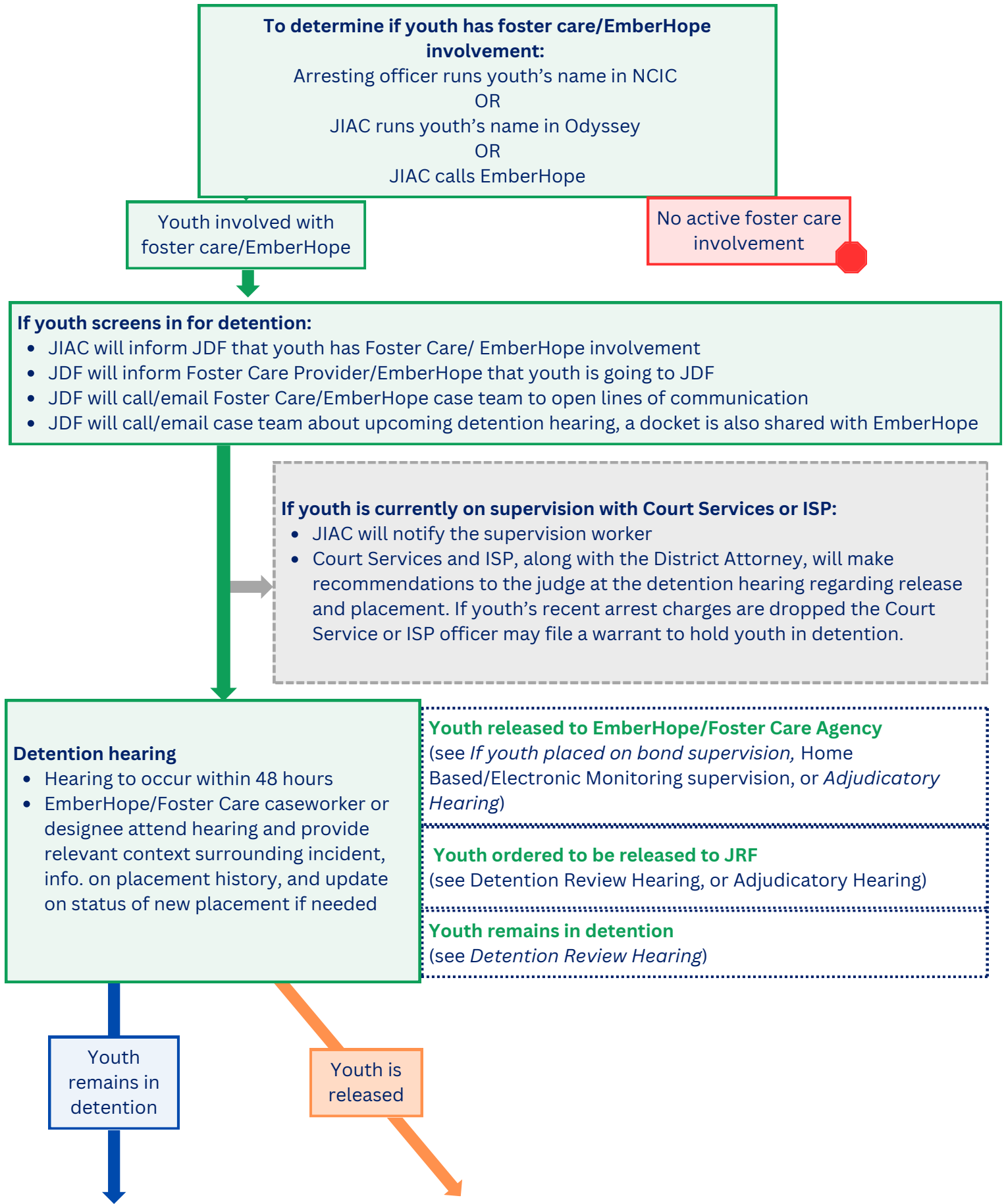


SEDGWICK COUNTY CYPM PROTOCOL MAP

Pathway 1: Youth in foster care who is arrested or referred to JIAC and screens in for detention.



Youth remains in detention

Detention review hearing (occurs 14 days after Detention Hearing)

- Prior to hearing, JDF will update the court, Foster Care caseworker, defense counsel, and Court Services (if applicable) on youth's behavior
- The Supervising entity, or JDF expeditor will provide a recommendation regarding release
 - The Supervising Entity will notify the EmberHope worker of this recommendation in advance of hearing
- If youth remains in detention or moved to JRF, foster care case worker will visit at least once a month and JDF/JRF will notify Foster Care Provider/EmberHope of progress and behaviors
- Youth may be released on bond, Home Based Services (HBS), or electronic monitoring for supervision

Youth is released

If youth is placed on bond, Home Based Services (HBS), or electronic monitoring

- EmberHope caseworker brings youth to the supervising entity office, if possible
- The supervising entity notifies EmberHope caseworker of conditions of supervision
- EmberHope and the supervising entity will communicate in case of placement change, violation of supervision, school disruption, change in services, or other major events.
- **Prior to adjudication hearing**, EmberHope and the supervising entity will meet
- **Prior to disposition hearing**, Court Services Officer will contact Community Corrections to notify them of foster care involvement if youth likely to be placed on ISP.
 - Community Corrections will then contact the Foster Care/EmberHope caseworker to make introductions.

Adjudicatory hearing

- Court notifies DCF and Foster Care/EmberHope
- EmberHope caseworker submits update to court in advance, if possible
- EmberHope caseworker or supervisor attends and provides update (if update not previously submitted)
- *If youth is on supervision (Home Based Services, electronic monitoring, bond, etc.)* the supervising entity will provide an update/court report

Disposition hearing

- 6 to 8 weeks after adjudication
- Court notifies DCF and Foster Care/EmberHope
- EmberHope caseworker or supervisor attends and provides update (if update not previously submitted)
- *If youth is on supervision (Home Based Services, electronic monitoring, bond, etc.)*, the supervising entity will provide an update/court report

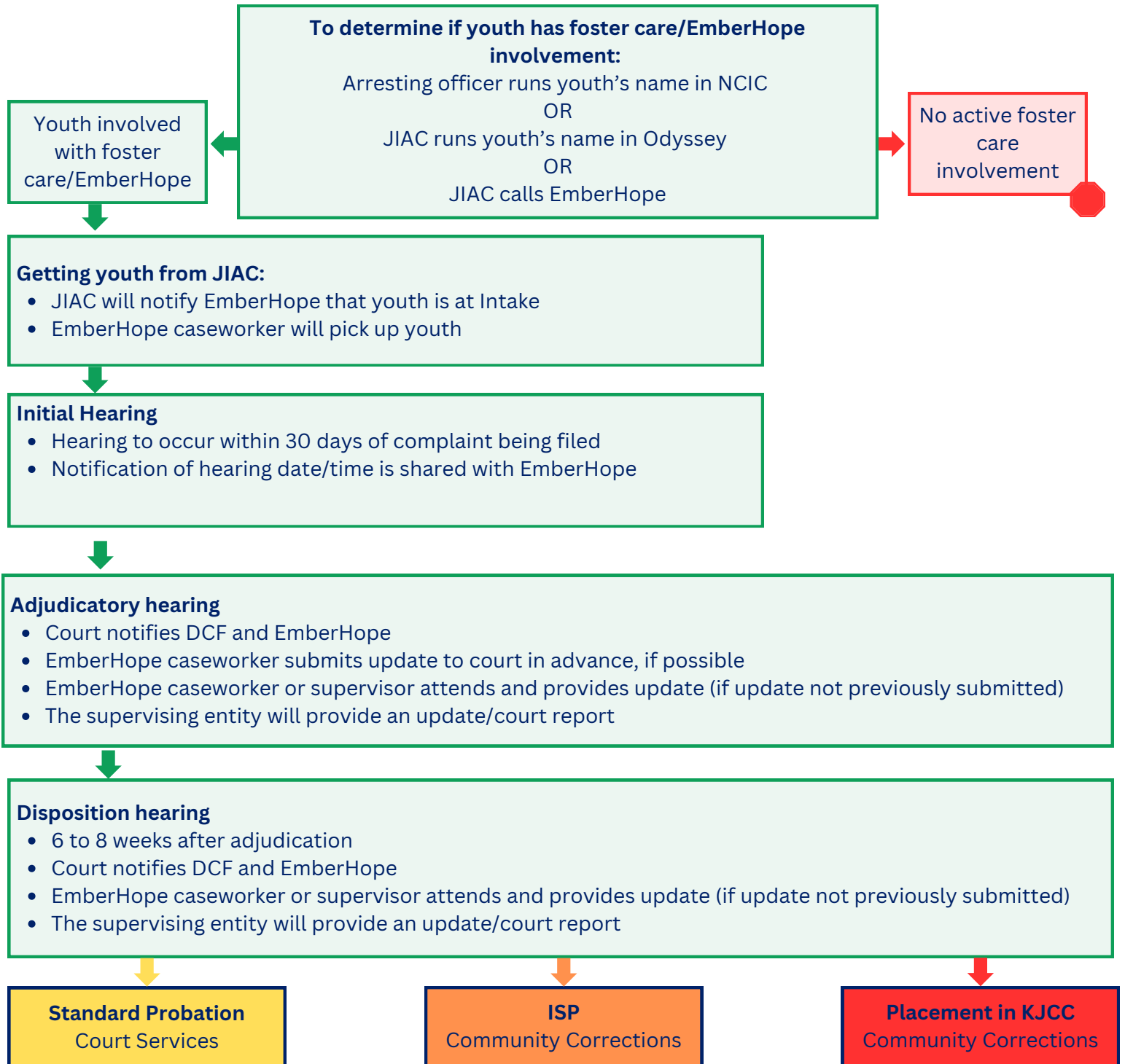
Standard Probation
Court Services

ISP
Community Corrections

Placement in KJCC
Community Corrections

SEDGWICK COUNTY CYPM PROTOCOL MAP

Pathway 2: Youth in foster care who is arrested and brought to JIAC and does NOT screen in for detention



**Collaborative case management:
Standard Probation**

Court Services and EmberHope

Joint case planning

Court Services Officer (CSO) will schedule initial appointment with EmberHope caseworker and youth to develop case plan that complements and aligns with EmberHope case plan

Meetings, hearings, and updates

- EmberHope will notify the CSO 10 days prior to case planning meetings (which take place every 6 months)
- EmberHope worker will invite CSO to any Team Decision Making (TDM) or other relevant meeting if placement changes
- CSO meets with youth 1-2x per month. CSO will notify EmberHope worker to align at least one meeting with youth per month
- CSO and EmberHope worker will meet once a month (outside of joint placement visits)
- Workers try to align CINC hearings with CSO contacts at Court Services office
- CSO will notify EmberHope worker in event of violation
 - EmberHope will be notified by email of a report of a violation hearing
 - Judge may extend probation or order youth to detention for: 24 hrs, 48 hrs, or 15 days depending on violation count
- EmberHope worker will meet with CSO in advance of CINC review hearings to inform court report

Preparation for case closure

- CSO will update EmberHope worker monthly regarding expected completion date
- *For youth aging out of foster care:* EmberHope worker will invite CSO to exit interview and connect CSO to independent living (IL) specialist

**Collaborative case management:
ISP**

Community Corrections and EmberHope

Joint case planning

ISP Officer will co-create case plan with youth and will then contact EmberHope worker to ensure alignment with EmberHope case plan

Meetings, hearings, and updates

- ISP Officer meets with youth multiple times a month and regularly contacts youth's supports
- ISP and EmberHope workers will have monthly contact to share updates, concerns, and make adjustments
- If youth receives a violation levels report (VLR) at least 3 times, ISP Officer will contact EmberHope worker
 - **Report of violation hearing** may occur; EmberHope will be notified via email
 - Judge may extend probation or order youth to detention for: 24 hours, 48 hours, or 15 days depending on violation count
- EmberHope worker will meet with ISP Officer in advance of CINC review hearing to inform court report

Preparation for case closure

- ISP will update EmberHope monthly regarding expected probation termination date
- *For youth aging out of foster care:* EmberHope worker will invite ISP to exit interview and connect ISP to independent living (IL) specialist

**Collaborative case management:
Placement in KJCC**

Community Corrections and EmberHope

Joint case planning

EmberHope contacts KJCC's Discharge Planner, Program Dir., and Records Dept. to notify that incoming youth has EmberHope involvement. EmberHope will attend the initial program planning meeting

Meetings, hearings, and updates

- EmberHope worker will participate in the following KJCC meetings:
 - 180 review conferences
 - Pre-release conference
 - High risk release planning meetings
- EmberHope will maintain contact with youth, including visiting the young person at KJCC once a month
- KJCC will provide a weekly report to crossover@emberhope.org to keep EmberHope informed of youth's progress
- EmberHope worker will notify the KJCC Discharge Planner and the Corrections Counselor to all related meetings
- EmberHope will advocate for youth's release prior to 18th birthday, if possible
- EmberHope will receive notice of pre-release hearing (7 business days before release)

Preparation for case closure and reentry

- EmberHope to attend pre-release conference, high risk release planning meetings, and pre-release hearing (see above)
- KJCC Discharge Planner and Corrections Counselor to attend KVC meetings and staffings (see above)

Pathway 1 & 2: Additional Info

Collaborative case management: Standard Probation Court Services and EmberHope

Joint case planning

Court Services Officer (CSO) will schedule initial appointment with EmberHope caseworker and youth to develop case plan that complements and aligns with EmberHope case plan

Meetings, hearings, and updates

- EmberHope will notify the CSO 10 days prior to case planning meetings (which take place every 6 months)
- EmberHope worker will invite CSO to placement staffings and Team Decision Making (TDM) meetings if placement changes
- CSO meets with youth 1-2x per month. CSO will notify EmberHope worker to align at least one meeting with youth per month
- CSO and EmberHope worker will meet once a month (outside of joint placement visits)
- Workers try to align CINC hearings with CSO contacts at Court Services office
- CSO will notify EmberHope worker in event of violation
 - EmberHope will be notified by email of a report of a violation hearing
 - Judge may extend probation or order youth to detention for: 24 hrs, 48 hrs, or 15 days depending on violation count
- EmberHope worker will meet with CSO in advance of CINC review hearings to inform court report

Preparation for case closure

- CSO will update EmberHope worker monthly regarding expected completion date
- *For youth aging out of foster care:* EmberHope worker will invite CSO to exit interview and connect CSO to independent living (IL) specialist

Collaborative case management: ISP

Community Corrections and EmberHope

Joint case planning

ISP Officer will co-create case plan with youth and will then contact EmberHope worker to ensure alignment with EmberHope case plan

Meetings, hearings, and updates

- ISP Officer meets with youth multiple times a month and regularly contacts youth's supports
- ISP and EmberHope workers will have monthly contact to share updates, concerns, and make adjustments
- If youth receives a violation levels report (VLR) at least 3 times, ISP Officer will contact EmberHope worker
 - **Report of violation hearing** may occur; EmberHope will be notified via email
 - Judge may extend probation or order youth to detention for: 24 hours, 48 hours, or 15 days depending on violation count
- EmberHope worker will meet with ISP Officer in advance of CINC review hearing to inform court report

Preparation for case closure

- ISP will update EmberHope monthly regarding expected probation termination date
- *For youth aging out of foster care:* EmberHope worker will invite ISP to exit interview and connect ISP to independent living (IL) specialist

**Collaborative case management:
Placement in KJCC**
Community Corrections and EmberHope

Joint case planning

EmberHope contacts KJCC's Discharge Planner, Program Dir., and Records Dept. to notify that incoming youth has EmberHope involvement. EmberHope will attend the initial program planning meeting

Meetings, hearings, and updates

- EmberHope worker will participate in the following KJCC meetings:
 - 180 review conferences
 - Pre-release conference
 - High risk release planning meetings
- EmberHope will maintain contact with youth, including visiting the young person at KJCC once a month
- KJCC will provide a weekly report to crossover@emberhope.org to keep EmberHope informed of youth's progress
- EmberHope worker will notify the KJCC Discharge Planner and the Corrections Counselor to all related meetings
- EmberHope will advocate for youth's release prior to 18th birthday, if possible
- EmberHope will receive notice of pre-release hearing (7 business days before release)

Preparation for case closure and reentry

- EmberHope to attend pre-release conference, high risk release planning meetings, and pre-release hearing (see above)
- KJCC Discharge Planner and Corrections Counselor to attend EmberHope meetings and staffings (see above)

SEDGWICK COUNTY CYPM PROTOCOL MAP

Pathway 3: Youth is cited in the community via a Notice To Appear (NTA), Agreement To Appear (ATA), or is referred to the Immediate Intervention Program (IIP)

NTA/ATA Process

Youth are issued these citations for low level offenses at school or in the community

- Copies of issued NTAs/ATAs are regularly faxed to JIAC.
- Youth is released at the scene to guardian, and they are expected to contact JIAC and schedule an intake appointment. No-Show list is sent to the District Attorney's office.
- JIAC will make additional service recommendations at intake appointment.

Arresting officer will determine if youth is in Foster Care or not via NCIC database search and youth self report

Youth involved with foster care/EmberHope

No active foster care involvement - Parent/Guardian responsible for all follow up

- Permanency Specialist or Placement provider will pick up youth at scene and will contact JIAC to schedule an intake appointment. JIAC may reach out to Crossover Youth Supervisor and try to schedule an appointment if contact has not been made. Failed appointments sent to DA's Office

Immediate Intervention Program (IIP)

In SGC0 this program is available pre-file only

- This program is offered to both foster care and non foster care youth.
- Program is optional, simple conditions like attending school, avoiding police contact, etc.
- Permanency Specialist, Parent or guardian is responsible for initiating the program and ensuring the youth attends any meetings and meets requirements to be successful.

Eligibility Requirements

- Offense is misdemeanor (not sex offense)
- No prior adjudications for criminal offenses
- Goes through JIAC for monitoring but referred to by the DA's Office
- The offense happened no longer than 8 weeks ago (hence immediate)

SEDGWICK COUNTY CYPM PROTOCOL MAP

Pathway 8: Youth is not in foster care but a DCF report is made/open

DCF Intake Process

- Reports for crossover age youth are typically for
 - Abuse/Neglect/Abandonment
 - Family in Need of Assessment (Child Behavior Problems, Caregiver/Child Substance Use, Parent Unable to Care)
- As part of the DCF investigation process, the Child Protection Worker (CPS) will ask if the youth is involved with Community Corrections/ISP

Outcomes from DCF Investigation

- Family First Prevention Services Referral
- Family Preservation Referral
- Foster Care Referral
- Close Investigation

Family First Prevention Service Referral

Multi-Systemic Therapy (MST)

Joint case planning

- At JIAC, intake staff will inquire about MST services. Crossover Facilitator will email MST Secretary/DCF of arrest.
- Crossover Facilitator will notify MST/DCF about upcoming court hearings.
- If applicable, MST and Court Services/ISP will communicate regularly for case coordination.

All other Family First Prevention Service Referrals

Joint case planning

- A similar process as described above will occur for case coordination.

Family Preservation Referral (DCCCA)

Family Pres. (DCCCA)

Joint case planning

- At JIAC, intake staff will inquire about Family Pres. services. Crossover Facilitator will email Family Pres. Director, Supervisor, and DCF of arrest.
- Crossover Facilitator will notify Family Pres./DCF of upcoming court hearings.
- If applicable, Family Pres case workers and Court Services/ISP will communicate regularly for case coordination.

Foster Care Referral (EmberHope)

DCF/EmberHope Process

Joint case planning

- Prior to removal, CPS staff should check for JO involvement, and include Community Corrections/ISP (if applicable) in any relevant staffings or meetings.
- **If a foster care referral is made** CPS staff should indicate on the referral that a youth has JO involvement, and share any known workers/info to improve case coordination.

Close Case

Pathway 4 & 5: Youth is not in foster care but working with Family Preservation

Family Preservation Referral

DCCCA

Joint case planning

- If confirmed involvement with DCCCA, intake staff will notify Director of Family Preservation that intake occurred and Director of Family Preservation will notify Family Preservation worker/supervisor assigned the case. If non-disclosure of services at JIAC Crossover Youth Facilitator will email the Director of Family Preservation.
- The assigned DCCCA worker will notify assigned DCF CPS worker of intake.
- The DCCCA worker will ask the parent/guardian to sign a release of information to enable communication with other agencies who become party to the case.

Meetings, hearings, and updates

- The Director of Family Preservation will be informed of upcoming hearings by the Crossover Youth Facilitator. The notification of upcoming hearings will trickle down from there.
 - It is expected that the DCCCA workers involved with the youth attend hearings whenever possible.

If youth is receiving supervision services

- The supervising entity will schedule an initial appointment with DCCCA and the youth to develop a case plan.
- The DCCCA worker will send the Case Summary to the supervising entity and communicate weekly for case coordination.
- Depending on the youth's needs, the supervising entity will meet with the young person one to two times per month, including visiting them in school and at placement. The supervising entity will correspond with the DCCCA worker to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the supervising entity and DCCCA worker will make attempts to arrange this.
- If there are other key meetings for the youth throughout the case, the supervising entity and DCCCA will ensure the other is invited via the weekly communication and/or monthly visits.
- If a parent reports a violation to the DCCCA worker, DCCCA will encourage the parent to notify the supervising entity.
- If the youth receives a violation levels report (VLR), the supervising entity will notify the DCCCA worker.
- A report of violation hearing will occur, notification of which is provided via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
- The hearing may result in the judge extending the probation or ordering the youth to detention.
- Probation extensions are dependent upon the youth's risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
- Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.

Preparation for case closure

- The supervising entity will provide monthly updates to the DCCCA Case Team regarding the date the youth is expected to complete supervision.
- Two weeks prior to the projected discharge date from DCCCA, DCCCA will meet with the supervising entity and DCF worker to ensure a smooth transition.
- While discharge planning the supervising entity, DCCCA Case Team, the youth, and the family will plan a discharge closing meeting/celebration.
- If DCCCA Family Preservation is closing their case while the youth remains on detention that is expected to be communicated to supervising entity.

Pathway 6 & 7: Youth is not in foster care but working with Community Solutions

Family First Prevention Service Referral Community Solutions: Multi-Systemic Therapy (MST)

Joint case planning

- If confirmed involvement with MST, JDF staff or Crossover Youth Facilitator will email the Community Solutions secretary. The Community Solutions secretary will then notify the youth's therapist.
- Community Solutions will then notify the Wichita Region DCF Family First Liaison and the DCF Case Worker.
- The CSI therapist will ask the parent/guardian to sign a release of information to enable communication with other agencies who become party to the case.

Meetings, hearings, and updates

- The Community Solutions secretary will be informed of upcoming hearings by the Crossover Youth Facilitator. The notification of upcoming hearings will trickle down from there.
 - It is expected that the CSI/MST workers involved with the youth attend hearings whenever possible.

If youth is receiving supervision services

- The supervising entity will schedule an initial appointment with CSI and the youth to develop a case plan.
- CSI will send the Case Summary to the supervising entity and communicate weekly for case coordination.
- Depending on the youth's needs, the supervising entity will meet with the young person once or twice monthly, including visiting them in school and at placement. The supervising entity will correspond with the CSI therapist to arrange monthly meetings with the youth and family. If the youth/family needs dictate more frequent meetings the supervising entity and CSI therapist will make attempts to arrange this.
- If there are other key meetings for the youth throughout the case, the supervising entity and CSI will ensure the other is invited via the weekly communication and/or monthly visits.
- If a parent reports a violation to the CSI therapist, CSI will encourage the parent to notify the supervising entity.
- If the youth receives a violation levels report (VLR), the supervising entity will notify the CSI therapist.
- A report of violation hearing will occur, notification of which is provided to CSI via email. (Note: VLRs are not completed on youth who: are AWOL [after attempts are made to locate them], acquire a new offense, or pose a significant risk of danger. A request for warrant will occur in these circumstances).
- The hearing may result in the judge extending the probation or ordering the youth to detention.
- Probation extensions are dependent upon the youth's risk level on the YLS: 1 month for low-risk offenders; 3 months for moderate-risk offenders; and 6 months for high-risk offenders.
- Detention commitment periods are as follows: 24 hours for the first violation; 48 hours for the second violation; and 15 days for the third or subsequent violations.

Preparation for case closure

- The supervising entity will provide monthly updates to the CSI therapist regarding the date the youth is expected to complete supervision.
- Two weeks prior to the projected discharge date from CSI, CSI will meet with the supervising entity and DCF worker to ensure a smooth transition.
- While discharge planning and collaboration, the supervising entity, CSI therapist, the youth, and the family will plan a discharge closing meeting/celebration.
- If Community Solutions is closing their case while the youth remains on detention, that is expected to be communicated to the supervising entity.