

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

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SUBJECT:       DEVELOPING A NEW PLACEMENT CONTRACT

ORIGIN:       CLINICAL SERVICES

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**Policy**

According to Idaho code, section 20-504(5), the Idaho Department of Juvenile Corrections (IDJC) shall make all decisions regarding placement of juvenile offenders in the custody of IDJC in the most appropriate program for supervision and treatment. The IDJC may place juveniles in community-based or private programs, provided the person, agency, or association operating the facility or program has been approved and has otherwise complied with all applicable federal, state, and local laws (20-504(9)).

According to section 20-504(10), Idaho code, the IDJC shall establish minimum standards for the operation of all private residential and non-residential facilities and programs which provide services to juvenile offenders (see IDAPA 05.02.01, Department of Juvenile Corrections Rules for Residential Treatment Providers.

**Operating Procedures**

- I.     Placement Provider Approval
  - A.    The Clinical Supervisor, Juvenile Placement Manager, and Quality Improvement Services (QIS) work together to research and identify potential providers for consideration when current providers are not an option.
  - B.    The Clinical Supervisor and Juvenile Placement Manager will contact the potential provider to discuss the needs of the juvenile and, if appropriate, follows the referral process noted in the Referrals for the Placement of Juveniles (413) policy/procedure.
  - C.    If the potential provider accepts the referral, the Clinical Supervisor or referral coordinator notifies IDJC's Fiscal Purchasing Agent, Juvenile Placement Manager, and QIS staff of the acceptance.
  - D.    The QIS staff send a copy of the administrative rules and, if requested, a sample contract to the potential provider. In addition, the QIS staff request a full, detailed program description from the potential provider.
  - E.    If the provider has been used before by the IDJC, and has accepted juveniles into their program within the last 12 months, QIS does not need to

be contacted before sending a referral. If the program has not been used within 12 months the Clinical Supervisor notifies QIS staff of the potential referral.

- F. The QIS staff arrange a site visit from either QIS and, as needed, the Juvenile Placement Manager, clinical services, or both, to review the program and address any concerns.
- G. When the proposed placement for a juvenile is at a new location, but still under the direct operational control of a QIS-approved provider, it is necessary for the Juvenile Services Coordinator (JSC), or designee, to complete a site visit at the proposed residence or program in order to complete a Housing Safety Checklist (DJC-260) prior to placement.
- H. QIS determines if the new location is under the direct operational control of the approved provider by confirming that the staff operating the juvenile's residence are governed by the same agency policy and procedure, basic program description, and ability of professional level staff to meet the expectations of the corresponding IDAPA rule chapter(s).
- I. For programs that require a QIS site visit, a report is completed after the visit that recommends which juveniles should be considered for placement, if any. The Director or designee then determines whether to proceed or not. QIS makes the report available to all IDJC staff.
- J. When an out of state provider accepts a referral, the Juvenile Placement Manager and Clinical Supervisor, or designee, informs Legal Services of the name of the juvenile, the name and address of the accepting facility, the name of the facility representative who accepted the referral, and the date acceptance was given. Further coordination takes place with the Interstate Coordinator according to the Interstate Compact on the Placement of Children (ICPC) (913) policy/procedure.

## II. Fiscal Responsibilities

- A. Once IDJC has received provider acceptance, IDJC's Fiscal Purchasing Agent, with approval from the Division of Purchasing and the IDJC Contracts Work Group, moves forward with negotiation and contract development.
- B. The Deputy Attorney General reviews the agreement at the request of the purchasing agent.
- C. The purchasing agent obtains the appropriate signatures from the provider and forwards the contract to the Director's office. After the Director or designee has signed the contract, the purchasing agent sends a copy to the new provider and files it.

- D. The purchasing agent notifies the Clinical Supervisor, Transport/Referral Coordinator, and Juvenile Placement Manager that the contract is complete and the juvenile can be scheduled to transport.
- E. The purchasing agent, or designee, documents the contract completion in IJOS.

*Reference:*            [Glossary of Terms and Acronyms](#)

*IDAPA 05.02.01 Rules for Residential Treatment Providers*

*Idaho Division of Purchasing web site (<http://purchasing.idaho.gov>)*  
*[Quality Improvement Services Handbook](#)*

*Related Policies:*    [Purchasing of Goods and Services](#) (250)  
                              [Interstate Compact on the Placement of Children](#) (913)  
                              [Referrals for the Placement of Juveniles](#) (413)

*Related Forms:*    [Housing Safety Checklist](#) (DJC-260)