
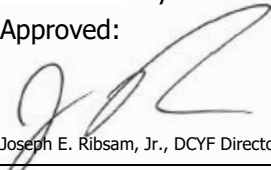


2340 YOUTH TRUST STATUS	
Chapter: Sununu Youth Services Center	Section: Release
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 19-16 Effective Date: April 2019 Scheduled Review Date:</p>	<p>Approved:</p>  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): RSA 621, and RSA 621-A Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 2025, FORM 2028L, FORM 2091, FORM 2301, FORM 2336, FORM 2337, FORM 2338, FORM 2339, FORM 2340, FORM 2341, and FORM 2342 Bridges' Screen(s) and Attachment(s):

All children and youth need and deserve permanency. Discharge planning, which begins upon a youth's admission to the Sununu Youth Services Center (SYSC), is an essential component of a youth's successful transition to their home community. Furloughs are a gradual transition leading to discharge of youth. When implemented along with the youth's family or other supports, furloughs contribute to the development and enactment of plans for a successful transition. Committed youth become eligible for furlough when they demonstrate competency in their identified focal treatment goals.

Purpose

This policy establishes the procedure for youth furlough/administrative release.

Definitions

"CC" or **"Clinical Coordinator"** means the master level clinical therapist assigned to each youth at SYSC to conduct mental health and behavioral assessment, facilitate individual and family and group therapy, diagnose mental health conditions via DSM5, create Focal Treatment planning for each youth monitor and report progress to the Treatment Team, the Court, and the Juvenile Parole Board.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"SYSC" or the **"John H. Sununu Youth Services Center"** means the architecturally secure juvenile treatment facility administered by the Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

"UM" or **"Unit Manager"** means an employee of DCYF who is authorized by the Division to have supervisory duties for a residential unit within the SYSC.

"YC" or **"Youth Counselor"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Youth Counselor.

"YouthCenter" means the web-based automated information system used by DCYF staff to document and track information regarding youth committed or detained at the SYSC.

Policy

- I. The decision to begin the furlough process is made by the youth's Treatment Team when the youth demonstrates knowledge and behavior competency in their Focal Treatment goals and objectives.
 - A. Youth shall work with their Youth Counselor (YC) to develop a Trust Presentation.
 1. Trust Presentations are intended to be no more than 20 to 30 minutes long.
 2. Youth may present using any medium desired within their demonstrated ability range.
 3. In order to establish knowledge competency, the youth must include the following elements:
 - (a) Reference to their Focal Treatment Plan;
 - (b) Artifacts or projects directly related to the specific goal(s) and/or objective(s); and
 - (c) Use all mediums as approved in their Focal Treatment Plan presentation.
 4. The youth may demonstrate behavior competency by reviewing behavioral reports and levels over the period of time since their previous presentation(s).
 - (a) Behavior shall be measured by observation, grading, school scores, residential scores, and clinical scores.
 - (b) Youth may use any report of observed behavior and commendations received.
 - B. The YC will invite the youth's Unit Manager (UM) to review the developed presentation.
 - C. Upon approving the presentation, the UM shall invite the Clinical Coordinator (CC) to set up a Trust Presentation.
 1. The CC shall invite YCs, UMs, CCs and representatives of the Medical and Education departments, Supervisors, and SYSC Administration via notification in the SYSC Clinical Calendar.
 2. All invitees should attend the Trust Presentation, however there must be a quorum of at least three members, not including the residential staff, for a furlough decision to be made.
 - D. The Trust Presentation invitees may ask questions and challenge the youth to use their unique abilities, skills developed, and evolving perspectives to convey how they have earned the trust level they seek.
 - E. The youth shall step away at the conclusion of the presentation to allow the Trust Presentation invitees to discuss the contents of the presentation, such that:
 1. The team may question the youth's YC and UM if clarification is needed; and

2. The team shall make a Trust decision.
- F. If approved, the youth's CC shall:
1. Provide the Form 2338 Resident Trust and/or Furlough Request to the team for their signatures; and
 2. Contact the JPPO to request proof of approval.
- II. Prior to a youth's first furlough, the youth and parents/guardians shall receive completed Form 2337 Community Support Card and Form 2091 Parent Support Card, which are:
- A. Created with input from the youth, parent/guardian, youth's family, and JPPO;
 - B. Reviewed by the youth's assigned YC; and
 - C. Printed and laminated by the Switchboard Operator to be given to the family.
- III. Each Wednesday before noon, the UM or their designee shall ensure a complete list for their unit is sent to the Admissions Supervisor, of each furlough eligible youth, specifying:
- A. The name of the youth and their unit;
 - B. The youth's planned date and time of departure and return; and
 - C. Contact information (address and phone number) for the parent/legal guardian with whom the youth will be staying.
- IV. Each Wednesday at noon, the Admissions Supervisor or designee shall compile Form 2336 Furlough Master List consisting of all youth scheduled for furlough during the upcoming week and shall send the completed Form 2336 via the email distribution list: DHHS-SYSC Admissions-Releases Notification Group.
- A. The SYSC Medical staff, upon receipt of the Form 2336 Furlough Master List, shall compile Form 2301 Medical Furlough Master List and complete the sections "Needs Meds" or "No meds" box for each youth listed.
 - B. The youth's YC shall generate a Form 2342 Temporary Receipt of Custody for each youth leaving on furlough during the coming week and the youth.
 - C. The YC and CC shall prepare Form 2339 Pre-Furlough Discussion/Plan and Form 2341 Post-Furlough Questionnaire and distribute them to the UM, or otherwise arrange for these forms to be given to the youth's parent/legal guardian upon pick up for furlough.
 - D. The youth and their assigned YC shall complete a Form 2340 Administrative Release (AR)/Furlough Contract including departure and arrival times/dates, furlough conditions, furlough goals (specific to the Focal Treatment Plan) and check in times with the unit.
 1. This is to be signed by the youth, UM, YC, CC, and Parent/Guardian prior to the youth leaving for furlough.
- V. Staff will prepare youth for their furlough departure.

- A. Residential staff shall call Central Control to confirm that the area is unoccupied, and if so staff shall:
 - 1. Request the Supervisor On-Duty or designee accompany the youth to Admissions to assist with the release; and
 - 2. Notify Central Control of the youth's movement.
 - B. Staff shall accompany the youth scheduled for furlough to the Admissions Unit so the youth can change into personal clothes.
 - C. Only SYSC staff members may enter the Admission's property room to retrieve a youth's personal clothing and valuables.
 - 1. Staff shall retrieve the youth's Form 2025 Youth Possession Inventory from the bin in the property room.
 - D. Staff shall confirm that the items listed on the Form 2025 Youth Possession Inventory match what is being given to the youth, and shall have the youth sign Form 2025 to confirm receipt of the items.
 - 1. SYSC staff shall initial the form and indicate the time and date that property is signed out.
 - E. The youth shall change into their personal clothing privately in the Admission's changing area while the accompanying staff waits.
 - 1. Youth in personal clothing are not allowed outside of the Admissions Unit once changed.
 - F. The youth's bin shall be placed against the wall with the youth's name facing the wall or returned to the property room until the youth returns.
- VI. When the youth's parent/guardian arrives at the Admission's entrance:
- A. Central Control shall notify the Supervisor On-Duty and the parent/guardian shall remain outside pending the arrival of the Supervisor On-Duty to the Admissions Unit;
 - B. The Supervisor On-Duty shall notify Central Control to allow the parent/guardian into Admissions, and promptly request and verify the identity of the parent/guardian;
 - C. The SYSC Medical Department will meet the Supervisor On-Duty, youth, and parent/guardian in the Admissions Unit to:
 - 1. Review the medications required during the furlough with the youth and parent/guardian;
 - 2. Have the parent/guardian sign the Form 2301 Medical Furlough Master List; and
 - 3. Provide the medications to the parent/guardian;

- D. The Supervisor On-Duty or designee shall ensure the youth and their parent/guardian understand (assistance is available if needed) and sign the Form 2342 Temporary Receipt of Custody and Form 2340 Administrative Release(AR)/Furlough Contract. The Supervisory On-Duty or designee provides the parent/guardian with:
 - 1. A copy of the signed Form 2340 Administrative Release(AR)/Furlough Contract;
 - 2. The canary copy of Form 2342 Temporary Receipt of Custody; and
 - 3. Form 2341 Post-Furlough Questionnaire.
- E. The youth shall be released into the parent/legal guardian's custody.
- F. The Supervisor On-Duty or designee releasing the youth shall:
 - 1. Log the Form 2342 Temporary Receipt of Custody in YouthCenter by clicking on the "Grant a Temporary Release" button in the youth's Client Summary Page; and
 - 2. Log the youth's departure on Form 2028L Admission's Log.
- VII. Youth returning from furlough shall arrive at the Admission's entrance.
 - A. All youth must return at the designated time listed on the previously signed Form 2340 Administrative Release (AR)/Furlough Contract.
 - B. Central Control shall notify the Supervisor On-Duty or designee of the youth's arrival.
 - C. The youth and parent/guardian MUST remain outside pending the arrival the Supervisor On-Duty or designee.
 - D. The Supervisor On-Duty or designee, and Medical staff shall proceed to Admissions.
 - 1. Central Control shall allow the youth and parent to enter ONLY after the Supervisor On-Duty or designee arrive in the Admissions Unit.
 - E. SYSC Medical staff shall receive any unused medication and ask about any medical concerns during the release.
 - F. The Supervisor On-Duty or designee shall meet separately with the parent/guardian to allow the parent/guardian to speak freely about the youth's behavior during the furlough and to obtain Form 2341 Post-Furlough Questionnaire.
 - G. The parent/guardian and youth shall be allowed reasonable time to say good-bye after which the parent/guardian shall leave.
- VIII. Youth shall be admitted back into SYSC pursuant to policy 2029 Return of Committed Youth to SYSC.
- IX. The designated YC and CC shall process the Post-Furlough Questionnaire with the youth.
- X. All paperwork from the Furlough shall be submitted to SYSC Records.