

**Special Needs Diversionary Program (SNDP)****M-2018-19 Biennium**

Effective date 09/01/2017

Latest Revision 05/19/2017

**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 Department is working in coordination with Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) and in cooperation with designated mental health providers to implement programs that provide services to juveniles under the supervision of the local juvenile probation departments.

**II. GRANT SPECIFIC DEFINITIONS.**

- A. **Community.** The geographic region in which the juvenile's parent, guardian or custodian resides.
- B. **Community Supports and Services.** The people and organizations outside of the juvenile probation department that the family may need to access for help in the future. They may be formal supports, such as other local agencies or child serving organizations, or informal, such as help from extended family members or neighbors.
- C. **Contact.** An in person, verbal, or written interaction regarding a particular SNDP case or the SNDP program as a whole. There are several types of contacts:
1. **Collateral Contact.** Any contact that is not conducted with the juvenile and/or family but is in reference to the juvenile and/or family.
  2. **Community Contact.** A contact with the juvenile and/or family that occurs in the community other than the school, juvenile's home, or office/program headquarters.
  3. **Detention/Confinement/Court Contact.** A contact with the juvenile and/or family that occurs while the juvenile is confined or appearing in court.
  4. **Home Contact.** A contact with the juvenile and/or family that occurs in the home of the juvenile.
  5. **In Person Interaction.** A contact that occurs in the same physical location with the person.
  6. **Joint Contact.** A contact with the juvenile and/or family conducted concurrently by the specialized juvenile probation officer and MHP.
  7. **Juvenile Probation Contact.** Any contact conducted by the specialized juvenile probation officer or designee.
  8. **Mental Health Contact.** Any contact conducted by a mental health professional.
  9. **Non-Custodial Contact.** A contact with the juvenile and/or non-custodial family member while the juvenile resides with that family member.
  10. **Office/Program/Headquarters Contact.** A contact 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.
  11. **Phone Contact.** A contact with the juvenile and/or family that is conducted via the telephone.
  12. **School Contact.** A contact with the juvenile and/or family in the school of the juvenile.
  13. **Verbal Interaction.** A contact that involves speaking with the person in real time, but not in person. Verbal interactions may include telephone conversations, skype or face time calls, or video conference meetings.
  14. **Written Interaction.** A contact that is conducted in writing, such as via e-mail, letter, or text.
- D. **Core Team.** The SNDP juvenile probation officer and Mental Health Professional (MHP) assigned to the juvenile's case.

**Special Needs Diversionary Program (SNDP)****M-2018-19 Biennium**

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Latest Revision 05/19/2017

- E. **Designated Mental Health Provider.** A local mental health authority or contracted mental health provider serving the juvenile and family enrolled in the SNDP
- F. **Enrollment Date.** The date when the core team initiates and coordinates services.
- G. **Grantee.** The juvenile board and/or juvenile probation department receiving funds under this grant.
- H. **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.
- I. **Mental Health Professional (MHP).** An individual who is designated to provide mental health case management and related services for which licensure is not required. A LMHP as defined above is able to perform the functions of a MHP, but a MHP may not be qualified to perform the functions of a LMHP.
- J. **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.
- K. **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. There are two types of out of home placements:
1. **Non-Probation Out of Home Placement** – The juvenile has a placement out of the home while in SNDP that is initiated for a reason other than continued criminal activity or violation of probation. Examples might include CPS placement or placement in a psychiatric hospital to stabilize mental health symptoms.
  2. **Probation out of Home Placement** – The juvenile has a placement out of the home while in SNDP that is initiated because of continued criminal activity or violation of probation.
- L. **Priority Population.** The population of juveniles who have a DSM-V diagnosis other than or in addition to substance abuse, intellectual developmental disorder, and/or autism spectrum disorder as determined by a licensed mental health professional as a result of the completion of a standardized mental health assessment.
- M. **Referral Date.** The date that the juvenile was referred to the SNDP for screening.
- N. **Risk Level.** The level of risk to reoffend as determined by a TJJD-approved risk assessment.
- O. **SNDP Team.** Consists of all core and non-core team members who are working with juveniles and their families referred to and enrolled in the SNDP.
- P. **SNDP Officer.** The certified juvenile probation officer(s) who serves those juveniles referred to and enrolled in 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 effective, research-supported mental health and supervision services to juvenile offenders with mental health needs in order to prevent their removal from the home, reduce their juvenile justice involvement and link them to community-based mental health supports.

**Special Needs Diversionary Program (SNDP)****M-2018-19 Biennium**

Effective date 09/01/2017

Latest Revision 05/19/2017

- 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 the SNDP officer(s) caseload annually;
  3. Caseload population on the last day of each month;
  4. Percent of juveniles enrolled in the program who successfully complete the program;
  5. Percent of juveniles enrolled in the program who are placed in a probation out of home placement or committed to TJJD within one year of exit from the program; and
  6. 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 ninety (90) calendar days prior to enrollment in the SNDP. In the event the clinical assessment and enrollment occur on the same day, it may be signed and dated within two business days of enrollment.
2. The clinical assessment establishing eligibility shall contain a DSM-V diagnosis other than or in addition to substance abuse, intellectual developmental disorder, or autism spectrum disorder.

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 five (5) calendar days of the juvenile's enrollment into the program.

**Special Needs Diversionary Program (SNDP)****M-2018-19 Biennium***Effective date 09/01/2017**Latest Revision 05/19/2017***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 placed in an out-of-home placement as long as their absence from the home does not exceed forty-five (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. 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.
2. The SNDP officer shall have at least one in-home contact with the juvenile and family per week during the first thirty days of enrollment.
  - a. If a parent is not present during the required home visit, the SNDP officer is required to have a subsequent contact with the parent.
  - b. If the youth is detained or in another out of home placement during the first thirty (30) days, the SNDP officer is required to make weekly contact with both the youth and family until the youth returns home.
3. The SNDP officer is required to make minimum monthly contacts according to assessed risk level during the second thirty (30) days of the program as follows:
  - a. Low risk – requires at least one in person contact with the juvenile;
  - b. Moderate risk – requires at least two contacts with the juvenile, one of which must be in person;
  - c. High risk – requires weekly contact with the juvenile, one of which must be in person; and
  - d. All risk levels require at least one family contact.
4. The second monthly case plan review and all subsequent case plan reviews shall determine, based on need, risk, and progress in the program, the number and type of contacts with the juvenile and family to be made by the SNDP team.
  - a. The SNDP officer shall conduct contacts with the juvenile and family for the duration of enrollment in the SNDP, with reasonable exceptions made for a designee to make contacts when the SNDP officer is unavailable due to training, pre-scheduled absences from work, or unforeseen circumstances; and
  - b. The SNDP officer shall make a minimum of one in person contact with each youth and family per month.
5. The family shall be provided contact information for a crisis hotline or core team member that may be reached 24 hours a day, seven (7) days a week and 365 days a year for assistance with crisis resolution.
  - a. Crisis calls to a core team member for mental health concerns will be immediately referred to a qualified mental health professional.
  - b. The core team members will review the circumstances surrounding any call the family makes for crisis intervention within two (2) business days of notification regarding the event.

**Summary of Grant Requirements**

**Special Needs Diversionary Program (SNDP)****M-2018-19 Biennium**

Effective date 09/01/2017

Latest Revision 05/19/2017

- c. The core team will conduct a crisis debriefing with the juvenile and/or family member(s) within five (5) business days of notification regarding the event to discuss antecedents, actions taken during the crisis, and possible future steps or learning opportunities when the crisis situation:
    - Involves the juvenile or family member being hospitalized for medical or psychiatric purposes,
    - Includes police involvement, or
    - The core team determines follow-up is needed.
  6. The core team shall establish a unified enrollment date for each individual juvenile enrolled in the program.
  7. The core team shall provide services to the juvenile and family for the period the juvenile is enrolled in the SNDP.
  8. Weekly communication between core team members is required to monitor the progress and needs of each juvenile enrolled in SNDP.
- 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. 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 seven (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 seven (7) calendar days from the date of completion of the review. Monthly reviews should occur within 21 to 35 days of the initial case/treatment plan development or previous review unless a significant event in the juvenile or family's circumstances occurs that necessitates an earlier review and update to the plan.
  6. Transition planning shall be incorporated by the core team into the juvenile's monthly case treatment plan review at least thirty (30) days prior to the juvenile's discharge from the program. The Transition plan should outline the network of formal and informal community supports and services the family will use once released from the program.

**Special Needs Diversionary Program (SNDP)**

M-2018-19 Biennium

Effective date 09/01/2017

Latest Revision 05/19/2017

- 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 community support systems and the community linkages to these resources for the family;
  2. Identify specific recommended family services and community linkages to appropriate resources; and
  3. Provide the juvenile and family a copy of the discharge/aftercare plan.

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 Department's Special Needs Diversionary Program (TCOOMMI) Internet database. The data are due to the Department by the 10th 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.
  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.**

**Special Needs Diversionary Program (SNDP)**

M-2018-19 Biennium

Effective date 09/01/2017

Latest Revision 05/19/2017

**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* unless TJJJ has granted a formal, written exemption allowing funds to be utilized for a different stated purpose.
- 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.