Developmental Case Management Manual.

4. Transition Plan Completion

The JPPO must monitor the Youth Transition Plan and ensure all selected checklist items are completed, and enter a note in JJIS within 30 days of the youth's parole date.

The JJIS note must include:

- a) Category: Transition;
- b) Subcategory: Transition Activities and Checklist Completion; and
- c) A progress update about the youth, confirming that all transition activities and checklist items have been completed.

5. Transition Progress Review (MDT)

The Transition Progress Review occurs after a youth has been approved to transition to a less restrictive placement. The review builds on prior case planning and Progress Reviews and centers on confirming that transition planning is complete, coordinated, and aligned with the youth's identified needs, strengths, progress, and goals.

The Transition Progress Review must be held after transition or parole has been approved and before the youth transitions to a less restrictive placement or is released.

- a) The Transition Progress Review must be held within 45 days of the youth's anticipated parole date.
- b) For DOC youth: The following topics are typically reviewed during the Transition Progress Review (MDT). The Progress Review Team may adjust the scope of discussion based on the youth's anticipated placement and prior decisions regarding the transition planning process.
- c) The case coordinator must schedule the Transition Progress Review during a time that works for core PRT members, including the youth's family members. When youth are transitioning to OYA foster care, the foster care certifier must be invited to the Transition Progress Review.
- d) The JPPO must coordinate with a placement representative to schedule their participation. Providers may attend in

person or participate remotely (e.g., videoconference, phone).

- e) The case coordinator must prepare and coordinate the Transition Progress Review.
- f) Staff may refer to the OYA Developmental Case Management Manual for more information regarding the PRT and processes.

6. Pre-meeting Preparation

- a) The JPPO must share a Transition Plan draft for review at the meeting.
- b) The case coordinator, JPPO, and QMHP must meet to review recent progress, placement considerations, and any information that may impact the Transition Plan before the review.
- c) Staff may refer to the OYA Developmental Case Management Manual for more information regarding the Transition PRT and process.
- d) Staff may refer to the Transition Progress Review checklist for additional steps and details.

7. During the Transition Progress Review

- a) The Transition Progress Review is a collaborative process. Unit leadership teams must encourage the youth, family, and other PRT members to share their insights, ask questions, and meaningfully participate in the Progress Review. Each unit leadership team member has specific roles and responsibilities that must be adhered to as specified in the OYA Developmental Case Management Manual.
- b) The Transition Progress Review must include the following elements (as described in the OYA Developmental Case Management Manual):
 - (1) Review of youth's progress since transitional approval;
 - (2) Moving forward, supports, and connections; and
 - (3) Check-out.
- c) For DOC youth, the above elements are typically reviewed during the Transition Progress Review (MDT). The PRT may adjust the scope of discussion based on the youth's

anticipated placement and prior decisions regarding the transition planning process.

8. Documentation

- a) The case coordinator must document the Transition Progress Review in the JJIS Case Plan Summary, following the documentation standards outlined in the OYA Developmental Case Management Manual.
- b) The case coordinator must open or update the OYA Case Plan to include an active Transition Criteria domain with a goal to demonstrate safe behavior toward self and others.
- c) When additional long-term goal domains are open, the staff responsible for managing that domain must update the documentation following the Progress Review.

9. Post Parole/Transition

- a) The JPPO must monitor and ensure the checklist items are completed.
- b) Checklist items must be completed within 30 days. The JPPO must document completion by entering a note into JJIS.

M. Progress Review Decision Making

PRT members must engage in respectful discussion that supports meaningful participation while balancing youth development with risk mitigation and community safety.

- 1. The core PRT is responsible for a youth's case planning and case management decisions and must strive to reach consensus. Consensus is achieved when team members understand and support the decision, even if full agreement is not reached.
- 2. If consensus cannot be reached, a field supervisor who is not a member of the PRT must provide mediation by consulting with the superintendent/camp director. If needed, the Facility Services assistant director must make the final decision.
- 3. If a family member on the PRT disagrees with a decision or recommendation and the issue is not resolved through team discussion, the PRT must notify them that they may contact the field supervisor or the superintendent/camp director for a resolution.
 - a) The field supervisor/superintendent/camp director must review the issue and coordinate with the PRT, as needed, to ensure the family member's concern is fully considered.

- b) If a concern involves potential abuse, neglect, or a violation of rights, a PRT member must report the issue to the Professional Standards Office. Responses to allegations of abuse must also follow OYA policy 0-2.3 Mandatory Reporting of Abuse.

The PRT must notify the family member that they may file a complaint with PSO directly by calling the Reporting Line at 1-800-315-5440, or completing an [online complaint form](#). The family member may also file a grievance on behalf of the youth in accordance with OAR 416-020.

- c) The PRT must notify youth who disagree with a decision or recommendation that they may file a youth grievance in accordance with OYA policy II-F-1.1 Youth Grievance Process – Facility.

N. Distribution of the Case Plan

Following the Initial Progress Review and each Quarterly Progress Review, the case coordinator must generate the OYA Facility Case Plan summary, and print and review the document with the youth.

1. Youth must have access to review their Progress Summary upon request.
2. Staff must ensure the Progress Summary is stored and reviewed in a manner that protects confidentiality and prevents access by other youth or unauthorized individuals.

O. Quality Assurance for Case Management

Quality assurance ensures that case management is implemented consistently, documentation meets established standards, decision-making is supported by available assessment information, and youth receive equitable, developmentally appropriate case planning. Quality assurance reviews support coaching, consistency, and continuous improvement and are separate from employee performance evaluations.

1. Case-Level Quality Assurance

- a) Transition Criteria Tool Review: Field supervisors must review each completed Transition Criteria Tool prior to the Initial Progress Review using form YA 7011.

The review must verify that the selected transition placement and criteria are consistent with OYA policy and case management standards while also being data-informed through timely assessment information.

- b) PRC Quarterly Review: After each quarterly review, form YA 7010 must be completed by the Parole Review

Committee (PRC), or a designated manager, to review the quality of case plan documentation for the PRT's recommendation related to transition and transition readiness.

- c) Case Plan Phase Review: Designated case coordinator coaches, or a manager designated by the superintendent/camp director, must review each newly developed facility, camp, and DOC case plan phase using a form YA 7012.

The review must verify that the case plan is developed in accordance with OYA policy, case management standards, and documentation requirements.

2. Statewide Quality Management

Development Services administration must establish and maintain a statewide case management quality management system that:

- a) Monitors implementation fidelity;
- b) Analyzes statewide trends;
- c) Identifies strengths and opportunities for improvement;
- d) Informs coaching and technical assistance;
- e) Supports policy and process improvements;
- f) Recommends training priorities; and
- g) Reports findings to agency leadership.

3. Continuous Improvement

Quality assurance findings must be reviewed regularly and used to improve practice, documentation standards, staff training, coaching, policy development, and implementation support throughout the agency.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO.