


|   |   |                                 |
|---|---|---------------------------------|
|  | <b>JUVENILE JUSTICE SERVICES</b><br>Facility Medical and Behavioral Health Services | <b>Effective Date: 11/30/08</b> |
|   |   | <b>Issue Date: 11/30/08</b>     |
|   | <b>Title: Fifteen (15) Day Diagnostic Evaluation</b>                                |                                 |
|   | <b>Procedure #: P.4.15</b>  |                                 |

1 **ISSUING AGENCY:** Children, Youth and Families Department (CYFD)

2 **SCOPE:** Juvenile Justice Services (JJS)

3 **STATUTORY AUTHORITY:** 8 NMAC 14.4

4 **FORMS:** Reserved

5 **APPLICABLE POLICY:** **NMAC 8.14.4.15 Fifteen Day Diagnostics: describes the process for completing court-ordered diagnostic evaluations.**

6 **CONTENTS:**  
 15-Day Diagnostic Evaluations Page 1

7 **DEFINITIONS:** Reserved

8. 15-Day Diagnostic Evaluations: CYFD ensures that clients who are committed to undergo a 15-day diagnostic evaluation, pursuant to Section 32A-2-17(D) of the Delinquency Act, receive a comprehensive diagnostic evaluation. A written report of the results of the diagnostic evaluation is provided to the court.

8.1 CYFD provides, contracts for, or otherwise arranges 15-day diagnostic evaluations of youth when ordered by the court.

8.2 Within 12 days of the referral, the qualified diagnostician completes a Psychological Evaluation.

8.3 The Psychological Evaluation is a comprehensive report that is submitted to the court and includes diagnosis, level of functioning, and recommendations.

8.3.1 The qualified CYFD diagnostician or contractor collects the following information:

8.3.1.1 clinical interview with the client;

8.3.1.2 assessment using psychological tests, screening instruments, rating scales, intelligence tests, or any other standardized assessment instrument that has been approved for use by the Behavioral Health Authority for 15-Day Diagnostic Evaluations;

8.3.1.3 review of collateral information;

8.3.1.4 interviews with key staff, family members and/or legal guardians.

8.4 Within 12 days of client referral for diagnostic evaluation, a qualified medical professional completes the Medical Report.

8.4.1 The qualified medical health professional collects the following information:

8.4.1.1 client health history;

8.4.1.2 medication history;

8.4.1.3 physician and psychiatrist orders.

8.5 Within 12 days of diagnostic client referral, a qualified education staff member completes the Education Report.

8.5.1 The qualified education staff member collects the following information:

8.5.1.1 general academic screening;

8.5.1.2 review of collateral educational records;

8.5.1.2.1 Education Reports cannot include level of function and diagnosis if the client is receiving special education services without documented consent;

8.5.1.3 hearing screening results.

8.6 Reports that are completed by CYFD staff are submitted for approval to the appropriate supervisor by the day following referral.

8.7 The reports are :

8.7.1 faxed to the client's JPPO:  
the original report is mailed to the judge.

**9. AUTHORIZED SIGNATURE.**

**APPROVED:** \_\_\_\_\_ 

**Dorian Dodson, Cabinet Secretary  
Children Youth and Families Department**