

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 16-14	Policy # 18.5
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 3-JDF-5B-02, 4-JCF-5C-02, 07	
Chapter 18: PROGRAM SERVICES	Effective Date: 9/27/16 Scheduled Review Date: 9/27/17	
Subject: PROGRAMS PROVISION IN SECURE FACILITIES	New Policy Division of Support Services	
Attachments: A. Superior Court Review of Order B. Youth Sentenced by Superior Court Approaching Age 17 C. Youth Status Form	APPROVED:  <hr/> Avery D. Niles, Commissioner	

## POLICY

The Department of Juvenile Justice shall provide programs services to meet the identified needs of youth in secure facilities. The Office of Behavioral Health Services shall oversee these services.

### I. DEFINITIONS

**Facility Program Staff:** Institutional Program Directors, Juvenile Detention Counselors, Recreation Staff, Volunteer Coordinators, Social Service Workers and Interns or Volunteers with education, training, experience and background adequate to perform duties approved by the Designated Program Authority.

### II. PROCEDURES

#### A. Youth Service Provision:

1. The assigned facility programs staff will make rounds in the housing unit during scheduled workday and document the rounds in the logbook.
2. Youth will participate in the programs and treatment activities that they are scheduled to receive.
  - a) In addition to the interventions assigned per the service plan, youth who have not completed PREA six months prior to their admission into the facility, will complete PREA within 45 days of their admission into the facility.
  - b) All youth who are adjudicated offenders and housed in secure facilities will participate in and complete Victim Impact within six months of their placement in the facility or within six months of

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the adjudication date, whichever is sooner. Participation in Victim Impact will run concurrent with other programs and interventions laid out by the Service Plan.

- c) If a youth transfers to another facility prior to completing PREA or Victim Impact, the receiving facility will ensure that the youth completes the services.
  - d) In the RYDC, substance abuse services will be provided by the facility program staff member in accordance with 12.25, Behavioral Health Substance Abuse Services.
  - e) All completed program certificates will be uploaded into JTS by the assigned JDC or designee to show that the youth has successfully completed that particular intervention.
  - f) When a youth is transferred from one secure facility to another, the assigned JDC or designee will enter a transfer statement communication note in JTS under Facility Programs and indicate:
    - Youth's status in their current services;
    - Progress with treatment;
    - Complex or unresolved issues; and
    - Known legal status.
3. The JDC will have a face-to-face meeting with every youth on their caseload who is not receiving other treatment services (e.g., RSAT, MH Caseload and Sex Offender) at least two times per month. Face-to-face meetings may include individual sessions, orientation sessions and family counseling. The JDC will have a face to face meeting with youth receiving other treatment services at least once every month.
  4. The JDC (or designee) will attempt to engage the parent or legal guardian in the youth's treatment by:
    - a) Contacting the youth's parent/legal guardian by telephone within three (3) business days if the youth is at RYDC or 72 hours of admission at a YDC. Conversation between the JDC and the parent/legal guardian should include discussion of any additional programs that the youth has received, the identification and phone number of the assigned JDC at the facility, and any known concerns noted by the parent/guardian. Documentation of the

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conversation should be made in JTS and if the JDC is unable to contact the parent/legal guardian, it should also be noted in JTS under parental communication note.

- b) The JDC will contact the parent/legal guardian in person or by telephone to update them on their youth's status and progress at least once every quarter. This contact will be documented as a parent contact communication note in the Facility Programs module of JTS.
5. A help request for programs services may be made by a staff member, a family member, significant others or other professionals at any time during the youth's stay. Help Requests for programs services will be addressed by programs staff member (see DJJ 15.1, Request for Services). A programs staff member will complete a "Response to Help Request" progress note in JTS for every help request received and will refer for additional services as indicated. The "Plan" portion of the "Response to Help Request" JTS note will indicate whether a referral for additional services will be made.
  6. JDCs will hold face to face sessions with youth in a private area that promotes confidentiality.
- B. The Programs staff member will document all programs services in JTS Facility Program Module using the Subjective, Objective, Assessment, And Plan format (SOAP). Documentation will be entered within 24 hours of the delivery of the activity or service in accordance with DJJ 5.2-Case Records.
  - C. Notification to the Superior Court when youth is 17 years old:
    1. One year from the date of sentencing, the JDC must send a letter to the sentencing court to request a review of the case in accordance with State Law (see Attachment A). The facility case manager will send a copy of the letter to the community case manager and the letter will be scanned into the correspondence module of JTS.
    2. The JDC must send a letter to the sentencing court at least 90 days prior to the youth's 17th birthday requesting further review of the case in accordance with State Law (see Attachment B). The JDC will provide the Youth's Status Report (Attachment C) to the court and the community case manager. The JDC will also send a copy of the letter to the community case manager.

### **III. LOCAL OPERATING PROCEDURES REQUIRED: NO**