

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:120 4-JDF-4C-39; 5B-05 3-JCRF-5C-05 1-JDTP-3B-02 4-JCF-4D-06 1-JBC-5C-07 NCCHC Y-E-05
CHAPTER: Health and Safety Services		AUTHORITY: KRS 15A.065
SUBJECT: Referral for Behavioral Health Services		
POLICY NUMBER: DJJ 405.3		
TOTAL PAGES: 2		
EFFECTIVE DATE: November 4, 2020		
APPROVAL: LaShana M. Harris		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice shall establish a process for referrals regarding behavioral health concerns of a youth to a Licensed Behavioral Health Professional (LBHP), Regional Psychologist, or designee.

II. APPLICABILITY

This policy shall apply to all group homes, youth development centers, and detention centers. This policy shall govern the actions of community service offices in complying with applicable sections of DJJPP Series 600.

LIMITED APPLICABILITY

In day treatment programs, the parent or guardian shall be contacted. Referral may be made to the Mental Health Branch or the parent or guardian may be assisted, if appropriate, in finding the proper community resources. The youth's assigned counselor shall be copied on all behavioral health referrals. Each referral shall be reviewed in the youth's next scheduled Treatment Team meeting.

III. DEFINITIONS

Refer to Chapter 400.

IV. PROCEDURES

- A. DJJ staff shall make a non-emergent referral to a Licensed Behavioral Health Professional (LBHP), Regional Psychologist, or designee regarding the behavioral health concerns of a youth.
- B. Non-emergent referrals to the LBHP, Regional Psychologist, or designee shall be made in writing or electronically, complete with date and time. These referrals shall include a description of the concerns.

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- C. The DJJ LBHP, Regional Psychologist, or designee, who receives the non-emergent referral shall respond within three (3) business days.
- D. The DJJ LBHP, Regional Psychologist, or designee shall conduct an evaluation sufficient in scope to reasonably assess the needs of the youth. The evaluation shall be in person or by teleconference.
- E. The DJJ LBHP, Regional Psychologist, or designee may refer the youth for outpatient mental health services when services may not be available within the facility.
- F. All documentation related to the referral, evaluation, and intervention shall be placed in the youth's Medical Record. At the discretion of the LBHP, Regional Psychologist, or designee, information regarding safety and security may be placed in the Individual Client Record in order to facilitate continuing care for the youth.
- G. The youth's assigned counselor shall be notified of all behavioral health referrals for youth in a DJJ facility. In youth development centers, the treatment director shall also be notified of all referrals for behavioral services. Each referral shall be reviewed in the youth's next scheduled Treatment Team meeting.

V. MONITORING MECHANISM

Monitoring shall be accomplished by the Chief of Mental Health Services, Regional Psychologists and facility LBHP, and the Quality Assurance Branch.