

## **Policy 4.80– Serving Youth In Partnership with Children’s Administration**

### *Summary*

- Provides guidelines for partnering with child welfare staff to serve JR youth

#### **Background:**

The policy was drafted from the CA-JR inter-agency agreement, to provide staff with current guidelines for how to support youth who are served by both agencies at the same time. This policy applies to dependent youth who are committed to JR and to non-dependent JR youth who cannot safely return home due to abuse and neglect as defined in RCW.

#### **Policy Summary**

The policy addresses information and record sharing, collaboration requirements, responsibilities for placement, mandatory contacts for dependent youth, participation in dependency review hearings, payment responsibility for treatment services, requirements for release of a dependent youth from JR residential confinement, requirements for supervision of a dependent youth on parole, provision of CA services to non-dependent JR youth, placement in another state, and responsibility for interstate compact supervision. There are also provisions for resolving disputes between the two agencies and conditions for termination of the agreement.

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

- There are no changes to current practice, only the establishment of policy in alignment with the interagency agreement.

Training Required: No

*Policy Effective Date: July 23, 2018*

**POLICY 4.80 – SERVING YOUTH IN PARTNERSHIP WITH CHILDREN’S ADMINISTRATION**

**Policy Committee Chair**

Lori Kesi  
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**Approved**



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

**Authorizing Sources**

**RCW 26.44.020**

**Information Contact**

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**Effective Date** (*Technical Edit 5/20/2021*)<sup>1</sup>  
**7/23/2018**

**Sunset Review Date**  
**7/23/2019**

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**I. PURPOSE AND SCOPE**

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This policy is pursuant to the Intra-agency Agreement between the Children’s Administration (CA) and Juvenile Rehabilitation (JR). The Agreement is effective October 1, 2017. CA and JR will review the agreement and make amendments as necessary after both move into the newly formed Department of Children, Youth and Families (DCYF). This policy will be updated to reflect any amendments.

The policy provides guidelines for working together to serve the youth and families who are receiving services from both administrations at the same time. This policy applies to dependent youth who are committed to JR and to non-dependent JR youth who cannot safely return home due to abuse and neglect as defined in RCW. The policy does not apply to youth who will be 18 years old or older upon release from JR and who are not eligible for (or who are eligible but choose not to participate in) extended foster care (EFC).

Nothing in this agreement should be construed to limit or alter in any way CA and JR’s duty to act as mandatory reporters and contact Child Protective Services or law enforcement when abuse, neglect, or financial exploitation is suspected as required by RCW 26.44.030 and 26.44.040.

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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<sup>1</sup> 12/18/19 Technical Edit: Updated DSHS references and forms to DCYF, and added hyperlinks.

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**II. POLICY**

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- 1. Information can be shared within the continuum of care without the consent of a youth for the purposes of treatment, care, case planning, or supervision.**
- 2. JR and CA will actively collaborate as long as a dependency remains open.**
- 3. CA's placement and care authority over children who entered care or were provided services under a Child in Need of Services (CHINS) proceeding, At-Risk Youth (ARY) petition, or Voluntary Placement Agreement (VPA) terminates on the date the youth begins a JR commitment. These youth are ineligible for extended foster care.**
- 4. JR does not have authority to place youth in foster care upon or after release to parole.**
- 5. Children's Administration is authorized by RCW 26.44.020 to place a youth who have been abused and neglected.**
- 6. In the event that there are special placement needs, CA and JR will actively work together to determine the best plan, which may or may not include out-of-home placement for the youth.**
  - 6.1. CA will not provide placement for a youth solely because a Sexual Assault Protection Order (SAPO) exists, because the SAPO does not remove parental rights or custody.
  - 6.2. JR may extend a youth's release date for a maximum of 30 days for placement purposes in alignment with *Policy 6.50, Setting Juvenile Release Dates*.
  - 6.3. JR must not extend residential confinement beyond the maximum release date based on the lack of appropriate release destination, or when there is a youth with a court or protection order preventing contact with a victim living in the home.
- 7. JR youth who are a dependent of the state and in foster care on their 18<sup>th</sup> birthday may be eligible for extended foster care program upon release. JR staff will work with CA to determine if identified youth meet CA eligibility requirements for program enrollment.**
- 8. JR staff who provide direct service to youth or who supervise staff providing direct service to youth will complete an orientation to this agreement in LMS.**

**MANDATORY CONTACTS WITH CA FOR DEPENDENT YOUTH**

- 9. Every 30 days, the JR residential case manager will assist the CA case worker to conduct mandatory Health and Safety visits or regularly required CA case worker visits and telephone calls.**
  - 9.1. Youth may decline a visit with the CA caseworker.
  - 9.2. Mandatory Health and Safety visits do not count as required family contacts.

**Policy 4.80, Serving Youth In Partnership with Children's Administration 7/23/2018****RECORDS**

- 10. CA and JR will share records in alignment with Policy 1.40, *Managing JR Juvenile and Operations Records*, as required by this policy.**
- 11. Staff will provide documents to the CA caseworker in a previously agreed-on format.**
- 12. ITM Intake Specialists will request a youth's FamLink ID from the CA caseworker and will enter it into ACT.**
- 13. Every six months, the dependent youth's JR residential counselor will provide the CA caseworker with the following items:**
  - 13.1. Current assessments
  - 13.2. Current treatment reports
  - 13.3. The current reentry plan

**DEPENDENCY REVIEW HEARINGS**

- 14. Within seven days of receipt of notification of a scheduled Dependency Review Hearing from the youth's CA caseworker, the youth's JR residential counselor will provide the caseworker with the following items:**
  - 14.1. Current assessments
  - 14.2. Current treatment reports
  - 14.3. The current reentry plan
- 15. The JR residential counselor will arrange for a contact with the CA caseworker and for the youth's participation in the hearing.**
- 16. The JR residential counselor will collaborate with an assigned community counselor if the Dependency Review Hearing relates to reentry planning, including transition and community placement.**
- 17. JR residential counselor and assigned community counselors or designees will participate in all scheduled Shared Planning Meetings.**
- 18. Outcomes of Dependency Review Hearings (court orders will be provided by CA) will be documented in ACT by the JR residential counselor in the youth's reentry plan.**

**TREATMENT SERVICES**

- 19. JR will pay for treatment services for youth when treatment is a condition of parole.**
  - 19.1. JR will share contact information with CA regarding contracted providers who are delivering services to dependent youth.

Policy 4.80, **Serving Youth In Partnership with Children's Administration 7/23/2018****RELEASE OF A DEPENDENT JR YOUTH FROM RESIDENTIAL CONFINEMENT****20. At least 60 days prior to the youth's release from JR residential placement, the JR residential counselor will:**

- 20.1. Invite the CA caseworker and assigned JR community counselor to the Release Reentry Team Meeting (RTM).
- 20.2. Provide written reports to the CA caseworker, including treatment reports, current assessments, and current reentry plan
- 20.3. Discuss current plans for the youth's release, including transportation.

**21. The JR community counselor will participate in the CA Family Team Decision Making (FTDM) meeting.**

- 21.1. The FTDM will be scheduled by CA.
- 21.2. If the youth does not have parole assigned, the JR residential counselor will participate.
- 21.3. JR may provide feedback to the caseworker prior to the meeting if both staff are unavailable to attend.

**22. The JR residential counselor must notify the CA caseworker if there is reasonable cause to believe that minors may be at risk of abuse or neglect when a JR youth is being placed in the home.****23. The JR residential counselor must coordinate with the CA caseworker to support matching the youth to needed services.****24. No later than 45 days prior to release, the JR residential counselor must provide written notification of the youth's release date to the CA caseworker<sup>2</sup>.**

- 24.1. If the release date changes, JR will notify the CA caseworker within two business days.

**25. At the earliest possible date, pending notification by CA of placement location, a JR community counselor will:**

- 25.1. Complete the Authorized Leave Home Review Questionnaire (DCYF Form 20-310) in person at the home where the placement is planned
- 25.2.

Update the reentry plan

- 25.3. Provide a copy of parole conditions to the CA caseworker

**26. At least 15 days prior to the youth's release, the JR residential or community case manager will communicate with the CA caseworker to arrange the youth's transition to placement, including transportation, final destination, supervision for the transition, and any other factors necessary for a smooth transition.****27. Where possible, JR and CA will collaborate to hold a joint FTDM and Reentry Team Meeting (RTM) to support release.**

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<sup>2</sup> 5/20/2021 Technical Edit: Replaced CERD with release date per interim directive.

**Policy 4.80, Serving Youth In Partnership with Children's Administration 7/23/2018****SUPERVISION OF A DEPENDENT YOUTH ON PAROLE**

- 28. The JR community counselor will notify the CA caseworker of parole phase change reviews, or the six week review (whichever comes first) at least two weeks prior to the review meeting.**
- 29. The JR community counselor will notify the CA caseworker or the CA intake line if a placement concern arises that may require CA intervention, such as an identified risk of abuse or neglect for children in the JR youth's home.**
- 29.1. If an FTDM is held based on the notification, the JR community counselor will participate in the meeting.
- 29.2. JR may provide feedback to the CA caseworker prior to the meeting if the community counselor is unavailable to attend.
- 30. The JR community counselor will participate in quarterly Child and Family Team meetings for youth in a Behavior Rehabilitation Services (BRS) placement.**
- 30.1. JR may provide feedback to the CA caseworker prior to the meeting if the community counselor is unavailable to attend.
- 31. As soon as possible but no later than two weeks prior to the scheduled meeting, the JR community counselor will invite the CA caseworker to participate in the following meetings:**
- 31.1. A Generalization RTM meeting,
- 31.2. A six month YSO review meeting
- 31.3. A 90-day YSO parole extension review meeting
- 32. The JR community counselor will provide the CA caseworker feedback and information relevant to parole progress for scheduled six month court update reports.**
- 33. The JR community counselor will notify the CA caseworker if a youth is placed on a warrant or Unauthorized Leave status or when a youth's parole is revoked.**
- 33.1. If the CA caseworker notifies the JR community counselor that a youth has been identified as a runaway, the JR community counselor will collaborate with the CA caseworker as needed, and may issue a parole warrant if necessary.
- 34. The JR community counselor will collaborate with the CA caseworker to identify any additional services which may be needed to best support the youth and family.**

**PROVIDING SERVICES TO NON-DEPENDENT JR YOUTH AGE 17 OR YOUNGER**

- 35. If child abuse or neglect is suspected any time during a youth's JR commitment or while on parole, JR staff will contact CA intake in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth*.**

**Policy 4.80, Serving Youth In Partnership with Children's Administration 7/23/2018****36. If a placement concern arises at any time during a youth's commitment, JR may contact CA to schedule an FTDM.**

36.1. If the placement concern involves a SAPO, no contact order or other issues, the JR residential counselor will first contact the institution's Sex Offender Treatment Coordinator (SOTC) for assistance. The SOTC may contact the JR YSO Program Administrator and the CA regional liaison for additional assistance.

**37. If a youth is made a dependent of the State, the assigned CA case worker will notify JR in order to collaborate on case planning and coordination of services.****PLACEMENT IN ANOTHER STATE****38. If there are identified challenges with placement in another state, the YSO Treatment Coordinator must contact the YSO Program Administrator, and the identified CA and JR liaisons to collaboratively develop a plan to resolve the placement issues. The resolution may include:**

38.1. Joint team meetings with identified parties and families or relatives of the youth

38.2. Family and relative searches

38.3. Transportation of the youth to another state

**INTERSTATE COMPACT SUPERVISION****39. Supervision will be arranged in alignment with Policy 6.60, *Accessing Interstate Compact Services*.****DISPUTES****40. If a dispute takes place regarding the transition services, dependency status, or placement for a youth, the following process shall occur:**

40.1. CA case workers and JR residential or community Counselors will work to resolve transition or dependency issues. If no resolution is possible, the dispute shall be referred to supervisory staff.

40.2. CA and JR supervisors or designees will work to resolve transition or dependency issues. If no resolution is possible, the dispute shall be referred to the CA Regional Administrator or designee and JR Regional Administrator or Superintendent, or designee.

40.3. The CA Regional Administrator or designee and JR Regional Administrator or Superintendent, or designee will work to resolve transition or dependency issues. If no resolution is possible, the dispute shall be referred to the DCYF CA and Juvenile Rehabilitation Assistant Secretaries or their designees.

40.4. DCYF Assistant Secretaries or their designees will maintain authority for final transition or dependency resolution issues.

Policy 4.80, **Serving Youth In Partnership with Children's Administration 7/23/2018****TERMINATION OF THE INTRA-AGENCY AGREEMENT****41. Either party to this agreement may provide written notification of the intent to terminate or re-negotiate this agreement to signatories, or successors, as follows:**

- 41.1. Written notification of the intent to terminate will be provided 180 days in advance of the proposed termination effective date.
- 41.2. Written notification will include the basis for the action and identify the desired effective date for termination or proposed change.

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### III. DEFINITIONS

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**Alternative Release Destination:** any placement resource identified by the parent or guardian with another suitable person to include kin, presumed fathers, or family friends.

**Behavior Rehabilitation Services (BRS):** a temporary intensive wraparound support and treatment program for youth with extreme, high level service needs used to safely stabilize (in-home or out-of-home) youth and assist in achieving a permanent plan or a less intensive service.

**Child Abuse and Neglect:** Under RCW 26.44.020, Child Abuse and Neglect means; Sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section

**Continuum of Care:** a plan of services for youth served concurrently by CA and JR. The care includes treatment and other services provided by organizations and entities through contracts with CA or JR while the youth is in a JR commitment, CA placement, or under parole supervision.

**Court Report:** The Court Report is the document presented to the courts for dependency and permanency reviews, identifying the service plans for children, parents, foster/relative caregivers, agencies, and DCYF.

**Dependency Review Hearings:** are periodic judicial hearings to review the status of each dependent child, the progress of the parties and to determine whether court supervision should continue. Dependency reviews must be held by the court at least every six (6) months.

**Family Team Decision Making (FTDM) Meetings:** meetings designed to bring people together who are involved with the family to make critical decisions regarding the removal of child(ren) from their home, changes in out-of-home placement, and reunification or placement into a permanent home.

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**Health and Safety Visit:** monthly visits that are face-to-face conducted by the CA Case Worker that provide ongoing assessment of the health, safety, permanency, and well-being of children and promote achievement of case goals. The visits are well-planned and involve the child, out-of-home caregiver, and all known parents in all cases of children in CA custody and cases that are open for in-home voluntary services.

**Shared Planning Meeting:** bring individuals together to help make decisions for children about safety, permanency and well-being.

**Sexual Assault Protection Order (SAPO):** is a court order preventing the offender from having contact with their victim(s).

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**IV. RELATED JR POLICIES**

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Policy 5.91 – Reporting Abuse and Neglect of JR Youth

Policy 6.60 – Accessing Interstate Compact Services

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**V. FORMS AND DOCUMENTS**

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<b>Document Title</b>	<b>Available In ACT</b>	<b>Link to Form</b>
Authorized Leave Home Review Questionnaire		DCYF Form 20-310
CA & JR Inter-Agency Agreement		

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