Family/Youth Respite Aftercare Services (FYRAC) Non-Residential Services

**Purpose:** The intent of the following policy is to describe the appropriate process for serving youth referred by DJJ and those in need of more intense family stabilization under this contract.

**Policy:** CDS shall provide FYRAC services to youth between the ages of six and eighteen years of age referred following a Domestic Violence arrest on a household who meet the following criteria:

* Youth is referred by DJJ for the following reasons: a Domestic Violence arrest on a household member, and/or the youth is on probation regardless of adjudication status and at risk of violating. All FYRAC referrals must have documented approval from the Florida Network office.
* All intake and case files must adhere to Florida Network policy requirements.
* Deliverables can be verified by one or a combination of the following and adhere to these services as defined in CINS/FINS Policy and Procedure Manual policy:
* Intake and initial assessment session
* Life Management Sessions
* Individual Sessions
* Group Sessions

**Procedure and/or Process:**

Youth who receive these services may be referred following a residential shelter stay, an arrest, or from a Probation Officer. Youth and family may participate in services for thirteen sessions or ninety consecutive days of service unless an extension is granted by DJJ circuit Probation staff. All intake and case files must adhere to Florida Network policies: 2.01, 3.00, 3.02, 3.02.01, 3.03, 4.03 and 4.04.

Services to be provided:

* Provide a face-to-face assessment for all youth eligible that shall include the gathering of family history and demographic information. . If an assessment is conducted through virtual means, there must be documentation in the youths file as to why it is in the best interest of the youth and family.
* Maintain individual case files on all clients and adhere to all laws regarding confidentiality and ethical codes of practice;
* Maintain chronological case notes on the client’s progress;
* Demonstrate coordination of services in all case files between presenting problems, needs assessment, service plan, service plan reviews, case management services and follow-up;
* Continually assess youth and families to determine needs and provide referrals to outside resources when necessary (e.g., substance abuse treatment, psychiatric care, utility assistance, etc.);
* Maintain an on-going internal process that ensures case file review of case records, client management, and staff performance;
* Refer the youth and family to an appropriate service provider for mental health and/or substance abuse needs as identified by the assessment (the local service provider shall ensure all referrals are documented appropriately);
* Ensure the services provided are trauma informed and culturally sensitive;
* Complete all data entry within the required timeframes (3 business days) in NETMIS. Network staff will enter youth into JJIS.
* Complete 30/60 day follow-ups to be and document in NetMIS following case discharge.

 FYRAC service deliverables can be met by one or a combination of the following:

* Intake and initial assessment session: Services shall be documented through the signature of the youth and his/her parent/guardian as well as orientation to the program which is kept in the youths file. The initial assessment shall be face-to-face to include a gathering of all family history and demographic information, as well as the development of the service plan. For youth on probation, a copy of the youths Community Assessment Tool (CAT) shall be obtained to assist in the development of the family service plan.
* Life Management Sessions: shall be sixty (60) minutes in length and focus on strengthening the family unit. Services shall be highly supportive, individualized, and flexible and require a “whole family” approach to dealing with the problems affecting the youth and family.
	+ - Individual Sessions: The Provider shall conduct Individual sessions with the youth and family focus on work to engage the parties and identify strengths and needs of each member that help to improve family functioning. Issues to be covered through each session include, but are not limited to identifying emotional triggers; body cues; healthy coping strategies through individual, group and family counseling; understanding the cycle of violence and the physical and emotional symptoms of anger; developing safety plans; and educating families on the legal process and rights.
		- Group Sessions: The Provider shall conduct Group sessions as determined necessary by a youth’s service plan. Group sessions shall focus on the same issues as individual/family sessions, with application to youth pulling on similar experiences with other group members with the overall goal of strengthening relationships and prevention domestic violence. Groups shall be no more than eight (8) youth at one (1) time and shall be for a minimum of sixty (60) minutes per session.