

## **3001.0.0 DEPARTMENTAL SERVICES TO CHILDREN AND YOUTH**

### **3001.1.0 Purpose**

To ensure appropriate Department of Human Services (DHS) responses to the service needs of multi-problem children and youth through the operation of a Case Review Committee.

### **3001.2.0 Scope**

This policy is directed to all department services and programs for children and youth. Division Directors will be responsible for its implementation.

### **3001.3.0 Membership of the Case Review Committee**

The Case Review Committee shall be composed of Director appointed representatives from the Division of Youth Services, Division of Developmental Disabilities Services and Division of Behavioral Health. Representatives to the Committee shall have a working knowledge of services provided by their agency. Representation should consist of service personnel and should take into account available human services disciplines i.e., psychiatry, social work, and psychology.

### **3001.4.0 Duties and Responsibilities of the Case Review Committee**

The Case Review Committee shall be responsible for conducting a thorough case review of all individual cases referred to it. The Case Review Committee will serve as an oversight body for service delivery to children and youth by the Department. In carrying out this responsibility, the Case Review Committee will:

- A. Screen all out-of-state placement requests in order to determine the appropriateness of the placement.
- B. Make recommendations to the DHS Director in those cases where the client requires services from more than one division/office of the Department. The recommendation will specifically define the services to be provided and the division/office to be responsible for the service delivery and will designate a lead division/office as the primary service provider.
- C. Resolve the presenting problem(s) as identified in the case assessment(s). Direct action will be taken by the Committee, where possible, to secure needed services or case plans. The Committee will report the specific course of actions taken to the DHS Director.
- D. Provide technical assistance and suggestions for effective service delivery to the responsible division/office as needed.

- E. Serve as an oversight body to the overall emotionally disturbed youth (EDY) program of the Department. This will include client tracking and service monitoring responsibilities and functions.

### **3001.5.0 Referrals to the Case Review Committee**

Referrals to the Case Review Committee will be made by Division Directors and the DHS Director. No case will be referred to the Committee unless the normal case assessment and service delivery channels of the division/office have been followed. A referral to the Committee will be considered appropriate only after these channels have been exhausted and/or an impasse relative to the case plan arises. The Case Review Committee will consider cases that have been identified as:

- A. Requiring out-of-state placement as the treatment of choice.
- B. Cases for which there appear to be no available resources to meet the identified need.
- C. Cases in which services being provided by the responsible division/office have not been measurably effective.
- D. Cases in which Divisions/Offices are unable to reach resolution as to whom shall be responsible for the particular case.

### **3001.6.0 Follow-Up Monitoring by the Case Review Committee**

The Case Review committee will track all cases referred to it for the purpose of follow-up monitoring and will report to the DHS Director and Executive Staff.

### **DEPARTMENT CONTACT**

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