

Admissions and Placement

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

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APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
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REVIEWED BY:	Leslie Bittleston, Social Services Chief – DCFS Bruce Burges, Superintendent – DCFS Chet George, Superintendent – DCFS David Laity, Youth Parole Chief – DCFS Patrick Mendez, Superintendent – DCFS Izaac Rowe, Deputy Attorney General
REFERENCES:	NAC 62B.085, NRS 62A.030, NRS 62E.505, NRS 62E.520, NRS 62E.525, NRS 62E.530, NRS 63.400, NRS 63.440, NRS 63.480, NRS 63.640, NRS 63.765, NRS 63.780, NRS 63.790; Documentation Standards (DCFS/JJS 100.13); Child and Family Team (DCFS/JJS 500.02); Family Engagement (DCFS/JJS 500.13); Youth Level of Service/Case Management Inventory (DCFS/JJS 500.17); Screening and Evaluation (DCFS/JJS 500.18); Case Plan (DCFS/JJS 500.20); Out-of-State Placement of Youth (DCFS/JJS 600.05)
ATTACHMENTS:	Attachment A: Juvenile Justice Intake Report (JJIR) Attachment B: Detention Initial Report Attachment C: Home Initial Report Attachment D: Request for Revocation Form Attachment E: Juvenile Justice Revocation Report (JJRR)

I. SUMMARY

The Division of Child and Family Services (DCFS) shall place committed youth based on application of law, risk and needs assessments, community safety considerations, and any other relevant requirements.

Placement options shall include state juvenile facilities, psychiatric residential treatment facilities (PRTFs), residential treatment centers (RTCs), or other community-based options,

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as appropriate, based on each youth's risks and needs. The final decision shall be recognized as the official DCFS placement determination and shall be reported as such.

II. PURPOSE

To provide a statewide process to determine the most appropriate placement for youth committed to DCFS.

III. DEFINITIONS

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

- A. 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, parents/guardians, service professionals, and the youth's assigned Youth Parole Counselor. Teams may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment.
- B. Clinical Program Manager (CPM): A DCFS staff who directly supervises mental health counselors and makes clinical decisions. Also referred to collectively as mental health staff.
- C. DCFS Admissions Team: A team made up of the Clinical Program Manager (CPM), the Admissions Unit Manager (AUM), the Chief of Parole, facility Superintendents, and the Deputy Administrator or designee. This Team is responsible for staffing and determining initial placement and potential revocations.
- D. Detention Initial Report (Attachment B): The report which documents the initial contact between the Youth Parole Counselor and the newly committed youth. This report has a series of questions designed to assist with case planning and case management.
- E. Dually Involved: Youth who are simultaneously in the custody of a child welfare agency, as well as wards of the juvenile justice system. When a court orders a commitment as a result of a delinquency adjudication, this does not affect a child welfare agency's legal rights and responsibilities to provide child welfare services to the child as required in the child welfare case. The child welfare agency is the Persons Responsible for the child's welfare. Child welfare is responsible for the youth, and juvenile justice would be considered facility supervision who maintains placement services and care while in a facility.
- F. Higher Level of Care (HLOC): When a state facility is not a viable option, and the youth requires a Psychiatric Residential Treatment Facility (PRTF), Residential Treatment Center (RTC) or other residential mental health community support.
- G. Home Initial Report (Attachment C): The report which documents the initial contact between the Youth Parole Counselor and the family/guardian of the newly committed youth. This report has a series of questions designed to assist with case planning and case management.

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- H. Juvenile Justice Intake Report (JJIR) (Attachment A): A bio-psychosocial report used to evaluate a youth's mental health status, symptoms, and needs. This report also provides information on the youth's delinquent history, current/pending court adjudications, peer relationships, and any safety needs/concerns. This report is completed by a Mental Health Counselor who solicits and explores, with the youth and family, information about strengths and needs as these pertain to the major physical, psychological, and social issues of the youth and family. This assessment, combined with the clinical judgment of the Mental Health Counselor, leads to a placement recommendation.
- I. Juvenile Justice Revocation Report (JJRR) (Attachment E): The modified bio-psychosocial report similar to the JJIR, completed for potential revocations and may lead to a placement recommendation.
- J. Mental Health Counselor (MHC): A DCFS staff authorized to deliver mental health services and complete mental health reports. Also referred to collectively as mental health staff.
- K. Nevada Rapid Indicator Tool (NRIT): An assessment tool utilized to determine if a youth is a confirmed commercial sexual exploitation of a child (CSEC) victim or at risk of sexual exploitation.
- L. Revocation of Parole: When parole status is taken away and a youth is placed back into a state correctional facility pursuant to NRS 63.780.
- M. Youth Level of Service/Case Management Inventory (YLS/CMI): A strength-based, gender informed, risk/needs tool which reliably and accurately classifies and predicts reoffending within male and female youth populations. This inventory draws from interviews, official reports, and other collateral information to produce a detailed evaluation of the risk and need factors of youth. The results provide a linkage between risk/need factors and the development of a personalized Case Plan. This is an evidence-based risk/need responsivity tool.
 - The YLS/CMI is not intended for assessing the risk for future sexual offending. It can be used with sex offenders to assess risk of general reoffending but not risk of future sexual offending.
 - The YLS/CMI is not intended to provide assessment for mental health needs nor provide mental health diagnoses.

IV. INCLUSIONARY AND EXCLUSIONARY GUIDELINES

- A. Facility placement shall be determined based on the ability of the facility to address a youth's individual risks and needs.
- B. While any youth between the ages of 8 and 20 may be committed by a juvenile court to DCFS; individual facilities may have gender and age requirements.
- C. General inclusion and exclusion criteria:

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1. All youths must have a Commitment Order from a committing authority/juvenile court.
2. Youths who are at least 8 years of age, but less than 12, may not be placed in a facility pursuant to NRS 63.640(1)(a).
3. Youths must be at least age 12 to be placed in a facility pursuant to NRS 63.440(1)(b).
4. A youth must be discharged from a facility upon reaching 20 years of age pursuant to NRS 63.790(2).
5. Youth parole supervision must end when a youth reaches the age of 21 pursuant to NRS 62A.030(b) which identifies a youth as a person who is less than 21 years of age and subject to the jurisdiction of the juvenile court for an unlawful act committed before the youth reached 18 years of age.
6. Juvenile sex offenders shall be considered for placement at any facility based on the severity of their offense and/or the facility's ability to address the youths' individual risks and needs.
7. Youths with prior escapes or escape attempts from a secure facility may be excluded from a staff secure facility but may be considered for a physically secure facility.
8. Youths shall be placed in the least restrictive setting to meet their needs.
9. Pursuant to NRS 63.400, a facility superintendent shall accept a youth unless the superintendent determines:
 - a. There is not adequate room or resources in the facility to provide the necessary care of the child;
 - b. There is not adequate money to support the facility; or
 - c. The superintendent determines the youth is not suitable for admission to the facility.
10. If a facility superintendent agrees to accept a youth, the superintendent of the committing facility shall set the date the youth will be admitted.

V. PRE-COMMITMENT AND COMMITMENT

A. Prior to commitment:

1. Any pre-commitment paperwork received from a juvenile court may be uploaded to the shared Admissions drive ([T:\](#)).

B. Pursuant to NRS 62E.520(2)(b), the Admissions Team has 10 business days to investigate the circumstances of each youth and provide a recommendation to the court. This recommendation shall be recognized as the official DCFS recommendation.

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1. The Youth Parole Bureau (YPB) may request an extension of the juvenile court commitment hearing to gather and review the specifics of an individual case. If requested, the case will be assigned to a Mental Health Counselor (MHC) to review the youth's records.
- C. If the juvenile court commits the youth, the court shall make two specific findings to commit a youth to DCFS for placement in a state facility pursuant to NRS 62E.505. Both findings must be present in the committing order:
 1. Appropriate alternatives which could satisfactorily meet the needs of the youth do not exist in the community OR were previously used to attempt to meet such needs and proved unsuccessful; and
 2. The youth poses a public safety risk based on the youth's risk of reoffending, as determined by the YLS/CMI (Youth Level of Service/Case Management Inventory, DCFS/JJS 500.17).
- D. It is the responsibility of DCFS to determine the most appropriate placement for all committed youth.
- E. The YPB may request the court minutes from the appropriate juvenile court as necessary and upload to youth's record in the web-based case management system.

VI. POWER OF JUVENILE COURT TO CHANGE, MODIFY OR SET ASIDE ORDER OF COMMITMENT; NOTICE

- A. Pursuant to NRS 63.480(1), the juvenile court may change, modify, or set aside an order committing a child to a facility after conducting a hearing to consider the effect that changing, modifying, or setting aside the order will have upon the child and the operation of the facility.
- B. DCFS may make recommendations to the court, however, it cannot change, modify, or set aside an order after it is made.

VII. COMMITMENT DOCUMENTATION (STAFFING PACKET)

- A. The following documents are required to admit a youth to a facility:
 1. Commitment Order – NRS 62E.505
 2. Most recent YLS/CMI (no more than 6 months old) – NRS 62E.525(1)
 3. Physical, including blood and tuberculosis tests – NRS 62E.530
- B. The Admissions Team shall obtain a staffing packet for each youth.
 1. Staffing packet documents shall include, but are not limited to:
 - a. Commitment Order
 - b. Commitment Petition

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- c. Most recent YLS/CMI (no more than 6 months old)
 - d. Physical, including blood and tuberculosis tests
 - e. Certification Report
 - f. Disposition Report and all Supplemental Reports
 - g. Psychological Reports
 - h. Medical Records
 - i. Restitution Information
 - j. School Transcripts and Individualized Education Plan (IEP), if applicable
 - k. Birth Certificate
 - l. Social Security Card
 - m. Medicaid/Insurance Card
2. The staffing packet should be obtained no later than three business days after the date of commitment.
 - a. Should documents not be received within three business days, the Admissions Team shall diligently seek to obtain necessary documents and maintain a record of efforts in the web-based case management system.
- C. If the youth is committed for a sex offense, additional documents are required.
1. Required documents include, but are not limited to:
 - a. Juvenile Sex Offender Initial Registration, if applicable
 - b. Petition and Order regarding adjudicated sex offense
 - c. Police report regarding adjudicated sex offense
 - d. Psycho-Sexual Sex Offense Specific Evaluation (SOSE)
 - e. JSO Residential and/or Outpatient Discharge Summaries
 - f. Risk and Needs Evaluation, if available
 - g. Previous JSO Treatment Progress Reports
 - h. Most recent Psychological Evaluations
 - i. Most recent Psychiatric Evaluations
 2. These documents should be obtained no later than three business days after the date of commitment.
 - a. Should documents not be received within three business days, the Admissions Unit Manager shall diligently seek to obtain necessary documents and maintain a record of efforts in the web-based case management system.

VIII. INITIAL COMMITMENT/PLACEMENT DETERMINATION PROCEDURES

- A. The Admissions Team is responsible for the placement determination within its facilities.
- B. The Admissions Team is made up of the following:
 1. Clinical Program Manager (CPM)

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2. Admissions Unit Manager (AUM)
 3. Facility superintendents
 4. Chief of Parole
 5. Deputy Administrator, or designee
- C. Upon receipt of a staffing packet, the AUM shall review the packet for completeness and request any missing documentation from the sending county. The AUM shall ensure the complete packet, and/or specific information is saved in the designated databases (e.g., shared admissions drive, the YPB database, web-based case management system, etc.).
- D. A designated YPB staff member shall update or create a record in the web-based case management system in accordance with Documentation Standards (DCFS/JJS 100.13).
- E. Once a complete staffing packet is received, a Youth Parole Counselor (YPC) and Mental Health Counselor (MHC) shall be assigned.
- F. The assigned MHC shall administer the Nevada Rapid Indicator Tool (NRIT) (Screening and Evaluation DCFS/JJS 500.18, Attachment A) and complete the Juvenile Justice Intake Report (JJIR) (Attachment A) during a face-to-face visit with the youth in a county juvenile detention facility and review any mental health records provided in the youth's staffing packet.
1. While completing the JJIR, the MHC shall provide youth the opportunity to self-identify as lesbian, gay, bisexual, transgender, or intersex, etc.
 2. If the youth's gender identity differs from their sex assigned at birth, this shall be considered in placement decisions. The MHC shall document the youth's gender identity in the web-based case management system.
 - a. Pursuant to NAC 62B.085, determinations concerning arrangements for housing shall include, without limitation, arrangements for housing which:
 - i. Aligns with the gender identity or expression of the youth;
 - ii. Takes into consideration the wishes of the youth; and
 - iii. Takes into consideration the health and safety of the youth.
 - b. The assigned MHC shall contact the parent/guardian for an interview. All communication attempts shall be documented in the web-based case management system as New Activities.
 3. The assigned MHC shall identify, document, and communicate with the Admissions Team any pending medical and dental needs of newly committed youth.
 4. The assigned MHC shall send the completed NRIT and completed JJIR (Attachment A) to the Clinical Program Manager (CPM) for review.
 - a. The MHC shall upload documents into the web-based case management

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system as New Assessments.

5. The assigned MHC shall document all contacts (in-person, phone, email, videoconference, etc.) with the youth, parent/guardian, and/or sending county staff in the web-based case management system.
- G. The assigned YPC shall meet with newly committed youth face-to-face in the county detention facility within 14 days of assignment and prior to the youth's transportation to a state facility to complete the Detention Initial Report (Attachment B).
- H. The assigned YPC shall meet with the parent/guardian of the newly committed youth face-to-face within 14 days of assignment to visit and complete the Home Initial Report (Attachment C).
 1. The assigned YPC shall document all contacts (in-person, phone, email, videoconference, etc.) with the youth, parent/guardian, and/or sending county staff in the web-based case management system.
- I. The CPM shall review the completed documents and finalize the initial recommendations which will be communicated with the DCFS Admissions Team.
- J. When a placement recommendation is made for a state facility, the CPM shall notify the chosen facility superintendent via email, no later than Thursday by close of business for youth to be reviewed the following Tuesday. Documents to be included in the email shall be the NRIT, JJIR or JJRR, and any additional information to be considered.
 1. When there is a wait list at the identified state facility, and there are open beds in any of the other state facilities, the CPM may adjust the state facility recommendation to maximize resources and notify the respective superintendent via email, no later than Thursday by close of business for youth to be reviewed the following Tuesday.
- K. The DCFS Admissions Team shall meet virtually every Tuesday at 10:00 am.
 1. This standing meeting time is subject to change if circumstances dictate the need.
 2. The DCFS Admissions Team meeting agenda shall be completed by the AUM or designee and sent out to the entire DCFS Admissions Team prior to the meeting.
 3. The DCFS Admissions Team shall discuss any case which:
 - a. The chosen facility is denying the youth; or
 - b. The chosen facility has a wait list; or
 - c. The youth is in need of a HLOC or HLOC evaluation; or
 - d. The case needs to be reviewed for possible revocation.
 4. The Deputy Administrator, or designee shall make the final placement determination if the DCFS Admissions Team does not agree with a

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recommendation.

- L. The DCFS Admissions Team may make a placement recommendation in 1) a correctional or institutional facility, or 2) a residential treatment center, residential psychiatric treatment facility, or other residential services facility for the mental health of the youth pursuant to NRS 62E.520.
- M. The DCFS Admissions Team may consider recommending alternatives to correctional care if:
 - 1. It is determined correctional care is not appropriate.
 - a. For example, due to the youth's cognitive capacity and/or functioning, developmental appropriateness, behavioral health needs, ability to program, third trimester pregnancy, etc.
 - 2. There are no residential treatment resources available in state or out of state.
 - 3. The youth has been denied by all in state and out of state facilities and residential resources.
- N. When alternatives to correctional care is the recommendation, the YPB shall place the case on the court's calendar for review.
- O. Prior to the scheduled hearing, the DCFS Admissions Team shall develop a case plan to present to the court for consideration, which shall include available resources to support the youth's alternative plan recommendation. The DCFS Admissions Team may recommend:
 - 1. Referral of the youth to high fidelity wraparound or intensive care coordination.
 - 2. The youth to be supervised at a very high supervision level.
 - 3. Utilization of an electronic monitor, if deemed appropriate.
- P. Once the final decision is made to recommend alternatives to correctional care, the AUM, or designee, in collaboration with the DCFS Admissions Team shall compose a statement to be used in communication, when necessary, to stakeholders identifying the placement recommendation or alternative plan and rationale. The composed statement is to be sent out to the DCFS Admissions Team members following the meeting.
 - 1. The AUM, or designee, shall document the staffing results in the web-based case management system as a New Activity, including:
 - a. Date of DCFS Admissions Team meeting
 - b. DCFS Admissions Team members present
 - c. Recommendation
 - d. Rationale for recommendation

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- Q. The superintendent shall update and provide the Facility Census and Summary Report by Tuesday immediately following the DCFS Admissions Team Meeting.
- R. Once a youth's final placement is determined, the pending admissions list shall be updated by the AUM.
 - 1. The assigned YPC shall be responsible for updating the youth's Referral and Case statuses in the web-based case management system to reflect Commitment or Re-Commitment (Pending) within three business days of placement determination (Documentation Standards, DCFS/JJS 100.13).
- S. Youth shall be transported to the selected facility on the date identified by the receiving facility superintendent.
 - 1. Facility staff shall be responsible for ending the youth's detention booking, adding the new facility booking, and updating the youth's Referral and Case statuses in the web-based case management system on the day of admission to reflect Commitment or Re-Commitment (To [Facility]) (Documentation Standards, DCFS/JJS 100.13).
- T. Facilities shall follow all orders from the court for youth admitted.

IX. PROCEDURES FOR HIGHER LEVEL OF CARE (HLOC)

- A. If there is evidence of a potential need for a HLOC and no psychiatric evaluation has been completed within the previous six months, the CPM or designee shall arrange for this evaluation as soon as possible and document efforts in the web-based case management system.
 - 1. The completed evaluation shall be uploaded by the CPM, or designee, into the web-based case management system in the Psychology Documents of the youth's record.
 - 2. If the psychiatric evaluation states a HLOC is recommended, referrals shall be made to appropriate treatment facilities by the CPM, or designee. Referral efforts including date, time, and referral location shall be entered into the web-based case management system.
 - a. All follow-up contacts regarding referrals shall be entered into the web-based case management system.
 - 3. Referrals to appropriate treatment facilities, both in state and out of state, shall include all documentation, assessments, and evaluations for the youth, including the recent psychiatric evaluation.
- B. Once it is determined a HLOC or other residential treatment is recommended, the YPC shall place the case on the court's calendar to inform the court of the case status and the recommendation, as soon as possible. This action shall be documented in the web-based case management system.

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1. The assigned YPC shall update the juvenile court and all relevant stakeholders, referencing the DCFS Admissions Team's staffing results.
 2. If the most appropriate placement is determined to be out of state, refer to Out-of-State Placement of Youth (DCFS/JJS 600.05).
 3. Once a youth is accepted to a court approved treatment facility, the YPC shall update the juvenile court and arrange for transportation of the youth to the facility on the date identified by the accepting treatment facility.
 - a. The YPC shall be responsible for ending the youth's detention booking, adding the new Placement, and updating the youth's Referral and Case statuses in the web-based case management system (Documentation Standards, DCFS/JJS 100.13) within three business days of placement.
- C. If all referred treatment facilities, both in state and out of state, deny admission, the CPM may determine alternative placement options.

X. PROCEDURES FOR YOUTH IN CUSTODY IMMEDIATELY FOLLOWING ARREST

- A. Youth on parole and in custody are a priority for release expeditiously when appropriate.
- B. YPB may recommend detained youth be released from custody at the detention hearing and determine conditions of release without prior staffing with the DCFS Admissions Team.
- C. Upon notification of a youth's arrest and detention, planning for release shall begin immediately, when appropriate.
- D. YPB planned arrests and detentions shall include prior staffing with the DCFS Admissions Team for revocation prior to the arrest when possible.
- E. When staffing with the DCFS Admissions Team prior to a YPB planned arrest and detention is not possible, and recommendation for continued detention and revocation is being considered, YPB shall at minimum, distribute the arrest information and/or arrest packet to the DCFS Admissions Team for review no later than close of business the next business day following the arrest.

XI. PROCEDURES FOR REVOCATIONS

- A. YPCs shall staff potential revocation cases with their UM.
 1. Once revocation becomes the potential direction, the YPC shall complete the Request for Revocation Form (Attachment D) and submit to their UM and the CPM with the following additional documentation:
 - a. Updated YLS/CMI

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- b. Documentation of new arrests and/or probation violations
 - c. Any recent evaluations and/or discharge summaries
- B. All potential revocations shall be staffed with the DCFS Admissions Team prior to a formal DCFS recommendation for revocation.
- 1. All youth considered for revocation shall be staffed with the DCFS Admissions Team as soon as possible, and prior to the youth's report and disposition hearing (ideally shortly following the youth's detention hearing).
 - 2. The staffing with the DCFS Admissions Team shall occur prior to the composition and submission of the supplemental and or disposition report.
 - a. The supplemental and or dispositional report templates shall include, after the "Evaluation" section of the report, "DCFS Admission Team Recommendation." This is where the official DCFS Admission Team Recommendation will be presented as outlined in this policy.
 - 3. If the youth is considered for revocation, following an arrest, at the youth's detention and or plea hearing, these cases shall be reported to the court as "being staffed with the DCFS Admissions Team to determine the most appropriate recommendation for disposition,"
 - a. When the youth's case was staffed prior to their arrest, and the DCFS Admissions Team recommended revocation, the YPC may share the recommendation for revocation as outlined in policy.
 - 4. Once the case is staffed with the DCFS Admissions Team, and revocation has been approved for recommendation, then the court shall be notified.
 - 5. The YPC shall complete the Request for Revocation Form (Attachment D) and provide all appropriate documents to the DCFS Admissions Team (e.g., updated YLS/CMI, new arrest and/or probation violation documentation, recent evaluations or discharge summaries, etc.)
 - 6. The CPM, or designee, shall complete the Juvenile Justice Revocation Report (JJRR) (Attachment E).
 - 7. The complete Request for Revocation Package shall be uploaded to the youth's record of the web-based case management system under General Documents.
 - a. Request for Revocation Package documents shall include, but are not limited to:
 - i. Revocation Request Form
 - ii. New YLS (if one has not been completed within 3 months)
 - iii. Juvenile Justice Revocation Report

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- C. Pursuant to NRS 63.780, the Chief of Parole may recommend revocation of a youth on parole if the Chief or designee has determined:
 - 1. The youth poses a risk to public safety, and the policies and procedures adopted by the Youth Parole Bureau pursuant to NRS 63.765 recommend such a revocation; or
 - 2. The other responses set forth in such policies and procedures would not be appropriate for the youth.

- D. Facility superintendents may determine if they are unable to accept a revocation pursuant to NRS 63.780 for the following reasons:
 - 1. There is not adequate room or resources in the facility to provide youth the necessary care;
 - 2. There is not adequate money available for support of the facility; or
 - 3. The youth is not suitable for admission to the facility.

- E. The DCFS Admissions Team meeting held every Tuesday at 10:00 am shall be the forum to staff potential revocations.
 - 1. This standing meeting time is subject to change if circumstances dictate the need.
 - 2. Additional DCFS Admissions Team meetings may be scheduled as necessary.
 - 3. The DCFS Admissions Team shall discuss any cases being considered for revocation.
 - 4. The DCFS Admissions Team shall determine, based on information provided, if revocation is approved per NRS 63.780:
 - a. The youth poses a risk to public safety, and the policies and procedures adopted by the Youth Parole Bureau pursuant to NRS 63.765 recommend such a revocation; or
 - b. The other responses set forth in such policies and procedures would not be appropriate for the youth.
 - 5. The Deputy Administrator, or designee shall make the final determination if the DCFS Admissions Team does not agree with the recommendation.

- F. If revocation is the recommendation, the youth shall be added to the Facility Census and Summary Report due by Tuesday immediately following the DCFS Admissions Team Meeting.

- G. Once the final recommendation decision is made, the AUM, or designee, in collaboration with the DCFS Admissions Team, shall compose a statement to be used in communication, when necessary, to stakeholders identifying the placement recommendation or alternative plan or alternative plan and rationale.
 - 1. The AUM, or designee, shall document the staffing results in the web-based case management system, to include:

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- a. Date of DCFS Admissions Team meeting
 - b. DCFS Admissions Team members present
 - c. Recommendation
 - d. Rationale for recommendation
2. This process shall be completed as soon as possible, prior to the youth's disposition hearing.
 3. During the disposition hearing, the YPC shall provide the DCFS Admissions Team's recommendation to the court, which is the written documentation of the recommendation in the web-based case management system.
- H. If the court revokes the youth, the youth shall be transported on the date identified by the receiving facility.
1. The assigned YPC shall be responsible for updating the youth's Referral and Case statuses in the web-based case management system to reflect Re-Commitment (Pending) within three business days of court hearing (Documentation Standards, DCFS/JJS 100.13).
 2. Facility staff shall be responsible for ending the youth's detention booking, adding the new facility booking, and updating the youth's Referral and Case statuses in the web-based case management system on the day of admission to reflect Re-Commitment (To [Facility]) (Documentation Standards, DCFS/JJS 100.13).

XII. PROCEDURES FOR COMMUNITY PLACEMENT AT DISCHARGE

- A. The assigned YPC, or designee, shall participate in all Child and Family Team (CFT) meetings for youth while they are committed to state facilities (Child and Family Team, DCFS/JJS 500.02; Family Engagement, DCFS/JJS 500.13). Community placement shall be a standing agenda item.
1. The assigned YPC, or designee, shall know the status of each youth's community placement.
 2. The assigned YPC is responsible for determining a community placement upon discharge unless the youth is a dually involved youth.
 3. If the youth is a dually involved youth, the Child Welfare Worker shall be the lead on the community placement determination.
 - a. Although the Child Welfare Worker is the lead, the YPC shall work collaboratively with the Child Welfare Worker and may assist with locating an appropriate community placement.
- B. Facility staff shall be responsible for ending a youth's facility booking in the web-based case management system on the day of release.

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- C. The YPC shall be responsible for updating the youth's Referral and Case statuses in the web-based case management system within three business days of release to reflect Youth Parole – Active status (Documentation Standards, DCFS/JJS 100.13).

XIII. DOCUMENTATION REQUIREMENTS

- A. Documentation is critical during the placement determination process. When seeking alternative placement for committed youth, the following shall be documented in the web-based case management system (list is not exhaustive):
 - 1. Individual staffing meetings (participants and results)
 - 2. All alternative placement contacts
 - 3. Alternative placement denials
 - 4. Justification for final placement recommendation
- B. Prior to admission to selected state facility or alternative placement:
 - 1. The staffing packet shall be uploaded to the youth's record under General Documents in the web-based case management system by a designated YPB staff member.
 - 2. All documents completed by the YPB, including, but not limited to, the NRIT and the JJIR shall be uploaded to youth's Assessments in the web-based case management system by a designated YPB staff member.
- C. During the placement determination process, the CPM, or designee, shall send a copy of the youth's completed YLS/CMI from the sending county to the Juvenile Justice Programs Office to be entered as a New Assessment in the web-based case management system.
 - 1. Once entered, the sending county YLS/CMI shall be uploaded to the Assessment Documents.

XIV. STANDARD OPERATING PROCEDURES

- A. This policy shall serve as the Standard Operating Procedure for each facility and the Youth Parole Bureau.
 - 1. Facilities or the YPB may establish Standard Operating Procedures for this policy or elements of this policy.
- B. This policy shall be reviewed every two years or sooner if deemed necessary by the DCFS Programs Office.