

## **YCRT Staff Roles & Responsibilities**

- **JDC/JPPS Shared Roles and Responsibilities**

**During the YCRT Meeting:**

- JPPS and JDC are expected to attend and be prepared to engage the youth and family in discussion on the TAP/Service Plan and the seven domains of reentry.
- Although the Reentry Specialist will act as the facilitator of the agenda items, the JPPS and JDC are expected to guide the meeting discussion based on their direct work and rapport with the youth and family.
- Both the JPPS and JDC share equal responsibility in engaging the family and youth throughout the meeting with use of Motivational Interviewing and open ended questions related to service and reentry planning.
- JPPS and JDC are responsible for following through on any additional identified service and or program needs related to the TAP/Service Plan within the facility (JDC) or the community (JPPS) setting between meeting dates.

**In Support of the YCRT Process:**

- The JPPS and JDC are expected to participate in every scheduled YCRT meeting for assigned youth. If the JPPS or JDC are unable to participate, then their direct supervisor shall participate in their place.
  - Attendance method JDC – All FTF.
  - Attendance Method JPPS:
    - Initial meeting – FTF.
    - Subsequent 2 monthly meetings – FTF preferred.
    - Ongoing quarterly meetings – FTF preferred.
    - 120, 90, 60, 30 day release review meetings – 2 must be FTF.
- The JPPS and JDC should make every effort to promote participation by the family.
- JPPS and JDC will collaborate with Reentry Specialist on scheduling meeting dates and times, the consistent updating of the TAP/Service Plan, and the completion of the Reentry Checklist throughout the youth's time in detention.

- **JDC Roles and Responsibilities**

- Notify the IPD of the meeting date and time.
- Encourage participation (make available the facility phone/video conferencing for the YCRT).
- Report back after the meeting to the IPD on the meeting.
- (see below JPPS responsibilities)

- **JPPS Roles and Responsibilities**

- Notify the JPM of the meeting date and time.
- Complete a family contact and encourage participation (make available the office phone/video conferencing for the YCRT).
- Report back after the meeting to the JPM on the meeting.
- If the JPPS is planning to be present for the meeting and the family does not have transportation, the JPPS shall assist with transportation to the facility. If the family cannot travel to the meeting and does not have an active phone line, the JPPS shall make every effort to arrange a meeting with the family at their residence, the local CSO, or other location so the family can participate via teleconference.

- **JPM Roles and Responsibilities:**

- Make arrangements to have the JPPS assigned to the youth attend the YCRT. If the case manager cannot attend, the JPM or another staff familiar with the youth shall attend.
- Encourage the family to attend, to include incentives/rewards.
- Staff the case prior to the meeting.
- Staff the case after the meeting.
- Provide quality assurance over the JPPS's roles and responsibilities.

- **IPD Roles and Responsibilities:**

- Encourage the family to attend, to include incentives/rewards.
- Staff the case prior to the meeting.
- Staff the case after the meeting.
- Provide quality assurance over the JDC's roles and responsibilities.

- **SSC Roles and Responsibilities:**

- Encourage the family to attend, to include incentives/rewards.
- Staff the case prior to the meeting.
- Staff the case after the meeting.
- Provide quality assurance over the SSPS's roles and responsibilities.