

Denver County Crossover Youth Practice Model Implementation Manual

VISION:

Ensure Denver's most vulnerable youth receive appropriate services to keep them safe, healthy, and successful.

MISSION:

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

CROSSOVER YOUTH POPULATION:

Youth who have open cases (voluntary, Dependency/Neglect or Delinquency) with Denver Department of Human Services (DDHS), 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 Denver has focused initial implementation of the Crossover Youth Practice Model.

The broader definition of "**Crossover Youth**" is youth that have previous founded maltreatment and have come to the attention of the juvenile justice system. Research shows that regardless of whether or not they have current DDHS/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 that 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:

- ❖ **DPD:** Upon contact/arrest no formal procedure is in place for Denver Police Department (DPD) to gather child welfare information other than being aware of DDHS involvement due to a warrant for runaway, contact/arrest at a placement facility, or self-report. If youth is issued a municipal ticket, no further information is gathered. If arrested, youth is brought to Juvenile Intake for screening by Paramount Youth Services (PYS). DPD currently has no ability, technology, or access to determine if a youth is DDHS-Child Welfare involved upon contact with a youth.
 - This is an issue area that will continue to be discussed and developed by the CYPM leadership.

IDENTIFICATION, SCREENING, and NOTIFICATION:

Municipal Court Cases:

- ❖ **Safe City:**
 - The dockets for Juvenile Municipal Court (4F) are sent from Safe City to the DDHS Court Liaison on a weekly basis to be looked up for open involvement with DDHS.
- ❖ **DDHS Court Liaison:**
 - The DDHS Court Liaison will look up youth on the Municipal Court (4F) for open involvement with DDHS and
 - Will notify the assigned Caseworker of the case and hearing date and time.
- ❖ **DDHS Caseworker:**
 - Will make a notation in TRAILS record upon notification and
 - Discuss this with the youth and family during the next home visit.
 - The DDHS caseworker will also notify the GAL and CASA when a youth picks up a Municipal Court case.
 - There will be no expectations that the DDHS Caseworker attends the Municipal court hearing unless the Caseworker has the time and chooses to; however, if the youth is in DDHS custody the worker WOULD need to attend.
 - *DDHS is not able to share information back to the Municipal Court City Attorney or bench due to confidentiality issues without consent from the youth/family.*

District Court Cases:

❖ Paramount Youth Services (PYS):

PYS Screening & Identification: When Denver Police Department arrests a youth they will bring them to Juvenile Intake where PYS will immediately conduct a screening consisting of:

- Juvenile Detention Screening and Assessment Guide (JDSAG)
- Colorado Juvenile Risk Assessment (CJRA) Pre-Screen
- Delinquency cases/history (district level only) is researched in COPS
- Trails history: open DDHS case, referral history, & maltreatment findings
- If a history of maltreatment 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.

PYS Notification:

- PYS Intake Staff will make notification by phone and via a detention hearing write-up to the assigned DDHS Case Worker for each juvenile who has been screened and has been identified as a "Crossover Youth."
- The Intake Screener will advise the DDHS Case Worker of the juvenile's name, date of birth, reason why the juvenile was screened at the intake unit, and the court date and time of the Detention Hearing.
- The Intake Screener will contact the family, parents or guardians with information about the court hearing, as long as they are not in DDHS custody.
- PYS Intake staff will keep a daily roster of all juveniles taken into custody that are identified as Crossover Youth. The list will be forwarded via email to:
 - DDHS Court Liaison,
 - Denver Collaborative Partnership Director,
 - Probation Supervisors,
 - DDHS Youth Supervisor
 - DDHS Youth Lead Worker and
 - Diversion
- If the youth has a GAL, Probation Officer, TASC worker, 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.
- If the youth has a D/N GAL, they are also notified via email. The GAL is identified from a list of cases that is sent by PYS to the DDHS Court Liaison daily to look up the assigned child welfare GAL.
- Depending on screening results, a youth may be released to parent/guardian (with or without supervision services) or detained at Gilliam Youth Services Center (GYSC) pending a detention hearing.

❖ **DDHS Court Liaison:**

- Upon PYS contact, the DDHS liaison will assist PYS with identifying the GAL for the youth.

❖ **DDHS Caseworker:**

When a crossover youth with an open case with DDHS picks up a delinquency charge is detained, and PYS has contacted the DDHS Court Liaison and the assigned Caseworker, the Caseworker will immediately begin efforts to identify a release and services plan.

- This may include reviewing any recent diligent search results or submitting a DDHS Diligent Search request form, for possible family/kin resources for support or placement, or requesting a Relative Affidavit at a court hearing.
- Immediately communicate with parties involved (Family, CASA, GAL, PYS Case Manager, Probation Officer, TASC worker, Public Defender, and providers).
- Schedule the most appropriate meeting (ARCH, DCP, SART or TDM) see staffing model matrix to begin planning with the family.
- Contact Gilliam to discuss any special medical, mental health or prescription needs of the youth.

❖ **DDHS:**

- Any basic information from the Social History will be shared to help inform PYS, the identified staffing team, Public Defender, or other attorneys, and then through their counsel to the District Attorney and/or DA Diversion if involved, 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, DDHS caseworkers should consult their City Attorney.

❖ **Gilliam Youth Center:** Youth detained at GYC will go through an intake including:

- MAYSI-2
- Access to Mental Health Clinician if presenting concerns due to feelings of self-harm, or stress
- Drug/alcohol use
- Health and medication needs, (contact DDHS Caseworker for any additional information)
- Room restrictions

❖ **MHCD:** The MHCD Clinician at Gilliam will:

- Provide mental health assessment to youth detained
- Identify if youth is a current or prior client of MHCD (if currently open, MHCD therapist will be notified)
- If not MHC client, try to determine from youth if they are currently receiving mental health services and name of provider
- Notify PYS and DDHS caseworker of mental health provider information

DETENTION HEARING:

❖ **Paramount Youth Services (PYS):**

- A Detention Hearing Worksheet is prepared for all non-probation youth detained and docketed for an initial detention hearing. This includes: Summary worksheet, arrest packet (includes municipal arrest history), JDSAG, CJRA Pre-screen, and identifies if a youth is a Crossover Youth & assigned Caseworker in Trails. This is disseminated to:
 - Denver Juvenile Court
 - DDHS Court Liaison
 - District Attorney
 - Public Defender
 - GAL, if assigned, if requested
 - City Attorney, if requested
 - PYS also sends a packet of information upon a youth's detainment to Probation that includes: JDSAG, CJRA Pre-screen, & DPD arrest packet

If PYS is investigating a Crossover Youth for Pre-Trial Release supervision, the PYS case manager will:

- Obtain a Common Informed Release to Share Information from the parent/legal guardian and youth at the Detention Hearing
- Contact the DDHS Caseworker and their Supervisor the day of the detention hearing to discuss a release plan, exchange information, and
- Take lead to arrange an initial meeting (ARCH, DCP, SART) with the family and invite the other professionals (CASA, GAL, therapist or service providers, if involved); ideally within 48 hours but no later than within 7 days
- If the youth is to return to Court, the PYS case manager will present a joint release plan representing both agencies positions at the next hearing.
- Complete the full CJRA prior to the next hearing and share the results with the DDHS Caseworker around highest risk domains and protective factors with discussion on how to jointly address those areas

❖ **DDHS Court Liaison:**

- The DDHS Court Liaison will receive the Detention Hearing worksheets prior to detention hearings and also ensure that assigned Caseworkers are contacted in order to gather information to present to the Court on the Child Welfare case if feasible. Information presented **by DDHS Court Liaison and/or Caseworker** at Detention Hearing:
 - D&N case # or voluntary case
 - Who D&N GAL is if one is assigned
 - Who is the CASA, 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 liaison 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 DDHS Liaison or DDHS Caseworker shall explain and request to get a Common Informed Consent to Release Information (see ~~attachment~~ attachment) 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 DDHS custody for placement at the time of arrest, the Liaison will work with DDHS Utilization Management (UM) placement team/support worker, and Caseworker (the caseworker will also notify the GAL and CASA) 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.

❖ **DDHS Caseworker:**

- For youth who have been in DDHS custody for placement at the time of arrest, the caseworker (who will also notify the GAL and CASA) will work with DDHS Utilization Management (UM) placement team/support worker to discuss measures to maintain the placement if possible and inform the Court and parties.

If the Court has ordered that PYS investigate the youth for Pre-Trial Release, the DDHS Caseworker will:

- Contact the PYS Case manager the day of the detention hearing to discuss a release plan, exchange approved information, and
- Coordinate with PYS case manager setting up the initial meeting (ARCH, DCP, SART) with the family and invite the other professionals (CASA, GAL, therapist or service providers, if involved); ideally within 48 hours but no later than within 7 days,
- The PYS case manager will present a joint release plan, representing both agencies at the next hearing.
- Request a copy of the full CJRA results from the PYS 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 PYS case manager and provide information, resources available, etc.

❖ **Denver Juvenile Court:**

- The court clerk will identify on the delinquency case file that there is an active Dependency & Neglect (D&N) and the case number and identify on the D&N case file that there is a delinquency case so as to better ensure that they are docketed together when practical. The Court may order a Relative Affidavit or Diligent Search if appropriate in seeking additional family/kin supports or placement options.

❖ **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 agency, 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 Common Informed Consent to Release Information (attachment) 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	PYS-----→ SB94	Court, DDHS, DA, PD, ADC, If requested to: ACA, GAL, DIVERSION
Juvenile Detention Screening & Assessment Guide (JDSAG)	PYS-----→ SB94	Court, DDHS, DA, PD, ADC, If requested to ACA, GAL, DIVERSION
Massachusetts Adolescent Youth Screening Inventory (MAYSI-2) Results/Summary	GYC Probation	Court
Substance Use Survey	PYS Diversion	can share results if requested and proper releases
Family Services Plan (FSP)	DDHS -----→	DCP, CASA, GAL
Mental Health/Physical Health screen	GYC-----→ MHCD/Gilliam clinician-→	MHCD (MH only)
Denver Health may clear at ER prior to detention	Denver Health DPD -----→	GYC
Provider Treatment & Discharge summaries	DDHS, Prob, MHCD, SB94, DCP	
Municipal Court History	Safe City, County Court-→	Prob, PYS, DCP
Police Report & Victim Statement	DPD→ PYS -----→	Prob, DDHS, DA, PD, GAL, if requested to: DCP, CASA
DPS Education Reports, Behavior Reports, IEP's	Denver Public School----→ Safe City	DCP, Prob, DDHS, GAL
TRAILS Placement History	DDHS -----→ DCP -----→	Prob, Diversion & Partners
GAIN/Trauma Screen	Prob -----→	DCP partners

- ❖ **DDHS Court Liaison:** The DDHS Court Liaison will facilitate obtaining a Common Informed Consent to Release and Share 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.
- ❖ **DDHS Caseworker:** The assigned Caseworker will ensure if in DDHS custody or with proper releases of information, that Gilliam 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 DDHS Caseworker with the PYS Case Manager, or others (DCP, etc.). Medications can be authorized by DDHS administrators in accordance with DDHS policy.

FAMILY & YOUTH ENGAGEMENT:

- ❖ **PYS:** Parents/guardians are contacted and interviewed upon screen into detention. If the youth is assessed for release, a family meeting will be held to discuss a release plan either before or after the detention hearing or upon order by the Court. The Common Informed Consent to Release Information shall be explained to parent/guardian and youth and signed, with a copy provided to the family.
- ❖ **DDHS Caseworker:** Once the Caseworker is notified by PYS 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; such as scheduling for ARCH, SART, DCP or TDM.

When a DDHS youth is in out of home placement, the Caseworker will ensure that upon admission to placement, a list of all professional team members (PYS or Probation worker, GAL, Attorney, CASA) 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.

- ❖ **DCP:** Upon notification that an ARCH, DCP or SART staffing is needed for a Crossover Youth in detention, DCP 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, PYS, DDHS, Probation, GAL, DYC-Gilliam, Denver Public Schools, and Mental Health Center of Denver.

PHASE 1 Practice Area 2: DECISION MAKING REGARDING CHARGES

REVIEW CASE:

❖ **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.

❖ **DDHS Caseworker:**

- Prior to information being shared or discussed with the delinquency attorneys, discuss with your supervisor or if you have any questions consult ~~with the~~ with the City Attorney for guidance. The assigned DDHS caseworker will contact the assigned ADC or Public Defender 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 diversion or other disposition options.

BRING A TEAM TOGETHER:

- ❖ **DCP:** Once DCP is notified by the Caseworker that a staffing is needed, a staffing will be scheduled on the next staffing day available, and staffing slots specifically for Crossover Youth will be available at ARCH weekly. ****Please see Staffing Model Matrix attached.*** This staffing 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 staffing will include professionals involved, SB94, PYS, DDHS, GAL, Probation/ TASC, DYC-Gilliam, Denver Public Schools, and Mental Health Center of Denver. This group will also serve as a screening and referral source for possible appropriateness for FIT-C (Family Integrated Treatment Court).

DIVERSION:

If a Crossover Youth is offered Diversion:

❖ **Diversion:**

- Diversion Officer will contact the Caseworker within 5 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 is tentatively accepted, the Diversion Officer 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 (normally 6 weeks from date of referral). During this meeting, a joint case plan will be developed that integrates services already being provided by DDHS and any requirements from Diversion. The Full CJRA will be requested by the Diversion Officer of the PYS worker.

- The Diversion Officer 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, the Diversion Officer will either attend a meeting with the Caseworker, youth and family to address the issues, or discuss a referral for an ARCH staffing with the Caseworker to discuss next steps. The Diversion Officer and Supervisor will determine when and if the youth will be re-filed on should non-compliance becomes 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. Minimum Diversion stay is 6 months, however if a large amount of restitution is owed, clients may be required to stay in the program for up to 2 years.
- Appropriate Cases: Misdemeanors and felonies: typical offenses are thefts, burglary of a building, criminal trespass, criminal mischief, motor vehicle theft. Other offenses such as burglary of a dwelling, weapons charges, assaults, gang related offenses, possession of a controlled substance, arson, forgery, and harassment can be referred and accepted on a case by case basis. In these cases, the Chief Juvenile Deputy or Deputy District Attorney and the Diversion Director review and discuss the case making a decision regarding the appropriateness of the case for Diversion.
- Requirements and Programming: Minimum Diversion requirements include 30 hours of community service, submitting random UA's, participating in cognitive group classes, participating in Diversion's restitution programs, which includes the ARTT and Work Programs should restitution be assessed, meeting with Diversion Officer a minimum of two times per month, participating in appropriate services based on assessment tool results. Additional programs may be added if necessary. The Diversion fee (normally \$150) will be determined on a case by case basis for Crossover Youth.
- Diversion programming includes: Cognitive-Behavioral Classes, Mental Health/Treatment Services, Drug & Alcohol services, VORP (Victim Offender Reconciliation Program), Tutoring, Internships, Community Service, GED prep work and Restorative Justice Programs (ARTT & Work Program).
- ❖ **DDHS Caseworker:** DDHS expectation of the Caseworker in working with the Diversion Officer:
 - The Caseworker will respond to the Diversion Officer's notification of assignment and attend a joint case meeting within 2 weeks of referral to Diversion to address the case plan and to clarify each agency's role with the youth and family (as outlined in the packet).
 - The Caseworker, based on current release, will provide the Trails placement history and relevant case history to the Diversion Officer, and discuss previous services and evaluations provided, success, compliance, and current needs.
 - The Caseworker will schedule monthly staffings and invite the Diversion Officer and all other involved parties, GAL, youth and family.
 - Upon receiving notification regarding any type of critical incident with a youth or family, the Caseworker will notify the Diversion Officer immediately.

- In the event that a case is in jeopardy of unsuccessful termination by Diversion, either the Caseworker or Diversion Officer will request an ARCH staffing to assist if additional resources or planning is needed. The only exception being that the youth picks up a new state level offense which will result in immediate termination from Diversion.
- In the event that a MAP staffing is requested, Caseworker will notify Diversion Officer of the meeting and the Officer will be invited to attend the staffing.

DEFERRED ADJUDICATIONS:

Deferred Adjudications will be looked at on a case by case basis in Denver.

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

- ❖ **PYS:** When a Crossover youth in detention is pre-adjudicated and not on Probation, they can be considered for pre-trial supervision from PYS. The Detention Review/Emergency Release team will also discuss identified Crossover cases and update one another on progress towards release, services in place, immediate and long-term mental health needs/services, and placement updates. A referral to ARCH, DCP or a SART staffing 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 PYS case manager will attend monthly meetings with the Caseworker, youth, family and other involved professionals (GAL, CASA, therapist, school professional, mentor, etc.) to continue joint case management and family engagement and input.
 - The PYS case manager can refer the case back to ARCH for additional planning or resources needed.
 - Once the youth is set for sentencing, the PYS Case Manager will provide the detention packet, supervision reports and summaries to the PSI writer and attend the PSI interview to share input and ensure a smooth transition in planning.
- ❖ **DDHS 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 PYS. If the youth is released after an initial case planning staffing at ARCH, DCP or SART, the Caseworker will:
 - Schedule monthly meetings with the PYS Case Manager, youth, family and other involved professionals (GAL, CASA, therapist, school professional, mentor, etc.) to continue joint case management and family engagement and input.
 - The Caseworker can refer the case back to ARCH 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

- ❖ **Denver Juvenile Court:** The Denver Juvenile Court will strive to ensure delinquency and D&N cases will be heard by same Judicial Officer by setting D&N and Delinquency cases together on the court docket whenever feasible. A stamp on the outside of the court file will indicate that it is a Crossover case.

- ❖ **Probation:** The majority of cases come to Denver Juvenile Probation (Probation) at the time a pre-sentence investigation (PSI) is ordered by the Court, after a disposition. Upon receipt of a new case at the PSI Phase or a Change of Venue from another county, a State Wide Index and CICJSP Online Presentation System (COPS) search will be completed. If the search reveals an open DDHS case it will be considered as a Crossover case. Probation supervisors also receive weekly lists of Crossover youth detained, from PYS, as well as, they should receive PYS information on youth after disposition. The following steps should be followed:
 - A yellow DDHS sticker indicating it is a Crossover youth will be placed on the top left side of the folio with the DDHS caseworker's name.
 - The D&N Court case number will be recorded on the Court History sheet.
 - A request will be made by the PSI Unit Supervisor to the DCP Coordinator for a copy of the TRAILS history of the juvenile and any joint case plans developed through and ARCH or DCP staffing with the youth and family. This initial joint case plan will be built upon by the PSI writer, DDHS Caseworker, and those present at the PSI interview to serve as the continued joint case plan.
 - The DDHS caseworker, PYS worker, and any other relevant parties (therapist, mentor, CASA, 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, and PYS Case Manager if assigned.
 - A series of assessments to assist the PSI writer: MAYSI-2, The GAIN and full CJRA and Trauma screen.
 - The D&N case summary and previously provided services will be included in the Human Service 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.

- ❖ **DDHS 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 DDHS Caseworker will share the elements of the FSP-2, treatment areas, services provided, compliance, etc. verbally when present at the PSI interview
- Refer to the appropriate staffing (ARCH, DCP, SART) as needed for resources
- Submits completed Diligent Search request form on court referrals if needed or recommended
- 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 PRT (Permanency Roundtable), 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 within 72 hours to a new probation officer for supervision.
- If the case is a change of venue from another county or a direct sentence without a PSI the probation officer will conduct a series of assessments: MAYSI-2, the GAIN and the 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, TASC).
- 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 anticipated that blended funding is needed the case plan meeting will be held at an ARCH, DCP or SART staffing.
- The probation assessments along with any other assessments that have been conducted (see table on page 7) 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 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.

❖ **DDHS 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, TASC).
- 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 anticipated that blended funding is needed the case plan meeting will be held at an ARCH, DCP or SART staffing.
- The assessments that have been conducted (see table on page 7) will be shared and 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 adopted as the sole case plan by probation, caseworker, youth and family. A copy of the plan will be given to all parties.
- A plan to visit the youth and family together will be established at this time.
- 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 PRT (Permanency Roundtable), and an 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:

- ❖ **PYS:** The PYS Intake staff will notify the DDHS Caseworker, Probation Officer and TASC worker (if there is one) 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 DDHS 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 refer the case to ARCH/DCP/SART for joint case planning

- ❖ **DDHS Court Liaison:** The DDHS Court Liaison will notify the Caseworker of the new arrest before the detention hearing and relay information about the charges after the detention hearing.
- ❖ **DDHS Caseworker:** Once the DDHS Caseworker is notified of the youth's new charge, they will consult with the P.O. and attend the ARCH/DCP/SART, as well as work with the UM placement team/support worker if there are placement or release orders.

Phase 3 Practice Area 4

COORDINATED SUPERVISION & ONGOING ASSESSEMENT

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.

Today both the Caseworkers and Probation Officers are required to visit all youth on their caseloads. For youth you 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. The Department will make notifications of any changes in the assigned Caseworker, and it is expected that Juvenile 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.

ARCH or DCP or a multidisciplinary team can be used to bring everyone together to 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 by DJP policy.
- Maintain open communication and collaborate with other agencies involve in the rehabilitation of the offender.
- Complete assessments such as CJRA, A-SUS, MAYSI-2, etc.
- 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 (DCP, ARCH, SART, TDM, MDT, PRT)

❖ **TASC Roles and Responsibilities**

- Treatment Accountability for Safer Communities (TASC): collaborates with the justice system, treatment community, human services and law enforcement to ensure the most appropriate services are provided to justice involved families. TASC case management consists of many different procedures that distinguish TASC from other care /case management modalities. Case managers bridge the gap between the justice system and the treatment community while advocating for families who historically fall through the cracks.

❖ **DDHS 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 (DCP, ARCH, SART, TDM, MDT, PRT).
- 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 DDHS policy.
- Assessment for needs relating to independent living services (including completion of appropriate referrals for Chaffee), and share IL plan with the team as appropriate.
- Determination of an appropriate Permanent Plan and implementation of services to facilitate, through use of Permanency Roundtables and Permanency Pacts

❖ **DDHS & PROBATION/TASC**

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 meeting with the parent and child 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 prior to the hearing.
- If a youth is in out of home placement, the caseworker is responsible for submitting a review hearing report every three months, as well as, the permanency planning report.
- If a youth in out of home placement has court more frequently than every three months, the caseworker should request that the court authorize that a verbal report is sufficient.
- 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 either ARCH or DCP for additional support and staffing ideas.

YOUTH in OUT OF HOME PLACEMENT:

❖ **DDHS Caseworker/UM: Placement Cases**

- The Caseworker and UM placement team/support worker will work in tandem with the PO to ensure that the coordinated case plan is followed and updated while in placement, as well as 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, UM placement team/support worker and caseworker 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 Denver Department of Human Services. Youth who are placed in long term residential care will be transferred to the placement team per department policy.
- Probation Officers will work with both the caseworker and the UM placement team/support worker.
- 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 placement 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 and caseworker 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 placement officer will assist the placement agency with violations they are unable to appropriately respond to themselves. 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.

- ❖ **CASA:** Child Advocates-Denver CASA is committed to helping serve and find permanency for crossover youth. A referral from the caseworker, court, GAL, or probation officer can be submitted to CASA for consideration. (See referral form developed by CASA).
- ❖ **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 will screen crossover youth as to their need for a Benchmark Hearing and will set according to the youth's individual needs. 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 DDHS to conduct a diligent search for the same purposes.
- ❖ **DDHS Caseworker:** will screen all Crossover Youth with the PRT Coordinator to determine if the youth is appropriate for scheduling a roundtable. Special attention should be paid to youth who have been out of the home for 6 months and all Crossover Youth who are currently set for a Benchmark Hearing. The process for Roundtable I and II will be followed as per DDHS policy. The worker should encourage the youth to invite the Probation Officer/TASC worker to participate in the Roundtable II staffing. Plans developed in the PRT will be shared with the probation officer, GAL, and court. During the Roundtable, a Permanency Pact will be discussed and signed if appropriate. The Caseworker may need to conduct a diligent search/Accurint search for additional family/kin resources.
- ❖ **GAL:** the Guardian ad Litem multidisciplinary team 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 are will be included in the various permanency activities through the court and DDHS. They will attend Permanency Roundtables when invited by youth, they will provide information and help develop a permanency plan for the crossover youth. They will attend benchmark hearings when scheduled for crossover youth.

❖ **DYC:**

- DYC will review Denver County youth reaching their MRD (Mandatory Release Date) within the next 9- months. We will define roles and responsibilities for the DYC Client Manager and the DDHS Caseworker assigned as we approach the MRD. This could help ease pre-release anxiety for the youth, because he/she will have a plan developed for them prior to discharge.
- DYC working with the DDHS Caseworker (Joint Case Management) will determine the age of the youth, and whether Parental Right are in-tact or terminated.
- DDHS Caseworker will complete an internal Diligent (Accurant) Search request form within the Youth Services section, and DYC will work with youth and family to identify potential permanency options and permanent adult connections for the youth.
- DYC will contact the DDHS Caseworker and schedule formal meetings to begin formal joint Case Management, including discharge planning.
- DYC Client Manager will work with the DDHS Caseworker to schedule a Permanency Roundtable or different Multidisciplinary Team meeting, to develop a permanency plan for the youth and prepare a joint recommendation to the Denver Juvenile Court.

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

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

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

ADDITIONAL MATERIALS/RESOURCES

Staffing Model Graphic

Consent/Release of Information Template & Policy

Summary of Permanency Roundtable Process

Summary of Benchmark Hearing Process

Main #'s for all agencies involved in CYPM

Crossover Model Flowchart

CASA Referral Form

CONTACT LIST

AGENCY	CONTACT INFORMATION
CHILD ADVOCATES: DENVER CASA	1420 Ogden Street, Suite A1, Denver, CO 80218 303-832-4592
DENVER JUVENILE COURT	Lindsey-Flanigan Courthouse 520 W Colfax Ave, Rm 125 Denver CO 80204 720-337-0570
DENVER COLLABORATIVE PARTNERSHIP	303 W Colfax Denver CO 80204 720-913-4280
DENVER DEPARTMENT OF HUMAN SERVICES	1200 Federal Blvd Denver CO 8020 720-944-6005
DISTRICT ATTORNEY	201 W. Colfax Avenue Denver, Colorado 80202 720-913-9000
DIVISION of YOUTH CORRECTIONS	4120 South Julian Way, Denver, CO 80236 303 866-7850
PARAMOUNT YOUTH SERVICES	2844 Downing St. Denver, CO 80205 303-291-8940
PROBATION	303 W Colfax Denver CO 80204 720-913-4280
PUBLIC DEFENDER	1560 Broadway, Suite 300 Denver, CO 80202 303 620-4999
SB94	2844 Downing Street Denver CO 80205 303-291-8933
TASC	303 W Colfax Denver CO 80204 720-913-4200