By-Laws of the District 5 Juvenile Justice SUDS Committee

Article l: Name

The name of this organization shall be the "District 5 Juvenile Justice SUDS (Substance Use Disorder Services) Committee."

Article ll: Purposes and Functions

Section 1: Purposes

The purpose of the District 5 Juvenile Justice SUDS Committee will be to oversee a cost effective, district wide, substance services system to reduce substance use and criminal behavior among juveniles, while maximizing the utilization of the appropriated funds for services, further empowering 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.

The District 5 Juvenile Justice SUDS Committee has four goals:

- Promote public safety by reducing substance use and delinquent activity among juvenile offenders.
- Address and strengthen the family's social and economic needs by identifying the needs and strengths of the juvenile/parents and engaging them in appropriate services.
- Reduce reliance on detention by improving juvenile's level of functioning by providing the juvenile with skills that will aid them in leading productive, substance-free, and crime-free lives.
- Oversee the process of how counties track and manage resources and expenditures for SUDS treatment services for juveniles in the juvenile justice system.

Section 2: Functions

1. Oversee District-wide, comprehensive, SUD service plans that include Drug/Alcohol Education, Assessment, Level of Treatment, Intake, 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 5.

Article lll: Membership

Membership shall consist of Chief JPO's from each of the Counties in the fifth district, the SUDS Program Manager, and the IDJC District Liaison.

1. **Blaine County**- Teresa Espedal or designee
2. **Camas County**- Carol Johnson or designee

3. **Cassia County-** Dixie Tate and/or Amber Prewitt or designee
4. **Jerome County**- Mario Umana or designee
5. **Minidoka County**- Dixie Tate or designee
6. **Lincoln County-** Ashley Lezamiz or designee
7. **Gooding County**- Carol Johnson or designee
8. **Twin Falls County-** Kevin Sandau and/or Alisha Mani
9. **IDJC District Liaison-** Jeff Miller, D5 Liaison
10. **SUDS Program Manager**- Stephanie Phillips, M.Ed., L.C.P.C.

Article IV: Meetings

The District 5 Juvenile Justice SUDS Committee shall meet weekly (Thursdays at 10:30a.m.) to authorize funding and to staff cases. Meetings will be held for the purpose of managing treatment services for clients referred for and receiving services through SUDS. Special meetings may be called by any member of the District 5 Juvenile Justice SUDS Committee as needed by requesting such a meeting with the chairperson or Program Manager.

A chairperson will be elected by the committee members as a point of contact for the Program Manager and to maximize the function of this Committee. The SUDS Program Manager will organize and lead all weekly SUDS meetings, unless otherwise noted.

Article V: Voting

The District 5 Juvenile Justice SUDS 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 or voting electronically). The SUDS Program Manager will ensure every member has been informed and given the option to attend the meeting prior to a decision or problem being voted on. The District 5 Juvenile Justice SUDS Committee is dedicated to working as a team to resolve problems presented by any member of the committee.

Article VI: Operational Protocols

The District 5 Program Manager will monitor the district-wide Plan that includes Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections.

DISTRICT 5 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

The District 5 JJSUDS committee proposes the use of 10% or less of the district's allocation to hire a Program Manager and cover any necessary administrative costs associated with the position. Twin Falls County will act as the host county, and fund the costs associated with the Program Manger from the Twin Falls County SUDS allocation. The Program Manager will assist with the implementation and follow-up of the proposed plan. The Program Manager job description and salary range is subject to annual review by the committee.

INTAKE:

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/or GAIN SS, and/or other appropriate risk assessment tool) to identify those juveniles needing further assessment and to determine risk level.
   a. County JPO will utilize current County systems to meet the needs of those not needing further assessment.
   b. County JPO submits an authorization request for a new assessment with a signed Release of Information (ROI) to the Program Manager. New assessments can be a Comprehensive Diagnostic Assessment (CDA) including ASAM (American Society of Addiction Medicine) criteria, or a GAIN (Global Appraisal of Individual Needs), or another form of a SUDS assessment, which includes ASAM criteria, per provider choice.
   c. The Program Manager verifies the need for the assessment and authorizes funding in the Business Psychology Associate's (BPA Health) Quick Cap computer software program with notification sent to the treatment provider.
   d. Once the assessment is completed and received, the Program Manger staffs the case at the next JJ SUDS committee agenda to approve or deny funding for treatment services.
   e. All efforts will be made to ensure juveniles are able to obtain needed services. If all funding has been utilized prior to the fiscal year end, there may be the need for a wait list for services. In the event of a wait list, priority for services will be given to pregnant females, IV users, and those juveniles who are deemed to be high risk and/or high priority by probation and the JJ SUDS committee, due to their criminal history, risk score, and clinical assessment information.

2. Initial Assessment/JJ SUDS Decisions: District 5 will use Magellan's SUDS Network for approved Providers who meet standards for Qualified Substance Use Disorder Professionals (QSUDP) or QSUDP Trainees to complete initial assessments.
   a. Assessments will be conducted by a QSUDP or QSUDP Trainee using an assessment tool which includes ASAM criteria.
   b. Assessments should be completed within 30 days of referral.
   c. Completed assessments will be returned to the Program Manager for review and will be added to the JJ SUDS committee weekly agenda. In the event need for immediate review is indicated, the Program Manager may contact the SUDS Committee by phone or electronic means for review and a decision.
   d. Prior to submitting for authorization by the JJ SUDS committee, treatment providers must establish collateral contact with the assigned JPO, where information including recommendations are shared, and the JPO is given the opportunity to express support or not for recommendations. Documentation of the collateral contact will be passed on to the JJ SUDS committee for review as part of the authorization process.
   e. The Program Manager has the authority to authorize requests for Drug/Alcohol Education, for New Assessments, and for additional Recovery Support Services (RSS) units in the event the initially authorized number of units is utilized, and if a provider makes a request for additional units during the current authorization period. This will be reported at the weekly staffing meeting.

3. Determining Level of Service & RSS (Recovery Support Services) Needs: The Program Manager will work with the referring County Juvenile Probation staff and identified treatment provider to determine Level of Services and Recovery Support Services needed.

4. Service Plan including RSS developed, approved, and authorized: The JJ SUDS committee approves, and the Program Manager authorizes payment through the Business Psychology Associate's (BPA Health) Quick Cap computer software program where providers utilize Quick Cap for all their billing of services.

5. Service Delivery: The Program Manager develops a treatment timeframe to be reviewed/monitored by the JJ SUDS committee.
   a. The treatment provider will provide regular progress reports and documentation of missed appointments, updates and concerns to the referring County Juvenile Probation Officer as necessary.
   b. Treatment providers will notify and work with the referring county juvenile probation officer on ensuring the juvenile and families are complying with treatment needs.
   c. All cases are subject to review by the JJ SUDS committee.

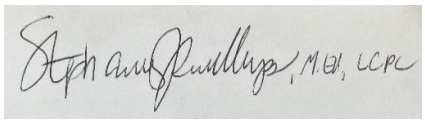
6. Payment Authorization: Juvenile Justice Substance Use Disorder Funds should be utilized as payor of last resort (all other insurance options, including Medicaid, should be exhausted first).

7. Continuous Case Management: Juvenile Probation Officers will work directly with treatment providers and families to ensure progress in treatment is being made and will report any concerns to the Chief Probation Officer in their County. Concerns will be reported to the Program Manager to be placed on the next JJ SUDS committee agenda.

8. Treatment Resource Allocation Plan: See the State Fiscal Year 2027 Allocation. District 5's financial resource plan is allocated annually by IDJC.

9. Treatment Rate Matrix: See the statewide approved rate matrix at IDJC's public website. www.idic.idaho.gov

10. Performance Measures: The Chief Probation Officer in each county will provide performance data as requested by the Department of Juvenile Corrections.

Signature: 

4/20/26

Stephanie J. Phillips, M.Ed., L.C.P.C.
D5 JJ SUDS Program Manager

Date