District Four Juvenile Justice SUDS Committee
JJ SUDS District Plan

The purpose of this plan is to outline the use of Juvenile Justice Substance Use Disorder System funding for District Four of Idaho. This District Plan was initially effective July 1, 2011 and should be considered current.

Article I: Name
The District Four Juvenile Justice Substance Use Disorder Services (SUDS) committee shall be referred to as the Local Accountability Group (LAG).

Article II: Purposes and Functions

Section 1: Purposes
The purpose of the LAG shall be to oversee the process of how the counties track and manage resources and expenditures. Additionally, the LAG will determine service priorities and lengths of stay within the appropriate levels of service for juveniles receiving services. The District Four Juvenile Justice LAG is dedicated to working as a team to resolve problems that come to the attention of the group.

Section 2: Functions
1. Sustain 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. This will be reviewed annually.
2. Optimize the utilization of the appropriated funds for services and support for juveniles and their families within District Four.
3. Oversee and ensure standards of best practice for the District Four Juvenile Justice SUDS operations.
4. Collaborate, as needed or requested, with Idaho Department of Juvenile Corrections (IDJC) to oversee and collect performance measures to include: Treatment status, treatment outcome, supervision status, and risk level.

Article III: Membership
Membership shall consist of representatives from each of the county juvenile probation departments within the Fourth Judicial District (Ada, Boise, Elmore, and Valley), the IDJC District Four Liaison, and the District Four Juvenile Justice SUDS Program Manager. The following is a list of members which is subject to change or substitution.
1. Ada County – Dena Chase (or designee)
2. Boise County – Amanda Leader (or designee)
3. Elmore County – Tim Howley (or designee)
4. Valley County – DeeDee Phillips (or designee)
5. IDJC District Four Liaison – Alicia Baptiste
6. District Four Juvenile Justice SUDS Program Manager – Stephanie Phillips

A LAG chairperson shall be elected by the committee and he/she shall serve for a period of one year. The Program Manager will report to all the members of the LAG, and all personnel matters of the Program Manager position will be overseen by the host county, Ada County. The elected chairperson will be the primary point of contact for the Program Manager.

Article IV: Meetings
The District Four Juvenile Justice LAG will meet on a weekly basis; Friday at 9:00am, unless a special meeting is set by the majority vote of the members. In instances when the regularly scheduled meeting falls on a holiday, the LAG will determine alternative dates to review cases, or consider postponing to the following Friday. A representative of IDJC will attend the meeting via teleconference or other technological means. Special or in person meetings may be called by any member of the LAG as needed by requesting a meeting with the committee chairperson no shorter than 24 hours in advance to the anticipated meeting. Meetings will be held for the purposes of managing services and intake for clients referred for and receiving services through SUDS.

Article V: Voting
The District Four Juvenile Justice LAG will act as the decision-making board in screening referrals and reviewing clients currently receiving services funded through SUDS. The LAG will work collaboratively with IDJC to make decisions impacting SUDS processes for District 4. After each committee member has been given ample information and opportunity to express opinions, the LAG members will move forward with a vote. The decision is made when simple majority of those in attendance is reached. The LAG will approve funding for treatment ordered by the court consistent with applicable statutes and IDJC rules.

Article VI: Operational Protocols
The District Four LAG 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 this position. With support from the other counties within District Four, Ada County has agreed to act as the host county for any SUDS related administrative needs. Ada County will cover initial costs of the Program Manager/administrative expenses and will later be reimbursed by IDJC. The Program Manager will assist with the implementation and follow-up of the proposed plan. The Program Manger job description and salary range is subject to review by the committee and consistent with salary ranges as set by Ada County.

Intake:
There are two methods in which a juvenile offender will come to the attention of the LAG.

1. A county juvenile probation officer has administered a risk assessment tool, typically the YLS CMI, and substance abuse has been identified as a risk domain.
2. The court has ordered a juvenile for assessment and/or treatment.

Process:

1. The county juvenile probation officer submits a request for a GAIN with a signed Release of Information (ROI) to the Program Manager.
2. The Program Manager then verifies the need for the GAIN and authorizes expenditures in the WITS (Web Infrastructure for Treatment Services) program with notification to the treatment provider.
3. Once the GAIN is completed and received, the Program Manager adds the case to the next LAG agenda to approve or deny funding for treatment, case management, drug testing, transportation and/or other services requested by the provider.
4. The LAG will authorize all substance abuse services ordered by the court pursuant to 20-520(i).
5. Funding for cases subject 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.
6. 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 a 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 LAG, due to their criminal history, risk score, and GAIN-I.

Article VI: Operational Protocols

Section 1: Operational LAG Decisions

1. The Program Manager has the authority to authorize requests for GAIN assessments if they meet the minimum guidelines and protocol outlined by IDJC SUDS services.
2. All GAIN recommendations will be reviewed by the LAG and staffed for approval purposes by the LAG at the weekly meeting. In the event of need for immediate review is indicated, the Program Manager may submit requests for approval via telephone or electronic means for review and decision by the LAG.
3. Prior to submitting for authorization by the LAG, 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 collateral contact will be passed on to the LAG for review as part of the authorization process.
4. The Program Manager has the authority to authorize requests for additional Recovery Support Service units (RSS) in the event the initially authorized number of units is utilized, and the provider makes a request for additional RSS units during the current authorization period.

Initial Assessment: District Four is proposing, whenever possible, the agency completing the assessment may also provide treatment services unless the level of care determined is not provided by the agency conducting the assessment.

1. Client is provided with a list of available qualified providers and informs JPO of his/her selection.
2. Assessment will be completed by a GAIN-certified professional.
3. If treatment is recommended, the client shall receive treatment through the provider of his/her choice.
4. Any exceptions are to be approved by the LAG.

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

Service Plan including RSS developed, approved, and authorized: The LAG approves and provides payment through the WITS system. Providers will utilize WITS for all documentation and billing of services.

Service Delivery:

1. Program Manager develops a treatment timeframe to be reviewed/monitored by the LAG.
2. Weekly meeting to staff intake cases, discuss cases currently in treatment, and make other decisions as necessary.
3. All cases are subject to review by the LAG.

Payment Authorization:

1. Authorization forms and related paperwork will be completed and submitted by the Program Manager under the approval of the LAG. The Program Manager will authorize provider services electronically using the WITS system.

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

Treatment Rate Matrix

District Four has adopted to use services and rates identified on the JJ SUDS Rate Matrix for Treatment and Recovery Support Services. To see the most current version, please see the Department of Juvenile Correction's public website at www.idjc.idaho.gov

Authorization

By the authorizing signature below, the District Four LAG Team confirms the procedures outlined in this document have been adopted for the District Four Juvenile Justice Substance Use Disorder System Program funding and use.

Stephanie J. Phillips M.Ed. LCPC 2.17.21

Stephanie J. Phillips, M.Ed., L.C.P.C. **Date**

District 4 JJ SUDS Program Manager