

LARIMER COUNTY

CROSSOVER YOUTH PRACTICE MODEL

PROTOCOL 09/12/13

I. TARGET POPULATION and IDENTIFICATION

1. ANY YOUTH WITH CURRENT OPEN CASE IN DELINQUENCY AND D&N COURTS ARE IDENTIFIED AS CROSSOVER YOUTH
2. ANY YOUTH WITH OPEN CASE IN PROBATION AND CURRENT OPEN NON-COURT INVOLVED CP CASE ARE CONSIDERED DUALY INVOLVED YOUTH.

II. IDENTIFICATION:

1. DELINQUENCY DETENTION SCREENING IDENTIFICATION:

- A. Hub IS will search Trails databases to identify if current open assessment, FAR, or ongoing case with a Paired Team in Larimer County DHS. If open, will complete following:
 - All standard Detention Screen procedures will be completed including the completion of a MAYSI and Pre-CJRA
 - If MAYSI result caution or warning on Suicidal Ideation or Warning on Thought Disturbance, staff will further screen risk and contact LCMH/ER for 27-65 evaluator if needed
 - If Low Pre-CJRA, staff will give heavy emphasis to possible detention options other than Platte Valley Youth Services Center
 - Have family sign a release of information for SB94, Probation, DA's Office, Touchstone Health Partners
 - Will contact open CW and inform them that " _____ " (youth) has been identified as either Dually Involved or Crossover and of Detention Hearing information.
 - When completing Detention Screen Face Sheet for the court, Identify active JV case if applicable.
 - Send Electronic/Scanned copies to Crossover Notice email group (SB 94, County Attorney, DHS, DA, Probation) of MAYSI-2, Pre-CJRA, Det. Screen face sheet, and release. In the body of email identify if the case Dually Involved or Crossover and active JV case number if applicable. Email at Crossover_Notice@co.larimer.co.us

- Department Specialist LeAnn Pacheco will open service auth in Trails for Managed Care Services.

2. DELINQUENCY FIRST APPEARANCE IDENTIFICATION:

- Hub staff member funded by SB94 (Current Nicole Rosier) will receive court docket sent by probation office and search all youth listed as FIRST APPEARANCE in Trails database.
- If youth is open with a Paired Team, staff will notify open CW, LeAnn Pacheco, Lori Bragg, Lynette Dunn and DA's office that youth has delinquency court and open Child Welfare case and will be identified as either Crossover Youth or Dually Involved Youth.
- Department Specialist LeAnn Pacheco will open service auth in Trails for Managed Care Services.

3. NEW CP REFERRAL IDENTIFICATION

- A. HUB takes report, sends to RED Team
- B. Appropriate Red Team Maps the case and completes the following steps:
 - If any youth over age of 10 is listed as a victim, and the Referral **IS** going to be assigned, Red Team must check Court Link system to see if youth has JD case. If there is a case, complete the following steps (There may be multiple cases spanning back in time so may need to look in more than one case)
 1. Check "Charges/Disposition" tab and or "Other Case Activities" Tab to determine if case still open and if sentencing has occurred.
 2. If case active and has not either been dismissed or "Terminated" then youth is considered an eligible Dually Involved Youth. (If filing a D&N would be considered Crossover Youth.)
- C. CW responsible for assessment will send email to the following probation department staff to gain assistance to determine who open PO(s) is/are;
 - Lori Bragg lori.bragg@judicial.state.co.us AND
 - Lynette Dunn Lynette.dunn@judicial.state.co.us AND
 - Sharon Swett sharon.swett@judicial.state.co.us AND
 - Chris Gastelle christopher.gastelle@judicial.state.co.us
- D. One of the above mention Probation staff will notify both the open PO of the youth, and if applicable parent PO, the name of DHS worker and have PO(s) contact CW within 2 business days to provide relevant information to assist in the assessment of the family.
- E. CW will be lead in coordinating and communicating with Probation.

III. CASE COORDINATION STEPS FOR CROSSOVER YOUTH GOING FROM CP TO DELINQUENCY. (This is for cases that have open D&N)

1. DETENTION HEARING/FIRST APPEARANCE

- A. For Identification, see steps above
- B. Detention hearing held within 48 excluding holidays and weekends.
- C. First Appearance dependent on summons ticket date.
- D. Family should be given release to sign (Can be coordinated by DHS, SB94 and Probation)
- E. Will enter protective order specific to statute 19-1-307 allowing sharing of information. (If release not signed)
- F. CW will attend if possible
- G. Court will order a JAS and a family meeting to occur.
- H. The family meeting should occur subsequent to the JAS screen and prior to the next court date. Based on the emergent situation of these cases, it is likely that this family meeting will need to be an FSRT slot.
- I. Court or DHS will provide family "Crossover Court Guide" handout to family
- J. Court may move case to docket dependent on circumstances
- K. Magistrates of Courtroom 2A and 4B will discuss the moving of the case, and sending of notice to attorneys on D&N that case being moved.

2. POST DETENTION HEARING/FIRST APPEARANCE

- A. CW will contact JAS screener to provide information for JAS screening no more than 2 business days post Detention Hearing and at the latest prior to the JAS screen date .
- B. JAS will be completed on court ordered date
 - CW and SB 94 (If applicable) will attend will attend JAS
 - Standard JAS assessment will be completed which includes completion of Pre and Full CJRA, MAYSI, and SUS 1-A
- C. CW will schedule FSRT, to be held after JAS screen and prior to next scheduled hearing on the Crossover Docket.
 - CW will invite to the FSRT: Family, Family Supports, JAS screener (If Possible), School Supports (If Possible), and if applicable SB 94 staff, DA, Defense Counsel, Law Enforcement, Touchstone Health Partners and/or other therapeutic supports

- If CW unsure of SB94, DA and Defense Counsel ON CASE, JAS screener will assist in communicate FSRT time to the relevant individuals.
 - Findings of the JAS will be shared at the family meeting, and be one of the driving components in planning next steps.
 - A subsequent family meeting will be held at the completion of the FSRT, approximately 30 days in the future.
 - Plan from the FSRT will be provided to all parties, including the court, at least 24 hours prior to the next hearing.
- D. DA will evaluate sentencing Recommendations, these could include; Diversion through CP, Diversion through Center, Deferred Pros, Deferred Adjudication, and Adjudication

3. ONGOING

- A. If a youth/family has been moved to the Crossover Docket, they will remain on that docket until the completion of cases. This is to minimize the number of transfers and possible confusion to youth, families and professionals. Change to Crossover Docket may not occur depending on circumstances. County attorney should remain informed of case irrelevant if on the Crossover Docket.
- B. If there are recommended changes to FSRT, FUM or FGC designed treatments/ services/plans, family must be in agreement or a subsequent family meeting must be held prior to changes
- C. Family, Probation, CW and relevant counsel will have ongoing family meetings if changes are made to treatment requirements
- D. CW and PO will communicate monthly on all shared cases,
- E. CW and PO will develop and/or propose changes to T&C's as well as Treatment/Service Plans to incorporate and coordinate expectations from both systems. Due diligence should be paid to ensure timelines and services are manageable for youth and families.
- F. **A combined letter will be presented to all parties prior to the court receiving the letter for all review hearings, with relevant information from both DHS and probation included.**
- G. **If not able to provide a joint report due to timelines, both DHS and Probation will submit on the above mentioned letterhead their agency information. This letterhead is the flag for the court that the youth is involved in both systems.**
- H. Each agency MUST notify the other if there is a planned closure.

IV. CASE COORDINATION STEPS FOR YOUTH CROSSING OVER FROM CP TO DELINQUENCY, DUALY INVOLVED YOUTH. (This means Non-Court Involved CP cases)

1. DETENTION HEARING/FIRST APPEARANCE

- A. Cases as identified in Section II
- B. Detention hearing held within 48 excluding holidays and weekends.
- C. First Appearance dependent on summons ticket date.
- D. Family should be given release to sign (Can be coordinated by DHS, SB94 and Probation)
- E. Magistrate enter protective order allowing sharing of information with family. (If release not signed)
- F. CW will attend if possible
- G. Court will order a JAS and a family meeting to occur.
- H. The family meeting should occur subsequent to the JAS screen and prior to the next court date. Based on the emergent situation of these cases, it is likely that this family meeting will need to be an FSRT slot.

2. POST DETENTION HEARING/FIRST APPEARANCE

- A. CW will contact JAS screener to provide information for JAS screening no more than 2 business days post Detention Hearing/1st Appearance and at the latest prior to the JAS screen date .
- B. CW will notify County attorney, David Ayraud, of the Dually Involved Youth case.
- C. JAS will be completed on court ordered date
 - CW and SB 94 (If applicable) will attend will attend JAS
 - Standard JAS assessment will be completed which includes completion of Pre and Full CJRA, MAYSI, and SUS 1-A
- D. CW will schedule FSRT, to be held after JAS screen and prior to next scheduled hearing on the Crossover Docket.
 - CW will invite to the FSRT: Family, Family Supports, JAS screener (If Possible), School Supports (If Possible), and if applicable SB 94 staff, DA, Defense Counsel, Law Enforcement, Touchstone Health Partners and/or other therapeutic supports

- If CW unsure of SB94, DA and Defense Counsel ON CASE, JAS screener will assist in communicate FSRT time to the relevant individuals.
 - Findings of the JAS will be shared at the family meeting, and be one of the driving components in planning next steps.
 - A subsequent family meeting will be held at the completion of the FSRT, approximately 30 days in the future.
 - Plan from the FSRT will be provided to all parties, including the court, at least 24 hours prior to the next hearing.
- E. DA will evaluate sentencing Recommendations, these could include; Diversion through CP, Diversion through Center, Deferred Pros, Deferred Adjudication, and Adjudication

3. ONGOING

- A. Once a youth/family has been moved to the Crossover Docket, they will remain on that docket until the completion of cases. This is to minimize the number of transfers and possible confusion to youth, families and professionals.
- B. If there are recommended changes to FSRT, FUM or FGC designed treatments/ services/plans, family must be in agreement or a subsequent family meeting must be held prior to changes
- C. Family, Probation, CW and relevant counsel will have ongoing family meetings if changes are made to treatment requirements
- D. CW and PO will communicate monthly on all shared cases,
- E. CW and PO will develop and/or propose changes to T&C's as well as Treatment/Service Plans to incorporate and coordinate expectations from both systems. Due diligence should be paid to ensure timelines and services are manageable for youth and families.
- F. A combined letter will be presented to the court for all review hearings, with relevant information from both DHS and probation included.
- G. If not able to provide a joint report due to timelines, both DHS and Probation will submit on the above mentioned letterhead their agency information. This letterhead is the flag for the court that the youth is involved in both systems.
- H. Each agency MUST notify the other if there is a planned closure.

V. CASE COORDINATION STEPS FOR YOUTH WITH OPEN DELINQUENCY CASE CROSSING OVER TO D&N (Crossover Youth) OR VOLUNTARY CP (Dually Involved Youth)

1. PRE ASSESSMENT

- A. Applies to cases as identified in section II.
- B. CW responsible for assessment will send email to the following probation department staff to gain assistance to determine who open PO(s) is/are;
 - Lori Bragg lori.bragg@judicial.state.co.us AND
 - Lynette Dunn Lynette.dunn@judicial.state.co.us AND
 - Sharon Swett sharon.swett@judicial.state.co.us AND
 - Chris Gastelle christopher.gastelle@judicial.state.co.us
- C. One of the above mention Probation staff will notify both the open PO of the youth, and if applicable parent PO, the name of DHS worker and have PO(s) contact CW within 2 business days to provide relevant information to assist in the assessment of the family.
- D. CW will be lead in coordinating and communicating with Probation.

2. POST INITIATION OF ASSESSMENT

- A. Per County Attorney, and based on statute 19-1-303, Child Welfare staff can communicate with the Probation Department during the assessment process without a signed release.
- B. CW will follow standard process for assessments in Larimer County.
- C. As part of the assessment, CW will have family sign release for Crossover Project
- D. CW will provide to family one page "Guide" for Crossover Project.
- E. If a family meeting is being held, CW will invite to the FSRT: Family, Family Supports, Caseworker, JAS screener/Probation Officer, School Supports (If Possible), and if appropriate SB 94 staff, DA, Defense Counsel, LE, Touchstone Health Partners and/or other therapeutic supports

3. IF FILING A D&N

- A. If filing D&N, in the beginning of the filing letter notify that it is a Crossover Youth and should be moved to Crossover Docket at time identified by Magistrates
- B. Emergency Hearing adjudication on D&N will be held in 2A during regularly established hearing time slots.
- C. Adjudication/Disposition

- Most often managed in Court Room 2A
- Magistrates will communicate on a case by case basis to determine appropriate time to move cases if needed.
- Amended treatment plans and/or T&C's may be made in cases.

D. ONGOING

- If there are recommended changes to FSRT, FUM or FGC designed treatments/ services/plans, family must be in agreement or a subsequent family meeting must be held prior to changes
- Family, Probation, CW and relevant counsel will have ongoing family meetings if changes are made to treatment requirements
- CW and PO will communicate monthly on all shared cases,
- A combined letter will be presented to the court for all review hearings, with relevant information from both DHS and probation included.
- If not able to provide a joint report due to timelines, both DHS and Probation will submit on the above mentioned letterhead their agency information. This letterhead is the flag for the court that the youth is involved in both systems.

4. NO D&N BUT OPEN DHS CASE WITH CHILD PROTECTION

- Updated assessment within the probation department will occur as need to capture any pertinent information/changes in the youth's life.
- For all future family meetings, CW will ensure that all PO's are invited.
- CW and PO will have monthly contacts on all shared cases to coordinate services
- CW and PO will develop and/or propose changes to T&C's as well as Treatment/Service Plans to incorporate and coordinate expectations from both systems. Due diligence should be paid to ensure timelines and services are manageable for youth and families.
- CW will notify County Attorney of the case.
- Each system will notify the other if the case is going to be closed.

VI. ONGOING COURT HEARING COORDINATION

1. Crossover Docket held each Monday

2. New Charges and/or Revocations by Probation for youth already identified as Crossover

- A. If new detention screen, same protocols outlined in Section II subsection 2 will be followed
- B. If youth receives new charge, but non detention hearing, youth will have first appearance on summons date and time. Subsequent hearing will be moved to Crossover Docket.
- C. If Probation has to request revocation of youth, probation office will use joint letter head as a flag for the court notifying of either Crossover Youth or Dually Involved Youth.
- D. If Probation needs to have detention hearing for Crossover Youth, can use any of the normally scheduled detention hearing time slots, but it should be noted to the courts that youth is Crossover Youth and subsequent hearings set on Crossover Docket for Crossover Youth.
- E. If at any time the a youth is being brought back to court, either through a Detention Hearing, new charges or revocation, the Probation Office must notify the caseworker as far in advance as possible.
- F. Once notified of new hearing, caseworker must notify the County attorney's office of the hearing if an open D&N.

3. Child Protection Emergency hearings for already identified Crossover Youth

- A. Emergency matters for already filed D&N can be brought before 4B on any Monday @10:00 or any Wednesday or Thursday @ 1:00
- B. Subsequent hearings will be set on regular Crossover docket