

Attachment E  
JCS Transition Policy

State of Iowa

**Juvenile Court Services Placement and Re-entry Policies  
and Procedures**

## **Purpose**

Policies and procedures are an essential tool in improving the quality of services provided to children and their families. These tools articulate consistent approaches for best practice and serve to:

- Standardize practice and service delivery
- Ensure that legislative and regulatory requirements are met
- Ensure employees are clear on their roles and responsibilities
- Facilitate effective staff training
- Act as educational tools
- Act as a basis for review and evaluation

The purpose of this policy is to provide a standardized methodology for a Juvenile Re-entry System for youth placed by the court in out-of-home placement. This standardized methodology, includes the use of Youth Transition Decision-Making (YTDM) meetings, Family Team Meetings (FTDM) or youth centered meetings and provides Juvenile Court Services' staff with a structured system for youth re-entry planning. This will ensure compliance with federal and state requirements and ensure that youth returning from out-of-home placement receive the quality services, supports and opportunities needed for successful reintegration into their community.

JCS will be responsible for ensuring the youth transition procedures are addressed if the YTDM meeting is unavailable.

This is a policy document for Iowa Juvenile Court Service (JCS) to standardize the use of re-entry/transition procedures for youth residing in out-of-home placement, who are supervised by JCS. This document has been prepared for the Iowa Department of Human Rights, Division of Criminal and Juvenile Justice Planning (CJJP) and the Juvenile Re-entry Task Force (JRTF). The document is subject to review and modification by the Chief Juvenile Court Officers (JCOs).

In this document the term Youth Transition Decision-Making (YTDM) Meetings will be used; YTDM's, FTDM's or youth centered meetings can be used interchangeably for the purposes for youth re-entry planning.

## Juvenile Court Officer (JCO) Placement and Re-entry Procedures

### 1. JCO Pre-Placement Procedures

- A. Completion or update of a short and long form Iowa Delinquency Assessment (IDA).
- B. Prepare pre-dispositional report.
- C. Prepare written case plan that includes risk factors, youth needs and corresponding treatment and services.
- D. Staff case with district designated staff, i.e. JCO Supervisor or Placement Team.
- E. Obtain court order authorizing placement.
- F. Obtain parent/guardian signatures for agency releases of information.
- G. For State Training School placement, complete:
  1. JCS Request to Recommend Commitment to State Training School
  2. JCS 872-0472 State Training School worksheet
  3. Obtain parent/guardian signatures, consent and releases
- H. For Psychiatric Medical Institutions for Children (PMIC) placement, complete DHS 470-2780 Certification of Need for Psychiatric Services.

### 2. Procedures To Follow & Forms Required for Placement into Foster Group Care

- A. Placement In-State
  1. Obtain court order to group care
  2. Secure open bed through Care Match within the DHS service area
  3. Submit group care waitlist form to DHS SAM for approval.
  4. Submit FGCS (Foster Group Care Services) referral form to placement agency for acceptance to residential facility.
  5. Notify judicial district's designated DHS staff responsible for assisting JCS with group care placements.
  6. Authorization from your Chief JCO and DHS Service Area Manager is required for placement outside the home service area.
  7. Complete and send the following to the judicial district's designated DHS staff responsible for JCS.
    - a. DHS 470-3055 Referral & Authorization for Child Welfare Services
    - b. DHS 470-0719 Placement Agreement
    - c. DHS 470-2927 Health Services Application
    - d. DHS 470-3334 Referral for Payment

- e. DHS 470-3839 IV-E Initial Placement Group Care Request
- f. Court Order

**B. Placement Out-of State**

1. Completion of all In-State Placement procedures.
2. Complete referrals to **all** service area providers.
3. If placement is not possible with **any** service area providers request approval from the SAM and Chief JCO to make state-wide referrals.
4. Complete state-wide referrals to providers.
5. Following denial from **all** state-wide referrals, locate out-of-state placement providers capable of meeting youth's needs and make referral/s.
  - a. DHS central office POC contact state Dept. of Ed. and notify possible out of state placement, child name and DOB.
6. Upon acceptance of referral, verify placement agency's contract with State of Iowa; if not, work with DHS service to get this completed prior to placement.
7. Contact the DHS central policy office to request an exception to policy and approval for a placement outside Iowa.
8. If youth has an Individual Education Plan (IEP), notify the resident school district of projected date of the out of state placement. Provide contact information for the resident school district to validate the placement and initiate out of state placement request. If there is a termination of parental rights, AEA will select a "host" district and delegate a surrogate for educational decision making.
9. Depending upon facility requirements, complete:
  - a. Interstate Compact for Placement of Children (ICPC) forms DHS 470-0781/ICPC-100A and DHS 470-7088/ICPC-100B
  - b. Juvenile Interstate Data System (JIDS) required paperwork

**3. Family Procedures**

- A. Discuss planned placement and obtain signed releases for YTDM meeting facilitator.
- B. Discuss Treatment Outcome Package (TOP) behavioral assessment expectation with parents/family.

- C. Provide notification of initial staffing, including youth-centered meeting or YTDM meeting, that is to occur within 30 days of placement.
- D. Evaluate family's need for a Family Team Decision-Making (FTDM) meeting.

#### **4. School Procedures**

- A. Identify the *school of origin* designated Point of Contact (POC).  
Note: school of origin is the school district/building the student is attending at the time of court placement or the last school attended if placement is during the summer, or during school breaks. *Resident district* is used for special education purposes only.
- B. Notify school of origin POC of youth's transition as soon as possible. All students changing schools are required to have an immediate and appropriate enrolment in the new school district [(Iowa Code section 280.29(1)]. The school district has the authority to "assign" the student to the appropriate program.
- C. Verify transfer of records, i.e. transcript, grade reports, and work in progress [if applicable Individualized Education Plan (IEP)]. All records are required to be transferred (between schools) within five days of JCS notification of out of home placement/change in placement.
- D. All out of state placements, for students with IEPs, must be approved by the Department of Education (DE).
  - 1. The resident school district shall complete an initial request for out of state placement and forward to the request to the Director of Special Education at the respective Area Education Agency (AEA).
  - 2. The AEA special education director will submit the out of state placement request to the DE.

#### **5. Residential Procedures**

- A. Identify primary case manager/counselor.
- B. Verify agency has received risk factors and identify specific treatment needs.
- C. JCO or education specialist should collaborate with school district, where the facility is located, to ensure all records have been received by the local school district and the student is enrolled and attending school.

**\*Point of Clarification:** *Unless a student is over the age of 21 or already graduated from high school and will not attend the public school district program, a residential facility, nor its staff have unilateral authority to determine an individual student's academic needs. Only licensed*

*professionals in the public school/school district program may determine this or an IEP Team, in the case of students' with disabilities. When a school district contracts for an educational program to be provided on the campus of the facility, any staff paid with public school funds is representing the school district's interests. All decisions must meet state and federal laws and regulations.*

*The residential facility staff role is to collaborate with the school district/educational program staff to ensure the educational program provided is meeting the student's needs, by initiating conversations, staffing meetings that are inclusive of appropriate educational staff, assisting in locating records for school district if needed to determine enrollment gaps or missing records (transcripts, grade reports, etc.) so that continuity of education occurs.*

*A parent or juvenile court officer has the authority to determine that a student will discontinue enrollment in high school. If it is determined that the student will take the Hi-SET or complete an adult diploma option (high school equivalency diploma-HSED), **a student is no longer enrolled in high school.** This student does not attend the high school program in the comprehensive or off-site setting and is no longer eligible for sports, high school extra-curricular, dual enrollment, post-secondary options, etc. afforded to high school students.*

*Hi-SET and HSED are the responsibility of the community college and K-12 public school funds cannot be used for study, practice, testing or completing a Hi-SET or HSED. This would be considered supplanting and the district would risk forfeiture of its federal and/or state funding if this is current practice.*

- D. Hold initial staffing within 30 days of placement to coincide with the agency's intake requirements (i.e. State Training School's Interdisciplinary Care Plan – ICP) and the youth-centered meeting or YTDM meeting.
- E. Send copies of the 3055 and Placement Agreement to agency.
- F. Complete TOP Consumer Registration (CR) & Case Mix (CM) Forms within 10-days of placement.

## **6. Transition Planning Procedures**

- A. If youth age 14 – 15 schedule youth-centered meeting.
- B. If youth age 16 or older and developmentally appropriate, initiate YTDM meeting referral within 2 days of placement.
- C. Verify youth's completion of Casey Life Skills (CLS) and date of completion with designated district DHS Transition Planning Specialist (TPS) staff.

## 7. Placement Procedures

- A. Verify placement agency has completed CLS assessment within 30 days of placement and obtain a copy of the assessment.
- B. Work with residential facility (and YTDM meeting facilitator, if applicable), to ensure participation of team members, including parents and school, at initial youth-centered meeting or YTDM meeting.
- C. Per Child and Family Service Review (CSFR), conduct monthly visitation with youth and parents to ensure the youth's safety and well-being.
- D. Complete Juvenile Visit (JVIS) entry in the case-management system (formerly known as ICIS) for all face-to-face contacts with child and/or parents.
- E. Complete TOP Clinical Scale (CS) form every 90 days. Request parent(s)/guardians, placement agency counselor, case manager, therapist, teacher or any other person that could provide information on the child's behavior, complete form.
- F. Prepare court reports for all dispositional review hearings and update Iowa Delinquency Assessment (IDA) long form.
- G. Request/obtain, at a minimum, quarterly placement agency progress reports, including reports of progress on education and risk factors.

## 8. Discharge/Change of Placement Procedures

- A. Complete DHS 470-3918 IV-E Changes.
- B. At least 30 days prior to discharge, provide notification of youth's discharge date to the following:
  - 1. Parents
  - 2. School (currently attending)  
*\*Point of clarification: the school/educational program principal or POC from the current school setting should be invited to this meeting. This staff member should be contacting the receiving district if a student is returning to high school. As the date for discharge gets closer, the current school would be responsible for contacting and inviting the appropriate receiving school personnel for this transition.*
  - 3. YTDM meeting facilitator (if applicable)
- C. Obtain court order modifying placement.
- D. Coordinate with placement agency, parents, school and YTDM meeting facilitator (if applicable) to ensure discharge meeting is held 30 days prior to discharge.



- E. Assist in identifying appropriate placement, supports and services (ex. IVRS, IWD, BHIS, IHH, IASN) needed for re-entry.
- F. Complete necessary service referrals, including Medicaid application, if the youth is at the State Training School.
- G. Notify the judicial district's DHS designated POC of youth's discharge (for the purposes of modifying the youth's placement status in FACS)
- H. Follow-up with youth/family and providers immediately following discharge to ensure start of services.
  - 1. If re-entering a high school program, ensure registration forms are complete and enrolment is synced with discharge date so there are no gaps in enrollment.
- I. Work with YTDM meeting facilitator to ensure youth/family and school attendance at YTDM meeting discharge meeting.

## **9. Procedures Required Specific to Age**

### **A. Ages 14 & 15 Procedure**

- 1. Arrange for or assist youth with completing a CLS assessment.
- 2. Schedule youth-centered meeting - youth may invite up to two people.
- 3. Develop written transition plan.
  - a. At age 14, all students with an IEP must have transition goals included in their IEP.
- 4. Review DHS 470-5337 *Rights of Youth in Out of Home Placement*.
- 5. Make referral to Integrated Health Home (IHH), if youth has a qualifying mental health diagnosis.
- 6. Make referral to Maximus for Social Security DHS Form 470-3361 – SSI Advocacy Project.
- 7. Gather Vital Documents:
  - a. Certified Birth Certificate
  - b. Social Security Card
  - c. State Issued Photo ID
  - d. Immunization Records

B. Age 16 & 17 Procedures

1. Refer youth for a Youth Transition Decision-Making (YTDM) meeting.
2. If youth is ordered into out-of-home placement before age 17, referral must be completed by his/her 17<sup>th</sup> birthday.
3. If youth is ordered into out-of-home placement after 17<sup>th</sup> birthday referral must be made one week prior to youth's placement.
4. Follow YTDM meeting procedures and standards.
5. 30 days prior to age 17 ½, submit completed JCS 300-03 Transition plan to the designated Transition Planning Specialist (TPS) and for review and approval by DHS Service Area Transition Committee. **\*Per State Law all JCS 300-03 Transition Plans must be approved by the DHS Transition Committee by age 17 ½.\***
6. File JCS Transition Plan 300-03 with required court report.
7. Review transition plan with youth and team 90 days prior to 18<sup>th</sup> birthday.
8. The service area DHS transition-planning specialist is responsible for providing the youth Proof of Foster Care Form 470-5536.

C. Age 18 Procedures

1. If applicable, have youth sign Voluntary Placement Agreement (VPA) DHS Form 470-0715.
2. If eligible for Supplemental Security Income (SSI), send Payee/Placement Changes form 470-3359.
3. Ensure youth has copies of:
  - a. Birth Certificate
  - b. Social Security card
  - c. Credit report dispute/resolution papers (if applicable)
  - d. Health insurance information
  - e. Immunization records
  - f. Driver's license or State photo ID
4. There is a transition plan requirement at exit, if the youth remains in care past age 18.
5. The service area DHS transition-planning specialist is responsible for providing the youth Proof of Foster Care Form 470-5536.

## Juvenile Court Officer (JCO) YTDM Meeting Procedures

### 1. Pre-Placement

- A. Contact parents for signature on release of information to allow for release of information and sharing of information with the YTDM meeting facilitator.
- B. Prior to youth's placement, initiate YTDM meeting referral by completing form JCS 300-01 YTDM Meeting Referral and emailing it to an agency approved JCS trained facilitator. If youth is placed unexpectedly by court, referral is to be made within 2 days of youth's placement.
- C. Notify placement facility of YTDM meeting referral.
- D. Include placement facility in referral email to YTDM meeting facilitator.
- E. Provide a copy of youth's risk assessment results.
- F. Contact parents and youth to provide them with initial information on the YTDM meeting process, including YTDM meeting facilitator contact information.
- G. Work with facilitator, parents, attending school staff and placement facility to ensure meeting is scheduled within 30 days of placement.
- H. Develop a Case Permanency/Transition Plan using form JCS 300-03 Transition Plan.

### 2. Placement – within 30-45 days of admission date

- A. Work cooperatively with placement facility to arrange for key participants identified by the youth to attend the meeting.
- B. Ensure appropriate Juvenile Court staff attends meeting in person or via phone or video conferencing.
- C. Provide input and support to youth, family and team members.
- D. Collaborate in brainstorming strength-based solutions.
- E. Assist with development of appropriate plan, including identification:
  - 1) Strengths
  - 2) Needs
  - 3) Goals
- F. Ensure availability of appropriate programming, services and support available (ex. IWD, IVRS).
- G. Initiate appropriate referrals in required timeframes.
- H. Monitor team members' completion of assigned tasks.

- I. Maintain communication with team members, including youth, parents, residential staff, attending school staff and community providers (ex. IWD, IVRS)
- J. Ensure service delivery and monitoring of youth performance.

### **3. Discharge – 45-60 days prior to discharge date**

- A. Work cooperatively with placement facility and attending school staff to arrange for key participants to attend the meeting.
- B. Ensure appropriate Juvenile Court staff attends meeting in person or via phone or video conferencing.
- C. Provide input and support to youth and family members.
- D. Collaborate in brainstorming strength-based solutions.
- E. Monitor youth's performance and ensure appropriate services are provided, so youth can meet treatment goals prior to discharge.
- F. Assist with modification/development of appropriate plan, including identification of the following:
  - 1. Strengths
  - 2. Needs
  - 3. Goals
- G. Ensure availability of appropriate programming, services and supports in community.
- H. Initiate appropriate referrals in required timeframes.
- I. Assist with coordination of transition and Iowa Aftercare Services Network (IASN).
- J. If applicable, schedule provider meeting within 7 days of discharge.
  - 1. Complete necessary service referrals, including Medicaid application, if the youth is at the State Training School. If youth has been determined eligible for Supervised Apartment Living (SAL), complete: Pre-placement Screening for SAL DHS Form 470-4063 – submit to SAL provider.
  - 2. Request for Approval of SAL DHS Form 470-3186 – submit to JCS supervisor and DHS Service Area Manager (SAM) for approval.
  - 3. Placement Agreement for SAL DHS Form 470-5081 – sign and submit to SAL provider agency.
  - 4. If applicable, Voluntary Placement Agreement DHS Form 470-0715 – submit to JCS supervisor and DHS SAM for approval.

#### **4. Post-Discharge Procedures – 30 to 45 days post-discharge**

- A. Continue to engage youth and provide ongoing supervision and support.
- B. Follow up with youth, parent/guardian and school to verify enrolment, transfer of academic records and placement in an educational setting.
- C. Assist with continued coordination of transition and Iowa Aftercare Services Network (IASN).
- D. Ensure appropriate Juvenile Court staff attends meeting in person or via phone or video conferencing.
- E. Work cooperatively with youth, family, facilitator, attending and receiving school staff and community providers to arrange for YTDM Community Meeting (if necessary provide a space for meeting).
- F. Review progress towards goals.
- G. Assist with modification/development of appropriate goals.
- H. Assist with referrals for newly identified program/service needs.

#### **Attachments:**

- 1. State-wide Re-entry Schematic
- 2. JCS Re-entry Checklist
- 3. Department of Education Re-entry Protocol
- 4. Iowa Workforce Development Partnering Steps
- 5. Iowa Workforce Development Partner Steps Schematic
- 6. Iowa Vocational Rehabilitation Services Re-entry Schematic
- 7. Iowa State Training School Juvenile Re-entry Transition Timeline
- 8. Iowa State Training School Juvenile Re-entry Transition Checklist