

**Arizona Department of Health Services  
Division of Behavioral Health Services  
PROVIDER MANUAL  
Community Partnership of Southern Arizona (CPSA Edition)**

**Section 10.18**

**Network Involvement in Collaborative Pre-Release Planning and  
Decision Making for Youth being released from Arizona  
Department of Juvenile Correction Secure Care Protocol**

**I. Purpose:**

To ensure the coordination and delivery of timely and appropriate services from the Comprehensive Service Provider (Network) for youth who are to be released from the Arizona Department of Juvenile Corrections (ADJC) Secure Care facilities.

**II. Procedure:**

**A. Responsibilities of ADJC**

1. Incarcerated youth will be pre-screened for AHCCCS/KidsCare by Community Corrections Staff with the assistance of the Youth Program Officer (YPO III) in Secure Care.
2. Community Corrections Staff and/or the YPO III will follow established ADJC procedures to ensure the activation/reactivation of AHCCCS/KidsCare benefits upon the youth's release.
3. Community Corrections Staff, the youth's Secure Care Multi-Disciplinary Team (MDT), along with the Child and Family Team (CFT), will determine the need for continued treatment in the community.
4. Services to be requested of the Network are evaluated at a pre-release MDT/CFT in Secure Care at least 90-120 days prior to release of the youth. When a consensus is reached regarding what services are needed, these services are to be noted on the behavioral health referral form.
5. ADJC staff may request a pre-release CFT meeting be held in the community. A Network representative with the authority to commit Network resources for out-of-home placements and/or Network contracted outpatient services shall participate in this CFT meeting in person, by VTC, or telephonically.
6. The Parole Officer will ensure the behavioral health referral form is completed, including services and any pre-release CFT requested. The Parole Officer will also obtain the parent/guardian signature on the Authorization to Release Information.
7. The Parole Officer will submit the completed behavioral health referral form and the signed Authorization to Release Information to the CPSA ADJC Liaison following these timelines:
  - a. If out-of-home placement is being requested, completed forms are due to the CPSA ADJC Liaison at least 90-120 days prior to the youth's release.
  - b. If Network contracted out-patient services (e.g. The Mark, Presidio Counseling, Cornerstone, In-Balance, etc.) are being requested, completed forms are due to the CPSA ADJC Liaison at least 60-90 days prior to the youth's release.
  - c. If Network in-house services are being requested, completed forms are due to the CPSA ADJC Liaison at least 30-45 days prior to the youth's release.

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8. The Community Corrections Staff and appropriate members of the Secure Care MDT will assist in the coordination of, and participate in, any pre-release CFT meetings in the community that are requested by either ADJC or the Network. Multiple sites can be accessed by Video Tele-Conferencing (VTC) and/or telephonically to accommodate participants and to minimize travel.
  9. The Parole Officer and the YPOIII will communicate to the CPSA ADJC Liaison any changes in the youth's release date within three (3) working days. The Parole Officer will notify the CPSA ADJC Liaison of any AWOLs, warrants, or arrests within two (2) working days.
  10. ADJC Staff will provide mental health records, assessments, treatment summaries, and medication sheets j(MARS) upon receipt of a signed Authorization to Release Information and a request by the CPSA ADJC Liaison.
  11. The Parole Officer will participate in the CFTs and provide input so that all service, crisis, and treatment plans coordinate with the child's Continuous Case Plan and conditions of release.
  12. ADJC Secure Care facilities will provide a 30-day supply of psychotropic medications at the time of release of a youth if requested by the parole officer.
  13. If the CFT determines that a child/family needs services that are not covered services under Title XIX/XXI, the Parole Officer will utilize the ADJC Service Authorization Request process to obtain approval for those services. Such services may include, but are not limited to:
    - a. Family services
    - b. Urinalysis testing
    - c. Educational placement assistance
    - d. Community Services resources
- B. Responsibilities of CPSA and the CPSA ADJC Liaison
1. CPSA designates a staff member as its ADJC liaison, to serve as a point of contact for ADJC Community Parole staff, ADJC Secure Care staff and Network Staff. This person will be co-located at the Tucson Juvenile Parole and Resource Center and will cover Pima, Cochise, Santa Cruz, Graham, and Greenlee Counties.
  2. CPSA ADJC Liaison researches any prior Network involvement for all youth listed on the weekly ADJC 90-day MDT/CFT meeting schedule.
  3. The CPSA ADJC Liaison participates in the weekly 90-day MDT/CFT meetings in Secure Care in person, telephonically or by VTC.
  4. Upon receipt of the behavioral health referral form and the signed Authorization to Release Information, The CPSA ADJC Liaison obtains ADJC mental health records, assessments, and treatment summaries.
  5. The CPSA ADJC Liaison submits the complete referral packet to the designated Network contact person. If ADJC staff are requesting a pre-release CFT with a Network representative, this will be clearly noted.

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6. The CPSA ADJC Liaison assists in the coordination of, and participates in, any pre-release CFTs in the community which have been requested by either ADJC or the Network. Multiple sites can be accessed by VTC or telephonically to accommodate participants and to minimize travel.
  7. The CPSA ADJC Liaison assists in coordinating Network intakes to coincide with the youth's release date, and notifies all appropriate parties of the appointment.
  8. The CPSA ADJC Liaison monitors youth release dates from Secure Care and notifies the Network contact person of any changes. The CPSA ADJC Liaison also notifies the Networks of any AWOLs, warrants, or arrests.
- C. Responsibilities of the Network
1. The Network designates a specific staff as a point of contact for ADJC referrals.
  2. All ADJC referral packets will be submitted to the Network's designated staff in sufficient time for the Network to take the appropriate steps to ensure services are in place when the youth is released from Secure Care:
    - a. If out-of-home placement is being requested, referral packets should be received 80-110 days prior to release.
    - b. If Network contracted out-patient services (e.g. The Mark, Presidio Counseling, Cornerstone, In-Balance, etc.) are being requested, referral packets should be received 50-80 days prior to release.
    - c. If in-house Network services are being requested, referral packets should be received 20-35 days prior to release.
  3. Network staff will review the packets and the services/pre-release CFTs being requested within 7 days of receipt.
  4. If a pre-release CFT meeting in the community is requested by either ADJC or the Network, Network staff will begin coordination of the CFT meeting with the CPSA ADJC Liaison. Multiple sites can be accessed by VTC and telephonically to accommodate participants and minimize travel. This CFT must take place within 14-21 days of either ADJC or the Network requesting it.
  5. A Network representative with appropriate authority to commit Network resources to out of home placements or other contracted out-patient services will attend the pre-release CFT, in person, by VTC, or telephonically.
  6. Based on the decisions made by consensus of the pre-release CFT, the Network will begin the referral process to the appropriate agencies.
  7. The Network will coordinate with the CPSA ADJC Liaison the intake appointment and commencement of services to coincide with the youth's release date and activation of Title XIX/XXI, not exceeding 7 days. (Note: In cases when the youth's out of home placement is also out of the Network's county, VTC may be utilized to accommodate participants and to minimize travel).
  8. The Network will make every reasonable effort to secure any Title XIX/XXI covered services recommended by the CFT.

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9. The Network will ensure that medication appointments are scheduled within 30 days of a youth's intake.
10. Network staff will collaborate with the Parole Officer in monitoring progress and compliance with appointments and recommended services through monthly reports and treatment plan updates.

D. Problem Solving Process:

1. ADJC and the Networks will follow the problem solving process established in the respective county Letters of Agreement regarding Child and Family Teams.
2. System issues will be addressed in the existing forums for collaborative review with individual Networks.

E. Training

1. The CPSA ADJC Liaison will post all CPSA open training schedules in the Tucson Parole and Resource Center.
2. Additional training needs will be identified in the monthly ADJC/CPSA collaborative meetings.
3. The CPSA ADJC Liaison will facilitate, or arrange for, trainings for ADJC and the Networks as requested.