10 RE-ENTRY PLANNING

OVERVIEW OF CHAPTER CONTENTS

- This chapter has two main sections:

SECTION I: Re-Entry Planning For All Youth

SECTION II: Re-Entry to Community Supervision in Various Placements

PRIMARY TOPICS COVERED IN SECTION I (READ ACROSS)

• Phase 1 Re-Entry Planning: Institution Preparation Before Transition Phase	• Program Markers
• OJOR Action Types	• Phase 2A Re-Entry Planning: Transition Phase — 90-60 Days Prior to Release/Transfer — 60-30 Days Prior to Release/Transfer — Last 30 Days Prior to Release/Transfer
• Role Of Corrective Sanctions Program Youth Counselors During Transition Phase Planning	• 90-Day Transition Phase Procedures for Youth Held in a JCI Until Expiration of Commitment Order
• 90-Day Transition Phase Procedures for SJO youth in a JCI with no Type I time remaining	• Re-Evaluation Of Transition Phase Status
• Role Of County During Transition Phase Planning	• Additional Activities to Complete Institution Portion of Transition Phase
• Phase 2B Re-entry Planning: Transition Phase - First 30 Days in Community	• Phase 3 Re-entry Planning: Community Supervision and Long Term Stabilization

PRIMARY TOPICS COVERED IN SECTION II

General Applicability	
• Community Supervision Placement Guidelines	• Guiding Principles for Supervision
• Placement of Sex Offenders	• Referral to Placement with Religious Programming
Re-entry to Community Supervision in Various Placements	
• JCI to CSP	• CSP to Aftercare
• JCI to Type 2 RCC: DJC Supervision	• JCI to Type 2 RCC: County Supervision

• JCI to DJC Aftercare Supervision	• JCI to County Aftercare Supervision (See Section I)
• Short Term Program Youth to CSP or Group Home	• SJO Youth to Aftercare Supervision
Other Topics of General Applicability	
• Medical Assistance	• Cash Grants
• Permanency Plan	

FORMS/DOCUMENTS DISCUSSED IN THIS CHAPTER

- Department Order (DOC-1722A)
- Youth's Release Action Plan (DOC-2312)
- Plan for Healthy Living (DOC-2589)
- Community Supervision Rules/Conditions (DOC-1741 or DOC-1741S)
- Authorization For Use and Disclosure of Protected Health Information (PHI) (DOC-1163A)
- Apprehension Request (DOC-58)
- Referral for Termination of Parental Rights (DOC-2185)
- Summary of Permanency Plan Review (DOC-2184)
- Sample Letters
- COMPAS-Youth
- CANS (Child and Adolescent Needs and Strengths)
- Visiting Request Form (DOC-1686)
- Lifework Education Portfolio Checklist (DOC-2313)
- Juvenile Release Authorization (DOC-1788)
- Community Supervision Referral/Screening (DOC-1857)
- Authorization For Disclosure of Non-Health Confidential Information (DOC-1163)
- MA Certification (DOC-1787)
- Permanency Plan (DOC-1797)
- Notice of Review of Permanency Plan (DOC-2183)
- Sample Transition Team Meeting Agenda
- COMPAS-Re-Entry
- DJC Re-Entry Checklist (DOC-2659)

ACCESSING AND COMPLETING FORMS

- DOC-1857and DOC-1741 must be completed in the appropriate JJIS screen
- Other forms are on MyDOC and can be completed or printed
- Sample letters written by an agent to
- The fact that a DOC-58 has been issued must be recorded in JJIS.
- Whenever completing a form, be sure that it is the most current version by checking MyDOC
- COMPAS-Youth, COMPAS-Re-entry and

a youth and the parents are included at the end of this chapter.

CANS are accessed via the COMPAS website by trained, authorized users.

RE-ENTRY PLANNING FOR ALL YOUTH

INTRODUCTION

- Careful re-entry planning assists a youth, youth's family, DJC staff and other involved agencies/facilities in preparing for the movement of the youth from a JCI to the community or between community placements with as few disruptions as possible in services/programming. Continuity and consistency increases the chance that a youth will succeed in making the transitions and reintegrating into the community.

PHASES OF RE-ENTRY PLANNING

There are three major phases of Re-entry Planning:

1. The first phase**, Institution**, begins during a youth's placement at a secured juvenile correctional facility prior to entry into the Transition Phase.
2. The second phase, **Transition**, starts approximately 90-days prior to a youth's return to the community and will continue for one month in the community (phases A and B, respectively).
3. The third phase, **Stabilization**, takes place during ongoing community supervision of the youth for an average of six to nine months.

RESPONSIBILITIES OF DJC STAFF

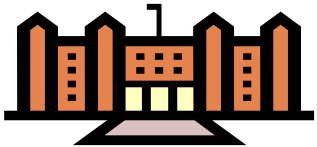
During the Institution portion of a youth's re-entry planning prior to placement in the Transition Phase, multi-disciplinary staff is involved in the care and treatment of the youth. The **social worker has the primary case management responsibility**.

The youth's agent plays the primary role during the formal Transition Phase. However, the JCI social worker, OJOR, IPC, Health Services Unit and Education department all have specific duties related to transitioning a youth from a JCI to the community. OJOR responsibility for administrative transfer/release authorization continues for all youth.

While a youth remains in the institution in the Transition Phase and his or her community placement has been determined, staff responsibilities are quite similar regardless of where the youth will reside. **Responsibilities are distributed amongst institution and community staff.**

This **chapter briefly describes responsibilities of DJC staff during the community portion of the Transition Phase, i.e., the first 30 days in community.**

Staff responsibilities during **Stabilization,** or Phase 3 of Re-entry Planning, are explained in Chapter 13 Community Supervision of CSP and SJOP Youth and Sex



Offenders, Chapter 14 Supervision of Youth in a Type 2 RCC and Chapter 16 Supervision of Youth on Aftercare.

RE-ENTRY PLANNING PHASE 1: INSTITUTION PREPARATION BEFORE TRANSITION PHASE

Introduction

Planning for a youth's return to the community may begin at anytime during his or her placement in a JCI. Early planning may be most important for youth identified as "difficult-to-place". Community placement guidelines as well as general guidelines for community supervision are included in Section II.

The roles and responsibilities described below cover activities during a youth's initial placement in the JCI. Approximately three months prior to the youth's anticipated release/transfer to the community, staff determines whether the youth is ready to begin a formal transition planning process. Institution, field staff and OJOR reviewers should carefully **review all JCI documents** for information regarding the youth's readiness for community supervision. Examples of documents include the AER [see Chapter 4], pending charges (include any known information about pending charges: juvenile or adult, in or out of state), an Individual Education Plan for Special Education students [see Chapter 4], ICCP's, Progress Summaries [see Chapter 6], chronological notes, Department Orders (See Chapter 5), and the following Program Markers:

TRANSITION PHASE PROGRAM MARKERS

A reintegration social worker or any member of the JPRC may recommend placing a youth in the 90-day Transition Phase after careful review of the youth's readiness for release from the JCI. Examples of documents to consider include the Assessment and Evaluation Report, Individual Case Plan, Progress Summaries and the following Program Markers. Multiple program markers exist based on gender, youth behavior and individual treatment needs.

Copper Lake School

A youth must achieve and display appropriate behavior on a daily basis receiving "0" Conduct Reports for a minimum of 30 days and a minimum of Level II status of the unit level system prior to entering Transition Phase. Additionally, a youth must have successfully completed JCIP Phase I and be enrolled or participating in Phase II.

Youth in the mental health unit are evaluated individually regarding goal achievement, number of incident or conduct reports and response to treatment.

Lincoln Hill School

- **Sex Offender Programs:**
  Youth screened out of Ch. 980 consideration may be recommended for Transition Phase once they have completed JCIP Phases 1 and 2 and completed 25 lessons of the Core Program.

Youth reviewed for a possible Ch. 980 referral may be recommended for Transition Phase after being cleared by the local institution SVPC (Sexually Violent Persons Act Review Committee) and after they have completed JCIP Phases 1 and 2 and completed 25 lessons of the Core Program.

Placement of a sex offender who is identified for Ch. 980 psychological evaluation and is within 90 days of release, only may be placed in transition contingent upon the outcome of the evaluation.

- **JCIP**:
  Youth may be recommended for Transition Phase in JCIP upon successful completion of at least the first 30 days of Phase I of the program. Program completion (Phase I and Phase II of JCIP) generally is obtained in four to six months.

- **SUD Program:**
  Youth may be recommended for Transition Phase between successful completion of week 8 of the program and the youth is designated to be released from the institution upon completion of the program.

- ART Program:
  Youth may be recommended for Transition upon successful completion of at least the first 30 days of the program. ART Program completion generally is obtained in 10 to 12 weeks.

Education Markers:

Education Markers (HSED, NTC, High School Credits/Diploma) will need to be used in tandem with Program Markers to determine youth readiness for transition.

Special Cases:

Two unique categories of youth, those held in a JCI until discharge and SJO's in a JCI with no Type 1 time remaining, should be placed in the 90-day Transition Phase **based on their release date** rather than the above program markers.

- Youth held in a JCI until discharge will be placed in the Transition Phase no less than 90 days prior to discharge date.

- SJO's in a JCI who will be released with no type 1 time remaining will be placed in the Transition Phase no less than 90 days prior to the end of their Type 1 time.

ROLES AND RESPONSIBILITIES: INSTITUTION PREPARATION BEFORE TRANSITION PHASE

Agent Responsibilities

- Discuss recommendations regarding community placement plans identified in the FHA [see Chapter 4] and discuss the plans at the youth's initial JPRC [see Chapter 5].

- Involve the parent/guardian and youth in the planning process to assist them to understand placement options.

- Maintain regular communication with the social worker in order to obtain current information regarding when a youth is nearing completion of programming and readiness for Transition Phase planning.
- Participate in formal JPRC conferences.
- May initiate a recommendation to place a youth in the Transition Phase via an ANR or after consultation with the reintegration social worker, at the JPRC.

Social Worker Responsibilities

- Address community supervision recommendations in the **AER.** [see Chapter 4]
- Maintain **regular contact with the youth's agent** regarding the youth's progress in programming and readiness for community supervision. Include recommendations in Progress Summaries [see Chapter 6].
- **Involve the parent/guardian and youth** in the planning process to assist them to understand placement options.
- Participate in JPRC's and participate in discussion of transition options.
- Recommend placement in the 90-day Transition Phase after determining youth readiness.
- Complete a COMPAS-Youth for a youth under age 17 who has not had a COMPAS-Youth assessment in the past 12 months.
- Complete a COMPAS-Re-entry for a youth age 17 or older.
- Complete ICCP's and Progress Summaries [see Chapter 6].
- If a JPRC is not scheduled and a youth is ready to be placed in the 90-day transition phase, initiate an ANR (DOC-1734).
- To develop a bi-monthly tracking system to evaluate youth readiness for transition. If program markers and other benchmarks are achieved, social workers may initiate an ANR as described above.
- Coordinate Cottage Team meetings to assist in the development of revised ICCP goals and objectives.
- Notify team, including LifeWork Education staff, when youth is placed in the 90-day Transition Phase.

OJOR Responsibilities

- Conduct formal JPRC conferences and routines (informal conferences) [see Chapter 5]
- If an OJOR Reviewer has sufficient information for JPRC members prior to an informal review to place a youth in transition, and does so during the review, he/she must notify via email all members of the JPRC within 24 hours.

- It is incumbent upon the OJOR reviewer to obtain and use the email addresses of the JPRC members for each youth. Only some email addresses or names will be available from JJIS.
- Discuss community placement options recommended by other JPRC members.
- During a formal JPRC meeting and upon recommendation of a SW or other member of the JRPC, place a youth in the 90-day Transition Phase by noting so under the "Official Action" on the Department Order (DOC-1722A).
- A youth who is identified for Ch. 980 evaluation and is within 90 days of release may only be placed in the Transition Phase contingent upon the outcome of the evaluation.
- Encourage family members, agents and others at the JPRC to set a tentative date for a Transition Team Meeting about 30 days prior to the youth's anticipated release.
- If no formal JPRC is scheduled, review, approve (or deny), and distribute an ANR (DOC-1734) initiated by a reintegration social worker or any other member of the JPRC. (Decision is communicated via a JJIS generated email).
- Place youth in Transition Phase and issue Department Order (DOC-1722A).

OJOR ACTION TYPES

When OJOR places a youth in the Transition Phase, an Action Type is recorded on the Department Order. Most action types are self-explanatory. However, some of the Place in Transition action codes require definition.

ACTION TAKEN CODES

The following designations mean that a youth is eligible for release planning and staff and the youth should begin activities and services that characterize the Transition Phase. In these cases, no additional formal OJOR review is required prior to OJOR issuing a transfer/release order.

ELIGIBILITY FOR RELEASE CODES

EACP**-T** = Elig Alternate Care/**Place In Transition Phase**
ECSP**-T** = Elig Corrective Sanctions/**Place In Transition Phase**
EOHP**-T** = Elig Own Home/**Place In Transition Phase**
ERHP**-T** = Elig Relative Home/**Place In Transition Phase**
ET2**-T** = Eligible Type 2/**Place In Transition Phase**

RETAIN CODES

RTN-**T** = Retain/**Place In Transition Phase**
RTNEX**-T** = Retain To Expiration/**Place in Transition Phase**

When youth is retained but placed in the Transition Phase, it means that **a formal OJOR review will be scheduled prior to release/transfer to review the**

results of Transition Phase planning prior to making the youth eligible for release/transfer.

RTNEX**-T** = Retain To Expiration/**Place In Transition Phase**
See Program Markers discussion for explanation.

ADMINISTRATIVE TRANSFER CODES

TRANS-**T** = Transfer From Reception/**Place In Transition Phase**

Youth who are placed into a JCI short-term program are simultaneously placed in the Transition Phase upon entry.

An OJOR Decision Summary Report available in JJIS also provides information about the action type that was taken to place the youth into the Transition Phase. Access the report by logging onto JJIS and clicking through the menu choices: Case Management > OJOR > Decisions > Summary of Decisions Report [MODS].

SPECIAL EDUCATION TEACHER RESPONSIBILITIES (FOR SPECIAL EDUCATION STUDENTS ONLY)

Federal and state special education laws require that a special education (SPED) student's multidisciplinary IEP team include a transition plan in the student's Individualized Education Program (IEP). Transition is defined as a "coordinated set of activities designed within a results-oriented process focused on improving the academic and functional achievement of the student with a disability." The plan can encompass the student's post-secondary education, vocational education, integrated employment, continuing and adult education, adult services, independent living, and community participation. This transition plan must take into account the student's strengths, preferences and interests.

During the youth's JCI stay, the assigned special education IEP teacher will:

- Check that the youth has completed the **Daniel Memorial Institute Assessment of Independent Living Skills** and that copies of the report have been placed in the youth's special education file as well as provided to the LifeWork Education teacher for inclusion in the youth's Lifework Education Career Portfolio.
- Maintain **communication with the youth's social worker** to obtain current information regarding prioritizing the youth's treatment, educational, and transition goals.
- Ensure that three good-faith efforts have been made to involve the youth's parent(s)/guardian in the IEP process as required by federal and state law.
- Involve JCI staff and community service providers in the youth's IEP process as needed.
- Oversee timely development and implementation of the youth's Individualized Education Program (IEP) during his/her stay in the JCI.

TEACHERS, TREATMENT SPECIALISTS, HSU, YOUTH COUNSELORS AND CLINICIANS

- Perform all required job duties by providing appropriate services and programming [see Chapter 7].
- .Update Lifework Education Career Portfolio Checklist (DOC-2312), noting date of last IEP if applicable, prior to formal JPRC.

RE-ENTRY PLANNING PHASE 2A: TRANSITION PHASE

Introduction

Approximately 90 days prior to the anticipated date of the youth's return to the community, the formal transition planning process begins. This phase is characterized by reaching into the JCI with service providers, formal and informal supporting individuals, and educational and employment providers who will help to stabilize the youth in the community upon release from the institution. The Transition Team is made up of the youth and youth's family, agent, Corrective Sanctions Program youth counselor, JCI social worker, Special Education teacher if applicable, and other community-based service providers. Other education staff is strongly encouraged to participate when possible. Responsibilities are outlined for a variety of staff during each month of the institution transition phase except for CSP Youth Counselors, whose responsibilities are outlined after the Last 30 days Prior to Release/Transfer.

90 TO 60 DAYS PRIOR TO RELEASE/TRANSFER

OJOR Responsibilities

- Continue to emphasize to reintegration social workers that they should submit timely ANR's for youth placed in CAP or held until expiration to formally place them in the Transition Phase.
- Upon the recommendation of the reintegration social worker at a formal JPRC or upon approval of an ANR submitted by a member of the JPRC, place a youth in the 90-day Transition Phase.
- Record action type and date on the Department Order (DOC- 1722A).
- Review Exceptions Policy for Sex Offenders when placing them out of their original County of commitment. Seek approval for an exception to placement policy if necessary. [*See Section II Placement of Sex Offenders on Community Supervision]*
- Discuss status of State ID card

Agent Responsibilities

90 days prior to the youth's release from the institution, the agent should begin completing the required transition phase tasks and documenting the completion of those tasks on the DOC-2659 Division of Juvenile Corrections Re-Entry Checklist. Within 30 days of the youth being released to the community, the agent should complete the DOC-2659. The original should be placed in the youth's case file and a copy given to the supervisor.

Prepare case plan components of community ICCP that reflect services, activities and environment that will enable youth to transition into a supportive structure upon transfer or release from the JCI. Address victim impact issues during development of the ICCP throughout the Transition Phase.

Contact standards require agents to have one face to face meeting per month while the youth is in Transition, outside of the JPRC in which a youth is placed in transition. A face to face or in person contact is defined as the agent being present at the institution and holding a purposeful one-on-one conversation with the youth regarding his/her progress or transition needs for return to the community. With prior supervisory approval, agents may substitute telephone or video conferencing for a face-to-face monthly contact or the Transition Team meeting.

- Review documents that will assist with transition planning: ICCP, Youth's Release Action Plan (DOC-2312), sex offender treatment summary (if applicable), Lifework Education Portfolio, including Daniel Memorial Assessment Reports, and Progress Reports. Also review IEP Transition Summary (I-13) if youth has special education needs and parental permission has been obtained.

- Set a tentative date for the Transition Team meeting with all parties present at the JPRC in which the youth is placed in transition. In the event the youth is placed in transition via an ANR, the agent should set a tentative date and notify members when he/she receives the Department Order or the client on his/her caseload. In all other situations, schedule the transition team meeting with a minimum of two weeks notice, (public school representatives may need 3 to 4 weeks notice), notify all invitees of means of participation and hold the meeting with whomever appears.

- Schedule monthly contacts with youth during Transition Phase.

- Consult with JCI SW to identify types of community-based service providers relevant to youth's transition.

- Make referrals to providers, both formal and informal, to initiate "reach in" services during Transition Phase. Complete a Visiting Request Form (DOC -1686) to facilitate JCI entry.

- Complete the full CANS assessment in COMPAS if placement in alternate care is contemplated for a youth age 10-17. Send copies to social worker and county liaison.

- Follow community placement guidelines giving special attention to :
  - ✓ Assessing the parental home to determine viability of enrolling the youth in the Corrective Sanctions Program.
  - ✓ Observing Placement Guidelines for juvenile sex offenders.
    - Sex Offenders will need to discuss Safety Plans in the community and identify any areas of concern during transition planning.
    - Assess need for GPS (Global Positioning System) monitoring. See criteria on MyDOC/Policies and Procedures/DJC/GPS.
  - ✓ Contacting Liaison of prospective alternate care placement to discuss continuity of JCI-focused treatment at the alternate care site and develop case plan goals that will assist in transitioning.

- Establish Transition Team membership and schedule Transition Team meeting(s)

  Membership consists of:
  - ✓ youth and/or family
  - ✓ agent
  - ✓ County liaison or agent and/or alternate care provider
  - ✓ Corrective Sanctions Program youth counselor (SERO if anticipated CSP placement)
  - ✓ reintegration social worker
  - ✓ other community-based service providers as needed and
  - ✓ informal support persons.

  May include Special Education teacher or other education staff as available.

- Consult with JCI SW about scheduling the family component for youth who have or will complete the Juvenile Cognitive Intervention Program, i.e., Families Count.

Social Worker Responsibilities

- Notify cottage YC's, teachers, psychologist, and other JCI staff when youth is placed in 90-day Transition Phase.
- Sex offender treatment provider – generate a summary of treatment to date and provide to agent.
- Re-iterate that students are to be allowed to attend Transition Team meetings during school hours.
- While JCI teachers need 7 days notice for their own participation, agents and social workers should strive to issue the notice/invitation to the Transition Team meeting at least two weeks in advance to allow schedule adjustments, including classroom assignments.
- Assist agent in scheduling monthly contacts with youth.

- During the transition phase, youth may be allowed longer phone time to discuss re-entry issues with contracted providers, family and/or informal supports.
- SW, Treatment SW and/or Teacher assist youth in completing the Youth's Release Action Plan (DOC-2312) and distribute within 20 working days to assigned agent. Note that education goals pertaining to secondary or post-secondary schooling should be concrete. For example, if a youth has not achieved a high school diploma, youth should be counseled to include a goal such as "Enroll in high school and complete HS diploma" or "Enroll in high school to complete HSED preparation and tests through a local technical college."
- Ensure IEP teachers are aware of youth's placement in Transition so planning may be coordinated with requirements for youth with special education needs.
- Assist agent in identifying appropriate types of service providers according to youth's needs
- Discuss alternate care placement referrals with agent. Arrange youth interviews with agency representatives.
- Assist agent in establishing the Transition Team.
- Apply for State ID card.

EDUCATION STAFF RESPONSIBILITIES

- Assist youth in completing the Youth's Release Action Plan (DOC-2312) for distribution within 20 working days of placement in Transition Phase.
- Assist youth to complete Checklist requirements for Portfolio in preparation for re-entry planning and Transition Team review.
- Make sure State ID card is placed in Portfolio.

60 TO 30 DAYS PRIOR TO RELEASE

Agent Responsibilities

Maintain monthly contact with youth to further develop a re-entry plan. Contacts are preferably face to face and may require transportation assistance from the institution to another institution or off-grounds facility. With supervisor approval, contacts may be made via video conferencing or telephone.

Agents are encouraged to hold purposeful one-on-one conversations with the youth. An example of the discussion at this point in time might be a conversation about:

- The youth's progress to that point.
- What the youth thinks he/she might need to return to the community.
- Has the youth had contact with people in the community?
- Have service providers contacted the youth.
- Who should be part of the Transition Team?

  - What will youth's goals be during the first six months in the community?
  - A review of the youth's plan for return to the community.

- Chrono milestones of the Transition Phase in JJIS for use in updating the ICCP prior to release/transfer to community supervision.
- If CANS level of need is different from level of service in recommended placement, discuss with supervisor and document reason for override.

- If not completed within the first 30 days of Transition Phase, identify service providers, make referrals and assist providers with making contact with youth in the JCI.

Social Worker Responsibilities

- Continue to deliver JCI treatment programs and services identified in youth's ICCP.

- Anticipate youth's completion of JCIP and coordinate with agent in scheduling and setting up Families Count session.

- Increase individual contacts with youth to a minimum of once per week and document in JJIS.

- Facilitate increased contacts between youth and family if it appears that s/he will be returning home after an alternate care placement (i.e., phone calls, personal meetings).
- Facilitate increased contacts between youth and family if youth is going home.

- Work with county or state agent to schedule youth contacts with service providers.

Special Education Teacher Responsibilities (For Special Education Students ONLY)

- Actively participate in the youth's transition planning team meetings prior to release. Be prepared to explain to other team members the nature of the youth's disability, academic strengths and weaknesses, accommodations and modifications that have been implemented successfully.

- Emphasize to the transition team that the youth's next school district is required by law to provide a Free Appropriate Public Education (FAPE) unless the youth has either turned age 21 or has earned a district high school diploma. Receiving an equivalency diploma (a GED or HSED) does not end the district's obligation to provide special education services to the youth with a disability.

- Assist the youth's agent and social worker in establishing a connection between the transition team and the youth's next school/academic program/vocational program.

LAST 30 DAYS PRIOR TO RELEASE

Agent Responsibilities

- Chair at least one Transition Team meeting at least 30 days prior to release.

  The Transition Team meeting agenda should include at a minimum:

  - ✓ Review individualized COMPAS case plan
  - ✓ Review the Youth's Lifework Education Portfolio
  - ✓ Review the CANS if youth will be placed in RCC, group home or foster home
  - ✓ Listen to youth presentation of Healthy Living Plan (DOC-2589) or AODA Relapse Prevention plan
  - ✓ Review Youth's Release Action Plan goals and objectives for education, work, treatment, family and community relationships. (*Preparation and use of an updated Youth's Release Action Plan and relevant job listings strongly encouraged).*
  - ✓ Give community-based service providers opportunity to discuss their role, intentions and expectations.
  - ✓ Provide family with opportunity to express expectations and/or concerns about anticipated services and programming.
  - ✓ Discuss victim concerns and/or expectations of placement especially for Sex Offenders.
  - ✓ Review rules of supervision and have youth sign Rules of Supervision (DOC-1741 or DOC-1741S).
  - ✓ Discuss release plans and/or restrictions. Ensure that special conditions for Sex Offenders are included.
  - ✓ Obtain parental /guardian signatures.
- Attend any formal JPRC that may be scheduled to report progress and assist in finalizing the goals and objectives. Ensure that transition goals and objectives, Relapse Prevention plans and appropriate services are identified and in place.
- If the youth is returning to the community (not RCC), finalize school enrollment plans, and discuss the youth's employment plans based upon the material in the Lifework Education Portfolio. If youth is placed in a RCC, discuss youth's educational/vocational plans with alternate care facility.
- If youth is going to alternate care, arrange transportation with JCI and alternate care facility. Inform family.
- Communicate CSP Guidelines and expectations to youth and family.
- Complete Juvenile Release Authorization DOC-1788 within 15 days of release.

- ✓ Note date of Transition Team meeting, receipt of Youth's Release Action Plan and participation in Families Count in the JCI if applicable.
- ✓ Include victim notification if applicable. Indicate school to which youth's records should be sent.
- ✓ Complete Medical Assistance request form if applicable, Electronic Monitoring Program (EMP) enrollment, apprehension request and other requirements of DOC-1788.
- ✓ If youth is a Sex Offender, agent should notify Parent/Guardian of the use of EMP equipment for home passes and notify EMP of the youth's status for weekend passes.
- ✓ Arrange with health services unit any medication needs/instructions for youth.
- ✓ Agents should use either or both the Wisconsin DPI, Wisconsin School directory or the website for the school district to find and enter a specific name of a person at a designated school district to receive the records. The specific contact information should be placed in the youth's LifeWork Education Portfolio prior to departure from the institution.

- Review the final ICCP with the unit supervisor including details concerning level of supervision and frequency of contacts, the youth's daily schedule, relapse prevention plan(s), and the procedures for responding to youth and/or parental requests for special privileges.
- Complete ICCP in COMPAS with goals and services outlined during transition phase, at least 3 days prior to release to aftercare or type 2 status.
- Set up electronic monitoring or GPS schedule.

Social Worker Responsibilities

- Participate in Transition Team meeting. Ensure that relapse prevention plans are completed and the youth presents the information at the Transition Team meeting.
- Deliver the Families Count session for youth who have completed at least Phase I JCIP. (See Chapter 7 youth programming for details)
  - ✓ LHS youth: to be conducted at the conclusion of the Transition Team Meeting or other meeting when the participants below are assembled.
  - ✓ Participants include SW, agent, youth, family members, and other members of the Transition Team.
  - ✓ Ensure that agent receives hard copy of youth's workbook notes.
  - ✓ CLS youth: to be conducted once per quarter during evening hours for all youth completing Phase I and Phase II during the quarter.
- Attend any formal JPRC's that may be scheduled to report progress in finalizing transition goals, objectives and services.
- Recommend release if appropriate.

- If there is no formal JPRC scheduled, complete an ANR 20 days prior to planned release to make a recommendation for youth's release.

- Update youth's Lifework Education Portfolio in conjunction with education staff/careers teachers. Ensure Birth Certificate and Social Security Card are included.

- Chrono JPRC notes and lock the ICCP 20 days prior to release so P&P agent can log in the community ICCP as required by 3 days prior to release.

- Assist in reviewing new ICCP with the youth prior to release.

- Update Sex Offender Registration Form (DOC-1759).

- Ensure that the community notifications are completed within 10 days of youth's release.

OJOR Responsibilities

- Prepare and send Chapter 980 notices to all required parties 3 weeks prior to release or discharge date.

- Schedule and hold formal JPRC if needed to review progress in finalizing transition goals, objectives and services for all youth retained while in the 90-day Transition Phase i.e., Action Type RTN-T.

- Approve and distribute an ANR recommending youth's administrative transfer or release for other youth for whom transition planning activities have been completed.

- Prepare Departmental Order for signature.

ROLE OF THE CORRECTIVE SANCTIONS PROGRAM YOUTH COUNSELORS DURING 90-DAY TRANSITION PHASE

Youth who are placed in Transition Phase with anticipated transfer to the Corrective Sanctions Program in the Southeastern Region, will be assigned a CSP Youth Counselor at the time the case is transferred to an agent.

A youth who is determined to require alternate care placement will not have a YC assigned unless the youth will transfer from alternate care to the CSP. The YC will be assigned during the transition planning that occurs during alternate care placement.

- Review Youth's Release Action Plan and ICCP and assist or alternate with agent to conduct monthly contacts with youth during 90-day Transition Phase.

- Assist agent in setting up and attending family assessment to determine potential community placement.

- Assist agents and social workers with contacting community service providers and enabling visitation with youth during transition planning.

For referrals to alternate care placements, assist in getting release of information (DOC 1163 and 1163A) and participation in religious programming (DOC-2176 and DOC 2177) forms signed by parents and youth where applicable.

- Participate in transition team activities and meetings.
- Attend any formal JPRC when possible to assist in finalizing youth's goals and objectives, and ensure that relapse prevention plans are in place.
- Staff case throughout 90-day Transition Phase with agent and assist in updating a community supervision plan.
- Ensure family and/or children have all questions answered about the CSP or expectations.
- Assist in obtaining parental signatures if necessary prior to the youth's release.
- Assist youth in identifying employment opportunities and securing employment upon release.
- Establish electronic monitoring schedule.

90-DAY TRANSITION PHASE PROCEDURE FOR YOUTH HELD IN A JCI UNTIL EXPIRATION OF COMMITMENT ORDER

Youth will be placed in the Transition Phase no less than 90 days prior to termination of a regular correctional order. OJOR places the youth into the Transition Phase by Department Order upon recommendation in a formal JPRC or through approval and distribution of an ANR. Transfer of the case shall follow the same timeframe and procedures for youth with DJC aftercare in their own home.

Regional Chiefs and Field Supervisors will assist and encourage staff to identify what services and planning, staff can undertake to help youth obtain a workable situation upon release to the community and engage community representatives in a dialogue of how this might be improved. Transition Team meetings remain an important tool, Identifying informal supports in the community becomes critical for youth discharging without the formal support of supervision.

Social Worker Responsibilities

When a youth is placed in the Transition Phase, the social worker performs the tasks listed in CMM Ch. 18. Not all tasks are required for all youth. However, for each youth the social worker and agent will coordinate convening of a Transition Team and at least one Transition Team meeting will be held prior to departure from the JCI. (The Transition Team in some instance will only consist of the agent, social worker and family, but may include service providers from the community or other informal supports).

- Inform Education/ Lifework Education staff of Transition Phase and request completion and distribution of the Youth's Release Action Plan (DOC-2312) including 3 relevant job listings of interest to youth.

- Notify education director that youth's expiration is approaching in time for teachers to administer updated testing and assemble records to forward to receiving school district, if applicable. Ensure that the youth has possession of her or his Portfolio including social security card and birth certificate upon departure from the JCI.

- Refer to Transitional Independent Living Program if eligible: (See Ch. 18).

- Assist agent in assembling a Transition Team meeting to review Youth's Release Action Plan, Lifework Education Portfolio, Healthy Living Plan and/or Relapse Prevention Plan, community resources, employability status, and goals and objectives.

- Re-emphasize the LifeWork Education Portfolio completion process and use of the Youth's Release Action Plan to focus on goals that are transferable to the adult facility.

OJOR Responsibilities

- Upon request of JCI Social Worker at a Formal JPRC or via an ANR, issue a Department Order indicating that the youth is placed in the 90-day Transition Phase and the eligibility for placement upon release.

Agent Responsibilities

The agent has no formal supervisory role upon the youth's commitment expiration but is instrumental in transitioning the youth from the JCI to community or other placement.

- Agent reviews the Youth's Release Action Plan, Healthy Living Plan and/or Relapse Prevention Plan, job listings of interest and the youth's Lifework Education Portfolio.

- Assembles a Transition Team based on projected needs of the youth.

- Convenes and chairs a Transition Team meeting 30 to 60 days prior to release.

- Agent may transport parents/guardians to the meeting, introduce representatives of community resources, and provide resource guides to no-cost services in the community.

- If youth does not have a stable residence in the community, refer youth to low or no-cost resources such as the Salvation Army, Rescue Missions, temporary shelters, food pantries, St. Vincent DePaul and the United Way.

- Provide a DJC contact number or agent telephone number for future assistance with referrals to services if needed.

90-DAY TRANSITION PHASE PROCEDURE FOR SJO YOUTH WHO WILL BE RELEASED FROM A JCI WITH NO TYPE I TIME REMAINING

A youth will be placed in the Transition Phase by Department Order no less than 90 days prior to the end of their Type 1 time.

Transfer of the case shall follow the same time frame and procedures for youth being released or transferred upon successful completion of prescribed programming.

If youth's progress warrants, the DJC reintegration Social Worker and community agent may advocate for the youth to be released prior to entire Type 1 time elapsing to allow for sanctionable time upon transfer to community supervision.

See Section II regarding general procedures for transferring SJO youth to aftercare supervision.

TRANSITION PHASE REEVALUATION

It may be necessary to re-evaluate the appropriateness of a youth's participation in re-entry planning and to consider the status of youth who are returned to a JCI from community supervision.

PROCEDURE

If a Social Worker believes a youth's Transition Phase status should be adjusted, extended, or terminated based on performance or disciplinary issues within the JCI, the Social Worker will take the following actions:

- Meets with supervisor and other program staff to develop a recommendation
- Notifies agent (State) or county worker of recommendation
- Agent (State) or county worker discusses recommendation with supervisor, develops a response and provides it to the institution social worker
- Social Worker submits Action Needed Request (ANR) with recommendations and field position.
- OJOR, in concert with social worker, agent and/or county worker, makes decision to adjust, extend, or terminate the Transition Phase.
- If the youth is removed from transition phase through the use of an ANR, OJOR will send an email notification to all JPRC members.
- If a formal JPRC is scheduled, rescind the Action during the review. In both cases a Department Order with an Action Taken Code of RTN (retain) would replace the "T" designation.

If decision is to adjust or extend Transition Phase status:

- Social worker will assist the agent (State) and/or County worker in modifying the youth's case plan and transition planning activities.
- If the decision is to terminate the Transition Phase status the social worker assumes responsibility for developing a revised institution case plan.
- OJOR issues a new Department Order.

If a youth returns to the JCI with less than 90 days remaining on his/her commitment order, consider the youth in the Transition Phase until/unless OJOR determines otherwise:

- Agent meets with supervisor to develop recommendations regarding youth's return to JCI and future placement
- Agent contacts the institution social worker and OJOR reviewer with recommendations
- If no formal JPRC is scheduled, the social worker submits Action Needed Request (ANR)
- OJOR in concert with social worker, agent and/or county worker makes decision on Transition Phase status
- If decision is to place the youth in Transition Phase, the agent or county worker assumes responsibility with assistance from social worker in developing a Transition Phase case plan and conducting transition planning activities.

ROLE OF COUNTY DURING TRANSITION PHASE

Whether a county wishes to place a youth in an alternate care setting or in their own home, participation in the transition planning for the youth includes these expectations:

MINIMUM EXPECTATIONS FOR COUNTY AGENCIES DURING YOUTH'S INSTITUTIONAL COMMITMENT

- Develop preliminary recommendations regarding post-release placement based on knowledge of the youth's and family's circumstances, and discuss the plans at the youth's initial JPRC.
- Maintain regular contact with the youth's social worker in order to obtain current information regarding the youth's progress in treatment and readiness for Transition Phase planning.
- Participate in formal JPRC conferences.
- Involve the parent, guardian and extended family (as appropriate) in the planning process and assist them in understanding placement options.

MINIMUM EXPECTATIONS FOR COUNTY AGENCIES DURING YOUTH'S TRANSITION PROCESS WHILE IN THE INSTITUTION

- Participate in determination of a youth's readiness to be placed in Transition Phase, e.g. in JPRC or via contacts with institution staff. Identify a release date 60 to 90 days in future.
- Meet with key persons involved in youth's transition (to home or alternate care) either individually or as a Transition Team to develop transition plan and get agreement from participants.
- Provide for continuity of treatment when needed by reviewing youth's treatment progress and relapse prevention plan (as appropriate) and making arrangements for ongoing treatment in community.
- Working with institution social worker, facilitate contact between youth and her/his community-based service providers via phone, in-person meeting or initiation of treatment.

PHASE 2A RE-ENTRY PLANNING CONTINUED

ADDITIONAL ACTIVITIES TO COMPLETE INSTITUION PORTION OF TRANSITION PHASE

DJC RESPONSIBILITIES

Agent Responsibilities

- Schedule the release/transfer date with JCI social worker and alternate care facility or parent.
- Arrange for transportation of the youth from the JCI to his or her place of residence.
- **MA**: Complete Medical Assistance Certification Work Sheet **(DOC-1787**) form at least 7 days prior to youth's departure from the JCI. [See Section II regarding MA]
- **DOC-1788**: Complete Juvenile Release Authorization **at least 15 calendar days prior** to the youth leaving the JCI. The timeline is established by s. 938.51, Stats.
  - ✓ **Completion of the DOC-1788 is required for the following reasons:**
    - * Provides OJOR with information needed to issue the Department Order (DOC-1722A) releasing the youth or administratively transferring the youth to the type 2 status.
    - * Permits OJOR to provide at least 15 days notice to a victim/witness as required by statute at s. 938.51, Stats. [see Chapter 11]
    - * Permits IPC to provide at least 15 days notice to community agencies as required by statute at s. 938.51, Stats. [see Chapter 12]
    - * Provides HSU with time to obtain needed prescriptions and to complete the Health Screening (DOC-3387).
    - * Provides teachers with time to assemble educational records, including the current IEP for youth with an IEP, and forward them to the receiving

school district or other appropriate entities. Additionally, the time enables teachers to administer math and reading tests prior to the date the youth leaves the JCI and to review the LifeWork Education Portfolio to be sure it is up to date.

* Provides social worker with time needed to complete tasks required when a youth leaves a JCI described below.

✓ If the DOC-1788 is not completed at least 15 calendar days prior to the placement date, the agent **documents** in her or his chronological log the reason that the **DOC-1788 could not be completed in a timely manner**.

* The entry shall explain the reasonable efforts made by the agent to comply with the time requirement.
* The agent must obtain supervisory approval and signature to complete the form less than 15 days prior to placement.
* The form must be completed at least 5 working days prior to the youth leaving the JCI.

- **ICCP**: Complete ICCP in COMPAS at least 3 days prior to the youth's reentry to the community. [see Chapter 6]
- **DOC-1741**: Ensure that the **youth signs** the Community Supervision Rules and Conditions prior to the youth actually leaving the JCI.
- For sex offenders, agents shall incorporate into the DOC-1741 all or some of the supplemental community supervision rules and the special community supervision rules and conditions for juvenile sex offenders available in JJIS. Agent shall obtain approval of the DOC-1741 from his or her supervisor.
- For sex offenders being monitored by GPS, submit information to the DOC Monitoring Center not less than 5 or more than 7 days before the desired GPS hook-up date. See GPS Enrollment Checklist on MyDOC/Policies and Procedures/DJC/GPS.
- **DOC-1750**: Disbursement Order (DOC-1750): Send form to the DJC special benefits coordinator in Central Office to release the youth's funds to the parent/guardian or the county department if the youth is in a foster home. [see Chapter 21]
- **Permanency Plan**: Agent completes an initial DJC **Permanency Plan** prior to youth leaving the JCI whenever possible, but within 60 calendar days of alternate care placement at the most. [see section later in this chapter]

When New Agent Assigned

- Agent of record completes the JJIS Transfer Preparation Screen to transfer the youth's case to the new agent.
- Agent of record forwards the youth's field file 2 weeks prior to the transfer date or within 5 calendar days of notification of the youth's acceptance into an alternate care placement or finalization of placement in the home of a parent/guardian.
- New agent reviews all COMPAS documentation including case plan and notes.
- Note the actual **date** he or she **mailed the youth's field file** to the new agent.

- **Letters**: Send letter to parent/guardian and youth prior to youth leaving the JCI notifying them of the new agent assignment.

Social Worker Responsibilities

- **Order to Detain**: Review youth's record to determine if an agency has an order to detain on file and notify that agency that the youth's expiration date is approaching. [see Chapter 3]
- **Dual supervision**: Contact the youth's adult agent to coordinate transition plans when a youth will be under an adult supervision order upon expiration. [see Chapter 20]
- **Sex Offenders**: Ensure that youth has met requirements for registration, DNA specimen and ch. 980. [see Chapter 22]
- **Cash grant**: see section later in this chapter.
- **CHIPS referral**: see section later in this chapter.
- **Referral to Transitional Independent Living Program**: see section later in this chapter.
- **Community residence**: Finalize the youth's living arrangements and arrange for transportation.
- **Notice to a parent or relative**: When the youth will reside in a home in the community, the social worker notifies in advance the responsible adult in the home of the date of the youth's arrival.
- **Health Services**: Contact HSU at least 3 days prior to expiration to obtain a prescription for medications that the youth will continue to take after leaving the JCI. Best practice is to contact HSU 7-10 days prior to youth's departure.
- **Education Records/LifeWork Education Portfolio:** Notify Education Director that youth's expiration is approaching in time for teachers to review the LifeWork Education Portfolio, and to administer updated testing and assemble records to forward to receiving school district, if applicable. Make sure that the youth has possession of her or his Portfolio upon departure from the JCI.
- **Exit Evaluation**: Ensure that designated JCI staff request that the youth complete the Exit Evaluation (DOC-1749)
- **Release Assessment Dialogue**: **See chapter 26**, "Admission and Release Assessment Dialogues" for instructions for completing the release assessment dialogue.

IPC Responsibilities

Complete and distribute the Notice of Release/Transfer of the Youth to Community Supervision (**DOC-1627**) at least 15 days prior to the youth's transfer to the type 2 RCC whenever possible.

In some cases, the IPC does not receive the Juvenile Release Authorization Form (DOC-1788) or Action Needed Request (DOC-1734) in a timely manner in order to

complete and distribute the DOC-1627 within the legally required time-frame. [see Chapter 12]

HSU Responsibilities

Youth remaining under DJC supervision

- Complete the **Health Summary** (DOC-3003).
  - ✓ Send the original with the adult transporting the youth being sure to protect confidentiality.
  - ✓ Provide a copy to the staff transporting the youth.
- Provide other **pertinent medical information** for the agent to put into the youth's field file.
- Provide the youth with at least a 2-week **supply of prescribed medications.**

YOUTH TO BE SUPERVISED BY COUNTY

- Complete the **Health Summary** (DOC-3003).
- Provide the youth with at least a 2-week **supply of prescribed medications.**

OJOR Responsibilities

- Issue a DOC-1722A making the youth eligible for release to aftercare or administrative transfer when JPRC reaches agreement that the youth is ready to leave the JCI.
- OJOR may issue an eligibility order upon receiving an Action Needed Request (DOC-1734) or a Juvenile Authorization Release (DOC-1788) [see Chapter 5] or other appropriate notification that the date of the youth's departure from a JCI is known.
- **OJOR must issue the DOC-1722A administratively transferring or releasing to aftercare before the youth leaves the JCI. A youth may not be released without this documentation.**
- OJOR-CO notifies a victim/witness of the youth's trial visit in the community, release to aftercare or administrative transfer to type 2 status. [see Chapter 11]

PHASE 2B: RE-ENTRY PLANNING TRANSITION PHASE – FIRST 30 DAYS IN COMMUNITY

- During the 30 days after a youth is released from a JCI, the Transition Phase continues and is characterized by intensive supervision and the use of graduated incentives and sanctions. During this step-down period of supervision, associations between the youth and community resources are increased so that the community

and the youth become increasingly responsible to maintain the youth in a stable situation once he/she is no longer on DJC supervision.

Social Worker Responsibilities

- Complete Release Assessment Dialog in JJIS within 10 days after release, expiration of order or discharge.

Agent Responsibilities

- Incorporate a step down plan of supervision into the ICCP.

- Apply graduated incentives and sanctions as per Guidelines (See chapter 13).

- Conduct the Sex Offender Face to Face Registration with Law Enforcement within ten calendar days of release.

- Ensure that staff associated with an independent living placement understands the youth's rules of supervision and placement conditions.
    - A youth may be placed in a contracted Transitional Independent Living Program, and the Program Coordinator may not have been part of the Transition Team meeting in which Rules of Supervision were reviewed.

    - Ignorance of the Rules of Supervision, placement conditions and other features of the ICCP may jeopardize the youth's transition. The agent will ensure that the Program Coordinator and staff are informed so they can assist the youth to remain in compliance and help youth to move into his/her next living situation.

- Attend the initial case staffing at a RCC or Group Home**,** in which the youth is placed. Review the following:
    - outstanding details concerning the youth's treatment program and goals
    - behavioral expectations of the youth and what consequences / sanctions will be used if the youth fails to cooperate with treatment and procedures at the RCC or Group Home
    - procedures to be followed if the youth absconds from the RCC or Group Home.

    - ✓ No home passes will be permitted during the first 30 days of a youth's stay in alternate care.

- Coordinate with alternate care facility to complete youth's ICCP case plan within 30 days of placement. Include components for a 90-day Transition Phase to his/her next placement. Obtain youth's input into the development of the goals and objectives prior to finalizing the plan.

- Meet with the parent (or other adult caretakers) and review what is needed from them to enable the youth to return home after the RCC placement. This meeting could take place during a regularly scheduled review at the alternate care site.

- Schedule and chair a transition team meeting with the alternate care staff prior to youth's next placement.

- Schedule and chair another Transition Team meeting 30 days after release/transfer to the new placement to review the youth's progress and transition into the community.
    - Transition team may consist of agent, youth, parent or other adult care takers in an Independent Living setting, employer, and other informal supports.
    - Make revisions to the case plan as needed.

- Complete Lesson 3 of Families Count one-on-one with youth and family within 75 days of community placement if youth and family participated in Families Count Lessons 1 & 2 in the institution.

For Type 2 Youth Who Will Transfer from RCC or Group Home to Corrective Sanctions Program

- Assign a YC in case staffing with supervisor if YC has not been assigned to a youth in a RCC (Milwaukee only).

- The agent will meet face to face once per week with the youth, and the parent(s) or guardian, (per current minimum contact standards) to review the youth's initial progress in Corrective Sanctions and to address any case plan concerns.

- YC ensures that the CSP contact schedule is followed.

- If the youth is on CSP, staff the case at a minimum of once during the first 30 days with the Youth Counselors, contracted job coaches (if any), and unit supervisor.

- If youth is not enrolled in the Corrective Sanctions Program, staff the case a minimum of once per month with the unit supervisor on an ongoing basis

For youth who have Special Education Needs

Chapter 115, Wis. Stats., requires that the school district within which a SPED student resides must provide SPED services as specified in the student's IEP. This district obligation is in force until 1) the student reaches age 21 OR 2) the SPED student receives a district diploma. Receiving an equivalency diploma (a GED or HSED) does not end the district's obligation to provide special education services to the youth with a disability.

Check that the SPED student has been enrolled in his/her school district of residence and is receiving SPED services from that district.

- Any problems enrolling a SPED student in a school district should be reported to the DOC Special Education Coordinator at 608-240-5923 or email julie.lidbury@doc.state.wi.us.

PHASE 3 RE-ENTRY PLANNING: COMMUNITY SUPERVISION AND STABILIZATION

- The third phase, Stabilization, takes place during ongoing community supervision of the youth for an average of six to nine months.

- See Chapters 13, 14, 16, 18 and 22.

SECTION II – RE-ENTRY TO COMMUNITY SUPERVISION IN VARIOUS PLACEMENTS

GENERAL APPLICABILITY

COMMUNITY PLACEMENT GUIDELINES

GENERAL CONCEPTS

The goal of DJC is to place every youth under the age of eighteen in his or her family's home in order to maintain the family unit. However, if the youth is over the age of eighteen it may be in his or her best interest to pursue placement in an independent living setting.

The agent shall conduct a thorough analysis of the strengths and weaknesses of the home environment of the parent, guardian or relative, and develop a plan to enhance strengths and address the needs. Before recommending that a youth should not be returned to the home of a parent, guardian or relative, the agent should **answer the question**, **"Why isn't the home workable with a full array of services?"**

- The youth and youth's family should be actively involved in developing the release to aftercare or administrative transfer plan and selecting the recommended category of placement.
- During the youth's stay at the JCI, the continuing appropriateness of the release/transfer plan should be considered at every JPRC. The plan should be revised as the youth completes ICCP goals and objectives, new treatment needs arise, and other factors change.
- When a recommendation will be made for an out of home placement, the category (independent living, foster care, group home or RCC) should be based upon the needs and strengths of the youth.
- When an agent recommends placement in a RCC (regular or type 2), the agent shall take into consideration the distance from the youth's home, strength of the family component of the program, and the RCC's capacity to meet the youth's needs and enhance strengths identified in the ICCP.
- Placement in a RCC is generally not appropriate when a youth has less than 6 months remaining on the court commitment order and cannot be extended. [see Chapter 8]

- In a case wherein more than one RCC placement has been tried and been unsuccessful, the agent will have to have significant justification to propose another RCC placement.
- ICCP's and Progress Summaries shall address how the youth's educational, LifeWork Education and treatment goals/objectives, developed according to SMART criteria, are being met in the out of home placement [see Chapter 6]. If the youth has a disability and receives special education (SPED) services, a summary of these services shall be found in the youth's current Individualized Educational Program (IEP).
- At least 90 days prior to expiration of supervision, the ICCP shall include a component that transitions the youth to the home of his or her parent, guardian or relative, or to an independent living situation.

RETURN TO HOME NOT APPROPRIATE

If one or more of the circumstances exist, placement in the youth's home is **not** appropriate:

- Parent or other relative refuses to cooperate with DJC in the proposed community supervision plan.
- Victim of the youth is in the home or someone currently in the home has victimized the youth.
- Risk of harm to self or others makes living in the home unreasonable and does not support the protection of the community.
- Youth has intensive treatment needs that cannot be met with an in-home program and collateral services.

Careful Screening Required

Agents must pay special attention when developing placement recommendations for the following youth:

- Youth registered as sex offenders [see Chapter 22] because they may require specialized supervision to ensure public safety and provision of appropriate supervision and services. [see Chapter 13]
- Youth approaching the age of 17 years.

Supervisory Approval

If an agent believes that an out-of-home placement is necessary, he or she **carefully determines which placement will best meet the needs** of the youth by doing the following:

- Answer the question "**In what living environment can the needs of the youth be met while still providing community protection?**"

- Youth with less than 6 months remaining on supervision with no possibility of an extension of the order is not typically placed in a type 2 RCC unless special circumstances arise.

- Agents **obtain their supervisor's approval prior to recommending placement in an out of home** placement such as a group home or type 2 RCC to other JPRC members.

GUIDING PRINCIPLES FOR SUPERVISING YOUTH IN THE COMMUNITY

The following Guiding Principles for Community Supervision are intended to **direct the daily practice of all community supervision staff working with youth** to carry out the Balanced and Restorative Justice vision, mission and goals of DJC. [see Chapter 1]

- Strive to place a youth in his or her own home when the youth leaves the JCI, unless circumstances exist that preclude the home from being the initial community placement.
- Implement services for youth in the community that are victim sensitive, risk-based and accountability driven.
- Develop the youth's ICCP case plan to bridge the goals and objectives completed by the youth at the JCI; that address the restorative justice philosophy; and continue to build upon the youth's strengths, skills and competencies.
- Monitor and report regularly on youth's progress with respect to established performance measures.
- Minimize case transfers between agents to strengthen the working relationship between the agent and youth.
- Strive to build effective services for youth in the community by implementing the best practices based upon research regarding how to effectively intervene and change the lives of delinquent youth.
- Connect youth to their communities through a variety of activities such as educational/vocational programming, performance of community service, payment of financial obligations, participation in religious opportunities, if desired, and mentor matches.
- If the youth has a disability and received special education programming in the JCI, monitor that modifications and accommodations provided for in the youth's Individualized Education Program (IEP) are used in the youth's required programs as well as educational/vocational programming.
- Assist youth to build a support network of positive people who will be available to them for personal guidance and life planning.
- Apply graduated incentives and sanctions for youth on type 2 status which reinforce positive behavior and immediately respond to negative behavior and address both the youth's needs and public safety.
- Establish and maintain meaningful communication between DJC and community programs.

- Collaborate with local communities through outreach efforts, presentations, and education of the community about the juvenile justice system as a key to addressing delinquent behavior of youth.
- Work cooperatively with other DJC staff to train and support them in their day-to-day work.

PLACEMENT OF SEX OFFENDERS ON COMMUNITY SUPERVISION

Overview

DJC is committed to reintegrating all youth including sex offenders into their home communities. By DOC policy, DJC must follow **special procedures** when placing in the community a state supervised sex offender. A sex offender under this policy is a **youth required to register with SORP or a youth committed to DJC for perpetrating a sexual offense.**

In order to protect the public, sex offenders require the imposition of rules of supervision beyond those included in the standard Community Supervision Rules and Conditions (DOC-1741). The special sex offender conditions reduce the youth's access to potential victims, thereby protecting the community. The special conditions require the youth to participate in treatment to learn to manage and control sexually deviant behaviors.

The **agent selects in JJIS all or some of the special sex offender conditions** based upon the youth's risks and strengths. Generally, sex offenders will have many of the Additional Community Supervision Rules and Conditions (S01-S19) and the majority of the special community supervision rules and conditions for juvenile sex offenders (S20-S41) included with standard rules in the DOC-1741. Supervisory approval is needed to ensure that appropriate rules are imposed.

PLACEMENT OPTIONS FROM A JCI TO THE COMMUNITY

- It is the policy of the Department of Corrections to release DJC-supervised sex offenders to a placement in the county that committed them.

Secretary Approval NOT Required

DJC may release/transfer sex offenders from a JCI to the locations listed below without obtaining approval from the Secretary.

- County of the committing court that adjudicated the youth delinquent, typically the county where the offense(s) occurred.
- A residential treatment facility located in any county. These facilities include a regular or type 2 RCC Residential Care Center (RCC) or a Community-Based Residential Facility (CBRF).

Secretary Approval Required

When DJC proposes to place a DJC-supervised youth in a county other than the committing county or in a placement other than a facility listed above, approval of the Secretary must be obtained. For example, if youth is being considered for return/placement in the county in which his/her parent/guardian lives rather than in the committing county, DJC must request an exception from the Secretary by following the steps below:

- OJOR reviewer consults with OJOR director to discuss the specific facts of the case including placement options and the specific reason(s) for requesting an exception from the Secretary.
- Upon approval of the OJOR director, OJOR reviewer prepares a written justification for submission to the OJOR director.
- OJOR director discusses the case with the DJC Administrator.
- If the Administrator agrees that the request should be made, he or she submits the request to the Secretary.
- Upon approval by the Secretary, OJOR may proceed with the release/transfer and issue the Department Order (DOC-1722a).

PLACEMENT OPTIONS FOR YOUTH ON COMMUNITY SUPERVISION

Secretary Approval NOT Required

An agent may transfer a youth from a less-restrictive community placement (e.g., home) to an RCC or CBRF located in any county.

An agent may continue to place a sex offender outside of his or her committing county without approval from the Secretary only when the following 2 criteria are met:

- Youth was placed in a residential treatment facility upon leaving a JCI or while in the community.
- New placement is in a less restrictive alternate care setting (e.g., group home) operated by the same agency that operates the residential treatment facility.

Secretary Approval Required

If the specific facts of the case do not meet the criteria described above, the approval of the Secretary must be obtained by the procedure below:

- Agent consults with his or her supervisor regarding the facts of the case including placement options and the specific reason(s) for requesting an exception from the Secretary.
- If the supervisor is in agreement, he or she discusses the case with the Regional Chief.
- If the Regional Chief agrees with the supervisor's recommendation, he or she discusses the case with the DJC Administrator. The OJOR Director may represent the Regional Chief in this discussion.

- If the DJC Administrator agrees with the recommendation of the Regional Chief, he or she promptly discusses the case with the Secretary.
- Upon approval by the Secretary, the placement may proceed.
  - ✓ Follow transition procedures of chapter 10 being sure to add the supplemental conditions and special community supervision conditions for juvenile sex offenders to the standard Community Supervision Rules and Conditions (DOC-1741) in JJIS.
  - ✓ Consult relevant supervision chapters for information regarding special requirements for supervising sex offenders: primarily chapter 13, but also ch. 14 if youth is in a type 2 RCC, or ch. 16 if the sex offender is on aftercare supervision rather than type 2 status.

REFERRAL TO PLACEMENT/PROGRAM WITH RELIGIOUS COMPONENTS

Overview

Federal and state law require that DJC inform a youth and the parent/guardian (if youth is under 18 years) about the religious components of a treatment program, service or residential facility program, and **obtain written informed consents prior to referring a youth to a program, service or facility with religious aspects** to its program. Federal case law defines a religious component broadly. It includes a reference to a higher being/power and religious artwork, etc. [see Chapter 1]

WHEN CONSENT IS REQUIRED

The agent consults the list describing the religious components of residential facilities to determine whether consents are required prior to a referral to a particular facility or service/treatment program. The list is accessible on MyDOC/About DOC/Manuals/DJC CMM**.** The information contained in the list was compiled based upon responses that DJC received from residential facilities. If an agent has knowledge that a facility or other service/treatment program has religious components not identified on the list, he or she should follow the procedures for obtaining consents to religious programming.

PROCEDURES TO REFER A YOUTH TO A PROGRAM WITH RELIGIOUS COMPONENTS

General

- An agent, social worker or OJOR reviewer may at anytime during the youth's placement at a JCI discuss with the youth and the youth's parent/guardian the fact that some treatment programs, services and residential placements involve religious components.
- It may be beneficial to discuss with youth and parent/guardian their thoughts about religious programming early in the youth's placement at the JCI.
- The DJC staff member should explain the requirement that both the youth and parent/guardian must sign written informed consents before DJC makes a formal referral.

- Two consent forms are available on MyDOC: Youth Decision Regarding Religious Program **(DOC-2176)** and Parent/Guardian Decision Regarding Religious Program **(DOC-2177**). A Spanish version of the DOC-2177 is also available on MyDOC**.**
- The consent **forms must name a specific program, service or facility**.
- The forms should not be used to obtain a general consent to religious programming.

JPRC Conference

- Agents shall make all reasonable efforts to attend the JPRC conference in person at which the youth may be made eligible for release planning, i.e., placed in the 90-day Transition Phase.
- If an agent cannot personally attend the JPRC conference, he or she may request the JCI social worker or OJOR reviewer to perform the functions discussed below.
- **Agent has lead responsibility** for informing the youth and parent/guardian of the religious aspects of the program.
  - ✓ Agents shall consult the religious program information contained in this chapter.
  - ✓ Agents are responsible for obtaining information about religious activities for a program, service or facility not described in the CMM.
- Agent shall explain to the youth and parent/guardian the specific religious components such as prayer before meals, text books with Bible verses, display of religious artwork, Bible study, references to a "higher power" and administration of spiritual assessments by clergy.
  - ✓ Ask youth and parent/guardian to express opinions about the youth's participation in the religious components of a facility, program or service.
  - ✓ If the youth and parent/guardian do NOT express objections to the program, review the consent form, DOC-2176 with the youth, and DOC-2177 with parent/guardian if the youth is under 18 years old.
  - ✓ Obtain signatures if they do not object to the referral to the program.
  - ✓ **If either the parent/guardian or youth object to the religious program, the referral to that program shall NOT be made.**
  - ✓ When consents are not obtained, the agent shall offer a secular alternative as soon as possible. Best practice would be to provide information about the alternative at the JPRC.

Other than at JPRC Conference

When the parent/guardian does not attend the JPRC conference or a referral is being considered outside of a JPRC conference, the agent shall:

- Discuss with the youth the religious components of the facility, program or service
- Ask the youth if he or she consents to the referral. If yes, review and complete the DOC-2176.
- If the youth consents, contact the parent/guardian to explain the religious components of the program in person or by telephone. (If that is not practical, the

agent shall send a written explanation of the program and the DOC-2177 to the parent.)

- If either the parent/guardian or youth objects, the agent shall not make the referral to the religious program and shall offer a secular alternative.

OPTIONS INCLUDED ON DOC-2176 AND DOC-2177

Some programs with religious components can within that program offer alternatives to the religious activities. However, some are religious-focused to the extent that secular options could not be provided within the program itself.

The **consent forms contain three sections**.

- Consent to be referred to and participate in a program with religious components including the religious activities.
- Consent to be referred to and participate in a program with religious components when the program can offer secular alternatives to all religious activities.
- Refusal to consent to a referral to a program with religious components.

Attempts to Contact Parent/Guardian When Not Present at a JPRC Conference

The agent shall make reasonable attempts to **contact the parent/guardian of a youth under 18 years** old to explain the religious aspects of the program by telephone calls, home visits and letters.

- Agent shall enter attempts to contact parent/guardian into daily chronological logs such as a phone call, letter or home visit.
- If agent cannot meet face-to-face with the parent/guardian, he or she shall send a letter to parent/guardian. The agent shall provide the parent/guardian with the following information:
  - ✓ Name of program, service or residential facility.
  - ✓ Reason that DJC believes the youth would benefit from involvement in the program or service, or from living at the facility.
  - ✓ Specific religious components such as: prayer; Bible study; references to God or a higher power; display of religious art, symbols or artifacts; religious based literature or other reading materials used by the program, service or facility.
  - ✓ Explanation of the need for a consent form.
  - ✓ Instructions for signing the DOC-2177.
  - ✓ Statement that consent will be assumed if the parent/guardian does not respond within 10 days of the date of the letter.
  - ✓ Consent can be given verbally to DJC if 2 staff members verify the consent via telephone call with the parent/guardian.
- Agent shall place in the youth's file any letter sent to the parent/guardian that was returned as undeliverable.
- If a parent/guardian fails to respond to a letter that explained the religious components of a program, service or facility.

- Agent shall consult his or her supervisor when he or she believes that reasonable efforts have been made.
- When supervisor approves agent's decision, the youth's consent alone is sufficient for the referral.

TRANSFER PLANNING FROM A JCI TO CSP

REQUIREMENTS FOR REFERRAL TO CSP

- A youth may be considered for participation in CSP if **all of the following apply**:
- Youth is not likely to present a physical danger to self or others.
- Youth's security, supervision and programming needs can be met by CSP.
- Appropriate placement appears to be available, generally in the youth's home.
- There is reason to believe that involved adults and youth will agree to follow the requirements of CSP when the plan is for youth to live in a family setting (not in an alternate care setting).

INITIATING REFERRAL

- Any **JPRC member may initiate a referral** to CSP utilizing the JJIS data base to complete the Community Supervision Referral and Screening (DOC-1857).
- Although CSP youth generally live in a home, if pursuing placement in a paid setting, then requirements for referral to an alternate care with religious components must be met.
- Referrals are made during the 90 day Transition Phase, but can be made before OJOR issues the Department Order for transition. Referring staff member must keep in mind that the receiving CSP agent needs to receive the referral once the youth is placed in transition.
- **Consultation**: Referring JPRC member consults with other JPRC members to determine if CSP will meet the youth's needs. If agreement is reached, no formal conference is needed**.** If consensus is not reached, a formal JPRC is scheduled. [see Chapter 5]

REFERRAL PACKET COMPILED BY AGENT

A referral packet would be sent, **only if placement of the youth is being pursued outside of the current unit.**

Contents of Packet

Community Supervision Referral and Screening (DOC-1857)	COMPAS-Youth or COMPAS-Re-entry
FHA (DOC-1939) [see Chapter 4].	AER (DOC-1933) [see Chapter 4].
Court reports including the Dispositional Report. [see Chapter 3].	Department Order (DOC-1722A)-eligibility for transfer [see Chapter 5].
Current COMPAS case plan ICCP	Any other pertinent information that may be helpful for CSP to make a decision

After Referral Packet Sent to Receiving CSP Unit

- Referring staff should call CSP to check the status of the referral if he or she does not hear from CSP within 10 calendar days of the date the referral was sent.
- Referring staff member must keep in mind that the receiving CSP Agent needs up to 15 days to investigate the CSP referral.

Placement of the youth should occur within 90 calendar days of the transition planning date on the DOC-1722A.

Agent Responsibilities

Internal Steps

- **Acknowledge receipt** of the DOC-1857 with 24 hours by checking the appropriate box in the screen in JJIS.
- Begin a **Chronological Log** (DOC-90) in JJIS. (COMPAS notes)

Contact with Parent/Guardian

- Prepare the CSP packet/handbook for the youth and the parent/guardian which will be distributed.
- Call or send letter to parent/guardian to **schedule a home visit**. **Conduct the home visit**.
    - ✓ In some cases, the CSP agent may be the first DJC agent assigned. This occurs when the county had planned to provide aftercare supervision, but at some point during the youth's placement at a JCI decided the youth was appropriate for CSP. The CSP agent must complete the FHA because they were not completed during A&E. [see Chapter 4]
    - ✓ Review the CSP requirements and the Community Supervision Rules and Conditions (DOC-1741) with the adult with whom the youth would reside.

- ✓ Determine whether the parent/guardian/relative seems willing to cooperate with CSP requirements and staff.
- ✓ Ensure that the parent/guardian has appropriate telephone service. Inform the parent/guardian that he or she is responsible for paying the monthly bill.

INTERVIEW WITH YOUTH

- Review the CSP requirements and the Community Supervision Rules and Conditions (DOC-1741) with the youth during the transition meeting. [See section above regarding supplemental conditions and special community supervision conditions for juvenile sex offenders.]

- Determine the youth's willingness to cooperate with CSP requirements and staff.

Discuss the **following issues** with the youth:

Daily contact standards	24 hours/day schedule
Daily school attendance	Required community service
Payment of restitution	Obtaining employment
Participation in programming	Submitting urinalysis tests
Restrictions on peers	

- Agent (agent of record) completes the Community Supervision Plan (DOC-1736) if requested by OJOR.
- Check on availability of electronic monitoring equipment.
- Send letter to the committing county Judge, when required per Dispositional Order.

Upon Completion of Investigation

- After the investigation, the agent **completes the "Decision" section of the DOC-1857** and distributes as indicated on the form, i.e., determine the appropriateness of CSP for the youth and of the home for the youth's community placement.
- If the youth is accepted into CSP, **OJOR issues** a Department Order (DOC-1722A) **transferring the youth** to CSP.

EXTENSION OF TIME TO PLACE YOUTH IN CSP

- If **complications** occur in finding an appropriate CSP placement, the agent notifies his or her supervisor to request an extension to the 15 day investigation time period.
- If the supervisor approves the extension, the agent notifies all parties listed on the DOC-1857.

ELECTRONIC MONITORING CENTER

Fax the Electronic Monitoring Center (EMC) forms 3 days prior to the youth leaving the JCI:

- Enrollment-Residence-Employment Information (**DOC-1362**).
- Apprehension Request (**DOC-58**).
- Electronic Monitoring Schedule Modification/Curfew (**DOC-1363**).
- Key the youth's **daily schedule into BI Total Access** through the office computer or by calling EMC.
- Agents shall **never give the EMC phone number to youth or parents/guardians.**

RELEASE FROM CSP TO DJC AFTERCARE

RECOMMENDATION FOR RELEASE

- At least 30 days prior to the youth's completion of CSP, any JPRC member may recommend that the youth be released to state aftercare.
- Release recommendation is generally to a home setting such as home of parent, guardian, relative, or a foster home.
- OJOR considers the release recommendation and input from other JPRC members.
- If OJOR agrees with the recommendation, OJOR issues a Department Order (DOC-1722A) which releases the youth to state aftercare.

Responsibilities of CSP Agent and Assigned YC prior to Youth's Release

Youth on Electronic Monitoring

- Notify EMC and the assigned YC that the youth is being released from CSP.
- Remove the electronic monitoring equipment.
- Delete the youth's electronic monitoring schedule.
- **Cancel Medical Assistance,** if applicable.

Responsibilities of Corrections Office Associate

- Complete Movement Code in JJIS on the Institution Daily Population Report (DOC-355).
- Remove the youth's information from the current CSP case directory.

JCI TO A TYPE 2 RCC ON DJC SUPERVISION

Agents

"**Agent of record**" means the agent assigned to a youth during his or her placement at a JCI.

Case Assignments

Due to the geographical distance between some type 2 RCC's and the work site of the agent of record assigned to the youth, the youth's case is transferred to a liaison agent (assigned to a particular type 2 RCC) after a type 2 RCC accepts a youth.

"**Liaison agent**" means the agent assigned to a youth upon acceptance by a type 2 RCC according to the following standards:

- In the **Northwest Region**, a **liaison agent** assumes case responsibility if the type 2 **RCC** is **more than one hour's drive from the work site of the agent** assigned during the youth's placement at the JCI.

- In the **Southeast Region**, a **liaison agent** assumes case responsibility if the type 2 RCC is **located outside of Milwaukee County.**

REFERRAL OF A YOUTH TO A TYPE 2 RCC

If an agent determines, after thorough evaluation of the home's strengths and weaknesses, that the youth's needs cannot be met in the home of a parent, guardian or relative even with the provision of services, he or she may recommend placement in a RCC.

- Agent must fill out the CANS in COMPAS to determine level of need.
- **Involve the parent/guardian and youth** in the transition planning process to assist them to understand the type of services offered at the type 2 RCC such as academic education, vocational training, community service projects, treatment programs, recreational activities and religious study.
  - ✓ The agent shall consider the distance of the RCC from the youth's family, strength of the program's family component and the RCC's ability to meet the youth's needs as defined in the ICCP case plan.
  - ✓ If a type 2 RCC includes religious components in its program, refer to section above, "Referral to a Service/Facility with Religious Components."
- During transition planning, the agent begins the referral process to a type 2 RCC after OJOR issues a **DOC-1722A** making the youth **eligible for transition planning.**
- In other cases, after consulting with other JPRC members, the agent makes a **pro-active referral to a type 2 RCC before OJOR issues a transition planning Department Order** (DOC-1722A). [see Chapter 5] In those cases, the agent notes in the referral packet that OJOR has not issued the eligibility DOC-1722A.

- If the agent thinks that referral to more than three RCC's is necessary, he or she obtains supervisor's approval.
- Referring agent telephones DJC liaison agent or facility to determine if beds are available at the type 2 RCC.

Type 2 RCC Referral Packet

Complete in JJIS the Community Supervision Referral and Screening (**DOC-1857**).

- Forward the complete type 2 RCC **referral packet** to liaison and RCC. The referral packet includes, but is not limited to the following:

FHA *[see Chapter 4]*	Release of Information (DOC-1163)
Dispositional Order (original) *[see Chapter 3]*	Court reports *[see Chapter 3]*
Request for Extension (DOC-1723) *[see Chapter 9]*	ICCP's *[see Chapter 6]*
Progress Summaries [see Chapter 6]	Treatment notes *[see Chapter 6]*
CANS report	Youth's Release Action Plan (DOC-2312
COMPAS bar scale	Apprehension Request (58-J)

Any other documents that may be helpful for the type 2 RCC to make a decision whether to accept the youth.

PROCEDURES FOLLOWING YOUTH'S ACCEPTANCE BY TYPE 2 RCC

Type 2 RCC Responsibilities

- **Notify** the JCI social worker and assigned agent of the **acceptance** of the youth by the type 2 RCC.
- **Obtain**, prior to placement, a written document from the youth's parent/guardian that permits the type 2 RCC to **consent to emergency medical care** if the parent/guardian cannot be contacted immediately. The type 2 RCC may ask the agent to assist in getting the parent/guardian signature(s).
- Develop and submit to the liaison agent a **written treatment plan** as soon as possible, but not later than 30 days after the administrative transfer of the youth to the type 2 RCC.
- Type 2 RCC should begin obtaining information and developing the treatment plan as soon as the type 2 RCC accepts the youth.

- ✓ Treatment plan shall be consistent with the youth's DJC ICCP case plan, shall include components for a 90 day Transition Phase to youth's next placement.
- ✓ Schedule and participate in a transition team meeting with youth, family, state or county agent, community providers, employer, and/or informal supports.

Youth with **mental health needs**

- ✓ Complete and send the Authorization For Use and Disclosure of Protected Health Information (PHI) **(DOC-1163A)** signed by the youth and/or parent/guardian to JCI clinical services, if the youth had an assigned clinician at the JCI.
- ✓ DJC clinical services determines what information the type 2 RCC should receive.
- ✓ Review the clinical services information to incorporate into the treatment plan and arrange for continued mental health services, if appropriate.
- ✓ When case is transferred to a liaison agent, agent of record may complete a broad goal based ICCP with the understanding that the liaison will complete the more detailed ICCP case plan [see Chapter 6]

Agent Tasks Before Youth Leaves the JCI

- **Meet with youth** and schedule the youth's verbal presentation of his or her Relapse Prevention Plan, Healthy Living Plan (DOC-2589) and/or Release Action Plan for the transition team meeting prior to the youth's transfer to the type 2 RCC.

TRANSFER FROM A JCI TO TYPE 2 RCC: COUNTY SUPERVISION

COUNTY REQUESTS PLACEMENT IN A TYPE 2 RCC

JCI Social Worker Responsibilities

- Complete in JJIS the Community Supervision Referral and Screening (**DOC-1857**) in consultation with the county liaison and sends it to the county liaison.
- Work with the county liaison and the type 2 RCC to schedule a **placement date** and make **transportation** arrangements upon acceptance by a type 2 RCC.
- Encourage type 2 RCC staff to consider the youth's JCI case plan ICCP when developing the type 2 RCC **treatment plan** to provide continuity of programming for the youth.
- Determines need for **cash grant** following procedures described later in this chapter.

DJC Agent Responsibilities

DJC agents are **not involved** in supervision of youth in a type 2 RCC on **county supervision**.

- **Exception**: in some cases, the court does not grant the county's petition [*see below*] to transfer supervision to the county and **DJC continues its supervision**.
  - ✓ Assigned DJC agent forwards appropriate file information and the **signed DOC-1741** to OJOR.
  - ✓ When OJOR receives this information, **OJOR issues a DOC-1722A** transferring the youth from the JCI to the type 2 RCC on state supervision.
  - ✓ DJC agent assumes the community supervision responsibilities. *[See chapter 14]*

Type 2 RCC Responsibilities

- **Notifies** the social worker and county liaison when the type 2 RCC **accepts a youth**.
- Works with social worker and county liaison to schedule actual **placement date** and make **transportation** arrangements.
- Develops a **treatment plan and submits to county liaison** including language that the county department will obtain a revised Dispositional Order that transfers supervision from DOC to the county, and takes into account the youth's JCI ICCP.

County Responsibilities

- Cooperate with the JCI social worker and type 2 RCC staff to determine the **placement date** and coordinate **transportation arrangements.**
- Certify the youth for **Medical Assistance**, if eligible, through county department.
- Ensure that the **youth signs** the Community Supervision Rules and Conditions (**DOC-1741**) before the youth leaves the JCI. (JCI Social worker may have youth sign.)
- Complete the DOC-1788. In some counties, the county does not complete the form. The JCI social worker must complete the Action Needed Request (DOC-1734) in those cases.
- Petition the court

  If the original Dispositional Order does not include the provision for county Type 2 aftercare, the county petitions the court to revise the Dispositional Order, vacating the correctional placement under s. 938.34 (4m), Stats., and placing the youth on county supervision in a type 2 RCC under s. 938.34 (4d), Stats.
  - ✓ If the court grants the revised Dispositional Order, the case is transferred to the county liaison on the effective date of the revised order. The county liaison sends OJOR a copy of the revised Dispositional Order.
  - ✓ If the court declines to modify the Dispositional Order, the county department immediately contacts the appropriate DJC supervisor to request state supervision of the case while the youth is in the type 2 RCC.
  - ✓ If DJC agrees to provide supervision, the supervisor assigns a state agent to the youth. [see DJC agent responsibilities above]

OJOR Responsibilities

When the county must obtain a revised Dispositional Order, OJOR may not issue an eligibility order, but instead issue an order placing the youth in type 2 status as of a certain date. The order would be valid until the county obtains the revised Dispositional Order.

- OJOR issues the final DOC-1722A transferring correctional supervision from DJC to the county upon receipt of a revised Dispositional Order that authorizes the transfer of supervision to the county.

See Section I: Role of County during Transition Phase planning for youth with County Aftercare Supervision.

TRANSFER FROM JCI TO DJC AFTERCARE IN AN ALTERNATE CARE SETTING

AGENT REFERRAL TO ALTERNATE CARE

Agent consults with JPRC members to determine which alternate care placement appears most likely to meet the youth's needs by consulting with JPRC members. [See section above for referral to a type 2 RCC.]

- Agent should use the CANS to guide discussion about youth's need for alternate care placement.
- If an alternate placement being considered includes religious components in its program, refer to section above, "Referral to a Service/Facility with Religious Components."
- If the agent thinks that referral to more than three placements is necessary, obtain supervisor's approval.
- Within 5 calendar days after OJOR issues the eligibility DOC-1722A or prior to the eligibility order, complete in JJIS the Community Supervision Referral and Screening (DOC-1857).
- Placement of the youth should occur within 30 calendar days of the eligibility date on the DOC-1722A when OJOR has issued the eligibility order.
- If the eligibility order has not been issued, the agent notes in the referral packet that it is a pro-active referral and OJOR has not issued the DOC-1722A. Include the anticipated date that OJOR will issue the DOC-1722A.
- Forward the complete **alternate care placement referral packet** to placement.

  The referral packet includes, but is not limited to the following:

FHA *[see Chapter 4]*	Release of Information (DOC-1163)
Dispositional Order (original) *[see Chapter 3]*	Court reports *[see Chapter 3]*
Request for Extension (DOC-1723) [see Chapter 9]	ICCP's *[see Chapter 6]*
Progress Summaries [see Chapter 6]	Treatment notes *[see Chapter 6]*
CANS report	Youth's Release Action Plan (DOC-2312
COMPAS bar scale	Apprehension Request (DOC58-J)

Any other documents that may be helpful for the type 2 RCC to make a decision whether to accept the youth.

PROCEDURES FOLLOWING YOUTH'S ACCEPTANCE BY ALTERNATE CARE PLACEMENT

Alternate Care Placement Responsibilities

- Notify the JCI social worker and assigned agent when the placement accepts a youth.
- Prior to the youth's placement, obtain a written document from the youth's parent/guardian that permits the placement to consent to emergency medical care if the parent/guardian cannot be contacted immediately. The placement may ask the agent to assist in getting the parent/guardian signature(s).
- Complete and send the Authorization For Use and Disclosure of Protected Health Information (PHI) (DOC-1163A) signed by the youth and/or parent/guardian to the JCI clinical services department, if the youth received clinical services during placement at the JCI.

TRANSFER FROM A JCI TO DJC AFTERCARE IN OWN HOME

AGENT RECOMMENDATION FOR RELEASE

- If OJOR issues Department Order (DOC-1722A) making youth eligible for release to aftercare, the placement of the youth should occur by the end of the Transition Phase.

TRANSFER FROM JCI TO COUNTY AFTERCARE SUPERVISION

See Section I: Role of County during Transition Phase planning for youth with County Aftercare Supervision.

TRANSFER FROM JCI TO COUNTY AFTERCARE IN AN ALTERNATE CARE SETTING

COUNTY REQUEST FOR PLACEMENT

If a county wishes to place a youth in an alternate care placement under county supervision following a commitment to a JCI, the procedures below shall be followed.

JCI Social Worker Responsibilities

- Complete in consultation with the county liaison the Community Supervision Referral and Screening (**DOC-1857**) and distribute appropriately.
- Complete the Action Needed Request (DOC-1734]
- Work with the county liaison and the alternate care placement to schedule a release date and arrange transportation.

OJOR Responsibilities

- In some cases, OJOR issues an eligibility DOC-1722A prior to the referral to and acceptance by an alternate care facility.
  - ✓ To issue that order, OJOR determines that placement in alternate care under county aftercare supervision is appropriate.
  - ✓ The eligibility order alone is not sufficient for the actual release of the youth from the JCI.
- If an eligibility order has not been previously issued, OJOR may or may not issue an eligibility order upon receiving an Action Needed Request (DOC-1734) from the JCI social worker [see Chapter 5] or other appropriate notification from the county informing OJOR that an alternate care facility has accepted a youth.
- When the county must obtain a revised Dispositional Order, OJOR may issue a DOC-1722A releasing the youth to aftercare as of a certain date. The order would be valid until the county obtains the revised Dispositional Order.
- OJOR issues a final DOC-1722A transferring correctional supervision from DJC to the county either based upon the original Dispositional Order or upon receipt of a revised Dispositional Order that authorizes the transfer of supervision to the county.

Responsibilities of Alternate Care Placement

- Meet with key persons involved in youth's transition either individually or as part of a Transition Team to develop transition plan and get agreement from participants.
- Attend a youth's verbal presentation of an AODA or Sex Offender relapse prevention plan in the JCI.
- Notify the social worker and county liaison when the placement accepts a youth.

- Work with social worker and county liaison to schedule actual **release date** and arrange **transportation**.

County Department Responsibilities

- Cooperate with the social worker and alternate care placement staff to determine the **release date** and coordinate **transportation** arrangements.
- Certify the youth for medical assistance via county procedures.
- Petition the court to revise the dispositional order, vacating the correctional placement under s. 938.34 (4m), stats., and placing the youth on county supervision in alternate care.
- If the court grants the revised Dispositional Order, the case is transferred to the county liaison on the effective date of the revised order. The county liaison sends OJOR a copy of the revised Dispositional Order.
    - ✓ If the court declines to modify the Dispositional Order, the county department immediately contacts the appropriate DJC supervisor to request state supervision of the youth while in the alternate care placement.
    - ✓ If DJC agrees to provide supervision, the supervisor assigns a state agent to the youth.
        - * The assigned DJC agent forwards appropriate file information and the signed DOC-1741 to OJOR.
        - * When OJOR receives this information, OJOR issues a DOC-1722A transferring the youth's supervision from the county back to DJC.

DJC Agent Responsibilities After Youth Leaves JCI

DJC agents are not involved in supervision of county aftercare cases unless the above special circumstances apply.

TRANSFER FROM JCI TO COUNTY AFTERCARE IN OWN HOME

COUNTY RECOMMENDATION

If a county wishes to place a youth in own home under county supervision following a commitment to a JCI, the procedures below apply.

JCI Social Worker Responsibilities

- Work with county liaison to assess youth readiness for transition planning.
- Work with the county liaison and the parent/guardian to schedule a release date and arrange transportation.

- Complete the ANR (DOC-1734) at least 15 days prior to a youth's departure. Supervisory approval is required to complete the form in less than 15 days prior to that date. If youth has no victim notification, special permission must be obtained from supervisor to release in no less than 5 days (excluding weekends/holiday) before the youth returns to the community.

OJOR Responsibilities

- In some cases, OJOR issues an eligibility DOC-1722A making the youth eligible for placement in own home on county supervision.
  - ✓ The eligibility order alone is not sufficient for the actual release of the youth from the JCI.
- If an eligibility order has not been previously issued, OJOR may or may not issue an eligibility order upon receiving an Action Needed Request (DOC-1734) from the JCI social worker [see Chapter 5] or other appropriate notification informing OJOR that the youth will return home. When the county must obtain a revised Dispositional Order, OJOR may issue a DOC-1722A releasing the youth to aftercare as of a certain date. The order would be valid until the county obtains the revised Dispositional Order.
- OJOR issues a final DOC-1722A transferring correctional supervision from DJC to the county either based upon the original Dispositional Order or upon receipt of a revised Dispositional Order that authorizes the transfer of supervision to the county.
- OJOR-CO notifies a victim/witness of the youth's placement in the community. [see Chapter 11]

DJC Agent Responsibilities when youth is going to county supervision

DJC agents are not involved in supervision of county aftercare cases after the youth leaves the JCI unless the county is not able to obtain a court order transferring supervision to the county and DJC agrees to provide aftercare supervision as an exception.

County Responsibilities

- Meet with key persons involved in youth's transition either individually or as part of a Transition Team to develop transition plan and get agreement from participants.
- Cooperate with the social worker to determine the **release date** and coordinate **transportation** arrangements.
- If the original dispositional order does not include the provision that the county will provide aftercare, petition the court to revise the dispositional order, vacating the correctional placement under s. 938.34 (4m), stats., and placing the youth on county supervision.
- If the court grants the revised Dispositional Order, the case is transferred to the county liaison on the effective date of the revised order. The county liaison sends OJOR a copy of the revised Dispositional Order.

- ✓ If the court declines to modify the Dispositional Order, the county department immediately contacts the appropriate DJC supervisor to request state supervision of the youth.
- ✓ If DJC agrees to provide supervision as an exception, the supervisor assigns a state agent to the youth.
  - * The assigned DJC agent forwards appropriate file information and the signed DOC-1741 to OJOR.
  - * When OJOR receives this information, OJOR issues a DOC-1722A transferring the youth's supervision from the county back to DJC.

TRANSFER OF YOUTH IN SHORT TERM PROGRAMS TO COMMUNITY SUPERVISION

COMPLETION SHORT TERM PROGRAMS

Youth must enter these short term programs with a pre-determined plan to transition into the community. Family reintegration is a focus throughout the programs. The agency (county or state) normally responsible for aftercare in the county will also be responsible for supervision of youth upon release. For youth returning to county supervision, it is expected that the youth will have a reintegration plan in place prior to release.

A county that wishes to request state supervision of a youth from PRIDE or the Short Term Re-Entry Program for Juvenile Girls to the Corrective Sanctions Program may make a request on an exception basis by contacting the DJC regional community supervision office.

Agent Responsibilities

The majority of youth completing a short term program will be supervised by DJC in the Corrective Sanctions Program (**CSP**). Agent follows normal **procedures for transferring a youth from a JCI to CSP**.

Placement in a Group Home

For a small number of these youth, the most appropriate option is placement in a group home on DJC aftercare supervision.

TRANSFER OF SJO YOUTH FROM TYPE 2 STATUS TO AFTERCARE

Generally, a youth in SJOP [see Chapters 3 & 7] remains on type 2 status in the community until the expiration of the court commitment order or administrative discharge [see Chapter 18].

However, if DJC decides to place a youth under the Interstate Compact for Juveniles [see Chapter 19] in another state, OJOR must issue a Department Order (DOC-1722A) releasing the SJO youth from type 2 status to aftercare [see Chapters 5 and 19].

OJOR has the legal authority to release any SJO youth from type 2 status to aftercare after the youth has been in the SJOP for at least 2 years. See procedures above regarding release of a CSP youth to aftercare.

OTHER TOPICS OF GENERAL APPLICABILITY

MEDICAL ASSISTANCE

Overview

The medical costs for youth in a JCI are covered by the JCI. However, when OJOR makes a youth eligible for release to aftercare or administrative transfer to a type 2 placement, the agent needs to assess how the youth's medical costs will be paid in the community. If the parent/guardian of a youth has no medical insurance that covers the youth, the agent applies for MA for the youth.

Role of Agent

- Agent enters in JJIS – Case Management – Medical Records – Medical Assistance Certification Action Request, the following: Action, Initiation Date, Certification Date & End Date.
- The end date must be the earlier of
    - The date the youth's corrections order ends, or
    - The date the youth becomes age 19
- JJIS sends an automatic email to the OOA indicating a Medical Certification Action Request has been entered.
- Agent notifies OOA if the youth's supervision expiration date is amended so that the MA certificate date can be updated in the EDS ForwardHealth Portal.
- Agent cannot submit a MA eligibility request for any youth who is age 19 or older when s/he is released from a JCI.

Role of Office Operations Assistant

- When auto email is received, the OOA accesses the ForwardHealth Portal. If the youth has MA, the OOA enters the new certification dates and any other update information. The end certification date entered is the last date youth is under DJC supervision.
- If the youth does not have MA, OOA enters necessary information in Portal to enroll the youth.
- If OOA cannot initiate MA enrollment through the ForwardHealth Portal, the OOA will complete form DES-3070 and email to EDS Federal Corporation.

- After the OOA completes the process, he/she enters the date processed in JJIS – Case Management – Medical Records – Process Medical Assistance Action Request – Date Processed by OOA.
- OOA enters updated information in Portal if the youth's supervision expiration date is amended.
- OOA makes a screen print of the eligibility screen in the ForwardHealth portal when the eligibility and end dates are first entered, and at any other time the eligibility information is changed. The screen prints are to be placed in the youth's field file under General Documents.

Issuance of MA Card

- EDS mails the MA card. Typically the card is mailed to the agent in the DJC Field office who makes a copy of card for the youth's file. The agent gives the card to the youth's parent or to another appropriate person.

- WMAP will send youth a 10-day notice of termination. For most youth, the MA card will become ineffective at the end of the month in which their enrollment is terminated.

Disenrollment from Medicaid

- Generally, a youth will be disenrolled from Medicaid at the time s/he turns age 19 or his/her order terminates, whichever occurs first, as outlined above.

- Youth must also be disenrolled when they are permanently returned to a JCI, as federal law prohibits payment for services to incarcerated persons. There is no provision in WI law for suspending MA eligibility during a period of incarceration.

- For AWOL youth, the agent will terminate MA eligibility when the youth is picked up and detained in a secure setting. If we as an agency know that a youth has done something that makes him/her ineligible – for example, that he leaves Wisconsin without intention to return – then he should be terminated at that point.

Other Resources

Continuity of health care and access to needed medications may be disrupted for youth whom DJC terminates from Medicaid in the community. Such considerations also may be barriers to placement of youth in community-based residential facilities. Agents should assist such youth to find potential resources that will preserve necessary care. Possible resources may include

- BadgerCare Plus Core Plan, the state's insurance program for low-income adults with no dependents (more information at https://access.wisconsin.gov/).

- Supplemental Security Income (SSI) for low-income persons with disabilities, which includes enrollment in Medicaid (more at http://dhs.wisconsin.gov/ddb/). Note that DJC can apply for SSI while a youth is in a JCI; see DOC Executive Directive 30 for a detailed explanation of the application process.

- Free medication programs offered by pharmaceutical companies for some brand-name drugs.
- Community-based medical and mental health clinics.

CASH GRANTS FOR YOUTH LEAVING A JCI

Wisconsin law at s. 938.48 (13), Stats., requires that DOC determine if a youth leaving a JCI needs a **cash grant** to meet basic needs on the day of departure from the JCI.

In most cases, a youth being released/transferred to community supervision does not need a cash grant because DJC or a county department meets the youth's needs on the day he or she leaves the JCI.

However, **a youth whose correctional supervision terminates on the day of departure may need a cash grant** because neither DJC nor a county department will be involved as of that date.

The reintegration social worker must **follow procedures to determine the amount, if any, of the cash grant** to be paid to a youth upon leaving the JCI. [see Chapter 18]

PERMANENCY PLANNING

Overview

State and federal laws require DJC to engage in **permanency planning for a juvenile under DJC supervision who resides in the community in an out of home placement**. This includes **aftercare and type 2 juveniles**. [see Chapters 13, 14 & 16]

Agents are encouraged to complete the Plan prior to a youth's departure from a JCI although the law requires the Plan to be completed by the end of 60 days from the date of a youth's removal from his or her parental home, not counting time in a JCI. NOTE: **If the youth spent time in an out of home Placement prior to admission to a JCI, the agent may have fewer than 60 days in which to complete the Plan.**

An agent should be thinking about the Plan during the transition planning process even if he or she does not complete it until the youth is in the community in alternate care.

DEFINITIONS

"**Permanency Plan**" (Plan) (**DOC-1797**) means a plan designed to ensure that a juvenile is reunified with his or her family whenever appropriate, or that the juvenile quickly attains a placement or home providing long-term stability. Form available on MyDOC.

"Permanency planning" is the process described below that results in the development of a Plan.

"Juvenile" for the purposes of this chapter includes an **individual under the age of 18 years**. However, if an individual becomes 18 years old and will complete an educational program by the 19th birthday, he or she is considered a juvenile for Permanency Plan purposes.

INITIAL PERMANENCY PLAN: OVERVIEW

Federal law and chapter 938 of the Wisconsin Statutes require the agency supervising a juvenile in an out-of-home placement to **complete an initial Plan** within 60 calendar days of a juvenile's placement in an alternate care setting (out of parental home) other than a JCI.

For the placement in alternate care to take place, a court must have made the finding that "Placement of the juvenile in the home is contrary to the welfare of the child and that reasonable efforts were made to prevent removal from the home."

6 MONTH PLAN REVIEWS: OVERVIEW

Permanency Plan Reviews are required every 6 months from the date of the juvenile's removal from the parental home except for the days he or she is in a JCI.

If the youth was in a placement prior to commitment to a JCI, the time period prior to the JCI is counted as part of the 6 months.

REQUIRED COURT FINDING WITHIN 12 MONTHS OF PLACEMENT: OVERVIEW

The court, not a review panel, must make the following finding within 12 months of placement out of the home (not counting JCI time) and every 12 months thereafter: **Reasonable efforts were made to achieve the goals of the Permanency Plan.**

DJC STAFF TRAINING

A videotaped training, called, **"Federal Child Welfare Rules: Application To Youth Moving Out Of Correctional Facilities"** is available in all field offices. Agents should become familiar with the information and instructions contained on that tape.

FEDERAL LAWS

The Adoption and Safe Families Act (ASFA) of 1997, the Social Security Act of 1980, and the Multi-Ethnic Placement Act of 1994 promote the **health and safety of children.**

Federal rules and regulations were promulgated to implement the laws addressing the following matters:

- Timely Decision-Making
- Reasonable efforts
- Termination of Parental Rights in certain situations

- Required court findings/orders
- Non-discriminatory placement of children in out-of-home settings
- Adoption recruitment for children whose parental rights are terminated
- Determination of federal funding available to assist the child
- Achievement of a permanent and stable living arrangement for all children removed from their homes

PENALTIES FOR NON-COMPLIANCE

The federal regulations include penalty and corrective action provisions for non-compliance. Fiscal penalties are directed at the state Dept. of Children and Families, but will affect the amount of funding that DJC receives for placement, services, and administration costs for juveniles place in out of home care following departure from the JCI.

PRIMARY PERMANENCY PLAN GOALS

Permanency Plan goals are reunification, adoption, transfer of guardianship, permanent placement with a fit and willing relative or other permanent living arrangement (i.e. sustaining care or long-term foster care).
Planning to achieve the goals includes:

- Case specific identification of a permanent living arrangement for the juvenile
- Provision of services
- Identification of person's responsibilities to attain that permanent living situation
- Identification of time frames
- Clear documentation of actions on the part of all parties.

For children with a goal of "Other Planned Living Arrangement" continued planning efforts to achieve the goals of reunification, adoption, transfer of guardianship, or permanent placement with a fit and willing relative are required. In each case one or more of these basic sets of circumstances apply:

- The child cannot be safely reunited with his or her family.
- Recruitment of an adoptive or guardian family has not be successful.
- There is an identified appropriate planned permanent living arrangement in which the child wishes to continue living.
- A decision is made that adoption or guardianship is incompatible with a youth's age, special need or complex circumstances.
- The youth is being provided an opportunity to be a part of the decisions related to his or her permanency.

WHEN PLAN DOES NOT INCLUDE ONE OF PRIMARY GOALS

Documentation of reason
If the identified permanency goal in the DOC-1797 does not include one of the primary goals, an agent documents his or her reasoning in the case file, and notifies the court via the Plan or at a future court review. The **court evaluates the agent's reasons for not choosing one of the primary goals**.

Termination of Parental Rights as Option
If Termination of Parental Rights appears to be a reasonable option, the agent should make a referral to the appropriate county department using the **Referral for Termination of Parental Rights** form (letterhead format; **DOC-2185**) available on **MyDOC**. DJC provides information and consults with the county agency with responsibility to file the petition for termination of parental rights.

Definition of Reasonable Efforts
An "**earnest and conscientious effort to take good faith steps to provide the services ordered by the court while taking into consideration the special needs of a parent and child and other relevant circumstances.**" Health and safety are paramount concerns.

Examples of reasonable efforts include a wide range of services including collaboration with community resources, referrals to treatment, skills training, community service, education or special education, mentoring services, respite care, visitation with family members, telephone calls, etc.

REASONABLE EFFORTS NOT REQUIRED

Chapter 48 and s. 938.355 (2d) (a) and (b), Stats, define the **circumstance**s under which **reasonable efforts** to be made prevent removal of the juvenile from the parental home are **not required.**

- Abandonment under s. 948.20, WI Stats., or equivalent offense in another jurisdiction
- Parent was convicted of murder of another parent of the child.
- Parent was convicted of voluntary manslaughter of another child of the parent.….
- Parent was convicted of aiding or abetting, attempting, conspiring, or soliciting to commit such a murder or such a voluntary manslaughter
- Parent was convicted of a felony assault that resulted in serious bodily injury to the child or another child of the parent, s. 940.19 (2) through (5), or s. 940.22, WI Stats.
- Parent convicted of sexual abuse under s. 940.225, 944.30, 948.02, 948.025, 948.05, 948.055, 948.06, 948.09 and 948.10, WI Stats.
- Parental rights of the parent with respect to a sibling have been involuntarily terminated, ch. 48, Stats.

COURT HEARING WHEN REASONABLE EFFORTS NOT REQUIRED

If the court determines that reasonable efforts are not required because one of the above situations exists, a permanency **plan hearing must be held within 30 days** after the youth is placed in an out-of-home setting (not counting time in a JCI) to determine the permanency plan.

Role of Social Worker While Youth at JCI
A & E

Youth's social worker does the following during A&E [see Chapter 4], whenever possible. If not all the information can be assembled during A&E, the social worker should do so as soon as possible:

- **Obtain** from the committing county **court reports, court orders** (signed, dated, identified date of initial removal, findings of "Contrary to the Welfare" and "Reasonable Efforts to Prevent Removal" and "Reasonable Efforts to achieve the goals of the Permanency Plan"), **prior permanency plans, agency service plans** if not included in the committing court Dispositional Report or order [see Chapter 3], and **Title IV financial forms** to assist agents in completing Permanency Plans, ICCP's, and eligibility for funds.

- Determine with the committing county if Termination of Parental Rights Proceedings (TPR) were initiated prior to admission and the status of those proceedings. Include the information in the AER [see Chapter 4} or other notation in youth's file if information not available before the end of A&E.

Prior to Youth's Departure from JCI

Assist the agent in completion of the section in DOC-1797 related to services provided prior to admission and during the youth's stay in the JCI.

Role of Agent
Consultation While Youth at JCI

Consult with the JCI social worker to obtain information which may be included in court reports, prior permanency plans, agency service plans, and the institution case file.

Initial Plan

- Federal rules require completion of the Plan **no later than 60 days after release/transfer from JCI** into a placement facility. Time spent in alternate care prior to placement in JCI is counted. The agent may encounter one of the two situations below:

- ✓ **County completed an initial Plan**

  If a youth was in alternate care for at least 60 days prior to commitment to a JCI, the county should have completed and distributed an initial Plan within the required 60 days. If the juvenile currently under DJC supervision was in alternate care for a 6 month period prior to the JCI placement, the county should have reviewed the Plan.

- ✓ **County did not complete an initial Plan**

  If the youth was in an alternate care placement for fewer than 60 days before placement in a JCI, the county may not have completed an initial Plan.

  In that situation, DJC must count the alternate care placement days prior to admission to a JCI in computing the 60 day time frame and complete an initial Plan.

- ✓ **Example**

  If a juvenile was in a group home for 45 days prior to commitment to a JCI, the agent must complete the initial Plan within 15 days of the juvenile's release/transfer from a JCI to community supervision in an alternate care setting.

- **Recommended** DJC **practice** is for the agent to complete and distribute the Permanency Plan (DOC-1797) at least **3 days prior to the youth's departure from the JCI**.
- Plan must be part of the **youth's case file**.
- Determine **date of required 6-month Permanency Plan Review** (6 months in out-of-home care may include days in out-of-home care prior to JCI commitment).

COMPLETION AND DISTRIBUTION OF PERMANENCY PLAN (DOC-1797)

Instructions

Prior to 2002, DJC agents completed a DOC-1797 containing checklists for services provided, offered, unavailable, inappropriate and planned. Federal regulations state that a **checklist is insufficient without case specific information**. The current version of the DOC-1797 includes expanding text boxes for the agent to key in narrative case specific explanations regarding the following:

- Describe prior alternate care placements including type of facility and dates of placement
- Explanation of why services checked under Section 2 were offered/refused, provided, inappropriate or unavailable up to the date of the Plan.
- Explanation of why services checked under Section 2 are planned for the future.
- Explanation of the reasons the juvenile is placed outside of his or her parent/guardian's home or the home of a relative as indicated in check boxes in Section 3.
- Description of why changes indicated in Section 4 need to be made.

- Explanation of why Concurrent Plan not developed under Section 4.

Distribution
The Permanency Plan (DOC-1797) must be completed by the agent and approved by the supervisor, and distributed to the list on page 3 of the form within 60 days of initial removal date, excluding JCI time, and may include alternate care prior to admission to a JCI.

Definition: Concurrent Planning is a process of working on one permanency goal while at the same time establishing and implementing an alternative permanency goal that involves simultaneous activities to move a child more quickly to permanence. It involves a mix of meaningful family engagement, targeted case practice, and legal strategies aimed at achieving timely permanence.

Example: one permanence goal may be that a youth will return to his or her biological parents' home, but the concurrent plan is that the parental rights will be terminated and the youth will be adopted. Discussions should occur between agent and supervisor regarding the need for concurrent planning for all types of cases if a placement in out of home care exists.

Determination of Appropriateness for Concurrent Planning
Certain indications have been shown to be related to factors that can delay or decrease the likelihood of reunification. When one of the following circumstances exists, a concurrent permanence goal and plan must be established for a child:

- The child has been the victim of more than one form of abuse.
- There have been three or more CPS interventions for serious separate incidents, indicating a chronic pattern of abuse or severe neglect or there is a pattern of intergenerational abuse with a lack of historical change in family dynamics.
- A parent has a history of substance abuse or is chemically dependent and/or has a history of treatment failures or the child was drug-exposed at the time of birth.
- The child has been abandoned with friends, relatives, out-of-home care providers, hospital, or after being placed in care, parents do not visit on their own accord. Parents disappear or appear rarely.
- A parent is intellectually impaired, or has shown significant deficits in care for the child and has no support system of relatives able to share parenting.
- Parents or caretakers have a pattern of at least one year of documented history of domestic violence between caretakers and they refuse to separate.
- A parent's rights to another child have been involuntarily terminated or the parent has asked to relinquish the child on more than one occasion.
- A parent has significant, protracted, and untreated mental health issues.
- The child or siblings have been placed in out-of-home care or with relatives for periods of over six months duration or have had repeated placements with CPS intervention and previous attempts at reunification have failed.
- A parent's only visible support system is a drug culture, with no significant effort to change over time.
- A parent has repeatedly, and with premeditation, harmed a child or the child experienced extreme physical or sexual abuse by a parent or the parent has allowed someone else to abuse the child.
- A parent has previously killed or seriously harmed another child.

The above list shall not be considered the only instances when a concurrent plan is established. The establishment of a concurrent plan must be documented in the permanency plan.

PERMANENCY PLAN REVIEW: TWO METHODS

State law requires that a youth's Permanency Plan be reviewed within 6 months of the youth's removal from home (not counting the JCI days) and every 6 months thereafter while the Plan is in force. The review must be by the court every 12 months: that is, no later than 12 months after the youth is removed from home (again not counting JCI days) and every 12 months thereafter. The interim 6 month reviews may be done by two methods: **by a panel or by the court**. Agents should contact the county worker or consult with their supervisors to determine the best method for accomplishing the reviews.

Review in Court

If a youth is in an out-of-home placement and an extension hearing is scheduled within 6 months of the time that the juvenile was placed out-of-home, an agent may request that the court review the Plan at the extension hearing. [see Chapter 9}

Some courts want to conduct a court review of all Plans whether or not an extension hearing is scheduled within the 6 months time frame.

Panel Review of Plan: Preparation

If there is not an extension hearing scheduled within the required 6 months and the court approves the use of panel to review Plans, an agent must convene a panel to review services, placement, and planning.

- At least 30 days prior to a review by a panel, the agent shall complete the **Notice of Permanency Plan Review (DOC-2183)** available on **MyDOC** to notify the required persons of the following information:
    - ✓ Date and location of the review
    - ✓ Opportunity to participate in the review
    - ✓ Opportunity to submit written comments no less than 10 days prior to the review.
    - ✓ Required persons include: committing court, district attorney, corporation counsel, guardian ad litem (if any), parent, child, defense attorney, residential placement, guardian (if any), county agency, other appropriate service providers, and panel members.
- At least 5 days, by statute, prior to the review, distribute written comments regarding the Plan to the panel members.
- **Recommended DJC practice is to complete and distribute the form at least 30 days prior to the review.**

Following Panel Review
Within **30 days of the panel review**, agent completes the **Permanency Plan Review Summary (DOC-2184)** available on **MyDOC** to submit to the court, panel members and other interested parties.

It must explain how DJC will address any issues arising at the review such as a conflict between panel recommendations and the court order and/or DJC supervision of the youth.

Role of Agent at Court or Panel Review
Testify and Document

- Reasonable efforts to finalize the permanency plan goal
- Date of return home, if known
- Decision on concurrent plan
- Necessity, safety, and appropriateness of the placement
- Compliance with the court order and Plan
- Special needs identification and provision of services
- Independent living services

Role of Court or panel
Court or panel evaluates the following

- Continuing necessity for out-of-home placement
- Extent of compliance with the Plan by DJC and other service providers, juvenile and his or her parent/guardian
- Extent of effort to involve appropriate service providers in addition to DJC staff to meets needs of juvenile and parent/guardian
- Progress made toward eliminating causes for juvenile's placement outside of his or her home and toward returning juvenile to home or other permanent placement
- Date by which juvenile will return to home, be adopted, or be placed in an alternative permanent placement.
- Whether DJC has made reasonable efforts to achieve the goals of the Plan.
- Youth in out-of-home placement for 15 of the last 22 months: assess appropriateness of Plan and circumstances that prevent the juvenile from:
  - ✓ Returning home
  - ✓ Being placed for adoption
  - ✓ Achieving Guardianship
  - ✓ Placement with a fit and willing relative
  - ✓ Some other planned permanent living arrangement

JUDICIAL REVIEW: PERMANENCY REVIEW HEARING (12 MONTHS FROM PLACEMENT OUT-OF-HOME)

Federal Requirement

Federal regulations emphasize judicial oversight of juveniles in out of home care. Thus, within 12 months from the removal from the parental home and not more than 6 months after the prior review, whether by panel or court, the court must review the permanency plan, services, and goals. The days in out of home care placement prior to placement in the JCI may be included in determining the 6 and 12 month deadlines. The court may make the finding prior to the 12 month deadline.

This review differs from the required 6 month Plan review. It cannot be completed by a panel, but only by a court.

Court Finding Required

At this court review, the court must make a finding that **reasonable efforts were made to achieve the goals of the Plan.** This finding is critical for continued federal funding for the out of home care placement. Court reviews and this finding must occur annually during the placement in out of home care.

Note: It is vital that the completion of the permanency plan and the required court and panel reviews and findings be documented for purposes of federal funding eligibility.

SAMPLE NOTIFICATION LETTER FROM NEW AGENT TO YOUTH'S PARENT/GUARDIAN

Use Work Site Letterhead

(Current Date)

(Name of Parent/Guardian)
(Mailing Address)
(City, State, Zip Code)

Dear Mr./Ms. (Last Name of Parent/Guardian):

This letter is notification of a change in the assigned agent for (name of son/daughter) during his or her placement in the community. As of (effective date of assignment), I am the new agent who will supervise your son/daughter while (he/she) is in the community.

In order to work more effectively with (first name of youth), I would like to meet with you to discuss past behaviors, current situation and future goals of (first name of youth).

Please call me as soon as possible to schedule an appointment to meet. My phone number is (000) 000-0000. Thank you for your cooperation.

Sincerely,

(Name of Agent)
Juvenile Services Agent

cc: Supervisor
OJOR CO
SS file
Previous Agent

SAMPLE

SAMPLE NOTIFICATION LETTER FROM NEW AGENT TO YOUTH

Use Work Site Letterhead

(Current Date)

(Name of Youth)
(Mailing Address)
(City, State, Zip Code)

Dear (Name of Youth):
This letter is notification of a change in your assigned agent during your placement in the community. As of (effective date of assignment), I will be the agent supervising you while on community supervision.

If you have any questions or concerns about your community supervision, please call me at (000) 000-0000.

Sincerely,

(Name of Agent)
Juvenile Services Agent

cc: Supervisor
OJOR CO
SS file
Previous Agent

SAMPLE

SAMPLE TRANSITION TEAM MEETING AGENDA

(For use with Youth's Release Action Plan)

Anticipated participants

Transition Team Core Group:			
Youth:		Family:	
Agent:		Social Worker	
Other:			
Education:			
JCI Teacher:			
Teacher Community School:			
Enrollment Staff Community School:			
Community Based Provider:			
Name:		Agency:	
Name:		Agency:	
Name:		Agency:	
Name:		Agency:	
Other:			

Meeting time and purpose:
Meeting location:
Facilitator: Note: Pre-requisite for meeting: Signed authorization for release of confidential non-health related information including selected special education information.

Pre-Meeting: Schedule confidential conversations regarding school enrollment, special education details, or other necessary items with selected participants.

Welcome and introductions

If Transition Team meeting is to be followed by a Families Count session, remind people of the time and sequence of planned events.

Review strengths and successes during Re-entry Planning

JCI SW and/or Teacher input, knowledge of youth, how providers / others can help
Review youth's responses to Q 1-3 on Youth's Release Action Plan

Review the Lifework Education Portfolio

Youth's perception of his/her goals. What s/he believes the team can do to help with these goals. Specifically responses to Questions 4 & 5 on Youth's Release Action Plan.

Review the CANS if youth going to alternate care

Communication tool for identifying issues to be addressed and strengths to be nurtured while youth is placed out of home.

If applicable, listen to the youth's presentation of his/her Sex Offender Healthy Living or AODA relapse prevention plan.

Break

Family / Parent - Feedback; Expectations and concerns about services

Providers – Discuss their role, intentions, and expectations, how they will help regarding:

- School enrollment; Other educational/training options
- Living Arrangements
- Employment
- Personal/Treatment/ Family/ Residence
- Treatment (Needs as stated by youth? AODA, SO, Other counseling, Medical)
- Community Supervision (Probation/Levels for bracelet/Passes; Meeting financial obligations)

Review Rules of Supervision (DOC- 1741) and obtain youth and parental signatures

Summarize

Inform families/providers and other participants, who will participate in Families Count, about community follow up and expectation to participate.

Evaluate the meeting

Ask, did we accomplish our purpose? Did we miss something? Could we do something better in the next meeting? Give each participant a chance to answer.

Next meeting

Transition Team – set date for meeting when youth is back in community

Adjourn