

12th Judicial District Crossover Youth Practice Model Implementation Manual

VISION:

Ensure the most vulnerable youth of the San Luis Valley receive appropriate services to keep them safe, healthy, and successful.

MISSION:

Improve outcomes for the youth of the San Luis Valley through early identification, coordination of multi-agency services focusing on strengths, and actively engaging youth and families when they cross over between the child welfare and juvenile justice systems.

CROSSOVER YOUTH POPULATION:

SB94 Youth who have been screened through SB94 who have historical or current child welfare involvement cases (voluntary, Dependency/Neglect or Delinquency) with Department of Human Services/Social Services (DHS/DSS), a finding of maltreatment in their history, as well as having been arrested at the district level (not municipal) or currently under the supervision of State Probation for a delinquency case. This is the group of youth for which the San Luis Valley has focused initial implementation of the Crossover Youth Practice Model.

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:** Upon contact/arrest no formal procedure is in place for law enforcement to gather child welfare information other than being aware of DHS/DSS involvement due to a warrant for runaway, contact/arrest at a placement facility, or self-report. If the youth is arrested, a SB94 screener is contacted. The screener will screen the youth and make the determination as to whether or not the youth should be detained.

IDENTIFICATION, SCREENING, and NOTIFICATION:

District Court Cases:

❖ **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)
- Colorado Juvenile Risk Assessment (CJRA) Pre-Screen
- Delinquency cases/history are researched in Eclipse
- Trails history: open DHS/DSS case, referral history, & maltreatment findings
- If a history DHS/DSS involvement is indicated in Trails, the SB94 Intake Screener will note on the intake log that the juvenile is a "Crossover Youth."
- Start initial assessment for appropriateness for pre-trial release supervision and planning.
- If the youth has child welfare history but no current involvement, SB94 staff will contact the DHS/DSS supervisor.
- If the youth has current DHS/DSS involvement, SB94 staff will contact the supervising case manager to inform them and to collect CYPM data.
- SB94 staff will contact Youthtrack or Pueblo Youth Center (PYC) to discuss any special medical, mental health or prescription needs of the youth.

SB94 Notification:

- SB94 Staff will make notification by phone to the assigned DHS/DSS Case Worker for each juvenile who has been screened and has been identified as a "Crossover Youth."
- SB94 staff will advise the DHS/DSS Case Worker of the 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 contact the family, parents or guardians with information about the court hearing, as long as they are not in DDHS custody.
- SB94 staff will keep a daily roster of all juveniles taken into custody that are identified as Crossover Youth.
- If the youth has a GAL for a D&N or delinquency case, Probation Officer, or attorney through a delinquency, they are also notified via email. The youth's therapist may be notified if the youth discloses and authorizes contact.
- Depending on screening results, a youth may be released to parent/guardian (with or without supervision services) or detained at Youthtrack or Pueblo Youth Center (PYC) pending a detention hearing.

❖ **DHS/DSS Caseworker:**

When a crossover youth with an open case with DHS/DSS picks up a delinquency charge and is detained, and SB94 has contacted the assigned Caseworker, the Caseworker will immediately begin efforts to identify 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.
- Immediately communicate with parties involved (Family, GAL, SB94 Case Manager, Probation Officer, Public Defender, and providers).
- Schedule the family conference to begin planning with the family.

❖ **DHS/DSS:**

- Any basic information from the Social History will be shared to help inform SB94, the identified staffing team, Public Defender, or other attorneys, and then through their counsel to the District Attorney, once a release of information is signed. This information cannot be re-released by those parties without consent of the family. If there are any questions about what can be released, DHS/DSS caseworkers should consult their County Attorney.

DETENTION HEARING:

SB94:

- A Detention Assessment is prepared for all youth detained and docketed for an initial detention hearing. This includes: police report, JDSAG, CJRA Pre-screen, an assessment which includes the child's education history, criminal history and recommendation regarding release of the juvenile, and identifies if a youth is a Crossover Youth & assigned Caseworker in Trails. This is disseminated to:
 - District Court
 - District Attorney
 - Public Defender
 - GAL, if assigned, if requested
 - County Attorney, if requested
 - DHS/DSS

If SB94 is considering recommending a Crossover Youth for Pre-Trial Release supervision, the SB94 case manager will:

- Obtain a Release of Information from the parent/legal guardian and youth at the Detention Hearing
- Contact the DHS/DSS Caseworker or their Supervisor prior to the day of the detention hearing to discuss a release plan, exchange information, and
- Take the lead to arrange an initial family conference with the family and invite the other professionals (GAL, therapist or service providers, if involved); within 7 days but not more than 14 days.
- If the youth is to return to Court, the SB94 case manager will present a joint release plan representing both agencies' positions at the next hearing.

❖ **DHS/DSS Case Worker:**

- The DHS/DSS Case Worker will receive the Detention Hearing paperwork prior to detention hearing to present to the Court on the Child Welfare case if feasible. Information presented **by DHS/DSS Case Worker** at Detention Hearing:
 - D&N case # or voluntary case
 - Who D&N GAL is if one is assigned
 - Initial recommendation around where they should go: back to placement, searching for new placement, or remain in detention
 - In instances of Victims Rights Act (VRA) cases, victims in the placement will be advised by the caseworker to send the court an email to inform the court as to their stance on the juvenile's release or return. This information will be shared with the DA for VRA compliance.
 - The DHS/DSS Caseworker shall explain and request to get a Release of Information from the parent/legal guardian and youth at the detention hearing that includes all partner agencies, current services and general compliance of youth and family.
 - For youth who have been in DHS/DSS custody for placement at the time of arrest, the Case manager will notify the GAL to discuss measures to maintain the placement if possible and inform the Court and parties.
 - May request a Relative Affidavit if appropriate to look into relative/kin support or placement.

If the Court has ordered Pre-Trial Release, the DHS/DSS Caseworker will:

- Work with the SB94 Case Manager to discuss a release plan, exchange approved information, and
- Coordinate with the SB94 case manager setting up the initial family conference with the family and invite the other professionals (GAL, therapist or service providers, if involved); within 7 days but not more than 14 days.
- The SB94 case manager will present a joint release plan, representing both agencies at the next hearing.
- 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.

❖ **District Attorney:**

- Diversion and other considerations may be made depending on criteria. The assigned DA will take all relevant information into account when making an offer. Each case will be handled on an individual basis.

INFORMATION GATHERING & SHARING:

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:*

ASSESSMENT	RESPONSIBLE AGENCY	Who gets a copy?
Colorado Juvenile Risk Assessment (CJRA) Pre-Screen Summary	SB94-----→	Court, DHS/DSS, DA, PD, ADC, If requested to: GAL
Juvenile Detention Screening & Assessment Guide (JDSAG)	SB94-----→	Court, DA, PD, GAL, DHS/DSS
Family Services Plan (FSP)	DHS/DSS -----→	GAL, SB94
Mental Health/Physical Health screen	Detention-----→ Mental Health→	SB94, PD, GAL
SLV Regional Medical Center	SLV Retional Medical Center Law Enforcement-----→	Youthtrack or PYC
Provider Treatment & Discharge summaries	DHS/DSS, Prob, SB94,	DHS/DSS, Prob, SB94
Police Report & Victim Statement	Law Enforcement→ SB94-----→	Prob, DHS/DSS, DA, PD, GAL
DPS Education Reports, Behavior Reports, IEP's	School Districts----→	SB94, Prob, DHS/DSS, GAL
TRAILS Placement History	DDHS -----→	Prob, SB94

- ❖ **SB94 Case Manager and DHS/DSS:** The SB94 Case manager and DHS/DSS Case Worker will facilitate obtaining a Release of Information from the youth and family for identified Crossover Youth in order to further exchange information between parties for case planning and staffings 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.

- ❖ **DHS/DSS Caseworker:** The assigned Caseworker will ensure if in DHS/DSS custody or with proper releases of information, that Youthtrack or PYC has necessary information on youth including: health issues, medication prescribed, providers, etc. If the parent refuses to sign a release, the Caseworker, or legal, should request that the Court decide and order what specific pieces of information should be shared by the DHS/DSS Caseworker with the SB94 Case Manager, or others.

FAMILY & YOUTH ENGAGEMENT:

- ❖ **SB94:** Parents/guardians are contacted and interviewed upon screen into detention. If the youth is assessed for release, a family conference will be held to discuss a release plan either before or after the detention hearing or upon order by the Court. The Release of Information shall be explained to parent/guardian and youth and signed, with a copy provided to the family.
- ❖ **DHS/DSS Caseworker:** Once the Caseworker is notified by SB94 or a placement provider (foster home, group home or RCCF) that a youth has been detained; the Caseworker will contact the family within twenty-four hours to discuss their concerns, gather information and provide future action plans.

When a DHS/DSS youth is in out of home placement, the Caseworker will ensure that upon admission to placement, a list of all professional team members (SB94S or Probation worker, GAL, Attorney) and their contact information is provided to the placement along with family member contact information if appropriate. When a youth is arrested, the placement will immediately notify all professional members of the youth's team and, if appropriate, will also notify family members.

- ❖ **Family Conference Facilitators:** Upon notification that a staffing is needed for a Crossover Youth in detention, the Family Conference Facilitator will contact, interview, and invite family to multi-disciplinary staffing for participation in the joint planning process with the involved professionals, including, but not limited to: SB94, DHS/DSS, Probation, GAL, DYC-Youthtrack or PYC, Public Schools, and SLV Mental Health Center.

PHASE 1 Practice Area 2: DECISION MAKING REGARDING CHARGES

REVIEW CASE:

- ❖ **District Attorney:**
 - Informal Adjustment, Diversion and other considerations may be made depending on criteria. The assigned DA will take all relevant information into account when making an offer. Each case will be handled on an individual basis.
- ❖ **SB94 Case Manager:**
 - The SB94 case manager will contact the Defense Counsel within 5 days for all Crossover cases to discuss possible information sharing about the youth and their case to help inform decisions regarding charges, possible offers to informal adjustment, diversion or other disposition options.

BRING A TEAM TOGETHER:

- ❖ **SB94:** Once a case has been identified as a CYPM case, SB94 staff will contact the Center for Restorative Programs (CRP) to inform them that a family conference meeting is needed. A family conference meeting will be scheduled within 7 days of the detention hearing and no later than 14 days from the detention hearing. This family conference meeting will further develop a release plan and initial integrated case plan that will be used for joint case management until the next stage of decision-making is reached. Recommendations for services may include: evaluations, Relative Affidavits or Diligent Searches. The family conference will include youth, parents/guardians, and professionals involved, SB94, DHS/DSS caseworker, GAL, Probation, Educational representative, and current behavioral

health/substance abuse providers. This group will also serve as a screening and referral source for possible appropriateness for FGDM (Family Group Decision Making).

THREE OPTIONS FOR CASE DISPOSITION:

DIVERSION:

If Diversion is recommended:

❖ Diversion:

- CRP will contact the Caseworker within 7 days of receiving the case from the Deputy District Attorney. Once Diversion receives the file, the youth will be screened for possible acceptance into Diversion within 30 days. In cases where the youth participates in Diversion, CRP and Caseworker will schedule a joint case meeting, and include the GAL. The meeting will take place prior to the second status hearing where charges are formally dismissed. During this meeting, a joint case plan will be developed that integrates services already being provided by DHS/DSS and any requirements from Diversion.
- CRP will participate in a monthly phone call/meeting that the Caseworker schedules in order to jointly manage the case. If the youth begins to struggle, CRP will either attend a meeting with the Caseworker, youth and family to address the issues, or discuss a referral to ISST with the Caseworker to discuss next steps. CRP and Caseworker will determine when and if the youth will be re-filed on should non-compliance become an issue.
 - Cases eligible: First time state level offenders that do not have past or pending state court cases in Colorado, between 10-17 years of age at the time of the offense; who admit their guilt, culpability, and/or involvement in the offense; Clients agree to and do comply with the Juvenile Diversion Contract. Services available in Diversion are appropriate and meet the needs of the client. The youth will remain with CRP until the Diversion Agreement is completed.
 - Appropriate Cases: All misdemeanors and some felonies: Felonies can be referred and accepted on a case by case basis. In these cases, the District Attorney and CRP/SB94 shall review and discuss the case making a decision regarding the appropriateness of the case for Diversion.
 - Requirements and Programming: Minimum Diversion requirements include completion of a restorative justice intervention and completion of subsequent agreement. This may include referrals to other service providers. The Diversion fee will be determined on a case by case basis for Crossover Youth.
 - Diversion programming includes: VORP (Victim Offender Reconciliation Program), Rethinking Drinking, other restorative justice interventions, and referrals to other service providers as appropriate.
- ❖ DHS/DSS Caseworker: DHS/DSS expectation of the Caseworker in working with CRP:
 - The Caseworker will respond to CRP's request to attend a joint case meeting within 1 week of being contacted by CRP to address the case plan and to clarify each agency's role with the youth and family.
 - The Caseworker will schedule monthly staffings and invite CRP and all other involved parties, GAL, youth and family, as long as the youth is involved with Diversion.
 - Upon receiving notification regarding any type of critical incident related to the success of the Diversion Plan with a youth or family, the Caseworker will notify CRP immediately.
 - In the event that a case is in jeopardy of unsuccessful termination by Diversion, either the Caseworker or CRP will request an ISST meeting to assist if additional resources or planning is needed.

DEFERRED ADJUDICATIONS:

Deferred Adjudications will be looked at on a case by case basis, but the roles of SB94 case manager and DHS/DSS caseworkers will be the same as if the case was filed and prosecuted (see section immediately below).

CASE FILED/PROSECUTED (Youth not currently on Probation)/DEFERRED ADJUDICATION:

- ❖ **SB94:** When a Crossover youth in detention is pre-adjudicated and not on Probation, they can be considered for pre-trial supervision from SB94. SB94 will also 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 ISST is appropriate for Crossover youth remaining in custody and will enable all professionals to develop a case plan. Once the Crossover youth is released:
 - The SB94 case manager will attend monthly meetings with the Caseworker, youth, family and other involved professionals (GAL, therapist, school professional, mentor, etc.) to continue joint case management and family engagement and input.
 - The SB94 case manager can refer the case back to ISST for additional planning or resources needed.
 - Once the youth is set for sentencing, the SB94 case manager will provide the detention information, court reports and summaries to the PSI writer and discuss the case with the PSI writer to share input and ensure a smooth transition in planning.

- ❖ **DHS/DSS Caseworker:**

When a Crossover youth in detention is pre-adjudicated, not on Probation, and not offered Diversion, they can be considered for pre-trial supervision from SB94. If the youth is released after an initial case planning staffing the Caseworker will:

 - Schedule monthly meetings with the SB94 Case Manager, youth, family and other involved professionals (GAL, therapist, school professional, mentor, etc.) to continue joint case management and family engagement and input.
 - The Caseworker can refer the case to ISST for additional planning or resources needed.
 - Once the youth is set for sentencing, the Caseworker will attend the PSI interview to share input and ensure a smooth transition in planning and begin joint case management with Probation.

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

- ❖ **Probation:** The majority of cases come to Probation after sentencing, however, on some cases a Presentence Investigation (PSI) is requested. Upon receipt of a new case or a Change of Venue from another county, a State Wide Index search will be completed. If the search reveals an open DHS/DSS case it will be considered as a Crossover case.

Probation supervisors will also receive notification from SB94 staff upon disposition that a case is a CYPM case. The following steps should be followed:

- A request will be made by the PSI writer to SB94 for a copy of the TRAILS history of the juvenile and any joint case plans developed through DHS/DSS and SB94 with the youth and family. This initial joint case plan will be built upon by the PSI writer, DHS/DSS Caseworker, and those present at the PSI interview to serve as the continued joint case plan.
- The DHS/DSS caseworker, and any other relevant parties (therapist, mentor, GAL, school, foster parent, etc.) will be notified within 5 days of case assignment that a Probation Officer has been assigned to complete the PSI. If they are unable to attend the PSI meeting, request written

recommendations from them. The caseworker will be invited to and should attend the PSI interview along with the youth and family.

- The PSI writer will complete the CJRA.
- The D&N case summary and previously provided services will be included in the Social History Involvement section of the PSI.
- The caseworker assessment and recommendations will be reflected in the PSI.
- A request will be made to the court that the D&N and Delinquency cases are docketed under the same Judicial Officer.
- The PSI writer will request if applicable home evaluations, placement information, mental health diagnosis information, copies of UAs, educational information (including IEP).

❖ **DHS/DSS Caseworker:**

- Once the youth is set for sentencing, the Caseworker will be contacted by the Probation PSI writer and invited to the PSI interview with the youth and family. The Caseworker will attend and will participate in developing or building upon an existing joint case plan with the P.O., youth and family.
- The DHS/DSS Caseworker will share the elements of the Family Service Plan (FSP-2), treatment areas, services provided, compliance, etc. verbally when present at the PSI interview and provide copies of the above documentation.
- Refer to ISST for appropriate resources
- Caseworker develops transition home timelines and conditions with Probation Officer and family.
- Youth in temporary, OOH Placements (non-relative) 6 months or longer will be scheduled for FGDM or TDM, and appropriate Permanency Goal will be established.
- Review and repeat this process until youth secures permanency and case closure.

CASE ASSIGNMENT FOR ONGOING SUPERVISION:

❖ **Probation:**

- Once the case is formally sentenced to probation the case will be assigned to a probation officer for supervision, and a meeting with all parties will be scheduled within 7 but no longer than 10 days.
- If the case is a change of venue from another county or a direct sentence without a PSI, the probation officer will conduct a CJRA.
- The probation officer will notify the assigned caseworker within 5 days of receipt of the case regarding the new probation officer assignment and set a meeting within 30 days. Included in this meeting are: the youth, family, Probation Officer, and Caseworker. Any other relevant parties working with or providing services to the family should be invited to this meeting (i.e. mental health, treatment, schools, mentors).
- The Probation Officer, the Caseworker, and other members of the treatment team, will explain their role to the family. If possible, the team members will identify who is responsible for taking the lead on specific objectives.
- If this is an extremely difficult case or if it is determined that blended funding is needed the probation officer or DHS/DSS caseworker will take the request to the ISST.
- The probation assessments along with any other assessments that have been conducted will be the foundation upon which the case plan is developed. In particular, it should be focused on change that reduces safety threats, reduces risk, increases parental protective capacities, and increases the youth decision making (around school, peers, choices to reoffend) and self-monitoring behavior.
- Youth and families should help guide the process, and agreement is defined by the parent's and youth's true understanding of the areas for change, and an understanding of the behavioral changes needed and how the interventions will help accomplish this change.
- This coordinated case plan will be developed jointly and adopted as the sole case plan by probation, caseworker, youth and family. A copy of the plan will be given to all parties.
- The Probation Officer and Caseworker will schedule these joint meetings with youth, family and professionals monthly.

- Any changes in Caseworker or Probation Officer will be communicated by the agency making the change in case assignment.

❖ **DHS/DSS Caseworker:**

- Caseworker contacts assigned Probation Officer within (2) business days of notification of receipt of case to set a meeting within 30 days. Included in this meeting are: the youth, family, Probation Officer, and Caseworker. Any other relevant parties working with or providing services to the family should be invited to this meeting (i.e. mental health, treatment, schools, mentors, Wrap Facilitator).
- The Probation Officer, the Caseworker, and other members of the treatment team, will explain their role to the family. If possible, the team members will identify who is responsible for taking the lead on specific objectives.
- If this is an extremely difficult case or if it is determined that blended funding is needed, the probation officer or DHS/DSS caseworker will take the request to the (ISST).
- The probation assessments along with any other assessments that have been conducted will be the foundation upon which the case plan is developed. In particular, it should be focused on change that reduces safety threats, reduces risk, increases parental protective capacities, and increases the youth decision making (around school, peers, choices to reoffend) and self-monitoring behavior.
- Youth and families should help guide the process and agreement is defined by the parent's and youth's true understanding of the areas for change, and an understanding of the behavioral changes needed and how the interventions will help accomplish this change.
- This coordinated case plan will be developed jointly and adopted as the sole case plan by probation, caseworker, youth and family. A copy of the plan will be given to all parties.
- The Probation Officer and Caseworker will schedule these joint meetings with youth, family and professionals monthly.
- Any changes in Caseworker or Probation Officer will be communicated by the agency making the change in case assignment to all involved parties.
- Caseworker develops return home timelines and conditions with Probation Officer.
- Youth in temporary, OOH Placements (non-relative) 6 months or longer will be scheduled for Family Group Decision Making (FGDM) or Team Decision Making (TDM), and appropriate Permanency Goal will be established.
- Review and repeat this process until youth secures permanency and case closure.

CURRENT PROBATION/CROSSOVER CASE IN DETENTION ON NEW CHARGE:

- ❖ **SB94:** The SB94 staff will notify the DHS/DSS Caseworker and Probation Officer of the youth's new charge, that he/she is a Crossover Youth, and when the Detention hearing will be held.
- ❖ **Probation:** When a youth picks up a new charge who is currently on Probation, dually involved with DHS/DSS and meets the criteria for Crossover Youth, the Probation Officer will contact the Caseworker within 2 days to discuss the matter. If there is not an immediate release plan agreed upon, the Probation Officer will pull the existing team for a family meeting.
- ❖ **DHS/DSS Caseworker:** Once the DHS/DSS Caseworker is notified of the youth's new charge, they will consult with the P.O. and attend the Family Meeting.

Phase 3 Practice Area 4
COORDINATED SUPERVISION & ONGOING ASSESSMENT

COORDINATED CASE PLANNING:

In order to ensure a coordinated approach to case supervision, the probation officer and caseworker will share the leadership roles. These roles and expectations are defined below and will be incorporated into the joint case plan.

Both the Caseworkers and Probation Officers are required to visit all youth on their caseloads. For youth who have been identified as Crossover youth, the Caseworker 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. DHS/DSS will make notifications of any changes in the assigned Caseworker, and Probation will make the same notifications when there is a change in the assigned Probation Officer.

Ongoing assessment and case management requires that those involved play an active and coordinated role in the case. The probation officer and caseworker must minimally have ongoing dialog **monthly** regarding the case.

The ISST can be used to bring everyone together to assist in developing a case plan for Crossover Youth.

❖ **Probation Officer Roles and Responsibilities:**

- Investigatory work of offender's eligibility to be on probation.
- Monitoring and supervision of probationers (containment if necessary). Including but not limited to curfew checks, employment verification, home and school visits.
- Provide community resources.
- Formulate case plan with the offender and family with the goal of establishing pro-social behavior and repairing the harm caused to the community and the victim(s).
- Motivate and manage the offender with a continuum of intermediate sanctions and incentives.
- Prepare court reports and legal motions including warrants and revocation.
- Maintain current and accurate records/narratives.
- Maintain open communication and collaborate with other agencies involved in the rehabilitation of the offender.
- Complete assessments such as CJRA.
- Incorporate restorative justice principles to address public safety, victim and community reparation, and offender accountability.
- Make treatment referrals for the juvenile and family.
- If needed seek out funding options to pay for services and collaborate with our partner agencies when appropriate for blended funding.
- Mediate issues between client and family.
- Evaluate and monitor services to ensure they are appropriate and effective.
- Attend staffings

❖ **DHS/DSS Caseworker Roles and Responsibilities:**

- Housing (Assessment of housing suitability, home study requests for relative and kin placements and referrals for emergency housing and shelter.)
- Finances (Monitoring of employment and benefit status of the adults in the household.)
- Family therapy coordination and compliance (as it relates to trauma, neglect and abuse).
- Monitoring of siblings and their functioning if there are protective concerns.
- Transitions home (including assessment of the home situation, arrangement of appropriate educational and therapeutic services for the youth and family as a part of reintegration into the family).
- Services in the home to address family dysfunction
- Provide services to address domestic violence (including referrals for appropriate evaluations and treatment for the caretakers)
- Substance abuse by anyone in the family other than youth in question (if such usage impacts the functioning of the minor youth). Services can include assessments, treatment and monitoring.
- Treatment for victimization (therapeutic intervention for youth or other household family members who have experienced a trauma that is impacting their ability to function.)

- Investigation of abuse or neglect issues (including determination as to the filing of a Dependency and Neglect Petition and/or opening services for a sibling.)
- Parent's compliance with orders of the court (and determination if neglect is a factor).
- Assess for appropriate service and make community-based referrals
- Attend staffings.
- Conduct diligent search for parents and family members.
- Prepare all court reports for Dependency and Neglect Actions.
- Develop and monitor the coordinated case plan.
- Maintain current and accurate records by DHS/DSS policy.
- Assessment for needs relating to independent living services (including completion of appropriate referrals for Chaffee), and share Independent Living (IL) plan with the team as appropriate.
- Determination of an appropriate Permanent Plan and implementation of services to facilitate, through use of FGDM or TDM

❖ **DHS/DSS & PROBATION**

The frequency of formal gatherings to review progress is dependent upon case dynamics but should occur monthly initially, then every other month or:

- When there is a significant change in family dynamics
- When there is a major change in the youth status
- When a family member requests a meeting
- Prior to court hearings to discuss updates, issues and share information for court reports.

❖ **COLLABORATIVE COURT REPORTS:**

- Probation Officers are responsible for writing the PSI. They are to invite the caseworker to the PSI interview to get input from the caseworker and are to develop a joint case plan to be submitted to the court as part of the recommendations (nothing official - just generally the plan).
- If there is a combination Dependency and Neglect and Delinquency case being reviewed in court then, it is always the caseworker's responsibility to write and file the report. They are to include the Probation Officer's information/recommendations and provide a copy to the PO three business days prior to the hearing.
- If a youth is in out of home placement, the caseworker is responsible for submitting a review hearing report every month, as well as the permanency planning report every six months with input from the probation officer.
- The Probation Officer is responsible for all revocations of probation and any paperwork relating to the revocation.

During these reviews it is critical to spend time evaluating whether the services in place are achieving the desired results. If the case is not progressing or there are circumstances that could impact the kinds of services and interventions offered the case will be referred to the ISST for additional support and staffing ideas.

YOUTH in OUT OF HOME PLACEMENT:

❖ **DHS/DSS Caseworker: Placement Cases**

- The Caseworker will work in tandem with the PO to ensure that the coordinated case plan is followed and updated while in placement. They will also set up and participate in staffings as defined by the coordinated case plan as needed to address issues or when there is a change in placement.
- Violations which occur while the client is in out of home placement will be staffed with the facility/provider, probation officer, caseworker, youth and parents/guardians to determine the

best course of action. The overall nature of the offense, the client's treatment needs and safety issues will be considered.

❖ **PROBATION: Placement Cases**

- Probation Officers shall monitor youth who are granted probation and where legal custody is placed with the DHS/DSS.
- Probation Officers will work collaboratively with the caseworker.
- For all Out-of-Home placement cases, a coordinated case plan will be developed in the same manner as noted above in the section on Joint Assessment and Planning.
- Contact with the placement agency will be completed on a **monthly** basis either by phone, e-mail or through progress reports to ensure the juvenile is progressing. Reasonable efforts will be made to have monthly contact with the client either face to face or by phone. The probation officer will participate in all staffings either in person or by phone.
- Violations which occur while the client is in residential treatment will be staffed by the facility, probation officer, caseworker, youth, and parents/guardian to determine the best course of action. The overall nature of the offense, the client's treatment needs and safety issues will be considered. The probation officer will assist the placement agency with violations they are unable to appropriately respond to themselves. If possible, intermediate sanctions will be utilized prior to filing a revocation or warrant. The foremost concern here will be safety issues and determining the best interests of the juvenile.

Phase 3 Practice Area 5

PLANNING FOR YOUTH PERMANENCY, TRANSITION & 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.

- ❖ **COURT:** The court is committed to having meaningful Permanency Hearings on crossover youth cases and to address the issue throughout the life of the case. The Court may order the parents or youth to complete a Relative Affidavit to provide additional information on possible family or kin supports or placement options for Crossover Youth. Additionally, the Court may order DHS/DSS to conduct a diligent search for the same purposes.
- ❖ **DHS/DSS Caseworker:** Will screen all Crossover Youth with CRP to determine if the youth is appropriate for scheduling an FGDM or TDM. Special attention should be paid to youth who have been out of the home for 6 months. The caseworker should encourage the youth to invite the Probation Officer to participate in FGDM or TDM. Plans developed in the FGDM or TDM will be shared with the probation officer, GAL, and court. The Caseworker may need to conduct a diligent search/Accurant search for additional family/kin resources.
- ❖ **GAL:** the Guardian ad Litem is committed to representing the best interests of the youth, including providing legal services to promote their safety, permanency and well-being throughout all aspects of a case.
- ❖ **PROBATION OFFICERS:** Are committed to the permanency of youth and will be included in the various permanency activities through the court and DHS/DSS. They will attend FGDM or TDM when invited, they will provide information and help develop a permanency plan for the crossover youth.

- ❖ **DYC:** If a youth's parental rights are intact, and the youth has successfully served his/her State Commitment, DHS/DSS and DYC will be recommending that the court support a plan of return home.

If a youth's parental rights are terminated, then DHS/DSS and DYC will be recommending that the youths' custody be shifted back to DHS/DSS.

For youth who present serious management and community safety issues at the time of their Mandatory Release Date (MRD) and have their parental rights terminated, we will present said youth to the larger partnership for a staffing to plan accordingly.

CONTACT LIST

AGENCY	CONTACT INFORMATION
ALAMOSA DEPARTMENT OF HUMAN SERVICES	8900 C Independence Way Alamosa, CO 81101 719-589-2581 719-589-9794 Fax
CONEJOS DEPARTMENT OF SOCIAL SERVICES	12989 Co Rd G.6 Conejos, CO 81129 719-376-5455 719-376-2389 Fax
RIO GRANDE DEPARTMENT OF SOCIAL SERVICES	1015 6 th St. Del Norte, CO 81132 719-657-3381 719-657-4013 Fax
DISTRICT ATTORNEY	426 San Juan Alamosa, CO 81101 719-589-3691 719-589-2734 Fax
DIVISION of YOUTH CORRECTIONS	321 S. Tejon Colorado Springs, CO 80903 719-538-0204
David Gallegos – Parole Officer	719-248-3009
Youthtrack	1317 17 th St. Alamosa, CO 81101 719-589-4505 719-589-4603 Fax
PROBATION	702 Fourth Alamosa, CO 81101 719-589-4991 719-589-4791 Fax
PUBLIC DEFENDER	610 Main Alamosa, CO 81101 719-589-9615 719-589-6178 Fax

SB94	702 Fourth Alamosa, CO 81101 719-589-4991 719-589-7699 Fax
CRP	P O Box 175 714 3 rd St. Alamosa, CO 81101 719-589-5255