


# Youth Facility Release

<b>DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY</b>	
<b>SUBJECT:</b>	Youth Facility Release
<b>POLICY NUMBER:</b>	DCFS/JJS 500.10
<b>EFFECTIVE DATE:</b>	February 7, 2022
<b>APPROVED BY:</b>	Domonique Rice, Deputy Administrator – Division of Child and Family Services
<b>DATE:</b>	2/3/2022
<b>SUPERSEDES:</b>	DCFS/JJS 500.10 effective May 15, 2017
<b>APPROVED BY:</b>	Cindy Pitlock, Administrator – Division of Child and Family Services
<b>DATE:</b>	2/3/2022 
<b>REFERENCES:</b>	NRS 63.700-740; Documentation Standards (DCFS/JJS 100.13); Performance-based Standards (DCFS/JJS 100.14); Medication Administration and Management (DCFS/JJS 400.02); Child and Family Team (CFT) (DCFS/JJS 500.02); Out-of-State Placement of Youth (DCFS/JJS 500.14); Youth Level of Service/Case Management Inventory (DCFS/JJS 500.17); Screening and Evaluation (DCFS/JJS 500.18); Length of Stay (DCFS/JJS 500.19); Case Plan (DCFS/JJS 500.20)
<b>ATTACHMENTS:</b>	Attachment A: Youth Family Relationship Questionnaire Attachment B: Discharge Summary Attachment C: Emergency Release Form

## I. SUMMARY

Division of Child and Family Services (DCFS) shall prepare youth placed in state facilities for release, and a smooth transition back into their community.

## II. PURPOSE

To outline procedures for youth release from a DCFS state facility.

## III. DEFINITIONS

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

- A. Aftercare: Comprehensive care of a youth following their release from a state facility, including, but not limited to community placement, conditions of parole, education, mental health, physical health, employment, and ongoing treatment needs.
- B. Case Plan: A document created through a collaborative, structured, youth-led, and strength-based process identifying goals, objectives/activities, and target dates needed to mitigate risk factors.

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- C. Child and Family Team (CFT): A family-driven, youth-centered, collaborative service team, focused on the strengths and needs of the youth and family. The team consists of the youth (as appropriate), parents/guardian, service professionals, facility staff, including the assigned facility Case Manager, and the youth's assigned Youth Parole Counselor. Team may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment.
- D. Conditions of Parole (COP): Legal requirements established for a youth under parole supervision which outline their responsibilities while on parole. COP are individualized for each youth.
- E. Facility: A facility operated by the state for the detention, treatment, and rehabilitation of youth (Caliente Youth Center, the Nevada Youth Training Center, and Summit View Youth Center).
- F. Family: A group of individuals who support a youth emotionally, physically, and/or financially. A family is defined by its members and each family defines itself. May include individuals of various ages who are biologically related, related by marriage, or not related at all.
- G. Release: The termination of a facility's physical custody and supervision responsibilities of a youth committed to DCFS pursuant to NRS 63.700 – NR 63.740. Release occurs:
  - 1. The moment the youth leaves the facility vehicle, or
  - 2. The moment the youth lawfully leaves the facility property.

## IV. PREPERATION FOR RELEASE

- A. Length of stay and release date are determined by Length of Stay (DCFS/JJS 500.10).
- B. An estimated release date and release criteria shall be explained to the youth and the parent/guardian upon commitment and shall be available in writing.
- C. Aftercare planning shall begin the moment the youth is committed to DCFS for placement in a state facility.
- D. During a youth's commitment to a facility; the Youth parole Counselor (YPC), in consultation with the Child and Family Team (CFT), shall be working on:
  - 1. Community placement upon release
  - 2. Identification of needed resources in the receiving community including mental health services, substance abuse services, and health related services
  - 3. Assisting the youth and/or family with acquiring health insurance and transportation
  - 4. Working with the placement on the youth's needs upon release
- E. CFTs shall be conducted as required with aftercare as a standing topic per Case Plan (DCFS/JJS 500.20).
- F. Information gathered from the following may be used to create the aftercare plan, but not limited to:
  - 1. Commitment Order
  - 2. Commitment Petition

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3. Most recent risk and needs assessment Youth Level of Service/Case Management Inventory Policy YLS/CMI per the DCFS/JJS 500.17 policy.
  4. School transcripts
  5. Medical records
  6. Prior placement information
  7. Mental health screenings and evaluations (DCFS/JJS 500.18)
  8. Youth Family Relationship Questionnaire (Attachment A)
  9. Conditions of Parole
- G. The facility Mental Health Counselor (MHC) shall complete the Youth Family Relationship Questionnaire (Attachment A) 60 days prior to the youth's estimated release date.
- H. A CFT meeting for aftercare planning must be held at least 30 days before a youth's scheduled release from a state facility per Child and Family Team (DCFS/JJS 500.02).
- I. The Superintendent of the facility and the Chief of the Youth Parole Bureau shall set the date of the child's release on parole not later than 30 calendar days after the Superintendent has given the Chief a notice of intent to parole the child (NRS 63.720.2).
- J. The YPC shall ensure the family, legal guardian, or other community placement participates in the youth's aftercare program by including them in the aftercare planning process.
- K. The CFT will complete the Aftercare Plan and the assigned YPC shall ensure the components are in place. The Aftercare Plan, a component of the Case Plan shall include:
1. A detailed description of the youth's progress towards their treatment program and individualized goals. Specifically, the plan will address progress in the following areas: education, counseling, and treatment
  2. A plan for education, counseling, and/or treatment of the youth upon their release
  3. A plan to address any needs which may arise as part of the transition process
  4. Identification of the level of supervision and the requirements for supervision
  5. A plan for engagement of the youth's family and community activities
  6. A list of referrals necessary upon release
  7. The community placement of the youth
- L. The Aftercare Plan shall be written in a language the youth and their family can clearly understand and be culturally appropriate.
1. The Case Plan may be printed any time there is an update. One such time it shall be printed is after the aftercare section is completed to allow for appropriate signatures (youth; a designated facility staff; a family member, legal guardian, or community residential provider; and the YPC).
- M. The YPC shall ensure the family, legal guardian, or other community placement is aware of the assessed risks, strengths, goals, and needs of the youth upon release.
- N. The YPC shall ensure compliance with court orders related to scheduling pre or post release hearings prior to the youth's release from a facility.

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## IV. RELEASE

- A. Youth shall be released in appropriate clothing for the weather and season. Clothing related to drugs, alcohol, or gangs is prohibited.
- B. In the event a youth is being released to an out of state placement, relevant Interstate Compact requirements shall be followed per Out-of-State Placement (DCFS/JJS 500.14).
- C. Facility staff and Youth Parole shall comply with Medication Administration and Management (DCFS/JJS 400.02) when releasing a youth currently prescribed medication.
- D. Each facility shall release youths' personal property to their possession as part of the release process.
  - 1. Personal property left behind shall be gathered, boxed, and sent to the youth's placement.
  - 2. Returned or unclaimed personal property shall be stored for a minimum of 90 days and then discarded.
- E. Each facility is responsible for transportation upon release.
  - 1. The facility shall transport youth to a Youth Parole Bureau Office, or another location as requested by the Chief of Parole.
  - 2. A YPC is authorized to pick youth up from a facility, if necessary.
  - 3. The Chief of Parole or designee may authorize a youth to be picked up from a facility, on a case-by-case basis, by a parent/guardian.
- F. The YPC shall meet with the youth and their family at the time of release.

## V. DOCUMENTATION

- A. The assigned Youth Parole Counselor shall ensure the youth has signed their Conditions of Parole on the day of their release, prior to the release of a youth to the custody or their parent/guardian, unless other arrangements are approved by the Chief of Parole, on a case-by-case basis.
- B. Per Performance-based Standards (PbS) (DCFS/JJS 100.14), each facility shall ensure the:
  - 1. Performance-based Standards (PbS) Youth Exit Survey is completed prior to release
  - 2. The PbS Family Survey is completed within two weeks of release
- C. A Discharge Summary (Attachment B) shall be completed by facility staff and provided to the YPC ten business days prior to a youth's scheduled pre-release court hearing. This is in addition to the youth's Case Plan update which shall include a summary of aftercare and be updated upon release.
- D. Facility staff shall ensure all relevant screens are updated and finalized in the DCFS web-based case management software system upon release. This includes Education, Case Plan, actual Booking Release Date, Type, and Reason, and the closure of any program enrollments per Documentation Standards (DCFS/JJS 100.13).

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- E. If the release process is hindered or terminated, the Superintendent or designee shall document the reason for the delay of release or termination of release in the Bookings Screen and ensure all appropriate parties are notified.

## VI. DATA REQUIREMENTS

- A. The following data reports shall be completed by each state facility and reported to DCFS as requested:
  - 1. The actual length of stay, in days, of each youth released on parole which is available as a Bookings and Release Report.
  - 2. The actual length of time, in days, from the initial length of stay determination upon intake as compared with the actual length of stay for each youth.
  - 3. The percentage of youth with family participation at the first CFT, and each subsequent CFT. This includes who is in attendance, in person or by phone or video.
  - 4. The percentage of PbS Family Surveys completed.
  - 5. The assessed risk level of each youth at admission and the assessed risk level of youth at release. This includes the overall risk score and the individual domain risk scores for each youth at admission and at each subsequent reassessment to assess the increase or decrease in overall risk and risk in individual domains.
  - 6. The type and number of disciplinary action(s) taken in the facility for each youth. This is captured on the monthly Superintendent's Report as part of Use of Force and Confinement statistics.
  - 7. The type(s) of educational/vocational training provided in the facility for each youth. This is captured on the monthly Superintendent's Report as part of education statistics.
  - 8. The services by type provided at the facility for each youth.
- B. The following data report shall be completed by the Youth Parole Bureau and reported to DCFS as requested:
  - 1. The actual length of stay, in days, of all youth successfully terminated from parole.
  - 2. The percentage of youth with family participation in each CFT while on parole. This includes who is in attendance, in person or by phone or video.
  - 3. The assessed risk level of each youth currently on parole. This includes the overall risk score and the individual domain risk scores for each youth at the time parole begins and at each subsequent reassessment to assess the increase or decrease in overall risk and risk in individual domains.
  - 4. The assessed risk level of each youth prior to commitment and the county which completed the risk assessment.

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## **VII. EMERGENCY RELEASE**

- A. In the event of an emergency requiring facility evacuation, a facility Superintendent may recommend an emergency release of youth with the justification of:
  - 1. Less youth to evacuate
  - 2. Less staff needed to monitor youth at evacuation site
  - 3. Decrease in mental health issues, especially for those youth with a mental health diagnosis
  - 4. Potentially fewer safety/security issues
- B. Families of youth considered for emergency release shall be contacted by the Superintendent or designee as soon as possible. If this does not occur timely, families may evacuate and not be able to participate in the emergency release process.
- C. The facility Superintendent or designee shall complete the Emergency Release Form (Attachment C) for each youth recommended for emergency release.
- D. Emergency releases require the approval of both the Chief of Parole and the Deputy Administrator of Residential Services.
- E. To be recommended for emergency release, the following is required:
  - 1. The youth has completed 75% or more of their program
  - 2. The youth has shown progress towards goals and treatment
  - 3. The youth has shown progress in education
  - 4. The youth has not had any major behavioral incidents in the previous 60 days
  - 5. The youth has a stable community placement
  - 6. There are required community supports in the youths' community
- F. Each facility shall release youths' personal property to their possession as part of the release process, if possible.
  - 1. If not possible, the youth shall be afforded the opportunity to retrieve property on a later date or have the facility send their property when it is safe to do so.
  - 2. Returned or unclaimed personal property shall be stored for a minimum of 90 days and then discarded.
- G. Facilities may adjust transportation requirements in the event of an emergency. A parent/guardian may retrieve the youth from a facility or an evacuation site.
- H. The assigned YPC shall meet with the youth in their home within five business days of an emergency release. The Conditions of Parole may be signed at this time if they were not signed previously.

## **VI. STANDARD OPERATING PROCEDURES**

- A. Each facility and the Youth Parole Bureau shall develop Standard Operating Procedures consistent with the policy to include, but not limited to:
  - 1. Specific release criteria

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2. Process to obtain approval for any recommended emergency releases
3. Communication procedures for emergency releases