

PROCEDURE

Series: Operating Procedures **COA:** N/A

CFOP:

Procedure Name: Coordination of Services – Youth in Care of Family Partnerships of Central Florida and Served by DJJOP

Procedure Number: OP 1096

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Effective Date: 10/15/02

Applicable to: FPOCF Staff, CMA Personnel

SUBJECT: Coordination of Services Including Mental Health and Substance Abuse Services for Youth in the Care and Custody of Family Partnerships of Central Florida and Served by the Department of Juvenile Justice.

PURPOSE: To establish requirements for the coordination of services including mental health and substance abuse services for youth jointly served by the Department of Juvenile Justice (DJJ) and Family Partnerships of Central Florida. Adherence to this procedure provides assurance that Family Partnerships of Central Florida is identifying and coordinating services including mental health and/or substance abuse service needs with the Department of Juvenile Justice. The goal is to ensure that service needs identified for youth will be met, regardless of which department retains custody of the youth.

This procedure provides that DJJ and Family Partnerships of Central Florida will use a team approach to ensure that services are coordinated.

PROCEDURE:

References

Center For the Study of Social Policy (CSSP) Protective and Promotive Factors

Florida Statutes: Section 39.4085, F.S. The design and the delivery of child welfare services should be directed by the principle that the health and safety of children should be of paramount concern. S. 39.4085(7), F.S.: “to be referred to and receive services, including necessary medical, emotional, psychological, psychiatric, and educational evaluations and treatment, as soon as practicable after identification of the need for such services by the screening and assessment process”.

NOTE: See “Florida Departments of Children and Families and Juvenile Justice Guiding Principles for the Provision of Mental Health and Substance Abuse Services,” included in this operating procedure.



Department of Juvenile Justice and Department of Children and Families Dually Involved Youth Collaboration Protocol Circuit 18 (Seminole & Brevard Counties)

Department of Juvenile Justice and Department of Children and Families Dually Involved Youth Collaboration Protocol Circuit 9 (Orange & Osceola Counties)

Definitions

a. "Assessment" is a thorough evaluation of youth, identified through the DJJ. MAYSI-2 screening process, in need of further examination. The screening process helps determine in which area of a youth's life the assessment ought to focus.

b. "Care and custody" for Family Partnerships of Central Florida means those children in the legal or physical custody of FPOCF in paid substitute care, shelter care, or foster care. DJJ means those juveniles in secure detention facilities and those placed in residential programs through commitment to DJJ.

c. "Commitment program" means as a result of a judicial proceeding which considers the youth's needs and risks to public safety, the court has ordered a youth committed to DJJ for placement in a program which is a residential facility for 24 hours a day, 7 days a week for programming and treatment.

d. "Comprehensive mental health or substance abuse evaluation" means a collection of detailed information using extensive procedures such as clinical interviews, questionnaires, and tests to determine the presence or absence of a mental disorder or substance abuse impairment. Comprehensive mental health or substance abuse evaluation determines the nature and complexity of the youth's mental disorder or substance abuse related disorder and assists in developing treatment recommendations.

e. "Comprehensive behavioral health assessment" means an in-depth and detailed assessment of the child's emotional, social, behavioral, and developmental functioning within the family home, school, and community. A comprehensive behavioral health assessment must include direct observation of the child in the home, school, and community as well as the clinical setting. The comprehensive behavioral health assessment meets the definition and goals of a comprehensive assessment for a child in the care and custody of Family Partnerships of Central Florida as defined in F.S. 39.01.

f. "Functional behavioral assessment" means a process which seeks to identify problem behavior a child or adolescent may exhibit, to determine the function or purpose of the behavior, and to develop interventions to teach acceptable alternatives to the behavior. A functional behavioral assessment must include direct observations of child or adolescent in the environment in which the problem behavior is occurring. The assessment must be conducted or reviewed and approved by a board-certified behavior analyst.

g. "Conditional release" means the continuum of services, and supervision provided to a juvenile released from a DJJ residential commitment program, which is intended to promote rehabilitation and prevent recidivism.

h. "DJJ" means the Department of Juvenile Justice.

i. “Day treatment” means either facility-based (school system) or non-facility based (community) day treatment programming that the court can order as part of a probation program taking into consideration a youth’s needs and low risk to public safety.

j. “Detention care” means the temporary care of a child in a secure, non-secure or home detention, pending a court adjudication or disposition or execution of a court order.

k. “Detention screening” means a process to determine whether detention care is required or mandated by statute. The process begins when a law enforcement officer delivers a juvenile to a Juvenile Assessment Center or a Secure Detention Facility. The screening is conducted by a DJJ Juvenile Probation Officer assigned to the task or by staff of a contracted agency from whom this function is purchased. The administration of the MAYSI-2 is part of the detention screening process.

l. “Care Manager” means a professional position held by Case Management Agencies to provide case management services to the children under the supervision of Family Partnerships of Central Florida. Included in this definition are persons performing in-home care, out-of-home care, independent living, and adoption services.

m. “Intake screening” means the initial acceptance and screening by DJJ of a complaint or a law enforcement report or probable cause affidavit of delinquency to determine the recommendation to be made in the best interest of the child, family and the community.

n. “JJIS” means the Juvenile Justice Information System that is the DJJ’s automated information system.

o. “Juvenile Probation Officer” means the authorized agent of DJJ who performs the intake, case management or supervision functions.

p. “Case Management Agency” means an agency sub-contracted with Family Partnerships of Central Florida to provide foster care and related services for children who have been abused, abandoned, or neglected and their families.

q. “Licensed care placement” means out-of-home placements for children in which care is provided in a licensed emergency shelter home or facility, a foster family home, or a foster care or group care facility.

r. “MAYSI-2” means the second version of the Massachusetts Youth Screening Instrument, a standardized tool administered by DJJ for an initial screening of a youth’s need for furthermore thorough comprehensive diagnostic assessment of his or her mental health and substance abuse problem areas.

s. “Probation” means the legal status of probation created by law and court order in cases involving a child who has been found to have committed a delinquent act. Probation is an individualized program in which the freedom of the child is limited, and the child is restricted to noninstitutional quarters or restricted to the child’s home in lieu of commitment to the custody of DJJ. Youth on probation may be assessed and classified for placement in day-treatment probation programs designed for youth who represent a minimum risk to themselves and public safety and do not require placement and services in a residential setting. Program types in this

more intensive structured day-treatment probation option include vocational programs, marine programs, juvenile justice alternative schools, training and rehabilitation programs, and gender-specific programs.

Communication and Planning

- a. Communication and planning between the Departments of Juvenile Justice and Family Partnerships of Central Florida are essential to ensure successful intervention when a youth is under the jurisdiction of both departments. The full participation of the care manager is critical to the successful coordination of mental health and substance abuse services when initial plans are being formulated (for example when the DJJ Pre-Disposition Report is being written) through the period when a youth is transitioned from DJJ residential commitment back into the community. When requested by the Juvenile Probation Officer, the care manager will provide available information related to the youth's background, family history, status, and service needs and will participate proactively in transition planning sessions, as necessary.
- b. The care manager shall make arrangements with the DJJ Juvenile Probation Officer to receive information regarding the services and sanctions being provided to the youth on a monthly basis. This includes the receipt of the child's DJJ written plan. If the assigned care manager does not receive this information in the timeframes described, the care manager will advise his or her unit supervisor, and a request will be made in writing to the DJJ Chief Probation Officer for a report on the services and sanction information.
- c. A team member from the FPOCF Out of Home Care Team participates in weekly audits facilitated by DJJ.FPOCF This process allows for communication, planning and coordination of services between DJJ and youth in the custody of Family Partnerships of Central Florida.

Intake to Detention Status

- a. When a youth in the custody of Family Partnerships of Central Florida is placed in a Regional Juvenile Detention Center, the care manager will notify the DJJ detention center staff of the youth's status and will provide detention staff with the name, address and telephone number of the youth's caregivers.
- b. The care manager must complete and submit an incident report to Family Partnerships of Central Florida for all new incidents surrounding a youth's involvement with the Department of Juvenile Justice. Upon receipt of the incident report, the Intake Behavioral Health Coordinator or designee, enters a notification in the Share Point system established by the Department of Children and Families. This entry automatically notifies individuals established in the Dually Involved Protocol including members of the Department of Children and Families, Department of Juvenile Justice, Family Partnerships of Central Florida, and the GAL Office.
- c. Upon receipt of the Dually-Involved Notification, a Dually-Involved MDT will either be incorporated into an existing upcoming staffing for the youth or scheduled separately if no existing staffing is available within 14-days as required by the Dually Involved Protocol. The FPOCF MDT Coordinator, or designee, will schedule and facilitate the MDT ensuring the youth's Juvenile Probation Officer, JPO Supervisor, and established members of the Dually Involved Protocol are invited to participate. The purpose of the staffing is to create a family-specific action plan addressing the strengths of the youth and family, information-sharing,

and service coordination. Th. DT discussion is documented in an MDT Meeting Note in FSFN labeled Department of Juvenile Justice Staffing.

- d. When a youth in the custody of FPOCF is placed in a Regional Juvenile Detention Center, the care manager shall make visitation arrangements with the detention center staff. The care manager shall approve or deny, in accordance with the case plan, visitation by the youth's parent(s)/caregiver(s) and will notify the child's parent(s)/caregiver(s) about visitation procedures.
- e. When the Juvenile Probation Officer notifies the care manager that a youth is referred for a clinical mental health/substance abuse evaluation or comprehensive behavioral health assessment it is the responsibility of the care manager to inform the parent(s) or caregiver(s) of the referral.
- f. The care manager will participate in planning with DJJ to ensure that the youth have a place to live after his or her 21-day stay in secure detention while awaiting the outcome of the judicial process and eventual placement in a program.
- g. While youth are on home detention status, Family Partnerships of Central Florida has continuing responsibility for coordinating mental health and/or substance abuse treatment needs.

Probation Status

While the youth is under probation with DJJ, Family Partnerships of Central Florida has continuing responsibility for providing mental health and/or substance abuse treatment needs.

Day Treatment

- a. The care manager will obtain monthly updates from the DJJ Juvenile Probation Officer on the status of the youth's placement and progress in day treatment.
- b. While the youth is assigned to the day treatment program, FPOCF has continuing responsibility for providing mental health and/or substance abuse treatment needs beyond those met by the DJJ day treatment program and for providing appropriate living arrangements.

Commitment

- a. Youth in the care and custody of FPOCF, who are adjudicated by the court as delinquent can be assigned to placement in 24-hour seven day a week residential commitment program. The court assigns the youth to a restrictive level based on the youth's risk to public safety. The options range from low risk to maximum risk. Prior to a juvenile being committed to DJJ by a court, a commitment staffing will occur. When a youth under the care and custody of Family Partnerships of Central Florida is a subject of a commitment staffing, a representative from FPOCF must participate in the commitment staffing to ensure an uninterrupted transition of mental health, substance abuse, or other services.
- b. Upon placement in a residential commitment program, the care manager will participate in a staffing with DJJ staff to collaborate with the youth, the caregiver(s) and parent(s), when reunification is the permanency goal as approved by the court. The staffing will develop the

service plan(s) required by each department to identify treatment needs and roles and responsibilities including the staff person(s) designated to ensure needs are met and the individual(s) responsible for keeping parents and/or other caregivers informed of the youth's progress.

c. The care manager makes arrangements with the DJJ Juvenile Probation Officer to obtain monthly information regarding the services and sanctions being provided to the youth.

d. If the assigned care manager is not receiving this information in the timeframes described, the care manager will advise their unit supervisor, and a request will be made in writing to the DJJ Chief Probation Officer for a report on the needed service and sanction information.

Judicial Reviews

Judicial reviews will continue according to s. 39.701, F.S. The care manager will obtain information from the DJJ counselor regarding service provisions for the youth on a monthly basis. Should treatment information not be shared, the care manager will advise his or her supervisor, and a request will be made in writing advising that the reports were not made available. The care manager will continue visitation as required.

Commitment Release

a. The care manager makes arrangements with DJJ to participate in a release staffing to discuss the transition plan. This plan must include the anticipated subsequent placement and mental health and/or substance abuse treatment needs. Upon release of the youth, the lead responsibility will be transferred to the care manager. DJJ conditional release planning will be integrated within the overall case plan developed and implemented by the care manager.

NOTE: It is the responsibility of DJJ to notify FPOCF in writing about the planned release date of the youth from a DJJ commitment program so that appropriate placement arrangements can be made.

b. No youth in the custody of FPOCF will be held in commitment status for lack of placement upon release. The care manager will notify the Family Partnerships of Central Florida CEO and Vice President of Operations if efforts to release a youth in the custody of FPOCF fail, due to lack of safe appropriate placement.

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FLORIDA DEPARTMENTS OF CHILDREN AND FAMILIES AND JUVENILE JUSTICE GUIDING PRINCIPLES FOR THE PROVISION OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

The following principles and goals for the provision of mental health and substance abuse services to children in the care and custody of the state have been developed by the Departments of Juvenile Justice and Children and Families. For the Department of Juvenile Justice “Care and Custody” is defined as involving those juveniles in secure detention facilities, and those placed in residential programs through commitment to the department. For the Department of Children and Families, “Care and Custody” refers to those children in paid substitute care, shelter care, and foster care under the supervision of Family Partnerships of Central Florida. In addition, where appropriate, this agreement addresses screening, referral for assessment, and the recommendation and referral for treatment services for youth on probation supervision with the Department of Juvenile Justice.

1. Mental Health and Substance Abuse Screening.

- a. Children and youth placed in the care and custody of the state and on probation supervision are screened for mental health and substance abuse treatment needs.
- b. If the preliminary screening indicates a potential need for services, a referral for further assessment is made.
- c. Both the screening and referral for further assessment, if indicated, are completed within 30 days. If not completed within 30 days, reasons are documented in the case file.

2. Mental Health and Substance Abuse Assessment.

- a. The assessment must be conducted or reviewed and approved by a licensed mental health professional or certified addictions counselor.
- b. The assessment includes a comprehensive review of behavioral, educational health, and home environment.

3. Planning.

- a. All children and youth in the state’s care and custody or on probation supervision who have mental health or substance abuse needs have a case plan, performance plan, or supervision plan as required.
- b. Mental health and substance abuse needs identified through a comprehensive assessment are included in the child’s/youth’s plan.
- c. Plans are individualized according to the needs of the child or youth and emphasize the strengths of the child or youth and, where possible, his family.
- d. The child, family, and other individuals important to the child and family are involved in developing the plan (unless there is reason for non-involvement consistent with the child’s needs, efforts to secure their involvement are unsuccessful or other statutory requirements).

e. The plan includes a description of the mental health and substance abuse needs being addressed, a description of the services to be provided, including type, frequency, duration, location, and name of provider.

f. As treatment needs change, the plan is adjusted accordingly.

g. For youth placed on probation under the supervision of the Department of Juvenile Justice through the juvenile court, if the youth and family choose not to participate in mental health or substance abuse treatment services, the plan will document this fact and include the type of service recommended, and the service provider to whom the youth and family were referred.

4. Services.

a. For youth in the physical custody of Family Partnerships of Central Florida and the Department of Juvenile Justice:

1. The planned mental health and substance abuse services are implemented within 30 days of identification of the need. If services are not initiated within 30 days, reasons are documented.

2. The mental health and substance abuse services are provided consistent with the child's plan.

3. The care manager or Juvenile Justice program staff monitors the results of services to determine whether progress is being made and to detect risk situations and emerging needs or problems and takes steps to address them.

4. As appropriate, needs and stated goals for independent living skills and future personal/adulthood plans are identified in the case plan or performance plan, and needed supports and services are provided accordingly.

b. For youth placed on probation under the supervision of the Department of Juvenile Justice, through the juvenile court, the Department will:

1. Refer the youth and family for service by a licensed mental health professional or certified addictions counselor as indicated by the initial assessment, within 7 working days of the receipt of the assessment report.

2. Strongly encourage the youth and family to participate in the service by including resolution of the identified issues as a goal/goals in the youth's probation supervision plan.

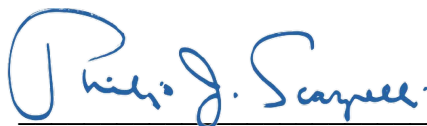
3. Provide reasonable follow-up to facilitate the youth and family accessing the service if they choose.

4. Report to the juvenile court the youth's progress toward meeting the mental health and/or substance abuse goals.

5. Service Coordination/Quality Assurance/ Quality Improvement.

- a. For those youth served by both departments, planning and service delivery will be coordinated.
- b. Family Partnerships of Central Florida service providers and the Department of Juvenile Justice have internal quality improvement processes to monitor the extent to which these principles are being met, problems identified, corrective plans developed and implemented.
- c. Family Partnerships of Central Florida and the Department of Juvenile Justice have in place Quality Assurance (QA) systems. These systems identify needs and problems in assessment, planning and service provision areas and promote continuous improvements to the systems.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 12/9/2025