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. Approve 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 (Substance Use Disorders) 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.
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 SUDS 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. 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.
3. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 7.
4. Oversee and develop standards of best practice for the District 7 Juvenile Justice SUDS operations.
5. Oversee and collect performance measures as outlined by the Implementation Committee, 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 chairperson will change to a new county every two years unless there is some exception that prevents a county from taking on the position. The District 7 Juvenile Justice SUDS Project Manager, in conjunction with the Chairperson, will prepare a quarterly agenda and prepare the quarterly 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 Juvenile Drug Court Coordinator or designee
18. District 7 Trial Court Administrator or designee

*Ex officio members have voting privileges

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Article IV: Meetings

The District 7 Juvenile Justice Implementation Committee shall meet at a minimum on a quarterly basis. 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 Project Manager.

This committee will be chaired by an elected member of this committee by a majority vote. The chairperson may assist the project manager who presides at all meetings and works closely with the Probation Directors/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 Project Manager and/or 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: District 7 SUDS Project Manager

The District 7 Project Manager will be a full time position housed within Bonneville County to be utilized by all ten counties in District 7. The Project Manager will provide 25 hours weekly in the role of SUDS Project Manager, utilizing 10% or less of the districts JJ SUDS allocation. The remaining 15 hours weekly will be funded by Bonneville County to assist with Juvenile and Adult Problem Solving Courts. Benefits for the Project Manager will be based upon the 25/15 hourly rate. The operational budget for the Project Manager will be financially supported by each county, and will be reviewed by the Program Manager quarterly at the JJ SUDS Implementation Meeting. The Project Manager will complete tasks outlined in the District Plan and the Job Description/Tasks document. (See attached)

The Project Manager Job description and salary range is subject to annual review by the committee and will be consistent with salary ranges as set by Bonneville County. The Project Manager Job performance will be evaluated on an annual basis by the Bonneville County Probation Director, with input from all committee members.

Article VII: 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.

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DISTRICT 7 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

The Project Manager in District 7 will ensure the Committees review the JJ SUDS Plan and Operational Protocols at a minimum of annually or whenever the need for changes arise. The Project Manager will communicate with the IJDC Representative to ensure the most recent plan has been approved by IDJC and is available on the State website. The District 7 JJ SUDS Implementation Committee has outlined below each of the areas designated in the IDJC District Guidelines;

1. **Identify Potential Clients**

   Each County Probation Department will administer a substance abuse screening tool that has been validated for use with juveniles (GAIN SS, Y-LSI, etc.) to identify juveniles needing further Assessment.

   a. Probation Departments in District 7 will access current systems to provide services for those needing only education and no further assessment or treatment is identified.

   b. Probation Departments will screen participants who may be eligible for Medicaid or Drug Court funding and make appropriate referrals to those services.

   c. Priority screening and services will be given to Pregnant females, IV users, methamphetamine users, and other populations set forth by the SUDS Committee and as ordered by the courts.

   d. The juveniles identified as needing further assessment will complete a "SUDS packet" to be submitted to the Project Manager by the probation officer. The Project Manager will enter all information into the WITS system and will coordinate the assessment with the chosen provider. The packet will include the following forms:
   (1) IDJC Juvenile Justice Substance Use Disorder Authorization Form
   (2) IDJC Juvenile Justice Substance Use Disorder Release of Information

2. **Screening**

   Once juveniles have been identified by the probation officer as needing further assessment and the packet has been thoroughly completed, the Project Manager will be notified. In some cases, the Project Manager may assist probation staff in gathering the packet information.

   Once the packet is reviewed and approved, a consent, referral and authorization will be completed in WITS and submitted to the chosen provider with an approval of services and time frame to use approved services. The Project Manager will send the Probation Department a copy of the authorization for services as notification the referral has been made to the treatment provider.

3. **Initial Assessment:**

   District 7 will use a BPA Health approved SUDS Network approved Providers who meet standards for Qualified Substance Use Disorder professionals (QSUDP) or QSUDP Trainees to complete the initial Assessment.

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a. Assessments will be conducted by a QSUDP or QSUDP Trainee using the GAIN I.

b. The Assessment may be conducted in a County building where the juvenile resides to accommodate the juvenile and family in rural areas.

c. Due to the rural areas of many of the counties in District 7, a single provider may conduct the assessment and provide the treatment.

d. The GAIN I assessment needs to be completed within 30 days (preferably 14 days) of referral and returned to the referring county probation officer and Project Manager. The Project Manager will staff the recommendations with the probation department for authorization approval.

4. **Determining Level of Service & RSS (Recovery Support Services) Needs**

a. **Authorization:** Upon completion of the GAIN and review of the recommendations and referral summary by the Project Manager, the referring county probation officer and probation director and the Project Manager will complete an authorization for services and Recovery Support Services needed based on the Gain-I assessment and resources available in the County the juvenile resides.

(1) **Service Authorization form:** The Counties will utilize the approved Authorization Form developed by IDJC which will include; the Level of service provided and duration of authorization as outlined on form. The Project Manager will enter the approved authorization for services into the WITS and send a copy of the authorization to the Treatment Provider and County Probation Department. Upon approval the treatment provider may start providing services.

(2) **Outpatient Service Authorization:** The Project Manager will only approve authorizations for outpatient treatment services in 90 day intervals. Additional treatment services must follow the procedures outlined in continuation of services.

(3) **Residential Service Authorization:** The Project Manager will only approve authorizations for residential treatment in 30 day intervals. Additional treatment services must follow the procedures outlined in continuation of services.

b. **Drug Testing:** District 7 County Probation Offices will provide the necessary Drug Testing for the juveniles in treatment.

Juvenile probation may submit reimbursement to IDJC for drug testing for juveniles who are accessing the JJ SUDS funding and are currently attending treatment. Juveniles awaiting a drug/alcohol assessment do qualify for reimbursement. Juvenile Probation will submit reimbursement for onsite drug testing materials, lab tests and confirmation lab test when a juvenile denies the preliminary result. District 7 juvenile probation offices will provide a monthly invoice to the Project Manager by the 10th of each month. The Project Manager will review all invoices to verify juveniles tested were receiving JJ SUDS funding. The Invoice will include the following information:

(1) Name of JJ SUD Client
(2) WITS ID Number
(3) Date client was tested
(4) Date test results were sent to treatment provider

(5) Cost of materials for the drug test (including cups, gloves and dip test strips, etc.); costs of labor will not be included in reimbursement.

After reviewing all invoices the Project Manager will send collective invoices to IDJC for reimbursement. IDJC will process the invoices for payments within 30 days of receiving them. Payments will be processed through State Controller's Office as normal.

c. **Residential Treatment Referrals:** Due to the expense of residential treatment in District 7, and the risk of overspending individual allocations, the following process has been developed to ensure juveniles are receiving services necessary for their addictions, but ensure fiscal responsibility for funds in our District.

(1) **Residential recommendation at initial assessment:** If the GAIN I Assessment recommends Level 3 or higher at the initial assessment. The Project Manager, Probation Director and Probation officer from the referring county must meet with the treatment provider (assessor) in a team setting to ensure all options have been considered and to formulate a treatment/case plan for the juvenile and family. If other stakeholders (Child Protective Services, IDHW Children's Mental Health, etc.) are currently involved in the juvenile case, these stakeholders may also attend the aforementioned meeting at the determination of the Probation Director. This MUST be done PRIOR to approval of authorization for Level 3 care.

(2) **Increased level of care to Residential after receiving outpatient services:** If communication between the Project Manager, treatment providers and probation departments has been occurring on a regular basis to discuss a treatment/case plan an additional meeting outlined above may not be necessary. However, the Project Manager and/or Probation Director may deem it necessary to have a multidisciplinary meeting, the meeting should be done in an expeditious manner prior to approval of a residential treatment.

a) If the Assessment is older than 90 days, the Treatment Provider must complete the required BPA Health form to update ASAM Criteria and current Level of Care recommended.

(3) **Matching Funds Request:**

Step 1: The Project Manager will review the State IDJC Matching Funds Budget and District 7 Budget allocations for the whole District, not just the referring county.

Step 2: The Project Manager will use the forms on the IDJC Website to submit a request for matching funds within 5 days of the authorization for services being completed and will follow-up with IDJC on a weekly basis by email including the Probation Directors in the correspondence of approval. **A matching funds application is only submitted if;**

a) The District 7 budget as a whole is overspent on current allocation; and

b) The State IDJC is not over budget on matching funds.

c) **When matching funds are not an option due to current budget status;** the Project Manager does not fill out an application, but will send an email to

IDJC SUDS Manager and Probation Directors with a request to be put on the waiting list, should funds become available.

5. **Continuation of Services**

   a. The Project Manager will discuss continuation or discontinuation of services with the individual county probation director, probation officer and treatment providers. The Project Manager will either prepare a new authorization for services or a discharge from treatment.

   b. When requesting continuation of services, providers will be required to provide the Project Manager and Probation Officer with a Continued Service Request (CSR) seven (7) days prior to the authorization expiring. The CSR shall include clinical determination of established treatment goals to achieve long term sobriety. CSR's will be reviewed by the Project Manager and Probation Departments to determine if extended authorizations will be given based on the juvenile's risk and needs, along with their attendance and compliance with treatment.

   c. The Project Manager will enter all continued service data or discharge from treatment into the WITS system. If a continuation of services is approved the Project Manager will forward a new authorization for approved services to the treatment provider and probation department.

   d. The Project Manager will update the District 7 Juvenile Justice Implementation Committee about referrals, expenditures, approvals, budget and any other pertinent information on a quarterly basis at the regularly schedule meetings.

6. **Service Delivery:** The District 7 Juvenile Justice Executive Committee will attempt utilize current BPA approved providers. However, The Project Manager will work with the rural counties and IDJC SUDS Management to establish treatment in areas that may not have BPA approved providers and set up the billing procedures for those agencies with IDJC.

   a. The Project Manager will ensure the provider sends documentation of missed appointments, updates and concerns to the referring county probation department. Staffing will be a reimbursable service to assist with time involved in communications.

   b. Treatment Providers will notify and work with the referring county probation officer to ensure the juvenile and family have services which fit their treatment needs.

   c. The County will notify the treatment provider of any positive UA's or information relevant to the juvenile's treatment.

   d. 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 treatment provider will submit billings via WITS and utilize the reimbursement system established by IDJC and the District 7 Project Manager. The Project Manager will assist the District in fiscal oversight and management of funds. Any non-BPA Health providers will only be considered with approval from the IDJC JJ SUDS Program.

a. **Rate Matrix:** District 7 will use the services and rates identified on the JJ SUDS Rate Matrix for Treatment and Recovery Services for both BPA Health and Non-BPA Health approved providers. The most current version of the rate matrix can be located on the Department of Juvenile Corrections' Public website at www.idjc.idaho.gov

b. The Project Manager and County Probation Directors will submit a proposal for approval to IDJC Project Managers for fees that fall outside of the current rate matrix.

c. Funding for cases subjected to transfer under Rule 10, Rule 10A and Rule 10B are the primary responsibility of the juvenile's county of residence. In extenuating circumstances the LAG will review cases from another county and/or district for consideration of funding.

8. **Wait Lists:** All efforts will be made to ensure juveniles are able to obtain the services recommended in the Assessment. If the District 7 allocation has been utilized prior to the fiscal year end, there may be a need for a wait list for services. In the event of a wait list, priority for services will be given to juveniles who are deemed to be high risk and/or high priority due to their criminal history, risk score and GAIN I. The Wait-List will be managed by the Project Manager and will be staffed with the Probation Directors in each county on a weekly basis to ensure those juveniles with the highest need will receive services first.

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

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. **Medicaid Data Entry:** District 7 has a high population of Medicaid referrals for treatment services. The Project Manager will receive notification of referrals for assessment and treatment for juveniles utilizing Medicaid funding for entry into our District 7 Database., to assist with monitoring accurate Optum (Medicaid) cases under county juvenile probation supervision.

e. **TEDS and NOMS information** will be provided from WITS.

Authorization

By the authorizing signature below, the District 7 Implementation Committee for JJ SUDS confirms the procedures outlined in this document have been adopted for the District 7 JJ SUDS funding and use.

Modified: 7/17/2014, 7/16/2015, 6/19/2017, 6/21/2018, 9/11/2019

District 7 Project Manager

9/11/19

Date

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