

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 15-10	Policy # 20.31
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-5C-02; 4-JCF-5C-05 DJJ 18.30, 25.1	
Chapter 20: CASE MANAGEMENT	Effective Date: 9/4/15	
Subject: NEEDS ASSESSMENT AND SERVICE PLANNING	Scheduled Review Date: 9/4/16 Replaces: 2/1/12	
Attachments:	Division of Community Services APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

All youth under the supervision and/or care of the Department of Juvenile Justice shall receive a needs assessment to identify the youth’s critical need areas and develop an individualized plan. Accessing needs and Service Planning shall be an ongoing process, with community, facility, and residential case managers working cooperatively.

The youth and, to the extent possible, parent/legal guardian shall be involved in all aspects of the plan’s development and implementation.

II. DEFINITIONS:

Aftercare: Supervision of youth after the completion of an alternate placement or YDC stay.

Alternate Placement: In lieu of YDC, the initial treatment placement following the commitment, recommitment, or administrative revocation of a youth.

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 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.

Other important Considerations and Case Actions (OCCA): Designed to help staff determine whether additional assessments or case actions are needed.

Disposition Date: The date on which the youth attended court and the disposition was delivered by the Judge (not the date that the order was signed).

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The Service Plan: A tool that will allow staff to address a youth's identified needs through services. Each need has a goal, objectives, and action steps/interventions that will help the youth become successful.

Juvenile Detention Counselor: The employee who has case management responsibilities for a youth and who shares joint Service Planning responsibilities with the community case manager.

Goal: Agreed upon result leading the youth and family towards maintaining or improving their lives in the specified Enhanced Service Plan domain.

Interventions: Specific actions to be taken by the youth, parent/legal guardian, case manager, or other team members that are intended to facilitate successful completion of the Service Plan objectives.

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.

Pre-Dispositional Risk Assessment (PDRA): A tool that will help identify which system-involved youth are most likely to be involved in future offending.

Structured Dispositional Matrix (SDM): A tool designed to help structure decisions about the most appropriate level of supervision and custody for adjudicated youth at the time of their case disposition.

Human Services Professional (HSP): The designated residential program employee, with case management responsibilities for a youth, who shares joint service planning responsibilities with the community case manager.

Screening Committee: A multi-disciplinary team of DJJ staff and other collateral agency staff that meets on a regular basis to make recommendations for the placement of committed youth.

III. PROCEDURES:

- A. The Community Case Manager will interview the youth face-to-face to complete a Juvenile Needs Assessment (JNA) within 15 days of disposition/revocation for all probated, committed, and administratively revoked youth. As part of the JNA, the Community Case Manager will also complete the Other important Considerations and Case Actions (OCCA).
- B. Within 15 days of the completion of the JNA, the Community Case Manager will complete the social summary and develop a service plan to address the youth's identified needs.

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- C. For youth in RYDC, the Community Case Manager, in consultation with the Juvenile Detention Counselor, will complete the service plan.
- D. The JNA, OCCA, Social Summary, and Service Plan will be completed and reviewed/revised in the Juvenile Tracking System (JTS). The Community Case Manager, youth, and, to the extent possible, the parent/legal guardian will be involved in the development and implementation of the Service Plan.
- E. The Community Case Manager, youth, and, when possible, the parent/guardian, will sign the Service Plan. The signed Service Plan will be uploaded into JTS Correspondence and filed in the Health Record.
- F. The Community Case Manager will assist the youth in identifying community programs/services in the area which may address the youth's needs.
 - 1. Under the direction of the Juvenile Program Manager (JPM), each Community Case Manager will ensure that all assigned youth are supervised in accordance with DJJ 20.32 Standards of Contact and any supervision level overrides documented in the JNA module of JTS.
 - 2. The JNA and Service Plan will be reviewed and revised at least every 90 days or upon significant change (i.e. new disposition, revocation, new placement, etc.).
- G. Service Planning for Alternately Placed Youth:
 - 1. Within 7 days of alternate placement, the Community Case Manager, youth, Human Services Professional (HSP), and, to the extent possible, the parent/legal guardian will discuss, review, and update the Service Plan to guide the delivery of services.
 - 2. Any plan developed by the residential program will be a supplement to the DJJ Service Plan. It will not substitute for a DJJ Service Plan.
- H. Service planning for Youth being released from YDC:
 - 1. Information and planning developed at the YCRT meeting will be incorporated into the service plan of YDC youth in accordance with DJJ 18.30 Service Planning and DJJ 25.1 YCRT.
 - 2. Within 72 hours from release from YDC, the Community Case Manager, in conjunction with the Juvenile Detention Counselor, will review and update the youth's Service Plan.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO