## Administrative Policies and Procedures: 12.1

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<tr>
<th>Subject:</th>
<th>Community Reentry and Trial Home Visits for Youth in Custody</th>
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<tr>
<td>Authority:</td>
<td>TCA 37-1-137(d)(2)(e); 37-1-137(c) (2); 37-5-105 (3), 37-5-106; 37-5-112; 37-5-203; Fostering Connections Act; Public Chapter No. 486/House Bill No. 713; Interstate Commission for Juveniles (ICJ) Rule 4-101, 4-102, 4-103; ICJ Rule 5-101; Interstate Compact on the Placement of Children TCA 37-4-201 et seq.</td>
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<td>Standards:</td>
<td>COA: PA-JJCM 3.01-3.02; PA-JJCM 4.04; PA-JJCM 7; PA-JJR 1.04-1.07; PA-JJR 4-5; PA-JJR 13.04; PA-JJR 16; <strong>DCS Practice Model Standards</strong>- 5-400; 5-401; 5-402; 5-500; 5-501; 5-502; 8-306</td>
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<td>Application:</td>
<td>To All Department of Children’s Services Family Service Workers (FSW), Youth Development Center (YDC) Employees, and Residential Contract Agency Employees serving delinquent youth.</td>
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### Policy Statement:

DCS supports initial and on-going community reentry planning to ensure the successful reintegration into the community. This policy also applies to delinquent youth placed in an out-of-state institution under Article VI of the Interstate Compact on the Placement of Children (ICPC).

### Purpose:

To ensure that uniform requirements are met during residential placement and on a THV utilizing a blended approach which provides services and community supervision guided by evidence based assessment tools.

### Procedures:

#### A. Family Engagement and teaming

The FSW and Child and Family Team (CFT) work together to develop a written plan for the successful reentry of youth back into the home and community. The FSW and Residential Case Manager (RCM)/Agency Representative (AR):

1. Establish relationships with youth and families based on empathy, respect, and genuineness while routinely affirming with the family that the intent of the Department is to help the family address mutually identified problems in order to reduce the risk of recidivism.
   a) Engage family members to identify family strengths and protective capacities that provide a foundation for change and stability as well as address factors that place youth or the community at risk.
   b) Elicit the family’s feelings and concerns throughout the case-planning process and engages in a collaborative decision making process regarding outcomes, goals, and tasks with family members, their networks, other supports and providers.
   c) Consult other providers when there is a specific client condition or behavior that requires an additional level of expertise.
d) Remain sensitive to the following, as applicable:
   - Age of youth;
   - Developmental level;
   - Gender and gender identity;
   - Language;
   - Religion;
   - Race;
   - Ethnicity;
   - Cultural background, Sexual orientation; and
   - Characteristics of the communities where the youth will reside after release.

2. FSW contacts placement within three (3) business days of youth’s intake into the facility for the following reasons:
   a) Identification of residential case manager RCM/AR and the placement’s Classification/Initial CFTM date;
   b) Discussion of any immediate needs (i.e. medical, mental health, clothing, etc.);
   c) Collaboration between FSW and RCM/AR regarding assessments and initial permanency plan; and
   d) Provision of approved visitation, passes and contact list for youth.

3. To promote continuity and facilitate the delivery of services in the community that helps youth maintain gains made during residential care, the FSW initiates the Transitional Survey in TFACTS during the placement’s Classification/Initial CFTM. If the youth is in a Residential Contract Agency, the FSW initiates the Survey in TFACTS.

4. The Transitional Survey and the information below are addressed during ongoing CFTM’s as well as with the youth and family at least once a month. Once all areas of the Transitional Survey have been addressed, it is incorporated into the Release CFTM Summary for the youth to keep once released, which consists of the following areas:
   a) Where the youth will live when they are released;
   b) Family relationships that are strengths or may be troublesome;
   c) Parenting experience;
   d) Peer groups and support networks;
   e) Social Skills and Recreational activities;
   f) Health and mental health to include substance use;
   g) Finding and enrolling in education/vocation services;
   h) Finding and obtaining employment;
i) Benefits and insurance; and
j) Preparation of service providers and others in the community for youths’ arrival.

5. Help youth obtain and compile essential documents. The youth, family, RCM/AR and FSW work together to build this personal portfolio for the youth to take upon reentry back into the community. The portfolio includes, but is not limited to, the following:
   a) An identification card;
   b) Social Security Card;
   c) Birth Certificate;
   d) Education, and health records;
   e) A resume;
   f) Examples of personal achievements;
   g) List of known relatives and other supportive adults;
   h) List of Emergency Contacts, including Team Leader and Coordinator;
   i) Voter’s Registration Card and Selective Service Number, if applicable;
   j) Immigration Citizenship or Naturalization documentation, if applicable;
   k) Religious Documents, if applicable; and
   l) Death Certificates when parents are deceased.

6. The FSW continues to attempt to locate and involve absent parents utilizing diligent search procedures outlined in DCS Policy 31.9, Conducting Diligent Searches. Diligent search concerted efforts are documented in the appropriate screens in TFACTS each month.

7. If the parent/legal guardian resides out of state, or has plans to move, see the DCS Policy, 1.25 Interstate Compact for Juveniles.

B. Planning for the Release CFTM

There are several factors that are addressed to ensure the youth has completed adequate requirements to be recommended for release prior to scheduling a Release CFTM, which include the following:

1. Ensure that all areas identified as needs during the assessment phase have been resolved through the treatment process. If it is determined that the family is in need of additional services, the FSW explains how this process works and assists the youth and family as needed.

2. The Child and Adolescent Needs and Strengths (CANS) assessment is completed to identify service intensity, ongoing youth and family needs, strengths, and community risk prior to the youth going on a THV or exiting out of custody.

3. The FSW and RCM/AR review the Pre-Release Readiness Work Aid for Delinquent Youth to ensure the areas listed on the Work Aid are addressed in the release summary.
| C. Release CFTM, planning and implementation | 1. Once the youth has met the requirements for pre-release, the youth’s RCM/AR and FSW schedule a Release CFTM with the team and additional supports to review the youth’s progress and plan for community reentry.  

2. Discharge planning begins at the beginning of the case. Whether moving toward Trial Home Visit (THV) or release from custody/exit from care, the CFTM is scheduled in a sufficient time frame to ensure that the family's needs are met, strengths and needs are discussed, and appropriate services are in place to assure a successful transition. The Release/Discharge Summary is prepared by the RCM/AR immediately following the meeting and is submitted to the FSW within five (5) business days. Refer to **Child and Family Team Meeting Protocol** for detailed information.  

3. Youth with a determinate commitment may be considered for home placement supervision or an early release from custody. The request process for these types of recommendations, to include the CFTM Release/Discharge packet submission and approval requirements, is specified in the **Protocol: Release Notification and Approval**.  

4. All team members, including the youth and family members, participate in the CFTM. The meeting is rescheduled if the youth, parent/guardian or FSW cannot participate.  

5. The FSW is responsible for explaining the process of the THV and Aftercare to the youth and his/her family.  

6. During the Release CFTM, the youth’s Aftercare Family Permanency Plan (FPP) is developed and documented in the appropriate screens in TFACTS by the FSW. The youth and family are encouraged to share their input and participate in the development of the plan. The FSW follows the guidelines in the **Protocol for Juvenile Justice Family Permanency Plan**.  
   The plan:  
   a) Includes all recommendations made at the Release CFTM;  
   b) Includes family and youth formal and informal supports;  
   c) Includes information collected on the Transitional Survey discussed in section A.3 of this policy;  
   d) Identifies services needed or desired, the specific steps for obtaining services, responsible parties, and specific actions steps;  
   e) Notes the results of the CANS as a need record in the Aftercare FPP to include required supervision level;  
   f) Utilizes results of other assessment tools such as the Casey Life Skills, Psychosexual Evaluation, educational assessments and others as applicable;  
   g) Addresses independent living issues, for youth who meet age requirements, per DCS Policies **16.51 Independent Living and Transition Planning**, **16.52 Extension or Re-Establishment of Foster Care for Young Adults**, and **16.53 Eligibility for Independent Living Services**.  
   h) Schedule and document in the plan, the date and time for the seven (7) day meeting. See Section D. below. |
7. A youth under 18 years of age will not be released to a person(s) who did not have legal custody prior to DCS committal; however, if the CFT determines permanency is best reached with someone who did not have legal custody prior to the youth entering state custody, a motion or petition for relief of custody to a specific person’s legal custody is filed by appropriate DCS Regional Legal Counsel. The child is released to an appropriate person willing to obtain legal custody. An assessment of the proposed placement is conducted pursuant to DCS Policy 16.20 Expedited Custodial Placements is completed prior to submitting the legal referral and the results are included with the referral.

8. The FSW coordinates with community partners and RCM/AR, before the youth is released or stepped down, to make sure youth is admitted to appropriate programs and services, appointments are made with service providers and that positive connections are in place to support the youth after release.

9. If a youth’s behavior declines or major incident occurs that requires re-evaluation of the release recommendation, the CFT will reconvene to discuss next steps.

Note: Refer to Protocol: Release Notification and Approval for detailed information on required documentation, notification and approval process for the release of youth with indeterminate and determinate commitments.

### D. Preparation for community reentry

Seven (7) working days before a youth is scheduled to leave the residential placement, the RCM/AR and the FSW meet, via telephone or in person, with the youth to review the action steps from the Release CFTM and confirm that all services are in place before the youth leaves the facility. A summary of the meeting is documented on the appropriate screens in TFACTS by the residential case manager prior to the youth leaving. The following occurs during the meeting:

1. Review of the Aftercare FPP and Release CFTM Summary specifically addressing the following:
   a) Living arrangements;
   b) Family relationships and support networks in the community;
   c) Recreational options;
   d) Health Insurance and other medical needs;
   e) Mental health needs, if applicable;
   f) Support for substance abuse recovery; and
   g) Plans for education, vocational training, and employment.

2. All appointments for THV services (medical, mental health, in-home, etc.) are confirmed and the youth demonstrates understanding about what he/she is responsible for doing when he/she returns to the community.

3. Provides youth with advance notice of the loss of any health, financial, or other benefits that may occur at release along with other options available. Helps youth sign up for alternative benefits.

4. Ensure all action steps have been completed.
| E. Assessments/THV requirements | The THV period begins the day youth are released from residential placement. The Aftercare period begins after the completion of a successful thirty (30) day THV and the youth is released from custody.

1. Assessment is an ongoing process of collecting and evaluating information needed to make decisions in a timely, culturally competent manner in keeping with the goals of community safety and family stability. The FSW follows the guidelines in DCS Policy 11.1, Assessment Intervention Process and Tools.

2. During the youth’s THV the FSW is responsible for the following:
   a) Meets face-to-face with the youth and family to review CS-0012, Rules of Aftercare, and the Family Permanency Plan within one working day after the start of the THV;
   b) Continually assesses families to note their strengths and needs in order to determine the most appropriate interventions and services to support strengths, reduce risks, and achieve established desired outcomes. All efforts are documented in the appropriated sections in TFACTS.
   c) Coordinates the delivery of services identified and obtains confirmation from service providers when the service has been started. On-going verification must be obtained from the family and provider that the service is appropriate and satisfactory.
   d) Follows up with service providers and responds immediately to any concerns that develop in the delivery of the service or with the person receiving the service and document on the appropriate screens in TFACTS.

3. FSW’s have no involvement in the determination of, or collection of restitution, court costs, or fines. The FSW should regularly monitor payment of such costs and report non-payment to the court.

4. Documentation of any court ordered community service work activity is documented on form CS-0807 Community Service Work Activity Report and filed in the youth’s family case file.

5. Upon successful completion of the thirty (30) day trial home visit, the custody case is closed in TFACTS.

6. The Team Leader is responsible for opening the Aftercare case and assigning it to the appropriate FSW. Refer to DCS Policy 13.1 Supervision and Case Closure for Custodial and Non-Custodial Delinquent Youth for more information on supervision requirements for youth on aftercare.
### F. Violation of THV

**Documentation of violations**

1. In the event new delinquent acts are alleged or other major violations occur, the FSW follows DCS Policy [13.6 Major and Minor Violations: Delinquent Youth on Probation or Aftercare Supervision](#) and documents each violation in writing into the Quick Actions tab in TFACTS, which addresses the following:
   a) The history of supervision;
   b) The nature of the violation; and
   c) Recommendation of the Team.

2. The youth is afforded all due process rights required by departmental policy prior to a return to custody.

**Return to physical custody during trial home visit**

Alternatives to custody are explored prior to the revocation process in order to maintain the youth in the community safely.

1. If the youth violates the THV, a CFTM is held to discuss options. The youth’s failure to abide by aftercare rules during the thirty (30) day THV may result in the termination of a youth’s THV and a return to DCS’s physical custody.

2. If the team decides to return the youth to physical custody, the TC and Statewide Director must review and approve the decision before the removal.

3. Juvenile Court permission is not required to remove the youth from the home. However, notice of the termination of the THV and a detailed description of the disruption is documented on [CS-0156, Violation Report](#), and filed with the Court. The violation report is filed as soon as possible, but no longer than ten (10) days following the removal of the youth from the home.

4. A revocation hearing must occur within thirty (30) days of the youth’s removal date.

### G. Termination of Custody

If the THV is successful, the youth is automatically placed on home placement status, and DCS’s legal custody of the youth terminates at the end of thirty (30) days.

### H. Documentation

Unless other requirements are specified in this policy for documentation, or events are not documented elsewhere or require a broader explanation, all information is required to be documented on the appropriate screens in TFACTS.
Forms:

- CS-0004, Determinate Commitment Release Notification
- CS-0046, Juvenile Justice Case Closure-Discharge
- CS-0130, Release to Home Placement Request
- CS-0156, Violation Report
- ICJ Form V, Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State
- CS-1126 Notification to Service Provider of a DCS Case Closure

Collateral documents:

- Protocol for Continuation of TennCare Eligibility for Children Exiting Custody
- Pre-Release Readiness Work Aid for Delinquent Youth
- Protocol for Juvenile Justice Family Permanency Plan
- 1.25 Interstate Compact for Juveniles
- 13.1 Supervision and Case Closure for Custodial and Non-Custodial Delinquent Youth
- 13.4 Major and Minor Violations: Delinquent Youth on Probation or Aftercare Supervision
- 16.20 Expedited Custodial Placements
- 21.18 Notification to School Principals of Certain Delinquent Adjudications
- 31.9, Conducting Diligent Searches
- Protocol: Release Notification and Approval

Glossary:

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<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Early Release from Custody</td>
<td>A request to release a youth with a determinate sentence before the commitment expiration date; the youth will not be supervised by DCS. The case will be closed.</td>
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<td>Release to Home Placement</td>
<td>A request to place a youth at his/her home with a determinate sentence before the commitment expiration date; the youth remains in custody and under the supervision of DCS until the commitment expires.</td>
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<td>Supervision</td>
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<td>Residential Placement:</td>
<td>Any congregate care facility that houses Juvenile Justice youth for the purpose of providing treatment while in custody, to include a YDC and Contract Provider Agencies.</td>
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