Idaho Department of Juvenile Corrections

Tribal Community Incentive Program (CIP)
Program Guidelines

Eligible Participants:	Tribes who have signed a Memorandum of Agreement and are willing to use the Youth Level of Service/Case Management Inventory YLS/CMI as a screening tool to measure risk level.
Funding Source:	Idaho State General Fund
Program Purpose Area:	Graduated Sanctions
Total Budget:	Ongoing as funds become available, contact IDJC Grants Section staff at 208.334.5100 or local district liaison for current balance.
Match:	No match required
Payment:	Tribes will verify services and forward invoices to IDJC Grants Section. IDJC will pay the Tribe or the providers directly for approved expenses.

Overview:

The Idaho Juvenile Justice Commission, in partnership with the Department of Juvenile Corrections (IDJC), is dedicating funds to encourage juvenile courts to pursue a range of community based options to meet the needs of juvenile offenders who are at a high risk of being committed to IDJC. By diverting youth from commitment to the Idaho Department of Juvenile Corrections, courts have the opportunity to access funds available from the Idaho Juvenile Justice Commission and IDJC. These funds are intended to provide resources that will ensure the safety of the community and reduce recidivism for juveniles through programs that offer graduated sanctions. The overall goal of this program is to reduce the number of juveniles committed to the Department of Juvenile Corrections. This will result in strengthening families and communities.

The Community Incentive Program (CIP) is intended to provide funds for an array of best practice based interventions including: family therapy, mental health and sex offender treatment and/or transportation to these services in a more populated county. The Community Incentive Program is designed to fill gaps in local services or resources with the support needed to serve juvenile offenders **locally** where families can participate more fully in their treatment and increase the likelihood of their success.

CIP relies on Screening Teams to develop appropriate Case Plans for juvenile offenders. To access these funds, the Court, Prosecutor, or Tribal Juvenile Justice Official will convene a screening team including members such as those described in Rule 19 of the Idaho Juvenile Corrections and Act and Rules. For CIP, screening teams should include a representative from the prosecuting attorney, defense attorney, Juvenile Tribal Probation, IDJC, the Department of Health and Welfare and the juvenile's parent or guardian Other members of the screening team could include representatives from local school officials, and private provider(s).

Tribes that wish to participate in this program must sign a Memorandum of Agreement prior to requesting services and agree to use the Youth Level of Service / Case Management Inventory (YLS/CMI) to determine level of risk and develop a case plan. Participating Tribes will choose to be reimbursed for allowable expenses or have providers paid directly.

Program Enhancements

A. Forms have been revised and updated to provide more clarity and consistency.

B. The CIP funds will be focused on juveniles who are at a high risk of commitment to IDJC. **All applications must have a screening team meeting before submission.**

Details:

A. A Screening team must determine that the juvenile is at a high risk of commitment to IDJC, and that the juvenile could be provided services in the community without endangering community safety.

B. Tribes requesting CIP funding for juvenile offenders to remain in the community must have completed the YLS/CMI to assist the screening team in developing a case plan. The plan must include indicators of offender change, intermediate and long-term goals and an indicator of offender productivity.

The Application/Case Plan should include:

1. YLS/CMI scores;
2. Identification of specific needs and challenges for the juvenile;
3. Identification of services available in the community;
4. Identification of gaps in service or inadequate local resources to access services;
5. A detailed list of providers and expenses requested under the Community Incentive Program; and
6. A list of all the screening team members and their role.
7. Certification from the provider indicating ability to provide the requested services

C. The District Liaisons are available to Tribes to assist with identification of community resources and determine eligible services for consideration in this program. The District Liaison will review applications to ensure forms are complete (with supporting documentation) and may request additional information on the plan.

D. The District Liaison will forward recommended applications to the IDJC Grants Section for final approval. The IDJC Grants Section will review plans for allowable activities and expenses and request clarifications or information as needed.

E. Notices of approved applications are distributed to the Juvenile Probation Officer and District Liaison.

F. The Juvenile Probation Officer will arrange for services, monitor the juvenile(s), and certify the delivery of services according to the approved plan.

G. The Tribe decides if IDJC will pay provider or reimburse the Tribe, depending upon how the Request for Reimbursement/ Payment form is completed and submits itemized requests to IDJC for services approved in the transition plan.

H. Quarterly reports will need to be submitted according to the following schedule: 30-day status report only if services have not begun, Quarterly Progress reports, and 6-month post survey.

I. IDJC will track data regarding statewide outcomes.

Eligibility Criteria:

A. Tribes must be current on all reporting requirements for the CIP, MHP and REP prior to any future awards for CIP, MHP, or REP services. *(CIP=Community Incentive Program; MHP=Mental Health Program; REP=Re-Entry Program)*

B. Tribes must agree to the guidelines of the Community Incentive Program and sign and return the Memorandum of Agreement.

C. All members of the screening team must sign off on the case plan for the juvenile.

D. Funds may not be used to supplant existing funds. The Community Incentive Program is intended to increase the resources available for juveniles at risk of being committed to the Idaho Department of Juvenile Corrections.

Allowable Costs and Activities:

Allowable costs and activities must be matched with the criminogenic needs of the youth, to include the following:

- Vocational and educational training
- Housing costs for the juvenile but not deposits
- Transportation for juvenile to access treatment, employment, or school
- Psychotropic medications
- Treatment costs (counseling, mental health, sex offender, etc.) for no longer than one year.

Unallowable Costs:

- Clothing (except for safety equipment or uniform required by an employer/education program)
- Assessments
- Residential Services
- Personal items including hygiene supplies
- Vehicle or equipment purchase (Supplies or equipment required by an accredited vocational or higher education program may be eligible)
- Food and beverages

Roles and Responsibilities:

Identified eligible youth:	Screening team will determine juveniles who are at a high risk of commitment to IDJC.
Development of Plans:	Screening teams as defined by court and/or program guidelines
Review of Applications:	District Liaison
Approval of Applications:	IDJC Grants Section

Arrangement of services:	Chief Juvenile Probation Officer (or designee)
Monitoring and reporting of service delivery:	Chief Juvenile Probation Officer (or designee)
Reporting to IDJC:	Chief Juvenile Probation Officer (or designee)

Performance Measures:

The following information must be reported by Tribes participating in this program to track progress on performance indicators:

1. **Treatment status** of juvenile: Date treatment / services started, number of days in treatment / services, successful/unsuccessful completion of services paid by this program.
2. **Treatment outcome**: juvenile exhibiting the desired change in targeted behaviors.
3. **Supervision status** of juvenile: probation status, commitment to IDJC.
4. **Offense status**: juvenile arrested or seen by a court for a new delinquent offense (not probation violations).
5. **Risk Level**: pre-YLS/CMI (not reported quarterly).

Reporting Dates: Quarterly reports are due as follows:

Project Status Report

Due 30 days after award date

Progress Reports

Due	*October 31*	*For Reporting Period: July 15 – September 30*
Due	*January 31*	*For Reporting Period: October 1 – December 31*
Due	*April 30*	*For Reporting Period: January 1– March 31*
Due	*July 31*	*For Reporting Period: April 1 – June 30*

6-Month Follow-up Survey

Due 6 months after completion of services
Final Progress Report on select indicators

Timelines:

Budget Period:	July 1 – June 30
New MOA:	October 1 – September 30
Approval Process:	Allow 10 working days from the date the application is received by the IDJC Grants Section for disposition of applications

Special Conditions:

The Idaho Department of Juvenile Corrections may cancel a project award or redistribute funds if services have not begun within 30 days of the award. Tribes must submit a 30-day Status Report with a statement describing any delay in service delivery.

To maximize CIP, Tribes should notify IDJC Grants Staff within ***ten (10) business days*** *in the event approved services will not be initiated or completed for a juvenile. This courtesy will allow redistribution of unobligated funds.*

New applications will not be approved unless reports are current for all outstanding awards in the CIP, MHP or REP.

Applications must be approved by IDJC Grants Section prior to start of services.

Forms:

The following forms are available from the IDJC/Grants website at www.idjc.idaho.gov, by clicking on the Community-based funds link on the top and then the CIP/Mental Health/REP link or by contacting Katherine Brain at 208.334.5100 x413 or e-mail Katherine.Brain@idjc.idaho.gov

1. Community Incentive Program Guidelines and Flowchart
2. Application for Services
3. Request for Reimbursement
4. Financial Report
5. Progress Report
6. Memorandum of Agreement w/ Attachment A
7. 30-day Status Report
8. 6-month Follow-up Report
9. Project Adjustment Request