

# YOUTH SERVICES POLICY

<b>Title:</b> Assignment, Reassignment, Release and Discharge of Youth <b>Next Annual Review Date:</b> 10/14/2017	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 2. Classification <b>Number:</b> B.2.1
<b>Page 1 of 13</b>	
<b>References:</b> La. Ch. Code Articles 116(24.2), 787, 897(B), 897.1, 898(C)(3), 899(B), 908-912; La. R.S. 15:1405.3, 15:542, 15:901 C and D(1); ACA Standards 2-CO-4A-01, 2-CO-4B-01, 2-CO-4B-03, 2-CO-4B-04, 2-CO-4F-01 (Administration of Correctional Agencies); 4-JCF-5I-04, 4-JCF-3A-22, 4-JCF-3A-23, 4-JCF-3A-24, 4-JCF-3A-25, 4-JCF-3A-26 (Performance-Based Standards for Juvenile Correctional Facilities) and 2-7116, 2-7117, 2-7119, 2-7120, 2-7124, 2-7172, 2-7193, 2-7194, 2-7195, 2-7196, and 2-7197 (Juvenile Probation and Aftercare Services); YS Policy Nos. B.2.2 "Youth Classification System and Treatment Procedures", B.2.3 "Secure Care Intake", B.2.8 "Behavior Management Unit", B.2.12 "Fast Track Program", B.2.13 "Secure Care Early Release", B.2.14 "Secure Care SAVRY", B.2.17 "Sex Offender Registration and Notification Requirements", B.2.20 "Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Nonconforming Youth", B.3.1 "Secure Care Youth Records; Composition and Maintenance", C.2.11 "Prison Rape Elimination Act (PREA)", D.9.1 "Placement of Youth in Residential Facilities", D.9.13 " Case Assessment Process for Secure Care Placement" and D10.32 "SAVRY- Community Based Services"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Deputy Secretary</i>	<b>Date of Approval:</b> 10/14/2016

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the guidelines and procedures involved in the assignment, reassignment, release and discharge of youth committed to the custody of YS.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Director of Treatment and Rehabilitation, Health Services Director, Director of Education, Regional Directors, Facility Directors, Regional Managers, and the Contracted Health Care Provider (CHP).

Unit Heads are responsible for ensuring adherence to guidelines established through this policy.

#### IV. DEFINITIONS:

**Assessment** – The process of gathering the necessary social, legal, psychological, behavioral, medical, educational, social service screening documents, SAVRY summary risk rating for violence and general delinquency, and other information about the youth to indicate the appropriate level of care and custody, and to determine the appropriate treatment plan for the youth during his/her commitment.

**Assignment** – The process of placing a youth in an available program or facility most appropriate to meet identified needs and risks consistent with instructions received from the court recommending either secure or non-secure placement, unless an exception is approved by the Regional Director/designee pursuant to Section V. below.

**Case Manager** - A generic term used within a secure care facility to identify members of the counseling profession, e.g., Social Services Counselor, Clinical Social Worker, Program Manager or a treatment team member assigned to manage a youth's case.

**Community Based Services (CBS)** - Formerly known as the Division of Youth Services, including probation and parole offices located throughout the state.

**Consideration for Recommendation of Modification (CRM)** – A form completed in the JETS database and used by facility Case Managers to substantiate documentation of a recommendation for modification of disposition.

**Contracted Health Care Provider (CHP)** - Contracted licensed practitioners responsible for the physical and mental well-being of the secure care youth population. Services include medical, dental and mental health services, nursing, pharmacy, personal hygiene, dietary services, health education and environmental conditions.

**Custody Non-Secure Delinquent (CND) Time** – The length of time expressed in years, months and/or days remaining on all open dispositions with a JETS case type of CND.

**Custody Secure Delinquent (CSD) Time** – The length of time expressed in years, months and/or days remaining on all open dispositions with a JETS database case type of CSD.

**Discharge** – The termination either by a court order or expiration of a court order of YS legal responsibility for a youth (i.e., custody or supervision).

**Discharge Date** – The day following the last inclusive date of supervision or custody of a youth as ordered by a court.

***Disposition (also known as Judgment of Disposition)*** – The written order of the court following adjudication which assigns custody/supervision and the terms thereof.

***Due Process Hearing*** - The process afforded a youth when transferred from custody non-secure delinquent to custody secure delinquent without the benefit of a court hearing.

***Early Release Recommendation*** - The process initiated through a formal recommendation made by regional and secure care facility staff during a quarterly staffing to consider a youth for placement in a less restrictive setting for the purpose of furthering the rehabilitation/treatment process, pursuant to YS Policy No. B.2.13.

***Emergency Transfer*** – The transfer of a youth from non-secure to secure care without the benefit of a “Due Process Hearing”.

***Electronic Record Management Application (ERMA)*** - The electronic healthcare management database utilized by the contracted health care provider at the YS secure care facilities.

***Fast Track Program*** – An intensive short-term secure program with the goal of identifying the individual criminogenic risk factors of program participants and replacing them with prosocial alternatives through the use of evidence based cognitive behavioral treatment, skill building and a positive behavior management system. (Refer to YS Policy No. B.2.12)

***Formal Case Staffing*** - A staffing in which the Regional Manager/designee, the PPO/J and the PPS, an unbiased party and the parent/guardian if available, meet to discuss the youth's case.

***Individualized Intervention Plan (IIP) – Initial and Formal*** – An initial IIP shall be developed within 48 hours of a youth’s arrival to the intake unit at a secure care facility. The initial IIP specifies problem areas already identified by the initial or latest SAVRY reassessment conducted by CBS. The goals, objectives, and the methods used to attain them while the youth is in secure care shall be updated during intake, including the role of the youth and staff. Development of this plan is accomplished through review of the youth’s SAVRY, the youth’s record, and is a collaborative effort between the intake Case Manager and the youth.

The formal IIP is further developed by the assigned Case Manager within seven (7) working days of receipt of the contracted health care provider's Psychological Evaluation. The treatment needs are prioritized based upon a review of the youth's SAVRY dynamic risk factors rated “High”, and in some cases “Moderate”, the youth's record, and any additional recommendations made by the Psychological Evaluation. The formal IIP is modified throughout the youth's stay as need areas are identified, partly based on the dynamic SAVRY risk/need factors. The formal IIP also identifies follow-up services needed by the youth upon release to facilitate a successful transition and reintegration back into the community. The plan is coordinated with CBS, and shall be used when completing the aftercare plan.

**Juvenile Electronic Tracking System (JETS)** - The centralized database used to track all youth under OJJ supervision or custody and to record youth case record activity.

**Juvenile Justice Specialists (JJS)** - Provides security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility.

**Medicaid Eligibility** - Federal health program for eligible individuals and families with low income and resources.

**Modification of Disposition** – The process by which the court modifies a previous disposition to include:

- Changing the youth’s legal custody;
- Suspending all or part of any order of commitment;
- Eliminating conditions of probation; or
- Adding any further conditions authorized by the La. Ch. Code Articles 897(B) or 899(B).

A Modification of Disposition order may also terminate an Order of Disposition at any time while the latter is still in force.

**Reassignment** – The authorized transfer of a custody youth by the Regional Director/designee from one secure care facility or program to another.

**Reclassification Staffing** - A multidisciplinary treatment team meeting which occurs on a quarterly basis (no later than the last day of the third month following the previous custody classification) between all staff working with or treating a youth for his/her specific needs. The multidisciplinary treatment team meeting shall be comprised of the youth’s case manager, a social services supervisor, the dorm group leader, the juvenile justice specialist that supervises the youth, the youth’s probation officer (or a representative), a representative from the school (special education teacher if youth is receiving SSP #1 services), the contracted mental health provider (if applicable), a member of the medical staff who is familiar with the youth if he/she is receiving on-going medical treatment, and the youth. The youth’s family shall be encouraged to attend as well. Reclassification addresses a youth’s IIP and helps monitor the youth’s progress, reveal any problem areas that need attention, discuss Code of Conduct violations during the quarter, and discuss interventions that can be utilized to change/alter the youth’s behavior; as well as eligibility for escorted absence, furlough or early release and step down to non-secure. At this time the youth’s custody level is reclassified by rescoring his reclassification scale using the information gathered, to include any SAVRY reassessment results.

**Release** – The process by which a youth is removed from a secure care facility to a less secure setting or returns to the community under supervision.

**Releasing Authority** – The court of juvenile jurisdiction per La. Ch. Code Article 909.

**Secure Care Center for Youth** – "a living environment characterized by a range of moderate to high security level facilities that include construction, fixtures and staff supervision designed to restrict the movements and activities of the residents, and to control, on a 24-hour basis, the ability of the residents to enter and leave the premises, and which are intended for the treatment and rehabilitation of children who have been adjudicated delinquent." [La. Ch. Code Article 116(24.2).]

The secure care centers operated by YS are as follows:

- Bridge City Center for Youth (BCCY)
- Swanson Center for Youth (SCY)
- Swanson Center for Youth @ Columbia (SCYC)

**Structured Assessment of Violence Risk in Youth (SAVRY)** An evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items which were identified in existing research on adolescent development and on delinquency and aggression in youth. Six protective factors are included in the SAVRY which have also been identified by current research as potentially mitigating the risk of future violence and delinquent activity. (Refer to YS Policy No. B.2.14)

**Transfer Request Form (TRF)** - A form generated through the "OYD Facility Case Management on HQ" database prior to the transfer of a youth from one secure care facility to another.

## V. POLICY:

It is the Deputy Secretary's policy that the assignment of a youth in the custody of YS shall be made in accordance with the guidelines of the OJJ Disposition Matrix based on the youth's risks and needs, severity of the offense, violent behavior, and public safety. (Refer to YS Policy D. 9.13)

Secure care is the highest level of placement within OJJ's continuum of care and is reserved for youth with the most severe level of need and those who pose a risk to public safety.

Youth and their parent(s)/legal guardian(s) shall be involved in case planning and shall be notified of assignment, reassignment and release recommendations resulting from a case staffing as noted herein. In the event a parent/legal guardian cannot be physically present at the staffing, attempts shall be made to engage the parent/ legal guardian via telephone or video conference.

The release or discharge of a custody youth from secure or non-secure programs/locations initiated by YS prior to expiration of the order of disposition may be affected only through the filing of a Modification of Disposition or a self-modifying order with prior approval from Legal Services.

**VI. RECOMMENDATIONS REGARDING YOUTH SERVICES CUSTODY:**

- A. In all cases, YS staff recommendations to the court regarding a youth being considered for placement in the custody of YS shall be preceded by a case staffing. A thorough consideration of services not requiring removal from the home shall be given prior to recommending a custody disposition and placement to the court. Youth shall be placed in a program which is most appropriate to meet his/her needs, in the least restrictive environment.
- B. The case staffing shall consist of the following designated staff:
  - 1. Youth's assigned Probation and Parole Officer/Juvenile (PPO/J);
  - 2. The Probation and Parole Supervisor/Juvenile (PPS/J);
  - 3. An unbiased party;
  - 4. The Regional Manager; and
  - 5. The Regional Director (if secure care is being recommended).

If the youth is being considered for non-secure placement, the parent/guardian and the youth shall also be invited to attend the staffing.

- C. If the case staffing supports a recommendation for custody, the staffing committee shall further determine whether the behaviors and risks and needs presented by the youth may best be handled in a secure or non-secure setting by completing the Structured Assessment of Violence Risk in Youth (SAVRY) and considering the guidelines of the OJJ Dispositional Matrix. Youth adjudicated under La. Ch. Code Article 897.1 are not eligible for non-secure placement.
- D. The case staffing shall be documented on a Case Staffing Report form in JETS within three (3) working days, with a hard copy of the signature page only placed in the youth's case record.

**VII. ASSIGNMENT OF YOUTH IN YOUTH SERVICES CUSTODY:**

As provided in La. R.S. 15:901 D(1), YS shall have sole custody of the "child" and, except as provided for in La. Ch. Code Article 897.1, shall determine the child's placement, care and treatment, and the expenditures to be made through appropriate screenings, examinations, tests, or evaluations conducted under the supervision of YS.

For specific procedures regarding non-secure placements, refer to YS Policy D. 9.3 "Case Assessment Process for Non secure Placement".

For specific procedures regarding secure placements, refer to YS Policy D. 9.13 "Case Assessment Process for Secure Care Placement".

**VIII. PROCEDURES FOR RECOMMENDING RELEASE / DISCHARGE OR REASSIGNMENT FROM NON-SECURE PROGRAMS:**

A. Release/Discharge from Non-Secure Custody:

1. Youth in the custody of YS assigned to a non-secure residential program shall be recommended for release/discharge from custody following successful completion of the program or when it is determined that the youth's remaining needs can be addressed in the community pursuant to YS Policy No. D.9.1. A youth may only be discharged from YS custody via court order or by reaching his/her full-term date.

2. Prior to initiating an early release recommendation the PPO/J shall:

a. Meet with the non-secure residential program, parent, youth and any other interested parties a minimum of 60 days prior to the youth's anticipated discharge date to finalize the Individualized Service Plan (ISP) in JETS.

A hard copy of the signature page only shall be placed in the youth's case record pursuant to YS Policy No. B.3.1.

b. Convene a formal case staffing consisting of the following designated participants, who shall conduct a review of the youth's case history and SAVRY to identify referral resources to ensure the youth a seamless transition back into the community:

- 1) Regional Manager/designee;
- 2) PPO/J;
- 3) PPS;
- 4) Unbiased party; and
- 5) Parent/guardian.

The formal case staffing shall be documented in JETS within five (5) working days by the youth's PPO/J, and a hard copy of the signature page shall be placed in the youth's case record.

c. If agreed upon at the formal case staffing, a Motion to Modify Judgment of Disposition form shall be completed in JETS and forwarded to the court within seven (7) days of the staffing.

d. If the Motion to Modify Judgment of Disposition is ordered by the court, the PPO/J shall:

- 1) Arrange for transportation of the youth upon discharge;
- 2) Complete and sign the EP-04 Notification of Discharge form in JETS;

- 3) Retrieve the facility representative's signature on the EP-04 Notification of Discharge form;
- 4) Notify the Department of Children and Family Services (DCFS) of the youth's change in status via the Financial Assessment Change Form (FAST III) within seven (7) calendar days of the youth's discharge;
- 5) Ensure all required actions are documented in the youth's JETS record within seven (7) working days; and
- 6) Ensure all required documentation is placed in the youth's case record.

e. In the event of an unplanned discharge, the PPO/J shall:

- 1) Participate in a case staffing with the non-secure care facility in which the youth's progress or lack thereof is discussed;
- 2) Immediately begin locating a more suitable program to meet the youth's needs;
- 3) Finalize arrangements to facilitate the youth's transfer;
- 4) Submit to the court the "Placement Letter to the Judge" advising of the youth's change in placement;
- 5) Complete and mail the "Notification to Parent of Placement" form;
- 6) Notify DCFS of the youth's transfer via the "Financial Assessment Change Form" (FAST III) within seven (7) calendar days of the youth's transfer; and

B. Reassignment within Non-Secure Care:

Youth in the custody of YS assigned to non-secure programs may be reassigned from one non-secure program to another. At any time during the reassignment process the youth and his/her parent/legal guardian may be given an opportunity to provide input regarding the reassignment pursuant to YS Policy No. D.9.1.

C. Notification of Reassignment to Secure Care:

1. Youth assigned to custody non-secure delinquent (CND) may be reassigned to custody secure delinquent (CSD) following a case staffing and Due Process Hearing, which shall be documented on the "Case Staffing and Due Process Hearing" forms in JETS by the youth's PPO/J within three(3) working days.

The need to reassign a youth shall be established through a thorough review of the case, including the residential facility progress reports, YS documentation, the SAVRY and the OJJ Dispositional Matrix guidelines. All appropriate available non-secure resources shall be exhausted prior to a youth's reassignment to secure care as this level of care is reserved for the most violent youth with the most severe needs.



In order to be eligible for due process to secure care, the youth shall meet criteria for secure care based on the OJJ Dispositional Matrix and the youth's SAVRY assessment rating. Outcomes of a Due Process Hearing resulting in a recommendation to secure care must be approved by the appropriate Regional Director.

2. Email notifications regarding youth approved by the appropriate Regional Director for Due Process to secure care shall be sent to the CO Program Coordinator with a copy also sent to the CO Program Manager as soon as possible after the approval of the Due Process Hearing.

All other specific procedures regarding secure placements should be followed per YS Policy D. 9.13 "Case Assessment Process for Secure Care Placement".

When possible, the court of jurisdiction shall receive written/verbal notification prior to the transfer. Any verbal notification shall be documented in the youth's case narrative in JETS by the youth's PPO/J within five (5) working days.

Within 48 hours (excluding weekends and holidays) following the transfer, the secure care facility direct intake staff shall send written confirmation to the court via the "Direct Intake Letter to the Judge", and to the youth's parent/guardian using the "Direct Intake Letter to Parent" in JETS informing them the youth has been transferred.

3. Due Process paperwork shall be placed in the youth's Master Record under Clip VI, and documented on the "Secure Care Due Process Transfer Form" in JETS within three (3) working days.

**IX. PROCEDURES FOR RECOMMENDING REASSIGNMENT, RELEASE OR DISCHARGE FROM SECURE CARE FACILITIES:**

- A. Eligibility based upon meeting these guidelines does not apply to the following:
1. Youth committed under the provisions of La. Ch. Code Article 897.1;
  2. Youth committed to the Fast Track Program;
  3. Youth who have a self-modifying order; or
  4. Youth on "High" custody classification level.
- B. Youth in the custody of YS assigned to a secure care facility shall be considered for reassignment to a non-secure program, release or discharge from custody when the youth has met the guidelines for a facility recommendation for a Modification of Disposition, and has met the eligibility requirements outlined in YS Policy No. B.2.13. In these cases, a "Consideration for Recommendation of Modification Form" (CRM) shall be completed in JETS, and a copy with signatures placed in the youth's Master Record under Clip II.
- C. Guidelines for facility recommendation for reassignment or release pursuant to YS Policy No. B.2.13 are as follows:
1. A youth on a "Low" or "Moderate" custody level is eligible for early release consideration;
  2. A youth who has a SAVRY summary risk rating of "Low" or "Moderate" for violence shall be considered;
  3. A youth who has a SAVRY summary risk rating of "High" for violence may be considered with approval by the Regional Director;
  4. A youth who has a SAVRY summary risk rating of "High" for delinquency may be considered;
  5. The youth is making progress in the LAMOD Youth Stages unless special needs prevent him from doing so;
  6. The youth has made progress in his/her treatment goals;
  7. Achievement of progress in the facility's educational, vocational and specified need areas as identified on the IIP;
  8. IRSP approved by the appropriate secure care and CBS staff;
  9. Documented participation by the youth and the parent/guardian in three (3) family reintegration meetings; the last family reintegration meeting having occurred within the last 60 days; and
  10. A home study completed by the youth's PPO/J pursuant to the guidelines established in J. below.
- D. When a youth who is rated "High" for violence on the SAVRY has met the above criteria and is considered for a Modification of Disposition, the youth's treatment team shall prepare a request packet which shall be forwarded to the Facility Director for review and approval within five (5) days of receipt of the packet.

If approved, the Facility Director shall scan/email the packet to the Regional Director of the region of origin for review & approval. The packet of information shall include the following:

1. IIP Summary of Staffing form;
2. IIP;
3. Last two (2) SAVRY rating forms, if applicable;
4. MHTP's psychological evaluation (if not dated within a year of the time of consideration, a request for a new psychological evaluation should be made if the only existing evaluation is over one (1) year old.);
5. Current Monthly Summary;
6. Youth's judgment/order;
7. Updated Progress Report; and
8. Home Study (pursuant to the guidelines in J. below).

The youth's Case Manager must enter the IIP Summary of Staffing form in JETS within five (5) working days of the staffing, clearly citing the reasons why the youth should be considered for an early release.

Youth who have a "Moderate" summary risk rating for violence, or who have a "High" or "Moderate" summary risk rating for delinquency on their latest SAVRY assessment/reassessment, are eligible for consideration of step down without review of the above information.

- E. When a youth whose summary risk rating for violence is rated "Low" or "Moderate" on the SAVRY has met the above criteria is considered for a Modification of Disposition, the youth's Case Manager shall prepare documentation for the Quarterly Reclassification Staffing. Clear indicators of the youth having met the criteria shall be documented on the CRM in JETS.

Pursuant to YS Policy No. B.2.13, with the approval of the appropriate Regional Director, a facility may consider a youth for modification or release who has not met all of the guidelines when circumstances of the case warrant such consideration.

- F. Prior to initiating an early release recommendation, the youth's record shall be reviewed and contact made with the PPO/J shall occur to ensure there are no outstanding detainers or pending charges pursuant to the guidelines established in YS Policy No. B.2.13, Section VIII.
- G. The youth's Case Manager shall contact the PPO/J assigned to the case or his supervisor within ten (10) working days of the youth meeting modification guidelines to discuss the youth's progress, the SAVRY summary risk rating, and whether the youth is ready to be released from secure care.

- H. If it is agreed upon that the youth is ready to exit from secure care, a case staffing will be scheduled with the multidisciplinary treatment team as soon as possible. The youth's progress during his commitment shall be discussed during the staffing and the youth's IIP shall be finalized. Written confirmation of the staffing shall be documented in JETS on the CRM form and the IIP Summary of Staffing" form within five (5) working days of the staffing.
- I. The youth's Case Manager shall notify the youth's parent/guardian by mailing a letter of invitation two (2) weeks prior to the scheduled staffing, and document such on a Weekly Contact Progress Note form in JETS within five (5) working days. A copy of the signed letter shall be placed in the youth's Master Record under Clip VIII.
- J. Pursuant to YS Policy No. B.2.13, the PPO/J shall meet with the youth's parent/guardian and conduct a home study prior to the case staffing. Upon completion, the PPO/J shall provide the youth's Case Manager with the results.

If there are any changes in the recommendation previously agreed upon (such as the youth having been recommended to return home, however; upon completion of the home study it was determined that the environment was deemed unacceptable and group home placement is now being recommended), those changes shall be discussed and finalized at this point, and documented in JETS. The youth's IIP shall then be reviewed and updated as necessary in JETS within seven (7) working days.

- K. In the event the multidisciplinary treatment team does not agree on an early release recommendation, the case shall be referred by the Facility Treatment Director to the Facility Director and Regional Manager for a decision. It shall be the responsibility of the Facility Director to inform the Regional Manager of the disagreement and schedule a conference within three (3) working days.

If the Facility Director and Regional Manager agree on a disposition of the matter, the multidisciplinary treatment team shall be notified, and facility staff shall proceed with completing the early release documentation pursuant to the guidelines set by this policy.

If the Facility Director and Regional Manager disagree, the matter shall be documented on the CRM by the Facility Director and referred to the appropriate Regional Directors for a decision pursuant to the guidelines established in YS Policy No. B.2.13. The Regional Director of the requesting facility shall be responsible for the appropriate notifications of the final decision within five (5) working days.

- L. If a youth being considered for an early release is adjudicated delinquent for a sex offense and is required to register, designated facility staff shall ensure the pre-registration packet is completed and must notify Legal Services to ensure the proper procedures are adhered to pursuant to YS Policy No. B.2.17.

**A youth cannot be released without notification to Legal Services and completion of the pre-registration packet.**

- M. Discharge planning of Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ) and nonconforming youth shall follow the guidelines established in YS Policy No. B.2.20.

**X. MEDICAID**

A. Medicaid Application for Medical/MH Needs of Youth in Secure Care

1. In the event the medical/mental health needs of a youth cannot be met at the assigned secure care facility, a reassignment to an inpatient medical or appropriate mental health facility may be required.
2. As soon as the CHP Medical Director or Health Services Administrator (HSA) becomes aware that a youth may need placement in an inpatient public or private medical or appropriate mental health facility, the HSA shall immediately notify the Facility Director and the Health Services Director.

The Director of Treatment is notified if there is a need to make a referral to an appropriate mental health facility or to staff the case to discuss such a referral.

The Facility Director shall notify the appropriate Regional Manager and Regional Director.

3. Once it is decided that an immediate transfer to an inpatient facility is medically necessary, all parties listed above are again notified. The youth's Case Manager shall be responsible for notifications to the youth's parent / guardian and the adjudicating judge concerning the reassignment of the youth. All notifications shall be documented on a Weekly Contact Progress Note in JETS within five (5) working days.

**XI. QUALITY ASSURANCE**

Unless otherwise noted below, quality assurance shall be in accordance with the established guidelines noted in YS Policy No. B.2.2.

**Previous Regulation/Policy Number:** B.2.1

**Previous Effective Date:** 05/21/2015 **Attachments/References:**