



POLICY

POLICY: Intake Policy
NUMBER: CJ-03-10
APPLICABLE TO: All DJS Employees
EFFECTIVE DATE: November 30, 2010

APPROVED: “/s/signature on original copy”
Donald W. DeVore, Secretary

1. POLICY

Intake Officers shall review all delinquent and Child In Need of Supervision (CINS) complaints, citations, referrals for service, and peace order requests. This review shall determine whether the juvenile court has jurisdiction and if a statement of probable cause is contained in a complaint. When an Intake Officer finds that a complaint falls within the jurisdiction of the juvenile court and probable cause exists, the Intake Officer shall determine, through the completion of the Intake Risk Screen, whether a youth poses a threat to him/herself or to public safety; whether the youth has needs that require further assessment or services; and whether judicial action is in the best interest of the public and/or the youth. Intake Officers shall also determine the least restrictive manner for handling a complaint and addressing the youth's identified service needs. These determinations shall be made within twenty-five (25) calendar days of receipt of the complaint.

The Department of Juvenile Service (DJS or Department) establishes this Intake Policy for Intake Officers and Supervisory Staff to follow, in conjunction with the relevant Standard Operating Procedures for Intake. When implementing this Intake Policy and Standard Operating Procedures for Intake, staff shall act in accordance with objective, risk-based criteria using the Maryland Comprehensive Assessment and Service Planning (MCASP) Intake Risk Screen to promote fair and impartial intake decision-making.

2. AUTHORITY

- a. Annotated Code of Maryland, Courts and Judicial Proceedings Article, Title 3 – Courts of General Jurisdiction, Subtitle 8A - Juvenile Causes – Children Other Than CINA and Adults.
- b. Annotated Code of Maryland, Human Services Article, Title 9 – Juvenile Services, §§ 9-203; 9-204.
- c. Annotated Code of Maryland, Human Services Article, Title 9 – Juvenile Services, Sub-title 3, Interstate Compact on Juveniles.
- d. Maryland Rules, Title 11 - Juvenile Causes.

3. PROGRAM OBJECTIVES.

The expected results of this policy are that DJS staff shall:

- a. Determine whether the juvenile court has jurisdiction for a youth referred to the Department for delinquent complaints, CINS complaints, citations, or peace order requests;
- b. Determine whether judicial action is in the best interest of the youth and/or the public;
- c. Determine intake decisions (i.e., determining eligibility for secure detention, community detention, or shelter care; authorizing an emergency detention petition; resolving a case at intake; establishing informal supervision; or forwarding the complaint to the State's Attorney's Office);
- d. Ensure that all youth are placed in the least restrictive environment, consistent with the best interest of the youth and public safety; and
- e. Provide referrals to services, additional assessment(s), and evaluation(s) based on the needs of youth identified in the intake investigation.

4. ACTION REQUIRED.

- a. All Intake Officers, their respective Supervisory Staff, and Regional Directors shall perform Intake functions pursuant to and in compliance with the Standard Operating Procedures for Intake and relevant Maryland Code and Rule provisions.
- b. All Intake Officers, their respective Supervisors, and Regional Directors shall successfully complete the Intake Training required by DJS.
- c. All Intake Officers, their respective Supervisory Staff, and Regional Directors shall review and comply with all existing and new intake related laws, regulations, and DJS directives and policies.

5. FAILURE TO COMPLY.

Failure to obey a Secretary's Directive, Policy, and/or Standard Operating Procedures shall be grounds for disciplinary action in accordance with the DJS Standards of Conduct, up to and including termination of employment.

6. DIRECTIVES/POLICIES RESCINDED

- a. Deputy Secretary's Directive of 2/26/2009: Intake Decisions on Juvenile Arrests for Youth Assigned to VPI.
- b. CINS, 16.01F, effective 1/1/95.
- c. Peace Orders, CJ-1-01 (AKA #05.16.30) effective 1/17/01.

7. ATTACHMENTS

- a. Intake Standard Operating Procedures



STANDARD OPERATING PROCEDURES

POLICY:	Intake Policy
NUMBER:	CJ-03-10
APPLICABLE TO:	All DJS Employees
EFFECTIVE DATE:	November 30, 2010

A. INTAKE BACKGROUND

Intake involves the process by which Intake Officers review all delinquent and Child In Need of Supervision (CINS) complaints, citations, referrals for service, and peace order requests. The review determines whether the juvenile court has jurisdiction and if a statement of probable cause is contained in a complaint. When an Intake Officer finds that a complaint falls within the jurisdiction of the juvenile court and probable cause exists, the Intake Officer shall determine, within a timely manner, whether a youth poses a threat to him/herself or the public safety; whether the youth has needs that require further assessment(s) or services; whether judicial action is in the best interest of the youth and/or the public; and the least restrictive manner for handling a complaint and addressing the youth's identified service needs.

The Department of Juvenile Service (DJS or Department) establishes these Intake Standard Operating Procedures for Intake Officers and Supervisory Staff to follow, in conjunction with the relevant Intake Policy. When implementing the Intake Policy and Standard Operating Procedures, staff shall act in accordance with objective, risk-based criteria, using the Maryland Comprehensive Assessment and Service Planning (MCASP) Intake Risk Screen, to promote fair and impartial intake decision-making.

B. DEFINITIONS.

- (1) *Child in Need of Supervision (CINS)* means a youth who requires guidance, treatment or rehabilitation and: (1) is required by law to attend school and is habitually truant; (2) is habitually disobedient, ungovernable, and beyond the control of the person having custody of him; (3) deports himself so as to injure or endanger himself or others; or (4) has committed an offense applicable only to children.
- (2) *Child Safety Net Dashboard* refers to a web-based system that identifies youth and families with active involvement in both DJS and the Department of Human Resources (DHR).
- (3) *Citation* means a written form issued by a police officer which serves as the initial pleading against a youth for a violation and which is an adequate process to give the juvenile court jurisdiction over the person cited.
- (4) *Community Detention* means a program monitored by the DJS in which a delinquent child or a child alleged to be delinquent is placed in the home of a

- parent, guardian, custodian, or other fit person, as a condition of probation or as an alternative to detention. Community Detention may include electronic monitoring as specified under Courts and Judicial Proceedings §3-8A-10(h)(2).
- (5) *Complaint* means a written statement from a person or agency having knowledge of facts which may cause a person to be subject to the jurisdiction of a juvenile court.
 - (6) *Delinquent Act* means an act which would be a crime if committed by an adult.
 - (7) *Disapproval of a Complaint* means an intake decision to deny authorization of a petition.
 - (8) *Informal pre-court supervision* means an intake decision which determines that a juvenile court has jurisdiction, but that judicial action is not required; and that a period of supervision, not to exceed ninety (90) calendar days, unless extended with juvenile court approval, is in the best interest of the public or a youth.
 - (9) *Intake Officer* refers to a Case Management Specialist who is assigned to carry out intake functions.
 - (10) *Intake Supervisor* refers to an Intake Officer who is responsible for supervising other Intake Officers.
 - (11) *Maryland Comprehensive Assessment Service Planning (MCASP)* refers to the comprehensive case management reform initiative to improve how DJS provides supervision and services to all youth, which includes an Intake Risk Screen, a Risk and Needs Assessment for adjudicated youth, and a Treatment Service Plan.
 - (12) *Maryland Judiciary Case Search* refers to a web-based system that captures all adult criminal court information throughout Maryland.
 - (13) *Peace Order* means an order of the juvenile court issued to protect an individual, who is not eligible for relief under the domestic violence statutes, from being assaulted, harassed, stalked, and/or threatened by another individual under the age of 18.
 - (14) *Peace Order Request* means the initial pleading filed with the juvenile court under §3-8A-19.1 of the Courts and Judicial Proceedings Article.
 - (15) *Petition* means the pleading filed with the juvenile court under §3-8A-13 of the Courts and Judicial Proceedings Article alleging that a youth is a delinquent youth or a Child in Need of Supervision (CINS).
 - (16) *Respondent* means the individual against whom a petition or a peace order request is filed.
 - (17) *Risk screen* means the tool used by the Department to determine the appropriate disposition of the case.
 - (18) *Status Offense* means an offense committed by a juvenile that would not be a crime if committed by an adult. Included in this category are behaviors such as running away, ungovernability, truancy, and curfew violations.
 - (19) *Victim* means (1) a person who suffers direct or threatened physical, emotional, or financial harm as a result of a delinquent act or (2) an individual against whom an act specified in § 3-8A-19.1(b) of the Courts and Judicial Proceedings Article is committed or alleged to have been committed. A victim includes a family

member of a minor, disabled, or a deceased victim as specified under §3-8A-10(cc)(3). If the victim is not an individual, a victim includes the victim's agent or designee.

(20) *SMART* refers to the electronic database which houses the Intake Risk Screen.

C. THE INTAKE PROCESS – General Procedures

(1) General – Receiving and Handling a Complaint – The Intake Officer shall:

- (a) Receive a complaint, a citation, or a peace order request from a person or agency having knowledge of facts that may cause a person to be subject to the jurisdiction of a juvenile court;
- (b) Within twenty-five (25) calendar days of receiving a complaint, determine whether the juvenile court has jurisdiction and whether judicial action is in the best interest of a youth and/or the public; and
- (c) Consider the context or framework of the family situation and not regard the complaint solely on the basis of the act itself in determining the suitable classification of the offense (i.e., delinquent or CINS) regarding a complaint alleging a delinquent act which occurs within a family household or which involves or is directed against family members.

(2) Conducting an Inquiry - The Intake Officer shall:

- (a) Conduct an inquiry on each complaint including a review for legal sufficiency;
- (b) Disapprove a complaint found not legally sufficient due to lack of jurisdiction or lack of a statement of probable cause, make a copy for the record, and respond to the complaint using the form specified in § 3-8A-11 of the Courts and Judicial Proceedings Article, providing an explanation for the decision;
- (c) Review the presenting offense and the youth's alleged involvement;
- (d) Consider the impact on the victim and the need for restitution;
- (e) For CINS complaints, review all offenses, including previous CINS complaints, alcohol and tobacco citations; the Intake Officer shall not conduct an Intake Risk Screen on CINS complaints or citation offenses;
- (f) For delinquent charges, complete a review of the youth's DJS ASSIST record, and/or interview the current or prior DJS Case Management Specialist responsible for the youth's supervision and initiate an Intake

Risk Screen;

- (g) Review the Delinquent History section of the Intake Risk Screen in SMART for accuracy and enter the total number of failures-to-appear (FTA) in juvenile court that resulted in a warrant being issued, prior to conducting the Intake Conference with a youth and a parent/guardian/custodian;
 - (h) Complete a criminal record check of all youth that are age sixteen (16) years or above using available public information systems and ensure that the information is recorded in the Intake Decision Form (Appendix 1).
 - (i) Complete a criminal record check of parents/guardians/custodians and household members using available public information systems and ensure that the information is recorded accurately in the Intake Decision Form and the Intake Risk Screen (Appendix 2).
 - (j) Review available law enforcement gang identification resources to determine if the youth and the youth's parents/guardians/custodians are identified by police as having suspected gang involvement, in accordance with the Deputy Secretary's Directive Law Enforcement Gang Identification, dated May 10, 2010 (Appendix 3). If the youth and family are identified as having suspected gang involvement, the Intake Officer shall enter an alert in ASSIST.
 - (k) Review the Child Safety Net Dashboard to determine if the youth or the household members have current involvement with the Department of Human Resources, in accordance with the Deputy Secretary's Directive: Child Safety Net Dashboard: DJS and DHR Dually-Involved Youth Populations, dated May 3, 2010 (Appendix 4). If the youth and family are identified as active with DHR, the Intake Officer shall enter an alert in ASSIST and contact the DHR Social Worker for information related to the investigation.
- (3) **Conducting an Intake Conference – The Intake Officer shall:**
- (a) Begin the Intake Conference by explaining the following information to a youth who is interviewed as the subject of a complaint and to his/her parent/guardian/custodian, prior to soliciting any information:
 - i. The nature and purpose of the intake process;
 - ii. The voluntary nature of their participation and their right to legal counsel;
 - iii. Their right to stop the conference at any time;

- iv. That information secured or a statement made by a participant during an inquiry, information obtained from or a study initiated as part of the inquiry may not be admitted as evidence in an adjudicatory hearing or peace order proceeding, except on the issue of the respondent's competence to participate in the proceedings and responsibility for his/her conduct;
 - v. That a statement made by a participant while counsel and advice are being given, offered, or sought; and discussions or interviews or conferences related to an informal pre-court supervision, may not be admitted as evidence in an adjudicatory hearing, peace order proceeding, or a criminal proceeding against him/her prior to adjudication; and
 - vi. That the Department may request a parent, guardian, or custodian and/or a youth to sign an Authorization for Release of Information Consent Form (Appendix 2);
 - vii. That the victim (if one exists) will be notified of the outcome and has a right to appeal any decision made. The Intake Officer will advise the family that following the Intake Conference, the victim will be sent a Notification letter with what was decided, and has fifteen (15) calendar days to appeal the decision.
- (b) When performing an Intake Conference with youth that are age sixteen (16) years or older, the Intake Officer shall ask the youth and family if the respondent is currently being supervised or has pending criminal matters in the adult court. The Intake Officer shall verify the information received by using the Maryland Judiciary case search.
- (c) Conduct a structured interview using the primary tenets of motivational interviewing with a youth and the youth's parent/guardian/custodian. The Intake Officer shall complete the Social History section of the Intake Risk Screen in SMART to determine the youth's risk to reoffend and need for services. The Delinquency History section will be auto-loaded into the Intake Risk Screen from ASSIST. The Intake Officer shall review the auto-loaded section for accuracy.
- (d) Determine the appropriate intake decision, taking into account the recommendation provided by the Intake Risk Screen (see below for specific instructions on handling delinquent and CINS complaints);
- (e) Determine if override of the Intake Risk Screen recommendation is appropriate and document the mitigating or aggravating factors leading to the override, with special consideration to youth supervised under the DJS Violence Prevention Initiative (VPI) and youth under adult supervision. The Intake Officer shall determine whether the youth has been previously

or is currently under VPI supervision, and shall consider the VPI designation as an aggravating factor that may support a decision to forward the matter to the Office of the State's Attorney for formal petitioning, should that be the Intake Officer's determination after consideration and review of all other factors.

- (f) Discuss with a youth and a youth's parent/guardian/custodian information regarding further assessment, evaluation, or referral, when the screening and intake conference deem it necessary;
- (g) Refer a youth and family for further assessment, if the results of the Intake Risk Screen and Intake Conference indicate the need for further services;
- (h) Document the discussion using the Mental Health and Substance Abuse Referral Record (Appendix 5) and
 - (i) Obtain written acknowledgement from the youth and the youth's parent/guardian/custodian of their receipt of information; and
 - (ii) Document within fifteen (15) calendar days of the discussion whether a youth's parent, guardian, or custodian made an appointment for an assessment; and
- (i) For youth and families who fail to appear at the Intake Conference, the Intake Officer shall provide a disposition based on the facts of the police report, public safety, and the results of the Intake Risk Screen delinquency score. The Intake Officer shall complete the social history section of the Intake Risk Screen, if sufficient information exists in the youth's case file(s) or is documented in ASSIST. If sufficient information is not available, the Intake Officer must enter "Unknown" into the social History section of the Risk Screen.

D. Intake Procedures for Specific Offenses

(1) Handling a Delinquency Complaint - The Intake Officer shall:

- (a) Complete an Intake Risk Screen in SMART.
- (b) Consult the recommended case forwarding decision of the Intake Risk Screen to determine the suggested outcome of the complaint:
 - (i) Close (resolve) a delinquency complaint at intake;
 - (ii) Propose informal pre-court supervision; or
 - (iii) Forward the complaint to the Office of the State's Attorney.
- (c) Forward all documentation, including the intake decision, to the Intake

Officer's Supervisor for approval.

(2) Handling a CINS Complaint. In addition, the Intake Officer shall:

- (a) Receive a CINS complaint from any person or agency having knowledge or facts which may cause a child to be subject to the jurisdiction of the juvenile court.
- (b) In the case of a telephone inquiry, consider referring the caller to an appropriate service provider and inform the caller of the option of filing a written complaint after hearing and taking into consideration the issues involving the alleged CINS behavior. (This policy recognizes that CINS behavior is inherently related to family dynamics and for that reason, the Department strongly encourages that a CINS complaint be registered in person).
- (c) Review all complaints carefully to determine the nature of the allegation and the underlying problem. A record review shall include consideration of all previous referrals, including CINS complaints, tobacco citations, and alcohol citations.
- (d) Make every attempt to resolve the complaint or place the youth on an informal pre-court adjustment appropriate referral for community-based services.
- (e) When all available methods of community-based services, including the informal pre-court adjustment, have been tried without success, review the case with the supervisor and the family. This review should include an evaluation of why interventions were unsuccessful. Based on that evaluation, the case can be closed, re-referred to a community-based program, or referred to the juvenile court. The conference should be documented in the youth's case file.
- (f) File a petition only if there has been a failure of prior interventions and the most appropriate service is only available through the juvenile court. If the Intake Officer and Intake Officer Supervisor decide to file a petition with the juvenile court, the Intake Officer shall prepare a memo summarizing the case and failed interventions, and submit the memo to the Juvenile Court at the hearing.
- (g) Recommend residential placement only with Intake Officer Supervisor and Regional Director's approval.
- (h) Investigate all chronic truancy referrals, refer the youth for services, and

advise the family that the local Board of Education, under the authority of the state Board of Education, has primary responsibility for intervention and continued education.

- (i) File a CINS petition for the reason of truancy, only with approval from an Intake Officer Supervisor and the Regional Director. The decision to file a petition should meet the criteria set forth in the Intake Policy and these Standard Operating Procedures.
 - (ii) If the parent(s)/guardian/custodian is not cooperative during the Intake Conference or refuses to attend the Intake Conference:
 - (a) Close the case and recommend to the local Board of Education that consideration be given to filing a complaint against the parent/guardian/custodian in District Court (Annotated Code of Maryland, Education Article, § 7-301);
or
 - (b) Recommend to the local Board of Education that consideration be given to filing a complaint with the State's Attorney against the parent(s)/guardian/custodian for contributing to rendering the youth a Child in Need of Supervision (Annotated Code of Maryland, §3-8A-30 - Contributing to Certain Conditions of a Child.)
- (3) Handling an Alcohol Citation - The Intake Officer may:**
- (a) For the first alcohol citation referral:
 - (i) Refer the youth to an alcohol education or rehabilitation program, if necessary;
 - (ii) Consider assigning the youth to a supervised community work service program to complete not more than twenty (20) hours, and
 - (iii) Consider requiring the youth's parent/guardian/custodian to withdraw his/her consent to the youth's license to drive and if elected, advise the Motor Vehicle Administration of the withdrawal of consent;
 - (b) For subsequent alcohol citation referrals:
 - (i) Refer the youth to an alcohol assessment, education, or rehabilitation program;
 - (ii) Assign the youth to a supervised community work service program to complete not more than forty (40) hours; and
 - (iii) Require the youth's parent/guardian/custodian to withdraw consent to the youth's license to drive and advise the Motor Vehicle Administration of the withdrawal of consent;
 - (c) Upon obtaining supervisory approval, forward an alcohol citation to the

Office of the State's Attorney if:

- (i) The youth's parent/guardian/custodian refuses to withdraw consent to the youth's license to drive,
- (ii) The youth fails to comply with an alcohol education or rehabilitation program referral, or a supervised community work service program assignment, or
- (iii) The youth fails to appear for the intake conference.

(4) **Handling a Tobacco Citation - The Intake Officer shall:**

- (a) For the first tobacco citation, refer a youth to a smoking cessation clinic or other suitable presentation of the hazards associated with tobacco use;
- (b) For a subsequent tobacco citation referral, refer the youth to a smoking cessation clinic or other suitable presentation of the hazards associated with tobacco use and assign the youth to a supervised community work service program to complete not more than forty (40) hours;
- (c) Upon obtaining supervisory approval, forward a tobacco citation to the Office of the State's Attorney, if a youth fails to comply with a smoking program referral or a supervised community work service program assignment.

(5) **Handling a Request for a Peace Order Complaint – In addition, the Intake Officer shall:**

- (a) Handle a request for a peace order complaint when it is initiated by a person who alleges that a juvenile has committed one or more of the following acts within thirty (30) calendar days of the filing of the request:
 - (i) An act that causes serious bodily harm;
 - (ii) An act that places the victim in fear of imminent serious bodily harm;
 - (iii) Assault in any degree;
 - (iv) Rape or sexual offense as described under §§ 3-303 through 3-308 of the Criminal Law Article or attempted rape or sexual assault in any degree;
 - (v) False imprisonment;
 - (vi) Harassment, as described under §3-803 of the Criminal Law Article;
 - (vii) Stalking as described under §3-802 of the Criminal Law Article;
 - (viii) Trespass as described under Title 6, Subtitle 4 of the Criminal Law Article; or
 - (ix) Malicious destruction of property as described under §6-301 of the Criminal Law Article;
- (b) Review a peace order request, immediately upon receipt, to determine the

following:

- (i) Whether the juvenile court has jurisdiction based on the age of the respondent and the location of the alleged act,
 - (ii) Whether the alleged act occurred within the previous thirty (30) calendar days,
 - (iii) Whether the situation warrants immediate action or whether the complaint can be processed in the routine manner within twenty-five (25) calendar days,
 - (iv) Whether a delinquency complaint should be filed, either instead of or in addition to the Peace Order complaint, and
 - (v) Whether a law enforcement officer should be notified;
- (c) File a peace order request by completing the Peace Order Complaint Form (Appendix 6) when the situation warrants immediate action;
 - (d) Deliver the completed request to the Clerk's Office for entry on the docket and scheduling of a hearing when the situation warrants immediate action;
 - (e) Assist the complainant in filing a complaint when the situation warrants the filing of a delinquency complaint;
 - (f) Follow all Department procedures for handling a complaint when the situation warrants the filing of a delinquency complaint;
 - (g) Document Peace Order decisions in ASSIST using the Alert event within one (1) business day of the decision. The Note field linked to the Alert event shall be used to document:
 - (i) The nature of the allegations;
 - (ii) The rationale for the Intake Officer's decision; and
 - (iii) The assigned complaint number if a parallel delinquency referral has been initiated; and
 - (h) Resolve the case by doing one (1) of the following:
 - (i) File a Peace Order Complaint;
 - (ii) Propose informal pre-court supervision of the complaint; or
 - (iii) Deny authorization to file a Peace Order Complaint.

E. ASSIST, Data Entry, Record Keeping and Report Writing - The Intake Officer, or staff designated by the Intake Officer's Supervisor shall:

- (1) Enter the complaint and date it was received by the Department, and the youth's information into ASSIST within two (2) business days from receiving the complaint;
- (2) Enter into ASSIST the results of the intake decision and any other required

documentation within two (2) business days of completing the Intake decision process; and

- (3) Compose written reports, compile all case data, and other required documents in a grammatically correct style, sorted in chronological order, and documented in the Intake case file.

F. Notification of Decisions and Rights to Appeal - The Intake Officer shall:

- (1) Provide written notification to the following persons of the intake decision and the reasons for the decision:
 - (a) The youth who is the subject of the complaint, if practicable;
 - (b) The parent/guardian/custodian, of the youth who is the subject of the complaint;
 - (c) The victim;
 - (d) The arresting law enforcement officer; and
 - (e) The person or agency that filed the complaint or caused it to be filed;
- (2) If petition authorization is denied, provide written notification of the decision, the reasons for the intake decision, and the right to appeal the decision through use of the form prescribed by § 3-8A-11 of the Courts and Judicial Proceedings Article to the following persons:
 - (a) The victim;
 - (b) The arresting law enforcement officer; and
 - (c) The person or agency that filed the complaint or caused it to be filed; and
- (3) Inform the party who initiated the referral to DJS that he/she may appeal an Intake Officer's decision to deny a CINS complaint or a peace order complaint within fifteen (15) calendar days of receiving notice of the denial to the Regional Director for the area in which the complaint was filed.
- (4) With respect to unsuccessful informal pre-court supervision: notify the youth, the youth's parent/guardian/custodian, the victim, the arresting law enforcement officer, the person or agency that filed or caused the complaint to be filed, and other involved parties of:
 - (a) the decision to terminate an unsuccessful informal pre-court supervision and the subsequent decision to authorize or deny a petition,
 - (b) the basis for that decision, and
 - (c) their right to appeal these decisions.

G. Informal Pre-court Supervision – In those cases where Informal Pre-court Supervision has been agreed to by all necessary parties, the Intake Officer shall:

- (1) Proceed with an informal pre-court supervision agreement ONLY if the child and the child's parent/guardian/custodian consent to the informal pre-court supervision procedure and the youth admits that he or she committed the alleged

offense. The victim may object to the intake decision and the terms of the informal pre-court agreement which may result in a decision modification;

- (2) Negotiate a written contract with the youth and the youth's parent/guardian/custodian utilizing the DJS Consent for Informal Pre-court Supervision Form (Appendix 7) which clearly identifies:
 - (a) The purpose of the informal pre-court supervision,
 - (b) The proposed length of the informal pre-court supervision,
 - (c) Sanctions to be imposed during the informal pre-court supervision,
 - (d) Conditions of behavior during the informal pre-court supervision;
 - (e) Services to be accessed during the informal pre-court supervision, and
 - (f) Notification that failure to complete the informal pre-court supervision successfully may result in the authorization of a petition;
- (3) Enter the informal pre-court supervision decision and date in the Intake Decision event within the Intake folder, open an ASSIST informal pre-court supervision folder, and document conditions by creating a Folder Note event in the pre-court supervision folder;
- (4) Supervise the youth as specified in the informal pre-court supervision agreement;
- (5) Document the youth's progress, or lack thereof, in ASSIST using the Folder Note event;
- (6) Consult with the Intake Officer's Supervisor to obtain approval to increase the informal pre-court supervision level, terminate the informal pre-court supervision, and authorize a petition, if during the period of informal pre-court supervision it becomes evident that the contract cannot be completed successfully and that authorization of a petition is warranted;
- (7) Notify a youth, the youth's parent/guardian/custodian, the victim, the arresting law enforcement officer, the person or agency that filed or caused the complaint to be filed, and other involved parties of (a) the decision to terminate an unsuccessful informal pre-court supervision and the subsequent decision to authorize or deny a petition, (b) the basis for that decision, and (c) their right to appeal these decisions.
- (8) Update the ASSIST Legal Action, Review, Alert, and Folder events with any changes within two (2) business days of receipt of information.

H. Intake Officer Supervisor Responsibilities.

- (1) **Receipt and Assignment of Complaints - A Supervisor shall:**
 - (a) Require staff to date stamp each complaint or peace order request on the

- day it is received in a DJS office;
- (b) Monitor to ensure that the receiving person logs in the date of receipt, the number of complaints received, and the referral source of the complaint, whenever a complaint is received;
 - (c) Monitor to ensure that each complaint received at intake is entered into ASSIST within two (2) business days of receipt;
 - (d) Assign each complaint received by Intake to an Intake Officer for inquiry and decision, within two (2) business days of receipt;
 - (e) Ensure that an intake decision has been made on each complaint and noted in ASSIST within the twenty-five (25) calendar day legally mandated period for inquiry; and
 - (f) Ensure that override recommendations of the Intake Risk Screen decisions are agreed and authorized by the Intake Officer Supervisor and documented in ASSIST with full explanation of mitigating or aggravating circumstances that lead to the override decision.
- (2) **Intake Conferences - A Supervisor shall:**
- (a) Observe at least one (1) Intake Conference quarterly for each Intake Officer under his/her supervision where the youth and his/her parent/guardian/custodian attends, and record in ASSIST the date of the observation and the Supervisor's assessment of the Intake Conference including any advice, instructions, or follow-up actions given to the Intake Officer.
- (3) **Case File and Record Review – A Supervisor shall:**
- (a) Review for quality each Intake Risk Screen and indicate approval by signing the Intake Summary Page;
 - (b) Review a minimum of five (5) full case files a month for each Intake Officer under his/her supervision and record findings in ASSIST and advice or instructions given regarding the following:
 - (i) Data entry of the complaint;
 - (ii) Notes from any conversations with a victim or other party from whom information was gathered;
 - (iii) Documentation that an Intake Officer explained to a youth and the youth's parent/guardian/custodian the nature of the process and their rights;
 - (iv) Intake Conference notes;
 - (v) Results of the Intake Risk Screen;
 - (vi) Documentation of discussion of mental health, substance abuse, and developmental delay issues, referrals made, and follow-up within fifteen (15) calendar days;
 - (vii) The manner of handling a decision including timeliness, thoroughness, and the rationale for it;
 - (viii) Documentation that the decision was made within the legally

- mandated time frame;
 - (ix) Documentation that requisite notification of the decision and advisory of rights to appeal were made;
 - (x) Documentation of the victim's consent to any informal pre-court supervision agreement and its conditions; and
 - (xi) As applicable, review and document the status of completion of any follow-up action by the Intake Officer that was required or advised as a result of the quarterly observation of an Intake Conference by the Intake Supervisor.
 - (c) Ensure the Intake Risk Screen indicated outcome is followed by Intake Officers, or that override decisions are agreed and authorized by the Intake Officer Supervisor and documented in ASSIST, with full explanation of mitigating or aggravating circumstances that lead to the override decision.
- (4) **Training and Professional Development - A Supervisor shall:**
- (a) Provide on-site orientation and direction and require an Intake Officer under his/her supervision to receive on-going professional development;
 - (b) Require each Intake Officer under his/her supervision to have access to, and a working knowledge of:
 - (i) Courts and Judicial Proceedings, Article, Title 3, Subtitle 8A,
 - (ii) Criminal Law Article §14-101(a),
 - (iii) Maryland Rules of Procedure, Chapter 11,
 - (iv) Maryland Human Services Article, Title 9,
 - (v) Maryland Human Services Article, Title, 9, Sub-title 3, Interstate Compact on Juveniles,
 - (vi) Deputy Secretary's Directive: Law Enforcement Gang Identification dated May 10, 2010,
 - (vii) Deputy Secretary's Directive: Child Safety Net Dashboard: DJS and DHR Dually Involved Youth Populations, dated May 3, 2010, and
 - (vi) A current list of available community resources, including shelter care facilities and detention centers, with requirements for admission and referrals; and
 - (c) Continuously monitor Intake Officers to identify any skill areas that need improvement and certify the completion of appropriate training and/or provide the necessary on-the job training to improve these skills. These development efforts shall be documented in the employee's PEP process.

I. Regional Director Responsibilities - The Regional Director shall:

- (1) Take appropriate steps to ensure adherence to this policy and to minimize a need for unnecessary detention or shelter care of youth from within the Region;
- (2) Establish specific intervals for reevaluation of continued detention and shelter care decisions and when appropriate, shall ask a juvenile court to reconsider,

modify or rescind continued detention or shelter care orders.

- (3) Oversee the selection and assignment of appropriate staff to perform the duties of an Intake Officer;
- (4) Establish control processes and local procedures to ensure that Intake Officers and Intake Officer Supervisors act in compliance with the law to accomplish the stated goals of:
 - (a) Limiting petition authorization to youth presenting a risk to public safety consistent with the MCASP Case Forwarding recommendations, and consideration of VPI and adult supervision as aggravating factors;
 - (b) Assessing youth for service needs at their earliest contact with the Department;
 - (c) Providing for a youth's identified needs in the least restrictive manner; and
 - (d) Investigating high levels of Intake Risk Screen overrides.
- (5) Review an Intake Officer's decision to deny a petition, if appealed, for a CINS complaint or a peace order request, to determine if the juvenile court has jurisdiction; and
- (6) Within fifteen (15) calendar days of the review, authorize the filing of a petition in writing if he/she determines that judicial action is in the best interests of the public and the child and if so, inform the complainant in writing of this final decision.

J. Intake Training

All Intake Officers, Intake Supervisors, and Regional Directors are required to attend state approved trainings as designated to ensure efficient Intake processing in conformity with this Policy and the Standard Operating Procedures for Intake.

K. DIRECTIVES/POLICIES REFERENCED -

- (1) Deputy Secretary's Directive - Law Enforcement Gang Identification dated May 10, 2010.
- (2) Deputy Secretary's Directive - Child Safety Net Dashboard: DJS and DHR Dually Involved Youth Populations, dated May 3, 2010.

L. APPENDICES

- (1) Intake Decision Form
- (2) Intake Risk Screen Authorization for Release of Information Consent Form
- (3) Deputy Secretary's Directive - Law Enforcement Gang Identification, dated May 10, 2010
- (4) Deputy Secretary's Directive - Child Safety Net Dashboard: DJS and DHR

- Dually Involved Youth Populations, dated May 3, 2010
- (5) Mental Health and Substance Abuse Referral Record
 - (6) Peace Order Complaint Form
 - (7) Consent for Informal Pre-Court Supervision Form



DEPARTMENT OF JUVENILE SERVICES
Eastern Baltimore County
431 Eastern Boulevard
Suite 100
Baltimore, Maryland 21221
 (410) 780-1200

"Together...Reshaping Young Lives"

Martin O'Malley
 Governor

Anthony G. Brown
 Lt. Governor

Donald W. DeVore
 Secretary

Intake Decision

Youth Name:

Youth ID:

SSN:

Address:

Folder ID:

DOB:

Race:

Phone #:

School:

Grade:

Mother's Name:

SSN:

Address:

Father's Name:

SSN:

Address:

Phone #:

Guardian:

Live with:

Phone #:

Guardian:

Live with:

Living with other:

Relationship:

Guardian:

Case Manager:

Office:

Phone #:

Complaint Source:

Address:

Complainant's Name:

Phone #:

Complaint ID:

Complaint Date:

Decision:

Date:

Alleged Offense	Offense Date	Victim's Name	Address	Phone #
-----------------	--------------	---------------	---------	---------

Prior Record (if check, see attached)

Hearing with youth/parents

held

not held

Date of Interview:

Rationale and justification for Intake Decision including efforts made to contact the parties and their failure to appear:

Intake Officer (print) _____

Supervisor's Signature: _____





DEPARTMENT OF JUVENILE SERVICES
Eastern Baltimore County
431 Eastern Boulevard
Suite 100
Baltimore, Maryland 21221
(410) 780-1200

"Together...Reshaping Young Lives"

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Donald W. DeVore
Secretary

Authorization for Release of Information

Date:

Respondent's Name:

The under signed hereby authorizes and requests to provide State of Maryland, Department of Juvenile Services the following information:

The disclosure is to be used for the following purposes:

This release will expire on:

I understand that I may revoke this consent to release this information, in writing at any future date.

Youth

Date

Parent(s)/Guardian

Date

Parent(s)/Guardian

Date

Witness

Date

Witness

Date

Any individual or agency receiving this information is prohibited from making further disclosure of this information without client approval.





Anthony G. Brown
Lt. Governor

Martin O'Malley
Governor

Donald W. DeVore
Secretary

TO: Regional Directors
FROM: Sheri M. Meisel, Deputy Secretary of Operations
RE: **DIRECTIVE: GangNet Access and Required Use**
DATE: May 10, 2010

GangNet is an electronic database that identifies known or suspected juvenile and adult gang members in Maryland, Virginia and the District of Columbia.

All Case Management Specialists (CMS) and Case Management Specialist Supervisors (CMSS) responsible for intake, investigation, or youth supervision shall receive training in the use of GangNet and shall utilize GangNet as identified in this Directive.

I. Initial Implementation of GangNet

Regional Directors shall ensure that GangNet is searched to determine whether all youth on current CMS caseloads are identified as suspected or known gang members. This review shall commence on a schedule determined by the Regional Director and shall be completed by September 1, 2010.

Regardless whether youth are identified or not identified through the initial GangNet review, the results of each caseload review shall be promptly documented in ASSIST case notes.

For all youth on current caseloads identified through GangNet who do not already have an ASSIST alert indicating they are known or suspected gang members, the CMS/Designee shall immediately place the "Law Enforcement Gang Alert" in ASSIST.

II. Intake Responsibilities

Effective September 1, 2010, Intake CMS/Designees shall be responsible for searching GangNet as part of the intake process as follows:

1. On receipt of all complaints for review and scheduling of the intake conference, the Intake CMS/Designee shall search GangNet prior to the date on which the intake conference is scheduled to be held;



2. Immediately place the "Law Enforcement Gang Alert" in ASSIST for all youth not already identified with a possible or confirmed gang member alert, and who are identified by GangNet as a suspected or known gang member.

III. CMS Responsibilities

Effective September 1, 2010, and ongoing throughout the entire period that youth are involved with DJS, CMS staff shall be responsible for utilizing GangNet as follows:

1. Promptly check ASSIST for the "Law Enforcement Gang Alert" following the assignment of all new cases, including cases assigned for investigation and existing active cases transferred from another caseworker or jurisdiction;
2. For assigned cases having the "Law Enforcement Gang Alert" in ASSIST, the CMS shall be responsible for ensuring that gang affiliation is recorded as a response to the applicable MCASP questions so that the information is factored into the identification and scoring of the youth's criminogenic risk and needs;
3. Take into account the identified suspected or known gang affiliation in the development and reassessment of the youth's conditions of supervision and Treatment Services Plan;
4. Promptly implement screening procedures to determine if the youth meets eligibility criteria for supervision within the DJS Violence Prevention Initiative (VPI), and refer all youth who meet the criteria to VPI.

IV. Investigation of Gang Affiliation

The DJS Office of Inspector General Gang Investigation Unit shall investigate to confirm whether a youth identified through GangNet as a suspected or known gang member meets DJS criteria for identification as a confirmed gang member.

Following this investigation, the Gang Investigation Unit shall place a Confirmed Gang Member Alert in ASSIST as applicable.

V. Coordination with Law Enforcement

The Regional Director shall designate an employee to perform the functions of a gang liaison on a periodic basis as described below:

The Gang Investigation Unit shall coordinate scheduling and participate in quarterly meetings held in each region between local law enforcement agencies and the DJS

regional gang liaison. The purpose of these meetings shall be to maintain open lines of communication with law enforcement and to inform the conditions of supervision and identification of service needs and community-based resources for youth involved with DJS who are suspected or known gang members.

V. GangNet Access

DJS employees shall access GangNet only for a purpose related to their professional responsibilities with DJS. Employees authorized to access GangNet shall have completed GangNet training and shall have signed and submitted the *GangNet Statement of Use and Confidentiality* to the Regional Director/Designee. Employees shall comply fully with the terms of use for GangNet.

Only employees meeting these requirements shall have access to GangNet. If an employee authorized to access GangNet leaves the agency or is transferred into new duties that do not require access, the employee's direct supervisor shall promptly notify the IT HelpDesk via email to cancel the employee's GangNet access.

GangNet is a web based system. To log on to GangNet, employees will open the internet browser and type <https://secure.hidta.org> in the address bar. For additional background on GangNet, the document *Washington/Baltimore HIDTA GangNet Intelligence System Operating Policies and Procedures*, is available on the DJS intranet.

Cc:

Francis Mendez
Tammy Brown
Lee Towers
Reginald Garnett
Scott Beal
Robert Johnson
Peter Keefer
Mark Bowen




Anthony G. Brown
Lt. Governor

Martin O'Malley
Governor

Donald W. DeVore
Secretary

TO: Regional Directors

FROM: 
Sheri M. Meisel, Deputy Secretary of Operations

RE: **Child Safety Net Dashboard:**
DJS and DHR Dually Involved Youth Populations

DATE: May 3, 2010

As of May 3, 2010, DJS and the Department of Human Resources (DHR) will have access to certain identifying information about youth concurrently served by the two agencies through the Child Safety Net Dashboard ("the Dashboard").

The Dashboard contains information about active DHR cases. An active case means that DHR is providing in-home or out-of-home services to a child. For active cases, the Dashboard identifies the child's address, educational and placement information, and the name and telephone number for the assigned DHR worker.

This Directive explains how DJS will utilize the Dashboard at the initiation of every case and throughout the course of the dual agency involvement to obtain information that will better enable both agencies to coordinate services for the identified youth. Information obtained from searching the Dashboard shall not be the basis for changing DJS intake or case practice decisions. The fact that DJS or DHR has now or in the past had involvement with a youth shall not be a basis for declining agency action if the case meets agency criteria for intervention.

All Case Management Specialists (CMS) and Case Management Specialist Supervisors (CMSS) responsible for intake, investigation, or youth supervision shall utilize the Dashboard to identify dually involved youth in order to communicate with DHR as described in this Directive.

I. Initial Implementation of the Dashboard

Regional Directors shall ensure that a search of the Dashboard is conducted to determine whether all youth on current CMS caseloads have an active DHR case. This review shall commence on a schedule determined by the Regional Director and shall be completed by June 15, 2010.



Regardless whether youth are identified or not identified through the initial Dashboard review, the results of the initial Dashboard search shall be documented in ASSIST case notes.

For all youth on current caseloads identified through the Dashboard and currently involved with DHR, the CMS/Designee shall:

1. Place the "DJS-DHR Dual Involvement" Alert in ASSIST;
2. Follow the steps identified in Section III below for youth currently involved with both agencies.

II. Intake Responsibilities

Effective May 10, 2010, Intake CMS/Designees shall be responsible for utilizing the Dashboard as part of each intake process as follows:

1. On receipt of all complaints for review and scheduling of the intake conference, the Intake CMS/Designee shall search the Dashboard prior to the date on which the intake conference is scheduled to be held, to determine whether youth have an active case with DHR;
2. Place the "DJS-DHR Dual Involvement" alert in ASSIST for all youth who are identified as involved with DHR;
3. Immediately telephone the DHR worker when identifying youth involved with DHR who are not under active DJS supervision, and document the date and content of the conversation with or voice message to the DHR worker in ASSIST case notes, informing the DHR worker of a.) the alleged offense, and b.) the date of the scheduled intake conference;
4. Immediately telephone the assigned DHR worker during business hours, or the DSS local jurisdiction after-hours on-call contact, for youth identified as a "runaway" in the Dashboard's Living Arrangement data field. Youth identified on the Dashboard as a runaway are committed to DSS and AWOL from a DSS placement. The on-call telephone number for each local DSS office is available on the DHR website at <http://www.dhr.state.md.us/cps/address.php>.

DHR runaway youth who do not meet DJS criteria for detention should not be detained. Whether during or after business hours, DSS staff will respond to the DJS intake location to take custody of DHR runaway youth who are not eligible for detention. Youth who do meet criteria for detention should be detained regardless of their runaway status.

III. CMS Responsibilities

Effective May 10, 2010 and ongoing throughout the entire period that youth are involved with DJS, the CMS shall be responsible for utilizing the Dashboard as follows:

1. Promptly check ASSIST for the “DJS-DHR Dual Involvement” alert following the assignment of all new cases, including existing cases transferred from another caseworker or jurisdiction;
2. For assigned cases having the “DJS-DHR Dual Involvement” alert in ASSIST, the CMS shall be responsible for promptly contacting the DHR worker by telephone or email;
3. The DJS and DHR workers shall exchange contact information including their email address and telephone number as well as the same information for their immediate supervisor. (Email addresses for DHR staff are not identified on the Dashboard. Therefore during the initial telephone contact the DHR workers will provide their email information);
4. The DJS and DHR workers shall notify each other via email within two business days of any and all of the following reportable events:
 - Any change of address or phone number of the youth or parent/guardian
 - Any request for court action
 - The outcome of any hearings
 - If the youth absconds, runs away, or otherwise cannot be located
 - Any new arrest including relevant facts about the arrest
 - Any violation of court conditions including failure to attend school, participate in treatment services, or adhere to curfew
 - The date and reason for placement in residential treatment, pending discharge plans, and date of discharge
 - Reassignment of the caseworker or supervisor
5. The CMS shall provide the DHR worker with at least five business days written notice prior to any and all of the following scheduled events:
 - Any upcoming hearings including the reason for the hearing
 - The scheduling of Treatment Services Plan, Local Coordinating Council, State Coordinating Council, or case staffing meetings
 - If DJS plans to close the case in the next 30 days.

IV. Dually Committed Youth

With respect to youth who are committed to both DJS and DHR custody, the local agencies will make every effort to coordinate services including:

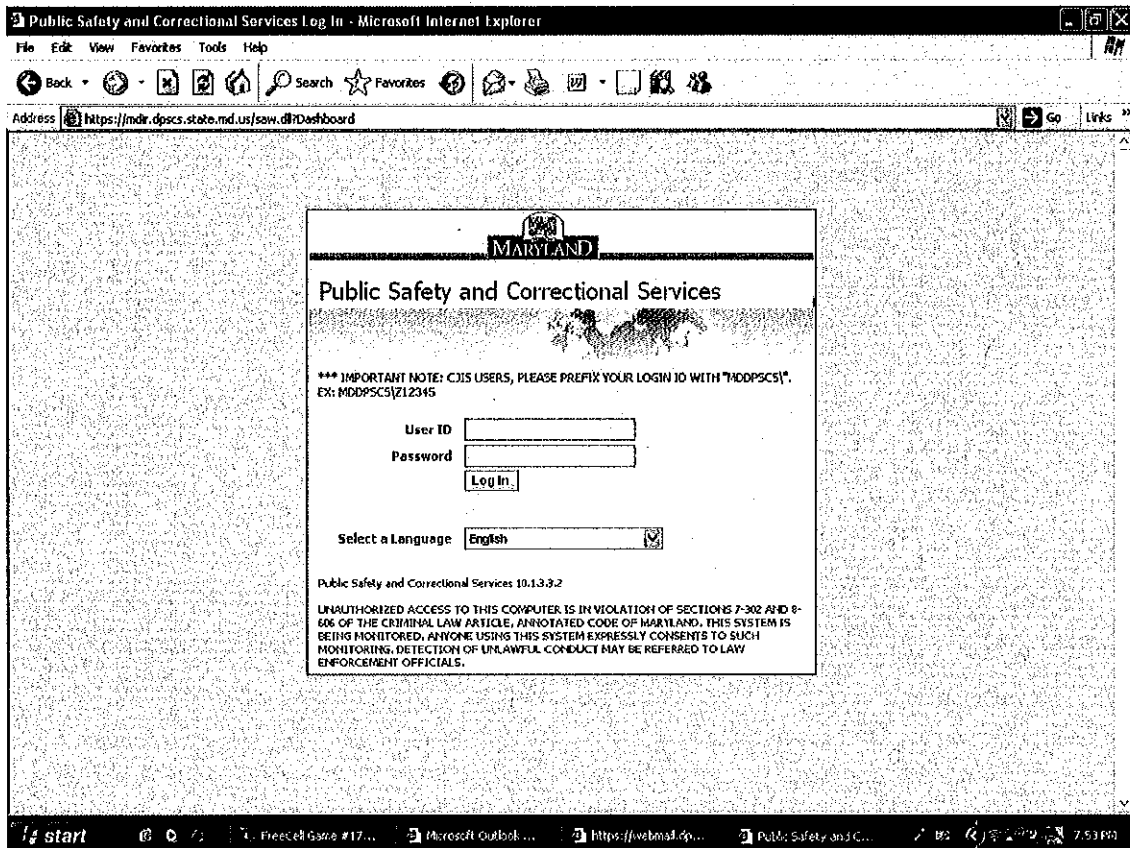
1. Scheduling joint court hearings, joint home visits and working collaboratively to develop treatment service plans and permanency plans;
2. DJS and DHR workers shall provide each other with copies of service plans, service agreements, court reports and court orders within five business days of completion of the documents;
2. The CMS is expected to attend all agency meetings and court hearings concerning a youth involved with both agencies;
3. The CMS is expected to be familiar with the DHR protocol, *DJS and DHR Dually Involved Youth Populations*, which is attached to this Directive.

V. Documentation

The CMS shall promptly document the initial contact and all subsequent communication with DHR workers in ASSIST case notes.

VI. Dashboard Access

The Dashboard is a web-based system. To log on, employees will open the internet browser and type <https://mdir.dpscs.state.md.us> in the address bar. The following page will display:



Authorized employees will enter their DJS User ID in the User ID field and their DJS password in the Password field. The user will be directed to review and accept the disclaimer to complete the log on. A step-by-step user's guide to the Dashboard can be accessed by clicking on "I.T. Resources" located on the main page of the DJS intranet.

It is important that only authorized staff have access to the Dashboard. An IT Request form should therefore be submitted to the Help Desk to disable access when staff leaves DJS employment or for any other reason no longer needs to use the Dashboard to carry out their professional responsibilities.

Attachment

Cc:

Scott Beal
Tammy Brown
Reginald Garnett
Robert Johnson
Francis Mendez
Lee Towers

**Department of Human Resources
Social Services Administration
311 West Saratoga Street
Baltimore, Maryland 21201**

DATE: April 15, 2010

POLICY #: SSA # 10-24

TO: Local Department of Social Services Directors,
Assistant Directors, and Out of Home Placement Supervisors

FROM: Carnitra White, Executive Director
Social Services Administration

RE: DJS and DHR Dually Involved Youth Populations

PROGRAM AFFECTED: CPS Screening, CPS Intake, In Home Family Services and Out
of Home Placement Services

ORGINATION OFFICE: Child Welfare Practice and Policy

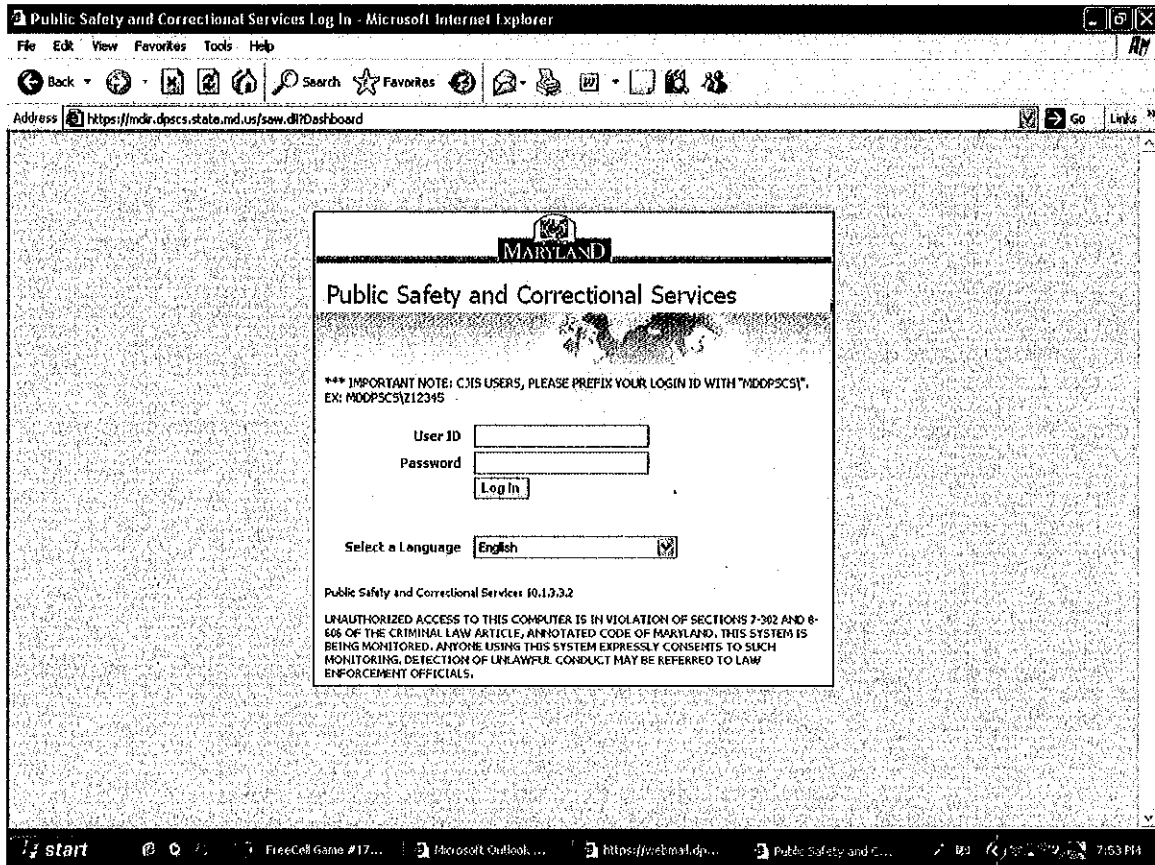
ACTION REQUIRED OF: All Child Welfare Services Staff

ACTION DUE DATE: May 3, 2010

CONTACT PERSON: **Deborah Ramelmeier, Director**
Office of Child Welfare Practice and Policy
Social Services Administration
(410) 767-7506

I. Child Safety Dashboard

- A. As of May 3, 2010, DHR and DJS shall have access to identifying information about children served by the two agencies through the Child Safety Net Dashboard ("the Dashboard"). At the initiation of a case, staff will use the Dashboard to identify youths served by both agencies and to obtain information that will better enable both agencies to provide services to these youths.
- B. Access Instructions
 1. The dashboard is a web-based system. To log on, open the internet browser and type <https://mdir.dpsscs.state.md.us> in the address bar. The following page will display.



2. Enter DHR\userid (the userid is the normal DHR network id used to log onto the computer) in the User Id field. Enter the DHR network password in the Password field. You must have a working Active Directory Logon that is part of the DHR OTHS network. Special accommodations will be made for users who do not have DHR network ID. If you are unsure, please contact your local LAN administrator who will be able to give you the assistance you need to log on once you have been granted access.
3. The user will be directed to review and accept the disclaimer to complete the log on.
4. Security requirements
 - a. It is critical that only authorized staff have access to the Dashboard. Therefore, if a staff person leaves the agency or is assigned duties that do not require Dashboard access, the supervisor and/or security monitor shall notify via email the local LAN administrator and OTHS Data Security Division so that access to the Dashboard may be suspended.

II. DHR Screening Procedures

- A. At CPS Intake, LDSS Intake screeners shall use the Dashboard to determine whether a report concerns a child who is or has been served by DJS. In the narrative section of the report, the intake screener will provide a brief summary of any relevant information obtained from the Dashboard, including the name and phone number of the DJS case manager.
- B. Intake screeners may not use information obtained from the Dashboard to make screening decisions. Screening decisions shall be based solely on the information contained in the

report. The fact that DHR or DJS has or has had involvement with a child may not be used as a basis for declining agency action if the report meets agency criteria for intervention.

- C. If a report involving a child involved with DJS is screened out and not referred for ongoing service by the LDSS, the LDSS may not communicate to DJS the fact that a screened out report was received. Communication between the two agencies is only permitted when both agencies have an active case involving the youth.

III. DHR Worker Responsibilities – In Home and Out of Home

- A. Based on the information in the narrative, LDSS caseworkers are responsible for contacting a youth's DJS case manager by telephone within two business days of being assigned the case. The caseworker shall document this contact and all subsequent communication with the DJS caseworker in contact notes.
- B. LDSS caseworkers shall obtain all relevant information from the youth's DJS case manager to assist the LDSS with case planning and determining what services a youth and family may need. Please note that the DHR caseworker may NOT share information from a CPS case file or investigation with DJS staff unless DJS is currently providing the child with treatment or care. This same restriction does not apply to sharing information from a services case other than CPS with DJS to enable both agencies to better serve a child. The DJS and DHR worker shall exchange their electronic mail addresses, as well as those of their immediate supervisors, to enable subsequent communication by email.
- C. Dually committed youth
 1. If the youth is committed to DHR and DJS custody, the local agencies shall make every effort to provide services jointly. This includes scheduling joint court hearings, joint home visits and working together in the development of service plans and permanency planning.
 2. LDSS workers shall provide DJS case managers with copies of service plans, service agreements, court reports and court orders within 5 days of completion of the documents.
- D. Reportable Events: Except in CPS cases where DJS is not providing treatment or care to a youth, , a LDSS caseworker shall notify DJS via email within two business days of any and all of the following reportable events regarding a youth involved with both agencies:
 1. Change of address or phone number of the youth or parent/guardian;
 2. Request for court action;
 3. The outcome of any hearings;
 4. The fact that the youth has runaway, or otherwise cannot be located;
 5. Violation of court conditions including failure to attend school, failure to participate in treatment services, or failure to adhere to curfew;
 6. The date and reason for placement in residential treatment, pending discharge plans, and date of discharge; or
 7. Reassignment of LDSS caseworker or supervisor.
- E. Advance Notification: Except in CPS cases where DJS is not providing treatment or care to a youth, the LDSS caseworker shall provide the DJS case manager with at least 5 business days notice prior to the following scheduled events concerning a youth involved with both agencies:

1. Upcoming hearings including the reason for the hearing;
 2. The scheduling of a Family Involvement Meeting (permanency plan change, placement change, or transition); Local Coordinating Council; Multi-disciplinary meeting; or case staffing; or
 3. DHR's intent to close the case in the next 30 days.
- F. Attendance at Meetings or Hearings affecting a youth: LDSS caseworkers are expected to attend all meetings or hearings concerning a youth involved with both agencies.
- G. Notification of arrests of DHR youth
1. DJS plans to alert the LDSS if a youth receiving ongoing DHR services is arrested. Youth do not officially receive services from DJS until after Disposition which occurs 60-90 days after an arrest. Therefore, DHR may not share confidential case information under the Dashboard MOU until notified by DJS that services have commenced.
 2. In order to facilitate joint planning during the adjudication phase, the LDSS worker shall obtain written consent from the parent/guardian or immediately request court permission to share appropriate case information.
 3. Youth in Out of Home Placement
 - a. When notification that a youth in the custody or guardianship of DSS has been arrested is received, the LDSS worker shall contact the local DJS office within 2 business days to ascertain circumstances of arrest and any further actions planned by DJS.
 - b. The LDSS worker shall attend all DJS meetings and/or court hearings in relation to the youth.
 4. Youth receiving In Home Services
 - a. In cases where the LDSS does not hold custody, the LDSS worker shall use the arrest information as part of their work with the youth and their family. In order to share appropriate information with DJS, the worker shall request that the parent/guardian sign consent for the sharing of case related information during the adjudication/disposition process.
- H. DJS Policies and Protocols: LDSS caseworkers are expected to obtain and be familiar with all DJS policies and protocols regarding information sharing between the two agencies.

**Maryland Department of Juvenile Services
Mental Health/Substance Abuse Screening Record**

Submit this form to supervisors and include a copy in the juvenile's file as confirmation of an initiated referral and follow-up for an assessment/mental health screening

Matter of: _____ Date of Birth: _____

Date of Interview: _____ Offense: _____

ASSIST ID Number: _____ Case Number: _____

Referral Process Initiated (please circle) **Yes** **No**

Client Referred To: _____

_____ I plan to pursue a referral

_____ I do not plan to pursue a referral

_____ My Child has already had a SCREENING AND ASSESSMENT

Signature of Parent/Guardian _____ Date _____

Contact made within 15 days to follow-up on referral process (please circle) **Yes** **No**

Date of follow-up contact: _____

Additional Information: _____

Intake Officer: _____ **Date:** _____

Supervisor's Signature: _____

DEPARTMENT OF JUVENILE SERVICES
PEACE ORDER COMPLAINT FORM
(Courts & Judicial proceedings, Articles, ' 3-8A-19.1 et seq)

Date: _____

I want protection from _____, a juvenile.
(Name of Juvenile)

The juvenile committed the following acts against _____
(Name of Victim)

within the past 30 days on the dates stated below: (check all that apply) any act that causes serious bodily harm An act that placed the victim in fear of imminent serious bodily harm assault rape or sexual offense false imprisonment harassment stalking trespass malicious destruction of property

DESCRIPTION OF ACT(S):(Include location, time, date of act, and description)

Juvenile’s Full Name: _____ DOB: _____

SEX: _____ RACE: _____ SCHOOL: _____ GRADE: _____

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

Living With: (Name & Address) _____ (Phone#) _____

Father’s Name and Address (If different from above) _____ (Phone#) _____

Mother’s Name and Address (If different from above) _____ (Phone#) _____

Place of Work, Address, Telephone Number: _____

I want the court to Order the Juvenile:

- NOT to commit or threaten to commit any of the acts listed above against.....
- NOT to contact, attempt to contact, or harass.....
- NOT to go to the residence(s) at
- NOT to go to the school(s) at
- NOT to go to the work place(s) at
- Other specific relief

.....
.....

SUBMITTED BY: _____
(Print Name) (Signature)

Address: _____

Telephone #: _____

I solemnly affirm under the penalties of perjury that the contents of this Peace Order Complaint Form are true to the best of my knowledge, information and belief.

.....
Signature Date

Date of Decision: _____ Misdemeanor or Felony _____

- Propose informal adjustment.
- Authorize the filing of a peace order request with the Court.
- Refuse authorization to file a peace order request with the Court.

Refusal to authorize forwarded to States Attorney: _____ Date Forwarded:

Intake Officer: _____

Supervisor: _____



"Together...Reshaping Young Lives"

(410) 780-1200

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Donald W. DeVore
Secretary

Consent for Informal Adjustment and Supervision

Matter of **Youth ID:**
We, the undersigned parties, have been made aware of the facts of the complaints in this case.

Complaint ID: _____ Complaint Date: _____
Alleged Offense _____ Offense Date _____

Since the Intake Officer has determined that an Informal Adjustment of this complaint is in the best interest of the parties in this complaint, the following voluntary agreements are made:

1. The Intake Officer will:
 - A. Dispose of the case by the Informal Adjustment (unless the State's Attorney reverses the Intake Office's decision and pursues formal court processing)
 - B. Notify those persons required by law of this decision
 - C. Make any referrals necessary

2. The youth will:
 - A. Avoid future delinquent behavior
 - B. If enrolled in school or working, attend regularly and punctually
 - C.
 - D.
 - E.

3. The parent/guardian(s) will:
 - A. Provide proper care and supervision for the youth
 - B. Make every reasonable effort to assure the youth conforms to these voluntary agreements;

It is further agreed that the period of Informal Adjustment will not exceed 90 days unless otherwise extended by the court at the request of the Intake Officer.

The objectives of the Informal Adjustment are to have the youth and the parent/guardian(s) comply with the terms of the agreement, and to have the youth avoid any future violations of the law.

We understand that no statement made by a participant during the Informal Adjustment Process or other information secured in the discussions or conferences incident thereto shall be admitted in evidence in any adjudicatory hearing, or criminal proceeding against the youth at any time prior to conviction.

We understand that our consent to this procedure is not compulsory but that during the Informal Adjustment Process the youth shall be subject to such supervision as the Intake Officer deems appropriate. We may not, however, be compelled to appear in any conference, produce any papers or visit any place.

It is further understood and agreed that if it is determined the Informal Adjustment cannot be completed satisfactorily, the Intake Officer, with supervisory approval, may terminate the Informal Adjustment, authorize the filing of a petition and forward the complaint to the office of the State's Attorney for possible Court action.



Date

Parent/Guardian _____

Date

Jaime M Beaumier Intake Officer - 410-288-9100, Ext. 310 _____

Date

