
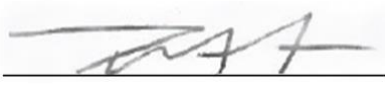


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| POLICY TITLE: COMMUNITY PROGRAMS AND SERVICES | | PAGE 1 OF 3 |
| POLICY NUMBER: 9.14 (JCC) | | |
| CHAPTER 9: SUPERVISION AND CASE MANAGEMENT | | |
|  | STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner:  | PROFESSIONAL STANDARDS: See Section VIII |
| | EFFECTIVE DATE: January 3, 2011 | LATEST REVISION: February 20, 2024 |

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 15 M.R.S.A. Part 6 Maine Juvenile Code; Title 34-A M.R.S.A. Section 1403 and 5602.

II. APPLICABILITY

Juvenile Community Corrections

III. POLICY

Juvenile Community Corrections shall provide access to programs and services in the community to address identified risks and needs of juveniles under its supervision using a variety of appropriate resources including contracts, purchased services, and collaborations with other state agencies, as well as community and family resources. Whenever available, programs and services shall be evidence-based, established best practice, strengths-based and responsive to juvenile’s individual needs.

IV. DEFINITIONS

1. Emancipated juvenile – a juvenile who has reached the age of 18 (and does not have a legal guardian); is at least 16 years of age and married with their parent(s)’ or legal guardian’s permission; or is at least 16 years of age and has been emancipated by court order.

V. CONTENTS

- Procedure A: General
- Procedure B: Identification of Needed Programs and Services
- Procedure C: Accessing Programs and Services
- Procedure D: Managing Resources

VI. ATTACHMENTS

- Attachment A: Flex Fund Request form ([paper/online](#))

VII. PROCEDURES

Procedure A: General

1. A juvenile in need of programs and services shall when appropriate be referred to programs and services identified as evidence-based or based on best practices, if or when available in the community.
2. The Juvenile Community Corrections Officer (JCCO) shall share relevant information with the program and/or service in accordance with the Department Policy (JCC) 8.1, Confidentiality of Juvenile Community Corrections Client Information.
3. A JCCO may request regular written or verbal progress reports regarding the juvenile's participation and progress in the program or service. The JCCO shall ensure that the progress is documented in CORIS.

Procedure B: Identification of Needed Programs and Services

1. Juvenile Community Corrections Officers (JCCOs) shall familiarize themselves with the programs and services available in the community for juveniles.
2. The JCCOs shall assist juveniles and their parent(s)/guardian/legal custodian (if the juvenile is not emancipated) in accessing appropriate available programs and services by:
 - a. assisting and supporting the juvenile and/or their parent(s)/guardian/legal custodian in locating appropriate programs and services;
 - b. selecting programs and services identified by the JCCO as appropriate for meeting identified risks and needs; and
 - c. consulting with the Regional Correctional Manager and/or Department of Health and Human Services, to identify other programs and services to meet the identified risks and needs.

Procedure C: Accessing Programs and Services

1. The Juvenile Community Corrections Officer (JCCO) shall refer the juvenile and parent(s)/guardian/legal custodian, (if the juvenile is not emancipated) if applicable, as needed to a Department of Health and Human Services, or other appropriate case manager in accessing MaineCare, scholarships, or other types of financial assistance and in accessing services that may be available through their insurance or place of employment.
2. The JCCO shall follow processes described in the relevant Memoranda of Agreement to access programs and services.
3. The JCCO may access contracted programs and services using referral processes as specified in contracts. The JCCO shall receive approval from their Regional Correctional Manager when the contract has limits on numbers of juveniles served and the current limit is at or near capacity.
4. When programs and services are not available as set out above, the JCCO may request flex funds as set out below;

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- a. the JCCO shall complete a Flex Fund Request Form (Attachment A) and submit it to the Regional Correctional Administrators (RCAs), or designee;
 - b. the RCA, or designee, shall review the request, approve the request for flexible funds, if appropriate, or offer alternative resource(s) to meet an identified risk or need, if available; and
 - c. any request for funding and use of approved funds must be based on the juvenile's risks and needs and documented in CORIS.
5. The Flex Fund Request Form shall remain in the appropriate file in the juvenile community corrections office and shall not be sent with the Purchase Order.

Procedure D: Managing Resources

1. Regional Correctional Administrators (RCAs), or designees, shall assess the need for programs and services annually, in consultation with, as necessary, the Associate Commissioner of Juvenile Services, or designee.
2. Any identified programs and services shall be reviewed for consideration to revise the community services budget to the extent possible to address identified needs.
3. If it is decided that a needed program or service needs to be purchased to effectively meet juveniles' needs, the Associate Commissioner of Juvenile Services, or designee, shall issue a Request for Proposals in accordance with state purchasing guidelines, contract for the program or service, and monitor the implementation of the contract as required by Department Policy 2.8, Contracted Services.
4. Annually flex funds are set aside for each region to purchase programs and services critical to address the risks and needs of juveniles in that region that are not provided by contracts, state agency collaboratives, MaineCare or other insurance or family assets. The RCA, or designee, is responsible for managing these funds and approving all expenditures.
5. The Associate Commissioner for Juvenile Services, or designee, is responsible for maintaining information on available programs and services. This information shall include eligibility, specific programs and services provided and how to access them, payment methods, history of usage, and other pertinent information.
6. The Associate Commissioner for Juvenile Services, or designee, is responsible for the development and maintenance of collaborative agreements with other state agencies. Regional Correctional Administrators are responsible for the implementation of these collaborative agreements at the regional level, including maintenance of the relationships with the state agency regional counterparts, identifications of any issues, and assisting in the resolution of these issues.
7. The RCAs, or designees, shall develop and maintain collaborative working relationships with community providers to assure appropriateness of referrals, identification and resolution of issues related to program or service delivery, and awareness of changes in community provider rules, delivery methods, etc. that affect program of service availability to juveniles under supervision in their regions.

VIII. PROFESSIONAL STANDARDS None

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