

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-6</p>	<p align="center">Policy # 20.20</p>
<p>Applicability: { } All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDC Only)</p>	<p>Related Standards & References: O.C.G.A. §§ 15-11-28(b)(2)(A), 15-11-35, 15-11-62, 15-11-63, 16-5-93, 17-10-14, 49-4A-1, 49-4A-9 Attorney General’s Opinion, 74-78 ACA Standards: 3-JDF-1A-04-1, 4-JCF-6A-04, 4-JCF-3A-22, 3-JDF-5H-03,05</p>	
<p>Chapter 20: COMMUNITY CASE MANAGEMENT</p>	<p>Effective Date: 3/26/18 Scheduled Review Date: 3/26/19</p>	
<p>Subject: SCREENING OF YOUTH</p>	<p>Replaces Policy Dated: 12/12/16 Community Services Division</p>	
<p>Attachments: A – Home Study Report B – Screening Committee Recommendation Addendum C – Screening Notification Letter D – Notification of Screening Committee Recommendations E – Screening Committee Recommendation Form</p>	<p>APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall conduct a multi-disciplinary meeting to screen all youth committed to the Department to determine the most appropriate, least restrictive placement that will meet the needs of the youth and public safety.

II. DEFINITIONS:

Commitment Date: The date that the commitment order is signed.

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 Community Case Manager also includes any member of an established case management team who may perform case management tasks.

The Juvenile Needs Assessment (JNA): A tool that will evaluate the presenting strengths and needs of each youth and systematically identify critical areas of needs or problems in order to plan effective interventions.

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 in respect to length of commitment and restrictive custody.

Emancipated Minor: A youth whose parents’ rights to custody, control, services and earnings of the youth have been terminated. Emancipation may occur by operation of law when the youth is validly married, reaches the age of 18, or is on active duty status with the armed forces of the United States. Emancipation may also occur by court order pursuant to a petition filed by the minor with the juvenile court.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	2 of 12

Juvenile Detention Counselor: The designated RYDC or YDC employee, with case management responsibilities for a youth, who shares joint service planning responsibilities with the Community Case Manager.

Juvenile Sex Offender Assessment Protocol (JSOAP II): A checklist to aid in the systematic review of risk factors that have been identified in the professional literature as being associated with sexual and criminal offending. It is designed to be used with youth who have been adjudicated for sexual offenses.

MAYSI-2 (Massachusetts Youth Screening Instrument-Version 2): A brief self-report screening tool for use with youth to identify signs of mental/emotional disturbance.

Pre-Disposition Risk Assessment (PDRA): A ten item assessment that is completed post adjudication and pre-disposition. The PDRA is used to identify the youth's criminogenic risk.

Regular Commitment: A juvenile court disposition that places a youth in the legal care and control of the Department, subject to the limitations of the court order and the remaining rights and responsibilities of the parents or guardian. Disposition is for a 2-year period of time.

Re-screening: The subsequent screening for committed youth whose initial placement recommendation(s) could not be implemented or for youth who have a failed trial period.

Formal Screening: The process whereby a multi-disciplinary team meets face to face to review and evaluate information about a committed youth to make placement recommendations.

Paper Screening: The process whereby a face to face team meeting does not occur, but instead the Screening chairperson completes a thorough review and evaluation of information about a committed youth to make placement recommendations.

Restrictive Custody: in the custody of DJJ for purposes of housing in a secure residential facility or non-secure residential facility.

Secure Residential Facility: a hardware secure residential institution operated by or on behalf of the Department and shall include a youth development campus or a regional youth detention center.

Non-secure Residential Facility: community residential locations operated by or on behalf of the Department and may include group homes, emergency shelters, or other facilities that provide 24-hour care in a residential setting.

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

Sexually Harmful Youth: Post-disposition youth (adjudicated delinquent or convicted) who have exhibited sexually harmful behavior or have been assessed by a licensed professional and found to be in need of treatment.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	3 of 12

Sexually Harmful Behavior: As defined in DJJ 20.36, Rape, sodomy, aggravated sodomy, child molestation, aggravated child molestation, enticing a child for indecent purposes, bestiality, necrophilia, sexual battery, aggravated sexual battery, public indecency, electronically furnishing sexually explicit material to a minor, distributing obscene materials, sexual exploitation of children, intent to rape or rob, and statutory rape.

SB440 Youth: For the purpose of this policy, any youth age 13 to 17 who have been charged with and convicted of one of the following offenses Murder, Voluntary Manslaughter, Rape, Aggravated Sodomy, Aggravated Child Molestation, Aggravated Sexual Battery, Aggravated Assault of a peace officer or public officer, Aggravated Battery of a peace officer or public safety officer or Armed Robbery, if committed with a firearm.

Superior Court Youth (Non-SB 440): In accordance with O.C.G.A. §15-11-560, youth between the ages of 13 and 17 who have been charged as an adult and convicted in Superior Court for offenses other than one of the Senate Bill 440 of 1994 offenses, as listed above.

III. PROCEDURES:

- A. A court order committing a youth to the custody of the Department will continue in force until the youth is discharged by the Department or the court.
- B. The following youth will receive a formal screening within 10 days of disposition:
 - 1. Regular 2 year commitments (to include re-commitments and revocations);
 - 2. Class A and Class B Designated Felony commitments; and
 - 3. Continued commitments with changes (i.e. Risk level has changed or placement recommendation to change).
- C. The following youth will receive a Paper Screening within 10 days of disposition:
 - 1. Superior Court Youth;
 - 2. SB 440 youth who committed the offense after January 1, 2014; and
 - 3. Continued Commitment with no changes (i.e., Risk level does not increase and no changes in placement recommendations).
 - a) For paper screenings, the Assessment and Classification Specialist (ACS) and the Community Case Manager will complete the required standards of contacts, assessments, and Juvenile Tracking System (JTS) data and gather the required documents for the screening packet.
 - b) The ACS will upload the screening packet into JTS within 10 business days of the disposition. For packets that require a final Court order, the Order,

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	4 of 12

upon receipt, will be uploaded into the JTS legal module by the following business day after it is received.

- c) Office of Classification and Transportation Services (OCATS) will be notified when the order has been uploaded.

D. Superior Court/SB 440 youth:

- 1. Upon a Superior Court/SB440 youth's sentencing, the person of first knowledge of the sentencing (e.g., case expeditor, case manager) will immediately notify the ACS. The ACS will meet with the youth and gather documents to complete a paper screening.

- a) If the youth is not assigned a Community Case Manager (not also currently under a Commitment order or probation order being supervised by DJJ staff), then the Case Expeditor will notify the Juvenile Program Manager in the youth's county of residence that a Community Case Manager needs to be assigned.

- b) The Community Case Manager will provide supervision in accordance with DJJ 20.32, Standards of Contact, for the duration of placement in a DJJ secure facility.

E. For any youth with a screening recommendation of YDC (including DF's and Superior Court/SB 440 youth), the ACS will note on the screening recommendation form, and in the drop-down options of the screening module in JTS, any specific needs or services that are recommended for the youth to receive while in YDC.

F. A Community Case Manager will be assigned to each youth committed to the Department immediately following the youth's commitment, but no later than 24 hours following youth's commitment.

- 1. The case manager will make a home visit within 5 working days of disposition to complete the Home Study Report (Attachment A). The case manager will make a home visit (to complete a new Home Study Report) within 5 working days of a revocation hearing if the home situation has changed since the last Home Study Report.

- 2. If there have been no changes in the home situation the case manager will document in a JTS case note prior to the screening committee meeting. The Home Study Report will be scanned and uploaded into the JTS Correspondence Module and an email sent to the ACS to advise of uploaded document.

- 3. A Home Study Report is not required for superior court/ SB440 youth receiving a paper screening or for youth that are in the legal custody of the Department of Family and Children Services.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	5 of 12

4. The case manager will maintain contact with the committed youth while he/she is awaiting the screening committee meeting (DJJ 20.32, Standards of Contact).
 5. The case manager will enter the following information into JTS:
 - a) Demographic data to include alias, gang, and victim information (including address and phone number for all crimes with a victim) will be entered into JTS as soon as possible, but no later than 48 hours of disposition.
 - b) Legal history data will be updated to include pending juvenile charges, adult charges, and out-of-state charges within 48 hours of knowledge of the disposition or revocation.
 - c) A social summary with all data fields completed will be entered or updated prior to the screening committee meeting.
- G. The completed screening packet, with all required documents as laid out on the Screening Committee Recommendation Form (Attachment E), will be submitted to the ACS at least 48 hours prior to the screening committee meeting. The Community Case Manager will advise ACS of any documents that were not obtained and will enter JTS case notes to support request for documents prior to screening. The ACS will confirm with the assigned Community Case Manager that documents have been uploaded. The ACS will complete the Screening Committee Recommendation Form.
- H. Prior to the screening committee meeting, the ACS will interview the youth face-to-face to complete the following assessments in JTS, at a minimum:
1. The ACS will review the completed JNA, OCCA and Social Summary prior to the screening committee meeting for consistency with all collaborative information uploaded.
 2. MAYSI-2 (if the youth is not in the RYDC); and
 3. Juvenile Sex Offender Assessment Protocol - II (JSOAP-II), for all sexually harmful youth.
- I. The ACS is the chairperson of the screening committee and will schedule and preside over the screening committee meetings.
1. The screening committee meeting will be held within 10 business days of the commitment order, Short Term Program and commitment order, or the revocation final decision. (The 10 business days will begin on the date of disposition.) The screening committee meeting will not be suspended, waived for extension or otherwise continued.
 2. The ACS will notify the juvenile detention counselor, facility's health care, mental health and education staff at least 72 hours prior to the scheduled screening

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	6 of 12

committee meeting. The ACS will document notification to the facility staff in JTS case note within 72 hours.

- J. Youth and parents/legal guardians have the right to appear before the screening committee to share relevant facts and make recommendations regarding placement.
1. The Community Case Manager will provide the youth and parent/guardian notice of the right to appear, in writing, via the Screening Notification Letter (Attachment C), at least 72 hours prior to the scheduled screening committee meeting date and time. The Community Case Manager will enter a JTS case note to document contact.
 2. Parents/legal guardians should be encouraged to attend the meeting; however, the parents/legal guardians cannot be mandated to attend.
 3. Youth will be involved in the screening committee meeting. The youth's attorney may be present by invitation of the parents/legal guardian or the youth. Emancipated youths' parents may be exempt from receiving written notice of the screening committee meeting.
 4. If the youth is on run status, the Screening committee meeting will still take place in the youth's absence.
 5. Screening of detained youth will be held at the RYDC so that the youth can participate. Screening of non-detained youth may be held at an alternative site. Youth scheduled for screening should not be transferred to another facility for overcrowding purposes. (See DJJ 17.10, Transfers between Secure Facilities.)
- K. The screening committee will consist of at least 3 DJJ staff.
1. If the youth is in detention, the youth's Juvenile Detention Counselor will be included. The youth's Juvenile Detention Counselor will bring the youth's Positive Behavior Interventions and Supports, documentation from Multidisciplinary Team meetings, Service Plan (if applicable), Special Management Plan (if applicable, for youth not on the mental health caseload), Disciplinary Report and any information regarding SIR's in which the youth is the accused or victim to the screening committee meeting for the committee's review.
 2. If the youth is in detention, the designated school representative will provide to the ACS the completed Internal Student Progress Report from Infinite Campus prior to the screening committee meeting along with any records that have not been uploaded into Infinite Campus Module.
 3. If the youth is in detention, a medical representative will attend the screening committee meeting and will bring the youth's current immunization record and completed Form 3300. If a medical representative is not available, the designated medical representative will email the current immunization record and completed Form 3300 to the ACS prior to the screening committee meeting. The ACS will

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	7 of 12

review JTS Medical module for current physical and dental examinations. The ACS will ensure these documents are uploaded into JTS.

4. Other persons/agencies who have provided services or whose services are anticipated (e.g., school officials, mental health staff, probation officers, DFCS, Amerigroup care coordinators, etc.) should be invited.
5. For youth on the mental health caseload, the RYDC's Social Service Provider will attend the screening committee meeting to present mental health information and convey the RYDC mental health treatment team's recommendations for care and placement. The screening committee will consider this information; however, this information will not be the sole factor used to determine the appropriate placement. (If the SSP is not able to attend the screening committee meeting, the youth's Juvenile Detention Counselor will be prepared to present the information regarding the youth's mental health needs and the mental health treatment team's recommendations.) The SSP will provide the following mental health records to the ACS at the screening committee meeting, if available:
 - Screening Committee Recommendation Addendum (Attachment B);
 - Facility Mental Health Screening completed upon RYDC intake;
 - Most recent mental health assessment;
 - Most recent psychodiagnostic evaluation, if applicable;
 - Most recent psychological evaluation, if applicable;
 - Current treatment protocol and/or treatment plan;
 - Current or recent Special Management Plan; and
 - Any other pertinent mental health reports on file.
6. When the screening committee determines that a youth on the mental health caseload will be placed in a YDC, the screening committee chairperson will ensure that the mental health records listed above are uploaded into JTS along with the screening packet. The Screening Committee Recommendation Addendum will be used as a cover sheet for the packet of mental health information.
7. For loss of life commitments, the screening committee chairperson will notify the Victims Services Unit and the District Director prior to the screening committee meeting. The District Director will be present at the screening committee meeting to be fully aware of the case and its circumstances. All available information regarding the case will be available at the screening committee meeting.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	8 of 12

L. Screening Committee Recommendations:

1. Only juveniles who are adjudicated or who are guilty of offenses that would be crimes can receive YDC placement recommendations.
2. When determining placement and services, the screening committee should take the following factors into consideration, at a minimum:
 - Legal history, including runaway offenses, prior/current apprehension orders and prior/current warrants issued by a judge;
 - Home Study Report;
 - Social Summary;
 - PDRA results;
 - Current JNA/OCCA results;
 - Discharge summaries from prior residential, psychiatric and shelter placements;
 - Mental Health Screening results;
 - Prior and current JTS alerts;
 - Placement history, including discharge summaries (if applicable and available);
 - Educational records and status;
 - Psychological Evaluation, if available;
 - Sexually abusive youth assessments, psychosexual, if available, JSOAP-II, etc.;
 - Mental health history, including screenings, assessments, diagnoses, etc.; and
 - Medical history.
3. The screening committee will determine the “best placement” for the youth, based on the youth’s needs and public safety. The “best placement” will be listed regardless of availability.
4. Sexually harmful youth who are recommended for community/home placement (does not include placement in a Residential Program) must have that

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	9 of 12

recommendation approved by the Regional Administrator. (The ACS will document the approval via the Screening Recommendation Form and in JTS case notes.)

5. YDC may be included as one of the 3 placement recommendations only if the youth meets the criteria for YDC placement. (See DJJ 20.22, Placement of Youth).
 - a) The District Director (DD) and Regional Administrator (RA) must approve all recommendations of YDC for Regular Commitments and Revoked youth. The ACS will contact the DD and RA to obtain his/her approval and document the approval on the Screening Recommendation Form to be uploaded into the JTS Screening Module within 2 business days of the screening.
 - b) If the DD and RA approve the recommendation for YDC placement, the Community Case Manager will submit the Request for YDC, through the chain of command, to the Deputy Commissioner of Community Services or designee.
 - c) The Deputy Commissioner of Community Services or designee must approve the recommendation. The Community Case Manager will upload the signed Request for YDC into the JTS Correspondence module.
 - d) Once final approval has been obtained, the Community Case Manager will notify the ACS who will enter the final approval date in the screening module.

6. For Class A and Class B Designated Felony Commitments, if restrictive custody has been ordered, the screening committee will review all information provided as well as information noted in current assessment tools utilized by the Department to make the screening committee recommendations. If the committee recommendation is YDC, YDC will be listed as the “best placement” and first placement. The ACS will note on the Screening Recommendation Form and in the drop-down options of the Screening Module in JTS any needs or services that are recommended for the youth to receive while in YDC. The other 2 recommendations will be made for what services/placement would best serve the youth following his/her time in confinement and will be based on the youth’s assessed needs at the time of screening.
 - a) Class A and Class B Designated Felony commitments that are not ordered to a secure residential facility will be screened to determine the most appropriate placement for the youth.
 - b) The ACS will provide all Class A Designated Felony committed youth and parent/legal guardian with the Good Behavior Brochure (DJJ Policy 17.22, Attachment G) and explain the contents of the brochure at the screening committee meeting.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	10 of 12

- c) Class B Designated Felony committed youth will be provided with the Step-down Brochure (DJJ Policy 18.8, Attachment A) as well as the Good Behavior Brochure. The contents will be explained to the youth and parent/legal guardian at the screening committee meeting and this will be documented by the ACS in the screening case note. If the parent/legal guardian is not present, the ACS will mail the required brochures to the address noted in JTS demographics and will enter a JTS case note.

- M. Committed youth and their parents/legal guardians will be notified by the ACS, in writing, of the screening recommendations and their right to appeal the placement recommendations of the screening committee, as well as the appeal process (See Attachment D, Notification of Screening Committee Recommendations).
 - 1. If the youth and parent/legal guardian are present during screening, the youth and parent/legal guardian will be provided a copy of the Notification of Screening Committee Recommendations at that time by the ACS.
 - 2. If the youth and/or parent/legal guardian are not present during screening, the Notification of Screening Committee Recommendations will be mailed to the parent/legal guardian within 24 hours of screening by the ACS. A JTS case note will be entered by the ACS.
 - 3. Within 5 business days of screening, the ACS will document in a JTS case note the screening committee meeting, screening committee recommendations, and notification of the screening recommendations being provided to the youth and parent/legal guardian.

- N. Appeals must be submitted to the District Director within 5 business days of the youth or parent/guardian's date of notification. (Appeals may be submitted in writing, via telephone, via fax, or via email directly to the District Director.)
 - 1. Staff who participated in the screening process or approved placement recommendations will not respond to appeals. Staff of the same level in a different district/region will be used to respond to the appeal. (For example, a District Director participates in the screening committee meeting and approves the placement recommendation. A District Director in another district would be required to respond to the appeal.)
 - 2. The District Director (or other appropriate District Director) will respond in writing to the appeal within 3 business days of receipt. A copy of the letter will be scanned into the JTS Correspondence Module.
 - 3. If the appeal is upheld, the District Director may refer the case to the screening committee for rescreening or make another placement recommendation.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	11 of 12

4. The youth, parent/legal guardian, screening committee chairperson, and the Community Case Manager will be notified of the District Director's decision.
 5. Emancipated youths' parents/guardians may be exempt from receiving the notification.
- O. The ACS will enter the committee's recommendations into the JTS Screening module within 2 business days of the screening committee meeting. The ACS will calculate the commitment end date and ensure that JTS legal is updated to reflect prior to screening packet being uploaded.
1. The Screening Committee Recommendation Form and complete screening packet will be uploaded into the JTS Screening module within 2 business days of the screening committee meeting.
 2. If a document is already uploaded into JTS in another general access module (e.g., legal correspondence) the document will not be uploaded again as part of the screening packet in the Screening Module of JTS.
 3. The screening committee chairperson will note on the Screening Recommendation form in which module of JTS the document is located. The ACS will enter a JTS case note to indicate the screening packet has been uploaded and end date has been calculated.
 4. The Office of Classification and Transportation Services will review the screening packet, JTS data and placement decision to ensure that appropriate recommendations are made and DJJ policies are followed.
- P. Youth whose initial placement recommendations cannot be implemented for any reason, will be re-screened within 5 business days from the date of a failed trial period or the date of a placement application denial. The 5-day time period begins on the day that the decision is made that youth must be re-screened. A JTS case note will be entered to document that the request for re-screen has been made to the assigned ACS.
- Q. Youth who are re-committed to DJJ will be screened. The recommitment order will take the place of the original commitment order thereby creating a new commitment date.
- R. Continued Commitment:
1. The ACS will complete the assessments as required in Section H of this policy.
 2. If there is no increase in the youth's risk level and the youth is performing satisfactorily in the current placement (i.e., the placement will not be changed), a paper screening will be completed.
 3. If there will be a recommendation for a youth to move to a more restrictive placement, the youth will receive a formal screening.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SCREENING OF YOUTH	20.20	12 of 12

- 4. The continued commitment order does not take the place of the original commitment order and the original commitment date remains the same.
- 5. For calculating YDC length of stay, the youth's time will start on the commitment date of the continued order.
- S. Youth who are administratively revoked will be screened. The JNA Reassessment, OCCA and Social Summary will be completed prior to screening committee meeting.
- T. Youth whose commitment order is extended, through motion filed by the Attorney General's Office, will not be re-screened.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO