

POLICY 6.30 FACILITATING INITIAL TRANSITION TO A JR COMMUNITY FACILITY

Policy Committee Chair

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Approved



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Authorizing Sources

[WAC 110-730-0050](#)

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I. PURPOSE AND SCOPE

This policy provides the overarching processes for determining criteria for placement of residential youth and young adults (referred to as “youth”) in Juvenile Rehabilitation (JR) Community Facilities (CFs). 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 are responsible for reviewing and complying with JR policies.

II. POLICY

- 1. All youth, unless prohibited by law or JR policy, will be considered for transition to a Community Facility (CF).**
- 2. All youth will work 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.**

¹ 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 TRANSITION²

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 requirements prior to community facility placement.³
8. JR will use the WAC requirement to calculate the Earliest Community Facility Date (ECFD). The date will be documented in ACT.
9. 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.
10. Youth become eligible for transition to CF placement when they:
 - 10.1. Reach at least 10% of their sentence or 30 days in an institution ([WAC 110-730-0050](#)).
 - 10.2. Are not ruled out by static or dynamic factors on the CBA.

SUITABILITY FOR TRANSITION

11. **Suitability for transition will be discussed at the Reentry Team Meeting held within the first 30 days to develop transition goals for the youth to work toward.**
 - 11.1. An initial transition plan is suggested by the transition specialist.
 - 11.2. Recommendations to transition to Naselle Youth Camp will be made for youth with sentences that support step down.
12. **In order to be suitable for transition, youth must demonstrate stable behavior as measured by the Client Behavior Assessment (CBA).**
 - 12.1. Case managers will utilize the CBA every 30 days to assess ongoing behaviors.
 - 12.2. 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

13. **Youth who are both eligible and suitable are prepared for transition.**
14. **Youth must be placed at Institution Minimum Security Classification per [Policy 5.20 Assigning Security Classifications for Youth](#) when they are prepared for transition.**

² 2/1/2022 Technical Edit: Removed RACF/RAR references and ECFD Matrix per Assessment Workgroup implementation.

³ 12/12/19 Technical Edit: Updated statement to align with WAC requirements.

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- 15.1. Be placed at Institution Minimum Security Classification.
- 15.2. Have scored 15 or less on the CBA
- 15.3. Be eligible based on the rule-out criteria established by [Policy 5.20, Assigning Security Classifications for Youth](#).
- 15.4. Have reached the ECFD.

TRANSITIONING YOUTH**16. When a youth is prepared for transition, the Transition Specialists will:**

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

17. 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.**18. The Community Facility Administrator will assign a Community Facility case manager in ACT within 30 days of the youth's CF Bed Date.**

- 18.1. When a youth is referred with less than 30 days until transition the CFA will assign a case manager within 3 business days.
- 18.2. 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](#).

19. The receiving and sending facility staff will collaborate on the treatment needs of the youth and coordinate service transition.**20. Transition Specialists must ensure that transition occurs consistent with the requirements in [Policy 6.31, Transferring Residential Youth Between Facilities](#).****21. 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.****22. Staff will treat resistance, reluctance or refusal to transition to a less restrictive CF placement with a therapeutic approach of assessment and engagement.****23. When a behavior intervention is not successful, the Transition Specialist will cancel the transition process by sending an update on the Bed Reservation communication.**

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

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HIGH PROFILE REVIEW⁴

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

- 24.1. Murder 1 or 2
- 24.2. Manslaughter 1
- 24.3. Rape 1
- 24.4. Arson 1
- 24.5. Bomb Threat
- 24.6. An offense which caused or may cause increased attention of the media, community, victim-witness or law enforcement.

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

- 25.1. Superintendent of sending institution will review referral and sign if approved.
- 25.2. Regional Administrator of receiving facility will review referral and sign if approved.
- 25.3. Directors of Institutions, and Community, Reentry and Parole Programs will review referral and sign if approved.

⁴ 3/10/2020 Technical Edit: Updated approval process to include newly developed form.

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III. DEFINITIONS⁵

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

Client Behavior Assessment (CBA): The assessment tool completed in Automated Client Tracking (ACT) system used to measure a youth's rehabilitation progress in residence.

Earliest Community Facility Date (ECFD): The earliest date eligible to transition to a Community Facility after meeting 10% of the sentence or 30 days in an institution as required in [WAC 110-730-0050](#).

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

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

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

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

IV. RELATED JR POLICIES

[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

Document Title

Link to Form

JR High Profile Review

[DCYF Form 20-150](#)

⁵ 2/1/2022 Technical Edit: Removed RACF & RAR definitions per Assessment Workgroup implementation.