



STATE OF WASHINGTON
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November 7, 2016

TO: JR Policy Holders

FROM:

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

John Clayton, Assistant Secretary
Rehabilitation Administration

SUBJECT Update: JR Policy 6.31, *Transferring Residential Youth*

The JR Policy Committee has completed the revisions to Policy 6.31, *Transferring Residential Youth*. The Committee is releasing this policy based on the Assistant Secretary's memo regarding population management in September 2016.

The attached policy summary provides an overview of the updates to the policy.

In alignment with the dates contained in the memo released in September, the changes to this policy have a scheduled effective date of October 1, 2016. If you have questions regarding the policy, please contact JR's policy staff at jrapolicy@dshs.wa.gov.

Attachment: Policy 6.31

Policy 6.31 – Transferring JR Youth

Summary

- Provides updated guidelines for transferring youth throughout the JR continuum

Background:

The policy was updated to respond to identified challenges in maintaining the populations for community facilities and preventing institution overcrowding.

Policy Summary

The revised policy addresses many different types of transfers that may occur for youth in the JR system. The policy requires that parents or guardians are notified of transfers consistent with Policy 1.40. The policy requires that institutions have local protocols in place for movements within the institution. The policy clarifies the legal requirement that student records be received and reviewed prior to transfer to a community facility. The policy ensures collaboration between specialists at the institution and the receiving facility if youth require services in the community. The policy also requires a warrant check be completed at least 30 days prior to transfer. Requirements are set in place for transfers between JR institutions, transfers to a more restrictive environment and returns to the less restrictive environment. The policy outlines requirements for removing youth from a community facility for violations of the residential disciplinary standards in WAC, and addresses placement of parole revocations.

Changes from Current Practice

- Updates requirements for transferring youth from Naselle to Green Hill or Echo Glen, including approval from the Superintendent and Deputy Director for Institution Programs
- Updates requirements for removal of youth who have committed violations of WAC that do not qualify for a mandatory removal from the facility,
- Establishes the Director’s authority for approval of decisions to remove youth for non-mandatory violations.
- Clarifies expectations for development of the youth’s return plan
- Allows youth to serve a parole revocation in a community facility with approval of the RA

Training Required: No

Policy Effective Date: October 1, 2016

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

WASHINGTON STATE DEPARTMENT OF SOCIAL & HEALTH SERVICES
REHABILITATION ADMINISTRATION
JUVENILE REHABILITATION

POLICY 6.31 TRANSFERRING RESIDENTIAL YOUTH

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Rehabilitation

Approved



John Clayton, Assistant Secretary
Rehabilitation Administration
10/1/2016

Authorizing Sources

RCW 72.05.420

Information Contact

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Effective Date

10/1/2016

Sunset Review Date

10/1/2018

I. PURPOSE AND SCOPE

This policy establishes expectations for transfer of Juvenile Rehabilitation (JR) youth between JR locations. The policy addresses different kinds of transfers within the continuum, including between institutions or between community facilities and institutions.

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. JR will place youth in the least restrictive setting possible, in alignment with existing policy.
2. All youth committed to JR must be directly placed at a medium or maximum security facility to serve at least 10% of their aggregate minimum sentence or 30 days, which ever is longer, before transition to a community facility (CF) per RCW 72.05.420.
3. Decisions to place youth in minimum security community facilities must be consistent with the requirements of Policy 6.30, *Facilitating Transition to JR Community Facilities*.
4. The sending unit must notify parents or guardians regarding transfers between facilities.
 - 4.1. Consistent with the confidentiality requirements in Policy 1.40, *Maintaining Confidentiality when Releasing Records*, notification to parents will be documented in a Youth and Family Engagement Note (YFEN) in ACT.

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- 5. The hard copy of the JR Case File, including medical records, should accompany the youth to the appropriate office or facility at the time of transfer, per Policy 2.40, *Managing Youth Case Files*.**
- 6. Transportation will be arranged by the sending facility or office per Policy 5.40, *Transporting Youth*.**
- 7. Reentry plans must be reviewed prior to any transfer between facilities to ensure that the transfer supports the best outcome for youth.**
- 8. Youth property will be managed during transfers in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts*.**
- 9. Coordination between case managers at the sending and receiving facilities or units must occur when youth are transferred to ensure the youth continues to make progress toward treatment goals.**

TRANSFERRING YOUTH WITHIN LIVING UNITS OF AN INSTITUTION

- 10. Each institution must develop local protocols for addressing the movement of property, monitoring of movements, processes for managing temporary movements and the expected returns where applicable.**
- 11. All movements will be documented in ACT.**

TRANSFERRING YOUTH TO A COMMUNITY FACILITY

- 12. Institution staff must complete notifications prior to transfer in accordance with Policy 1.80, *Notifying the Community of Youth Placement, Transfer or Release*.**
- 13. The youth's student records and information must be received and reviewed in conjunction with all other information used for risk assessment, security classification, and placement of the youth prior to placement in a community facility per RCW 72.05.420.**
- 14. Youth on prescribed medication will be transferred with a 30 day supply of prescribed medications.**
 - 14.1. In the event that the transfer occurs in a short time period, the current supply of medication will be transferred with the youth and a 30 day supply will be mailed to the receiving facility.**
- 15. Youth property and funds will be transferred in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts*.**
- 16. Mental Health Coordinators, Substance Abuse Coordinators and Youth who have Sexually Offended (YSO) Coordinators at the institution must contact the receiving facility prior to transfer for youth who need services in the community.**
- 17. Sending facilities will provide the receiving facility with education materials at the time of transfer to facilitate the school enrollment process.**

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17.1. For youth assigned to an Education Advocate (EA), the receiving facility will be provided with the EA's contact information.

18. Transition Specialists will ensure a search for active arrest warrants has been completed by the sending facility at least 30 days prior to transfer to a community facility.

18.1. Youth with an active arrest warrant are prohibited from leaving the institution until the warrant is resolved.

18.1.1. If an arrest warrant is identified after a youth has been placed into a community facility, the youth must be returned to an institution until the warrant is resolved.

18.2. JR staff will advise youth to work with the JR Youth Legal Representative for assistance in resolution of the warrant.

18.3. Youth with an Immigration Customs Enforcement (ICE) warrant will be advised to work with their assigned immigration attorney for resolution, and will not be placed at the Community Facility in accordance with Policy 2.60, *Managing Youth who are Foreign Nationals*.

TRANSFERRING YOUTH BETWEEN JR INSTITUTIONS

19. Transfer of a youth between institutions requires authorization by the Superintendent or designee from both institutions.

20. Transfers between institutions may be prompted by treatment needs and risk level.

TRANSFERRING YOUTH TO A MORE RESTRICTIVE ENVIRONMENT***Transferring Youth From Naselle to Green Hill or Echo Glen***

21. Youth from Naselle Youth Camp (NYC) may be placed at Green Hill School (GHS) or Echo Glen Children's Center (EGCC) based on documented supervision, programmatic, and treatment needs of the youth that cannot be managed with local consultants and other local resources.

21.1. Transfer will require the support of the Superintendent at NYC in consultation with the Deputy Director for Institution Programs.

22. The receiving facility will be responsible for assignment of a living unit.

Transferring Youth to a Maximum Security Unit

23. Youth will be transferred to the more restrictive environment of the Intensive Management Unit (IMU) or maximum security unit consistent with local practice.

Removing Youth From A Community Facility To An Institution

24. Youth may be removed from community facility placement to an institution when violations as defined in WAC are committed.

Policy **6.31**, **Transferring Residential Youth 10/1/2016****25. Serious Violations as defined in WAC 388-730-0070(1) require that a youth is removed from a community facility to an institution.**

- 25.1. When a youth in a CF is alleged to have committed a serious violation, staff will notify the Community Facility Administrator (CFA) or designee within two hours of the incident.
- 25.2. The CFA or designee will determine if the violation occurred and removal is required.
- 25.3. If the CFA determines that the youth must be removed, the youth will be directly transported to a JR institution or held in a local detention facility until transportation to a JR institution is arranged.
- 25.4. An incident report must be completed within two hours of the youth being removed from the CF.

26. Other Violations as defined in WAC 388-730-0070(2) do not require that a youth be removed from the CF to the institution.

- 26.1. When a youth is alleged to have committed one of the Other Violations (Non-Mandatory Return Violations), the CFA will work with staff and with local consultants to determine whether the youth can be maintained in the community facility.
- 26.2. If a removal is recommended, the CFA will consult with the Regional Administrator (RA). If the RA supports the removal, the RA will consult with the Director of Community and Parole Programs. The earliest return date to the CF will be discussed.
- 26.3. The Director will have final decision-making authority on removing youth for a non-mandatory violation.
- 26.4. The decision to remove a youth for a non-mandatory violation will be documented on a ROA in ACT.
- 26.5. In an emergency situation where youth, staff or community safety is at risk following a non-mandatory violation, a youth may be removed for up to 48 hours maximum with the approval of the RA.

27. The Regional Administrator (RA) or designee, and Community Facility Program Administrator (CFPA) will be notified within two hours of any removal from a CF.

- 27.1. Transition Specialists will be notified of the removal within one business day.
- 27.2. Transition Specialists will track all removals from CFs to more secure facilities, including reasons for removal and expected return dates. Data will be reported monthly to the Directors.

28. Youth removed from a CF will be placed in transition units where available, unless placement in the maximum security unit is necessary.**29. For any removal of a youth from a CF to an institution, the CFA will coordinate a meeting to be held within 48 hours to review the incident and build a return plan for the youth.**

- 29.1. The incident review process will address functions and drivers of the incident and potential preventive measures or actions that could be implemented to prevent future removals.

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- 29.2. The youth's return plan will be developed by the assigned CF case manager in consultation with the institution and will outline treatment interventions to address the behaviors related to the removal. The plan will include:
- 29.2.1. Identified behavior related to the violation to be addressed at the institution
 - 29.2.2. A plan for targeting and changing behavior related to the violation.
 - 29.2.3. The earliest return date based upon criteria identified by the review team.
 - 29.2.4. The schedule to meet again and revise the plan if the earliest return date is not met.
- 29.3. The youth, the CFA, CFPA, Transition Specialist, Program Manager at the institution's receiving unit and CF case manager will participate if they are available.
- 29.4. The CFA ensures that the return plan will be documented in a YFEN.

30. The Regional Administrator and the Director of Community Programs will approve return plans for youth who will remain outside of the sending facility for more than seven days or who will not return to the sending facility.

- 30.1. The CFA ensures that the rationale and decision from the review are documented in an Record of Official Action (ROA) in ACT.

Transferring Youth to a JR Residential Facility on a Parole Revocation**31. Youth may serve a parole revocation in a community facility.**

- 31.1. Placement into a CF will be determined on a case-by-case basis.
- 31.2. Regional Administrators will approve placement of parole revocations into a CF.

32. Youth may be sent to an institution to serve their parole revocation.

- 32.1. Youth will be returned to the institution where they last resided.
- 32.2. Male youth who resided at Echo Glen and have since reached age 17 will be placed at Green Hill School or Naselle Youth Camp.
- 32.3. The receiving institution will be contacted prior to the youth's arrival.
- 32.4. Staff at the original institution will assist with coordinating placement at an alternate institution if there are concerns with population.

Transferring Youth To DOC**33. Transfers of youth to Department of Corrections (DOC) custody are completed in accordance with Policy 5.51, *Transferring Residential Youth to DOC.***

Policy **6.31**, **Transferring Residential Youth 10/1/2016**

RETURNING YOUTH TO LESS RESTRICTIVE ENVIRONMENT

- 34. All youth transferred to a more restrictive environment within JR's residential continuum are expected to return to the less restrictive environment.**
- 35. All youth removed from a CF to an institutions are expected to return to assigned CF upon reengagement in treatment and demonstration of stable behavior.**
 - 35.1. Any youth expected to return to the CF will have his or her property inventoried and stored at the CF in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts*.
 - 35.2. Youth not returned to the sending CF may be placed at another CF.

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III. DEFINITIONS

Community Facility (CF): A JR-operated or contracted minimum security residential program for the care, custody, education, and treatment of juveniles committed to JR under RCW 13.40.185. A county detention facility that houses juveniles committed to JR pursuant to a contract with the department is not a community facility.

Institution: A JR-operated residential program that provides placement for youth at maximum, medium, or institution minimum-security classification.

Minimum-Security Facility: A JR-operated or contracted residential program for the care, custody, education, and treatment of youth with less serious behavior problems in accordance with RCW 72.05.150. These include Community Facilities and the Residential Treatment and Care Program.

Reentry: the planning of activities that promote the successful change of a youth from confinement or out of home placement to their respective communities and homes with the assistance of a collective support team.

Removal: Transfer of a youth from a CF to detention, jail or JR institution for a specified period of time.

Return: Transition of a youth from temporary placement in detention, jail or a JR institution back to the CF to continue programming.

Transition: the process of moving progressively through various programs, phases and facilities within residential care.

IV. RELATED JR POLICIES

Policy 1.40 - Maintaining Confidentiality when Releasing Records

Policy 5.20 - Assigning Security Classification Levels for Youth

Policy 2.30 - Managing Youth Property and Residential Accounts

Policy 5.40 - Transporting Youth

Policy 2.40 - Managing Youth Case Files

Policy 5.51 - Transferring Residential Youth to DOC

Policy 2.60 - Managing Youth who are Foreign Nationals
