TO: Regional Directors

FROM: Sheri M. Meisel, Assistant Secretary for Community Supervision

RE: DIRECTIVE: Referral to Juvenile Drug Courts

DATE: June 9, 2011

The purpose of this Directive is to require the use of Maryland Comprehensive Assessment Service Planning (MCASP) objective criteria as the basis for DJS referrals to Juvenile Drug Courts. Completion of the MCASP Needs Assessment Domain 7: Alcohol & Drugs generates a graph displaying youths' level of dynamic need for substance abuse treatment.

I. Initial Implementation: Referral Requirements for Existing Cases

Regional Directors shall ensure that all case management staff promptly refer to Drug Court all youth under probation or aftercare supervision with moderate or high substance abuse needs as identified by the MCASP Needs Assessment.

By July 6, 2011, each region shall complete a review of MCASP Needs Assessment Domain 7 for all active probation and aftercare cases to identify and refer to Drug Court all youth with moderate and high need for substance abuse treatment. Youth with the following characteristics do not have to be referred: 1) current or previous participants in Drug Court, 2) in residential placement, 3) compliant with out-patient substance abuse treatment and making satisfactory progress as documented by the provider and in ASSIST case notes, and 4) having documented risk or needs indicating higher priority for another specialized service or program (for example, youth receiving sex offender or fire setter treatment).

Referrals shall be submitted within two (2) working days in a written document clearly marked "Drug Court Referral." Regardless whether youth are identified or not identified for referral to Drug Court through this review, all Case Management Specialists and/or Case Management Specialist Supervisors shall promptly document the date and results of this review (e.g., whether a referral was or was not made) in ASSIST case notes.

On an ongoing basis, youth under supervision shall be promptly referred to Drug Court when an indicator of the need for substance abuse treatment becomes known to Case Management Specialists and/or Case Management Specialist Supervisors, including for example, positive drug test, self-report, parent report, or reports from schools or providers.
II. Ongoing Implementation: Referral Requirements for Intake Cases

Effective June 22, 2011, Intake Officers and/or Intake Supervisors shall submit a referral to Drug Court when they complete the Intake Decision Report for all youth who self-report drug use in response to one or more of the questions about current drug use that are included in the MCASP Intake Risk Screen, and for all youth under supervision to DJS who present with a new CDS arrest at intake, regardless whether or not they self-report drug use. The Intake Decision Report is signed by the intake or county supervisor and submitted to the State’s Attorney’s Office for Authorization of Formal Petition. Youth with charges resolved at intake and youth referred for pre-court supervision shall not be referred, except to Drug Courts which function as diversion courts and therefore accept informal supervision cases.

All referrals shall be submitted together with or included on the Intake Decision Report, and shall be clearly marked "Drug Court Referral." All referrals shall also be promptly documented in ASSIST intake folder case notes.

III. Quality Assurance

Regional Directors shall track all Drug Court referrals and provide a report to the Assistant Secretary and Chief of Staff by the fifth day of each month consisting of the following information for the previous month:

- Number of youth enrolled on the last working day of the month
- Number of youth referred by DJS in the month
- Number of youth rejected in the month
- Number of youth by reason for rejection:
  - Under age 14
  - Age 17.6 or older
  - Violent offender
  - Drug dealer
  - Need for less intensive out-patient substance abuse treatment
  - Severe mental health disorder
  - Previous participant in Drug Court
  - SAO rejected
  - OPD rejected
  - Drug Court rejected
  - Youth refuses to participate
  - Parent refuses to participate
  - Other reason with brief explanation

DJS shall conduct quality assurance audits at least quarterly and more frequently as warranted to verify compliance with this Directive. The compliance audits shall include analysis of MCASP scores identifying need for substance abuse treatment and verifying referrals to Drug Court in accordance with this Directive.
IV. Failure to Comply

Failure to comply with this Directive shall be grounds for disciplinary action in accordance with the DJS Standards of Conduct, up to and including termination of employment.

Cc:

Sam Abed, Secretary
Tammy Brown, Chief of Staff
Lynette Holmes, Deputy Secretary
Linda McWilliams, Deputy Secretary