

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

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 the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) and in cooperation with mental health and mental retardation agencies, to implement programs that provide services to juveniles under the jurisdiction of local juvenile probation departments.

II. GRANT SPECIFIC DEFINITIONS.

- A. **Accepted Date.** The date that the juvenile has been identified as eligible for the SNDP.
- B. **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.
- C. **Community.** The geographic region in which the juvenile's parent or guardian resides.
- D. **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.
- E. **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.
- F. **Core Team.** The specialized juvenile probation officer and Qualified Mental Health Professional (QMHP) assigned to the juvenile's case.
- G. **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.
- H. **Enrollment Date.** The date when the core team begins to initiate and coordinate services.
- I. **Home Contact.** A face-to-face interaction with the juvenile and/or family that occurs in the home of the juvenile.
- J. **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.
- K. **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.
- L. **Licensed Mental Health Professional.** 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.
- M. **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.
- N. **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.
- O. **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.
- P. **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.
- Q. **Phone Contact.** A verbal interaction with the juvenile and/or family that is conducted via the telephone.

Summary of Grant Requirements

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

- 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. **Qualified Mental Health Professional (QMHP).** An individual credentialed to provide QMHP services who has demonstrated competency in the work to be performed and is determined by the local mental health provider to meet all state and federal guidelines involving their profession.
- T. **Residential Placement.** A secure pre-adjudication detention facility, a short-term facility (holdover), secure post-adjudication correctional facility or a secure or non-secure residential placement facility licensed or registered by a state entity, excluding a substance abuse treatment center.
- U. **School Contact.** A face-to-face interaction with the juvenile and/or family in the school of the juvenile.
- V. **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.
- W. **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.
- X. **Substance Abuse Treatment Center.** A residential treatment facility in which the primary service is substance abuse treatment and which is licensed by the Texas Department of State Health Services.
- Y. **Mental Health Treatment Facility.** A residential treatment facility in which the primary service is mental health treatment and which is licensed by the Texas Department of State Health Services.

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 number of contacts per week per participant;
 3. Percent of juveniles enrolled in the program who complete the program; and
 4. Percent of juveniles enrolled in the program who are placed in a residential placement, substance abuse treatment center or the Texas Youth Commission within one year of exit from 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. Are at risk of removal from the home;

Summary of Grant Requirements

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

2. 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;
3. Have a DSM-IV Axis I diagnosis other than or in addition to substance abuse, mental retardation, autism or pervasive developmental disorder; and
4. 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
 - b. A current Global Assessment of Functioning (GAF) Scale.

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. Residential Placement/Detention.

1. **Residential Placement.** Juveniles may be enrolled or remain enrolled in the SNDP if they meet the requirements under Section IV (A) upon discharge from a residential placement and meet one of the following criteria:
 - a. The juvenile is being referred to the SNDP following a short-term (45 calendar days or less) residential placement;
 - b. The juvenile is being supervised in the community following a long-term residential placement program (longer than 45 calendar days), and has committed a new offense or violated his or her conditions of probation in the community resulting in a new referral to the probation department; or
 - c. A juvenile may remain enrolled in the SNDP if the juvenile is being placed in a short-term residential placement as long as their absence from the home does not exceed 45 calendar days.

Summary of Grant Requirements

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

2. **Substance Abuse Treatment Center.** Juveniles may be enrolled or remain enrolled in the SNDP if they meet the requirements under Section IV (A) upon discharge from a substance abuse treatment center and meet one of the following criteria:
 - a. The juvenile was placed directly in the substance abuse treatment center from the community or detention center; or
 - b. Juveniles may remain enrolled in the SNDP if the juvenile is being placed in a short-term substance abuse treatment center as long as the period of absence from the home does not exceed 45 calendar days.
 3. **Mental Health Treatment Facility.** Juveniles may be enrolled or remain enrolled in the SNDP if they meet the requirements under Section IV (A) upon discharge from a mental health treatment facility and meet one of the following criteria:
 - a. The juvenile is placed directly in the mental health treatment facility from the community or detention center, or;
 - b. The juvenile is placed in a short-term mental health treatment facility as long as the period of absence from the home does not exceed 45 calendar days.
 4. **Detention/Abscond.** Juveniles may be enrolled or remain enrolled into the SNDP if they meet the requirements under Section IV (A) upon discharge from detention and meet one of the following criteria:
 - a. The juvenile was placed directly in detention from the community; or
 - b. The juvenile may remain enrolled in the SNDP if the juvenile is being placed in a detention facility or is placed on abscond status as long as the period of absence from the home does not exceed 45 calendar days.
- F. **Re-enrollment of Discharged Juvenile.** Juveniles may be re-enrolled into the SNDP if the requirements under Section IV (A) are met after completion or discharge from a prior enrollment in the program under the following criteria:
1. The juvenile has committed a new offense and/or violated conditions of probation in the community resulting in a subsequent referral to the department; or
 2. The juvenile has been returned to the community from an approved substance abuse treatment center.
- G. **Team Requirements.**
1. The core team shall consist of at least the specialized juvenile probation officer and one Qualified Mental Health Professional (QMHP).
 2. 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.
- H. **Caseload Size.**
1. The core team shall maintain and serve no less than 24 juveniles and their families per fiscal year.
- I. **Contacts.**
1. The core team shall make contact with the juvenile and/or family at least three to five times each week.
 2. The SNDP team shall conduct at least two home visits per week with the juvenile and/or family in the juvenile's home.

Summary of Grant Requirements

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium***Effective date 09/01/2007**Latest Revision 09/01/2007***J. Length of Service.**

1. The core team shall provide services to the juvenile and family for a period of no less than four (4) months and no longer than six (6) months from the date of the juvenile's enrollment into the program.
2. The core team shall be accountable for all timelines based upon the established accepted and enrollment dates for each juvenile.

K. Enrollment.

1. The core team shall establish a unified enrollment date for each individual juvenile enrolled in the program.

L. Case Planning.

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 with input from the juvenile, the parent or guardian and core team.
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; and
 - g. 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, parent or guardian and a copy shall be provided to the family within 7 calendar days from the date of completion of the review.

M. Transition and Discharge/Aftercare.

1. Transition planning shall be incorporated by the core team into the juvenile's monthly case/treatment plan review at least two (2) months prior to the juvenile's discharge from the program.
2. 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:
 - a. Outline the ongoing support systems and resources for the family;
 - b. Identify required services and linkages to appropriate resources; and
 - c. Provide a copy of the discharge/aftercare plan signed by the core team, juvenile and family to the juvenile and family.

Summary of Grant Requirements

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

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 (TCCOOMI) Internet database. The data are due to the Commission 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, revised or enacted during the term of this Contract:

- A. **Applicable Standards.**
 - 1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
 - a. Chapter 341 – Texas Juvenile Probation Commission.
 - b. Chapter 349 – General Administrative Standards.
- B. **General Statutes.**
 - 1. **Federal Law.** See General Grant Requirements.
 - 2. **State Law.**
 - a. **Texas General Appropriations Act.**
- C. **Policy.**
 - 1. **Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2, 2004.**

Special Needs Diversionary Program (SNDP)**M-2008-09 Biennium**

Effective date 09/01/2007

Latest Revision 09/01/2007

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.
 2. If Grantee received initial funding after September 1, 2004, the SNDP funds may also be expended for startup supplies and equipment for the full-time certified juvenile probation officer(s) as authorized in the State Financial Assistance Contract in Paragraph 4.1.1.6.
- 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.
- G. **Financial Assurances.** See General Grant Requirements.
- H. **Service Provider.** See General Grant Requirements.

IX. FINANCIAL REPORTING.

- A. **Annual Reports.** The Grantee shall submit a completed *Annual Budget Application* concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The *Annual Budget Application* shall be submitted electronically as specified by the Commission.
- B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report*. Reports shall be received by the Commission no later than January 15, April 15, July 15, and October 15 of the fiscal year, respectively. Funds may be temporarily suspended if the *Quarterly Expenditure Reports* are not received by the due date.
- C. **Monthly Reports.** None.
- D. **Other Periodic Reports.**
1. **Budget Adjustments.** The Grantee shall submit the *Budget Adjustment Request* [TJPC-FIS-03-04] to the Commission and have received written approval from the Commission prior to expending the funds. All budget adjustments shall be pre-approved by the Commission's Contract Administrator for this grant.

X. FINANCIAL MONITORING.

- A. **Annual Monitoring.** See General Grant Requirements.
- B. **Periodic Monitoring.** See General Grant Requirements.

Summary of Grant Requirements