



**Administrative Policies and Procedures: 13.1**

<b>Subject:</b>	<b>Supervision of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth</b>
<b>Authority:</b>	TCA 37-1-131, 37-1-132, 37-1-137, 37-5-105 (3), 37-5-106, 37-5-112
<b>Standards:</b>	<b>COA Standards:</b> PA-JJCM 3.04, PA-JJCM 6.01; 6.02, 6.03, 6.04, 6.06; <b>DCS Practice Model Standards:</b> 5-600, 5-601, 5-602, 5-603, 8-300
<b>Application:</b>	To All Department of Children's Services Juvenile Justice Family Service Workers (FSW)
<b>Policy Statement:</b>	
Youth adjudicated delinquent shall receive the level of service and monitoring needed based on the results of assessment tools as required by their identified level of supervision from the <b>Youth Level of Service/Case Management Inventory (YLS/CMI)</b> © risk assessment and case type: custodial or non custodial.	
<b>Purpose:</b>	
To ensure that the Juvenile Justice Family Service Worker contacts with youth, family and collateral persons are consistent with assessed youth and family needs and that the FSW maintains regular contact with youth and casework is coordinated with juvenile justice facility case managers.	
<b>Procedures:</b>	
<b>A. Levels of Supervision and classifying youth</b>	<p>1. There are five (5) levels of supervision: <b>Very High, High, Moderate, Low and Inactive</b>. All youth will be classified at <b>High</b> level until the <i>Youth Level of Service/Case Management Inventory (YLS/CMI)</i> risk assessment score is determined. Youth will be supervised as indicated below based on the results of the YLS/CMI. Any deviation from the guidelines below must be approved by the team leader and documented on the appropriate screens in <b>TFACTS</b>:</p> <p>a) <b>Very High Supervision:</b> A youth is classified for <b>Very High supervision</b>, if the YLS/CMI indicates the youth is a very high risk to the community.</p> <p>b) <b>High Supervision:</b> A youth is classified for <b>high supervision</b> if the YLS/CMI indicates the youth is a high risk to the community.</p> <p>c) <b>Moderate Supervision:</b> A youth is classified for moderate supervision if the YLS/CMI indicates the youth is a moderate risk to the community</p> <p>d) <b>Low Supervision:</b> A youth is classified for low supervision if the YLS/CMI indicates the youth is a low risk to the community. Youth in DCS custody are classified as low supervision.</p>

	<p>2. The youth’s supervision/risk level, including frequency of contacts required must be documented on form <b>CS-0843, Youth and Family Intervention Agreement (YFIA)</b> safety section for probation, aftercare and Interstate Compact on Juveniles cases. Subsequent quarterly reviews must include an update of the youth’s supervision level.</p> <p>3. <b>Inactive supervision</b></p> <p>A youth is classified for <b>inactive supervision</b> if any of the following are true:</p> <ul style="list-style-type: none"> <li>a) The youth has absconded and his/her whereabouts are unknown (see DCS Policy, <a href="#">31.2 Responsibilities Regarding Runaways and Escapees</a> for additional supervision requirements for runaways).</li> <li>b) The youth has met all YFIA or permanency plan objectives but has not been discharged from supervision by the juvenile court; or</li> <li>c) The youth is incarcerated and awaiting trial as an adult.</li> <li>d) No contacts are required with the youth or primary caretakers unless item “e” below <b>applies</b> or the youth is AWOL. (See DCS policy, <a href="#">31.2 Responsibilities Regarding Runaways and Escapees</a>.)</li> <li>e) The youth is under out-of-state Interstate Compact on Juveniles (ICJ) supervision and the parent/legal guardian remains in Tennessee. The primary caretaker must be contacted quarterly by telephone or letter.</li> <li>f) The youth is receiving intensive probation supervision or aftercare supervision from the court or a contract provider. No contacts with the youth and family are required; however, contact with the contract provider must be maintained as outlined in Section <b>C, 4</b> of this policy.</li> <li>g) The FSW must notify the Juvenile Court that the youth has been placed on inactive supervision.</li> </ul>
<p><b>B. Change and review of supervision levels</b></p>	<p>1. Team leaders will monitor the assigned FSW’s cases and ensure the correct level of supervision is utilized based on the results of the YLS/CMI and current case circumstances. A desire to supervise a youth at a supervision level higher/lower than indicated in this policy must request supervisory approval. The reason for the request and the team leader’s approval is documented on the appropriate screens in <b>TFACTS</b>.</p> <p>2. <b>Quarterly reviews</b></p> <ul style="list-style-type: none"> <li>a) The FSW must consider a youth’s supervision needs each quarter utilizing the quarterly review process. At the quarterly CFTM, the youth’s progress on the permanency plan/YFIA will be addressed. If the youth’s behavior has improved and progress has been made on the plan, the team will decide if it is sufficient to consider a reduction of the supervision level. If so, the FSW will complete the YLS Reassessment. If the reassessment determines a change in supervision level is appropriate, this change must be documented in the YFIA Safety section.</li> <li>b) At the quarterly CFTM the team will adjust the plan as needed. The youth will remain on the same supervision level until significant progress has been made. Consideration for changes can be made at the next CFTM, or if warranted before then, a special called CFTM will be held. A YLS reassessment will not occur if</li> </ul>

	<p>there has been no progress on the youth’s plan or change in the youth’s behavior.</p> <p>3. The following must be documented on the appropriate screens in <b>TFACTS</b> each quarter:</p> <ul style="list-style-type: none"> <li>a) Youth’s level of supervision;</li> <li>b) Reason for the classification; and</li> <li>c) Progress the youth is making toward established goals.</li> </ul> <p>4. <b>Supervisor reviews</b></p> <p>The supervisor must review each youth’s supervision level during the monthly or quarterly file review to ensure that youth have been classified according to policy guidelines.</p>
<p><b>C. General supervision guidelines</b></p>	<p><b>Purpose of guidelines:</b></p> <p>Contact will be made at the youth’s home, in the community or at the FSW’s office. Contacts must be consistent with a youth’s needs, risk, and objectives, as specified in the following guidelines:</p> <p><b>1. FSW visitation requirements</b></p> <ul style="list-style-type: none"> <li>a) A visit, in which the FSW meets with both the youth and the primary caretaker, satisfies the visitation requirement for each of them.</li> <li>b) A home visit in which either parent, family member, or the youth is seen satisfies the home visit requirement.</li> <li>c) An unsuccessful home visit (no one is seen) does <b>NOT</b> satisfy the home visit requirement.</li> </ul> <p><b>2. Waivers for home visits</b></p> <p>The FSW may request a waiver of the required home visit contacts in the interest of personal safety. The FSW must submit <u>written justification</u> for the waiver to his/her supervisor for approval. The written justification with the supervisor’s approval is placed in the youth’s case file and documented on the appropriate screens in <b>TFACTS</b>.</p> <p><b>3. School Contacts</b></p> <ul style="list-style-type: none"> <li>a) A school visit will occur during the first thirty (30) days of a new case.</li> <li>b) The school visit is for the purpose of speaking with a school professional to inquire if the youth is attending regularly, exhibiting any behavior problems and to inquire about the youth’s level of performance. School records should be obtained if needed.</li> <li>c) School visits should not be made to make face-to-face contact with youth. Youth must never be taken out of class so the FSW may meet the face-to-face requirement.</li> <li>d) Contact is made with school officials monthly to monitor the youth’s attendance, behavior and progress.</li> </ul>

**4. Contact with Service Providers:**

- a) The FSW will coordinate the delivery of services as necessary and obtain confirmation from service providers the service has been started.
- b) On-going verification must be obtained from the family and provider that the service is appropriate and satisfactory.
- c) The FSW will follow up at least monthly with service providers and respond immediately to any complaints or problems that develop in the delivery of the service or with the person receiving the service.
- d) All contacts with service providers is documented on the appropriate screens in **TFACTS**. Contacts will address whether the youth/family is receiving the services needed. The FSW will coordinate the delivery of services as necessary.

**D. MINIMUM Requirements and Guidelines for each Level of Supervision**

**Minimum Monthly Contacts Required**

Supervision Level	Face-to-Face (F-to-F) Contact With Youth	Primary Caretaker	Home Visit	Service Providers (All persons providing services to the youth and the family)
Very High	4	1 F-to-F	1	2 Telephone Calls
High	3	1 F-to-F	1	1 Telephone Call
Moderate	2	1 F-to-F or Telephone	1	1 Telephone Call
Low In Custody	See Section E	1 F-to-F or Telephone	1 within the first (10) working days of custody date, then (1) every other month	1 Telephone Call
Low at Home	1	1 F-to-F or Telephone	1 Per Quarter	1 Telephone Call

**E. Youth in Custody: additional supervision requirements**

1. Youth in DCS custody are classified as low.
2. Custody youth placed less than seventy-five (75) miles from the FSW's office will be seen monthly.
3. Custody youth placed more than seventy-five (75) miles from the FSW's office will be seen at least quarterly by the assigned FSW. Youth will be seen monthly by a FSW from the home region unless other arrangements have been made with supervisor approval. The FSW may utilize video-conferencing for face-to-face contacts every other month however the use of video-conferencing does not supersede the quarterly face-to-face visit with the youth.
4. The FSW may utilize video-conferencing for face-to-face contact every other month.
5. Youth placed in resource homes, DCS and contract placements, will be seen monthly **at the resource home.**
6. FSW's will adhere to the following DCS policies for delinquent youth placed in DCS resource homes:
  - a) [16.2, MEPA/IEPA Inter-Ethnic Placement Act](#)
  - b) [14.25 Special Child Protective Services Investigations](#)
  - c) [20.25 Health Information Records and Access](#)
  - d) [16.46, Child/Youth Referral and Placement](#)
7. Youth in the Department's legal custody, but transferred to a Department of Mental Health and Developmental Disabilities (DMH/DD) mental health facility, will be contacted monthly. The FSW may attend the transfer meeting. The FSW will notify facilities in advance of visits. All visits is recorded on the appropriate screens in **TFACTS**. FSW's may attend case planning meetings for these youth. (See DCS policy [19.6 Placement of Mentally Retarded Youth](#).)
8. **Home Visit Requirements for Youth in Custody**
  - a) One home visit must take place within ten (10) working days of the custody date.
  - b) A home visit is required every other month.
  - c) Prior to the first pass home, a visit to the home will be made.
  - d) A home visit will be made prior to the release Child and Family Team Meeting (CFTM).
9. **Additional Supervision Requirements for Youth Development Centers and Private Providers**
  - a) The FSW is required to participate in the classification and release CFTM in person, via teleconference or video-conference.
  - b) When possible, the FSW will participate in reclassification and program staffings.
  - c) The youth development centers (YDC) will be notified in advance by E-MAIL message the date of a planned visit, specifying the names of the youth to be seen, their facility case manager, and an estimated time of arrival. The facility case manager will respond via E-MAIL to confirm the visit. Unplanned visits by FSW's

	<p>will be permitted at the discretion of the facility staff.</p> <p>d) After meeting with the youth at the facility, the FSW will meet with the youth's facility case manager regarding the youth's progress. If the facility case manager is unavailable, a follow-up call will be made to discuss the visit.</p> <ul style="list-style-type: none"> <li>◆ Any allegations of physical or sexual abuse revealed by the youth during a facility visit is reported to DCS Central Intake <u>immediately</u>.</li> <li>◆ Documentation regarding the allegations made by a youth <b>must not</b> be recorded into <b>TFACTS</b> until proper CPS investigative procedures have been initiated.</li> </ul> <p>10. The FSW will notify the facility case manager by e-mail regarding court hearings, Foster Care Review Board, or other appointments at least one (1) week before the scheduled appearance.</p> <p>11. The FSW will discuss all visits with the youth's family and document the visit and all discussions on the appropriate screens in <b>TFACTS</b>.</p> <p><b>12. Contacts with family and services to parents</b></p> <ul style="list-style-type: none"> <li>a) The child and family team will determine what services are necessary. The need for these services will be documented in the permanency plan and/or the YLS/CMI.</li> <li>b) Assistance will be given to families in securing necessary services via flexible funding and other available resources.</li> <li>c) The FSW will monitor the family's progress in acquiring necessary skills and services that will enable successful reunification of the youth with the family.</li> <li>d) The FSW will make all efforts by providing services, needed assistance to ensure the youth's parent/guardian attend and participate in CFTM's in person or via teleconference.</li> </ul> <p>13. Refer to the <u><b>A Case Worker's Guide to Opening and Transitioning Cases</b></u> that outlines the time frames/documentation and pertinent information required to be met by the FSW or applicable staff serving the youth/family.</p>
<p><b>F. Documentation</b></p>	<p>Unless other requirements are specified in policy for documentation, or events not documented elsewhere or requiring a broader explanation, all information required to be documented on the appropriate screens in <b>TFACTS</b> must be entered within thirty (30) days from the date of the contact or occurrence.</p>

<p><b>Forms:</b></p>	<p><u><a href="#">CS 0843, Youth and Family Intervention Agreement (YFIA)</a></u></p>
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<p><b>Collateral documents:</b></p>	<p><i>Youth Level of Service/Case Management Inventory (YLS/CMI) Risk Assessment</i>  <u><a href="#">A Case Worker's Guide to Opening and Transitioning Cases</a></u></p>
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Continuum-of-Care Contract:</b>	A service-based system of care which allows the contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to “customize” the delivery of services to each child and family in the least restrictive, and most cost-efficient manner.
<b>National Crime Information Center (NCIC):</b>	A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, photo and convicted sex offender registry.
<b>Classification report:</b>	<p>A CFTM summary written as a narrative description of the proceedings from which treatment needs were identified in the five developmental areas (<b>Health, Education, Social Skills, Personality/Behavior, and Family Community Reunification</b>). This summary includes participant's comments, observations, or questions, which are not documented elsewhere. This is also the proper place to document the minority or dissenting opinion of team members regarding the youth's treatment recommendations or program placement.</p> <p>Recommendations for further assessments, along with any pending referrals, will be indicated in the report. The CFTM summary must clearly state the treatment recommendations and the justification for each.</p>
<b>Facility Case Manager:</b>	The case manager at a private provider agency or a youth development center (YDC).
<b>Service Provider:</b>	An individual, group, organization or community that provides a specified program or service to a client or their family. The service may be a paid or free service.