

 NH Department of Health & Human Services Division for Children, Youth & Families	DCYF Standard Operating Procedure	
	1341.1 CONDITIONAL RELEASE-SUPERVISION	
	Policy Directive: 22-45 Effective Date: July 2022 Implements Policy: 1341	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP defines how JPPOs supervise children on conditional release.

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. Upon the Court ordering a child be placed on conditional release, the JPPO meets with the child and their parents within 30 days to:
 - A. Review the court orders;
 - B. Review strengths and actionable items determined by the previously completed Child and Adolescent Needs (CANS) assessment which was used to inform the Conditions of Release/Individual Plan;
 - C. Develop the Prevention Plan (Form 1549);
 - D. Establish a supervision reporting schedule with the child;
 - E. Provide the child and parents with information necessary to comply with any court-ordered requirements;
 - F. Complete all essential releases and forms, and gather copies of any documentation necessary to ensure the timely provision of services and appropriate supervision, which may include:
 1. Service or program-specific releases or intake paperwork;
 2. Information about private insurance or Medicaid coverage for the child;
 3. The child's birth certificate;
 4. The child's Social Security card; and
 5. Current immunization records for the child;
 - G. Complete a Child/Youth Information Sheet (Form 1552);

- H. Photograph the child pursuant to policy 1344 Photographing Delinquent Minors and Children In Need Of Services; and
 - I. Create a payment schedule with the child for any restitution requirements imposed by the Court.
- II. During the supervision period, the JPPO will assist the child in successfully completing their conditional release requirements by:
- A. Continually assessing for strengths and needs in accordance with policy 1560 Child and Adolescent Needs and Strengths (CANS) assessment;
 - B. Informally assessing for risk;
 - C. Conducting scheduled and unscheduled visits with the child at their home, school, workplace, other locations in the community, or at the JPPO's office;
 - 1. These visits must be a minimum of at least once per month, with additional visits conducted based on identified needs and the JPPO's assessment of risk;
 - D. Maintaining ongoing contact with the child's family in accordance with policy 1501 Engaging Families During a Case;
 - E. Maintaining frequent and ongoing contact with the child's school, service providers, and other appropriate community supports;
 - F. Monitoring the child's behavior and activities;
 - G. Referring the child and family to appropriate, available community resources; and
 - H. Obtaining and reporting on the child's compliance with court orders and conditions of release.
- III. The JPPO and JJS Supervisor will review the case at least once every month to ensure the supervision level and services are appropriate.
- IV. All plans, reports, and orders are scanned into the DCYF electronic information system.
- V. All aspects of the JPPO's work with the family, including follow-up with collateral sources, is also documented in the DCYF electronic information system.

Applicable Forms	
Form	Title
1338	Dispositional Assessment Report
1549	Prevention Plan
1552	Child/Youth Information Sheet

Frequently Asked Questions

Q1. How is conditional release managed in an ICJ case?

- A Conditions of release for an ICJ case are subject to the terms and conditions of the sending state.
- A Specific ICJ-related policy and procedures can be reviewed in Chapter 5 of the DCYF Policy Manual.
- A For ICJ-related questions, consult with the ICJ Deputy Compact Administrator.

Q2. Is there anything specific that should be covered in the final meeting with the youth?

- A When the period of conditional release approaches the expiration/termination date the JPPO will conduct a final conversation with the youth and family to discuss the youth's progress, accomplishments, and future planning.

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

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