



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



Subject:

#### New Commitments to OYA Legal Custody

Section – Policy Number:

**B: Intake – 2.0**

Supersedes:

**III-E-3.5 (12/17)**  
**III-E-3.5 (01/07)**  
**III-E-3.5 (06/03)**

Effective Date:

**01/30/2020**

Date of Last

Review/Revision:

**None**

#### Related Standards and References:

- [ORS 419C.478 \(Commitment to Oregon Youth Authority or Department of Human Services\)](#)
- [ORS 419C.486 \(Consideration of recommendations of committing court; case planning\)](#)
- [ORS 419C.495 \(When commitment to youth correction facility authorized\)](#)
- [OAR 416-105 \(Disclosure of Offender Case Record Information\)](#)
- [OYA policy](#): I-A-11.0 Assessment, Multidisciplinary Teams, and Case Planning
- [OYA forms](#): YA 1041 Court Commitment Order  
YA 1301 OYA Youth Rights and Responsibilities
- [OYA Multidisciplinary Team \(MDT\) Standards Manual](#)
- [JJIS forms](#): YA 3000 Field New Commitment Checklist  
YA 3001 Juvenile Parole/Probation Agreement  
YA 3002 Case Plan Report  
YA 3003 Transition Case Plan  
YA 3004 Referral Case Plan  
YA 3005 Case Plan History  
YA 3014 Initial Parent Letter; YA 3014SP - Spanish  
YA 3018 Placement Committee Recommendation
- JJIS policy: [Inter-Jurisdiction Transition Points](#)
- 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](#)

#### Policy Owner

Community Services Assistant  
Director

#### Approved:

Joseph O'Leary, Director

#### I. PURPOSE:

This policy provides guidelines for gathering and documenting information for youth initially ordered by the court to the Oregon Youth Authority (OYA) legal custody. Initial parental contact is also addressed. OYA general field procedures provide detail about the case management process.

## II. POLICY DEFINITIONS:

**Case plan:** A formal plan with prescribed interventions and documentation requirements and a tool to assist staff in managing cases, setting goals and reviewing youth interventions and progress. A Case Plan is created and maintained in the statewide Juvenile Justice Information System (JJIS).

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

**Legal custody:** A person, agency, or institution having legal custody of a youth as awarded by a court has the following duties and authority:

- (1) To have physical custody and control of the youth.
- (2) To supply the youth with food, clothing, shelter, and incidental necessities.
- (3) To provide the youth with care, education, and discipline.
- (4) To authorize ordinary medical, dental, psychiatric, psychological, hygienic, or other remedial care and treatment, and, in an emergency when the youth's safety appears urgently to require it, to authorize surgery or other extraordinary care.
- (5) To make such reports and to supply information to the court as required by the court.
- (6) To apply for any Social Security benefits or public assistance to which the youth is entitled and to use the benefits or assistance to pay for the care of the youth.

**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-appropriate for each youth committed to 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.

**Substitute care:** Out-of-home residential placement in the community for a youth that provides 24-hour-a-day care and treatment, including youth offender foster care homes, residential treatment programs, and transitional housing programs.

## III. POLICY

OYA is dedicated to providing youth opportunities for positive change, developing and improving skills, and reducing the likelihood of future delinquent behavior. The Positive Human Development (PHD) culture of providing safety and security, caring and supportive relationships, high expectations and accountability, meaningful participation and community connection is essential to build supportive relationships with youth starting from initial commitment to OYA.

A consistent method of gathering, assessing and documenting youth information helps staff make appropriate program and treatment recommendations when developing comprehensive case plans. Additionally, a positive initial contact with the youth's parent/guardian is essential to building an open line of communication and productive working relationship.

#### IV. GENERAL STANDARDS:

- A. A youth may be ordered by the court into the legal custody of OYA when the youth is at least 12 but less than 19 years of age, adjudicated delinquent, and identified as needing out-of-home placement.

Admissions to a youth correction facility are limited to youth who are at least 12 but less than 19 years of age, and found by the juvenile court to have committed an act that if committed by an adult would constitute aggravated murder, murder, a felony or a Class A misdemeanor.

- B. The court may specify the type of care, supervision or services to be provided by OYA, which may include direct commitment to a youth correction facility.

The actual provision of the care, supervision, security or services is the responsibility of OYA.

- C. Local screening committees

A local screening committee may be used to review youth cases recommended for placement in OYA community substitute care or close-custody facilities. JJIS data-informed tools may be used to assist in making these recommendations. These committees may be comprised of representatives from the local juvenile department, Department of Human Services (DHS), OYA, mental health agencies, and schools.

If OYA custody is recommended and the juvenile department refers the youth to residential treatment, OYA staff must ensure that the referral is made prior to OYA commitment.

- D. A co-management agreement may be used with community partners that identifies an effective process of transitioning youth to OYA and assists in identifying necessary information/documentation to ensure a smooth transition of supervision.

- E. Intake documentation

1. Staff must ensure a court order directs a youth's commitment to OYA legal custody when staff accept legal custody of the youth.
2. Staff must refer to the Field New Commitment Checklist (YA 3000) to assist them in ensuring notifications, documentation, and JJIS information/updates are completed.
3. Case plan information gathering
  - a) When the court places a youth in the legal custody of OYA, staff will collect available information for a referral packet to residential programs or close-custody placement, and to

develop an OYA case plan. Information collected may include:

- (1) History and Background Report, case plan or service plan from the county juvenile department or DHS;
  - (2) Prior court reports and court ordered conditions (e.g., restitution);
  - (3) Criminal behavior information;
  - (4) Copy of police report(s);
  - (5) Mental health, sex-offense specific, or substance use assessments;
  - (6) Psychological assessments;
  - (7) Neuropsychological assessments;
  - (8) Psychiatric assessments;
  - (9) Medical and medication information, if related to a condition that will need to be addressed or monitored;
  - (10) Current psychotropic medication prescriptions;
  - (11) Prior treatment summary and termination reports;
  - (12) School records;
  - (13) Social history;
  - (14) Victim statements;
  - (15) Tribal affiliation;
  - (16) Social security card;
  - (17) Birth certificate; and
  - (18) Picture identification.
- b) All youth committed to OYA custody and placed in substitute care must have an active case plan within 45 days of commitment. Case plans are developed and maintained in JJIS.
- c) Staff will refer to JJIS policy Inter-Jurisdiction Transition Points for expectations regarding data elements that must be

maintained to foster quality case processing and data integrity.

F. Risk Needs Assessment

All youth committed to OYA custody must have an OYA Risk Needs Assessment (RNA) completed within 30 days of commitment. All RNAs must be recorded in JJIS.

1. OYA JPPOs must ensure the RNA is completed on all youth placed in a community placement.
2. OYA facility staff must complete the RNA on all youth committed to a close-custody facility.
3. Staff may refer to OYA policy I-A-11.0 Assessment, Multidisciplinary Teams, and Case Planning for more information regarding the RNA.

G. Case Planning

1. A Multidisciplinary Team (MDT) must develop a youth's initial comprehensive integrated case plan based on the needs identified in all assessments. See OYA policy I-A-11.0 Assessment, Multidisciplinary Teams, and Case Planning and [OYA Multidisciplinary Team Standards](#) manual.
2. Youth placed in a close-custody facility.

A JPPO must be assigned as the case manager. The JPPO must coordinate and collaborate with the intake case coordinator at the facility to collect needed information and documentation.

H. Updating the Case Plan

The case plan must be updated to provide the youth and the youth's family with clear expectations about which programs must be successfully completed by the youth while in OYA custody. See OYA policy I-A-11.0 Assessment, Multidisciplinary Teams, and Case Planning.

I. Collateral contacts

1. Parents/Guardians will be mailed a parent 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. Parent 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. Within 30 days of OYA commitment, the JPPO must make face-to-face contact with the parents/guardians of youth in OYA legal custody. At the time of this initial visit, the JPPO must review the parent packet materials; gather information necessary for completion of the Risk/Needs Assessment and case plan; and review necessary forms for completeness.

4. Within 10 days of commitment to a facility, the JPPO must contact appropriate persons to gather information in support of case planning recommendations for youth in OYA custody. This information is supplemental to the referral information or a case plan provided by the committing juvenile department.

**V. OYA GENERAL PROCEDURE REQUIRED: YES**

The general Community Services procedure must contain the following information:

- A. Delineate timeframes for caseload assignment;
- B. Provide process for youth and parent/guardian contact and dissemination of information; and
- C. Provide instruction for use of OYA New Commitment Checklist.

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