



## **FAMILY GUIDE TO INTAKE**

### **MacLaren Youth Correctional Facility**



# ABOUT INTAKE

## What is Intake?

When male youth are first committed to an Oregon Youth Authority (OYA) close-custody facility, they go to MacLaren for “intake.” We assess their physical health, mental health, education level, and treatment needs. Youth usually stay at intake for about 30 to 45 days before transitioning to another living unit at one of OYA’s facilities.

## What Youth May Have

When youth are at intake, they are only allowed to have items provided by MacLaren. We provide:

- Bed and bedding
- Clothing: Black pants, gray polo shirt, sweatpants, sweatshirt, T-shirts, shorts, boxer shorts, socks
- Shoes: athletic shoes and sandals
- Hygiene products: toothbrush, toothpaste, deodorant, comb
- Treatment folder
- Journal
- Religious items (only if requested)

## Where Youth Live

Youth at intake live in one of two living units: Maple or Noble. Each one houses up to 16 youth, who sleep in individual rooms. Youth receive 24-hour care and supervision from adult staff who plan their activities and treatment, and help them with skill development. Keeping youth safe and secure is our first priority.

## School

MacLaren has a school on site, William P. Lord High School, which is run by the Willamette Education Service District. The school has a principal, certified teachers, and other support staff, just like a regular public school.

Intake youth may earn credits toward their high school diploma. Once they leave intake, they may also be able to participate in GED, vocational training, or college programs, depending on their facility and their case plan.

## Health Care and Nutrition

While your child is with OYA, we will make sure his needs are met, including treatment, medical care, and mental health care. MacLaren has a medical clinic with nurses, a dentist, a doctor, psychologists, and psychiatrists. We have contracts with health care providers in the community for services we cannot provide. We also provide a free tattoo removal service for youth who want to remove unwanted tattoos.

Youth at intake are not allowed to have food provided by anyone except MacLaren. We provide youth with regular healthy meals, and they may participate in many recreation programs, including organized sports and other physical activities.

## Money for Youth

Each youth at MacLaren has an account that family and friends can add money to, although youth are not able to use the money until they leave intake. You may not give money directly to your child, or to staff to give to your child.

You can add money to your child’s account in person using the envelopes located at the front of the gatehouse, or by mailing in a secure payment. We do not recommend mailing cash. To help us make sure the money gets to your child, please put his full legal name and Juvenile Justice Information System (JJIS) number, if you know it, on the envelope.

# How to Contact Youth



## Mail

Youth may send letters during intake, and they may receive letters, money, or stamps. If they do not have stamps, we give them up to three per week. You may send more stamps if you like.

To help us make sure mail gets to your child, please put his full legal name and Juvenile Justice Information System (JJIS) number, if you know it, on the envelope. MacLaren staff open and inspect all mail to make sure it does not contain anything that threatens or is detrimental to facility security, safety, or order. This is to keep all youth and staff safe.

The following types of mail are not allowed, and may be rejected:

- Mail with escape plans or plans to commit a crime or violate facility rules.
- Sexually explicit material.
- Contraband items, including weapons, explosives, medications, electronic items, or photos with chemical substances on the back.
- Mail from other incarcerated people, including other youth at OYA facilities, unless the facility superintendent approves in advance.

- Mail to or from the youth's victims, unless the facility superintendent approves in advance.
- Publications that are contraband or harmful to a youth's reformation.
- Mail with attachments or enclosures that are glued, taped, or otherwise affixed to the envelope or its contents, such as stickers.



## Visiting

All visitors first must get approval from the facility and their youth's living unit manager and case coordinator. Only certain people may visit youth during intake. Learn more in our Visiting Information brochure (found online at [bit.ly/oyamaclaren](http://bit.ly/oyamaclaren)).



## Phone Calls

Youth are able to make one phone call each week, with calls limited to about 10 minutes. They also may get to make additional calls as needed, if their case coordinator approves. They may call only people who are approved by their case coordinator, and they are not allowed to receive phone calls. If you want to pass on important information to your child, or get updates on how he is doing, we encourage you to call his case coordinator.



## Filing Complaints or Reporting Abuse

If you or your child feel that your rights have been violated or that you were not treated fairly by OYA staff, we encourage you to talk with your youth's living unit manager, MacLaren's program directors or superintendent, your child's juvenile parole and probation officer (JPPO), or other OYA staff you trust.

You also may file a complaint with OYA's Professional Standards Office (PSO), which investigates all reports of abuse and works with facilities to address complaints it receives.

OYA has zero tolerance for abuse, whether it is verbal, physical, emotional, or sexual. It does not

matter who the abuser is — other youth, staff, family members, foster parents, volunteers, or anyone else.

Here are several ways to report abuse or file a complaint:

- Call the OYA hotline: 1-800-315-5440.
- Tell MacLaren's superintendent or program directors, or any OYA staff member. All OYA staff are required to report abuse.
- Fill out a grievance form. They are available in OYA's field offices or in your child's living unit.
- File a report online: [bit.ly/oyacomplaint](http://bit.ly/oyacomplaint)
- Email PSO: [professionalstandards.office@oya.state.or.us](mailto:professionalstandards.office@oya.state.or.us)

# What happens when youth are at MacLaren for intake?

## The first day



### We check their basic physical health.

This includes drug and alcohol tests, and a review of current medications, health needs, and medical history.



**We give them an orientation.** They get a treatment workbook and learn about their rights, rules, and healthy habits.



### We assess their basic mental health.

This is done by a qualified mental health professional.



### They meet the staff on their living unit.

These are the people who supervise and support them every day.



### We assign them to an intake unit.

MacLaren has two intake units: Maple and Noble.



### They receive supplies.

We provide them a bed, bedding, clothing, shoes, and hygiene products.



### They call family.

They make one phone call to a family member. We share visit information and answer questions during the call.



### They take part in daily life on the living unit.

This includes attending school, eating meals, exercising, and going to treatment groups.



### We do a full health check.

This includes a physical, dental exam, and tests for hearing, vision, and sexually transmitted diseases.



### We give them a full drug and alcohol screening if needed.



### We check their education needs.

We look at how much school they have completed and what they still need, and create a learning plan.



### A psychologist assesses their mental health.

If needed, they may see a psychiatrist for treatment and medications.



### They begin receiving visitors and mail, and making more phone calls.



### They continue with school and treatment.

## The rest of their time at intake



### They have a multidisciplinary team (MDT) meeting.

The team recommends a facility and living unit for the youth after intake.



### Administrators make a facility assignment.

This happens one to two weeks after they get the MDT recommendation.



### They are placed on a waiting list for their next living unit.

They transfer out of intake when there is an opening on their next unit.

Typical length of time at intake: 30-45 days





## Multidisciplinary Team (MDT)

Every youth at OYA has a multidisciplinary team that may include their case coordinator, their juvenile parole and probation officer, school staff, a mental health professional, and other OYA support staff. Families are also an important part of this team, and we encourage you to participate.

During intake, this team talks with the youth about his situation and recommends another unit and facility that will best serve his needs.

This is your chance to learn about how your child is doing and talk with staff about how to help your child set goals and meet them. Your child's case coordinator will contact you soon about your child's first MDT meeting. If you are not able to attend in person, the case coordinator can tell you about other ways to participate by phone or Skype.

## VIEWS OF MACLAREN

### Intake Living Units



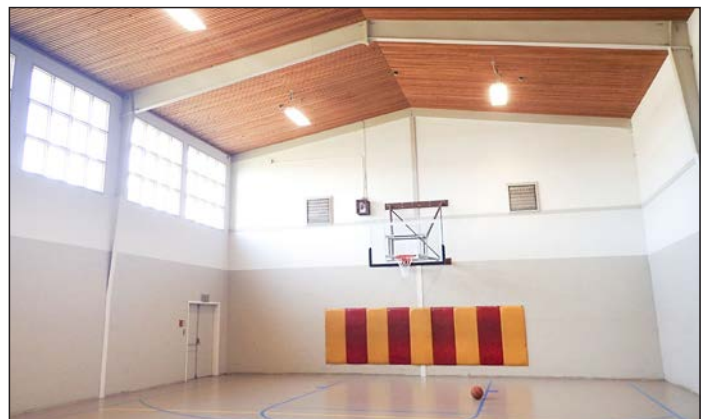
Views of the day room areas on the living units. Maple and Noble have the same layout. Both units first opened in August 2017.

### School



Classes are held at William P. Lord High School, which has its own building.

### Gym



Intake youth have recreation and physical activity time in the Plaza Gym.

# THE ABCS OF OYA

The Oregon Youth Authority (OYA) uses many abbreviations that you may not have heard before. Here is a list to help you understand what they mean.

## **ARB: Administrative Review Board**

This is a committee that reviews and makes all major decisions about a youth's movement and custody status in OYA facilities. While your youth is at intake, the ARB makes the final decision on which unit and facility your youth should go to next, based on your youth's needs and the recommendation of their Multidisciplinary Team (MDT).

## **CC: Case Coordinator**

This person is one of your main contacts at our facility to learn about how your child is doing. The case coordinators manage cases for the youth on their units.

## **DOC: Department of Corrections**

This is Oregon's adult corrections agency. Some youth who come to OYA were convicted as adults and put in the legal custody of DOC. However, if they committed their crime before turning 18, the court may let them stay in OYA facilities until they finish their sentence or until they turn 25, whichever comes first.

## **GLC: Group Life Coordinator**

This person coordinates activities and supports youth in their daily life in the living units.

## **JPPO: Juvenile Parole and Probation Officer**

As soon as a court commits a youth to our custody, we assign a JPPO to their case. This person is one of your main contacts throughout your child's time in OYA custody. The JPPOs are located in our field offices.

## **LUM: Living Unit Manager**

This person supervises the staff and programs on the living units and makes sure the unit environment is supportive for staff and youth.

## **MDT: Multidisciplinary Team**

Every youth at OYA has a multidisciplinary team. See page 6 for more details.

## **OIIR: Office of Inclusion and Intercultural Relations**

This office provides youth and families with services that meet the needs of their culture, including youth support groups, cultural groups and events, and interpreters.

## **PSO: Professional Standards Office**

This OYA office investigates all reports of abuse and works with facilities to address complaints.

## **QMHP, or Q: Qualified Mental Health Professional**

This person coordinates treatment for your child and makes sure he gets the services he needs.

## **SDC: Skills Development Coordinator**

This is one of many people who help youth develop skills around regulating emotions, solving problems in a positive way, and managing conflicts.

## **YCF: Youth Correctional Facility**

Also known as a close-custody facility, this secure facility run by OYA provides housing, treatment, and educational and vocational services for youth committed to our legal or physical custody. OYA has four youth correctional facilities for males across Oregon, plus three transition facilities to help male youth transition back to the community.

# CONTACT US



## MacLaren Youth Correctional Facility

2630 North Pacific Highway

Woodburn, OR 97071

**Administration hours:** Monday-Friday, 8 a.m.-5 p.m.;  
closed Saturday and Sunday

**Phone:** 503-981-9531

## Directions

**From I-5, Northbound or Southbound**

- Take Exit 271 in Woodburn.
- Turn east onto OR Hwy. 214.
- Go about 2.5 miles and turn left onto OR Hwy. 99E.
- Go about 0.4 miles to paved driveway entrance on the right.

## New Family Orientation

We offer monthly orientations for parents and guardians of MacLaren youth at intake. At these orientations, you can meet staff from the facility who are working with your child. You also can learn about these topics and how they work at OYA:

- Education and other services for youth
- Our approach to working with youth
- Visiting your youth
- How to be involved with your youth's progress at OYA

Orientations happen on the fourth Tuesday of every month from 6 to 8 p.m. Ask your youth's case coordinator for details.

## Oregon Youth Authority



530 Center St. NE, Suite 500

Salem, OR 97301-3777

Reception: 503-373-7205

En Español: 503-373-7205

[www.oregon.gov/OYA](http://www.oregon.gov/OYA)