Collaborative Protocol 2013
Between The Department of Economic Security, Child Protective Services (CPS) and
Arizona Department of Juvenile Corrections (ADJC)

This protocol provides information on the process to refer a youth in ADJC care (secure care or community care) for assessment of dependency by a CPS staff. This protocol also provides a summary of the responsibilities for ADJC and CPS staff to ensure dually involved youth transition smoothly into the community (aka Re-Entry). Section A addresses referring youth for assessment of dependency. Section B addresses the process for assessing dependency. Section C addresses the processes for assessing a youth's community placement needs. Section D address the processes for assessing a youth's need for therapeutic placement, and Section E addresses the actual transition from secure care into a community placement. Attachment (A) provides related legal references and definitions for commonly used terms in this protocol.

Note: This protocol is not intended to replace or be inclusive of all state policy, but to highlight critical steps in the process (es). The full CPS Children's Services Manual is available online at https://extranet.azdes.gov/dcyfpolicy/. Chapter 3 Section 33 Dually Adjudicated Youth Services provides information on state policy and procedures for working with Arizona's Juvenile Justice Agencies. The ADJC policy manual is also available online at: http://www.azdjc.gov/Policy/Main.aspx. See section 4610.12 Coordinating with Child Protective Services. Concerns regarding adherence to this protocol or general questions may be communicated to the ADJC Community Services Unit at communityservice@azdjc.gov and to the DCYF Permanency and Youth Services Unit at PermanencyYouthServicesUnit@azdes.gov).

A. REFERRING YOUTH IN ADJC CARE (SECURE OR COMMUNITY) TO CPS FOR ASSESSMENT OF DEPENDENCY

Priority Activity	ADJC	CPS
I. ADJC staff will make a report to the CPS Hotline* 60 days prior to the anticipated release from ADJC for any youth in secure care that lacks a willing or able parent/guardian. This includes situations where a youth is unable to return home due to the presence of victims in the home and the parent/guardian has been unable to identify other suitable family members to care for the child. *CPS Hotline: 1-888-SOS-CHILD (767-2445)	a. The assigned YPO III or designee will call the CPS Hotline and notify the Hotline staff they are referring a youth in ADJC care for assessment of dependency. The Hotline staff will ask the ADJC staff a series of questions designed to elicit sufficient information to create a report. b. The YPO III will provide information to include: i. the last known whereabouts of the parent/guardian, and ii. Information on the youth's current behavioral, medical and educational status, and include placement recommendations (from the 90 day probable release MDT, if available).	c. Hotline staff will gather information from the ADJC staff that will be transmitted to a local field unit. d. The Hotline staff will provide the ADJC staff with the following information at the time of the referral: i. The assigned CPS supervisor's name, office location, and phone number, and ii. Expected timeframe for response from a CPS Specialist (CPSS). (7 days unless circumstances exist to expedite the response from the CPSS)

B. ASSESSING DEPENDENCY

Priority Activity	ADJC	CPS
I. The CPSS will make a determination as to the level of CPS involvement, including whether or not custody will be pursued. (For example, the CPSS may be successful in locating and engaging an able and willing parent/guardian negating the need for intervention. Or, a parent/guardian is located and engaged, but there are concerns about the parent/guardian's ability to provide proper and effective parental care/control and intervention is required.)	a. The YPO III or designee will provide records/documents related to the youth including educational, medical and behavioral records. These records must be provided to the CPSS within 5 business days of the request (verbal or written). b. The YPO III will participate in the TDM in person or by phone and if unavailable, will contact the CPSS at least one day in advance and provide an update on the youth's status.	c. The assigned CPSS will contact the YPO III within 7 business days and provide their contact information including name, physical and email address, and phone and fax number. d. The CPSS will gather and review additional information from the YPO III and other sources to assess dependency (and potential placement needs). e. The CPSS will make efforts to locate and engage the parent/guardian in a discussion of the youth's status and transition needs, and assess the parent/guardian's ability and willingness to participate in planning for the transition of their child out of secure care. f. If a parent/guardian cannot be located and engaged, the CPS case manager will schedule a Team Decision Making (TDM) meeting* to discuss the need for custody and placement. g. If as a result of the TDM, no services or strategies exist to support a safe transition home, the CPSS will begin the process of pursuing custody through the filing of a dependency petition with the Juvenile Dependency Court. *The TDM is a strengths based decision making process to address the safety and placement of children. Various factors will be considered including the ability and willingness of the parent/guardian, service needs including in home family support, the placement needs of the youth,

		etc.
II. A management review will be requested if there is disagreement amongst the parties.	a. The YPO III will access the proper chain of command (CPSUS, CPS APM) if there are concerns with the outcome of the dependency assessment.	b. The CPSS will alert the CPSUS and schedule a case conference to include the YPO III if concerns with the outcome of the dependency assessment cannot be resolved.

C. ASSESSING COMMUNITY PLACEMENT NEEDS

Priority Activity	ADJC	CPS
I. ADJC and CPS will work cooperatively to meet the needs of dually involved youth.	a. Upon assignment of a dependent youth to the caseload of the YPO III, the YPO III will contact the assigned CPSS and provide contact information for the YPO III, Youth Program Supervisor (YPS), Psychology Associate (PSA), Parole Officer (PO) and other involved ADJC staff.	b. Upon entry of a dependent youth into the ADJC secure setting, the assigned CPSS will contact the assigned YPO III and provide contact information (phone, email, and office address) for the CPSS and CPSUS.
II. Consistent and timely coordination will occur to identify the most appropriate and least restrictive community placement to support a successful transition into the community.	a. The YPO III will notify the CPSS of the date, time and location of the initial and ongoing (30 Day) MDTs. b. The YPO III will notify the CPSS within 48 hours of changes to the youth's: i. behavioral, educational and health status, ii. residence/unit, iii. family involvement, and iv. ADJC staff assignment. c. The YPO III immediately* notify the CPSS of any life threatening injury, illness or death. (*Information may be called into the CPS Hotline on evenings/weekends/holidays.) d. 90 days from the probable release date, the MDT will provide a written report that contains: i. placement recommendations i.e. level of care with the CPSS, and ii. Information regarding any known family.	e. The CPSS will attend the initial Multi-Disciplinary Team (MDT) in person/on site at ADJC and to the extent possible, the ongoing "30 day" MDT's.** (Attendance by phone is acceptable if unavailable.) f. If the CPSS is unable to attend an MDT in person or by phone, he/she will notify the YPO III and provide a written updates via email at least one day prior to the scheduled MDT, and copy the YPO III, YPS, PSA and Parole Officer. **Approximately 35 days from the date of entry into secure care, a Multidisciplinary Team meeting (MDT) will be held at the secure facility to review assessment information gathered during the initial month of placement. Approximately every 30 days thereafter, another MDT will occur to review the youth's status, address service needs and when appropriate, address release.
III. Consistent and timely coordination will	a. 30 days from the probable release date, the YPO	b. 30 days from the probable release date, the

occur to plan for the youth's actual transition out of secure care into the identified placement.	III will prepare and forward all psychological, incident reports and progress reports to the CPS case manager.	CPSS will: i. complete and submit the referral for placement within 5 days of receipt of the written report; ii. arrange for provider interviews

D. ASSESSING THERAPEUTIC NEEDS (INCLUDING PLACEMENT)

Priority Activity	ADJC	CPS
I. ADJC and CPS will work cooperatively to involve the RBHA in assessing and identifying the need for therapeutic services (including placement*). *A therapeutic placement includes higher levels of care such as a behavioral health "Level I or Level II" group home, a Residential Treatment Center (RTC) or other setting that is primarily for the purpose of addressing a mental health need in a residential setting. Therapeutic placement does NOT include returning home with services, a family foster home, shelter or basic level group home.	a. 90 days prior to the probable release, the YPO III will ensure all medical, behavioral, educational and psychological information is provided to the CPSS for use in determining the need for therapeutic services (including therapeutic placement). b. 30 days prior to the probable release date, the YPO III will prepare and forward all psychological, incident and progress reports to the CPSS, and collaborate in identifying the appropriate placement type. c. The YPO II will participate in scheduled CFTs providing updates as needed. d. The YPO III will keep the Community Services Unit updated on placement issues and decisions via email to communityservice@azdjc.gov.	e. Upon receiving information indicating a need for therapeutic services (including therapeutic placement) will be necessary upon release from secure care, or 30 days prior to the probable release date (whichever comes first), the CPSS will: i. request a CFT through the local RBHA and ii. provide the RBHA with information on the youth's needs (including information received from ADJC) , and iii. provide the RBHA with a listing of involved parties and their contact information.(The RBHA will schedule the CFT and notify all parties, however the CPSS should ensure the YPO III is aware of the date, time and location of the CFT.) f. The CPSS will enlist the aid of the Region Mental Health Specialist (MHS) for questions/concerns specific to their local RBHA or clinic, including the filing of appeals (as needed). g. The CPSS will participate in scheduled CFTs and ensure the YPO III is updated when unable to attend.
II. **For Maricopa County only:**	a. 90 days prior to the probable release, the YPO	d. 30 days prior to the probable release date, the

The CPS Mental Health Specialist (MHS) will assist the process by engaging the appropriate Regional Behavioral Health Authority (RBHA) when a therapeutic placement is necessary.	III will ensure all medical, behavioral, educational and psychological information is provided to the CPSS for use in determining the need for therapeutic services (including therapeutic placement). b. 30 days prior to the probable release date, the YPO III will prepare and forward all psychological, incident and progress reports to the CPSS, and highlight any recommendation for therapeutic services (including therapeutic placement). c. The YPO III will keep the Community Services Unit updated on placement issues and decisions via email to communityservice@azdjc.gov.	CPSS will notify the CPS MHS of the potential need for therapeutic services (including therapeutic placement). e. The CPSS will provide all documentation regarding the needs of the youth to the MHS. (If additional information from ADJC is necessary, the MHS will submit a records request memo to the ADJC Records Management Supervisor via fax: 623-879-7121.) f. The MHS will schedule a Multidisciplinary Consult Team (MDCT) meeting to assist in determining the appropriate placement and alert the CPSS with the date, time and location of the MDCT. g. The CPSS will notify the following persons of the date, time and location of the MDCT: i. Involved Dependency attorneys (parent, child, GAL, etc.) ii. RBHA iii. YPO III iv. YPS, v. PSA, vi. PO, vii. Family Service Coordinator (FSC) and viii. ADJC Community Services Unit*. h. The CPSS will: i. email the outcome of the meeting to the ADJC Community Services Unit*, and ii. Continually communicate with the parties listed above by phone or via email, to provide notification of dates and times of the Provider interviews, and the outcome(s) (denial/ acceptance) of the interview(s).

E. TRANSITION INTO COMMUNITY PLACEMENT / SERVICES

Priority Activity	ADJC	CPS
I. ADJC and CPS will work cooperatively to ensure a smooth transition into a community placement, which may include the provision of ongoing behavioral health services.	a. The YPO III will notify the CPSS within 48 hours of changes to the youth's: i. Juvenile Community Reentry Board (JCRB) ii. behavioral, educational and health status, iii. residence/unit, iv. family involvement, and v. ADJC staff assignment. b. The YPO III immediately* notify the CPSS of any life threatening injury or illness. *Information may be called into the CPS Hotline on evenings/weekends/holidays.	c. Once the youth has been accepted into a community placement, the CPSS will contact the involved dependency attorneys and request approval for placement (if approval has not already been obtained). d. The CPSS will submit a motion for Change in Physical Custody (CPC) to the appropriate dependency court judge, and alert the Assistant Attorney General (AAG) (and for Maricopa County, the corresponding CPS Court Liaison) to flag the motion*. The CPSS will request the AAG and/or Court Liaison: i. Immediately notify the Court of the CPC and request an expedited review/approval. ii. Check the status of the CPC weekly until the motion is signed. iii. Upon notification of approval/signature, fax (or scan/email) the approved motion to the CPSS, YPO III and Community Services Unit. e. The CPSS will update the YPO III, PO and Community Services Unit on the status of the motion for Change in Physical (CPC) via email on a weekly basis to: (communityservice@azdjc.gov). f. Upon receipt of the approved CPC, the CPSS will contact the YPO III and identified placement provider to coordinate the day and time for the youth's move to the community placement. NOTE: In the event a party to the dependency (i.e. parent or child's attorney) is in disagreement with

		the placement CPC, the Dependency Hearing Officer may schedule a contested hearing to review the matter. Should this occur, placement may be delayed as long as 30 days.

ATTACHMENT

LEGAL REFERENCES

A.R.S. §8-805 and §13-620 allow CPS to obtain records that are necessary as part of the dependency hearing and process.

DEFINITIONS

ADJC means Arizona Department of Juvenile Corrections.

CFT means Child and Family Team; a meeting facilitated by a RBHA staff person to discuss and plan services to address a youth's behavioral health needs.

CPC means Change in Physical Custody; a type of legal document utilized by CPS to document court approval of certain placement changes.

CPS means Child Protective Services.

CPSS means Child Protective Services Specialist; the CPS staff who is primarily responsible for ensuring and planning services to support the safety, well-being and permanency of dependent youth.

CPS MHS, or MHS means Child Protective Service Mental Health Specialist; the CPS staff responsible for engaging the local RBHA in the behavioral health services planning process.

FSC means Family Services Coordinator; the ADJC staff responsible for providing a network of family services including coordination of individual, group and family counseling as documented in the ADJC Continuous Case Plan.

JA means Judicial Assistant; a dependency court staff assigned as a staff assistant to a particular court hearing officer (Judge or Commissioner).

JCRB means Juvenile Community Reentry Board; a formal meeting comprised of all involved parties (ADJC staff, CPS staff, involved family and service professionals) who meet for the purpose of reviewing the youth's progress and confirming the date of release into the community.

MDT means Multidisciplinary Team; a process utilized at ADJC to bring together the involved professionals to meet with the youth and discuss progress and concerns toward completion of the goals of the Continuous Case Plan.

PO means Parole Officer; the ADJC staff responsible for the initial outreach to the parent/guardian and family, who is the monitor for the youth upon release.

PSA means Psychology Associate; the ADJC staff responsible for the youth's clinical and treatment planning and progress.

RBHA means Regional Behavioral Health Authority; the local entity responsible for providing behavioral health services.

YPO means Youth Program Officer III (aka YPO III, aka YPO III case manager); the ADJC staff primarily responsible for ensuring planning and services to youth in secure care.

YPS means Youth Program Supervisor; the ADJC staff primarily responsible for supervising the work of the YPO III.

Collaborative Protocol Agreement 2013

This collaborative protocol agreement between the Arizona Department of Juvenile Corrections and the Division of Children, Youth and Families/Child Protective Services is a living document, subject to review and update. The parties agree to convene every six months to discuss and update the protocol (as needed).

2-14-13

Arizona Department of Juvenile Corrections, Director

Clarence H Carter 2/19/13

Arizona Department of Economic Security, Director