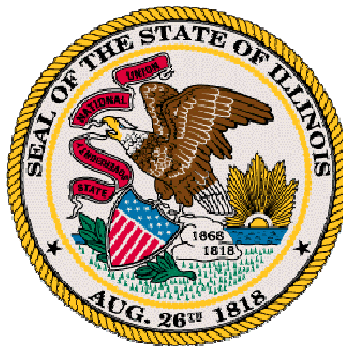


*Cook County
Juvenile Probation
and Court Services
Release Upon Request Program*



**Manual for Juvenile Detention Alternatives Initiatives
Delegation Site Visitors**

RELEASE UPON REQUEST (RUR) JUVENILE DETENTION ALTERNATIVE PROGRAM

Purpose:

The purposes of the Release Upon Request (RUR) Juvenile Detention Alternative Program are to reduce the number of minors in detention and reduce minors' length of stay in juvenile detention. To accomplish these purposes the Juvenile Probation Department facilitates court ordered releases of minors being held in the Cook County Juvenile Temporary Detention Center (JTDC) to the identified individual or agency.

Target Population:

The RUR program serves youth who have been ordered released from the Cook County Juvenile Temporary Detention Center, but remain there because no one was present in court to release the minor to or the person in court refused to accept custody of the minor. Minors cannot be released to themselves; therefore, Judges can court order the minor be released to a specific individual or agency. For example, the minor can be RUR to a parent, guardian, custodian, relative, DCFS, DHS (three different populations discussed *supra* page 4-6), Detention Alternatives Division (DAD), agency (i.e. drug treatment facility, residential placement, etc.), Electronic Monitoring, shelter care facility, etc. A minor can be RUR at any stage of the legal proceedings (pre and post – trial).

Program Activities:

Case Flow Processing

When a Judge court orders a minor to be RUR to an individual or agency, an adjudicator¹ completes a Release Upon Request Notice (see Exhibit 1) and a custodial status sheet² (see Exhibit 2). The minor is given two court dates: (1) an original court date (whether for status, trial, progress report, etc.); and (2) a rehearing date seven days after the RUR is ordered³. If the minor is released from JTDC before the rehearing date, the case is heard at the original court date. If the minor is not released before the rehearing date, the case comes back to court for a status on the minor's release. The RUR PO forwards a Release Upon Request Re-Hearing Report to the Judge, Assistant State's Attorney (ASA) and Public Defender/private attorney (see Exhibit 3).

Referral Processing

The adjudicator places the completed RUR Notices after each court date in a centrally located bin. The RUR supervisor daily retrieves the RUR Notices and reviews the County's computer

¹ In Cook County a Juvenile Probation Officer is assigned to each courtroom that acts as the liaison between the court and the Probation Department. Their responsibilities include forwarding all materials from the court to the designated probation department staff and completing necessary paperwork prior to a minor being placed on probation/supervision or when a probation officer is not present in court.

² A custodial status sheet is completed for any minor held in custody and forwarded to juvenile temporary detention center (JTDC). JTDC uses information detailed in questions 25 through 27 to determine who a minor is to be release to and if not released within seven days when the minor needs to be present in court for a re-hearing.

³ Also on the custodial status sheet the adjudicator specifies when the minor's rehearing date is scheduled in order for JTDC to ensure the minor's reappearance in court if he/she is still in custody.

system to verify everything was entered correctly (petition number, name, date RUR ordered, court date information, etc.).⁴ The supervisor assigns the case to one of two RUR probation officers⁵ that are assigned to specific courtrooms.⁶

RUR Probation Officer's Responsibilities

Once the RUR probation officer receives the case he/she calls the individual or agency that the minor was court ordered release to and informs them they have six days to pick the minor up from the juvenile temporary detention center (JTDC). If no phone is available the RUR probation officer sends an informational brochure (see Exhibit 4) and makes a field visit to inform the individual or agency that he/she has six days to pick the minor up from JTDC. The RUR probation officer is expected to make an attempt within twenty-four (24) hours to make contact with the person/agency that the minor was court ordered released to (i.e. send notice through mail, call⁷ or make field visit). The individual/agency is informed where to pick the minor up and to bring identification to verify they are the person the court ordered release to. JTDC maintains a file for each minor on RUR status with the custodial sheet inside. Once the specified individual/agency comes to pick up the minor, JTDC verifies the person's name and relationship located on the custodial status sheet, verifies the individual/agency identification and releases the minor from custody.

Release Upon Request Options

As previously mentioned, a Judge has numerous options when deciding who the minor should be released to depending on individual circumstances. Seven options warrant further explanation: (1) RUR DHS Designess (2) RUR DHS mental health; (3) RUR DHS special population; (4) RUR Detention Alternatives Division (DAD); (5) RUR shelter care facilities; and (6) RUR electronic monitoring (7) RUR Department of Children and Family Services (DCFS).

1. Lock Out Situations

A lock out situation occurs under two circumstances: (1) when the case of a minor held in custody is screened out (dropped) and the parent/guardian refuses to pick up the minor from detention⁸; and (2) when a Judge sentences a minor to a designated time in JTDC with the case closing upon completion of time served and the parent/guardian refuses to pick the minor up from detention once the term is completed. If the parent/guardian refuses to pick the minor up in these two situations and the RUR probation officer has made every attempt to get the minor released from JTDC, the case can be treated as a lock out. In these circumstances the RUR probation officers utilizes the Comprehensive Community-Based Youth Services (CCBYS).

⁴ Once the supervisor verifies the information, he/she places their initials on the back of the green RUR Notice and the date the information was verified (see Exhibit 1).

⁵ The two RUR probation officers also serve as the two pre-trial services probation officers (PTS PO).

⁶ The RUR PO's are the same probation officers that staff the pretrial services program.

⁷ If the RUR probation officer is successful in making contact via telephone, he/she is not required to make a field visit to inform the individual/agency of the minor's release status.

⁸ After a minor is arrested the detention screening risk assessment instrument (RAI) is completed if the police are seeking a hold in custody. If the RAI warrants a hold, the Assistant State's Attorney's Office (ASA) makes a legal determination of how to proceed on the case. If the ASA decide to drop the charges, the minor is released from JTDC to his/her parent/guardian. However, if the parent/guardian refuses to pick up their child once a case is dropped, a lock out situation arises.

CCBYS is a statewide program administered by the Illinois Department of Human Services (DHS) that services youth (ages 10-17) who are at risk of involvement in the child welfare and/or juvenile justice system. The primary purpose of the CCBYS is to provide at-risk youth with a continuum of services according to their needs, with the overarching goal of family preservation, reunification or independence, again depending upon the youth's needs. A 24-hour crisis intervention response system is available in emergency situations for referrals from the police and courts. CCBYS services are delivered by community agencies throughout the state. CCBYS providers are mandated to offer services to youth who have been taken into limited custody by the police because his/her parents refuse to take custody.⁹

In a lock out situation, when the parent/guardian/custodian refuses to pick the minor up from JTDC despite exhaustive efforts, the RUR PO contacts the CCBYS agency located in the community where the minor resides to give notice of a lock out situation. In addition, the Chicago Police Department and the DCFS Hotline are contacted to report the lock out. The CCBYS agency is given general information (name, address, parent's information). The RUR PO next contacts the Better Boys Foundation (BBF) who acts as liaison between the juvenile court, the CCBYS and the police district. The BBF liaison contacts the police district where JTDC is located, gives the minor's information and obtains a waiver form from the police station. BBF brings the waiver form to the Juvenile Court and CCBYS, the RUR PO, and BBF all meet to have the minor released from custody to the CCBYS agency. CCBYS places the minor in a group home setting in the community and takes responsibility to reintegrate the minor into the home.

2. RUR to DHS Designee

A minor can be RUR to a DHS designee when a parent refuses to pick up a minor with an active juvenile case that has been court ordered release from JTDC and all attempts have been made to successfully release the minor. When a parent/guardian/custodian refuses to pick up a minor with an active case from JTDC, the RUR PO requests their appearance at the rehearing court date. If the parent fails to appear at the rehearing date and exhaustive attempts have been made to release the minor to no avail, a Judge can RUR the minor to a DHS designee. In these situations, the judge will enter an Order for Temporary Service (see Exhibit 5) and a Release Upon Request Notice (Exhibit 1) will be completed by the Adjudicator.

The RUR PO will fax both the notice (Exhibit 1) and the Order (Exhibit 5) to the DHS designee that serves as a court liaison. The DHS court liaison interviews the minor in JTDC to obtain information of any relatives that are willing to take the minor home. After receiving a referral and interviewing the minor in JTDC, the DHS designee completes an Illinois Department of Human Services Designee Referral Report (see Exhibit 6) and forwards it to the RUR supervisor.

The DHS court liaison next follows up on any leads to release the minor from detention. If seven days have passed since the last rehearing, the case is brought back to court on the seventh day and the DHS designee completes an Illinois Department of Human Services Re-Hearing Report to update the court on the minor's release status and if necessary give recommendations (see Exhibit 7). If the DHS designee is unsuccessful in reunifying the minor with his/her family,

⁹ CCBYS is mandated to provide services in other circumstances unrelated to the RUR program and thus not enumerated. For more information visit: www.dhs.state.il.us/chp/op/YSDP/CompCommBasedYouthSvcs.asp

the minor is released to the designee and placed in a foster or group home setting trained to deal with detained population. Placement can last for up to 21 days and extended with the approval of the court liaison (DHS designee). Once the DHS designee removes the minor from JTDC a Release Upon Request to D.H.S. Designee Placement Outcome Form (see Exhibit 8) is completed and faxed within 24 hours to the RUR supervisor. If an incident occurs while the minor is either at the DHS placement or in route to the placement, the DHS designee completes a DHS Designee Incident Report and sends it to the RUR supervisor (see Exhibit 9).

While in placement the minor and family undergo counseling to assist in resolving or coping with problems and community resources and services are identified. A client service plan and aftercare plan are developed in order to effectuate reunification with the family. In circumstances where reunification appears unlikely, the placement contacts the DHS designee. The DHS designee can contact the ASA to review the case and determine what further action will be taken, including a possible child protection petition being filed.¹⁰

3. RUR to DHS Mental Health

RUR to DHS Mental Health is used when minors in custody are found unfit for trial and ordered to complete restorative services. When a Judge orders a fitness evaluation for a minor, the Cook County Juvenile Court Clinic completes an assessment. If the Clinical Assessment determines that the minor is unfit to stand trial and the Judge makes a finding that the minor is unfit to stand trial, the Judge can commit the minor to DHS' Office of Mental Health for restoration services. Restoration services can be either inpatient or outpatient and the commitment order specifies the Judge's preference. A copy of the court order and clinical is forwarded to a community based organization that has a contract with DHS to service this population by providing restorative services. If a minor RUR to DHS Mental Health is in secure custody, the community based organization first interviews the minor in the detention center. If the restoration services are going to take place on an inpatient basis, the agency will send referrals to hospitals that provide the needed services.

Once the hospital and admission date are secured, the agency will contact the detention center to coordinate transportation from the detention center to the hospital. A transportation order (see Exhibit 11) is obtained by the Probation Department and the court sets a future court date to receive a progress report. At the progress report date the DHS Office of Mental Health has to submit a report detailing the progress of restoration services. A DHS representative does not have to be present in court as long as a report has been submitted. If a minor is restored to fitness, the hospital will send a report to the Judge before the minor is released.

4. RUR to DHS Special Population

RUR to DHS Special Population is designed to expedite release of minors in detention who have no guardian or where the guardian cannot be located. For example, when a Judge wants to release a minor from secure custody, however the minor has no guardian (i.e. deceased, incapacitated, or no one can be located), the minor can be RUR to DHS Special Population.

¹⁰ For further information about RUR DHS designee program, refer to attached State of Illinois Department of Human Services Agreement Attachment Release Upon Request, Exhibit 10.

In order to assist the court in cases where a parent or guardian is unavailable, the Court, the Illinois Department of Children and Family Services (DCFS) and the Illinois Department of Human Services (DHS) began a pilot in October of 2005. Judges can refer certain cases to a designated team of workers from DCFS, DHS, Probation, the Assistant State's Attorney's Office (ASA), the Public Defender's Office and the Presiding Judge's Office of Juvenile Justice's Office (see Exhibit 12). For a complete program description, including forms used by the RUR DHS Special Population, see Exhibit 13).¹¹

5. RUR DAD

A minor can be RUR to the Detention Alternative Division. Once ordered the Detention Alternative Division will assess which alternative to detention is most appropriate for the minor (home confinement, evening reporting center, electronic monitoring, or shelter care facility). For information about these alternatives to detention refer to Cook County's overview of the detention alternative program.

6. RUR Shelter Care Facilities

A minor can be RUR to a staff secure shelter care facility upon a parent's refusal to pick up a minor with an active juvenile case that has been court ordered release from JTDC and all attempts have been made to successfully release the minor.

7. RUR Department of Children and Family Services (DCFS)

A minor can be RUR to the Department of Children and Family Services (DCFS) for minors who are wards of the state. The RUR PO contacts the DCFS agency assigned to the case and informs the caseworker that they need to come pick the minor up from detention.

Referral Processing

Once a Judge orders a minor RUR to a shelter care facility, the adjudicator completes the Release Upon Request Notice (Exhibit 1) and if the parent/guardian are in court has the medical authorization (see Exhibit 14) signed. The adjudicator places the notice and medical authorization in a centrally located bin for the RUR supervisor to pick up daily. When the RUR supervisor receives the information, the case is assigned to an RUR probation officer who begins to gather the necessary information to release the minor.

Necessary Paperwork Prior to Placement

The RUR probation officer contacts the minor's probation officer (if one is already assigned) and obtains a copy of the social investigation and public aid or medical card. If the social investigation is older than one year, the RUR probation officer obtains the minor's last two – three monthly case logs to obtain current information. The RUR probation officer will also obtain from the field probation officer a copy of any court clinical Evaluations, school IEP's, and hospital discharge summaries. While the RUR probation officer is gathering records from the field probation officer, the minor is interviewed in detention.

In order for a minor on psychotropic medications to be released to a shelter care facility he/she has to be stable for at least three – four days and have a prescription for their medications. The

¹¹ When a minor is RUR to DHS Special Population, the same Release Upon Request Notice is completed by the adjudicator (see Exhibit 1) and forwarded to the RUR supervisor.

doctor in the detention center can write the prescription for the needed medications. The girls shelter care facility does accept pregnant girls, however the minor has to have gone for a prenatal exam and be taking prenatal vitamins before she can be released.

Limited Circumstances of Non-acceptance

A minor will not be accepted at the shelter care facilities under limited circumstances. For instance, if the minor is currently suicidal, on a “no admit list” for various reasons, has a finding for a sex offense, pending charge is a violent offense (assessed on an individual basis), has a communicable disease(s), has an arson charge, or has not been stable on medications for three-four days, he/she will not be admitted to the shelter care facility. A minor is placed on a shelter’s “no admit list” as a last resort because of a previous stay(s) at the facility with extreme behavior problems/repeated running.

Release of Minor

Once all necessary information is gathered, the RUR probation officer transports the minor to the shelter care facility. Because placement in a shelter care facility is not a permanent or long term placement, each minor must have a discharge plan. Upon arrival at the facility each minor is oriented to the program and given a brief description of the program along with all expectations. Each minor’s clothes and bags are searched and inventoried.

Court Hearings

Minors are transported by the shelter care facility for all their subsequent court dates. The shelter care facility transports minors to court with their property where a court liaison meets them to supervise and attend their court hearings. If a minor is released to a parent during court, he/she already has their property and does not have to retrieve it from the shelter care facility. If the minor is placed by the Judge again at the shelter care facility until the next court date, the minor is picked up (along with their property) to return to the facility.

Processing Incidents

Staff are trained in crisis management, however if a minor escalates beyond the shelter care facilities control, an incident report will be completed and the supervisor of detention screening is contacted to have the minor transported back to the detention center. The shelter care facility or the police bring the minor back to detention and the minor goes to court the following business day.

8. RUR Electronic Monitoring

A Judge can court order that a minor be RUR to Electronic Monitoring (house arrest). A Release Upon Request Notice is completed and each day the supervisor of Electronic Monitoring retrieves these RUR notices. Once Electronic Monitoring receives the RUR Notice, their protocols go into effect (see information regarding Cook County’s Electronic Monitoring program).

Utilization:

The RUR program service capacity depends on the individual or agency that the minor is court ordered released to. No minors categorized as lock outs will be turned away from the RUR program. When an RUR DHS designee is ordered, the minor will be removed within 24 hours of

referral. In the event that DHS places the minor in a foster or group home, the length of stay will be determined by the youth and families needs. All minors found unfit for trial and ordered to complete restorative services with an RUR order to DHS Mental Health Services will be handled by the RUR probation officers. The boys shelter care facility has a capacity of 20 and the girls shelter has a capacity of 14. Each shelter is utilized to capacity.¹² Electronic monitoring (EM) has a service capacity of 127 and minors are immediately released from JTDC and placed on EM when a Judge so orders.

From November, 2004 to November, 2005 there were 2,735 minors court ordered to the RUR program. These are minors that otherwise would have remained in secure detention. The length of stay that a minor remains in custody after he/she is RUR depends on which entity the minor is being released. For an example of how Cook County reports RUR statistics see Exhibit 15.

Cultural Competency and Racial Disparity Impact:

From November, 2004 to November, 2005 an average of 210 minors per month were court ordered Release Upon Request from the detention center. Out of these 210 minors RUR'd, an average of 85.4% of the minor's RUR'd were African American, 10% were Hispanic, 4.4% Caucasian, and the remaining were categorized as "Other." The reduction of minorities being confined as a result of the RUR program reduces the overall disproportionate number of minors being confined in Cook County.

Outcomes:

1. Youth – Based Outcomes

The goal of the RUR program is to reduce the number of minors in detention and reduce minors' length of stay in juvenile detention. Therefore, the outcomes for each minor benefiting from the RUR program are he/she is released from secure detention and his/her length of stay is shortened. These minors are reintegrated into the community (i.e., their home, group home, shelter, drug treatment, etc.).

2. System – Focused Outcomes:

The outcome of the RUR program for the Cook County Juvenile Court is numbers of youth detained in the detention center are reduced. As previously indicated, the reduction also reduces the disproportionate number of minorities confined. The RUR program also allows for effective interaction with the court and other juvenile justice authorities (i.e., courtroom personnel, probation officers, DCFS, DHS, attorneys, detention center staff, parents, etc.).

Administration:

All RUR probation officers are employees of the Cook County Chief Judge's Office and must have a minimum of a bachelors degree.

Systems Relations:

¹² When the girls shelter was being under-utilized, the population being designated for the detention alternative was broadened to include girls who need temporary respite care and would not have to be held in custody and RUR to the shelter care facility. These girls could be processed from home and placed temporarily in the shelter.

The RUR program is perceived well among Judges and courtroom personnel as indicated by the number of minors court ordered to the RUR program.

Exhibits

RELEASE UPON REQUEST NOTICE

ORDER
ISSUED DATE: _____

ORDER ISSUED BY
CALENDAR: _____

THE COURT HAS ORDERED THAT THE MINOR BE RELEASED UPON REQUEST TO:

- _____ Department of Children and Family Services
- _____ Detention Alternatives Division
- _____ Department of Human Services Designee
- _____ Department of Human Services Office of Mental Health
- _____ Department of Human Services Special Population
- _____ Electronic Monitoring
- _____ Parent
- _____ Other _____
- _____ Shelter Care Facilities

NAME OF
MINOR: _____ D.O.B.: _____

PETITION
NUMBER (S): _____

GENDER: _____ MALE _____ FEMALE _____ ETHNICITY: _____

RE-HEARING
COURT DATE: _____ NEXT COURT
DATE: _____ COURT
CALENDAR: _____

CONTACT INFORMATION

PROBATION
OFFICER: _____ TELEPHONE: _____

PARENT / GUARDIAN
NAME: _____ TELEPHONE: _____

ADDRESS: _____

AGENCY
NAME: _____ DESIGNEE
NAME: _____

ADDRESS: _____ TELEPHONE: _____

COMMENTS: _____

Exhibit 1

**CIRCUIT COURT OF COOK COUNTY
JUVENILE PROBATION
DETENTION ALTERNATIVES DIVISION**

RELEASE UPON REQUEST RE-HEARING REPORT

DATE: _____

CAL: _____

MINOR'S NAME: _____

PETITION #: _____

COMMENTS

RECOMMENDATION

DETENTION REVIEW PROBATION OFFICER

Exhibit 3

Exhibit 4

WHAT PARENTS NEED TO KNOW

Your child has been ordered to be released to you by the Cook County Court Judge.

A probation officer will contact you by telephone or in person to tell you where to locate your child and how to obtain his/her release. Go to the facility indicated below, present a picture I.D., and request your child's release

COOK COUNTY JUVENILE TEMPORARY DETENTION CENTER

1100 S. HAMILTON AVENUE
CHICAGO, ILLINOIS 60612
RELEASE AREA - CONCOURSE LEVEL

MANUEL SAURA CENTER

2732 N. KEDZIE
CHICAGO, ILLINOIS 60647

NEON GIRLS PROGRAM

7351 South Princeton
CHICAGO, ILLINOIS 60621

WHAT WILL HAPPEN IF YOUR CHILD IS NOT RELEASED?

If you refuse to pick up your child, the Judge will review his/her case on:

_____ at _____ am

Calendar _____, Cook County Juvenile Center, 1100 S. Hamilton Avenue, Chicago, Illinois 60612.

IF YOU DO NOT APPEAR ON THE DATE ABOVE AND YOUR CHILD REMAINS IN CUSTODY, THE FOLLOWING WILL OCCUR:

- Your child will be released to a representative of the Illinois Department of Human Services on the date shown above.
- Every effort will be made to reunite you with your child.
- If you refuse to accept your child into your home, relatives may be contacted.
- An investigation will be initiated to determine the basis for your refusal to accept your child into your home.

YOUR CHILD'S NEXT COURT DATE

Once your child is released from the Cook County Juvenile Temporary Detention Center, the Manuel Saura Center or Neon Girls Program, he/she must appear at the next scheduled court hearing at the Cook County Juvenile Center, 1100 S. Hamilton Avenue, Chicago, Illinois 60612 on:

_____ at _____ am

Calendar _____ Room Number _____

The Judge has imposed the following conditions upon your son/daughter until the next court date:

_____ Home Confinement

_____ Electronic Monitoring

_____ Evening Reporting Center

_____ Community Outreach Supervision

_____ Sheriff's Work Alternative Program (SWAP)

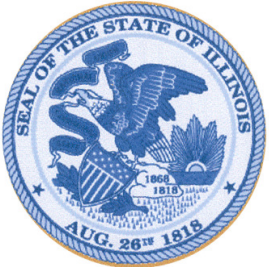
If you have any questions, or if your family needs additional services, the probation officer can direct you to an agency in your neighborhood:
(Si usted tiene alguna preguntas o si su familia necesita servicios adicionales el oficial provisional, les dirigirá a una agencia en su comunidad)

Phone: 312-433-6600 (Español)

Phone: 312-433-6906 Supervisor

**COOK COUNTY
JUVENILE PROBATION
DEPARTMENT
MISSION STATEMENT**

The mission of the Probation Department of Cook County's Juvenile Court is to serve the welfare of children and their families within a sound framework of public safety. The Department is committed to providing the guidance, structure, and services needed by every child under its supervision. In partnership with the community, the Probation Department promotes the healing and recovery of neglected children toward reforming their behavior and making responsible decisions.



**CIRCUIT COURT
OF
COOK COUNTY**

**TIMOTHY C. EVANS
CHIEF JUDGE**

**JUVENILE JUSTICE DIVISION
CURTIS HEASTON
PRESIDING JUDGE**

Cook County Juvenile Court
1100 S. Hamilton Avenue
Chicago, Illinois 60612

**JUVENILE PROBATION & COURT SERVICES
DETENTION ALTERNATIVES DIVISION**

ILLINOIS DEPARTMENT OF HUMAN SERVICES DESIGNEE

**DEPARTMENT OF HUMAN SERVICES
REFERRAL REPORT**

DATE: _____

MINOR'S NAME: _____

CALENDAR: _____

PETITION NUMBER: _____

PARENT/GUARDIAN: _____

ADDRESS: _____

PHONE: _____

OTHER CONTACTS

NAME: _____

RELATIONSHIP TO MINOR: _____

ADDRESS: _____

PHONE: _____

DATE

SIGNATURE OF REPORTER

Exhibit 6

**ILLINOIS DEPARTEMNT OF HUMAN SERVICES DESIGNEE
RE-HEARING REPORT**

DATE: _____

MINOR'S NAME: _____

CALENDAR: _____

PETION NUMBER: _____

PERSONAL CONTACTS

DATE

DESCRIPTION OF CONTACT

DATE	DESCRIPTION OF CONTACT

CURRENT CASE STATUS/RECOMMENDATION

DATE

SIGNATURE OF REPORTER

Exhibit 7

**RELEASE UPON REQUEST TO D.H.S. DESIGNEE
PLACEMENT OUTCOME FORM**

MINOR RESPONDENT: _____

DATE OF BIRTH: _____ **PETITION #:** _____

PERSON RECEIVING MINOR: _____

RELATION TO MINOR: _____

ADDRESS: _____

PHONE: _____

DATE: _____

SIGNATURE OF DHS DESIGNEE

****FAX TO DETENTION REVIEW SUPERVISOR AT 312-433-6744**
WITHIN 24 HOURS OF THE PLACEMENT**

Exhibit 8

Exhibit 10

STATE OF ILLINOIS DEPARTMENT OF HUMAN SERVICES

Agreement Attachment
Release Upon Request

A. SCOPE OF SERVICES

The Provider will provide the following services and agrees to act in accordance with all state and federal statutes and administrative rules applicable to the provision of services pursuant to this Agreement.

The purpose of the Release Upon Request program (RUR) is to work any youth, the subject of a delinquency petition, who, subsequent to a detention hearing has been ordered to the temporary care of the Department's designee because he/she:

- a. has been released by the court by an order to release the youth upon the request of a parent, guardian, or custodian but;
- b. remains in detention because no parent, guardian, or custodian has appeared within seven (7) days of the RUR order to accept custody.

Any youth held in detention subsequent to arrest for a delinquent offense must be brought before the court within 40 hours for a detention hearing. If the court determines that further detention of the youth prior to the trial is no longer necessary, for the protection of the youth nor for the protection of the person or property of another, the judge may order that the youth be released to his/her parent, guardian, or custodian if the parent, guardian, or custodian appears within 24 hours to take custody. If no parent, guardian, or custodian appears within 24 hours to take custody of the youth, a summons is issued to the parent, guardian, or custodian and a rehearing is set for no later than seven (7) days after the original hearing. If the youth's parent, guardian, or custodian does not appear to take custody of the youth prior to or at the rehearing, the court may order the Department to designate a suitable placement for the youth until reunification can be accomplished or until other decisions/arrangements can be made by the court on behalf of the youth.

1. The Provider shall provide a Release Upon Request program, which includes the following services:
 - a. Youth who are released upon request to a designee of the Department, who cannot be placed in alternative placements agreed to by the youth's parent or guardian, will be placed in licensed foster or group homes that have been specially trained to deal with this population of youth. Placement may be made for up to 21 days. Placements may be extended beyond the 21 day period with the approval of the Court Liaison.
 - b. Standardized intake and assessment on all youth referred for service including an interview with the youth's parents or guardians and other appropriate family members. During this interview, the worker is expected to gather sufficient information to determine what further services will be appropriate.

- c. A client service plan shall be developed within 48 hours following placement of the youth. The plan will be monitored by the Court Liaison. Each youth and family served shall have a written client service plan established between the service provider, youth, and family served. The service plan shall be extended for more than 21 days and shall include a recommended plan for after-care.
 - d. The service provider will call the Court Liaison with a progress report on each case on a weekly basis and will submit a Service Report on each case monthly. When a case has been closed, the service provider will notify the Liaison and submit the closing Service Report.
 - e. A confidential record keeping system, which includes a central standardized file on all clients, will be developed and maintained.
2. The target population includes any youth under age 17 years, who:
- a. is the subject of a delinquency petition; and who,
 - b. subsequent to a detention hearing, has been released by the court by an order to release the youth upon request to a parent, guardian, or custodian but,
 - c. remains in detention because no one has appeared within seven (7) days of the RUR order to accept custody.

Youth will be accepted on a no-decline basis, with the exception of youth who are illegal aliens. Youth who are illegal aliens will be referred to the U.S. Immigration and Naturalization Services.

3. The implementation of the client service plan shall include the following:
- a. Counseling is provided to youth and families to assist them in resolving or coping with problems, as well as identifying, obtaining and using community resources and services. Problems addressed include, but are not limited to: unsatisfactory parent-child relationships; marital discord; inadequate home management; housekeeping or childcare practices; parental illness; handicap; desertion' or absence; and physical or mental handicap; or behavior of the youth which adversely affects his/her ability to adjust to family, school, or community.
 - b. Advocacy services are provided for youth and their families to assist them in resolving personal, family and social/institutional problems. Advocacy services include activity with the youth that provides: emotional support; role modeling; personal and family resource development; accompanying the youth and family to appropriate court appearances and appointments with court personnel; and providing or arranging for transportation for a youth.
 - c. Providers of youth services will ensure that linkages and referral procedures are formed with other community programs which provide their own program. Agreements should be established with drug, alcohol and mental health treatment programs, and with Comprehensive Community Based Youth Services (CCBYS) providers.
 - d. The Provider will develop a plan of aftercare for the youth and family. The plan may recommended the continued involvement of the current service provider or may suggest that the case be followed-up by the local service provider of the CCBYS system or other social service agencies.

e. The Provider will make a diligent effort to assure that the youth continues to attend classes in the school he/she regularly attends. If the youth is not currently attending school, the Provider will develop suitable educational options for the youth, and/or assist the youth in re-enrolling in school.

4. Time frames and terminations:

a. Services must be short-term. Generally, no service longer than 30 days will be authorized. Agencies must demonstrate why goals cannot be achieved within the 30-day period and what would be achieved by providing longer services; and obtain permission from the Court Liaison for service beyond 30 days. An aftercare period up to an additional 90 days may be allowed, if indicated. Cases will be closed under the following circumstances:

- (1) Successful reunification;
- (2) Lack of cooperation on the part of the youth and/or family;
- (3) Youth is arrested while in placement;
- (4) Youth runs away;
- (5) The youth has been referred back to court on a new petition;
- (6) The youth returned to court on the original delinquency petition; or,
- (7) The case is transferred to the full responsibility of another agency.

5. The referral procedures shall consist of the following:

a. Initial Contact

If an RUR order is entered, and a parent, guardian or custodian does not appear to assume custody of the youth within 24 hours, the court will set a date for a rehearing, no later than seven (7) days after the original order, and will issue a summons to the youth's parent, guardian, or custodian to appear. If a parent, guardian or custodian does not appear to assume custody of the youth by the day prior to the re-hearing, the court will alert the Court Liaison of the case's status. At the request of the Court Liaison, contact with the youth and family can be initiated, up to a maximum of six (6) hours of service prior to the re-hearing. The Liaison will notify the appropriate service provider of the pending case and the date and time of the re-hearing.

b. Order for Temporary Service

If the youth's parent, guardian, or custodian does not appear to assume custody at the second hearing, the judge may enter an Order for Temporary Service releasing the minor upon request to a designated service provider authorized by the Department to provide placement and other services for the youth. A probation officer will contact the Court Liaison who will then refer the case to the appropriate service provider. Within 24 hours of the referral, the service provider will appear at the JTDC to pick up the youth and transport him/her home or to a designated foster or group home.

Each Order for Temporary Service will contain a date and time for a hearing, within 72 hours of the issuance of the Order, scheduled to determine whether parental consent for placement has been obtained. If parental consent is obtained within 48 hours of placement, the Provider will contact the Court Liaison who will inform the Office of the State's Attorney that the hearing will not be necessary. If parental consent has not been obtained or, after diligent effort on the part of the Provider, the Court Liaison determines

that reunification is not likely, the Liaison will appear at the scheduled hearing to advise the court of the matter and to seek further direction from the court.

c. Materials to be Provided

Prior to the re-hearing, a probation officer will be assigned to prepare a release report to be presented at the hearing. When a youth is to be released to the Department's designated Provider, the officer will provide a copy of the release report, the Order for Temporary service, any medical information, the release order from the JTDC and any other pertinent information to the Court Liaison. The Liaison will assure that copies of these reports are distributed to the Provider when the youth is picked up at the JTDC.

6. Services are directed toward helping the youth and his/her parents resolve and cope with family problems and disruptive behaviors in order to return the youth to his/her family home after placement.
7. The expected outcomes are as follows:
 - a. 100% of youth referred to the Department, pursuant to an Order for Temporary Service, will be removed from the JTDC within 24 hours of referral.
 - b. Demonstration that a high proportion of families and youth served achieved the goals of their service plan, including the goal of family reunification.
8. In the case where the service provider determines that reunification is not likely, the Provider will contact the Court Liaison. The Liaison will contact the Department and the Office of the Cook County State's Attorney, Juvenile Justice Bureau, and they will review the case and determine what further action will be taken.

The Provider will make a written report to the Court Liaison relative to the findings which lead to the conclusion and will participate in all staffings convened relative to the development of a plan.

9. The court has made provision to return the case to court in the event that parental consent cannot be obtained. The Provider will notify the Court Liaison if parental consent for placement has not been obtained within 48 hours. The Liaison will then appear at the scheduled hearing to advise the court of the matter and to seek further direction from the court (See Section A.5.b. above).
10. Youth who are ordered released upon request to a designee of the Department and who are subject to the interstate compact agreement will be referred to any agency designated to work with such referrals. That agency, along with the Court Liaison, will work towards reunification.
11. Youth placed in the RUR program remain in the legal custody of the parent(s) or guardian during the period of service. Consent to medical care of youth in the RUR program remain the right and responsibility of the youth's parent(s) or guardian. When the youth's parent(s) or guardian refuses to consent to emergency medical care or when the parent(s) or guardian cannot be contacted, a hospital or physician licensed to practice medicine in all its branches may render emergency treatment per "An act in relation to the execution of consents by minors to the performance of medical or surgical procedures." (Illinois Rev. Stat. 1983, ch. 111, par. 4503).

12. For the purposes of program monitoring and reporting:
 - a. The Court Liaison will serve as program and fiscal monitor.
 - b. The Provider will provide the Department with requested monitoring and evaluation information and understands that the appropriate Department staff and the Court Liaison may monitor and evaluate services of the program. Monitoring may include:
 - i. On-site visits to providers, including inspection of client files and fiscal records.
 - ii. Telephone monitoring of service via contacts with providers and a sample of youths and families receiving service.
 - c. Records will include at least the following:
 - i. A written Client Service signed by the agency worker and, preferably, the youth and family.
 - ii. A copy of each Service Report (CFS-375) filed with the Court Liaison at the end of each month or partial month of service.
 - iii. A written copy of a report filed with the Court Liaison at the time services are terminated to a youth and family, which includes a brief statement relative to the service provided, the service outcome(s) and the recommendations(s) for aftercare/follow-up to the youth and family.
13. The Provider shall submit a detailed, line-item budget and annual program plan to the Department, Bureau of Youth Services and Delinquency Prevention, in the format prescribed by the Department. The Provider will be held accountable for reports submitted to the Department.
14. The Provider agrees to send a minimum of one staff representative per program grant to attend mandated regional and/or statewide meetings sponsored by the Department.

B. COMPENSATION/EXPENDITURE DOCUMENTATION

1. Payment to the Provider will be made on a purchase of service basis. The unit of service for reimbursement for direct services and collateral services is one hour. The unit of service for board payment to foster parent(s) for a youth in placement is one day. Payments to the Provider will be based upon the rate(s) as determined by the current state fiscal year and shown on the Attachment Cover Sheet for this program.
2. Direct services means any face-to-face contact or telephone contact with a youth and his/her family member(s) to provide assessment, advocacy, and counseling service.
3. Collateral service means any contact with someone other than a youth and his/her family member(s), on behalf of a youth and his/her family member(s), such as the Court Liaison, Department staff, court staff, detention staff and foster parent(s).
4. The agency and the Department agree that billing to the Department will be limited to billing for one client when:
 - a. An agency staff is transporting more than one Department client at the same time.
 - b. The agency staff is court with more than one client at the same time.

- c. The agency staff is providing other services as defined in the program with more than one client at the same time.
5. The agency and the Department also agree that:
 - a. The Department will not reimburse the last day of placement.
 - b. The Department will not reimburse for any units of collateral service which exceed 50% of units billed for direct service.
 - c. All service hours, either direct or collateral service, shall include cost of transportation.
 - d. The Department will not reimburse for youth, family, and collateral contacts in excess of six (6) hours, rendered prior to the re-hearing.
6. Service is defined as:
 - a. Travel time to and from the youth, family, and collateral contacts.
 - b. Direct face-to-face contacts with the youth, family, and collateral contacts.
 - c. Telephone contact with the youth, family, and collateral contacts.
 - d. Reporting time.
 - e. Attempts to visit and/or contact the family by phone.
 - f. Units of service include those services outlined with the addition of:
 - i. Evaluation services
 - ii. Travel time directed at services to client(s).
 - iii. Inter-agency staffings on client(s).
 - iv. Reports on products may be billed at the rate of ½ and 1 ½ units of service when they relate to the clients.
7. The Provider shall submit requests for payment to the following address:

Illinois Department of Human Services
Division of Community Health and Prevention
Bureau of Central and Field Operations
535 West Jefferson Street, 3rd Floor
Springfield, IL 62702-5058
8. The Provider shall submit requests for payment monthly throughout the period of the grant. The final request for payment shall be submitted within 30 days after the end of the grant period. The Department may not be able to process payment requests received more than 30 days after the end of the grant period due to the close of the appropriation lapse period.
9. The Provider hereby waives the right to any reimbursement of further payment for any bill or reimbursement request which is received by the Department more than 30 days after the end of the grant period.

a) On _____ (Day & Date) AT _____ AM/PM

b) By _____

Employee of JTDC

Probation Officer

DCFS

Other _____

5. Vehicle and Driver shall be provided by:

6. IF PLACED OR HOSPITALIZED, return the minor to the Temporary Detention Center at the conclusion of such placement or hospitalization. Contact JTDC for escort.

7. If the requesting party believes that the minor poses an extraordinary security risk, he/she shall request and the JTDC shall provide one or more escorts.

DATED:

ENTERED: _____

J U D G E

CALENDAR: _____

Exhibit 11

MEMORANDUM

11-14-05

To: All Sworn Staff

From: Carmen Casas
Division Chief
Advocacy Division

Mark Werner
Supervisor
Southeast Division

Re: DCFS Pilot Project

On 10-3-05, a pilot project began in all delinquent courtrooms. This project was a Collaborative effort between probation, the judiciary, DCFS, DHS, State's Attorney and the public defender. The pilot project protocol is below. If you have any questions, please call Mark Werner at X4657 or Carmen Casas at X7859.

This project is specific to the following minors:

- Age 13 and above.
- In detention or placement.
- Legal guardian or parent is deceased.
- Legal guardian or parent is missing and cannot be located.
- Legal guardian is disabled or incapacitated.

If you have a minor that does not meet the criteria or you are not sure please call us before making the referral. If you do have a case that meets the criteria please follow the below listed procedure:

- Case must be referred to the DCFS dependency pilot by judicial order.
- Case must be set for a 7 day progress report.
- Packet must be sent to Mark Werner (2nd floor-probation) within 24 hours.
- Outlying offices can be faxed to Mark at 312-433-4654.
- If the case is active with a PO the PO will complete the packet and send to Mark.
- If the case is not active with a PO, then the attorney of record must complete.
- Packets consist of the DCFS referral sheet (attached), social, any clinical info.
- If there is no social, then a short summary of the case and any efforts made will suffice.

If the Judge is going to release the minor from detention, then the RUR status should read RUR DHS special population, and the RUR sheet should then be sent to the RUR Unit as usual.

Proposed Pilot Program for Cook County Juvenile Court Draft 9/20/05

In order to assist Judges on the Juvenile Justice calendars in certain cases where a parent or guardian is unavailable, the Court, the Illinois Department of Children and Family Services (DCFS) and the Illinois Department of Human Services (DHS) will conduct a six month pilot project beginning on October 1, 2005.

Under this project, Judges from the Juvenile Justice calendars may refer certain cases to a designated team of workers from DCFS, DHS, Probation, the State's Attorney's Office, the Public Defender's Office and the Presiding Judge of Juvenile Justice's Office. DCFS, DHS and Probation will investigate the cases. The State's Attorney's Office will determine whether to file a petition in Child Protection during the investigation. The Public Defender's Office will be the primary contact with the youth. The Presiding Judge's Office will serve as a liaison between the team and the Juvenile Judges. The investigating team will report back to the referring judge weekly. If the placement issue has not been resolved after 21 days, the team will present the case to the monitoring committee within two work days. The committee will decide how to resolve the issue.

When DCFS finds that a child is dependent and the State's Attorney's Office has agreed to file a petition, DCFS will take protective custody and move that child out of detention, pending the action on the petition.

Cases which may be referred to the work team include those cases in front of a Juvenile Justice Judge where:

1. the child is 13 years or older, and
2. the child is in a residential placement or the detention center, and
3. after a diligent search, probation finds that the child's parents or guardian are unavailable because
 - (i) the parents/guardian of that child have died;
 - (ii) the parents/guardian of that child whereabouts are unknown; or
 - (iii) the parents/guardian of that child are disabled or incapacitated;

If a child is moved to the Saura Center or Neon House or designated by the Court as DHS special population after the referral has been made, the team will continue its work. If at any point in the process, the child is released to the community, the team will cease its work. If the child runs from Saura or Neon, the team will cease its work.

DCFS will provide training to Probation in conducting appropriate diligent searches. In those cases where a parent is located but remains unwilling to take the child, DHS will engage the family. In those cases where the parent is unavailable, as described above, and an alternative adult is located which is willing to take the child into a home, DCFS and Probation will conduct a background check and home study. The study will include a review of financial issues, required authority for consents and

necessary services. In those cases court determines that this alternative adult is acceptable, the child may be released to that adult and no case will be filed in Child Protection. In those cases where all the original criteria are met and no acceptable adult is found, the case will be referred to the State's Attorney's Office for screening to determine whether a case will be filed in Child Protection. If no Child Protection petition is filed, the case will then be referred to the monitoring committee.

A monitoring committee composed of a representative from the Presiding Judge of Juvenile Justice, the Presiding Judge of Child Protection, the DCFS' Director, the DHS' Director, State's Attorney, Public Defender, Public Guardian, Probation and two Judges from Juvenile Justice shall meet monthly to review the progress of this pilot. The work team will review the cases with the committee. The committee will issue a report at the end of the six months, summarizing the effectiveness of the pilot and making future recommendations.

Exhibit 13

MEDICAL AUTHORIZATION FOR SERVICES

I authorize the _____ Manuel Saura Center _____ Neon House Girls Program to secure emergency medical treatment for, _____ a minor who is temporarily placed at the center.

In the event a medical emergency develops, authorization is granted to provide required medical care to safeguard the well being or health of the minor.

If a medical card or private insurance are not available for the minor at the time of the emergency, and/or the emergency is non-life threatening, the child must be taken to Cook County Hospital. If the emergency is life threatening, the minor should be transported to the nearest hospital.

SIGNATURE OF PARENT/GUARDIAN: _____

WITNESS: _____ **DATE:** _____

PUBLIC AID NUMBER: _____

(Copy of public aid card is required)

PRIVATE INSURANCE: _____

(Copy of insurance card is required)

Exhibit 14

Date:

To: Arnie Salazar
Detention Alternatives Division

From: SPO Gerri Kerulis
Detention Review

Re: RUR Statistics for November 2005

Minors ordered Released Upon Request: 188

The following information represents a breakdown regarding age, gender, race, length of stay in the JTDC and release status

Age	N	Percent
10	0	0.0%
11	0	0.0%
12	1	0.5%
13	11	5.9%
14	16	8.5%
15	56	29.8%
16	63	33.5%
17	31	16.5%
18	10	2.7%
total	188	100.0%

Gender	N	Percent
Male	166	88.3%
Female	22	11.7%
total	188	100.0%

Race	N	Percent
African American	156	83.0%
Caucasian	12	6.4%
Hispanic	19	10.1%
Other	1	0.5%
total	188	100.0%

Length of Stay	N	Percent	Cumulative
0 nights	37	19.7%	19.7%
1 night	32	17.0%	36.7%
2 nights	16	8.5%	45.2%
3 nights	11	5.9%	51.1%
4 nights	11	5.9%	56.9%
5 nights	8	4.3%	61.2%
6 nights	12	6.4%	67.6%
7 nights	9	4.8%	72.3%
8 to 15 nights	34	18.1%	90.4%
16 to 30 nights	14	7.4%	97.9%
31+ nights	4	2.1%	100.0%
Total	188	100%	

Release Status	N	Percent
Released to parent/guardian/relative	89	47.3%
Released to Electronic Monitoring	52	27.7%
Released to DCFS	11	5.9%
Released to placement	17	9.0%
Released to DHS Designee	2	1.1%
Released to field PO	5	2.7%
AWOL from shelter care	0	0.0%
Remained in secure custody	11	5.9%
Released to DOC	1	0.5%
Total	188	100.0%

Exhibit 15

C: Michael J. Rohan
Charles Young