



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**Parent/Guardian and Family Involvement in Youth Reformation**

*Section – Policy Number:*

**A: General Administration – 9.0**

*Supersedes:*

**I-A-9.0 (9/11)**  
**I-A-9.0 (3/08)**

*Effective Date:*

**01/30/2020**

*Date of Last*

*Review/Revision:*

**None**

**Related Standards and References:**

- [OAR 416](#), Division 420 (Visitors to OYA Facilities)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Programming
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-4C-42 (Parental Notification)
- [OYA Multidisciplinary Team Standards](#)
- [OYA policy](#): 0-2.2 (Relationship with Youth and their Families)
- I-A-11.0 (Assessment, Multidisciplinary Teams, and Case Planning)
- I-E-2.1 (Public Records Requests for Agency Records)
- I-E-2.3 (Requests for Youth Information and Records)
- II-D-1.4 (Medication Management in OYA Facilities)
- II-E-1.0 (Notification to Parents/Guardians)
- II-E-2.5 (Visits with Youth)
- II-F-3.0 (Youth Mail in Close-custody Facilities)
- II-F-3.4 (Youth Use of Telephones)
- II-E-2.4 (English Plus – Youth [Facility])
- III-A-2.2 (English Plus - Youth [Community])
- III-B-2.0 (New Commitments to OYA Legal Custody)
- III-D-3.0 (Medication Management in Substitute Care)
- OYA forms: [YA 0055](#) (Authorization for Release of Information)
- OYA Top Things for Families to Know brochures:  
[English – Facilities](#)   [English - Community](#)  
[Spanish – Facilities](#)   [Spanish - Community](#)


**Related Procedures:**

- [COM III-B-2.0](#) (New Commitments to OYA Legal Custody)

**Policy Owner:**

Assistant Director Development Services

**Approved:**

  
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 Joseph O'Leary, Director

**I. PURPOSE:**

This policy establishes uniform standards of practice throughout OYA regarding family involvement in youth reformation.

## II. POLICY DEFINITIONS:

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

**Parent/Guardian:** One who nurtures, raises, or is legally responsible for the care and management of a minor.

**Published information:** Low-sensitive information. Information that is not protected from disclosure, that if disclosed will not jeopardize the privacy or security of agency employees, clients and partners. This includes information regularly made available to the public through electronic, verbal or hard copy media.

**Family:** Includes the biological or legal parents, siblings, child, other relatives, foster parents, legal guardians, spouse, domestic partner, caregivers and other primary relatives to a youth whether by blood, adoption, legal, or social relationships. Family also includes any person (other than an OYA employee) identified by the youth as important who provides formal or informal support and whose positive involvement helps sustain the youth's reformation process.

## III. POLICY:

OYA's mission is to protect the public and reduce crime by holding youth accountable and providing opportunities for reformation in safe environments. Family involvement in a youth's reformation activities, including assessment, case planning, and treatment, is vital. Youth families include the youth's parents, guardians, and other relatives and supportive people whose positive involvement helps sustain the youth's positive development process.

Successful outcomes and the reduction of youth recidivism are often affected by the degree of family involvement in a youth's treatment. It is critical that families not only address criminogenic risk factors that reinforce a youth's criminality and increase a youth's risk to re-offend, but families must also reinforce new behaviors and skills to assist in the youth's positive development. Returning youth to safe environments in the community and reinforcing their newly-acquired skills creates safer communities.

It is OYA's policy to encourage, solicit, and facilitate family involvement in each youth's case planning, supervision and treatment. Parents and guardians are included in a youth's reformation unless they pose a threat to the youth's safety or have a debilitating impact on a youth's reformation. Other family members may be included in the youth's reformation as long as they contribute toward the process.

In addition, OYA strives to provide services that are appropriate based on cultural values. Families are encouraged to inform staff of cultural and ethnic considerations to be included when developing each youth's case plan and treatment program. Staff will take specific steps to collaborate with families to ensure they participate in youth reformation.

#### IV. GENERAL STANDARDS:

##### A. Sharing Information

1. Staff will share published information with youth families upon request.
2. Information pertinent to the youth's case plan, reports and other materials regarding the youth's case history and prognosis may be shared if:
  - a) The youth has signed a release of information form [YA 0055](#) (Authorization for Release of Information); or
  - b) The youth is under 18 years old and the family staff is sharing the information with is the youth's parent/guardian and the sharing of information is of benefit to the youth's reformation.

If the youth is uncomfortable sharing this information with a parent or guardian, staff will help the youth develop a plan to address the concerns.

3. Medical information (for youth age 15 and older), and substance abuse and mental health clinical information (for youth age 14 and older) is *generally* not disclosable without the youth's consent, but may be shared with a parent/guardian pursuant to Oregon laws by the treatment provider.

Staff must refer to Health Services or Public Policy/Government Relations staff for clarity if a parent or guardian requests such information and the youth has not signed a release of information.

##### B. Orientation

1. Parents and guardians will be mailed an orientation packet when a youth is placed in OYA custody.
  - a) For youth placed in a community setting, parent packets must be mailed immediately upon the assignment of a JPPO by the field office where the JPPO is assigned.
  - b) For youth placed in a close-custody facility, the facility staff must mail parent packets immediately upon the youth's intake into MacLaren YCF or Oak Creek YCF.

2. Orientation packets must include at least the following:
  - a) General information about OYA;
  - b) Information on how to report abuse;
  - c) Information concerning the grievance process;
  - d) Information about child support; and
  - e) Pertinent contact information.

Most of this information is contained in document "Youth in the Community: Top Things for Families to Know."

3. The JPPO (and case coordinator for DOC youth) must discuss the information contained in the orientation packet with the parents and guardians prior to the initial Multidisciplinary Team (MDT) meeting.
4. If a youth subsequently transfers to another OYA facility, facility staff must mail parents/guardians orientation packets specific to the subsequent facility upon the youth's arrival.

#### C. Intake Assessment

1. Staff must contact and interview parents/guardians to complete the OYA Risk/Needs Assessment.
2. Staff must encourage parents/guardians to participate in the youth's assessment.
3. Staff must explain parents/guardians and staff roles and responsibilities.
4. Staff must ensure parents/guardians sign applicable release of information forms.
5. Staff may discuss family counseling or parenting programs with parents/guardians.

#### D. Multidisciplinary Teams (MDT)

Families are central to the case planning process. MDT scheduling must accommodate family members.

1. JPPOs (or case coordinators for DOC youth) must contact parents/guardians and solicit their participation in the MDT process.
2. JPPOs (or case coordinators for DOC youth) must make accommodations, including videoconferencing and telephone conferencing, to ensure parent/guardian participation.

E. Notification

Parents/guardians must be notified of significant events or changes that impact youth. See OYA policy I-E-5.0 (Notification to Parents/Guardians) for related procedures.

F. Visitation

Family members who are integral to the youth's case plan are encouraged to visit the youth.

1. The visiting approval/denial process in OYA facilities is outlined in OYA policy II-E-2.5 (Visiting with Youth).
2. OYA must follow court orders that affect family visitation.

G. Suspension of Family Member Involvement

Parents/guardians must be included in the youth's case planning and treatment process unless there is clear evidence that the parents/guardians pose a safety risk to the youth or is detrimental to the youth's reformation. Other family members may be included in the youth's case planning and treatment process as long as they support and contribute toward these efforts.

1. Any recommendation to temporarily suspend a family member's involvement in a youth's case planning and treatment process must be made by the youth's MDT and will address a specific area of concern.
2. Any decision to temporarily suspend a family member's involvement (other than parent/guardian) in a youth's case planning and treatment process must be made by the appropriate field supervisor or facility superintendent/camp director.
3. Any decision to temporarily suspend a parent/guardian's involvement in a youth's case planning and treatment process must be made by the appropriate assistant director and will be communicated in writing to the parent/guardian by the assistant director.
4. The MDT must review the temporary suspension of a family member's involvement for possible reinstatement during each MDT meeting.

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