

Tip Sheet for PES and other Probation Resource Booking (PRB) Referrals

When handling placements associated with PES and other provider placements associated with Probation, it is important to remember that communication is the key to properly placing and releasing youths for these referrals. It will take a team effort on the part of the JPO and the provider to coordinate proper placement on referrals. Below is an explanation of how to handle various scenarios.

1. Creating a Referral

When creating the referral, the JPO should keep in mind that the provider program cannot place a youth on a specific Referral ID number unless the youth has a Probation placement, PDT placement, or PCP placement with the same referral number. The placement history example below is an example of a youth who cannot be placed by the program, even though a referral has been made.

<u>REF. ID</u>	<u>STATUS</u>	<u>CUSTODY UNIT</u>	<u>ADMIT DATE</u>	<u>ADMIT REASON</u>	<u>RELEASE DATE</u>	<u>RELEASE REASON</u>
3983427	Detention-Secure Detention	Escambia Regional Juvenile Detention Center	10/09/2014	New Charges		
3983427	Intervention-Intake	Intake - 01st Circuit	10/09/2014	New Charges		
3983427	Intervention-Assessment Center	J A C - 01 Circuit - Escambia County	10/09/2014	New Charges	10/09/2014	Detained
3971857	Intervention-PDT Pending Services	P D T - 01 Circuit - A M I Kids Pensacola	10/06/2014	Referred By JPO		
3938009	Intervention-Probation	Probation - 01 Circuit - D J J	09/05/2014	Released from Provider Supervision		
3973297	Intervention-Intake	Intake - 01st Circuit	09/04/2014	VOP - New Charge		

Since the Referral ID on the PDT Pending Services placement does not match the Referral ID on the Probation placement, the program cannot admit this youth. If this occurs, the program can reject the referral and contact the JPO to let them know they need to re-book the referral on a different Referral ID number.

2. Closing a Referral

When it becomes necessary to close a referral, the JPO will be unable to do so if there is an open PES or other Provider service placement attached to the same Referral ID number. In these cases, the JPO should contact the provider and request that the program release the youth with the appropriate date as provided by the JPO. Once the program releases the youth, the JPO can proceed with closing the referral.

3. Changing a Referral

This is a scenario that often arises when a youth is continued on probation for a new referral or jurisdiction is lost on a referral and placements need to be changed to another referral. In these cases, communication is of utmost importance. Follow the steps below to change the referral numbers:

1. JPO contacts the program and requests that program releases youth so youth may be placed on new referral.
2. Program releases youth and contacts the JPO to inform JPO that youth has been released. This should be completed with expediency as the JPO cannot move forward until this is resolved.
3. JPO closes old referral and creates a new PRB referral for youth using new Referral ID number. As a courtesy, the JPO should contact the program to inform them that the new referral has been made
4. Program places the youth using the new referral.