

JUVENILE REHABILITATION

***Policy 3.10– Assessing and Placing Youth in JR
Summary***

- Provides guidelines for conducting JR’s assessments and determining initial placement

Background:

The policy was rewritten in 2014 to integrate the interim directive on the “Diagnostic Redesign” and clarify the process of assessing youth and placing them in the continuum. The existing policy, released in November 2014, did not provide clarity on the process for notification of Tribes when the ITM Intake Specialists work with a youth who identifies tribal affiliation.

Policy Summary

This policy establishes policy and procedure for the entry and placement of youth into the JR continuum of care, and for the assessment process that identifies youth needs and strengths. The policy addresses the pre-placement process and the intake process, identifying both what must be done and when it must be completed. The policy identifies staff roles in the process, and links specific assessments to forms and other policies where applicable. The policy also highlights required information for specific actions and notes requirements for special populations such as YOP or Tribal youth.

Changes from Current Practice

- A procedure has been created to assist ITM Intake Specialists and case managers with notification of the JR Tribal Liaison when a youth identifies an affiliation with a Federally recognized Washington State Tribe.
- The form used to notify the Tribe of a Tribal youth has been revised.
- Policy statements were added to address the reporting process, both at intake and when a youth identifies any time after the intake process has completed.
- ACT has been updated for easier tracking of Tribal affiliation.

Training Required: No

Policy Effective Date: March 15, 2017

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

POLICY 3.10 ASSESSING AND PLACING YOUTH IN JR

Policy Committee Chair

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Approved



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3/1/2017

Authorizing Sources

RCW 13.40
WAC 110-730
Tribal Memorandum of Understanding
PL108-79, the Prison Rape Elimination Act
28 CFR Part 115 PREA, Juvenile Facility
Standards

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3/15/2021

I. PURPOSE AND SCOPE

This document establishes policy and procedure for the entry and placement of youth and young adults (referred to as “youth” throughout policy) into the Juvenile Rehabilitation (JR) continuum of care. The policy provides guidelines for staff to determine the least restrictive environment within the JR continuum of care based on assessment and identification of needs and strengths. The policy establishes guidelines for determining parole eligibility and preparing for transitions between facilities and programs within the continuum of care as well as community reentry.

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

II. POLICY

1. JR will maintain a formal system for the oversight of youth entry and placement into the JR continuum of care.

- 1.1. Assigned supervisors will provide quality assurance and oversight of the process.
- 1.2. Regional staff will gather information for youth placement into an institution. Information gathered will be entered into the Automated Client Tracking (ACT) system, which will assist in determining placement.
- 1.3. ITM Intake Specialists at each institution will complete the required screens and assessments and collect collateral contacts once youth arrive at the institution.

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- 2. JR staff will practice linguistic and cultural sensitivity and awareness throughout the entry and placement process.**
 - 2.1. Interpreter services may be accessed in accordance with DCYF AP 6.02 Access to Services for Clients who are Limited English Proficient, if needed.
- 3. JR staff will include both youth and family during the placement and assessment process to assist in identifying youth strengths and needs for treatment and reentry planning.**
- 4. Youth may present as gender non-conforming or identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex or asexual (LGBTQIA+) during the intake or placement process. If a youth identifies as LGBTQIA+ or presents as gender non-conforming, both placement staff and intake staff will make reasonable and non-intrusive attempts to gather and document sexual orientation, gender identity and preferred pronouns on the Pre-placement Screen. The questions about sexual orientation, gender identity and preferred pronouns will be reviewed with the youth at intake to the institution. (PREA Standard 115.341 (c)(2)). Refer to Policy 4.60, *Providing LGBTQIA+ Health and Safety*.**
- 5. JR will maintain a quality assurance process for entry and placement.**
- 6. Youth will be transferred from the court of commitment to the JR facility within 48 hours of notification of commitment, where possible.**
- 7. JR has the authority to determine the placement of youth who are committed to JR and the course of treatment in accordance with Policy 4.10, *Developing Youth and Young Adults through Case Management*.**
- 8. All information regarding entry and placement will be documented in ACT.**
- 9. Copies of forms requiring signature will be maintained in the youth's case file in accordance with Policy 2.40, *Managing Youth Case Files*.**

PLACEMENT

- 10. JR must have a court order from the court of commitment in order to place a youth within its continuum of care.**
 - 10.1. Placement staff within the region of the court of commitment will follow up with the court to address any discrepancies in the court order.
 - 10.2. Placement staff will obtain information from the juvenile court in order to complete a Sentencing Worksheet (DCYF Form 20-198) and will document the information in ACT during the pre-placement process.
 - 10.3. Placement staff will complete the pre-placement form and the Risk Assessment Institution (RAI) in ACT, which will determine the youth's security classification level and the JR facility where the youth will be placed.
 - 10.4. Placement staff will only place youth and schedule transportation accordingly following the receipt of a court order.

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- 11. Information regarding youth who return to court on a new charge after placement in JR will be input into ACT by the JR facility with custody at the time of the technical recommitment.**
- 12. Placement staff will utilize the Youth Placement Checklist when reviewing criteria and determining placement at a JR facility. Youth must be placed in the least restrictive environment based on risk and individual treatment needs.**
 - 12.1. Placement of Youthful Offenders from the Department of Corrections (DOC) are coordinated between the DOC Liaison and the designated institution staff at Echo Glen and Green Hill School in alignment with the requirements of Policy 4.70, *Managing Youth in DOC's Youthful Offender Program*.
- 13. Youth committed to JR through tribal courts will be placed in collaboration with the sending tribal court, in accordance with Tribal Intergovernmental Agreements (IGA), regional 10.03 Plans, and in alignment with DCYP AP 10.03 Tribal Consultation.**
- 14. JR will follow timelines for entry and placement per County Agreements and Tribal Intergovernmental Agreements with the juvenile and tribal courts as well as best practices outlined in the Initial Placement Checklist and the Intake and Assessment Checklist.**

ASSESSMENT

- 15. Youth committed by a juvenile court and Youthful Offenders from the DOC will complete the same assessment process.**
- 16. JR must ensure juveniles are assessed at intake to the assigned institution to determine appropriate treatment programming.**
 - 16.1. Ongoing risk and needs assessment must occur during a juvenile's commitment to JR.
 - 16.2. Assessments must include risk to public safety, risk for sexually aggressive behavior, and risk for vulnerability to sexual aggression.
 - 16.3. Other assessments may also be used to determine the course of treatment and placement of youth in the JR continuum of care.
- 17. The initial intake screening begins within the first hour of arrival. Institution staff are responsible for completing the following screens and assessments.**
 - 17.1. Youth interview
 - 17.2. Suicide/Self-Harm Screen (SSS)
 - 17.3. Mental Health and Substance Abuse Screen (GAIN-SS)
 - 17.4. The Intake Client Health Screen will be completed by trained staff.
 - 17.5. Staff will collect the Consent for Release of Records (DCYF 20-250) and assign the youth to a living unit.
- 18. The PREA Youth Intake Form (DCYF Form 20-280) will be reviewed with the youth, in accordance with Policy 5.90, *Applying PREA Juvenile Standards in JR* on the day of arrival.¹**

¹ 3/14/19 Technical Edit: Clarified PREA Youth Intake Form is due the day of arrive (not the first hour).

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- 19.1 ITM Intake Specialists will complete the SAVY within 72 hours of arrival at the initial JR facility in accordance with Policy 3.20, *Assessing Sexually Aggressive or Vulnerable Youth (SAVY)*.
- 19.2 ITM Intake Specialists will ensure the PREA Youth Intake Form (DCYF Form 20-280) has been completed and signed, in accordance with Policy 5.90, *Applying PREA Juvenile Standards in JR*.
- 19.3 The ITM Intake Specialist or assigned staff at the Community Facility will complete the Sexual Orientation, Gender Identity and Expression (SOGIE) Screen within 72 hours of arrival or transfer to a Community Facility, and document ACT.²

20. Within 7 days of intake to a JR facility, ITM Intake Specialists will:³

- 20.1. Make collateral contacts with family and other natural supports.
- 20.2. Collect records from other treatment or service providers or law enforcement, using authorization provided by Authorization to Disclose DCYF Records (DCYF Form 17-063).
- 20.3. Notify youth of legal requirements with the Notification and Legal Requirements form (DCYF Form 20-236)
- 20.4. Complete the Indian Heritage Assessment and Notice to Tribes (DCYF Form [09-539a](#)) for tribal notification, if applicable.
 - 20.4.1. Forms for youth identifying as a member of a federally recognized Washington State Tribe will be sent to the JR Tribal Liaison, who will complete the tribal notification process (PRO 3.10.1).
 - 20.4.2. A copy must be placed in the youth's case file in accordance with Policy 2.40, *Managing Youth Case Files*.
- 20.5. Review registration requirements for youth who are required to register:
 - 20.5.1. For felony firearm offenders with a court order to register, use the Notice of Felony Firearm Offender Registration Requirements (DCYF Form 27-102),
 - 20.5.2. For youth who have sexually offended and have a registerable offense, use the Notice of Sex/Kidnapping Offender Registration Requirements (DCYF Form 09-746)
- 20.6. Complete the Integrated Treatment Assessment (ITA)

21. Within 14 days of intake to a JR facility, ITM Intake Specialists will:

- 21.1. Prepare the Initial Client Information (ICI) report utilizing information gathered during the assessment process.
- 21.2. Review and update the Risk Assessment Institution (RAI).
- 21.3. Review and update identifying information in ACT.

22. The Case Manager must complete a Client Behavior Assessment within 14 days.

² 3/14/19 Technical Edit: Added SOGIE screen to comply with PREA and 6/26/2018 All Staff Memo ³ 9/19/19 Technical Edit: Removed reference to form no longer required per SB 5497.

Policy 3.10, Assessing and Placing Youth in JR 3/15/2017**23. An Initial Reentry Team Meeting (RTM), convened by institution staff, will be held within 30 days of admission.⁴**

23.1. Staff will work to ensure that the youth and family are present for the meeting.

24. If a youth discloses information about prior abuse or neglect, the staff who receives the report will immediately report to Child Protective Services (CPS) in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth*, and Policy 5.90, *Applying PREA Juvenile Standards in JR*.**25. The ITM Intake Specialist will complete the ITA 30 days prior to release from residential programming and 30 days prior to discharge from parole. YOP youth do not complete a final ITA.⁵****26. Intensive Parole eligibility not mandated by offense type will be established by the Risk Assessment Recidivism (RAR) score 14 days following placement in JR. The RAR is automatically generated in ACT.****27. JR may assign other parole types based on youth and family needs after the initial 30 days depending on youth eligibility and program participation.**

27.1. FIT Parole is assigned through Central Office.

27.2. Other parole is assigned by Community Programs staff.

28. If youth disclose Tribal heritage after the initial Indian Heritage Assessment and Notice to Tribes (DCYF Form 09-539a) is completed, the case manager will complete the form and update the information in ACT.

28.1. Forms for youth identifying as a member of a federally recognized Washington State Tribe will be sent to the JR Tribal Liaison, who will complete the tribal notification process (PRO 3.10.1).

III. DEFINITIONS

Continuum of Care: A comprehensive system of integrated rehabilitative services and treatment in mental, behavioral and physical healthcare and social services facilitated via case management. The continuum organizes these services, treatments and placements according to assessed strengths and needs in determining the intensity of services delivered in appropriate settings. The movement in and through the continuum of care can either be promotional or demotional. Services are provided consistent with statutory authority. The continuum in JR begins with commitment to JR by the local juvenile court, progresses through diagnostic, institutions, community facility placement, release to community with or without parole and ends with discharge from commitment.

⁴ 3/14/19 Technical Edit: Updated from 21 to 30 days to align with current practice and expectation

⁵ 12/14/18 Technical Edit: Removed old statement 25 that community facility placement was automatically assigned, as that no longer aligns with JR practice.

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Disposition Alternative: Some youth who would otherwise be committed to JR are eligible for an alternate disposition that allows them to remain in the community and receive local services. Disposition alternatives may also be available to youth who have committed local sanction crimes and would not be committed to JR. The following programs are the available disposition alternatives:

- Special Sex Offender Disposition Alternative (SSODA)
- Chemical Dependency Disposition Alternative (CDDA)
- Suspended Disposition Alternative (SDA – Option B)
- Mental Health Disposition Alternative (MHDA)

Family⁶: Parents, spouse, or relatives.

Initial Client Information (ICI): A report generated from information gathered during the assessment process to support the case management and treatment process.

Integrated Treatment Assessment (ITA)⁷: A structured tool that helps predict recidivism (reoffending). The ITA assesses both risk and protective factors. Protective factors are strengths and resources inside of youth (personal skills, attributes, past accomplishments, pro-social values) and around them (e.g. family, community). Protective factors can mitigate the impact of risks and potentially reduce recidivism. ITA information is used to prioritize treatment, programming and resources that can reduce the most important risk factors.

Gender Non-Conforming^{8,9}: A person whose appearance or manner does not conform to traditional gender stereotypes.

Global Appraisal of Individual Needs Short Screener (GAIN-SS): A screen for mental health and drug/alcohol needs which prompts a full assessment if needed.

Natural Supports⁶: Additional people youth and young adults rely on for mental, emotional, or financial support, lived with, or have a significant role in their life. This includes but is not limited to their: mentor, religious, tribal or community leader, or social worker.

Non-Residential Commitment: A youth with enough detention credit from the local juvenile court as documented in the court order to have completed the assigned JR commitment without entering an institution.

Parents⁶: The biological, adoptive, or foster parent, legal guardian or custodian, and includes the parent's spouse or significant other.

Relatives⁶: Grandparents, siblings, aunts and uncles, cousins, nieces and nephews, children, and any other extended family members defined by law or custom, including an Indian youth as defined in 25 U.S. Code Sec. 1903.

⁶ 1/21/2021 Technical Edit: Updated family definition (split into family, natural supports, parents, and relatives)

⁷ 5/20/2021 Technical Edit: Updated definition for ITA

⁸ 3/14/2019 Technical Edit: Added Gender non-conforming definition

⁹ 1/21/2021 Technical Edit: Updated definition to align with Policy 4.60

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Risk Assessment Institution (RAI)¹⁰: Risk assessment tool completed in ACT to determine initial security classification and which institution (medium or maximum security) a youth will be initially placed. The RAI is completed following the initial pre-placement activities completed by assigned regional staff prior to youth placement in an institution.

Sentencing Worksheet: The Sentencing Worksheet is used to report information pertinent to the disposition of each juvenile admitted to JR or those sentenced to community supervision through the Special Sex Offender Disposition Alternative (SSODA) or Option B (Chemical Dependency Disposition Alternative (CDDA)). The form serves as a worksheet for determining the minimum and maximum length of the standard range of confinement for each offense. The structure of the form conforms to and facilitates the application of the disposition standards developed by the Sentencing Guidelines Commission, as required by RCW 13.40.030.

Sexually Aggressive/Vulnerable Youth (SAVY) Assessment: An assessment tool developed by JR to assess a youth's risk for sexually aggressive behavior or for vulnerability to sexual victimization.

SOGIE: Sexual orientation, gender identity and expression.

Sexual Orientation, Gender Identity and Expression (SOGIE)¹¹ **Screen**: A screening tool used by JR to document youth's stated sexual orientation, gender identity, and expression, and staff's subjective observation regarding whether a youth presents as gender non-conforming. The SOGIE screen and SAVY assessment combined, help to determine housing, bed, program, education, and work assignments for youth.

Suicide/Self-harm Screen (SSS): A validated screening tool completed by staff on all youth to evaluate self-harm and suicide risk. Designated Suicide Prevention Specialists (DSPS) review the completed SSS with staff and determine a protective course of action for youth exhibiting signs and symptoms of self-harm or suicide risk. In addition to administration at initial intake into an institution or community facility; it is completed when staff perceive a youth is "at-risk" for self-harm or suicidal behavior; and prior to a Suicide Precaution Level (SPL) being reduced or increased.

Technical Recommitment: Any sentence a youth receives while already placed at the institution, including any charges accrued while in JR or any outstanding pending charges that were resolved. The administrative secretaries at the institutions are responsible for entering the new sentence information in the sentencing worksheet.

¹⁰ 5/20/2021 Technical Edit: Updated definition for RAI

¹¹ 3/14/2019 Technical Edit: Added SOGIE definition

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IV. REFERENCES

Juvenile Disposition Manual, 2013	Tribal Intergovernmental Agreements (IGAs)
Parole Standard 9	Regional 10.03 Tribal Consultation Plans

V. RELATED JR POLICIES

Policy 2.40 – Managing Youth Case Files	Policy 4.70 - Managing Youth in the DOC’s Youthful Offender Program
Policy 3.20 – Assessing Sexually Aggressive or Vulnerable Youth (SAVY)	Policy 5.90 – Applying PREA Juvenile Standards in JR
Policy 4.10 – Developing Youth & Young Adults through Case Management	Policy 5.91 – Reporting Abuse and Neglect of JR Youth
Policy 4.60 – Providing LGBTQIA+ Health and Safety	

VI. FORMS AND DOCUMENTS

Document Title	In ACT?	Link to Form
Authorization to Disclose DCYF Records		DCYF Form 17-063
Consent for Release of Records		DCYF Form 20-250
Indian Heritage Assessment and Notice to Tribes		DCYF Form 09-539a
Initial Placement Checklist		
Intake and Assessment Checklist		
Notice of Felony Firearm Offender Registration Requirements		DCYF Form 27-102
Notice of Sex/Kidnapping Offender Registration Requirements		DCYF Form 09-746
Notification and Legal Requirements		DCYF Form 20-236
PREA Youth Intake Form		DCYF Form 20-280
Sentencing Worksheet		DCYF Form 20-198
Sexual Orientation, Gender Identity and Expression (SOGIE) for Community Facilities		DCYF Form 02-649
