Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services

Rhode Island Department of Children, Youth and Families
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Department staff work collaboratively to transfer case responsibility between Juvenile Probation and Family Services in an orderly and timely manner and, in certain situations, to provide dual supervision. This approach helps to ensure the delivery of effective and consistent family centered services and enhances working relationships among staff.

When a case is transferred from one division to another, there is a thirty (30) day period of shared responsibility. Tasks and duties are shared, service plan consultation occurs and introductions to the youth, his or her family and other significant people and agencies are made.

Family Services caseworkers are not authorized to recommend directly or indirectly to Family Court that a youth be placed on Probation. Juvenile Probation officers are not authorized to recommend directly or indirectly to Family Court that dual supervision of a youth by Juvenile Probation and Family Services be ordered.

When a youth active with Family Services is sentenced to Juvenile Probation for longer than six (6) months, primary case responsibility for that youth is assigned to the Probation officer. If other siblings in the family remain open, family responsibility remains with the Family Services Unit (FSU) caseworker and only case responsibility for the sentenced youth is transferred to Juvenile Probation.

If a family not previously known to the Department requires services after a youth completes his or her Probation sentence, the case is referred to the Child Protective Services (CPS) Intake Unit. If Intake determines that a community agency can meet the needs of the family, the case is closed to DCYF and referred to the community agency for services. If Intake determines that the Department's involvement is necessary, the case is assigned to FSU.

In certain situations a youth may receive services from both Juvenile Probation and Family Services. Generally, when a youth active with FSU is sentenced to Probation for six (6) months or less, dual supervision is required. An exception may occur when a youth, with no other legal status, who is assigned to Family Services pending a Diagnostic Assessment Services (DAS) evaluation and/or resolution on a wayward/disobedient petition, is subsequently sentenced to Probation for six (6) months or less. In this situation, the youth may be transferred to Probation and closed to FSU. The Family Court may also order dual supervision of a youth. In limited situations, an administrator may approve a request from primary service staff within Juvenile Corrections or FSU for dual supervision based upon the needs of the youth and family.

Related Procedures
Transfer from Family Services to Probation
Transfer from Probation to Family Services
Dual Supervision by Probation and Family Services

Related Policy
Transfers to and from the Rhode Island Training School

Transfer from Family Services to Probation

Procedure from Policy 800.0000: Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services

A. On the day a youth is sentenced to Probation, the Family Services Unit (FSU) caseworker accompanies the youth to the Probation Office to sign his/her Conditions of Probation (COP). Sanctions, such as Violation of Probation (VOP), cannot be filed or invoked against the youth until the COP is signed.

1. A copy of the COP is provided to the FSU caseworker for filing in the youth's family record.
2. If the caseworker is not able to accompany the youth to the Probation office, he/she immediately telephones the main Probation office at 101 Friendship Street in Providence to notify the Division that the youth is sentenced. This expedites the assignment of a Probation officer.

B. The youth is assigned to a Probation officer within five (5) working days of sentencing.

C. If the youth is AWOL, placed in a short-term shelter or otherwise in need of placement at the time of sentencing, the youth is not transferred until the youth is stabilized in placement.

1. If a youth is AWOL for more than six (6) months or AWOL and over age eighteen (18), the FSU caseworker initiates action to dismiss the Family Court petitions initiated by Family Services.
2. If the FSU caseworker is unsuccessful in dismissing the petitions for a youth under eighteen (18) and the youth has been AWOL for more than six (6) months and has more than six (6) months remaining on his/her sentence, the youth after a consultation with Probation can be transferred to Probation.

D. A consultation between the FSU caseworker and Probation officer must occur within ten (10) working days of sentencing.

1. The FSU caseworker/supervisor initiates contact with the Probation officer/supervisor to schedule the consultation.
2. This consultation should be in person. If it is not possible for staff to meet face-to-face, a telephone consultation is scheduled.
3. If the FSU and Probation workers are not able to complete the consultation, the respective supervisors are responsible to complete the consultation within the ten (10) day time frame.
4. In the event the FSU worker/supervisor is unable to establish contact with the Probation officer/supervisor to arrange the consultation within the ten (10) day period, the FSU administrator is notified and addresses the issue with the Probation administrator.
5. During this consultation, it is jointly decided who is responsible to complete the various tasks and duties during the remainder of the thirty (30) days.
6. The day of the consultation is the first day of the thirty (30) day period of shared responsibility. The full thirty (30) days will be used even if the Family Court terminates involvement.
7. FSU caseworker provides advance notice to the Probation officer of any plans to request termination of any active abuse, neglect and/or dependency petitions concerning the youth in Family Court. If the Probation officer and supervisor disagree with the FSU plan, the petition will not be dismissed and the matter will be referred to the next level in the chain of command for resolution.

8. ~~If Probation or FSU worker believes that the youth meets the criteria for dual supervision, the processes outlined below in Procedure: Dual Supervision by Juvenile Probation and Family Services are followed.~~

E. If the youth requires placement within the thirty (30) day transitional period, the following guidelines apply:

1. During the first two (2) weeks of the thirty (30) day period, the FSU caseworker is responsible for placement. The FSU caseworker is also responsible for completing any referrals for placement and for documenting the referrals in a Case Activity Note.
2. During the third and fourth weeks, the Probation officer assumes responsibility.

F. If the youth is the only child active in the family, the FSU caseworker prepares the family record for transfer within two (2) weeks of the date of sentencing.

1. The FSU supervisor reviews the record for completeness. If the record is not complete, it will be returned to the FSU caseworker for corrective action.
2. FSU supervisor forwards the complete record to the Record Center for logging at the end of the first two (2) weeks of the thirty (30) day period of shared responsibility.
3. The complete record is forwarded to the Juvenile Probation supervisor for review and assignment to a Probation officer.
4. If the Probation supervisor has concerns about the completeness of the record, Probation supervisor contacts the FSU supervisor.

G. If there are other siblings active, the family case record will remain with the FSU caseworker.

1. The FSU caseworker will prepare a packet of material pertinent to the youth sentenced to Juvenile Probation.
2. The packet of material includes information not available in RICHIST, in particular, any medical, educational and behavioral health reports.
3. The Probation officer reviews the family case record within the first two (2) weeks of assignment to determine if there is other information in the record that is needed.

H. When FSU is transferring case responsibility to Probation, RICHIST transactions relating to the transfer are completed at the end of the thirty day shared responsibility period (refer to RICHIST Windows Help: The Create Worker Assignment Window by opening the assignment window and clicking on the Help Button and selecting RICHIST Windows Help).

1. The FSU caseworker closes his/her assignment to the case and assigns the Probation officer as primary.
2. All documents and ticklers are assigned to the Probation officer as the primary worker.

I. If a dependency petition is necessary or ordered by Family Court, it will be completed and filed by the caseworker prior to the transfer being finalized. If available, the petition information will be entered on the Court Activity window in RICHIST prior to transfer.

Transfer from Probation to Family Services

Procedure from Policy 800.0000: Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services

A. Six (6) weeks prior to the end of sentence, the Probation supervisor notifies the Intake Office in writing of the need for a youth to be assigned to Family Services.
   1. If Juvenile Probation has the family case record, the Probation officer prepares the record for transfer. The Probation supervisor forwards the completed record with the written notification to the Intake Office.
   2. If Juvenile Probation does not have the family case record, the Probation officer prepares a packet of pertinent material. The material, if not already in RICHIST, includes:
      a. Probation social history.
      b. Medical and educational information.
      c. Mental health information.

B. The Intake Office makes a RICHIST assignment for the family to FSU in the appropriate region.

C. The FSU supervisor reviews the case record.
   1. If information is complete, FSU supervisor assigns the case to a caseworker within two (2) working days.
   2. If information is not complete, the Probation supervisor will be notified and corrective action is taken.

D. A consultation between the Probation officer and the FSU caseworker must occur within ten (10) working days of assignment to FSU.
   1. The Probation officer/supervisor initiates contact with the FSU caseworker/supervisor within two (2) working days of assignment to FSU to schedule the consultation.
   2. This consultation should be in-person. If it is not possible for staff to meet face- to-face, a telephone consultation is scheduled.
   3. If the Probation and FSU workers are not able to complete the consultation, the respective supervisors are responsible to complete the consultation within the ten (10) working day time frame.
   4. In the event the Probation officer/supervisor is unable to establish contact with the FSU worker/supervisor to arrange the consultation within the ten (10) day period, the Probation administrator is notified and addresses the issue with the FSU administrator.
   5. The day of the consultation is the first day of the thirty (30) day period of shared responsibility. The full thirty (30) days will be used even if they extend beyond the end of the youth's sentence. This is also the case in those situations in which the Family Court ends a youth's sentence earlier than had previously been determined.

E. If the youth is in need of placement at the time of transfer, the following guidelines apply:
   1. During the first two weeks of the thirty (30) day period, the Probation officer is responsible for placement. The Probation officer is also responsible for completing any referrals for placement, both contracted and non-contracted, and for documenting the referrals in the family case record and/or any pertinent material given to the FSU caseworker.

2. ~~During the third and fourth weeks, responsibility for placement is assumed by the FSU caseworker.~~

F. When Probation is transferring case responsibility to Family Services, RICHIST transactions relating to the transfer are completed at the end of the thirty day shared responsibility period (refer to RICHIST Windows Help: The Create Worker Assignment Window by opening the assignment window and clicking on the Help Button and selecting RICHIST Windows Help).

1. The Probation officer closes his/her assignment to the case and assigns the FSU caseworker as primary.
2. All documents and ticklers are assigned to the FSU caseworker as the primary worker.

G. If a dependency petition is necessary or ordered by Family Court, it will be completed and filed by the Probation officer prior to the transfer being finalized. If available, the petition information will be entered on the Court Activity window in RICHIST prior to transfer.

Dual Supervision by Juvenile Probation and Family Services Procedure from Policy 800.0000: Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services

A. Youth may be assigned to both a Probation officer and a Family Services caseworker in the following situations:
   1. The youth is sentenced to Probation for six (6) months or less.
   2. The Court orders that a youth receive dual supervision even though his or her sentence is longer than six (6) months. Under no circumstances will a Probation officer or a FSU caseworker request directly or indirectly that a youth be Court ordered to have dual supervision.
   3. Either the Probation officer or the FSU caseworker in consultation with his/her immediate supervisor requests dual supervision.
      a. The supervisor brings the request to the attention of his/her respective administrator (Administrator for Juvenile Probation or Regional Director) or designee.
      b. Both the Administrator for Juvenile Probation or designee and the Regional Director for Family Services or designee must approve the request.
      c. If the respective administrators cannot agree, the request will be forwarded to the next higher administrative level within the respective chain of command to determine the necessity for dual supervision.
      d. The final determination must be made within five (5) working days of the initial request.
   4. The clinical social worker at the RI Training School (RITS) requests dual supervision for a youth released from the RITS and assigned to Probation/Parole. The clinical social worker utilizes the guidelines for dual supervision to determine if such a recommendation is appropriate.
      a. Both the Clinical Director at the RITS or designee and the appropriate Regional Director for Family Services or designee must approve such requests.
      b. If the respective administrators cannot agree, the request will be forwarded to the next higher administrative level within the respective chain of command to determine the necessity for dual supervision.
      c. The final determination must be made within five (5) working days of the initial request.

B. The decision to utilize dual supervision for a youth is based upon the needs of the child and family. Once a determination is made that a youth will require dual supervision, the Probation officer and FSU worker or the respective supervisors discuss and mutually decide upon primary and secondary assignments in RICHIST as well as mutual responsibilities for other issues, such as case planning. In some cases, the division with primary responsibility will be clearly identified. The other division will provide backup assistance as needed. In most instances, both divisions will have mutual roles to play in servicing the family. This will require a conscious effort and ongoing communication from both divisions to work as a team in order to maximize the benefits of dual supervision to the youth and family as well as to the respective staff members.

C. Reasons for requesting dual supervision
   1. Youth is the subject of a non-adjudicated abuse/neglect/dependency petition.
   2. Other factors that could be considered include:

a. ~~Youth is under the age of fourteen (14).~~
b. ~~Committed youth has been charged only with status offense(s).~~
c. ~~Extenuating circumstances relating to the offense.~~
d. ~~Need for extensive family reunification casework services.~~

e. ~~Youth is part of an active sibling group.~~
f. ~~Youth is sent home pending a placement.~~
g. ~~Youth is under the legal guardianship of the Department.~~

D. ~~Responsibilities of the Probation officer in dual supervision cases include, but are not limited to:~~

1. ~~Probation case management activities~~
   a. ~~Completion of Probation risk/needs assessment and reassessment~~
   b. ~~Determination of the level of supervision~~
   c. ~~Coordination with FSU to complete comprehensive family assessment and service planning activities, in particular, the inclusion of the conditions of Probation into the active service plan in RICHIST~~
   d. ~~Other relevant case recording~~
2. ~~Probation services:~~
   a. ~~Supervision of the youth through office visits and home and community contacts~~
   b. ~~Contact with schools, police, and other agencies~~
   c. ~~Monitoring compliance with COP including any special conditions, such as counseling, treatment, restitution and cooperating with placement.~~
   d. ~~Appearing in Family Court for hearings relevant to criminal petitions and providing written reports to the Court as required with copies to the FSU caseworker~~
   e. ~~Providing information to the FSU caseworker that is relevant to other Family Court petitions~~
3. ~~Filing of Violation of Probation (VOP) when the youth is not in compliance with his/her Conditions of Probation~~
   a. ~~The FSU caseworker can request that a VOP be filed. The Probation officer will discuss the request with his/her supervisor.~~
   b. ~~If there is disagreement about the request, the respective supervisors will discuss the issue and attempt to resolve it.~~
   c. ~~If they are unsuccessful, the matter will be referred to the Probation Administrator and the Regional Director for review and final decision.~~
4. ~~Participating in case planning activities with the FSU caseworker for all youth in placement to ensure Probation issues and alternatives to criminal or risky behavior are included.~~
5. ~~Participating in Administrative Reviews when needed for youth in placement.~~

E. ~~Responsibilities of the FSU caseworker in dual supervision cases include, but are not limited to:~~

1. ~~Family Services case management activities:~~
   a. ~~Coordination with Probation to complete comprehensive family assessment and service planning process with input from Probation.~~
   b. ~~Other relevant case recording~~
   c. ~~Home, office and collateral contacts as needed~~
2. ~~Attending Family Court hearings relevant to abuse/neglect/dependency petitions as well as other non-criminal petitions (e.g., miscellaneous petitions and status offenses) and providing written reports to the Court as required with copies to the Probation officer.~~
3. ~~Providing information to the Probation officer that is relevant to criminal petitions before the Family Court.~~

F. ~~Team Responsibilities - Each division will support the other in the areas of responsibility identified above. In addition, following are examples of the two divisions sharing responsibility and functions concerning the youth.~~

1. ~~Either staff person can make referrals for placement.~~

2. ~~The staff person first aware of the need for shelter placement is the one to make the referral to the placement unit.~~
3. ~~This person will in turn notify the other member of the dual supervision team that the referral has been made.~~
4. ~~The dual supervision team members mutually decide who will transport the youth to the placement.~~
5. ~~The staff person who completes the placement will document it in RICHIST.~~
6. ~~The dual supervision team members will:~~
    a. ~~Keep each other aware of developments in the youth's situation by promptly sharing information.~~
    b. ~~Be available to provide requested assistance.~~
    c. ~~Take responsibility in the absence of the other team member and supervisor.~~
    d. ~~Maintain a minimum of twice monthly contacts to exchange information and coordinate efforts and have face-to-face meetings as necessary.~~

8. ~~Compliance with any orders issued by the Court that do not clearly identify either the FSU caseworker or the Probation officer as responsible for implementation will be carried out by mutual agreement between the involved staff. If the FSU caseworker and Probation officer are unable to resolve an issue, it will be referred to the next level in the chain of command.~~

G. ~~Case Closure~~

1. ~~Worker from the division initiating case closure must provide notice to the worker from the other division within two (2) working days of the determination that a dual supervision case will be closed to that division because:~~
    a. ~~Family Court jurisdiction relating to a youth on Probation is terminated.~~
    b. ~~Family Court jurisdiction relating to FSU involvement is terminating or, if there is no Family Court jurisdiction, worker and supervisor determine that FSU involvement is no longer necessary.~~
2. ~~Worker initiating case closure must schedule a case consultation with the worker from the other division within five (5) working days of the decision to close the case.~~
3. ~~If there is disagreement between the divisions regarding the decision to close the case to one division, the issue will be referred to the respective divisional administrators immediately following case consultation and an administrative decision regarding case closure will be made within five (5) working days.~~
4. ~~The Division requesting case closure can close out of the case ten (10) working days after an agreement is reached.~~