

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: REFERRALS FOR THE PLACEMENT OF JUVENILES

CATEGORY: CLINICAL SERVICES

Policy

The purpose of this policy is to establish consistent and professionally-appropriate practices within the Idaho Department of Juvenile Corrections (IDJC) for making referrals to residential treatment services for juveniles committed to the IDJC custody.

The Juvenile Corrections Act specifically requires that the IDJC make placement decisions about juveniles committed to its custody to access the most appropriate program for supervision and treatment.

A referral is made to the program that can best provide services to address each juvenile's criminogenic needs and levels of risk, as identified in the Placement Considerations for Population Management (DJC-007), Observation and Assessment (O&A) Evaluation (DJC-250) report, or in the most recent progress report and service implementation plan update.

It is therefore the policy of the IDJC that:

1. Placements are initiated from an O&A unit following population management, or update of the O&A Evaluation, or may be initiated from another placement as a [transfer](#).
2. The core element of information for placement from an O&A unit is the Placement Considerations for Population Management (DJC-007) form and discussion.
3. The core element of information for placement for the purpose of a transfer is the [transfer progress report](#) (also see [transfer plan](#)) and Progress Assessment/Reclassification (PA/R). Refer to Case Management for Juveniles (401) and the Transfer of Juveniles in IDJC Custody (431) policies/procedures.
4. The core element of information for [reintegration placement](#) is the detailed content of the reintegration plan included in the transfer progress report from the contract provider or IDJC regional facility and the PA/R. Refer to (401) policy/procedure. The referral for reintegration placement includes the specific case information necessary

for the reintegration placement provider to make plans for living arrangements, supervision, and independent living skills, as appropriate.

5. Referral information for meeting ongoing treatment needs is sent only to the specific treatment provider as needed.
6. The core element of information for out-of-state placement is the Interstate Compact on the Placement of Children. Refer to the Interstate Compact on the Placement of Children (913) policy/procedure.

Operating Procedures

I. Placement and Referral Determination

The following elements are considered when making a placement determination.

- A. Placement decisions about juveniles in the custody of the IDJC are driven by each juvenile's criminogenic risks and needs, as identified in the Youth Level of Service/Case Management Inventory (YLS/CMI), intake information, and Placement Considerations for Population Management.
- B. The placement determination process may also take into consideration the Initial Custody Level Assessment (ICLA) score, bed availability, geographic location nearest to family, juvenile's age, and special needs to include, but not limited to, developmental disability, autism spectrum disorders, sex-offending behaviors, and mental health needs.
- C. Prior to the Population Management meeting when the juvenile's placement will be discussed, the JSC contacts the juvenile's Juvenile Probation Officer (JPO) to identify treatment needs and other factors that would affect placement. This conversation is documented in IJOS contact notes.
- D. Following the Population Management meeting where the juvenile's placement was determined the JSC contacts the juvenile's JPO to share the placement decision with the JPO. This conversation is documented in IJOS contact notes.
- E. The approved ICLA or PA/R level must be equal to or less than facility security level at the time of placement. A juvenile's classified risk score must be appropriately matched with a level of service or provider that is able to safely manage the juvenile's behavior(s) and adequately address the juvenile's treatment needs.
- F. All appropriate state-operated and contract programs that are able to meet the juvenile's needs are accessed before considering an out-of-state placement.

II. Referral Process

There are five types of placement referrals: placement from O&A, staging, program transfer, reintegration, and out-of-state.

- A. Information within [referral packets](#) are confidential and are handled in compliance with state law and federal regulations and IDJC Confidentiality/Privacy (328) and Ethics and Standards of Conduct (324) policies/procedures.
 - 1. Referral information provided to prospective service providers (state or contract) must be current, comprehensive, accurate and thorough.
 - 2. The disposition of each referral is clearly documented in the IJOS placement plan including justification provided for denied referrals and anticipated lengths of stay for accepted referrals.
- B. Referral packets are sent to prospective placements and other service providers electronically or by fax.
- C. Each IDJC regional facility or district office has specific staff assigned to fill the role of referral coordinator who is responsible for the referral process and for completing related tasks. They are listed on the IDJC's Intranet. The individuals, who are responsible for referrals in each region and district, are required to continuously communicate with one another and others who need to know concerning the status of referrals and transports.

III. Compiling the Referral Packet

- A. The Clinical Supervisor or Juvenile Placement Manager requests the referral coordinator generate the Referral Acceptance/Denial (DJC-182) form for the Clinical Supervisor's signature.

The placement plan used to generate the DJC-182 form is entered manually by the referral coordinator..

- B. For placements outside of an IDJC regional facility the referral coordinator refers to the juvenile's case management file and completes the Referral Cover Sheet (DJC-176) form checking off the information as it is gathered for the referral packet. Any additional documents and information provided are clearly documented by listing the document name and date on the DJC-176 form. The referral packet contains copies of the information as outlined in the DJC-176 form with the following exceptions or guidelines:
 - 1. Only existing documents that are in IDJC control are provided.
 - 2. No information regarding the presence of venereal diseases shall be disclosed pursuant to Idaho Code, Title 39, Chapter 6.

IV. Sending the Referral Packet

- A. If a referral is made to another IDJC facility, the referral coordinator sends the signed DJC-182 form to the proposed facility Program/Unit Manager. The necessary documents are accessed in the juvenile case management file for review.
- B. If a referral is sent to a contract provider, the referral packet is sent to the designated contact using the designated secure server.
- C. If the juvenile is not accepted at the first proposed placement, another referral is made. The process continues until such time that the juvenile is accepted at an IDJC regional facility or contract provider.
- D. Referral status is tracked and information made available to those who need the information. When the referral is sent, the date is recorded in the IJOS placement plan. The referral coordinator documents all status changes and information until the juvenile is transferred to the new placement.
- E. The DJC-176 form for each contract or reintegration provider referral made is saved in the juvenile case management file.

V. Referral Acceptance or Denial

- A. The prospective placement has four business days to respond regarding acceptance or denial of the juvenile into the program. The referral coordinator follows up with the prospective placement within four business days to obtain written acceptance or denial of the juvenile into that placement. This also can be tentatively attained by an e-mail stating that the juvenile is accepted or denied. The referral coordinator is responsible for following up until the completed DJC-182 form is received.
- B. If the referral is denied, the IDJC regional facility or contract provider is required to give a reason for the denial.
 - 1. The referral coordinator informs the Clinical Supervisor and Juvenile Services Coordinator (JSC) of the denial and the reason provided.
 - 2. The referral coordinator documents the date and the reason for denial in the IJOS placement plan and files the DJC-182 form in the case management file.
- C. If the referral is accepted, the referral coordinator sends an e-mail notification to the Clinical Supervisor, JSC, transport coordinator(s), District OS2, regional medical staff, education records technician, and any staff as required in each facility or district office.
 - 1. The referral coordinator documents the acceptance date in the IJOS placement plan and files the DJC-182 form in the case management file.

2. If the acceptance indicates a change in planned placement date, the referral coordinator also updates the planned date in the IJOS placement plan.
- D. The JSC notifies the JPO within 24 hours of population management and documents the notification in IJOS Contact Notes. Should the JSC be unable to answer questions or concerns posed by the JPO , they are directed to the Clinical Supervisor.

The juvenile and the juvenile's parent/guardian are notified of the placement plan during the Observation and Assessment (O&A) Staffing.

1. If a placement contract is required, the referral coordinator sends the signed DJC-182 form and other required documents to the Purchasing Agent, and the juvenile movement does not occur until a contract is finalized and signed by the IDJC director.
 - a. The JSC Summary is sent on referrals for program placement from O&A and staging referrals.
 - b. A transfer progress report from the current placement is sent for transfer referrals from an existing program placement.
 2. If the acceptance is to an out-of-state provider, refer to the 913 policy/procedure on the interstate compact process for instructions and task responsibilities. The placement process may be delayed.
 - a. The JSC immediately notifies Legal Services of the juvenile's acceptance at an out-of-state contract provider.
 - b. A signed acceptance letter on the provider's letterhead is also required for the Interstate Compact on the Placement of Children process. The referral coordinator forwards the letter to Legal Services and saves it in the juvenile's case management file.
 3. If the planned placement date or placement plan changes at any point, the referral coordinator updates the IJOS placement plan and/or date and notifies the transport coordinator, as needed.
- E. The referral coordinator advises appropriate regional transport coordinator(s) of planned placement by including them on the acceptance notification and transportation arrangements are made. Also refer to Transport of Juveniles (641) policy/procedure.
- F. If a placement isn't immediately available, a referral for staging may be required. Refer to the Staging of Juveniles (410) policy/procedure.

VI. Transfer Notification

On the day a juvenile is transferred out of O&A or current program, a Notice of Transfer (DJC-181) form is prepared by the file manager.

- A. The file manager sends the DJC-181 form to the judge with copies to the judge's court clerk, prosecuting attorney, attorney for juvenile, JPO, parent/guardian, contract provider (if applicable), victims (if transfer is to a level 1 or level 2 placement), JSC, and Parent Reimbursement Unit.
- B. The DJC-181 form is placed in the juvenile's case management file.

Reference: [Glossary of Term and Acronyms](#)
 IDAPA 05.02.01, "Rules for Residential Treatment Providers"
 IDAPA 05.02.03, "Rules for Reintegration Providers"
 [Interstate Compact Directive](#)
 Regional Roles

Desk Manuals: *None*

Related Policies: [Confidentiality/Privacy \(328\)](#)
 [Case Management for Juveniles \(401\)](#)
 [Control and Maintenance of Case Management Files \(663\)](#)
 [Ethics and Standards of Conduct \(324\)](#)
 [Health Information/Privacy \(843\)](#)
 [Initial Custody Level Assessment \(ICLA\) and Progress](#)
 [Assessment/Reclassification \(PA/R\) \(407\)](#)
 [Interstate Compact on the Placement of Children \(913\)](#)
 [Observation and Assessment Intake \(640\)](#)
 [Observation and Assessment Evaluations \(404\)](#)
 [Staging of Juveniles \(410\)](#)
 [Transports of Juveniles \(641\)](#)
 [Transfer of Juveniles in IDJC Custody \(431\)](#)

Related Forms: *Initial Custody Level Assessment (IJS)*
 Progress Assessment/Reclassification (IJS)
 Referral Acceptance/Denial (DJC-182 IJS)
 [Referral Cover Sheet \(DJC-176\)](#)
 [Parental Release of Information and Consent form \(DJC-183\)](#)
 [Release of Information and Consent form \(DJC-185\)](#)
 [Persons to be Notified List \(DJC-177\)](#)
 Observation and Assessment Evaluation (DJC-250 IJS)