

**Special Needs Diversionary Program (SNDP)****M-FY2005**

Effective date 09/01/2004, M-FY2005

Latest Revision 09/01/2004, M-FY2005

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

**II. GRANT SPECIFIC DEFINITIONS.**

- A. **Accepted Date.** The date that the youth has been identified as eligible for the SNDP.
- B. **Collateral Contact.** Any face-to-face or verbal interaction that is not conducted with the youth and/or family but is in reference to the youth and/or family.
- C. **Community.** The geographic region in which the youth's parent or guardian resides.
- D. **Community Contact.** A face-to-face or verbal interaction with the youth and/or family that occurs in the community other than the school, youth's home or office/program headquarters.
- E. **Contact.** A face-to-face or verbal interaction with the youth and/or the youth's family.
- F. **Core Team.** The specialized juvenile probation officer and Qualified Mental Health Professional (QMHP) assigned to the youth's case.
- G. **Detention/Confinement/Court Contact.** A face-to-face interaction with the youth and/or family that occurs while the youth 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 youth and/or family that occurs in the home of the youth.
- J. **Joint Contact.** A face-to-face or verbal interaction with the youth 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 youth 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 youth 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 youth and/or family.
- O. **Non-Custodial Contact.** A verbal and/or face-to-face interaction with the youth and/or non-custodial family member while the youth resides with that family member.
- P. **Office/Program/Headquarters Contact.** A face-to-face interaction with the youth 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 youth and/or family that is conducted via the telephone.

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- R. **Priority Population.** The population of youth exhibiting signs, symptoms or diagnosis on Axis I of the Diagnostic and Statistical Manual of Mental Health Disorders, Fourth Edition (DSM-IV) in addition to one or more of the following:
1. Are at risk of removal from the home due to psychiatric symptoms;
  2. Have been determined by the school system to be in special education due to emotional disturbance; or
  3. Have a serious functional impairment as measured by the current Global Assessment of Functioning (GAF) Scale of 50 or less.
- 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 youth and/or family in the school of the youth.
- V. **Special Needs Diversionary Program (SNDP) Team.** Consists of all core and non-core team members who are working with a youth and the youth's family.
- W. **Specialized Officer.** The certified juvenile probation officer(s) funded under this grant who serves only those youth 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.

**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 youth 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 youth 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 youth 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;
  2. Have a DSM-IV Axis I diagnosis other than or in addition to substance abuse, mental retardation, autism or

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pervasive developmental disorder; and

3. Have met the priority population definition.

**B. Clinical Assessment.**

1. Each youth'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 serious functional impairment as measured by the current Global Assessment of Functioning (GAF) Scale of 50 or less.

**C. Family Suitability Interview.**

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

**D. Insurance Screening.**

1. All youth 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 youth, the SNDP Team shall ensure that an application for Medicaid or CHIP is completed and submitted within 5 calendar days of the youth's enrollment into the program.

**E. Residential Placement/Detention.**

1. **Residential Placement.** Youth 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 youth is being referred to the SNDP following a short-term (45 calendar days or less) residential placement;
  - b. The youth 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 youth may remain enrolled in the SNDP if the youth is being placed in a short-term residential placement as long as their absence from the home does not exceed 45 calendar days.

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2. **Substance Abuse Treatment Center.** Youth 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 youth was placed directly in the substance abuse treatment center from the community or detention center; or
  - b. Youth may remain enrolled in the SNDP if the youth 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. **Detention/Abscond.** Youth 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 youth was placed directly in detention from the community; or
  - b. The youth may remain enrolled in the SNDP if the youth 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 Youth.** Youth 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 youth 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 youth 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 a caseload of a minimum of 12 and maximum of 15 cases.
- I. **Contacts.**
  1. The core team shall make contact with the youth and/or family at least three to five times each week.
  2. The SNDP team shall make contact with the youth and/or family in the youth's home at least two of the required three to five times per week.
- J. **Length of Service.**
  1. The core team shall provide services to the youth and family for a period of no less than four (4) months and no longer than six (6) months from the date of the youth'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 youth.
- K. **Enrollment.**
  1. The core team shall establish a unified enrollment date for each individual youth enrolled in the program.

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**L. Case Planning.**

1. The core team shall meet with the youth and family and develop an initial case/treatment plan within 72 hours of the youth's enrollment into the program.
2. The case/treatment plan shall be developed with input from the youth, 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 youth 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 youth 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 youth and family.
5. The core team shall formally review and update case/treatment plans monthly with the youth, parent or guardian and a copy shall be provided to the family.

**M. Transition and Discharge/Aftercare.**

1. Transition planning shall be incorporated by the core team into the youth's monthly case/treatment plan review at least two (2) months prior to the youth's discharge from the program.
2. The core team shall complete a written discharge/aftercare plan with the youth and family on the day of the youth'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, youth and family to the youth and family.

**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 youth 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.** The Grantee shall comply with the following applicable state and federal laws under this grant.

#### 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. **General Appropriations Act, H.B. 1, R.S., 78<sup>th</sup> Legislature, 2003, Article V.**

#### C. Policy.

1. **Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2, 2004.**

#### 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.

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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* [TJPC-FIS-01-05] 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* [TJPC-FIS-02-05]. 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.