



Successful Youth • Strong Leaders • Safer Communities

POLICY

SUBJECT: Central Review Committee

NUMBER: CS/RS-904-19

APPLICABLE TO: All DJS operations staff and private residential care providers.

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 3/27/19

I. POLICY

It is the policy of the Department to utilize interdisciplinary teams within the case management system to guide service delivery for committed youth. The Department therefore shall establish a Central Review Committee (CRC) chaired by the Director of Behavioral Health. The CRC shall be responsible for conducting case reviews; directing the provision of services; and making placement transfer decisions as authorized by the Maryland law.

II. AUTHORITY

A. Md. Code Ann., Hum. Servs. §§9-203 and 9-204

B. Md. Code Ann., Cts. and Jud. Proc. §3-8A-19

III. DIRECTIVES/POLICIES RESCINDED

A. Central Review Committee, CS-30-12, RS-30-12

IV. DIRECTIVES/POLICIES REFERENCED

A. None

V. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Standard Operating Procedures shall be grounds for disciplinary action up to and including termination of employment.

VI. STANDARD OPERATING PROCEDURES

Standard Operating Procedures that establish the scope and function of the CRC within the continuum of care process for youth committed to residential placement have been developed and are attached to this policy.

VII. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
CRC Policy renumbered; Procedural manual developed to replace procedures approved in 2012.	3/27/19



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PROCEDURES

SUBJECT: Central Review Committee

NUMBER: CS/RS-904-19

APPLICABLE TO: All DJS operations staff and private residential providers

APPROVED: _____ /s/ signature on original

Wallis Norman,
Deputy Secretary

DATE: _____ 3/14/19

APPROVED: _____ /s/ signature on original

Scott Beal,
Executive Director for Community Services

DATE: _____ 3/21/19

I. PURPOSE

To establish and provide for the implementation of the Central Review Committee (CRC) for youth who are committed for residential placement and who may require a transfer from their current facility.

II. DEFINITIONS

None

III. PROCEDURES

Procedures enumerated in the attached Central Review Committee (CRC) Manual.

IV. ADMINISTRATIVE REVIEW

All decisions are subject to review by the Deputy Secretary for Operations and Executive Director for Community Services who may direct the committee to reconsider a decision.

V. RESPONSIBILITY

The Director of Behavior Health is responsible for implementation and compliance with this procedure.

VI. INTERPRETATION

The Deputy Secretary for Operations and Executive Director for Community Services are responsible for interpreting and granting any exceptions to this procedure.



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DJS Employee Statement of Receipt and Acknowledgment of Review

SUBJECT: Central Review Committee

NUMBER: CS/RS-904-19

APPLICABLE TO: All DJS operations staff

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.



VENDOR STATEMENT OF RECEIPT

SUBJECT: Central Review Committee (CRC)
NUMBER: CS/RS-904-19
APPLICABLE TO: All DJS private residential care providers

I have received one copy (electronic or paper) of the CRC Policy and Manual. I acknowledge that I have read and understand the document, and agree to comply with it.

PRINTED NAME

PROGRAM NAME

SIGNATURE

DATE

PLEASE RETURN TO:

Department of Juvenile Services
Attn: Director of Procurement
120 West Fayette Street
Baltimore, MD 21210
FAX: 410-333-4191
EMAIL: Debbie.Thornton@maryland.gov



Boyd K. Rutherford
Lt. Governor

Larry Hogan
Governor

Sam Abed
Secretary

Central Review Committee (CRC) Manual

MARYLAND DEPARTMENT OF JUVENILE SERVICES

CENTRAL REVIEW COMMITTEE (CRC) MANUAL

The Central Review Committee (CRC) Manual was approved on March 27, 2019. The Manual is subject to annual revision as part of the policy review cycle.

One Center Plaza
120 West Fayette Street
Baltimore, Maryland 21201
Phone: 410-230-3333 * (Toll Free): 1-888-639-7499 * TDD: 1-800-735-2258

CENTRAL REVIEW COMMITTEE (CRC) MANUAL

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I. INTRODUCTION TO DJS AND OUT-OF-HOME PLACEMENTS

A. DJS Mission & Goals: DJS is a child-serving agency responsible for assessing the individual needs of referred youth and providing intake, detention, probation, commitment, and aftercare services. DJS collaborates with youth, families, schools, community partners, law enforcement, and other public agencies to coordinate services and resources to contribute to safer communities.

DJS goals are to:

- Improve positive outcomes for justice-involved youth;
- Only use incarceration when necessary for public safety;
- Keep committed and detained youth safe while delivering services to meet youth needs;
- Ensure a continuum of care for justice-involved youth that is age- and developmentally-appropriate;
- Build, value, and retain a diverse, competent, and professional workforce; and
- Enhance the quality, availability, and use of technology to improve services for staff, youth, and families.

B. Youth Steps in the Juvenile Services System:

1. Youth can be referred to DJS by law enforcement, schools, citizens, and parents. Some police departments run diversion programs, and only youth who fail these programs would be referred to DJS. Youth also may be apprehended by law enforcement agencies, on a writ or warrant, for failing to appear in court or violating the conditions of supervision while in an alternative to detention program.
2. If requested by law enforcement, DJS makes an emergency detention decision to determine if a youth requires secure detention until the next court day. This decision is guided by a Detention Risk Assessment Instrument (DRAI).
3. The intake complaint is assessed by an intake officer, who has statutory authority to determine how the case should be handled. The options are:
 - a. Disapprove as legally insufficient;
 - b. Resolved, when it is determined that furthering the case would be disadvantageous to the interests of the youth and to public safety;
 - c. Informal pre-court supervision, where the family signs a 90-day agreement to certain conditions without court involvement. This is the main DJS court diversion program; or
 - d. Formally authorize the State's Attorney to petition the juvenile court for a hearing.
4. At the detention hearing, the juvenile court determines if detention is required until the adjudicatory or dispositional hearing. Youth may also be detained directly by the juvenile court in cases where the youth is presented during court hours, either on a new charge, a writ or warrant, or due to a violation or sanction of a supervision order (probation,

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community detention, drug court, etc.). DJS operates all secure juvenile detention centers.

5. Youth who present a lower risk may also be supervised in programs providing alternatives to secure detention. These programs ensure that the youth is available to attend the adjudicatory hearing. Youth must comply with certain restrictions, which include house arrest, electronic monitoring, or day and/or evening reporting centers. Structured shelter is also used for cases where the youth cannot return home after arrest but otherwise represents a lower risk.
6. DJS formally authorizes the State's Attorney to petition the juvenile court. The State's Attorney then reviews the complaint, and may dismiss it, or file a petition to the juvenile court.
7. At the adjudicatory hearing, the juvenile court determines the outcome of the petitioned charges, which can be sustained or not sustained.
8. While a youth is awaiting disposition and/or supervision or placement, DJS conducts a series of assessments and investigations which will guide the DJS recommendation to the court on how the case should be handled.
9. If the charges are sustained, a dispositional hearing is held to determine if the youth requires supervision by DJS under a probation order, or will be committed to DJS' care which usually indicates an out-of-home placement.
10. For youth whose disposition is probation, DJS case managers provide supervision and services while the youth resides at home. Supervision intensity varies depending on the risk level of youth. Standard community supervision levels include low, moderate, high, and intensive supervision.
11. Youth who are committed to the Department for out-of-home placement may continue to wait in detention "pending placement" for an appropriate placement to become available.
12. Youth who are committed to an out-of-home placement may be placed in a broad variety of programs (state-run or private, secure or non-secure) depending on the risk level and treatment needs of the youth.
13. DJS has committed diversion programs for youth who at risk of being placed out-of-home. These in-home programs provide services and treatment to the youth and family, including Functional Family Therapy, Multisystemic Therapy, and Family Centered Treatment.
14. Youth returning home from a committed placement are supervised on aftercare by DJS case managers who, along with regional re-entry specialists, ensure youth are connected in the community with required services including education, employment, and health services.

- C. Out-of-Home Placement:** The DJS Resource Unit is responsible for selecting the most appropriate out-of-home placement for youth committed to the custody of DJS by the juvenile court. Committed programs vary based on the treatment services provided and security level. The full range of DJS placement options are listed below, which include placements operated by DJS, in-state vendors, and out-of-state vendors.

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1. Level I – Community Residential
 - a. Traditional Foster Care & Treatment Foster Care
 - b. Group Home & Therapeutic Group Home
 - c. Alternative Living Unit
 - d. Independent Living
2. Level II – Staff Secure Residential
 - a. Group Home & Therapeutic Group Home with on-grounds school
 - b. Intermediate Care Facility for Addictions
 - c. Residential Treatment Center (Medicaid)
 - d. Non-Medicaid Residential Treatment Facility
 - e. Behavioral Program (*e.g.*, Youth Center)
3. Level III – Hardware Secure Residential
 - a. Residential Treatment Facility (Medicaid)
 - b. Non-Medicaid Residential Treatment Facility
 - c. Hardware Secure Behavioral Programs

D. Placement Process:

1. The DJS placement process is designed to select the most appropriate program and treatment services for committed youth.
2. A “staffing” meeting is held to bring together key personnel responsible for resource and treatment service planning. Staffing meetings are a key means of engaging families of committed youth.
3. The process begins with a comprehensive assessment of each youth.
4. All pertinent information collected as part of the assessment is reviewed, including the current offense(s), delinquency history, social history, Maryland Comprehensive Assessment and Service Planning (MCASP) recommended supervision level, MCASP assessment of treatment needs, educational records, clinical assessments, and the involvement of any other state agency.
5. For youth in the community at the time of adjudication, the staffing is conducted in the local DJS office.
6. For detained youth, a Multidisciplinary Assessment Staffing Team (MAST) staffing takes place in the detention center. A re-entry staffing meeting also is scheduled to plan for the release and aftercare of committed youth.
7. Parents, custodians and/or guardians are also invited to participate.
8. The staffing meeting results in recommendations for program participation and/or treatment services tailored to the circumstances of each youth.
9. DJS then refers the youth’s case to the recommended program(s) for consideration of placement.

E. Multidisciplinary Assessment Staffing Team (MAST):

1. The DJS multidisciplinary assessment staffing team (MAST) participates in the placement process for youth at risk of out-of-home placement. MAST is a specialized diagnostic team responsible for assessing youth who are detained pending court disposition and are at risk of placement.

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2. The MAST team includes a psychologist, social worker, substance abuse counselor, community case manager, detention facility case manager supervisor, resource specialist, and a Maryland State Department of Education (MSDE) representative.
3. Youth who require more specialized assessments (e.g., a neurological, psycho-sexual, or medical assessment) are referred for evaluation and the results are presented during MAST meeting.
4. Following this in-depth review, the team submits a report for the juvenile court to consider at disposition, including security and treatment recommendations.
5. DJS contracts with an array of programs, both in and out-of-state, to provide services to committed youth.
6. Programs may either accept or reject an applicant based on program eligibility criteria or capacity.
7. Program services are authorized by DJS prior to the youth's placement in the program.
8. A Certificate of Placement (COP) database is used to manage the referral and placement of youth with private providers. The database facilitates the placement process by automatically pulling staffing information from the DJS information system (ASSIST), creating program referral letters, and tracking all acceptances and rejections from potential programs.

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II. INTRODUCTION TO CENTRAL REVIEW COMMITTEE (CRC) & CRC MANUAL

Some youth are not successful in their initial committed program placement for a number of reasons. Some youth may run away from their placement or are ejected due to misbehavior, and some youth have behavioral, emotional, and/or medical needs which change. To handle these cases, DJS established the CRC.

The CRC was originally established by DJS in 2012, after legislation was passed which granted DJS the authority to transfer youth to a higher security level without first requesting the court to modify the commitment order. That legislation expired in 2016; the CRC, however, continues to meet regularly to manage the department's ejection cases, and requests for court order modification is made in those cases requiring increased security.

The CRC conducts weekly case reviews of youth who are at-risk of removal from a committed residential placement; directs changes in the provision of services; and makes placement transfer recommendations.

The CRC Manual contains all essential information necessary for members of the CRC to conduct case reviews, direct the provision of services, and make placement transfer decisions as authorized by Maryland law. This manual includes information on the CRC function, its membership, the referral and case review processes, implementation of CRC recommendations, required notifications and documentation, data entry, and evaluation. DJS staff and CRC Members are encouraged to use this manual as a guide for the implementation of the CRC policy.

III. CRC FUNCTION, MEMBERSHIP, & RESPONSIBILITIES

A. Function: DJS Policy requires the utilization of interdisciplinary teams to guide service delivery for committed youth within the case management system. DJS established the CRC, which manages the continuum of care provisions. In general, the CRC is responsible for conducting case reviews, directing the provision of services, and making placement transfer decisions as authorized by the aforementioned Maryland Codes.

B. Membership: The committee is comprised of the following members*:

1. Director of Behavioral Health – CRC Chair;
2. Executive Director for Community Services;
3. Executive Director for Residential Services;
4. Director of the Resource Office; and
5. Maryland State Department of Education representative.

**When necessary, designees serve in the absence of members.*

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C. Responsibilities:

1. CRC Chair shall ensure:
 - a. Meetings are scheduled;
 - b. Appropriate referrals are scheduled for review in a timely manner;
 - c. Case Presentation Schedule, containing cases scheduled for review and contact information for participants, is completed and disseminated to the appropriate individuals in a timely manner prior to the scheduled meeting;
 - d. Youth's referral packets are distributed to CRC Members prior to the scheduled meeting to prepare for youth's case reviews;
 - e. All CRC disposition forms are distributed to youth's Community CMS and to the appropriate Regional Directors;
 - f. CRC disposition forms are distributed to the Superintendent and Facility CMS when referrals are made by the Facility CMS at a DJS committed program;
 - g. Meeting minutes are completed, approved, and disseminated to CRC Members; and
 - h. CRC data are entered into the CRC database.

2. CRC Members:
 - a. On approval of the CRC Chair, CRC Members shall render decisions to transfer youth from one placement to another, provided the placement is consistent with the type of facility designated by the court;
 - b. CRC Members shall conduct case reviews and direct the provision of treatment services; and
 - c. CRC Members shall recommend to youth's Community CMS to seek court approval on CRC recommendations for placement that are not consistent with the type of facility designated by the court.

3. CRC Support Staff:
 - a. CRC E-mail Account: CRC Support Staff shall monitor djs.crc@maryland.gov throughout the business day to process e-mails sent to the CRC.
 - b. Electronic Communication: CRC Support Staff shall use djs.crc@maryland.gov to communicate electronically with DJS staff, regarding all CRC matters.
 - c. Electronic Folders in djs.crc@maryland.gov:
 - 1) CRC Referrals Folder: CRC Support Staff shall create a folder in djs.crc@maryland.gov for each youth referred to the CRC. The folder shall be nested under the CRC Referrals folder and labeled with the youth's name and ASSIST identification number. All e-mails pertaining to the youth shall be stored/linked to the youth's folder in djs.crc@maryland.gov.

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- 2) CRC Agenda/Schedule Folder: CRC Support Staff shall store/link e-mails to the CRC Agenda/Schedule folder, containing agendas and case presentation schedules.
 - 3) CRC Data/Database Folder: CRC Support Staff shall store/link e-mails to the CRC Data/Database folder, containing all data pertaining to CRC reviews and the **CRC Recommendations for Transfer Log (Appendix L)**.
 - 4) CRC Meeting Minutes Folder: CRC Support Staff shall store/link e-mails to the CRC Meeting Minutes folder, containing the minutes and disposition forms approved by the CRC Members.
 - 5) CRC Meeting Schedule Folder: CRC Support Staff shall store/link e-mails to the CRC Meeting Schedule folder, containing scheduled meeting appointments, accepted meeting appointments, declined meeting appointments, and cancelled meeting appointments.
 - 6) CRC Policy and Procedures Folder: CRC Support Staff shall store/link e-mails to the CRC Policy and Procedures folder, containing questions/concerns about CRC procedures, such as questions about CRC referral criteria and directives.
- d. Change in Deadline for CRC Referrals: CRC Support Staff shall notify the Regional Directors and Superintendents when the deadline for referrals changes temporarily, due to an upcoming holiday occurring on or around the deadline for referrals.
- e. CRC Referral Response: CRC Support Staff shall notify the referral source when a youth's case is scheduled for review, of the documentation needed for case review, who can participate in case review, and how participants can participate in case review. In addition, CRC Support Staff shall provide guidance for case presentation to the referral source.
- f. Case Presentations Schedule:
- 1) CRC Support Staff shall complete **Case Presentations Schedule form (Appendix I)** with information obtained from the referrals scheduled for CRC review.
 - 2) No later than the close of business (COB) on Friday, CRC Support Staff shall send to all CRC Members, Regional Directors, Superintendents, and case presenters an e-mail, containing the schedule, date of case reviews, information about estimated start times for case reviews, instructions for teleconferencing and videoconferencing, and guidance for case presentation.
Other DJS staff may be copied on the e-mail as a courtesy, if they are going to participate in case reviews, ensure staff will be available to participate in case reviews, contribute to the provision of services, or impact service delivery.
- g. Notification to CRC Members about Referrals & Updates:
- 1) CRC Support Staff shall notify CRC Members via e-mail of referrals and updates sent to djs.crc@maryland.gov.

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- 2) CRC Referrals: CRC Support Staff shall forward to CRC Members the e-mail containing the youth's referral packet. The body of the e-mail must include the:
- a. Date of the youth's case review;
 - b. Youth's current placement recorded on his/her referral form, admission date, and discharge date (if applicable);
 - c. Where the youth is located around the time CRC Members are being notified about the referral (e.g., John C. Tracey Group Home, J. DeWeese Carter Young Women's Hardware Secure Program, or Baltimore City Juvenile Justice Center); and
 - d. CRC recommendations from past CRC case reviews (if applicable).

Example: Reviewed youth's case on 3/25/13. He was removed from Savage Mountain Youth Center. CRC recommended.

- 3) Updates: CRC Support Staff shall forward to CRC Members e-mails containing updates on youth's cases. The body of the e-mail shall recap why the youth's case was reviewed previously by the CRC and the CRC's recommendation on the case.
- h. Housekeeping & Preparation for Case Reviews: CRC Support Staff shall provide the CRC Members with a copy of the Case Presentation Schedule, information submitted by attorneys for case reviews, the current location for each youth on the schedule, and recent updates on case reviews. CRC Support Staff shall notify the participants when the committee is ready to hear cases.
- i. Case Review Process:
- 1) At the start of each case review, the CRC Support Staff shall contact the participant(s) to let him/her know the CRC is ready to hear the youth's case.
 - 2) For each case review, CRC Support Staff shall prepare the **CRC Disposition Form (Appendix B)** for CRC Members' review and signature.
 - 3) After case reviews have concluded, CRC Support Staff shall print each youth's disposition form for review and signing by the CRC Members.
 - 4) CRC Support Staff shall disseminate to the appropriate Community CMS and Regional Director the **CRC Disposition Form (Appendix B)** for each case reviewed by the COB on the CRC meeting date.
 - 5) For cases referred by a DJS committed program, CRC Support Staff shall disseminate to the appropriate Community CMS, Regional Director, Facility CMS, and Superintendent the **CRC Disposition Form (Appendix B)** by the COB on the CRC meeting date.
Other DJS staff may receive a copy of the disposition form as a courtesy, if they ensure confidentiality and compliance with CRC procedures (including court and parental notifications on

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CRC recommendations) contribute to the provision of services, or affect service delivery.

- 6) For each case review, CRC Support Staff shall enter into the CRC database the appropriate codes recorded on the **CRC Disposition Form (Appendix B)** for the youth's case review.
- j. Admission Timeframe for DJS Committed Programs:
 - 1) Prior to transferring a youth from a DJS committed program to another DJS committed program, CRC Support Staff shall forward to the Superintendents for the sending and receiving programs and to the coordinators of admissions for those programs the youth's court notification.
 - 2) If a youth is in a DJS-operated detention facility and is going to a committed program, CRC Support Staff shall forward to the Superintendents for the detention facility and the receiving committed program the youth's court notification [*i.e.*, **Court Memorandum for Transfer of Committed Youth from Detention to Committed Program (Appendix F)**].
- k. CRC Minutes:
 - 1) CRC Support Staff shall complete minutes for every CRC meeting, using the **CRC Minutes form (Appendix J)**.
 - 2) The minutes shall be submitted to the CRC Members for review and the CRC Chair's approval/disapproval every week. If the CRC heard an update on a previous CRC referral, the minutes shall exclude the referral type and primary reason for referral.
- l. CRC Recommendations for Transfer Log: CRC Support Staff shall update and disseminate to CRC Members weekly and via e-mail the log of CRC approved transfers, using **CRC Recommendations for Transfer Log (Appendix L)**.

IV. TYPES OF REFERRALS & PRIMARY REASONS FOR REFERRAL

- A. The CRC receives 4 types of referrals. These include the following:
 1. *Emergency Ejection*: An emergent request for placement of the youth when the youth was ejected from a residential program into a detention facility or another residential program because the youth could not be safely maintained. The youth is ejected prior to the CRC reviewing the case.
 2. *Ejection*: A non-emergent request for the youth to be removed from a residential program and moved to another residential program for failing to make satisfactory progress. The youth is ejected after the CRC has reviewed the case and is moved to another residential program or to a detention facility pending a placement in another residential program.
 3. *Transfer*: A non-emergent request for the youth to be removed from a residential program and moved to another residential program for provision of services. This includes transferring a youth for his/her own safety if the youth is a threat or risk of being harmed in his/her current placement.

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Case Consultation: A request for the CRC team to review the youth's needs and behavioral adjustment.

- B. Cases can be referred for the reasons listed below.
 - 1. Assaultive/Aggressive Behavior
 - 2. Mental Health Need
 - 3. Noncompliance with Program
 - 4. Safety/Security Reasons
 - 5. Substance Abuse Treatment Need
 - 6. Other (specification required)

V. CASES OUTSIDE OF CRC PURVIEW

Below are cases that fall outside of the CRC's purview. DJS staff must follow applicable staffing procedures for the following cases:

- A. Out-of-state cases;
- B. Youth who ran away from a committed, residential program for two (2) or more days;
- C. Youth with an active warrant for an arrest;
- D. Youth with new charges; and
- E. Youth detained on a detention order and not on a commitment order for residential placement.

VI. REFERRAL PROCESS

- A. Referral Process for an Emergency Ejection Request: If a youth cannot be safely maintained in an in-state, residential program and must be ejected, he/she shall be placed in a DJS detention facility or other placement. If the ejection results in pending charges, the case shall be processed in accordance with Department's intake procedures. If the youth does not have pending charges:
 - 1. When the in-state, private, residential program, which is ejecting the youth, notifies the Community CMS about the need for ejection:
 - a. The Community CMS shall, utilizing the chain of command, notify the Regional Director;
 - b. The Regional Director shall notify the Executive Director for Community Services, who shall coordinate the youth's placement in detention; and
 - c. The Community CMS shall submit the youth's referral packet to the CRC for review at djs.crc@maryland.gov within 2 business days of the youth's discharge date or by the CRC deadline for referrals, whichever occurs first. The referral packet shall include a recommendation for next steps to be taken in the youth's case.
 - 2. When the DJS committed program, which is ejecting the youth, notifies the Executive Director for Residential Services about the need for ejection:
 - a. The Executive Director for Residential Services shall coordinate the youth's removal and placement in detention;
 - b. The Facility CMS shall inform the Community CMS of the youth's placement in detention and submit the youth's referral packet for CRC

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review at djs.crc@maryland.gov within 2 business days of youth's discharge date or by the CRC deadline for referrals, whichever occurs first; and

- c. The Facility CMS shall send a copy of the youth's referral packet to the youth's Community CMS. The referral packet shall include the program's recommendation for the next steps to be taken in the youth's case.
3. For all emergency ejections, the Community CMS shall:
- a. Send to the committing court, States Attorney, and youth's counsel **Court Memorandum for Transfer of Committed Youth from Committed Program to Detention (Appendix E)** as soon as practical and within one business day of the youth's placement in detention;
 - b. Notify the parent/guardian/custodian verbally of the youth's placement in detention as soon as practical; and
 - c. Send to parent/guardian/custodian **Parent Letter (Appendix G)** within one business day of the youth's detention admission.
- B. Referral Process for a Non-Emergency Request (i.e., Ejection, Transfer, & Case Consultation):
1. In-State Private Residential Program:
 - a. The Community CMS shall submit the youth's referral packet to the CRC at djs.crc@maryland.gov, including the youth's completed **CRC Referral Form (Appendix A)**, the youth's commitment order, and other required documentation stipulated on the CRC Referral Form.
 - b. If the program sends the youth's Community CMS a notification for ejection/transfer, the Community CMS shall submit the above documents to the CRC at djs.crc@maryland.gov within 2 business days of receiving written notification or by the CRC referral deadline, whichever occurs first, to schedule youth's case for review.
 2. DJS Committed Program:
 - a. After youth's case has been approved for CRC referral by the Treatment Team (TT) or Facility Review Committee (FRC), whichever is appropriate, and the Superintendent, the Facility CMS shall submit the youth's referral packet to the CRC at djs.crc@maryland.gov.
 - b. The referral packet shall include the completed **CRC Referral Form (Appendix A)**, the youth's commitment order, and the required documentation stipulated on the CRC Referral Form.
 - c. If the program is requesting the youth's transfer or ejection, the Facility CMS shall submit the above documents to the CRC at djs.crc@maryland.gov within 2 business days of the date the Superintendent approved the youth's referral to the CRC or by the CRC referral deadline, whichever occurs first, to schedule youth's case for review.

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- C. Youth Approved for Transfer from Committed Program to Committed Program Prior to CRC Review: When, prior to a CRC review, the CRC Chair/designee authorizes a youth's transfer from any committed program to another committed program of the same security level, the Community CMS shall:
1. Within one business day of the authorization and prior to the youth's transfer to the receiving committed program send to the committing court the **Court Memorandum – Transfer of Committed Youth from Committed Program to Committed Program (Appendix D)** with the purpose to notify the committing court about the youth's pending transfer;
 2. Within one business day of the authorization and prior to the youth's transfer to the receiving committed program send to youth's parent(s)/guardian(s)/ custodian(s) notification about the youth's pending transfer;
 3. Submit the youth's referral packet to the CRC at djs.crc@maryland.gov for review at the next CRC meeting; and
 4. Submit the youth's referral packet by the referral deadline for the CRC meeting and include the youth's **CRC Referral Form (Appendix A)**, the youth's commitment order, and the required documentation for the case review.

VII. REFERRAL DEADLINE & REQUIRED DOCUMENTATION

- A. Referral Packet and Deadline for Referrals: Referrals must be submitted to the CRC at djs.crc@maryland.gov by the COB on Thursday for case reviews occurring during the following week. CRC Support Staff shall notify the Regional Directors and Superintendents when the deadline changes temporarily, due to an upcoming holiday occurring on or around the deadline for referrals.
- B. Required Documentation: The youth's referral packet must contain all the required documentation listed on the **CRC Referral Form (Appendix A)**.

VIII. REFERRAL RESPONSE

- A. CRC Support Staff shall notify the referral source when a youth's case is scheduled for review, of the documentation needed for case review, who can participate in case review, and how participants can participate in case review. In addition, CRC Support Staff shall provide guidance for case presentation to the referral source.
- B. Case Review Participants: Below are the individuals authorized to participate in case reviews.
1. Community CMS or CMSS: The youth's Community CMS or CMSS shall participate in all CRC reviews. If the youth's CMS was assigned his/her case within the last 90 calendar days, the youth's former CMS or CMSS shall participate in the case review with the youth's current CMS or CMSS. If the youth's case has been transferred to another jurisdiction for supervision, the

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DJS staff from the supervising and committing court jurisdictions shall both participate in the CRC review.

2. **Family:** The youth and his/her parent/guardian/custodian are welcome to participate in the CRC review although their participation is not required.
3. **Resource Specialist:** The local Resource Specialist shall be invited to participate in the CRC review although his/her participation is not required.
4. **Private Residential Program:** The Community CMS or CMSS shall invite program staff to participate in the CRC review.
5. **DJS Committed Program:** The program's Treatment Team shall participate in the CRC review. Other staff may participate in the review if he/she has information to share on youth's case.
6. **Youth's Caseworker in Child Welfare System:** If the youth has a caseworker in the child welfare system, the caseworker shall be invited to participate in the CRC review.

C. **Methods for Participation:** Participants are allowed to participate in-person, by telephone, or by video. At the time of referral, DJS staff are responsible for communicating how they and other known participants (*e.g.*, youth, parent, and program staff) are going to participate in the case review and for providing their contact information on the **CRC Referral Form (Appendix A)**.

D. **Guidance for Case Presentation:**

The case presenter shall present a summary of the case information documented on the **CRC Referral Form (Appendix A)**. The case presenter shall be allotted up to 30 minutes to present the case. Additional time will be allotted as needed. The case presenter shall follow the applicable instruction listed below for presenting the youth's case:

1. **Youth without prior CRC review:** If the CRC has never rendered a decision on youth's case, present the information stipulated on youth's **CRC Referral Form (Appendix A)**.
2. **Youth with prior CRC review(s):** If the CRC rendered a decision on the youth's case previously, recap the client's past CRC review(s) and present the information stipulated on **CRC Referral Form (Appendix A)** of the youth's current referral packet.
3. **Update on CRC review:** If the CRC requested an update on youth's case or the Community CMS/Facility CMS requested to update the CRC on youth's case, recap the CRC review related to the update and present information requested (if applicable). Additional information can be shared with the CRC to help the CRC render a decision on youth's case, such as youth's behavior adjustment since the last case review, treatment efforts, and permanency plan.

IX. ATTORNEY'S RECOMMENDATION FOR CRC CONSIDERATION

If a youth's attorney has information for the CRC to consider during the case review, the youth's Community CMS shall receive the attorney's recommendation and submit it to

**CENTRAL REVIEW COMMITTEE (CRC) MANUAL
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djs.crc@maryland.gov prior to the scheduled meeting for discussion during youth's case review.

X. CASE PRESENTATION SCHEDULE

- A. Preparing Case Presentation Schedule: CRC Support Staff shall complete the **Case Presentation Schedule (Appendix I)** with information obtained from referrals scheduled for CRC review.
- B. Disseminating Case Presentations Schedule: No later than the COB on Friday, CRC Support Staff shall send an e-mail to all CRC Members, Regional Directors, Superintendents, and case presenters, containing the schedule, date of case reviews, information about estimated start times for case reviews, instructions for teleconferencing and videoconferencing, and guidance for case presentation. Other DJS staff may be copied on the e-mail as a courtesy, if they are going to participate in case reviews, ensure staff will be available to participate in case reviews, contribute to the provision of services, or impact service delivery.

XI. MEETINGS

- A. Frequency & Location:
1. The CRC meets weekly at DJS Headquarters (HQ) on a date and at a time determined by the CRC Chair.
 2. If the scheduled meeting falls on a State holiday or on a day when HQ is closed, the CRC shall meet on an alternative day determined by the CRC Chair.
 3. The CRC Chair can schedule an emergency meeting when necessary.
- B. Housekeeping & Preparation for Case Reviews:
1. Prior to the start of case reviews, the CRC Chair shall approve/disapprove minutes from the last CRC meeting if he/she has not done so prior to the meeting.
 2. CRC Support Staff shall provide the CRC Members with a copy of the Case Presentation Schedule, information submitted by attorneys for case reviews, the current location for each youth on the schedule, and recent updates on case reviews.
 3. CRC Support Staff shall notify the participants when the committee is ready to hear cases.
 4. Participants must be on standby just in case the CRC is running ahead of or behind the estimated start time for the case review. DJS participants shall contact the CRC at djs.crc@maryland.gov if they need an update on the estimated start time for case reviews.
- C. Case Review Process:
1. At the start of each case review, the CRC Support Staff shall contact the participant(s) to let him/her know the CRC is ready to hear the youth's case.
 2. Introductions of all those attending the meeting shall then take place.

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3. The case presenter shall present the case, using guidance provided by this manual and the CRC. Other participants shall be allowed to share relevant case information.
4. Attorney's recommendations shall be discussed for CRC consideration.
5. Once enough information has been obtained to make an informed decision on the case, the CRC Members shall make a recommendation.
6. When the CRC is unable to render a decision on a case, due to lack of information, the CRC shall defer disposition to the next meeting or a future meeting as determined by the CRC Chair.
7. CRC Support Staff shall record on the **CRC Disposition Form (Appendix B)** the CRC recommendation on the youth's case.
8. Then the CRC Members shall identify the primary reason for the youth's referral and select one of the outcome codes listed on **CRC Case Review Codes form (Appendix K)**.
9. After case reviews have concluded, CRC Support Staff shall print each youth's disposition form for review and signing by the CRC Members.
10. CRC Support Staff shall disseminate to the appropriate Community CMS and Regional Director the **CRC Disposition Form (Appendix B)** for each case reviewed by the COB on the CRC meeting date.
11. For each case referred by a DJS committed program, CRC Support Staff shall disseminate to the appropriate Community CMS, Regional Director, Facility CMS, and Superintendent the **CRC Disposition Form (Appendix B)** by the COB on the CRC meeting date.
Other DJS staff may receive a copy of the disposition form as a courtesy, if they ensure confidentiality and compliance with CRC procedures (including court and parental notifications on CRC recommendations) contribute to the provision of services, or affect service delivery.
12. For each case review, the CRC Support Staff shall enter into the CRC database the appropriate codes recorded on **CRC Disposition Form (Appendix B)** for the youth's case review.
13. Within 2 business days of the CRC meeting date, the Director of the Resource Office or designee shall enter into the ASSIST database the information recorded on **CRC Disposition Form (Appendix B)** for each case review.

XII. IMPLEMENTATION OF CRC RECOMMENDATIONS & REQUIRED NOTIFICATIONS

- A. Compliance with CRC Recommendation: The Regional Director or the Superintendent, whoever is appropriate, must ensure compliance with the CRC disposition on the youth's case.
 1. If a youth has been admitted to a DJS-operated committed program and the CRC requires follow-up on his/her case, the DJS TT or DJS FRC, whichever is appropriate, shall follow-up on the CRC's recommendation as soon as possible. Until the task(s) is(are) completed, the TT/FRC, whichever is

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appropriate, shall submit a weekly update on youth's case to djs.crc@maryland.gov, using **Treatment Team (TT)/Facility Review Committee (FRC) Disposition Form (Appendix C)**.

2. If a youth is being detained in a DJS-operated detention facility and the CRC requires a MAST evaluation/assessment and/or staffing meeting for the youth, the MAST shall expedite the services requested by the CRC for the youth. The completed MAST Staffing Summary Form and all documentation requested by the CRC shall be submitted to djs.crc@maryland.gov by the youth's Community CMS.

B. Court and Parent Notifications for CRC Approved Transfers: If the CRC directs that a youth be transferred from one facility to another, the youth's Community CMS shall coordinate the transfer process to ensure the youth is transferred in a timely manner. Within one business day of the CRC meeting and receipt of a youth's disposition form, the Community CMS shall:

1. Notify the committing court, the State's Attorney, and the youth's counsel pursuant to local procedures, using the appropriate court memorandum [*i.e.*, **Court Memorandum for Transfer of Committed Youth from Committed Program to Committed Program (Appendix D)**, **Court Memorandum for Transfer of Committed Youth from Committed Program to Detention (Appendix E)**, or **Court Memorandum for Transfer of Committed Youth from Detention to Committed Program (Appendix F)**];
2. Send proof of court notification (*i.e.*, time stamped copy, dated email) to the Regional Director or Superintendent (as appropriate) and to the CRC Chair at the CRC e-mail address; and
3. Notify the parents/guardians/custodians verbally about the recommendation for transfer and send the appropriate letter to parents/guardians/custodians, including information about the transfer. *Note: A youth may not be transferred to a new facility until the CRC has received confirmation of notifications to the court, the State's Attorney, and the youth's counsel at djs.crc@maryland.gov.*

C. Admission Timeframe for DJS Committed Programs: Youth placed in DJS operated facilities shall be transferred and placed within 7 business days of the CRC disposition on youth's case, if bed space is available. Prior to transferring a youth from a DJS committed program to another DJS committed program, CRC Support Staff shall forward the youth's court notification to the Superintendents for the sending and receiving programs and to the coordinators of admissions for those programs. If a youth is in a DJS-operated detention facility and is going to a committed program, CRC Support Staff shall forward the youth's court notification to the Superintendents for the detention facility and the receiving committed program.

**CENTRAL REVIEW COMMITTEE (CRC) MANUAL
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XIII. REQUEST FOR COURT REVIEW OF CRC RECOMMENDATION

When the court or other party does not support the recommendation of the CRC and requests a court review, the youth's Community CMS shall notify the CRC of the outcome of the court review by completing and submitting to the CRC at djs.crc@maryland.gov the **Request for Court Review of CRC Recommendation (Appendix H)** no later than 2 business days after the hearing date.

XIV. MINUTES

CRC Support Staff shall complete minutes for every CRC meeting, using the **CRC Minutes form (Appendix J)**, and submit the minutes every week to the to the CRC Members for review and the CRC Chair's approval/disapproval. If the CRC heard an update on previous CRC referral, the minutes shall exclude the referral type and primary reason for referral.

XV. DATA ENTRY

CRC Support Staff shall enter all cases referred into the CRC database, which is designed to capture information about referrals, case reviews, court reviews related to the CRC recommendations, and transfers that took place after the CRC made its recommendations. The CRC dispositions shall be entered into the ASSIST database as a CRC Review by the Director of the Resource Office or designee within 2 business days of the meeting date.

XVI. EVALUATION

The DJS Office of Research and Evaluation shall analyze DJS data (including CRC data) to identify the impact that CRC decisions have on Maryland's juvenile justice system, including youth avoiding placement disruption, youth avoiding transfer to detention, youth pending out-of-home placement in detention, and length of stay in detention. The Office of Research and Evaluation shall provide updates on findings.

XVII APPENDICES

- A. CRC Referral Form
- B. CRC Disposition Form
- C. TT/FRC Disposition Form
- D. Court Memorandum for Transfer of Committed Youth from Committed Program to Committed Program
- E. Court Memorandum for Transfer of Committed Youth from Committed Program to Detention
- F. Court Memorandum for Transfer of Committed Youth from Detention to Committed Program
- G. Parent Letter
- H. Request for Court Review of CRC Recommendation
- I. Case Presentations Schedule
- J. CRC Minutes
- K. CRC Case Review Codes
- L. CRC Recommendations for Transfer Log

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Secretary

Central Review Committee (CRC) Referral Form

Instructions: Complete the sections below. If a question/inquiry does not apply, indicate not applicable in the space provided. Once the referral form is completed, send the referral form, youth's commitment order, and the below documents to djs.crc@maryland.gov.

- Most recent Maryland Comprehensive Assessment Service Planning Needs Assessment
- Most recent Clinical Evaluation and Assessment (*e.g., psychological, psychiatric, trauma-focused, substance abuse, sex offender, neuropsychological, and psychosocial assessment*)
- Current Guarded Care Plan (if applicable)
- Current Behavior Contract (if applicable)
- Most recent Educational Assessment (such as the Wide Range Achievement Test)
- Medical Summary
- Treatment Team/Facility Review Committee Referral and Disposition forms (if applicable)
- CRC Disposition Forms for prior Case Reviews (if applicable)
- Most recent Pre-Disposition Investigation
- Discharge Summary/Discharge Notice (if applicable)

Youth Information:

- 1) Name of Youth:
- 2) Date of Birth: [Click here to enter a date.](#)
- 3) ASSIST ID Number:
- 4) Name of Committed Residential Program:
- 5) Youth Admission Date: [Click here to enter a date.](#)
- 6) Youth Current Placement:
- 7) County of Committing Court: Choose an item.
- 8) County of DJS Office Supervising Youth: Choose an item.
- 9) Court Ordered Level of Placement:
- 10) Youth Adjudicated Offense(s) that led to Commitment:
- 11) Pending Charge(s): Choose an item.
- 12) Courtesy Supervision: Choose an item.
- 13) Prior CRC Case Review(s): Choose an item.
If yes, list case review date(s):
- 14) Name of Assigned Community DJS CMS:
Office Location:
Telephone Number:
- 15) Name of Assigned Facility DJS CMS (if applicable):
Office Location:
Telephone Number:
- 16) Referral Approved by DJS Facility Review Committee & Superintendent: Choose an item.

Referral Type: Select youth's type of referral.

Emergency Ejection: The youth was ejected from a residential program into a detention facility or a residential program because the youth cannot be safely maintained. The youth is ejected prior to the CRC reviewing the case.

Ejection: A non-emergent request for the youth to be removed from a residential program to another residential program for failing to make satisfactory progress. The youth is ejected after the CRC has reviewed the case either directly to another residential program or to detention facility pending a placement at another residential program.

Transfer: A non-emergent request for the youth to be removed from a residential program to another residential program for provision of services. This could also include transferring a youth for his/her own safety, when the youth is a threat or at risk of being harmed in his/her current placement.

Case Consultation: A request for the CRC team to review the youth's needs and behavioral adjustment.

Primary Reason for Referral: Choose an item.

Behavior Adjustment:

- 1) Does/did youth participate in the program as required? Choose an item.
- 2) If not, describe behavior of concern.
- 3) Most frequent sustained infraction(s) of program rules (if applicable):
- 4) What factors contributed to behavior of concern?
- 5) Interventions implemented to address behavior of concern:
- 6) If youth is still in the program:
 - a. Is he/she on a behavior contract? Choose an item.
 - b. Is he/she on a guarded care plan? Choose an item.
 - c. When was behavior contract or guarded care plan implemented? [Click here to enter a date.](#)

Youth Needs:

- 1) Does youth have mental health needs? Choose an item.
 - a. Date of Diagnostic Impression: [Click here to enter a date.](#)
 - b. Diagnostic Impression:
 - c. What services are needed?
- 2) Does youth have substance abuse needs? Choose an item.
If yes, what services are needed?
- 3) What is youth's current grade level?
 - a. Does youth receive regular or special education?
 - b. Does youth have an individualized education plan or 504 Plan? Choose an item.
 - c. If yes, list details about the plan.
 - d. Youth has obtained: Choose an item.
- 4) Does youth have somatic health/medical needs? Choose an item.
If yes, describe medical needs.
- 5) Is youth currently prescribed medication? Choose an item.
 - a. If yes, what medication(s) is youth taking (including amount & dosage)?

- b. Why is youth taking medication (s)?
- c. Is youth compliant with taking prescribed medication(s)? Choose an item.

6) Does youth have family issues? Choose an item.
If yes, describe family issues.

Permanency Plan:

With whom is youth going to live when he/she is released from commitment?

Other Relevant Case Information:

Recommendation:

Names and Contact Information for Case Review Participants:

Signatures:

Printed Name of Referring CMS:

Signature: _____

Date: [Click here to enter a date.](#)

Printed Name of CMSS/Designee:

Signature: _____

Date: [Click here to enter a date.](#)

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 Secretary

**Central Review Committee (CRC)
 Disposition Form**

Case Review Date: Click here to enter a date.
Name of Youth: **Date of Birth:** **ASSIST ID Number:**
Name of Committed Residential Program:
Referral Type: Choose an item.
Primary Reason for Referral: Choose an item.
Youth Current Placement:
Prior CRC Review: Choose an item.
Court Ordered Level of Placement:
Youth Adjudicated Offense(s) that led to Commitment:
County of Committing Court: Choose an item.
County of DJS Office Supervising Youth: Choose an item.
Community CMS Name:
Facility CMS Name (if applicable):

- 1) **Recommendation:**
- 2) **Outcome code:** Choose an item.
- 3) **Recommendation needs court approval prior to implementation:** Choose an item.
- 4) **Court notification required:** Choose an item.
- 5) **CRC requires update on youth’s case:** Choose an item.
 Method: E-mail Case Review – Date: Click here to enter a date.

Signatures of Committee Members:

	Chair/Director of Behavioral Health/Designee
	Executive Director for Residential Services/Designee
	Executive Director of Community Services/Designee
	Director of Resource Office/Designee
	Maryland State Department of Education

**If a court official disapproves of the above recommendation and requests a court review, complete the Request for Court Review of CRC Recommendation Form and send it to djs.crc@maryland.gov no later than two (2) business days from the date of the hearing.*



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Larry Hogan
Governor

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Secretary

Treatment Team (TT)/Facility Review Committee (FRC) Referral Form

Instructions: Please complete the entire form. If a section does not apply, please select Not Applicable, type Not Applicable, or write-in Not Applicable in the space provided.

Detention Facility/Committed Program Name: Choose an item.

Date of Referral: Click here to enter a date.

Type of Referral: Choose an item.

Youth Name: **Date of Birth:** Click here to enter a date. **ASSIST ID Number:**

Cottage/Unit:

Primary reason for referral: Choose an item.

CRC Review Date(s):

CRC Recommendation(s):

Primary need/behavior of concern: Choose an item.

Facility CMS Name:

Community CMS Name:

County of Committing Court: Choose an item.

County of DJS Office Supervising Youth: Choose an item.

Treatment Goals and Objectives:

Treatment progress prior to referral (if applicable):

If youth is being considered for referral to the CRC, please have the youth complete the below section.

Youth Statement: I understand the reason for this referral.

I do do not want to attend the above meeting when this referral is considered.

Youth Signature: _____

Facility DJS CMS Signature: _____

Facility DJS CMSS Signature/Designee: _____

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Treatment Team (TT)/Facility Review Committee (FRC) Disposition Form

Instructions: Please complete the entire form. If a section does not apply, please select Not Applicable, type Not Applicable, or write-in Not Applicable in the space provided.

Detention Facility/Committed Program Name: Choose an item.

Date: Click here to enter a date.

Type of Meeting: Choose an item.

Youth Name: **Date of Birth:** Click here to enter a date. **ASSIST ID Number:**

Cottage/Unit:

Primary reason for referral: Choose an item.

CRC Review Date(s):

CRC Recommendation(s):

Primary need/behavior of concern: Choose an item.

Youth understood reason for referral: Choose an item.

Youth requested to attend meeting: Choose an item.

Facility CMS Name:

Community CMS Name:

County of Committing Court: Choose an item.

County of DJS Office Supervising Youth: Choose an item.

Disposition: Choose an item.

CRC Referral Type: Select referral type (if applicable).

- Emergency Ejection: The youth was ejected from a residential program into a detention facility or a residential program because the youth cannot be safely maintained. The youth is ejected prior to the CRC reviewing the case.
- Ejection: A non-emergent request for the youth to be removed from a residential program to another residential program for failing to make satisfactory progress. The youth is ejected after the CRC has reviewed the case either directly to another residential program or to detention facility pending a placement at another residential program.
- Transfer: A non-emergent request for the youth to be removed from a residential program to another residential program for provision of services. This could also include transferring a youth for his/her own safety, when the youth is a threat or at risk of being harmed in his/her current placement.
- Case Consultation: A request for the CRC team to review the youth's needs and behavioral adjustment.
- Not Applicable

Signature of Committee Members:

_____ Case Management

_____ Behavioral Health

_____ Group Life

_____ Maryland State Department of Education

_____ Assistant Superintendent (if applicable)



CRC Referral Required: If youth needs to be referred to the CRC, youth and the Facility Superintendent will complete the appropriate section below.

Youth:

I understand the disposition. I do do not want to appeal this disposition to the Superintendent.

Youth Signature: _____

Facility CMS Signature: _____

Facility CMSS/Designee Signature: _____

Superintendent: Approved Disapproved Appeal: Upheld Denied

Comments: _____

Signature: _____

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Secretary

Court Memorandum
Transfer of Committed Youth

DATE:

TO: Circuit Court for

FROM: Community Case Manager

RE: Youth Name

DOB:

Youth ID:

SUBJECT: **Transfer of Committed Youth**

PETITION ID:

The above named youth was committed by the Court on (date) to Maryland Department of Juvenile Services.

On (date), (youth's name) was placed at (name of facility, type of facility and general location/ city, state).

Through an interdisciplinary review process, the Department has determined that (youth's name) has not adjusted satisfactorily in the current program. At this time, a decision has been made to transfer (youth's name) to another facility so that (he/she) may be better able to accomplish established educational and treatment goals. (He/she) will be placed at (name of facility, type of facility, and location/city, state).

This memorandum is provided to Your Honor, Counsel for the youth, and the State's Attorney as notification of transfer pursuant to §3-8A-19 of the Code of Maryland.

c: Counsel for Youth
State's Attorney

Boyd K. Rutherford
Lt. Governor

Lawrence Hogan
Governor

Sam Abed
Secretary

Court Memorandum
Transfer of Committed Youth from Committed Program to Detention

DATE:

TO: Circuit Court for

FROM:

RE: Youth Name: DOB: Youth ID:

SUBJECT:

PETITION ID:

The above named youth was committed by the Court on (date) to Maryland Department of Juvenile Services.

On (date), (youth's name) was placed at (name of committed program, type of facility, and general location/city, state).

Through an interdisciplinary review process, the Department has determined that (youth's name) has not adjusted satisfactorily in the current program. At this time, a decision has been made to transfer (youth's name) to (name of detention facility) on (date). His/her case is being referred to the Department's Central Review Committee for review. Outcome of the case review will be submitted to the Court.

This memorandum is provided to Your Honor, Counsel for the youth, and the State's Attorney as notification of transfer pursuant to §3-8A-19 of the Code of Maryland.

c: Counsel for Youth
State's Attorney

Boyd K. Rutherford
Lt. Governor

Lawrence Hogan
Governor

Sam Abed
Secretary

Court Memorandum
Transfer of Committed Youth from Detention to Committed Program

DATE:

TO: Circuit Court for

FROM:

RE: Youth Name: DOB: Youth ID:

SUBJECT:

PETITION ID:

The above named youth was committed by the Court on (date) to Maryland Department of Juvenile Services.

On (date), (youth's name) was placed at (name of committed program, type of facility, and general location/city, state).

Through an interdisciplinary review process, the Department determined that (youth's name) did not adjust satisfactorily in the program and transferred him/her to (name of detention facility and general location/city, state) on (date).

On (date), the Department's Central Review Committee reviewed his/her case and recommended transferring (name of youth) to (name of committed program). His/her admission date is (date) tentatively.

This memorandum is provided to Your Honor, Counsel for the youth, and the State's Attorney as notification of transfer pursuant to §3-8A-19 of the Code of Maryland.

c: Counsel for Youth
State's Attorney



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Secretary

Date:

Youth Name:

Youth ID: 2383262

Petition ID:

Parent Name

Parent Address

Dear (Parent/Guardian Name):

As you are aware, your child is currently committed to the Maryland Department of Juvenile Services and is in placement at _____, (name and type of facility) located _____ (city/state).

Through an interdisciplinary review process, the Department has determined that (youth's name) has not adjusted satisfactorily in the current program. At this time, a decision has been made to transfer (name of youth) to another facility so that (he/she) may be better able to accomplish established educational and treatment goals. He/she will be placed at (name of facility, type of facility, and location/city, state).

I will continue to be in contact with you to keep you aware of (youth's name) adjustment and progress. Feel free to contact me at (phone number) should you have any questions or concerns.

Sincerely,

(CMS Name)

Case Management Specialist





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Secretary

To: Central Review Committee (CRC)

From:

Date:

Re: Request for Court Review of CRC Recommendation

Youth Name:

Date of Birth:

Date of Youth CRC Case Review:

Name of Person/Party Requesting Court Review:

- State's Attorney:
- Court (Judge/Master):
- Youth's Counsel/Public Defender:
- Other: Please specify:

Date of Court Review:

Outcome of Court Review:

- CRC Recommendation Upheld
- CRC Recommendation Reversed
- Request for Review Denied
- Other: Please specify:

Comments:



Case Presentations Schedule

	Youth Name	ASSIST ID #	County of Committing Court	County of DJS Office Supervising Youth	Committed Program Name	Referral Type Emergency Ejection, Ejection, Transfer, Case Consultation, or Not Applicable – Update	Prior CRC Review(s) Yes/No	Participants & Contact Information	Estimated Presentation Time
1.									
2.									
3.									

