

County of Tulare

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Unified Court 241.1 W&I Staffing Protocol

I PURPOSE

To describe a policy and procedure for interagency collaboration in addressing youth and their family during a Unified Court 241.1 W&I Staffing. This policy will comply with the Welfare and Institutions Code (WIC) to ensure coordination of case staffing procedures, including formalizing the participants and building accountability among all parties involved. In addition, all parties involved will work collaboratively to meet the minor's needs. Furthermore, the purpose is to outline a process for Unified Court 241.1 W&I staffings.

II REFERENCE

Welfare and Institutions Codes: 202, 300, 601, 602, 827, 4514, 5150, 5600, 5699-5699.5, 10850
Health and Safety Code: Title 22
California Department of Social Services (CDSS) Division 31 Manual of Policies and Procedures Section 31-100
Probation: CDSS Division 31 Manual of Policies and Procedures, Section 31-100, 5699.2 WIC and Family Code Section: 6924(d).

III SCOPE

This protocol applies to Probation Staff, Child Welfare Services Staff, Mental Health Staff, Education Staff, Parents/Caregivers, youth and any other agencies involved with the youth at the time the 241.1 W&I Staffing is ordered or any other person or entity that would be beneficial to include in the Unified Court 241.1 W&I Staffing.

IV POLICY

- A. The Unified Court 241.1 W&I Staffing shall be collaborative process. The resulting report recommendations shall be reviewed and modified, if necessary, by one representative of the mental health provider, parent, legal guardian, conservator, school representative, court appointed social worker, probation officer and minor.
- B. The aforementioned team members will provide services to the minor, family, and/or caregiver. Assignment of tasks to representatives will be based on the scope of practice and resources available to that department, unit, office, or clinic. It is the expectation that the integrated team will pool resources in an effort to secure services that are in the best interest of the minor and the family.

- C. When a Unified Court 241.1 W&I Staffing Report is ordered by the Court or initiated by Probation/CWS, staff will take immediate steps to ensure the timely completion and filing of the report, including the scheduling and completion of a Unified Court 241.1 W&I staffing.

V PROCEDURE

1. Youth comes into custody for a bookable criminal offense. Intake Officer makes contact with youth, parent/caregiver and CWS to investigate the following:
 - a. Home
 - b. School
 - c. Counseling
 - d. Dependent (if applicable)
 - e. Drug/Alcohol
 - f. Mental Health

2. Youth attends Detention Hearing at which time Court determines if a regular 241.1 W&I staffing or a Unified Court 241.1 W&I staffing needs to occur. Information regarding CWS related issues (abuse and/or neglect) will prompt the Court to order the Unified Court 241.1 W&I staffing. This information may be provided by Probation and/or the Public Defender at the time of the Detention Hearing. Court will complete a Unified Court 241.1 Staffing Referral (See attached). Court dates for Unified Court 241.1 W&I staffings will be set based on time being waived or not. The Court will direct the youth and parent to report to Probation immediately following the detention hearing and speak with the Probation liaison about the upcoming UC 241.1 staffing. If the minor is in custody, the Court will direct the parents to speak with Probation. The Probation Liaison will contact the minor at the Juvenile Detention Facility within 48 hours to discuss the upcoming UC 241.1 staffing. The Probation liaison will inform the youth and family about the UC 241.1 staffing as follows:
 - a. Explain the objective of the staffing
 - b. Explain how the staffing will be conducted
 - c. Explain who may be at the table
 - d. Ask for the youth and family to bring anyone who is important to them to the staffing
 - e. Ask the youth and family to think about strengths and concerns that they would like to discuss
 - f. Advise the youth that at any time he/she may excuse themselves from the staffing for a “break” if needed
 - g. Advise that the agencies/individuals at the table are here to help and want the youth and family to be part of the “team”
 - h. Obtain releases for records and mental health records, when applicable

3. Court Officer (Probation) – Notifies Probation liaison of the ordered Unified Court 241.1 W&I staffing including youth’s name, DOB, court date and court in which hearing will be conducted.

4. Probation liaison will notify, via email, Unified Court 241.1 W&I members of the date and time of the scheduled meeting including youth’s name and DOB and request that they provide any relevant documentation. If the youth is a dependent of the Court, the Probation liaison will email the CWS liaison of the ordered Unified Court 241.1 staffing and it will be the responsibility of the CWS liaison to arrange for the staffing. If the youth is not under probation supervision nor is a dependent of the Court, the Probation Liaison will be responsible for scheduling the Unified Court 241.1 W&I staffing. Each agency is responsible for designating a key person to attend these meetings. This person will have the ability to make decisions and refer to services or programs their agency can provide. The individual that is organizing the

staffing will be responsible for investigating and determining who would be beneficial to have at the table including, but not limited to the following:

- a. Team Members including but not limited:
 - i. Youth
 - ii. Parent/Caregiver
 - iii. Probation
 - iv. Child Welfare Services
 - v. Mental Health
 - vi. TCOE
 - vii. Attorney(s)
 - viii. CASA
 - ix. CVRC
 - x. Corizon
 - xi. Family Resource Center

5. Staffings will be held at the following locations as needed (**Waiting for approval to use office at CWS in Visalia**)
 - a. Porterville Probation Office, Conference Room 3
 - i. 1055 W. Henderson, Ste. #7, Porterville, CA 93257
 - b. Juvenile Justice Center, Upstairs Conference Room
 - i. 11200 Avenue 368, Visalia, CA 93291

6. Staffings will be scheduled the 2nd and 4th Thursday of the month at 1:30 PM beginning October 13, 2016.
 - a. 2016 Schedule
 - i. October 13
 - ii. October 27
 - iii. November 10
 - iv. November 23 (due to holiday, staffing will be scheduled for Wednesday)
 - v. December 8
 - vi. December 22
 1. In the event that no staffing has been scheduled for a set date, the Probation liaison will email the Unified Court 241.1 W&I group on the day before the scheduled staffing, by noon, and advise that no staffing will be held. The Probation liaison will also notify the facility where the staffing was to occur and advise that no staffing will be held.

7. The Unified Court 241.1 W&I Staffing Request for Records and Release of Mental Health Records document will be completed by the staffing facilitator prior to the staffing and must be signed by the parent(s)/youth. (See attached document)

8. The Unified Court 241.1 W&I Staffing document will be completed by the staffing facilitator at the time of the staffing with all appropriate information completed. Goals will be developed during the staffing and will be approved by the group with all parties signing the document at the conclusion of the staffing. (see attached document)

9. The staffing will be conducted as follows:
 - a. Family will enter the room and be seated first
 - b. Agencies will enter the room after the family has entered
 - c. Introductions
 - d. Explanation of ground rules
 - e. Discussion on strengths
 - f. Discussion on concerns

- g. Development of goals
- h. Questions

10. The objective of conducting the Unified Court 241.1 W&I staffings is to address the needs of both the youth and the parents, including what services are currently being provided, what services are needed and which agency would best serve the youth and parents/caregivers' needs. The focus will be on a strength based agenda. Furthermore, the report will include a recommendation from each agency involved with the youth as to what services are being provided or can be provided.
11. If, at any time during the staffing, allegations of abuse or neglect that have not been reported is discovered, the representative from Child Welfare Services will take the lead on reporting the allegations. This may require the meeting to be paused while the reporting takes place.
12. Probation/Child Welfare Services will complete the Unified Court 241.1 W&I staffing and submit to the Court recommendation(s) of services and programs as a result of the staffing.
13. The agency that is designated as the "lead" agency in the case will be responsible for including information in their follow up reports as to the progress and or involvement in services provided by additional agencies.
14. Further staffings, if necessary, will be coordinated and facilitated by the lead agency.
15. Discontinuance of jurisdiction will be determined by lead agency if:
 - a. Dismissal of dependency or wardship (transition out of CWS or Probation system)
 - b. The minor has successfully transitioned to other services to meet their on-going needs (Wraparound, TAY, THP, AB12, etc.)