








SLV CROSSOVER YOUTH PRACTICE MODEL

Task List for DHS/DSS: Caseworkers

Immediate tasks: *(to be completed prior to Family Conference Meeting)*

-  Review case information and status: review placement history, risk, and safety issues, strength's and concerns, placement and case services and status of each service and be prepared to share this information with the other participating CYPM team members. Provide needed DHS/DSS information for CYPM Data Collection.
-  Identify the youth's current criminal charges and next delinquency Court date. **CW attendance is mandatory at all delinquency hearings.**
-  If a Probation Officer is assigned, an e-mail notification will be sent by the SB94 Coordinator/Case Manager noting the Probation Officer name, supervisor and contact info. Contact the probation officer to share information that will help you collaborate on an assessment/joint plan. If no probation officer is assigned historical information will be forwarded to DHS/DSS Supervisor/Caseworker by SB94 Coordinator/Case Manager.
-  In order to facilitate communication and information sharing, the DHS/DSS Case Worker and the SB94 Case Manager or Probation Officer shall consult to determine if a valid Release of Information (ROI) has been executed by the parent or custodian authorizing the exchange of information and relevant documents. If an ROI has not been executed, the worker and SB94 Case Manager/probation officer shall determine who will be responsible for securing it from the parent or custodian. The Case Worker and SB94 Case Manager/Probation Officer will maintain a copy of the current ROI in their case file.
-  SB94 will contact the Prosecutor, Public Defender and GAL if one is already assigned or upon notification that a GAL has been assigned-share with them that the youth will be participating in the Crossover Youth Practice Model, and a family meeting will be scheduled to discuss and assess service needs and plan.
-  Within 7 days of and no longer than 14 days of detention hearing a Referral to WRAP will be made for a Family Conference Meeting with youth, family, SB 94 Case Manager , DHS/DSS Caseworker, GAL, Public Defender and District Attorney. Purpose of the Family Conference Meeting is to 1) determine most appropriate placement for youth and 2) recommendations for charges, if any.
-  DHS/DSS Caseworker will collect the following reports and send to the assigned SB94 Case Manager (**with proper release of information**). The following information will be given to the assigned SB94 Case Manager/probation officer. This information will be provided before the Family Conference Meeting
 - Current/most recent DHS/DSS Safety Assessment
 - Current/most recent DHS/DSS Family Social History/Assessment
 - Current/most recent DHS/DSS Treatment Case Plan
 - Pertinent medical or hospital records, if available
 - Educational records and evaluations (IEP) (to include behavioral, attendance, academic standing)
 - Psychological/ Diagnostic / Sex Offender, Substance Abuse evaluations
 - Trails Placement History

- Service Provider progress or discharge reports and recommendations (current/most recent)



Identify the need for further assessments. Jointly determine who and how they will be obtained. Probation can coordinate evaluations of youth in some circumstances.



Identify all family service providers, i.e., DHS/DSS, Behavioral Health and placement providers, etc.



Ensure the youth's personal information which includes SSN, DOB, Race and ethnicity is accurate.



Family Conference Meeting facilitator will invite all parties to the family meeting. Remove barriers to family participation, such as the time of conference or transportation. Invite the family to bring relatives or other persons of family support to the meeting. CW Caseworker or Supervisor will attend the Family Conference if child is currently involved with DHS/DSS open Assessment or Case.



Review the CYPM Individual Data Sheet and be prepared to complete at the meeting.

Family Conference Tasks:



Facilitator will explain the process to the family and what to expect in the process (roles and responsibilities) from DHS/DSS and SB94/12th Judicial District Probation.



Review the information provided including the various assessment tools. Jointly develop a plan which identifies services, placement information, and each action required for the plan, who will complete each step of the plan and identify a timeframe for each.



Re-assess need for additional assessments.



Consider use of evidence based (EB) services, pro-social community and non-traditional resources.



Clarify with the family any specific steps/actions required before the youth is returned if in placement or custody and placement is the recommendation. Clarify with all team members who will be responsible for each step in the plan, and the expected role of each in next steps, and future hearings and meetings.



Family Conference Facilitator will ensure the ETO form is completed.



Finalize integrated plan and recommendations. Family Conference Facilitator will document the Individual Case Plan and provide copies to all parties.

Follow Up Tasks:










Update the case services plan/placement in TRAILS to reflect any changes.



Attend delinquency court hearing to present the integrated plan and recommendations.

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-  Obtain assessments that were recommended and referred as part of the joint plan and distribute to SB94/probation and others as appropriate.
-  Convene follow up team meetings to review service provision, action plan and alter or adjust plans and recommendations as needed.
-  Continue to attend court hearings.
-  Contact Probation to determine if child has received or is in need of a psychological assessment.
-  Complete case plan amendment copy Prosecutor/GAL/12th Judicial District Probation Officer when changes occur regarding services, placement, etc.
-  Complete and route the Six Month Follow-Up data sheet when required.
-  Complete and route the One Year data sheet when required.