

## **Policy 6.30 – Facilitating Transition to a JR Community Facility**

### *Summary*

- Provides a framework to facilitate youth transition to the community facility

#### **Background:**

The policy was updated to clarify requirements for institution and community facility contact when a youth is transitioned to a CF.

#### **Policy Summary**

This policy was developed to provide a strong framework built on current assessment tools to facilitate youth transition to community placement. The policy is based on a philosophical expectation that all youth should be considered for transition to a CF. The policy provides guidance on the usage of the revised CF Eligibility Matrix. The policy outlines a new process for establishing the earliest date a youth is eligible for CF placement by linking the Earliest Community Facility Date to the CF Eligibility Matrix. The policy establishes clear criteria for eligibility, suitability and preparedness. Finally, the policy also establishes a new process for transitioning youth to a CF.

#### **Changes from Current Practice**

- Added requirements for institution and community facility contact during a youth's transition (see statements 18, 19 and 20)

Training Required: No

*Policy Effective Date: July 27, 2018*

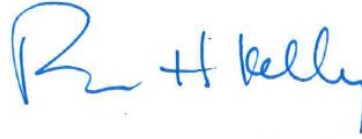
*Staff are responsible for reading and understanding the information contained in the full policy.  
Review of this summary is not sufficient for full understanding.*

**POLICY 6.30 FACILITATING TRANSITION TO A JR COMMUNITY FACILITY**

**Policy Committee Chair**

Lori Kesl  
Regional Administrator, Regions 1 & 2  
Juvenile Rehabilitation

**Approved**



Rebecca Kelly, Acting Assistant Secretary  
Juvenile Rehabilitation  
7/23/2018

**Authorizing Sources**

WAC 110-730-0050

**Information Contact**

Andrea Ruiz  
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**Effective Date** (*Technical Edit 3/10/2020*)<sup>1</sup>  
7/27/2018

**Sunset Review Date**  
7/27/2022

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**I. PURPOSE AND SCOPE**

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This policy provides the overarching processes for determining criteria for placement of residential youth in Juvenile Rehabilitation Community Facilities. JR has implemented the best-practice step-down model of community facilities to support successful youth transition and reentry to the community.

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

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**II. POLICY**

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- 1. All youth, unless prohibited by law or JR policy, will be considered for transition to a Community Facility (CF).**
- 2. All youth will be working on preparedness for transition to a community facility as part of their reentry plan.**
- 3. Youth will be educated on stepdown programs and protective factors will be built around each youth prior to transition.**
- 4. Staff will engage youth in skill acquisition and generalization and provide treatment for behaviors that inhibit transitioning to a less restrictive environment.**
- 5. Disruptive or blocking behaviors that arise during the transition process will be seen as an opportunity to build skills rather than a problem.**

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<sup>1</sup> 12/12/19 Technical Edit: Changed DSHS references and forms to DCYF.

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- 6. Transfers back and forth to CF from Institution will be handled in accordance with Policy 6.31, *Transferring Residential Youth between Facilities*.**

**ELIGIBILITY FOR TRANSITION**

- 7. Per WAC 110-730-0050, a youth must serve at least 10% of their sentence, 30 days in an institution, and meet all placement assessment requirements prior to community placement.<sup>2</sup>**
- 8. JR will use the Risk Assessment for Recidivism (RAR) and Risk Assessment of failure in a CF (RACF) to calculate the Earliest Community Facility Date (ECFD). The date will be documented in ACT.**
- 9. JR will maintain the Earliest Community Facility Date Matrix (below), which shows the percentage of disposition required to be served in an institution prior to transition based on the youth’s risk assessment scores.**

**EARLIEST COMMUNITY FACILITY DATE MATRIX**

	<b>RAR</b>				
<b>RACF</b>	<i>Very Low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>	<i>Very High</i>
<i>Very Low</i>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>25%</b>
<i>Low</i>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>25%</b>
<i>Moderate</i>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>25%</b>	<b>25%</b>
<i>High</i>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>50%</b>
<i>Very High</i>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>50%</b>	<b>50%</b>

- 10. Youth may be considered for transition prior to ECFD for placement into a community with Director’s approval to allow the start of a community program which ties to the youth’s reentry plan.**
- 11. Youth must be eligible for transition to CF placement. Eligibility requires that youth:**
  - 11.1. Have reached residential obligation of sentence served from intake to their aggregate minimum highlighted on the ECFD Matrix.
  - 11.2. Have not been ruled out by static or dynamic factors on the CBA

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<sup>2</sup> 12/12/19 Technical Edit: Updated statement to align with WAC requirements.

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- 12.1. An initial transition plan is suggested by the transition specialist.
- 12.2. Recommendations to transition to Naselle Youth Camp will be made for youth with sentences that support step down.

**13. In order to be suitable for transition, youth must demonstrate stable behavior as measured by the Client Behavior Assessment (CBA).**

- 13.1. Case managers will utilize the CBA every 30 days to assess ongoing behaviors.
- 13.2. If the CBA score identifies areas where a youth needs additional treatment intervention, the case manager will engage youth in further treatment on those issues.

**PREPARED FOR TRANSITION****14. Youth who are both eligible and suitable are prepared for transition.****15. Youth must be placed at Institution Minimum Security Classification per Policy 5.20 *Assigning Security Classifications for Youth* when they are prepared for transition.****16. In order to be prepared for transition, the youth must:**

- 16.1. Be placed at Institution Minimum Security Classification.
- 16.2. Have scored 15 or less on the CBA
- 16.3. Be eligible based on the rule-out criteria established by Policy 5.20, *Assigning Security Classifications for Youth*.
- 16.4. Have reached the ECFD.

**TRANSITIONING YOUTH****17. When a youth is prepared for transition, the Transition Specialists will:**

- 17.1. Attempt to find a space in a community facility (CF),
- 17.2. Enter the CF Bed date in ACT,
- 17.3. Send a Bed Reservation email for placement purposes and assign the CF Bed Date.

**18. Institution case managers will contact the receiving facility within seven days of a Bed Reservation email being entered in ACT to discuss transition and program opportunities.****19. The Community Facility Administrator will assign a Community Facility case manager in ACT within 30 days of the youth's CF Bed Date.**

- 19.1. When a youth is referred with less than 30 days until transition the CFA will assign a case manager within 3 business days.

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19.2. The assigned CF case manager will contact the youth, the family, and the institution case manager directly in accordance with CF Standard 11, *Case Management*.

**20. The receiving and sending facility staff will collaborate on the treatment needs of the youth and coordinate service transition.**

**21. Transition Specialists must ensure that transition occurs consistent with the requirements in Policy 6.31, *Transferring Residential Youth Between Facilities*.**

**22. Disruptive behaviors which are considered serious enough per the CBA or clinical assessment to significantly impact the likelihood of a successful transition will be communicated between facilities and a behavioral plan will be developed with the youth.**

**23. Staff will treat resistance, reluctance or refusal to transition to a less restrictive CF placement with a therapeutic approach of assessment and engagement.**

**24. When a behavior intervention is not successful, the Transition Specialist will cancel the transition process by sending an update on the Bed Reservation communication.**

24.1. The Regional Administrator may cancel a reserved placement through written or verbal communication to the Transition Specialist.

**HIGH PROFILE REVIEW<sup>3</sup>**

**25. The Superintendent, Regional Administrator, and Directors must review and jointly approve transition to community facilities for youth who committed one of the following:**

25.1. Murder 1 or 2

25.2. Manslaughter 1

25.3. Rape 1

25.4. Arson 1

25.5. Bomb Threat

25.6. An offense which caused or may cause increased attention of the media, community, victim-witness or law enforcement.

**26. Transition Specialists will prepare a JR High Profile Review form (DCYF Form 20-150) for each high profile youth for review and approval.**

26.1. Superintendent of sending institution will review referral and sign if approved. 26.2.

Regional Administrator of receiving facility will review referral and sign if approved. 26.3.

Directors of Institutions, and Community, Reentry and Parole Programs will review referral and sign if approved.

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<sup>3</sup> 3/10/2020 Technical Edit: Updated approval process to include newly developed form.

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**DEFINITIONS**

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**CF Bed Date:** The date assigned by the Transition Specialists that the youth will move to the designated community facility.

**Earliest Community Facility Date (ECFD):** a percentage of residential obligation of sentence served from intake to their aggregate minimum based on risk factors needed prior to transition to a Community Facility.

**Preparing Youth for Transition (PYT):** process starting at intake to prompt case managers to develop skills that the youth will need in order to to be successful in the community.

**Suitable for Transition:** youth is demonstrating stable behavior as measured by the score on the CBA .

**Eligible for Transition:** youth has not been ruled-out by criteria as established on the CBA and has reached the ECFD.

**Prepared for Transition:** youth is both qualified and prepared and has been placed at institution minimum security classification.

**Risk Assessment Community Facility (RACF):** Risk assessment tool completed in ACT to determine a youth’s risk for failure in a community facility. Youth are assigned one of five risk levels; very low, low, moderate, high and very high.

**Risk Assessment Recidivism (RAR):** Risk assessment tool completed in ACT to determine a youth’s risk for recidivism. Youth are assigned one of five risk levels; very low, low, moderate, high and very high.

**IV. RELATED JR POLICIES**

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Policy 1.80 – Notifying the Community of Youth Placement, Transfer or Release	Policy 6.31 – Transferring Residential Youth Between Facilities
Policy 4.40 – Determining the Need for DNA and HIV Testing	Policy 6.40 – Managing Authorized Leaves and Community Involvement Passes
Policy 5.20 – Assigning Security Classification Levels for JR Youth	

**V. FORMS AND DOCUMENTS**

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<b>Document Title</b>	<b>Link to Form</b>
JR High Profile Review	DCYF Form 20-150

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