

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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Policy Guide 99.05

**Cook County Juvenile Court Substance Abuse Assessment Project For DCFS -
Involved Parents**

RELEASE DATE: March 29, 1999

TO: Rules and Procedures Bookholders
All DCFS and Private Agency Child Welfare Staff and Supervisors
All DCFS Child Protection Investigation Staff and Supervisors

FROM: Jess McDonald, Director

EFFECTIVE DATE: IMMEDIATELY

I. PURPOSE

This is to advise staff regarding a new project which has been developed in response to the concerns raised by judges at the Cook County Juvenile Court. The project will provide a substance abuse assessment, including a determination of the level of care needed and a same-day referral to a treatment provider offering that level of care.

II. PRIMARY USERS

The primary users of this Policy Guide are DCFS child welfare and child protection investigation staff and staff of purchase of service provider agencies.

III. KEY WORDS

Service Plans, Substance Abuse Assessment, Substance Abuse Treatment, DCFS Wards of the Cook County Juvenile Court

IV. GENERAL INFORMATION

Presently, DCFS has contracted with Interventions, Inc. to develop the court assessment project. **This project is for new temporary custody cases, in Cook County only, where the parent(s), or other significant adult household members, have substance abuse issues.** The project may be expanded in the future. Only those individuals referred by the Cook County Juvenile Court Child Protection Judges are eligible for this project. Caseworkers may request that the Court make a referral, but the Court must be the referral source. Interventions has an office at the Cook County Juvenile Court in order to serve adults referred to them through this project.

For existing cases, caseworkers are responsible for making referrals to the Office of Alcoholism and Substance Abuse Initiative and performing Alcoholism and Other Drug Abuse (AODA) screenings.

The referral and feedback process for the Cook County Juvenile Court Substance Abuse Assessment Project is outlined below. The party responsible for implementing each step is also identified.

- a) The court will identify parents, or other significant adult household members, at temporary custody hearings in order to refer them to Interventions to receive a substance abuse assessment.

Any parent, or other significant adult household member, involved in the DCFS case is eligible to be referred for a substance abuse assessment

- b) Court personnel will complete the top section of the Referral/Status Report form (see Attachment A). One copy will be kept in the court file. Another copy will be given to the DCFS or POS caseworker. In addition, court personnel will fax the form to the Interventions' office.

Forms will be available in each courtroom. **This form is not available through Central Stores.**

- c) The DCFS or POS caseworker will complete the middle section of the form and will take the form when escorting the parent, or other significant adult household member, to the Interventions' office for the assessment.

Substance abuse assessment staff are located at the Cook County Juvenile Court building daily between the hours of 8:00AM-4:30PM. The office is located on the Concourse Level in Room CO63 (Calendar 49).

- d) Interventions staff will conduct the substance abuse assessment and determine the appropriate level of care.

The caseworker will receive feedback on the results of the assessment and referral within 24 hours. Interventions will notify the DCFS or POS caseworker if a parent, or other significant adult household member, for whom a court referral is received, fails to appear for the assessment.

- e) A treatment appointment will be scheduled for the parent, or other significant adult household member, as part of the assessment process. The assessment forms and the parent's, or other significant adult household member's, consent for treatment are sent to the treatment provider with the referral.

A Substance Abuse Screening/Assessment Summary and Recommendation form 11 will be completed by Interventions and returned to the DCFS Juvenile Court Unit and the assigned DCFS or POS caseworker listed on the Referral/Status Report Form within 7 - 14 calendar days. This document provides written notice of the assessment's findings.

- f) Interventions will follow up with the treatment provider the next day to ensure that the parent, or other significant adult household member, kept his/her appointment. Interventions will notify the DCFS or POS caseworker and the treatment agency outreach staff if the parent, or other significant adult household member, fails to keep the treatment appointment. The caseworker and treatment agency staff will follow up with the parent, or other significant adult household member, and attempt to re-engage him/her in the treatment process.
- g) The substance abuse treatment agency will send monthly progress reports to the DCFS or POS caseworker.
- h) The DCFS or POS caseworker will attach the Substance Abuse Screening/Assessment Summary and Recommendation form and the monthly treatment progress reports to the initial service plan and submit them when the plan is filed with the Court through the DCFS Service Plan Distribution Unit.
- i) At the Court Family Conference or other court date designated by the court, the DCFS or POS caseworker will present information to the court regarding the status of the parent's, or other significant adult household member's, assessment.
- j) The substance abuse treatment agency will continue to send monthly reports to the DCFS or POS caseworker as the parent, or other significant adult household member, progresses in treatment and the case moves toward a permanency decision.
- k) The DCFS or POS caseworker is responsible for ensuring that the documentation is placed in the child's case file. In the event the case is transferred to a new caseworker, the caseworker at the time the services began is responsible for transferring all documentation to the new caseworker.

V. QUESTIONS

If there are any questions regarding the on-site assessment service, please contact the Interventions Office at (312) 492-8785. Other questions regarding this project can be directed to Nancy Roncancio, DCFS Office of Health Policy, at (217) 524-2030.

VI. FILING INSTRUCTIONS

File this Policy Guide directly behind Rule 316 in your volume of Rules and Procedures.

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