



Tennessee Department of Children's Services

Protocol: Planning for Reentry and Aftercare – Youth Development Center (YDC)

Supplemental to DCS Policy: *12.1 Release to Home Placement*

COA Standards: JJR 5.06, JJR 16, JJR 17.03, JJR 17.04

Purpose: To promote service continuity and facilitate the delivery of aftercare that helps youth maintain gains made during residential care. Planning for reentry increases the likelihood of positive community adjustment and decreases the likelihood of reoffending.

Procedure:

Aftercare planning begins when a youth enters DCS custody and includes ongoing collaboration with the youth, family, YDC staff, Family Service Worker (FSW) and community partners who team and engage in the successful reintegration of the youth into the community.

A. Purpose of Aftercare Planning

1. Connect youth and families with programs and services needed for successful reentry as the youth transitions from residential treatment.
2. Enhance teaming between the YDC Case Manager and FSW in order to facilitate successful reentry for the youth. Aftercare is more likely to be successful when there is coordination between residential and community workers.
3. Recognize the importance of family and social supports, as well as encourage teaming with regional staff and community partners.
4. Provide the youth and family with a written outline to support reentry into the home and community.
5. Involve the youth and his family in developing their plan for transition and aftercare.

B. Contents of the Release/Step-Down Summary/Aftercare Plan

1. Case management and therapeutic staff work with the youth and family to identify the behaviors which led to placement in the YDC and develop action steps and supports which reflect their unique ambitions and personal goals. The plan:
 - ◆ Build on strengths of the youth and family to promote continued progress;
 - ◆ Utilize results of assessment tools such as the CANS, independent living, sex offender, educational assessments and others as applicable;
 - ◆ Include a summary of the progress on goals and objectives contained in the IPP and reasons for success or failure;
 - ◆ Identify unmet needs and develop a plan of how these needs are met upon reentry;
 - ◆ Address communication skills, pro-social skills, education, physical and mental health needs, employment, housing, budgeting, transportation, family and community supports.

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- ◆ Contain information from the Individual Program Plan (IPP) and Family Permanency Plan to address risks, needs and strengths.
2. During YDC Classification, DCS Form **CS-1042. Youth and Family Community Reintegration Planning**, is started. The YDC Case Manager reviews this form with the youth and family during the Quarterly Child and Family Team Meeting (CFTM). The form is completely filled out and given to the youth to take when he is released.
 3. The YDC Case Manager addresses the following on the form:
 - ◆ Where the youth will live when they are released;
 - ◆ Family relationships that are strengths or may be troublesome;
 - ◆ Peer groups and support networks;
 - ◆ Recreational activities;
 - ◆ Health and mental health to include substance use;
 - ◆ Finding and enrolling in education services; and
 - ◆ Finding and obtaining employment.
 4. Aftercare planning is 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.

C. Preparation for Release/Step-Down

1. The YDC Case Manager coordinates with the FSW, before the youth is released or stepped down, to make sure he 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.
2. Youth are helped to obtain and compile any documents they may need after release or step down. The youth and family, with the assistance of YDC Case Manager, build a personal portfolio of important documents and information to assist the youth in achieving successful reintegration. When the youth leaves the YDC, he is given the portfolio. The YDC Case Manager completes DCS Form **CS-1043. Youth Personal Portfolio Checklist**, to ensure documents are included in the portfolio.
3. The portfolio may include, but is not limited to, the following:
 - ◆ An identification card;
 - ◆ Social Security Card;
 - ◆ Birth Certificate;
 - ◆ Education, and health records;
 - ◆ A resume; and
 - ◆ Examples of personal achievements.

Note: The youth retains the personal portfolio for use in achieving aftercare goals.

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4. The YDC Case Manager works with the FSW to make sure the youth has health insurance or access to medical care in their community.

D. Documentation

1. During the Release Child and Family Team Meeting (CFTM), the community reintegration plan is incorporated into the Juvenile Justice Family Permanency Plan (Aftercare Plan), as applicable to DCS Policy [12.1. Return to Home Placement](#). Aftercare planning is documented in the YDC Release Summary.
2. The youth leaves the facility with DCS form **CS-1042. Youth and Family Community Reintegration Planning** and the youth's personal portfolio.
3. The YDC Case manager files a copy of DCS form **CS-1042. Youth and Family Community Reintegration Planning** and the DCS form **CS-1043. Youth Personal Portfolio Checklist**, in the youth's master file.
4. A closing case recording is entered in **TFACTS**.