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 caseworkers, other community support persons, and parents may also be included.

**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.

**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.

**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.
**Multidisciplinary Team:** Individuals responsible for the service management and oversight of youth in secure facilities, including all staff specifically designated as programs and case management staff by job title, contract, or assigned duties. The team will consist of: Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, Recreation staff, an administration representative, a security representative, a mental health representative, a medical representative, an education representative, and a disciplinary hearing officer (when available). Consultants, CCMs, DFCS caseworkers, other community support persons, and parents may also be included.

**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.

**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). CCMs, youth and family, DFCS caseworkers, 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, CCM 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, CCMs, community mental health providers, DFACS caseworkers, 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. PROCEDURES:

A. A youth committed to the Department as a Designated Felon will receive a formal screening in accordance with DJJ 20.20, Screening of Youth.

B. The CCM will maintain contact with Designated Felons (DFs) who are in a YDC (or RYDC serving YDC time) in accordance with DJJ 20.32, Standards of Contact.
C. The CCM will actively participate in the Behavioral Health Treatment Team, Sexually Harmful Behavior Intervention Team, Multidisciplinary 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 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 (JPM) in accordance with DJJ 20.37, High Intensity Team Supervision.
   4. While a youth is being supervised on Intensive Supervision, the CCM will request through the Juvenile Program Manager (JPM) that the District Director (DD) override the youth’s supervision level in JTS to show as “High,” if needed.
   5. Once the required period of Intensive Supervision has ended, the CCM will request a change in the youth’s level of supervision to correspond with his/her PDRA risk level.
   6. For sexually harmful youth, the level of supervision will be based on the higher score of the PDRA and JSOAP II.

F. Each JPM 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 CCM will forward the Youth Status Report to the committing judge along with the designated cover letter on letterhead (see Attachment A).
   2. The CCM will document the sending of the letter in the Juvenile Tracking System (JTS) case notes and scan the Youth Status Report into the Correspondence Module of JTS within 72 hours.
G. For Designated Felons who have been sentenced in adult court, the CCM will report the conviction to the Juvenile Court on the next six-month status report immediately following the adult conviction. In addition to reporting the adult conviction, the CCM will review the case with the JPM and DD 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 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 CCM will review the Service Plan every 90 days in accordance with DJJ 20.31, Needs Assessment and Service Planning.

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 per DJJ 20.33, Graduated Sanctions, and DJJ 20.26, Administrative Revocation.

IV. REQUEST FOR MODIFICATION/TERMINATION OF DF ORDERS

A. Information regarding requests for modifications/terminations will be provided to the youth and the parent/guardian at first contact following release from a YDC or RYDC and shall be documented in JTS case notes.

B. When a youth has shown positive performance and adjustment in the community and has met the criteria, the CCM will recommend for the youth’s case to be closed by submitting a Request for Modification/Termination Form (Attachment B).

C. Prior to making a request for modification or termination of an order of disposition for a DF, the CCM will review the Community Checklist (Attachment C) and the Good Behavior Community Flow Chart for DFs (Attachment D).

D. To be considered for a modification or termination of an order of disposition for a DF, youth must meet the minimum criteria listed on the Community Checklist (Attachment C).

E. The CCM will submit requests for modification or termination through the chain of command to the Office of Legal Services within 15 business days of the determination that the youth meets the criteria for the request.

F. All requests will be submitted on the Request for Modification/Termination Form and must be approved by the JPM, DD, Regional Administrator, and the Deputy
Commissioner of Community Services. All requests for modification or termination must follow the procedure as set out in DJJ 17.22, Designated Felon Order Modifications and Terminations. A Letter of Recommendation (Attachment E) will also be included.

G. The Office of Legal Services will review the Request for Modification/Termination and will email the decision regarding approval or denial of the request to the Deputy Commissioner of Community Services.

H. If the Office of Legal Services approves the Request for Modification/Termination, it will forward the request to the Office of the Attorney General, if applicable, to file a motion in the court of appropriate jurisdiction.

I. If the juvenile court denies a request for modification or termination, subsequent requests may be made no more than once every six months after the motion has been denied.

J. If someone other than DJJ (e.g., parent/legal guardian, youth, or attorney) moves the court for a modification/termination, the CCM, with approval from the Office of Legal Services, will complete a letter of recommendation. The CCM will make recommendations using Attachment E. The recommendation can be either for or against modification or termination.

K. All letters of recommendation will be directed to the committing Court and will be based upon and include specific information regarding the objective criteria set forth in the Community Checklist (Attachment C).

V. VICTIM NOTIFICATION:

A. The victim need not be contacted to provide an impact statement for a request for termination or modification.

B. If there is a victim impact statement in the youth’s case record, the CCM will send that with the request. If there is not a victim impact statement in the youth’s case record, the CCM will send the packet without the impact statement.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO