
District 6-Juvenile Justice Substance Use Disorder Services Committee

Name

The name of this organization shall be the "District 6 Juvenile Justice Substance Use Disorder Services (JJ SUDS) Committee".

Purposes and Functions

Purpose

The purpose of the District 6 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 Juvenile Justice Substance Use Disorder (JJ SUDS) funds for services. District 6 Juvenile Justice SUDS Committee will also promote strength-based treatment and rehabilitative services tailored to the needs of the family and juveniles, further supporting a positive life style for juveniles and their families.

Function

Oversee district wide comprehensive JJ SUDS service plan that includes intake, assessment, level of service, service authorization, service delivery, payment authorization, and service coordination.

Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 6.

Membership

Membership shall consist of Probation Directors or Chief JPO's from each of the Counties in the sixth district, IDJC District Liaison and staff member, District 6 JJ SUDS elected Chair, and District 6 JJ SUDS Project Coordinator.

1. Bannock County- Matt Olsen, or designee
2. Bear Lake County- Ron Harper, or designee
3. Caribou County- Justin Steele, or designee
4. Oneida County- Jill Davis, or designee
5. Franklin County- Boone Smith, or designee
6. Power County- Connie Woodworth, or designee
7. IDJC District Liaison- Stace Gearhart
8. District 6 JJ SUDS Committee Chair- Kerry Hong
9. District 6 JJ SUDS Project Coordinator- Bonnie Bakes

Meetings

The District 6 Juvenile Justice SUDS Committee shall meet quarterly via conference call or in person. Additional meetings may be called by any member of the District 6 Juvenile Justice SUDS Committee as needed by requesting such a meeting with the chairperson.

A chairperson, Kerry Hong, as elected by the committee members, will preside at all meetings and maximize the function of this Committee.

Voting

The District 6 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.

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 6 Juvenile Justice SUDS Committee is dedicated to working as a team to resolve problems that may be presented by any member of the committee.

District 6 SUDS Project Coordinator

The District 6 JJ SUDS Project Coordinator will be a part-time position, housed within Bannock County, to be utilized by all counties in District 6. Duties will be outlined further in the plan. Funding for the position will come from IDJC District 6 JJ SUDS funds and will not exceed \$15,000.00 in a fiscal year. Funding can be re-evaluated and voted on as needed.

Operational Protocols

The District 6 Juvenile Justice SUDS Committee will monitor the district wide plan that includes Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections through attachment documents.

District 6 Plan and Operational Protocols

The Chief Juvenile Probation Officers (JPO) will receive and review the performance and financial data in their county, and discuss the data at the District 6 Juvenile Justice SUDS committee quarterly meeting. Below we have outlined each of the areas designated in the Idaho Department of Juvenile Corrections (IDJC) district guidelines.

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, and GAIN SS) to identify those juveniles needing further assessment and determine risk level.

- 1) The County JPO will utilize current County systems to meet the needs of those not needing further assessment.
- 2) The County JPO will screen participants who may be eligible for Medicaid or Drug Court funding, ensuring the JJ SUDS funds are used as payor of last resort, and make appropriate referrals for services.
- 3) If the County JPO deems further assessment is necessary the JPO will complete the following packet for submission to the District 6 JJ SUDS Project Coordinator for eligibility of JJ SUDS funding;
 - a) JJ SUDS Assessment Referral Form
 - b) JJ SUDS Release of Information Form
 - c) YLS/CMI or GAIN SS results

Once Juveniles have been identified as needing further assessment and the packet has been completed, the District 6 JJ SUDS Project Coordinator will be notified. In some cases, the District 6 JJ SUDS Project Coordinator will assist the probation staff to gather the information to complete the packet.

Initial Assessment

District 6 is proposing to use approved providers who meet standards for Qualified Substance Use Disorder Professionals (QSUDP) or QSUDP Trainees to complete Initial assessment.

- 1) Assessments will be conducted by a QSUDP or QSUDP Trainee using the GAIN I.
- 2) GAIN I assessment completed within 14 days of referral.
- 3) Completed assessment results will be returned to referring County Probation Officer as soon as possible.

Determining Level of Service & RSS Needs

Based on completed assessment, District 6 JJ SUDS Project Coordinator will work with referring JPO to determine appropriate level of Service (Level 1, Level II.1, Drug Court, Medicaid, etc.) and Recovery Support Services (RSS) needed and associated funding.

Service Plan Approval and Authorization

The District 6 JJ SUDS Project Coordinator will work with the referring probation officer, provider and family to develop the service plan and authorize the timeframe and cost of treatment. The District 6 JJ SUDS Project coordinator will approve the referral in WITS and send copies of the authorization to the provider.

- 1) **Service Delivery:** District 6 will use approved BPA Health providers.

- a) The District 6 JJ SUDS Project Coordinator will ensure 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.
 - b) Treatment providers will notify and work with the referring county probation officer on ensuring the juvenile have services which fit their treatment needs, which will be informed by both the GAIN I assessment and the risk and protective factors identified in the juvenile's YLS/CMI results.
 - c) The District 6 JJ SUDS Project Coordinator will provide the JJ SUDS Committee and County probation with monthly updates on approvals or concerns.
 - d) The District 6 JJ SUDS Coordinator will monitor the progress of each client in treatment and identify those clients who are not progressing. The JJ SUDS Coordinator will arrange and facilitate MDT meetings with the client, parents, probation and providers for those clients who are not progressing in treatment. Clients who are not progressing in treatment are considered as the following: those who frequently miss treatment sessions; do not engage in treatment; or attend regularly, but whose behavior has not changed in a positive manner, i.e. still using intoxicating or illegal substances, continuing academic failure, and/or engaging in criminal behavior.
 - e) The JJ SUDS Project Coordinator will have biweekly follow-up meetings, with the MDT team, until the client is making consistent progress in treatment.
- 2) Services Authorized:**
- a) 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>.
 - b) 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.
 - c) Once the District 6 JJ SUDS Project Coordinator and the County probation officer determine services are needed, the authorization form will be completed and submitted.

Payment Authorization

Counties will use the existing BPA Health Network of providers to ensure quality services being provided to juveniles. 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 JJ SUDS Program Supervisor in order to ensure contract compliance and payment procedures are in place.

Courtesy Supervision: Counties will be required to use funds from the IDJC JJ SUDS allocated funds of the district of the originating county.

Continuous Case Management

JPO's will work directly with treatment providers and families to ensure progress in treatment is being made and report to the District 6 JJ SUDS Project Coordinator any request for additional authorizations for services. The District 6 JJ SUDS Project Coordinator will make recommendations to the District 6 Juvenile Justice SUDS Committee on continuation or discontinuation of services. When requesting continuation of services, after 6 months, providers will be required to provide the District 6 JJ SUDS Project Coordinator with clinical documentation congruent with the ASAM standards.

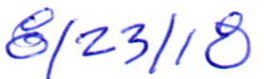
Performance Measures

The Chief JPO in each county will provide any performance data as requested by the IDJC. As requested, IDJC will complete an annual Program Evaluation and report associated outcomes to the counties to ensure effective service delivery.

Authorization

By the authorizing signature below, the District 6 JJ SUDS Committee confirms the procedures outlined in this document have been adopted for the District 6 Juvenile Justice Substance Use Disorder Services funding and use.



Committee Chairperson

Date