

# By-Laws of the District 7 Juvenile Justice Executive and Implementation Committees

## Article I: Name

The name of this organization shall be the “District 7 Juvenile Justice Executive and Implementation Committees”.

## Article II: Purposes and Functions

### Section 1: Purposes

The purpose of the District 7 Juvenile Justice Executive and Implementation Committees will be to develop and implement a cost effective, district wide, substance abuse system to reduce substance abuse and criminal behavior among juveniles, while maximizing the utilization of the appropriated funds for service. Furthermore, a specific goal is empowering juveniles and their families to support a positive lifestyle by providing strength-based treatment and rehabilitative services tailored to the needs of the family and juvenile.

### The District 7 Juvenile Justice Executive and Implementation Committees have five goals.

- Promote public safety by reducing substance abuse and delinquent activity among juvenile offenders.
- Address the family’s social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them with appropriate services.
- Improve juvenile’s school performance and attendance.
- Strengthen the families of participants by improving the capacity of families to provide structure and guidance to their children.
- Reduce reliance on detention by improving juvenile’s level of functioning by providing the juvenile with skills that will aid them in leading productive, substance-free and crime-free lives.

### Section 2: Responsibilities of Executive Committee

1. Elect a chairman and designate one of the ten counties as a fiscal agent and contracting authority.
2. Hire/fire and all personnel decisions in regard to the SUDS project manager as recommended by the SUDS Implementation Committee.
3. Review and approval of the SUDS Implementation Committee recommendations regarding a Chairman of the Implementation committee, and the Implementation Committee’s selection of treatment providers and signing contracts or MOU’s with recommended treatment providers
4. Review and approve the general policies of the District Wide Comprehensive SUD services plan while allowing the implementation committee to implement the tactical operational protocols of the plan. The implementation committee will create and recommend the district wide comprehensive SUD service plan that addresses intake, assessment, level of service, service authorization, service delivery, payment authorization, service coordination, continuous case management, and best practice standards.
5. Review and approve the implementation committee’s recommendation that deal with contracts, memorandums, or exceeds budget allocations.

### Section 3: Functions of SUDS Implementation Committee

1. Advertise, screen potential applicants for project manager, select applicants to interview, interview applicants, and recommend a project manager for approval by the SUDS Executive committee.
2. Advertise, screen potential applicants for an administrative assistant, select applicants to interview, interview applicants and hire an administrative assistant.
3. Develop a District Wide Comprehensive SUD services plan that includes Intake, Assessment, Level of Service, Service Authorization, Service Delivery, Payment Authorization, Service Coordination and Continuous Case Management.
4. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 7.
5. Oversee and develop standards of best practice for the District 7 Juvenile Justice SUDS operations.
6. Oversee and collect performance measures as outlined by IDJC (Idaho Department of Juvenile Corrections), to include; Treatment Status, Treatment Outcome, Supervision Status, and Risk Level.

### Article III: Membership (See attached organizational Chart)

**EXECUTIVE COMMITTEE** - Membership shall consist of the 10 county commissioner chairman or their designee, and 10 juvenile judges

**IMPLEMENTATION COMMITTEE** - Membership shall consist of Probation Directors or Chief JPO's from each of the 10 Counties in the Seventh Judicial District (Bingham, Bonneville, Jefferson, Madison, Fremont, Teton, Lemhi, Custer, Butte, Clark), IDJC District Liaison, DHW Children's Mental Health Designee, Juvenile problem solving Court Coordinators, a designee from each of the Detention Centers within our District, and the Trial Court Administrator. The Implementation committee will nominate and elect a chairperson to be approved by the Executive Committee. The District 7 Juvenile Justice SUDS Project Manager, in conjunction with the chairperson, will prepare a monthly agenda and prepare the monthly minutes from the previous meeting.

1. Bingham County Juvenile Probation Director or designee
2. Bonneville County Juvenile Probation Director or designee
3. Jefferson County Juvenile Probation Director - or designee
4. Madison County Juvenile Probation Director - or designee
5. Fremont County Juvenile Probation Director or designee
6. Teton County Juvenile Probation Director - or designee
7. Lemhi County Juvenile Probation Director or designee
8. Custer County Juvenile Probation Director or designee
9. Butte County Juvenile Probation Director or designee
10. Clark County Juvenile Probation Director or designee
11. IDJC District 7 Liaison or designee
12. DHW Children's Mental Health Clinical Supervisor or designee
13. 3B Detention Center Supervisor or designee (\*ex officio member)
14. 5C Detention Center Supervisor or designee (\*ex officio member)
15. Lemhi County Detention Supervisor or designee (\*ex officio member )
16. District 7 Juvenile Mental Health Court Coordinator or designee
17. District 7 Trial Court Administrator or designee

\*Ex officio members have voting privileges

## **Article IV: Meetings**

The District 7 Juvenile Justice Implementation Committee shall meet in conjunction with the Juvenile Drug/Mental Health Court Problem-Solving Court Implementation Committee that currently meets on the 2<sup>nd</sup> Wednesday of every month at 10:00 am in the Bonneville County courthouse. Special meetings may be called by any member of the District 7 Juvenile Justice SUDS Implementation Committee as needed by requesting such a meeting with the chairperson.

This committee will be chaired by an elected member of this committee by a majority vote. The chairperson presides at all meetings and works closely with the Probation Directors or Designee to maximize the function of this Committee.

## **Article V: Voting**

The District 7 Juvenile Justice Implementation Committee will use a decision making protocol and problem solving protocol that discusses and reviews issues until everyone's opinions are heard and understood, especially opposing opinions. The decision is made with a simple majority vote (one more than half the members present) and when the group says they can live with the decision of that vote. If the dissenting member(s) is not able to "live with" the final recommendation of the committee, then the SUDS project manager and representatives from the supporting and dissenting opinions shall present their views to the executive committee for review and a resolution.

The Chairperson will ensure that every member has been informed and given the option to attend the meeting prior to a decision or problem being voted on. This allows the more rural members to be involved in the process.

The District 7 Juvenile Justice Implementation Committee is dedicated to working as a team to resolve problems that may be presented by any member of the committee.

## **Article VI: Operational Protocols**

The District 7 Juvenile Justice Implementation Committee will prepare a District Wide Plan that includes the Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections through attached documents for the review and approval of the Executive Committee.

## **PROPOSED DISTRICT 7 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS**

The Probation Director's /Chief JPO's in District 7 do not have the time or the ability to take on overseeing the necessary requirements of this project without additional assistance. We as a District believe that we can better serve juveniles if we have one point of contact for the referrals from each of our 10 counties and one point of contact for the providers to funnel information through. Therefore, District 7 Executive and Implementation Committees is proposing using 10% of our districts allocation to hire a Project Manager will implement and follow-up on the proposed plan and oversee the coordination of the referrals from each of the counties to an approved provider for services. Bonneville

County has agreed, and the Executive and Implementation committees and all members support Bonneville County acting as the Host County for any District actions and will act as the fiscal agent and contracting authority for the Project Manager. For fiscal year 2012, each county contributed a percentage of the newly received lottery dollars to front \$55,000 for the initial year of project director/assessment expenses while the reimbursement process can be established and to cover initial startup costs for this project. Currently, there is approximately 55% of the contribution available and it will continued to be applied towards office supplies, vehicle (gas and maintenance), training, etc. Below we have outlined each of the areas designated in the IDJC District Guidelines;

#### **INTAKE:**

- 1. Identify Potential Clients/Initial Screening:** Each County Probation Department will administer the GAIN SS or GAIN Q to identify those juveniles needing further Assessment and administer the YLS/CMI risk assessment tool to determine risk level.
  - a. The Project Manager will ensure that all probation department personnel are trained to use the GAIN SS so they may be able to identify potential referrals to this system.
  - b. County JPO will utilize current County systems to meet the needs of those not needing further assessment.
  - c. If the County JPO deems further assessment is necessary the JPO will complete the following packet for submission to the Project Director (Counties with Department Supervisors will receive packet from JPO and Supervisor will forward to Project Director) for eligibility of funding;
    - (1) DISTRICT 7-JJSUDS Referral Form
    - (2) Release of Information
    - (3) GAIN SS/GAIN Q & YLS/CMI-
  - d. The Counties in District 7 will use the juvenile IJOS Number as the unique client Id on the required paperwork.
  - e. The Project Manager will then ensure appropriateness of paperwork and to start the Assessment.
  - f. Enter information into WITS.
  
- 2. Initial Assessment:** District 7 is proposing using a BPA approved JJ SUDS treatment provider in coordination with probation and client where the agency providing treatment will be the one completing the assessment for both Medicaid and non-Medicaid clients
  - a. The Assessment will be performed by a Qualified Provider trained in the GAIN-I Assessment-and BPA approved.
  - b. The Assessment can be provided in a County building in the County the juvenile resides in to accommodate the juvenile and family.
  - c. Project Manager will approve the assessment process and assign the assessment to the appropriate provider to complete the assessment. The Project Manager will send referral packet to the chosen provider for assessment and treatment.
  - d. The GAIN I assessment needs to be completed within 30 days (preferably 14 days) of referral and returned to the Project Manager. The Project Manager will notify the referring county and provide a copy to the referring county.
  
- 3. Determining Level of Service & RSS Needs:** Project Manager will work with referring County, treatment provider and family to determine the Level of Service (Level 1, Level II.1, Drug Court, Medicaid, ATR, etc.) and Recovery Support Services needed based on the Gain-I assessment and

resources available in the County the juvenile resides. Currently, the transportation limit of 1600 miles per year is not sufficient to cover transportation costs for the rural counties who must travel 60 or more miles one way for treatment. We are proposing to use the current rate matrix of \$1.17/mile, but allow the Project Manager and County to determine the maximum transportation costs for each juvenile if they are needed. If a BPA approved transportation service is not available for a particular county/client, the implementation committee is willing to allow the county probation administrator along with the SUDs project manager to reimburse a non-BPA approved transportation service on a case by case basis. A non-BPA transportation service could include public transportation, taxi services, or family members. Any billing associated with a non-BPA transportation service will be submitted directly to IDJC for reimbursement.

- a. District 7 County Probation Offices will provide the necessary Drug Testing for the juveniles in treatment.
- b. Project Manager will still monitor Optum (Medicaid) cases under county juvenile probation supervision.

#### **SERVICE COORDINATION:**

4. **Service Plan including RSS developed, approved and authorized:** Project Manager will work with referring County, provider and family to develop the service plan. Once the service plan is completed the Project Manager will fill out the appropriate Authorization Form.
  - a. Project Manager will enter approved Authorization for services into WITS, the provider at that point is approved to start providing services.
5. **Service Authorization:** The Counties will utilize the approved Authorization Form developed by IDJC which will include; the Level of service provided the limits of authorization as outlined on form.
  - a. The Project Manager by order of the District 7 Implementation Committee will only be approving authorizations at a maximum of 90 days at a time and will review services accordingly. Project Manager will review Optum (Medicaid) cases every 90 days.
6. **Service Delivery:** The District 7 Juvenile Justice Executive Committee will use a current BPA approved provider, however, the Executive and Implementation committees will also be requesting MOU's with providers that will include a service delivery plan for juveniles that includes a family component and is more individual and family session focused than group focused. The Project Director will work with the rural counties to establish treatment in areas that do not currently have a juvenile approved provider.
  - a. The provider will send documentation of missed appointments, updates and concerns to the project manager and/or county probation.
  - b. The County will notify the project manager and/or treatment provider of any positive UA's or information relevant to the juvenile's treatment.
  - c. The project manager will notify and work with the referring county on ensuring the juvenile and families are complying with treatment needs.
7. **Payment Authorization:** The provider will submit billings via WITS. The Project Manager will assist the District in fiscal oversight and management of funds.
8. **Continuous Case Management:** The project manager will work with the District 7 JJ SUDS Implementation Committee, referring counties, providers and families to ensure progress in

treatment is being made and report to respective county juvenile probation on upcoming renewal of plans requiring additional Re-Authorization for services. Project Manager will work with the Counties and the provider to determine continuation or discontinue services as needed on each juvenile.

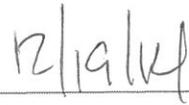
- a. After staffing the case with the providers and County, the project Manager either re-authorizes continued treatment or discharges from treatment.
- b. The Project Manager will update the District 7 Juvenile Justice Implementation Committee on a Monthly basis at the regularly schedule meetings regarding, referrals, expenditures, approvals, any other pertinent information.

9. **Performance Measures:** The Project Manager will track progress and report to the District 7 Juvenile Justice SUDS Implementation Committee and IDJC the performance Measures;

- a. **Treatment Status** of each juvenile served during the quarter: Date treatment started, level(s) of service; # of days in treatment or service units provided, successful/unsuccessful completion of services paid by this program.
- b. **Treatment outcome:** Juvenile exhibiting the desired change as evidenced by days without use and days without subsequent adjudication.
- c. **Supervision status** of juvenile: probation status, commitment to IDJC or other.
- d. **Offense Status:** Juvenile arrested or seen by a court for a new delinquent offense (not probation violations)
- e. **Risk Level:** pre-post YLS/CMI surveys.
- f. **TEDS and NOMS information** will be provided by WITS.



District 7 Project Manager



Date