

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: REFERRALS FOR THE PLACEMENT OF JUVENILES

APPROVAL: 
SHARON HARRIGFELD, DIRECTOR

CATEGORY: CLINICAL SERVICES

Policy

The purpose of this policy is to establish consistent and professionally-appropriate practices within the Department for making referrals for residential services for juveniles committed to Idaho Department of Juvenile Corrections (IDJC) custody.

The Juvenile Corrections Act specifically requires that IDJC make placement decisions about juveniles committed to its custody to access the most appropriate program for supervision and treatment.

A referral will be made to the program that can best provide services to address each juvenile's criminogenic needs and levels of risk as identified in the Observation and Assessment report or in the most recent progress report and service implementation plan update.

It is therefore the policy of IDJC that:

- A. Placements are initiated from an Observation and Assessment Unit (O&A Unit) following completion or update of the O&A Evaluation, or may be initiated from another placement as a transfer.
- B. The core element of information for placement from an O&A Unit is the O&A Evaluation Report, which will include the initial service plan, release expectations, and an initial reintegration plan.
- C. The core element of information for placement for the purpose of a transfer is the most recent progress report. Refer to Case Management for Juveniles policy.
- D. The core element of information for reintegration placement is the detailed content of the reintegration plan included in the most recent progress report from the residential program provider. Refer to Case Management for Juveniles policy. The referral for reintegration placement includes the specific case information necessary for the reintegration placement provider to make plans for living arrangements, supervision, and independent living skills, as appropriate.
- E. Referral information for meeting ongoing treatment needs will be sent only to the specific treatment provider as needed.

Operating Procedure

- I. Placement and Referral Determination
 - A. The following elements will be considered when making a placement determination:
 1. Placement decisions about juveniles in the custody of IDJC will be driven by the identified criminogenic risks and needs of those juveniles as identified in the Youth Level of Service/Case Management Inventory (YLS/CMI), intake information, and O&A evaluation;
 2. The placement determination process will take into consideration Initial Custody Level Assessment (ICLA) score, bed availability, geographic location nearest to family, juvenile's age, and special needs to include, but not limited to, developmental disability, autism spectrum disorders, sex offending behaviors, and mental health needs; and
 3. Existing state-operated and contract programs within the state that are able to meet the juvenile's needs will be accessed first.
- II. Referral Process
 - A. Referral packets are considered confidential and are to be handled in compliance with state and federal law. **Information about juveniles in IDJC custody contained in referral packets, or elsewhere, shall not become a topic of conversation among staff other than for professional purposes and in appropriate settings.** Under no circumstances shall the contents of a juvenile's file be discussed with or disclosed to any other juvenile.
 1. Referral information provided to prospective service providers (state or contract) must be current, comprehensive, accurate and thorough.
 2. Education, medical, clinical and substance abuse case information is confidential and must be shared in the referral packet only with those potential providers who are being asked to provide services in those areas.
 3. The disposition of each referral must be clearly documented in the placement plan in IJOS with justification provided for referrals that are not accepted and with anticipated lengths of stay identified for referrals accepted and placements made.
 - B. Referral packets will be sent to the prospective placement and other service providers electronically to eliminate the need to print electronic records. Exceptions can be made if the provider requests some referrals to be sent by fax.
 - C. Each Idaho Department of Juvenile Corrections (IDJC) regional facility and district office has specific staff assigned to fill the role of Referral Coordinator who is responsible for the referral process. They are listed on the Department's intranet Reference Library, General page. The individuals in each region/district who are responsible for referrals will be required to

continuously communicate with one another and those who need to know concerning the status of referrals and transports.

- D. There are three types of placement referrals: placement from O&A, transfer, and reintegration.

III. Compiling the Referral Packet

- A. The Clinical Supervisor requests that the Referral Acceptance/Denial form (DJC-182 IJOS) be generated by the Transport Coordinator for their signature. The signed Acceptance/Denial form is provided to the Referral Coordinator. If the Referral Acceptance/Denial form is generated in a district office or an office other than where the Clinical Supervisor is located, the form is forwarded by the Transport Coordinator to obtain the Clinical Supervisor signature with an informational copy to their OS2 and the receiving facility/region Transport Coordinator, if applicable. The Referral Acceptance/Denial form may also be generated using a placement plan created upon Clinical Supervisor approval of an ICLA or PA/R that includes a placement recommendation or placement change recommendation. If the ICLA/PA/R is used, it is important that the Transport Coordinator is informed of ALL referral acceptances for population report data.
- B. The Referral Coordinator refers to the juvenile's case management file and completes the Referral Cover Sheet (DJC-176). The information is checked off as it is gathered for the referral packet. Any additional documents/information provided will be clearly documented by listing them on the cover sheet including the document date. The referral packet should contain copies of the information as outlined in the Referral Cover Sheet (DJC-176) form with the following exceptions or guidelines:
 - 1. The Regional Observation and Assessment Evaluation report is REQUIRED for referrals from O&A, OPTIONAL for transfer placement referrals, and NOT INCLUDED for Reintegration Placement referrals.
 - 2. The JSC Summary and Family Assessment/FEQ is only included for referrals from O&A (new commitments/recommitments). *If the FEQ is not available at the time of the referral, the JSC will be responsible for ensuring it is forwarded to the provider in time to be utilized in the development of the SIP.* Transfer referrals will include the most recent, complete and current Progress Report from the provider currently serving the juvenile (REQUIRED).
 - 3. For Reintegration Placement referrals, the most recent, complete and current Progress Report that includes a detailed Reintegration Plan will be included (REQUIRED).
 - 4. Initial Custody Level Assessment (ICLA) is sent for referrals from O&A and the most recent Progress Assessment and Reclassification (PA/R) document is sent for transfers and reintegration placements.
 - 5. Prior progress report(s) and other reports and evaluations, as available, will be included.
 - 6. The Service Level Agreement form is only required for reintegration and staging providers. However, ultimately, the Service Level Agreement form may be used at the discretion of the Clinical Supervisor for any other non-state facility placements.

7. The Relapse Prevention Plan is not required to be sent when staging.

In addition, when a referral is sent to a contract residential care or contract reintegration provider, copies of the following information should be included:

1. Birth Certificate
2. Social Security Card
3. Release of Information and Consent (DJC-183 or DJC-185)
4. Insurance Information (Medicaid card, parent/guardian insurance card), if available
5. Persons to be Notified List (DJC-177)
6. Cover Sheet for Commitment to State Custody (DJC-153) attached to Order of Commitment (decree), committing petitions, and ISTARs report.
7. Any additional information that may be necessary to develop the most appropriate service implementation plan within the prescribed timeframes as directed by the JSC or Clinical Supervisor.

IV. Sending the Referral Packet

- A. If a referral is made to another IDJC facility the Referral Coordinator sends the referral cover sheet and signed Acceptance/Denial form to the proposed facility Referral Coordinator and/or designee(s). The necessary documents will be accessed via Juvenile Records for review.
- B. If a referral is sent to a contract provider, the referral packet is sent to the designated contact electronically as a single file. The file will be bookmarked to aid the recipient in locating specific documents. A delivery or read receipt (in Outlook) will be requested to confirm receipt of referral packet. If the referral packet is faxed, ensure that confirmation notice from the fax machine is printed and placed with the referral.
- C. If the juvenile is not accepted at the first proposed placement, another referral is made. The process will continue until such time that the juvenile is accepted at a regional facility or contract provider.
- D. Referral status will be tracked and information made available to those who need the information. When the referral has been sent, the status will be recorded in a referral tracking log/application. If unable to send the referral, record the status as pending and document the reason for the delay (i.e. listing missing documents causing the delay). Continue to document all status changes and information until the juvenile is transferred to the new placement.

V. Referral Acceptance or Denial

- A. The Referral Coordinator will contact the prospective placement within a 24- to 48-hour period to obtain written acceptance or denial of the juvenile into that placement. This can also be tentatively attained by an e-mail stating that the juvenile has been accepted or denied. It is the Referral Coordinator's

responsibility to continue to follow up until the completed Referral Acceptance/Denial form is received.

- B. If the referral is denied, then the regional facility/contract provider is required to give a reason for the denial and to shred the referral packet. The Referral Coordinator informs the Clinical Supervisor and JSC of the denial and includes the reason. The Acceptance/Denial form is saved in Juvenile Records and the reason for denial is documented in the IJOS placement plan by the Referral Coordinator.
- C. If the referral is accepted, the Referral Coordinator sends e-mail notification to the Clinical Supervisor, JSC, Transport Coordinator, District OS2, regional medical staff, Education Records Technician (JCC–Nampa), and any staff as required in each facility or district office. JSC notifies the juvenile, juvenile’s parent/guardian, and juvenile probation officer within 24 hours of receiving notification. Should the JSC be unable to answer questions or concerns from the juvenile probation officer or the parent/guardian, they are directed to the Clinical Supervisor. The Acceptance/Denial form is saved in Juvenile Records and the acceptance date is documented in the IJOS placement plan by the Referral Coordinator.
 - 1. If a placement contract is required, the Referral Coordinator sends the signed Accept/Deny form and other required documents to the Contracts Administrator, and the movement will not occur until a contract is in place.
 - a. The JSC Summary is sent on referrals for program placement from O&A and staging referrals.
 - b. A current progress report from the current placement is sent for transfer referrals from an existing program placement.
 - 2. If the acceptance is to an out-of-state provider, a signed acceptance letter on the provider’s letterhead is also required for the Interstate Compact placement process and saved to the juvenile’s file.
 - 3. If the placement plan date (or placement plan) changes, the Transport Coordinator must be notified. It is the responsibility of the transport coordinator to update the IJOS placement plan and/or date.
- D. The Referral Coordinator will advise appropriate regional transport coordinator(s) of planned placement by inclusion on the acceptance notification. Also refer to Regional Transports for the Placement of Juveniles policy and procedure.
- E. The JSC immediately notifies the Legal Assistant of the juvenile’s acceptance at an out-of-state contract provider. Refer to the Interstate Compact on the Placement of Children policy and procedure for Interstate Compact process instructions and task responsibilities.

VI. Transfer Notification

When a juvenile is transferred out of observation and assessment or current program, a Notice of Transfer (DJC-181) is prepared by the file manager. File manager sends DJC-181 to the judge with copies to the judge's court clerk, prosecuting attorney, attorney for juvenile, juvenile probation officer, parent/guardian, contract provider(s), and Parent Reimbursement Unit. If a placement isn't immediately available, staging may be required. Refer to Staging Juveniles policy and procedure.

Reference: *IDAPA Rules for Contract Providers*
IDAPA Rules for Reintegration Providers
[Glossary of Term and Acronyms](#): (Referral Packet, Reintegration Placement, Reintegration Plan, Reintegration Services, Transfer, Transfer Progress Report, Transfer Plan)

Related Policies: *Confidentiality/Privacy*
Control, Maintenance, and Movement of Case Management Files
Health Information/Privacy
Initial Custody Level Assessment and Reassessment
Interstate Compact on the Placement of Children
Observation and Assessment Intake
Observation and Assessment Evaluations
Regional Transports for the Placement of Juveniles
Transport Coordinator Communications

Related Forms: *Initial Custody Level Assessment (IJS)*
[Parental Release of Information and Consent form \(DJC-183\)](#)
[Release of Information and Consent form \(DJC-185\)](#)
[Persons to be Notified List \(DJC-177\)](#)
Referral Acceptance/Denial (DJC-182 IJS)
[Referral Cover Sheet \(DJC-176\)](#)
Observation and Assessment Evaluation (DJC-250 IJS)