



OREGON YOUTH AUTHORITY

Community Services Individualized Services User Handbook

November 2023



INDIVIDUALIZED SERVICES USER HANDBOOK

TABLE OF CONTENTS

WHAT ARE INDIVIDUALIZED SERVICES?	1
WHO IS ELIGIBLE FOR INDIVIDUALIZED SERVICES?	1
GOALS FOR USE OF INDIVIDUALIZED SERVICES	2
APPROPRIATE USE OF INDIVIDUALIZED SERVICES	3
ACCESS AND APPROVAL PROCESS FOR INDIVIDUALIZED SERVICES FUNDS	3
COUNTY ADJUDICATED YOUTH	3
OYA YOUTH	6
EXAMPLES OF ALLOWABLE SERVICES AND GOODS	9
GENERAL GUIDELINES FOR PURCHASING AND PAYMENT PROCEDURES	25
ADDITIONAL RESOURCES	28
ONLINE RESOURCES	30



INDIVIDUALIZED SERVICES USER HANDBOOK

WHAT ARE INDIVIDUALIZED SERVICES?

Individualized Services are a part of the Oregon Youth Authority (OYA) budget designed for the purpose of providing a supplemental level of treatment and support services. These services are tailored to meet the individual needs and case plans of youth.

Generally, funds are managed by local committees that make decisions about youth eligibility and approve Individualized Services in support of a youth's case plan. These funds are to be used only when other resources (e.g., third-party insurance) have been exhausted.

Counties may use general fund or other resources to maximize the use of Individualized Services to support identified youth needs. Cooperative funding is acceptable when service rates exceed established OYA rates. County Individualized Services funds may be used for adjudicated youth under county supervision or OYA youth.

OYA may explore cooperative funding with other sources to maximize the use of Individualized Services funds. Regardless of cooperative funding explored or implemented, all OYA Individualized Services funds must be used to serve only eligible youth as defined below.

WHO IS ELIGIBLE FOR INDIVIDUALIZED SERVICES?

1. Youth **must be**:
 - a. **adjudicated** delinquent; and
 - b. Must need services that are case plan driven and which **CANNOT** be funded through any other source, public or private; and
 - c. Determined to be:
 - i. **At risk** of commitment to the OYA out-of-home care (i.e. the youth is under age 19) or to OYA close custody (i.e. the youth is under age 19 or under the age of 20 for crimes listed in [ORS 137.707](#)); or
 - ii. **At risk** of revocation to OYA close custody.
2. OYA and DOC youth in OYA close custody, **are** eligible for Individualized Services funds **to prepare and support reentry 90 days prior to release and engage families.**
3. DOC youth are eligible up to 90 days post release from close custody to post-prison supervision.



INDIVIDUALIZED SERVICES USER HANDBOOK

GOALS FOR USE OF INDIVIDUALIZED SERVICES

- USE OF EVIDENCE-BASED PROGRAMS

All OYA funding, including Individualized Services funding, is under review to ensure program services are evidence-based and follow best practice standards that enhance the quality of outcomes for youth. OYA is continuing to work with counties and providers to identify youth specific services that need to meet best practice standards. These guidelines are updated from time to time to reflect OYA's efforts to purchase services that meet best practices standards.

- Reduction in —

- Commitments to the OYA and revocations of youth who can safely be managed in the community
- The propensity of youth to commit crimes
- The propensity of youth to engage in anti-social behavior
- Self-destructive behavior by youth served
- Youth lengths of stay in out-of-home placements

- Increase in —

- Public safety by providing appropriate services to youth in the community
- Positive reformation
- Educational participation by youth served
- Youth wellness and cultural identity through connection to relevant programs and supports
- Skills of youth to appropriately live in a community setting
- Family engagement in youth reformation planning and activities



INDIVIDUALIZED SERVICES USER HANDBOOK

APPROPRIATE USE OF INDIVIDUALIZED SERVICES

Individualized Services must have the following characteristics:

- Services are community based and designed to purchase wrap around services for youth on probation and parole that meet OYA funding guidelines and budget constraints.
 - Services support a holistic approach and address case plan domains (Medical, Social Living Skills, Education, Mental Health, Alcohol and Drug Treatment, Offense-Specific, Vocational, Family and Transition).
 - Services are case plan driven and community based.
 - Services are culturally and linguistically relevant and meet specific gender needs, including youth who identify as gender fluid.
 - Services support positive youth outcomes and reduction in recidivism.
 - Services reflect a prudent expenditure of public funds and are within acceptable community norms.
-

ACCESS AND APPROVAL PROCESS FOR INDIVIDUALIZED SERVICES FUNDS

COUNTY ADJUDICATED YOUTH

The use of Individualized Services is guided by an Intergovernmental Agreement (IGA) between OYA and each county. Counties and OYA will use the established local process to access and approve expenditure of Individualized Services funds for **county adjudicated youth or OYA youth to whom the county is providing services**. Before any expenditure under the IGA can be used, each request for funds on behalf of an adjudicated youth under county supervision or OYA youth must be submitted on an Individualized Services Authorization form (i.e. YA 3400 or county equivalent), and approved by, at a minimum:

- An OYA Parole/Probation Supervisor, and
- A Juvenile Department-designated representative

Interstate Compact Placement Youth: If the case plan is to place a youth in another state through Interstate Compact and treatment services will be needed, the county Juvenile Court Counselor (JCC) or OYA Juvenile Parole/Probation Officer (JPPO) must work with Interstate Compact Office to identify a treatment provider. This process should begin a few months before the anticipated placement because a special contract for services will have to be developed. All questions regarding out-of-state placement and services should be directed to the Oregon Interstate Compact for Juveniles Office.



INDIVIDUALIZED SERVICES USER HANDBOOK

Process for Multi-system Involved Youth

A local committee representing community interests and resources is recommended to review and approve Individualized Services referrals. At a minimum, a local committee must include an OYA representative and a Juvenile Department representative. The inclusion of other members improves the opportunity to review other local funding resources. Suggested other members include:

- Education representative
- Mental Health representative
- Department of Human Services representative
- Developmental Disability representative
- Other local youth-serving agencies

It is important to follow all the approval processes and purchasing guidelines outlined in the table below to ensure payments can be made appropriately and counties can be reimbursed for their expenditures.

COUNTY IGA PROCESS	STAFF RESPONSIBLE & APPROVALS
JCC completes an Individualized Services Authorization form (i.e. YA 3400 or county equivalent).	JCC
JCC determines if other funding is available or may be used in conjunction with Individualized Services. JCC completes “Other resources section” on the Individualized Service Authorization form.	JCC
If other resources are available, documentation is <u>required</u> in the “Justification” section regarding why they are not being used (e.g. “private insurance doesn’t cover”, “OHP won’t pay for SO TX”, or “not eligible through SSI or Education”).	JCC



INDIVIDUALIZED SERVICES USER HANDBOOK

COUNTY IGA PROCESS	STAFF RESPONSIBLE & APPROVALS
Referral form reviewed according to the local review process with signed approval by the designee of the County and the OYA Supervisor.	Signed approval by designee of County and the OYA Supervisor
If there are circumstances when a purchase falls outside the guidelines, the express approval of the County Juvenile Department Director and/or OYA Assistant Director of Community Services is required.	County Juvenile Department Director and/or OYA Assistant Director of Community Services
Copies of the approved form must be maintained in the youth's case file.	JCC

COUNTY PURCHASING SERVICES/GOODS PROCESS	STAFF RESPONSIBLE & APPROVALS
Approved form is provided to County person responsible for creation of authorization for purchase of services or goods.	JCC or other County authorized staff
When purchasing goods, youth must be accompanied by a responsible adult.	County staff, Foster Parent, or Residential Treatment Provider staff must accompany youth on shopping trips
Confirm that service/goods have been provided before payment is made.	JCC or other County authorized staff
Maintain detailed records and complete synopsis of services purchased to send along with bill for reimbursement as requested per the IGA.	County Juvenile Department Director or designee



INDIVIDUALIZED SERVICES USER HANDBOOK

OYA YOUTH

All requests for contracted Individualized Services must be approved with written authorization sent to the provider prior to the beginning of services on the following forms:

- **Contracted Services:** Use Individualized Services Authorization Form (YA 3400 **JJIS form**)
- **Non-contracted Services/Goods:** Use the YA 3400 **JJIS form** for request. Purchase will be made with the use of SPOTS (Small Purchase Order Transaction System), expense voucher, medical voucher, etc.
Notification will be given if current forms are revised or new forms are developed.
- **Interstate Compact Placement Youth:** If the case plan is to place a youth in another state through Interstate Compact and treatment services will be needed, the JPPO must work with Interstate Compact Office to identify a treatment provider. This process should begin a few months before the anticipated placement because a special contract for services will have to be developed. All questions regarding out-of-state placement and services should be directed to the Oregon Interstate Compact for Juveniles Office.

It is important to follow all the approval processes and purchasing guidelines outlined in the table below to ensure payments can be made appropriately and providers can be reimbursed for their services.

OYA PROCESS	STAFF RESPONSIBLE & APPROVALS
<p>JPPO identifies a contracted-provider or non-contracted provider of goods/services who agrees to provide the required service/goods. JPPO completes the YA 3400.</p> <p>If the identified provider does not have a current OYA contract and there are case planning reasons supporting the request for a youth specific contract, (e.g. previous treatment relationship or a treatment service that is otherwise not available), the JPPO or Field Supervisor may consult with OYA Diversion Specialist for further direction.</p>	<p>Field Supervisor approval.</p> <p>A request for a youth specific contract, must be approved by the Field Supervisor and Assistant Director of Community Services.</p>
<p>JPPO determines if other funding is available or may be used in conjunction with Individualized Services funds. JPPO completes the "Other Resources" section on the YA 3400 in JJIS.</p>	<p>JPPO</p>



INDIVIDUALIZED SERVICES USER HANDBOOK

OYA PROCESS	STAFF RESPONSIBLE & APPROVALS
<p>If other resources are available, documentation is <u>required</u> in the “Justification” section of the YA 3400 regarding why they are not being used (e.g. “private insurance doesn’t cover”, “OHP won’t pay for SO TX”, or “not eligible through SSI or Education”).</p>	<p>JPPO will document what “Other Resources” have been explored and or “Request for an Exception” in the justification section on YA 3400 form.</p>
<p>When documentation is complete and there are no public or private funds available, the JPPO completes the YA 3400 in JJIS.</p>	<p>JPPO</p>
<p>If there are circumstances when a purchase falls outside the guidelines, the express approval of the Assistant Director of Community Services is required.</p>	<p>Assistant Director of Community Services.</p>
OYA PURCHASING TREATMENT SERVICES:	STAFF RESPONSIBLE & APPROVALS
<p>For services with a current contracted provider, the YA 3400 is submitted to the Field Supervisor for signature. <u>(The provider must receive the approved YA 3400 prior to the start of the initial services and again when a new Authorization is needed to continue services.)</u></p>	<p>JPPO or OS2 <u>and</u> Field Supervisor Length of Services - requests / authorizations shall not exceed 6 months from begin date. Field Supervisor and JPPO will review services every (90 days) at each case review to determine need for continued service.</p>
<p>For youth specific services when there is not a current contracted provider, submit the signed YA 3400 to the Community Services Diversion Specialist who will complete a Contract Request.</p>	<p>Field Supervisor <u>and</u> Assistant Director of Community Services</p>
<p>Open services in JJIS for youth receiving services from a provider with an established behavioral health contract with OYA.</p>	<p>Field Office OS2</p>



INDIVIDUALIZED SERVICES USER HANDBOOK

OYA PURCHASING TREATMENT SERVICES:

STAFF RESPONSIBLE & APPROVALS

For services paid through a Services Purchase Order, do not open services in JJIS. The provider will send an invoice for payment after services are delivered.

To approve payment of services, verify in JJIS by the 5th of each month the amount of authorized services that have been provided during the previous month.

Follow-up in case plan: all Treatment services purchased, **must** be clearly documented in the case plan under the appropriate domain.

JPPO

JPPO

OYA GOODS/NON-CONTRACTED SERVICES:

STAFF RESPONSIBLE & APPROVALS

Use SPOTS card for purchase of goods when allowable. If SPOTS card cannot be used, complete appropriate voucher for purchase of goods.

When purchasing goods, youth **must** be accompanied by a responsible adult.

Follow-up in case plan: all goods and services purchased, **must** be clearly documented in the case plan under the appropriate domain.

JPPO or Field Office OS2

OYA staff, Foster Parent, or Residential Treatment Provider staff must accompany youth on shopping trips.

OYA JPPO



INDIVIDUALIZED SERVICES USER HANDBOOK

EXAMPLES OF ALLOWABLE SERVICES AND GOODS

The examples in the table below are equally applicable to county or OYA youth, unless otherwise noted. The examples will assist local counties and JPPOs/JCCs in determining what type of service meets the goals and intent of Individualized Services funds.

When services or goods are not specifically listed in this handbook, the request must be reviewed by the OYA field supervisor. If approved, the field supervisor must also seek approval from the OYA Assistant Director of Community Services.

	General Topic	Specific Examples	Explanation and Guidance
1.	Detention		Not allowed under current funding restrictions for either OYA or County youth. Responsibility of local Juvenile Department.
2.	Independent Living Services	Youth's basic Household furnishings	<p>Allowed as a precursor to living independently.</p> <ol style="list-style-type: none"> 1. Documentation must show case plan domain(s) and related objective(s). Purchases must be for basic household furnishings and be reasonable and cost effective. 2. Youth must not be allowed to shop alone for these purchases. OYA staff, county staff, foster parent, or Residential Treatment Provider staff must accompany youth on shopping trips. 3. The items purchased must be items the youth can take with them when they leave the current placement.
		Rental Assistance, Utilities, and Cell phones	<p>Allowed only on a temporary basis (Not to exceed 4 months) for youth's share of the costs.</p> <ul style="list-style-type: none"> • Documentation indicating why youth cannot participate, even partially, in payment of rent and /or utilities must be noted on the YA 3400.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<ul style="list-style-type: none"> Rental assistance to families may be considered by Assistant Director of Community Services, in extraordinary cases and will be related to the youth's transition plan. Pay-as-you-go cell phone plans may be considered to support contact between the youth and JCC/JPPO.
		Rental Deposits Utility Deposits College Dorm Rental Fee	Deposits are typically not allowed, as they can be recovered by youth when moving out. Deposits/move-in costs may be allowed , only if paid through expense voucher; documenting instructions for the property management to return deposit to OYA upon youth vacating property. Not allowed as not independent living.
3.	Education and Employment	Basic Education; School	<ol style="list-style-type: none"> Purchases should be tailored to the specific needs of each youth. <ul style="list-style-type: none"> Basic Education is a funded responsibility of school districts. When youth are on an Individual Education Plan (IEP), the school district is responsible for meeting all special needs identified in the IEP related to youth's learning. OYA is not responsible for funding "alternative education" if a school district denies funding. Purchase of laptops and internet service may be considered on a case by case basis and must be approved by the Assistant Director of Community Services. Routine costs such as student body cards are built into the provider and foster care rates.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
		Activity Fees	<ol style="list-style-type: none"> 1. Use of funds for activities fees must be documented in the youth's case plan. 2. Reduction/waiver of fees or scholarships should be explored with schools.
		G.E.D.	G.E.D. prep classes and/or testing fees may be paid if related to the case plan and are not available through the youth's local school programming.
		Sports Fees	<ol style="list-style-type: none"> 1. Funds may be used on a very limited basis for a required pay-to-play fee provided the school district has been asked if they have a scholarship program or a reduced rate program for their students in need. All requests and responses need to be documented. 2. Equipment for youth to participate in school events may also be purchased providing the possibility of a scholarship program or reduced rate program has been explored. All requests and responses must be documented. Careful planning for such expenditures is expected. <p>(See General Topic of "Camps" for sports camps.)</p>
		Graduation Costs	Graduation Costs may only include gowns to enable participation in the ceremony; all announcements, pictures, jewelry, etc., are not an appropriate use of Individualized Services funds.
		Vocational Skills Development & Supplies	Tools for Employment, including but not limited to: <ol style="list-style-type: none"> 1. Vocational resource books (e.g. welding)



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<ol style="list-style-type: none"> 2. Barber tools 3. Special work clothes
		Tutoring	<p>Tutoring is generally not an appropriate expenditure. If there is a school-based documented need for the service, the school district needs to be held accountable to provide such service.</p> <p>If a school district cannot meet the need for this service and it is considered “exceptional,” follow the process for review by the OYA Field Supervisor and Assistant Director of Community Services.</p>
		<p>Tuition: <u>One class limit</u> & related expenses for:</p> <p>Non-college College Vocational School</p>	<p>Documentation indicating how youth will buy in and “Give Back as an Investment” demonstrating personal commitment and monetary and / or non-monetary contribution must be noted in the justification section on the Individualized Service Referral form (YA 3400).</p> <ol style="list-style-type: none"> 1. <u>Example:</u> A specific class for credit recovery or a one-time chemistry class along with a lab fee may be allowed. More than one class per year would need prior approval from the Assistant Director of Community Services. 2. A full class load, summer school, and ongoing schooling are not allowed. This includes registering for a full credit load at a community college toward a degree or vocational certificate. 3. If a DOC or OYA youth is to attend college or vocational/trade school with financial aid, assistance with “startup” costs limited to books and supplies may be provided. The purchase of a basic computer may be considered as an exception, with approval by Assistant Director of Community Services.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<ul style="list-style-type: none"> • Note: Individualized Service funds are appropriate for individualized educational class fees when they meet the above guidelines and under the following criteria: <ol style="list-style-type: none"> a. Are tailored to the individual youth, driven by the case plan, address a specific open domain, is determined by and documented as addressing a protective factor; b. Are based on an Individualized Services request form initiated by the JPPO and staffed in an MDT or local review committee; c. Are not driven by need or desire for youth to have their time occupied during the summer; or d. Is not based on the need to make up for negative behavior of youth (e.g., youth was on the run or in detention and missed classes).
4.	Reinforcers of Behaviors	Tangible Items	Using non-tangible reinforcers should be the major strategy for promoting pro-social behaviors. Purchase of tangible items is an appropriate use of Individualized Service funds. OYA: Please refer to COM III-C-1.3 Youth Incentives – Gift Cards on use of gift cards to reinforce behavior.
5.	Recreation and Physical Activity	Recreational activity memberships/passes; lessons (non-school); gym memberships, music or art lessons	Documentation indicating how youth will buy in and “Give Back as an Investment” demonstrating personal commitment and monetary and / or non-monetary contribution must be noted in the justification section on the YA 3400. Reminder - OYA needs to be able to show how expenditures assist in youth reformation.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
		Sub-care Placement	<ul style="list-style-type: none"> • If JPPOs feel strongly about the importance of an activity based on a youth's case plan, the supervisor can discuss it with the Assistant Director. • Exceptions must be pre-approved by the Assistant Director of Community Services. JPPO's need to maintain documentation verifying the pre-approval. • JPPO's must attach the exception approval documentation with the YA 3400. <p>BRS contracts state that contractors will provide youth with recreational activities.</p>
6.	Camps		<p>Any request to fund a youth's participation in a day or overnight camp must be part of the case plan and support/enhance skills and/or desired behaviors. The youth's age and future plans should also be considered.</p> <p>Prior to local approval, requests should first be staffed with the local OYA Field Supervisor who, if approves, will consult with the OYA Assistant Director of Community Services for approval.</p>
7.	Mentoring	Contracted providers	<p>Mentoring is an allowable expense. There must be an active contract with the provider for this service.</p> <p>The youth's case plan must indicate how mentoring will support culturally specific service needs.</p>
8.	Skill Building Community Intervention Services	Structured mentorship Skill development	<p>Community intervention providers are involved in teaching youth appropriate social, living and job retention skills. Services plan</p>



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
	Family Engagement Services	Educational Support Gang Intervention Crisis intervention Family support Conflict resolution On-line skills classes Parent Education Family Assessment Family Intervention Strategies	<p>goals are to be aimed at producing positive, measurable outcomes in the categories of school attendance, employment, academic progress, employability, positive adult relationships, decreased gang activity and reduced recidivism.</p> <p>Providers are involved to assess and identify needs of family and youth, to support effective interventions, to educate and develop family support skills before and after youth transitions home.</p> <ul style="list-style-type: none"> • For OYA purchases, services must be provided by an OYA contracted provider. • For County purchases, services must be provided by contractors who meet the guidelines in the IGA.
9.	Sex Offense Specific Treatment	Psychosexual Assessments Treatment Polygraphs PROFESOR	<ol style="list-style-type: none"> 1. Psychosexual assessments with PROFESORs, treatment and polygraphs are acceptable expenditures for youth living at home or independently. 2. When youth are in OYA residential treatment or foster care and OHP eligible: <ul style="list-style-type: none"> • JPPO completes the OHP 729 form if a psychosexual assessment is needed for further case planning. • Polygraphs for purposes of case planning: JPPO completes the OHP 729 form. 3. Sex offense specific treatment must be provided by a SOTB certified provider.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
10.	Behavioral and Physical Health Services	<u>Out-Patient</u> <ul style="list-style-type: none"> • Mental Health and Alcohol & Drug • Evaluation/Assessment • Treatment 	<p>The use of Individualized Services dollars are allowed when the therapy or treatment is meeting case plan goals and all other funding guidelines.</p> <p>All physical healthcare and behavioral healthcare must be appropriately provided by licensed providers.</p> <ul style="list-style-type: none"> • For OYA purchases, services must be provided by an OYA contracted provider. • For County purchases, services must be provided by contractors who meet the guidelines in the IGA. • Services must be approved in advance by the processes identified in this handbook <p>Note: Payment rates shall not exceed the OYA-established rates or Oregon Medicaid rates.</p>
		<u>Out-Patient</u> <ul style="list-style-type: none"> • Medical/Dental/Vision 	<ol style="list-style-type: none"> 1. For youth living at home, OYA is not responsible for medical and dental services. Any extraordinary exceptions must be approved by Assistant Director of Community Services. 2. For youth in sub-care placement, OHP/private insurance is used to cover medical services. 3. For county adjudicated youth, emergency medical, dental, or vision needs including protective eye wear. 4. For vision care, DMAP rates must be used.
		Co-payments (Out-patient Only)	<ol style="list-style-type: none"> 1. Individualized Services is the last source of funding. 2. Youth must access third-party insurance for behavioral, mental health, or substance use therapy and medical services.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<p>3. There may be times when it is appropriate to use funds to cover co-payments; however, the purpose of the decision must be thoroughly documented in the case plan.</p> <p>4. Youth specific contracts <u>must</u> be used to authorize co-payments for therapy services.</p> <p>5. OYA only purchasing guidelines: Medical Authorization and Invoice form (YA 3100) must be used to authorize co-payments for medical services.</p> <p>For any other co-payment request, please contact the local OYA Field Supervisor who will review the request with the OYA Assistant Director of Community Services prior to local approval.</p>
		<p><u>In-Patient</u></p> <ul style="list-style-type: none"> • Mental Health • Alcohol & Drug • Medical 	<p>Individualized Services is not intended for in-patient or residential care. Please review local Mental Health Organizations for options.</p> <p>Co-Payments are not typically allowed but may be authorized in some instances. The Assistant Director of Community Services must approve any exceptions.</p> <p>Note: When a youth is Medicaid Eligible, youth and parents are not responsible for any portion of medical costs unless the youth receives services not covered by DMAP.</p>
		<p>Services not covered under OHP</p>	<p>Occasionally an OYA youth will require a medical or dental service not covered by OHP. Any exception must be approved by the Assistant Director of Community Services.</p> <p>(Example: When braces are pre-existing and need to be removed.)</p>
		<p>Pharmacy Services</p>	<p>1. For youth transitioning from out-of-home placement or YCF into the community, Individualized Service funds may be used for</p>



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<p>medication for a limited period of time until OHP eligibility or other on-going funding is established.</p> <ol style="list-style-type: none"> For OYA youth in detention, jail, or YCC, complete a Medical Services Authorization and Invoice (YA 3100); if a YA 3100 provider is not immediately available, SPOTS may be used. For county adjudicated youth placed in detention, Individualized Services cannot be used for pharmacy services. For county adjudicated youth placed in a YCC, Individualized Services can be used for pharmacy services.
		<p><u>In Detention</u> Medical Services</p>	<p>Individualized Services funds cannot be used for medical services for youth in detention.</p> <p>OYA Youth:</p> <p>To access funding when a youth is in detention, jail, or YCC and urgent health care services are needed, complete a Medical Service Authorization and Invoice (YA 3100) as per the instructions.</p> <p>County Youth:</p> <ol style="list-style-type: none"> Adjudicated youth placed in detention, Individualized Services cannot be used for medical services. Adjudicated youth placed in a YCC, Individualized Services can be used for urgent health care services.
		<p><u>In Detention</u> Evaluations & Assessments</p>	<p>If a youth needs a psychological evaluation with testing, a psychosexual assessment, a drug and alcohol assessment, or a mental health assessment while in detention, the service will need to be approved in advance as follows:</p>



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<p>For an OYA Youth: Approved by the local OYA Field Supervisor.</p> <p>For a County Youth: Approved by the local OYA Field Supervisor and County Juvenile Department Director.</p>
11.	Additional funding for BRS programs	<p>Enhanced support and supervision</p> <p>Skill development</p> <p>Transportation</p> <p>Medical support</p> <p>Transition support services</p>	<p>BRS programs can request additional funding to support specific needs of youth in their program. Requested services must go above and beyond the level of services the BRS program is required to provide.</p> <p>Services are intended to be short-term to provide stabilization and/or determine appropriate level of care.</p> <p>The funding request must start with the Community Resources Unit analyst assigned to the BRS program.</p> <p>For additional payment details, see the Program Request for Individualized Services Procedure and YA 3401 (Program Request for Additional Funding) form.</p>
12.	Purchase of Short-term (30 to 90 day) Treatment Beds	<p>Beds at programs such as:</p> <p>TOOLS</p> <p>YCC's</p> <p>Other YCC non-BRS programs</p> <p>County Exceptions:</p>	<p>Purchase is allowable only for OYA committed youth. The reimbursement requested from Individualized Services may not exceed OYA payment rates.</p> <p>In very limited circumstances, counties may be granted an exception with prior written approval from OYA's Assistant Director of Community Services.</p> <p>NOTE: Individualized Services Funds are not intended to divert youth from close custody.</p>



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
		BRS Programs	<p>OYA cannot reimburse counties that place youth in BRS programs for either the daily rate or BRS match.</p> <p>All youth in BRS programs are OHP eligible</p>
13.	Transportation	Youth Transportation	<ul style="list-style-type: none"> • Residential Providers shall provide youth with transportation to school, recreation, treatment services, medical, dental, and vision appointments, and places of vocation / employment. • The cost of transporting youth in residential care or foster care for the purpose of home visits, foster homes visits, or relative home visits may be shared by OYA, the Contractor, and in as much as they are able, the youth's parent, as determined by the parties. • The cost of transporting county youth for home visits is allowable. In the event the county will be reimbursing the program, the amount will be agreed upon in advance. • Transporting youth to their next level of care, home visits, and court is the responsibility of OYA / JPPO's or county JCCs. • OYA Foster Parent Agreement YA 5009 states, "Foster parents shall utilize payments made by OYA to provide maintenance for the youth, including housing, clothing, food, and transportation." Extraordinary circumstances can be reviewed by the field supervisor and Foster Care Manager. • For OYA or county youth living at home: Bus passes may be issued for:



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<ul style="list-style-type: none"> • Counseling sessions for youth and family • Youth to attend school • Youth to look for a job
		<p>Family Transportation and Lodging</p>	<p>Transportation costs and lodging to support family engagement with the youth are allowed.</p> <ul style="list-style-type: none"> • Individualized Services funds may be used to provide financial assistance to parents and guardians for transportation. Under local protocol, OYA and counties will compensate parents/guardians for mileage* for case planning and management (i.e., family engaged in treatment, counseling, assessments, MDT's, and regular visits to include home visits.) For OYA, in all situations the maximum amount cannot exceed \$250 per visit. • Gas cards/vouchers may be purchased and/or issued in advance of travel. • Gas cards/vouchers can be authorized for one visit per month at field supervisor's discretion for family visits. Supervisors will assess financial needs prior to authorizing gas cards/vouchers. Exceptions may be authorized based on the needs of the youth and family. • Family member(s) without transportation may be reimbursed or purchased a round trip bus ticket to support family engagement. Supervisors/staff will assess financial need prior to authorizing reimbursement or bus tickets. • Lodging: OYA field supervisors or county managers may approve lodging no more than one time per month for families who cannot safely travel to the youth's location without an overnight stay. Exceptions for more frequent



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<p>lodging may be authorized to support the youth’s case plan (e.g. family therapy, transition planning).</p> <p>*When calculating mileage, use the GSA rate for the number of miles traveled as estimated by www.mapquest.com. For OYA, in all situations the maximum amount cannot exceed \$250 per visit.</p>
14.	Youth Miscellaneous Expenses	Communication	<p>As an alternative to support ongoing communication between youth and family, JPPO’s are encouraged to support other forms of communication (e.g., teleconference, video visits, etc.) whenever possible.</p> <p>Within reason, International Calling Cards may be purchased if necessary, to support youth contact with family.</p>
		Clothing	<ol style="list-style-type: none"> 1. Residential provider contract states, “Contractor shall maintain a wardrobe for the youth as prescribed by the OYA clothing checklist, which will be provided by OYA.” <ul style="list-style-type: none"> • For OYA purchases, prepare the Youth Subcare Clothing Checklist Authorization (YA 3070) as directed. • Used only for essential or special needs. 2. Foster Parent Agreement (YA 5009) states, “Foster parents shall utilize payments made by OYA to provide maintenance for the youth, including housing, clothing, food and transportation.” Upon initial placement in foster care, a request for clothing may be authorized upon a recognized need after completion of the YA 3070.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			<ol style="list-style-type: none"> 3. Specialized required clothing purchases for employment or vocational purposes may be appropriate on a case by case basis. 4. At the time of transition to the community from close custody, purchase may be made usually no more than one time for essential clothing (refer to the YA 3070 for information). <ul style="list-style-type: none"> • Exceptions must be approved by the Assistant Director of Community Services.
		Hygiene Products	<ol style="list-style-type: none"> 1. These items are rarely purchased, since the youth will normally take remaining personal hygiene products with them when leaving OYA close custody, residential care, or foster care. 2. There may be some instances where it is a necessary one-time purchase (e.g. independent living.). 3. Not allowed for youth in residential or foster care.
		Necessities for youth's children	<ol style="list-style-type: none"> 1. OYA pays only for birth related costs when the youth is not eligible under the Oregon Health Plan. 2. Birth related costs might include initial clothing for the infant or a car seat to transport the infant.
		ID Cards Birth Certificates Student Body Card Documents related to Social Security Cards	<ol style="list-style-type: none"> 1. For employment purposes youth may need DMV ID Cards. 2. To obtain a DMV ID Card a youth must have an acceptable primary document and a secondary document. <ul style="list-style-type: none"> • A letter verifying identity provided by Oregon Youth Authority, approved by DMV is an acceptable piece of primary documentation.



INDIVIDUALIZED SERVICES USER HANDBOOK

	General Topic	Specific Examples	Explanation and Guidance
			3. The purchase is an allowable expense to the extent it is tied specifically to the youth's case plan.
		Oral Interpretation Services	<p>OYA: Contact OYA Office of Inclusion and Intercultural Relations Unit when interpretation services are needed for coordination.</p> <p>County Youth: Counties may establish contracts for oral interpretation services in alignment with prevailing state rates.</p>
		Sign Language Services	Contact OYA Office of Inclusion and Intercultural Relations Unit when interpretation services are needed.
		Electronic Monitoring (not recognized as an evidence-based practice at this time)	<p>An allowable expense only with approval by the Assistant Director of Community Services and if:</p> <ul style="list-style-type: none"> • Justified in case plan; and • Short-term use as a detention alternative



INDIVIDUALIZED SERVICES USER HANDBOOK

Note: The following guidelines do not alter the terms and conditions of the IGAs. If conflicting language exists, the terms and conditions listed within the IGA take precedence.

GENERAL GUIDELINES FOR PURCHASING AND PAYMENT PROCEDURES

- OYA purchasing systems can only be used to purchase goods and services for eligible youth, as defined on page 1.
- In order to adhere to State of Oregon accounting standards, counties and OYA shall pay the vendor directly whenever possible. Reimbursements to providers, parents, or employees should be made only when it is not possible to pay the vendor directly.

OYA Payment Procedures: For goods and services paid by OYA to vendors directly.

SERVICES:

- All Personal Services must be purchased through a Services Purchase Order or Personal Services contract. Personal Services contracts and Services Purchase Order are both tracked in JJIS.
- Personal Services Contracts are paid in JJIS. Services Purchase Orders are paid through a provider invoice.
 - Personal Services Contracts include:
 - Treatment Services
 - Residential Care
 - Youth Independent Living
 - Community Reintegration
 - Other services provided to a youth
 - Services Purchase Order include:
 - One-time purchases with a provider (e.g. additional funding for a BRS program)
 - Psychological Evaluations (Note: for youth in OYA paid placements, access the OHP/DMAP 729 form.)
 - Polygraphs (Note: for youth in OYA paid placements, access the OHP/DMAP 729 form.)
 - The JPPO should discuss the youth's need for services with their supervisor.
- If the provider cannot be found in JJIS, OYA does not have a contract with that provider. If the contracted provider is in JJIS, confirm that the provider has an *active* contract.



INDIVIDUALIZED SERVICES USER HANDBOOK

- Contact the Diversion Specialist for further guidance and instruction on requesting a youth specific contract.
- To acquire services under a Personal Services contract a YA 3400 Services Authorization Voucher must be given to the provider and services will be opened and verified through JJIS.
- Airfare for youth is purchased through a Purchase Order to the vendor with whom OYA has a price agreement for travel services.

GOODS:

- Clothing, transportation (except airfare), identification cards, household items, educational and recreational items or fees, etc. are purchased with the SPOTS card. If it is inconvenient for the cardholder to make the purchase, an OYA Expense Voucher form (YA 2216 provided by OYA) may be used.
- Accessories (e.g. belt, wallet, purse, backpack) must be approved and itemized on the voucher.
- **Personal hygiene products are not allowed for youth in residential or foster care**
- Contractor mileage may be reimbursed at the prevailing state rate when it is allowed in the contract and **upon OYA approval**. The request for reimbursement must be submitted on an OYA approved Travel Expense Sheet ([YA 2228 C](#)).

County Payment Procedures: For goods and services paid by counties to vendors.

The Counties, if sub-contracting, must at a minimum execute a written sub-contract with each vendor. Each subcontract must include all required provisions of the IGA in order for the County to comply with the IGA.

At a minimum, under the subcontract, potential therapy providers (and any of their employees having access to youth) must:

- Pass a criminal history records check
- Have a current professional license, if required
- Be adequately insured
- Be bound by the terms of the IGA and meet other conditions as required under county contracting rules.

RATES: When determining appropriate providers for county adjudicated youth, counties must be aware of any existing contracts that OYA has with the same providers and not agree to reimburse the provider for more than the comparable amount the provider charges OYA for like services. Payment rates shall not exceed OYA's published rates or Oregon Medicaid rate at:

<https://www.oregon.gov/oia/Pages/servicerates.aspx>



INDIVIDUALIZED SERVICES USER HANDBOOK

County Reimbursement Procedures:

The County must submit to the OYA Diversion Specialist monthly, or at least quarterly, invoices with an attached synopsis and all approved youth referral forms for work performed for OYA review and approval.

- The invoices must describe the work performed and the total amount for that month or quarter.
- The invoices must be submitted on OYA Contract Invoice/Voucher form (YA 2215 provided by OYA).
- Copies of the invoices and receipts must be retained by the county for 24 months after the end date of the agreement and must be made available for review by OYA.
- OYA’s obligation to pay an invoice is conditioned upon the County providing OYA with the synopsis for the month or quarter in which payment is sought.
 - Synopsis:
 - The County must provide the Agency, on a monthly or quarterly basis, a synopsis of youth who have been approved for the Individualized Services funds during the previous month or quarter.
 - The synopsis must include and be in the following format:
 - a) the youth’s JJIS number
 - b) the youth’s adjudicated status
 - c) the youth’s date of birth (DOB)
 - d) the risk score from the OYA’s adopted risk tool or the Oregon JCP Screen/Assessment instrument
 - e) the dates services were provided
 - f) the type of services authorized for the youth
 - g) the service provider
 - h) the total amount expended for the youth; and
 - i) a brief description of what domain and objective from the youth’s case/reformation plan were met

Synopsis Format:

JJIS number	Youth Adjudicated Status	Youth DOB	Risk Score	Date of Service	Type of Service	Service Provider	Amount Expended	Domain	Objective	OYA Agreement Number
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INDIVIDUALIZED SERVICES USER HANDBOOK

ADDITIONAL RESOURCES

Oregon Health Plan (OHP)

Youth placed in paid substitute care (e.g. foster care and residential treatment) will receive medical, dental, and mental health benefits through the OHP.

Youth placed in OYA close custody, detention, or at home (unless they have medical IDs through another agency) are **not** eligible for OHP benefits.

The OHP benefit package contains:

- Medical benefits including inpatient/outpatient hospital services, physical/occupational therapy, preventive care, most prescription drugs, medical transportation, prenatal care, medical supplies, and family planning;
- Dental benefits including cleanings, extractions, root canals, routine examinations, and X-rays;
- Vision benefits including eyeglasses;
- Chemical dependency services including specialized intensive outpatient treatment and methadone maintenance;
- Mental health services including evaluation, consultation, case management, skills training, medication management, outpatient services, 24-hour crisis triage services, emergency services, psychiatric residential and acute inpatient psychiatric hospitalization.

Navigating what services and goods OHP will cover is complex and influenced by numerous factors. It is best practice to **verify coverage prior** to the provision of any services or goods. For guidance and assistance, please contact the OYA Medical Benefits Coordinator or Diversion Specialist.

Vocational Rehabilitation Division (VRD) — VRD is a nationwide program designed to help people with disabilities.

Those eligible for services must have:

- A mental or physical disability that prevents the person from getting or keeping a job.
- A need for services only VRD can provide.

Services that are provided include:

- Assistance finding employment
- Special equipment or technology



INDIVIDUALIZED SERVICES USER HANDBOOK

- Training or education to help a youth find employment
- Vocational counseling and guidance to assist a youth in selecting a job goal
- Evaluations to determine skills and interests
- On-the-job training, job search assistance, or training in job interviewing
- Transportation to and from employment

The eligibility evaluation is a free service. Contact the local Department of Human Services -Vocational Rehabilitation Division ([DHS-VRD](#)) in your community.



INDIVIDUALIZED SERVICES USER HANDBOOK

ONLINE RESOURCES

Oregon Department of Human Services (DHS)

Under certain circumstances, youth or families may qualify for assistance from a variety of available programs at the Department of Human Services

www.oregon.gov/dhs/pages/index.aspx

Oregon Youth Authority (OYA)

www.oregon.gov/oia/Pages/doingbusiness.aspx

General Resources: Oregon Community Resources

Search services by name, service, city, county or region

oregonworkforcepartnership.org/

County Mental Health Departments

www.oregon.gov/oha/hsd/amh/pages/cmh-programs.aspx

Child and Family Behavioral Health Services

www.oregon.gov/oha/HSD/BH-Child-Family/Pages/index.aspx

Interstate Compact for Juveniles (ICJ)

www.juvenilecompact.org/

Education that is Multicultural - Resource Directory

www.oregon.gov/ode/students-and-family/equity/equityinitiatives/Pages/default.aspx

Oregon Youth Corp

www.oiccweb.com/

Charitable Organizations in the Community (examples)

Boys and Girls Clubs of America

bgca.org/about-us

Oregon Youth Challenge Program (Oregon National Guard)

www.oicp.com/

Oregon Helps – A Resource for Families

www.oregonhelps.org/

Oregon Partnership

www.linesforlife.org/

211 Info

Guide to Health and Social Services in Oregon and SW Washington

211info.org/