

Idaho Department of Juvenile Corrections
2018 Re-Entry Program (REP) Guidelines

Eligible Participants:	Counties who have signed a Memorandum of Agreement
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:	IDJC will pay providers or reimburse Counties for allowable expenses. Counties must submit requests for payment/reimbursement to IDJC.

Overview:

The Idaho Department of Juvenile Corrections in partnership with the Idaho Juvenile Justice Commission is dedicating funds to assist with re-entry of juvenile offenders. The Re-Entry Program (REP) is intended to provide resources that will ensure the safety of the community and reduce recidivism for juveniles returning from IDJC custody.

REP is designed to fill gaps in local services or resources to provide juveniles with the support needed for successful reintegration into the community. REP focuses resources to provide “wrap-around” services according to transition plans for each juvenile.

Counties that wish to participate in this program must sign a memorandum of agreement prior to referral of juveniles for services. Counties will be reimbursed for allowable expenses.

2018 Program Enhancements

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

Details:

- A. The treatment team for each juvenile in IDJC custody must develop a transition plan that identifies the specific services needed for successful reintegration of the juvenile into the community.

The transition plan should include:

1. Identification of specific reentry needs and challenges for the juvenile;
2. Identification of services available in the community;
3. Identification of gaps in service or inadequate local resources to access services; and
4. Detailed list of providers and expenses requested under the Re-Entry Program

- B. The IDJC District Liaisons are available to assist the treatment team with identification of community resources and determination of eligible services for consideration in this program.

- C. The Clinical Supervisor or Juvenile Service Coordinator forwards recommended plans to the District Liaison for review. District Liaisons forward plans and supporting documents to the

IDJC Grants Section for final approval. The IDJC Grants Section reviews plans for allowable activities and expenses and requests clarifications or information as needed.

- D. Notices of approved applications are distributed to the IDJC Juvenile Service Coordinators, Juvenile Probation Officers, and District Liaisons.
- E. The County Juvenile Probation Officer arranges for services, monitors the juvenile(s) and certifies the delivery of services according to the approved plan.
- F. The County decides if IDJC will pay provider or reimburse the County, depending upon how the Request for Reimbursement/ Payment form is completed and submits itemized requests to IDJC for services approved in the transition plan.

Eligibility Criteria:

- A. Juveniles must be in IDJC custody and transitioning back to the community within the project period;
- B. Counties must agree to the guidelines of the Re-Entry Program and sign and return the Memorandum of Agreement;
- C. Funds may not be used to supplant existing funds. REP is intended to increase the resources available for juveniles reentering the community.

Allowable Costs and Activities:

- Housing costs for the juvenile but not deposits
- Transportation for juvenile to access treatment, employment, or school
- Psychotropic medications
- Treatment costs for counseling, mental health, sex offender, etc. for no more than six (6) months.

Unallowable Costs include:

- Clothing (except for safety equipment or uniform required by an employer/education program)
- 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
- Medications not identified in the transition plan

Roles and Responsibilities:

Development of Transition Plans:	Treatment Team with assistance of IDJC District Liaison
Approval of Transition Plan:	IDJC Clinical Supervisor
Approval of Services: Identified in Transition Plan <i>(for reimbursement in this program)</i>	IDJC Grants Section
Arrangement of services:	Chief Juvenile Probation Officer (or designee)
Monitoring of service delivery:	Chief Juvenile Probation Officer (or designee)
Reporting:	Chief Juvenile Probation Officer (or designee)

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 / 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.
3. **Supervision status** of juvenile: probation status, re-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).

Timelines:

Budget Period: July 1, 2016 – September 30, 2018

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

Reporting Dates: Reports are due as follows:

Program 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

Due 6 months after completion of services

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 Re-entry 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.

Reimbursements and subsequent applications for CIP, MHP or REP will not be approved unless the County is in compliance with reporting guidelines for projects currently supported by 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 x 413.

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