Improving Diversion Policies and Programs for Justice-Involved Youth with Behavioral Health Disorders: An Integrated Policy Academy-Action Network Initiative

Announcement and Application

Sponsored by:

Substance Abuse and Mental Health Services Administration

John D. & Catherine T. MacArthur Foundation

Coordinated by:


Technical Assistance Collaborative, Inc.

In partnership with:

Advocates for Youth and Family Behavioral Health Treatment

Center for Children’s Law and Policy

National Youth Screening and Assessment Project at University of Massachusetts Medical School
The National Center for Mental Health and Juvenile Justice, at Policy Research Associates, Inc., and the Technical Assistance Collaborative, Inc. are pleased to announce that applications are being accepted for Improving Diversion Policies and Programs for Justice-Involved Youth with Behavioral Health Disorders: An Integrated Policy Academy-Action Network Initiative. This initiative is made possible with support from the Substance Abuse and Mental Health Services Administration and the John D. and Catherine T. MacArthur Foundation.

The goal of this effort is to improve policies and programs for diverting youth with behavioral health needs from the juvenile justice system to appropriate community-based services. It is expected that the development of more effective diversion policies and programs will result in more appropriate use of behavioral health and juvenile justice services and better outcomes for youth.

Benefits to states selected to participate in this initiative include:

- **Improved Policies and Programs.** States will engage in an innovative change process designed to help them successfully implement new front-end diversion policies and programs. To accomplish this, states will have access to a wealth of resources and information, including a cadre of national experts.

- **Increased Coordination of Service Provision.** States will implement, with assistance from national experts, front-end diversion policies and programs designed to improve coordination and collaboration among key stakeholder groups.

- **Efficient Use of Limited Service Dollars.** Through improved coordination of services and increased collaboration among key stakeholder groups, states will be able to better use limited service dollars to provide appropriate, evidence-based treatment to youth with behavioral health disorders.

- **Better Outcomes for Youth.** States will note a decrease in the unnecessary involvement of youth with behavioral health problems in the justice system, and an increase in access to appropriate and effective community-based services. It is expected that this will lead to an overall improvement in behavioral health outcomes for youth and an increase in public safety.

- **Development of Sustainable Policies and Programs.** Through this change process, states will examine existing funding streams and other mechanisms to sustain their efforts.

Specifically, this collaborative effort will:

- Select up to five (5) states from around the country committed to improving policies and programs for diverting youth with behavioral health disorders from the juvenile justice system to appropriate community-based services.

- Provide information, support, and expert technical assistance through an integrated Policy Academy-Action Network approach to teams of cross-systems stakeholders.

- Assist cross-system teams with implementing front-end diversion policies and programs that emphasize evidence-based approaches, recognize the role of trauma, and address racial and ethnic disparities.
CONTENTS

Overview ............................................................................................................................................... 1
An Integrated Policy Academy-Action Network Approach ................................................................. 2
Benefits of Participation ......................................................................................................................... 2
Stipend .................................................................................................................................................... 3
Critical Components ............................................................................................................................... 3
Requirements of Participation ............................................................................................................... 4
Eligibility Criteria .................................................................................................................................. 5
Submission Requirements and Deadline ............................................................................................... 5
Application Process ............................................................................................................................... 5
Review Process & Selection Criteria ..................................................................................................... 5
  Statement of the Problem (15 points) ................................................................................................. 6
  Diversion Efforts (25 points) ............................................................................................................... 6
  Diversion Goals (35 points) ............................................................................................................... 6
  Team Composition (25 points) ......................................................................................................... 6
Notification ........................................................................................................................................... 6
For More Information ........................................................................................................................... 7
Works Cited .......................................................................................................................................... 7
Application ............................................................................................................................................ 8
  Step 1: Cover Sheet ........................................................................................................................... 8
  Step 2: Review and Select a Decision Point ....................................................................................... 9
  Step 3: Written Response ................................................................................................................ 10
  Step 4: Team Composition ............................................................................................................... 11
  Step 5: Proposed Core Team Leader ............................................................................................... 12
  Step 6: Proposed Core Team Members .......................................................................................... 13
  Step 7: Core Team Member Responsibilities .................................................................................. 17
Improving Diversion Policies and Programs for Justice-Involved Youth with Behavioral Health Disorders

OVERVIEW
The majority of youth in contact with the juvenile justice system in this country have a diagnosable behavioral health disorder. Prevalence studies have found that up to 70 percent of youth in the juvenile justice system meet criteria for a mental disorder (Shufelt & Cocozza, 2006). A survey of juvenile detainees in 2000 found that about 56 percent of the boys and 40 percent of the girls tested positive for drug use at the time of their arrest (National Institute on Drug Abuse, 2006). About 60 percent of youth involved with the juvenile justice system diagnosed with a mental illness or substance use disorder have both diagnoses (Shufelt & Cocozza, 2006; Wasserman, McReynolds, Schwalbe, Keating, & Jones, 2010).

Many of these youth end up in the juvenile justice system, not because of the seriousness of their crime, but because there is a lack of appropriate community-based treatments and services to address their specific needs, their conditions go unrecognized, or systems are not coordinating effectively. Given the complex needs of these youth and the documented inadequacies of their care within the juvenile justice system, there is a growing sentiment that whenever safe and feasible, youth with behavioral health disorders should be diverted as early as possible to effective community-based treatment (Skowyra & Cocozza, 2006).

To effectively identify and treat justice-involved youth with behavioral health disorders, states must adopt a specialized approach that:

- integrates a wide array of service agencies
- unifies mental health and substance abuse treatment services
- emphasizes early intervention
- uses evidence-based programs to treat the complex needs of this population

As part of the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Strategic Initiative on Trauma and Justice, and the John D. and Catherine T. MacArthur Foundation’s (Foundation) Models for Change Initiative, SAMHSA and the Foundation are collaborating to accelerate reform of juvenile justice system responses to youth with behavioral health needs. Improving Diversion Policies and Programs for Justice-Involved Youth with Behavioral Health Disorders: An Integrated Policy Academy-Action Network Initiative will focus on enhancing front-end diversion policies and programs for youth who have behavioral health problems.

The Models for Change Mental Health/Juvenile Justice Action Network was established in 2007 to forge and implement innovative solutions for better identifying and treating youth with mental health needs in the juvenile justice system. The network served as an issue-focused forum for the development and exchange of ideas and strategies across states, and for sharing practical information and expertise in support of reform. Ultimately, it resulted in the development of a number of innovative front-end diversion strategies that were developed and tested in participating Mental Health/Juvenile Justice Action Network states. These models were expanded to states participating in the 2012-13 Policy Academy-Action Network Initiative.

The 2014-15 Policy Academy-Action Network initiative specifically targets the implementation of school-based and probation intake diversion programs. Participating states will work with a local implementation site to expedite the adoption and dissemination of front-end diversion models and strategies. The overarching goal of this collaboration is to improve policies and programs for diverting youth with behavioral health needs from the juvenile justice system to appropriate community-based services.
AN INTEGRATED POLICY ACADEMY-ACTION NETWORK APPROACH

To maximize benefits to the participating states, the Policy Academy-Action Network Initiative integrates the SAMHSA Policy Academy mechanism with the Foundation’s Action Network strategy. States will convene a core team of eight (8) senior-level officials from both the state and a local implementation site to expedite the implementation and dissemination process. Members of these multi-jurisdictional teams will work together to identify and implement innovative approaches and strategies to support diverting youth with behavioral health disorders out of the juvenile justice system to appropriate community-based services, and develop models that may be used in communities across the country.

Through the Policy Academy mechanism, which SAMHSA has used to support its policy directives, core teams from participating states will convene to learn about critical issues associated with diverting youth with behavioral health disorders. States will draft a strategic plan to facilitate the implementation of innovative strategies to improve outcomes for youth with behavioral health disorders. Consistent with the Foundation’s Models for Change Action Network strategy (a modified version of the Breakthrough Series Collaborative Model developed by the Institute for Healthcare Improvement and adapted for child welfare issues by the Casey Family Programs (2006)), states will engage in targeted discussions about common issues related to the diversion of youth with behavioral health disorders. These discussions will drive the development and dissemination of strategies that address common barriers these and other states encounter as they improve policies and programs for youth with behavioral health disorders in contact with the juvenile justice system.

The Policy Academy-Action Network will be convened over a two-and-a-half day period in Washington, DC on June 24-26, 2014. The meeting agenda will:

- Include a review of current research, knowledge, and models of school-based and probation-intake diversion programs and processes, with an emphasis on those targeting youth with behavioral health needs
- Maximize the information provided to participating states, while allowing sufficient time for teams to develop a front-end diversion implementation strategy and formulate action steps

Consistent with the Action Network model, participating states will be grouped into cross-state teams based on common issues and challenges associated with implementing front-end diversion programs for youth with behavioral health disorders. These multijurisdictional teams will work collaboratively to identify cross-cutting issues and critical needs following participation in the Policy Academy. This process, driven by the state teams, allows for the development of strategies that can be used in any jurisdiction to address issues that may arise during the course of implementing front-end diversion programs.

BENEFITS OF PARTICIPATION

Participation in the Integrated Policy Academy-Action Network Initiative yields a number of benefits. Teams will participate in an innovative change process designed to tackle complex issues, receive assistance with implementing front-end diversion policies and programs for youth with behavioral health disorders, and access a wealth of resources (including leading experts in the field and the latest resources and information).

Ultimately, this effort should result in:

- Improved policies and programs
- Increased coordination of service provision
- More efficient use of limited service dollars
- Better outcomes for youth
- Development of sustainable policies and programs

To guide and support participating states’ implementation of innovative approaches to the front-end diversion of youth with behavioral health disorders, technical assistance will be provided free of cost. Meeting attendance, including travel and lodging expenses, for the Policy Academy-Action Network Initiative will be sponsored.

**STIPEND**

A $10,000 stipend will be provided to participating states to help offset costs associated with the coordination and implementation efforts associated with this initiative.

One state will be selected, based on identified interest and appropriate fit of goals, to focus more intensely on reducing racial and ethnic disparities within the context of juvenile diversion programs for youth with behavioral health needs. This state will receive targeted technical assistance to support these efforts and an additional stipend of up to $5,000.

**CRITICAL COMPONENTS**

While the overall focus of this effort will be on the front-end diversion of youth with behavioral health disorders from the juvenile justice system to appropriate community-based services, several critical components will be emphasized in all aspects of this work. These include:

- **Co-occurring Mental and Substance Use Disorders**: There is growing awareness of the many youth in the juvenile justice system with both mental and substance use disorders. Diversion programs must emphasize the need for integrated approaches that respond to behavioral health needs of these youth.

- **Behavioral Health Screening and Assessment**: For diversion to work properly, an important first step is to screen and assess youth for their behavioral health needs using research-based screening instruments, protocols, and procedures. Where indicated, the results of this screening must drive timely access to specialized assessment to determine the extent of the need.

- **Evidence-Based Practices**: There is a growing body of research concerning what works and what does not work with juvenile justice-involved youth when it comes to reducing delinquent behaviors, symptoms of mental illness, and substance use. To achieve long-term, positive outcomes for youth and their families, diversion programs should use evidence-based and promising-practice approaches.

- **Racial and Ethnic Disparities**: Youth of color often receive disparate and harsher treatment in the juvenile justice system compared to white youth. Diversion efforts must strive to reduce this disparity and ensure that youth of color have equal opportunity for diversion and equitable access to culturally appropriate mental health and substance abuse interventions.

- **Trauma**: The field has become cognizant of the role that exposure to violence and trauma plays in the lives of justice-involved youth and how these factors exacerbate symptoms of mental illness and substance use. As such, systems need to become trauma informed and programs should offer trauma-specific services.
REQUIREMENTS OF PARTICIPATION

The Policy Academy-Action Network Initiative will run through December 31, 2015. During this time, participating states will be required to:

- Convene a team of eight (8) Core Team members who will participate in the Policy Academy-Action Network Initiative and lead the implementation efforts. It is recommended that states also convene a larger team of key stakeholders from both the state and local implementation site. Members of this larger team – called a Home Team – should participate in planning and implementation activities.
- Participate in a 90-minute kickoff call to be held in April or May 2014. The purpose of this call is to discuss the expectations of participating in this initiative in detail, describe the goals and objectives of the Integrated Policy Academy-Action Network Initiative, obtain more detail about what the team hopes to accomplish through this structure, and to answer any questions that the team has.
- Host one pre-Policy Academy site visit. These visits by staff from the coordinating agencies and other experts will provide invaluable information for identifying gaps and opportunities within the state and local service systems. This visit will lay the groundwork for both the state-level Policy Academy work and the cross-state Action Network efforts.
- Implement a front-end diversion program for justice-involved youth with behavioral health disorders, and accomplish the tasks and activities of the Action Network.
- Work with the Policy Academy-Action Network Initiative partners to identify and measure accomplishments achieved through this initiative.
- Submit a final report to the Policy Academy-Action Network Initiative partners describing these state processes and accomplishments.

Through Policy Academy-specific activities, participating states will be required to:

- Complete a supplemental data inventory specifically tailored to the state’s chosen decision point. This inventory will allow for the development of relevant materials and resources to best address any issues jurisdictions may encounter.
- Attend and participate in the two-and-a-half day Policy Academy meeting in Washington, DC on June 24-26, 2014. The eight (8) Core Team members will attend the Policy Academy meeting. Travel and lodging costs will be sponsored.
- Develop and implement a strategic plan for improving front-end diversion policies and procedures at the selected decision point, either school-based or probation intake diversion strategies.
- Participate in monthly conference calls with the Core Team and Policy Academy-Action Network Initiative partners to advance planning and implementation activities.

Through Action Network-specific activities, participating states will be required to:

- Participate in two-day Action Network meetings during the week of October 6, 2014 and the week of May 4, 2015 at locations to be determined.
- Collaborate with other states to pilot test and implement strategies that address critical cross-cutting issues identified by the Action Network.
- Participate in bi-monthly cross-state conference calls with the Policy Academy-Action Network Initiative partners and other state team leads, consistent with the Action Network model.
ELIGIBILITY CRITERIA
The State Governor’s Office and other state agencies relevant to this initiative are eligible to serve as the lead entity, including but not limited to state juvenile justice and probation, behavioral health, and education agencies. Applicants must demonstrate a clear interest in front-end diversion and improving policies and programs for justice-involved youth with behavioral health disorders, and provide evidence of a commitment to reform. Applicants must form an eight-person team consisting of senior-level policymakers and stakeholders from relevant agencies and organizations at both the state and local implementation site. A list of required members for the core team is provided in the application.

States that participated in the 2012-13 Policy Academy-Action Network Initiative are not eligible to apply. These include: Arkansas, Kentucky, Michigan, Minnesota, Mississippi, New York, South Carolina, and Virginia.

SUBMISSION REQUIREMENTS AND DEADLINE
Interested states must submit a completed application no later than Friday, February 28, 2014. Applications may be submitted by regular mail, by fax, or electronically. An acknowledgement of receipt will be sent to the Lead Contact indicated in the application. Incomplete applications will not be considered.

APPLICATION PROCESS
To be considered for participation in this initiative, each step described below must be completed in its entirety.

- **Step 1**: Please complete the Cover Sheet and submit as page 1 of this application (p. 8).
- **Step 2**: Review and Select a Decision Point for Improving Pre-Adjudication Diversion of Justice-Involved Youth with Behavioral Health Needs (p. 9).
- **Step 3**: Provide a Written Response, not to exceed ten pages in length, single-spaced, with one-inch margins (p. 10).
- **Step 4**: Use the Team Composition guide to select eight (8) senior officials – with policy-making authority – from key stakeholder groups to serve as the Core Team for this project. Required officials for the team are clearly defined, and a guide for how to select optional members is provided (p. 11).
- **Step 5**: Identify the Proposed Core Team Leader. Include a brief biography and a rationale for selecting this individual to serve in this role (p. 12).
- **Step 6**: Identify the Proposed Core Team Members. Include a brief biography for each individual (p. 13).
- **Step 7**: Each proposed team member must sign the Core Team Member Responsibilities form to acknowledge his/her commitment to this project (p. 17).

REVIEW PROCESS & SELECTION CRITERIA
Applications will be reviewed by the coordinating and funding agents. All complete applications will be scored based on the criteria outlined below. Up to five (5) states determined to be most likely to successfully implement a front-end diversion program for youth with behavioral health disorders through this process will be selected. Teleconference calls with applicants may be required if clarification of any items within the application is needed to further the decision-making process. These calls, if requested, will be held in March 2014. Applicants will be evaluated on multiple criteria, including statement of the problem, current and past collaborative efforts, diversion activity and interest in this initiative, and team composition.
Statement of the Problem (15 points)
Applicants must demonstrate an understanding of the issue and describe why this initiative is relevant and important to the state at this time. Applicants must provide a clear description of the issues specific to the behavioral health needs of justice-involved youth within the applicant’s state. Applicants must clearly describe challenges, barriers, and issues at the selected decision point.

Diversion Efforts (25 points)
An overview of current diversion policies and programs must be provided, in particular on front-end diversion policies and programs. Any past or current collaborative efforts among key stakeholder groups represented on the core team, and beyond, specific to improving the delivery of services to youth with behavioral health problems in contact with the juvenile justice system should be described. A discussion of successes and barriers encountered with current and past collaborative efforts should be provided.

Diversion Goals (35 points)
Applicants must discuss specific goals and objectives likely to be achieved through participation in this initiative, and how these goals and objectives fit with current diversion efforts and state direction. Policies and programs designed to divert youth from the juvenile justice system into appropriate mental health and substance abuse treatment programs should consider the specific needs of youth and families of color that come into contact with the system, and should ensure equal access to services. Please describe anticipated benefits of participation in this initiative.

Racial and Ethnic Disparities: States expressing interest in focusing more intensely on reducing racial and ethnic disparities within the context of juvenile diversion programs for youth with behavioral health needs must include clear goal statements describing how this additional focus will fit within the overall state effort.

Team Composition (25 points)
It is expected that as part of the application, states will identify a core team of key stakeholders drawn from both the state and local implementation site. This will include representation from all systems necessary to successfully implement a front-end diversion strategy for youth with behavioral health disorders from the juvenile justice system to community-based services. Formal guidance regarding required and suggested members for this core team can be found in the application. It is expected that the core team will include senior officials with policy-making authority and the ability to lead an effort to implement a front-end diversion strategy rapidly, representing juvenile justice and behavioral health at both the state and the local implementation site. Each core team must include representation from a consumer or family advocacy organization. Additional representation on the core team must be consistent with the selected front-end decision point or diversion strategy.

NOTIFICATION
The Lead Contact, identified in the application, will receive notification of the review outcome no later than Friday, March 21, 2014. The Lead Contact will be responsible for notifying Core Team members of the outcome.
FOR MORE INFORMATION
For more information, please contact:

National Center for Mental Health and Juvenile Justice
Policy Research Associates
345 Delaware Avenue
Delmar, New York 12054
Email: ncmhjj@prainc.com/ Web: http://www.ncmhjj.com

Questions? Please contact Karli Keator at (518) 439-7415, ext. 5266 or kkeator@prainc.com.

WORKS CITED


APPLICATION

Step 1: Cover Sheet

Please complete the **Cover Sheet** and submit as page 1 of this application.

<table>
<thead>
<tr>
<th>State</th>
<th>____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Implementation Site(s)</td>
<td>____________________________________________</td>
</tr>
</tbody>
</table>

| Lead Applicant (Agency)                    | ____________________________________________ |
| Contact Person for this Application        | ____________________________________________ |
| Title                                      | ____________________________________________ |
| Address                                    | ____________________________________________ |
| Phone                                      | ____________________________________________ |
| E-mail                                     | ____________________________________________ |

**Deadline:** Friday, February 28, 2014

One (1) copy of the statement of interest should be submitted by mail, fax, or email to:

**National Center for Mental Health and Juvenile Justice**
Policy Research Associates
345 Delaware Avenue
Delmar, New York 12054
Web: [www.ncmhjj.com](http://www.ncmhjj.com) | Email: ncmhjj@prainc.com

Questions? Contact Karli Keator at (518) 439-7415, ext. 5266 or [kkeator@prainc.com](mailto:kkeator@prainc.com).
Step 2: Review and Select a Decision Point

The focus of this *Integrated Policy Academy-Action Network Initiative* is improving pre-adjudication diversion policy and practice for youth with behavioral health problems. States participating in this project will implement new or improve existing pre-adjudication diversion policies and programs for youth with behavioral health problems. Pre-adjudication diversion can occur at a number of points in the decision-making process, including schools and probation-intake. Review and select a decision point for improving pre-adjudication diversion of justice-involved youth with behavioral health needs.

**Pre-Adjudication Diversion Models for Youth with Behavioral Health Needs**

- **Decision Point 1: School-based Diversion**
  Schools are a primary source of referrals to the juvenile justice system, and frequently refer disruptive or unruly youth to the school resource officer, community police, or to juvenile court. It is recognized that a youth’s acting out behavior is often the result or a symptom of a behavioral health need that has gone undiagnosed or untreated. Further, many of these referrals involve students with special education needs whose behavior is related to their disability. In recent years, schools, lacking the resources to appropriately respond to these youth and operating under the pressure of school safety policies, often find it easier to refer youth to juvenile court than to address the underlying reasons for the misbehavior. This confluence of trends has resulted in schools becoming much more restrictive and punitive, funneling greater numbers of youth into the juvenile justice system. For a description of models for school-based diversion, please see *Innovation Brief: Schools Turn to Treatment, Not Punishment, for Children with Mental Health Needs*.

- **Decision Point 2: Probation Intake Diversion**
  For those cases referred to juvenile court, intake is a critical intervention point within the juvenile justice system. Intake is often viewed as the “gatekeeper” to the court, and plays a vital role in determining whether a youth’s case is dismissed, diverted, or formally referred to the court. The intake process contains many opportunities for diversion. With the proper screening and referral procedures, many youth who would ordinarily move further into the juvenile justice system will instead receive treatment from appropriate community-based behavioral health service providers. Basic training for juvenile probation officers and the adoption of a screening tool may help youth receive necessary treatment. Probation intake also constitutes one of the most critical points within the juvenile justice system for identifying the need for behavioral health or other types of rehabilitative services. For a description of models for probation intake diversion, please see *Intake-Based Diversion: Strategic Innovations from the Mental Health/Juvenile Justice Action Network*.

Please indicate here if there is interest on the part of your state to focus more intensely on reducing racial and ethnic disparities within the context of the selected pre-adjudication decision point.
Step 3: Written Response

Provide a Written Response to each of the areas indicated below. All questions are specific to state policies and programs unless otherwise indicated. Responses may not exceed ten pages in length, single-spaced, with one-inch margins.

I. Statement of the Problem (15 points)
   - Please provide a brief overview of the juvenile justice and behavioral health system(s), including structure and organization, (a) in your state and (b) within the implementation site(s).
   - Please describe the current level of collaboration that exists within your state focused on improving the delivery of services to youth with behavioral health needs in contact with the juvenile justice system.
   - Please describe where gaps in service provision for justice-involved youth with behavioral health disorders exist, identify barriers to improving and better coordinating services for this population, and identify policies and procedures in place for screening and assessment. Be sure to include information on the particular area that you will be selecting for the policy academy.

II. Current Efforts (25 points)
   - Please describe what policies and programs have already been developed or are already being planned to divert youth with behavioral health issues from the juvenile justice system to community-based behavioral health services. Be sure to specifically discuss policies and programs for diverting youth with behavioral health disorders.
   - Please describe the key issues that need to be addressed to better serve justice-involved youth with behavioral health issues in your state. Provide information on the specific point of contact that has been selected. Please be specific: use examples and supporting data.

III. Diversion Goals (35 points)
   - Discuss what specific goals related to pre-adjudication diversion of youth with behavioral health disorders your state hopes to achieve by participating in this initiative.
   - Describe your state’s level of commitment to reform and interest in improving policies and programs for youth with behavioral health issues who are in contact with the juvenile justice system.
Improving Diversion Policies and Programs for Justice-Involved Youth with Behavioral Health Disorders

Step 4: Team Composition

Use the **Team Composition** (25 points) guide below to select eight (8) senior officials – with policy-making authority – from key stakeholder groups to serve as the Core Team for this project. Required officials for the team are clearly defined below and suggestions for optional members are provided.

<table>
<thead>
<tr>
<th>School-Based Diversion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State-Level Representatives (3-4 members required)</strong></td>
</tr>
<tr>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Juvenile Justice Administrator</td>
</tr>
<tr>
<td>Behavioral Health Administrator(s)²</td>
</tr>
<tr>
<td>Education Administrator</td>
</tr>
<tr>
<td>Family or Consumer Advocate³</td>
</tr>
<tr>
<td><strong>Local-Level Representatives (3-4 members required)</strong></td>
</tr>
<tr>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Juvenile Justice Administrator</td>
</tr>
<tr>
<td>Behavioral Health Administrator(s)</td>
</tr>
<tr>
<td>School Superintendent</td>
</tr>
<tr>
<td>Family or Consumer Advocate³</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probation Intake Diversion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State-Level Representatives (3-4 members required)</strong></td>
</tr>
<tr>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Juvenile Justice/Probation Administrator</td>
</tr>
<tr>
<td>Behavioral Health Administrator(s)</td>
</tr>
<tr>
<td>Family or Consumer Advocate³</td>
</tr>
<tr>
<td><strong>Local-Level Representatives (3-4 members required)</strong></td>
</tr>
<tr>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Probation Administrator</td>
</tr>
<tr>
<td>Behavioral Health Administrator(s)</td>
</tr>
<tr>
<td>Family or Consumer Advocate³</td>
</tr>
</tbody>
</table>

¹ Any additional core team members should represent a key stakeholder group necessary to implement the diversion strategy at the selected decision point and willing to work with other communities throughout the state to disseminate lessons learned through this initiative.

² States with separate substance abuse and mental health agencies will need one representative from each agency.

³ Each team is required to include one family or consumer advocate. However, representation may be at either state or local level.
Step 5: Proposed Core Team Leader

Identify the Proposed Core Team Leader. Include a brief biography and a rationale for selecting this individual to serve in this role.

<table>
<thead>
<tr>
<th>Proposed Core Team LEADER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

**Brief Biography**

Describe why this individual is best suited to serve as Core Team Leader.

I understand that as Core Team Leader, I will be responsible for coordinating this project and must be accessible to my team members and the NCMHJJ staff.
Step 6: Proposed Core Team Members

Identify the **Proposed Core Team Members**. Include a brief biography for each individual.

<table>
<thead>
<tr>
<th>Proposed Core Team MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Brief Bio</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Core Team MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Brief Bio</td>
</tr>
</tbody>
</table>
### Proposed Core Team MEMBER

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Brief Bio

---

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Brief Bio

---
### Proposed Core Team MEMBER

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
</tbody>
</table>

**Brief Bio**

---

### Proposed Core Team MEMBER

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
</tbody>
</table>

**Brief Bio**
<table>
<thead>
<tr>
<th>Proposed Core Team MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Brief Bio</td>
</tr>
</tbody>
</table>

---
Step 7: Core Team Member Responsibilities

Each proposed team member must sign the Core Team Member Responsibilities form to acknowledge his/her commitment to this project.

I understand that if my jurisdiction is selected to participate in the Improving Diversion Policies and Programs for Justice-Involved Youth with Behavioral Health Disorders: An Integrated Policy Academy-Action Network Initiative, I will be expected to:

- Participate in a 90-minute kickoff call to be held in April or May 2014. The purpose of this call will be to discuss the expectations of participating in this initiative in detail, describe the goals and objectives of this Integrated Policy Academy-Action Network Initiative, obtain more detail about what the team hopes to accomplish through this structure, and to answer any questions that the team has.
- Host one pre-Academy site visit. These visits provide invaluable information for identifying gaps and opportunities within the state and local service systems. This visit will lay the groundwork for both the state-level Policy Academy work and the cross-state Action Network efforts.
- Meet at least one (1) time with the eight (8) Core Team members participating in the Policy Academy and leading the implementation efforts. Complete any pre-Policy Academy work assigned by the coordinating partners and participate in any teleconference events scheduled to address cross-cutting issues identified through the application process.
- Collaborate with team members to implement a front-end diversion program for justice-involved youth with behavioral health disorders, and to accomplish the tasks and activities of the Action Network.
- Work with the Policy Academy-Action Network partners to identify and measure accomplishments achieved through this initiative and submit a final report to the Policy Academy-Action Network partners describing these accomplishments.

Policy Academy Activities

- Complete a supplemental data inventory specifically tailored to the state’s chosen decision point. This inventory will allow for the development of relevant materials and resources to best address any issues jurisdictions may encounter.
- Attend and participate in the two-and-a-half day Policy Academy in Washington, DC on June 24-26, 2014. The eight (8) team members will be sponsored to attend the Policy Academy. Travel and lodging costs will be covered.
- Work collaboratively with team members to implement a front-end diversion program for justice-involved youth with behavioral health disorders.
- Create and implement a strategic plan dedicated to improving front-end diversion strategy at the selected decision point, either school-based or probation intake diversion.
- Participate in monthly conference calls with the core team and Policy Academy-Action Network partners to support planning and implementation activities.
**Action Network Activities**

- Meet with team members within the state on a regular basis to accomplish the tasks and activities of this initiative.
- Attend and participate in two-day Action Network meetings during both the week of October 6, 2014 and the week of May 4, 2015 at a location to be determined.
- Collaborate with other states working to pilot test and implement strategies that address a critical cross-cutting issue identified by the Action Network.
- Participate in bi-monthly cross-state conference calls with the Policy Academy/Action Network partners and other state team leads, consistent with the Action Network model.

---

**Print Name**

---

**Signature**

---

**Date**