

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal #16-17	Policy # 20.37
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: O.C.G.A. §15-11-63 DJJ 20.23, 20.33	
Chapter 20: COMMUNITY CASE MANAGEMENT	Effective Date: 12/12/16 Scheduled Review Date: 12/12/17	
Subject: HIGH INTENSITY TEAM SUPERVISION	Replaces Policy Dated: 4/1/12	
Attachments: A – Housebound Detention Referral Process & Standards of Contact B – Housebound Detention Discharge Summary C – HIT Referral Form D – HIT Handbook E – HIT Tri-Level System and Standards of Contact F – Surveillance Report G – Six Month Report	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The High Intensity Team (HIT) shall provide individualized and measurably effective services that reduce delinquent behavior and improve personal behavior, family functioning, and academic achievement.

II. DEFINITIONS:

Contact: Communication between the Probation Officer and other individuals that works toward meeting service plan goals or is required for administrative reasons. The types of contacts include:

- **Administrative Contact:** Contact used for documentation purposes only (e.g., gathering school or other youths records, data entry in JTS, documenting letters, emails, phone messages and unanswered calls). This also includes responses to constituent calls. These contacts do not count towards the standards of contact.
- **Collaborative Contact:** Contact that works towards meeting service plan goals, including verbal communication as well as detailed email exchanges with staff of other agencies outside of the Department (e.g., DFCS, DBHDD, community providers, law enforcement, etc.). These contacts count towards the standards of contact.
- **Correspondence Contact with youth or parent/guardian:** Letter or email to or from the youth or parent/guardian that works towards meeting service plan goals and there is discussion about the youth’s conditions of supervision, service plan goals and objectives, and/or other related issues. These contacts count towards the standards of contact.

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- **Curfew Check Attempted:** Any attempt made to contact a youth to ensure his/her compliance with the established curfew. Does not count towards standards of contact.
- **Curfew Checks:** A contact (e.g., home visit, phone call, electronic monitoring) made with youth to ensure his/her compliance with the established curfew. A variety of curfew check should be conducted for each youth (e.g., not all phone calls). These contacts count toward the standards of contact.
- **Evidence Based Session:** Communication between the Probation Officer and the youth and parent/guardian where the youth and parent/guardian are physically present and there is discussion about the youth's JNA needs that include check-in, review, intervention and homework. These contacts count toward the standard of contacts.
- **Evidence Based Session-Face To Face With Youth:** Communication between the Probation Officer and the youth where the youth is physically present and there is discussion about the youth's JNA needs that include check-in, review, intervention and homework. These contacts count toward the standard of contacts.
- **Face to Face Contact:** Communication between the probation officer and the youth and/or parent/guardian where the youth or parent/guardian is physically present and there is discussion about the youth's conditions of supervision, service plan goals and objectives, and/or other related issues. These contacts count towards the standards of contact.
- **Intra-Agency Contact:** Verbal or written communication between the Probation Officer and other DJJ staff, including Facility Case Managers, that works towards meeting service plan goals. These contacts count towards the standards of contact.
- **Juvenile Court:** Court hearings. These contacts do not count towards the standards of contact.
- **ORS YCRT:** Communication between the Re-Entry Specialists, Community Officer and Facility Case Managers, youth and family where the meeting discussion is youth centered and family focused on reentry planning. These contacts do not count toward the standards of contact.
- **Phone Contact:** Communication by phone between the probation officer and the youth or parent/guardian when there is discussion about the youth's conditions of supervision, service plan goals and objectives, and/or other related issues. These contacts count towards the standards of contact.

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High Intensity Teams (HITs): Close supervision and programming using a variety of techniques including, but not limited to electronic monitoring, curfew checks, drug and alcohol testing, and visits to the youth's home, school, work and office.

Housebound Detention: A highly restrictive alternative to secure detention whereby the youth is restricted to home except when he/she is attending school, work, or medical appointments or attending religious services when accompanied by a parent/guardian.

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.

Positive Incentive: A reward given to a youth to encourage or motivate him/her to continue positive actions.

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.

Primary Probation Officer: The Juvenile Probation Officers I and II's are assigned as the youth's Probation Officer who coordinates and provides services to the youth and is responsible for serving as the assigned probation Officer for the High Intensity Supervision

Restorative Community Service: Work performed by a youth for the benefit of the community as a form of repayment or repair for damages caused by crime or delinquency.

Service Learning Project: A project for the youth that integrates meaningful restorative community service with instruction to enrich the learning experience, teach civic responsibility and strengthen communities.

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, and Statutory Rape.

Student Transition Initiative: To record the activities/tasks (employable skills, career education and vocation training) performed on behalf of the students as it relates to the student's transition back into the community.

Successful Completion: Progression through all three levels of the High Intensity Team program.

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Technical Violation: Failure to comply with a condition of probation or aftercare that may not be a law violation, such as curfew or reporting requirements.

III. PROCEDURES:

A. Safety and Security:

1. Each High Intensity Team (HIT) Probation Officer will:
 - a) Maintain POST certification
 - b) Complete 40 hours of DJJ in service training annually which includes 20 hours of in service training required by POST and carry a firearm as assigned.
 - c) HITS staff shall adhere to DJJ Policy 8.34, Firearms, for firearms requalification and DJJ policy 8.30, Use of Force Continuum.
 - d) HITS staff shall wear their ballistic vests when conducting field visits, curfew checks, when participating in operations with local law enforcement, and all other special operations.
 - e) Wear the Department issued uniform during scheduled work hours and when carrying out work duties (e.g., home visits, face to face curfew checks, etc.).

B. Each High Intensity Team (HIT) will develop local operating procedures that are incorporated into the HIT Handbook and approved, in writing, by the District Director and Regional Administrator. The Regional Administrator will keep the procedures on file. The local operating procedures will be reviewed and revised at least annually.

1. Each JPO 1 will serve a maximum of 15 youth and each JPO II will serve a maximum of 12 youth (not including the 3 youth served in housebound detention).
2. The program's hours of operations will be extended to provide for curfew checks a minimum of three weeknights and one weekend evening.
3. No curfew checks will be made after 10:00 PM. Curfew checks will be rotated so that the checks do not occur on the same weekday or weekend night.
4. With the exception of the Program Assistant, each HIT probation officer and staff person will have non-traditional working hours (evening and weekend rotations).

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C. Housebound Detention (Non-Secure Detention Alternative):

1. The youth will be restricted to home when not attending school, work, medical appointments, court-ordered activities or religious services (if accompanied by a parent/guardian).
2. Each HIT Officer will serve a maximum of 3 youth in Housebound Detention when caseload is at full capacity. Contacts will be made as outlined in Attachment A, Housebound Detention Referral Process and Standards of Contact.
3. In areas without a HIT officer but with staff resources to conduct Housebound Detention, the District Director may utilize the district planning process to establish Housebound Detention in accordance with the requirements outlined in this policy.
4. When used as an alternative to secure detention, youth will be selected for Housebound Detention services according to the following priority scale:
 - a) 1st priority will be given to youth who have a judicial hearing pending;
 - b) 2nd priority will be given to youth sentenced to a Short Term Program and awaiting placement;
 - c) 3rd priority will be given to committed youth awaiting a screening committee meeting, alternate placement or administrative revocation hearing (preliminary or final); and
 - d) 4th priority will be given to youth assigned a graduated sanction for a period up to 30 days.

The priority scale above will be used to prioritize youth for HIT supervision s when the maximum number of youth is being served and a new referral is received. If all youth already being served are considered “1st priority,” the Juvenile Program Manager will consult with the District Director regarding caseload management.

5. Youth referred to Housebound Detention will meet the following criteria:
 - a) The youth will have a Detention Assessment Instrument (DAI) score in the medium range, in the low range with extenuating circumstances and approved by the Juvenile Program Manager, or in the high range with mitigating circumstances and approved by the District Director;
 - b) The youth will not appear to pose a significant threat to victims or public safety; and

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- c) The youth will have a family unit capable of supporting the restrictive supervision.
6. To place sexually abusive youth in Housebound Detention, the community case manager must develop a written, detailed Safety/Supervision Plan for the protection of the victim and other people. The plan must be submitted to and approved by a certified sex offender counselor and all managers in the chain of supervision up to and including the Regional Administrator. The plan must be approved by all Managers prior to the youth's release from detention or within 24 hours of release by the court.
 7. The referral process for Housebound Detention and length of stay will depend upon the youth's status. See Attachment A, Housebound Detention Referral Process and Standards of Contact.
 8. Youth placed in Housebound Detention will sign the Conditions of Non-Secure Detention generated from the Juvenile Tracking System prior to the release from secure detention or on the day of placement.
 9. The Juvenile Program Manager (JPM) will review the case of any youth in Housebound Detention over 30 days. Youth placed in Housebound Detention as a graduated sanction will not be in the program for more than 30 days.
 10. The youth's assigned probation officer will provide and document case management needs, other than housebound detention. The HIT probation officer will document all services.
 11. All contacts with or on behalf of the youth and his/her family and all services provided, including successful and unsuccessful releases, will be recorded in the youth's Juvenile Tracking System (JTS) case notes as soon as possible, but no later than 72 hours.
 12. The probation officer will provide a Housebound Detention Discharge Summary (Attachment B) to the local juvenile court prior to the youth's court hearing and/or case manager (DJJ or independent court) prior to release from Housebound Detention.
- D. Each HITS Probation Officer will offer the following core programming:
- Orientation to the program;
 - Tri-level system (see Attachment E);
 - Employability skills;

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- Enrollment in an educational program;
- Restorative community service;
- Service learning program;
- Curfew checks;
- Program Curriculum and individual services;
- Drug screening (see DJJ 20.39, Community Services Drug Screening);
- Supervision;
- Graduated sanctions (see DJJ 20.33, Graduated Sanctions); and
- Victim restitution (if court ordered).

E. HIT Admission Criteria:

1. Probated youth will meet the following criteria for admission to HIT:
 - a) Demonstrated failure to respond to regular probation supervision;
 - b) First offender with an PDRA score in the medium or high level;
 - c) PDRA score in the low level with extenuating circumstances (e.g., felony adjudications, sexually abusive youth, noncompliance with regular supervision, etc.), upon approval of the District Director; and
 - d) Youth and parent/guardian must agree to make themselves accessible to the HIT staff when the youth is involved with the program.

2. Committed youth alternately placed will meet the following criteria for admission to HIT:
 - a) Screening committee recommendation of HIT as an alternate placement;
 - b) The youth is in need of an intensive supervision level;
 - c) The youth is in need of a low supervision level with extenuating circumstances (e.g., felony adjudication, sexually abusive youth with the victim in the home, noncompliance with regular supervision, etc.), upon approval of the District Director.
 - d) The youth has a supportive family or non-parental home or is an emancipated youth.

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- e) Youth released from a long-term YDC or other residential placement will be considered a high priority for placement in the HIT program.
3. For at least one year after release from a YDC, Class A designated felons will be served as follows:
 - a) Receive an intensive supervision level;
 - b) Be supervised by a High Intensity Team, upon referral by the Juvenile Program Manager; or
 - c) Combination of intensive supervision level and High Intensity Team services.
 4. For at least one year after release from a YDC, Class B designated felons will be served as follows:
 - a) Receive an intensive supervision level;
 - b) Be supervised by a High Intensity Team Probation Officer, upon referral by the Juvenile Program Manager; or
 - c) Combination of intensive supervision level and High Intensity Team supervision services.
 5. To transfer a sexually abusive youth in HIT, the JPPS Case Manager must develop a written, detailed Safety/Supervision Plan, with the input of the Probation Officer. The plan must be submitted to and approved by a certified sex offender counselor and all managers in the chain of supervision up to and including the Regional Administrator. The plan must be approved by all managers prior to the youth's release from detention or within 24 hours of release by the court.
- F. Referrals for HIT supervision will be made using the HIT Referral Form (Attachment C) and will be based on the eligibility criteria outlined in this policy and available space. The referral form will be submitted to the HIT Probation Officer's JPM. When a youth is not accepted for placement, the Community Case Manager may appeal the refusal to the Juvenile Program Manager within 2 business days, who will in turn make the final decision within 2 business days.
- G. HIT Placement:
1. The Juvenile Program Manager will audit the youth's case record prior to his/her assignment to the HIT program.

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2. When a probated youth is referred, HIT staff will meet with the probated youth, parent/guardian, and Community Case Manager within 3 business days of the referral. The HIT staff will discuss the referral to HIT, review the Conditions of Supervision for HIT, and conduct the program orientation. The youth and parent/guardian will be provided a copy of the HIT Handbook (Attachment D). If the local Juvenile Court has approved a local form for the Conditions of Probation for HIT, the local form may be used in conjunction with the DJJ form. The Primary Case Manager will complete a JNA Reassessment and enter the information into JTS within 30 days of acceptance for HIT services. The primary case manager will develop the Service plan in accordance with DJJ 20.31, Service planning for Youth under Community Supervision.
3. When the screening committee refers committed youth, HIT staff will meet with the youth, parent/guardian (if possible), and Community Case Manager on the day of screening to discuss HIT services and the Conditions of Supervision for HIT, and conduct the program orientation. The youth and parent/guardian will be provided a copy of the HIT Handbook (Attachment D). Within 30 days of acceptance for HIT services, the primary case manager will develop the Service plan (See DJJ 20.31, Service planning for Youth under Community Supervision).
4. Youth Being Released from YDC and/or a Residential Program.
 - a) At least 6 months prior to release from a YDC or residential placement (including a Short Term Program), the Community Case Manager will make a referral to the Juvenile Program Manager. The Juvenile Program Manager will approve the HIT services to begin with the Probation Officer attending the last two YCRT meetings and begin intense supervision on the day of release.
 - b) The HIT Probation Officer and Community Case Manager will regularly attend the long-term YDC release review meeting.
 - c) The youth will sign the Conditions of Supervision and HIT Level 1 requirements prior to leaving the facility/residential placement. The HIT services will begin immediately upon release for youth released from YDC/residential placement. The first face-to-face contact must be within 24 hours of release from YDC/residential placement, and the Conditions and Level 1 requirements must be reviewed at this time.
- H. For probated and committed youth on aftercare, there will be no HIT services trial period. For committed youth alternately placed, the HIT services trial period will be in accordance with DJJ 20.23, Trial Period.

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- I. When a probated youth is not accepted for HIT services, the reason(s) will be provided, in writing, to the referral source. When a committed youth is not accepted for HIT services or fails to complete the trial period, the reason(s) will be documented in the JTS case notes. The referring case manager and the Juvenile Program Manager will be notified. The case manager may implement other screening committee recommendations or the case manager may refer the youth back to the screening committee.
- J. The HIT staff will use available information about the youth to document how the youth's time is spent and to identify needs and potential services. All contacts with or on behalf of the youth and his/her family and all services provided will be recorded in the youth's JTS case notes within 24 hours, but no later than 72 hours. The HIT staff will be responsible for maintaining the youth's case record and JTS data.
- K. Each youth receiving HIT services will be supervised in accordance with the HIT Tri-Level System and Standards of Contact (Attachment E). Surveillance officer contacts are curfew checks. Surveillance officers must provide the Surveillance Report (Attachment F) to the Probation Officer by the following business day. The Probation Officer will enter surveillance contacts in JTS within 72 hours.
- L. For designated felons receiving HIT services, the Primary Case Manager will submit the Six Month Report (Attachment G) to the Judge.
- M. Technical violations will be handled in accordance with the local procedures and graduated sanctions as authorized by the local Juvenile Court. For committed youth, technical violations will be managed with graduated sanctions (See DJJ 20.33, Graduated Sanctions).
- N. Each youth must successfully complete each level of HIT prior to being promoted to the next level or terminated from HIT, unless otherwise approved by the District Director.
- O. Release and Termination:
 - 1. Upon determination that a probated youth has successfully completed the three levels of supervision, complied with the conditions of probation, and made progress in achieving the interventions of the Service plan, the Probation Officer, with the Juvenile Program Manager's approval, will recommend that the probation be terminated.
 - 2. If the youth will no longer receive HIT services but will continue with probation supervision, the Juvenile Program Manager will assign the youth to another case manager for regular probation supervision. The HIT Probation Officer and newly assigned Case Manager will make a face-to-face contact with the youth and parent/guardian at least 7 days prior to release/termination from HIT

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program. The Juvenile Program Manager will audit the case record prior to the youth's release/termination from the HIT program.

3. Upon determination that a committed youth has successfully completed the three levels of supervision, complied with the conditions of placement, and made progress in achieving the interventions of the DJJ Service plan, the Probation Officer will recommend release from HIT services. The Juvenile Program Manager will make the determination if the youth may be released from HIT services and assigned to a Case Manager for continued supervision or if the commitment may be terminated (See DJJ Policy 20.25, Termination and Extension of Regular Commitment). The HIT probation officer and community case manager will jointly meet with the youth and parent/guardian face to face at least 7 days prior to release/termination from HIT program. The Juvenile Program Manager will audit the case record prior to the youth's release/termination from the HIT program.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES