

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Release
Subject: Release Preparation
Policy: 5H-01
Pages: 1 of 2
Standards: ACA 3-JCRF-5H-01
Issue Date: June 1, 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that all juveniles have access to a program of release preparation prior to their release to the community.

II. Definitions:

- A. Re-Entry Phase – the phase in which a juvenile is placed on prior to their re-entry into the community. Consisting of up to four (4) weeks. This phase provides the juvenile with structured leave passes, re-entry groups, and processing with the juvenile’s Family Specialist.
- B. Re-Entry Discharge Service Plan: the terms of release and services recommendations for re-entry into the community.
- C. Report and Recommendation- report submitted to the Judge/Magistrate illustrating a youth’s progress, recommendation for termination at CAS placement, statement youth is ready for Re-Entry into the community, and scheduled released date.

III. Procedure

- A. Juveniles will have the opportunity to prepare for release and be given an understanding of the expectations upon release. This process will occur in the following way:
 - 1. Plans for Community Re-Entry will be developed as part of the juvenile’s Initial Personal Program Plan upon being admitted.
 - 2. Juvenile’s Family Specialist and Treatment Team work together throughout the juvenile’s residential stay to plan and prepare the juvenile for Re-Entry into the Community.
 - 3. Each juvenile participates in a Personal Program Plan Review every thirty (30) days.
 - a. This Personal Program Plan review is facilitated by the assigned Family Specialist.
 - b. Each Personal Program review is made available to the Court, family, and Probation Services.
 - 4. Re-Entry preparation includes, but is not limited to, the following requirements:
 - a. Examining the range of aftercare services available in the juvenile’s community.
 - b. Examining opportunities for involvement with family and participation in community activities before release. Examples include but are not limited to:
 - i. Family Counseling;
 - ii. Visitation;

- iii. Leave Passes – trial visits home toward the end of a juvenile’s placement are used as an opportunity to evaluate progress and provide the basis for a final placement decision.
 - c. Each leave pass provides gradual reintegration into the community when they have progressed to Re-Entry Phase in the Residential Program. Progress and areas of concern are reviewed weekly with assigned Family Specialist, juvenile, and family members.
 - d. Each juvenile and parent/guardian participates in a formal “Pre-Release Meeting” to discuss and outline plans for release into the community.
 - e. Upon scheduled date of Leave with Permission, each juvenile and family participate in a review of the terms and conditions of the Re-Entry Discharge Service Plan.
5. The juvenile’s assigned Family Specialist prepares a “Report and Recommendations” to the Court, indicating CAS’ intention to terminate placement at CAS. The report indicates, but is not limited to:
- a. Juvenile Intake Assessments;
 - b. Juvenile progress in each phase of their program (group, community, school, family, behavioral infractions, and rewards earned).
 - c. Summary of school performance;
 - d. Summary of progress in family sessions;
 - e. Recommendations to terminate placement at CAS.
 - f. Scheduled termination date.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Release
Subject: Release Preparation
Policy: 5H-02
Pages: 1 of 2
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I. **Policy:** Written review of performance is used for planning for release and is placed in the juvenile's record.

II. Definitions

- A. OYAS Re-Entry Tool – the Youth Assessment instrument used to determine the juvenile's risks, needs, responsivity factors, and strengths used in preparation for the juvenile's Community Re-Entry Phase of their program.
- B. Re-Entry Phase – the phase in which a juvenile is placed on prior to their re-entry into the community. Consisting of up to four (4) weeks, this phase provides the juvenile with structured leave passes, re-entry groups, and processing with the juvenile's Family Specialist.
- C. Re-Entry Discharge Service Plan- the terms and conditions in which a juvenile is granted Re-Entry Discharge Permission from CAS to the community.
- D. Report and Recommendation- report submitted to the Judge/Magistrate illustrating a youth's progress, recommendation for Re-Entry Leave with Permission, statement youth is ready for Re-Entry leave with Permission, and scheduled released date.
- E. Criminal Sentiments Scale - Modified (CSS-M) is a 41 item self-report measure of criminal attitudes. There are five subscales: Law, Court, Police, Tolerance for Law Violations (TLV), and Identification with Criminal Others (ICO). The general method of interpreting CSS-M scores is through a frequency distribution of scores; higher scores indicate greater criminal attitudes.

II. Procedure

- A. Assigned Family Specialist will complete the OYAS Re-Entry Tool prior to youth's termination of placement. The instrument is administered through a structured interview, file review, and a self-report questionnaire. The OYAS Re-Entry Tool consists of forty-one (41) items, across seven (7) domains:
 - 1. Juvenile Justice History;
 - 2. Family and Living Arrangements;
 - 3. Peers and Social Support Network;
 - 4. Education and Employment;
 - 5. Pro-Social Skills;
 - 6. Substance Abuse and Personality;
 - 7. Values, Beliefs, and Attitudes.
- B. Assigned family specialist will complete Criminal Sentiments Scale prior to termination of

placement.

- C. Outcome information indicates the juvenile's current risks, needs, responsivity factors, and strengths. The outcomes of this OYAS Re-Entry Tool and Criminal Sentiments Scale are documented and placed in the juvenile's record. The outcomes of this OYAS Re-Entry Tool and Criminal Sentiments Scale are also used to generate a Community Re-Entry Discharge Service Plan specific to each juvenile's identified risks, needs, responsivity, and strengths.
- D. Each juvenile participates in a "Pre-Release Meeting," prior to their scheduled Re-Entry Hearing.
 - 1. The Pre-Release Meeting is facilitated by the Family Specialist and is attended by the youth, parent/guardian, Administrator, Treatment Specialist, and Montgomery County Juvenile Court (MCJC) Probation Officer.
 - 2. Each Pre-Release Meeting reviews, but is not limited to, the following:
 - a. OYAS Re-Entry Tool results;
 - b. Community Re-Entry Discharge Service Plan;
 - c. Community Referrals (LIFE Program, etc.);
 - d. Report and Recommendations to the Court;
 - e. Identified Re-Entry Hearing.
 - 3. Upon completion of the Pre-Release Meeting, the Community Re-Entry Discharge Service Plan is signed by all participating parties. Additional copies are supplied to each member present in the meeting.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Release
Subject: Temporary and Graduated Release
Policy: 5H-03
Pages: 1 of 1
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I. **Policy:** Each juvenile should be given gradual increased responsibility in the community prior to release, dependant upon his/her ability to accept responsibility.

II. Definitions

- A. Leave Pass: A temporary release or pass from the residential facility for the juvenile to demonstrate gradual and increased responsibility with his/her family in the community prior to his/her Community Re-Entry Phase.
- B. Leave Pass Activity Plan: form used to document youth and family activities involving community, employment, and family during gradual Leave Passes.

III. Procedure

- A. Each juvenile will actively participate in the preparation for their gradual return to the community as a primary activity of the Center for Adolescent Services.
- B. Upon admission, each juvenile and their family participate in regularly scheduled family counseling sessions.
 - 1. Family Sessions are facilitated and documented in JCS by the assigned Family Specialist.
 - 2. These Family Sessions identify goals for the juvenile and family to address relevant concerns and to prepare for a successful return to the community.
 - 3. Juveniles have the opportunity to participate in graduated home visits. This process begins at the beginning of their Re-Entry Phase in the residential program.
 - a. The assigned Family Specialist/Unit Supervisor and juvenile's parent/guardian determine actual times weekly leave passes.
 - b. Leave Passes consist of the following graduated levels:
 - i. 12 hour Leave Pass
 - ii. 24 hour Leave Pass
 - iii. 24 hour Leave Pass
 - c. Leave Pass levels may vary depending upon the individual needs of youth and parent/guardian.
 - d. Leave Passes are planned and documented on a Leave Pass Permission form.
 - e. Each juvenile and their parent/guardian complete and submit a Leave Pass Activity Plan.
 - f. Each juvenile reviews their Leave Pass Activity Plan with their assigned Family Specialist.
 - g. Documentation of graduated Leave Passes and Leave Pass Activity Plan are placed in the juvenile's file.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Release
Subject: Family Involvement
Policy: 5H-04
Pages: 1 of 1
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I. **Policy:** Written policy, procedure, and practice provide opportunities for involvement with family and participation in community activities before final release.

II. Definitions

- A. Family Sessions: Structured family counseling facilitated by an assigned Family Specialist, provided on a minimum bi-monthly basis.
- B. Leave Pass Activity Plan: form used to document youth and family activities involving community, employment, and family.

III. Procedure

- A. Juveniles actively participate in their reintegration into community through the strengthening of relationships with relatives, friends, and employers. This process begins immediately after admission into the program and is maintained through the time of his/her release.
 - 1. Upon admission, each juvenile and his or her family participate in regularly scheduled family counseling sessions.
 - 2. Family counseling sessions are facilitated and documented by the assigned Family Specialist. These counseling sessions identify goals for the juvenile and family to address relevant concerns and to prepare for a successful return to the community.
 - 3. Juveniles have the opportunity to participate in graduated leave passes. This process begins as the juvenile begins their Re-Entry Phase in the residential treatment program.
 - a. Leave Passes consist of the following graduated levels:
 - i. 12 hour Leave Pass
 - ii. 24 hour Leave Pass
 - iii. 24 hour Leave Pass
 - b. Leave Pass levels may vary depending upon the individual needs of youth and parent/guardian.
 - a. Leave Passes are planned and documented on a Leave Pass Permission form.
 - b. Each juvenile participating in a leave pass completes a Leave Pass Activity Plan.
 - c. Each juvenile and their parent/guardian complete and submit a Leave Pass Activity Plan.
 - d. Each juvenile reviews their Leave Pass Activity Plan with their assigned Family Specialist.
 - e. Documentation of graduated Leave Passes and Leave Pass Activity Plan are maintained in the youth's file.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Release
Subject: Family Involvement
Policy: 5H-05
Pages: 1 of 2
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I. **Policy:** Written policy, procedure, and practice provide that, whenever possible, staff members counsel the parent/guardian in preparation for the juvenile's return to their home or other placement; provision is made for trial visits before such decisions are made.

II. Definitions

- A. Family Sessions: Structured family counseling facilitated by an assigned Family Specialist, provided on a minimum bi-monthly basis.
- B. Leave Passes: A temporary pass from the residential facility to demonstrate gradual and increased responsibility with his/her family in the community prior to his or her Leave With Permission.
- C. Leave Pass Activity Plan: form used to document youth and family activities involving community, employment, and family during gradual Leave Passes.

III. Procedure

- A. Juveniles actively participate in their reintegration and return to their homes, whenever possible and appropriate. CAS provides juveniles, their parents, their family, and the program an opportunity to evaluate progress and provide a basis for making the final placement decision.
 - 1. Upon admission, each juvenile and his or her family participate in regularly scheduled family counseling sessions.
 - 2. Family counseling sessions are facilitated and documented by the assigned Family Specialist. These counseling identify goals for the juvenile and family to address relevant concerns and to prepare for a successful return the community.
 - a. Family sessions are documented with JCS as Therapeutic Contact Notes.
 - 3. Juveniles have the opportunity to participate in graduated leave passes. This process begins as the juvenile begins their Re-Entry Phase in the residential treatment program.
 - a. The assigned Family Specialist and juvenile's parent/guardian determine actual times of weekly leave passes.
 - b. Leave Passes consist of the following graduated levels:
 - i. 12 hour Leave Pass
 - ii. 24 hour Leave Pass
 - iii. 24 hour Leave Pass
 - c. Leave Pass levels may vary depending upon the individual needs of youth and parent/guardian.
 - d. Leave Passes are planned and documented on a Leave Pass Permission form.
 - e. Each juvenile and their parent/guardian complete and submit a Leave Pass Activity Plan.

- f. Each juvenile reviews their Leave Pass Activity Plan with their assigned Family Specialist.
- g. A youth's behavior while on graduated Leave Passes will determine a youth's recommendation for release from the program.
- h. Documentation of graduated Leave Passes and Leave Pass Activity Plan are placed in the juvenile's file.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Release
Subject: Final Release
Policy: 5H-06
Pages: 1 of 2
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I. Policy: The criteria employed by the releasing authority in making decisions are available in written form and are specific enough to permit consistent application to individual cases.

II. Procedure

- A. Juvenile and family actively participate in the clear and explicit decision-making judgment for recommendation of services, supervision, and support upon termination from CAS program.
1. Family counseling sessions are facilitated and documented by the assigned Family Specialist. These counseling sessions identify goals for the juvenile and family to address relevant concerns and to prepare for a successful return the community.
 2. The juvenile, juvenile's family, assigned Family Specialist, and Probation Officer participates in a Pre-Release Meeting at least 30 days prior to Re-Entry Hearing. Each Pre-Release meeting reviews, but is not limited to the juvenile's individual and specific risks, needs, responsibility factors, and strengths. This meeting addresses but does not limit itself to the following areas:
 - a. OYAS Re-Entry Tool results;
 - b. Discharge Service Plan
 - c. Community Referrals (LIFE Program, etc.);
 - d. Report and Recommendations to the Court;
 - e. Identified date of release
 - f. Re-Entry Court Hearing
 3. Upon completion of the juvenile's Pre-Release Meeting, the juvenile's Re-Entry Discharge Service Plan is generated and signed by all parties. Copies of this plan are supplied to the court.
 4. The juvenile's assigned Family Specialist provides the court with a formal Report and Recommendations, identifying the following specific information to the court.
 - a. Report
 - i. Original Ohio Youth Assessment System (OYAS) Residential Tool Risk Level;
 - ii. Subsequent OYAS Re-Entry Tool Risk Level;
 - iii. Academic Performance
 - iv. Criminal Sentiments Scale
 - v. Treatment Summary regarding progress in Family Specialist's family/individual sessions, individual services provided by other program providers, overview of

phase treatment groups, any other miscellaneous information pertinent to the consideration of youth's release, and the services that are arranged for youth upon release (i.e., school, counseling, and so on).

vi. Statement indicating youth is ready for Re-Entry into the community.

b. Recommendation

i. The recommendation will request that the Court terminate youth's placement at CAS.

5. Each juvenile and family reviews, accepts, and signs the CAS Re-Entry Discharge Service Plan. This service plan is copied and distributed to the juvenile, juvenile's family, and the court. This service plan and Report and Recommendation are submitted to the Court for inclusion in the juvenile's case record.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Release
Subject: Revocation
Policy: 5H-07
Pages: 1 of 1
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I. **Policy:** The agency responsible for the community supervision of the juvenile is authorized to petition the placing/releasing authority, if it appears that the juvenile has willfully failed to comply with any part of the disposition or release order. A copy of this petition is provided to the juvenile, his/her attorney, parent and/or guardian.

II. **Procedure**

- A. Center for Adolescent Services does not file petitions directly to the Court when a youth has willfully failed to comply with any part of the disposition or release authority. The Montgomery County Juvenile Court Probation Services Department is responsible for the filing of petitions involving all youth placed at CAS.
- B. This standard is not applicable to the Center for Adolescent Services.