

# Case Transfer between the Rhode Island Training School and Family Services Units or Juvenile Probation

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services

**Policy: 1200.1620**

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The Department of Children, Youth and Families (DCYF) ensures a smooth transition for youth entering the Rhode Island Training School (RITS), who have been involved with the Department prior to sentencing, and for youth leaving the RITS, who are in need of ongoing services from Juvenile Probation and Parole or a Family Services Unit. DCYF staff and service providers work cooperatively to share information and plan for the effective treatment and discharge of the youth in a timely manner.

## Related Procedure

[Case Transfer between the Rhode Island Training School and Family Services Units or Juvenile Probation](#)

## Related Policy

[Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services Master Control Center](#)

[Educational Planning for and Transition of Adjudicated Residents](#)

[Education of Non-Adjudicated Residents](#)

[Rhode Island Children's Information System \(RICHIST\)](#)

[Interstate Compact on Juveniles](#)

[Interstate Compact on the Placement of Children](#)

## Case Transfer between the Rhode Island Training School and Family Services Units or Juvenile Probation

### Procedure from Policy 1200.1620: Case Transfer between the Rhode Island Training School and Family Services Units or Juvenile Probation

#### I. Detained Youth

- A. The Master Control Center at the Rhode Island Training School (RITS) notifies the Family Services Unit (FSU) Social Case Worker and supervisor or the Probation and Parole Officer and supervisor by electronic mail message on the day that a youth is detained if he/she is active in another division of the Department.
- B. The FSU Social Case Worker or Probation and Parole Officer remains the primary worker with the youth throughout his/her detention. The primary worker maintains primary case responsibility for the youth in detention.
- C. The FSU Social Case Worker or Probation and Parole Officer and the RITS Clinical Social Worker are all responsible to update RICHIST as needed.
- D. The FSU Social Case Worker or Probation and Parole Officer provides the assigned RITS Clinical Social Worker with pertinent information concerning the youth within twenty-four working hours of notification of a youth's detention via electronic mail message:
  - 1. Reason for Detention
  - 2. Pending charges/next Court date
  - 3. Special Court Orders
  - 4. Physical or Mental Health issues
  - 5. Current medications
  - 6. Gang involvement
  - 7. Information regarding visiting/call list
- E. The FSU Social Case Worker or Probation and Parole Officer provides the RITS Clinical Social Worker with pertinent information concerning the youth, if not available in RICHIST, within three working days of notification of a youth's detention. Information is provided via electronic mail message or via telephone facsimile. Copies of reports and evaluations relating to mental health, substance abuse, or behavioral issues not available in RICHIST are forwarded to the RITS Clinical Social Worker.

#### II. Youth Sentenced to the RITS

- A. For youth sentenced to the RITS after a period in a detained status, the FSU Social Case Worker or Probation and Parole Officer contacts the RITS Clinical Social Worker within one working day of sentencing to exchange critical information via electronic mail message. This information includes:
  - 1. Next Court date.
  - 2. Sentence.
  - 3. Special Court Order(s).
  - 4. Information regarding physical or mental health needs.
  - 5. Information regarding continuing abuse, neglect, and/or dependency petitions.
- B. For a youth directly sentenced to the RITS, FSU Social Case Worker or Probation and Parole Officer contacts the RITS Clinical Social Worker via electronic mail within one working day of sentencing to exchange critical information, including:
  - 1. Reason for Detention.
  - 2. Pending charges/next Court date.

3. Special Court Orders.
  4. Physical or Mental Health issues.
  5. Current medications.
  6. Gang Involvement.
  7. Information regarding visiting/call list.
  8. Updated information regarding continuing abuse, neglect, and/or dependency petitions.
- C. The FSU Social Case Worker or Probation and Parole Officer forwards pertinent materials from the hard copy family case record not available in RICHIST to the RITS Director of Clinical Services or designee within three working days of sentencing.
1. The family record is then forwarded to the DCYF Master File if the youth sentenced to the RITS is the only active child in the family. If other siblings are active with the Department, copies of those portions of the record pertaining to the sentenced youth will be forwarded to the RITS. The family record remains with the FSU Social Case Worker or Probation and Parole Officer.
  2. Pertinent materials that are forwarded if not available in RICHIST include the following, if available:
    - a. Copy of birth certificate and social security card.
    - b. Legal petitions.
    - c. Medical reports.
    - d. History of hospitalization.
    - e. Educational reports.
    - f. Any Court ordered or behavioral health evaluations as well as copies of psychological or psychiatric evaluations.
    - g. Discharge/Treatment Summaries from treatment providers.
- D. A consultation between the Probation and Parole Officer or the FSU Social Case Worker and the Clinical Social Worker must occur within ten working days of sentencing.
1. The Probation and Parole Officer or the FSU Social Case Worker initiates the contact with the Clinical Social Worker and/or supervisor via electronic mail message.
  2. Consultation must be in person or by telephone and must address any issue or information necessary for successful discharge and transition to the community.
  3. If the Probation and Parole Officer or the FSU Social Case Worker and the Clinical Social Worker are not able to complete the consultation, the respective supervisors must complete the consultation within ten working days.
- E. The Probation and Parole Officer or FSU Social Case Worker ensures that all necessary information is entered in RICHIST prior to ending assignment to the case and transferring responsibility for the youth to the RITS in conformance with [DCYF Policy 700.0100, Rhode Island Children's Information System \(RICHIST\)](#).
- F. If a youth with legal status on any petition is sentenced to the RITS, such petition cannot be closed without documented consultation and consent from the RITS Clinical Social Worker.
- G. The FSU Social Case Worker remains open for a youth with legal status sentenced to the RITS for three months or less.
- III. Youth Released from the RITS in Need of Continued Services
- A. The Director of Clinical Services or designee notifies the Family Services Division at least forty-five days in advance of the scheduled discharge date of a youth who will be released

- from the RITS who is not on Probation but is in need of continued Family Services involvement.
1. For a youth with legal status whose family is currently active with Family Services, notification is sent to the assigned FSU supervisor/caseworker.
  2. For a youth with legal status with no current Family Services involvement, notification is sent to the Regional Director for the region to which the youth is expected to return.
- B. One week before the scheduled Reclassification Hearing, the RITS Clinical Social Worker notifies the previous primary worker and supervisor by electronic message of the pending Hearing for the purpose of seeking recommendations. The previous primary worker responds in no less than three working days.
- C. The Clinical Director or designee informs the Probation Administrator or designee and the Regional Director for the region to which the youth is returning of the recommendation of the Reclassification Board within two working days of the Reclassification Meeting.
- D. Some youth do not have a Reclassification Hearing. For these youth, the Clinical Social Worker sends an electronic message to the Probation Administrator or designee or the Regional Director for the region to which the youth is returning ten working days prior to the end of sentence. This electronic message includes updated information regarding any modifications made to the discharge plan since the transitional planning meeting.
1. The Probation Administrator or designee or the Regional Director or designee forwards the information to the appropriate Probation or FSU supervisor.
  2. The Probation Administrator or designee or Regional Director or designee assigns a Probation and Parole Officer or Social Case Worker within five working days.
  3. The Clinical Social Worker contacts the assigned Probation and Parole Officer or Social Case Worker within ten working days for a consultation.
- E. For all adjudicated youth, a consultation between the Clinical Social Worker and the Probation and Parole Officer or the FSU Social Case Worker must occur within ten working days of release.
1. The Clinical Social Worker initiates the contact with the Probation and Parole Officer or the FSU Social Case Worker and/or supervisor via electronic mail message.
  2. Consultation must be in person or by telephone and must address any issue or information necessary for successful discharge and transition to the community.
  3. If the Probation and Parole Officer or the FSU Social Case Worker and the Clinical Social Worker are not able to complete the consultation, the respective supervisors must complete the consultation within ten working days.
- F. The Clinical Social Worker ensures that the youth will have an appropriate living situation when he or she is released. If the youth will require a placement resource following discharge, the Clinical Social Worker follows Departmental protocols and policy for securing it. If no permanent placement has been secured within five working days of discharge, the Clinical Social Worker makes a referral to the Placement Unit.
- G. If a youth open to Probation will be residing out-of-state, the Clinical Social Worker makes a referral to the administrator of the Interstate Compact on Juveniles in compliance with [DCYF Policy 800.0030, Interstate Compact on Juveniles](#).

- H. If an adjudicated youth will be placed in a residential treatment center out of state, a referral is made to the administrator of the Interstate Compact on the Placement of Children in compliance with [DCYF Policy 700.0060, Interstate Compact on the Placement of Children](#).
- I. The Clinical Social Worker is responsible to place the youth, document the placement/living arrangement in RICHIST and ensure that the following documentation is completed and included in the record.
  - 1. Application material.
  - 2. Signed Medical Consent Authorization (#003).
  - 3. Emergency and Routine Medical Authorization (#004) for youth in placement delivered to the facility.
  - 4. Copy of birth certificate or Social Security card if available.
- J. The Youth Career Educational Center (YCEC) makes transitional educational arrangements in conformance with [DCYF Policy 1200.1716, Educational Planning for and Transition of Adjudicated Residents](#) and [DCYF Policy 1200.1715, Education of Non-Adjudicated Residents](#).
- K. The Clinical Social Worker forwards the appropriate information from the hard copy case record that is not available in RICHIST to the Probation and Parole Officer or Family Services Unit Social Case Worker within three working days of release, including the following, if available:
  - 1. Copy of birth certificate and social security card.
  - 2. Legal petitions.
  - 3. Medical reports.
  - 4. History of hospitalization.
  - 5. Educational reports.
  - 6. Behavioral health evaluations, psychological or psychiatric evaluations.
  - 7. Discharge/Treatment Summaries from treatment providers.
- L. The Clinical Social Worker and RITS educational staff ensure that all necessary information is entered in RICHIST prior to ending assignment to the case.
- M. Upon release from the RITS, the Probation and Parole Officer or Family Services Unit Social Case Worker assumes primary responsibility for the case. The Clinical Social Worker contacts the assigned Probation and Parole Officer within ten working days for a consultation.
- N. If the youth will have a court appearance within ten working days of release, the Clinical Social Case Worker prepares and submits a court report that addresses the youth's behavior while at the RITS and discharge planning. The Probation and Parole Officer or Family Services Unit Social Case Worker prepares and submits a court report that addresses the youth's community adjustment. The Probation and Parole Officer or Family Services Unit Social Case Worker covers the court hearing.