



OREGON YOUTH AUTHORITY



Policy Statement

Part III – Youth Services (Community)

Subject:

Individualized Services

Section – Policy Number:

D: Case Management – 3.7

Supersedes:

III-E-3.7 (08/17)

III-E-1.7 (01/96)

III-D-3.7 (11/07)

Effective Date:

10/02/2019

Date of Last

Revision/Review:

None

Related Standards and References:

- [ORS 420A.010](#) (Oregon Youth Authority, Creation and duties)
- [OYA forms](#): YA 2021 (OYA Individualized Services Program Published Rate Schedule)
YA 2022 (Contractor Expense Sheet Using State Rate)
YA 2023 (Contractor Expense Sheet Using Contracted Rate)
YA 3400 (Individualized Services Referral)
[Contracted Service Provider Forms](#)
- [Community Services Individualized Services Handbook 2015](#)


Related Procedures:

- [COM 416-255](#) Reentry Support and Services for DOC Youth

Policy Owner:

Community Services Assistant
Director

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for OYA staff regarding youth access to community individualized services. OYA and county Intergovernmental Agreements (IGAs) and co-management agreements regarding use of individualized services funds are also addressed.

II. POLICY DEFINITIONS:

DOC youth: A person in the legal custody of the Department of Corrections (DOC) and the physical custody of OYA.

III. POLICY:

OYA provides opportunities for youth reformation, including when youth are in the community. Specific state funds are allocated to provide community intervention services for youth. "Individualized Services" is a funding source designed for individual youth case planning.

Generally, funds are managed by local committees that make decisions about youth eligibility and approve Individualized Services in support of a youth's case plan. In many cases, OYA has Intergovernmental Agreements (IGAs) or

co-management agreements with counties to work in partnership to allow for expenditure of Individualized Services funds for OYA and county adjudicated youth.

The [Community Services Individualized Services Handbook](#) is available for OYA field staff and counties with IGAs or co-management agreements to assist in determining youth eligibility for specific services. The handbook is located on the OYA public website.

Goals for the use of Individualized Services include:

- ▶ Reduction in
 - Commitments to OYA and revocations of youth who can safely be managed in the community;
 - The propensity of youth to commit crimes;
 - The propensity of youth to engage in antisocial behavior;
 - Self-destructive behavior by youth served.
- ▶ Increase in
 - Public safety by providing appropriate services to youth in the community;
 - Positive reformation and evidence-based reduction of risk;
 - Educational participation by youth served;
 - Youth skills to live productive and crime-free lives in community settings.

IV. GENERAL STANDARDS:

A. Individualized Services eligibility:

1. Youth who are adjudicated delinquent; *and*
2. Youth in need of services that are case-plan driven which cannot be funded through any other source (public or private) in any other way; *and*
3. Youth who have been determined to be at risk of -
 - a) Commitment to OYA or to OYA close custody; *or*
 - b) Recommitment/revocation to OYA close custody.
4. A youth in OYA close custody *may* be eligible for Individualized Services if the youth is transitioning to the community within 90 days and the activity is related to the transition plan.
5. DOC youth who are not more than 90 days post release from a youth correctional facility. Exceptions may be granted by the Community Services assistant director or designee.

B. Appropriate use of Individualized Services

Services must:

1. Have a holistic and developmental approach across case plan domains (medical, social living skills, education, mental health,

alcohol and drug treatment, offense-specific, vocational, family and transition);

2. Be case-plan driven and community based;
3. Be culturally and gender responsive;
4. Be used on evidence-based programs and follow best practice standards;
5. Reflect a prudent expenditure of public funds and be within acceptable community norms; and
6. Be proactive in approach and outcome oriented.

C. Process to access Individualized Services funds

1. Counties and OYA have established local processes to access Individualized Services funds. In counties that have an IGA or co-management agreement with OYA for Individualized Services funds, each request for funds on behalf of a county adjudicated youth must be approved, at a minimum, by -

- a) An OYA field supervisor; *and*
- b) A juvenile department-designated representative.

2. Recommended process

A local committee representing community interests and resources is recommended to review and approve the Individualized Services referrals. At a minimum, a local committee must include an OYA representative and a juvenile department representative. The inclusion of other members improves the opportunity to consider other local funding resources.

3. Other community partner representatives recommended for participation in the local committee:

- a) Education representative;
- b) Mental health representative;
- c) Department of Human Services representative; or
- d) Other local youth-serving agencies.

4. Refer to the [Community Services Individualized Services Handbook](#) for a list of counties which have Individualized Services IGAs for both OYA youth and county adjudicated youth.

5. For OYA youth, a detailed process for approving various services is delineated in the [Community Services Individualized Services Handbook](#).
6. For DOC youth, a detailed process for accessing and approving appropriate services is delineated in Community Services procedure COM 416-255 Reentry Support and Services for DOC Youth.

D. Exceptions

If an unusual circumstance requires further clarification of the guidelines outlined in the [Community Services Individualized Services Handbook](#), the field supervisor must request clarification from the Community Services assistant director.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO