

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

WITHIN FIRST FIVE DAYS

ACTIVITIES

FORMS

Receive new referral assigned by supervisor on SWSS-FAJ

- A.) Arrange to attend commitment hearing (if possible)
- B.) Receive packet from Family Division of Circuit Ct./Adult Circuit Ct.

- ✓ Date stamped Disposition Order
Court Acceptance Date (Judge / Referee signature date)

Verify that the court order is worded appropriately; see JJ2 220, Court Orders for Referrals/Commitments and Title IV-E Eligibility.

- ✓ Copies of Medical / Dental reports
- ✓ Original or true copy of petition
- ✓ Social and psychological data that the court has available. This includes all information available regarding any rehabilitative efforts the court has attempted to provide the youth.
- ✓ Obtain a certified birth record using the DHS-261, DHS Request for a Michigan Birth Record, or see FOM 910, Where To Write for Vital Records, for out-of-state birth records. The certified birth record must be requested immediately.
- ✓ Submit the SS-5 for a Social Security card if the youth has no number; see FOM 902-16, Social Security Numbers, for more information. If the youth has a number, but no Social Security card, the JJS must verify the number on Bridges or secure a copy of the card.
- ✓ Copy of police reports
- ✓ Detailed victim information: name, address, telephone number, date of birth. Indication that the victim requested/did not request information/notification.

Inquire within 3 days to determine any American Indian or Alaska Native Heritage (NAA 200 and JJ2 230)

Arrange and document temporary placement of the youth pending initial treatment program placement, if needed.

Visit/contact the youth within 72 hours or document an explanation why not completed; see JJ2 270, Visit Requirements.

Schedule the initial visit with the parent(s). A face-to-face family visit must occur each calendar month with more frequent visits as needed or described in the service plan. At least every third month, the visit must be in the parents' residence. Begin working on permanency / treatment plan, get financial information to determine funding source and begin classification and treatment sections of ISP.

If there is an open foster care case, see FOM 722-6D. If both a foster care worker and juvenile justice specialist are assigned to the case, service provision and visitation must be coordinated regularly to ensure policy compliance. The assigned foster care worker is responsible for all foster care worker responsibilities outlined below and the assigned juvenile justice specialist is responsible for all juvenile justice specialist responsibilities outlined below.

- | | |
|---|----------------|
| Youth Face Sheet completed within 5 calendar days
(Copy given to placement) | DHS-3307-A |
| Provide medical authorization card to provider (if needed) | DHS-3762 |
| Copy of written notification to ES or FIS if youth
on any assistance (attach copy of court order). | DHS-113 (SWSS) |

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

DAY 6-30

ACTIVITIES

FORMS

- | | |
|--|-----------------|
| Send notification of acceptance to Court (ASAP) | DHS-3204 |
| Send notification to Parent/Guardian | DHS-4526 |
| Victim's Rights Request (if received from victim –
check with Prosecutor's Office) | DHS-4737 (word) |
| Initial determination of correct funding source | |
| ✓ SWSS budget | DHS-352 (SWSS) |
| ✓ FC/JJ Ward Benefit Eligibility Record
(attach copy of court order) | DHS-3205 (SWSS) |
| ✓ Children's SSI Screening Document | FIA-4699 |
| ✓ Letter to Court if youth not Title IV-E eligible | DHS-176 (SWSS) |
| Registration / Opening of Service Case and Medicaid on SWSS | DHS-133A (SWSS) |
| ✓ Client Information Management System (CIMS) – 30 days
from acceptance date | DHS-5S (SWSS) |
| ✓ Open Medicaid /MA (except for own home, training
schools, jail, detention, high and medium security
placements, discharged or Title IV-E moves out of State) | DHS-5S (SWSS) |
| Address all issues, located in the <u>Placement Decision Making
Guidelines</u> to identify the youth's placement needs
(JJ4 410 page1) Classification - section II and Treatment
Needs – section VI. | DHS-4789 |
| Initiate placement referrals (within 15 working days for
community based placements only. | |

Complete Condition of Placement Agreement for all wards	DHS-767 (SWSS)
Send notification letter to school (within 10 days) or Individual County originated letter.	DHS-714 (SWSS)
Complete Medical Passport for each youth in an out-of-home placement.	DHS-221 (word)
Explain need for ward to complete the Michigan Sex Offender Registration (if adjudicated of a sex offense) and their responsibility to report any change of address to the police.	DD-4 / DD-4A

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

DAY 6-30 (CONT)

ACTIVITIES

FORMS

Check that DNA profile on file for temporary court ward delinquent / PA 150 convicted or adjudicated for listed offenses found in the manual (JJ2 265 page 1-3)	DHS-62 (word)
Payment for DNA Profile	DHS-93 (word)
Victim Restitution (if ordered)	
Initiate payment (if necessary)	DHS-626 (SWSS) DHS-1291 (word)
Court may have their own form (if county funded)	
Determination of Care form (foster home only)	DHS-470, 470A or 1945 (word)
Clothing Inventory List	DHS-3377 (word)
Process clothing order (if needed)	DHS-634 (SWSS) (Title IV-E / SWBC) DHS-1291 (word) (not Title IV-E)
Arrange for a medical examination of the youth within 30 calendar days of out-of-home placement. Document the examination based on the youth's age using the following forms:	
• DHS-1636, Well Child Exam, Early Adolescence: 11-14 Years.	
• DHS-1637, Well Child Exam, Early Adolescence: 15-18 Years.	

Arrange for a dental examination of the youth within 90 calendar days of out-of-home placement if there has been no such examination within the previous 12 months. Document using the DHS-1664, Youth Yearly Dental Record.

Complete Substance Abuse Assessment for all wards (Case management tool only)	DHS-1013
Complete other case forms	
✓ Youth's Placement / Education Record	DHS-3185 (SWSS)
✓ Third Party Liability Questionnaire	DCH-1354A (word)
✓ Third Party Liability Health Insurance Information	DCH-1354
✓ Individual Service Agreement	DHS-3600 (for purchased care only)
Complete Pre-Sentence Investigation (PSI) - if required	DHS-201 (word)
Complete ISP-- involve parents / guardian / youth / interested relative(s)	DHS-4789 (word)
Send referral packet to JJAU for level low, medium or high security risk youth.	

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

DAY 30

ACTIVITIES

FORMS

Review case for the completion and return of all case forms.

Attend the adjudication and disposition hearings
if / when scheduled

On-site admission conference with placement staff—
if youth in residential placement

Submit ISP to court

DHS-4789 (word)

Remove youth from detention (if not removed within 30 days you must document why not and ask for extension, in writing CFF 903.2 pages 1 & 2)

Remove youth from jail within 7 calendar days (if necessary)

Update legal on SWSS FAJ if necessary

THREE MONTHS

Prepare the Updated Service Plan (USP) evaluating all events of the last quarter as they relate to the progress/or lack of for the youth (JJS responsibility for Community Placement) DHS-4790 (word)
 Receive Updated Treatment Plan if youth in Residential / DHS-233 / (word)
 Community Program . If UPT received, JJS need only DHS-236 (word)
 complete Supplemental USP(serves as signature page). DHS-4781 (word)

- ✓ Note specific progress toward treatment goals or lack of progress. Note how youth benefited from services provided.
- ✓ Reassess goals based on the events of the past quarter.

Check for Nonpayment of Restitution (if ordered) MC-258 (word)
Submit USP to court.

Update CIMS DHS-5S (SWSS)

Update Condition of Placement Agreement DHS-767 (SWSS)
 (for youth in community based placements only)

Update legal on SWSS FAJ if necessary (SWSS)

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

REPLACEMENTS

ACTIVITIES

FORMS

Prepare child for replacement. Review permanency plan.

Complete replacement form. DHS-69 (SWSS)
 Complete documentation including reason child cannot be returned home or placed with a relative or termination summary if different than lateral move. (within 10 days)

Report runaway to police. Unauthorized Leave form. DHS-3198 (SWSS)
 Pick Up Order from the Court JC – 05a
 Put on LEIN.
 Check LEIN at local DHS office DHS-269 (word)

End Placement on SWSS then close Payments DHS-626 (SWSS)

Receive Release Plan from Residential / DHS-234/ (word)
 Community Placement DHS-237 (word)

Update SDM form (if total JJS responsibility) DHS-4536 (word)

Complete clothing inventory before moving child. DHS-3377 (word)

Meet with new Foster Parents/Placement to share Youth face sheet information. DHS-3307A(SWSS)

Provide medical authorization card to Foster parents / Placement	FIA-3762
Discuss DOC with Foster Parents/Child Placing Agency	DHS-470, (word) 470A, 1945
Update CIMS, change placement information and re-open payment	DHS-5S (SWSS)
Report change to Payment Reconciliation.	DHS-3205 (SWSS)
Notify birth parents of move.	SWSS
Complete Individual Service Agreement (if necessary)	DHS-3600 (word)
Send school authorization letter	DHS-714 (SWSS)
Update placement and education record.	DHS-3185 (SWSS)
Update Condition of Placement Agreement	DHS-767 (SWSS)
Update legal on SWSS FAJ if necessary	

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

AT SIX MONTHS

ACTIVITIES

FORMS

Check for Nonpayment of Restitution	MC-258 (word)
Prepare USP or receive UTP from private residential / Community placement plus supplemental USP	DHS-4790,233 or DHS-236 & 4781(word)
Re-determine funding source eligibility.	DHS-350 (SWSS)
Re-determine determination of care	DHS-470, 470A, 1945 (word)
Update CIMS / CSMIS	DHS-5S (SWSS)
Update payments, to include, new re-determination date (end-date)	DHS-626 (SWSS)
Update Condition of Placement Agreement (community placement only & management tool)	DHS-767 (SWSS)
Update legal on SWSS FAJ if necessary	SWSS

BEFORE OR AT ONE YEAR

Obtain annual medical, dental and immunization records	DHS-1662 (word) DHS-1664 (word)
Do USP or receive UTP from residential / community and Supplemental USP.	DHS-4790 DHS-233 / 235 (word) DHS- 4781 (word)
Re-determine funding source eligibility and update CIMS.	DHS-350 (SWSS) DHS-5S (SWSS)
Re-evaluate Determination of Care	DHS-470, 470A, 1945 (word)
Update payment form	DHS-626 (SWSS)
Request a permanency planning hearing.	
Update legal on SWSS FAJ if necessary	

TIME FRAMES AND RESPONSIBILITIES FOR A NEW JUVENILE JUSTICE CASE

DISCHARGE FROM FOSTER CARE/PLACEMENT (RETURN HOME)

ACTIVITIES

FORMS

Prepare child, parents and siblings for reuniting	
Release Plan from residential / community placement	DHS-234/237(word)
Determine need for Families First or other reunification service needs, resources, and other ongoing services which will support <u>reunification</u> .	
Prepare Condition of Placement Agreement	DHS-767 (SWSS)
Close payments.	DHS-626 (SWSS)
Close MA.	DHS-5S (SWSS)
Update other forms. Payment Reconciliation Youth's Placement / Education Record	DHS-3205 (SWSS) DHS-3185 (SWSS)
Update CIMS.	DHS-5S (SWSS)

Send notification to school	DHS-714 (SWSS)
Continue monthly visits to the home.	
Prepare foster care termination summary (this may be included with the USP if a review is due)	DHS-69 (SWSS)
Give Social Security Card and Birth Certificate to Youth (keep copies in case file).	
Update legal on SWSS FAJ if necessary	

FINANCIAL CHANGE IN YOUTH'S INCOME/PROPERTY

Redetermine funding source eligibility and update CIMS	DHS-350 (SWSS) DHS-5S (SWSS)
Update other forms. Payment Reconciliation.	DHS-3205 (SWSS)

**TIME FRAMES AND RESPONSIBILITIES
FOR A NEW JUVENILE JUSTICE CASE**

FINANCIAL CHANGE IN YOUTH'S INCOME/PROPERTY (CONT.)

ACTIVITIES

FORMS

Notify the Court of funding change.	DHS-176 (SWSS)
Notify the Foster Parents/Placement and Parents of funding change.	
Update legal on SWSS FAJ if necessary	

CHILD RETURNED HOME THEN REMOVED AGAIN

Worker has <u>new petition, new order to remove and a new financial situation</u> . Determine funding source.	DHS-352 (SWSS)
Up-date Payment Reconciliation.	DHS-3205 (SWSS)
Complete new ISP if initial ISP is over one year old.	DHS-4789 (word)
Update SDM form (if total JJS responsibility) and prepare supplemental report to be added to referral packet for residential/community placement	DHS-4538/ (word) -4536
Notify FIS/ES worker, in writing, if youth on assistance.	DHS-113 (SWSS)

Update CIMS and re-open MA.	DHS-133A / DHS-5S (SWSS)
Provide information to Foster Parents/Placement.	DHS-3307A (SWSS)
Medical authorization card to Foster Parents/Placement	FIA-3762
Update placement then re-open payments on SWSS	DHS-626 (SWSS)
Discuss Determination of Care with Foster Parents / Child Placing Agency	DHS-470, 470A,, 1945 (word)
Start to formulate new Treatment Plan	
Attend Court hearing/s.	
Update legal on SWSS FAJ if necessary	