

Attachment A

**Service Coordination Case Status Templates**

#1 Case status: Dual Adjudication or SCR Order (Youth adjudicated both dependent and delinquent, OR delinquent with SCR language in court order)

- CCYA:
- 1) Lead worker for family
  - 2) Visit youth/family
  - 3) Ensure youth visits occur monthly
  - 4) Ensure and perform most ASFA and IV-B protections, if applicable
  - 5) Makes IV-E eligibility determination and maintains IV-E file, if applicable

- JPO:
- 1) Lead worker for youth
  - 2) Visit youth
  - 3) Perform limited ASFA and IV-B protections with CCYA support, if applicable

- Both:
- 1) Joint meetings
  - 2) Attend court proceedings
  - 3) Maintain substantive files
  - 4) Document Independent Living (IL) services
  - 5) No automatic closure
  - 6) Coordinate youth visits
  - 7) Coordinate ASFA and IV-B protections, if applicable
  - 8) If applicable, insure required judicial determinations stated in court removal order

Other considerations: N/A

#2 Case status: Adjudicated Dependent/Active JPO (Time-limited, pending juvenile's completion of pre-adjudication diversion and/or court extension thereof)

- CCYA:
- 1) Lead worker for youth/family with JPO support
  - 2) Visit youth/family
  - 3) Ensure and perform all ASFA and IV-B protections, if applicable
  - 4) If applicable, ensure required judicial determinations stated in court removal order
  - 5) Maintain IV-E eligibility file, if applicable

- JPO:
- 1) Provide advice and counsel to CCYA during diversion
  - 2) Follow all applicable JPO protocols

- Both:
- 1) Joint meetings
  - 2) Attend court proceedings
  - 3) Maintain substantive files
  - 4) Document IL services

Other considerations:

- 1) All JPO responsibilities apply until court makes a determination of youth's completion of program (within 6 months, unless extended)
- 2) If court determines juvenile does not complete diversion successfully and is adjudicated delinquent, case becomes #1
- 3) If court determines juvenile completes diversion successfully and court discharges and orders no further action, JPO closes case

#3 Case status: Adjudicated delinquent/Active CYA (Not dependent, and no SCR order)

- CCYA:
- 1) Lead worker for family
  - 2) Visit youth/family
  - 3) Ensure youth visits occur monthly
  - 4) Keep case open

- JPO:
- 1) Lead worker for youth
  - 2) Visit youth

- Both:
- 1) Joint meetings
  - 2) Attend court proceedings
  - 3) Maintain substantive files
  - 4) Document Independent Living (IL) services
  - 5) No automatic closure
  - 6) Coordinate youth visits
  - 7) If applicable, insure required judicial determinations stated in court removal order

Other considerations: N/A

#4 Case status: Active CCYA and JPO (Not adjudicated dependent; pending delinquency finding)

- CCYA:
- 1) Lead worker for youth/family with JPO support
  - 2) Visit youth/family

- JPO:
- 1) Provide advice and counsel to CCYA while delinquency finding is pending
  - 2) Follow all applicable JPO protocols

- Both:
- 1) Joint meetings
  - 2) Attend court proceedings
  - 3) Maintain substantive files
  - 4) No automatic closure
  - 5) Coordinate youth visits

Other considerations:

- 1) JPO responsibilities apply until court makes a finding on delinquency petition
- 2) If court adjudicates juvenile delinquent, case becomes #3
- 3) If court does not adjudicate juvenile delinquent and orders no further action, JPO closes case; case becomes CCYA only, and all CCYA protocols apply.

#5 Case status: New JPO referral/Non-active CCYA

CCYA: N/A

- JPO:
- 1) JPO notes concerns/suspicion of any dependency issues
    - a) If 'yes', JPO refers to or consults with CCYA
    - b) If 'no', JPO ensures Court does not order shared responsibility with CCYA
  - 2) JPO follows its own established service protocols, with no CCYA involvement.

Both: N/A

Other considerations:

- 1) If JPO refers to CCYA and CCYA opens, case becomes #4, pending adjudication
- 2) If JPO refers to CCYA and CCYA opens, case becomes #3 if youth adjudicated delinquent
- 3) If JPO refers to CCYA and CCYA opens, case becomes #1 if youth adjudicated both delinquent and dependent OR delinquent with SCR order