



**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: 7

EFFECTIVE DATE: 1/04/2016

APPROVAL: Bob D. Hayter

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 ten (10) 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 shall have a Case Plan completed prior to placement. The JSW shall make contact with the detention counselor and request input regarding the completion of the Case Plan.
- C. Initial Case Plan Team members shall include the youth, parent or guardian, JSW, and service providers. Case plan reviews shall include 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 family.

D. Case Planning Requirements:

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. Disabilities, including but not limited to physical, mental, and developmental disabilities;
 - e. Current medications;
 - f. Activity limitations;
 - g. Educational status;
 - h. Completed assessments;
 - i. Special case planning needs;
 - j. Community protection concerns;
 - k. Youth and Family strengths and supports;
 - l. 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,
 - vii. review of all needs and tasks every thirty (30) days noting progress as either, making progress, not making progress, or completed.
 - m. Provide the youth and family documentation of their rights and responsibilities;
 - n. Establish 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;

POLICY NUMBER DJJ 604	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 3 of 7
--	---	-------------------------------------

- o. Establish a plan for visitation and development of 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.
2. The Case Plan shall be based on the three (3) highest areas of need identified by the Case Management Needs Assessment (CMNA). Other assessments such as the Risk and Criminogenic Needs Assessment (RCNA) and Juvenile Sexual Offender (JSO) Assessment, if applicable, shall be reviewed as part of the case planning process.
3. If additional treatments needs exist or arise beyond the top three identified needs, the supervision length for the youth shall not be impacted.
4. Special Case Planning needs, including court ordered treatment and youth who are declared JSO, shall be addressed on the Case Plan.
5. All youth on conditions of supervision shall be referred to community based service providers (or DJJ Mental Health) to address the top three needs identified on the case plan.
6. Youth on community supervision who scores on the CMNA as having a minor need or chronic/major need in trauma, the JSW shall make the community based service provider aware of this

POLICY NUMBER DJJ 604	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 4 of 7
--	---	-------------------------------------

need indicator for further assessment within seven (7) business days.

7. Youth on community supervision who scores on the CMNA for any noted substance abuse, other than experimentation, the JSW shall refer to a community based service provider for further assessment and treatment recommendations within seven (7) business days.
8. Youth on community supervision who are assessed as High Risk on the RCNA shall be referred by the JSW for Functional Family Therapy (FFT) or an equivalent treatment service within seven (7) business days and assisted by the JSW in accessing a mentoring program or other pro-social activity and vocational training or opportunities.
9. Case Plan reviews shall be conducted no later than every thirty (30) days following the initial case plan meeting on all youth who are on conditions of supervision. If the thirtieth (30th) day falls on a weekend or holiday, the conference shall be held prior to the thirtieth (30th) day. The first thirty (30) day review for youth placed in the Community starts from the date of probation or commitment.
10. The Case Plan review meeting shall be coordinated by the JSW with invitation to all case planning team members to participate in person or by phone. Actions during the case plan review shall include, but not be limited to, tracking progress on action steps, assessing whether the plan is working, making changes to the plan, if needed, and celebrating successes both large and small.
11. The JSWS, or Juvenile Services Specialist (JSS) in the absence of the JSWS, 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.

E. Participation in Treatment Planning Conferences:

1. Youth on conditions of supervision and receiving treatment services by a community based service provider or DJJ mental health, the JSW shall participate in the initial treatment plan meeting and subsequent reviews. The JSW shall obtain a copy of the community based service provider's treatment plan and all subsequent reviews to be placed in the youth's file. DJJ Mental Health staff shall enter all treatment plans and subsequent reviews in the ICR.
2. Youth placed in Therapeutic Foster Care, Private Child Care, or hospital placement by the Classification Branch: An ITP Planning Conference shall be scheduled and completed within thirty (30)

POLICY NUMBER DJJ 604	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 5 of 7
--	---	-------------------------------------

days of placement. 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 JSWS, or the JSS in the absence of the JSWS, 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 JSWS, 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.
3. Youth placed in DJJ Residential, Group home, or Day Treatment placement: An ITP Planning Conference shall be scheduled and completed within fourteen (14) days of placement and shall be conducted and documented by the program in compliance with DJJPP.

- a. The JSW shall contact the group home or residential 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 an out-of-home 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.
- F. If the youth resides in a placement arranged by the Classification Branch:
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;
 4. Individual Client Records shall denote compliance with the visitation agreement;
- G. The JSW shall participate in the Discharge Planning Conference to be held fourteen (14) days prior to the youth's anticipated release from all placements. The JSW shall submit the updated home evaluation, forty-five (45) days prior to discharge date, to finalize the Aftercare Plan, review the Treatment Plan, and facilitate the transfer of the youth to a lower level of placement. 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

POLICY NUMBER DJJ 604	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 7 of 7
--	---	-------------------------------------

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. Representatives from the programs or agencies, and parents or caregivers providing aftercare services, shall be notified of the Discharge Planning Conference, and every effort shall be made to have them participate in the conference to finalize the Aftercare Plan.

- H. 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.
- I. Participation in the ITP Conference and the Discharge Planning Conference may occur via teleconferencing or videoconferencing with the approval of the Regional Manager.
- J. The JSW shall submit, at the Discharge 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.