



Vermont Agency of Human Services (AHS)

Department for Children and Families (DCF)

MEMORANDUM OF UNDERSTANDING (MOU)

This is a MOU between the Vermont Department for Children and Families (herein after called the "DCF") and

RECIPIENT: Vermont Department of State's Attorneys and Sheriffs (SAS)

MOU #: 03440-20423-MOU-JJDP

SCOPE OF WORK: The subject matter of this MOU is Consultation to State's Attorneys regarding reduction of youth referred to Criminal Division. Detail of anticipated activities and outcomes are attached to this document.

MAXIMUM DOLLAR AMOUNT: In consideration of the services to be performed by SAS, DCF agrees to pay up to \$42,000.

SAS contractor will be paid at a rate of \$50/hour, estimated average of 16 hours/week for 50 weeks per year. Mileage rate equivalent to the State rate of reimbursement

TERM: The period of SAS's performance shall begin on 2/1/2015 and end on 1/31/2016.

PAYMENT PROVISIONS: Payments will be electronically transferred from DCF to SAS following quarterly fiscal reports and request for funds. The SAS consultant will submit invoices on a schedule agreeable to the contractor and SAS. Contractor invoices to SAS will detail hours worked and mileage expenses incurred.

FUNDING SOURCE: CFDA: 16.54 Office of Juvenile Justice Delinquency Prevention, Title II

AMENDMENTS: No changes, modifications, or amendments in the terms and conditions of this MOU shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of DCF and SAS.

CANCELLATION: This MOU may be cancelled by either party by giving written notice at least 30 days in advance.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS MOU.

By: _____
Date: _____

By: _____
Date: _____

Signature: _____
DCF Commissioner

Signature: _____
Print Name: Bram Kranichfeld
Department of State's Attorneys and Sheriffs
Email: bram.kranichfeld@state.vt.us

APPROVED TO FORM:

By: _____
Date: _____

Signature: _____

This document contains the expected scope of work related to the Memorandum of Understanding between the Department for Children and Families, Family Services Division, (DCF FSD) in partnership with the Children and Family Council for Prevention Programs, and the State's Attorneys and Sheriffs Association (SAS), subject 'Consultation to State's Attorneys re: reduction of youth referred to Criminal Division', for the period 2/1/15 – 1/31/16.

Major activities anticipated:

The State's Attorneys Consultant will:

1. Consult with County State's Attorneys (SAs) re: protocols and practice for youth offenders who are 16 – 17 years old. This includes providing resources and consultation that will lead to practice and policy changes within the SA offices. Assist SA offices in defining and overcoming obstacles to filing youth cases in Family Court or pre-charge community justice alternatives.
 - a. Survey, assess, and report on community resources as an obstacle to referring youth cases to Family Division, and the degree to which the Act 159-required screening may create delay in youth court appearance.
 - b. Counties experiencing obstacles will be guided by effective practice and protocols that have worked in other jurisdictions. Community resource needs will be identified to program manager and Jurisdiction Workgroup (JWG).
 - c. Working with other SAs and statewide youth justice staff, develop a package of materials or grid of what works in handling cases of 16 – 17 year old youth.
2. Assist SA offices in developing protocols that will assure the YASI pre-screen option to all delinquency cases filed.
 - a. Encourage adoption of YASI screening opportunity for youth that law enforcement and St. Attorney will normally refer to Criminal Division.
 - b. Review YASI practice and encourage practice that uses the tool for informed decision-making by SAs
3. Consultant will work with SA offices that have a high rate of either community-based direct referral, or Family Court referral for older teens to document outcomes of those cases re: recidivism rates or prosecutor time involved in managing various court charging options. These findings will be shared with other SAs. Consultant will catalog practices about what is working, what is not working, and share these approaches with other state's attorneys.
4. Work with law enforcement agencies and SA offices in counties that have low rates of race data submitted with delinquency filings to develop policy or practice that will comply with the requirement to provide this information to the court.
5. Consultant will work with program manager and State's Attorneys and Sheriffs (SAS) IT to discuss SAS database and help to define SAS data points that may inform outcomes of different charging practices for 16 – 17 year olds.
6. Collaborate with other youth justice partners to provide training to SAs regarding best practices for managing youth cases.
 - a. Convene periodic meetings with those SAs responsible for 16 – 17 year old cases inclusive of both Criminal and Family Divisions.
 - b. Consultant will work with the Jurisdiction Workgroup of the CFCPP, and statewide staff involved with creating consistent approaches for 16 – 17 year olds such as the JJ Specialist, JJ Administrator, Court Diversion Director, and Court Improvement Project Staff.
7. Position will provide regular distribution and presentation of state and national reports to the SAs responsible for target population (16 – 17 year olds) on effective adolescent justice responses, recidivism, and other related materials for educational purposes. These materials will most often be provided to consultant by the program manager, or other staff who work on statewide system responses to youth.

The SAS Office will:

1. Provide office space, equipment, and supplies to consultant as needed. Consultant will generally work off-site in home office and / or in the field.
2. Provide supervision to the contractor
3. Provide access to SAS computer systems and database
4. The SAS will provide these services free of compensation

Outcomes desired:

The consultant funded under this MOU will provide resources and consultation to State's Attorney's offices in an effort to meet the following goals. It is understood that this MOU cannot restrict the exercise of discretion by a State's Attorney and that some State's Attorneys may not meet some or all of these goals.

1. Reduce number and rate of youth cases processed in Criminal Division consistent with appropriate charging decisions.
2. Increase the number of counties that develop policy to commence all appropriate (as allowed by state statute) youth charges in Family Court, and or community justice / Diversion alternatives.
3. All State's Attorneys offices will adhere to Family Court Rule requiring filing Form 101 with juvenile petitions.
4. Increase number of counties that will adhere to statute requiring screening opportunity for youth accused of delinquent offense (Act 159)
5. Some counties will refer *all* youth, whether destined for Family or Criminal Division, to the YASI pre-screening option, and utilize the screening result to inform the determination of where a case is filed and what the recommended level of intervention will be based on risk level.
6. Identify specific training needs and barriers to referring youth to Family Court for delinquency-type offenses – especially in counties that have not adopted policy to file 16 – 17 in Family Court. Report these issues to the JWG.
7. Jurisdiction Workgroup, program manager, and State Departments or Agencies will be informed about delays caused by Act 159 screening, and community / county resource issues that dissuade some State's Attorneys from referring youth cases to Family Court

In addition, the Contractor will submit to SAS and program manager, a quarterly report specifying:

- Number of MOUs developed
- Number of policy or protocol changes established
- Number of trainings or consultations that occurred
- A narrative outlining 'lessons learned' from counties that are implementing substantial jurisdiction change, and detailing obstacles encountered, and progress made with counties that have not yet begun substantial jurisdiction change practices.