By-Laws of the District 5 Juvenile Justice SUDS Committee

Article I: Name

The name of this organization shall be the "District 5 Juvenile Justice SUDS (Substance Use Disorder Services) Committee."

Article II: Purposes and Functions

Section 1: Purposes

The purpose of the District 5 Juvenile Justice SUDS Committee will be to oversee a cost effective, district wide, substance services 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 5 Juvenile Justice SUDS Committee has four goals.

- Promote public safety by reducing substance abuse and delinquent activity among juvenile offenders.
- Address and strengthen the family's social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them in appropriate services.
- 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.
- Oversee the process of how counties track and manage resources and expenditures for SUDS treatment services for juveniles in the juvenile justice system.

Section 2: Functions

1. 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.
2. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 5.

Article III: Membership

Membership shall consist of Chief JPO's from each of the Counties in the fifth district, SUDS Program Manager, and IDJC District Liaison.

1. **Blaine County**- Teresa Espedal or designee

2. **Camas County**- Jeff Kreyssig or designee
3. **Cassia County-** Dixie Tate or designee
4. **Jerome County**- Mario Umana or designee
5. **Minidoka County**- Dixie Tate or designee
6. **Lincoln County-** Linda Boguslawski or designee
7. **Gooding County**- Carol Johnson or designee
8. **Twin Falls County-** Kevin Sandau or designee
9. **IDJC District Liaison-** Renee Waite or designee
10. **SUDS Program Manager**- Stephanie J. Phillips, M.Ed., L.C.P.C.

Article IV: Meetings

The District 5 Juvenile Justice SUDS Committee shall meet weekly (Thursdays at 10:30a.m.) to authorize funding and staff cases. Meetings will be held for the purpose of managing services and intake for clients referred for and receiving services through SUDS. Special meetings may be called by any member of the District 5 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 5 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 members present) and when the group says they can live with the decision of that vote.

The SUDS Program Manager will ensure 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 5 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 5 Program Manager 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 5 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

The District 5 JJSUDS committee proposes the use of 10% or less of the district's allocation to hire a Program Manager and cover any necessary administrative costs associated with the position. Twin Falls County will act

as the host county, and fund the costs associated with the Program Manger from the Twin Falls County SUDS allocation. The Program Manager will assist with the implementation and follow-up of the proposed plan. The Program Manager job description and salary range is subject to annual review by the committee.

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, and GAIN SS) 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 submits an authorization request for a GAIN with a signed Release of Information (ROI) to the Program Manager.
   c. The Program Manager then verifies the need for the GAIN and authorizes funding in the WITS (WEB Infrastructure for Treatment Services) program with notification to treatment provider.
   d. Once the GAIN is completed and received, the Program Manger adds the case to the next JJ SUDS committee agenda to approve or deny funding for treatment services.
   e. All efforts will be made to ensure juveniles are able to obtain needed services. If all funding has been utilized prior to the fiscal year end, there may be the need for a wait list for services. In the event of a wait list, priority for services will be given to pregnant females, IV users, and those juveniles who are deemed to be high risk and/or high priority by probation and the JJ SUDS committee, due to their criminal history, risk score, and GAIN-I.

2. Initial Assessment/JJSUDS Decisions: District 5 will use BPA Health SUDS Network 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 assessments will be returned to the Program Manager for review and to be set on the JJ SUDS committee agenda. In the event need for immediate review is indicated, the Program Manager may contact the SUDS Committee by phone or electronic means for review and decision.
   d. Prior to submitting for authorization by the JJ SUDS committee, treatment providers must establish collateral contact with the assigned JPO, where information including recommendations are shared, and the JPO is given the opportunity to express support for or alternative recommendations. Documentation of the collateral contact will be passed on to the JJ SUDS committee for review as part of the authorization process.
   e. The Program Manager has the authority to authorize requests for additional Recovery Support Services (RSS) units in the event the initially authorized number of units is utilized, and the provider makes a request for the additional units during the current authorization period. This will be reported at the weekly staffing meeting.

3. Determining Level of Service & RSS (Recovery Support Services) Needs: The Program Manager will work with referring County JJ staff and identified treatment provider to determine Level of Services and Recovery Support Services needed.

4. Service Plan including RSS developed, approved and authorized: The JJ SUDS committee approves and authorizes payment through the WITS system. Providers will utilize WITS for all documentation of services.

5. Service Delivery: Program Manager develops a treatment timeframe to be reviewed/monitored by the JJ SUDS committee.
   a. The provider will provide regular progress reports and documentation of missed appointments, updates and concerns to the referring County Probation Officer as necessary.
   b. Treatment providers will notify and work with the referring county probation officer on ensuring the juvenile and families are complying with treatment needs.
   c. All cases are subject to review by the JJ SUDS committee.

6. Payment Authorization: Juvenile Justice Substance Use Disorder Funds should be utilized as payor of last resort (all other insurance options, including Medicaid, should be exhausted first).

7. Continuous Case Management: Probation Officers will work directly with treatment providers and families to ensure progress in treatment is being made and report any concerns to the Chief Probation Officer in their County. Concerns will be reported to the Program Manager to be placed on the next JJ SUDS committee agenda.

8. Treatment Resource Allocation Plan: See the State Fiscal Year 2021 Allocation. District 5's financial resource plan is allocated annually by IDJC.

9. Treatment Rate Matrix: See the statewide approved rate matrix at IDJC's public website. www.idic.idaho.gov

10. Performance Measures: The Chief Probation Officer in each county will provide performance data as requested by the Department of Juvenile Corrections.

Signature: _____ 1/27/2021

D5 JJ SUDS Program Manager Date