
Youth Transfers

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 500.04
EFFECTIVE DATE:	August 31, 2023
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	June 29, 2023
SUPERSEDES:	Transfer Policy effective July 20, 2015
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	8/10/2023
REFERENCES:	NRS 62E.520; NRS 63.440 and 490; Federal Juvenile Justice Delinquency Prevention Act; Transportation of Youth (DCFS/JJS 100.01); Documentation Standards (DCFS/JJS 100.13); Medication Administration and Management (DCFS/JJS 400.02); Admissions and Placement (DCFS/JJS 500.15)
ATTACHMENTS:	None

I. SUMMARY

Youth committed to the Division of Child and Family Services (DCFS) shall be ensured a safe placement in accordance with NRS 62E.520. During their stay in a state facility, youth may be transferred to other facilities (county or state operated), public or private institutions, medical providers, or to the community.

Transfers may be placement focused, emergent, non-emergent, or upon release.

II. PURPOSE

To establish a process for the safe transfer of youth, including documentation requirements.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

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- A. Emergent: A situation requiring immediate action, which may be life threatening. This includes an accident or serious health condition.
- B. Health Insurance Portability and Accountability Act (HIPAA): A federal law to protect sensitive health information from being disclosed without the individual's consent.
- C. Juvenile Justice Delinquency Prevention Act: A federal law originally enacted in 1974 and recently reauthorized in 2018, outlining federal protections, known as core protections, on the care and treatment of youth in the juvenile justice system.
- D. Non-emergent: A medical or non-medical situation which is not considered life threatening.
- E. Transfer: Movement of a youth from one placement to another.

IV. TRANSFER FROM LOCAL JURISDICTION TO DCFS

- A. DCFS admissions team staff shall recommend placement of a newly committed youth in a public or private facility or institution, a state juvenile facility, or a behavioral health type facility in accordance with NRS 63.440, prior to transfer from a local juvenile detention facility.
- B. Once a placement recommendation is made, a youth will go through the admissions process (DCFS/JJS 500.15, Admissions and Placement).
- C. Youth accepted into placement may be transferred by either DCFS staff or county probation staff.

V. TRANSFER AFTER INITIAL PLACEMENT

- A. DCFS may change a youth placement, i.e., transfer, from any public or private institution or agency authorized to care for youth, pursuant to NRS 63.440, to another public or private institution or agency authorized to care for youth.
- B. Superintendents may transfer youth from one DCFS facility to another DCFS facility in accordance with NRS 63.490.
 - 1. This includes temporary transfers for court, medical, mental health, or other necessary appointments.
- D. Before any change in placement, DCFS staff shall:
 - 1. Notify the parent/guardian
 - 2. Notify the juvenile court
 - 3. Be approved by any combination of state facility superintendents, the Chief of Parole, or the Deputy Administrator.

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- E. Copies of youth medical records shall be sent to the receiving facility/institution.
 - 1. The records may be sent with the youth, by mail, or electronically in accordance with HIPAA requirements.
 - a. Hard copies shall be placed in an envelope or folder marked confidential.
- F. The sending facility shall prepare a summary or packet for the receiving facility to include, but not limited to, relevant assessments, education documentation, current case plan, and additional information as requested by the receiving facility.
- G. Current medications shall be transferred in accordance with Medication Administration and Management (DCFS/JJS 400.02).

VI. EMERGENT AND NON-EMERGENT TRANSFERS

A. Emergent situations:

- 1. Facility staff may contact emergency services in the event of an accident or a sudden and life-threatening medical or mental health situation, or they may transfer the youth to a local hospital.
 - a. A staff member shall accompany the youth if transferred by ambulance.
 - b. A staff member may stay with the youth as directed by the superintendent if the facility temporarily transfers the youth for emergency medical or mental health care.
 - i. The staff member shall have a list of all current medications and a copy of the Medical Release signed by the parent/guardian or superintended as necessary.
- 2. The supervisor in charge shall notify the superintendent of all emergency transports by emergency services or facility staff.
 - a. The superintendent shall notify the following when practicable and safe:
 - i. Deputy Administrator
 - ii. Chief of Parole
 - iii. Youth's parent or guardian
 - b. The Deputy Administrator shall notify the Administrator.
- 3. Emergency transfer procedures shall be outlined in each facility's SOP.

B. Non-emergent situations:

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1. Facility staff shall schedule community appointments as necessary.
 - a. A facility staff member shall accompany youth on all appointments.
 - b. Facility staff may be required to wait outside during medical testing, mental health sessions, and appointments with their attorney. This determination is made on a case-by-case basis.
 - c. The staff member shall have a list of all current medications and a copy of the Medical Release signed by the parent/guardian or Superintendent as necessary for all medical and mental health appointments.
2. Non-emergency transfer procedures shall be outlined in each facility's SOP.

VII. OTHER TRANSFERS

- A. Transfers to adult correctional facilities, adult jails, and adult lockups shall be made in accordance with court order and federal law regarding the protection of juveniles in the criminal justice system. That federal law is called the Juvenile Justice Delinquency Prevention Act.
- B. Transfers from a facility to Youth Parole upon release shall be scheduled in collaboration with the Chief of Parole.

VIII. NOTIFICATION AND DOCUMENTATION REQUIREMENTS

- A. Transfer teams or transfer staff may be made of any combination of youth parole and facility staff (DCFS/JJS 100.01, Transportation of Youth).
- B. The following are to be notified of all placement changes (i.e., transfer from one placement to another) as soon as possible, but no later than 24 hours after the transfer.
 1. The Deputy Administrator
 2. The Chief of Parole
 3. The assigned Youth Parole Counselor
 4. The Admissions Unit Manager
 5. The Clinical Program Manager
 6. The parent/guardian
- C. The DCFS web-based case management system shall be updated as necessary to reflect a youth's temporary location or new placement.
 1. Transfers between state facilities is the responsibility of the sending facility and the receiving facility.

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2. All other transfers and placement are the responsibility of the assigned Youth Parole Counselor.
3. For youth being transferred temporarily, refer to Temporary Location (DCFS/JJS 100.13, Documentation Standards).

IX. STANDARD OPERATING PROCEDURES

- A. Each facility shall create standard operating procedures consistent with this policy, to include:
 1. Transfer request and approval process
 2. Emergent and non-emergent transfer procedures
 3. Notification procedures
 4. Documentation requirements
 5. Process to transfer youth records to receiving facility as applicable
- B. The Youth Parole Bureau shall create standard operating procedures consistent with this policy, to include:
 1. Documentation requirements
- C. This policy shall be reviewed every two years or sooner if deemed necessary.