



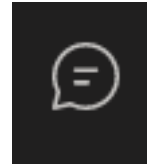
# Coffee & Collaboration January 2023



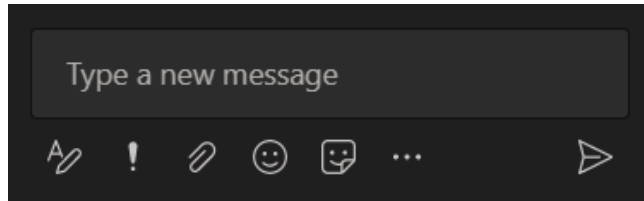
# Rollcall

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Please click on comment box



And type in your name and agency in lieu of sign in sheet



Can click to 'raise your hand' and we will call on you to share





VIRGINIA



# Updated Youth Monthly Summary Template

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New Year – New Template !



# Monthly Summary is now Universal Format

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**Beginning February 2023 this format will be best practice by both  
EBA and AMIkids**

- a universal format protects the provider by ensuring RSC, DJJ, & families are receiving the information they need
- a universal format creates consistency for providers whom are in network with both EBA and AMIkids
- a universal format allows multiple levels of DJJ staff to be trained to look for items in consistent documented areas



# **Adjustments to Universal Monthly Summary Format**

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## **Guidance for DSPs about WHAT specific information to document**

- Instructions imbedded in format
- Highlighting of Strengths
- Highlighting overall progress and barriers
- Direct connection of referral rationale/ YASI with services
- Clarity about Monthly Matrix review system used by RSCs
- Individualized Service Plan highlighted to support continuum of care



# Purposes & Uses of the Monthly Summary

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- **Verification of Billing**= these in combination with invoices received by the 5<sup>th</sup> ensure providers receive payment
- **Court Documentation**= these maybe reviewed by judges or other DJJ staff to determine how youth is or isn't progressing in treatment to determine recommendations and next steps
- **DJJ Documentation**= POs and CAP counselors are responsible to oversee youth's terms of commitment and assess how services are meeting YASI risk and needs. These documents maybe uploaded and saved in DJJ systems
- **Authorization Extensions**= input rationale for additional units/days needed, AMLkids reviews to validate need and PO validates need before sending a request.
- **QAQI oversight**= these are reviewed and scored by both RSC's to determine the nature and quality of service delivery through use of a Monthly Summary Matrix. What is included on monthly summary is compared to contract requirements which align with Monthly Summary Matrix

# Monthly Rubric

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- Monthly Rubric is a scoring system that includes 30 areas
- Monthly Summaries are reviewed at random, for case consultation and for QARs
- Both RSCs use the Monthly Rubric scoring system to determine nature and quality of DSP provided purchased services
- RSCs may providing additional supports including coaching, training or QIPs to providers to enhance the quality of their Monthly Summary documentation



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# Universal Monthly Summary Break Down

Total Pages= 4





## Page One: Demographics, Provider Information, Service information, Referral Rationale/YASI



### YOUTH INFORMATION

Youth's Name:	Juvenile #:	DOB:
Assigned DJJ Office: Choose an item.		Assigned DJJ Staff:



### PROVIDER & SERVICE INFORMATION

Provider:	Staff Name/Credentials:
Staff Email:	Staff Phone:
Service(s):	
Service Authorization Dates:	
Pre-Service Engagement Date:	
Explain: Provide a summary of pre-service engagement and efforts to initiate services; specific contacts should be captured under sessions and/or case coordination & collateral contacts below.	
Service Start Date:	Service Plan Date:
Anticipated Service Completion Date:	
Most Recent YASI Received:	<input type="checkbox"/> From initial referral packet <input type="checkbox"/> Updated YASI from DJJ or RSC
Targeted YASI Priorities: 1) YASI domain 2) YASI domain 3) YASI domain	
Rationale for Service: Rationale for this service based on the referral form, YASI, provider's internal assessment of need, and targeted behavior/needs.	



## End of Page One: snap shot of the month & narrative of overall progress

### SUMMARY AND OVERVIEW THIS REPORTING PERIOD

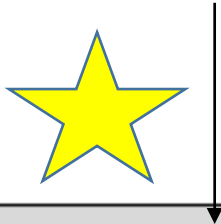
- ☐ Youth and family actively engaged in service.
- ☐ Youth is progressing towards identified service goals.
- ☐ Youth is attending school: \_\_\_\_\_
- ☐ Youth is employed: \_\_\_\_\_
- ☐ Youth is connected to an extra-curricular or school activity: \_\_\_\_\_
- ☐ Safety or Relapse Prevention Plan has been created/revised. Date: \_\_\_\_\_
- ☐ Copy provided to youth/family.      ☐ Copy provided to DJJ Staff.



### OVERALL PROGRESS SINCE SERVICE START



**Page Two:** Collateral Contacts- DJJ, Additional Providers,  
Additional Family Members, Case Management



CASE COORDINATION & COLLATERAL CONTACTS <i>(CURRENT REPORTING PERIOD)</i>			
DATE	MODALITY	CONTACT(S)	SUMMARY OF CONTACT

## End of Page Two: Summary of Service Delivery Dates & details, service dosage and Individualized Service Plan

SESSIONS (SERVICE DELIVERY <u>DATES</u> )			CURRENT REPORTING PERIOD DOSAGE PER SERVICE: ____ CURRENT REPORTING PERIOD DOSAGE PER SERVICE: ____	
DATE	TIME AND DURATION	MODALITY/LOCATION	PARTICIPANT(S)	SESSION DESCRIPTION

SERVICE PLAN GOALS- SERVICE SPECIFIC			
GOAL 1: Overarching service/treatment goal the youth will focus on during the service			
OBJECTIVE	TARGET COMPLETION	STATUS	ACTUAL COMPLETION
		Status	
		Status	
		Status	

## Examples of “Session” Summary Section

SESSIONS (SERVICE DELIVERY <u>DATES</u> )			CURRENT REPORTING PERIOD DOSAGE PER SERVICE: DAILY CURRENT REPORTING PERIOD DOSAGE PER SERVICE: 4	
DATE	TIME AND DURATION	MODALITY/LOCATION	PARTICIPANT(S)	SESSION DESCRIPTION
12/21/2022	3:00pm/ 60 minutes	In person/ Office	Youth: Charlie Brown	Individual Therapy Session: focused on Charlie recently having difficulty with his girlfriend. Review of communication techniques and de-escalation strategies
12/19/2022	Daily	In person/ Facility	Youth: Charlie Brown	Residential Treatment: For week of 12/19/22 Youth was present on all days. Unit staff reports were positive
12/19/2022	Daily	In person/ IL Home Roanoke	Youth: Charlie Brown	IL: For week of 12/19/2022 youth remained at Roanoke Location and was present “head in the bed” daily
12/23/2022	4:00pm/ 45 minutes	In person/Family Home	Youth: Charlie Brown. Sister: Lucy and Grandpa: Snoopy	FFT session: 12/23/2022 Focus was on practicing conflict resolution strategies to support family with expressed holiday Provide a description of the session
12/5/2022	10:00am/ 55 minutes	Telehealth	Youth: Charlie Brown and Grandpa: Snoopy	HFW-ICC: 12/5/2022 Provided family with local resources for supports. Participated in mental health focused meeting to ensure crisis stabilization. Role modeled for Grandpa engagement strategies



**Page Three:** Individualize Service Plan details continued.

Goals, Objectives, Interventions and progress.

**What is plan for how authorized service(s) will meet identified Goals?**

### SERVICE PLAN GOALS

**GOAL 1:** Overarching service/treatment goal the youth will focus on during the service

OBJECTIVE

TARGET COMPLETION

STATUS

ACTUAL COMPLETION

Status

Status

Status

Status

**INTERVENTIONS AND RESPONSE THIS REPORTING PERIOD:** Include a summary of strategies used to increase treatment readiness and mitigate any treatment barriers; interventions delivered for the goal/objectives; youth/family engagement activities; and youth's response and progress for this reporting period.

**GOAL 2:** Overarching service/treatment goal the youth will focus on during the service

OBJECTIVE

TARGET COMPLETION

STATUS

ACTUAL COMPLETION

Status

## Monthly Rubric Scoring

2 Points: **ALL Goals** are measurable, achievable, and related to the reason for referral (aligned with referral, YASI and/or Case Plan).

1 Point: **SOME goals** are related the service, measurable, and/or achievable (may meet one but not all required components). 0 Points: **Goals are NOT** related to the service, referral and are not measurable

**Objectives:** 2 Points: **ALL objectives** are specific/concise, time-limited and measurable action steps the youth (and/or family) will complete, this includes related tasks indicators for the achievement of identified outcomes. 1 Point: **SOME (at least half or 50%)** objectives meet the requirements, but not all. 0 Points: **objectives are vague**, not measurable and not related to the overarching service goal.

**Interventions and Response** 2 Points: Report **captures** the interventions of the DSP and the youth's response. This may include the DSPs attempt to mitigate responsivity barriers or the youth's negative response. 1 Point: The interventions OR the youth's response **is not clearly** captured. 0 Points: The report **fails to capture** the service details AND the youth's response.

## Case Review

Charlie Brown- 17 year old

Rational: History of conflict at home which leads to him seek negative peer support. High levels of aggressive behavior in home and community. Driven to have money to be independent but often finds illegal avenues to obtain or loses opportunities due to conflict.

YASI areas of risk:  
family- aggression- employment/free time

Charges:  
Property Damage. Theft. Assault on student.

PO requesting:  
Family Therapy, Casey Life Skills and Vocational





**GOAL 2:** Charlie Brown Never to fight again

OBJECTIVE	TARGET COMPLETION	STATUS	ACTUAL COMPLETION
Charlie Brown and family to identify at least 5 triggers that cause frustration, stress, irritation and/ or defensiveness	1/9/2023	Achieved	1/6/2022
Charlie Brown and family to learn and practice de-escalation strategies during family sessions	1/20/2023	In progress	
Charlie Brown to be linked with at least 2 community programs that offer pro-social activities	1/27/2023	New	
Charlie Brown to engage in 5 activities to increase awareness and empathy surrounding impact of physical and verbal aggression	1/27/2023	Partially achieved	
<b>INTERVENTIONS AND RESPONSE THIS REPORTING PERIOD:</b> Family Therapy and Casey Life Skills. Family therapist using interactive roleplay, video tutorials, Angry monster workbook, CBT worksheets, interactive breathing techniques, somatic movement, and thought stopping interventions. Family has increased awareness of triggers and continues to relay on therapeutic coaching during session to utilize de-escalation strategies. Family reports minimal practice outside of sessions. Casey Life Skills coach verified Charlie Brown has not physically attacked a family member in the past 30 days and reports using visualization of the Great Pumpkin to help him de-escalate.			

**Goals: Measurable? Achievable? Relatable to referral reason? All (2)- Some (1)- Not (0)**

**Objectives: Specific? Time Limited? Measurable? Related to Goal? All (2)? Some (at least 50%)(1)? Vague/not(0)?**

**Interventions: Specific and response included(2)? Not always included(1)? Not at all(0)**

**End of Page Three/ Page Four:** Highlighting Significant incidents of the Month, Recommendations of the Month, Verification Signatures- include Supervisor, Verification documentation submitted to DJJ

**DJJ SIGNIFICANT INCIDENT**

☐ Youth involved in a DJJ Service Provider Incident.

Date of incident: \_\_\_\_\_

Date incident report submitted to RSC and DJJ staff: \_\_\_\_\_

**RECOMMENDATIONS (CURRENT REPORTING PERIOD)**

☐ Check here if the DSP is currently recommending DJJ staff request an extension or modification to the current services, or if additional needs have been identified.

Include a summary of current and ongoing recommendations including: additional supports needed; response to serious incident, requests to DJJ and the RSC for consideration of service extension requests; requests to DJJ and the RSC for consideration of expanding or deviating from the original targeted behaviors and/or goals identified in the referral; discharge preparations; target completion; need to address incidents; barriers to service delivery; changes to family dynamics impacting service delivery; successes; and/or other current needs.

Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature/Credentials

I have reviewed and approved this report: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature/Credentials

☐ Copy of Monthly Progress Report provided to CSU



**End of Page Four:** To be completed month client discharges.  
Best practices include attaching your program's formal discharge summary/document with final monthly summary

### SERVICE COMPLETION AND DISCHARGE SUMMARY

Discharge Date: \_\_\_\_\_

Reason for Discharge: \_\_\_\_\_

Service Progress at Discharge: \_\_\_\_\_

Describe progress made on items within domains of the YASI, including risk and protective factors:

Discharge Recommendations:

## In this TOGETHER!

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- We are happy to offer additional specific training to ensure your program and staff feel comfortable and confident
- We want the process and expectations to be transparent
- This is a learning process together
- We will be sure to keep everyone updated on any additional changes and happy to provide feedback as well as answer any questions





# Questions

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