



**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-ASE 6; 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 and case type of custodial or non-custodial.	
<b>Purpose:</b>	
To provide guidelines for Juvenile Justice Family Service Worker contacts with youth, family and collateral persons.	
<b>Procedures:</b>	
<b>A. Levels of Supervision and classifying youth</b>	<p>Supervision levels of delinquent youth must be consistent with the assessed youth and family needs. The supervision level are determined by the a community risk assessment tool as follows:</p> <ol style="list-style-type: none"> <li>1. There are four (4) levels of supervision: <b>High, Moderate, Low</b> and <b>Inactive</b>.</li> <li>2. All non-custodial cases youth are classified at <b>High</b> level for the first 30 days of supervision.</li> <li>3. Youth returning home from a custodial episode are classified at <b>High</b> level during the 30-day trial home visit period.</li> <li>4. After the first 30 days, youth are supervised based on the results of the community risk assessment tool on High, Moderate and Low levels of supervision. Youth under the age of 12 or under supervision as unruly are supervised as low, unless a higher level is warranted based on behavior and circumstances.</li> <li>5. All changes in supervision levels must be documented in TFACTS.</li> <li>6. <b>Inactive supervision</b> A youth is classified for <u>inactive supervision</u> if any of the following are true: <ol style="list-style-type: none"> <li>a) The youth has met all permanency plan objectives but has not been discharged from supervision by the juvenile court and/or owes restitution and court costs.</li> </ol> </li> </ol>

	<p>b) Youth in adult jail awaiting a transfer hearing, per TCA 37-1-134, may be placed on inactive status, however, the FSW must maintain contact with jail personnel to monitor current status of the case.</p> <p>c) 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.</p> <p>d) 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 <b><u>Section C, 4</u></b> of this policy.</p> <p>e) Youth who are on probation and have been placed in a residential program by their parents may be placed on inactive supervision; however, the FSW must maintain monthly contact with the youth’s parents.</p> <p><b>Note:</b> The FSW must notify the Juvenile Court that the youth has been placed on inactive supervision</p>
<p><b>B. Review of supervision levels and Quarterly Reviews</b></p>	<p>1. Team leaders monitor the assigned FSW’s cases and ensure the correct level of supervision is utilized based on the results of the community risk assessment tool and current case circumstances.</p> <p>2. See: <a href="#"><u>Supervision Level: Tracking, Monitoring, Documenting Juvenile Justice Cases.</u></a></p> <p>3. <b>Quarterly reviews for non-custodial youth</b></p> <ul style="list-style-type: none"> <li>◆ 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 is addressed. If the youth’s behavior has significantly worsened or the youth has minor violations, the team decides if a risk reassessment should be done and the results followed.</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 and document the review in <b>TFACTS</b>.</p>
<p><b>C. General supervision guidelines</b></p>	<p><b>Purpose of guidelines:</b></p> <p>Contact are made at the youth’s home, in the community or at the FSW’s office and must be consistent with a youth’s needs, risk, and objectives, as specified in the following guidelines:</p> <p>1. <b>FSW visitation requirements</b></p> <ul style="list-style-type: none"> <li>a) A visit with both the youth and the primary caretaker satisfies the visitation requirement for each of them.</li> <li>b) A home visit and a face-to-face meeting with the primary caretaker or the youth satisfy the home visit requirement.</li> </ul>

**2. Family Service Worker/Parent Contacts**

- a) A face-to-face contact **must** be made with each parent that has legal rights, (mother and father), every month for custody cases and for non-custodial cases on high or very high level of supervision.
- b) A face-to-face contact or telephone call must be made with each parent that has legal rights, (mother and father), every month for non-custodial cases on moderate or low level of supervision.
- c) If the parent who does not have custody cannot be located, after exhausting diligent search efforts or talking to family members, documentation must be made in **TFACTS** case recordings detailing the reason the contact is **not** made **EACH MONTH**.
- d) If neither the mother nor father has physical custody but still has legal rights, the FSW must make face-to-face contacts with parents or legal guardian. If contacts are not made, the reason must be documented in **TFACTS**.
- e) Acceptable reasons for non-contact include, but are not limited to:
  - ◆ Parent is incarcerated and does not want contact or the jail won't allow visits;
  - ◆ Parent states they do not want contact;
  - ◆ Parental rights have been terminated; or
  - ◆ Parent is deceased.
- f) The FSW consults with their team leader if they have questions regarding face to face parental contact requirements that are not listed in this policy.

**3. Waivers for home visits**

The FSW may request a waiver of the required home visit contacts in the interest of personal safety. The FSW must submit written justification 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 **TFACTS**.

**4. School Contacts**

- a) A school visit occurs during the first thirty (30) days of a new case.
- 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.
- 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.
- d) Contact is made with school officials monthly to monitor the youth's attendance, behavior and progress.

**5. Contact with Service Providers:**

- a) The FSW coordinates the delivery of services as necessary and obtain confirmation from service providers the service has been started.

	<p>b) On-going verification must be obtained from the family and provider that the service is appropriate and satisfactory.</p> <p>c) The FSW I follows up at least monthly with service providers and responds immediately to any complaints or problems that develop in the delivery of the service or with the person receiving the service.</p> <p>d) All contacts with service providers are documented on the appropriate screens in <b>TFACTS</b>. Contacts address whether the youth/family is receiving the services needed. The FSW coordinates the delivery of services as necessary.</p>
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<b>D. Minimum Requirements and Guidelines for each Level of Supervision</b>	<b>Minimum Monthly Contacts Required</b>				
	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)
	High	3	1 F-to-F with mother and father	1	1 telephone call
	Moderate	2	1 F-to-F or telephone call with mother and father	1	1 telephone call
	Low in Custody	See Section E	1 F-to-F with mother and father	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 call with mother and father	1 per Quarter	1 telephone call

<b>E. Youth in Custody: additional supervision requirements</b>	<ol style="list-style-type: none"> <li>1. The FSW supervises most youth in DCS custody as low supervision; however, the youth receives a higher level of supervision in the residential placement. Youth in residential treatment receive daily supervision and monitoring by program staff. Guidelines for FSW contacts are defined under low in custody in this policy.</li> <li>2. Delinquent youth in custody are seen face-to-face at least once each month.</li> <li>3. Youth in DCS custody who are placed more than seventy-five (75) miles from the FSW's office must be seen face-to-face (at least quarterly) by the <b>assigned</b> FSW.</li> <li>4. Youth are seen face-to-face monthly by a FSW from the home region unless the assigned FSW is making the visit or other arrangements have been made with</li> </ol>
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supervisor approval.

5. The FSW may utilize video-conferencing for face-to-face contact every other month **ONLY** for contacts with youth placed in hardware secure youth development centers.
6. Youth placed in foster homes, DCS and contract placements, are seen monthly **at the foster home.**
7. FSW's adhere to the following DCS policies for delinquent youth placed in DCS foster homes:
  - a) [16.2. Multi-Ethnic Placement Act/as Amended by the Inter-Ethnic Adoption Provision of 1996 \(AKA: MEPA/IEPA Inter-Ethnic Placement Act\)](#)
  - b) [14.25. Special Child Protective Services Investigations](#)
  - c) [20.25. Health Information Records and Access](#)
  - d) [16.46. Child/Youth Referral and Placement](#)
8. Youth in the Department's legal custody, but transferred to a Department of Mental Health and Developmental Disabilities (DMH/DD) mental health facility, are contacted monthly. The FSW may attend the transfer meeting. The FSW notifies facilities in advance of visits. All visits are recorded on the appropriate screens in ***TFACTS***. FSW's may attend case planning meetings for these youth. (See DCS policy [19.6. Placement of Youth With Intellectual Disabilities in Youth Development Centers](#)).
9. **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 is made.
  - d) A home visit is made prior to the release Child and Family Team Meeting (CFTM).
10. **Additional Supervision Requirements for Youth Development Centers and Contract 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 participates in reclassification and program staffings.
  - c) The youth development centers (YDC) is notified in advance by email 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 responds via email to confirm the visit. Unplanned visits by FSW's are permitted at the discretion of the facility staff.
  - d) After meeting with the youth at the facility, the FSW meets with the youth's facility case manager regarding the youth's progress. If the facility case manager is unavailable, a follow-up call is made to discuss the visit.
    - ◆ Any allegations of physical or sexual abuse, revealed by the youth during a facility visit, are reported to DCS Central Intake **immediately.**
    - ◆ Documentation regarding the allegations made by a youth **must not** be recorded into ***TFACTS*** until proper CPS investigative procedures have been

	<p>initiated.</p> <p>11. The FSW notifies 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>12. The FSW discusses all visits with the youth’s family and documents the visit and all discussions on the appropriate screens in <b>TFACTS</b>.</p> <p><b>13. Contacts with family and services to parents</b></p> <p>a) The child and family team determines what services are necessary. The need for these services is documented in the permanency plan.</p> <p>b) Assistance is given to families in securing necessary services via flexible funding and other available resources.</p> <p>c) The FSW I monitors the family’s progress in acquiring necessary skills and services that enables successful reunification of the youth with the family.</p> <p>d) The FSW makes 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.</p> <p>14. Requirements for custody youths on runaway status are included in DCS Policy <a href="#">31.2. Responsibilities Regarding Runaways and Escapees</a> and the <a href="#">Protocol for Reporting Delinquent, Runaway, Absconders and Escapees for DCS Juvenile Justice Case Managers: Custodial Cases</a>.</p>
<b>F. Documentation</b>	<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>

<b>Forms:</b>	None
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<b>Collateral documents:</b>	<p><a href="#">A Case Worker’s Guide to Opening and Transitioning Cases</a></p> <p><i>Assessment Guidelines</i></p> <p><a href="#">Supervision Level: Tracking, Monitoring, Documenting Juvenile Justice Cases</a></p>
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Continuum-of-Care Contract:</b>	<p>A service-based system of care which allows the contractor greater flexibility in designing services for the youth/family, the ability to facilitate more rapid movement of the youth through the service system, and the ability to “customize” the delivery of services to each youth and family in the least restrictive, and most cost-efficient manner.</p>

<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<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, are 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 contract 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.