



Tennessee Department of Children's Services

## Protocol for Youth and Family Intervention Agreement (YFIA)

Supplemental to DCS Policies: 11.6, 31.1

### ***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 for Juveniles supervision. The YFIA documents the provision of treatment and/or services and progress the youth is making toward permanency. The YFIA is used to define a starting point of supervision by identifying strengths, indicators, needs, concerns and a course of action to address them.

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 permanency 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 through other available assessments such as the Youth Level of Service/Case Management Inventory (YLS/CMI). Staff will always use all available departmental and community resources when assisting a youth and family. Results of these assessments are indicators that will be utilized to identify strengths and concerns to develop desired outcomes and action steps.

### ***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 will always be considered a working document. The YFIA may not be developed without the participation of the youth, family and team. The team shall include any agencies providing services to the family.

***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 assessments and include***

- Strengths and concerns indicated by all assessments including but not limited to the Family Functional Assessment (FFA), Youth Level of Service Case Management Inventory (YLS/CMI), psychological evaluations, school records, etc,
- Services and supports to be provided and by whom,
- Agreed upon goals and timeframes for achieving them,
- Document any unmet service and support need and why,
- Include the level of supervision of the youth including the number and type of contacts required, per policy [13.1 Supervision of Delinquent Youth](#).
- For *Aftercare* cases the FSW will coordinate service needs with collaborative partners prior to the youth's return home.

**The FSW:**

- will 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, and
- identify and assist the youth and family in developing sources of pro-social support such as mentors, community members, peers, or other family members.

## ***Developmental Areas***

Issues addressed in the YFIA must cover relevant areas of concern. Issues identified during the CFTM and those that are court ordered are documented in the plan. Each Mission: Safety, Permanency, and Well Being must be addressed along with applicable indicators. As outlined below. Desired outcomes and actions will include the expected achievement date and responsible person for all assigned tasks.

### **1. Safety (Mission)**

Issues addressed under safety include 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; ***delinquent behavior*** including aggressions, destructive acts, violence youth is committing, bullying; ***supervision and reporting level***: including the number and type of contacts required and inform the family that contacts will take place at the home, office, school, work, etc; ***YLS scores***: risk level and justification for supervision level.

### **2. Permanency (Mission)**

In TFACTS a separate Concern Record must be created for each of the four Indicators listed below. The Indicators addressed under permanency will be:

- **Parenting and Family Responsibilities (Indicator)**

Behavior in the home that cause problems for the youth; parent participation in the youth's identified treatment needs; the relationship between the youth and the parent (communication, interaction, etc.); the parent's effort to parent due to work schedule, supervision of the youth, consistent discipline, etc; parents addressing their identified needs.

- **Socialization and Attitudes (Indicator)**

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; youth's adjustment in the home and anger management.

- **Restorative Justice (Indicator)**

Youth requirements in this area will be related to the offense and desires of the victim if possible. Any work or community service required will 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.

Areas addressed will include, mediation, restitution, court costs, community service work, victim compensation/mediation, any expectations related to balanced and restorative justice.

- **Preparation for Adult Living (Indicator)**

Employment including attendance, participation, performance on the job, responsible use of money earned; job seeking skills, vocational training, housing, money management, consumer awareness, hygiene, nutrition.

### **3. Well Being (Mission)**

Topics addressed under well being will include substance abuse education and treatment; mental health including emotional functioning of the youth, psychiatric issues, and medication monitoring management; education including if the youth is in school, working on a GED or other educational program as well as program performance, progress, attendance and participation; using available supports for gender identity issues to support the youth and the family; medical management of acute and chronic medical conditions.

#### **Time Elements:**

##### **Probation Cases**

The YFIA must be completed and approved by a supervisor within twenty (20) working days.

##### **Aftercare Cases (Release to Home Placement)**

The Aftercare YFIA is developed at the youth's release CFTM. The FSW **must** participate in the release CFTM preferably in person, however, when the FSW cannot attend in person, the FSW must participate via telephone or videoconference. The CFTM **may not** be held without the FSW. The supervisor will approve the YFIA after the meeting. Upon receipt of the release documents from the residential program, the FSW will attach the YFIA and submit the packet to juvenile court per DCS Policy [12.1, Return to Home Placement for Youth Adjudicated Delinquent.](#)

The FSW must meet with the youth and parent within (24) hours (excluding weekends and holidays) of the youth's return to the community on trial home placement. The plan must be reviewed, contain signatures of the youth and parent. A copy of the plan will be given to the youth and parent.

## **Interstate Compact for Juveniles (ICJ):**

### **1. Cases Received from Out of State**

When a youth on Probation or Aftercare (the term “parole” is used for these cases per the ICJ) from another state is supervised by the Department of Children’s Services a YFIA will be developed. A CFTM must be held within (20) working days of the home verification date.

### **2. Cases Leaving Tennessee**

If a youth is placed on probation 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 for Juveniles.

## **Transfer Cases**

If a youth is placed on probation but lives in a different county, the receiving county will develop the YFIA. The receiving FSW has (20) days from the home verification date to hold the CFTM and develop the YFIA.

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.

In all instances referenced above, a copy of the plan will be given to the youth and parent.

## **Quarterly Reviews**

The YFIA will be reviewed quarterly via a CFTM to review the youth’s progress toward his/her desired outcomes. Quarterly reviews must be completed at the 90, 180 and 270 day point. After one year a new YFIA must be developed. Quarterly reviews will be documented in TFACTS and a justification for continued supervision will be indicated.

The quarterly review must provide an update on each desired outcome and 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. Problems and successes experienced during service delivery will be indicated.

A copy of the quarterly review will be given to the youth and parent.

## **Interstate Compact for Juveniles**

Quarterly reviews for ICJ cases will be completed by the guidelines indicated above; however, in addition the [ICJ Quarterly Progress Report](#) form must also be attached per the ICJ guidelines. After signatures are obtained, a copy (in triplicate) will be sent to the ICJ Deputy Compact Administrator in central office who will send the review to the applicable state.

### **Court Ordered (Immediate) Release**

If the Juvenile Court releases a youth without prior notice via court order, the YFIA is not required if the case is closed. If the youth will be supervised on Aftercare, a CFTM will be held within three working days of the youth's return home to develop the YFIA.

### **The YFIA and Case Closing (Discharge)**

The YFIA will 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.

### **Training**

Training for the YFIA is covered in the Juvenile Justice Specialty Week for new or transfer employees. Juvenile Justice Regional Coordinators or Team Leaders may train staff by utilizing this protocol.

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

**COA Standards:** Juvenile Justice Case Management 2.02 (d), 4.01(c), 4.03, 4.05, 5.04 (a) (b) (c), 5.05, 8.01, 9.01, 9.02, 9.03.

**COA Standards for Quarterly Reviews:** Juvenile Justice Case Management 5.01(a), (b), (c) and 5.05.