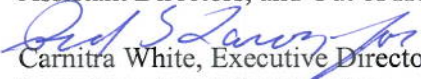


**Department of Human Resources
Social Services Administration
311 West Saratoga Street
Baltimore, Maryland 21201**

DATE: April 15, 2010

POLICY #: SSA # 10-24

TO: Local Department of Social Services Directors,
Assistant Directors, and Out of Home Placement Supervisors

FROM: 
Carnitra White, Executive Director
Social Services Administration

RE: DJS and DHR Dually Involved Youth Populations

PROGRAM AFFECTED: CPS Screening, CPS Intake, In Home Family Services and Out
of Home Placement Services

ORGINATION OFFICE: Child Welfare Practice and Policy

ACTION REQUIRED OF: All Child Welfare Services Staff

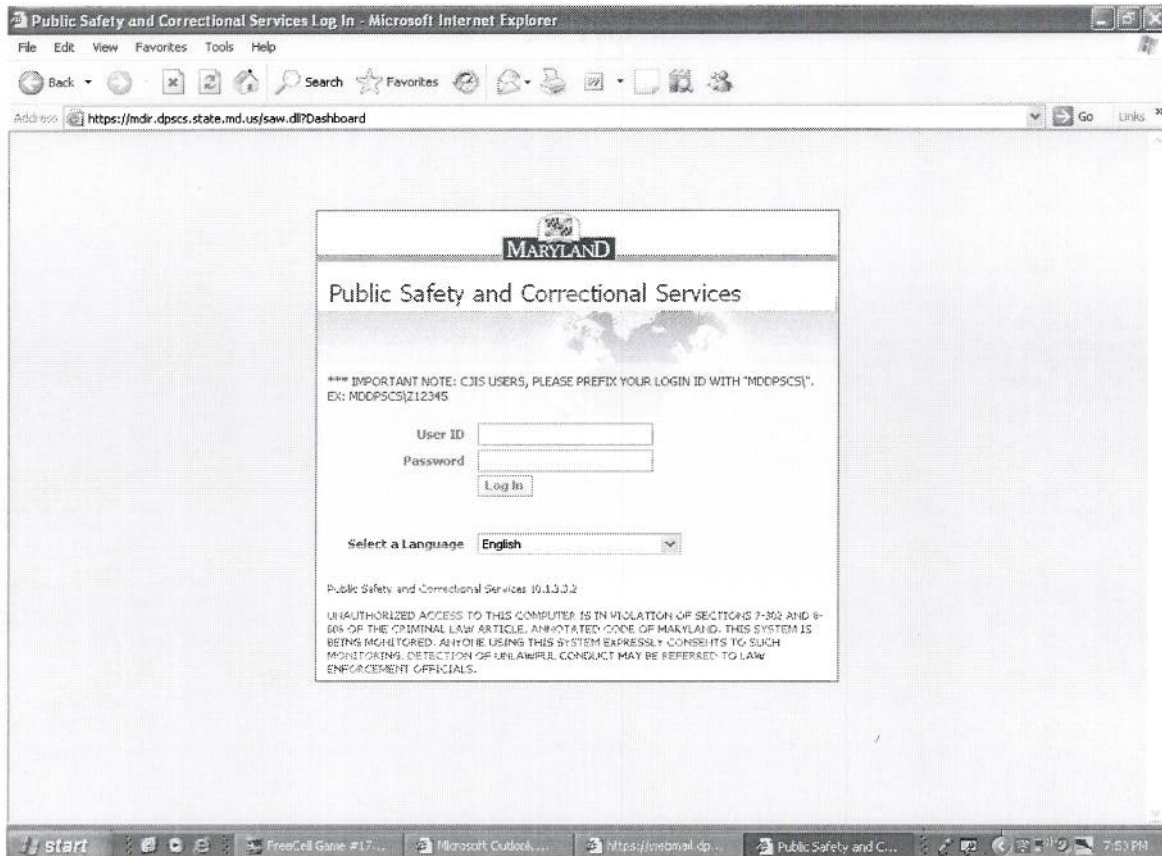
ACTION DUE DATE: May 3, 2010

CONTACT PERSON: **Deborah Ramelmeier, Director**
Office of Child Welfare Practice and Policy
Social Services Administration
(410) 767-7506

Greg Yaculak, Security Director
Office of Technology for Human Services
(410)767-7652

I. Child Safety Dashboard

- A. As of May 3, 2010, DHR and DJS shall have access to identifying information about children served by the two agencies through the Child Safety Net Dashboard ("the Dashboard"). At the initiation of a case, staff will use the Dashboard to identify youths served by both agencies and to obtain information that will better enable both agencies to provide services to these youths.
- B. Access Instructions
 1. The dashboard is a web-based system. To log on, open the internet browser and type <https://mdir.dpsscs.state.md.us> in the address bar. The following page will display.



2. Enter DHR\userid (the userid is the normal DHR network id used to log onto the computer) in the User Id field. Enter the DHR network password in the Password field. You must have a working Active Directory Logon that is part of the DHR OTHS network. Special accommodations will be made for users who do not have DHR network ID. If you are unsure, please contact your local LAN administrator who will be able to give you the assistance you need to log on once you have been granted access.
3. The user will be directed to review and accept the disclaimer to complete the log on.
4. Security requirements
 - a. It is critical that only authorized staff have access to the Dashboard. Therefore, if a staff person leaves the agency or is assigned duties that do not require Dashboard access, the supervisor and/or security monitor shall notify via email the local LAN administrator and OTHS Data Security Division so that access to the Dashboard may be suspended.

II. DHR Screening Procedures

- A. At CPS Intake, LDSS Intake screeners shall use the Dashboard to determine whether a report concerns a child who is or has been served by DJS. In the narrative section of the report, the intake screener will provide a brief summary of any relevant information obtained from the Dashboard, including the name and phone number of the DJS case manager.
- B. Intake screeners may not use information obtained from the Dashboard to make screening decisions. Screening decisions shall be based solely on the information contained in the

report. The fact that DHR or DJS has or has had involvement with a child may not be used as a basis for declining agency action if the report meets agency criteria for intervention.

- C. If a report involving a child involved with DJS is screened out and not referred for ongoing service by the LDSS, the LDSS may not communicate to DJS the fact that a screened out report was received. Communication between the two agencies is only permitted when both agencies have an active case involving the youth.

III. DHR Worker Responsibilities – In Home and Out of Home

- A. Based on the information in the narrative, LDSS caseworkers are responsible for contacting a youth's DJS case manager by telephone within two business days of being assigned the case. The caseworker shall document this contact and all subsequent communication with the DJS caseworker in contact notes.
- B. LDSS caseworkers shall obtain all relevant information from the youth's DJS case manager to assist the LDSS with case planning and determining what services a youth and family may need. Please note that the DHR caseworker may NOT share information from a CPS case file or investigation with DJS staff unless DJS is currently providing the child with treatment or care. This same restriction does not apply to sharing information from a services case other than CPS with DJS to enable both agencies to better serve a child. The DJS and DHR worker shall exchange their electronic mail addresses, as well as those of their immediate supervisors, to enable subsequent communication by email.
- C. Dually committed youth
 1. If the youth is committed to DHR and DJS custody, the local agencies shall make every effort to provide services jointly. This includes scheduling joint court hearings, joint home visits and working together in the development of service plans and permanency planning.
 2. LDSS workers shall provide DJS case managers with copies of service plans, service agreements, court reports and court orders within 5 days of completion of the documents.
- D. Reportable Events: Except in CPS cases where DJS is not providing treatment or care to a youth, , a LDSS caseworker shall notify DJS via email within two business days of any and all of the following reportable events regarding a youth involved with both agencies:
 1. Change of address or phone number of the youth or parent/guardian;
 2. Request for court action;
 3. The outcome of any hearings;
 4. The fact that the youth has runaway, or otherwise cannot be located;
 5. Violation of court conditions including failure to attend school, failure to participate in treatment services, or failure to adhere to curfew;
 6. The date and reason for placement in residential treatment, pending discharge plans, and date of discharge; or
 7. Reassignment of LDSS caseworker or supervisor.
- E. Advance Notification: Except in CPS cases where DJS is not providing treatment or care to a youth, the LDSS caseworker shall provide the DJS case manager with at least 5 business days notice prior to the following scheduled events concerning a youth involved with both agencies:

1. Upcoming hearings including the reason for the hearing;
 2. The scheduling of a Family Involvement Meeting (permanency plan change, placement change, or transition); Local Coordinating Council; Multi-disciplinary meeting; or case staffing; or
 3. DHR's intent to close the case in the next 30 days.
- F. Attendance at Meetings or Hearings affecting a youth: LDSS caseworkers are expected to attend all meetings or hearings concerning a youth involved with both agencies.
- G. Notification of arrests of DHR youth
1. DJS plans to alert the LDSS if a youth receiving ongoing DHR services is arrested. Youth do not officially receive services from DJS until after Disposition which occurs 60-90 days after an arrest. Therefore, DHR may not share confidential case information under the Dashboard MOU until notified by DJS that services have commenced.
 2. In order to facilitate joint planning during the adjudication phase, the LDSS worker shall obtain written consent from the parent/guardian or immediately request court permission to share appropriate case information.
 3. Youth in Out of Home Placement
 - a. When notification that a youth in the custody or guardianship of DSS has been arrested is received, the LDSS worker shall contact the local DJS office within 2 business days to ascertain circumstances of arrest and any further actions planned by DJS.
 - b. The LDSS worker shall attend all DJS meetings and/or court hearings in relation to the youth.
 4. Youth receiving In Home Services
 - a. In cases where the LDSS does not hold custody, the LDSS worker shall use the arrest information as part of their work with the youth and their family. In order to share appropriate information with DJS, the worker shall request that the parent/guardian sign consent for the sharing of case related information during the adjudication/disposition process.
- H. DJS Policies and Protocols: LDSS caseworkers are expected to obtain and be familiar with all DJS policies and protocols regarding information sharing between the two agencies.