

Crossover Youth Protocol Guidance

The Crossover Youth Practice Model (CYPM) seeks to decrease incidents of youth becoming **dually-involved** with the child welfare and juvenile justice systems¹. Implementation of the CYPM will enhance communication between agencies, increase information sharing, and improve coordination of services intended to stabilize the family unit as early as possible so they can function without system involvement.

Objective

1. Prevent incidents of children crossing over between the juvenile justice and child welfare systems.
2. Ensure that CYPM children receive advocacy that results in improved outcomes.
3. Develop and maintain cooperative communication, working relationships and detailed engagement protocols.

Parties Involved

The parties/agencies responsible for carrying out the protocols include but are not limited to:

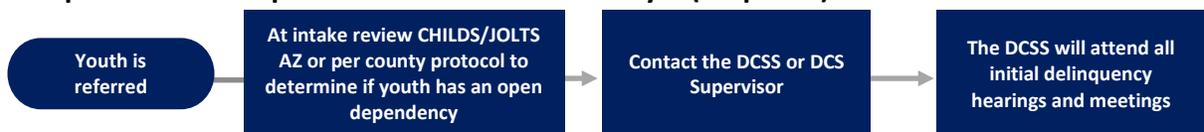
1. The Juvenile Court (JC)
2. The Juvenile Probation Office (PO)
3. The Department of Child Safety (DCS)
4. Agencies as identified within the local protocol

Target Population

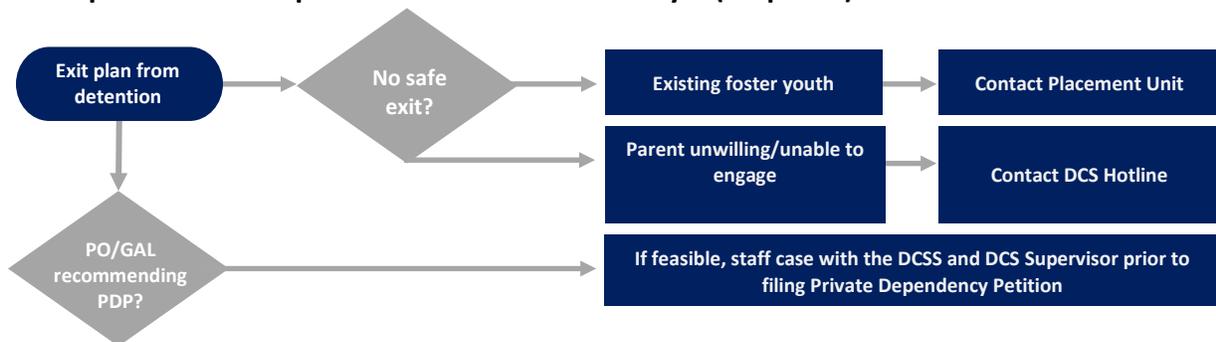
The target population are crossover youth who have current and simultaneous involvement in both the child welfare and juvenile justice systems. Because of this, Pathway #2 is not listed below.

1. **Target Population:** Youth involved in the child welfare system who are subsequently referred to the juvenile justice system. (Pathway #1)
3. Non-Target Population: Youth who have an open probation case for whom a child welfare case is subsequently opened. (Pathway #3)
4. **Target Population:** Youth in detention or the Department of Juvenile Corrections who are subsequently referred to the child welfare system. (Pathway #4)

This process flow depicts an overview of Pathway 1 (Required)

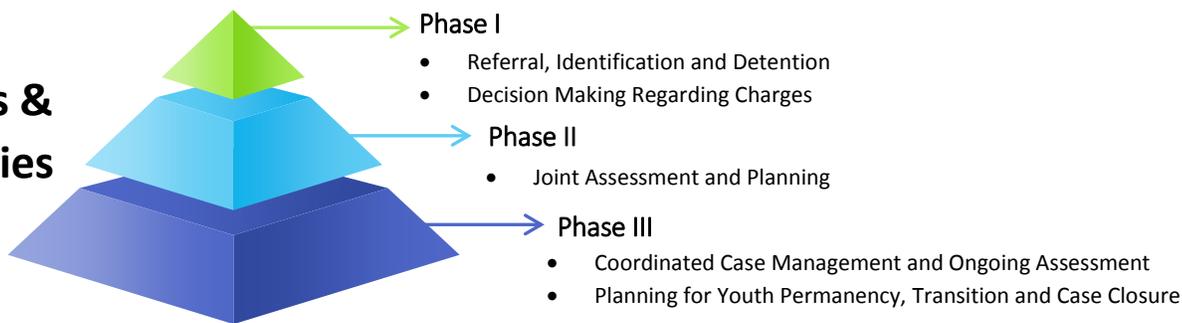


This process flow depicts an overview of Pathway 4 (Required)



¹ Dually-involved youth: A subgroup of crossover youth who are simultaneously receiving services, at any level, from both the child welfare and juvenile justice systems.

CYPM Phases & Responsibilities



DCS	PO	JC	Responsibilities	
	X		Review CHILDS/JOLTS AZ or contact the DCS Liaison to determine if the youth has an open dependency. If the youth has an open dependency, the PO shall share all pertinent information regarding the youth's offense and delinquency status to DCS.	PHASE I
X			Within 24 hours of the PO's request to DCS for the youth's dependency status, DCS will advise the PO if they have any information on the juvenile and share information such as case status, relevant case history, current and previous services, evaluations provided, success, compliance, and current needs.	
X			If a child is placed in DCS custody, a Rapid Response Referral will be initiated with the RHBA.	
	X		PO will lead the collaboration with DCSS in cases involving youth who were first referred for delinquent and/or incorrigible offenses.	
X			DCSS will lead the collaboration with PO in cases involving youth who have open dependency matters.	
X	X		DCSS will attend all delinquency court hearings. PO will attend all relevant dependency hearings, depending on level of juvenile justice supervision.	
X			As required by DCS policy, a Family Functioning Assessment (FFA) will be completed to assess the juvenile's current living situation and will share the non-confidential version with PO.	PHASE II
X			If a TDM is scheduled, the DCSS will call the PO to share the meeting date and time.	
	X	X	If circumstances permit, a GAL may be requested or appointed after a report to the DCS Hotline or after a TDM meeting has been held.	
		X	The Juvenile Court should attempt to have one judge for crossover youth cases. With this model, courts could more easily consolidate hearings and assist families by removing unnecessary trips to the court.	
X	X		During the joint agency staffing, the PO and DCSS will work cooperatively to determine what services would be beneficial for the youth and family. Both agencies will be mindful of the youth and family's needs and work to optimize service delivery.	
X	X		Case plans will be developed collaboratively. Each agency will develop case plans as required and they should share this with the other agency.	
X	X		*If in-home services are being provided, the PO will participate in the case plan staffing and advise the DCSS of services currently being provided or of services available through probation. The PO will share/update all relevant information with the DCSS on an on-going basis. *this is applicable to pathway 1 youth if a dependency petition has been filed	PHASE III
X	X		Maintain monthly contact to share updates on the youth and family's progress.	
X			In person contact with youth minimally once per month.	
	X		In person contact with youth on Standard Probation minimally once every 30 days. (For all other juvenile justice involved youth as per code and/or departmental policy)	
X	X		Coordinate services to ensure the youth's needs are being met.	
X	X		Collaborate to support success for the youth and family which may include attending Child and Family Team meetings, Team Decision Making meetings, Multi-Disciplinary Team meetings and Case Plan Staffings.	

TASK LIST FOR PROBATION

- Contact DCS Liaison to determine if youth has current DCS involvement. If so:
 - obtain the DCSS contact information;
 - collect all pertinent information from DCSS to include historical information, placements, current services;
 - give DCSS the PO name, contact information, and supervisor's name if the youth is currently being supervised by a PO; and
 - Inform DCSS that youth has been referred and the date and time of the detention hearing.
- Meet with family and the DCSS prior to the detention hearing in person or by phone if all parties cannot meet in person, and have family sign Release of Information.
 - If all parties are not able to meet with the family prior to the detention hearing, discuss the case with the DCSS prior to the detention hearing to establish a joint recommendation regarding release from detention.
 - Collaborate and discuss a plan with a goal to reach a consensus on a joint recommendation regarding release or continued detention. If both parties are not in agreement, the DCSS may make a separate recommendation.
- A Diversion Arizona Youth Assessment Screening (AZYAS) will be completed by the PO upon receipt of the referral or at initial contact.
- During the Diversion intake/interview, an Agreement/Contract will be jointly developed that does not duplicate services already in place by DCS.
- Prior to the disposition hearing the PO will complete a Disposition AZYAS and will share it with the DCSS.
- Schedule a CFT (Child and Family Team) meeting with the RHBA, youth, DCSS, family/supports, facilitator, attorney, defense counsel, and GAL if one is already assigned or upon notification that a GAL has been assigned, within 3 to 7 days after the detention hearing (if youth is detained), and give the youth the date and time of the CFT meeting.
- At the CFT meeting with all parties, the following information should be provided:
 - School grades, attendance records, information regarding an IEP, suspensions or expulsions
 - The juvenile's juvenile justice history
 - AZYAS results
 - Information obtained regarding substance or mental health treatment
 - DCS' pertinent information (i.e. Family Functioning Assessment results, Rapid Response Assessment results, etc.)
- Once a youth is an adjudicated delinquent, the PO shall work collaboratively with the DCSS to develop a comprehensive dispositional report for the court. The areas to be discussed include those outlined in the blue colored section of the accompanying chart.
- If the youth is on probation, schedule a Case Plan Staffing with the youth, DCSS, family/supports, facilitator, attorney, defense counsel, and GAL if one is already assigned or upon notification that a GAL has been assigned, within 30 days after the delinquency disposition hearing. The parties will discuss and assess service needs and plan.
- At the Case Plan Staffing with all parties, the following information should be provided:
 - School grades, attendance records, information regarding an IEP, suspensions or expulsions
 - The juvenile's delinquency history
 - AZYAS results
 - Information obtained regarding substance or mental health treatment
 - DCS' pertinent information (i.e. Family Functioning Assessment results, Rapid Response Assessment results, etc.)
- Notify the DCSS of any changes or concerns related to risk, safety, and family functioning, dynamic, services and/or placements.
- Update the DCSS with information related to compliance with probation conditions and progress regarding participating in services.
- If the case is in jeopardy of unsuccessful completion of Diversion, either the PO or DCSS will schedule a meeting OR request a Child Family Team (CFT) meeting to assist with additional resources or planning as needed.
- Notify the assigned DCSS if the youth is in detention and/or any new delinquency charges or revocation of probation petitions are filed.
- If the youth has absconded, notify the assigned DCSS within 48 hours.
- Ongoing communication with the DCSS at least once a month, even if the youth has absconded.

TASK LIST DCS

- Review case information: case status, placement history, safety threats, child well-being indicators, current placement, case services and status. Share this information with the other participating CYPM team members.
- Confirm the youth's current charges and next delinquency court date. **DCS attendance is mandatory (in person is preferred or via telephone) at all delinquency hearings.**
- Within 3-7 days of a detention hearing, the date for a CFT, TDM, or Case Plan Staffing will be identified and communicated to the youth, family/supports, Probation Officer, DCSS, GAL, and Attorney.
- If a PO is assigned, contact and share information that will help you collaborate on a joint plan. If no PO is assigned, request that probation staff forward historical information to the DCS Supervisor/DCSS when a PO is assigned.
- In order to facilitate communication and information sharing, the DCSS and the PO shall consult to determine if a valid Release of Information (ROI) has been executed by the parent or custodian. If an ROI has not been executed, the DCSS and PO shall determine who will secure the ROI. The DCSS and PO will maintain a copy of the current ROI in their case file.
- If applicable, collaborate with the PO to determine if further assessments are needed. Jointly, with the PO, determine how the evaluations will be obtained.
- Review all information provided by PO.
- Jointly develop a Case Plan which identifies services, placement options, actions required and a timeframe for each.
- Notify the PO of any changes or concerns related to safety threats, the safety plan, child well-being indicators, services for the youth or placement.
- Notify the PO within 24 hours if the youth has run away.
- Ongoing communication with the PO at least once a month, even if youth has run away.

Below depicts an overview of the probation process for best practices regarding CYPM youth.

Diversion <i>Youth without a pending Delinquency Petition (Evaluation & Diversion)</i>	Petitioned Youth <i>Petitioned Delinquency but the youth is not in custody</i>	Detained Youth <i>The youth is in Custody (Detained)</i>	Probation <i>Youth is on Standard Probation or Juvenile Intensive Probation Supervision (JIPS)</i>
<ul style="list-style-type: none"> • The goal is to provide a cohesive team for the youth, prevent duplicative services, and support the youth in completing the requirements of a successful diversion. • The DCSS will advise the PO regarding the appropriateness of involvement of the parent or guardian for any dually involved youth. • If the youth successfully completes diversion, the case is closed. • If the youth does not comply with diversion a delinquency petition may be filed. 	<ul style="list-style-type: none"> • Once an identified case is petitioned by the County Attorney and the case is assigned, the PO will review case notes and all relevant documentation within 3 days of receiving the case. • Once a youth is adjudicated delinquent, the DCSS and youth are required to attend an interview with the PO. The purpose of this meeting is to gather information for a court report which will recommend level of supervision, services and consequences for the youth. • The PO shall work collaboratively with the DCSS to develop a comprehensive dispositional report for the court. The DCSS and PO will discuss and consider the following areas regarding the youth: <ul style="list-style-type: none"> ✓ juvenile justice history ✓ victim information ✓ family situation ✓ education and employment history ✓ substance abuse ✓ behavioral health history ✓ previously provided services ✓ any other relevant information ✓ assessment/ recommendation 	<ul style="list-style-type: none"> • A detention hearing is generally on the same day of arrest or within 24 hours of the arrest. • The DCSS shall attend all Detention Hearings. If the assigned DCSS is unavailable, the DCSS will arrange for a proxy to be present in the following order of preference: another DCSS (peer); a DCS Program Supervisor; or the DCS Court Liaison. • The DCSS should take into consideration input from the PO and Behavioral Health and utilize that information to advocate for the most appropriate placement for the youth. Under specific circumstances, a youth may require a higher level of care, up to and including, a placement in a behavioral health bed. 	<ul style="list-style-type: none"> • Once a youth on Probation is adjudicated or has been found in violation of conditions of probation, the DCSS and the youth are required to attend an interview with the PO (if scheduled and deemed necessary by the PO). The purpose of this meeting is to gather information for a court report which will recommend level of supervision, services and consequences for the youth. • It is imperative that the DCSS and the PO work collaboratively and coordinate together with the youth to identify strengths and obtain input from the youth regarding specific areas of concern. If deemed appropriate by the DCSS, the parents will be invited and encouraged to attend. • To avoid duplication of services, the DCSS and PO will work together to develop their respective comprehensive case plans. Then, the DCSS, PO, youth, and parent/guardian will jointly develop a case plan that: <ul style="list-style-type: none"> ✓ Target criminogenic factors identified in the AZYAS Disposition Assessment ✓ Identify potential barriers and develop strategies to overcome them ✓ Identify strengths and develop strategies to increase positive youth development and pro-social opportunities ✓ Identify the youth's education needs with a focus on educational stability ✓ Develop strategies for creating lifelong connections and permanency for the youth.

INFORMATION GATHERING, COLLABORATION AND SHARING:

Working collaboratively amongst agencies by sharing information timely, efficiently and within legal limits is one of the major cornerstones of improving the outcomes for crossover youth. However, given the array of statutory requirements and internal rules/policies/protocols, many times sharing information can be delayed or thwarted altogether.

Practitioners should be mindful of what information is shared, with whom, when and why, so that information sharing is used to achieve positive outcomes and ultimately results in a benefit to the youth, families and community. Consultation with the direct supervisor prior to the release of any information from the social file is critical.

Rules Governing Juvenile Probation Department: All information and records obtained in the course of evaluation, examination, or treatment of juveniles who have been referred to a treatment funded by the juvenile probation fund and family counseling fund are confidential, and release requires authorization by a rule or court order. [A.R.S. Sup.Ct. Rules, Rule 123\(d\) \(1\) \(c\)](#)

Rules Governing Department of Child Safety: The court shall review the requested records in camera (in chambers) and balance the rights of the parties entitled to confidentiality and all the parties seeking release of information. The DCS may only release information if the rights of the parties seeking the information and the benefits from releasing information outweigh the rights of those entitled to confidentiality and any harm that may result. [A.R.S. § 8-807\(K\)](#)

What Information Can Juvenile Justice (Probation) Share With Child Welfare (DCS)? In general, sharing ANY of the social file information within the probation file **REQUIRES** a court order. The consent of the youth or family does not overcome the requirement to obtain a court order for disclosure of social file information. If the child is in DCS custody the PO may share all information that would otherwise be shared with the child or the child's custodian. The PO may verbally share information that he/she possesses with the DCSS. [A.R.S. Juv.Ct. Rules of Proc., Rule 19](#)

If the DCSS believes it is necessary to obtain written information or documents contained in the probation social file, a court order may be sought. The PO may share written documents from the legal file such as a Delinquency Petition, Violation of Probation Petition, Violation of Release Conditions Petition, probation conditions including addendums, and minute entries from the juvenile justice proceedings. [A.R.S. Juv.Ct. Rules of Proc., Rule 30](#)

What Information Can The Department Of Child Safety Share With Juvenile Justice (Probation)? The DCSS may share information with the PO that is reasonably necessary for treatment (services) and placement purposes through the regular dependency disclosure process within 5 days of receipt. The DCSS shall include the PO on the DCS disclosure distribution form so that information is provided to the PO in a timely manner. However, just as with Juvenile Justice, relevant and necessary information can be obtained via court order.

[\(A.R.S. § 8-807\(B\)\(1\)/obtained with a court order \(A.R.S. § 8-807\(K\) Release of Information \(A.R.S. § 8-807\(Q\)\)](#)

Despite these specific and strict restrictions it is expected that DCS and Probation will collaborate and coordinate with each other, jointly staff cases with behavioral health, and engage family (to the extent deemed appropriate by the DCSS) throughout the court process.