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Subject:	Woodside Admissions	Page 1 of 4
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Purpose

To describe the criteria and mechanisms by which youth may be initially admitted to the Woodside Juvenile Rehabilitation Center (herein, Woodside). Woodside is a secure program and placement of any youth at Woodside will be carefully evaluated against admission criteria.

Policy

Woodside is operated by the Department for Children and Families, Family Services Division (herein, DCF). Woodside serves youth from the age of 10 up to 18 who are in the custody of the Commissioner of the Department for Children and Families who have a delinquency charge or adjudication and who pose a significant risk to him/herself, others, the community, or property requiring secure treatment intervention.

Placement Criteria

Youth may be admitted to Woodside in the following ways:

1. By the DCF administrative process if the youth is in DCF custody and meets criteria as a delinquent, or has a pending delinquency charge; or
2. By the Court pursuant to a Temporary Care Hearing where a flexible or inflexible



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order may be issued; or

3. Pursuant to the protocol jointly adopted by the Commissioners of DCF and the Department of Corrections; or
4. Pursuant to the Interstate Compact on Juveniles

Administrative Admissions

Youth admitted to Woodside must be between the ages of 10 up to 18. They must meet one of the following criteria:

1. in temporary DCF custody as an alleged delinquent pursuant to
 - a. an emergency care order or
 - b. a temporary care order, with a finding of probable cause; or
2. a judge has issued a flexible or inflexible order for the youth be placed at Woodside; or
3. in DCF custody as a delinquent pursuant to a disposition order; or
4. in DCF custody with a finding of probable cause or a merits finding of delinquency; or
5. in DCF custody, on juvenile probation, and has been alleged to have violated a condition of probation; or
6. not in DCF custody, but on juvenile probation detention status (VOP 316), as described in Policy #162; or
7. on juvenile probation or parole or in the custody of another state as a delinquent, but being supervised in Vermont pursuant to the Interstate Compact on Juveniles; or
8. a runaway youth from out of state, pursuant to the Interstate Compact on Juveniles.

AND

There is evidence the youth poses a significant risk to self, others, the community, or property; AND the youth demonstrates behavior that cannot be effectively managed in an available setting less secure than Woodside.

Social workers recommending placement of a youth at Woodside should discuss the appropriateness of that placement with their supervisor or district director before contacting the Family Services Client Placement Specialist, or designee. The Family Services Client Placement Specialist will make the final decision about all admissions during working hours. After business hours or holidays, the Emergency Services Program (ESP) Supervisor will make that decision and ESP staff will finalize transportation and other arrangements.

When admitting a youth for a violation of probation (VOP), the written probation complaint must be reviewed by the Family Services Client Placement Specialist or ESP Supervisor for administrative approval to Woodside. The written violation of probation must be provided to Woodside prior to admission. The VOP will then be filed with the court no later than the

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next business day.

When a youth is placed at Woodside pursuant to the Interstate Compact on Juveniles, the Compact Administrator will be informed as soon as possible and will participate in all future placement decisions. Such youth are not eligible for either internal or external due process review of the placement.

Placement of 10, 11 and 12 Year-Olds at Woodside

Any youth of 10, 11 or 12 years will be released on the first working day following admission unless continued placement is approved by the Family Services Deputy Commissioner or designee, or the youth is placed on an Inflexible Order by the Court.

Admission by Order of the Juvenile Court

The juvenile court may issue the following types of orders at or after a Temporary Care Hearing:

1. “Flexible Order”: The Court allows the DCF Commissioner or designee to place a youth at Woodside. The Client Placement Specialist or designee will determine if an alternative placement is available for the youth.

Note: The Client Placement Specialist or designee must authorize placement at Woodside under a flexible court order. The court order must accompany the youth for admission to Woodside.

2. “Time-Limited Inflexible Order”: The Court orders a youth to be placed at Woodside for up to 7 business days following the day after the order is issued. Inflexible orders shall expire at the end of the 7th business day following its issuance. After further hearings, the Court may issue subsequent orders for placement at Woodside for an additional 7 business days.

Social Worker Request to the State’s Attorney/Court for an Inflexible Order

The District Director must approve all requests by social workers and/or supervisors made to the State’s Attorney/Court for an Inflexible Court Order. If the District Director is unavailable, the social worker and/or supervisor will then make their request to the designated Operations Manager for their district.

The social worker and/or supervisor must present compelling information which supports the youth poses significant risk to self, others, the community, or to property and cannot be safely maintained in a less secure, available placement.

Admissions for Youth in Custody of the Department of Corrections

At the sole discretion of the DCF Commissioner or designee, a youth under the age of 18 in custody of the Commissioner of Corrections may be placed at Woodside pursuant to a

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protocol jointly adopted by the two Commissioners of DCF and DOC. Any placement at Woodside pursuant to this protocol must be approved by the Family Services Residential Services Manager or designee.

Tasks

Social Worker Tasks:

- Determines if the youth meets the criteria for a referral for admission to Woodside.
- Reviews with supervisor or district director the need for placement at Woodside.
- May contact the Family Services Client Placement Specialist or designee before a Court Hearing so that the Court can be informed of available resources.
- Seeks approval from the District Director or designated Operations Manager if requesting that the State's Attorney/Court request an Inflexible Order.
- Contacts the Family Services Client Placement Specialist or designee (ESP supervisor after business hours or holidays) to request authorization for placement at Woodside.
- Contacts the Family Services Client Placement Specialist or designee *immediately* upon issuance of a court order to discuss the possible placement alternatives.
- Upon issuance of a court order, ensures that the appropriate documentation – court order and affidavit – accompanies the youth to Woodside.
- Provides a written violation of probation complaint to the Family Services Client Placement Specialist or ESP Supervisor and Woodside.
- Arranges for transportation of the youth to Woodside.
- Ensures that an adequate supply of prescribed medications accompanies the youth or that arrangements are made immediately to secure their availability at Woodside.
- Provides relevant medical, mental health and disabilities information to Woodside staff.
- Files the VOP with the court no later than the next business day.
- Contacts Woodside no later than the following business day after placement of youth to:
 - Complete intake information.
 - Begin discharge planning.
 - Discuss plans with youth.

Supervisor Tasks:

- Reviews the need for placement at Woodside with the social worker.
- Seeks approval, in collaboration with the social worker, from the District Director or designated Operations Manager if requesting that the State's Attorney/Court request an Inflexible Order.

District Director Tasks:

- In the supervisor's absence, reviews with social worker the need for placement at Woodside.
- Reviews social worker and/or supervisor's request to the State's Attorney/Court for an Inflexible Order.