

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 15-10	Policy # 20.16
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: DJJ 17.20, 20.20, 20.32	
Chapter : 20 CASE MANAGEMENT	Effective Date: 9/4/15	
Subject: SHORT TERM PROGRAMS	Scheduled Review Date: 9/4/16 Replaces: 2/1/12	
Attachments: None.	Division of Community Services APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice may utilize short term programs to reduce delinquent behavior and improve personal behavior.

II. DEFINITIONS:

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

Juvenile Detention Counselor: The designated RYDC or YDC employee who has case management responsibilities for a youth and shares joint service planning responsibilities with the community case manager.

Short Term Program: Programs operated by the Department for youth sentenced by juvenile court judges to serve up to a maximum of 30 days or for youth screened for the program as a result of an Administrative Revocation.

III. PROCEDURES:

- A. When a youth who is already assigned a community case manager is ordered to a Short Term Program (STP), the Community Case Manager will upload the court order into the Juvenile Tracking System (JTS), regardless of the length of the sentence, within 1 business day of receipt of the signed court order.
- B. When an independent court youth is ordered to STP, the Case Expeditor will upload the court order into the Juvenile Tracking System (JTS), regardless of the length of the sentence, within 1 business day of receipt of the signed court order.
- C. The Office of Classification Services will calculate the youth's minimum and maximum release dates, based upon the court order.

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1. All youth will be released on the minimum release date unless the judge has authorized a range of time for release. These youth may continue in the STP up to the maximum time ordered by the court.
 2. In no instance will a youth in an STP stay beyond the maximum of 30 days.
- D. The Community Case Manager will maintain contact with the youth, the youth's family and the Juvenile Detention Counselor in accordance with DJJ 20.32, Standards of Contact.
- E. Committed Youth:
1. When a court orders a Short Term Program and commitment, the commitment will be the controlling order. The screening will take place in accordance with DJJ 20.20, Screening of Youth.
 2. The screening committee recommendation will determine the placement following STP in accordance with DJJ 20.20, Screening of Youth.
 3. If the STP and commitment are concurrent, upon release from STP the youth will be on aftercare, and will be supervised in accordance with his/her supervision level. (See DJJ 20.32, Standards of Contact)
- F. A court order will be required for a youth in an STP to leave the facility for a pass. (See DJJ 17.20, Facility Passes and Appointments)
- G. The DJJ Conditions of Supervision will be reviewed with and signed by the youth and the youth's parent/guardian prior to release from STP.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO