

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	AUTHORITY and REFERENCES: 505 KAR 1:130 KRS 15A.0652 KRS 620.230 42U.S.C.675 2-JPAS-7137,7175,7180
CHAPTER: Juvenile Services in Community		
SUBJECT: Case Planning and Participation in Treatment Planning		
POLICY NUMBER: DJJ 604		
TOTAL PAGES: 8		
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APPROVAL: Carey D. Cockerell		COMMISSIONER

I. POLICY

An individualized Case Plan shall be developed for each youth probated, committed, or sentenced to the Department of Juvenile Justice (DJJ). The youth, their family, service providers, and natural supports shall be a part of the case planning process to ensure all treatment and supervision needs are being met. Youth and families shall be allowed to initiate a review of the youth's progress and program status.

II. APPLICABILITY

This policy shall apply to all Community and Mental Health Services.

III. DEFINITIONS

Refer to Chapter 600.

IV. PROCEDURES

- A. The Juvenile Service Worker (JSW) or designee having case management responsibilities shall facilitate the scheduling of, chair, and participate in the Case Plan meeting on all youth within fifteen (15) business days of court disposition resulting in an order of probation, commitment, or sentence, regardless of the youth's residence, including detention.
- B. Youth detained pending placement or remaining in the community while awaiting placement shall have a Case Plan completed prior to classification placement. The JSW shall make contact with the detention counselor and request input regarding the completion of the Case Plan.

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- C. The JSW shall develop a new Case Plan on probated youth with an active Case Plan who are subsequently committed on a new offense.
- D. The JSW shall not be required to develop a new Case Plan for probated youth with an active Case Plan who are subsequently probated on a new offense.
- E. Initial Case Plan team members shall include the youth, parent or caregiver, JSW, and service providers if there is a preexisting relationship.
- F. Case Planning Requirement
 - 1. The Case Plan shall contain the following information:
 - a. Concise statement of reason why the youth is probated, committed, or sentenced to DJJ;
 - b. Current placement;
 - c. Projected placement level;
 - d. Criminogenic need factors identified in the Criminogenic Needs Questionnaire (Needs-Q), the Risk and Criminogenic Needs Assessment (RCNA);
 - e. Any noted Responsivity issues that may impact the youth and family's response to treatment interventions:
 - i. Disabilities, including but not limited to physical, mental, and developmental disabilities;
 - ii. Medication management;
 - iii. Activity limitations;
 - iv. Trauma;
 - v. Mental health issues;
 - vi. Language;
 - vii. Transportation; and
 - viii. Other.
 - f. Educational status;
 - g. Completed assessments;
 - h. Special case planning needs;
 - i. Community protection concerns;
 - j. Youth and Family strengths and supports;
 - k. Proposed actions to address the youth's treatment needs:
 - i. need statement;

- ii. measureable tasks with identifying timeframes and responsible parties;
 - iii. identified natural supports and service providers;
 - iv. description of evidenced based practices identified at case reviews being used for the youth and family to meet the identified area of Need;
 - v. date assigned for completion;
 - vi. target completion date; and
 - vii. review of all needs and tasks every thirty (30) days noting progress as either, making progress, not making progress, or completed.
- l. Notation that the youth and family have been provided documentation regarding their rights and responsibilities;
 - m. A permanency planning goal and the date for the periodic review for the youth placed in a group home, foster home, or private child care; and
 - n. A plan for visitation and a visitation agreement with the parent or caregiver for youth placed in a group home, foster home, or private childcare.
 - i. DJJ staff shall make every reasonable attempt to facilitate and maintain contact between the family and the youth by mail, telephone, or in person.
 - ii. Teleconferencing may be used as a means of visitation if transportation to the facility is not reasonable due to extenuating circumstances.
 - iii. Parents shall have responsibility for providing their own transportation for visits. If transportation is provided by the JSW, it shall be provided in a state vehicle with approval from Fleet Management.
 - iv. Consideration may be given to ensuring visits between the youth and siblings, and between the youth and other relatives who have been a significant and positive force in the youth's life.
 - v. Visitation between the parent or caregiver and youth at DJJ operated or contracted programs shall be encouraged within established visiting hours or with approval of special visitation by the program's Superintendent.
 - vi. Running recordings shall denote compliance with the visitation agreement.

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2. Case Plan Development

- a. Case Plan goals and tasks shall be specific, measureable, achievable, realistic, and time-oriented.
 - b. The Case Plan shall be a workable document for the youth and parent or caregiver that targets the identified criminogenic need factors to reduce recidivism. The JSW shall provide the youth and parent or caregiver a copy of the current goals and tasks.
 - c. If present, primary criminogenic needs of attitudes, personality, and relationships shall be given priority in case plan goal and task development to reduce recidivism.
 - d. If present and identified as a need area on the Needs-Q or RCNA, secondary criminogenic needs such as low levels of achievement and satisfaction in school or at work, substance abuse, parenting or caregiver problems, and lack of involvement in prosocial leisure and recreation opportunities shall also be addressed in case plan goal and task development.
 - e. If more than 50% of the items included in each domain on the Needs-Q (attitudes, personality, relationships, education and employment, and substance abuse) are checked yes, staff shall set goals in the case plan based on that need.
 - f. Responsivity issues, which are barriers or challenges that may influence the effectiveness of treatment, may require immediate case planning goals and tasks in order to address the barrier or challenge. Responsivity issues are not strong predictors of delinquent behavior. Some examples of responsivity issues are trauma, mental, physical or developmental disabilities, mental health issues, language, motivation, medication management, and transportation.
3. Special case planning needs, including court ordered treatment and youth who are declared JSO, shall be addressed on the Case Plan.
 4. The JSW shall refer to a community based service provider for further assessment and treatment recommendations within seven (7) business days for any noted substance abuse on the Needs-Q.
 5. The JSW shall refer youth on community supervision who are assessed as High Risk on the RCNA to an appropriate evidence-based intervention for high risk youth within seven (7) business days of completion of the assessment. The JSW shall assist in accessing a mentoring program or other pro-social activity and vocational training or opportunities.

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6. The JSW shall conduct the first Case Plan review for youth who remain in the community on probation or commitment within thirty (30) days of probation or commitment. Subsequent Case Plan reviews shall be conducted no later than every thirty (30) days thereafter. If the thirtieth (30th) day falls on a weekend or holiday, the review shall be held prior to the thirtieth (30th) day.
 7. The JSW shall conduct the first Case Plan review for youth released from a DJJ operated program within thirty (30) days of return to the community. The Case Plan review meeting shall be coordinated by the JSW.
 - a. Team members shall include the initial Case Plan team members in addition to school representatives, natural supports, and any others that provide support or pro-social strengths for youth and parent or caregiver. Team members may participate in person or by phone.
 - b. The case plan review shall assess:
 - i. Progress on action steps;
 - ii. Whether the plan is working; and
 - iii. Changes to the plan, if needed. .
 8. The Juvenile Services District Supervisor (JSDS), or Juvenile Services Specialist (JSS) in the absence of the JSDS, shall approve and sign all initial case plans and all subsequent reviews within ten (10) business days of completion. A copy of the initial case plan and subsequent reviews shall be given to the youth and the parent or guardian.
- G. Participation in Treatment Planning Conferences**
1. The JSW shall participate in the initial treatment plan meeting and subsequent reviews for youth on conditions of supervision and receiving treatment services by DJJ Mental Health staff. DJJ Mental Health staff shall enter all treatment plans and subsequent reviews in the ICR.
 2. The JSW shall request a copy of the treatment plan and all subsequent reviews for youth on conditions of supervision and receiving treatment services by a community based service provider.
 3. An ITP Planning Conference shall be scheduled and completed within thirty (30) days of a youth being placed in therapeutic foster care, private child care, or hospital by the Classification Branch . The JSW shall participate in the ITP Planning Conference and ensure that all parties in attendance sign and date the signature sheet. The JSW may chair the conference. The JSDS, or the JSS in

the absence of the JSDS, shall sign and approve all plans within thirty (30) days of completion of the ITP.

- a. Written notice of the initial ITP conference shall be provided ten (10) days in advance of the date to the following participants specifying the date, time, and location of the conference:
 - i. Youth;
 - ii. Parent or caregiver;
 - iii. Youth's attorney;
 - iv. Parent or caregiver's attorney;
 - v. County attorney; and
 - vi. Placement provider.
 - b. The JSW shall complete and submit the preliminary supervised placement home evaluation report at the ITP on the youth. If a home evaluation is denied, such conditions shall exist that cause the JSW to make a report to Department for Community Based Services (DCBS) as it relates to dependency, neglect, abuse, or human trafficking for investigation. If DCBS does not substantiate the referral, the youth shall be placed in the home; however, if safety conditions exist that cause the JSW to not make home visits, the JSW, after consultation with the JSDS, shall note the safety concerns on the home evaluation report and may utilize the assistance of law enforcement or meet the youth and family in a safe, neutral location.
 - c. The ITP shall be reviewed formally at thirty (30) days intervals and at every six (6) month anniversary date of the initial ITP development date. If the thirtieth (30th) day or the six (6) month anniversary falls on a weekend or holiday, the conference shall be held prior to the designated date. A copy of the ITP and subsequent reviews shall be given to the youth and the parent or caregiver.
4. An ITP Planning Conference shall be scheduled and completed by the program within fourteen (14) days of a youth being placed in a DJJ residential, group home, or day treatment by the classification branch and shall be conducted and documented by the program in compliance with DJJPP.
- a. The JSW shall contact the placement within three (3) business days of the youth's placement to assist in scheduling the ITP conference.
 - b. The JSW shall participate in the ITP Conference.

- c. For youth in a classification placement, the JSW shall complete and submit the preliminary supervised placement home evaluation report at the ITP conference for all youth. If a home evaluation is denied, such conditions shall exist that cause the JSW to make a report to DCBS as it relates to dependency, neglect, abuse, or human trafficking for investigation. If DCBS does not substantiate the referral, the youth shall be placed in the home; however, if safety conditions exist that cause the JSW to not make home visits, the JSW, after consultation with the JSDS, shall note the safety concerns on the home evaluation report and may utilize the assistance of law enforcement or meet the youth and family in a safe, neutral location.
 - d. The ITP shall be reviewed formally every thirty (30) days. In the case of declared juvenile sexual offenders the ITP shall be reviewed every sixty (60) days. If the date of the review falls on a weekend or holiday, the conference shall be held prior to the designated review date. The youth and parent or caregiver shall receive copies of the ITP and subsequent reviews.
- H. When a youth resides in a classification placement the following shall occur:
1. The JSW, in conjunction with the parent or caregiver, shall develop a list of approved visitors for each respective youth at the time of admission to a classification placement;
 2. The treatment team shall evaluate the approved list as needed to determine any modifications;
 3. Approved visitors shall have the responsibility for providing their own transportation for visits; and
 4. Individual Client Records shall denote compliance with the visitation agreement.
- I. The JSW shall participate in the Discharge Planning Conference which shall be held fourteen (14) days prior to the youth's anticipated release from all placements.
1. The JSW shall submit the updated home evaluation, forty-five (45) days prior to the discharge date, to finalize the Aftercare Plan, review the Treatment Plan, and facilitate the transfer of the youth to a lower level of placement.
 2. If a home evaluation is denied, such conditions shall exist that cause the JSW to make a report to DCBS as it relates to dependency, neglect, abuse, or human trafficking for investigation.
 3. If DCBS does not substantiate the referral, the youth shall be placed in the home; however, if safety conditions exist that cause

the JSW to not make home visits, the JSW, after consultation with the JSDS, shall note the safety concerns on the home evaluation report and may utilize the assistance of law enforcement or meet the youth and parent or caregiver in a safe, neutral location.

4. Representatives from the programs or agencies, and parents or caregivers providing aftercare services shall be notified of the Discharge Planning Conference. Every effort shall be made to have them participate in the conference to finalize the Aftercare Plan.
- J. Upon receipt of the finalized Aftercare Plan, the JSW shall make referrals to service providers on behalf of the youth and family so services are in place at the time of discharge to continue to address identified ongoing treatment needs.
- K. Participation in the ITP Conference and the Discharge Planning Conference may occur via teleconferencing or videoconferencing with the approval of the Regional Manager.
- L. The JSW shall submit, at the Discharge Planning Conference, the Conditions of Supervised Placement for review by the youth and parent or caregiver, if they are in attendance. The conditions of supervised placement shall not be signed by the youth until date of discharge.

V. STAFF TRAINING

All community staff shall be trained in the case and discharge planning process to include content and format by the Division of Professional Development annually.

VI. MONITORING MECHANISM

- A. The Division Director of Community and Mental Health Services or designee and the Quality Assurance Branch, shall develop monitoring protocols to be used by the Juvenile Services District Supervisor or Juvenile Services Specialist that review the administration of the treatment and discharge plans.
- B. The Juvenile Services District Supervisor shall review all treatment and discharge plans to ensure that appropriate signatures are obtained.