

STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES

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| Title: | Wraparound and Intensive In-Home Services | Policy No.: | F-7.5 | Page(s): | 1 of 5 |
| Authority: | Community Alternatives, Division of Community Services | | | | |
| Juvenile Justice Code: | n/a | | | | |
| PbS Related Standard(s): | n/a | | | | |
| March 24, 2016 Effective Date | | SIGNED/ <i>Sylvia Murray</i> Sylvia Murray Director | | | |

POLICY: The Department of Juvenile Justice (DJJ) has, in its service array, a variety of individualized services offered to juveniles and their families by private Providers in the least restrictive environment within the home and community setting. On a funding available basis, these services can be provided to juveniles who are on probation and parole and who are at risk of being placed out of their home, having their probation violated or parole revoked or being committed to a DJJ facility. These services also can be provided to juveniles released from placement, to strengthen re-entry services and optimize opportunities for success in their home and community.

PROCEDURAL GUIDELINES:

A. Definitions

1. Behavior Modification (BMod): Provides juveniles the opportunity to alter existing behaviors, acquire new behaviors, and function more effectively within his or her environment. Interventions are planned in such a way that they are constantly supporting, guiding, and reinforcing the juvenile's ability to learn life skills.
2. Community Alternatives Program Monitor (Program Monitor): A Community Alternatives Program Monitor is assigned to each program managed by the Office of Community Alternatives. The Program Monitor referenced in this policy reviews and processes requests for wraparound and intensive in-home services and monitors project services and spending.
3. Diagnostic Assessment (DA): The purpose of a diagnostic assessment is to determine the need for rehabilitative behavioral health services, establish or confirm a diagnosis, to provide the basis for the development of an effective and comprehensive individualized plan of care, or to assess progress and the need for continued treatment.
4. Intensive In-Home Services: Individualized in-home services provided by private Providers designed to prevent the removal of a juvenile from their home environment, to promote reunification of the juvenile with their family and to

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strengthen and empower the family unit. Services include service plan development, individual therapy, family therapy and family support.

5. Sex Offender Therapy: Planned face to face interventions intended to help the juvenile achieve and maintain stability; improve their physical, mental, and emotional health; and cope with or gain control over the symptoms of their illness and the effects of their disabilities. Therapy services are used to assist juveniles with problem solving, achieving goals, and managing their lives by treating a variety of behavioral health issues.
6. Transportation Services: Transportation services are provided to juveniles and their custodial parents/guardians if the parents/guardians have no other means of transportation and the case manager is unable to provide the service.
7. Wraparound Services: Individualized intervention services provided by private Providers and are used to provide additional support to juveniles in an effort to maintain them in their homes. Intervention services include Behavior Modification (BMod), Intensive In-Home Services, Transportation Services and Sex Offender Therapy

B. Wraparound and Intensive In-home Services Referral Process

1. To request BMod, transportation or Intensive In-Home services, the County CM will complete the Wraparound/Intensive In-Home Services Referral (Form F-7.5A) selecting the requested service, obtain the supervisor's approval and signature, and forward the referral to the Regional Administrator (RA). The RA will forward the referral via email to WrapAndInHome@scdjj.net. The Community Alternatives Program Monitor must approve the referral prior to services being initiated. Prior approval from the supervisor and Program Monitor may be waived when there is a need for urgent transportation services, and the County CM will follow the process as outlined in section C. #3 of this policy.
 - a. Wraparound and intensive in-home services can be provided to the extent funding allows.
 - b. The frequency and duration of BMod services are for a period of up to 90 days and approximately a total of 40 hours of service.
 - c. BMod and Intensive in-home services must be therapeutic in nature and relate to the juvenile's individual plan and goals.
 - d. Behavior Modification (BMod) can be provided to juveniles on probation and parole and is to alter the behavior of the juvenile that is inappropriate or undesirable. Behavior Modification involves regularly scheduled

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interventions designed to optimize emotional and behavioral functioning in the natural environment through the application of clinically planned techniques that promote the development of healthy coping skills, adaptive interactions with others, and appropriate responses to environmental stimuli.

The County Case Manager (CM) will consider Intensive in-home services or BMod services for a juvenile prior to recommending probation or parole revocation, alternative placement or commitment.

- e. Intensive in-home services can be provided to juveniles on probation and parole and who are at risk for placement. These services also can be provided to juveniles released from placement or commitment to strengthen re-entry services and optimize opportunities for success in their home and community.

The County CM will consider intensive in-home services prior to recommending alternative placement or commitment.

2. The County CM is neither required nor encouraged to recommend a particular Provider, however, this option is available. If applicable, the County CM will note the desired Provider on the referral form. There is no obligation to any particular Provider; however, the business will be shared among qualified Providers when possible. The approved Providers list is maintained by the Office of Community Alternatives.
3. When requesting BMod or Intensive in-home services, the County CM will also request a Diagnostic Assessment (DA) by sending an email to DiagnosticAssessment@scdjj.net. The County CM will ensure the Child and Adolescent Evaluation (CAE) information in JJMS is current and will include the following with the DA request:
 - a. Current court order(s);
 - b. Most recent psychosocial evaluation;
 - c. Current school records, to include the school and grade;
 - d. Discipline records; current report card/academic grades;
 - e. Special education indication (including the IEP)
 - f. Copy of the Medicaid card (if applicable);
 - g. Mental Health records;
 - h. Prior Placement Staffing forms; and
 - i. Discharge summaries.

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Prior to the completion of the DA, if it is determined that BMod or Intensive in-home services are no longer needed, the County CM will submit an email to DiagnosticAssessment@scdjj.net cancelling the request.

4. The psychologist/social worker will contact the County CM for additional information as needed.
5. The Program Monitor will review the request, complete the Approval Section and provide a copy to the County CM, the Office of Compliance and Medicaid as applicable, and the Provider, if approved.
6. Upon receipt of the approval from the Program Monitor, the County CM will coordinate the services with the Provider.
7. If the Provider is not responsive to the request or services are not rendered as referred, the County CM will request assistance from the Program Monitor for resolution or referral to another Provider.

C. Transportation Services Referral Process

Transportation service providers are private citizens and are not equipped to provide secure transportation. Aggressive juveniles or juveniles who present significant security risk should not be considered for a referral for transportation services. The County CM will examine the same factors considered when a DJJ community staff member transports a juvenile or family member.

1. Transportation Services are available for pre-adjudicatory cases as well as probation and parole supervision cases.
2. Routine transportation services will be requested and pre-approved using the same process as Section B. of this policy except when urgent transportation arrangements are needed. A diagnostic assessment is not required for transportation services.
3. The County CM will contact the Provider directly, to discuss information regarding known runaway behavior and/or medical, emotional or psychiatric conditions
4. When urgent transportation arrangements are needed, the County CM can initiate the service from a Provider with approval of the supervisor. The County CM will forward the Referral form (F-7.5A) to the Regional Administrator (RA) on the next business day after transportation is arranged. The RA will forward the referral via email to WrapAndInHome@scdjj.net.

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5. For transportation services, the total round trip mileage incurred for the individual(s) to be transported will be agreed to by the Provider and the County CM with approval by the supervisor before the transportation services are initiated. The round trip mileage will be calculated from the point at which the juvenile is picked up, to the point at which the juvenile is delivered and back to original pick up point. The mileage will be included on the referral form.

D. Sex Offender Therapy Referral Process:

Referrals for sex offender therapy services will be managed by the Special Needs Coordinator and the Community Alternatives Program Monitor. The referrals will be submitted through the Program Monitor.

E. Provision of Services, Billing and Payment

1. The Provider will provide the services and submit documentation to the County CM detailing the services provided to the juvenile and his/her family, and their participation and progress.
2. The Program Monitor will verify that services have been rendered then approve and process payment.

RELATED FORMS AND ATTACHMENTS:

Form F-7.5A, Wraparound and Intensive in-home Services Referral

SCOPE:

This policy applies to all employees in the Community Division.

LOCAL PROCEDURAL GUIDE:

Not required.

TRAINING REQUIREMENT:

All Community Division employees are required to review this policy within 30 calendar days of its publication.