

<b>Department of Juvenile Justice Services</b>  <b>Probation Services Division</b>  <b>Standard Operating Procedures</b>	Date Issued: 08/30/2023	Reviewed On: 08/15/2024	Pages: 12
	Effective Date: 09/02/2024	By: J. Lupo-Masden	Policy Area: 6.09
		Last Revision: 08/01/2024	Section: Specialty Unit (62-D, CD, DAAY, DIY, Diversion, Further Proceedings, ICJICOJ, ISU, Restitution, SOARS)
Approved By: Al Kermode  Title: Manager		Subject: Dually Involved Youth (DIY)	

I. POLICY

The Clark County Dually Involved Youth (DIY) Initiative broadly encompasses clients who have current contact with both juvenile justice and child welfare agencies. This procedural framework to be employed between the DJJS and the Department of Family Services (DFS) in addressing appropriate services for DIY clients. DIY coordinated efforts will aim to increase dual agency collaboration and effective communication as well as improve access and delivery of critical service opportunities by diverting DIY clients, families & caregivers from the juvenile delinquency system.

II. PURPOSE

The goal of the DIY Multi-Disciplinary Team (MDT) is to ensure timely identification of appropriate clients, maintain effective collaboration with involved personnel, active coordination for appropriate crisis planning, and provide sound recommendations and reporting that relate to fidelity to DIY procedures and achievement of positive DIY youth outcomes. Crisis planning largely relies on active family engagement and involvement of the client, service providers, clinicians, District Attorney’s office, child welfare agency and juvenile delinquency system. The MDT will focus on adolescent development principles to develop crisis planning and dual agency collaboration that improve decision-making and reduce risk among the DIY population as well as diversion from the juvenile system.

This policy addresses current cases with both DJJS and DFS to embrace a dual agency, team approach to achieve shared, common goals and outcomes. In addition, the goal is to divert or prevent future involvement or further escalation with either system. This policy was developed to coordinate case planning among multiple agencies with an emphasis on placement stabilization, validated strength-based case management and driven by evidence-based assessment tools.

III. TARGET POPULATION

The target population DIY clients to include:

- A. DFS Ward, Dependent or in Protective Custody; and
- B. Active Delinquency Referral

- a. Cases not to include Active Harbor involvement, active supervision with the Sex Offense Assessment & Rehabilitative Services (SOARS) Unit or Active diversion services with Specialty Courts

#### IV. DEFINITIONS

Listed below are references regularly used in conjunction with this policy and cross-agency procedures:

- A. Child Protective Services (CPS) – DFS division that investigates reports of child abuse and neglect in the community
- B. Child Youth & Family Technician (CYPT) – Initial Booking CYPT involved in Identification Process
- C. Meeting of Professionals (MOP) – Similar to a MDT with the exception of the client’s presence
- D. Multi-Disciplinary Team (MDT) – Dual-agency collaboration with DJJS and DFS/CPS, family/caregiver/ foster parent/ placement provider, clinicians and stakeholders that works to provide services or treatment to meet a collective goal for positive outcomes, with the client present.
- E. Nevada Intake Assessment (NIA) – Validated CPS assessment tool used to identify safety interventions
- F. Protective Family Capacity Assessment (PFCA) – Ongoing comprehensive assessment process that utilizes specific criteria to evaluate progress toward case plan goals
- G. Psychiatric Residential Treatment Facility (PRTF) – Residential facility, other than a hospital, that provides psychiatric services to treat residents (under the age of 21 years ) on an inpatient basis under the direction of a physician who have a severe emotional disturbance (SED)
- H. Residential Treatment Center (RTC) – Residential facility that provides therapeutic services for substance use disorder, mental illness or behavioral issues
- I. Treatment Team Meeting (TTM) – A meeting to discuss treatment progress of DIY clients in placement
- J. Unified Nevada Information Technology for Youth (UNITY) – DCFS- DFS approved database system

#### V. PERSONNEL

The DIY team involves dual -agency personnel as follows:

- A. Juvenile Justice Services
  - i. DJJS Probation Staff
    - 1. Initial contact staff (i.e., Booking, Records, *Harbor (Returned Cases)*, Intake, etc.)
    - 2. Pre-Adjudication/Diversion

- a. (2) Centralized DIY Officer based at Intake (Intake/ DIY Officers)
  - 3. Post-Adjudication/Formal Supervision
    - a. (2) Specialized Field Officers (DIY/Field Officers) and a Supervisor
- B. Child Welfare/Dependency
  - i. DFS staff
    - 1. (2) DIY caseworkers and a Supervisor
- C. DIY Youth and Family
  - i. Client
  - ii. Parent/Guardian/Caregiver/ Foster Parent/ Placement Provider
- D. Community Providers/Resources
  - i. Counselors/Therapists
  - ii. Education
  - iii. Mentor/Advocates
  - iv. Mental health personnel
  - v. CAP Attorney
- B. MDT Team Leader
  - A. MDT Team Leader will be DJJS DIY/Intake Officer.

## VI. PROCEDURE

The procedures outlined below will determine action steps utilized to identify the appropriate target population, proper case assignment, dual -agency coordination and communication, timely initiation of services and case management in an effort to divert DIY clients from escalating into juvenile delinquency.

- A. Identification Process
  - a. New Booking/Citation/Summons Referral
    - i. DJJS Staff (Booking, Records or DIY Intake) is required to complete the following:
      - 1. Verify active Delinquency Referral
      - 2. Screen clients in UNITY to verify if client is an active Child Welfare Dependent/Ward with DFS or active CPS case/investigation (If alternative means of DFS/CPS involvement is ascertained, verify if applicable (i.e., Arrest Report, Self-Reporting, etc.)
      - 3. DJJS or DFS Supervisor will log potential DIY youth on tracking form.
        - a. DIY Case
          - i. Once deemed appropriate, DJJS or DFS Supervisor will move client to “yes” on tracking form.
          - ii. Supervisors will assign the case to a DJJS and DFS Intake worker’s caseload.

- iii. DJJS Supervisor will activate DIY Individual Flag in FamilyTracs 2.0 database system.
- iv. DFS Supervisor will update Child Welfare Effective Date, Caseworker and Contact information in comments
- v. Notify DJJS/DFS DIY Intake via email of assigned DIY Officer
  - b. Inappropriate DIY Client
    - i. Verify that the client does not meet the criteria for DIY and allow the case to follow the path of the DJJS Intake process.
    - ii. Move case on tracking form to the “no” column.
    - iii. It should be noted that although that although a case may not be assigned the to DIY caseload, this does not mean that the DIY team cannot assist . The DIY team can assist with an MDT at any time during the youth’s probation term if deemed necessary.

B. DIY Timeline

- a. Initial MDT Meeting (Must occur within 5 business days of verified DIY identification)
  - i. DJJS MDT Team Leader to facilitate meeting
  - ii. Establish meeting Microsoft Team’s virtual link, date & time of MDT
  - iii. Provide Notice to MDT members, DIY client, family/caregiver/ foster parent/ placement provider of location, date & time
  - iv. Team Leader is tasked to facilitate the meeting and present recommendations, specific assignments, initiation of treatment and/or services
  - v. MDT Team Leader will reiterate the agreed upon crisis plan
  - vi. MDT Team Leader will ensure comprehension with the consensus of participant
  - vii. MDT Team Leader will coordinate 30-Day Follow-Up MDT Meeting
  - viii. MDT Team Leader will e-file the crisis plan portion of the MDT form and upload the document in Family Tracs 2.0.
- b. 30-day MDT Meeting
  - i. The assigned MDT Team Leader will facilitate meeting
  - ii. Establish meeting Microsoft Teams link, date & time of MDT
  - iii. Provide notice of Microsoft Team’s virtual link, date, and time to MDT members (DIY client/ family/caregiver/ foster parent/ placement provider).
  - iv. Team Leader is tasked to facilitate reporting of progress and/or completion of recommendations, assignments, of treatment and/or services
    - 1. Address any circumstances since the Initial MDT Meeting
    - 2. Report of interactions of MDT participants responsible with DIY client and family/caregiver/ foster parent/ placement provider
    - 3. Assignment oversight review by MDT Team Leader
    - 4. Discuss special circumstances if necessary regarding:
      - a. Continued MDT meetings

- b. Specific Court Orders (If applicable)
    - c. Inability to achieve satisfactory progress within 90-days of Initial MDT Meeting
    - d. New Delinquency Referral
    - e. Return from runaway status following initiation of services
  - v. MDT Team Leader will reiterate the updated crisis plan
  - vi. MDT Team Leader will ensure comprehension with the consensus of participants
  - vii. MDT Team Leader will e-file the crisis plan portion of the MDT form and upload the document in Family Tracs 2.0.
- C. Recommendations and Reporting (MDT)
  - a. MDT Team Leader will prepare Summary Report for Initial MDT Meeting and Updated Summary Report via activity note in Family tracs 2.0.
- D. Ongoing Oversight (MDT)
  - a. Continuity of care and support among cross dual-agency staff will be dictated by the recommendations of MDT, Crisis Plan, activity notes and Orders of the Court
  - b. Inter-agency coordinated case management with shared objectives toward successfully achieving the recommendations of the MDT is paramount to positively impacting developmental growth and reduction of risk within the DIY client and family/caregiver/ foster parent/ placement provider
  - c. The purpose of the MDT is to develop solutions for disputes or obtain clarification of tasks as needed.
  - d. If no resolution can be finalized, continued Crisis Planning may be warranted.
- E. Probation Supervision
  - a. Probation Officer (DIY Intake Officer)
    - i. Pre-Adjudication Through 30 day follow-up MDT Meeting
      - 1. DIY Intake case primary assignment
        - a. Further Proceedings, stayed Adjudication or Dispositional Hold Open matters
        - b. DIY Clients in RTC Placement
        - c. Active meeting participation
          - i. MOP
          - ii. MDT
          - iii. TTM
        - d. MDT Meeting and summary Report
          - i. MDT Leader to summarize progress in an activity note
          - ii. Completion of recommendations and assignments of the crisis plan

- iii. E-file the crisis plan portion of the MDT form and upload the document in Family Tracs 2.0.
  - e. Court Proceedings
    - i. Court Staffing
    - ii. Youth Level of Screening (YLS)
    - iii. PDR (pre-dispositional reports)
    - iv. Appearances
  - f. Transport
    - i. Admission/Discharge
- 2. DIY Intake secondary assignment to assist field PO
  - a. case support
    - i. crisis planning assist
    - ii. MDT support
    - iii. Court Staffing
    - iv. Court Appearances
- b. Probation Field Supervision (Post-Adjudication)
  - i. Probation Officer (Formal DIY Officer)
    - 1. DIY Client case assignment
      - a. Case assignment to DIY field officers for probation supervision after youth is adjudicated and placed on Formal Probation
    - 2. Supervision
      - a. Promote successful completion of Terms & Conditions
      - b. Active meeting participation
        - i. MOP- Meeting of professionals
        - ii. MDT- Multi-disciplinary Team- if needed, to consult on case for the following circumstances
          - 1. Ordered by DIY Judge
          - 2. Inability for DJJS/DFS workers to secure recommended services from the crisis plan after 90 days
          - 3. New arrest or delinquency offense
          - 4. Return from runaway status
      - c. Court Proceedings
        - i. Court Staffing
        - ii. Appearances
      - d. Case Management
        - i. Regular Contact
        - ii. Telephonic
        - iii. Home Visits
        - iv. School Visits
        - v. Court Ordered referrals

## ONGOING CASE MANAGEMENT

The continuing professional support and oversight shall be coordinated among relevant agency personnel and shall be informed by the recommendations of the MDT's "Crisis Plan" and the orders of the court. The assignment of tasks and responsibilities for agency caseworkers, the family/caregiver/ foster parent/ placement provider, and youth is specified within the MDT recommendations and the court order. The principal tenet driving the coordinated case management and oversight involves ***working effectively as a team with the shared goal of achieving substantial progress or successful completion of the priority recommendations of the MDT*** as reflected in the Crisis Plan. Disputes or absence of clarity regarding execution of tasks and/or responsibilities will initially be brought to the DIY Team for resolution. If there is no resolution, another MDT should be called or a Meeting of the Professionals (MOP), if more appropriate.

### F. Case Closure

- a. Once case closure has Ordered by a DJJS Judge, no further MDT involvement or action will occur.
- b. The DJJS field officer will complete a Summary of Completion (SOC) and generate an Order Termination of Probation.

### G. Documentation

DJJS staff is required to maintain proper documentation of all DIY related activities in the FamilyTracs 2.0 database system at the following junctures:

- a. Initial contact
- b. DIY Identification and Verification Process
- c. Crisis Planning
- d. Recommendations and Reporting
- e. Any stage where recording of pertinent information is beneficial to meet goals and outcomes of this policy. In addition, MDTs will be documented via an activity note and the form will be uploaded into Family Tracs 2.0 and e-filed with the Court.

## VII. TRAINING

This policy will serve as a guide to proper protocols and procedures to ensure the following:

- A. UNITY training and access for Booking, Intake and Probation DIY Team
- B. Timely identification of DIY Clients
- C. Appropriate notification to MDT participants
- D. Execution of MDT action steps
- E. FamilyTracs 2.0 database system
  - a. Activate/Deactivate DIY Individual Flag
  - b. Assigning appropriate cases to designated DIY Officers

- c. Documenting DIY related matters in database Activities

VIII. QUALITY ASSURANCE

DJJS will ensure the integrity of this policy and procedures by instituting the following actions:

- A. Ensure proper training is maintained.
- B. Proper documentation during the Identification Process and DIY Officer Verification will ensure appropriate DIY clients are affected.
- C. Statistics will be collected and evaluated by the DIY Officer and Direct Supervisor to audit and review caseload for accuracy.

IX. YOUTH OUTCOME and SYSTEM PERFORMANCE MEASURES

The impact of this policy and procedure in relation to youth outcomes will be reflected through the following measures:

- A. Improve placement stabilization
  - a. Increase successful completion of crisis plan recommendations due to inter-agency collaboration, case planning and support for service providers for positive efficacy.
  - b. Reduce the frequency of required residential removal or negative placement discharge by addressing issues in a timely manner
- B. Reduce recidivism and new Delinquency Referrals
  - a. Employ effective methods of diversion from escalation in juvenile delinquency and child welfare
- C. Mental health stability
  - a. Collective efforts by dual-agency involvement will expedite service and treatment delivery to gain higher level of involvement for positive development
- D. Education stability
  - a. Timely and team-oriented participation is aimed to reduce suspensions and/or expulsions and assist school enrollment, attendance, academic performance and positive behaviors