**Sedgwick County, Kansas**

**Crossover Youth Practice Model Protocol**

The purpose of this practice note is to outline expectations for how agencies work with Crossover Youth and other professionals because crossover youth often present more complex needs than children and youth who are not involved in a second system of care (i.e., the juvenile justice system, and child welfare system). In that vein, the following offers guidelines for how staff working with crossover youth should provide case collaboration, engage with other professionals working with the young person, and support youth and their families in achieving safety, permanency, and fulfillment. This document was developed as a collaborative effort between these agencies within Sedgwick County; Kansas Department for Children and Families, EmberHope Connections, Kansas Department of Corrections, Office of Judicial Administration, Sedgwick County Juvenile Field Services, DCCCA, and Community Solutions.

**Crossover Youth Definition**

* A young person age 10 and older with any level of concurrent involvement with the child welfare and juvenile justice systems.
* A. “Involvement”in the Juvenile Justice system includes court-ordered community supervision and Immediate Intervention Programs (IIP).
* B. “Involvement”in child welfare system includes out of home placement, an assigned investigation of alleged abuse or neglect with a young person named as alleged perpetrator, and/or participation in voluntary/preventative services that are open for services.
* Delineation of involvement related to specific child welfare and juvenile justice programs is for the explicit purpose of collaborative data collection per agreement between DCF, DOC, and OJA.

Youth can enter a second system of care in a number of ways, whether they are in foster care first and later enter the juvenile justice system or vice versa. This practice note is to outline the various ways a youth may cross over and procedures for interagency collaboration.

**Crossover Youth Practice Model Protocol**

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**Pathway 1: Youth in foster care who is arrested is brought to Juvenile Intake and Assessment Center by the arresting officer and screens into detention.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* Arresting officer determines if a youth is in foster care by youth self-reporting; agency reporting custodial status or checking NCIC runaway database.
* Intake will look the youth up in Odyssey to see records of available court case the youth has had and outcomes of those cases.
  + If a youth is unsure of who their foster care provider is, Intake will contact EmberHope to see if there is record of the youth in their system.
    - The DCF/foster care/Tribal catchment map may also help in identifying who to contact should the youth not be in the care of EmberHope.
    - When a youth comes through intake during business hours, intake should: email Shelbi Huitt-Shipman ([shuitt-shipman@emberhope.org](mailto:shuitt-shipman@emberhope.org)) and email Shelby Ponder ([sponder@emberhope.org](mailto:sponder@emberhope.org))
* When a youth comes through intake after business hours, intake should: call EmberHope's hotline, email Shelbi Huitt-Shipman ([shuitt-shipman@emberhope.org](mailto:shuitt-shipman@emberhope.org)), and email Shelby Ponder ([sponder@emberhope.org](mailto:sponder@emberhope.org))

**JUVENILE INTAKE AND ASSESSMENT (Assessments)**

* JIAC intake worker completes the Kansas Detention Assessment Instrument (KDAI) assessment to determine if a youth will score to go to detention or score to remain in the community (they will also consider possible override to detention situations like frequent runner, firearm case, public/victim safety issue, etc.) (JIAC will also complete the Risk for Reoffending tool to determine service referrals).
  + If a youth scores to remain in detention, an Ask Suicide Questionnaire (ASQ), Risk for Reoffending tool (R&R), and MAYSI-2 (youth ages 12-17 years of age) assessments are completed.
* JIAC will share relevant results and the Assessment Report with the EmberHope caseworker and supervisor.
* KDAI assessments are not shared, but the summary is shared with JDF and kept in intake packet when youth goes to detention.
* The recommendations for services are shared with the worker that picks up the youth, ff youth’s charges are dropped (declined by the DA’s office or deferred) and youth is released.
  + Referral paperwork signed at time of release. (If charges found to be WOP ((Without Prosecution)) and released.)

**FOSTER CARE AGENCY INITIAL NOTIFICATION**

* Foster care agency is provided a daily roster of all youth who completed an intake at JIAC the day prior and youth who move to Juvenile Detention Facility (JDF) from JIAC. This is to reflect which youth who are in JIAC or have been moved to JDF.
* When a youth is screened to remain in JDF, JDF contacts foster care agency of movement.
* Upon identifying a youth’s involvement with EmberHope, Intake/Booking officer wiill contact EmberHope via email at [crossover@emberhope.org](mailto:crossover@emberhope.org) or by phone. However, if timely communication is not initiated by JDF, the permanency specialist should contact Earscell (JDF Facility Corrections Counselor) at 660-9757 or contact the JDF main control booth at 660-9760.
* Intake will share relevant results of the MAYSI-2 and the Assessment Report with EmberHope, DCF, the courts, and Court Services via email.
* Intake will notify DCF and EmberHope if there is suspicion of human trafficking based on results of the assessment.

**JUVENILE DETENTION FACILITY (JDF)**

* JDF is provided the foster care case worker’s name and contact information by JIAC upon transporting the youth to detention. The JDF booking officer will email the youth’s foster care caseworker to open lines of communication.
  + Oral Notice is given to the Foster Care Provider/EmberHope via booking officer as to when the initial Detention Hearing will be. This can be done in person or via email.
  + The foster care case manager/permanency specialist will notify JDF of any medical concerns, medications, and relevant information to the youth’s mental, physical, and behavioral health.
  + If youth is currently taking any medication, it is expected that Foster Care agency get those to JDF.
  + EmberHope can email the JDF Case team to schedule visits with clients ([Latrice.Reynolds@sedgwick.gov](mailto:Latrice.Reynolds@sedgwick.gov), [Earscell.Hunter@sedgwick.gov](mailto:Earscell.Hunter@sedgwick.gov), [Karla.Seymore@sedgwick.gov](mailto:Karla.Seymore@sedgwick.gov), [graciela.santiago-fernandez@sedgwick.gov](mailto:graciela.santiago-fernandez@sedgwick.gov) and behavior updates will be provided upon request from EmberHope/Foster care provider. Should a youth have serious behavior concerns the case workers will be invited to a staffing.
* Earscell will contact EmberHope via email to ensure case worker’s phone contact information and who the youth can (and cannot) correspond with is on record. Caseworker is also added to youth’s phone account and can call with no charge.
* Foster care case workers are required to have monthly contact while the youth is detained.

**DETENTION HEARINGS**

* The foster care case worker or supervisor if caseworker is unavailable, will be present for the detention hearing that is held within 48 business hours of intake to JDF.
* The EmberHope crossover supervisor will notify the child’s permanency specialist of the date and time of the initial hearing.
  + The permanency specialist will notify the youth’s parents/guardians of the initial hearing.
  + JDF will notify the caseworker and/or email [crossover@emberhope.org](mailto:crossover@emberhope.org) of the date and time of the hearing as soon as it is scheduled.
  + The crossover youth supervisor or attorney will also attend the hearing if available.
* Outcomes of hearing include: (need to be ordered by the court)
  + Youth could be released from detention prior to sentencing, (this could be at any time during the case, i.e. pre-adjudication, pre-sentencing or pending probation violation), outright, OR
    - Foster care case worker will report what location youth is placed with a bond supervision officer and courts.
    - Youth could be released on electronic monitoring.
    - Youth could be released to Home Based monitoring.
  + Youth could be released to Juvenile Residential Facility (JRF) if they are authorized by a judge, and bed space is available. If this occurs, then JDF will notify JRF of the EmberHope caseworker name and contact information.
  + Youth could remain in JDF.
    - A Detention review hearing is held every 14 days and JDF sends updates to the foster care worker when requested.

**PRE-ADJUDICATION COLLABORATION**

* EmberHope or Foster Care agency will keep JDF staff informed of any relevant case changes including CINC hearings, mental health, assessments/treatment/appointments, medications, or other concerns while youth is in detention.
* JDF will keep EmberHope or Foster Care agency up to date on behavior in detention, upcoming staffings or any release plans.

**ADJUDICATION HEARING**

* The EmberHope crossover supervisor will notify the child’s permanency specialist of the date and time of the initial hearing.
  + The permanency specialist will notify the youth’s parents/guardians of the initial hearing.
* The EmberHope caseworker or supervisor will attend the hearing.
* The Court Services officer and/or Juvenile Supervisor will attend the hearing.
  + If a youth is on supervision, Court Services provides a court report/update.
* EmberHope will provide an update to the court in advance of the hearing, when possible. If not, the update will be provided at the hearing.

**POST-ADJUDICATION**

* A Pre-Sentence Investigation (PSI) and Youth Level of Service/Case Management Inventory (YLS-CMI) assessments are completed. These assessments determine who will monitor youth on probation. The recommendations for probation are based off these assessment interviews. (Both completed with the offender and guardian). For foster youth, the sharing of current services is discussed and from there the Court Service officer can make additional recommendations for services.
* Post-Adjudication youth who remain in detention do not have detention review hearings.
* If the youth is placed on probation supervision, EmberHope and Court Services/ISP will contact one another in the event of a placement change, violation of supervision, school disruption, change in services, or other pertinent events.
* If a youth is involved with another type of supervision (Home Base, Electronic monitoring, Bond etc,) and will likely become involved with ISP through Community Corrections, the supervising entity/Court Services officer will contact Community Corrections to provide information on the youth including notifying Community Corrections of their involvement with EmberHope. Community Corrections will then initiate contact with the EmberHope caseworker. Court Services in SGCO not currently involved with bond supervision. They will notify Community Corrections if their recommendation is ISP.
* The PSI/YLS is provided to the Courts.
* If the youth remain in JDF during this time, the EmberHope caseworker will visit once a month and should request behavior updates, JDF will inform EmberHope if there are serious behavior concerns and a staffing is scheduled.

*Change of Venue cases are sent back to whatever county has the open CINC case.*

**DISPOSITION HEARING**

* The disposition hearing typically takes place 6 to 8 weeks after adjudication (w/in 45 days if detained). (Notification of the disposition hearing is the same as for adjudication.)
* EmberHope or JDF (depending on where the youth is placed at the time of the hearing) will provide an update to the court.
* Potential outcomes:
  + Standard probation (with Court Services)
  + ISP (with Community Corrections)
  + Placement in KJCC (with Community Corrections)
  + Close case, Costs Due and Owing.

**COLLABORATIVE CASE MANAGEMENT**

* **Standard Probation**:
  + Joint Planning, Meetings, Updates, and Case Closure
    - Court Services will schedule an initial appointment with EmberHope and the youth to develop a case plan.
    - EmberHope will notify the Court Services Officer (CSO) 10 days in advance of case planning meetings, which occur every 6 months. In the event the youth changes DCF placements, EmberHope will invite the CSO to the planning meeting.
    - Depending on the youth’s needs, the CSO will meet with the young person one to two times per month, including visiting them in school. The CSO will correspond with the EmberHope worker to arrange meetings with the youth, and both parties will make attempts to align CSO meetings with CINC hearings to decrease multiple trips to the courthouse/Court Services office. Additionally, if the young person is at the EmberHope office due to one-night placements, the caseworker will notify the CSO in attempt to arrange time to meet with the youth.
    - The EmberHope caseworker and CSO will meet once a month to exchange regular updates (beyond emergency situations which should be communicated as soon as possible).
    - The CSO will provide monthly updates to the EmberHope caseworker regarding the date the youth is expected to complete probation. The CSO and EmberHope worker will collaborate to ensure necessary supports are in place for the transition to case closure (e.g., exploring options to continue mental health services if needed).
    - For youth aging out of EmberHope: The EmberHope caseworker will invite the CSO to the exit interview (with 10 days’ notice when possible). The caseworker will introduce the CSO (and any other relevant service provider) to the independent living (IL) specialist who will remain in contact with the CSO for the duration of the youth’s probation.
      * In the event the youth ages out and moves out of Sedgwick County (pending court approval), Court Services courtesy supervision may be provided in the new location. The IL specialist and/or EmberHope caseworker will contact the current CSO, new CSO, new IL specialist, and other related service personnel to ensure a “warm handoff.”
      * Court Services officers can courtesy out supervision of a youth and will communicate such with caseworkers and provide CSO contact information.
      * Caseworkers are always welcome to attend Court Service Office visits, and if any violations occur the CSO will communicate that to the caseworkers.
  + Court Hearings
    - If the youth violates probation, the CSO/ISO will notify EmberHope (except in the event the violation occurred in placement in which case EmberHope may notify the CSO).
    - When a 3rd or subsequent violation has occurred a probation violation affidavit may be filed and set for hearing or a PV warrant may be issued, the CSO will email notification of the hearing to the caseworker.
    - If the youth receive a probation violation levels report (VLR), the CSO will notify EmberHope. A report of violation hearing will occur, notification of which is provided to EmberHope via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention. If ordered to detention, EmberHope will advocate for the youth to be released prior to their 18th birthday (if reasonable) for the young person to maintain access to foster care benefits.
        + 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.
    - In advance of CINC review hearings, EmberHope will meet with the CSO to inform the court report, which is submitted two weeks in advance of the hearing. Should something occur during the two weeks prior to the hearing (e.g., the youth is arrested), the EmberHope worker will submit an addendum to the report.
* **ISP**:
  + Planning, Meetings, Updates, and Case Closure
    - Community Corrections will work with the youth to create a case plan. The ISP officer will contact the EmberHope worker to ensure alignment with the EmberHope case plan.
    - The ISP officer will meet with the youth in the office, at school, their place of employment, and at home throughout the month. The officer will also be in contact with the youth’s supports, including service providers (e.g., therapist), coaches, and teachers.
    - ISP and EmberHope will have monthly contact to provide one another with updates, share concerns, and adjust as needed.
    - The ISP officer will provide monthly updates to the EmberHope caseworker regarding the date the youth is expected to complete probation. The ISP officer and EmberHope worker will collaborate to ensure necessary supports are in place for the transition to case closure (e.g., exploring options to continue mental health services if needed).
    - For youth aging out of EmberHope: The EmberHope caseworker will invite the ISP officer to the exit interview (with 10 days’ notice when possible). The caseworker will introduce the ISP officer (and any other relevant service provider) to the independent living (IL) specialist who will remain in contact with the ISP officer for the duration of the youth’s probation.
      * In the event the youth ages out and moves out of Sedgwick County (pending court approval), ISP courtesy supervision will be requested in the new location. The IL specialist and/or EmberHope caseworker will contact the current ISP officer, new ISP officer, new IL specialist, and other related service personnel to ensure a “warm handoff.”
  + Court Hearings
    - If the ISP officer files a probation violation with the court, they will notify EmberHope. A probation violation hearing will occur, notification of which is provided to EmberHope via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], warrant will be issued in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention. If ordered to detention, EmberHope will advocate for the youth to be released prior to their 18th birthday (if reasonable) in order for the young person to maintain access to foster care benefits.
        + If a Motion to Extend Probation is filed (different than a probation violation), extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.
    - In advance of CINC review hearings, EmberHope will meet with the ISP officer to discuss the court report, which is submitted two weeks in advance of the hearing. Should something occur during the two weeks prior to the hearing (e.g., the youth is arrested), the EmberHope worker will submit an addendum to the report.
* **KJCC**:
  + Notification, Joint Planning, Meetings, Updates, and Reentry
    - Upon determination that the youth will be placed in KJCC, the EmberHope caseworker will email Misty Kifer (KJCC Discharge Planner), Marissa Reinbold (KJCC Program Director), and Trudy Pittenger (KJCC Records Dept.) to notify them that the incoming resident is in foster care through EmberHope. Email addresses include:
      * [Misty.kifer@ks.gov](mailto:Misty.kifer@ks.gov)
      * [Marissa.reinbold@ks.gov](mailto:Marissa.reinbold@ks.gov)
      * [Trudy.pittenger@ks.gov](mailto:Trudy.pittenger@ks.gov)
    - The KJCC Records Department will reply and begin the process of collecting the necessary information (e.g., medical) from the EmberHope caseworker.
    - KJCC Records Department will invite EmberHope to attend all relevant meetings via email. KJCC meetings in which EmberHope will be a part include:
      * The **initial program planning meeting**, which takes place once the youth has been in KJCC for 21 days.
      * **180 review conferences**, which occur every 180 days to address program and reentry planning and are scheduled 30-45 days in advance of the conference.
      * **Pre-release conference,** which occurs within 30-90 days in advance of release, and are scheduled 30-45 days in advance of the conference.
      * **High risk release planning meetings,** which occur monthly for youth who may struggle to find placement.
    - EmberHope will provide an invitation to the KJCC Discharge Planner ([misty.kifer@ks.gov](mailto:misty.kifer@ks.gov)), who will advise the Corrections Counselor (CCII; the KJCC case manager on the youth’s unit) of all meetings and staffings held on the case.
    - Although youth at KJCC are technically in the custody of Community Corrections, the EmberHope caseworker will maintain contact with the youth including visiting the young person at KJCC monthly.
    - Each week the youth’s CCII will email the Weekly Expectation Review (WER) to the permanency specialist to keep them informed of the youth’s progress in KJCC.
      * The permanency specialist should keep the youth’s family/parents/caregivers informed of their progress and encourage regular contact with the youth.
* Court Hearings
  + When received, KJCC will forward information regarding any court hearings for the youth to the foster care case management worker and supervisor.
  + The EmberHope worker or supervisor will attend all court proceedings, including hearings regarding pending cases.
  + EmberHope will advocate for the youth to be released from KJCC prior to their 18th birthday (if reasonable) for the young person to maintain access to foster care benefits.
  + A hearing will be held within 7 business days of a youth’s release from KJCC. Upon notification, the permanency specialist will work with EmberHope placement staff to identify potential placements for the youth. The permanency specialist will also attend the hearing.

**Pathway 2: Youth in foster care who is arrested is brought to Juvenile Intake and Assessment Center by the arresting officer and DOES NOT screen into detention.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* Arresting officer determines if a youth is in foster care by youth self-reporting, agency reporting custodial status, or checking NCIC runaway database.
* Intake will look the youth up in Odyssey to see records of every court case the youth has had and outcomes of those cases.
  + If a youth is unsure of who their foster care provider is, Intake will contact EmberHope.
    - The DCF/foster care/Tribal catchment map may also help in identifying who to contact should the youth not be in the care of EmberHope.
    - When a youth comes through intake during business hours, intake should: email Shelbi Huitt-Shipman ([shuitt-shipman@emberhope.org](mailto:shuitt-shipman@emberhope.org)) and email Shelby Ponder ([sponder@emberhope.org](mailto:sponder@emberhope.org))
    - When a youth comes through intake after business hours, intake should: call EmberHope's hotline, email Shelbi Huitt-Shipman ([shuitt-shipman@emberhope.org](mailto:shuitt-shipman@emberhope.org)), and email Shelby Ponder ([sponder@emberhope.org](mailto:sponder@emberhope.org))

**JUVENILE INTAKE AND ASSESSMENT (Assessments)**

* JIAC intake worker completes the Kansas Detention Assessment Instrument (KDAI) assessment to determine if a youth will score to go to detention or be released back into the community (they will also consider possible override to detention situations like frequent runner, firearm case, public/victim safety issue, etc.), (JIAC will also complete the Risk for Reoffending tool to determine service referrals).
* JIAC will share relevant results and the Assessment Report with the EmberHope caseworker and supervisor. The recommendations for services are shared with the worker that picks up the youth.
* Referral paperwork signed at time of release.

**FOSTER CARE AGENCY INITIAL NOTIFICATION**

* Foster care agency is provided a daily roster of all youth who completed an intake at JIAC the day prior and youth who move to Juvenile Detention Facility (JDF) from JIAC. This is to reflect which youth who are in JIAC or have been moved to JDF.
* When a youth is screened to remain in JDF, JDF contacts foster care agency of movement.
* Upon identifying a youth’s involvement with EmberHope, Intake/Booking officer will contact EmberHope via email at [crossover@emberhope.org](mailto:crossover@emberhope.org) . However, if timely communication is not initiated by JDF, the permanency specialist should contact Earscell (JDF Facility Corrections Counselor) at 660-9757 or contact the JDF main control booth at 660-9760.
* Intake will share relevant results of the MAYSI-2 and the Assessment Report with EmberHope, DCF, the courts, and Court Services via email.
* Intake will notify DCF and EmberHope if there is suspicion of human trafficking based on results of the assessment.

**PRE-ADJUDICATION COLLABORATION (If released from detention on Pre-Adjudication services)**

* The child’s permanency specialist will bring the youth to the Juvenile Field Services (JFS) office to review the conditions of their supervision. The permanency specialist will encourage the youth to ask questions and will ensure the youth has a full understanding of what their supervision entails prior to leaving the meeting.
  + If the EmberHope worker is unable to bring the youth to the Court Services office, Court Services will notify the EmberHope worker of the conditions of the youth’s supervision.
  + The youth’s permanency specialist will communicate with the supervision officer if:
    - a placement disruption occurs.
    - the youth is displaying challenging or escalating behaviors.
    - there is a change in services.
    - the youth violated the terms of their supervision.
    - a meeting related to the youth’s care, such as a TDM, is to occur.
* When the youth is released and there is indication that the youth is struggling with mental health or substance use (indicated by observation and/or JIAC assessment), EmberHope will connect the youth to a therapist or substance use counselor.

**Pathway 3: Youth is cited in the community via a Notice to Appear (NTA) or Agreement to Appear (ATA) OR referred to the Immediate Intervention Program (IIP).**

**IDENTIFICATION OF CROSSOVER YOUTH**

* Arresting officer determines if a youth is in foster care by youth self-reporting, agency reporting custodial status, or checking NCIC runaway database.
  + If youth is in EmberHope custody the permanency specialist or placement provider (e.g., foster parent) will be called to come to the scene and should review the ATA/NTA slip (provided by law enforcement to the youth’s guardian) and follow the directions indicating how to schedule an appointment for the youth to go to JIAC.
* If youth is not in Foster Care their parent/guardian will be contacted to come to the scene and shall review the ATA/NTA slip (provided by law enforcement to the youth’s guardian) and follow the directions indicating how to schedule an appointment for the youth to go to JIAC.

**NTA/ATA PROCESS**

* Youth who commit a low-level crime at either school or in the community will be issued a citation to appear for a JIAC assessment or a court date rather than get immediately arrested and brought in. If the low-level offense happens off the school campus, the citation is called a notice to appear (NTA), or on campus, it is called an Agreement to appear (ATA).
  + NTA: 2017- state level. This was implemented in the community, and only low-level offenses are eligible. If a youth fails to appear, it is reported to the DA's office. Statutorily, the DA's office can follow up, but they typically do not. LE can statutorily issue on a felony but typically only on misdemeanors. This does not include municipal code violations. At the bottom of the NTA slip directions are written on how to schedule an appointment, this is given to the parent/guardian present at on scene release. (For foster youth, their placement worker or case management worker may schedule the appointment).
* ATA: Developed through an MOU with Wichita School District- USD 259. LE can issue an ATA for minor offenses rather than arresting the youth and taking them to JIAC. Parent(s)/Guardians will then sign an ATA, agreeing to an appointment with JIAC.
  + - When LE is contacted, it is a direct call from USD 259’s administrative staff to WPD, and USD 259 does their part to only intervene if LE decides it is something they should intervene in.
    - JIAC sends reports to USD 259 and the Director of School Safety (Terri Moses) on whether the youth completed the ATA process.
* ATA/NTAs- WPD/Sherriff sends citation to a central point of contact; the WPD records department then sends them over to JIAC. Occasionally parent/guardian(s) will call JIAC before JIAC even has the paperwork from LE and will still schedule that NTA/ATA intake meeting.
* For youth in foster care, EmberHope case workers are to schedule an intake appointment with JIAC (or ensure the placement provider has done so). JIAC then completes the NTA/ATA and services are offered or recommended.
* Crossover Youth Facilitator also receives emails of no-show/failed NTA and ATA’S and can assist with getting worker information or confirming if a foster youth is AWOL from placement.
* JIAC emails the case management supervisor Shelbi Huitt-Shipman [sshuitt-shipman@emberhope.org](mailto:sshuitt-shipman@emberhope.org) after failed phone attempts, appointments may be set, if they are no-showed they are listed as “failed” and the list is sent weekly to the DA’s office.
  + A letter will be sent to the EmberHope workers that they are going to be failed.

**IIP PROCESS**

The IIP process in SGCO is a service offered pre-file ONLY; it is for youth regardless of if they are living at home or in foster care. Typically, youth are offered the program if they are found to be “LOP (Lack of Prosecution) by the District Attorney’s office. The eligible participants are sent in a spreadsheet to JIAC and JIAC will review and contact guardians, from there if the guardian is interested in the program the service will be initiated. It is not an intensive supervision program; the conditions are simple, such as avoiding law enforcement contact, going to school and following curfew. There are not any requirements for regular meetings or visitations with the IIP worker and the youth. If the youth violates the terms of the IIP program an MDT may be ordered. This is led by a Court Service officer, and includes the IIP worker, other relevant staff representation as well as the youth and their guardian. From there they discuss the case and can extend the program or end it. If the youth continues to violate the plan post-MDT meeting than the notice goes back to the District Attorney’s office, and they can decide if they want to file charges.

* Eligibility for IIP Program: 1) Charged with misdemeanor that is not a sex offense 2) no prior adjudications for criminal offenses 3) goes through JIAC but is referred through the DA’s office 4) the offense happened no longer than 8 weeks ago (hence immediate)
  + If youth is in foster care the permanency specialist, youth, and guardian will meet with the IIP JIAC officer to learn the terms of the IIP agreement and develop a plan with the young person to ensure their success.
  + If youth is not in foster care, it is up to the parent/guardian to schedule intake with JIAC and participate in the program.

**JUVENILE INTAKE AND ASSESSMENT (Assessments)**

* JIAC will complete the Risk for Reoffending tool to determine service referrals.
* JIAC will share relevant results and the Assessment Report with the EmberHope caseworker and supervisor. The recommendations for services are shared with the worker that picks up the youth.
* Referral paperwork signed at time of release.

**Pathway 4: Youth not in foster care and is receiving Family Preservation Services (DCCCA) is arrested or cited in the community but DOES NOT screen into detention.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* As part of the JIAC intake process, staff will ask about what services the youth is involved with (and will specifically ask if they are involved with DCCCA/Family Preservation).
  + If confirmed involvement with DCCCA, Intake will email the Director of Family Preservation, Candace Johnson [cjohnson@dccca.org](mailto:cjohnson@dccca.org). She will then notify the DCCCA/Family Preservation worker and their supervisor.
  + DCCCA will then contact the appropriate DCF worker and supervisor by phone and/or email.
  + Elisa Thompson, Crossover Youth Facilitator, can cross-check involvement and share with the DCCCA director via email as youth are identified in case disclosure of services to JIAC is unsuccessful.
* The DCCCA worker will ask the parent/guardian to sign a release of information to enable communication with other agencies who become party to the case.

**ASSESSMENT**

* Assessments, including the MAYSI-2 and the Kansas detention screener, are conducted promptly at Intake.
  + Provided the youth doesn’t score high on the Kansas detention tool, they are released back to the parent/legal guardian.
* DCCCA workers could either request the intake assessment from JIAC by calling 316-660-5350 or email [jiac@sedgwick.gov.](mailto:jiac@sedgwick.gov)

**INITIAL HEARING**

* JO and IIP Court dockets will be shared by Randy Welch (District Court) with Crossover Youth Facilitator Elisa Thompson if there is a youth involved with Family Preservation/DCCCA, Elisa will notify Director of Family Preservation, Candace Johnson [cjohnson@dccca.org](mailto:cjohnson@dccca.org) of the hearing information.
* DCCCA will attend the initial hearing.

**COLLABORATIVE CASE MANAGEMENT**

* **DCCCA/IIP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - DCCCA can relay case updates to IIP Worker as needed via email.
    - If MDT is ordered ensure DCCCA staff are aware and can attend.

* **Court Services/Standard Probation**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Court Services will schedule an initial appointment with DCCCA and the youth to develop a case plan.
    - The DCCCA worker will send the Case Summary to the Court Services Officer (CSO) weekly and will have phone contact with the CSO weekly.
    - Depending on the youth’s needs, the CSO will meet with the young person one to two times per month, including visiting them in school and at placement. The CSO will correspond with the DCCCA worker to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the CSO and DCCCA worker will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Court Services and DCCCA will ensure the other is invited via the weekly communication and/or monthly visits.
    - The CSO will provide monthly updates to the DCCCA worker regarding the date the youth is expected to complete probation.
    - Two weeks prior to the projected discharge date from Family Preservation, DCCCA will meet with the CSO and DCF worker to ensure a smooth transition.
  + Court Hearings
    - If a parent reports a violation to the DCCCA worker, DCCCA will encourage the parent to notify the CSO as well.
    - If the youth receives a violation levels report (VLR), the CSO will notify the DCCCA worker.
    - A report of violation hearing will occur, notification of which is provided via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.
* **Community Corrections/ISP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Community Corrections will set up an initial appointment with DCCCA and the youth to develop a case plan.
    - The DCCCA worker will send the Case Summary to the Intensive Supervision Officer (ISO) weekly and will have phone contact with the CSO weekly.
    - Depending on the youth’s needs, the ISO will meet with the young person one to two times per month, including visiting them in school and at placement. The ISO will correspond with the DCCCA worker to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the ISO and DCCCA worker will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Community Corrections and DCCCA will ensure the other is invited via the weekly communication and/or monthly visits.
    - The ISO will provide monthly updates to the DCCCA worker regarding the date the youth is expected to complete probation.
    - Two weeks prior to the projected discharge date from Family Preservation, DCCCA will meet with the ISO and DCF worker to ensure a smooth transition.
  + Court Hearings
    - If a parent reports a violation to the DCCCA worker, DCCCA will encourage the parent to notify the ISO as well.
    - If the youth receives a violation levels report (VLR), the ISO will notify the DCCCA worker.
    - A report of violation hearing will occur, notification of which is provided via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.

Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.

**Pathway 5: Youth not in foster care and is receiving Family Preservation Services (DCCCA) is arrested and screens into detention.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* As part of the JIAC intake process, staff will ask about what services the youth is involved with (and will specifically ask if they are involved with DCCCA/Family Preservation).
  + If confirmed involvement with DCCCA, Intake will email the Director of Family Preservation, Candace Johnson [cjohnson@dccca.org](mailto:cjohnson@dccca.org). She will then notify the DCCCA/Family Preservation worker and their supervisor.
  + DCCCA will then contact the appropriate DCF worker and supervisor by phone and/or email.
  + Elisa Thompson, Crossover Youth Facilitator, can cross-check involvement and share with the DCCCA director via email as youth are identified in case disclosure of services to JIAC is unsuccessful.
* The DCCCA worker will ask the parent/guardian to sign a release of information to enable communication with other agencies who become party to the case.

**ASSESSMENT**

* Assessments, including the MAYSI-2 and the Kansas detention screener, are conducted promptly at Intake.
  + If the youth scores high on the KDAI, the youth will go to the Juvenile Detention Facility (JDF).
* DCCCA workers could either request the intake assessment from JIAC by calling 316-660-5350 or email [jiac@sedgwick.gov.](mailto:jiac@sedgwick.gov)

**COURT HEARINGS**

* JO and IIP Court dockets will be shared by Randy Welch (District Court) with Crossover Youth Facilitator Elisa Thompson if there is a youth involved with Family Preservation/DCCCA, Elisa will notify Director of Family Preservation, Candace Johnson [cjohnson@dccca.org](mailto:cjohnson@dccca.org) of the hearing information.
* DCCCA will attend the initial hearing.

**COLLABORATIVE CASE MANAGEMENT**

* **DCCCA/IIP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - DCCCA can relay case updates to IIP Worker as needed via email
    - If MDT is ordered ensure DCCCA staff are aware and can attend.
* **Court Services/Standard Probation**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Court Services will schedule an initial appointment with DCCCA and the youth to develop a case plan.
    - DCCCA will send the Case Summary to the Court Services Officer (CSO) weekly and will have phone contact with the CSO weekly.
    - Depending on the youth’s needs, the CSO will meet with the young person one to two times per month, including visiting them in school and at placement. The CSO will correspond with the DCCCA Case Team to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the CSO and DCCCA Case Team will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Court Services and DCCCA Case Team will ensure the other is invited via the weekly communication and/or monthly visits.
    - The CSO will provide monthly updates to the DCCCA Case Team regarding the date the youth is expected to complete probation. CSI will invite the CSO to the Mid-term review (typically 60 to 75 days before the case closes). The CSO and DCCCA Case Team will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from DCCCA, DCCCA will meet with the CSO and DCF worker to ensure a smooth transition.
    - While discharge planning the CSO, DCCCA Case Team, the youth, and the family will plan a discharge closing meeting/celebration.
  + Court Hearings
    - If a parent reports a violation to the DCCCA Case Team, DCCCA will encourage the parent to notify the CSO as well.
    - If the youth receives a violation levels report (VLR), the CSO will notify the DCCCA Case Team.
    - A report of violation hearing will occur, notification of which is provided to DCCCA via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.
* **Community Corrections/ISP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Community Corrections will set up an initial appointment with DCCCA and the youth to develop a case plan.
    - DCCCA will send the Case Summary to the Intensive Supervision Officer (ISO) weekly and will have phone contact with the ISO weekly.
    - Depending on the youth’s needs, the ISO will meet with the young person one to two times per month, including visiting them in school and at placement. The ISO will correspond with the DCCCA Case Team to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the ISO and DCCCA Case Team will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Community Corrections and DCCCA will ensure the other is invited via the weekly communication and/or monthly visits.
    - The ISO will provide monthly updates to the DCCCA Case Team regarding the date the youth is expected to complete probation. DCCCA will invite the ISO to the Mid-term review (typically 60 to 75 days before the case closes). The ISO and DCCCA will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from DCCCA, DCCCA will meet with the ISO and DCF worker to ensure a smooth transition.
    - While discharge planning and collaboration, the ISO, DCCCA Case Team, the youth, and the family will plan a discharge closing meeting/celebration.
  + Court Hearings
    - If a parent reports a violation to the DCCCA Case Team, DCCCA will encourage the parent to notify the ISO as well.
    - If the youth receives a violation levels report (VLR), the ISO will notify the CSI therapist.
    - A report of violation hearing will occur, notification of which is provided to DCCCA via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.

**Pathway 6: Youth not in foster care and is receiving Family First Services (Community Solutions - MST) is arrested or cited in the community but DOES NOT screen into detention.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* As part of the intake process, staff will ask about what services the youth is involved with (and will specifically ask if they are involved with Community Solutions Inc (CSI)/MST).
  + If confirmed involvement with MST, Intake OR crossover youth facilitator (Elisa Thompson) will email the Community Solutions secretary: Cara Weston [cweston@csi.org](mailto:cweston@csi.org), to notify them that the youth has been arrested/referred to JIAC. The Community Solutions secretary will then notify the youth’s therapist.
    - If a youth is placed in PPC, Intake will notify the CSI secretary who will then notify the CSI Therapist.
  + CSI will then notify the Family First Liaison (Samantha McClaflin [Samantha.Mcclaflin@ks.gov](mailto:Samantha.Mcclaflin@ks.gov) ) and the DCF Case Worker.
* The CSI therapist will ask the parent/guardian to sign a release of information to enable communication with other agencies who become party to the case.

**ASSESSMENT**

* Assessments, including the MAYSI-2 and the Kansas detention screener, are conducted promptly at Intake.
  + Provided the youth doesn’t score high on the Kansas detention tool, they are released back to the parent/legal guardian.
* Intake will notify the Community Solutions secretary: Cara Weston [cweston@csi.org](mailto:cweston@csi.org) if the youth scored high on one or more areas of the MAYSI-II.

**INITIAL HEARING**

* JO and IIP Court dockets will be shared by Randy Welch (District Court) with Crossover Youth Facilitator, Elisa Thompson, if there is a youth involved with Family First (CSI) Elisa will notify CSI the CSI secretary: Cara Weston [cweston@csi.org](mailto:cweston@csi.org) of the hearing information.
* The CSI therapist attends the initial hearing.

**COLLABORATIVE CASE MANAGEMENT**

* **Court Services/IIP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - IIP meets with the youth once a month.
    - CSI will send the Case Summary to the IIP supervisor weekly and will have phone contact with the IIP supervisor weekly.
    - CSI and IIP supervisor will work to schedule meetings together with the family and youth once per month, if possible
      * If not feasible, IIP and CS will check in prior to meeting with the youth and after the meeting.
    - CSI will invite the IIP supervisor to the Mid-term review (typically 60 to 75 days before the case closes). The CSO and CSI therapist will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from CSI, CSI will meet with the IIP supervisor and the DCF case worker to ensure a smooth transition.
    - While discharge planning the IIP supervisor, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
* **Court Services/Standard Probation**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Court Services will schedule an initial appointment with the CSI therapist and the youth to develop a case plan.
    - CSI will send the Case Summary to the Court Services Officer (CSO) weekly and will have phone contact with the CSO weekly.
    - Depending on the youth’s needs, the CSO will meet with the young person one to two times per month, including visiting them in school and at placement. The CSO will correspond with the CSI therapist to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the CSO and CSI therapist will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Court Services and CSI will ensure the other is invited via the weekly communication and/or monthly visits.
    - The CSO will provide monthly updates to the CSI therapist regarding the date the youth is expected to complete probation. CSI will invite the CSO to the Mid-term review (typically 60 to 75 days before the case closes). The CSO and CSI therapist will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from CSI, CSI will meet with the CSO and the DCF case worker to ensure a smooth transition.
    - While discharge planning the CSO, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
  + Court Hearings
    - If a parent reports a violation to the CSI therapist, CSI will encourage the parent to notify the CSO as well.
    - If the youth receives a violation levels report (VLR), the CSO will notify the CSI therapist.
    - A report of violation hearing will occur, notification of which is provided to CSI via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.
* **Community Corrections/ISP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Community Corrections will set up an initial appointment with CSI and the youth to develop a case plan.
    - CSI will send the Case Summary to the Intensive Supervision Officer (ISO) weekly and will have phone contact with the ISO weekly.
    - Depending on the youth’s needs, the ISO will meet with the young person one to two times per month, including visiting them in school and at placement. The ISO will correspond with the CSI therapist to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the ISO and CSI therapist will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Community Corrections and CSI will ensure the other is invited via the weekly communication and/or monthly visits.
    - The ISO will provide monthly updates to the CSI therapist regarding the date the youth is expected to complete probation. CSI will invite the PO to the Mid-term review (typically 60 to 75 days before the case closes). The ISO and CSI therapist will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from CSI, CSI will meet with the ISO and DCF worker to ensure a smooth transition.
    - While discharge planning and collaboration, the ISO, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
  + Court Hearings
    - If a parent reports a violation to the CSI therapist, CSI will encourage the parent to notify the ISO as well.
    - If the youth receives a violation levels report (VLR), the ISO will notify the CSI therapist.
    - A report of violation hearing will occur, notification of which is provided to CSI via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.

**Pathway 7: Youth not in foster care and is receiving Family First Services (Community Solutions - MST) is arrested and screens into detention.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* As part of the booking process, staff will ask about what services the youth is involved with (and will specifically ask if they are involved with Community Solutions Inc (CSI)/MST).
  + If confirmed involvement with MST, JDF staff or Crossover Youth Facilitator (Elisa Thompson) will email the Community Solutions secretary: Cara Weston [cweston@csi.org](mailto:cweston@csi.org). The Community Solutions secretary will then notify the youth’s therapist.
  + Community Solutions will then notify the Family First Liaison Samantha [(samantha.mcclaflin@ks.gov](mailto:McClaflin(samantha.mcclaflin@ks.gov)) and the DCF Case Worker.
* The CSI therapist will ask the parent/guardian to sign a release of information to enable communication with other agencies who become party to the case.

**ASSESSMENT**

* Assessments, including the MAYSI-2 and the Kansas detention screener, are conducted promptly at Intake.
* Intake will notify the Community Solutions secretary: Cara Weston [cweston@csi.org](mailto:cweston@csi.org) if the youth scored high on one or more areas of the MAYSI-II.

**DETENTION HEARING**

* JDF will send the Daily Report with detention hearing zoom link to the CSI secretary (Cara Weston, [cweston@csi.org](mailto:cweston@csi.org)), who will then send this information to the CSI Therapist.
* CSI will attend the detention hearing.

**INITIAL HEARING**

* JO and IIP Court dockets will be shared by Randy Welch (District Court) with Crossover Youth Facilitator, Elisa Thompson If there is a youth involved with Family First (CSI), Elisa will notify the CSI secretary: Cara Weston [cweston@csi.org](mailto:cweston@csi.org) of the hearing information.
* CSI will attend the initial hearing.

**COLLABORATIVE CASE MANAGEMENT**

* **Court Services/IIP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - IIP meets with the youth once a month.
    - CSI will send the Case Summary to the IIP supervisor weekly and will have phone contact with the IIP supervisor weekly.
    - CSI and IIP supervisor will work to schedule meetings together with the family and youth once per month, if possible
      * If not feasible, IIP and CSI will check in prior to meeting with the youth and after the meeting.
    - CSI will invite the IIP supervisor to the Mid-term review (typically 60 to 75 days before the case closes). The CSO and CSI therapist will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from CSI, CSI will meet with the IIP supervisor and the DCF case worker to ensure a smooth transition.
    - While discharge planning the IIP supervisor, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
* **Court Services/Standard Probation**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Court Services will schedule an initial appointment with CSI and the youth to develop a case plan.
    - CSI will send the Case Summary to the Court Services Officer (CSO) weekly and will have phone contact with the CSO weekly.
    - Depending on the youth’s needs, the CSO will meet with the young person one to two times per month, including visiting them in school and at placement. The CSO will correspond with the CSI therapist to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the CSO and CSI therapist will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Court Services and CSI will ensure the other is invited via the weekly communication and/or monthly visits.
    - The CSO will provide monthly updates to the CSI therapist regarding the date the youth is expected to complete probation. CSI will invite the CSO to the Mid-term review (typically 60 to 75 days before the case closes). The CSO and CSI therapist will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from CSI, CSI will meet with the CSO and DCF worker to ensure a smooth transition.
    - While discharge planning the CSO, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
  + Court Hearings
    - If a parent reports a violation to the CSI therapist, CSI will encourage the parent to notify the CSO as well.
    - If the youth receives a violation levels report (VLR), the CSO will notify the CSI therapist.
    - A report of violation hearing will occur, notification of which is provided to CSI via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.
* **Community Corrections/ISP:**
  + Joint Planning, Meetings, Updates, and Case Closure
    - Community Corrections will set up an initial appointment with CSI and the youth to develop a case plan.
    - CSI will send the Case Summary to the Intensive Supervision Officer (ISO) weekly and will have phone contact with the ISO weekly.
    - Depending on the youth’s needs, the ISO will meet with the young person one to two times per month, including visiting them in school and at placement. The ISO will correspond with the CSI therapist to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the ISO and CSI therapist will make attempts to arrange this.
    - If there are other key meetings for the youth throughout the case, Community Corrections and CSI will ensure the other is invited via the weekly communication and/or monthly visits.
    - The ISO will provide monthly updates to the CSI therapist regarding the date the youth is expected to complete probation. CSI will invite the ISO to the Mid-term review (typically 60 to 75 days before the case closes). The ISO and CSI therapist will collaborate to ensure necessary supports are in place for the transition to case closure.
    - Two weeks prior to the projected discharge date from CSI, CSI will meet with the ISO and DCF worker to ensure a smooth transition.
    - While discharge planning and collaboration, the ISO, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
  + Court Hearings
    - If a parent reports a violation to the CSI therapist, CSI will encourage the parent to notify the ISO as well.
    - If the youth receives a violation levels report (VLR), the ISO will notify the CSI therapist.
    - A report of violation hearing will occur, notification of which is provided to CSI via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
      * The hearing may result in the judge extending the probation or ordering the youth to detention.
        + Probation extensions are dependent upon the youth’s risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
        + Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.

**Pathway 8: Youth not in foster care and a DCF report is made.**

**IDENTIFICATION OF CROSSOVER YOUTH**

* As part of the DCF intake process, the Child Protective Service (CPS) specialist will ask if the youth is involved with Community Corrections/Intensive Supervision Program (ISP).
  + If DCF worker is unsure about JO involvement they can reach out to either the Crossover Youth Facilitator or DCF District Attorney Liaison.
* Outcomes for CPS Reports
  + Family First Referral
  + Family Preservation Referral
  + Foster Care Referral
  + Close Investigation
  + If confirmed involvement with Community Corrections/Court Services, the CPS specialist will document as much information as possible on the referral.
  + If youth is referred to Foster Care, EmberHope will receive this information via CareMatch when the referral is made to their agency. (this information will be located under the Delinquent section).
    - If supervision officer is known, EmberHope will reach out to them directly.
    - If supervision officer is unknown EmberHope can reach out to the respective office and inquire as to whom is working with the youth (Juvenile Field Services ((Community Corrections)) at 316-660-5380) OR ((Court Services)) at 316-660-5560).
* Elisa Thompson, Crossover Youth Facilitator will check JIAC Daily Summary Report and follow up with assigned CPS worker about services offered, recommended or potential next court dates. If Community Corrections/Intensive Supervision Program (ISP) workers have questions or concerns for CPS workers Elisa can connect the two agencies via email.

**COLLABORATIVE CASE MANAGEMENT**

* **Community Corrections/Court Services ISP**:
  + Joint Planning, Meetings, Updates, and Case Closure
    - If DCF has staffing's (Team Decision Making, Crossover MDT’S, or any relevant family meetings) they will ensure that Community Corrections/Court Services workers are invited to the discussions.

\*Please see sections on if youth in Foster Care is referred to Community Corrections or Court Services for expectations on case coordination post-foster care placement.