



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

***Service Interpretive Guidelines***  
**Family Support**

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**SERVICE DESCRIPTION:**

Family support services are face-to-face interventions with the youth and family, designed to assist the youth, parent/caregiver to learn/enhance new skills, role play, and practice specific strategies and techniques to decrease the youth's behaviors related to criminogenic risk. This service targets the entire family unit and is typically provided when all family members are present.

The service should impact the family functioning as a whole as well as the youth's individual functioning. This service will intentionally target assessed high risk needs and provide skill development. It should not be used as an extension of supervision.

**TARGET POPULATION:**

This service would typically assist in addressing youth with high risk and/or need in Family/Parenting, Education/Employment, Personality/Behavior, and/or Attitudes/Orientation as well as being at risk for out-of-home placement.

This service may be used when a family is struggling with healthy functioning and/or struggling to work together to help the youth reduce their risk and meet probation goals.

**PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:**

- A written service plan shall be developed with the youth and probation/problem solving court officer based upon the probation referral and family/youth intake interview. The written service plan will be shared with the probation/problem solving court officer.
- Individualization of the plan will be determined based on service referral information, (criminogenic risk, need and responsivity) relevant collateral documentation/assessments and youth/family goals.
- Youth and the youth's parent(s) and/or guardian(s) shall participate in the intake process in person.
- Officer shall communicate weekly, at a minimum for updates on the treatment plan, goals and the youth and family's engagement in services.
- Officer must ensure the Family Support Worker (FSW) is supporting the team plan in a positive manner through ongoing communication to ensure progress is made and goals are achieved.

- Officer shall assist in maintaining family engagement and facilitate family team meetings to encourage communication and progress.
- Officer shall verify with the FSW if progress is being made. If progress is not indicated, the FSW shall provide a rationale as to what changes will be made to initiate a plan to increase progress.
- Officer will work with the FSW to begin discharge planning at the time of service initiation. The provider's written discharge plan will include:
  - Recommendations for next appropriate community services
  - Follow up appointments scheduled in conjunction with family
  - Community supports and resources for the youth/family
  - Consultation with community agencies on behalf or in conjunction with the youth/family
  - Update every time there is a change in the youth/family circumstances
  - Summary of goals and objectives completed by the Family Support Worker
- Upload all documents to the information management systems.