 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>173</h1>
Chapter:	Youth Justice	
Subject:	Woodside Long-Term Status/Program	Page 1 of 6
Approved:	Karen Shea, Deputy Commissioner	Effective: 4/3/2017
Supersedes:	Family Services Policy 173	Dated: 4/30/2015

## Purpose

To outline the approval process and criteria for *Woodside Long-Term Status* and to ensure the protection of youth’s due process rights.

## Table of Contents

Purpose.....	1
Table of Contents.....	1
Related Policies .....	1
Introduction .....	1
Definitions.....	1
Policy .....	2
Transition from Short-Term to Long-Term Status.....	2
Direct Admission to Long-Term Status .....	3
Long-Term Status Due Process Review .....	3
Continued Placement in the Woodside Long-Term Program .....	3
Temporary Mental Health or Medical Placements.....	4
Administrative Discharge.....	5
Planned Transition and Discharge from Woodside.....	5
Youthful Offender .....	5
Victim Notification .....	5

## Related Policies


Family Services [Policy 171](#): Woodside Admissions

## Introduction

The [Woodside Juvenile Rehabilitation Center](#) long-term status, or long-term program, is a secure residential treatment program for youth who have been adjudicated delinquent between the ages of 10 up to the 18<sup>th</sup> birthday. It is primarily a cognitive behavioral strengths-based rehabilitation program with comprehensive educational, family support, trauma informed, and specialized treatment services.

## Definitions

**Case Review Committee (CRC):** A subcommittee of the statutorily required State Interagency Team consisting of members from the Agency of Education, the

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>173</h1>
Chapter:	Youth Justice	
Subject:	Woodside Long-Term Status/Program	Page 2 of 6

Department of Mental Health, the Department for Children and Families, the Department of Disability, Aging and Independent Living, and the Vermont Federation of Families for Children’s Mental Health. The CRC was established to identify, review and approve intensive residential treatment for children/youth that are in need of an out-of-home placement. For additional information on CRC, see Family Services [Policy 97](#).

**Coordinated Services Plan (CSP):** A written addendum to each service plan developed by an individual agency for a child or adolescent with severe emotional disturbance which shall be developed when the eligible child has needs that require services from more than one agency. It shall be designed to meet the needs of the child within his or her family or in an out-of-home placement, and in the school and the community.” (Act 264, revised, 1989)

**Treatment Team:** Participants may include the youth, youth’s parents if appropriate, social worker, client placement specialist, Woodside clinical team, representation from the Local Education Agency (LEA), Guardian ad litem, legal representative for the youth, and local mental health agency when appropriate.

**Woodside Clinical Team:** Participants may include assistant director of clinical services, Woodside consulting psychiatrist, clinical supervisor, operations supervisor, youth counselor, Woodside teacher, and educational coordinator.

**Woodside Placement Team:** Participants may include Woodside director, assistant director of operations, assistant director of clinical services, clinical supervisor, and the Woodside consulting psychiatrist.

## Policy

There are two methods of entering the long-term treatment program at Woodside:


- (1) Transitioning from short-term status to long-term status; or
- (2) Direct referral to long-term status.

### Transition from Short-Term to Long-Term Status

Within 45 days of placement at Woodside, the treatment team will meet to decide if long-term status is appropriate for the youth and if a CRC referral will be completed.

With CRC approval, the following steps shall occur:

- (1) The Woodside placement team will review the application to ensure the youth can be best served at Woodside, and to determine if the youth meets criteria for placement on long-term status;

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>173</h1>
Chapter:	Youth Justice	
Subject:	Woodside Long-Term Status/Program	Page 3 of 6

- (2) The Woodside director will send a letter informing the youth, social worker, parents if appropriate, and client placement specialist of the decision made about the application for long-term status.

No external due process review, as described in Family Services [Policy 172](#), shall occur once a youth transitions to long-term status. Requests for due process review shall be directed to family court.

#### Direct Admission to Long-Term Status

A youth may be directly admitted to the Woodside long-term program, without prior placement in short-term status, for residential treatment, if:

- (1) CRC has approved the placement; **and**
- (2) The Woodside clinical team has approved the referral; **and**
- (3) The Woodside director has issued an acceptance letter; **and**
- (4) The court has issued a disposition order supporting the disposition plan for Woodside long-term status **or** the youth has signed a waiver agreeing to placement in the Woodside long-term program.


#### Long-Term Status Due Process Review

After a youth has been approved by CRC and the Woodside placement team, the plan for long-term status must be approved by the court or, alternatively, the youth, legal representative, and all other parties listed on the waiver must sign the [FS-680 A \(Initial Waiver for Long-Term Placement at Woodside\)](#) stating agreement to long-term placement.

If any party disagrees and declines to sign the waiver, the social worker will file an amended case plan with the court and request a disposition hearing to approve the amended case plan. Following the hearing, the social worker will forward the amended case plan and disposition order to the client placement specialist and Woodside director. The court must approve the plan to transition to long-term status at Woodside.

#### Continued Placement in the Woodside Long-Term Program

If the Woodside's clinical team recommends continued placement in the long-term program beyond 12 months, the Woodside director will provide written notice by the 11<sup>th</sup> month of placement in the long-term program to the youth, their legal representative, parent(s)/guardian if appropriate, social worker, supervisor, GAL, and the deputy state's attorney. The Woodside clinical team will present a plan that includes treatment goals and a projected discharge date to all members of the youth's treatment team.

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>173</h1>
Chapter:	Youth Justice	
Subject:	Woodside Long-Term Status/Program	Page 4 of 6

Following notice of continued stay in the long-term program, the youth will have the opportunity to sign the [FS-680 B \(12-Month Review for Continued Placement at Woodside\)](#). If all the required parties are not in agreement with the extended stay in the program, the social worker will file an amended case plan with the court and request a disposition hearing to approve the amended case plan. Following the hearing, the social worker will forward the amended case plan and disposition order to the client placement specialist and Woodside director. If a permanency review or disposition hearing was held within the prior 30 days and addressed the continued placement in the Woodside long-term program beyond 12 months, the youth’s due process rights will have been satisfied. The [FS-680 B](#) will be signed or the request for a judicial hearing will be made prior to the youth being in the Woodside long-term program for 12 months.


If the Woodside clinical team recommends continued placement beyond 18 months in the long-term program, the Woodside director will provide written notice to the youth, their legal representative, parent(s)/guardian if appropriate, social worker, supervisor, GAL, and the deputy state’s attorney. The Woodside clinical team will present a plan that includes treatment goals and a projected discharge date to all members of the youth’s treatment team.

Youth who are nearing the 18-month timeframe in the long-term program will have the opportunity to sign the [FS-680 C \(18-Month Review for Continued Placement at Woodside\)](#). If all required parties are not in agreement with the extended stay in the long-term program, the social worker will file an amended case plan with the court and request a disposition hearing to approve the amended case plan. Following the hearing, the social worker will forward the amended case plan and disposition order to the client placement specialist and Woodside director. If a permanency review or disposition hearing was held within the prior 30 days and addressed the continued placement at Woodside beyond 18 months, the youth’s due process rights will have been satisfied. The [FS-680 C](#) will be signed or the request for a judicial hearing will be made prior to the youth being in the Woodside long term program for 18 months.

If the youth continues in the long-term program beyond 18 months, the same process outlined above shall occur every three months thereafter.

#### Temporary Mental Health or Medical Placements

If the youth requires temporary mental health or medical placement outside of Woodside, this is not considered a discharge from Woodside.

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>173</h1>
Chapter:	Youth Justice	
Subject:	Woodside Long-Term Status/Program	Page 5 of 6

### Administrative Discharge

The goal of Woodside long-term status is to engage youth in a positive course of services, supports, and treatment. However, Woodside may consider administrative discharge after intensive effort and consideration there is evidence that:

- a youth’s specific treatment needs can no longer be addressed at Woodside; or
- a youth is consistently unable to participate in their program of treatment.

When a youth meets the above criteria, the Woodside director will submit a written recommendation for an administrative discharge, with supporting documentation to the social worker and client placement specialist. As soon as possible, the assistant director of clinical services will convene a team meeting including the youth, their legal representative, parents if appropriate, extended supports, district representative with decision-making authority (social worker, supervisor, district director), client placement specialist, LEA, and others as appropriate. If the recommendation is for administrative discharge, the Woodside director will notify the Family Services Division Deputy Commissioner for final decision-making authority.

### Planned Transition and Discharge from Woodside

At least 90 days before the anticipated transition of the youth from the Woodside Long-term program, a treatment team meeting shall be convened. This treatment team meeting will be held to develop a transition plan.


A detailed discharge summary of the youth’s treatment at Woodside, including continued treatment needs, will be sent to the youth’s social worker, youth’s legal representative, GAL, parent(s) if appropriate, and new placement within five business days upon transition from Woodside.

### Youthful Offender

Youth may complete the Woodside long-term program as a part of a youthful offender disposition plan as long as they can make significant treatment progress by their 18<sup>th</sup> birthday.

### Victim Notification

When a youth has been adjudicated guilty of an act listed in 13 V.S.A. § 5301, the district office will send the [FS-320 \(Request for Notification for Victims of Juvenile Delinquency\)](#) to the victim. If the victim requests notification, the district office must attempt to notify the victim using the [FS-321 \(Victim Notification Letter\)](#) before the youth is released from residential facility to a community setting. The name of the

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>173</h1>
<b>Chapter:</b>	Youth Justice	
<b>Subject:</b>	Woodside Long-Term Status/Program	Page 6 of 6

facility will not be disclosed. For additional information, see Family Services [Policy 163](#): Notifying Victims of Juvenile Delinquency.