

**Protocols for
Kansas Juvenile Correctional Complex and
A Foster Care Case Management Contractor of the Kansas Department for Children and Families**

The ensuing protocol details the process for notification, collaboration and joint planning, to ensure that crossover youth placed in the Kansas Juvenile Correctional Complex (KJCC) receive services and supports for successful reentry into the community.

Crossover Youth are defined as a young person age 10 or older with any level of concurrent involvement with the child welfare and juvenile justice system.

- Involvement in the juvenile justice system includes court-ordered community supervision and Immediate Intervention Programs (IIP), and youth placed in detention and/or correctional facilities.
- Involvement in the child welfare system includes out-of-home placement or participation in preventive services.

Protocol

- Upon a court order that a youth who is in the custody of the Secretary of DCF, or who is otherwise involved in the child welfare system is placed in the custody of KJCC, the foster care case management case worker will email Misty Kifer (KJCC Discharge Planner), Marissa Reinbold (KJCC Program Director), and Trudy Pittenger (KJCC Records Dept.) to notify them that the incoming resident is in foster care.
 - Email addresses include:
 - Misty.kifer@ks.gov
 - Marissa.reinbold@ks.gov
 - Trudy.pittenger@ks.gov
- The KJCC Records Department will reply and begin the process of collecting the necessary information (e.g., medical) from the foster care case management case worker.
- KJCC Records Department will provide an invitation to the foster care case management case worker and supervisor to all relevant meetings via email KJCC meetings in which the foster care case management case worker will be a part of include:
 - The **initial program planning meeting**, which takes place once the youth has been in KJCC for 21 days.
 - **180 review conferences**, which occur every 180 days to address program and reentry planning and are scheduled 30-45 days in advance of the conference.
 - **Pre-release conference**, which occurs within 30-90 days in advance of release, and are scheduled 30-45 days in advance of the conference.
 - **High-risk release planning meetings** occur monthly for youth who experience placement instability. Invitations for these meetings will be sent by Misty Kifer (KJCC Discharge Planner).
- The foster care case management case worker will provide an invitation to Misty Kifer (KJCC Discharge Planner (misty.kifer@ks.gov), who will advise the Corrections Counselor (CCII); the KJCC case manager on the youth's unit of all meetings and staffings held on the case.
 - Although youth at KJCC are legally in the custody of the Secretary of Corrections, the foster care case management case worker will maintain contact with the youth including contacting the young person at KJCC monthly.
 - Foster care case management workers should notify KJCC, Trudy Pittenger and Shelby Leach one week in advance of the intended visit.
 - Trudy.Pittenger@ks.gov
 - Shelby.Leach@ks.gov

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- To avoid interruption of the school day, the best times to schedule visits are:
 - Tuesday, Wednesday, Thursday 9:30 am – 10:30 am or 12:30 pm – 1:30 pm.
- Telephone contact can be arranged by emailing Misty Kifer and/or Marissa Reinbold. Misty and/or Marissa will provide the foster care case management worker with the youth's CC II's contact information. The worker can then contact the CC II to arrange a date/time when the youth can be in the CC II's office to receive the phone call.
- Each week the youth's CCII will email the Weekly Expectation Review (WER) to the youth's foster care case management worker, and supervisor to keep the worker informed of the youth's progress in KJCC.
- CINC and JO Court Hearings
 - When received, KJCC will forward information regarding any court hearings for the youth to the foster care case management worker and supervisor.
 - The foster care case management worker or supervisor will attend all court proceedings, including hearings regarding pending cases.
 - A hearing will be held within 7 business days of a youth's release from a Juvenile Detention Center or KJCC. Notification of the hearing will be provided via email to the foster care case management worker and supervisor from the Community Correction Agency.
- In an effort to sustain collaboration between KJCC and DCF's foster care case management contractors:
 1. All agency staff should be provided with initial and ongoing training for the implementation of this protocol.
 2. A representative of each agency will participate every six (6) months in the reconvening of a workgroup whose purpose is to review and update the protocol as needed.
 3. The agencies should establish a process to ensure staff accountability and fidelity to these protocols.