



OREGON YOUTH AUTHORITY

Policy Statement

Part III – Youth Services (Community)



Subject

Individualized Services

Section – Policy Number:

D: Case Management – 3.7

Supersedes:

III-E-1.7 (01/96)

Effective Date:

11/19/2007

Date of Last

Review:

08/07/2015

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 3200 (Service Authorization Voucher)
YA 3400 (Individualized Services Referral)
YA 3420 (Community Reintegration Service Authorization Voucher and Service Outline)
YA 3421 (Community Reintegration Youth Activity Log)
YA 3422 (Community Reintegration Monthly Summary/Progress Report)
- [Community Services Individualized Services Handbook 2015](#)

Related Procedures:

- None

Policy Owner:

Community Services Assistant Director

Approved:

Robert S. Jester, 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:

None.

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

The [Community Services Individualized Services Handbook](#) is available for OYA field staff and counties with IGAs and/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;
 - Skills of youth to appropriately live in a community setting.

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.

B. Characteristics of appropriate use of Individualized Services

Services must:

1. Have a holistic 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-competent and gender-specific;
4. Use evidence-based principles;
5. Reflect a prudent expenditure of public funds and be within acceptable community norms;
6. Be proactive in approach and outcome oriented.

C. Process to access Individualized Services funds

1. Counties and OYA will establish a local process for access to 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;
 - 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 approval of various services is delineated in the [Community Services Individualized Services Handbook](#).

D. Exceptions

Should an unusual circumstance require further clarification of the guidelines outlined in the [Community Services Individualized Services Handbook](#), the field supervisor will request clarification from the Community Services Assistant Director.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO