

# **District 2**

## **Juvenile Justice Substance Use Delivery System Committee**

### **Article I: Name**

The name of this organization shall be the "District 2 Juvenile Justice Substance Use Delivery System Committee."

### **Article II: Purposes and Functions**

#### ***Section 1: Purposes***

The purpose of the District 2 Juvenile Justice Substance Use Delivery System Committee will be to oversee a cost-effective and district-wide substance use system to reduce substance use and criminal behavior among juveniles, while maximizing the utilization of the appropriated funds for services. This will further empower 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.

#### **Goals**

- Promote public safety by reducing substance use and delinquent activity among juvenile offenders.
- Address the family's social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them with appropriate services.

#### ***Section 2: Functions***

1. Oversee the district-wide and comprehensive Substance Use Disorder Service Plan that includes 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 2.

### **Article III: Membership**

Membership shall consist of Probation Directors or Chief Juvenile Probation Officers, or their designee, from each of the counties in the Second District, and the IDJC District Liaison.

1. Clearwater & Lewis County – Alana Curtis or designee
2. Idaho County – Nadine McDonald or designee
3. Latah County – Skye Taylor or designee
4. Nez Perce County – Shawn McDowell (Chairperson) or designee
5. IDJC District Liaison – J.D. Storm or designee

## **Article IV: Meetings**

The District 2 Juvenile Justice Substance Use Delivery System Committee shall meet quarterly. Special meetings may be called by any member of the District 2 JJSUDS 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 2 Juvenile Justice Substance Use Delivery System 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 Chairperson will ensure that every member has been informed and given the option to attend the meeting prior to a decision or problem being voted on.

The District 2 Juvenile Justice Substance Use Delivery System 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 2 Juvenile Justice Substance Use Delivery System Committee will monitor the district-wide Plan that includes Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections (IDJC) through attached documents.

# District 2 Juvenile Justice Substance Use Delivery System Plan and Operational Protocols

Chief Juvenile Probation Officers (JPO) for each county will oversee the collection of performance and financial data in their point of service, and report on the data at the District 2 Juvenile Justice Substance Use Delivery System Committee quarterly meeting. Below, we have outlined each of the areas designated in the IDJC District Guidelines.

- 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 their risk level.
  - a. County JPOs will utilize current county systems to meet the needs of those not needing further assessment.
  - b. County JPOs will screen participants who may be eligible for Medicaid or private funding and make appropriate referrals for services.
  - c. If the county JPO deems further assessment is necessary, the JPO will complete the following packet for submission to the Chief JPO for eligibility of Juvenile Justice Substance Use Disorder Services (JJSUDS) funding:
    - i. JJSUDS Authorization Request Form
    - ii. JJSUDS Release of Information Form
    - iii. YLS/CMI, GAIN-SS or PACT results
- 2. Initial Assessment:** District 2 is will use 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 a comprehensive diagnostic assessment including ASAM criteria or GAIN, whichever is preferred.
  - b. Assessments will be completed within 30 days of referral.
  - c. Completed assessment results will be returned to referring county JPO as soon as possible.
- 3. Determining Level of Service & Recovery Support Service Needs:** Based on the completed assessment, the Chief JPO will work with the referring JPO to determine the appropriate level of service {Level 1-Outpatient, Level 2-Intensive Outpatient, Level 3.5-Residential, etc.) and recovery support services (RSS) needed and associated funding. If a waitlist for services is necessary, assessment scores will determine the order of priority.
- 4. Service Plan including RSS developed, approved, and authorized:** Chief JPOs will work with referring JPOs, the provider and family to develop the service plan and authorize the timeframe and cost of treatment. The Chief JPO will approve the referral and send copies to provider and IDJC.
- 5. Service Delivery:** District 2 will use approved Magellan Health providers.

- a. The provider will send documentation of missed appointments, updates and concerns to the referring county JPO. Staffing will be a reimbursable service to assist with time involved in communication.
  - b. Treatment providers will notify and work with the referring county JPO on ensuring the juvenile has services which fit their treatment needs.
- 6. **Services Authorized:**
  - a. Counties will use IDJC's JJSUDS Rate Matrix to provide consistent services throughout the statewide treatment system. A copy of the current Rate Matrix is posted on the IDJC's Public Website.
  - b. If a service is needed which is not listed on the official Rate Matrix, the rate and corresponding service will be contractually arranged with the help of the IDJC Behavioral Health Program Manager.
- 7. **Payment Authorization:** Counties will use the existing Magellan Network of providers to ensure quality services being provided to juveniles. All Magellan providers will be required to use the current billing process through WITS. IDJC will pay claims submitted electronically by providers through WITS. Any non-Magellan provider will be only considered with approval from the IDJC Behavioral Health Program Manager in order to ensure contract compliance and payment procedures are in place. The JJSUDS funds should be utilized as payer of last resort (all other insurance options including Medicaid should be exhausted first).
- 8. **Continuous Case Management:** JPOs will work directly with treatment providers and families to ensure progress in treatment is being made and report to the Chief JPO any request for additional authorizations for services. Chief JPOs will have final approval on all authorizations.
- 9. **Performance Measures:** The Chief JPO in each county will provide any performance data as requested by the IDJC. If requested, the IDJC will report outcomes and complete a program evaluation to the counties to ensure effective service delivery.

Authorization

By the authorizing signature below, the District 2 Juvenile Justice Substance Use Delivery System Committee confirms the procedures outlined in this document have been adopted for the District 2 Juvenile Justice Substance Use Disorder Services funding and use.

Nadine McDonald  
Nadine McDonald, *Idaho County*

5/13/2025  
Date

Skye Taylor, Latah County

Date

Alana R Curtis  
Alana Curtis, *Clearwater and Lewis Counties*

5/14/2025  
Date

Shawn McDowell, Nez Perce County

Date

Authorization

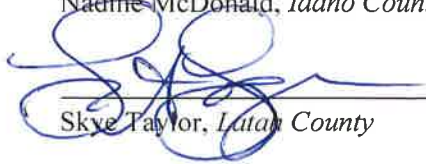
By the authorizing signature below, the District 2 Juvenile Justice Substance Use Delivery System Committee confirms the procedures outlined in this document have been adopted for the District 2 Juvenile Justice Substance Use Disorder Services funding and use.

Nadine McDonald

Nadine McDonald, *Idaho County*

5/13/2025

Date



Skye Taylor, *Latah County*

05/13/25

Date

Alana Curtis, Clearwater and Lewis Counties

Date

Shawn McDowell, Nez Perce County

Date

Authorization

By the authorizing signature below, the District 2 Juvenile Justice Substance Use Delivery System Committee confirms the procedures outlined in this document have been adopted for the District 2 Juvenile Justice Substance Use Disorder Services funding and use.

Nadine McDonald

Nadine McDonald, *Idaho County*

5/13/2025

Date

Skye Taylor, *Latah County*

Date

Alana Curtis, *Clearwater and Lewis Counties*

Shawn McDowell

Shawn McDowell, *Nez Perce County*

Date

5/14/25

Date