DISTRICT 1 JUVENILE JUSTICE SUDS COMMITTEE OPERATIONS PLAN

Article I. Name

The name of this organization shall be the "District 1 Juvenile Justice SUDS (Substance Use Delivery System) Committee".

Article II. Purposes and Functions

Section 2.01 Purposes

The purpose of the District 1 Juvenile Justice SUDS Committee will be to oversee 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 services. Further 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 1 Juvenile Justice SUDS Committee has five goals.

1. Promote public safety by reducing substance abuse and delinquent activity among juvenile offenders.
2. Address the family's social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them with appropriate services.
3. Improve juvenile's school performance and attendance.
4. Strengthen the families of participants by improving the capacity of families to provide structure and guidance to their children.
5. 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 2.02 Functions

(a) Oversee District Wide Comprehensive SUD service plans that include Intake, Assessment, Level of Service, Service Authorization, Service Delivery, Payment Authorization, Service Coordination and Continuous Case Management.

(b) Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 1. A waitlist will be developed should funding run out and the need arise. Priority will be determined at the time of need by a majority vote.

Article III. Membership

Membership shall consist of Probation Directors or Chief JPO's from each of the Counties in District 1, Juvenile Detention Clinician, IDJC District Liaison and other county representatives as deemed appropriate.

- Voting Member: Benewah County-Marianne Kelly or designee
- Voting Member: Bonner County-Ron Stultz or designee
- Voting Member: Boundary County-Stacy Brown or designee
- Voting Member: Kootenai County-Debbie Nadeau (chairperson) or designee
- Voting Member: Shoshone County-Mike Smith or designee
- IDJC District 1 Liaison – Jim Crowley
- Clinician, District 1 Juvenile Detention Center – Robin Jacobson
- Kootenai County Juvenile Diversion – Kelly Jo Hilliard
- IDJC – Kathy Roberts (note taking and minutes recording)

Article IV. Meetings

The District 1 Juvenile Justice SUDS Committee shall meet monthly in conjunction with the District 1 Juvenile Justice Council. Special meetings may be called by any member of the District 1 Juvenile Justice SUDS Committee as needed by requesting such a meeting with the chairperson.

A chairperson will be elected by the committee members to preside at all meetings and maximize the function of this Committee.

Article V. Voting

The District 1 Juvenile Justice SUDS 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 voting members present).

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 1 Juvenile Justice SUDS 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 1 Juvenile Justice SUDS Committee will monitor the District Wide Plan that includes Operational Protocols and Memorandums of Understanding as outlined by IDJC.

DISTRICT 1 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

Chief Probation Officer for each county will oversee the collection of performance and financial data in their point of service, and report on the data at the District 1 JJSUDS committee. 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 a risk assessment tool that has been validated for use with juveniles (YLS/CMI, GAIN SS, or SASSI) to identify those juveniles needing further Assessment and determine risk level.
    a. County JPO will utilize current County systems to meet the needs of those not needing further assessment.
    b. County JPO will screen participants who may be eligible for Medicaid or Drug Court funding and make appropriate referrals for services.
    c. If the County JPO deems further assessment is necessary the JPO will complete the following packet for submission to the Chief Probation Officer for eligibility of JJ SUDS funding;
        i. JJSUDS Assessment Referral Form
        ii. JJ SUDS Release of Information Form
        iii. YLS/CMI, GAIN SS or SASSI results

2. **Initial Assessment:** District 1 is proposing to use approved Providers who meet standards for Qualified Substance Use Disorder Professionals (QSUDP) or QSUDP Trainees to complete Initial assessment.
    a. Assessments will be conducted by a QSUDP or QSUDP Trainee using the GAIN I.
    b. GAIN I assessment completed within 30 days of referral.
    c. Completed assessment results will be returned to referring County Probation Officer as soon as possible.

3. **Determining Level of Service & RSS Needs:** Based on completed assessment, Chief Probation Officer will work with referring Probation Officer to determine appropriate level of Service (Level 1, Level II.1, Level III, Medicaid, ATR, etc.) and Recovery Support Services or drug testing needed and associated funding.

4. **Service Plan including RSS developed and approved and authorized:** Chief Probation Officer or designee will work with referring probation officer, provider and family to develop the service plan and authorize the timeframe and cost of treatment. Chief Probation Officer or designee will approve the voucher or referral and send copies to provider.

    a. **Service Delivery**: District 1 will use approved BPA Health providers.
        i. The provider will send documentation of missed appointments, updates and concerns to the referring County Probation Officer. Staffing will be a reimbursable service to assist with time involved in communication.

ii. Treatment providers will notify and work with the referring county probation officer on ensuring the juvenile have services which fit their treatment needs.

b. **Services Authorized**:

i. Counties will use IDJC's JJ SUDS Rate Matrix to provide consistent services throughout the statewide treatment system. A copy of the current Rate Matrix is posted on the IDJC Public Website: http://www.idjc.idaho.gov.

ii. If a service is needed which is not listed on the official Rate Matrix, the rate and corresponding service will be contractually arranged with the help of the IDJC JJ SUDS Program Supervisor.

5. **Payment Authorization:** Counties will use the existing BPA Health Network of providers to ensure quality services being provided to juveniles. Juvenile Justice Substance Use Disorder Funds should be utilized as payor of last resort (all other insurance options including Medicaid should be exhausted first). All BPA Health providers will be required to use the current billing process through WITS. IDJC will pay claims submitted electronically by providers through WITS. Any non-BPA Health provider will be only considered with approval from the IDJC SUDS Program Supervisor in order to ensure contract compliance and payment procedures are in place.

6. **Continuous Case Management:** Probation Officers will work directly with treatment providers and families to ensure progress in treatment is being made and report to the Chief Probation Officer any request for additional authorizations for services. Chief Probation Officer will have final approval on all authorizations.

7. **Performance Measures:** The Chief Probation Officer in each county will provide any performance data as requested by the Department of Juvenile Corrections. If requested IDJC will reports associated outcomes and complete a program evaluation to the counties to ensure effective service delivery.

Authorization

By the authorizing signature below, the District 1 Substance Use Disorder System Committee confirms the procedures outlined in this document have been adopted for the District 1 Juvenile Justice Substance Use Disorder System funding and use.

_____ 8/1/17

Committee Chairperson **Date**