

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 	<u>PAGES:</u> 5
<u>CHAPTER:</u> Aftercare Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.; ACA JPAS 2-7122; 2-7126; 2-7129; 2-7131; 2-7133-1; 2-7137; 2-7138; 2-7141; 2-7149; 2-7152; 2-7154; 2-7158; 2-7165-7169; 2-7177 ; PbStandards Reintegration #1 - 6		
<u>SUBJECT:</u> Assignment and Management of Residents & Former Residents			
<u>DATE:</u> January 1, 2013			

POLICY

This Policy governs the activities of Community Resource Department when dealing with residents who have been adjudicated. The flow of current, accurate communication between all parties involved in the direct care of the resident, as well as consistent, reliable provision of services, both institutional and community-based, is important and necessary for effective treatment for the resident, prevention of re-offending upon release, and enhancement of community safety.

CANCELLATION

This policy has been reviewed and supersedes Policy 702.00 dated July 1, 2009.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' adjudicated programs.

DEFINITIONS

1. **Community Resource Coordinator (CRC)** – An individual responsible for implementing aftercare services for a resident while in DJS custody and upon release.
2. **Community Resource Transitional Specialist (CRTS)** – An individual assigned to designated rehabilitation facilities responsible for developing and coordinating aftercare services with the CRC and the resident during their commitment with DJS. The CRTS will also ensure that the resident receives training in daily living skills prior to release.

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PROCEDURES

1. CRTS duties include:

- a. Assignment of each resident to a CRC according to their committing county within fifteen (15) days of entry into a correctional facility.
- b. Meeting with each resident within thirty (30) days of entry into a correctional facility.
- c. Complete an Aftercare Reentry Interview (Attachment #1) and enter the information in the appropriate database.
- d. Participating as member of treatment team in the development of aftercare planning, to include:
 - i. development of the Case Management Plan,
 - ii. attendance at treatment planning meetings at least every thirty (30) days,
 - iii. attendance at MDT meetings to formulate aftercare goals/plans,
 - iv. dissemination of necessary information to the assigned CRC.
- e. The CRTS will measure progress and changes related to aftercare planning according to the work completed on the treatment plan.
- f. The CRTS will be a source of feedback and encouragement to the resident regarding his or her progress or lack thereof.

2. CRC duties include:

- a. The CRC will communicate regularly with CRLs, Juvenile Probation Officers (JPO), Prosecuting Attorneys and Defense Attorneys regarding Community Resource Coordinator services for the assigned resident. The CRC will document any communication with the parties mentioned above and enter the information in the appropriate database.
- b. The CRC will facilitate the completion of a home assessment for any resident assigned to his/her caseload, when possible. If the resident will be living with another relative or caregiver, the CRC will facilitate the completion of a visit with that person(s). If the resident will be going to placement, no pre-release family visit is necessary. The CRC will prepare a thorough summary of the visit and enter the information in the appropriate database.
- c. The CRC will be familiar with the resident's current treatment plan which will be

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provided by the Unit Team and will include aftercare planning goals developed by the resident and CRTS.

- d. The CRTS or CRC will meet individually with the resident at a minimum of every forty-five (45) days to complete a Progress Review. The CRTS or CRC will work with the resident to help initiate early aftercare planning and review current progress and prepare a summary of the visit and enter the information in the appropriate database.
 - e. Multi-Disciplinary Team (MDT) Meetings are scheduled by the Unit Team. The CRTS and CRC will participate in the resident's MDT and be prepared to discuss a specific Aftercare Plan that has been developed in conjunction with all concerned parties, the resident and the Unit Team. The Aftercare Plan will include the objectives for the resident and a projected date of termination. The plan will be reviewed and modified as needed in accordance with the participant's performance. The participant and his or her parents/guardians will be notified in advance and in writing of any major changes to the Aftercare plan.
 - f. Day Visits may be needed for residents to work on educational and/or employment aftercare goals.
 - g. The CRC will complete an Aftercare Reentry Interview (Attachment #1) with the assigned resident prior to release or as soon as possible after release and enter the information in the appropriate database.
 - h. The CRC will attend the assigned resident's release hearing and be prepared to respond in court with accurate information regarding the resident's aftercare plans, the CRC's role in those plans, and provide other information as requested in court. The CRC will prepare a thorough summary of the court hearing and enter the information in the appropriate database.
3. CRC duties after the resident is released from DJS custody include:
- a. The CRC will initiate contact with a newly released resident within one business day of release and enter the information in the appropriate database.
 - b. The CRC will alternate home visits and telephone contacts with all aftercare participants (for released sexual offenders, the CRC will initiate weekly face-to-face home visits for aftercare participants) following release. These will continue while participating in aftercare services or for one year, whichever comes first.

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- i. The CRC will continually review Aftercare Plan goals with the participant and/or family.
 - ii. The CRC will observe and listen for relevant information related to risk factors, possible re-offending scenarios, and motivators for re-offending as provided by Unit Team assessments for the juvenile and the CRC's training and experience.
 - iii. The CRC will document the home visit in the appropriate database and send a copy to the JPO if requested.
- c. The plan will be reviewed and modified as needed in accordance with the participant's performance. The participant and his or her parents/guardians will be notified in advance and in writing of any major changes to the Aftercare plan.
 - d. The CRC will document any other contact, such as phone calls, crisis intervention visits, etc. with the former resident in the appropriate database.
 - e. If at any time there is sufficient concern regarding a former resident's continued safety in the community, the CRC will immediately notify the Assistant Director of Community Based Programs and JPO, if applicable, for further instructions. The CRC will immediately notify local law enforcement and/or Child Protective Services for any instances of imminent threat to or from the former resident or themselves. The CRC will document the information in the appropriate database.
 - f. If the CRC becomes aware that the participant is not meeting their Aftercare Plan goals, probation rules, or are violating any laws, the CRC will contact the JPO, if assigned, and document the information in the appropriate database.
 - g. The CRC will fully cooperate with law enforcement agencies in an effort to apprehend juveniles known to be or suspected to be involved in criminal activities.
 - h. At no time will physical force be used on any former resident, except in cases of justifiable self defense or in protection of others. After any instance of physical force, local law enforcement will be notified. The use of physical force will be documented on an Incident Report and reviewed by the immediate supervisor. Restraints will not be in the possession of a CRC while performing CRC duties.
 - i. The CRC will make every effort to attend court hearings required for the former resident still under the supervision of the court. The CRC will be prepared to provide current progress information and other information that may be requested by the

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court. The CRC will document the information in the appropriate database and send a copy to the JPO, if applicable.

- j. Male and female participants will be given equal access to agency programs and activities.
 - k. The status of the former resident as an Aftercare services recipient must be kept confidential.
4. When a former resident lives out-of-state, the Assistant Director of Community Based Programs will determine if site visits are feasible. If not, the CRC will initiate contact with the former resident via telephone at a frequency directed by the Assistant Director. The CRC will document the information in the appropriate database.
 5. Reporting Requirements: Reports prepared by CRC's that are intended for former residents outside of the Division of Juvenile Services must be reviewed by the Assistant Director of Community-Based Services or designee before dissemination.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Rob Humphreys

 Director

1-1-13

 Date

Aftercare Reentry Interview

Last Name _____ First Name: _____ DJS#: _____

Date: _____ Location of Interview: _____

1. Desired Destination of Resident After Release *(check one)*

	Response	Comment
<input type="checkbox"/>	With Parent	
<input type="checkbox"/>	With Other Family Member	
<input type="checkbox"/>	On Own	
<input type="checkbox"/>	Independent Living Program	
<input type="checkbox"/>	Placement	
<input type="checkbox"/>	Other <i>(Indicate in Comment Column)</i>	

2. Previous Work Experience

	Response	Comment
<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	

3. Employment Prospects When Released *(check one)*

	Response	Comment
<input type="checkbox"/>	Full-time	
<input type="checkbox"/>	Part-time	
<input type="checkbox"/>	Full-time as Student	
<input type="checkbox"/>	Part-time as Student	
<input type="checkbox"/>	Student Only	
<input type="checkbox"/>	Military	

4. Probable Education Programming *(check all that apply)*

	Response	Comment
<input type="checkbox"/>	a. Special Education	
<input type="checkbox"/>	b. Behavior Disorder	
<input type="checkbox"/>	c. Learning Disorder	
<input type="checkbox"/>	d. Regular Classes	

5. Last Grade Completed: _____

6. Prospects of Continued Education Upon Release *(check one)*

	Response	Comment
<input type="checkbox"/>	Middle/High School	
<input type="checkbox"/>	GED Programs	
<input type="checkbox"/>	Vocational Programs	
<input type="checkbox"/>	College	
<input type="checkbox"/>	None	
<input type="checkbox"/>	Other <i>(indicate in Comment Column)</i>	

7. Community Resources Previously Used *(check all that apply)*

	Response	Comment
<input type="checkbox"/>	a. Community Clubs	
<input type="checkbox"/>	b. School Clubs or Sports	
<input type="checkbox"/>	c. Alcoholics Anonymous	
<input type="checkbox"/>	d. Narcotics Anonymous	
<input type="checkbox"/>	e. Church	
<input type="checkbox"/>	f. Mentoring Programs	
<input type="checkbox"/>	g. Job Service	
<input type="checkbox"/>	h. Mental Health Agency	
<input type="checkbox"/>	i. Health Department	
<input type="checkbox"/>	j. Other <i>(indicate in Comment Column)</i>	

8. Counseling History *(check all that apply)*

	Response	Comment
<input type="checkbox"/>	a. Individual Counseling	
<input type="checkbox"/>	b. Group Counseling	
<input type="checkbox"/>	c. Family Counseling	
<input type="checkbox"/>	d. None	

9. Positive Community Influences

	Response	Comment
<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	