

Referral to the JCC Program

The JCC program is a unique approach to working with adjudicated and voluntary post-adjudicated youth. The program utilizes a team approach which includes the client, family, contracted agency, local public-school staff, Juvenile Probation Officers, and other significant individuals in the client's life. The program provides participants with program services based on the client's individualized needs utilizing the Casey Life Skills Assessment. Program services provided by the JCC providers are as follows: Life Skills, Educational Development, Tutoring, Job Preparation, Family Support, Case Management, Community Service Management, Facility Transitional Services, Transportation, Case Staffing, Experiential Learning Activities, Financial Assistance and Lease/Rental assistance. The JCC program is a State funded program and requires JCC Providers to follow specific guidelines/program requirements to accept, maintain, and discharge clients.

Date Referred: Referring party	Date Received: Receiving party
Comments:	

Client/Parent/Guardian Information:

Client Name:	DOB:	Age:	Gender:
Address or placement location:			
Phone Number(s):			
Name of JPO:	Phone Number:		
Name of Parent/Legal Guardian:	Phone Number(s):		
Address:	Email:		

Referral information:

Juvenile Probation Office	CYFD Supervised Release Board	JJS Facility Staff
District Attorney	District Court Judge	Public Defender/Private Attorney

Service Recommendations:

Select the supporting documents attached to referral:

Plan of Care Supervised Release Plan Probation Order Judgment and Disposition Chronological Offense history
 Baseline Assessment Baseline Questionnaire Other:

Requested length of time in the JCC Program: 6 months (minimum) 18 months (max) Other:

Each JCC Agency Director/Supervisor, after staffing the case with the Juvenile Probation Officer, has the authority to waive the minimum lengths of program participation with prior written approval from the Chief Juvenile Probation Officer or designee. Permission for a client to extend time in the program over 18 months must be given by the CYFD's JCC Grants Manager.

Referred By (Name and Title): Date:

Signature:



505-551-4250 Chris Baca
505-627-6396 Melanie Chavez
505-637-1421 Grace Medwetz



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4501 Indian School Rd., Building 4
Albuquerque, NM 87110

Referral Review

The agency has three (3) business days from referral date to complete the review, determine eligibility and notify the referring entity.

JCC Agency reviewing referral packet:

Person(s) reviewing referral packet:

Address:

Phone Number

What supporting documents were attached?

Plan of Care Supervised Release Plan Probation Order
 Judgment and Disposition Chronological Offense History
 Baseline Assessment Baseline Questionnaire Other:

Is additional information needed?

No Yes:

Is a preliminary interview necessary?

No Yes- Reason:

Requires authorization from Grant Manager

Review date:

Billing units:

Start time:

End time:

Comments:

After reviewing the JCC referral form and attachments the receiving agency has determined:

Approval of participation in the JCC Program
 Denial of participation in the JCC Program

Reason for Denial:

Recommended Services:

As the participating client I understand my required active participation is needed to complete the JCC program.

Client Name and Signature:

Date:

As the parent/legal guardian I understand and acknowledge the required active participation needed to support my child in the JCC Program

Parent/Legal Guardian Name and Signature:

Date:

As the assigned JPO I understand the collaboration and active participation needed to support the requirements of the JCC program and deliver the best outcome for the client.

JPO Name and Signature:

Date:

As the JCC Provider I understand the collaboration and active participation needed to support the requirements of the JCC program and deliver the best outcome for the client.

JCC Provider Name and Signature:

Date:

Document must be saved/Uploaded in the following areas: Client File and Salesforce. All Denied referrals must also be sent to Grant Manager



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