

# YOUTH SERVICES POLICY

<b>Title:</b> FINS Respite Care <b>Next Annual Review Date:</b> 11/24/2016	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process <b>Number:</b> D.9.1A
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<b>References:</b> Title VII of the Louisiana Children’s Code (FINS became effective in all courts having juvenile jurisdiction on July 1, 1994); ACA Standard 2-7106 (Juvenile Probation and Aftercare Services); YS Policy Nos. C.5.6 “Juvenile Electronic Tracking System (JETS)”, D.9.1 “Placement of Youth in Residential Facilities”, D.9.4 “Placement Process”, and D.10.32 “SAVRY – Community Based Services”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 11/24/2014

**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 procedures regarding placement of FINS youth in Respite Care.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, General Counsel, Regional Directors, Regional Managers, and all employees of Community-Based Services (CBS).

**IV. DEFINITIONS:**

**Agency** - Youth Services, Office of Juvenile Justice.

**Community Based Services (CBS)** - Formerly known as the Division of Youth Services, includes the regional field offices located throughout the state.

**Coordinated System of Care (CSoC)** -

**Families in Need of Services (FINS)** – An approach designed to bring together resources for the purpose of helping families (troubled youth and their parents) to remedy self destructive behaviors by youth and/or other family members.

**Functional Family Therapy (FFT)** – A family-based therapeutic intervention for delinquent youth at risk for institutionalization and their families. FFT is designed to improve within-family attributions, family communication and supportiveness while decreasing intense negativity and dysfunctional patterns of behavior.

**Individual Service/Reintegration Plan (ISRP)** – An initial ISRP shall be developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian.

**Juvenile Electronic Tracking Systems (JETS)** - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

**Multidisciplinary Treatment Team (MDT)** - A group of individuals from different disciplines who provide comprehensive assessment and consultation, and assist in identifying the goals of the Individual Service/Reintegration Plan. The MDT staffing shall include the facility and/or community providers, educators, PPO/J and the Regional Manager.

**Multi-systemic Therapy (MST)** – An evidence based intensive family and community-based treatment program that focuses on addressing all environmental systems that impact youth, their homes and families, schools and teachers, neighborhoods and friends.

**Office of Community Services** - A division of the Department of Children and Family Services (DCFS).

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

**Respite Care** – Temporary care in relief of a primary caregiver.

**Structured Assessment of Violence Risk in Youth (SAVRY)** - The SAVRY is 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 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. The SAVRY utilizes a structured, professional judgment method of assessment, meaning that the individual completing the assessment rates the youth on a number of evidence-based risk factors and then weighs all the information to come to a final judgment that the youth is Low, Moderate or High risk for future violence and/or general reoffending.

**V. POLICY:**

It is the Deputy Secretary's policy to provide short-term Respite Care to the extent that public and private community-based resources are available to youth adjudicated FINS.

**VI. PROCEDURES:**

**A. Admission Criteria**

1. The youth must be adjudicated FINS on petitioned status offenses (no delinquent offenses);
2. The custody order must be a 30 day self-modifying order to include a period of aftercare/probation; and
3. The parent/guardian must be willing to reunite and participate in family counseling services.

**B. Exclusionary Criteria**

1. Youth who are suicidal, homicidal, seriously mentally ill or with serious medical conditions;
2. Youth who are not willing to participate in family counseling and return home; or
3. The parent/guardian is not willing to participate in family counseling and allow the youth to return home.

**C.** The maximum number of days in Respite Care shall be 30 days with a possibility of an extension under certain circumstances. An MDT staffing, which includes the Regional Manager and PPO/J, shall be held to determine if an extension is needed.

**D.** Within the given Region, placement should be made as close to the youth's home as possible to allow for school attendance and family mediation.

**E.** Upon admission the following shall be accomplished:

1. The SAVRY shall be administered (refer to YS Policy No. D.10.32);
2. A psychological evaluation will be obtained as needed and as appropriate;
3. Mediation sessions with a qualified social worker shall begin; and

4. Educational advocacy shall begin.

- F. The Education Advocate should review the youth's current status in school and meet with the family to learn about the youth's school related problems (truancy, performance, grade level, behavior) and determine what can be done to promote academic achievement. If the youth is placed near the home school, the youth will continue to attend school while in respite. Day Treatment Programs shall be utilized for youth not attending school. The Education Advocate shall determine if additional services (tutoring, peer monitoring, etc.) are needed to achieve academic success.

If an Education Advocate is not available, the PPO/J shall communicate directly with the school board in the role of the advocate for the youth.

- G. A staffing shall be held with the youth and parent to determine what community services are needed. Referrals shall be made to the Coordinated System of Care (CSoC), mental health services and wrap-a-round services as needed. Referrals shall also be made to DCFS if necessary as noted in H. below.
- H. If the parent/guardian refuses to accept the youth back into the home and there are no other relative placements available, a referral to DCFS shall be made.
- I. An Individual Service/Reintegration Plan (ISRP) shall be developed to include objectives to accomplish in aftercare/probation and shall be completed upon release from Respite Care.
- J. Aftercare will be provided for 45 days after release from Respite Care. The PPO/J shall make weekly face-to-face contacts with the youth to determine the status of community-based referrals. If available in the community, referrals shall be made to Multi-systemic Therapy (MST), Functional Family Therapy (FFT) or Family Preservation programs.

The PPO/J shall schedule all initial appointments for any community-based referrals, monitor follow through with appointments, participation, and progress. Aftercare shall include a minimum of three (3) family counseling sessions.

- K. Regional Managers are authorized to develop additional procedures necessary to implement this policy.

- L. Respite Care placements are exempt from completing the following requirements:
1. FAST forms in JETS (refer to YS Policy No. C.5.6),
  2. Placement notifications; and
  3. ISRP within 14 days of placement (refer to YS Policy Nos. D.9.1 and D.9.4).

**Previous Regulation/Policy Number:** N/A

**Previous Effective Date:** N/A

**Attachments/References:**