



Clark County Family Services

Jill Marano, Director
Wonswayla Mackey, Deputy Director
Lisa Martinez, Deputy Director
Pamela Kowalski, Deputy Director

Clark County Family Services Policy and Procedures

SUBJECT:

Dually Involved Youth Policy and Procedures

Effective Date	Amendment Number	Amendment Effective Date

SCOPE:

To ensure the identification of Dually Involved Youth and provide them with multidisciplinary support.

SPECIFIC LEGAL and OTHER REFERENCES:

[NAC 432B](#)

[NRS 432B](#)

PROGRAMS IMPACTED:

Nevada Initial Assessment
Permanency
Dually Involved Youth

SUMMARY OF CHANGES:

New

Supersedes:

- Permanency Services Policies and Procedures – Section 5300. Transition from CPS Investigations or the In-Home Services Unit to Permanency Services (Effective: 10/1/2009)

DEFINITIONS:

For a list of acronyms and a glossary of terms used throughout CCFS refer to [Acronyms and Glossary](#) located on [DFSNet](#). The following definitions were changed or added during this P&P development or provide additional context:

FORMS, PUBLICATIONS, AND INSTRUCTIONAL (FPI) DOCUMENTS:

- [Crisis Plan](#) (FPI Library)
- [Dually Involved Youth Multidisciplinary Team \(MDT\) Form](#) (FPI Library)

POLICY: CCFS is committed to collaborating with other systems a youth may be involved in. Collaboration across systems ensures understanding of youth history, needs and appropriate services to address needs.

I. Criteria for Dually Involved Youth:

- Any child identified as having an active delinquency referral with CCJJS and/or DCFS parole or probation while also involved in any of the following:
 - Child(ren) under protective custody of CCFS
 - Child(ren) under the jurisdiction of the Dependency Court as Children in need of protection, and legal custody is placed with CCFS.

II. Dually Involved Youth Team:

- A. Cross-agency collaboration with Clark County Juvenile Justice (CCJJS) and CCFS that works to provide services or treatment to meet a collective goal for positive outcomes.

PROCEDURES:

I. Identifying Dually Involved Youth:

A. DIY Supervisor Responsibilities:

- 1. Receive emails regarding children who have been deemed unsuccessful referrals from The Harbor programs.
 - a. Tracks and coordinates with CCJJS to determine eligibility for the Dually Involved Youth program.

B. DIY Specialist Responsibilities:

- 1. Upon receipt of the daily booking report from District Attorney's Office or a youth list from CCJJS, determine eligibility for the Dually Involved Youth program by cross checking all youth listed in UNITY for participation in an open CCFS case and by confirming the youth's identity in FamilyTracs.
- 2. Responds back to the originating email with the list names who are likely to meet the criteria for Dually Involved Youth.
- 3. Notify the NIA or Permanency Supervisor and Specialist assigned to the identified youth via telephone or email that the youth has met the criteria for the DIY program.

II. DIY Team Leader assignment

A. DIY Supervisor Responsibility:

- 1. Upon identifying a youth that meets the criteria for the Dually Involved Youth program, assign the youth to a DIY specialist within one (1) business day. (The Dually Involved Youth will also be assigned a CCJJS counterpart through that department.)

B. DIY Specialist Responsibilities:

- 1. Upon being assigned to a Dually Involved Youth, collaborate with the CCJJS counterpart to determine who will be the DIY Team Leader.
 - a. Through collaboration of the agencies, the DIY Team Leader will be dependent on which agency has the foremost knowledge/experience with the DIY youth or family (i.e., agency with first contact, duration of active involvement, prior involvement, etc.).
 - b. Once determined, the primary agency is responsible for assigning the DIY Team Leader. The DIY Team Leader will serve as the Multi-Disciplinary Team facilitator.
 - c. A designee may be appointed in the absence of the DIY Team Leader.

III. Multi-Disciplinary Team (MDT)

A. DIY Team Leader/MDT Facilitator:

- 1. Schedule the initial MDT to occur at the following timeframes:
 - a. Within seventy-Two (72) hours for children detained at CCJJS.
 - b. Within five (5) business days for children who have been booked and then released by CCJJS.
- 2. Contact the family within two (2) business days prior to scheduled MDT to make introductions and to explain the goals and process.
- 3. All professionals directly involved in a scheduled case must be invited to attend and/or participate in the scheduled MDT meetings. MDT members/agency representatives may include but are not limited to the following:
 - c. Family
 - d. Youth
 - e. Assigned NIA or Permanency Specialist and Supervisor
 - f. Support persons identified and invited by the family or youth
 - g. Any team members from Clark County Juvenile Justice
 - h. Any team members from Clark County Family Services
 - i. Clark County School personnel, as applicable

- j. Behavioral Health Services, as applicable
 - k. Assigned CSEC Specialist/Advocate/Mentor, as applicable
 - l. Other Program/Service Provider, or support as identified and as applicable
4. Meet with the family/caregiver and the youth prior to the MDT to advise of the agenda and remind the family/caregiver and youth of the importance of their active engagement in the meeting.
 5. Facilitate the meeting to discuss the reason for the participation in the Dually Involved Youth program and any concerns, issues, or goals that may be pertinent.
 6. Ensure the thirty (30) day MDT is scheduled to occur within thirty (30) calendar days, following steps A. 2-7 as listed above.
 7. Ensure any additional MDT are scheduled within five (5) business days of request, following steps A. 2-7 as listed above.
 - a. Additional MDTs may be requested by anyone that is part of the team, if a need or concern is identified.
 8. Document updates in UNITY within three (3) business days.

B. Assigned NIA or Permanency Specialist Responsibilities:

1. Provide information to the DIY Specialist and the DIY Supervisor as needed.
2. Attend and participate in the MDT meeting.
3. Complete any follow up tasks as identified during the MDT meeting.
4. Document updates in UNITY within three (3) business days.

IV. Ongoing case management:

A. Assigned DIY Specialist:

1. Monitor the case and provide secondary support to the youth.
 - a. If any issues arise, schedule DIY Team MDT, if needed.
2. Communicate any specific questions regarding the youth, inquiries on the youth's status, court dates, and/or any arrests regarding the youth via duallyinvolvedyouth@clarkcountynv.gov.
 - a. DIY Team communicates with all parties and professionals directly involved in the case to problem solve any issues/progress that may arise.
3. Attend the Delinquency Court Hearings involving the DIY youth, when available.
4. Collaborate with CCJJS DIY staff and probation officers as needed.
5. Participate in and schedule the weekly DIY Team meeting based on the weekly court calendar received from the Deputy District Attorney.
 - a. This includes all DIY Team Members assigned, Deputy District Attorney for CCFS, Deputy District Attorney for CCJJS, CCFS Mental Health Coordinator, CCJJS Mental Health Coordinator, Probation, Parole, ARYS and assigned CCFS Specialist.
 - b. The weekly team meetings are child specific to discuss children on the upcoming Delinquency Court Calendar each week.
 - c. During the weekly meetings, the team shares information, recommendations, and urgent updates for each child listed on the calendar that week.
6. Upon receipt, forward any documentation or records to the primary assigned Specialist.
7. Document any updates in UNITY within three (3) business days. These include, but are not limited to the following:
 - a. Court Hearing information.
 - b. MDT or meeting summaries.
 - c. Child Contact notes.

B. Assigned NIA or Permanency Specialist Responsibilities:

1. Upon discovery of an assigned child being arrested or placed on probation, notify the DIY Unit via duallyinvolvedyouth@clarkcountynv.gov within three (3) business days.

V. Case Closure:

A. Assigned NIA or Permanency Specialist Responsibilities:

1. Notify the DIY Team via duallyinvolvedyouth@clarkcountynv.gov of a Dually Involved Youth's case closing within three (3) business days of the case closure.

B. Assigned DIY Specialist Responsibilities:

1. Upon Dually Involved Youth being terminated from probation or CCFS case closure, complete a closing summary in UNITY under 'CLOSING SUMMARY' case note type and place case in pending closure. Include in the closing summary the following:
 - a. Reason for DIY program involvement.
 - b. Needs and/or services provided.
 - c. Reason for closure
2. Forward any remaining case documentation or records to the primary Specialist.
3. Email the DIY Supervisor of the pending closure.
4. Email the assigned primary Specialist of a DIY closure within 3 days of the closure.

C. DIY Supervisor Responsibilities:

1. Review case and closing summary.
2. Complete closing process of the DIY assignment in UNITY.

Jill Marano, Director
Clark County Family Services

Approved Date