



STATE OF MICHIGAN  
**DEPARTMENT OF HUMAN SERVICES**

Bureau of Child Welfare Funding and Juvenile Programs

**REENTRY HANDBOOK**

**Phase 2 in Michigan Youth Reentry Initiative Model:  
Transition Phase**

Including the Referral Process to Involve a Contracted Care  
Coordination Organization in Aftercare Planning and  
Post-Release Case Management

**Revised: September 2013**

## **Introduction**

The second phase of the Michigan Youth Reentry Initiative (MYRI) Model is the transition phase. The youth remains housed within the facility, but has demonstrated sufficient progress on treatment goals so that an approximate release date from the facility can be established. It is at this point that an increased emphasis is placed on the actual details of the reentry plan. Two important concepts govern the activities of this phase, collaborative case management and transition team meetings.

## **Collaborative Case Management**

Collaborative case management is a dynamic process to develop a seamless plan of services and supervision with each youth and family. The process starts the first day of residential placement and continues through transition and reentry to the community.

Collaborative case management requires multiple stakeholders to effectively collaborate, communicate and utilize resources through a four step process of continuous case planning. The ongoing process of continuous case planning includes assessment, planning, service delivery and case review. Principles of collaborative case management include open communication, information sharing, collaborative decision making and constructive problem solving.

Collaborative case management now takes on increased importance in order to develop a strong and specific reentry plan. All stakeholders with an interest or responsibility in the long term success of the youth should participate in identifying the service needs and potential risks for successful reentry. The treatment and transition team should include the youth, the youth's family, mentor or other important people in their life, the assigned caseworker, residential facility treatment staff, education/vocational providers and service providers.

A contracted care coordination organization (CCCO), currently Professional Consulting Services (PCS), may be included in all cases throughout transition planning within a state-run facility. PCS may continue to provide care coordination services after a youth's return to the community. This will be determined on a case by case basis, depending upon the complexity of the case and identified service gaps. The outcome of reentry transition planning should be an individualized youth reentry plan that has the support and commitment of all those involved in the process.

## **Treatment and Transition Team Meetings**

Treatment and transition team meetings must include the development, documentation and implementation of the youth's individualized reentry plan. Beginning six months prior to the anticipated release date, the treatment and transition team must conduct a monthly meeting to achieve this goal. The facility treatment staff and the assigned case worker co-facilitate

meetings and provide leadership in the development of the plan. The CCCO (currently PCS) will participate in and support the collaborative case management process. Other participants attend consistently to ensure all domains of successful reentry are addressed, areas of youth strengths are developed and capitalized upon, and areas of potential risk are identified and mitigated. The treatment and transition team may also provide input into treatment activities in the facility.

### **Reentry Planning Process**

The following action steps are necessary for successful completion of the Transition Phase (Phase 2) of the MYRI model.

#### **Step – 1: Identify a Youth’s Anticipated Release Date**

The residential facility treatment staff will determine the youth’s anticipated release date at least six months prior to the release date. The anticipated release date will be documented on the facility release tracker. The facility treatment staff will ensure that information re-releases for the CCCO have been signed to provide access for the CCCO to the youth’s case record and copies of any pertinent service provider documents.

#### **Step – 2: Facility Treatment Staff Notifies the Assigned Case Worker**

When the anticipated release is determined, the facility treatment staff will notify the assigned case worker of the anticipated release date and the assigned case worker will provide notification to the court of jurisdiction. The assigned case worker remains the primary liaison with the committing court and decides if a special request for a review hearing is necessary.

#### **Step - 3: Including the CCCO in State-run Facility Reentry Planning.**

If the treatment and transition team decides that the CCCO must assist the youth, the facility treatment staff will send the DHS-738, Reentry Plan draft, to the CCCO. The facility treatment staff will work with the CCCO and the assigned case worker to determine the date for the first treatment and transition meeting. The facility treatment staff will forward the youth’s initial treatment plan, most recent updated treatment plan, and a copy of the intake psychological report (if available) to the CCCO at least five business days prior to the first treatment and transition team meeting.

If the treatment and transition team decides that the CCCO will need to assist the youth **post release**, the facility treatment staff will complete a DHS-737 and forward it to the DHS reentry manager. The CCCO is available to assist up to 270 days post-release and may apply for up to two additional 90 day extensions if approved by the DHS reentry manager.

#### **Step – 4: First Treatment and Transition Team Meeting**

The initial draft of the DHS-738 is the focus of the first treatment and transition team meeting. The facility treatment staff must complete the DHS-738 and must ensure that it is distributed to the treatment and transition team five business days prior to the meeting. The DHS-738 is a living document that may be modified as the reentry plan is further defined.

#### **Step – 5: Ongoing Monthly Transition Team Meetings**

The DHS-738 must be revised and updated based on the identification of particular service providers, changes in youth needs and service gaps. In addition the team will plan and make arrangements for home passes, interviews, meetings and/or orientations with identified service providers.

#### **Step – 6: Final Treatment and Transition Team Meeting**

The final treatment and transition team meeting must be held within 14 days prior to release. The purpose of the final meeting is to ensure all service needs have been addressed and that the youth and family understand the available services, expectations and follow-up appointments scheduled post-release.

**Upon approval the designated CCCO will continue participation in treatment and transition team meetings and plan for continued community involvement and support for the identified youth.**