

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 15-08	Policy # 20.35
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: OCGA § 15-11-602, §49-4A-8 Uniform Rules for Juvenile Courts DJJ17.22, 18.30, 20.26, 20.27, 20.31, 20.33, 20.37, 25.1	
Chapter 20: CASE MANAGEMENT	Effective Date: 6/5/15 Scheduled Review Date: 6/5/16	
Subject: SUPERVISION OF DESIGNATED FELONS BY COMMUNITY SERVICES STAFF	Replaces: 2/1/12 Community Services Division APPROVED:	
Attachments: A – Youth Status Report B – Request for Reduction in Level of Supervision	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall provide services for each youth committed under the Designated Felony Act.

II. DEFINITIONS:

Behavioral Health Treatment Team: Individuals responsible for the care and treatment of youth with mental illness, including all staff specifically designated as Behavioral Health Staff by job title, contract, or assigned duties. The team will consist of, but not be limited to: 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, medical representative, and disciplinary hearing officer (when available). Consultants, community case managers, DFCS case workers, other community support persons, and parents may also be included.

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.

Enhanced Service Plan: An individualized plan that builds a progressive service history and addresses a youth's assessed risks and needs, established goals, and measures the outcomes of the services provided by DJJ staff.

Multidisciplinary Team: Individuals responsible for the service management and oversight of youth in secure facilities, including all staff specifically designated as programs and case

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SUPERIVISON OF DESIGNATED FELONS IN THE COMMUNITY	20.35	2 of 4

management staff by job title, contract, or assigned duties. The team will consist of, but not be limited to: Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, Recreation staff, administration representative, security representative, mental health representative, medical representative, education representative, and disciplinary hearing officer (when available). Consultants, community case managers, DFCS case workers, other community support persons, and parents may also be included.

Sexually Harmful Behavior Intervention Treatment Team: A monthly to bi-monthly meeting to discuss youth progress in the SHBIP program and facility, service planning, PBIS, reentry/transitional planning, and family/community staff updates and involvement. The team will consist of, but not be limited to: all staff specifically designated as Juvenile Sex Offender Certified Counselors (JSOCC) by job title, contract, or assigned duties, Institutional Program Directors (IPD), Sex Offender Coordinators, Juvenile Detention Counselors, Psychologist/Clinical Consultant, Social Service Workers, Recreation staff, administration representative, security representative, education representative, medical representative, and disciplinary hearing officer (when available). Community case managers, youth and family, DFCS case workers, and other community support persons may also be included.

Supervision Level: The minimum number and type of contacts a staff member must have with a youth, as determined by the Comprehensive Risk and Needs Assessment (CRN).

Youth-Centered Reentry Team (YCRT): Team responsible for identifying, coordinating, and fostering progress of the youth on the needs/services/programs intended to prepare the youth and family for the youth’s return from confinement. Team members will consist of: staff responsible for the direct management of the youth to include the JDC, JPPS, and, where applicable, the SSP assigned to the youth, education staff, security staff, administration, and medical staff as well as the youth, family, and other important members of the youth’s life that the youth nominates and agrees to participate including clinical consultants, community case managers, community mental health providers, DFACS case workers, and other community support persons.

Youth Status Report: A written report that summarizes the services provided to a youth and the progress of the youth, and makes recommendations for transition.

III. GENERAL PROCEDURES:

- A. A youth committed to the Department as a Designated Felon will receive a formal screening in accordance with DJJ Policy 20.20 Screening of Youth.
- B. The Community Case Manager will maintain contact with Designated Felons (DFs) who are in YDC (or RYDC serving YDC time) in accordance with DJJ Policy 20.32 Standards of Contact.
- C. The Community Case Manager will actively participate in the Behavioral Health Treatment Team, Sexually Harmful Behavior Intervention Team, Multidisciplinary

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SUPERIVISON OF DESIGNATED FELONS IN THE COMMUNITY	20.35	3 of 4

Team and the Youth Centered Reentry Team meetings and communications in accordance with DJJ 18.30 Service Planning and DJJ 25.1 Youth Centered Reentry Team.

- D. Class B Designated Felons (DF) will be considered for step-down from restrictive custody in accordance with DJJ Policy 18.8 Transition of Class B Designated Felons from Secure Placement.
- E. Supervision of DF's in the community:
 1. Following release from a secure facility, Class A designated felons will be supervised on Intensive Supervision for 12 months unless a shorter period is designated by court order.
 2. Class B designated felons will be supervised on Intensive Supervision for 6 months unless a shorter period is designated by court order.
 3. Intensive Supervision for both Class A and B designated felons may also include supervision by a High Intensity Team, as approved by the Juvenile Program Manager.
 4. While a youth is being supervised on Intensive Supervision, his/her supervision level should be overridden to show as "High" in JTS.
 5. Early termination from intensive supervision shall only be granted by court order.
 6. After the period of Intensive Supervision, the youth will be placed on the level of supervision corresponding with his/her PDRA risk level.
 7. For sexually abusive youth, the level of supervision will be based on the higher score of the PDRA and JSOAP II
- F. Each Juvenile Program Manager will ensure that the Youth Status Report (Attachment A) is submitted to the committing judge every six months from the commitment date once the youth is released from the YDC. Priority will be given to these reports to ensure promptness.
 1. The case manager will forward the Youth Status Report to the committing judge, along with the designated cover letter on letterhead (see attachment A). The Community Case Manager will document the sending of the letter in the Juvenile Tracking System (JTS) case notes within 72 hours and will scan the Youth Status Report into the Correspondence Module of JTS.
- G. For Designated Felons who have been sentenced in adult court, the Community Case Manager will report the conviction to the Juvenile Court in the next six-month status

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	SUPERIVISON OF DESIGNATED FELONS IN THE COMMUNITY	20.35	4 of 4

report immediately following the adult conviction. In addition to reporting the adult conviction, the Community Case Manager will review the case with the JPM and District Director to determine if a recommendation for termination should be submitted to the committing juvenile court.

1. Designated Felons in jail or prison may be placed on administrative supervision in accordance with DJJ Policy 20.27 Administrative Supervision.
 2. When a Designated Felon has been arrested and is in jail or prison an Administrative 4056 will be completed, along with a DAI, as a hold.
- H. For youth placed in the community or in a residential program, the Community Case Manager will review the Service Plan every 90 days. (See DJJ 20.31, Service Planning for Youth under Community Supervision)
- I. When a Designated Felon, on aftercare status, violates the Conditions of Supervision, he/she will be sanctioned using the graduated sanctions program and may be administratively revoked (See DJJ 20.33, Graduated Sanctions and DJJ 20.26, Administrative Revocation).
- J. When a youth has shown positive performance and adjustment in the community, the Community Case Manager will recommend for the youth's case to be closed in accordance with DJJ 17.22, Designated Felon Order Modifications and Terminations.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO