

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	<p>DCYF Standard Operating Procedure 2130.4 REVIEWING TREATMENT PLANS FOR COMMITTED AND LONG-TERM DETAINED YOUTH</p>	
	<p>Policy Directive: 21-17</p>	<p>Approved:</p> 
	<p>Effective Date: March 2021</p> <p>Implements Policy: 2130</p>	<p>Joseph E. Ribsam, Jr., DCYF Director</p>

This SOP defines the process for reviewing treatment plans, monitoring progress, and completing updates for committed and long-term detained youth.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Clinical Coordinator (CC) tentatively schedules the initial Treatment Plan Meeting (TPM) for committed youth with the youth's JPPO at the youth's Classification Meeting.
- II. The CC schedules the initial TPM for long-term detained youth by contacting all parties involved when a youth is expected to reach 30 consecutive days of detention and there is no tentative discharge date established.
- III. The CC communicates the tentative meeting time (email, verbally, written notice) with the youth, parent/guardian, assigned youth counselor(s), educational staff, and other relevant parties.
 - A. The youth's assigned JPPO is required to attend all TPMs.
 1. If the assigned JPPO is unable to attend, the JPPO's immediate Supervisor or designee attends.
- IV. The CC coordinates and confirms the meeting date and time with all participants.
 - A. The CC records the meeting in the SYSC Clinical Calendar.
- V. The youth's assigned Youth Counselor (YC) shall provide the CC with a detailed monthly progress report on the youth for the meeting.
 - A. The CC prepares a preliminary Form 2130 SYSC Treatment Plan or Form 2130D SYSC Treatment Plan Long-Term Detained Youth based on all available information for distribution at the TPM.
- VI. The CC will chair the TPM and conduct the meeting by:
 - A. Offering copies of the following documents for the TPM to attendees:

1. The youth's draft Form 2130 or Form 2130D – one copy per attendee;
 2. TPM Worksheet;
 3. Form 2138 Quarterly Review of Appropriateness of Continued Secure Care, as required;
 4. Initial draft Exit Guidelines/Discharge Summary, Form 2361 (if applicable);
 5. Informed Consent and Confidentiality Disclosure for Clinical Services, Form 2128;
 6. Authorization – Consent to Exchange Information, Form 2129;
 7. TPM Attendance Sheet at the end of Form 2130 or Form 2130D;
 8. A Liability Release for SYSC Activities; and
 9. Program Orientation/Resident Handbook/Parent Handbook;
- B. Encouraging respectful discussion of the youth's individual and family needs as indicated by current assessments and behavioral presentation; and
- C. Ensuring the youth and their parent/guardian have an equal voice in the discussion and that their opinions are considered equally with other team members.
1. All youth, especially youth identified as transgender or intersex must have their views on their own personal safety given serious consideration¹.
- VII. All attendees sign the TPM attendance sheet to indicate attendance.
- A. All attendees in agreement shall be requested to sign the Form 2130 or Form 2130D indicating they agree with the treatment plan.
- B. The CC documents any attendee refusing to sign and attempts to explore and resolve any disagreement as the particular circumstances permit.
1. The CC may direct any team member who disagrees with a provision of a youth's treatment plan to the Administrator of Clinical Services for resolution; and
 2. This resolution may include modification to the treatment plan provision and/or affirmation of the Treatment Team's recommendation.
- VIII. The CC finalizes the youth's Form 2130 or Form 2130D by ensuring all pertinent sections are completed and signatures obtained.

Applicable Forms

Form	Title
2128	Informed Consent and Confidentiality Disclosure for Clinical Services
2129	Authorization – Consent to Exchange Information
2130	SYSC Treatment Plan
2130D	SYSC Treatment Plan Long-Term Detention
2138	Quarterly Review of Appropriateness of Continued Secure Care
2361	Exit Guidelines/Discharge Summary

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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¹ Pursuant to PREA Juvenile Standards at 28 CFR Part 115.342(f)