

2024 Edition

Individual Justice Plans

SEDGWICK COUNTY



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INTRODUCTION

History and data indicate that individuals with mental health (MH) and/or intellectual/developmental disability (I/DD) diagnoses react differently to situations in their environment. These behaviors could be considered irrational and/or illegal in certain circumstances. The goal of developing an Individual Justice Plan (IJP) process is to identify youth that meet the IJP priority population, create a plan and provide community resources; in an effort to respond effectively to diffuse future crises. The priority population are youth with a diagnosis who are currently involved in the criminal justice system or exhibiting behaviors that would put them at significant risk of law enforcement contact.

An IJP could be beneficial to:

- Identify current diagnoses and exhibiting behaviors to the youth, parent, guardian, or caregiver (parent, guardian and caregiver shall be referred to as "Guardian" throughout).
- Increase collaboration between the service provider(s), youth and guardian
- Identify triggers that are likely to escalate problem behaviors and provide personalized tips for de-escalation.
- Identify available community resources if a crises occurs.
- Identify who should be contacted and what should happen as a last resort before local law enforcement is contacted.
- Educate the criminal justice system and professionals to increase understanding of behaviors related to I/DD and MH disorders.
- Inform local law enforcement / first responders when responding to an address or person with an identified IJP.
- Provide continuous feedback and updates from a variety of stakeholders for each IJP .

Examples:

1. A public defender could use an IJP as a resource in discussion with the prosecutor's office.
2. Law enforcement and first responders could utilize IJPs to increase understanding and help avoid future problems.
3. School officials could utilize IJPs to help prevent serious consequences from manifestations and behaviors of the student's diagnosis.

WHAT IS AN INDIVIDUAL JUSTICE PLAN (IJP)?

The IJP is a personalized guide for what works best for an individual with Intellectual/Developmental Disability (I/DD) and/or a Mental Health (MH) Disorder, who has exhibited a pattern of escalating behavior and has an elevated risk of justice involvement or who is currently involved in the criminal justice system. The IJP document is developed in partnership with the identified agency, individual and their guardian. The IJP document includes an assessment of the individual's needs and a support plan to address those needs in the community.

The plan includes:

1. Presenting Concern, Key Contacts and Desired Outcomes
2. Assessment and Plan for Supports (includes information about mental health and service providers)
3. At-Risk Behaviors
4. Identified triggers and ideas for de-escalation
5. Review of Plan
6. Consent of Individual
7. Confidentiality Statement

An IJP Snapshot (crisis plan) is developed in conjunction with the IJP to provide a summary for providers, guardians, law enforcement, first responders, etc., as a quick reference when managing certain behaviors identified in the IJP. The IJP Multi-Disciplinary Team (IJP MDT) convenes and reviews IJPs as necessary or requested by the owner of the specific IJP. IJPs aim to facilitate access to necessary services, prevent legal repercussions, and foster accountability for one's actions. Determining which consequences signify accountability will be a collaborative team decision, considering the individual's understanding and capacity relevant to their situation.

The IJP MDT Committee includes:

Partner	Representative
COMCARE Crisis	Jennifer Wilson & Tauni Nank
COMCARE Clinical & Rehab Services	Shantel Westbrook & Jennifer Woodson
Department of Aging & Disabilities	Shelley Herrington & Cheyenne Roney
Department of Children and Families	Kristin Peterman & Elisa Thompson
Department of Corrections	Alex Allbaugh & Mario Salinas

INDIVIDUAL JUSTICE PLAN (IJP) INITIATION / REFERRAL PROCESS

IJPs can be created prior to legal charges or in response to legal charges having been filed against the individual for whom the IJP may be established. The request and development of an IJP shall not hinder someone’s right to due process and shall be managed in a timely and meaningful manner.

The following parties may request, initiate and, if applicable, create an IJP:

1. Individual
2. Guardians
3. Department for Children and Families (DCF)
4. Department of Corrections (DOC)
5. Child welfare service provider
6. Court (judge, attorney, advocate, court service officer, etc.)
7. Education Services (counselor, teacher, administrator, IEP team, school resource officer, special education, etc.)
8. I/DD service provider
9. Mental Health service provider
10. MDT/Cross Over Youth Practice Model (CYPM) member

An IJP request can be initiated and developed at the respective agencies, such as COMCARE, school and/or service provider. Requests outside of these agencies may be sent to the Sedgwick County Department of Corrections, who may then distribute to, and /or involve, other identified representatives for the individual in need of an IJP.

INDIVIDUAL JUSTICE PLAN DEVELOPMENT PROCESS

This chapter is designed to outline the process for developing an IJP in Sedgwick County. The IJP shall be created with the individual with whom there is a concern and need for such a plan and their guardian.

Team members may also include:

1. Case Managers / Service Providers
2. Friends / Supports
3. School Personnel
4. Criminal Justice Providers
5. Other Community Support

The service provider completing the IJP shall inform the individual and Guardian about the Sedgwick County IJP process, to include:

1. IJP Process and Primary Goals
2. Stakeholders
3. IJP MDT Committee
4. Law Enforcement Notifications
5. Rights to Modify / Revoke IJP

The following shall be completed if the legal guardian consents to the terms presented for development of the Sedgwick County IJP:

1. Complete a Release of Information for the IJP MDT committee meetings and notification to first responders and law enforcement.
2. Complete the Sedgwick County Individual Justice Plan with youth / group input.
3. Complete the IJP Snapshot
4. Schedule IJP reviews according to the specific requirements and severity level associated with the individual's behavior.
5. Send the complete documents to DOC_IJP@sedgwick.gov
6. If applicable, request IJP Team Lead schedule an IJP MDT meeting.
7. DOC sends the IJP Snapshot to law enforcement for upload to the Records Management System (RMS). This facilitates the transmission of relevant information to the RMS, ensuring timely notifications for calls.

INDIVIDUAL JUSTICE PLAN MDT COMMITTEE ROLES & RESPONSIBILITIES

The IJP MDT committee may review IJPs completed by community providers if requested. DOC referrals shall be scheduled with a community partner and reviewed by the IJP MDT committee. The IJP MDT committee is formed with representation from multiple, relevant support individuals and agencies. DOC shall serve as the IJP Lead for the committee. The IJP Lead shall be responsible for:

1. Finalizing, preserving and verifying releases of information are documented prior to filing documents and scheduling meetings.
2. Filing and storing all completed IJP's for Sedgwick County
3. Submit IJP Snap Shots to the RMS.
4. Organizing and scheduling committee meetings to review IJPs after a youth experiences a crisis
5. Within two (2) business days of utilization of an IJP, DOC shall schedule an IJP MDT meeting. The IJP MDT meeting shall review the incident and identify if the plan worked, areas for improvement and discuss next steps if stabilization is required.
6. Scheduling and facilitation of meetings and record keeping functions
7. Ensuring IJPs are reviewed on at least an annual basis
8. Facilitate IJP retention and destruction schedules

APPENDIX

Sedgwick County Individual Justice Plan

Date of Draft:

Date(s) Revised:

Presenting Concern, Key Contacts and Desired Outcome:

Overview/Introduction of Individual

Name:

Reason for IJP:

Communication needs:

Known possible triggers, and agitating environments or situations:

Medications:

Tools:

Key Contacts, Roles, and Contact Information:

Name	Role	Number and/or Email	Back-up or On-Call Contact Info

Desired Outcome of IJP:

Assessment and Plan for Supports (include information about I/DD and/or Mental Health Providers):

RESIDENCE:

Plan:
Supportive Plan:
Action:
Crisis Plan:

SCHOOL/EDUCATION/TRAINING:

Plan:
Supportive Plan:
Action:
Crisis Plan:

SOCIAL/RECREATION:

Plan:
Action:

FAMILY INFORMATION AND SUPPORTS:

TRANSPORTATION NEEDS AND RESOURCES:

INSTITUTIONALIZATION HISTORY:

INTEGRATION OF CASE PLAN OR TREATMENT PLAN:

At-Risk Behaviors:

Identified Triggers and Ideas for De-escalation:

Review of Plan:

Consent of Individual:

_____ has been involved in the development of the IJP. _____ has been fully informed of all components of the IJP. Written confirmation and consent form has been completed and is attached.

Confidentiality:

_____’s records are considered confidential information and should not be disclosed without proper authorization. _____ IJP is kept in their _____ file and all records are kept confidential. Releases of information were obtained by the agency to release their IJP to approved stakeholders and the IJP Team.

IJPs and updates made are documented and saved in a location accessible to members of the IJP Team, and stored for confidentiality and portability, as determined by Sedgwick County Department of Corrections.

CONFIRMATION AND CONSENT TO INDIVIDUAL JUSTICE PLAN (IJP)

We, the undersigned, have reviewed and agree with all the components of this Individual Justice Plan document. We are aware that we have the right to request changes to this document at any time. We are aware that components of this IJP may be court-ordered and that we may not have the right to revise these components.

Date

Date

Form Prepared by:

Role:

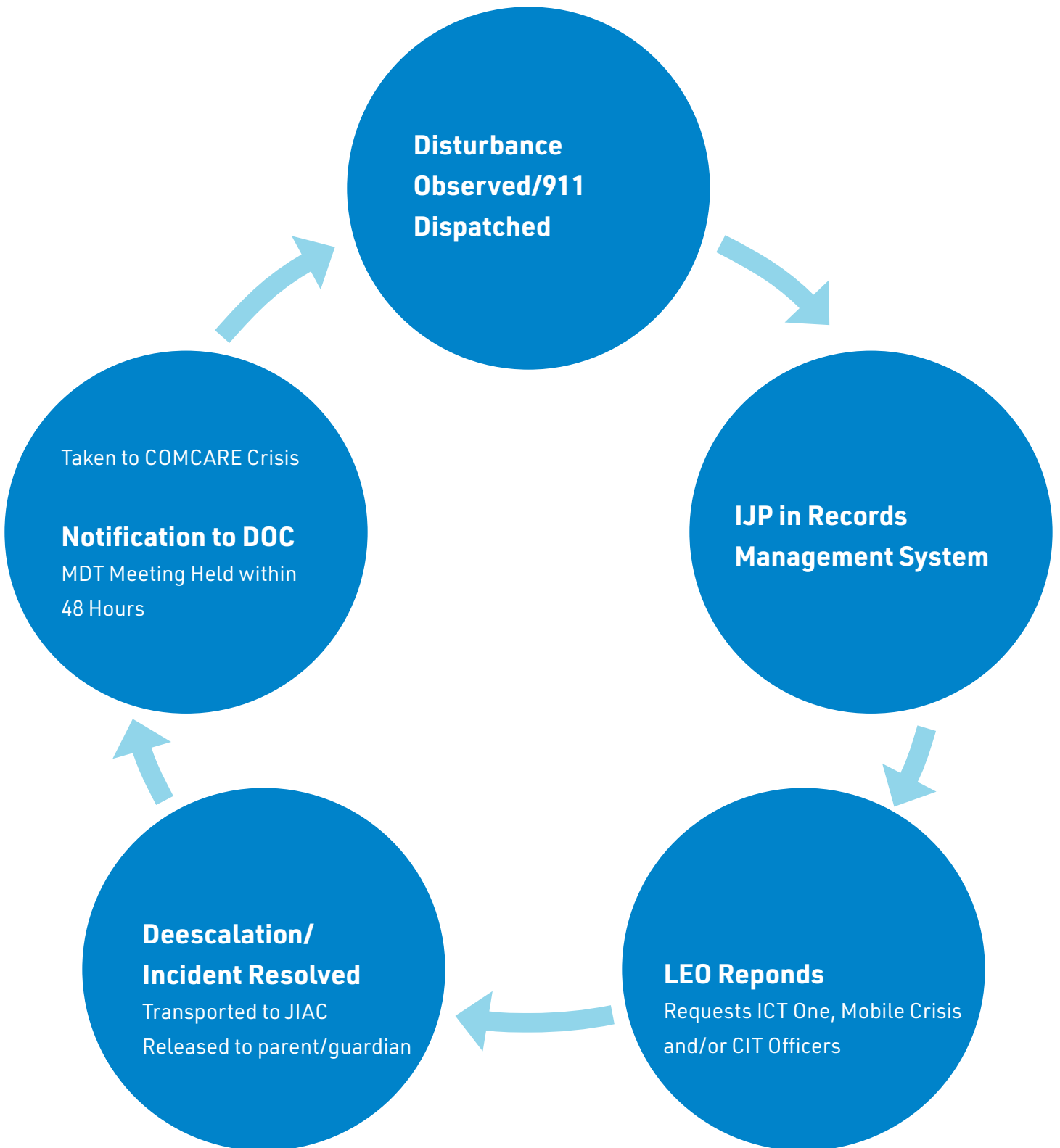
IJP SNAPSHOT – ANN EXAMPLE

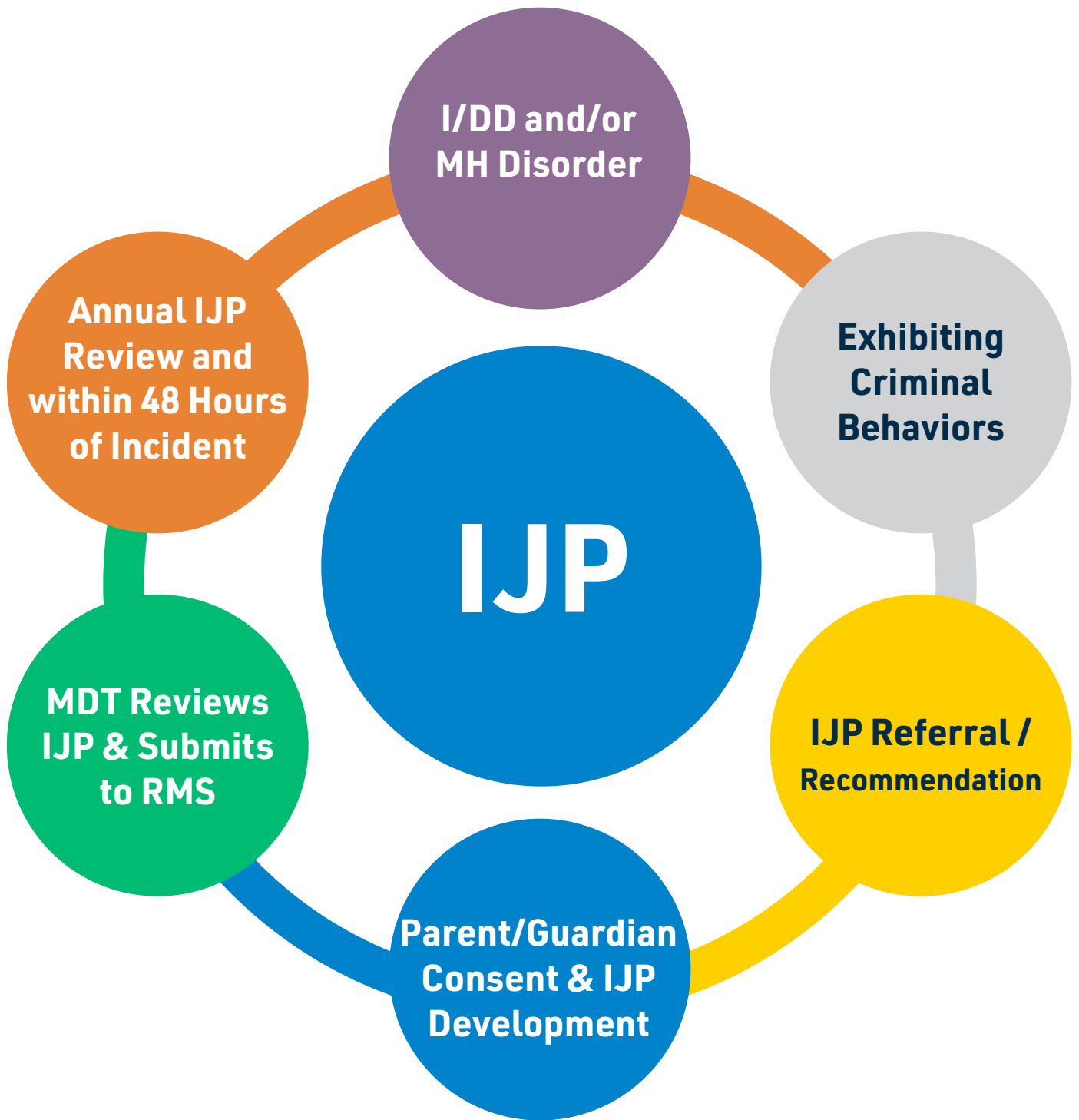
DOB: xx/xx/xxxx Age: 14 Landline: (316) 555-3555(h) Parents: Mary Example (316)555-5555 (c)
Home Address: 123 Example St., Wichita, KS 67217

For these situations:	In General:	
BEHAVIOR	DO	DO NOT
Disrespect/Threatening	Give her options with as few words as possible.	Get in her personal space.
Physical Intimidation	If possible, physically step back several feet away.	Become visibly angry or irritated.
Defiance	Allow her 2-3 minutes to process the information.	Engage in physical contact.
Property Destruction	Consider if there is an environmental trigger and change the environment if possible.	Turn your back towards Ann during escalation.
Self Harm	Try humor to deescalate the situation.	Engage in a power struggle.
Aggression	<p>Call Melissa if she is unable to calm down. She will administer Ann’s medication.</p> <p>Praise her and provide immediate rewards for any aspect of cooperation.</p> <p>Be clear and consistent on expectations and limits set.</p>	

****Contact police as a last resort****

- Let the responding officer know that an Individualized Justice Plan exists and to contact their supervisor regarding the plan.
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- If contacting police to make a report of property Ann damaged, **call 268-4221 or 350-3440**. (This will document the incident but does not require police appearance.)





SEDGWICK COUNTY CONTACT INFORMATION

COMCARE

For general information:	1-316-660-7600
24-hour Crisis Hotline:	1-316-660-7500, 988
First appointment:	1-316-660-7540

Department of Corrections

Juvenile Detention Facility:	1-316-660-9760
Juvenile Field Services:	1-316-660-5380
Juvenile Residential Facility:	1-316-660-9775
Juvenile Intake and Assessment Center:	1-316-660-5350

IJPs / Requests for information can be sent to DOC_IJP@sedgwick.gov

Kansas Department for Children and Families: 1-316-337-7000

Kansas Protection Report Center: 1-800-922-5330

Family Crisis Response Hotline: 1-833-441-2240

Community Developmental Disabilities Organization: 1-316-660-7630