

INTERDEPARTMENTAL AGREEMENT
Access to Woodside Juvenile Rehabilitation Center for Youth under the Jurisdiction of
the Department of Corrections

Introduction

The Department for Children and Families, Family Services Division (DCF-FSD) operates the Woodside Juvenile Rehabilitation Center. Woodside is primarily used for placement of youth who have been charged with a delinquency or adjudicated delinquent and require a secure setting. Woodside is licensed for a maximum capacity of 30 youth.

Woodside is intended to serve youth in the delinquency system and in the custody of the Commissioner of DCF. Under the terms of this MOU, Woodside will also serve certain youth who are the legal responsibility of the Department of Corrections (DOC) and are appropriate for the services offered at Woodside.

DCF and DOC enter into this Interdepartmental Agreement to outline the circumstances in which youth in DOC custody may be placed at Woodside.

Statement of Need

Youth under 18 years of age are placed in the custody of the Department of Corrections while criminal proceedings are pending. Federal and state law restricts the housing of youth charged or convicted who are under the age of 18 in facilities used for the incarceration of adults. DOC must make alternative arrangements for the housing of these youth individuals. This may include placement at Woodside or another appropriate facility.

Eligibility Requirements

A youth in the custody of the DOC is eligible for placement at Woodside in the following circumstances:

- i) The youth is under 18 years old and is charged or convicted as an adult; and
- ii) the Commissioner of Corrections or designee has determined the youth is in the custody of DOC and requires detention or containment; and
- iii) The youth can be effectively housed at Woodside; and
- iv) The youth meets medical necessity as determined by the Certificate of Need.

Procedure Intake for all DOC Referrals

1. When DOC has an eligible youth in custody who it wishes to place at Woodside, the DOC Commissioner or designee shall contact the DCF Commissioner or designee and request placement. Additionally, the DOC Commissioner or Designee shall provide the DCF Commissioner or designee with information about the youth, the offense, and any related court documents.
2. The DCF Commissioner or designee will promptly review the material submitted by DOC

and render a decision in consultation with the Woodside Director. That decision will be communicated to the DOC Commissioner or designee. If admission is to occur, the DOC representative will make arrangements with the Woodside Director or designee as per Procedure to Access Woodside.

3. The Director of Woodside or designee and the DOC Director of Classification and Designation will formalize admission with the completion of furlough papers, medical permissions and other necessary releases.
4. Within the five business days of placement, the DCF Commissioner or Designee and the DOC Commissioner or designee will convene a treatment team meeting for the youth that will consist of appropriate DOC and DCF-FSD representatives. The Treatment Team will complete a written plan of services (Attachment A) including anticipated discharge date and plan.

When the Treatment Team is convened, if it is determined the youth does not have a legal guardian who is authorized to obtain educational records, then the Director of Program Services or designee will facilitate the procurement of educational records. The records will be shared with the Woodside Education Director or designee.

Posting Bail and Release

If a youth is held for lack of bail anyone wishing to post the bail will pay at the court house during normal business hours. After hours, bail will be accepted at the Chittenden Regional Correctional Facility. After bail is received communication between CRCF and Woodside will occur to inform Woodside of the ability of youth to be released and to whom. The bail receipt, and conditions of release will be scanned and electronically delivered to the Woodside facility.

Discharge

Discharge consideration and/or date will be determined by the DCF Commissioner or designee in consultation with DOC Commissioner or designee.

The DCF Commissioner through the DCF Residential Services Director or designee may terminate a DOC placement when:

- There are concerns about over population of Woodside.

The DCF Commissioner through the Woodside Director or designee may recommend the termination of a DOC placement when:

- The youth does not meet the Certificate of Need requirement for continued placement, in which case they will be discharged within 72 hours; or
- In the DCF Commissioner or designee's judgment, the placement is no longer compatible with the Woodside juvenile population.

In the circumstance where the recommendation is termination, the Woodside Director will call together (in person or by phone) an administrative team meeting, which will include DCF-FSD and DOC representatives including, but not limited to, the

DCF Residential Services Manager, DCF Juvenile Justice Director, DOC Classification Designation and Facility Director, and the DOC Director of Field Services or designees. At least one representative from each Department will participate, the meeting will not be delayed due to the ability of all named to be present.


Should DCF-FSD terminate a DOC placement, DCF-FSD shall endeavor to give DOC at least forty-eight hours of notice. Immediate discharge may be required to permit the placement of high risk DCF youth who require secure placement. Notification about the termination of placement will be given to the DOC Director of Classification Designation and the DCF Residential Services Manager.

General Agreements

1. If approved for Woodside placement, the youth may remain at the facility until their 18th birthday. Under no circumstances shall a youth in the custody of DOC over the age of 18 reside at Woodside. DOC will pay for all services provided to the youth not included in the Woodside program or not covered by Medicaid or other insurance. Such services, and their cost, shall be outlined in the youth's plan of services. Commissioners' designees may negotiate further cost sharing in particular circumstances as necessary.
2. The DOC Director of Corrections Education or Designee shall be responsible for the coordination of educational information and services by working collaboratively with Woodside staff and Local Education Agency (LEA) of residence.
3. If there is a medical emergency involving a DOC youth, Woodside shall seek treatment for the youth and contact DOC (CRCF) immediately.
4. This agreement is for the benefit of the two parties only and does not convey third-party beneficiary status on anyone.
5. No youth committed to the DOC shall have any right under this agreement to petition the DOC, the DCF-FSD, or the courts to seek placement at Woodside.
6. Upon request by DOC, DCF-FSD shall provide access to DOC of all DCF records that are specifically related to youths detained at Woodside pursuant to this agreement. DCF-FSD may redact all information that references other youth under its care.
7. This Interdepartmental Agreement may be cancelled by either the Commissioner of Corrections or the DCF Commissioner with a thirty-day written notice.
8. This Interdepartmental Agreement is effective until cancelled.



Commissioner - Department for Children and Families



Date



Commissioner - Department of Corrections



Date

Attachment A

PLAN OF SERVICE

Youth's Name

Date of Birth

Treatment Plan Date

Treatment Plan Review Date

Area of Interest	Actions to Be	Responsible Parties
Custody/Legal		
Housing		
Transport		
Education		
Medical/Mental Health		
Case Review/Planning		Core Team Members: DOC CSS Woodside Family Services Worker (DCF-FSD) Mental Health (DCF/DOC) Education (DCF/DOC) Adjunct as indicated
Victim Services		

It is understood and agreed that circumstances and conditions affecting this plan of service are subject to change. Modifications and changes may be verbally agreed to by the Parties as deemed necessary or at subsequent team meetings.

DOC Representative

Correctional Case Services Specialist

DCF-FSD Representative

Residential Services Manager