

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-3	Policy # 20.40
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. §15-11-2 ACA Standards: 4-JCF-5A-01 through 02 15-11-67, 15-11-608 DJJ 5.2, 20.14, 20.27, 20.30, 20.31, 20.32, 20.33, 20.36, 20.50	
Chapter 20: CASE MANAGEMENT	Effective Date: 2/28/18 Scheduled Review Date: 2/28/19	
Subject: SUPERVISION OF PROBATED YOUTH	Replaces: 6/5/15 Community Services Division	
Attachments: A – Authorization for Release of Information B – Termination Summary C – Sealing Your Court Record	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice Community Case Managers shall provide individualized and measurably effective supervision and services directed towards the youth’s identified needs and ensure compliance with the juvenile court’s Order of Probation.

II. DEFINITIONS:

Child in Need of Services (CHINS): A child adjudicated to be in need of care, guidance, counseling, structure, supervision, treatment, or rehabilitation and who is adjudicated based on one of the provisions listed in O.C.G.A. §15-11-2, Paragraph (11) (A) (i.-vii.) or a child who has committed a delinquent act and is adjudicated to be in need of supervision but not in need of treatment or rehabilitation.

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.

Contact: Communication between the case manager 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. checking a website, updating service plans, talking with DJJ supervisor about the case, letters about screening, graduated sanctions, etc.). These contacts do not count towards the standards of contact.

Correspondence Contact: 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

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supervision, service plan goals and objectives, and/or other related issues. These contacts count towards the standards of contact.

Collaborative Contact: Contact on behalf of the youth or family that works towards meeting Service Plan goals, including verbal communication with staff of other agencies outside of the Department (e.g., DFCS, community mental health, law enforcement, etc.). These contacts count towards the standards of contact.

Face-to-Face Contact: Communication between the case manager and the youth and/or family where the youth/family is physically present and there is discussion about the youth's conditions of supervision, service plan goals and objectives, and other related issues. These contacts count towards the standards of contact.

Interagency Contact: Verbal or written communication between the case manager and other DJJ staff that works towards meeting Service Plan goals. These contacts count towards the standards of contact.

Phone Contact: Communication by phone between the case manager 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.

The Juvenile Needs Assessment (JNA): A tool which evaluates the presenting strengths and needs of each youth and systematically identifies critical areas of needs or problems in order to plan effective interventions.

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.

Probation: The release into the community of a delinquent or CHINS youth under certain conditions and under the control, supervision, and care of a case manager. The juvenile court judge retains jurisdiction of the case for the period stated in the court order, up to a maximum of two years.

Probation Supervision: The control, supervision, and care of probated youth under conditions and limitations prescribed by the juvenile court.

Restitution: Any property, lump sum, or periodic payment ordered to be made by any offender or other person to any victim by any juvenile court. In cases where the offender is a juvenile, restitution can include services ordered to be performed by the offender or the Department can require restitution.

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.

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Sexually Harmful 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, electronically furnishing sexually explicit material to a minor, and statutory rape.

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

III. PROCEDURES:

- A. Department staff will foster working relationships with the local juvenile court.
- B. Community services offices providing probation services to the local juvenile court will provide the following services, at a minimum:
 - 1. Balanced and restorative justice;
 - 2. Graduated sanctions;
 - 3. Monitoring and revisions of Conditions of Supervision;
 - 4. Periodic reviews/reports to the court, as requested by the court; and
 - 5. Recommendation for termination of probation.
- C. Upon the issuance of a juvenile court order requiring probation supervision and/or services, the youth will be assigned to a Community Case Manager (CCM) who will, at a minimum:
 - 1. Obtain the juvenile court order and scan it into the Juvenile Tracking System (JTS);
 - 2. Enter demographic data into JTS;
 - 3. Develop the Conditions of Supervision (within 3 business days);
 - 4. Complete the JNA, Service Plan, and Social Summary in JTS in accordance with DJJ 20.31, Needs Assessment and Service Planning;
 - 5. Provide and/or coordinate service delivery based upon the required level of supervision and the Service Plan;
 - 6. Monitor and document the youth's compliance with the Conditions of Supervision; and

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7. Monitor and document the youth's progress toward meeting the goals established in the Service Plan and review/revision of the plan.

D. Conditions of Supervision:

1. The CCM will develop the Conditions of Supervision in JTS. A local form for condition of supervision may be used in lieu of the DJJ form, as approved by the court.
2. Within 3 business days of disposition, the youth and parent/legal guardian will be given a verbal explanation of the Conditions of Supervision. At that time, the youth, parent/legal guardian, and CCM will sign the Conditions of Supervision.
3. The juvenile court judge may sign the Conditions of Supervision or issue an Order of Probation that includes conditions of supervision. The Order of Probation and Conditions of Supervision will be uploaded into the JTS Legal module within 72 hours of obtaining all signatures.
4. The CCM will give a copy of the form to the youth and parent/legal guardian. A case note will be entered into JTS case notes documenting that the conditions were reviewed with the youth and parent and that a copy was provided to them.
5. For probated youth sentenced to a Short-Term Program, the Conditions of Supervision will be explained, signed, and a copy given to the youth and parent/legal guardian within 3 business days of release from the Short-Term Program.
6. With notice and due process to the youth and parent/legal guardian and in accordance with local court practice, the CCM may change the conditions of supervision as needed to best meet the needs of the youth and the community.

E. Youth may not possess a firearm, sword, non-kitchen knife or other offensive weapon, unless used during an organized educational event under the direct supervision of an adult responsible for the event (e.g., teacher, 4-H instructor, etc.). The CCM will ask parent(s)/guardian(s) of all DJJ youth who live in the home to secure all firearms, swords, non-kitchen knives, and other offensive weapons so that the youth is not able to access them.

F. Within 30 days of disposition, the CCM will make a home visit.

G. See DJJ 20.36, Supervision of Sexually Harmful Youth in the Community, for assessment and supervision standards of sexually harmful youth on probation.

H. Under the direction of the Juvenile Program Manager (JPM), each CCM will ensure that all assigned probated youth are provided the minimum level of supervision as determined by the PDRA, with the exception of probated youth placed in a program with its own level of services/supervision (e.g., HITS) (see DJJ 20.32, Standards of Contact).

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- I. The CCM will document all contacts made with and/or on behalf of the youth and family in the JTS case notes within 72 hours. The CCM will document all services provided in the JTS placement module within 72 hours.
 1. Case notes will reflect the actual service being provided and should be linked to the Service Plan objectives.
 2. Case notes will present objective information that does not reflect the personal bias of the writer. The case notes will be factual in nature, reflect the actual service rendered, and will not include confidential health information (e.g., lab results, mental health diagnosis, medical diagnosis, psychological evaluation results, etc.).
 3. Case notes will be entered into JTS within 72 hours of the contact or service being rendered.

- J. Upon receipt of parental Authorization for Release of Information (Attachment A) and based upon the requirements of the DJJ Service Plan, the CCM will contact community agencies or individuals who are familiar with the youth to:
 1. Monitor the youth's progress in the community; and
 2. Supplement the information known about the youth to provide a more accurate assessment of needs and outcomes.
 - a. The CCM will scan the Authorization for Release of Information into the JTS correspondence module.

- K. When a youth moves to another county in the state, his/her case record will be transferred in accordance with DJJ 5.2, Case Records.
 1. Transfers will be handled according to the provisions below:
 - a. When supervision is transferred to or from an independent court, the case will be transferred through the county clerk's office. The CCM will continue supervision until notice is received that the case transfer has been accepted.
 - b. When supervision is transferred between dependent courts, the Juvenile Program Manager of the sending county will complete the Case Management Transfer Form (DJJ 5.2, Attachment C) upon knowledge of the Juvenile Court's issuance of an Order to Transfer. The CCM will continue supervision until notice is received that the case transfer has been accepted.
 2. The sending county will ensure that the youth's order, Conditions of Supervision, and any other information that the receiving CCM will need to supervise the youth is uploaded into JTS.

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3. The receiving JPM will assign a CCM and document the assignment and receipt of the case management responsibilities in JTS within 24 hours of receipt of the Case Management Transfer Form.
 4. The receiving CCM will contact the youth and parent/guardian to establish reporting requirements immediately. The receiving CCM will complete the bottom of the Case Management Transfer Form to confirm that arrangements for supervision have been established. The Case Management Transfer Form must be completed, routed through the JPM, and returned to the sending county the following business day.
 5. The sending county's JPM will ensure that a case record audit and Corrective Action Plan are completed within 5 business days of the Case Management Transfer Form being sent. A copy of the audit and completed Corrective Action Plan will then be mailed or hand delivered, along with the youth's case record and health record to the receiving county's JPM.
 6. Probated youth who have had their case transferred by a dependent juvenile court to an independent juvenile court will not have his/her case record or health record transferred to the independent court.
- L. Youth ordered restitution will be monitored in accordance with DJJ 20.50, Restitution.
- M. The CCM will use graduated sanctions when a youth violates his/her conditions of supervision, in accordance with juvenile court procedures. (See DJJ 20.33, Graduated Sanctions.)
1. The CCM will review all probation violations with the JPM to determine the action to be taken within the available local resources, graduated sanctions, and the local operating procedures.
 2. The CCM must be prepared to present to the court graduated sanctions efforts used during the course of supervision.
- N. With supervisory approval, the CCM may recommend termination of probation services prior to the expiration of the Order of Probation. The CCM will consider the following factors in recommending termination of probation services:
- The youth's overall adjustment and progress in reaching the Service Plan goals;
 - The youth's compliance with the conditions of probation;
 - Any offenses after the initial Order of Probation;

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- The youth’s demonstrated initiative in assuming responsibility and independence; and
 - The availability of additional services to address unmet needs if probation continues.
1. The CCM will document the recommendation for termination of probation using the Termination Summary (Attachment B) or in accordance with the juvenile court procedures.
 2. If the court terminates the probation, the CCM will place a signed and dated copy of the Order of Termination of Probation in the youth’s case record and will scan the Order into JTS. The CCM will enter the termination date into JTS within 72 hours.
 3. Within 60 days of the expiration of an Order of Probation, the CCM will document the youth’s progress and any conditions that have not been completed as ordered by the court using the Termination Summary.
 4. Upon approval of the Termination Summary by the JPM, the CCM will submit the Summary to the court. If there is no further action by the court, the JPM will close the case in JTS within 72 hours of the Order of Probation expiring under operation of law.
 5. After the youth has met certain specified conditions, the judge may allow the youth to be on administrative supervision for the remaining time on the Order of Probation. (See DJJ 20.27, Administrative Supervision.) The youth will continue to be officially on probation in the juvenile court’s file, but the CCM will not provide supervision or services. The CCM will document unsupervised probation in the JTS case notes and will enter the termination date into JTS. The CCM will then close the case in JTS within 72 hours.
 6. The CCM will provide the youth and parent/legal guardian a copy of the Order of Termination of Probation and information about sealing the youth’s court records (Attachment C). The CCM will document these actions in JTS case notes prior to terminating the case in JTS.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO