

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: TRANSFER OF JUVENILES IN IDJC CUSTODY

APPROVAL: 
SHARON HARRIGFELD, DIRECTOR

ORIGIN: CLINICAL SERVICES

Policy

The purpose of this policy is to define and prescribe appropriate professional standards of practice related to the transfer of juveniles in IDJC custody from one treatment program or level of custody to another.

Transfers within IDJC custody may be exercised in several situations, including but not limited to:

1. The juvenile has reached an appropriate level of risk and a plan is in place to transfer to a transition placement;
2. It has been clearly demonstrated that the juvenile requires services and/or levels of supervision that are beyond the range of those available at the current regional facility/contract provider;
3. The juvenile has clearly demonstrated over an extended period of time that he/she is unwilling to take advantage of the services offered at the current regional facility/contract provider;
4. The juvenile has reached a level that services have been maximized in current programming and there has been some measurable reduction of risk to the community;
5. The juvenile is in transition between placements (staging).

It is IDJC's philosophy to operate within best practice and "what works" literature. IDJC is also committed to keeping juveniles in custody at appropriate levels of confinement only as long as necessary. Transfers will be determined by the treatment team and based on Department need and the juvenile's best interest. Program transfers may be necessitated by progress made in treatment or by a failure to make progress as documented in monthly staffing notes, regular progress reports, updates to the service implementation plan, and by scores on the Progress Assessment/Reclassification tool (PA/R).

It is therefore the policy of IDJC that:

In all cases of transfer the circumstances leading to the transfer must be made clear to the program/facility receiving the juvenile along with any conditions that warrant particular

attention, such as medical issues, risk for escape, sexual misconduct, violence, or self-harm.

All transfers will take place in a timely and orderly manner and information concerning transfers will be shared internally and with community treatment team members.

Operating Procedure

I. Treatment Program Transfers

A. Juvenile is Placed at a Regional Facility (not including observation and assessment or staging).

1. During the regular monthly staffing the treatment team will update the reintegration plan. This plan may include the need for a transfer to a transition placement. If a transfer is indicated, when the community treatment team indicates the juvenile is nearing the time for the transfer, the facility case manager e-mails a request to the assigned Clinical Supervisor (usually from the juveniles region of origin) to gain approval.
 - a. If approved, the facility case manager notifies the community treatment team and the facility referral coordinator at the facility. Included in this e-mail is the potential transfer location, the length of time approved, and the approximate transfer date.
 - b. If the request is not approved, the facility case manager notifies the community treatment team of the denial.
2. The facility case manager will have completed a Progress Assessment/Reclassification to reflect the change in placement recommendation. Refer to Initial Custody Level Assessment and Progress Assessment/Reclassification policy and procedure.
3. The facility case manager will ensure the Progress Report (DJC- 157) is up to date and work with the JSC to ensure the reintegration plan (section IV) is complete to include details of the tasks to be completed at the transition placement. A final transfer progress report must be completed two weeks prior to the transfer. This report is processed and sent out as outlined in the Case Management of Juveniles (401) policy and procedure.
4. Upon approval, as indicated in the e-mail (step A.1.a. above), the referral coordinator completes the new referral as outlined in the Referrals for the Placement of Juveniles (413) policy and procedure.
5. Once the referral is accepted or denied by the proposed facility, the referral coordinator provides e-mail notification of the decision as outlined in Referrals for the Placement of Juveniles policy to include the JSC, facility case manager, and both Clinical Supervisors (if applicable). The referral coordinator updates the acceptance or denial in IJOS.
6. Once the transfer plan and new placement acceptance has been obtained, the facility case manager informs the regional Transport Coordinator of the details

and that transportation arrangements need to be made. The facility case manager, JSC, program Office Specialist 2 (OS2), and referral/transport coordinator maintain contact by e-mail and communicate any changes as potential transfer dates are decided upon. It is the responsibility of the transport coordinator to update the IJOS placement plan and/or date if there are any changes.

7. Once a transfer date has been established, the facility case manager not less than 30 days prior to transfer will:
 - a. Complete all information except the date letter mailed on the Notice of Anticipated Transfer of Placement (DJC-169 IJOS) form.
 - i. E-mail form DJC-169 to the Unit Manager for review with copies being sent to OS2, JSC, Regional Education Staff, Transport Coordinators, sending region Clinical Supervisor, regional medical staff, and other regional staff that need the information.
 - ii. After Unit Manager approves the DJC-169 it is forwarded to the Program Manager (if applicable), Clinical Supervisor, and Superintendent for final approval.
 - iii. After proofreading, OS2 obtains signatures on DJC-169 from the facility Superintendent and the facility Clinical Supervisor approving the transfer.
 - b. If the juvenile is transferring to a level 2 or level 1 placement, a notice of 30 calendar days is to be provided to those listed on the persons to be notified form.
 - i. Once DJC-169 is approved, OS2 completes and sends a Notice of Intent to Transfer (DJC-146) to those listed on the persons to be notified form, transport coordinators, and courtesy chief JPO (if applicable).
 - ii. If DJC-146 is sent, complete DJC-169 documenting the date sent. If DJC-146 is not sent, not applicable "N/A" is placed in the appropriate spots on DJC-169.
 - iii. The OS2 will ensure that both DJC-146, if applicable, and DJC-169 are filed in the juvenile records file.
8. Check-Out Procedure
 - a. The facility case manager completes the Juvenile Check-out (DJC-179) form.
 - i. If a juvenile will be staged pending transfer (including when a juvenile will be at a staging facility for any amount of time), the facility case manager completes Section I of the DJC-179 form as a '*staging pending transfer*' (select option from drop-down menu) and clearly describes the staging points, including where the juvenile will be picked up and any stops. The facility case manager notifies the Transport Coordinator who enters the placement plan(s) for each staging point into IJOS.

- ii. For juveniles transferring to FFT or Level 1 placement, the appropriate box in Section I must be checked. The check-out form will not be finalized until the juvenile is released.
- b. The facility case manager signs the form and ensures that all other signatures are obtained.
 - i. The file manager (OS2) when signing will indicate N/A in the fiscal section of the check-out form. **Juvenile funds are only released when the juvenile is released from custody.**
 - ii. When the OS2 signs the check-out form, this indicates that they will prepare the Notice of Transfer (DJC-181) to be distributed the day of transfer.
 - iii. Prior to transfer, an exit interview, including the supplemental IDJC exit questions, is conducted by the Superintendent or designee. The Superintendent or designee signs Section III of the check-out form. The Superintendent also acknowledges that by signing this section the Performance Based Standards (PbS) youth record will be completed, except for the aftercare section, which is completed at time of release from custody. The supplemental IDJC exit questions are forwarded to the Research Analyst/Project Manager.

9. The day of transfer

- a. It is the responsibility of the regional facility to ensure the check-out form (DJC-179) is signed at the time of the juvenile's departure. The juvenile and the person transporting signs DJC-179 on signature lines 1 of section IV indicating that the juvenile is being checked out of the facility and has received all personal items from the facility.
 - i. If the juvenile is going to be staged at a regional facility, once the juvenile and transporter sign DJC-179 the check-out form is scanned and saved to the juvenile records file. The staging facility will print DJC-179 and obtain signatures on the second signature lines of Section IV when the juvenile departs the staging facility.
 - ii. If the juvenile is being transferred out of a regional facility to a level 1 placement (i.e., in-custody FFT):
 - 1) The Notice of Transfer (DJC-181) is sent out as indicated below in procedure 9. d.i.-ii. of this section.
 - 2) The District OS2 retains the check-out form in the file until the juvenile is released from IDJC custody.
- b. Upon the juvenile's arrival at their new placement, the regional transport coordinator or designated staff such as the control booth operator from the region the juvenile has moved to will make the necessary IJOS moves. The change generates an e-mail notification to designated recipients including the JSC, Clinical Supervisor, file managers, District Liaison, and Parent Reimbursement Unit.

- c. Upon the juvenile's departure from the staging facility, steps 9.a and b. above are repeated. The juvenile and appropriate parties sign signature lines 2 in section IV. Additional signature lines are used as applicable.
- d. Once juvenile arrives at transfer placement as indicated by the IJOS movement notice and form, DJC-179 is signed and received, the Notice of Transfer (DJC-181) is distributed to those listed on the persons to be notified form and saved in the juvenile records file.
 - i. For juveniles transferring to in-custody FFT (or a Level 1 or 2 home/community-based placement), the 'transferred to' line of DJC-181 is modified to reflect the juvenile's placement is in the home or community.
 - ii. If the juvenile is transferred to FFT or Level 1 or 2 community-based placement, the victim(s) and, if applicable, the victim witness coordinator are also sent Notice of Transfer (DJC-181).

B. If the Juvenile is Placed at a Contract Provider

1. During the regular monthly staffing the community treatment team will update the reintegration plan. If a transfer is indicated, when the community treatment team indicates the juvenile is nearing the time for the transfer, the JSC e-mails a request to the Clinical Supervisor to gain approval.
 - a. If approved, the JSC e-mails the community treatment team and the regional clinical supervisor. Included in this e-mail is the potential transfer location, the length of time approved, and the approximate transfer date.
 - b. If the request is not approved, the JSC e-mails the community treatment team to inform them of the denial.
2. The JSC will have completed a Progress Assessment/Reclassification to reflect the change in placement recommendation. Refer to Initial Custody Level Assessment and Progress Assessment/Reclassification policy and procedure.
3. The Clinical Supervisor works with the District OS2 to send the referral as outlined in the Referrals for the Placement of Juveniles policy and procedure. The referral must include a recent progress report that contains an up-to-date reintegration plan outlining specific goals to be accomplished in the transition placement. The JSC will collaborate with the contract provider case manager to ensure this happens in a timely manner.
4. Not less than 30 days prior to the anticipated transfer of a juvenile
 - a. JSC begins notification process and is responsible for the accurate completion of forms.
 - i. Notice of Anticipated Transfer of Placement form (DJC-169 IJOS) is completed by the JSC, sent to the District OS2 for processing, and signatures of the Clinical Supervisor and Superintendent (of the region of origin) are obtained. Once completed, a copy of DJC-169 is sent to the

contract provider for their records. The following process must occur within five (5) business days:

- ii. If juvenile transfers to a level 2 or level 1 provider a notice of 30 calendar days is to be provided to those listed on the persons to be notified form.
 - 1). Once DJC-169 is approved, the District OS2 will complete and send the Notice of Intent to Transfer (DJC-146) to those listed on the juvenile's persons to be notified form JSC, transport coordinator, and courtesy chief JPO (if applicable).
 - 2). If Notice of Intent to Transfer (DJC-146) is sent, complete DJC-169 documenting the date it is sent. If (DJC-146) is not sent, not applicable "N/A" is placed in the appropriate spots on DJC-169.
 - 3). District OS2 will ensure that both DJC-146, if applicable, and DJC-169 are filed in the juvenile records file.
 - iii. Once the transfer occurs and juvenile is moved in IJOS, the District OS2 prepares the Notice of Transfer (DJC-181) and distributes to stakeholders.
- b. Contract provider begins check-out process.
- i. The contract provider completes and signs Sections I, II, and IV of the Contract Provider Check-Out (DJC-180) form.
 - ii. If the juvenile will be staged pending transfer (including when a juvenile will be at a staging facility for any amount of time), the Contract Provider completes corresponding items of Section I of DJC-180 as 'staging pending transfer' clearly describing the staging points. The JSC notifies the Transport Coordinator who enters the placement plan(s) for each staging point into IJOS.
 - iii. If the juvenile is transferring out of a contract facility to a level 1 placement (i.e., in-custody FFT), the appropriate box in Section I must be checked. The check-out form is not finalized until the juvenile is released from custody.
5. Once the transfer plan is established, the JSC informs the regional transport coordinator if transportation arrangements need to be made. The JSC, District OS2, and Transport Coordinator maintain contact by e-mail and communicate any changes. It is the responsibility of the transport coordinator to update the IJOS placement plan and/or date.
6. The day of transfer
- a. The juvenile and the person transporting sign DJC-180 section V indicating that the juvenile is checking out and transferring. It is the responsibility of the contract provider to ensure this form is signed at the time of the juvenile's departure .
 - b. When DJC-180 is signed and the juvenile is transferred, the contract provider faxes the form immediately to the appropriate district office.

- i. If the juvenile will be staged pending transfer, the contract provider immediately faxes signed DJC-180 to the staging facility.
 - ii. If the juvenile is transferring out of a contract facility to a level 1 placement (i.e., in-custody FFT). The District OS2 retains the form until the juvenile is released from IDJC custody.
- c. If the contract provider has not sent DJC-180 to the JSC by 3:00 P.M. on the day of the anticipated transfer, the district office calls the contract provider to check on the status of the juvenile's transfer.
- d. Once the juvenile arrives at their destination, the regional transport coordinator or designated staff (in the region the juvenile is transferring to) makes the appropriate transfer change in IJOS. The change generates an e-mail notification to designated recipients including the JSC, regional Clinical Supervisor, regional transport coordinator, District OS2, District Liaison, and Parent Reimbursement Unit.
- e. Once the transfer occurs and juvenile is moved in IJOS, the District OS2 prepares the Notice of Transfer (DJC-181) and distributes it to the committing judge of record, judge's court clerk, prosecuting attorney, juvenile's attorney, juvenile probation officer, parent reimbursement unit, contract providers(s), Juvenile Services Coordinator, parent/guardian, and saves it in the juvenile records file.
- i. For juveniles transferring to in-custody FFT (or a Level 1 or 2 home/community-based placement), the 'transferred to' line of DJC-181 is modified to reflect the juvenile's placement is in the home or community.
 - ii. If the juvenile is transferred to FFT or Level 1 or 2 community-based placement, the victim and, if applicable, the victim witness coordinator is also sent DJC-181.

II. Transfer prior to completion of program or program failure

Program failure or termination and according to administrative rule 276(08), in cases where the juvenile demonstrates behaviors that compromise public safety resulting in a juvenile needing to be moved or a pattern of documented lack of progress, if the facility requests a transfer, a meeting will be held as outlined in the rule. If IDJC feels a transfer is warranted the transfer will proceed. In these instances procedure will be followed as an unplanned transfer.

If the juvenile is failing program and the program is demanding immediate removal of the juvenile, an unplanned transfer is requested.

1. When there is no opportunity to plan for the move, the JSC takes the request to their Clinical Supervisor requesting an immediate move.
2. If approved, the JSC contacts the transport coordinator to request that they set up transport (in most cases to a regional facility for O&A or for staging). The transport coordinator enters the placement plan in IJOS. If staging is decided upon, refer to Staging of Juveniles policy and procedure.

3. A juvenile check-out form (DJC 180 if in a contract provider or DJC-179 if in a regional facility) will need to be completed and signed by the juvenile and transporter upon the juvenile transferring. If all signatures and information are not able to be obtained prior to the juvenile transferring, it should be gathered within two (2) business days. DJC 180 or 179 will be faxed the day of transfer to the district office, or delivered to the designated OS2 if the juvenile was in program in an IDJC facility.
4. Once juvenile has arrived at the new placement, the designated staff in the arriving region at each facility changes the placement in IJOS.
5. Once DJC-180 or 179 is received at the district office or by the OS2, a Notice of Transfer (DJC-181) is distributed to those listed on the Person's to be Notified, and saved in the juvenile records file.
6. The JSC will follow up and ensure a Progress Assessment/Reclassification is updated and an updated final progress report including an updated reintegration plan is complete by the previous case manager within five (5) business days.

III. Other Planned Transfer (in times of population management or staging situations, placements may be made based on Department need and bed space.)

If the assigned clinical supervisor determines the need to stage a juvenile, they will request a referral be sent as outlined in the Referral for the Placement of juveniles policy and procedure.

Detention centers and jails require DJC-181 faxed prior to a juvenile's arrival or departure as documentation to accept a juvenile or release the juvenile to IDJC transporters. The OS2 should prepare this notice to be sent to the detention center prior to the transfer.

IV. Escapes

If the juvenile escapes, the provider follows the procedure as outlined in the administrative rules for contract providers 262.02(b) or IDJC policy if escape is from an IDJC facility.

Refer to IDJC Escape policy and administrative rule.

V. District Court-Committed Juveniles

Juveniles who are tried and convicted as adults, but receive a blended sentence from a District Court and are committed to IDJC custody, in many cases, cannot be transferred without the approval of the District Court.

If the juvenile's reintegration plan is to transfer to a lower level of care this plan needs to be approved by the District Court.

Please note that several hearings may be required to obtain court approval for transfer, and that court dates and the transfer date may change, if it is granted at all.

Reference: IDAPA 05.01.01
Reintegration 05.05.01
Glossary of Terms and Acronyms: (Terms)

Related Policies: Case Management for Juveniles
Regional Transports for the Placement of Juveniles
Control, Maintenance, and Movement of Case Management Files
Juveniles Committed by a District Court
Juvenile Grievance Procedure
Staging of Juveniles
Release of Juveniles from State Custody
Interstate Compact on the Placement of Children
Escape
Referrals for the Placement of Juveniles

Related Forms: Notification of Anticipated Transfer of Placement (DJC-169 IJOS)
Notice of Transfer (DJC-181 IJOS)
IDJC Regional Facility Juvenile Check-Out Form (DJC-179)
Contract Provider Juvenile Check-Out Form (DJC-180)
Grievance Form (DJC-126)
Notice of Intent to Transfer (DJC-146 IJOS)