

NMSCAC



**SUBSTITUTE CARE  
ADVISORY COUNCIL\***

ANNUAL REPORT  
**FY 19**



Adopted October 31, 2019

*\*The Substitute Care Advisory Council is administratively attached to the Regulation and Licensing Department in accordance with provisions of Section 9-1-7 NMSA 1978.*



**Substitute Care Advisory Council**  
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October 31, 2019

Dear Judicial, Legislative, and Executive Members,

Pursuant to *Chapter 32 [32], Article 8 NMSA 1978, Citizen Substitute Care Review Act*, enclosed is the state fiscal year 2019 (FY 19) Annual Report of the New Mexico Substitute Care Advisory Council (Council).

We look forward to continuing our work in FY 20 and implementing the FY 19 recommendations found on page 9.

Should have any questions please contact Shelly A. Bucher, LMSW, Council Program Director at 505.469.4781 or [shelly.bucher@state.nm.us](mailto:shelly.bucher@state.nm.us).

Angie K. Schneider

A handwritten signature in blue ink, appearing to read "Angie K. Schneider".

Chair

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## INTRODUCTION

The Substitute Care Advisory Council (hereinafter “Council”) is created under Chapter 32 [32], Article 8 NMSA 1978, (hereinafter “Act”). The purpose of the Act is to “establish a permanent system for independent and objective monitoring of children placed in the custody of the department (Children, Youth & Families Department, hereinafter “CYFD”)”<sup>1</sup>. The Act establishes a nine-member Council<sup>2</sup> who is authorized to hire staff<sup>3</sup> to oversee the functions and procedures of the substitute care review boards (hereinafter “SCRB”). The Council is administratively attached to the Regulation & Licensing Department (hereinafter “RLD”) according to the provisions of Section 9-1-7 NMSA 1978<sup>4</sup>, with funding of the Council comprised of a combination of State General Funds and an interagency transfer of funds from CYFD. The Council functions under NMAC 8.26.7.

The Act meets the requirement of the federal Child Abuse Prevention & Treatment Act<sup>5</sup> (hereinafter “CAPTA”), which requires states to establish volunteer citizen panels<sup>6</sup> to:

- Examine policies, procedures, and practices of State and local agencies and where appropriate, specific cases to evaluate the extent that state and local child protection systems are:
  - effectively discharging their child protection responsibilities, and [are]
  - in compliance with the CAPTA state plan, child protection standards and “any other criteria the panel considers important to ensure the protection of children”.<sup>7</sup>
- Provide “public outreach to assess the impact of current procedures and practices upon children and families in the community”.<sup>7</sup>

CAPTA requires the state agency (CYFD) to:

- Provide volunteer citizen panels with access to information on cases to be reviewed.<sup>8</sup>
- Within 6 months of the date of the annual report, “submit a written response to State and local child protection systems and the [Council] that describes whether or how the State will incorporate the recommendations to make measurable progress in improving the State and local child protection system”<sup>9</sup>.

Both CAPTA and the Act require review panels/boards to be composed of members representative of the community they serve, including “members who have expertise in the prevention and treatment of child abuse and neglect, [which] may include adult former victims of child abuse or neglect”<sup>10</sup>. Further, both the Act and CAPTA require an annual report which includes recommendations for improvement to the child protection response system. CAPTA requires a written response to the annual report by CYFD within 6 months of receiving the annual report; the Act does not require a written response.

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<sup>1</sup> NMSA 1978, Section 32A-8-1 et seq., Citizen Substitute Care Act; 32-8-4A.

<sup>2</sup> The nine-member Council is comprised of the Cabinet Secretary (or their designee) of the Department of Finance and Administration, Department of Health, Department of Human Services and the Public Education Department. The other five members are appointed by the Governor: two public members with expertise in child welfare, two public members between the ages of 18 and 30 who have been in substitute care, and a children’s court judge. In FY 19, due to the gubernatorial change, there were changes in representatives of DFA, HSD, DOH, and PED. As of this report, vacancies exist on the Council for public members with expertise in child welfare and public members who are between the ages of 18 and 30 and have previously been in substitute care. See page 10 for FY 19 past and current members.

<sup>3</sup> Council staff consists of one Program Director, six Coordinators, and one Administrative Assistant. Due to budget constraints, the Council has never been fully staffed.

<sup>4</sup> The Council shall function independent of RLD and without approval or control of RLD, submit budget requests and any reports required by law or the Governor through RLD, and if mutually agreed, RLD may provide budgeting and other related clerical and administrative support to the Council; RLD shall include Council budget requests, without changes in the RLD budget. Currently a Memorandum of Understanding which outlines the RLD budgeting and related clerical and administrative support and any associated costs does not exist between the Council and RLD.

<sup>5</sup> CAPTA, Section 106.c. Citizen Review Panels.

<sup>6</sup> In New Mexico, volunteers are referred to as Members. Citizens interested in becoming a Member undergo an application process which includes background and reference checks, interviews, observations, training and the acknowledgement and adherence to confidentiality agreements and the Member Code of Conduct. Members must complete annual training requirements; see page 12 for FY 19 Member training requirements.

<sup>7</sup> CAPTA, Section 106.c. Citizen Review Panels; 4. Functions.

<sup>8</sup> CAPTA, Section 106.c. Citizen Review Panels; 5. State Assistance.

<sup>9</sup> CAPTA, Section 106.c. Citizen Review Panels, 6. Reports.

<sup>10</sup> NMSA 1978, Section 32A-8-1 et seq., Citizen Substitute Care Act; 32A-8-5D. CAPTA 106.c.2 Citizen Review Panels Membership.

## **FY 19 COUNCIL ACTIVITIES**

- Distributing the FY 18 annual report in October 2018 to CYFD, the courts, the Interim Legislative Committees of Health and Human Services; Behavioral Health; and Courts, Corrections and Justice; the Legislative Finance Committee and other stakeholders.
- Conducting Council meetings on:
  - September 12, 2018 (with the Advisory Committee).
  - October 9, 2018.
  - December 17, 2018 (Public Rule Hearing and regular meeting).
- Repealing and replacing NMAC 8.26.7.
- Appointing the 6-member Advisory Committee.
- Reviewing cases of 96 children/youth.
- Drafting new Joint Powers Agreement (hereinafter “JPA”) and discussing with CYFD administration.
- Participating in:
  - Children’s Court Improvement Commission (CCIC).
  - Protective Services Committee of the CCIC.
  - New Mexico Child Fatality Review Board.
  - Children’s Law Institute.
  - National Citizen Review Advisory Panel.
- Hosting National Citizen Review Panel Conference 6-8 June 2019, Albuquerque, NM.

## **RIISING TO MEET THE CHALLENGE: IMPROVING CHILD PROTECTION RESPONSE SYSTEMS**

*“Rising to Meet the Challenge: Improving Child Welfare Response Systems”*, the theme of the 2019 National Citizen Review Panel Conference, brought together speakers, presenters and attendees from across the nation for engaging and informative discussions on best practices and system improvements. With 165 registrants representing 28 states including Washington DC., it was the most well attended conference in its history. For more information on speakers and workshops, visit the Council’s website at <http://www.scacnm.org/2019nationalcrpconference/>.

## **RESPONSE TO ANNUAL REPORT**

Pursuant to the Act, the FY 18 annual report was submitted in October 2018 to CYFD, the courts, the Interim Legislative Committees of Health and Human Services; Behavioral Health; and Courts, Corrections and Justice; the Legislative Finance Committee and other stakeholders. The Act does not require any entity to provide a response to the Council’s annual report.

As noted earlier, CAPTA requires CYFD to provide a written response to the annual report within 6 months of the date of the report. Per CAPTA, the written response is to the Council and state and local child protection systems and must include a description ‘whether or how’ CYFD ‘will incorporate the recommendations to make measureable progress in improving the state and local child protection system’<sup>11</sup>. The Council has issued two annual reports (FY 17 and FY 18); CYFD did not provide a response to the FY 17 annual report which met the requirements of CAPTA. In FY 18, transitions in administration delayed discussions with CYFD regarding the FY 18 recommendations; it is the Council’s understanding that the CYFD response to the FY 18 Annual Report is forthcoming.

In addition to the annual report, when the Council conducts a case review, the Act requires submission of a report to the Court following the review. This report includes a summary of the case, noted strengths, concerns and recommendations and is sent to the presiding judge and all known Interested Parties to the case. As with the annual report, the Act does not require a written response from any entity.

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<sup>11</sup> CAPTA 106 c.6 Citizen Review Panels, Reports.

The intent of the Act and CAPTA is to provide an oversight function to CYFD which ultimately results in improvement to New Mexico's child protection response system. Without an ongoing dialogue with CYFD, the legislature, the Courts and other Interested Parties (hereinafter "IPs"), the achievement of systemic improvements is in jeopardy.

## **FUNDING**

Currently the Council is funded through State General Funds and an interagency transfer of funds from CYFD. The interagency transfer of funds has proven to be unstable. The Council was established in FY 17 with the expectation of \$180,000 of interagency annual funding from CYFD<sup>12</sup>. In FY 17 CYFD did not provide any funds to the Council; in FY 18 CYFD provided \$98,590.14 to the Council and in FY 19, CYFD provided \$33,997.64 to the Council. The instability of the interagency fund transfer hinders the Council's ability to function to its full potential.

## **CASE REVIEW MODEL**

As mentioned in previous annual reports, the Council has adopted a case review framework which has demonstrated reliability in evaluating CYFD's effectiveness on an individualized basis. However, while this framework includes many of the components of a certified case review model, the framework itself is not certified. The Council has identified the *Quality Services Review* model (hereinafter "QSR"), which is a nationally recognized case-based review process that examines delivery of services, adherence to practice expectations, provides a framework for talking about practice, and creates opportunities for shared problem solving. QSR has been adopted as part of class action settlement cases in various states and is a process which is sustained after exiting a class action to provide assurance of an ongoing trusted monitoring of a child protection system.<sup>13</sup>

### QSR identifies:

- What is and isn't working at the point of practice.
- Local conditions influencing delivery of services.
- Realistic solutions that lead to immediate action.
- Local and state-level system trends and policy needs.
- Immediate adjustment to front-line practice.

### QSR provides:

- Qualitative and quantitative descriptions of practice and service delivery.
- Immediate feedback at multiple levels.
- A non-blaming environment for learning and for collaboration with partners.
- Coaching, mentoring, support, and networking in the context of improving outcomes for youth and families.
- Building of partnerships between providers, state agencies, and community partners.

QSR is currently utilized in some form in 20 states, including New Mexico and Washington, DC. While the Behavioral Health Division of CYFD is in the process of implementing QSR for quality assurance, the CYFD Protective Services Division follows the Child & Family Services Review (hereinafter "CFSR") process which is required by federal law to demonstrate compliance with certain federal mandates or be subject to loss of federal funding. Concerns have been raised that the CSFR process is limited in focus and is flawed in that the corrective action phase known as 'Program Improvement Plan (PIP)' compromises the original standards to which states are to be held and this process does not demonstrate true improvement to child protection response systems.<sup>14</sup> According to the Center for Study of Social

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<sup>12</sup> Historically CYFD provided an interagency transfer of funds to DFA until FY 17. According to published HB2s between the years of 2011 and 2016, these amounts ranged from \$174.3 to \$239.9 per FY with the amount in FY 16 being \$180.0.

<sup>13</sup> *Quality Service Reviews A Mechanism for Case-Level Advocacy and System Reform*, Center for the Study of Social Policy, <https://cssp.org/wp-content/uploads/2019/03/QSR-Advocacy-System-Reform.pdf>.

<sup>14</sup> *Shame on U.S. Failings by All Three Branches of Our Federal Government Leave Abused and Neglected Children Vulnerable to Further Harm*, 2015 Children's Advocacy Institute, USD School of Law, <https://www.firststar.org/wp-content/uploads/2015/02/Shame-on-U.S.-FINAL.pdf>.

Policy, “the rigorous QSR process is an integral part of continuous quality improvement efforts and should be used to inform system practice changes” and the data from both CFSR and QSR should be ‘available and accessible’<sup>15</sup>.

## **FY 19 CASE REVIEW RESULTS**

Pursuant to the Act and CAPTA, the Council is authorized to conduct case reviews as needed to fulfill the purpose of the Act and CAPTA. In New Mexico, case reviews are conducted through SCRB meetings. Each SCRB is comprised of trained Members and each meeting is facilitated by Council staff. In FY 19, cases of children and youth were reviewed in each of CYFD’s 5 Regions and in each of the thirteen Judicial Districts resulting in 97 children and youth being reviewed.<sup>16</sup>

Pursuant to the Act, IPs were notified in advance to participate in the case review. IPs may include biological/adoptive parents, legal guardians, foster parents, relatives, CYFD staff, Guardian ad Litem (GALs), youth attorneys, respondent attorneys, Court Appointed Special Advocates (CASAs) and service providers. Input from IPs was provided in person, in writing or telephonically. Specific case information was provided in advance to SCRB members participating in the case review meeting. Also pursuant to the Act, for each case reviewed, a summary report, including strengths, concerns and recommendations, was prepared by Council staff and submitted to the presiding judge and known IPs.

In the Council’s FY 18 annual report, concerns noted from cases reviewed included case management, placement instability and maltreatment while a child/youth was in CYFD custody. In FY 19, the Council case selection criteria included a focus on youth 13.5 – 18 years of age. It is well known that youth in substitute care, specifically those who ‘age out’ of substitute care have worse outcomes than their non-substitute care counterparts. Youth who age out of substitute care have lower rates of post-secondary educational attainment, employment and higher rates of homelessness and criminal justice involvement. As such, attention has been drawn nationally to improve child protection response systems to meet the needs of youth and to prepare youth to transition to adulthood.<sup>17</sup> Of the 97 children and youth reviewed, 53% were between the ages of 13.5 and 18.

In New Mexico, CYFD has specific policy and procedures related to providing services to youth.<sup>18</sup> According to information provided by CYFD, there were 461 youth aged 13.5-18 at the end of FY 18<sup>19</sup>. The Council reviewed 11% of these youth and examined youth services policies and procedures and assessed the effectiveness of their implementation.

According to CYFD youth services policy, youth services are intended to assist all youth aged 14 and older in CYFD custody, due to abuse and neglect (regardless of placement, permanency plan, runaway status or disability), to successfully transition into adult living, promote self-sufficiency, positive youth development, relationships with mentors and other supportive adults and the safety, permanency and well-being of the youth.<sup>20</sup> Youth services are also available for youth who have turned 18 and youth who were adopted from state custody after the age of 16. For the purposes of the Council, youth reviewed in were still in CYFD custody and not yet 18 years of age.

CYFD’s Youth Services’ Program begins at age 13.5 with initial assessments and includes:

- Independent living assessment written summary (psychosocial assessment, *Let’s Get Started and Planning for Our Future*, and the Casey Life Skills Assessment); updated every 18 months.
- Life Skills Plan; required as a component of a case plan and presented to the court; updated every 6 months.
- Life Skills Development (individualized based on Life Skills Plan).

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<sup>15</sup>Quality Service Reviews A Mechanism for Case-Level Advocacy and System Reform, Center for the Study of Social Policy, <https://cssp.org/wp-content/uploads/2019/03/QSR-Advocacy-System-Reform.pdf>.

<sup>16</sup> See page 16 for overview of CYFD children/youth reviewed in FY 19.

<sup>17</sup> Jim Casey Youth Opportunities Initiative; <https://www.aecf.org>.

<sup>18</sup> CYFD Youth Services 8.10.9 NMAC Policy and Procedures.

<sup>19</sup> CYFD provides a monthly list to the Council of children and youth who have been adjudicated and in their custody; this information is from the list dated 6-30-2018.

<sup>20</sup> CYFD Youth Services 8.10.9.8.; 8.10.9.9.

- Transition Support Services (beginning prior to 17<sup>th</sup> birthday).
- Youth Leadership Skills (opportunities to participate in youth advisory board and annual conference).
- Discharge Hearing (prior to 18<sup>th</sup> birthday).

Youth Services are provided by both the CYFD Permanency Planning Worker (hereinafter “PPW”) and the Youth Transition Specialist (hereinafter “YTS”). CYFD provided a *Permanency Planning with Youth Aged 13.5-18 Checklist*<sup>21</sup> which clearly identifies specific tasks to be completed by the PPW or YTS at ages 13.5, 14, 15, 16, 17 and 18.

In addition to the same concerns noted in the FY 18 annual report of case management, placement instability and maltreatment while in substitute care, the FY 19 case reviews specific to youth aged 14 and older found that the youth services policies and procedures were not implemented according to policy and procedure. For example, of the youth reviewed, youth did not have evidence of the Independent Living Assessments being completed according to procedure, or an updated case plan with a clear component of a Life Skills Plan established in accordance with procedures. Of particular note was the lack of youth involvement in these processes, a disconnect between the PPW and YTS and a lack of understanding by CYFD workers and Youth Attorneys that youth services to prepare a youth to successful transition to adulthood is required for all youth regardless of permanency plan or placement. As these assessments are the foundation of the Youth Services Program, when these are not completed, other services which may be provided are not in accordance with CYFD Policy & Procedures or best practices for youth in state custody.

The Fostering Connections Act (SB 23)<sup>22</sup> provides ongoing services to support youth who ‘age out’ of the CYFD system until age 21. Also known as *Foster Care to 21*, this is a voluntary program based on the premise that youth who age out of the substitute care system need continued support, as does their non-substitute care counterparts, to successfully transition to adulthood. Unfortunately, without the solid foundation of CYFD engaging and providing services to a youth in their custody prior to age 18 and the Courts ensuring the youth services policies and procedures are being followed, the success of the Fostering Connections Act is in jeopardy. Attention to strengthening CYFD Youth Services prior to a youth becoming eligible for continued services under SB23 is paramount.

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<sup>21</sup> See page 13 for the CYFD Permanency Planning with Youth Aged 13.5-18 Checklist.

<sup>22</sup> New Mexico Senate Bill 23, “Fostering Connections Act”, Chapter 149 April 2, 2019.

## **FY 19 RECOMMENDATIONS**

- By 31 December 2019:
  - Council staff and CYFD administration hold solution-focused meetings regarding the FY 17 and FY 18 recommendations and the overall results of cases of youth reviewed in FY 19.
  - Council staff to develop a written plan of implementation of the QSR model in all CYFD Regions and Judicial Districts.
  
- By 31 January 2020:
  - The Council, in collaboration with the CYFD Secretary, develop a Joint Powers Agreement which includes, but is not limited to:
    - Stabilization of interagency transfer of funds.
    - Access to all information related to children/youth in custody.
    - CYFD support of, and participation in, the QSR process.
    - CYFD written response to reports following a case review.
    - Council staff participation in ongoing task forces/work groups/committees of CYFD, such as the Fostering Connections Advisory Committee. Foster Parent Task Force, PQI Collaborative, etc.
    - CYFD Secretary's participation in quarterly meetings with the Council to identify how the work of the Council is informing CYFD for systemic change.
  - The Council, in collaboration with the RLD Superintendent, develop a Memorandum of Understanding regarding budgeting and related clerical and administrative services offered by RLD to the Council and any associated costs.
  
- By 31 May 2020:
  - The Council, in collaboration with NM Legislative Leadership, identify changes needed in the Act to further enhance the functioning of the Council and to outline actions needed during the 2021 NM Legislative Session.

## SUBSTITUTE CARE ADVISORY COUNCIL

### CURRENT

<u>NAME</u>	<u>REPRESENTING</u>
ANGIE K. SCHNEIDER, CHAIR	CHILDREN'S COURT JUDGES
LAURA HENRY, VICE-CHAIR	NM DEPT. OF PUBLIC EDUCATION
RENEE WARD	NM DEPT. OF FINANCE AND ADMINISTRATION
ANGELA MEDRANO	NM DEPT. OF HUMAN SERVICES
THOMAS MASSARO	NM DEPT. OF HEALTH
VACANT	PUBLIC MEMBER <sup>23</sup>
VACANT	PUBLIC MEMBER <sup>17</sup>
VACANT	PUBLIC MEMBER AGED 18-30 <sup>24</sup>
VACANT	PUBLIC MEMBER AGED 18-30 <sup>18</sup>

### JULY – DECEMBER 2018

<u>NAME</u>	<u>REPRESENTING</u>
MICHAEL NELSON, CHAIR	NM DEPT. OF HUMAN SERVICES
ANTHONY ORTIZ, VICE-CHAIR	PUBLIC MEMBER <sup>25</sup>
CLINTON NICLEY	NM DEPT. OF FINANCE AND ADMINISTRATION
GABRIELLE SANCHEZ-SANDOVAL	NM DEPT. OF HEALTH
MICHAEL CHAVEZ	NM DEPT. OF PUBLIC EDUCATION
ANGIE SCHNEIDER	CHILDREN'S COURT JUDGES
VACANT	PUBLIC MEMBER <sup>17</sup>
VACANT	PUBLIC MEMBER AGED 18-30 <sup>18</sup>
VACANT	PUBLIC MEMBER AGED 18-30 <sup>18</sup>

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<sup>23</sup>NMSA 1978, Section 32A-8-1 et seq., Citizen Substitute Care Act requires the appointment of two public members who have expertise in child welfare.

<sup>24</sup>NMSA 1978, Section 32A-8-1 et seq., Citizen Substitute Care Act requires the appointment of two public members, aged 18-30 at the time of appointment who have been in substitute care.

<sup>25</sup> Mr. Ortiz resigned his position as of December 2018, prior to his appointed term ending.

## SCAC ADVISORY COMMITTEE<sup>26</sup>

OCTOBER 2019 – SEPTEMBER 2020

<u>NAME</u>	<u>COUNTY</u>
PEGGY ADEGOKE	BERNALILLO
MARIA ORTIZ BUSTOS	DOÑA ANA
JACK CARPENTER	TAOS
MARY CARR	EDDY
NANCY TREAT	SANTA FE
ALLAN TROSCLAIR	SANDOVAL

OCTOBER 2018 – SEPTEMBER 2019

<u>NAME</u>	<u>COUNTY</u>
JACK CARPENTER, CHAIR	TAOS
ALLAN TROSCLAIR, VICE-CHAIR	SANDOVAL
MARY CARR	EDDY
MARIA ORTIZ	DOÑA ANA
DEIDRA WATSON	SAN JUAN
JANE WELLS	BERNALILLO

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<sup>26</sup>Pursuant to Chapter 32 [32], Article 8 NMSA 1978, Citizen Substitute Care Review Act the Council appoints a 6-member committee to advise on matters related to substitute care.

## **FY 19 MEMBER TRAINING**

Member training requirements in FY 19 included in-person and online quarterly training.

In-person:

- Fall Member Update.
- National Citizen Review Panel Conference.

Quarterly Online:

- *First Quarter:*
  - Erikson's Identity vs. Role Confusion in Adolescent Development.
  - James Marcia's Identity Theory: Understanding Adolescents' Search for Identity.
  - Cognitive Development in Adolescence: Piaget's Formal Operations Stage.
  - Changes in Cognitive Development During Adolescence.
  - Social Development of Adolescents: Identity.
- *Second Quarter:*
  - What is Adolescence: Definition, Stages & Characteristics,
  - Creativity and Intelligence in Adolescence.
  - Sexual Development and Maturation of the Adolescent.
  - Gender Differences in Adolescent Development.
  - Gender Identity in Adolescent Development.
  - Influences of Sexual Harassment and Abuse on Adolescent Development.
- *Third Quarter:*
  - Elkind's Theory of Adolescent Egocentrism.
  - Kohlberg's Theory of Moral Development in Adolescence.
  - Decision Making and Risk Taking Behaviors in Adolescence.
  - Family Values and Relationships in Adolescence.
  - Problems with Adjustment in Adolescence.
  - Domestic Violence and Sociology: Definition & Effects.
- *Fourth Quarter:*
  - Self-Efficacy vs. Self-Concept: Differences & Effects on Outcome Expectations.
  - Peers, Schools, and Adolescent Development.
  - Preventing School Failure, Truancy & Dropout.
  - Adolescents & the Risk of Substance Abuse
  - Substance Abuse & Juvenile Delinquency: Prevention & Correction Strategies.



# Permanency Planning with Youth

## Aged 13.5-18

### Youth Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
PPW: \_\_\_\_\_ YTS: \_\_\_\_\_

### Age 13.5 (or within 60 days of coming into custody if youth came into custody post 13.5)

#### PPW Responsibilities

- Independent Living (IL) Assessment Must be completed prior to youth turn 14.
  - Casey Life Skills Assessment
  - Casey Life Skills Assessment Caregiver Assessment (if needed)
  - Let's Get Started Planning for our Future
  - IL Assessment Summary
  - IL Assessment Documented in FACTS and reviewed with youth.

#### YTS Responsibilities.

- YTS receives secondary auto-assignment
- Youth Services Bureau Chief notifies COM that IL Assessment is due

### Age 14

#### PPW Responsibilities

- Case Planning Meeting
  - Life Skills Plan Developed (Based on IL Assessment)
  - Youth is given NM Foster Child Bill of Rights and Document of Responsibilities. Signed acknowledgment form is documented in FACTS. Including the right to a credit check and the right to stay safe and avoid exploitation. Explained to the youth in an age/developmental appropriate manner.
  - Address Reasonable and Prudent Parenting Standard.
  - Document what steps are being taken by PSD or foster family for youth to engage in age or developmentally appropriate activities.
  - Assist youth in developing multiple positive supportive adults in their lives to provide relational and emotional permanency support
  - Assist youth in participating in educational activities with the goal of completing secondary education by the age of 19 with a preference for their high school diploma over GED.
- Life Skills Plan is attached to Case Plan for Judicial Reviews and Permanency Hearings
- Update Case Plan/Life Skills Plan every 6 months in conjunction with Judicial Reviews or Permanency Hearings
- Begin Documenting Life Skills in FACTS

#### YTS Responsibilities.

- Annual Credit Check
- Review Credit Check results with Youth and PPW. YTS addresses any credit discrepancies.
- Document Completion of Credit Check in FACTS
- Life Skills Plan Developed in Conjunction with PPW
- Begin Documenting Life Skills YTS provides in FACTS
- YTS provides and notifies the County Offices with Group Learning Events.



## Permanency Planning with Youth Aged 13.5-18

### Age 15

#### PPW Responsibilities

- Continue to Review and update Case Plan/Life Skills Plan in conjunction with court hearings
- Continue to document Life Skills Under IL Icon
- Conduct IL Re-Assessment (Due 18 Months after 1<sup>st</sup> assessment)
  - Casey Life Skills Assessment
  - Casey Life Skills Assessment Caregiver Assessment (if needed)
  - Let's Get Started Planning for our Future
  - IL Assessment Summary

#### YTS Responsibilities.

- Annual Credit Check
- Review Credit Check results with Youth and PPW. YTS addresses any credit discrepancies.
- Document Completion of Credit Check in FACTS
- Youth is Eligible to begin attending LUVYA NM
- Continue to Document Life Skills YTS Provides in FACTS
- YTS provides and notifies the County Offices with Group Learning Events.

### Age 16

#### PPW Responsibilities

- Continue to Review and update Case Plan/Life Skills Plan in conjunction with court hearings
- Continue to document Life Skills Under IL Icon
- If needed conduct IL re-assessment
- Participate in YTM with Youth, Youth Attorney, and YTS
- Get youth a state issued ID
- Individual Capacity and Functioning Assessment is completed
  - When needed based on Individual Capacity and Functioning Assessment CPS to APS Transition Staffing is completed
  - PPW notifies YTS of any such staffings

#### YTS Responsibilities.

- Annual Credit Check
- Review Credit Check results with Youth and PPW. YTS addresses any credit discrepancies.
- Document Completion of Credit Check in FACTS
- At age 16.5 Begin YTM Preparation
- Pre-YTM
- YTS invites all parties to the YTM. Youth Attorney, and PPW must be invited. Include all additional parties the youth requests.
- Youth Transition Meeting (YTM)
- Complete Tool Kit for Adulthood (Within 14 Days of YTM)
- Upload Tool Kit for Adulthood (Within 14 Days of YTM)
- Distribute Tool Kit for Adulthood (Within 14 Days of YTM) to interested parties
- Continue to Document Life Skills YTS Provides in FACTS
- YTS provides and notifies the County Offices with Group Learning Events.



## Permanency Planning with Youth Aged 13.5-18

### Age 17

#### PPW Responsibilities

- Attach toolkit to adulthood to the court report for 1<sup>st</sup> hearing after youth turns 17
- Continue to Review and update Case Plan/Life Skills Plan in conjunction with court hearings
- Notify YTS of all Judicial Reviews and Permanency Hearings as soon as they are scheduled.
- Continue to document Life Skills Under IL Icon
- If needed conduct IL re-assessment
- At age 17.5 CPS to APS Transfer Staffing (when needed based on Individual Capacity and Functioning Assessment)
  - PPW notifies YTS of any such staffings
- DD Waiver Staffings (when needed)
- Social Security (If needed) PPW notifies Social Security that youth will be turning 18 1-3 months before 18<sup>th</sup> birthday.
- Discharge Hearing
  - Notifies YTS as soon as Discharge hearing is scheduled.
  - Written information concerning the youth's family history or the whereabouts of any siblings if appropriate have been provided to the youth;
  - Education and health records have been provided to the youth;
  - The youth's social security card, certified birth certificate, state issued identification card, death certificate of a parent (if applicable), and proof of citizenship or residence have been provided to the youth;
  - Whether the referral for guardianship or limited guardianship if the youth is incapacitated has been made.
- Independent Living Status Stipend (ILPS) (If Appropriate)
  - If needed conduct IL re-assessment
  - Based on IL Assessment; Assess if youth has the basic life skills and supports to live independently.
  - Assesses Safety of Placement
  - Prepares MFD and sends it to Regional Manager and Youth Services Bureau Chief through the chain of command.
  - With youth develops ILPS Agreement
  - Opens Youth as a Provider in FACTS
  - Opens ILPS Placement in FACTS.
  - In the 1<sup>st</sup> month of ILPS PPW must conduct 3 home visits.
  - Conducts monthly home visit with youth confirms eligibility and safety documents in FACTS
  - Provides youth with Stipend Check timely

#### YTS Responsibilities.

- YTS monitors the progress of the Action Steps from the YTM.
- Annual Credit Check
- Review Credit Check results with Youth and PPW. YTS addresses any credit discrepancies.
- Document Completion of Credit Check in FACTS
- NYTD 17 Survey
- At age 17.5 CPS to APS Transfer Staffing (when needed)
- YTS will participate in DD Waiver Staffings (when needed)
- YTM- Follow-up The YTS will review and, if necessary, update the youth's transition plan with the youth, PPW and youth attorney prior to any permanency hearing or judicial review and one month prior to the youth's 18<sup>th</sup> birthday including prior to the discharge hearing.
- Complete Tool Kit for Adulthood (Within 14 Days of YTM)
- Upload Tool Kit for Adulthood (Within 14 Days of YTM)
- Distribute Tool Kit for Adulthood (Within 14 Days of YTM) to interested parties
- Discharge Hearing- Medicaid has been provided to the youth, unless the youth is ineligible for Medicaid
- Discharge Hearing- YTS should attend discharge hearing if possible
- Continue to Document Life Skills YTS Provides in FACTS
- YTS provides and notifies the County Offices with Group Learning Events.

### Age 18

#### PPW Responsibilities

- Closing Case
  - Ensure Education Icon is up to date
  - Terminate Youth Treatment plan
  - Ensure Dismissal is Entered into FACTS (CCA)
  - Except for adoption cases close case

#### YTS Responsibilities.

- YTS assumes Primary Assignment at Age 18

**CYFD CHILDREN & YOUTH REVIEWED BY CYFD REGION**

**18** children/youth

- 10 aged 13.5 - 18

**Gender:**

- Females: 10 Males: 8

**Length of Custody**

- 12 months to 116 months

**Placement Changes**

- 1 to 22

**Placed with a Relative**

- 2

**Placed in a Residential Treatment Center**

- 1

**Judicial Districts**

- Seventh, Eleventh, Thirteenth

**23** children/youth

- 12 aged 13.5 - 18

**Gender**

- Females: 10 Males: 13

**Length of Custody**

- 10 months to 96 months

**Placement Changes**

- 1 to 26

**Placed with a Relative**

- 9

**Placed in a Residential Treatment Center**

- 3

**Judicial Districts**

- First, Fourth, Eighth

**5** children/youth

- 3 aged 13.5 - 18

**Gender:**

- Females: 2 Males: 3

**Length of Custody**

- 14 months to 118 months

**Placement Changes**

- 2 to 17

**Placed with a Relative**

- 1

**Placed in a Residential Treatment Center**

- 2

**Judicial District**

- Second

**28** children/youth

- 12 aged 13.5 - 18

**Gender**

- Females: 12 Males: 16

**Length of Custody**

- 15 months to 136 months

**Placement Changes**

- 1 to 59

**Placed with a Relative**

- 7

**Placed in a Residential Treatment Center**

- 4

**Judicial Districts**

- Third, Sixth, Seventh, Twelfth

**23** children/youth

- 14 aged 13.5 - 18.

**Gender**

- Females: 8 Males: 15

**Length of Custody**

- 18 months to 150 months

**Placement Changes**

- 1 to 34

**Placed with a Relative**

- 2

**Placed in a Residential Treatment Center**

- 4

**Judicial Districts**

- Fifth, Ninth, Tenth

