



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part I – Administrative Services



Subject:

#### Notification to Parents/Guardians

Section – Policy Number:

**E: Information Management: 5.0**

Supersedes:

**I-E-5.0 (04/18)**

**I-E-5.0 (09/11)**

**II-E-1.0 (03/08)**

**II-E-1.0 (12/03)**

**II-E-1.0 (06/03)**

Effective Date:

**06/07/2022**

Date of Last Review:

**06/07/2024**

#### Related Standards and References:

- [OAR Chapter 416](#), Division 50 Funeral and Burial Expenses
- National Commission on Correctional Health Care, *Standards for Health Services in Juvenile Detention and Confinement Facilities*; Y-A-12 (Notification in Emergencies)
- [OYA policy](#): I-E-1.0 (Director's Incident Notification and Report)
  - I-A-9.0 (Parent/Guardian and Family Involvement in Youth Reformation)
  - II-D-1.4 (Medication Management in OYA Facilities)
  - II-D-2.2 (Suicide Prevention in Close-custody Facilities)
  - III-D-3.4 (Suicide Prevention in Community Placements)
  - III-A-1.0 (Youth Incident Reports)
  - III-D-3.0 (Medication Management in Substitute Care)

#### Related Procedures:

- None

#### Policy Owner:

Deputy Director

#### Approved:

  
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Joseph O'Leary, Director

#### I. PURPOSE:

This policy provides guidelines for OYA staff when notifying parents/guardians of youth incidents.

#### II. POLICY DEFINITIONS: None

#### III. POLICY:

OYA recognizes the value in maintaining contact with parents/guardians of youth in its custody. When significant incidents involving youth occur, staff will provide timely notice to the youth's parents/guardians.

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, stakeholders, and staff that is free from harassment, discrimination, and bias. Staff must be aware of the parent's/guardian's cultural sensitivities when notifying them of significant incidents. Notifications must be made in the parent's/guardian's native language whenever possible.

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

##### **A. Incidents/Activities that Require Parent/Guardian Notification**

###### **1. Transfer between OYA facilities**

- a) The sending facility staff must notify the parent/guardian of a pending placement change prior to the youth's transfer, unless there is evidence that notification will disrupt the safety of the transfer process.
- b) The receiving facility staff must notify the parent/guardian of the youth's transfer once the youth has arrived at the final destination.

###### **2. Transfer between community placements**

The youth's juvenile parole/probation officer (JPPO) must notify the parent/guardian of the pending placement change prior to the youth's transfer, and confirm with the parent/guardian once the youth has arrived at the final destination.

###### **3. Prescription of a psychotropic medication**

Notification is to parents/guardians of youth less than 14 years old. Youth ages 14 and older must provide consent to this notification. Resources about psychotropic medication may be provided to parents/guardians upon request.

- a) For facility youth, this information must be relayed during the youth's MDT as described in OYA policy II-D-1.4 Medication Management in OYA Facilities.
- b) For youth in substitute care placement, the notification must occur as described in OYA policy III-D-3.0 Medication Management in Substitute Care.

###### **4. Any incident involving a youth that requires emergency community response.**

###### **5. Urgent or emergent medical care.**

###### **6. Unauthorized absence or escape from a close- custody facility.**

###### **7. Unauthorized absence from a community placement.**

8. Suicide attempt.
9. Any form of abuse.
10. Youth life-threatening injury.
11. Youth death.
12. Other significant changes to a youth's status.

B. General Notification Process (for events other than youth transfers, prescription of psychotropic medication, and unauthorized absence from a community placement)

1. OYA staff notification process

Staff must notify their supervisor or OD and the youth's JPPO within the first hour after the staff member becomes aware of the incident. Notification must be oral (in-person or by phone).

2. A living unit manager, JPPO, or designee must contact the parent/guardian no later than 24 hours of the incident contingent on:

- a) Severity of the injury to the youth (if injury exists);
- b) Imminent risk to the safety and security of the youth or facility; and
- c) Need for parental/guardian information or consent.

3. If the living unit manager or JPPO is not available, staff must initially report the incident to the facility or Community Services officer-of-the-day (OD).

The OD or designee will contact the parent/guardian and relay the incident information.

C. Youth Death or Life-threatening Injury

1. Parent/guardian notification

- a) Parent/guardian notification of a youth death or life-threatening injury must be as soon as possible to ensure the family is notified by an OYA representative rather than the media or a third party.
- b) For life-threatening injuries, the contact may be by telephone. If a youth has died, the contact must be face-to-face by a supervisor/manager and accompanying staff.

Phone contact is only allowed when face-to-face contact is not possible or cannot be done in a timely manner.

- c) Great care, tact, and sympathy must be extended to the family. For death notifications, details of the death must only be relayed to the family by the investigating authority.

2. Monitoring and support after youth death

- a) As the primary case manager, the JPPO is responsible for monitoring events and interacting with the family after the immediate crisis is over and the family is still grieving.
- b) The circumstance of each death is unique, and care must be given to ensure the wishes of the family are considered. The JPPO may consult the family to determine how best to assist them during this difficult time.
- c) OYA may pay the cost of funeral, burial or cremation expenses for a youth who dies while in OYA legal custody.

Refer to [OAR 416-050](#) (Funeral and Burial Expenses) for guidance.

D. Documentation

Staff must document all parent/guardian contacts and notifications in the youth's JJIS notebook.

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