



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services (Facilities)**



*Subject:*

**Interfacility Transfer Requests**

*Section – Policy Number:*

**E: Programming – 4.0**

*Supersedes:*

**II-E-4.0 (05/12)**  
**II-E-4.0 (07/08)**  
**II-E-4.0 (07/04)**

*Effective Date:*

**02/27/2017**

*Date of Last*

*Revision:*

**10/02/2019**

**Related Standards and References:**

- [ORS 420A.100](#) - 155 (Youth Correctional Facilities)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Programming
- [OYA policy](#): II-A-3.1 (Facility Youth Transports and Escorted Trips)  
 II-E-1.0 (Notification to Parents/Guardians)  
 II-A-1.5 (Agency Case Reviews; DOC Early Transfer Protocol)  
 II-F-1.1 (Youth Grievance Process [Facility])  
 I-A-10.0 (Preventing, Detecting, and Responding to Youth Sexual Abuse and Sexual Harassment)
- [OYA form](#): YA 4044 (J) (Request for Youth Transfer)

**Related Procedures:**

- [FAC II-E-4.0 Interfacility Transfer Requests](#)

**Policy Owner:**

Facilities Services Assistant  
 Director

**Approved:**

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 Fariborz Pakseresht, Director

**I. PURPOSE:**

This policy provides guidelines for OYA staff when referring youth for transfers between OYA facilities after initial placements.

**II. POLICY DEFINITIONS:**

**Close-custody facility:** Any of the facilities operated by OYA, including but not limited to youth correctional facilities (YCFs), work/study camps, and transition facilities.

**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 identified by the core team

based on the youth's Risk Needs Assessment, identified criminogenic needs and placement.

**Statewide Population Manager:** An OYA employee responsible for coordinating youth placements, treatment opportunities, and providing quality assurance for lengths-of-stay in OYA close-custody facilities.

### III. **POLICY:**

OYA places youth in its facilities based on each youth's treatment and security needs. An interfacility transfer process allows youth to move along OYA's continuum of care to achieve case plan goals in the most appropriate environments.

This policy describes the process OYA staff will follow when initiating or responding to requests for youth transfer between OYA close-custody facilities.

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

#### A. Requests for youth transfer

The youth's Multidisciplinary Team (MDT) will make all requests for transfer and allow or deny the transfer based on what would best benefit the youth within the interests of treatment, medical and mental health, security and order, and make recommendations to the superintendent/camp director.

Different types of facility transfers include:

#### 1. Program refocus

A youth who has presenting issues which cannot be appropriately addressed at the youth's current placement may require a program refocus transfer. Presenting issues may include major mental health, behavioral or security concerns.

#### 2. Program opportunity

A youth may transfer to another facility to participate in educational, vocational or treatment opportunities not available at the youth's current placement.

#### 3. Program completed

A youth may be returned to the youth's original facility placement or transfer to a new facility placement upon completion (successful or unsuccessful) of a treatment program or educational/vocational opportunity.

#### 4. Medical or mental health specific

A youth may be transferred to another facility to receive specific medical or mental health services not available at the youth's current placement.

B. Transfer request process

1. Upon MDT approval, staff will submit a Request for Youth Transfer (YA 4044) to the facility's superintendent or camp director.
2. Certain youth may require an executive-level review prior to any change in location.

Refer to OYA policy II-A-1.5 Agency Case Review and DOC Return Protocol regarding this review process.

3. Mental health program and transition facility transfers are addressed in facilitywide procedure FAC II-E-4.0 Interfacility Transfers.
4. Medical-specific transfers
  - a) The superintendent/camp director or designee will contact onsite facility Health Services staff and the OYA Medical Director for review and approval of the proposed transfer.
  - b) The statewide population manager must approve all youth transfers approved by the OYA Medical Director for emergent/required medical treatment.
5. The superintendent/camp director or designee will contact the statewide population manager to review the YA 4044.
6. The statewide population manager will review the below-listed information to determine the appropriateness of the youth's transfer:
  - a) Facility security and order concerns;
  - b) Security threat groups and possible conflicts;
  - c) PREA issues and alerts (see OYA policy I-A-10.0 Preventing, Detecting, and Responding to Youth Sexual Abuse and Sexual Harassment);
  - d) Medical and mental health needs;
  - e) Language and available interpretive services;
  - f) Educational and vocational availability;
  - g) Unit screening requirements;
  - h) Unit criteria, milieu and best-fit match; and

i) Placement availability.

7. The statewide population manager will review the YA 4044 with the receiving facility's superintendent/camp director or designee and approve or deny the transfer in writing.

C. Transfer request approval or denial process

1. Approval

If a transfer request is approved, the following must occur.

a) The statewide population manager must notify the sending and receiving superintendents/camp directors in writing of when the transfer may happen. The youth will be placed into a program vacancy in sequential order based on the youth's transfer request date.

b) The sending facility's superintendent/camp director or designee will -

(1) Open a JJIS Service Referral reflecting the transfer approval date and approximate transfer date; and

(2) Update the youth's case plan.

2. Denial

If a transfer request is denied, the statewide population manager must provide a written rationale to the requesting facility's superintendent/camp director (e.g., program or facility capacity, waiting lists, youth's behavior history).

3. Conflict resolution

a) Staff disagreements with the statewide population manager's written decision will be resolved through the Agency Case Review process. (See OYA policy II-A-1.5 Agency Case Reviews; DOC Return Protocol).

b) If a youth disagrees with any transfer decision, staff may direct the youth to the grievance process described in OYA policy II-F-1.1 Youth Grievance Process [Facility].

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

**VI. FACILITYWIDE PROCEDURE REQUIRED: YES**

A. A facilitywide procedure must delineate the staff process for requesting a youth transfer to one of the specialized housing environments within the OYA close-custody system.

- B, The process must include collaboration between subject matter experts in the program area the youth is being referred for transfer to and the youth's treatment team.