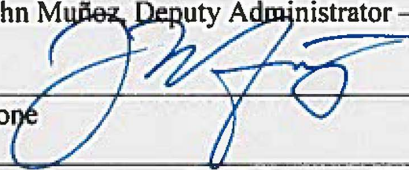



FAMILY ENGAGEMENT POLICY

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	FAMILY ENGAGEMENT
POLICY NUMBER:	DCFS/JJ 500.13
EFFECTIVE DATE:	2/1/19
APPROVED BY:	John Muñoz, Deputy Administrator – Juvenile Justice Services
DATE:	 1/9/19
SUPERSEDES:	None
APPROVED BY:	Ross Armstrong, Administrator – Division of Child and Family Services
DATE:	
REFERENCES:	NRS 62B.645; NRS 62H.025; Performance Based Standards (PbS) – Youth Record, Youth Exit Interview, and Family Survey
ATTACHMENTS:	Family Home Initial Contact Report

I. POLICY

The Division of Child and Family Services (DCFS), Juvenile Justice Services, will utilize a strength based, family focused, family engagement plan to enhance family engagement in the juvenile justice system.

II. PURPOSE

This policy establishes how DCFS Juvenile Justice Services, will engage families of youth committed to DCFS in case planning, treatment planning, programming, and reentry planning. This policy applies to all state youth correctional facilities, the Nevada Youth Parole Bureau, and contract providers.

III. DEFINITIONS

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

- A. **Case Plan:** A comprehensive plan for each youth that is initially developed by the state correctional facilities in consultation with youth parole staff, the youth, the youth's family/guardian, and all other individuals deemed appropriate and integral to the youth's life. This plan identifies the goals and objectives for each youth based on their identified needs.

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- B. Child and Family Team meeting (CFT): A family-driven, youth-centered, collaborative service team that focuses on the strengths and needs of the youth and family. The team consists of the youth, parents/guardian, service professionals and be assigned the Youth Parole Counselor. The team may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment.
- C. Critical Incident: An event that involves abuse, death/suicide, lost/missing person, run-away/elopement, serious injury, threat or hostage situation, public health emergency, health facility emergency, or fire/natural disaster.
- D. Family: A youth's family is the group of individuals who support a youth emotionally, physically, and financially. A family is defined by its members and each family defines itself. A family can include individuals of various ages who are biologically related, related by marriage, or not related at all.
- E. Family Engagement: The establishment of a collaborative relationship in which families are integral partners in the case planning and reentry process by providing individualized solutions for youth to avoid further or future involvement in the criminal justice system.
- F. Performance-based Standards (PbS): A data-driven improvement model grounded in research that holds juvenile justice agencies, facilities and residential care providers to the highest standards for operations, programs and services.

IV. PRACTICE GUIDELINES

- A. Discrimination: All DCFS staff, contractors, interns or volunteers shall ensure that all youth under the jurisdiction of the Bureau are free from any form of discrimination based on race, religion, national origin, gender, gender identity, sexual orientation, disability or political views.
- B. Confidentiality: All staff, contractors, interns and volunteers are required to abide by DCFS policies and procedures and as defined in NRS 62H.025, and all information that they are privileged to during their service with DCFS. This includes but is not limited to verbal, written or electronic dissemination of any information.
- C. The Youth Parole Counselor shall meet with the family, legal guardian, or other placement providers face-to-face within 14 days of being assigned the case to complete the Family Home Initial Contact Report and determine if placement with the family, legal guardian or other placement would be appropriate upon release.
- D. The facility is responsible for completing the initial case plan in consultation with the assigned Youth Parole Counselor within 30 days of the youth's arrival at the state facility.
- E. The initial case plan shall include the following family engagement strategies:
 - a. Increasing the family's contact with a youth subject to the jurisdiction of a juvenile court;
 - b. Engaging family members in the case plan of a youth and in planning meetings for the releases of the youth subject to the jurisdiction of a juvenile court;
 - c. Involving family members in the youth's treatment; and
 - d. Soliciting feedback from family members relating to improvements to the services rendered to the youth subject to the jurisdiction of a juvenile court.

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- F. The facility along with the Youth Parole Counselor shall ensure that the family, legal guardian, or other placement providers, are provided the opportunity to participate in the youth's family engagement planning meeting and provide meaningful input in treatment, programming and the Case Plan.
- G. Family, legal guardian, or other placement providers shall be afforded contact with their youth via telephone, mail, video conference, and visits.
- H. The facility Superintendent or their designee shall notify or attempt to notify family, legal guardian or other placement providers within 24 hours of admission and following any critical incidents.
- I. The facility Mental Health Counselor shall contact or attempt to contact the parent/guardian to assist with obtaining any historical and developmental information necessary to complete any required mental health assessments within seven (7) days of the youth's admission into the facility.
- J. The facility shall provide orientation information to the parent/guardian, prior to or within 24 hours of the youth's arrival to the facility, either by mail or other format (i.e. website, email etc.). Youth Parole Counselors may also provide the parent/guardian with the assigned facility's Parent Handbook at the time of the Family Initial Contact.
- K. Facilities shall conduct family days, tours, and other family activities as funds are available.
- L. Facility and parole staff shall make travel assistance available to families and legal guardians who have a youth placed at a state correctional facility for visitation, participation in Child and Family Team (CFT) meetings or other youth and family consultations, as funds are available. Information about this assistance will be provided to the family in the orientation materials.
- M. Youth Parole Counselors shall ensure the Performance-based Standards (PbS) Parent Survey is completed at the time of the youth's release from the state correctional facility and returned to the facility within two weeks of the youth's release.
- N. The facilities shall collect required data for the Performance-based Standards.

V. FAMILY ENGAGEMENT PLANNING STRUCTURE

- A. Every CFT shall have an agenda or topics to discuss, such as goals, barriers, action steps, strategies, school, work, court obligations, treatment (including medical/medications), program completion, and community transition if applicable.
- B. Youth shall identify family members they want to participate in CFT meetings to include a family member, guardian, teacher, friend, or appropriate mentor. Facility safety and security shall also be considered.
- C. While the youth is in the state correctional facility, the youth shall be the lead of all CFT meetings. The staff shall assist by ensuring all agenda topics are covered and any necessary decisions are made. The major focus of each CFT shall be on risk and needs factors, as identified in the case plan, and transition issues if applicable.

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- D. While the youth is under parole supervision, the youth shall be the lead of all CFT meetings. The Youth Parole Counselor shall assist by ensuring all agenda topics are covered and any necessary decisions are made. The major focus of each CFT shall be on risk and needs factors, as identified in the case plan, and transition issues if applicable.
- E. Prior to scheduling a CFT meeting, the topics for the meeting shall be decided through coordination and contact with the youth, family, providers, and other stakeholders.
- F. Every effort will be made when scheduling a CFT meetings to accommodate the schedule of the youth, the family, providers, and other stakeholders.
- G. The CFT may be held in person, video conference, or teleconference.
- H. Prior to the conclusion of the CFT meeting, the next CFT meeting date and time shall be scheduled and agreed upon.
- I. The CFT shall be held, at a minimum, every six months, after the YLS reassessment is completed to discuss updated risk and or needs factors, and review progress.

VI. STAFF REQUIREMENTS TO ENHANCE FAMILY ENGAGEMENT

- A. The Youth Parole Mental Health Counselor (MHC) shall contact, or make attempts to contact the family, legal guardian, or other placement provider and collaborate with them in obtaining information about the youth that will assist with case planning and reentry planning upon the youth's admittance to the assigned facility.
- B. The Youth Parole Counselor shall meet with the family, legal guardian, or other placement face-to-face within 30 days of being assigned the case to complete the Family Home Initial Contact Report and determine if placement with the family, legal guardian or other placement would be appropriate, upon release. A list of names and contact information for family and/or other youth support system shall be obtained. Further, the family, legal guardian, or other placement shall be provided information regarding the juvenile justice system, court processes, and additional services.
- C. The Youth Parole MHCs and Youth Parole Counselors shall document in Caseload Pro all contacts and attempted contacts with CFT members. Contacts may be in person, via phone, text, email, or through social media.
- D. When family members agree to participate, they will be educated on the expectations for participation as outlined by the facility or by the Youth Parole Bureau.
- E. Family members will be instructed to read the DCFS Family Handbook to educate themselves on their child's case planning and treatment process, and the most effective way to participate.
- F. The youth and/or the Youth Parole Counselor shall identify a replacement for CFT members who stop attending or who have been removed based on the needs of the CFT.

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VII. SUSPENSION OF FAMILY MEMBER INVOLVEMENT

- A. Parents/guardians must be included in the youth's case planning and treatment process unless there is clear evidence that the parents/guardians pose a safety risk to the youth or is detrimental to the youth's reformation. Other family members may be included in the youth's case planning and treatment process as long as they support and contribute towards these efforts.
- B. Any recommendation to temporarily suspend a family member's involvement in a youth's case planning and treatment process must be made by the youth's CFT and will address a specific area of concern.
- C. Any decision to suspend a family member's involvement (other than parent/guardian) in a youth's case planning and treatment process must be made by the appropriate Unit Manager, facility Superintendent, or designee, and will be communicated in writing to the family member. The notification will include instructions or referrals to services needed to remediate the area(s) of concern, and criteria to have their participation re-instated.
- D. Any decision to suspend a parent/guardian's involvement in a youth's case planning and treatment process must be made by the appropriate Unit Manager, facility Superintendent, or designee, and will be communicated in writing to the parent/guardian. The notification will include instructions or referrals to services needed to remediate the area(s) of concern, and criteria to have their participation re-instated.
- E. The CFT must review the suspension of a family member's involvement for possible reinstatement during each CFT meeting.