

Summary of Crossover Youth Practice Model (CYPM)

Youth's Status	Crossover Youth Integration Practice	DCF Investigation	Child Welfare Case Management
Civil Citation	Civil Citation JPO Supervisor	Email assigned CPI/S & CYPM Group with script	Email assigned FCM/S & CYPM Group with script
	Initial Communication (By Day 14)	CPI & Civil Citation Coordinator will discuss youth needs and service referrals	FCM & Civil Citation Coordinator will discuss youth needs and service referrals
	Coordinated Interagency Staffing (as needed)	If needed, Interagency staffing will follow Civil Citation Intake	If needed, Interagency staffing will follow Civil Citation Intake
	Ongoing Communication	Before case closure, discuss assessment, service needs and coordinated referrals	Regular, ongoing communication, at least monthly
Released Youth	DJJ Screening Unit Notification (Day 0)	Email assigned CPI/S & CYPM Group with script	Email assigned FCM/S & CYPM Group with script
	Initial Communication & DJJ Intake (within 21 days)	JPO to call CPI to gather DCF info., provide date for DJJ intake and reply to CYPM group with updated info./ assessment	JPO will call FCM to gather preliminary and background info./ assessment, inform FCM of the date for joint intake and reply to CYPM group with updated info.
	Coordinated Interagency Staffing (as needed)	Facilitated by DCF Community Development Administrator through Local Review Team	Facilitated by KCI Children's Mental Health Specialist through Multi-Disciplinary Team (MDT) staffing
	Ongoing Communication	Before case closure, discuss assessment, service needs and coordinated referrals	Regular, ongoing communication, at least monthly
Non-Secure/ Home Detention	DJJ Screening Unit Notification (Day 0)	Email assigned CPI/S & CYPM Group with script	Email assigned FCM/S & CYPM Group with script, FCM & JPO will attend 1 st appearance
	Initial Communication & DJJ Intake (within 21 days)	JPO to call CPI to gather DCF info., provide date for DJJ intake and reply to CYPM group with updated info./ assessment	JPO will call FCM to gather preliminary and background info./ assessment, inform FCM of the date for joint intake and reply to CYPM group with updated info.
	Coordinated Interagency Staffing (as needed)	Facilitated by DCF Community Development Administrator through Local Review Team	Facilitated by KCI Children's Mental Health Specialist through Multi-Disciplinary Team (MDT) staffing
	Ongoing Communication	Before case closure, discuss assessment, service needs and coordinated referrals	Regular, ongoing communication, at least monthly
Secure Detention	DJJ Screening Unit Notification (Day 0)	Email assigned CPI/S & CYPM Group with script	Email assigned FCM/S & CYPM Group with script, FCM & JPO will attend 1 st appearance
	Initial Communication & DJJ Intake (within 21 days)	JPO to call CPI to gather DCF info., provide date for DJJ intake and reply to CYPM group with updated info./ assessment. CPI to provide info. within 2 days.	JPO will call FCM to gather preliminary and background info./ assessment, inform FCM of the date for joint intake and reply to CYPM group with updated info.
	Coordinated Interagency Staffing (as needed)	Facilitated by DCF Community Development Administrator through Local Review Team	Facilitated by KCI Children's Mental Health Specialist through Multi-Disciplinary Team (MDT) staffing
	Ongoing Communication	Before case closure, discuss assessment, service needs and coordinated referrals	Regular, ongoing communication, at least monthly

Summary of Crossover Youth Integration Process - Dually -Adjudicated Youth

Practices	Decision Points/ Information	Case Closure
<ul style="list-style-type: none"> • minimum of once a quarter joint visits • minimum of once a month worker to worker contact • email communication groups to include FCM/S & JPO/S • joint attendance at DJJ/ Dependency hearings • joint attendance at DJJ/ Child Welfare staffings • Share court documents/ records within 72 hours prior to the court hearing; • Notification of placement changes within 24 hours of a change 	<ul style="list-style-type: none"> • <u>Staffings</u>: Joint worker attendance at all staffings, meetings, or convening of any type regarding the youth either in-person or via phone; • <u>Record Sharing</u>: All available background and treatment information must be made available to each agency, including family history, treatment placement plans, demographics, psychological evaluations, medical information (medicines), substance abuse treatment, educational testing and other assessments or treatment modalities. This information must be entered into the case file. <i>*For non-judicial cases refer to the consent forms to confirm what can be shared</i> • <u>Delinquency Disposition Hearings</u>: JPO will inform FCM date/time of hearing and seek input regarding services and placement. • <u>Dependency Judicial Review Hearings</u>: FCM will inform JPO date/time of hearing and seek input regarding services and placement. • <u>Runaway Episodes</u>: JPO and FCM will have weekly contact. • <u>Change in Address</u>: communicated within 1 business day. Contact must be in the form of e-mail and should be documented in the FSFN information system and JJIS system. • <u>Case Plans</u>: joint planning • <u>Mental Health/ Substance Abuse Issues</u>: either agency may call a staffing to discuss the issues. 	<p>All cases will be staffed by the Family Case Manager, Case Management Supervisor, JPO, and DJJ supervisor once case closure is being considered.</p> <p>Each agency will call or email the other agency to inform of closure of the agency's case and of the service referrals made for the youth and family.</p>