

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 18-4	Policy # 18.8
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: O.C.G.A §15-11-602, §15-11-2 DJJ 5.2, 14.10, 18.07, 20.20, 20.22, 20.23, 20.24, 20.26, 20.51 ACA Standards: 4-JCF-5I-04, 4-JCF-3A-22	
Chapter 18: Programs and Services	Effective Date: 3/19/18 Scheduled Review Date: 3/19/19	
Subject: Transition of Class B Designated Felons from Secure Placement	Replaces: 9/27/16 Division of Support Services	
Attachments: A - Step-Down Brochure B - Class B Step-Down Criteria C - Request for Step-Down of DF Class B Youth	APPROVED:  <hr/> Avery D. Niles, Commissioner	

## I. POLICY:

A youth adjudicated as a Class B Designated Felon is eligible, at DJJ's discretion, to serve the second half of a restrictive custody disposition in a non-secure residential facility. DJJ will evaluate the youth and determine eligibility for step-down to a non-secure residential facility.

## II. DEFINITIONS:

**Community Case Manager (CCM):** Juvenile Probation/Parole Specialist I, II, or III (JPPS) or Juvenile Probation Officer I or II who provides direct supervision and coordination of services for a youth. The CCM also includes any member of an established case management team who may perform case management tasks.

**Designated Felony Commitment:** A juvenile court disposition for a felony offense pursuant to O.C.G.A. § 15-11-2 (12) (13). The Juvenile Code divides Designated Felony offenses into two categories: Class A and Class B with different terms based on length of commitment and restriction.

**Managing Team:** The team that manages a youth's treatment and service provision. This may be the facility multidisciplinary team, behavioral health treatment team, or in YDCs, the Sexually Harmful Behavior Intervention treatment team.

**Non-secure residential facility:** Community residential facilities that provide 24-hour care in a residential setting that are not hardware secure. This is usually a Room, Board and Watchful Oversight (RBWO) placement.

**Secure residential facility:** Means a hardware secure residential institution operated by or on behalf of DJJ, such as an YDC or RYDC.

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**Step-down:** The discretionary release of a youth from secure residential custody to non-secure residential custody during the second half of the restrictive custody portion of a Class B Designated Felon disposition for the youth.

**Restrictive custody:** In the custody of DJJ and housed either in a secure residential facility (such as an YDC or RYDC) or in a non-secure residential facility (RBWO).

**Room, Board and Watchful Oversight (RBWO):** The level of residential services needed including the need for supervision of the youth by the residential provider. The categories of RBWO are base, additional, or maximum.

**Screening Committee:** A multi-disciplinary team of DJJ staff and other collateral agency staff that meets as needed to make recommendations for placement of committed youth.

**Step-down Eligibility Date:** The date on which a youth has served the initial 50% of the restrictive custody portion of a Class B Designated Felony disposition.

**Multidisciplinary Team:** Individuals responsible for the service management and oversight of youth in secure facilities. They include all staff members specifically designated as Programs and Case Management Staff by job title, contract, or assigned duties. The team consists of: Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, recreation staff, administration representative, security representative, mental health representative, education representative, and medical representative. Consultants, Community Case Managers, DFCS caseworkers, other community support persons, and parents may also be included.

**Behavioral Health Treatment Team:** Individuals responsible for the care and treatment of youth with mental illness. They include all staff specifically designated as “Behavioral Health Staff” by job title, contract, or assigned duties. The team consists of: Social Service Providers, Social Service Coordinators, Psychologists, Psychiatrists, Professional Social Services Workers, Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, recreation staff, administration representative, security representative, mental health representative, education representative, and medical representative. Consultants, Community Case Managers, DFCS caseworkers, other community support persons, and parents may also be included.

**Youth-Centered Reentry Team (YCRT):** Team responsible for identifying, coordinating, and fostering progress of the youth based on the needs, services, and programs intended to prepare the youth and their family for the youth’s return from confinement. Team members include: staff members responsible for the direct management of the youth, the JDC, the JPPS, and, where applicable, the SSP assigned to the youth. Members also include: education staff, security staff, administration, and medical staff as well as the youth, youth’s family, and other important members of the

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youth's life who the youth nominates and agrees to participate including clinical consultants, Community Case Managers, community mental health providers, DFCS caseworkers, and other community support persons.

### III. PROCEDURES:

- A. At the Screening Committee meeting held for a youth who has been adjudicated as a Class B Designated Felon, the Chair of the Screening Committee will provide the youth and parent/guardian with information regarding the step-down process using the Step-Down Brochure (Attachment A).
- B. Juvenile Detention Counselors (JDCs) will routinely review the Class B Step-Down Criteria (Attachment B) with all Class B DF youth on their caseload. The JDC will:
  1. Discuss youth progress in treatment and services;
  2. Discuss youth behavior;
  3. Discuss whether the youth is on track to support step-down when the youth becomes eligible; and
  4. If the youth is not on track to be eligible for step-down, the JDC will make recommendations to the youth regarding modifications the youth can make that will put youth back on track to be qualified for step-down when eligible.
- C. Youth will be reviewed by their managing team 90 days prior to the eligibility date for step-down to a non-secure residential community placement. Team discussions related to youth step down eligibility and decisions will be documented by the JDC in a JTS Step Down note.
- D. The assigned facility JDC will inform the youth and document the managing team's rationale for the decision in the appropriate JTS Team Note.
- E. If a youth is meeting all step-down criteria, the JDC will bring the completed Request for Step-Down of DF Class B Youth (Attachment C) for step-down review by managing team. The JDC will document the review in the Facility Programs module of JTS.
  1. If the team is in agreement, the form will be signed and the managing team will submit that recommendation through the chain of command as provided in the Request for Step-Down of DF Class B Youth (Attachment C).

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2. The CCM will review the youth's case and the Class B Designated Felon Step-Down Form with his/her Juvenile Program Manager prior to signing.
- F. The facility Director or designee will forward the approved form via email to the Statewide Case Expeditor and copy the secure facilities Regional Administrator and Regional Program Administrator. The Statewide Case Expeditor will review the form and the youth's case and forward to the appropriate Community RA and the Residential Placement Specialist who will then make referrals for placement. A copy of the email will be forwarded to the DC of Community Services Division, Support Services Division and the respective DC of Secure Facilities.
1. The CCM will coordinate with the RPS to arrange for interviews and placement in accordance with DJJ 20.22, Placement of Youth.
  2. Once a placement date is scheduled, the CCM will notify the Statewide Case Expeditor and JDC. Requests for off-site passes will be managed in accordance with DJJ 17.20, Facility Passes.
  3. Conditions of supervision will be signed, services arranged, and required documents provided to the placement provider in accordance with DJJ 20.22, Placement of Youth.
  4. Transportation of the youth will be handled in accordance with DJJ 20.51, Community Transportation of Youth.
  5. The statewide case expeditor will notify the Director of Office of Classification and Transportation Services (OCATS) of the youth's placement date (so that the youth can be removed from the YDC wait list, if applicable). During youth's placement in a non-secure residential facility, the youth's services, progress and supervision will be provided and monitored in accordance with DJJ 20.24, Community Residential Programs.
- G. Request for off-site passes for step-down youth in a residential program will be handled as follows:
1. For outings with program staff as part of normal programming needs in which youth will not be visiting with his/her family (e.g., going with staff to purchase clothing, medical appointments, etc.), an off-site pass request is not required.
  2. The youth's first pass must be escorted and supervised by staff from the residential program (for the entire duration of the pass).

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3. The youth should not have any instances of non-compliance within the past 30 days prior to the pass request date.
  4. The youth should call his/her CCM at least once during the pass.
  5. Youth will only be approved for a maximum of one off-site pass every 30 days.
  6. Overnight passes will not be allowed except for during the youth's last 30 days in the program, in which he/she will be allowed a 24-hour overnight home pass.
  7. A home visit should be completed by the CCM prior to the youth having an overnight pass.
- H. If the youth is unsuccessfully discharged from his/her placement, the youth will be returned to a RYDC or YDC to complete the remainder of his/her restrictive custody time in a secure facility. (Time spent in residential placement will count as restrictive custody time in accordance with O.C.G.A. § 15-11-602 (d) (2).)
- I. Denial of step-down:
1. If the managing team does not recommend a youth for step-down, the Team will discuss with the youth the reasons for that decision and make specific recommendations to the youth on how to address the reasons for the denial.
  2. If the managing team's request for step-down is not approved, the Team will meet with the youth, discuss the reasons for the denial, and make specific recommendations to the youth on how to address the reasons for the denial.
  3. The JDC will document these discussions in a JTS Communication Step-down Progress Note.
  4. Once the youth corrects the reason for the denial, the managing team will re-activate the review process.
  5. If the youth is recommended for step-down by the facility reviewing team and the youth's behavior declines while awaiting approval, the assigned JDC should notify the CCM of the behavior concerns to determine continued eligibility. The JDC will document the review in the Facility Programs module of JTS.

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- J. Victim notification will be conducted in accordance with DJJ 14.10, Victims' Rights, Services, and Notification.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**