

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 with 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 recommend 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.
 - b. 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 an 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.
 - iii. Periodic audits.
 - c. Records will include at least the following:
 - i. A written Client Service Plan 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 recommendation(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. 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 service 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 in 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 the 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 or 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.