

# YOUTH SERVICES POLICY

<b>Title:</b> Placement Process  <b>Next Annual Review Date:</b> 03/07/2017	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process <b>Number:</b> D.9.4
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<b>References:</b> ACA Standards 2-7117, 2-7118 and 2-7119 (Juvenile Probation and Aftercare Services); YS Policy Nos. C.5.6 “Juvenile Electronic Tracking System (JETS)” and D.9.7 “Financial Assessment, Medicaid Eligibility and Parental Contributions”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 03/07/2016

**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 uniform policy and broad procedures regarding the process of placing a youth in a non-secure residential facility.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, Probation and Parole Supervisors / Juvenile (PPS/J), and Probation and Parole Officers/Juvenile (PPO/J).

**IV. DEFINITIONS:**

***Administrative Review Panelist*** - An unbiased party who is required to participate in the administrative review process.

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

***Financial Assessment Transaction Form I*** - FAST I is a form utilized by OJJ, the Department of Children and Family Services (DCFS), and PSS/OMF to determine eligibility for federal reimbursement, Medicaid, and the amount, if any, of parental contributions.

**Financial Assessment Transaction Form II** – FAST II is a form utilized by OJJ that outlines the requirement of contribution for the cost of care or the application of any benefits being received on behalf of the child being applied toward the cost of care while in OJJ custody.

**Financially Responsible Person** - A youth's legally responsible parent - a natural or biological parent, an adoptive parent, or a legally appointed tutor.

**Individualized Service/Reintegration Plan (ISRP)** – An individualized plan 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. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISRP is modified throughout supervision as need areas are identified.

**Juvenile Electronic Tracking System (JETS)** - The centralized database utilized to track all youth under OJJ supervision or in OJJ custody and to record all case record activity (refer to YS Policy No. C.5.6).

**Placing PPO/J** - The assigned probation officer from the region where the placement originates.

**Placing Region** - The region from which a placement originates, usually the region where the youth's parent/guardian resides.

**Public Safety Services/Office of Management and Finance (PSS/OMF)** – A unit within Public Safety Services that oversees the administrative and operational functions of the agency. (For the purposes of this policy, this office reviews and evaluates all financial and legal information from the youth's custodian, calculates the cost of care assessment, and collects and provides accounting functions regarding contributions made.)

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

**Supervising PPO/J** - The probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

## V. POLICY:

It is the Deputy Secretary's policy that when placement is necessary, youth should be placed in a program which is most appropriate to meet his needs, in the least restrictive environment, and in close proximity to his home.

**VI. PROCEDURES:**

- A. Staff shall make referrals to appropriate non-secure programs, based on the needs of the youth.
- B. When applicable, a pre-placement interview with the youth and his parent will be conducted at the facility to familiarize them with the program and to allow participation in the decision-making process.
- C. Once the youth is accepted for placement by a non-secure program, the parent or guardian is notified by the placing PPO/J and a date for placement is set.
- D. Transportation is arranged by the placing PPO/J and all pertinent documents for the youth shall be submitted to the facility.
- E. The EP-06 form, "Authorization for Placement", shall be completed in JETS and signed by both the placing PPO/J and a facility staff member to document the date of placement.
- F. Within 24 hours of a youth's placement in a program outside the region of origin, the Regional Manager of the supervising region shall be notified of said placement via fax or email by the placing PPO/J or placing Regional Manager. Notification shall be documented in a case narrative in JETS within seven (7) working days.
- G. If the youth requires a special or court ordered service, such as sexual perpetrator therapy, the placing PPO/J shall forward documentation of its necessity to the supervising PPO/J (i.e. court order, psychological evaluation, assessment, etc.). The supervising Region shall be responsible for submitting the 156A to Central Office for approval and payment of said services.
- H. The youth's Master Record, transfer screen and placement screen shall be updated in JETS by the placing PPO/J within 24 hours.
- I. A certified copy of the order placing the youth in the OJJ/YS' custody with the "*contrary to the welfare/reasonable efforts*" wording shall be obtained from the court by the placing PPO/J.
- J. Within fourteen (14) days of notification of custody the placing PPO/J shall:
  - 1. Complete the Financial Assessment Forms (FAST I & II) in JETS and submit the forms to the DCFS Social Services Analyst for that Region and to the Public Safety Services/Office of Management and Finance (PSS/OMF) for review at the address below:

Department of Public Safety  
Public Safety Services  
Office of Management and Finance  
P.O. Box 66909  
Baton Rouge, LA 70896

The placing PPO/J shall interview the youth's family to gather information to complete the FAST I to the best extent possible. If the youth is in the physical custody of a person or persons who do not fall within the definition of a financially responsible person, the placing PPO/J shall attempt to locate the person or persons who are physically responsible for the youth.

If the placing PPO/J is not able to locate the youth's legally responsible parent, they shall complete the FAST forms to the best extent possible with the information that is available and forward the forms to DCFS and PSS/OMF. When submitting FAST forms to PSS/OMF, the Parental Contribution Coversheet for Custody Youth shall be created in the youth's record in JETS and placed on top of the information being mailed. This letter identifies the financially responsible person.

2. Develop the ISRP in collaboration with the youth, parent, a residential provider representative, and other individual(s) identified by the placing PPO/J as significant to the youth making a positive adjustment.

The ISRP shall be documented in JETS and signatures of all participants obtained. The ISRP shall be sent to the residential provider and parent.

- K. The placing PPO/J shall create the "Placement Letter to the Judge" and the "Notification of Placement Letter" in JETS and send a copy to the parent within three (3) working days after placement and any subsequent placements.
- L. The placing PPO/J shall forward all pertinent case documents not available in JETS to the supervising PPO/J within seven (7) working days after placement.

## **VII. IMPLEMENTATION:**

This revisions to the processes outlined in this policy shall be effective April 1, 2016.