

**Special Needs Diversionary Program (SNDP)****M-2012-13 Biennium**

Effective date 09/01/2011

Latest Revision 09/01/2011

**I. GRANT DESCRIPTION.**

- A. The Special Needs Diversionary Program (SNDP) is a grant designed to increase the availability of effective services to juvenile offenders with mental health needs. The Commission is working in coordination with Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) and in cooperation with mental health mental retardation agencies, to implement programs that provide services to juveniles under the supervision of the local juvenile probation departments.

**II. GRANT SPECIFIC DEFINITIONS.**

- A. **Collateral Contact.** Any face-to-face or verbal interaction that is not conducted with the juvenile and/or family but is in reference to the juvenile and/or family.
- B. **Community.** The geographic region in which the juvenile's parent, guardian or custodian resides.
- C. **Community Contact.** A face-to-face or verbal interaction with the juvenile and/or family that occurs in the community other than the school, juvenile's home or office/program headquarters.
- D. **Contact.** A face-to-face or verbal interaction with the juvenile and/or the juvenile's family designed to address case/treatment plan goals and objectives for the juvenile and/or family.
- E. **Core Team.** The specialized juvenile probation officer and Licensed Mental Health Professional (LMHP) assigned to the juvenile's case.
- F. **Detention/Confinement/Court Contact.** A face-to-face interaction with the juvenile and/or family that occurs while the juvenile is confined or appearing in court.
- G. **Enrollment Date.** The date when the core team initiates and coordinates services.
- H. **Home Contact.** A face-to-face interaction with the juvenile and/or family that occurs in the home of the juvenile.
- I. **Joint Contact.** A face-to-face or verbal interaction with the juvenile and/or family conducted concurrently by the specialized juvenile probation officer and QMHP.
- J. **Juvenile Probation Contact.** Any contact conducted by the specialized juvenile probation officer regarding the juvenile while in detention, confinement, court, school, office, program headquarters, community or home.
- K. **Licensed Mental Health Professional (LMHP).** An individual who is licensed or certified by the state of Texas to diagnose, evaluate or treat any mental, emotional condition or disorder including but not limited to a psychiatrist, psychologist, licensed social worker, licensed professional counselor, and marriage and family therapist.
- L. **Mental Health Contact.** Any contact conducted by the mental health professional regarding the juvenile while in detention, confinement, court, school, office, program headquarters, community or home.
- M. **Non-Core Team Member.** Any service provider who participates in the treatment, case plan, and/or case plan review of the juvenile and/or family.
- N. **Non-Custodial Contact.** A verbal and/or face-to-face interaction with the juvenile and/or non-custodial family member while the juvenile resides with that family member.
- O. **Office/Program/Headquarters Contact.** A face-to-face interaction with the juvenile and/or family in any office setting including the therapist's office, juvenile probation officer's office or the SNDP Team's office.
- P. **Phone Contact.** A verbal interaction with the juvenile and/or family that is conducted via the telephone.
- Q. **Out-of-Home Placement.** The placement of a juvenile in a residential setting outside the home, including: foster home, pre-adjudication secure detention facility, post-adjudication secure correctional facility, non-secure correctional facility, residential childcare facility or other public or private institution or agency.

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- R. **Priority Population.** The population of juveniles who have a DSM-IV Axis I diagnosis other than or in addition to substance abuse, mental retardation, autism or pervasive developmental disorder, and who meet eligibility for mental health services and have met criteria for one of the levels of care as determined by the Child and Adolescent Texas Recommended Authorization Guidelines (CA-TRAG) in the Resiliency and Disease Management (RDM) initiative implemented by the Texas Department of State Health Services (TDSHS), or as determined by a licensed mental health professional as a result of the implementation of a standardized mental health assessment.
- S. **Referral Date.** The date that the juvenile was referred to the SNDP for screening.
- T. **School Contact.** A face-to-face interaction with the juvenile and/or family in the school of the juvenile.
- U. **Special Needs Diversionary Program (SNDP) Team.** Consists of all core and non-core team members who are working with a juvenile and the juvenile's family.
- V. **Specialized Officer.** The certified juvenile probation officer(s) funded under this grant who serves only those juveniles who have been identified as being appropriate for services through the SNDP.

**III. PERFORMANCE MEASURES.**

- A. **Goal.** The goal of the SNDP grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated community-based juvenile probation system.
- B. **Program Objectives.** The objective of the SNDP is to provide intensive mental health and supervision services to juvenile offenders with mental illness in order to prevent their removal from the home and reduce their juvenile justice involvement.
- C. **Program Performance.** Grantee performance under this grant shall be determined using the following measures:
  1. Total number of juveniles served during the contract period;
  2. Average daily population of juveniles maintained on specialized officer caseload monthly.
  3. Percent of juveniles enrolled in the program who successfully complete the program;
  4. Percent of juveniles enrolled in the program who are placed in a residential placement or the Texas Youth Commission within one year of exit from the program; and
  5. One, two and three year recidivism rates for all juveniles served in the program.

**IV. PROGRAMMATIC COMPONENTS.** The Grantee shall ensure that the following program components are implemented:

- A. **Target Population.** The Grantee shall serve only those juveniles who:
  1. Have received a disposition of deferred prosecution, juvenile court-ordered probation or have been released under court ordered conditions of release and are being supervised in the community by the juvenile probation department; and
  2. Have met the priority population definition.
- B. **Clinical Assessment.**
  1. Each juvenile's case file shall include a clinical assessment that has been signed and dated by a licensed mental health professional completed within 90 calendar days prior to enrollment in the SNDP.
  2. The clinical assessment establishing eligibility shall contain the following information:
    - a. A DSM-IV Axis I diagnosis other than or in addition to substance abuse, mental retardation, autism or pervasive developmental disorder; and

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b. A current Global Assessment of Functioning (GAF) score.

**C. Family Suitability Interview.**

1. The core team shall complete a family suitability interview for each juvenile found to meet the requirements for services through this program prior to or at the same time as the juvenile's enrollment into the SNDP.
2. The family suitability interview shall document the following:
  - a. Whether the juvenile has an adult family member available for participation in the program;
  - b. Whether the family is willing to participate in the program; and
  - c. That an explanation of the requirements of the program was provided to the juvenile and family.

**D. Insurance Screening.**

1. All juveniles shall be screened for medical insurance coverage prior to or upon enrollment into the SNDP.
2. If third-party insurance, Medicaid or Children's Health Insurance Program (CHIP) does not already cover the juvenile, the SNDP Team shall ensure that an application for Medicaid or CHIP is completed and submitted within 5 calendar days of the juvenile's enrollment into the program.

**E. Out-of-Home Placement.**

1. Juveniles may be enrolled in the SNDP if they meet the requirements under Section IV (A) upon discharge from an out-of-home placement.
2. A juvenile may remain enrolled in the SNDP if the juvenile is being placed in an out-of-home placement as long as their absence from the home does not exceed 45 calendar days. The SNDP team shall continue to provide services to the juvenile and family according to the juvenile's case/treatment plan.

**F. Re-enrollment of Discharged Juvenile.** Juveniles may be re-enrolled into the SNDP after previously completing the program or having been discharged from the program if the requirements under Section IV (A) are met.

**G. Team Requirements.**

1. At least one member of the core team shall be available in person, by pager, office phone or cell phone to the family 24 hours a day, seven days a week and 365 days a year for assistance with crisis resolution.
2. The core team shall maintain a minimum average daily caseload of 12 juveniles and their families. A SNDP officer caseload shall not exceed 20 juveniles at any one time.
3. The SNDP officer shall have at least one face-to-face in-home contact with the juvenile and family at least every 7 calendar days during the first thirty days of enrollment. If a parent is not present during the required home visit, the SNDP officer is required to have a subsequent contact with the parent. The frequency of contacts needed shall be addressed in the case/treatment plan.
4. The first 30-day case plan review and all subsequent case plan reviews shall determine, based on need, the number and type of contacts with the juvenile and family to be made by the SNDP team. The SNDP officer shall conduct at least one contact every 7 calendar days with the juvenile for the duration of enrollment in the SNDP.
5. The core team shall establish a unified enrollment date for each individual juvenile enrolled in the program.
6. The core team shall provide services to the juvenile and family for the period the juvenile is enrolled in the SNDP.
7. Weekly communication between core team members is required to monitor the progress and needs of each juvenile enrolled in SNDP.

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**H. Case/Treatment Plan.**

1. The core team shall meet with the juvenile and family and develop an initial case/treatment plan within 72 hours of the juvenile's enrollment into the program.
2. The case/treatment plan shall be developed by the core team with input from the juvenile, the parent, guardian, or custodian.
3. The case/treatment plan shall be written in terms that are specific and measurable and shall document each of the following criteria:
  - a. All identified areas of need for the juvenile and family;
  - b. What activity/intervention is to be completed;
  - c. Who is responsible for completing the activity/intervention;
  - d. When the activity/intervention is to be conducted and/or completed;
  - e. How the activity/intervention is to be conducted;
  - f. What services will be made available to the juvenile and family to assist them in acquiring skills and resources to meet their needs;
  - g. All required contacts; and
  - h. What long-term community supports will be utilized.
4. A copy of the plan shall be provided to the juvenile and family within 7 calendar days of the juvenile's enrollment into the program.
5. The core team shall formally review and update case/treatment plans monthly with the juvenile and family and a copy shall be provided to the family within 7 calendar days from the date of completion of the review.
6. Transition planning shall be incorporated by the core team into the juvenile's monthly case/treatment plan review at least 30 days prior to the juvenile's discharge from the program.

**I. Discharge/Aftercare Plan.** The core team shall complete a written discharge/aftercare plan with the juvenile and family on the day of the juvenile's discharge from the program and shall:

1. Outline the ongoing support systems and resources for the family;
2. Identify required services and linkages to appropriate resources; and
3. Provide the juvenile and family a copy of the discharge/aftercare plan signed by the core team.

**V. PROGRAMMATIC REPORTING.**

- A. **Annual Reports.** See General Grant Requirements.
- B. **Quarterly Reports.** None.
- C. **Monthly Reports.** Accurate program data shall be submitted by the Grantee using the Commission's Special Needs Diversionary Program (TCOMI) Internet database. The data are due to the Commission by the 10<sup>th</sup> of each month for the previous month's program/contact activities.
  1. **Participant Record.** The participant record shall be completed for all juveniles screened for eligibility for the program and should reflect the information contained on the clinical assessment in the case file documentation.

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2. **Monthly Special Needs Contact Log.** The log shall accurately reflect all contacts completed for each juvenile participating in the SNDP.

D. **Other Periodic Reports.** See General Grant Requirements.

VI. **PROGRAMMATIC MONITORING.**

- A. **On-Site Monitoring.** See General Grant Requirements.
- B. **Unannounced On-Site Monitoring Visits.** See General Grant Requirements.
- C. **Desk Audits.** See General Grant Requirements.
- D. **Other.** None.

VII. **APPLICABLE LAW, POLICY AND PROCEDURE.** The Grantee shall comply with the following applicable state laws, federal laws, standards, policies and procedures as they currently exist or as amended or renumbered and enacted and effective during the term of this Contract:

- A. **Applicable Standards.**
  1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections, Chapters 341 – 359.**
- B. **General Statutes.**
  1. **Federal Law.** See General Grant Requirements.
  2. **State Law.**
    - a. **Texas General Appropriations Act.**
- C. **Policy and Procedure.**
  1. **Texas Juvenile Probation Compliance Resource Manual, Volumes 1 – 2.**

VIII. **FINANCIAL COMPONENTS.**

- A. **Allowable Expenditure of Funds.** See Also General Grant Requirements.
  1. Grant funds shall be used for the sole purpose of funding the salaries, fringe benefits, supplies, training and travel costs of the full-time certified juvenile probation officer(s) authorized under the *State Financial Assistance Contract*.
- B. **Unallowable Expenditure of Funds.** All expenditures other than those listed in Section VIII (A) are unallowable.
- C. **Financial Match Requirements.** None.
- D. **Funding Adjustments.**
  1. **Reduction of Grant Payments.** See General Grant Requirements.
  2. **Unexpended Balances.** See General Grant Requirements.
  3. **Overpayments.** See General Grant Requirements.
  4. **Refunds Due.** See General Grant Requirements.
- E. **Timely Expenditure of Grant Funds.** See General Grant Requirements.
- F. **Audits.** See General Grant Requirements.

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G. **Financial Assurances.** See General Grant Requirements.

H. **Service Provider.** See General Grant Requirements.

**IX. FINANCIAL REPORTING.**

A. **Annual Reports.** See General Grant Requirements.

B. **Quarterly Reports.**

1. **Financial Expenditure Report.** See General Grant Requirements.

C. **Monthly Reports.** None.

D. **Other Periodic Reports.**

1. **Budget Adjustments.** See General Grant Requirements.

**X. FINANCIAL MONITORING.**

A. **Annual Monitoring.** See General Grant Requirements.

B. **Periodic Monitoring.** See General Grant Requirements.