Use Case Specifications

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| **Use Case Title** | IEP Request |
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| **Version #** | 1.0 |
| **Date** | 12/15/2012 |
| **Agency Submitting** |  |

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| **Description of Incident or Event:** | ***[Discuss the events that led to the issue including initial point of contact/agency; other agencies or organizations, i.e. ‘What Happened?’]***  A youth is placed on probation due to an arrest and adjudication by the Juvenile Court. A probation officer has been assigned to the youth’s case and, in the process of preparing the youth’s case plan, the probation officer has inquired from the parent of the youth if there was an Individual Education Plan or IEP for their child (son) as the youth has special needs. Parent indicated that there was a plan and agreed to consent to share that information with the Probation Officer. The parent signed a consent form specifically for the release of information on the IEP from the district school to the Probation Officer. |
| **List all agencies and organizations that are involved in the event:** | 🞏Child Welfare X Juvenile Court 🞏 Human Services 🞏 Child Protection  X Probation 🞏 Public Health 🞏 Substance Abuse X Education (public schools)  🞏 Mental Health 🞏 DYC 🞏 JAC 🞏 Health (Medical)  🞏 SB94 🞏 Behavioral Health X Law Enforcement  X Parent/Youth |
| **Flow of the Event** | |
| Provide an outline or ‘flow’ of the basic incident from beginning to end.    **Note**: Attach any forms used for data collection by your agency or organization that may have received when the youth became involved with your agency or organization. | ***Describe who else in your agency or organization became involved, how were other agencies, organizations, individuals brought into the process. Discuss from initial point of contact through conclusion of the process.***  The case is initiated by a delinquent action of a youth resulting in an arrest by a law enforcement officer and a case filed by the Juvenile District Attorney. Probation was part of the adjudication and a PO was assigned. During the interview process with the parent and youth, it was indicated that the youth had special needs and that an Individualized Education Plan had been done earlier in the school year. A release of information was initiated by the PO and the parent signed the release. |
| **Alternative Path 1**  Please describe if the above incident could take another path or’ flow’ if the youth’s actions are different – such as if there was a controlled substance involved; or if there was a violent action; or if it was discovered that the youth has a mental health issue. | Law Enforcement arrests youth.  Youth adjudicated and assigned a PO.  PO assigned to youth.  Youth and Parent meet with PO for case planning purposes, release of information signed to allow release of records including IEP.  Case plan to be developed |
| Alternative Path 2 |  |
| Alternative Path 3 |  |

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| **Privacy / Consent Requirements**  Provide any forms signed giving permission to share the information – by youth, parent or any other agency or organization | ***Provide any conditions that must be in place prior to sharing the information received by your agency such as: Youth must have gone through and completed an intake; Youth was adjudicated and referred to our program by the court.***  Consent form must be signed by Parent to allow release of IEP/504 information. |
| **Special Requirements**  Are there any special considerations with this event? | ***Examples: if the youth is 15 years of age or over, they can sign their own consent forms / release of information forms without notification to parents/guardians.*** |
| **Outstanding Issues**  Outstanding issues are issues that have arisen with this event that have not had a clear path or process for your agency, other agencies or youth / family due to the circumstances. | ***Example: If the school refers a youth for an assessment and the youth does not agree to share the outcome of the assessment with the school (does not sign consent to share information), how is this resolved with the school?*** |