

Frederick County Juvenile Entry Diversion Initiative (JEDI)



Child In Need Of Supervision (CINS) And Diversion Components



Lead4Life, Inc. www.lead4lifeinc.org

Diversion VS. CINS

- In order to participate in “Diversion”, youth must be a first time offender with misdemeanor or citation offenses. Diversion cases remain open 30 – 90 days.
- All youth who have not previously been adjudicated through the Department of Juvenile Services are eligible for the “CINS” program. A “CINS” case will either be handled in office, or referred out to a more appropriate source. “CINS” cases generally remain open for 6 to 12 months.
- Both programs are **Voluntary**.

JEDI Partnership with Department Of Juvenile Services

- Lead4Life, Inc. (L4L) partners with Department of Juvenile Services (DJS) to create a seamless diversion program.
- DJS in-kind services include office space, administrative support, conference room, professional development, and other in office supplies.
- L4L in-kind services include First Chance 4U Young Man's Group, Shoppers Abatement Class, and professional development.

INITIAL SCREENING PROCESS FOR “DIVERSION” ELIGIBILITY

- DJS will review all reports as they arrive to determine if youth is eligible to participate in the Diversion component based on the following criteria:
 - Youth must be a first time offender, not having previously received a charge in Frederick County or any other county within the State of Maryland
 - A sample of offenses are accepted:
 - » Possession of Marijuana
 - » Tobacco or Alcohol Citation
 - » Simple Assault
 - » Theft Under \$1,000.
 - » Disrupting School Property

** Appropriate charges are then forwarded to The Diversion Program**

Process for scheduling appointments through Diversion



- **Once the Diversion administrator receives screened police reports, an appointment must be scheduled for the youth to attend an intake with one of the two case managers.**
 - Appointments letters must be completed and sent out within 48 hours upon receiving the police report
 - If there was a victim in the incident, a victim letter must also be sent out, to include a victim impact statement
 - Typically appointments are scheduled 2 weeks out in order to allow time for the appointment letter to arrive and allow for parents to coordinate their schedules accordingly, and victims to return any pertinent information
 - If youth misses first scheduled appointment, a 2nd appointment must be scheduled and appointment letter sent (if at this point both appointments are missed, the case is forward to DJS)

Conducting a Diversion Intake

- Give an introduction of the “Diversion” program
 - Explain that since the youth has not received charges previously they will be given the opportunity to participate in the Diversion Program
 - Advise parents and youth that charges will be discussed, paperwork will be completed, and consequences will be assigned during the intake process
 - Explain that if youth receives another charge while in the program, both the original charge and the new charge will be forwarded to the DJS to be processed
 - Explain that any additional charges received from now until the age of 18 will automatically be sent to the DJS
 - Youth has 30 to 90 days to successfully satisfy all requirements of the Diversion contract, and if successful, charges will be expunged from their record

Diversion Intake Continued..

- While family is waiting in lobby have DJS give them a copy of Rights and Responsibilities , Youth Intake Information Sheet, and MAYSI-2 Risk Assessment too to complete
- Discuss the charges in question with the parent and youth
- Allow the youth and family to create appropriate consequences with the focus of the “youth” giving back to the community they have “harmed”
- With feedback from the risk assessment tools, referrals for substance abuse and mental health treatment will be made as needed
- Complete the following paperwork:
 - **Diversion Contract:** What issues are going to be worked on and what are the consequences the youth and family have created
 - Appropriate release of information
 - Risk Assessment tool s
 - HIPPA
 - Consent Form
 - **Complete appropriate referrals**
If Community Service, Fire Safety, Crime Awareness/ Alcohol Education, Mentoring, Restitution, or Shoplifter Abatement, therapy/anger management is assigned, a separate paper referral will be needed
- A contact note must be done for every face to face contact, phone call, or collateral contact , whether the contact was successful or not

Offenses and Appropriate Consequences

Offense

2nd Degree Assault

Consequence(s)

20-40 hours community service
Anger Management Group
Apology letter (if applicable)
No contact with victim

**CDS Possession or
Paraphernalia**
Co. Health Dept.

20 hours community service
Screening at Frederick

Adhere to recommendations
Essay on substance abuse

Alcohol Citation

Alcohol education class
Screening at Frederick Co. Health Dept.
20 hours community service

Tobacco Citation

Smoking Education Group
Essay of understanding

Destruction of Property

15-40 hours community service
Restitution (if applicable)
CAPS class
Letter of apology (if applicable)

Consequences Continued...

Shoplifting/Theft

Shoplifter abatement class
Restitution (if applicable)
25-40 hours community service

Disruption of School Operations/ Disorderly Conduct

Apology letter (if applicable)
Essay of understanding
- what's been learned
- importance of following
school rules

Bicycle/Skateboarding/ Ordinance/Curfew

Essay of understanding
- what's been learned
- reason for the law (research)

Harassment

No contact with victim
Letter of apology
Essay of understanding

Trespassing Understanding apology (if applicable)

Essay of
Letter of

RESTITUTION GUIDELINES

- Restitution must be paid within a 90 day window from the time of intake
- Case manager must forward case to DJS if restitution is not paid in the allotted amount of time (Unless longer time frame is approved by victim)
- Amount of restitution must be confirmed through original receipts, bills of purchase and/or documentation
- At the time of intake, case manager/client must fill out **restitution form** (put the original in file, and give a copy to client)
- Restitution must be paid in the form of a money order and made payable to victim and sent to case manager (case manager to make copy for file, and then contact victim to advise that they can come pick it up, have victim sign copy in file that they received money order)

RETURN CHARGE TO DJS FOR THE FOLLOWING:

- FAILURE TO APPEAR FOR SCHEDULED INTAKES
- YOUTH RECEIVES ANOTHER CHARGE WHILE IN THE DIVERSION PROGRAM
- DENIES INVOLVEMENT/REQUESTS TO DISPUTE CHARGES
- FAMILY AND/OR YOUTH REFUSE TO SIGN DIVERSION CONTRACT
- YOUTH FAILS TO COMPLY WITH DIVERSION CONTRACT
- UNABLE TO PAY RESTITUTION IN THE ALLOTTED AMOUNT OF TIME

HOW TO CLOSE A DIVERSION CASE

- After 30 days, check Diversion case to see if contract obligations have been completed, once contract obligations have been fully met the following must occur:
 - Contact client’s parents to ensure that there are no additional concerns , and advise that contract obligations have been met and case will be closed successfully
 - Complete a closing letter, make a copy for the file and send one via mail to client
 - Conduct a “Satisfaction Survey” for parent and youth

Initial Screening Process for “CINS”

- CINS petition would be given to interested parent in DJS lobby, where they must complete on site (DJS administrator would advise that petition will be reviewed, contact generally made within 48-72 hours)
 Forward To Diversion Staff
- Case manager would then review petition to make sure that program is appropriate (there are rare incidences where needs exceed level of service that we can provide), youth must not have been previously adjudicated through DJS
- Case manager would contact client’s parent via phone to schedule an intake interview, once interview is scheduled an appointment letter must be sent to client, make a copy for file
- If 3 attempts are made to contact client, and voice mails are not returned, it is appropriate to close petition due to failure to respond
- If original appointment is missed by clients, schedule a 2nd appointment, send appointment letter and make one for the file

CONDUCTING A “CINS” INTAKE

- While family is waiting in lobby have DJS give them a copy of Rights and Responsibilities, Youth Intake Information Sheet , and MAYSI-2 Risk Assessment to complete
- Discuss the concerns in question with the parent and youth
- Advise youth and family this is a voluntary program and under CINS program at least 2 face-to-face contacts will be made a month
- Complete the following paperwork:
 - **CINS contract:** What issues are going to be worked on: drug/alcohol screening, anger management, therapy, curfew, communication, decreasing school referral, grades....etc.
 - Appropriate releases of information from School, Mental Health/Substance abuse provider etc.
 - Risk Assessment tools
 - HIPPA
 - Consent Form
 - Consent/Liability for Transportation
 - **Complete appropriate referrals**
- A contact note must be done for every face-to-face contact, phone call, or collateral contact , whether the contact was successful or not
- To complete the intake process make a file for client

CINS INTAKE CONTINUED...

Guidelines for CINS Program:

- 2 face –to-face contacts must occur a month (best if one contact is with youth and one contact is with family & youth) Also appropriate to have collateral contacts, and phone calls with family
- An initial home visit must be completed by case manager following the initial intake (this must be completed within 14 business days of intake)
- A FAMILY SERVICE PLAN (FSP) must be completed within 14 business days of intake (complete using CINS contract outline, take with you to first home visit, review with family, obtain appropriate signatures)
- Complete Child And Adolescent Functional Assessment Scale (CAFAS) assessment full assessment this must be completed within 14 business days
- FAMILY SERVICE PLAN- Must be revised on a quarterly basis to reflect current issues and goals. If emergencies arise, the FSP should reflect new goals and crisis plans.
- Other appropriate documents to have in file: school grades, correspondence from therapists or substance abuse counselors, school attendance, medical documentation, etc.
(YOU MUST HAVE A RELEASES FOR ALL COLLATERAL CONTACTS)

CINS CONTINUED.....

- CINS cases typically last for 6 to 12 months.....justification for why cases should continue past 6 months should be documented on 3rd revision of Family Service Plan
- Though it is effective to be evasive about the voluntary nature of this program, services are voluntary and we cannot mandate or “make” a youth do anything that they do not want to
- If youth does not make a concerted effort to work towards goals during the first three months, it is appropriate to discuss closing case due to non compliance
- A MONTHLY SUMMARY MUST BE COMPLETED FOLLOWING THE END OF EACH MONTH, TO INCLUDE:
 - Number of Contacts : face-to-face, phone, and collateral
 - Any significant events that may have occurred
 - This must be completed by the 5th of the following month

CINS CONTINUED.....

Appropriate contacts while case managing CINS are listed below, but are not limited to:

- Attending IEP meetings to advocate for client's needs
- Attending meetings with therapist/substance abuse providers to address concerns as a team
- Attending meetings at school to discuss behavioral concerns as a team
- Participating in meetings scheduled through the Department of Social Services
- Limited transportation to important appointments in the community
- Assisting families in developing firm rules and consequences
- Educating parents on appropriate parenting skills
- Assisting youth in developing appropriate coping mechanisms for anger, stress, etc.

When is it appropriate to close a CINS case?

- Individual no longer exhibits need for program as reflected by ability to access needed services/support and maintains functions of daily living
- Stated goals have been met by youth/family
- Youth/family requested discontinuation of services
- Individual no longer is eligible for services due to:
 - Duplication of Services
 - Moved out of county or state
 - Non-compliance with stated goals
 - Tenure of 1 year in the program

HOW TO CLOSE A CINS CASE

- Discussion to take place with family as to why case is being closed, ensure that there are no other needs that can be satisfied prior to closure
- Complete a closing letter, make a copy for the file and send one via mail to client
- Complete a Discharge Plan, and fill in with appropriate information as pertaining to client's reason for dismissal, make a copy for the file and send on via mail to the client
- Conduct a "Satisfaction Survey" on youth and parent.

Data FY14

- 342 youth referred (302 youth served through Diversion and 40 youth served for CINS)
- 321 youth were served
- 259 youth agreed to Diversion or CINS program
- 318 youth were referred for community-based program (Although CINS youth may not agree to service, referrals are made on behalf of the youth.)
- 89.3% of parents were satisfied with the program
- 79.3% of youth served in FY13 did not re-offend for 1 year after they completed the diversion program