

Juvenile Justice Policy and Data Board

Community-Based Interventions Subcommittee

Virtual Meeting

June 15, 2020

1pm – 2:30pm

Agenda

- Welcome and Introductions
 - Virtual Meeting Guidelines
- Review/Approval of April & May meeting minutes
- Review Draft Diversion Coordinator Job Description & Diversion Wrap Up
- Presentation/Discussion re: Referrals and Information Sharing

Feedback from Case Wrap Up & Diversion Coordinator Job Description

Today's Questions

1. How should referrals be made (incoming) and what information needs to be included?
2. What information needs to go back to diversion referrer, and when (outgoing)?
3. What information from other agencies should be requested by the Coordinator?
4. Should information be shared to outside agencies about youth participating in diversion?

1. Incoming Referrals

KY–Court Designated Worker (CDW) is available 24/7 who processes all youth delinquency and status complaints . If the youth is eligible for diversion, they complete a form and send it to the court for their diversion processing. Information included on the form includes:

- youth's name
- alleged offense
- date of preliminary inquiry
- persons involved

UT– Law enforcement sends a referral form to a central email address monitored by probation. Probation officers are assigned cases daily, and send a formal letter to the youth and family that the youth has been referred to diversion and scheduled an intake appointment.

CT:

1. **Police, schools, parents and the court system** can all make referrals to a Juvenile Review Board (JRB).
2. Youth referred to the court-based diversion program, are typically brought into the juvenile probation unit by law enforcement (based on the offense)

1. Incoming Referrals

Information from Referrers

Youth name

Youth contact info (phone number, address, e-mail)

Parent contact info, if possible

Alleged offense & description of event

Any other persons involved

Date of alleged offense

Name of the person referring youth

Contact info of the person referring youth (Agency, phone number, e-mail)

Signed by youth and parent acknowledging they are being referred

1. Incoming Referrals

What other information (if any) do referrers need to provide the Diversion Coordinator?

Does a youth and family need to agree to participation in a diversion before a referral is made? If so, is there a form that needs to be signed by the youth and guardian?

2. Outgoing to Referrers

Do referrers need to know if youth were accepted into diversion?

- Does this differ based on the referring agency?
- What's the timeframe to communicate?

Do referrers need to know what the diversion agreement is?

- Does this differ based on the referring agency?
- What's the timeframe to communicate?

Do referrers need to know if a youth was successful, or not, on diversion?

- Does this differ based on the referring agency?
- What's the timeframe to communicate?

3. Information Sharing: Requested

When is it necessary *and what is the purpose* of requesting information from:

- DCF, DYS other child serving agency
- Schools
- Health care providers
- Other service providers

Should information be shared to outside agencies about youth participating in diversion?

3. More questions we need to consider...

Do we want to consider information disclosed as privileged or confidential?

How can we ensure confidentiality?

How long is case level information kept?

How long does it remain confidential?

What is the role of appointed counsel in advising youth/family on considerations regarding information sharing?

3. Information Sharing Working Group Topics

Waiver form template

MOU template(s)

Recommendations for draft legislation re:
information sharing/confidentiality (if needed)

Guidelines around access to counsel

Where we're headed...

<p>7/7/20: CBI Meeting</p> <p>CQI & Outcome Measurement</p>	<ul style="list-style-type: none">• How will we assess success?• How will we learn from challenges? What CQI measures need to be built in?• What data are we collecting/examining/reporting?	<ul style="list-style-type: none">• Draft CQI policies/plan• Draft data collection/reporting policies/plan
<p>August no meeting: Review documents only</p> <p>Putting it All Together</p>	<ul style="list-style-type: none">• Review of Program Design Plan• What are we forgetting?	<ul style="list-style-type: none">• Edits to Program Design Plan
<p>September 2020</p>	<ul style="list-style-type: none">• Draft information sharing and expungement sections*• Public commenting period begins*	<ul style="list-style-type: none">• Final draft*

Next Meeting Date

July 7 , 2020

1pm-3pm

Virtual Meeting

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