

**Interagency Agreement Between
Region 4 DSHS Division of Children and Family Services
And
King County Superior Court
Regarding Services to Youth**

This working agreement establishes a protocol and procedures for King County Superior Court, Juvenile Court Services (KCSC) referrals of youth with Child Protective (CPS), Child Welfare (CWS) or Family Reconciliation (FRS) service needs to the Region Four DSHS Division of Children & Family Services (DCFS). The purpose of this agreement is to provide the best possible services to clients requiring assistance from both organizations. To accomplish this goal, it is imperative that staff from both agencies work closely and cooperatively in serving shared clients. Towards this goal, each agency shall share pertinent and relevant information about the youth retained or kept by each agency pursuant to RCW 13.50.050 and 13.50.100. The agreement and procedures described below have been established by KCSC and DCFS to clarify mutual expectations and procedures, efficiently utilize available resources and services, and limit confusion to clients and staff of both agencies.

- Definitions of terms used in or related to this agreement are included in an attachment to this document.

PROTOCOL AND PROCEDURES

DETAINED YOUTH

I. Detained youth who are neither dependent nor subject to a CHINS petition, but may require DCFS services.

A. KCSC Responsibilities:

1. Reports of child abuse and/or neglect to Child Protective Services should be immediately reported to DCFS intake in accordance with RCW 26.44.030.
2. Family Reconciliation Services is a voluntary service available to eligible families at their request. Youth and/or parents may request services by contacting DCFS intake. Parents must attempt to obtain a family assessment from FRS prior to filing an ARY/CHINS petition. (See RCW 13.32A.050).
3. KCSC will make a concerted effort to locate parents or responsible adults prior to contacting DSHS for assistance.
4. If a KCSC judicial officer finds, pursuant to RCW 13.40.040, that a youth is likely to fail to appear for further proceedings or is a threat to self or community safety if released from detention and if the parent or responsible adult cannot be located, KCSC will contact DCFS intake as they become aware of a release date to refer the case for potential DCFS services including possible placement of the youth. KCSC staff must contact DCFS intake as soon as they become aware of a potential release date.
5. If a judicial officer is contemplating releasing a youth to DSHS pursuant to procedure number four above, KCSC shall immediately contact DCFS intake to allow DCFS a

- full 24 hours to conduct an assessment of the youth and family for eligibility for supportive services, including possible placement if appropriate prior to release.
6. KCSC will provide the DCFS with pertinent and relevant information about the youth, including assessments, reports and evaluations, pursuant to chapter 13.50 RCW. This information should be sent directly to the assigned DCFS social worker. Information should not be sent to DCFS intake unless requested.
 7. When necessary, KCSC will arrange for transfer of custody of a youth to DCFS. KCSC will contact the Seattle Police Department Community and Youth Outreach Unit at (206) 615-0886 to arrange the transfer of custody of a child to occur at either 10:00 a.m. or 2:00 p.m. in the lobby of the Juvenile Detention Facility. KCSC will provide law enforcement with a copy of the court order releasing the child to DSHS. KCSC will also contact the appropriate DCFS office to arrange for a social worker to meet law enforcement to complete the transfer of custody from law enforcement to DCFS.
 8. KCSC will follow up with DCFS social worker regarding the assessment of services needed for the youth and family. When the court has released a youth to DCFS only because a parent or guardian could not be located and DCFS locates the parent or guardian within 24 hours, KCSC staff must obtain an amended order from the court authorizing release to the caretaker.

NOTE: Occasionally, a juvenile is arrested by police and detained but released within a few hours by a judge because "probable cause" (reasonable grounds to conclude an offense has occurred) does not exist to find that the offense has been committed. When this occurs, the juvenile must be released from detention immediately, including on weekends. KCSC staff will attempt to release the juvenile to his parents, but if the parents cannot be found or will not cooperate to accept the release, KCSC will attempt to release the juvenile to relatives, family friends, other responsible adults or a youth shelter if appropriate. If these options are not available, KCSC staff will contact DCFS intake which will assist by facilitating the juvenile's return home or facilitate other arrangements for the youth. These arrangements may include placement of the juvenile. KCSC staff will also work with the Seattle Police Department regarding any transfer of custody arrangements.

B. DCFS Responsibilities:

1. DCFS intake will determine if the referral of the youthful offender is appropriate for services by DCFS. When a judicial officer continues to detain a youth for an additional 24 hours before release to allow DCFS an opportunity to assess the youth's situation, DCFS intake shall immediately refer the case to the appropriate local office for the assessment.
2. The assigned social worker in the local office will contact the youth and parents to assess their service needs. If a judicial officer is detaining a youth pending assessment of service needs by DCFS, the DCFS social worker will report back to the court through the KCSC screening unit within the 24 hour period about the results of the assessment and what services will be provided by DCFS. DCFS will send KCSC documentation of services provided. **(Please see NOTE above for occasional exceptions to this process -- in those cases DCFS will assist KCSC by facilitating return home of the juvenile or by making alternative arrangements for the juvenile which may include placement).**

3. DCFS social workers will provide appropriate services according to the needs of the family. Should placement be necessary, DCFS shall meet law enforcement at the Juvenile Detention Facility at either 10:00 a.m. or 2:00 p.m. as arranged by the KCSC. Transfer of custody from law enforcement shall occur as described in Section I.A.7 above.
4. DCFS will assess the need for and, if appropriate, take appropriate action to establish court structure by filing the appropriate action in juvenile court.
5. DCFS will report runaway youth to law enforcement if agency personnel have had face to face contact with the youth. If face to face contact has not occurred, DCFS will refer the case back to KCSC personnel who will make the runaway report to law enforcement.

II. Detained youth who are dependent or subject to a CHINS petition, and may require DCFS services.

A. KCSC Responsibilities:

1. When KCSC is aware that a youth is dependent or subject to a CHINS petition, KCSC will notify the assigned DCFS social worker within 24 hours that the youth is detained, why the youth is detained, the JPC or case manager name, when the court hearing will be held, and when the youth will be released. KCSC will keep the DCFS social worker informed and of the conditions of release and of any pre-release service needs, such as medical care.
2. If the youth can be released, arrange for transportation of the youth to their home, foster home, group home or relative home. The arrangement should generally involve having the parent(s), foster parent(s) or other legal custodian pick up the youth. If the legal custodian is unable to transport the youth, the JPC or case manager should immediately contact the DCFS social worker and/or supervisor.
3. KCSC will immediately send copies of any court orders to the assigned social worker.
4. KCSC will provide the DCFS with pertinent and relevant information about the youth including assessments, reports and evaluations pursuant to chapter 13.50 RCW. This information should be sent directly to the assigned DCFS social worker. Information should not be sent to DCFS intake unless requested.

B. DCFS Responsibilities:

1. Prior to the release date, DCFS will arrange with the youth and/or legal custodian, the plan for the child to return home. If returning home is not possible, DCFS will plan for out-of-home placement when the child is released from detention.
2. DCFS will arrange for transportation, if necessary.
3. DCFS will participate in court hearings related to the matter, if possible.
4. If the youth is released under community supervision, a DCFS social worker will work cooperatively with the JPC in providing necessary services.
5. DCFS will report runaway youth that are in DCFS care and/or custody to law enforcement and document in the Children's Administration management information system (CAMIS).

NON-DETAINED YOUTH:

I. Non-detained youth who are neither dependent nor subject to a CHINS petition, but active with probation or an at-risk youth case manager and in need of services from DCFS.

A. KCSC Responsibilities:

1. Reports of child abuse and/or neglect to Child Protective Services should be immediately reported to DCFS intake in accordance with RCW 26.44.030.
2. Referrals to Child Welfare Services, including possible out-of-home placement must be made to DCFS intake by the parent of the youth.
3. Family Reconciliation Services is a voluntary service available to eligible families at their request. Youth and/or parents may request services by contacting DCFS intake. A family assessment must be obtained from FRS prior to filing an ARY/CHINS petition.
4. KCSC will provide the DCFS with pertinent and relevant information about the youth including assessments, reports and evaluations pursuant to chapter 13.50 RCW. This information should be sent directly to the assigned DCFS social worker. Information should not be sent to DCFS intake unless requested. KCSC will follow up with the DCFS social worker regarding assessment of services to youth and family.

B. DCFS Responsibilities

1. DCFS intake will determine if the referral for services is appropriate.
2. The assigned social worker in the local office will contact the youth and parent(s) to assess service needs.
3. The DCFS social worker will report back to the JPC or case manager the outcome of the contact with parent(s) and youth, if requested.
4. DCFS will provide appropriate service needs in a timely fashion.
5. DCFS will assess the need for and, if necessary, take appropriate action to establish court structure by filing the appropriate action in juvenile court.

II. Non-detained youth who are dependent or subject to a CHINS petition, active with probation and in need of additional services from or coordination of services with DCFS.

A. KCSC Responsibilities:

1. KCSC will contact the assigned DCFS social worker to discuss the case and any service needs.
2. KCSC will provide the DCFS with pertinent and relevant information about the youth including assessments, reports and evaluations pursuant to chapter 13.50 RCW. This information should be sent directly to the assigned DCFS social worker. Information should not be sent to DCRS intake unless requested.

B. DCFS Worker Responsibilities:

1. The social worker will discuss the case with the JPC.
2. The social worker will provide services or refer the family to other social service agencies to address identified needs.
3. The social worker will provide appropriate follow-up information to the JPC about the youth's case.

COORDINATION AND PROBLEM RESOLUTION:

I. Each agency shall designate administrative personnel to address problems that have not been resolved at the staff or supervisory levels.

II. KCSC & DCFS Staff:

1. Shall work cooperatively in coordinating services to youth and families served by both organizations.
2. Shall resolve problems and disagreements at the lowest administrative level possible.
3. Shall inform their supervisors if they are not satisfied with progress on a particular case or are unsuccessful in resolving the problem at their level.
4. Shall have the opportunity to request a conference to staff difficult cases or to resolve problems.

PERIODIC REVIEW:

This agreement shall be reviewed initially in six months and annually thereafter.

Signature
Chief Judge
King County Superior Court

DATE

Signature
Regional Administrator
Division of Children and Family Services

DATE