

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 14-06</p>	<p align="center">Policy # 20.22</p>
<p>Applicability:  <input type="checkbox"/> All DJJ Staff  <input checked="" type="checkbox"/> Administration  <input checked="" type="checkbox"/> Community Services  <input type="checkbox"/> Secure Facilities</p>	<p>Related Standards &amp; References:  DJJ 3.52, 5.2, 5.5, 20.2, 20.12, 20.20, 20.24, 20.32,  20.35, 20.36</p>	
<p>Chapter 20: COMMUNITY CASE MANAGEMENT</p>	<p>Effective Date: 8/22/14  Scheduled Review Date: 8/22/15</p>	
<p>Subject: PLACEMENT OF YOUTH</p>	<p>Replaces: 4/15/13  Community Services Division</p>	
<p>Attachments:</p> <p>A – RBWO Assessment Checklist</p> <p>B – Residential Emergency Phone List</p> <p>C – Request for YDC</p> <p>D – Parental/Legal Guardian Consent for Non-Parental Home Placement</p> <p>E – Home Study Report for Non-Parental Home Placement</p> <p><b>F - RPS CE Funding Letter</b></p>	<p>APPROVED:</p> <div style="text-align: center;">   <hr/> Avery D. Niles, Commissioner </div>	

**I. POLICY:**

The Department of Juvenile Justice shall place committed youth in the most appropriate, least restrictive placement that will meet the needs of the youth and public safety.

**II. DEFINITIONS:**

**Child and Adolescent Level of Care Utilization System (CALOCUS):** A method of quantifying the clinical severity and service needs of various populations of children and adolescents.

**Emancipated Minor:** A youth whose parents’ rights to the 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.

**Placement:** A residence, including a youth’s home, that provides for all of a youth’s basic needs, either at that location or through community resources, for an indefinite period of time.

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**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.

**Sexually Abusive Youth:** Youth who have been adjudicated for a sexually harmful behavior or who have exhibited sexually harmful behaviors and have been assessed by a licensed professional and found to be in need of treatment

**Sexually Harmful Behaviors:** Rape, sodomy, aggravated sodomy, child molestation, aggravated child molestation, enticing a child for indecent purposes, bestiality, necrophilia, sexual battery, aggravated sexual battery, public indecency and statutory rape.

**Visit:** To go to and stay overnight with a person who is not the parent/legal guardian for a period of time not to exceed 30 days.

### III. PROCEDURES:

- A. A multi-disciplinary meeting will be scheduled to determine the most appropriate placement for a committed youth. The screening committee chairperson will upload the screening information into the Juvenile Tracking System (JTS) in accordance with DJJ 20.20, Screening of Youth.
- B. Home Placement:
  1. The screening committee may determine that the youth's home is the most appropriate placement, or that the youth may remain at home pending placement in accordance with the screening recommendations.
  2. When the youth remains at home pending placement in accordance with the screening recommendations, the case manager will maintain contact with the youth and submit Non-Secure Detention extensions every 15 business days in accordance with DJJ 20.12, Alternatives to Detention. (The screening date will be the first business day.) Extensions will include information regarding youth's behavior at home, including information regarding the youth running away, leaving home without permission, violating curfew, school attendance, compliance with providers, and drug screening results.
  3. For committed youth awaiting placement at home, if non-secure detention extensions have not been approved every 15 days the home will become the youth's placement after 60 calendar days. If non-secure detention extensions have been approved, the home will become the youth's placement after 90 calendar days.
  4. If a youth with past runaway behaviors is to be released from detention to await placement, the case manager will consult with the District Director to determine

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if a youth should be placed on an electronic monitor. The decision will be documented in a JTS case note.

5. Youth who remain at home will be referred by the community case manager to appropriate services identified in the screening process or by the youth's service plan no later than 72 hours after the youth's screening (if referrals have not already been made).

C. Residential Placement:

1. The screening committee chairperson will upload the screening information into the JTS Screening Module in accordance with DJJ 20.20, Screening of Committed Youth. The screening committee chairperson will notify the Residential Placement Specialist (RPS) via email that the information is available. If a psychological evaluation and/or medical examination are needed, the community case manager will obtain approval for funding and schedule the appointment(s) within 3 business days. If the youth is placed in a residential setting prior to obtaining the examinations, the Room, Board, and Watchful Oversight (RBWO) provider may coordinate the assessments with local providers for mental health services or medical services.
2. The community case manager will submit the assessment packet, which includes items listed on the RBWO Assessment Checklist (Attachment A), to the ACS as soon as possible following youth's screening. Within 3 business days of receipt of the assessment packet the Assessment and Classification Specialist (ACS) will:
  - a) Review the screening and assessment packets,
  - b) Complete the CALOCUS,
  - c) Complete an assessment,
  - d) Determine a category of RBWO service need,
  - e) Enter the RBWO category on the youth's admission page in JTS, and
  - f) Complete the Placement Services Plan of Care in JTS.

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3. Within 24 hours of completion of the RBWO and Placement Services Plan of Care assessment, the ACS will notify the RPS, the Juvenile Program Manager and the community case manager via e-mail (and enter a case note in JTS) of the assigned category of RBWO service need.

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- a) For youth leaving YDC in need of residential placement, the RPS will complete the CALOCUS and determine the RBWO needs.
  - b) The RPS will include the service need level with their referral packet to the provider.
4. Within 72 hours of notification that the youth has been assessed, the RPS will ensure that referral packets are submitted to all appropriate RBWO residential placements in the youth's assigned category. The RPS will document in JTS case notes the date and placement to which referrals were sent.
  5. When any health information is released to an agency/vendor/placement outside of DJJ, the Authorization for Release of Health Information must be completed and uploaded into the JTS Correspondence module within 72 hours. (See DJJ 5.5, Health Records)
  6. The RPS will maintain contact with the community case manager regarding the progress made toward securing placement.
  7. The community case manager will arrange the placement date, transportation to the placement, and be present during the admission of the youth. **The Community Case Manager will communicate the placement date to the RPS once secured.** (Youth will be transported in accordance with Policy 20.51 Transportation of Youth.)
  8. Prior to any youth (detention alternative, probated, or committed) being placed in a residential program, ~~as part of the admission packet~~, the Community Case manager ~~(or Case Expeditor for detention alternative youth)~~ will provide the **Placing Residential Placement Specialist (RPS) or Case Expeditor** placement with the Residential Emergency Phone List (Attachment B), which must include cell phone numbers. **The Placing Residential Placement Specialist or Case Expeditor must submit to the provider the Emergency Phone List and a Placement Funding Letter, (Attachment F).**
  9. Clinical services are arranged for by the RBWO provider outside of the Department. When the RBWO provider's needs assessment differs from that of the Department's, the Department will ensure that appropriate services are provided in the appropriate setting.
  10. The Regional Treatment Services Specialist (RTSS) will monitor the provision of services at the residential placement by scheduling utilization reviews at least twice per year to ensure that the appropriate RBWO and clinical services are provided in a cost efficient manner.

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11. The community case manager will attend, in person, the scheduled Utilization Reviews (UR) for youth on his/her caseload. If the assigned case manager cannot attend the UR, the JPM will attend the review. The case manager/JPM will document his/her attendance at the UR in JTS case notes within 72 hours.
12. Psychiatric in-patient services are arranged for by an external review organization outside of the Department. (I.e. Psychiatric Residential Treatment Facility (PRTF) process, Crisis Stabilization, etc.)
13. The community case manager will maintain contact with, and be involved in the treatment and aftercare planning of, the youth in accordance with DJJ 20.24, Community Residential Programs.
14. Out of state placements will be considered only after all in-state options have been exhausted.

D. Placement Standards for Loss of Life Cases with Regular (2 year) Commitment:

1. The Screening Committee will consider the PDRA/CRN results, but the length of stay will be a minimum of 12 months at a YDC, and a maximum of 18 months.
2. When the adjudication is for murder, voluntary manslaughter, aggravated child molestation, armed robbery with a firearm, aggravated sexual battery, rape, or aggravated sodomy that resulted in the loss of a life, the length of stay will be a minimum of 18 months at a YDC, and a maximum of 24 months.
3. The Office of Classification Services will determine the minimum and maximum release dates and enter it into JTS.
4. Any considerations for alternate placement of Loss of Life Cases must be approved by the Deputy Commissioner of Community Services, or designee and documented on the Screening Recommendation Form (see DJJ Policy 20.20 Screening of Youth).

E. Placement Standards for Regular Commitments and Revoked Youth:

1. Regular commitments and revoked youth may be considered for an alternate placement or YDC.
2. Regular commitments and revoked youth may be considered for YDC only if they meet at least one of the following criteria:

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- a) Youth is a substantial risk to victimize others in the community (specific justification must be included in the Request for YDC);
  - b) Youth was adjudicated for a Serious Felony and has a PDRA risk level of High or Medium (Serious felony includes occupied residential burglary, vehicular homicide, felony obstruction of an officer with injury, criminal damage to property in first degree-endangered the life of another, and possession of controlled substance with intent to distribute-second or higher offense);
  - c) Youth was adjudicated for murder, voluntary manslaughter, aggravated child molestation, armed robbery with a firearm, aggravated sexual battery, rape, or aggravated sodomy;
  - d) Youth with several placement attempts/failures (specific justification must be included in the Request for YDC along with supporting documentation regarding the reason for placement denial/discharge);
  - e) Revocation of a Class A Designated Felon;
  - f) Revocation of a Class B Designated Felon with a PDRA risk level of High or Medium; or
  - g) Loss of life case
3. The Regional Administrator (RA) must approve all recommendations of YDC for Regular Commitments and Revoked youth. The ACS will contact the 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. If the RA approves the recommendation for YDC placement, the community case manager will submit the Request for YDC (Attachment C), through the chain of command, to the Deputy Commissioner of Community Services or designee. The Deputy Commissioner of Community Services or designee must approve the recommendation and length of stay. The community case manager will upload the signed Request for YDC into the JTS Correspondence module. 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.
- F. Sexually abusive youth who are recommended for community/home placement (does not include placement in a Residential Program) must have that recommendation approved by the Regional Administrator. (The ACS will document the approval via the Screening Recommendation Form and in JTS case notes.)

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1. The approved Screening Recommendation Form will be uploaded into the JTS Screening Module within 2 business days of screening.
  2. For placement and supervision standards of youth who have been adjudicated for Sexually Harmful Behaviors, see DJJ 20.36, Supervision of Sexually Abusive Youth.
- G. For placements or visits in a non-parental home, the community case manager will explore with the youth and parent/guardian a potential relative or adult family friend who may be willing and able to provide a supportive living environment for the youth.
1. If possible, the community case manager will obtain parental consent (Parental/Legal Guardian Consent for Non-Parental Home Placement, Attachment D) for the youth to be placed in the non-parental home. The consent will be documented in the JTS Case Notes and the form uploaded into the JTS Correspondence module within 72 hours.
  2. The community case manager will conduct a background investigation on all adults residing in the home, regardless of the youth's age or legal history. (See DJJ 3.52, Background Investigations)
  3. The community case manager will conduct a home study of the proposed non-parental home. The Home Study Report for Non-Parental Home Placement (Attachment E) will be used to document the findings of the home study. The final decision will be made upon receipt of the background investigation.
  4. The parental consent (if available), results of the background investigation, and completed home study report will be forwarded to the District Director for approval or disapproval of the placement. These forms will be uploaded into the JTS Correspondence module within 72 hours.
  5. In lieu of secure confinement, the District Director may temporarily approve the non-parental home placement pending the completion of the background investigation). Approval will be documented on the Home Study Report for Non-Parental Home Placement.
  6. For an emancipated youth, the community case manager will verify that the youth is emancipated, make a home visit to the youth's residence, interview any adults residing in the home, develop a Service Plan that ensures the youth's basic needs can be met and determine if the youth has the potential to comply with the DJJ Conditions of Supervision and DJJ Service Plan.
  7. All placements and visits utilizing the Interstate Compact on Juvenile, both incoming and outgoing, will adhere to the background investigation requirements of this policy.

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8. If the approved non-parental home placement is located in a county other than the legal guardian's county of residence, the community case manager will transfer the case to the county in which the youth is residing in accordance with DJJ 5.2 Case Records and DJJ Community Services Divisional Operating Procedures.
  
- H. The DJJ Conditions of Supervision will be completed in JTS and signed prior to the youth's release from a secure facility. If the committed youth is not in a secure facility, the DJJ Conditions of Supervision will be signed on the date of the youth's placement in a program.
  1. The DJJ Conditions of Supervision will be signed, read and discussed with the youth and parent/guardian. The youth and parent/guardian will be provided a copy of the Conditions. The signed Conditions of Supervision will be uploaded into the JTS Legal module within 72 hours.
  2. Conditions of Supervision will not be completed when:
    - a) There is an interstate compact agreement to return the youth to another state;
    - b) The youth will be placed in a YDC, either short- or long-term.
  3. Youth will not be allowed to possess a firearm, sword, non-kitchen knife or other offensive weapon. The parent(s)/guardian(s) of all DJJ youth who live in the home will be asked to secure all firearms, swords, non-kitchen knives and other offensive weapons so that the youth is not able to access them. Every 90 days, during the review of the youth's service plan, the community case manager will ask the parent/guardian (and document in case notes) if all firearms, swords, non-kitchen knives and other offensive weapons are secure and kept where youth is not able to access them.
  
- I. Designated felons:
  1. Class A and Class B Designated Felony commitments that are not ordered restrictive custody will be screened in accordance with DJJ Policy 20.20 Screening of Committed youth and placed accordingly.
  2. Class A and Class B Designated Felony commitments that are ordered restrictive custody will be placed at a YDC for the amount of time ordered by the Juvenile Court. Class B Designated felons may be stepped-down to a residential facility in accordance with DJJ Policy 18.8 Transition of Class B Designated Felons from Secure Facilities.
  
- J. Superior Court/SB 440 youth:

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1. SB 440 youth who committed their offense prior to January 1, 2014, and are sentenced as a true SB 440 youth (do not plea down to a lesser offense) will be immediately transferred to the Department of Corrections as scheduled through the Office of Classification and Transportation Services.
  2. SB 440 youth who committed their offenses on and after January 1, 2014 and all other Superior Court youth, upon sentencing, will remain in a juvenile detention facility (RYDC/YDC) until the youth attains the age of 17, at which time they will be transferred to the Department of Corrections (as scheduled through the Office of Classification and Transportation Services). Any orders which state that a Superior Court/SB 440 youth should be held in a juvenile detention facility beyond their 17<sup>th</sup> birthday, will be sent to the Office of Legal Services for review.
  3. 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 in accordance with DJJ Policy 20.20 Screening.
  4. 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. 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.
- K. Within 90 days of a youth's release from a residential program or YDC, the community case manager will complete a Home Study Report (DJJ Policy 20.20, Attachment A). The completed Home Study Report will be uploaded into the Correspondence Module of JTS and considered when developing the transition plan for the youth.

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