



Administrative Policies and Procedures: 13.26

Subject:	Probation Referrals
Authority:	TCA: 37-1-131, 37-5-105 (3), 37-5-106, 37-5-166, 49-6-3051
Standards:	COA: PA-JJCM 2.06, PA-JJCM 3.01, PA-JJCM 3.04, PA-JJCM 3.05, PA-JJCM 4.02, PA-JJCM 6.02; PA-ASE 6.01;
Application:	To All Department of Children's Services Family Service Workers Assigned Probation Cases
Policy Statement:	
The Court Liaison shall create an official Probation case within twenty-four (24) hours of receipt of a Court order placing a youth on State probation.	
Purpose:	
To ensure that uniform, initial requirements are met in opening a probation case. DCS provides probation services across the State per TCA 37-1-131 when ordered by the Court. Referrals for services are received directly from the Juvenile Court when youth are placed on State probation. Youth are subject to conditions imposed by the Court and DCS. Family Service Workers (FSW) supervise youth and monitor compliance to the orders of the Court as well as provide case management supervision, monitoring and resource linkage. The youth must follow rules of probation which are signed by the Judge and a supervision plan is developed based on the presenting needs as outlined in the Family Functional Assessment.	
Procedures:	
A. Responsibilities of FSW's	<ol style="list-style-type: none"> 1. The Court Liaison will open a case for supervision by obtaining a copy of the court order placing the youth under supervision. The court liaison will complete form CS-0801, Probation Intake Referral, and obtain copies of petitions, prior records and other pertinent information from the Juvenile Court Clerk's records. 2. The court order will be maintained in the youth's <i>family case file</i>. 3. The FSW will ensure that: <ol style="list-style-type: none"> a) The youth's parents/guardians are contacted by telephone or in person no later than twenty-four (24) hours (excluding holidays and weekends) after the youth is placed on probation. b) The parents/guardians will be advised that the youth must enroll in school or an education program the first school day after being placed on

	<p>probation. If the youth will not be attending school, they will be referred to employment and/or community agencies for services.</p> <ul style="list-style-type: none"> c) School principals must be notified if a youth is adjudicated for certain delinquent adjudications per DCS policy <u>21.18 Notification to School Principals of Certain Delinquent Adjudications</u>. d) The parents/guardians and youth must be provided with the FSW's office address and telephone numbers and an emergency contact telephone number that is accessible twenty-four (24) hours per day. e) A photograph will be taken of the youth and placed in the youth's <i>family case file</i>. The youth's photograph will be updated at least annually or more frequently as necessary if there are any significant changes in the youth's appearance, (<i>i.e.</i>, a visible tattoo, scars or deformities, <i>etc.</i>). f) The court liaison of the FSW will require the parents to provide a copy of the youth's social security card and birth certificate. g) The FSW will complete a genogram and pictorial on form CS-0774, Contact Sheets for Genogram within twenty (20) days. <p>4. Refer to the A Case Worker's Guide to Opening and Transitioning Cases that outlines the time frames/documentation and pertinent information required to be met by the FSW or applicable staff serving the youth/family.</p>
<p>B. Rules of probation</p>	<ul style="list-style-type: none"> 1. Rules of probation, special conditions imposed by the court, and services provided by the department will be discussed with the parent/guardian and youth. 2. Signatures of the youth and parents/guardians will be obtained on forms CS-0043, Rules of Probation, CS-0158, Notification of Equal Access to Programs and Services and CS-0668, Authorization for Release of Information to the Department of Children's Services, completely filled out to obtain school records and other needed records and information. A separate release form must be completed for each individual agency from which records will be obtained. A copy of the forms will be provided to youth, parents/guardians and court as applicable. 3. Youth and family will receive a copy of the Client Right's Handbook. Form CS-0835 Acknowledgement of Receipt of Client Rights Handbook (last page in the handbook) will be signed by youth and/or parents/guardians. 4. Special conditions such as curfew, public service, restitution, GED classes will be added only if they are in the court order or will enhance community protection and/or facilitate the delivery of services to the youth. 3. All special conditions must be incorporated into the youth's probation rules and on the <i>Family Permanency Plan (YFIA)</i> in TFACTS. Compliance with special conditions and the need for those conditions to continue must be reviewed on a quarterly basis via the quarterly review process. 4. The FSW may request that the court remove or modify special conditions. Requests to remove or modify special conditions will be made in writing and a

	<p>copy maintained in the youth's <i>family case file</i> and documented in TFACTS.</p> <ol style="list-style-type: none"> 5. FSW's will 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. 6. If the family is in need of community services, the FSW will explain how this process works and assist the youth and family as needed. Referrals will be made as soon as possible. Services and supports will be documented and in TFACTS. If the service provider needs specific information from DCS to provide the service, the FSW will obtain client and/or parent/guardian signatures on form CS-0059, Authorization for Release of Child-Specific Information from the Department of Children's Services. 7. Documentation of any court ordered Community service work activity will be documented on form CS-0807 Community Service Work Activity Report and filed in the youth's family case file. 8. The FSW may make unannounced curfew checks via telephone calls and make home visits as needed.
<p>C. Regional protocols/ procedures for curfew checks</p>	<p>Each region will develop local protocol/procedures for curfew checks. The protocol/procedures will ensure safety for the FSW and be documented in the regional safety plan.</p>
<p>D. Functional Family Assessment and Supervision Agreement</p>	<ol style="list-style-type: none"> 1. As soon as the FSW begins working with the family, a Family Functional Assessment (FFA) will be initiated in TFACTS to gather information required. The FSW will interview the youth family members, utilize prior court records and any available information, including school information, to document a thorough FFA. 2. Within twenty (20) working days of the youth's placement on probation, information obtained will be documented on the appropriate screens in TFACTS. All information gathered during the initial assessment and supervision period will be documented in the FFA. (See DCS policy 11.1 Assessment Process and Tools.) 3. The Youth Level of Service/Case Management Inventory (YLS/CMI)[®] risk assessment will be administered per requirements and completed within fourteen (14) calendar days of the youth's probation date. The YLS will be entered on the appropriate screens in TFACTS. The CANS assessment is NOT required for probation cases. 4. After all assessments are completed, the Family Permanency Plan (YFIA) will be developed at a child and family team meeting (CFTM) with the youth, family, informal and formal support persons as applicable. This meeting will occur within twenty (20) working days of the youth's placement on probation. The Family Permanency Plan (YFIA) will <u>not</u> be developed without input from the youth and family. The plan will be signed by all parties with copies

	<p>provided to the youth and family. The Family Permanency Plan (YFIA) will be entered on the appropriate screens in TFACTS and a signed copy placed in the youth's <i>family case file</i>. See the <u>YFIA Protocol</u> for further requirements of the development of this tool.</p> <p>5. The Family Permanency Plan (YFIA) will address any needs identified to maintain and strengthen family relationships. Attempts will be made to locate and involve absent parents utilizing diligent search procedures outlined in DCS Policy <u>16.48 Conducting a Diligent Search</u>. All diligent search efforts will be documented in TFACTS.</p> <p>6. The FSW will encourage the family to include family and friends on the youth's team in an effort to strengthen the youth and family's informal support system.</p>
<p>E. Monitoring of the Family Permanency Plan (YFIA) and Service Referrals</p>	<p>1. The FSW will conduct quarterly CFTM's with the youth and their support team to review progress and update the plan if needed.</p> <p>2. The quarterly review will be documented in TFACTS. The quarterly review will be entered per guidelines in the <u>YFIA Protocol</u>.</p> <p>3. The FSW will coordinate the delivery of services as necessary and obtain confirmation from service providers when the service has been started.</p> <p>4. On-going verification must be obtained from the family and provider that the service is appropriate and satisfactory.</p> <p>5. The FSW will follow up at least monthly with service providers and respond immediately to any concerns that develop in the delivery of the service or with the person receiving the service.</p> <p>6. All contacts with those providing services to the youth and family will be documented on the appropriate screens in TFACTS.</p>
<p>F. Documentation</p>	<p>1. All required information regarding probation referrals must be entered on the appropriate screens in TFACTS within the required established time frames.</p> <p>2. Unless other requirements are specified in policy for documentation, or there are events not documented elsewhere or requiring a broader explanation, all information is required to be documented in TFACTS within thirty (30) days from the date of the contact or occurrence.</p>

<p>Forms:</p>	<p><u>CS-0043 Rules of Probation</u> <u>CS-0158 Notification of Equal Access to Programs and Services</u> <u>CS-0559 Authorization for Release of Child Specific Information from the Department of Children's Services</u> <u>CS-0668 Authorization for Release of Information to the Department of Children's Services</u> <u>CS-0703, Adjudication Notification to School Principals</u> <u>CS-0774, Contact Sheets for Genogram</u> <u>CS-0777, Family Functional Assessment (FFA)</u> <u>CS-0801 Probation Intake Referral</u> <u>CS-0807 Community Service Work Activity Report</u> <u>CS-0835 Acknowledgement of Receipt of Client Rights Handbook</u> <u>CS-0919, Youth Level of Service/Case Management (YLS/CM) Needs Checklist</u></p>
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<p>Collateral documents:</p>	<p><u>Documentation of the Family Functional Assessment Process Manual</u> <u>Youth and Family Intervention Agreement Protocol</u> <u>A Case Workers Guide to Opening and Transitioning Cases - FSW Responsibility for Children on Probation</u> <u>Client's Rights Handbook</u> Family Permanency Plan (YFIA) – In TFACTS Youth Level of Service/Case Management Risk Assessment</p>
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Glossary:	
Term	Definition
<i>Service Provider:</i>	An individual or organization, other than DCS, that provides a specified service to a client or their family. The service may be a paid or free service.
<i>Youth Level of Service/Case Management Inventory Risk Assessment (YLS/CM):</i>	A tool to identify both risk and protective factors that are present in a child/youth's life that either promote or prevent delinquent behavior. Such factors include parenting skills, conditions within the home and family, parent/sibling criminality, school involvement, peer influence, leisure activities, current and previous delinquency, severity of offenses, alcohol/drug usage and others. Depending upon the presence or absence of such factors, a risk score of low, moderate, high or very high is determined. It also serves as a guide for case planning by identifying those factors that present the highest level of risk for promoting further delinquent behavior.