



Administrative Policies and Procedures: 13.31

Subject:	Discharge of Delinquent Youth from Probation/Aftercare
Authority:	TCA 37-1-137; 37-5-105; 37-5-106
Standards:	COA: JJCM 7.01-7.04; DCS Practice Model Standard: 5-502
Application:	To All Department of Children's Services Family Service Workers Assigned Juvenile Justice Probation and Aftercare Cases
Policy Statement:	
Upon approval by the committing Court and DCS, a delinquent youth shall be discharged thereby terminating probation or aftercare services and closure of the case.	
Purpose:	
Planning for case closure begins at case intake and involves the youth, family and others as appropriate. This policy outlines procedures to ensure compliance with <i>TCA 37-1-137 (g) (1) and (2)</i> and establishes a uniform process to provide for the discharge and case closure of a delinquent youth from the Department of Children's Services probation or aftercare services.	
Procedures:	
A. Case Management Prior to Discharge	<ol style="list-style-type: none"> 1. A Child and Family Team Meeting will be held thirty (30) calendar days prior to case closure to: <ol style="list-style-type: none"> a) Review the supervision plan; b) Review any needed services that will continue after case closure, and c) Discuss the provision of post custody services for aftercare cases. d) Prior to case closing the FSW will notify in writing any collaborating service providers that DCS is closing the case. 2. Notification to service providers will be documented in the appropriate screens in TFACTS.
B. Youth who reaches age of majority or have determinate sentences	<ol style="list-style-type: none"> 1. When a delinquent youth on aftercare reaches age (19) nineteen or a determinate sentence ends and the case must be closed, the FSW will: <ol style="list-style-type: none"> a) Inform the youth of the option of post custody services and provide written information to explain options (See DCS policy 16.54 Provision of Voluntary Post Custody Services to Young Adults). The FSW will ensure that a copy of the written information given to the youth is maintained

	<p>in the youth's case file.</p> <p>b) Provide the youth with clear information on how to access services.</p> <p>2. Youth on probation or aftercare will be given information on how to access community services and be encouraged to call the FSW if they need assistance in the future.</p>
<p>C. Discharge criteria and process</p>	<p>1. In making the decision to recommend discharge of a youth from probation or aftercare, the following criteria will be used:</p> <ul style="list-style-type: none"> a) The youth has been on aftercare for at least ninety (90) days and has met all aftercare requirements established by the court and DCS, and successfully achieved all desired outcomes on the Family Permanency Plan (YFIA). b) The youth has been on probation or aftercare for at least ninety (90) days and except for completing restitution payments, the youth has met all probation or aftercare requirements established by the Court and DCS, and have successfully achieved all desired outcomes on the Family Permanency Plan (YFIA). c) A discharge from probation or aftercare does not relieve the youth of the responsibility to complete restitution payments. d) The youth moves out of state and the Tennessee court of jurisdiction does not wish to refer the youth for probation or aftercare services through the Interstate Compact on Juveniles. e) The youth, regardless of age, has been transferred to adult court and has been convicted and sentenced as an adult. f) A determinately committed youth, who was released from custody early to complete the sentence on aftercare for an amount of time as defined by court order. See policy 12.1 Return to Home Placement-Aftercare Supervision for Delinquent Youth for aftercare requirements for determinately sentenced youth. g) The youth is turning 19 years of age. h) The juvenile court with jurisdiction over the youth's case issues a discharge order. <p>2. When the Family Service Worker (FSW) determines that a youth on probation or aftercare meets the criteria for discharge, the FSW will establish a discharge date. This date will be set as applicable, to provide at least fifteen (15) days written notice to the committing court.</p> <p>3. The FSW will prepare a comprehensive case closing summary. The purpose of the summary is to document case activity while the youth and family are receiving services from DCS. The discharge summary will include, but is not limited to, the following:</p> <ul style="list-style-type: none"> a) The degree to which family permanency plan goals were or were not achieved including significant progress, events, and successes. b) Address any unmet needs providing an explanation of why they were not

	<p>met;</p> <ul style="list-style-type: none"> c) Events taking place during probation or aftercare that support the recommendation for discharge; d) Community resources utilized during probation or aftercare; e) Support and cooperation of the youth's parents/guardians; f) The completion of court ordered conditions; g) The FSW's assessment of the reasons for the success or failure of the probation or aftercare plan; and h) Other significant information. <p>4. The summary will be documented in TFACTS on form CS-0046, Discharge and submitted to the court of jurisdiction</p> <p>5. Once the FSW has prepared the summary on form CS-0046, Discharge, the form will be processed as indicated below:</p> <ul style="list-style-type: none"> a) Probation: The FSW will submit form CS-0046, Discharge to the Court having jurisdiction for approval and signature. b) Aftercare: The FSW will submit form CS-0046, Discharge to the Court having jurisdiction for approval and signature, then submit it to the Regional Administrator or designee for signature and approval. <p>6. After being signed, approved and returned, the discharge documents will be distributed by the FSW as follows:</p> <ul style="list-style-type: none"> a) The original will be placed in the youth's case file; b) One copy will be mailed or delivered to the committing court; and c) One copy will be mailed or delivered to the youth. <p>7. The Family Functional Assessment (FFA) will be updated on the appropriate screens in TFACTS to include any information not previously entered prior to discharge.</p> <p>8. Refer to A Case Workers 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>D. Discharge concurrent with release from custody</p>	<p>In the event that a youth is being discharged at the same time he/she is being released from custody, the FSW must submit the original signed form CS-0046, Discharge with the release from custody documents. See policy 12.1 Return to Home Placement: Youth Adjudicated Delinquent.</p>
<p>E. Documentation</p>	<ul style="list-style-type: none"> 1. All information pertaining to discharge of delinquent youth on probation/aftercare will be documented on the appropriate screens in TFACTS. 2. 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 TFACTS must be entered within thirty (30) days from the date of the contact or occurrence.

Forms:	<u>CS-0046, Discharge</u> <u>CS-0668, Authorization for Release of Information to DCS</u>
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Collateral documents:	<u>Youth and Family Intervention Agreement Protocol (YFIA)</u> <u>Case Closure Protocol</u> <u>A Case Workers Guide to Opening and Transitioning Cases</u> <i>Family Permanency Plan (YFIA)</i>
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