



2150 COURT REPORTS	
Chapter: Sununu Youth Services Center	Section: Clinical and Classification
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 19-01 Effective Date: February 2019 Scheduled Review Date:</p>	<p>Approved:</p>  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): RSA 169-B , RSA 621 and RSA 621-A Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): Bridges' Screen(s) and Attachment(s):

Everyone deserves to be treated with courtesy and respect. SYSC engages and works collaboratively with colleagues, youth, families, and communities with honesty and professionalism. This exemplified through the alignment with RSA 169-B:5-a, Filing Reports and Other Records, by filing all reports, evaluations, and other records with the court and all other parties at least five (5) days prior to any hearing.

Purpose

The purpose of this policy is to establish the procedure for writing and submitting court reports.

Definitions

"CC" or **"Clinical Coordinator"** means the master level clinical therapist assigned to each youth at SYSC to conduct mental health and behavioral assessment, facilitate individual and family and group therapy, diagnose mental health conditions via DSM5, create Focal Treatment planning for each youth monitor and report progress to the Treatment Team, the Court, and the Juvenile Parole Board.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"JPPO" or **"Juvenile Probation and Parole Officer"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Juvenile Probation and Parole Officer.

"SYSC" or the **"John H. Sununu Youth Services Center"** means the architecturally secure juvenile treatment facility administered by the Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

Policy

- I. Court reports shall be submitted in the following manner:
 - A. The Clinical Coordinator (CC) is responsible for drafting the Court Report and for participating in peer review of Court Reports among Treatment Team members.
 1. Prior to submission to the court and other parties as described in section I-B below, the CC shall send the report to the Administrator of Clinical Services via email, along with the name(s) of other staff reviewing the report.

- B. No later than 10 business days prior to the court date, the CC shall submit the signed Court Report according to the following:
 - 1. Email, mail, or send by facsimile the original Court Report to the court based on the court's preference;
 - 2. Scan the signed Court Report into the youth's electronic record and print and file a copy in the youth's permanent record;
 - 3. Email, mail, or send by facsimile a copy to the JPPO; and
 - 4. Email, mail, or send by facsimile copies to the youth's attorney, youth's parent(s)/guardian, and all other relevant parties including a copy of the youth's Focal Treatment Plan, if available.
 - C. The CC shall maintain documentation of the date the report was sent to all parties.
- II. Court reports must include the following domains:
- A. Commitment language from the committing court order;
 - B. Descending list of petitions, starting with the most recent petition;
 - C. Descending list of placement history, starting with the most recent placement;
 - D. Residential program description and update;
 - E. Education program description and update; and
 - F. Clinical program description and update.
- III. The CC must attend the Court Review Hearing as scheduled.
- A. If the CC cannot attend the hearing, the Administrator of Clinical Services shall designate a representative to attend the hearing.