

## **Gunnison/Hinsdale Counties Crossover Youth Practice Model Implementation Manual**

**VISION:** All agencies involved with Crossover Youth shall collaboratively work toward best interests of the youth and enhancing public safety.

**MISSION:** Improve outcomes for the youth of Gunnison/Hinsdale counties through early identification, coordination of services focusing on strengths and actively engaging youth and families in voice and choice when they cross over between the juvenile justice and child welfare systems.

### **CROSSOVER YOUTH POPULATION:**

Any youth (ages 10 through 17) who is simultaneously receiving services or has a history of services, at any level, from both the child welfare and juvenile justice systems, including youth who are concurrently adjudicated by both child welfare and juvenile justice systems.

- Youth initially involved in the child welfare system who are subsequently referred to and become involved in the juvenile justice system, and
- Youth who are initially involved in the juvenile justice system and are subsequently referred to and become involved in the child welfare system.
- Engagement of the model occurs when a youth has open involvement in both juvenile justice and child welfare.

The broader definition of **“Crossover Youth”** is youth who have previous founded maltreatment and/or have dependency and neglect actions, and have come to the attention of the juvenile justice system. Research shows that regardless of whether or not they have current DHS/Child Welfare involvement, they are at greater risk for juvenile justice involvement by the mere fact that they were previously abused or neglected.

**“Reverse Crossover Youth”** are youth who have juvenile justice involvement, and are subsequently referred to Child Welfare for intervention and/or services.

### **Collaboration/Information Sharing:**

Please remember that it can be stressful and confusing for youth and families who are involved in multiple systems; our hope is to make the process less stressful, confusing and intrusive and the outcomes more positive. We should therefore be mindful of what information we share, with whom, when and why so that information sharing is used to achieve positive outcomes for the youth and their families, and ultimately results in a benefit to the youth, family and community. Subjecting youth to a more punitive response as a result of gathering information necessary to improve strength and need identification and service provision is not the goal to be achieved.

**PHASE 1 Practice Area 1:  
ARREST, IDENTIFICATION, and DETENTION**

**ARREST:**

- ❖ **Law Enforcement:** If the youth is arrested and law enforcement is considering placement in a detention facility, a SB94 screener is contacted to screen the youth. If the youth is issued a summons, the Court appearance will normally take place within 2 weeks from time of arrest.

**IDENTIFICATION, SCREENING, and NOTIFICATION:**

- ❖ **SB94:**
  - SB94 Screening & Identification: When law enforcement arrests a youth they contact the SB94 juvenile screeners who will conduct a screening consisting of:
    - Juvenile Detention Screening and Assessment Guide (JDSAG)
    - Depending on screening results, a youth may be released to parent/guardian (with or without supervision services) or detained at Grand Mesa Youth Services Center (GMYSC) or Brown Center pending or after a detention hearing.
    - If a history of DHS involvement is self-disclosed/indicated or found through TRAILS search, the SB94 Intake Screener will note on the JDSAG that the juvenile is a “Crossover Youth.”
    - If the youth has current DHS involvement, SB94 staff will contact the supervising case worker to inform them and to collect CYPM information.
    - Child Family Services Manager and Juvenile Services Manager will check-in weekly regarding Child Protection Team (CPT) log for the purpose of cross-checking any Juvenile Justice involvement and identification of Crossover Youth and their status and history.
  - SB94 Notification:
    - SB94 Staff will make notification immediately by phone or if after hours next business day to the assigned DHS Case Worker for each juvenile who has been screened and has been identified as a “Crossover Youth” to include juvenile’s name, date of birth, reason why the juvenile was screened, and the court date and time of the Detention Hearing.
    - SB94 staff will keep a roster of all juveniles taken into custody that are identified as Crossover Youth.
  - ❖ **DHHS Caseworker:** When a crossover youth with an open case with DHS picks up a delinquency charge and SB94 has contacted the assigned Caseworker, the Caseworker will begin efforts to identify and coordinate a release and services plan. This may include reviewing any recent diligent search for possible family/kin resources for support or placement, or requesting a Relative Affidavit at a court hearing.

**DETENTION:**

- ❖ **SB94:**
  - A Detention report is prepared for all youth detained and docketed for an initial detention hearing. At a minimum this will include identification if a youth is a Crossover Youth & assigned Caseworker in Trails and JDSAG. This is disseminated to:
    - District Court Judge
    - District Attorney
    - Public Defender or Other Attorney
    - GAL, if assigned, if requested
    - County Attorney, if requested
    - DHS
    - Family

If Pre-Trial Release is being considered the SB94 case manager will:

- Obtain a Multi-agency Release of Information from the parent/legal guardian and youth at the Detention Hearing.
- SB94 case manager and/or case lead will schedule a meeting with the family and other appropriate parties within 3-5 days as needed to coordinate services and begin family engagement.

❖ **DHHS Case Worker:**

- The DHHS Case Worker will receive the Detention Hearing paperwork from SB 94 prior to detention hearing to present to the Court on the Child Welfare case if feasible. Information presented **by DHHS Case Worker** at Detention Hearing:

- D&N case # or voluntary case
- Name of GAL and CASA if one is assigned
- Initial recommendation around where they should go: back to placement, searching for new placement, or remain in detention

If the Court has ordered Pre-Trial Release, the DHHS Caseworker will:

- Work with the SB94 Case Manager to discuss a release and/or services plan, exchange approved information, and
- Request a copy of the CJRA results from the SB94 case manager to identify high risk and protective factors.

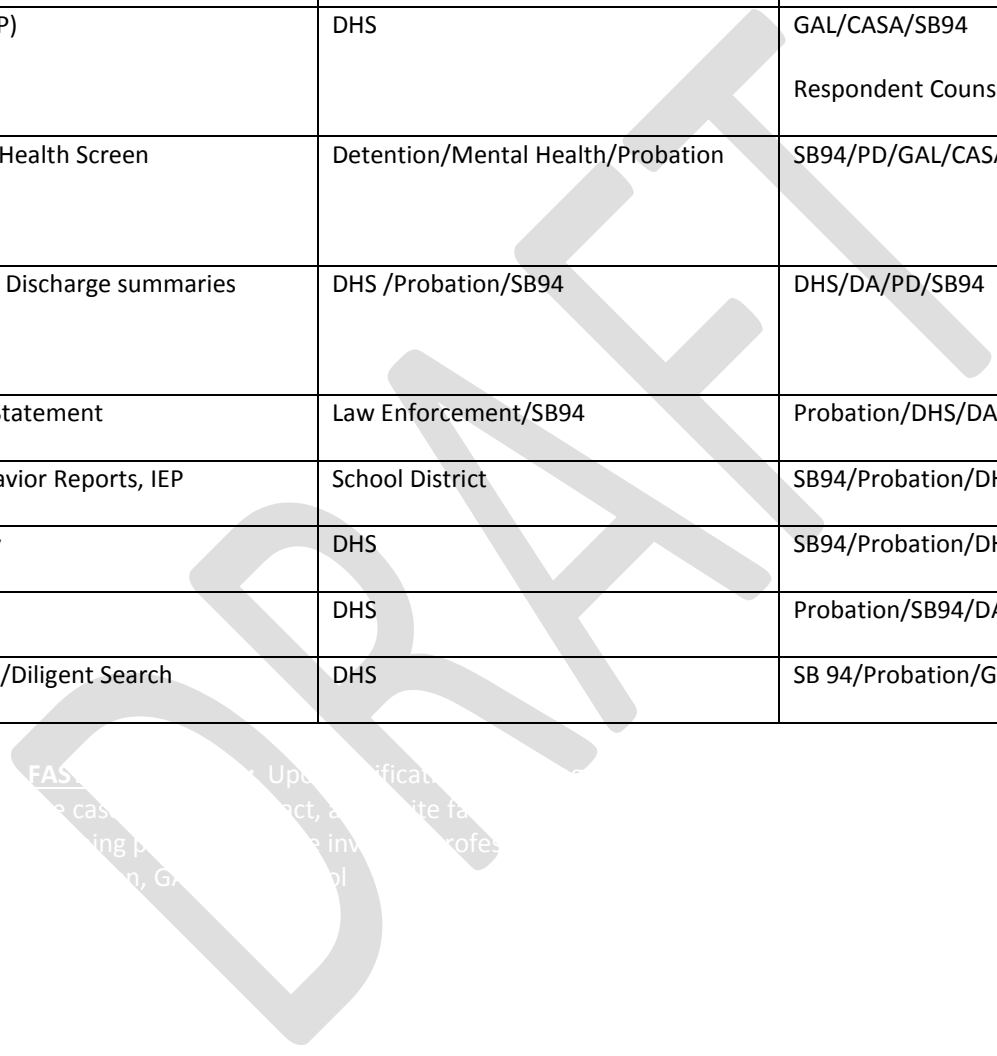
In the **rare** event the Caseworker or supervisor cannot make an initial family meeting or participate by phone, at a minimum they will contact the SB94 case manager and provide information, resources available, etc.

**INFORMATION GATHERING & SHARING: \***

- ❖ **Case Lead** will facilitate obtaining a Multi-agency Release of Information if not already done so from the youth and family for identified Crossover Youth in order to further exchange information between parties for case planning and staffing with agencies and with the family. This release will be good for 1 year from date signed unless date limited by family or revoked prior to the 1 year expiration.

Listed is information that is collected by the respective agencies, however, presently not all information is collected by one entity, and there are currently efforts to formalize what pieces of information can be exchanged between agencies, under what circumstances, and under what authority. It is imperative that partners in the CYPM explain and obtain a Release of Information and provide a copy to the parent/guardian in order to share and exchange any confidential or sensitive information and that the utmost protection of our clients' private information always be considered: \*It is understood that each agency can only release documents it creates and not other agencies' documents. Further, it is acknowledged that, due to the LAN ruling, the GAL may be the holder of privilege regarding a youth's mental health records.

ASSESSMENT	RESPONSIBLE AGENCY	WHO GETS A COPY?
Colorado Juvenile Risk Assessment (CJRA) Pre-screen summary	SB94	Court/DHS/DA/PD/ADC/GAL/CASA Respondent Counsel
Juvenile Detention Screening & Assessment Guide (JDSAG)	SB94	Court/DA/PD/GAL/CASA/DHS Respondent Counsel
Family Services Plan (FSP)	DHS	GAL/CASA/SB94 Respondent Counsel
Mental Health/Physical Health Screen	Detention/Mental Health/Probation	SB94/PD/GAL/CASA
Provider Treatment and Discharge summaries	DHS /Probation/SB94	DHS/DA/PD/SB94
Police Report & Victim Statement	Law Enforcement/SB94	Probation/DHS/DA/PD/GAL/CASA
Education Reports, Behavior Reports, IEP	School District	SB94/Probation/DHS/GAL/CASA
Trails Placement History	DHS	SB94/Probation/DHS/GAL/CASA
Safety/Risk Assessment	DHS	Probation/SB94/DA/PD
Intensive Family Finding/Diligent Search	DHS	SB 94/Probation/GAL/CASA



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## PHASE 1 Practice Area 2: DECISION MAKING REGARDING CHARGES

### REVIEW CASE:

- ❖ **District Attorney:**  
The DA will take all relevant information into account when making an offer. Diversion and other considerations may be made depending on criteria.
- ❖ **Juvenile Team Meeting:** Once a case has been identified as a CYPM case the DHS caseworker will be invited to attend the Juvenile Team Meeting for participation in discussion regarding charging options and decisions.

### OPTIONS FOR CASE DISPOSITION:

#### DIVERSION:

If Diversion is recommended:

- ❖ **Diversion Case manager:**
  - Once Diversion receives the file, contact is made with parent(s) or guardian within 14 days to explain the process and program requirements and the youth is screened for acceptance into Diversion.
- ❖ **DHS Caseworker:**
  - The Caseworker will respond to Diversion's request to attend a joint case meeting within 1 week of being contacted to address the case plan and to clarify each agency's role with the youth and family.

### CASE FILED/PROSECUTED/DEFERRED ADJUDICATION/ADJUDICATION:

- ❖ **SB94:**

When a Crossover youth in detention is pre-adjudicated and not offered Diversion, they can be considered for pre-trial supervision from SB94. If Pre-Trial Services are being considered the SB94 case manager will obtain a Multi-agency Release of Information from the parent/legal guardian and youth.

The SB94 case manager and/or case lead will schedule a meeting with the family and other appropriate parties within 3-5 days as needed to coordinate services and begin family engagement.

Once the youth is set for sentencing, the SB94 case manager will provide the detention information, court reports and summaries to the Court to share input and ensure a smooth transition in planning.
- ❖ **DHS Caseworker:**

Once the youth is set for sentencing, the Caseworker will attend the Court hearing to share input and ensure a smooth transition in planning and begin joint assessment and planning.

## PHASE 2 Practice Area 3: CASE ASSIGNMENT, JOINT ASSESSMENT AND PLANNING

### **Bring a team together:**

During pre-trial supervision, SB94 will discuss identified Crossover cases and update all parties on progress towards release, services in place, immediate and long-term mental health needs/services, and placement updates. A referral to FAST is appropriate for Crossover youth remaining in custody and will enable all professionals to develop a case plan. The assigned workers (SB94, DHS or Probation) will complete the joint assessment of the youth and family. The process may happen pre or post adjudication but must occur pre-disposition (sentencing).

- **SB94:** When released from custody the SB94 case manager will refer the case to FAST if this hasn't already been done for additional planning or resources needed. The SB94 case manager will attend monthly meetings with the Caseworker, youth, family and other involved professionals (DA, PD, GAL, therapist, school professional, mentor, etc.) to continue joint case management and family engagement and input.

### **Court Disposition:**

Placement decisions reviewed if necessary. Probation and DHS work towards referrals to community service providers.

## PHASE 3 Practice Area 4: COORDINATED CASE SUPERVISION AND ONGOING ASSESSMENT

### **Coordinated Case Supervision:**

- In order to ensure a coordinated approach to case supervision, the probation officer and caseworker (or case lead) will share the leadership roles. For youth that have been identified as Crossover youth, the case worker and probation officer will attempt to visit the youth and family together a minimum of once each month or as outlined in the joint case plan. For crossover youth involved in FAST/Wraparound, these meetings will count as the once each month meetings to facilitate coordination and limiting required meetings for the families.
- The case lead will complete a written review from the date of the completed case plan every 90 days and distributed as needed.
- A six month review will be set to monitor the case status and progress.

**PHASE 3 Practice Area 5**  
**PLANNING FOR YOUTH PERMANENCY, TRANSITION AND CASE CLOSURE**

**Case Closure:**

- As part of successful case management, both the caseworker and probation officer must pay close attention to achieving youth permanency and effectively transitioning youth upon case closure. Permanency should be addressed at the beginning of the case in order to increase the family's ability to be self-sufficient and independent of any system of care. A termination meeting will occur, when appropriate, by scheduling the Crossover Youth and family into District Court to acknowledge successful completion for all court orders and/or discharge from the juvenile justice and/or child welfare systems.
  
- **Data Entry**

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## Non-Detention Process:

### **PHASE 1 Practice Area 1: ARREST, IDENTIFICATION and NON-DETENTION**

#### **Arrest:**

- ❖ If the youth is issued a summons, the Court appearance will normally take place within 2 weeks from time of arrest.

### **PHASE 1 Practice Area 2: DECISION MAKING REGARDING CHARGES**

#### **REVIEW CASE:**

- ❖ **District Attorney:**  
The DA will take all relevant information into account when making an offer. Diversion and other considerations may be made depending on criteria.
- ❖ **Juvenile Team Meeting:** Once a case has been identified as a CYPM case the DHS caseworker will be invited to attend the Juvenile Team Meeting for participation in discussion regarding charging options and decisions.

#### **OPTIONS FOR CASE DISPOSITION:**

##### **DIVERSION:**

If Diversion is recommended:

- ❖ **Diversion:**
  - Once Diversion receives the file, contact is made with parent(s) or guardian within 14 days to explain the process and program requirements and the youth is screened for acceptance into Diversion.
- ❖ **DHS Caseworker:**
  - The Caseworker will respond to Diversion's request to attend a joint case meeting within 1 week of being contacted to address the case plan and to clarify each agency's role with the youth and family.

#### **CASE FILED/PROSECUTED/DEFERRED ADJUDICATION/ADJUDICATION:**

- ❖ **SB94:**  
When a Crossover youth is pre-adjudicated and not offered Diversion, they can be considered for pre-trial supervision from SB94. *If Pre-Trial Services are being considered the SB94 case manager will:*
  - Obtain a Multi-agency Release of Information from the parent/legal guardian and youth.
  - Schedule a meeting with the family and other appropriate parties within 3-5 days as needed to coordinate services and begin family engagement.
- ❖ **DHHS Case Worker:**
  - Work with the SB94 Case Manager to discuss a service plan, exchange approved information, and
  - Request a copy of the CJRA results from the SB94 case manager to identify high risk and protective factors.



In the **rare** event the Caseworker or supervisor cannot make an initial family meeting or participate by phone, at a minimum they will contact the SB94 case manager and provide information, resources available, etc.

### **PHASE 2 Practice Area 3: CASE ASSIGNMENT, JOINT ASSESSMENT AND PLANNING**

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  - Once the youth is set for sentencing, the SB94 case manager will provide the information, court reports and summaries to the Court to share input and ensure a smooth transition in planning.
- **DHS Caseworker:**
  - Once the youth is set for sentencing, the Caseworker will attend the Court hearing to share input and ensure a smooth transition in planning and begin joint assessment and planning.

### **PHASE 3 Practice Area 4: COORDINATED CASE SUPERVISION AND ONGOING ASSESSMENT**

**Coordinated Case Supervision:**

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- **Data Entry**

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## Glossary of Acronyms

**CYPM-Crossover Youth Practice Model**

**SB94-Senate Bill 94**

**HB 1451-House Bill 1451 (also known as CMP or Collaborative Management Program)**

**GAL-Guardian ad Litem**

**ISST-Individual Support and Service Team**

**FAST-Family Advocacy and Support Team**

**DHS-Department of Human Services**

**DA-District Attorney**

**PD-Public Defender**

**CASA-Court Appointed Special Advocate**

**D&N-Dependency and Neglect petition**

**JD-Juvenile Delinquency**

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