

# Idaho Department of Juvenile Corrections

## Tribal Mental Health Program Guidelines

Eligible Participants:	Tribes who have signed a Mental Health Program MOA and are willing to use the Youth Level of Service/Case Management Inventory (YLS/CMI) & Child and Adolescent Functional Assessment Scale (CAFAS) or The Child and Adolescent Needs and Strengths (CANS) as screening tools to measure community safety and treatment needs, and develop case plans.
Funding Source:	Idaho State General Fund
Target Population:	Juvenile offenders who have been diagnosed with a mental illness.
Program Purpose Area:	Mental Health
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 State Legislature appropriated funding to use for juvenile mental health services. The Idaho Department of Juvenile Corrections, Idaho Department of Health & Welfare and Idaho communities will work in partnership to meet the needs of juvenile offenders who have been diagnosed with a mental illness. By diverting youth from commitment to the Idaho Department of Juvenile Corrections, courts have the opportunity to access Mental Health funds available from the Idaho Legislature. 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 serve juvenile offenders with mental health needs in the community. This will result in strengthening families and communities.

To ensure positive outcomes, the Mental Health Program will support mental health services as needed for juvenile offenders through programs that are research based and considered **best practice**. Indicators of offender productivity and change, and program effectiveness will be tracked and reported to the Idaho Legislature.

The Mental Health Program 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 section 20-511A of the Idaho Juvenile Corrections Act. For the Mental Health Program, screening teams must include a licensed mental health professional, a representative from tribal probation or diversion and the juvenile's parent or guardian. Other members of the screening team could include representatives from the Departments of Health and Welfare and/or Juvenile Corrections, private provider(s), representatives from an educational institution, etc.

The target population for MHP includes juvenile offenders who have been diagnosed with a mental illness. The Youth Level of Service / Case Management Inventory (YLS/CMI) and the Child and Adolescent Functional Assessment Scale (CAFAS) or The Child and Adolescent

Needs and Strengths (CANS) will be used to determine criminogenic and mental health needs. Based on this process, the Mental Health Program is not intended to provide crisis intervention services.

### **Program Enhancements**

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

### **Details:**

- A. Tribes shall instruct the parent/guardian to submit an application to the Idaho Department of Health and Welfare to determine eligibility for services through Children's Mental Health or Medicaid.
- Families must agree to apply for private insurance coverage or services through Children's Mental Health and/or Medicaid for long term management options.

- B. Tribes requesting MHP funding for juvenile offenders with mental health needs must complete the YLS/CMI and a CAFAS or CANS to assist the screening team in developing a Case Plan. The Plan must address all domains within the YLS/CMI and identify all interventions regardless of funding source.

The Application/Case Plan shall include:

1. The juvenile's mental health diagnosis;
2. YLS/CMI and CAFAS or CANS scores;
3. Identification of specific needs and challenges for the juvenile;
4. Identification of services available in the community;
5. Identification of gaps in service or inadequate local resources to access services;
6. A detailed list of providers and expenses requested under the Mental Health Program;
7. A list of all the screening team members and roles;
8. Evidence that the proposed treatment is a best practice; and
9. Certification from the provider indicating ability to provide the requested services.

- C. IDJC District Liaisons are available to counties to assist with identification of community resources and determine eligible services for consideration in this program. District Liaisons may participate on Screening Teams upon request by the tribe. The District Liaisons will review applications to ensure forms are complete (with supporting documentation) and may request additional information.

- D. The District Liaison will forward completed 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 approval 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 Case Plan.

- G. The Tribe receives invoices from providers, certify service delivery and associated fees and send approved invoices to IDJC for payment. IDJC will pay providers according to the parameters of the award for allowable expenses.

- H. The Tribe submits reports to IDJC according to the following schedule: 30-day status report if no services have begun, Quarterly Progress Reports, and 6-month post survey.

- I. IDJC will track data regarding outcomes and draft a report for the Legislature.
- J. IDJC is not liable for any expenses beyond the scope of the approved application, such as services provided prior to the approval of the application, services provided after the project end date, or services not specifically approved in the application including type and cost.

**Eligibility Criteria:**

- A. Tribes must be current on all reporting requirements for the CIP, MHP and REP programs 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 Mental Health Program and sign and return the Memorandum of Agreement.
- C. Screening teams must include a licensed mental health professional (Masters Level), a representative from Tribal Probation or Diversion, and the juvenile's parent or guardian; other members could include, IDHW / IDJC staff, providers, education personnel, etc. All members of the screening team must sign off on the Case Plan for the juvenile.

**Allowable Costs and Activities:**

Allowable costs and activities must be matched with the criminogenic needs of the youth, be research-based and considered best practice, to include the following services:

- Best Practice Treatment costs for no longer than one year
- Psychotropic medications
- Transportation for juvenile and/or parent to access treatment

**Unallowable Costs:**

- Clothing or personal items including hygiene supplies
- Assessments
- Treatment that is not considered best practice
- Residential Services
- Vehicle or equipment purchase
- Food and beverages

**Roles and Responsibilities:**

Development and approval of Case Plans:	Screening teams as defined by court and 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 of Outcomes To Legislature:	IDJC

**Performance Measures:**

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

1. **Treatment status** of juvenile: date treatment started, number of days in treatment, successful/unsuccessful completion of services paid by this program.
2. **Treatment outcome:** juvenile exhibiting the desired change in mental health.
3. **Supervision status** of juvenile: probation/diversion 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:** 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**

*Final Progress Report on select indicators*

*Due 6 months after completion of services*

**Timelines:**

Budget Period: July 1 – June 30

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

**Payment:**

1. Providers send invoices to Tribal Probation / Diversion after services are delivered.
2. Tribal Probation / Diversion must certify that services were delivered, rates are as agreed, and activities are within the parameters of the project award.
3. Tribal Probation / Diversion must complete the IDJC Request for Reimbursement / Payment form, attach invoices and send to the IDJC Grants Section for payment.
4. IDJC will pay providers for approved costs.

**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 the Mental Health Program, 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](http://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](mailto:Katherine.Brain@idjc.idaho.gov) at 208.334.5100 x413.

1. Mental Health Program Overview / Flowchart
2. Memorandum of Agreement
3. Application for Services
4. Request for Reimbursement / Payment
5. Progress Report
6. Closeout Documents
7. 30-day Status Report
8. 6-month Follow-up Report
9. Project Adjustment Request

## **Training and Resources:**

To request training on the use of the YLS/CMI, or to get a referral to trained facilitators in your area, please contact the Grants Section at (208) 334-5100 to request training.

To complete the YLS/CMI form online, go to: <http://clients.cyzap.net/idjc/>

For information on the CAFAS, please contact Dr. Kay Hodges at: [hodges@provide.net](mailto:hodges@provide.net)

The following internet resources are provided to assist you with research-based and best practice programs for mental health needs.

[Hawaii State Department of Health](#)

[Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#)

[Office of Juvenile Justice and Delinquency Prevention \(OJJDP\) Model Programs Guide](#)

[Idaho Department of Health and Welfare Children's Mental Health](#)

[Mental Health: A Report of the Surgeon General](#)