

Idaho Department of Juvenile Corrections 2018 Mental Health Program Guidelines

Eligible Participants:	Counties who have signed a Mental Health Program MOU 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 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:	Counties will verify services and forward invoices to IDJC Grants Section. IDJC will pay the County 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 County 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 county 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.

2018 Program Enhancements

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

Details:

- A. Counties 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. Counties 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 county. 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 the completed application 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 County will receive 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 County will submit reports to IDJC according to the following schedule: 30-day status report if no services have started, 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. Counties 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. Counties 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 County 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/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 of Outcomes To Legislature:	IDJC

Performance Measures:

The following information must be reported by Counties 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 if services have not started.

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, 2016 – June 30, 2018

New MOA: October 1, 2016 - September 30, 2018

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 County Probation / Diversion after services are delivered.
2. County Probation / Diversion must certify that services were delivered, rates are as agreed, and activities are within the parameters of the project award.
3. County 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 or counties for approved costs as indicated on Reimbursement/ Payment form.

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. Counties must submit a 30-day Status Report with a statement describing any delay in service delivery.

To maximize the Mental Health Program, Counties 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. or contact [Katherine Brain](#) at 208.334.5100 x413.

1. Memorandum of Agreement
2. Application for Services
3. Request for Reimbursement / Payment
4. Progress Report
5. 30-day Status Report
6. 6-month Follow-up Report
7. 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

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](#)