



## JUVENILE COURT SERVICES CISR CONTRACT ADMISSION AND DISCHARGE PROTOCOL

### **Preface**

As specific protocols are developed to govern the day-to-day operations of QRTPs under the contract set to begin July 1, 2023, Juvenile Court Services (JCS) seeks to establish meaningful, open, and working relationships with each provider treating juvenile justice youth. This collaborative endeavor should be used to encourage those challenging conversations about treating some of our most difficult youth as a unified entity that supports everyone's efforts. It should be used to share and build upon each other's successes, learn from our collective failures, and seek to construct a model system of care worth recognition and replication.

### **Admission Protocol**

At its core, this blended contract between HHS and JCS has specific elements. One of them is the "No reject, no eject" clause. JCS wishes to view this as a presumption that any youth referred to a contractor/provider will be accepted within (1) hour. The Juvenile Court Officer (JCO) and the contractor/provider should begin preparations immediately to place the youth within 72 hours after acceptance.

Each provider, based on number of Guaranteed Beds, will have a designated number of rejections that can be used in a calendar year when the contractor chooses to enact them. In those rare instances where a contractor/provider has a unique concern regarding the viability of a successful treatment episode, the contractor/provider should address their specific concerns with the referring judicial district through the JCO, Supervisor, or Chief Juvenile Court Officer (CJCO) verbally followed by a Request for Denial letter. This letter shall provide a detailed summary of the specific concerns as well as recommendations on what level of care and/or services are most appropriate for the youth. The Request for Denial letter must be submitted to the JCO within one (1) business day. Juvenile Court Services will reply within one (1) business day if they accept or deny the Request for Denial. Should a satisfactory resolution not be reached, then an appointed Delinquency Placement Review Team (DPRT) (see appendix A) will convene to review the viability of the placement. DPRT meetings will be held on a set day each week to ensure all cases are reviewed within seven (7) business days.

During the DPRT review process, the provider may not fill the open bed that existed at the time of the referral.

JCS will appoint two individuals statewide to convene DPRT meetings, record the discussions, and document the frequency, need, and outcomes of these meetings, as well as any other pertinent data, as requested. These appointed individuals will also handle all referrals for the Specialized Delinquency Bed program referrals.



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The DPRT will be appointed by the Director of Juvenile Court Services and consist of JCOs, Supervisors, CJCOs, and all five (5) guaranteed bed providers, as well as a representative from the youth's MCO. This committee will also review any disputed discharges from a QRTP. Providers participating in the DPRT meetings will only attend review meetings if they serve the same gender population that is being reviewed i.e., female youth being reviewed, only Four Oaks and Young House will attend. The decisions of the DPRT committee shall be final.

### **Discharge Protocol**

If a contractor/provider believes they are no longer able to provide the level of service for a youth they must request the removal verbally with JCS. The conversation must include an outline of the reasons for the removal and interventions that were attempted. After verbally communicating the request, the contractor/provider will need to provide a Request for Removal letter to JCS within one business day. JCS will need to accept or deny the Request for Removal letter within one business day after receiving the letter.

In the event a provider and a JCO disagree about the need to discharge a youth prior to treatment completion, the disagreement shall be resolved through the DPRT review committee by request of the provider. The timeframe for a review to occur shall not exceed seven (7) business days from receipt of the request. At this review, providers shall identify all interventions used previously to assist in distinguishing additional services that could possibly be deployed to support continuation of the current placement episode. During the DPRT review, agencies may also explore the possibility of an exchange with another QRTP provider to address the youth's needs.

Providers participating in the DPRT meetings will only attend review meetings if they serve the same gender population that is being reviewed i.e., female youth being reviewed, only Four Oaks and Young House will attend. The decisions of the DPRT committee shall be final.

If it is decided that the youth will remain in their current placement, the DPRT committee will provide recommendations to assist the QRTP in new or enhanced therapeutic services and supports.