

# YOUTH SERVICES POLICY

<b>Title:</b> Pre-Release Process <b>Next Annual Review Date:</b> 10/10/2017	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 8. Youth Related Services <b>Number:</b> B.8.11
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<b>References:</b> La. R.S. 15:827; La. R.S. 42:33; Military Selective Service Act (50 U.S.C. App.453); Louisiana Administrative Code 1905; ACA Standards 2-CO-4G-01 (Administration of Correctional Agencies), 4-JCF-5C-02, 4-JCF-5I-01 and 4-JCF-5I-02; (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.27 "Selective Service Registration", B.2.1 "Assignment, Reassignment, Release and Discharge of Youth", B.2.2 "Youth Classification System and Treatment Procedures", B.2.13 "Secure Care Early Release", B.3.1 "Composition/Location/Retention of Active and Inactive Secure Care Youth Records", and C.4.2 "Social Security Benefits"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 10/10/2014

**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 uniform procedures for a structured pre-release process for youth in a YS secure care facility.

**III. APPLICABILITY:**

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

**IV. DEFINITIONS:**

***Individualized Service/Reintegration Plan (ISRP)*** - 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.

***PPO/J*** - Includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

***Transition Portfolio*** – A portfolio of information compiled by the Transition Coordinator and provided to youth when released from a secure care facility which provides various information on job hunting, interview and placement information, rehabilitation, transportation, school, birth certificate, social security, driver's license, State ID card or driving schools, and transition concerns and contacts.

**V. POLICY:**

It is the Deputy Secretary's policy that procedures governing a pre-release process be established at each YS secure care facility to ensure efficient and effective aid to releasing youth in order to facilitate a successful transition and reintegration from secure care to the community. Facility Directors shall be responsible for developing procedures governing release preparation to include a comprehensive process of transition services for youth who are soon to be released from secure care.

**VI. PROCEDURES:**

- A. The Pre-Release Process shall begin a minimum of 90 days prior to youth's release/full-term date, and shall include the following at a minimum:
1. Groups addressing concerns of soon-to-be released youth;
  2. Individual counseling focusing on the youth's particular needs;
  3. Job information services;
  4. Identification of youth who are potentially eligible to receive Social Security Administration benefits, and to provide application assistance to receive such benefits (refer to YS Policy No. C.4.2);
  5. Referral to the Office of Public and Intergovernmental Affairs, Selective Service System for youth between the ages of 18 and 25, who must register within 30 days following release (refer to YS Policy No. A.2.27);
  6. The CHP shall make referrals to available government mental health and medical assistance agencies and programs if needed, and shall inform YS staff concerning these needs;
  7. Referral to available educational, vocational, and job training, if needed, based on the youth's Transition Portfolio compiled by the Transition Coordinator. If a youth is released directly from Court, the portfolio shall be forwarded by the Transition Coordinator to the assigned PPO/J for delivery to the youth;

8. Ensuring all youth are released from a YS secure care facility with an Office of Motor Vehicle (OMV) picture identification (ID) card in hand, and a dress shirt and tie; and
  9. Any other services (i.e. counseling, etc.) deemed consistent with the goals of the facility's Pre-Release Process, approved by the Facility Director.
- B. The process shall also include pre-release contacts made by the assigned PPO/J during a regional staffing to prepare the youth for release.
- C. An Individualized Service/Reintegration Plan (ISRP) shall be updated and completed to incorporate all of the above referenced needs upon release. (Refer to YS Policy Nos. B.2.1 and B.2.2)

## **VII. APPLYING FOR ID CARDS:**

The Facility Director/designee shall be responsible for developing procedures to ensure that all youth are released with an OMV picture ID card in hand on the day of release, requiring one (1) piece of primary documentation and one (1) piece of secondary documentation as described below.

### **A. Primary Documentation:**

1. A copy of a certified birth certificate (long form);
2. An original certification of birth (a seal is not required);
3. Birth registration card or certificate issued by a state or county bureau of vital statistics with raised agency seal;
4. Birth card (short form), or a foreign birth certificate with a certified translation; or
5. Passport.

### **B. Secondary Documentation:**

1. Social security card (if original is not available, the OMV will accept the SS Card # to verify against their database);
2. Original documents of adoption papers;
3. High school year book – provided the picture clearly identifies the applicant as the same;
4. School records or at least two report cards from separate years; or
5. Eyewitness identification by reputable person.

The youth's social security card shall be the preferred method of secondary documentation by the Agency.

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- C. The youth shall be transported to the nearest OMV office, along with the required documentation stated above, and a check from the facility's Imprest Fund account made out for the total amount needed. [See Attachment B.8.11 (a) which lists the fees for obtaining ID card by age.]

**VIII. QUALITY ASSURANCE**

- A. In conjunction with the Central Office quality assurance treatment reviews conducted on a quarterly basis, the following youth records shall be reviewed to ensure that all youth are released from a secure care facility with an Office of Motor Vehicles (OMV) picture identification (ID) card in hand:
  - 1. Youth released within the past 30 days prior to the QA review;
  - 2. Youth scheduled to be released within 30 days of the QA review; and
  - 3. Youth recommended for an early release within 30 days of the QA review. (Refer to YS Policy No. B.2.13)
- B. A written report documenting all findings and recommendations for improvement shall be forwarded to the Facility Director, Facility Treatment Director, and Central Office Executive Staff following the review.
- C. The quality assurance tools authorized by Central Office shall be utilized to conduct the required review. The tools can be accessed through OJJ SharePoint, by logging on to <http://oydcosps/default.aspx>, and choosing the "CQIS" tab.

**Previous Regulation/Policy Number:** B.8.11  
**Previous Effective Date:** 08/26/2013



**Attachments/References:** B.8.11 (a) OMV Fee Schedule.doc