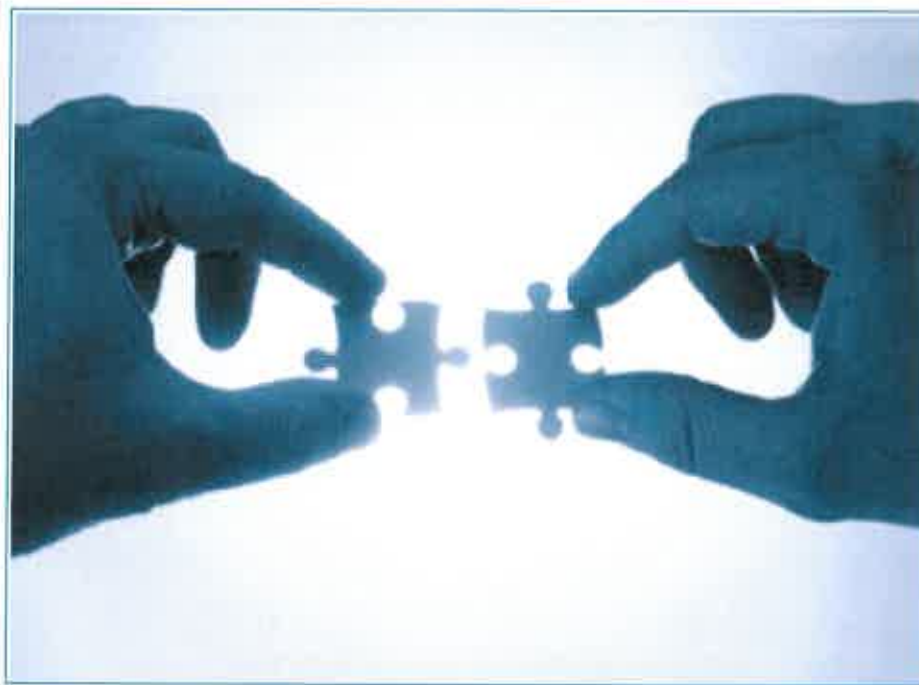


*15TH JUDICIAL CIRCUIT*

# **CROSSOVER CASE MANAGEMENT**



# **STANDARD OPERATING PROCEDURES**

**MAY 2015**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

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SECTION   A                        NUMBER   1                        DATE ISSUED   1/20/2012  

TITLE       Committee Role  

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP#                   ,     Dated                   

---

**PURPOSE/SCOPE:**

This section explains the role of the Crossover Committee.

**PROCEDURE:**

The Crossover Committee was created at the request of Children's Services Council of Palm Beach County, with the assistance of community partners. The Committee seeks to assist youth who penetrate both the juvenile delinquency and dependency systems.

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   2                        DATE ISSUED   5/8/2013  

TITLE     Committee Membership

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP# \_\_\_\_\_,     Dated   1/20/2012  

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**PURPOSE/SCOPE:**

This section explains the membership of the Crossover Committee. The Committee members hold responsibility for developing processes and procedures. Members of this committee may differ from the assigned Crossover Points of Contact (POC) for each agency.

**PROCEDURE:**

The Crossover Committee consists of representation from the following:

- Court Administration
- Legal Aid Society of Palm Beach County
- Office of the State Attorney
- Office of the Public Defender
- Department of Juvenile Justice
- Guardian ad Litem Program
- ChildNet
- Department of Children and Families
- Children's Legal Services
- Office of Regional Conflict Counsel
- Office of the Clerk and Comptroller

**SEE ATTACHMENT (B1)**

**CROSSOVER CASE MANAMGENT  
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SECTION   A                      NUMBER   2a                      DATE ISSUED   5/8/2013  

TITLE   Crossover *Points of Contact*  

(  ) This is a new procedure.

(  ) This procedure:          (  ) Supersedes          (  ) Rescinds          (  ) Amends

SOP#           , Dated   1/20/2012  

---

**PURPOSE/SCOPE:**

This section defines the *Points of Contact* (POC) for receiving and sharing information pursuant to the Administrative Order and Memorandum of Understanding.

**PROCEDURE:**

The Points of Contact consist of representation from the following:

- Court Administration
- Legal Aid Society of Palm Beach County
- Office of the State Attorney
- Office of the Public Defender
- Department of Juvenile Justice
- Guardian ad Litem Program
- ChildNet
- Department of Children and Families
- Children's Legal Services
- Office of Regional Conflict Counsel
- Office of the Clerk and Comptroller
- Conflict Counsel
- Family Violence Intervention Program
- Youth Court

**SEE ATTACHMENT (B2)**

**CROSSOVER CASE MANAMGENT  
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SECTION   A                        NUMBER   3                        DATE ISSUED   5/20/2015  

TITLE     Committee Goals

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP# \_\_\_\_\_,    Dated   1/20/2012  

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**PURPOSE/SCOPE:**

This section explains the goals of the Crossover Committee.

**PROCEDURE:**

The Committee seeks to assist youth who penetrate both the juvenile delinquency and dependency systems. Through a community collaboration, the goals are as follows:

- Break down of silos (Department of Juvenile Justice, community-based care agency, Court, School District, etc.)
- Early *identification and notification*
- Increased communication and collaboration
- Avoid duplication of efforts and services
- Streamlined court process/hearings
- Ensure prevention/earlier intervention
- Increase youth and family engagement

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   4                        DATE ISSUED   3/13/2013  

TITLE   Crossover Definition  

This is a new procedure.

This procedure:               Supersedes               Rescinds               Amends

SOP# \_\_\_\_\_,    Dated   1/20/2012  

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**PURPOSE/SCOPE:**

This section defines a crossover youth.

**PROCEDURE:**

A crossover youth is defined as a youth currently involved in the delinquency system as well as the dependency system where jurisdiction in at least one of the cases remains in Palm Beach County.

- *Delinquency* system (open case resulting in diversion and/or delinquency court case)
- *Dependency* system (open diversion case and/or open dependency court case)

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   4a                        DATE ISSUED   1/20/2012  

TITLE      Special Cases  

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP# \_\_\_\_\_,    Dated   9/19/2011  

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**PURPOSE/SCOPE:**

This section addresses Special Cases.

**PROCEDURE:**

Special Cases are defined as those youth who do not met the definition for a Crossover youth, however has multisystem involvement and would benefit from notification to *Points of Contact\** to increase communication, collaboration, avoid duplication and streamline the court process. Any Points of Contact shall notify Court Administration (Case Manager) of such cases. Upon identification of a Special Case, Court Administration will notify the assigned *Points of Contact*. Additionally, this case type will be brought to the next Committee meeting for discussion of formal integration into the protocol.

**SEE ATTACHMENT (B2)**



**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   5                        DATE ISSUED   01/20/2012  

TITLE   Administrative Order 5.804  

(    ) This is a new procedure.

(    ) This procedure:              (    ) Supersedes              (    ) Rescinds              (  ) Amends

SOP# \_\_\_\_\_,    Dated   07/29/2011  

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**PURPOSE/SCOPE:**

This section explains Administrative Order 5.804.

**PROCEDURES:**

Administrative Order 5.804 governs the membership of the Crossover Committee and procedures pertaining to notification and communication.

**SEE ATTACHMENT (B3)**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   6                        DATE ISSUED   1/20/2012  

TITLE   Memorandum of Understanding  

This is a new procedure.

This procedure:               Supersedes               Rescinds               Amends

SOP# \_\_\_\_\_,    Dated   07/29/2011  

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**PURPOSE/SCOPE:**

This sections explains the Memorandum of Understanding (MOU).

**PROCEDURES:**

- The Memorandum of Understanding (MOU) provides improved coordination of services for crossover cases and governs the procedures for notification and information sharing among parties.
- Each agency listed must sign the MOU to be part of the information sharing.
- Conflict Attorneys are listed individually and required to sign this agreement.

**SEE ATTACHMENT (B4)**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   7                        DATE ISSUED   1/20/2012  

TITLE      Delinquency Timeline  

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            (  ) Amends

SOP#                   ,    Dated   7/29/2011  

---

**PURPOSE/SCOPE:**

This section includes the delinquency timeline.

**PROCEDURES:**

This timeline illustrates the process by which juveniles enter the delinquency system, as well as indicates the notification points and the party responsible for notification.

**SEE ATTACHMENT (B5)**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   7a                        DATE ISSUED   1/20/2012  

TITLE       Identification and Notification Procedures – Delinquency  

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            (  ) Amends

SOP# \_\_\_\_\_,    Dated   9/19/11  

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**PURPOSE/SCOPE:**

This section explains the identification and notification procedures.

**PROCEDURES:**

The identification and notification procedures thoroughly define the identification points in the delinquency system what parties are responsible for identifying a crossover case, what method of identification is used, and how that party notifies the other agencies about the crossover case, in accord with Administrative Order 5.804 and the Memorandum of Understanding.

**SEE ATTACHMENT (B6)**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   8                        DATE ISSUED   1/20/2012  

TITLE      Dependency Timeline  

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP#           ,    Dated   7/29/2011  

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**PURPOSE/SCOPE:**

This section includes the dependency timeline.

**PROCEDURES:**

This timeline illustrates the process by which juveniles enter the dependency system, as well as indicates the notification points and the party responsible for notification.

**SEE ATTACHMENT (B7)**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   8a                        DATE ISSUED   1/20/2012  

TITLE       Identification and Notification Procedures – Dependency  

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP# \_\_\_\_\_,    Dated   7/29/2011  

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**PURPOSE/SCOPE:**

This section explains the identification and notification procedures.

**PROCEDURES:**

The identification and notification procedures thoroughly define the identification points in the dependency system what parties are responsible for identifying a crossover case, what method of identification is used, and how that party notifies the other agencies about the crossover case, in accord with Administrative Order 5.804 and the Memorandum of Understanding.

**SEE ATTACHMENT (B8)**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A                        NUMBER   9                        DATE ISSUED   5/20/2015  

TITLE     Crossover Hearings - Purpose

(   ) This is a new procedure.

(   ) This procedure:            (   ) Supersedes            (   ) Rescinds            (  ) Amends

SOP#            ,     Dated   1/20/2012  

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**PURPOSE/SCOPE:**

This section explains the purpose of a crossover hearing

**PROCEDURES:**

- The purpose of the hearing is to bring together all related parties before the Court as early as possible offering the most collaborative approach to handling the youth's cases and avoiding a duplication of efforts.
- Upon identification and notification of a crossover youth, the Juvenile Case Manager will generate an Order Setting Crossover Mandatory Case Conference.
- A signed copy of this Order will be distributed to all *Points of Contact* and the Clerk.
- Crossover hearing days/times are designated in each division per Judge's calendar.

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   A              NUMBER   9a              DATE ISSUED   5/29/2015  

TITLE Crossover Hearings – Roles and Procedures

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP# ,            Dated   5/8/2013  

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**PURPOSE/SCOPE:**

This section explains the roles and procedures of a crossover hearing

**PROCEDURES:**

- Upon receipt of Order Setting Crossover Mandatory Case Conference\* and upon notification of subsequent crossover hearings, each agency shall prepare for Court and complete the following actions in preparation for and at the hearing:
  - **Office of the State Attorney** – Point of Contact (POC) shall notify the assigned attorney, who shall prepare for Court accordingly. The assigned Assistant State Attorney shall be prepared to report on pending delinquency charges, and or past delinquency charges.
  - **Office of the Public Defender** – POC shall notify the assigned attorney on all open cases where the Public Defender’s Office has been appointed. The assigned attorney shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations know to the assigned attorney, and any other required actions. The Assistant Public Defender shall be prepared to report on pending charges and/or past delinquency involvement.
  - **Legal Aid Society of Palm Beach County** – If appointed, POC shall notify the assigned attorney who shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations and any other required actions. Attorney shall advocate for youth’s expressed interests regarding services and actions.



- **Department of Juvenile Justice (DJJ)** - POC shall notify the assigned DJJ intake/field JPO. Intake/field JPOs shall check FSFN for any open investigations or dependency cases; notify appropriate individuals (per DJJ policy). Intake/field JPO shall make contact with the parent, or Dependency worker to verify information, confirm demographics and receive a current report on the youth's living arrangements, displayed behaviors, current mental health or substance abuse treatment and status, any known medication management and current school attendance and court dates – all information shall be documented in JJIS. Intake/field JPOs shall notify appropriate individuals (per DJJ policy). Court Liaison will disseminate all information on a youth discovered in court to the Unit Supervisor and assigned JPO within 24 hours of any court hearing.
- **Guardian ad Litem Program (GALP)** – If appointed, POC shall notify the assigned attorney, case coordinator and/or assigned volunteer Guardian who shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations and any other required actions. The GALP shall attend the hearing and be prepared to report to the Court on the youth's best interest regarding services, placement, etc.
- **ChildNet/Children's Home Society (CHS)** - POC shall notify the assigned Dependency Case Manager (DCM) who shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations and any other required actions. The assigned DCM shall contact the youth, parents and/or youth's caregiver regarding date, time, location and nature of hearing. The DCM shall ensure that the youth is present for the hearing unless youth's presence was previously excused by the Court. The DCM shall contact the assigned Probation Officer to discuss youth history and current status. The DCM shall be prepared to update the Court regarding the youth's and the family's current and past involvement in services, the youth's placement and current needs.
- **Department of Children and Families (DCF)** - If there is an open investigation, POC shall notify the assigned Protective Investigator (PI) who shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations and any other required actions. The PI shall contact the assigned Probation Officer to discuss youth's history and current status. If there is an open dependency case, the PI shall discuss the current status of the investigation with the DCM prior to the hearing. The PI shall be available by telephone for the crossover hearing. If an open investigation turns into a direct file/shelter, CPI must notify (via email) the DCF POC; DCF POC will then notify other crossover POC.
- **Children's Legal Services (CLS)** - POC shall notify the assigned attorney who shall prepare for Court accordingly, including but not limited to contacting case manager and/or protective investigator, gathering any reports and evaluations and any other required actions. The CLS attorney shall send notification of hearing date, time and location to the youth and the youth's caregivers. The CLS attorney shall attend the hearing and be prepared to discuss current status of dependency case and past dependency involvement.

- **Office of Regional Conflict Counsel (ORCC) -**
  - *If assigned to represent youth in delinquency case* - POC shall notify the assigned attorney shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations and any other required actions. The attorney shall be prepared to report on pending charges and/or past delinquency involvement.
  - *If assigned to represent a parent in dependency case* - POC shall notify the assigned attorney shall prepare for Court accordingly. The assigned attorney shall notify their client as the date, time, and location of the hearing. The attorney shall be prepared to discuss the parent's position regarding the youth's placement and service needs.
- **Office of the Clerk and Comptroller** - set subsequent hearing with appropriate docket code(s).
- **Conflict Counsel**
  - *If assigned to represent youth in delinquency case* - Attorney shall prepare for Court accordingly, including but not limited to contacting youth/family, gathering any reports and evaluations and any other required actions. The attorney shall be prepared to report on pending charges and/or past delinquency involvement.
  - *If assigned to represent a parent in dependency case* - Attorney shall prepare for Court accordingly. The attorney shall notify their client as the date, time, and location of the hearing. The attorney shall be prepared to discuss the parent's position regarding the youth's placement and service needs.
- **Palm Beach County School District** - Provides educational information to the Court and related parties as appropriate. Assist with educational issues and provide guidance in relation to available school services.
- **Juvenile Court Case Manger** - Provides Court with information relating to the companion cases, including but not limited to court dates, charges, restrictions, Orders, etc.

**CROSSOVER CASE MANAMGENT  
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SECTION   B  

NUMBER	TITLE	CURRENT DATE
1	Committee Membership	5/20/2015
2	Points of Contact	5/20/2015
3	Administrative Order 5.804	5/8/2013
4	Memorandum of Understanding	5/8/2013
5	<i>Delinquency</i> Timeline	5/8/2013
6	Identification and Notification Procedures – <i>Delinquency</i>	5/8/2013
7	<i>Dependency</i> Timeline	5/8/2013
8	Identification and Notification Procedures – <i>Dependency</i>	5/8/2013
9	Crossover Mandatory Case Conference - Order	5/20/2015
10	Crossover Hearing Checklist	5/29/2015

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                      NUMBER   1                      DATE ISSUED   5/20/2015  

TITLE   Committee Membership  

This is a new procedure.

This procedure:            Supersedes            Rescinds            Amends

SOP# \_\_\_\_\_,   Dated   5/8/2013  

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**PURPOSE/SCOPE:**

This section lists the Crossover Committee membership

**PROCEDURES:**

- Court Administration - *Cristy Altaro*
- Court Administration – *Jasmin Rios*
- Legal Aid Society of Palm Beach County - *William Booth*
- Office of the State Attorney - *Lynn Powell, Debra Coltun*
- Office of the Public Defender - *Schnelle Tonge*
- Department of Juvenile Justice - *Greg Starling*
- Guardian ad Litem Program - *Kristen Solomon*
- ChildNet - *Tiffany Green*
- Department of Children and Families – *Timothy Ressler*
- Children’s Legal Services - *Linda Roberts*
- Office of Regional Conflict Counsel – *Amy Bierer*
- Office of the Clerk and Comptroller - *Joyce Conway, Terra Zaccardo*

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   2                        DATE ISSUED   5/20/2015  

TITLE     Points of Contact

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            ( x ) Amends

SOP#           ,     Dated   5/8/2013  

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**PURPOSE/SCOPE:**

This section lists the *Points of Contact*

**PROCEDURES:**

- **SEE ATTACHED**

**CROSS-OVER POINTS OF CONTACT (POC): 5/29/2015**

Agency <i>*per Administrative Order</i>	Contact Person	Email
Child Net	Kathy Crist Dwanne Clayton	<a href="mailto:KCrist@ChildNet.us">KCrist@ChildNet.us</a> <a href="mailto:dclayton@childnet.us">dclayton@childnet.us</a>
Children's Legal Services (DCF/CLS)	Linda Roberts	<a href="mailto:linda_roberts@dcf.state.fl.us">linda_roberts@dcf.state.fl.us</a>
Court Administration	Cristy Altaro Jasmin Rios	<a href="mailto:caltaro@pbcgov.org">caltaro@pbcgov.org</a> <a href="mailto:jrios@pbcgov.org">jrios@pbcgov.org</a>
Department of Children and Families (DCF)	Noelle Britt	<a href="mailto:noelle_britt@dcf.state.fl.us">noelle_britt@dcf.state.fl.us</a>
Department of Juvenile Justice (DJJ)	Greg Starling	<a href="mailto:greg.starling@djj.state.fl.us">greg.starling@djj.state.fl.us</a>
Guardian Ad Litem program	Kathleen Clendining	<a href="mailto:kathleen.cleindining@gal.fl.gov">kathleen.cleindining@gal.fl.gov</a>
Legal Aid Society	William Booth	<a href="mailto:bbooth@legalaidpbc.org">bbooth@legalaidpbc.org</a>
Office of Regional Counsel	Amy Bierer	<a href="mailto:Abierer@rc-4.com">Abierer@rc-4.com</a>
Office of the Public Defender	Rachel Hickman Schnelle Tonge Sharion Gilbert	<a href="mailto:Rhickman@pd15.org">Rhickman@pd15.org</a> <a href="mailto:STonge@pd15.org">STonge@pd15.org</a> <a href="mailto:sgilbert@pd15.org">sgilbert@pd15.org</a>
Office of the State Attorney	Joyce Nerona	<a href="mailto:jnerona@sa15.org">jnerona@sa15.org</a>
Conflict Counsel	Alcolya St. Juste	<a href="mailto:alcolya@stjustelaw.com">alcolya@stjustelaw.com</a>
Conflict Counsel	Alexander Brumfield	<a href="mailto:brumesquire@aol.com">brumesquire@aol.com</a>
Conflict Counsel	Andrew Holness	<a href="mailto:holnesslaw@yahoo.com">holnesslaw@yahoo.com</a>
Conflict Counsel	Andrew Strecker	<a href="mailto:andrew@561attorney.com">andrew@561attorney.com</a>
Conflict Counsel	Barry Maxwell	<a href="mailto:barrymaxwell@hotmail.com">barrymaxwell@hotmail.com</a>
Conflict Counsel	Bernard Fernandez	<a href="mailto:bsfesq@aol.com">bsfesq@aol.com</a>
Conflict Counsel	Bradd Weinberg	<a href="mailto:bweinlaw@cs.com">bweinlaw@cs.com</a>
Conflict Counsel	Brian Balaguera	<a href="mailto:mylawyer19@yahoo.com">mylawyer19@yahoo.com</a>
Conflict Counsel	Brian McDonnell	<a href="mailto:brianmjcdonnell@gmail.com">brianmjcdonnell@gmail.com</a>
Conflict Counsel	Byrnes Guillaume	<a href="mailto:bguillaume@byrnesglaw.com">bguillaume@byrnesglaw.com</a>
Conflict Counsel	Chris Haddad	<a href="mailto:chris@chrishaddad.com">chris@chrishaddad.com</a>
Conflict Counsel	Craig Lawson	<a href="mailto:craig@craiglawsonlaw.com">craig@craiglawsonlaw.com</a>
Conflict Counsel	Dan Marshall	<a href="mailto:dmarshall@marshallberry.com">dmarshall@marshallberry.com</a>
Conflict Counsel	Diane Duvall	<a href="mailto:dianecduvall@gmail.com">dianecduvall@gmail.com</a>
Conflict Counsel	Eunice Baros	<a href="mailto:eunicebaroslaw@gmail.com">eunicebaroslaw@gmail.com</a>
Conflict Counsel	Evelyn Ziegler	<a href="mailto:eviezieg@aol.com">eviezieg@aol.com</a>
Conflict Counsel	Frank Kriedler	<a href="mailto:FAKLAW@yahoo.com">FAKLAW@yahoo.com</a>
Conflict Counsel	Franklin Prince	<a href="mailto:franklinprince@bellsouth.net">franklinprince@bellsouth.net</a>
Conflict Counsel	Gary Pickett	<a href="mailto:gary@garypickett.com">gary@garypickett.com</a>
Conflict Counsel	Gerald Salerno	<a href="mailto:geraldsalerno@ymail.com">geraldsalerno@ymail.com</a>
Conflict Counsel	Jacob Noble	<a href="mailto:jacob@noblelawyer.com">jacob@noblelawyer.com</a>
Conflict Counsel	James Kuter	<a href="mailto:jkf688@aol.com">jkf688@aol.com</a>
Conflict Counsel	John Brewer	<a href="mailto:ionybnlaw@aol.com">ionybnlaw@aol.com</a>
Conflict Counsel	John Milton	<a href="mailto:attyjohnmilton@aol.com">attyjohnmilton@aol.com</a>
Conflict Counsel	Karen Martin	<a href="mailto:KAKA1956@AOL.COM">KAKA1956@AOL.COM</a>
Conflict Counsel	K.J. Myllynen	<a href="mailto:kimylynen@myllynenlawfirm.com">kimylynen@myllynenlawfirm.com</a>
Conflict Counsel	Mamie Washington Kendall	<a href="mailto:lrobinsonmwk@aol.com">lrobinsonmwk@aol.com</a>
Conflict Counsel	Ron Herman	<a href="mailto:rherman@rhlawfl.com">rherman@rhlawfl.com</a>
Conflict Counsel	Sandra Seder	<a href="mailto:sandraseder@att.net">sandraseder@att.net</a>
Conflict Counsel	Thomas Montgomery	<a href="mailto:thomlaw1948@aol.com">thomlaw1948@aol.com</a>
Conflict Counsel	Valerie Masters	<a href="mailto:mastersv@bellsouth.net">mastersv@bellsouth.net</a>
Conflict Counsel	Carey High	<a href="mailto:cahigh@high-law.com">cahigh@high-law.com</a>
Conflict Counsel	Dean Merten	<a href="mailto:deanj@mertenlaw.com">deanj@mertenlaw.com</a>
Conflict Counsel	Andrew Schultz	<a href="mailto:shultzandrew88@gmail.com">shultzandrew88@gmail.com</a>

**ONLY FOR DELINQUENCY DIVERSION CASES**

Agency <i>*per Administrative Order</i>	Contact Person	Email
Family Violence Intervention Program (FVIP)	Laurie Pine Farber	<a href="mailto:lfarber@pbcgov.org">lfarber@pbcgov.org</a>
Youth Court	Braxton Davis Lawrence Leon	<a href="mailto:braxton.davis@palmbeachschools.org">braxton.davis@palmbeachschools.org</a> <a href="mailto:lawrence.leon@palmbeachschools.org">lawrence.leon@palmbeachschools.org</a>
JDAP	Clanci Strong	<a href="mailto:clanci.strong@baysflorida.org">clanci.strong@baysflorida.org</a>

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   3                        DATE ISSUED   5/8/2013  

TITLE     Administrative Order 5.804

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP# \_\_\_\_\_,    Dated   1/20/2012  

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**PURPOSE/SCOPE:**

This section provides Administrative Order 5.804

**PROCEDURES:**

- **SEE ATTACHED**

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO.: 5.804-11/10

IN RE: CROSSOVER CASE NOTIFICATION

---

For purposes of this Administrative Order, a crossover case is defined as a case involving a child in both the delinquency and dependency systems. These children experience a unique set of issues that are best served by the cooperation of all parties involved in both their delinquency case(s) and dependency case(s). In order to ensure that the child's needs and rights are adequately represented in both arenas, the parties agree that notification needs to be provided to the Department of Children and Families, the Department of Juvenile Justice, Court Administration, the Statewide Office of the Guardian Ad Litem Program, Office of Criminal Conflict and Civil Regional Counsel, the Legal Aid Society of Palm Beach County, the Office of the State Attorney, the Office of the Public Defender, and court appointed conflict attorneys when a crossover case is identified.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. Cases where a child is involved in both the dependency and delinquency systems ("crossover case") may be identified by the Court, the Department of Children and Families, the Department of Juvenile Justice, the Statewide Office of the Guardian Ad Litem Program, Office of Criminal Conflict and Civil Regional Counsel, the Legal Aid Society of Palm Beach County, the Office of the State Attorney, the Office of the Public Defender, or court appointed conflict attorneys.
2. Once a crossover case is identified, notification will be provided to the Court, the Department of Children and Families, the Department of Juvenile Justice, the Statewide Office of the Guardian Ad Litem Program, Office of Criminal Conflict and Civil Regional Counsel, the Legal Aid Society of Palm Beach County, the Office of the State Attorney, the Office of the Public Defender, and court appointed conflict attorneys that a crossover case exists. Notice will include the information set forth in the attached Exhibit "A" and be made by the appropriate party.



3. This administrative order, in accordance with Florida Statutes sections 985.04(1) and 39.0132(3), will permit the parties identified in this Administrative Order to share with each other the information contained in Exhibit "A". The information contained within each notification shall be used appropriately and ethically in order to advocate effectively for their respective clients and to disregard information pertaining to an individual child to whom their agency/program is not appointed.

**DONE** and **SIGNED** in Chambers, at West Palm Beach, Palm Beach County, Florida, this 22 day of November, 2010.

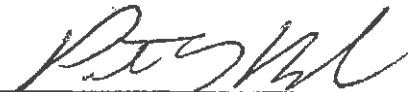
  
\_\_\_\_\_  
Peter D. Blanc, Chief Judge

EXHIBIT "A"

CROSSOVER NOTIFICATION

Name of youth: \_\_\_\_\_

Youth's date of birth: \_\_\_\_\_

Judge/Division: \_\_\_\_\_

DEPENDENCY CASE # \_\_\_\_\_

Next court hearing: \_\_\_\_\_ at \_\_\_\_:\_\_\_\_ AM/PM

Hearing Type: \_\_\_\_\_

Hearing location: \_\_\_\_\_

Case Worker: \_\_\_\_\_

Case Worker E-mail: \_\_\_\_\_

Case Worker Phone: \_\_\_\_\_

DELINQUENCY CASE # \_\_\_\_\_

Next court hearing: \_\_\_\_\_ at \_\_\_\_:\_\_\_\_ AM/PM

Hearing Type: \_\_\_\_\_

Hearing location: \_\_\_\_\_

Probation Officer: \_\_\_\_\_

Probation Officer E-mail: \_\_\_\_\_

Probation Officer Phone: \_\_\_\_\_

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   4                        DATE ISSUED   5/8/2013  

TITLE    Memorandum of Understanding

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP#           ,    Dated   3/13/2013  

---

**PURPOSE/SCOPE:**

This section provides the Memorandum of Understanding

**PROCEDURES:**

- **SEE ATTACHED**

**MEMORANDUM OF UNDERSTANDING**

In order to provide improved coordination of services to the children in the justice system, the Department of Children and Families, the Department of Juvenile Justice, Court Administration, the Statewide Office of the Guardian Ad Litem Program, Office of Criminal Conflict and Civil Regional Counsel, the Legal Aid Society of Palm Beach County, the Office of the State Attorney, the Office of the Public Defender, and court appointed conflict attorneys<sup>1</sup>, enter into this memorandum of agreement regarding crossover cases as defined in Administrative Order 5.804-9/10. The parties to this Memorandum of Understanding agree as follows:

1. Notification of a crossover case shall be sent electronically by the Department of Juvenile Justice, Child Net, and/or Court Administration (Juvenile Case Manager) as soon as the crossover case is identified as such to a point person(s) within the following agencies: the Department of Children and Families, the Department of Juvenile Justice, Court Administration, the Statewide Office of the Guardian Ad Litem Program, Office of Criminal Conflict and Civil Regional Counsel, the Legal Aid Society of Palm Beach County, the Office of the State Attorney, the Office of the Public Defender, and any court appointed conflict attorneys.
2. Each of the above named parties shall provide an email address of a point person to which the notifications shall be sent.
3. The parties agree to act ethically with any and all information they receive as a result of the notification system. In the event a party receives information to which they are not entitled, each party agrees to maintain the confidential nature of the information and disregard and destroy any information to which they are not entitled.
4. The parties agree to send a representative(s) to complete an instructor training course on crossover case management. The parties further agree that all current staff will be trained on crossover case management no later than September 1, 2013. Additionally, crossover case management training shall be incorporated into all new staff training which is to be provided by each party's trained instructor.

\_\_\_\_\_  
Department of Children & Families     Date

\_\_\_\_\_  
Guardian Ad Litem                             Date

\_\_\_\_\_  
Department of Juvenile Justice     Date

\_\_\_\_\_  
Court Administration                             Date

<sup>1</sup>Pursuant to this MOU and future contracts with Court Administration to provide conflict counsel services, court appointed counsel are parties to this MOU.

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Office of Civil Regional Counsel      Date

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Legal Aid Society      Date

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ChildNet      Date

---

Children's Legal Services      Date

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Office of the State Attorney      Date

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Office of the Public Defender      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

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Conflict Counsel      Date

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   5                        DATE ISSUED   5/8/2013  

TITLE       Delinquency Timeline  

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            (  ) Amends

SOP#            ,    Dated   1/20/2012  

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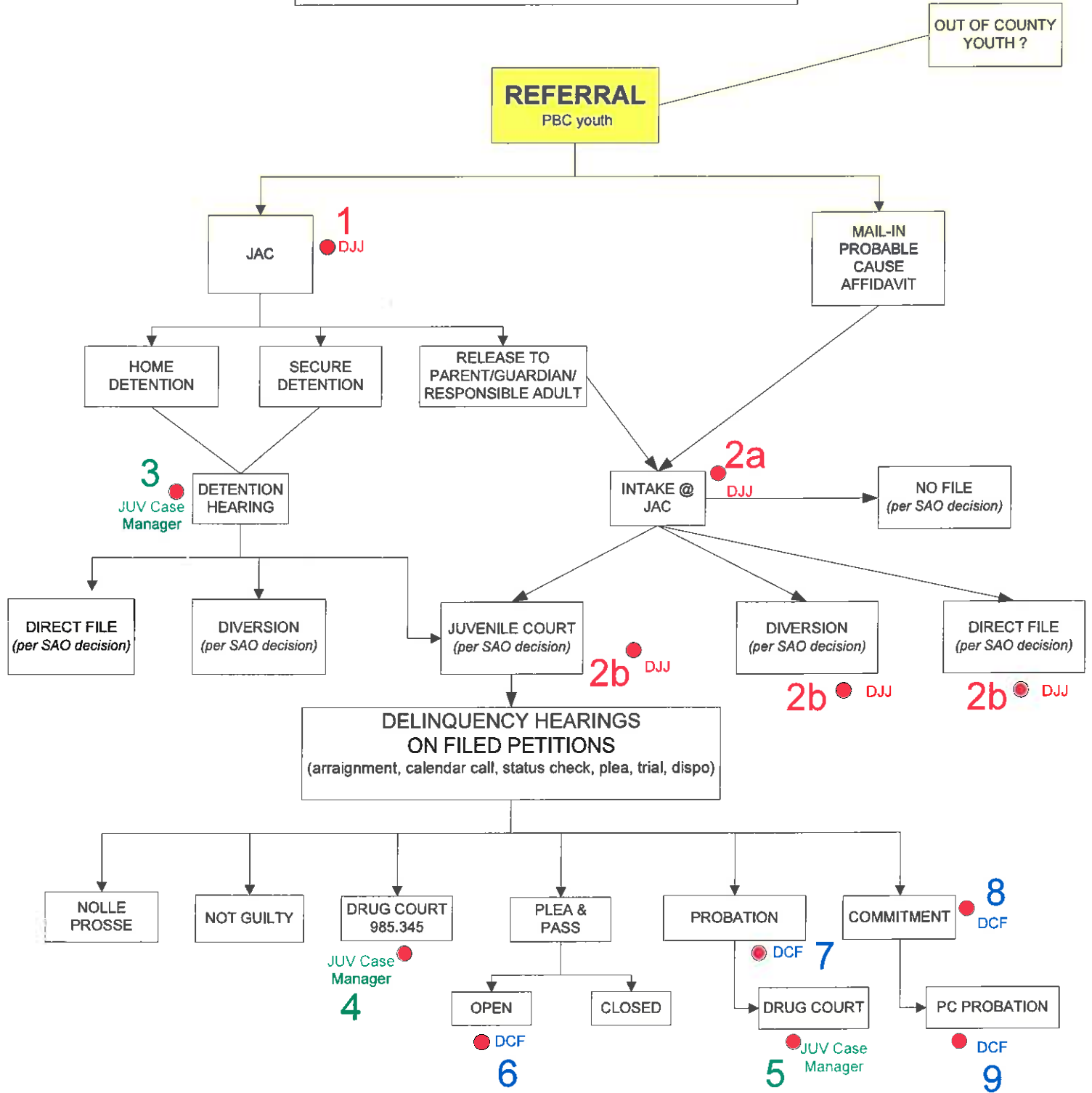
**PURPOSE/SCOPE:**

This section provides the *Delinquency* Timeline

**PROCEDURES:**

- **SEE ATTACHED**

# DELINQUENCY TIME LINE



GUN CLUB ?

**KEY**

● IDENTIFICATION POINT/  
RESPONSIBLE PARTY  
FOR NOTIFICATION

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   6                        DATE ISSUED   5/8/2013  

TITLE       Identification and Notification Procedures - Delinquency  

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            (  ) Amends

SOP#                    ,     Dated   1/20/2012  

---

**PURPOSE/SCOPE:**

This section provides the Identification and Notification Procedures - *Delinquency*

**PROCEDURES:**

- **SEE ATTACHED**



## IDENTIFICATION AND NOTIFICATION PROCESS: *Delinquency*

★ DCF/CBC = only in Palm Beach County

<b>FSFN:</b> Florida Safe Families Network <b>ICMS:</b> Integrated Case Management System <b>JJIS:</b> Juvenile Justice Information System
--

### Identification Points # 1

- **Identifier:** DJJ Juvenile Probation Officer (Intake)
- **Identification Method:** Check FSFN for crossover case
- **Notification** (if there is an open FSFN case):
  - If case is listed as **Investigation** in FSFN, DJJ to notify assigned worker listed next to case in FSFN and DCF Point of Contact (POC)
    - If FSFN indicates there is an open dependency court case in Palm Beach County, then DCF POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
      - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)
  - If case is listed as **Services**, DJJ to notify assigned worker listed next to case in FSFN and CBC POC
    - If FSFN indicates there is an open dependency court case in Palm Beach County, then CBC POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
      - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

\*If FSFN case is not an open dependency case in Palm Beach County, information shall not be distributed further. Communication shall only occur between DCF, CBC and DJJ as applicable.

### Identification Points # 2a

- **Identifier:** DJJ Juvenile Probation Officer (Intake)
- **Identification Method:** Check FSFN for crossover case
- **Notification** (if there is an open FSFN case):
  - If no filing decision has been made by State Attorney, DJJ to notify assigned worker listed next to case in FSFN and DCF Point of Contact (POC)
    - If FSFN indicates there is an open dependency court case in Palm Beach County, then DCF POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
      - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

- If case is listed as **Services**, DJJ to notify assigned worker listed next to case in FSFN and CBC POC
  - If FSFN indicates there is an open dependency court case in Palm Beach County, then CBC POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
    - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

\*If FSFN case is not an open dependency case in Palm Beach County, information shall not be distributed further. Communication shall only occur between DCF, CBC and DJJ as applicable.

### **Identification Points # 2b**

- **Identifier:** DJJ Juvenile Probation Officer (Intake)
- **Identification Method:** Check FSFN for crossover case
- **Notification** (if there is an open FSFN case):

\*\*Based on the filing decision made by State Attorney, DJJ to notify as follows:

#### **i) JUVENILE COURT:**

- If case is listed as **Investigation** in FSFN, DJJ to notify assigned worker listed next to case in FSFN and DCF Point of Contact (POC)
  - If FSFN indicates there is an open dependency court case in Palm Beach County, then DCF POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
    - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)
  
- If case is listed as **Services**, DJJ to notify assigned worker listed next to case in FSFN and CBC POC
  - If FSFN indicates there is an open dependency court case in Palm Beach County, then CBC POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
    - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

\*If FSFN case is not an open dependency case in Palm Beach County, information shall not be distributed further. Communication shall only occur between DCF, CBC and DJJ as applicable.

#### **ii) DIVERSION:**

- If case is listed as **Investigation** in FSFN, DJJ to notify assigned worker listed next to case in FSFN and DCF Point of Contact (POC) and Diversion POC

- If case is listed as **Services**, DJJ to notify assigned worker listed next to case in FSFN and CBC POC and Diversion POC

\*If FSFN case is not an open dependency case in Palm Beach County, information shall not be distributed further. Communication shall only occur between DCF, CBC and DJJ as applicable.

iii) DIRECT FILE:

- If case is listed as **Investigation** in FSFN, DJJ to notify assigned worker listed next to case in FSFN and DCF Point of Contact (POC)
  - If FSFN indicates there is an open dependency court case in Palm Beach County, then DCF POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
    - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)
- If case is listed as **Services**, DJJ to notify assigned worker listed next to case in FSFN and CBC POC
  - If FSFN indicates there is an open dependency court case in Palm Beach County, then CBC POC to notify the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
    - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

\*If FSFN case is not an open dependency case in Palm Beach County, information shall not be distributed further. Communication shall only occur between DCF, CBC and DJJ as applicable.

Identification Points # 3 - 5

- **Identifier:** Juvenile Case Manager (*Court Administration*)
- **Identification Method:** Check Banner/ICMS for crossover case prior to or during Court hearing
- **Notification:**
  - If case is identified, Juvenile Case Manager to notify the assigned Juvenile Probation Officer (JPO) listed in JJIS, “parties identified in Administrative Order” (See Administrative Order 5.804) and CBC POC
    - CBC has the responsibility to notify the dependency case manager
  - Juvenile Case Manager’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)
  - Juvenile Case Manager shall announce case is a crossover case in open Court at the Shelter and/or Detention hearing(s).

### Identification Points # 6 - 9

- **Identifier:** DCF Child Protective Investigator (when primary case responsibility is assigned in FSFN to PBC CPI)
- **Identification Method:** Check JJIS for crossover case
- **Notification:**
  - If the face sheet reflects a Palm Beach County/Circuit 15 case with a legal status including at least one of the following: Intake, Diversion\*, Probation, Commitment, Post Commitment Probation, Conditional Release:
    - Upon initial identification, DCF CPI to notify assigned Juvenile Probation Officer listed in JJIS and DJJ POC
      - \*If legal status is closed within the past three (3) months, review last legal status to determine if case was diverted. If so, DCF CPI to notify appropriate Diversion POC
    - Once DCF CPI proceeds with Dependency Court filing, DCF CPI to notify “parties identified in Administrative Order” (See Administrative Order 5.804) and DJJ POC
      - DCF has the responsibility to notify CBC if applicable
  - DCF’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   7                        DATE ISSUED   5/8/2013  

TITLE       Dependency Timeline  

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            ( x ) Amends

SOP# \_\_\_\_\_ ,    Dated   1/20/2012  

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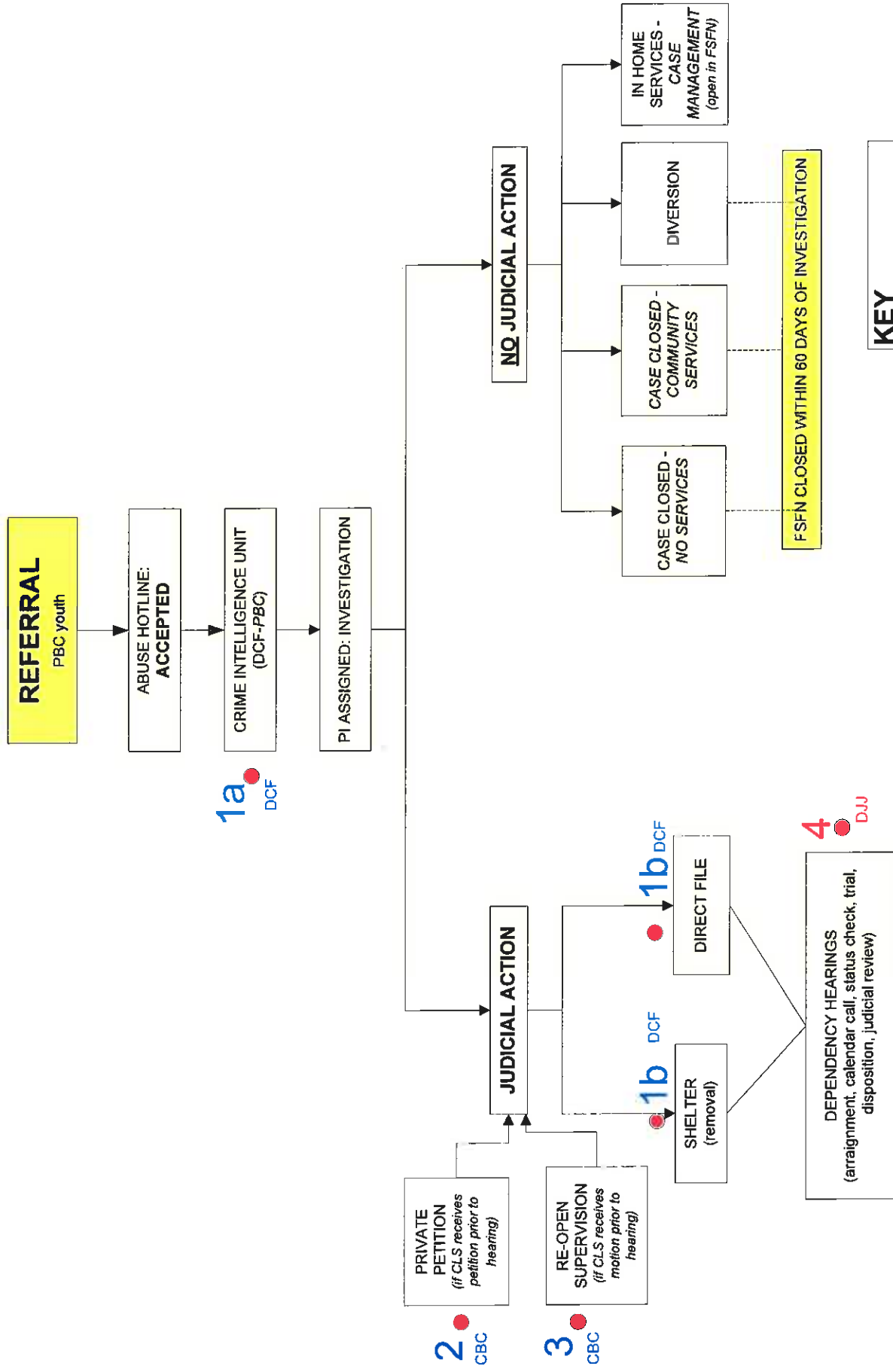
**PURPOSE/SCOPE:**

This section provides the *Dependency Timeline*

**PROCEDURES:**

- **SEE ATTACHED**

# DEPENDENCY TIME LINE



## IDENTIFICATION AND NOTIFICATION PROCESS: *Dependency*

★ DCF/CBC = only in Palm Beach County

<b>FSFN:</b> Florida Safe Families Network <b>ICMS:</b> Integrated Case Management System <b>JJIS:</b> Juvenile Justice Information System
--

### Identification Point # 1a

- **Identifier:** DCF Child Protective Investigator (CPI)
- **Identification Method:** Check JJIS for crossover case
- **Notification:**
  - If the face sheet reflects a Palm Beach County/Circuit 15 case with a legal status including at least one of the following: Intake, Diversion\*, Probation, Commitment, Post Commitment Probation, Conditional Release:
    - Upon initial identification, DCF CPI to notify assigned Juvenile Probation Officer listed in JJIS and DJJ POC
      - \*If legal status is closed within the past three (3) months, review last legal status to determine if case was diverted. If so, DCF CPI to notify appropriate Diversion POC
  - DCF's notification will include the information set forth in the Exhibit "A" (See Administrative Order 5.804)

### Identification Point # 1b

- **Identifier:** DCF CPI
- **Identification Method:** Check JJIS for crossover case
- **Notification:**
  - If the face sheet reflects a Palm Beach County/Circuit 15 case with a legal status including at least one of the following: Intake, Diversion\*, Probation, Commitment, Post Commitment Probation, Conditional Release:
    - Once DCF CPI proceeds with Dependency Court filing, DCF CPI to notify "parties identified in Administrative Order" (See Administrative Order 5.804) and DJJ POC
      - CBC has the responsibility to notify the case management provider if applicable
    - \*If legal status is closed within the past three (3) months, review last legal status to determine if case was diverted. If so, DCF CPI to notify appropriate Diversion POC
  - DCF's notification will include the information set forth in the Exhibit "A" (See Administrative 5.804)

### Identification Points # 2-3

- **Identifier:** CBC POC
- **Identification Method:** Check JJIS for crossover case
- **Notification:**
  - If the face sheet reflects a Palm Beach County/Circuit 15 case with a legal status including at least one of the following: Intake, Diversion\*, Probation, Commitment, Post Commitment Probation, Conditional Release:
    - Upon initial identification, CBC POC to notify assigned Juvenile Probation Officer (JPO) listed in JJIS, DJJ POC and “parties identified in Administrative Order” (See Administrative Order 5.804)
      - CBC has the responsibility to notify the case management provider if applicable
  - DCF’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)

\*If legal status is closed within the past three (3) months, review last legal status to determine if case was diverted. If so, DCF CPI to notify appropriate Diversion POC

### Identification Point # 4

- **Identifier:** DJJ Juvenile Probation Officer (Intake)
- **Identification Method:** Check FSFN for crossover case
- **Notification** (if there is an open FSFN case):
  - If FSFN case is an open dependency court case in Palm Beach County, then DJJ to notify assigned worker listed next to case in FSFN, CBC POC and the point of contact for all “parties identified in Administrative Order” (See Administrative Order 5.804)
  - DJJ’s notification will include the information set forth in the Exhibit “A” (See Administrative Order 5.804)



**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   8                        DATE ISSUED   5/8/2013  

TITLE       Identification and Notification Procedures - *Dependency*  

(    ) This is a new procedure.

(    ) This procedure:            (    ) Supersedes            (    ) Rescinds            (  ) Amends

SOP#                    ,     Dated   1/20/2012  

---

**PURPOSE/SCOPE:**

This section provides the Identification and Notification Procedures - *Dependency*

**PROCEDURES:**

- **SEE ATTACHED**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   9                        DATE ISSUED   5/20/2015  

TITLE       Order Setting Crossover Mandatory Case Conference  

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP#           ,     Dated   5/8/2013  

---

**PURPOSE/SCOPE:**

This section provides the Order Setting Crossover Mandatory Case Conference

**PROCEDURES:**

- **SEE ATTACHED**

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA  
UNIFIED FAMILY COURT DIVISION**

JUVENILE DIVISION JK  
CASE NO.:

IN RE: THE MATTER OF:

Minor Child  
\_\_\_\_\_ /

**ORDER SETTING CROSSOVER  
MANDATORY CASE CONFERENCE**

*This Cause* having come before the Court, *sua sponte*, and the Court having duly determined that the above referenced cases meet the criteria for assignment to the newly created Unified Family Court Division, *it is hereby*,

**ORDERED AND ADJUDGED** as follows:

1. A *Mandatory* Case Conference is hereby scheduled before this Court on **Wednesday,** \_\_\_\_\_, **2015 @ 11:30 a.m.** Palm Beach County Courthouse, 205 North Dixie Highway, Courtroom **2B**, West Palm Beach, Florida. **Attendance by all attorneys and parties is mandatory.**

2. Crossover cases are defined as part of Unified Family Court, pursuant to Administrative Order No. 5.101

3. At the Case Conference, the parties shall be prepared to discuss, *inter alia*, the following matters:

- a. The status of all pending matters, including but not limited to, all pending and unresolved motions;
- b. The possibility or possibilities of mediation and settlement;
- c. Discovery related issues;

- d. The scheduling of hearings and/or trials;
- e. Case management related issues;
- f. All issues related to the safety, health and welfare of the minor children

involved in these matters.

4. The parties hereto are respectfully reminded that the stated mission of the 15<sup>th</sup> Judicial Circuit's Unified Family Court Division is as follows:

**AUnified Family Court is a fully integrated, comprehensive approach to handling all cases involving *children and families*, while at the same time resolving family disputes in a *fair, timely, efficient and cost-effective manner*.**

**DONE AND ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, **2015**, in chambers at West Palm Beach, Palm Beach County, Florida

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**JUDGE ROSEMARIE SCHER**  
**CIRCUIT COURT JUDGE**

Copies furnished:

- Cristy Altaro, Court Administration, Via Interoffice Mail**
- Greg Starling, Department of Juvenile Justice, Via Interoffice Mail**
- Jacque Marshburn, Juvenile Case Manager, Via Interoffice Mail**
- Liz Lieber, Office of the Guardian ad Litem, Via Interoffice Mail**
- Marilu Sabugo, Department of Children and Families, Via Interoffice Mail**
- Noelle Britt, Department of Children and Families, Via Interoffice Mail**
- Kathleen Clendining, Esq., Office of Criminal Conflict and Civil Regional Counsel, Via Interoffice Mail**
- Tiffany Green, Child and Family Connections, Via Interoffice Mail**
- William Booth, Esq., Legal Aid Society, Via Interoffice Mail**
- Linda Roberts, Esq., Children's Legal Services**
- Tangerine Rice, Office of the Public Defender, Via Interoffice Mail**
- Linda Sabol, Office of the State Attorney, Via Interoffice Mail**

**CROSSOVER CASE MANAMGENT  
INDEX OF STANDARD OPERATING PROCEDURES**

SECTION   B                        NUMBER   10                        DATE ISSUED   5/29/2015  

TITLE   Crossover Hearing Checklist  

This is a new procedure.

This procedure:                       Supersedes                       Rescinds                       Amends

SOP#                   ,    Dated                   

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**PURPOSE/SCOPE:**

This checklist provides an instrument to share detailed information between all individuals involved in the case(s) and promotes action items to expedite case processing.

**PROCEDURES:**

- **SEE ATTACHED**

CASE #(s):



FIFTEENTH JUDICIAL CIRCUIT

**CROSSOVER HEARING CHECKLIST**

**YOUTH NAME:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**AGE:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

**DEP (DP) CASE STATUS:** \_\_\_\_\_

**DEL (CJ) STATUS:** \_\_\_\_\_

**STATUS:** \_\_\_\_\_

**CURRENT PLACEMENT:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **ALT CONTACT INFO:** \_\_\_\_\_

**PARTIES**

**JPO:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**GUARDIAN:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**DEP CASE MGR:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**DEFENSE COUNSEL:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**GAL:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**LEGAL AID/OTHER:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**EDUCATION**

**CURRENT GRADE:** \_\_\_\_\_ **CURRENT PBC SCHOOL:** \_\_\_\_\_

**EDUCATIONAL NEEDS:** \_\_\_\_\_

**HOW CAN WE HELP?** \_\_\_\_\_

**TREATMENT**

CURRENTLY RECEIVING:

- INDIVIDUAL* COUNSELING                       *GROUP* COUNSELING                       *ANGER MANAGEMENT*
- SUBSTANCE ABUSE* COUNSELING                       *FAMILY* COUNSELING                       OTHER \_\_\_\_\_

CURRENT MEDICATION:  YES     NO    IF YES, LIST(S): \_\_\_\_\_

**TREATMENT NEEDS:**

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**HOW CAN WE HELP?**

**FAMILY NEEDS**

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**HOW CAN WE HELP?**

**SANCTIONS/TASKS TO BE COMPLETED**

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**HOW CAN WE HELP?**

**FUTURE GOALS**

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**HOW CAN WE HELP?**

**OTHER ISSUES/CONCERNS**

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**ACTION STEPS**

Task	Responsible Party	Deadline
•		
•		
•		
•		
•		

DATE COMPLETED:
-----------------