

REPLACES: New

KCSC/Juvenile Court Services &
Children's Administration, Region 4 Division of Children and Family Services

SYSTEMS INTEGRATION PROTOCOL 1.0
**SERVICE COORDINATION FOR JUVENILES CONCURRENTLY SERVED
BY THE CHILD WELFARE AND JUVENILE JUSTICE SYSTEMS**

This protocol applies to juveniles who are referred to King County Superior Court/Juvenile Probation Services or juveniles 8 years of age or older who are referred to Children's Administration, Region 4 Division of Children and Family Services (DCFS).

A. Other Agency Contact Required When Case is Assigned

- 1) When a Central Intake Juvenile Probation Counselor (JPC) is assigned a case, the JPC contacts Region 4 DCFS Court Liaison Unit (Region 4 Court Unit) for the purposes of determining if the juvenile has an open case or has a history with DCFS. (See Appendix A – Definitions)
- 2) When a Region 4 DCFS Social Worker is assigned a case involving a juvenile who is 8 years of age or older, the social worker contacts KCSC/Juvenile Court Services Records Unit (JCS Records) for the purpose of determining if the juvenile has an active case or has a history of involvement with the Juvenile Court. (See Appendix A – Definitions)

B. JCS Records/Region 4 Court Unit Conduct Records Search, Inform of Case Status, Provide Contact Information

- 1) Upon receipt of an inquiry with regard to a juvenile's current involvement/history with their respective agencies, JCS Records/Region 4 DCFS Court Unit will review their records to determine if the juvenile is involved or has a history with their agency.
- 2) If the juvenile is found to be involved or has a history with their agency, JCS Records/Region 4 DCFS Court Unit provides to the person making the inquiry, name/contact information for the JPC or Social Worker currently assigned to the case.
- 3) If the juvenile is found to be involved or has a history with their agency but no JPC or Social Worker is assigned to the case, JCS Records/Region 4 DCFS Court Unit provides to the person making the inquiry with case information allowed to be shared pursuant to the Information Sharing Resource Guide.

C. Contact Made/Information Exchanged When Juvenile Has Open Cases in Both Agencies

If a JPC or Region 4 DCFS Social Worker is informed that the juvenile has an open case with the other agency, the assigned JPC/Region 4 Social Worker contacts the person from the other agency who is assigned to the case for the purpose of obtaining/exchanging case information. Contact should be made as soon as possible but no later than three working days of receipt of the contact information.

D. JPC and Social Worker Conduct Joint Staffing

- 1) When a juvenile is found to have open juvenile justice and child welfare cases, the assigned JPC and Region 4 DCFS Social Worker conduct a joint staffing for the purpose of sharing information and joint case planning for developing an integrated services plan and avoid duplication of services. The joint staffing should take place as soon as possible, but no later than 30 days after the JPC and Region 4 DCFS Social Worker make initial contact. [Also see, Information Sharing Resource Guide.]
- 2) An existing staffing (e.g., a staffing that is part of the standard case process in the juvenile justice or child welfare systems) may substitute for the joint staffing so long as both the JPC and Region 4 DCFS Social Worker participate.
- 3) Staffings may be conducted either in-person or by a joint conference call.
- 4) If chemical dependency, mental health and/or school issues of the juvenile/ juvenile's family are identified during the initial conversation between the JPC and Region 4 DCFS Social Worker, the JPC and Region 4 DCFS Social Worker shall invite representatives from the applicable area to participate in the joint staffing.

E. Resource Referral Determined at Joint Staffing, Based on Shared Access

- 1) Decisions about resource referrals will result from the joint staffing and be made under the premise that the full range of resources provided by each agency for which the client(s) in question are eligible, are available for developing the coordinated case plan.
- 2) Resource referrals shall be based on the most efficient use and best combination of available resources in response to the needs of the juvenile and his/her family.
- 3) If the JPC and Region 4 DCFS Social Worker cannot reach agreement with regard to which resources the juvenile and/or his family should be referred, the issue shall be referred to their immediate supervisors for resolution.

F. JPC and Region 4 DCFS Social Worker Communicate Regularly, Notify of Hearings, Status Changes

The JPC and Region 4 DCFS Social Worker assigned to a juvenile with active juvenile justice and child welfare cases shall communicate regularly to discuss the status of the juvenile's juvenile justice and child welfare cases, including informing each other of upcoming hearings. If the juvenile has an upcoming hearing or juvenile justice or child welfare case status changes (e.g., placement changes, issuance of warrants, detention release dates), the party assigned the case with the hearing or status change will notify the other party in a timely manner, but no later than two working days upon learning of the change in status.

G. Court Reports Include Input From Both JPC and Social Worker

When a JPC/Region 4 Social Worker is preparing a report to the court for an upcoming hearing, the person writing the report shall obtain input from the other party to whom the juvenile is assigned and include this information in the report.

H. The JPC and Region 4 DCFS Social Worker will document all contacts made and significant information exchanged.

Region 4 DCFS Social Workers will document information provided by the JPC in the Individual Safety and Service Plan (ISSP), Service Episode Record and the Shared Staffing Form. The JPC shall document information provided by DCFS in the juvenile's social file. Information will include, but is not limited, to placement, treatment plans, release plans, probation orders, etc. (Refer to the Information Sharing Resource Guide.)

I. Dispute Resolution

The parties of this agreement commit to resolve disputes at the lowest level possible. Region 4 DCFS and KCSC agree to adhere to the following process in resolving disputes.

1. Initial attempts to resolve the dispute will occur between the DCFS social worker and KCSC probation counselor.
2. If initial attempts fail, the issue shall be brought to the attention of the social worker's /probation counselor's supervisors.
3. Each agency shall designate administrative personnel to address problems that have not been resolved at the staff or supervisory level.