



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
JUVENILE JUSTICE & REHABILITATION ADMINISTRATION
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May 29, 2015

TO: JR Policy Holders

FROM:

A handwritten signature in blue ink that reads "John Clayton".

John Clayton, Assistant Secretary
Juvenile Justice & Rehabilitation Administration

SUBJECT For Distribution: Policy 6.30 (new) *Facilitating Transfer to JR Community Facilities*

The JR Policy Committee has completed the development of Policy 6.30 (new) *Facilitating Transfer to JR Community Facilities*. Please add to your on-site policy manual.

This policy provides the overarching processes for determining criteria for placement of residential youth in Juvenile Rehabilitation Community Facilities (CFs). JR has implemented the best-practice step-down model of community facilities to support successful youth transition and reentry to the community.

Policy 6.30 (new) includes the following:

- Development of a collaborative process to transition youth to CF
- Changes to the eligibility matrix and creation of the Earliest Community Facility Date
- Revision to the CBA and rule-out criteria
- Development of the CBA scoring system and linkage to suitability
- Links CF preparation to security classification

This policy has a scheduled effective date of June 1, 2015. If you have questions regarding the policy and its revision, please contact JR's policy staff at jrapolicy@dshs.wa.gov.

Attachment: Policy 6.30 (new) *Facilitating Transfer to JR Community Facilities*
Policy Summary

Policy 6.30 (new) – Facilitating Transition to a JR Community Facility

Summary

- Provides a new framework for utilizing the eligibility and suitability system to support youth transition

Background:

Currently, the community facility eligibility and suitability process is complex and does not have an existing policy to provide the framework. The current eligibility matrix requires long stays in a JR institution prior to placement.

Policy Summary

This policy was developed to provide a strong framework built on current assessment tools to facilitate youth transition to community placement. The policy is based on a philosophical expectation that all youth should be considered for transition to a CF. The policy provides guidance on the usage of the revised CF Eligibility Matrix. The policy outlines a new process for establishing the earliest date a youth is eligible for CF placement by linking the Earliest Community Facility Date to the CF Eligibility Matrix. The policy establishes clear criteria for eligibility, suitability and preparedness. Finally, the policy also establishes a new process for transitioning youth to a CF.

Changes from Current Practice

- Expands the current eligibility matrix to allow youth to transition to a CF earlier in their JR commitment.
- Links the Matrix to the creation of the Earliest Community Facility Date.
- Requires discussion of CF transition at the intake RTM held at 21 days.
- Removes the Suitability Screen from the process.
- Links suitability to the CBA score and behavior review.
- Implements a scoring system for the CBA.
- Requires collaboration between the sending and receiving facility prior to transition.
- Requires assignment of a Community Facility Case Managers at least 30 days prior to transition.
- Links community facility preparedness and institution minimum security classification.

Training Required: Yes. Online

Policy Effective Date: June 1, 2015

*Staff are responsible for reading and understanding the information contained in the full policy.
Review of this summary is not sufficient for full understanding.*

**POLICY 6.30 (new) FACILITATING TRANSITION TO JR
COMMUNITY FACILITIES**

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Justice & Rehabilitation Administration

Approved



John Clayton, Assistant Secretary
Juvenile Justice & Rehabilitation Administration
5/28/2015

Authorizing Sources

WAC 388-730-0050

Information Contact

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Effective Date

6/1/2015

Sunset Review Date

6/1/2019

I. PURPOSE AND SCOPE

This policy provides the overarching processes for determining criteria for placement of residential youth in Juvenile Rehabilitation Community Facilities. JR has implemented the best-practice step-down model of community facilities to support successful youth transition and reentry to the community.

All staff, contractors, volunteers, and interns working in the Division of Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

II. POLICY

- 1. All youth, unless prohibited by law or JR policy, will be considered for transition to a Community Facility (CF).**
- 2. All youth will be working on preparedness for transition to a community facility as part of their reentry plan.**
- 3. Youth will be educated on step-down programs and protective factors will be built around each youth prior to transition.**
- 4. Staff will engage youth in skill acquisition and generalization and provide treatment for behaviors that inhibit transitioning to a less restrictive environment.**
- 5. Disruptive or blocking behaviors that arise during the transition process will be seen as an opportunity to build skills rather than a problem.**

Policy 6.30 (new), **Facilitating Transition to a JR Community Facility 6/1/2015**

- 6. Transfers between a CF and Institution will be handled in accordance with Policy 6.31 (3), *Transferring Residential Youth between Facilities.***

ELIGIBILITY FOR TRANSITION

- 7. A youth must serve 10% of aggregate minimum disposition or 30 days, whichever is greater, of the disposition in an institution prior to community placement, in accordance with WAC 388-730-0050.**
- 8. JR will use the Risk Assessment for Recidivism (RAR) and Risk Assessment of failure in a CF (RACF) to calculate the Earliest Community Facility Date (ECFD). The date will be documented in ACT.**
- 9. JR will maintain the Earliest Community Facility Date Matrix (below), which shows the percentage of disposition required to be served in an institution prior to transition based on the youth’s risk assessment scores.**

EARLIEST COMMUNITY FACILITY DATE MATRIX

	RAR				
RACF	<i>Very Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Very High</i>
<i>Very Low</i>	10%	10%	10%	10%	25%
<i>Low</i>	10%	10%	10%	10%	25%
<i>Moderate</i>	10%	10%	10%	25%	25%
<i>High</i>	25%	25%	25%	25%	50%
<i>Very High</i>	25%	25%	25%	50%	50%

- 10. Youth may be considered for transition prior to ECFD for placement into a community with Director’s approval to allow the start of a community program which ties to the youth’s reentry plan.**
- 11. Youth must be eligible for transition to CF placement. Eligibility requires that youth:**
 - 11.1. Have reached residential obligation of sentence served from intake to their aggregate minimum highlighted on the ECFD Matrix.
 - 11.2. Have not been ruled out by key factors identified by the Client Behavior Assessment (CBA).

SUITABILITY FOR TRANSITION

- 12. Suitability for transition will be discussed at the Reentry Team Meeting held at 21 days to develop transition goals for the youth to work toward.**
 - 12.1. An initial transition plan will be recommended by the transition team.

Policy 6.30 (new), **Facilitating Transition to a JR Community Facility 6/1/2015****13. In order to be suitable for transition, the youth must demonstrate stable behavior as measured by the CBA.**

13.1. Case managers will utilize the CBA every 30 days to assess ongoing behaviors over time.

13.2. If the CBA score identifies areas where a youth needs additional treatment intervention, the case manager will engage youth in further treatment on those issues.

PREPARED FOR TRANSITION**14. Youth who are both eligible and suitable are prepared for transition.****15. Youth will automatically be placed at Institution Minimum Security Classification per Policy 5.20 (5) *Assigning Security Classifications for Youth* when they are prepared for transition.****16. In order to be prepared for transition, the youth must:**

16.1. Be placed at for Institution Minimum Security Classification.

16.2. Have scored 15 or less on the CBA

16.3. Be eligible based on the rule-out criteria established by Policy 5.20 (5) *Assigning Security Classifications for Youth*.

16.4. Have reached the ECFD.

TRANSITIONING YOUTH**17. When a youth is prepared for transition, the Transition Specialists will:**

17.1. Identify the next available opening in a community facility which meets the youth's transition and reentry needs.,

17.2. Complete a formal referral for placement and assign the CF Bed Date

17.3. Request input on the youth's progress in treatment from the sending and receiving facilities teams.

17.3.1. Staff who receive requests for information on referred youth must respond to the Transition Specialist within seven days of referral.

18. Staff in the sending and receiving units will collaborate with the Transition Specialists and the youth to develop a plan which will ensure the youth is prepared for transition.

18.1. The transition plan will be documented in ACT in a Youth and Family Engagement Note (YFEN).

19. Transition Specialists must ensure that transition occurs consistent with the requirements in Policy 6.31, *Transferring Residential Youth*.**20. The Community Facility Administrator will assign a Community Facility Case Manager at least 30 days prior to the youth's arrival.**

20.1. When a youth is referred with less than 30 days until transition the CFA or designee will assign a Case Manager within 3 business days of notification.

Policy 6.30 (new), **Facilitating Transition to a JR Community Facility 6/1/2015**

- 21. The receiving and sending facility staff will collaborate on the treatment needs of the youth and coordinate service transition in accordance with Policy 6.31 (03), *Transferring Residential Youth*.**
- 22. Disruptive behaviors which are considered serious enough per the CBA or clinical assessment to significantly impact the likelihood of a successful transition will be communicated between facilities and a treatment plan will be developed with the youth.**
- 23. Staff will treat aversion to transition with a therapeutic approach of assessment and engagement.**
- 24. When behavior is serious enough to consider canceling the transition process, the decision to cancel will be made by the CFA, Transition Specialist and Program Manager of the sending facility.**
 - 24.1. Transition Specialists will document the decision and rationale on a Record of Official Action (ROA) in ACT.
 - 24.2. The Regional Administrator will make a final determination on cancellation if the CFA wishes to cancel a placement that is supported by the Transition Specialist and Program Manager.
- 25. HIGH PROFILE REVIEW**
- 26. The Directors must review and jointly approve transition to community facilities for youth who have committed one of the following:**
 - 26.1. Murder 1 or 2
 - 26.2. Manslaughter 1
 - 26.3. Rape 1
 - 26.4. Arson 1
 - 26.5. Bomb Threat
 - 26.6. An offense which has caused or may cause increased attention of the media, community, victim-witness or law enforcement.
- 27. Transition Specialists will prepare a summary from the referral process of each high profile youth for Director Review.**

Policy 6.30 (new), **Facilitating Transition to a JR Community Facility 6/1/2015**

III. DEFINITIONS

CF Bed Date: The date assigned by the Transition Specialists that the youth will move to the designated community facility.

Earliest Community Facility Date (ECFD): a percentage of residential obligation of sentence served from intake to their aggregate minimum based on risk factors needed prior to transition to a Community Facility.

Suitable for Transition: youth is demonstrating stable behavior as measured by the score on the CBA. Youth is at institution minimum security classification.

Eligible for Transition: youth has not been ruled-out by criteria as established on the CBA and has reached the ECFD.

Risk Assessment Community Facility (RACF): Risk assessment tool completed in ACT to determine a youth’s risk for failure in a community facility. Youth are assigned one of five risk levels; very low, low, moderate, high and very high.

Risk Assessment Recidivism (RAR): Risk assessment tool completed in ACT to determine a youth’s risk for recidivism. Youth are assigned one of five risk levels; very low, low, moderate, high and very high.

IV. RELATED JR POLICIES

Policy 6.31 (3) – Transferring Residential Youth
Between Facilities

Policy 6.40 (8) - Earning Authorized Leave or
Community Involvement
Passes

Policy 5.20(5) – Assigning Security
Classification Levels for Youth

Policy 4.40 (27) - Collecting and Analyzing
Youth DNA and HIV

Policy 1.80 (9) - Notifying the Community of
Youth Placement, Transfer or
Release.
