



State of Tennessee
Department of Children's Services

Youth and Family Intervention Agreement (YFIA) Procedure Manual

Division of Juvenile Justice
May 2009

Authority: TCA 37-1-137, 37-5-105, 37-5-106

COA Standards: Juvenile Justice Case Management, JJCM 3 Service Planning, JJCM 4 Coordination & Collaboration, JJCM 5 Services & Supports, JJCM 6 Service Monitoring & Supervision, JJCM 7 Case Closing and Follow-up

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Introduction

The Youth and Family Intervention Agreement (YFIA) is the method used by the Department of Children's Services to document the strengths and needs of youth on probation, community aftercare or Interstate Compact on Juveniles supervision. The YFIA documents the provision of treatment and/or services and progress the youth has made toward developing lasting changes in their lives and discharge from supervision. The YFIA is used to define a starting point of supervision by identifying strengths, needs and a course of action to treat the needs.

When a youth is referred to the Department of Children's Services, Division of Juvenile Justice for services, our goal is to provide services and support to assist the youth in becoming a productive member of society. We begin planning toward case closure immediately, identifying supports to reach the ultimate goal of success for youth and their families.

The youth and family's involvement in the entire treatment process is critical so that all can clearly understand what is expected. Service needs will be identified during the Family Functional Assessment (FFA) process and other available assessments such as the Youth Level of Service/Case Management Inventory (YLS/CMI). Staff should always use all available departmental and community resources when assisting a youth and family.

The YFIA has the following goals:

- To ensure that the youth and family receive maximum benefits from services provided.
- To provide clear behavioral expectations for the youth.
- To provide a clear treatment plan and document how assistance will be implemented.

The Child and Family Team Meeting

The YFIA is developed at a Child and Family Team Meeting (CFTM) with the input of the youth, family and the youth's team, all have input into the plan. The plan must be written in language understandable to the youth and the family. It should always be considered a working document. The FSW will NEVER develop an YFIA without the participation of the youth, family and team. The team shall include any agencies providing services to the family.

Release CFTM's and other facilitated CFTM's must be documented on form [CS-0747, CFTM Summary](#). Informal CFTM's will be documented in TFACTS case recordings and in the appropriate **TFACTS** screens.

During the meeting, the FSW must explain

- The range of services available to assist the family
- How DCS can support the achievement of desired outcomes
- How progress will be monitored
- Any special conditions, including conditions ordered by the court
- Benefits to be gained if the plan is fulfilled
- Possible consequences of noncompliance

The YFIA must be based on the assessment and include

- Agreed upon goals and timeframes for achieving them
- Services and supports to be provided and by whom
- Document any unmet service and support need and why

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- Include the level of supervision of the youth including the number and type of contacts required, per policy [13.1 Supervision Levels of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth](#)

For Aftercare cases the FSW will coordinate service needs with collaborative partners prior to the youth's return home.

The FSW:

- Identify and assist the youth and family in developing sources of pro-social support such as mentors, community members, peers, or other family members.
- Assist the youth in the development of appropriate leisure time activities
- Connect the youth and family members to resources that will help them meet unmet service needs; maintain and strengthen family relationships; prevent, manage and resolve family conflicts and identify strengths that can help them meet future challenges.

Developmental Areas

The YFIA is divided into six (6) developmental areas. Issues identified during the CFTM and those that are court ordered are documented in the sections below. Each of the six areas should be addressed, however, if an area does not apply, it will be indicated on the plan.

1. **Safety and Security:** This section should address youth safety as well as community safety.

- Issues of self-harm
- Safety of youth: stealing, risk to the youth and victim, risk taking behavior, etc.
- Physical/sexual abuse: victim or perpetrator
- Domestic violence
- Safety of the community: Electronic monitoring, In-home services, Curfew and curfew checks, after hour monitoring (face to face)
- Delinquent behavior including aggression, destructive acts, violence youth is committing, bullying
- Supervision and reporting level: informing family that contacts will take place at the home, office, school, work, etc.
- YLS scores: risk level and justification for supervision level

2. **Parenting and Family Responsibilities**

- Behavior in the home that cause problems for the youth
- Youth and parent participation in the youth's identified treatment needs
- Relationship between the youth and parent, i.e. communication, etc.
- Parents effort to parent: work schedule, supervision of youth, consistent discipline, etc.
- Parents addressing their identified issues, drug addiction, crime, alcoholism, etc.

3. **Well Being**

- Substance abuse: education and treatment

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- Mental health: emotional functioning of the youth, psychiatric issues, Medication monitoring management
- Gender identity issues: utilizing available supports for the youth and family
- Medical, management of acute and chronic medical conditions
- Anger management

4. Socialization and Attitudes

- Pro-social or delinquent attitudes and associates
- Pro-social recreational and leisure time activities; age appropriate activities, sports or hobbies
- Age appropriate social relationships
- Problem solving skills
- Demonstration of social skills in various social settings
- Positive relationships with peers and family
- Leisure/Recreation: age appropriate activities, sports, hobbies.
- Youth's adjustment in the home

5. Restorative Justice

Youth requirements in this area should be related to the offense if possible. Any work or community service required should always benefit the youth in some way such as building a skill or competency. For instance, picking up garbage on the road will not build skill or competency; however, helping build a Habitat for Humanity House in the local community would.

- Mediation
- Restitution
- Court Costs
- Public Service Work
- Expectations related to balanced and restorative justice
- Victim compensation

6. Preparation for Adult Living: All youth 14 or older must have independent living needs addressed in this section. For Aftercare cases, the custody Interdependent Living Plan will continue when the youth is released from custody.

- Education: attendance, participation, performance and progress
- Employment: attendance, performance on the job, responsible use of money earned, etc.
- Preparation for adult living: job seeking skills, vocational training, housing, money management, consumer awareness, hygiene, nutrition, etc.

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Court

A copy of the completed YFIA may be filed with the court of jurisdiction, if requested, following the CFTM. A copy of the YFIA will be submitted to the court upon case closure for Probation cases and will be included in the release request submitted to the court for aftercare cases.

The Form

The Face Sheet

Indicate the **case type** by checking the applicable box and fill in the youth's identifying information.

Periodic review dates will be calculated from the date the youth was placed under supervision, the date an ICJ case is accepted or the date a youth is released from residential placement (trial home visit date).

The Family Service Worker (FSW) and Team Leader's contact information is filled in.

The youth and parent must read and sign the agreement after it is developed by the team. **The FSW will ensure that the parent reads and/or understands the paragraph above their signature as it indicates possible court action if the parent does not comply.** The team leader will approve the plan **after** the CFTM. Any changes recommended by the team leader must be taken back to the team.

The Plan

The members of the youth's child and family team will be indicated on the plan. The relationship to the youth and current telephone number will be filled in.

Strengths of the youth and family are listed as well as **needs**. The FSW will engage the team to identify viable strengths and needs to build on so that the youth may achieve permanency.

Desired outcomes should be attainable, measurable and realistic. Outcomes should help the youth successfully complete the goals of the YFIA and the requirements of the court, in order to become productive, law abiding citizens.

Each developmental area is structured with a box for desired outcomes.

All desired outcomes will be placed in the box, include the expected achievement date on the line with the desired outcome. List as many as needed in each area. There is a grid for the **action steps, responsible persons** and **action step completion date**. All actions steps are listed here to achieve the desired outcomes. List a responsible person for each action step. When the action step is completed the date will be indicated.

Time Elements

Probation Cases

When a youth is referred for probation supervision, the case manager is required to prepare a Family Functional Assessment (FFA) within twenty (20) working days. Using the FFA any other available documents such as a psychological evaluations, school records, current YLS/CMI results, etc. parental and youth input at the CFTM, the FSW will develop a YFIA for the youth. The CFTM will be held and the plan completed and reviewed by the supervisor within twenty (20) working days

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of the referral. The youth will be given a copy of the plan and the original will go in the youth's case file.

Release to Home Placement (Aftercare) Cases

Planning for a youth's return home begins when a youth enters custody. The Aftercare YFIA is developed at the youth's release CFTM. The FSW must participate in the release CFTM (in person, telephone or videoconference). The release CFTM cannot occur without the FSW. Needs and areas of concern will be addressed in the YFIA. Upon the receipt of the release documents from the residential program, the FSW will attach the YFIA completed at the CFTM and obtain his/her supervisor's signature. Within two working days of the youth's return to the community, the YFIA will be reviewed with the youth and parent/guardian. Signatures will be obtained and a copy provided to the youth.

Interstate Compact on Juveniles (ICJ)

When a youth from another state is supervised by the Department of Children's Services, a YFIA CFTM will be completed within twenty (20) working days of the home verification and case acceptance. The youth will be given a copy of the YFIA and the original will go in the case file. If a youth is placed on probation that does not live in Tennessee and immediately leaves the area to return to their home state, no YFIA is required. The youth will follow the requirements of the receiving state per the Interstate Compact on Juveniles.

Transfer Cases

If a youth is placed on probation but lives in a different county, the receiving county will develop the YFIA. The FSW has 20 days to complete the YFIA; it must be done at a CFTM and developed by the FSW that will be working with the family.

If the family has been living in one county, then moves to another county or state during the supervision period (After the first 20 days) the YFIA will already be completed and sent with the required transfer documents. Adjustments can be made as needed by the receiving FSW through a CFTM.

Periodic (Quarterly) Reviews

The YFIA will be reviewed at least quarterly via a CFTM to review the youth's progress toward his/her desired outcomes.

Quarterly reviews will be documented on the YFIA form. There is a section for a 90, 180 and 270 day review. After one year a new YFIA must be developed. Completed actions steps will be documented in the applicable developmental area, as well as the addition of any new desired outcomes and action steps. A summary will be written and if continued supervision is warranted, the reason will be selected under each developmental area as indicated on the form.

The quarterly review must provide an update on any services the youth and family are receiving, their progress and other pertinent issues such as verification they are engaged and participating, and identify any problems encountered during service delivery.

The youth, parent and FSW will sign and date the Quarterly Review Section at the CFTM. A copy of the plan will be given to the youth/family and also sent to the court of jurisdiction.

Interstate Compact on Juveniles

Quarterly reviews for these cases will be completed as indicated above; however, in addition the ICJ Quarterly Progress Report Form must also be completed per the Interstate Compact on

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Juveniles. The FSW will fill out the form and attach it to the YFIA. The ICJ Deputy Compact Administrator in Central Office will be sent copies in triplicate.

Court Ordered Releases: Custody Cases Only

If the Juvenile Court releases a youth via court order the YFIA is not required if the case is to be closed. If the youth will be supervised on Aftercare, a CFTM will be held within three working days of the youth's return home for the purpose of developing the YFIA.

The YFIA and Case Closing (Discharge)

The YFIA should address planning for the youth and family after the case is closed. A closing plan must be developed sufficiently in advance of case closing to ensure an orderly transition. The discharge plan will identify services needed or desired and specific steps for obtaining these services. The FSW will take the initiative to explore suitable resources and make contact with service providers prior to case closure.

TFACTS Requirements

The YFIA will be entered into TFACTS after the CFTM. FSW must take the Computer Based Training Course.

Training

Training for the YFIA is covered in the Juvenile Justice Specialty Week 8. Team Leaders may train staff by utilizing this manual.

Forms:

[CS-0747, CFTM Summary](#)

[Interstate Compact on Juveniles Quarterly Progress Report](#)