



MARYLAND DEPARTMENT OF JUVENILE SERVICES

POLICY & PROCEDURE

SUBJECT: Case Management for Detained and Shelter Care Youth
NUMBER: CJ-2-05 (Community Justice)
APPLICABLE TO: Community Justice and Residential Services Employees
EFFECTIVE DATE: November 18, 2005

Approved: "/s/ signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** Youth detained pending a hearing shall be assigned a Community Justice Case Management Specialist and a Facility Case Management Specialist. The Facility Case Management Specialist shall maintain daily contact with the youth and be responsible for the coordination of all assessments and evaluations mandated by the Court. In collaboration with the youth's Community Justice Case Management Specialist, the Facility Case Management Specialist shall develop a Treatment Service Plan (TSP) and ensure that prescribed services are made available and delivered in accordance with the Department's Treatment Service Plan (TSP) Policy.
2. **AUTHORITY.**
 - a. Article 83C, §§2-111, 2-117 and 2-118, Annotated Code of Maryland.
 - b. Maryland Standards for Juvenile Detention Facilities.
 - c. American Correctional Association 3-JDF-4C-22.
3. **PROCEDURES.**
 - (1) **The Community Justice Case Management Specialist shall:**
 - (i) Immediately forward the youth's court order granting custody for detention or shelter care to the receiving facility.
 - (ii) Immediately inform the residential facility of:
 - (a) Critical information pertaining to the safety or well being of a youth;
 - (b) Special medical condition(s);
 - (c) Medication the youth is currently receiving;
 - (d) Suicide risk;
 - (e) Special need(s); and
 - (f) Any physical problems that might require medical attention.
 - (iii) Forward the following documentation, as applicable, to be integrated in the Facility Base File within 48 hours of the youth's admission into detention:
 - (a) Completed Medical Consent Form;
 - (b) Current TSP, if available (if updated on ASSIST, the TSP may be

- pulled up at the facility using ASSIST);
 - (c) Pre-Disposition Investigation (PDI), if available (if updated on ASSIST, the PDI may be pulled up at the facility using ASSIST);
 - (d) Psychiatric/Psychological evaluation(s), if available; and
 - (e) Educational Records.
 - (iii) Meet or consult with the parent, guardian, or custodian, the Facility Case Management Specialist, the Confinement Review Unit (CRU), if applicable, and the youth at the facility, within the first 10 days of a youth's admission to discuss:
 - (a) Placement alternatives;
 - (b) TSP development or modification;
 - (c) Community Service Linkages;
 - (d) Potential adjudication or disposition outcomes; and
 - (e) Permanency planning.
 - (iv) Develop a PDI for youth pending a disposition hearing, by interviewing the youth and the youth's family, and gathering relevant background information such as psychiatric or psychological reports, educational reports, and health reports.
 - (v) Submit a copy of the PDI to the Court with jurisdiction, the Office of the States Attorney and the youth's attorney at least 72 hours prior to a youth's disposition hearing.
 - (vi) Assume a secondary role in providing direct case management services while a youth is in residential care.
 - (vii) Visit a youth in detention or shelter care every two weeks, at a minimum, or more often as required by the facility treatment team while he resides in the facility.

(2) The Facility Case Management Specialist shall:

- (i) Assume the primary role in providing direct case management services while youth are in residential care.
- (ii) Review ASSIST records and documents forwarded by the Community Justice Case Management Specialist within 24 hours of a youth's admission.
- (iii) Work with the CRU or the Community Justice Case Management Specialist to proceed with steps for a detention alternative, if appropriate.
- (iv) Prepare a Facility Base File in accordance with the Department's Residential Facilities Case File Format Policy within 24 hours of a youth's admission.
- (v) Gather pertinent documents.
- (vi) Contact and brief the parent, guardian, or custodian within 24 hours of a youth's admission.
- (vii) Conduct an orientation interview with the youth within 24 hours of a youth's admission into detention, via the following steps:
 - (a) Contact the youth's parent, guardian, or custodian to get additional data, to inform of the youth's initial adjustment, and to provide general information about the program;

- (b) Send the parent, guardian or custodian an introductory letter that explains expectations, program requirements, and identifies the youth's assigned Facility Case Management Specialist;
 - (c) Confirm that each youth receives a youth handbook and understands the rules, expectations, and program requirements;
 - (d) Request the following documents from the Community Justice Case Management Specialist or CRU, if necessary:
 - (1) Pre-Disposition Investigation (may be pulled up from ASSIST if up to date);
 - (2) Social history (may be pulled up from ASSIST if up to date);
 - (3) Educational assessment(s);
 - (4) Mental health assessment(s) and evaluation(s);
 - (5) Substance abuse assessment(s);
 - (6) Discharge summaries; and
 - (7) Other pertinent documents;
 - (e) Meet with the youth to ensure that the youth understands the grievance procedure; and
 - (f) Document the admission/orientation process as the initial progress note in the Facility Base File and in ASSIST.
- (viii) Confirm that the following screenings have been completed by the Admissions Officer, Substance Abuse Counselor, Mental Health Professional or Facility Nurse, documented in ASSIST, and placed in the Facility Base File, within 72 hours of a youth's admission:
- (a) Facility Initial Reception/Referral Screening Tool (FIRRST);
 - (b) Substance Abuse Subtle Screening Inventory (SASSI); and
 - (a) Mental Health Screening.
- (ix) Confirm that the following screenings or assessments have been completed by the Admissions Officer, Substance Abuse Counselor, Mental Health Professional or Facility Nurse, documented in ASSIST, and placed in the Facility Base File, within 7 days of a youth's placement:
- (a) Educational Screening; and
 - (b) Behavioral/Social Skills Assessment.
- (x) Develop or modify a TSP within 10 days of a youth's admission, in tandem with the Community Justice Case Management Specialist or CRU.
- (xi) Maintain a ***Court List (Appendix 1)***, if applicable.
- (xii) If applicable, update the ***Court List*** on a daily basis and post it in a designated area accessible for youth and employees to review.
- (xiii) Prepare a Progress Report for each youth within 5 days of the youth's court hearing and submit the Progress Report to the Facility Case Management Specialist Supervisor for review and approval.
- (xiv) Forward the Progress Report to the Court no later than 72 hours before the actual hearing, including, at a minimum, the following elements:
- (a) Purpose of court hearing;
 - (b) Assessment results;
 - (c) Behavior while in the facility; and
 - (d) Recommendation to the Court.

- (xv) Forward the Progress Report to the Community Justice Case Management Specialist for placement in the youth's file.
- (xvi) Complete the following no later than 24 hours of the youth being released from the facility:
 - (a) A final progress note to summarize the youth's progress in the facility and outcome;
 - (b) The release data in ASSIST including a release note;
 - (c) Close the ASSIST facility folder; and
 - (d) Close and store the facility base file.

(3) A Community Justice Case Management Specialist Supervisor shall:

- (i) Review and give final approval for all detention alternative decisions and placement recommendations and obtain necessary court approval.
- (ii) Guarantee that through the use of the Performance Planning and Evaluation Program, Community Justice Case Management Specialists are held accountable for:
 - (a) Informing residential facilities of any critical information pertaining to the safety or well being of the youth;
 - (b) Forwarding the proper paperwork within 48 hours of admission to be integrated in the facility base file;
 - (c) Meeting with the youth, parent, guardian, or custodian, the Facility Case Management Specialist and others as required by this Policy and Procedure;
 - (d) Attending Treatment Team Meetings and meeting with youth according to this Policy and Procedure; and
 - (e) Developing Pre-Disposition Investigations for youth pending disposition, according to this Policy and Procedure.

(4) A Facility Case Management Specialist Supervisor shall:

- (i) Review and give final approval for all detention alternative decisions and placement recommendations.
- (ii) Conduct monthly reviews of Facility Base Files for youth under the supervision of the Facility Case Management Specialist and:
 - (a) Determine any revisions or updates that need to be made to the TSP; and
 - (b) Verify that a completed and updated TSP is maintained in ASSIST and in a youth's Facility Base File according to this Policy and Procedure.
- (iii) Guarantee that through the use of the Performance Planning and Evaluation Program, Facility Case Management Specialists are held accountable for:
 - (a) Reviewing and updating the youth's case file, reviewing ASSIST data and examining the court order within 24 hours of a youth's admission;
 - (b) Preparing a Facility Base File in accordance with the Department's

Residential Facilities Case File Format Policy within 24 hours of a youth's admission;

- (c) Gathering pertinent documents and conducting orientation interviews with the youth, parent, guardian, or custodian, Case Management Specialist, and CRU, according to established timeframes;
- (d) Making arrangements for mental health assessments, substance abuse assessments, and suicide screenings, according to established timeframes;
- (e) Coordinating the development and completion of educational assessments, behavioral/social skills assessment, and physical health assessments, according to established timeframes;
- (f) Initiating, updating, or modifying TSP's, according to established timeframes;
- (g) Preparing court reports for youth in detention for more than 7 days;
- (h) Preparing periodic progress reports during a youth's placement, and discharge reports within 24 hours of a youth's release from the facility or return to Court;
- (i) Keeping ASSIST updated and current; and
- (j) Maintaining appropriate contact with a youth's parent or guardian and Community Case Management Specialist.

4. **DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **01.16.08 (Standards for Detention Case Management Services).
02.01.08 (Referral, Screening and Placement of Juveniles).
16.08 (Detention Case Management).**
- b. Directive/Policies Referenced - **CJ-2-03 (Treatment Service Plan [TSP]).
RF-05-05 (Residential Case File Format).**

5. **LOCAL IMPLEMENTING PROCEDURES REQUIRED.** Yes.

6. **FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices - 1

- 1. Court List



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE**

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)