

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 17-10</p>	<p align="center">Policy # 25.1</p>
<p>Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-3A-22, 4-JCF-5I-01, 02 DJJ 18.7, 17.22, 20.30, 20.24, 5.5</p>	
<p>Chapter 25: Reentry Services</p>	<p>Effective Date: 10/31/17 Scheduled Review Date: 10/31/18</p>	
<p>Subject: YOUTH CENTERED REENTRY TEAM (YCRT)</p>	<p>Replaces: 4/18/15 Community Services Division</p>	
<p>Attachments: A- Consent for YCRT Participation for 18yo and older Youth B- YCRT Meeting Agendas C- YCRT Sign-In Sheet</p>	<p>Approved</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

YCRT will reduce recidivism through collaborative partnerships that support the successful reintegration and transitioning of youthful offenders from DJJ secure confinement into the community.

II. DEFINITIONS:

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

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.

Good Behavior: Youth who demonstrate that they are serious about taking responsibility for their actions and achieving rehabilitation have the opportunity to ask the Department to support their request to the respective court for an early release from restrictive custody or termination of the commitment. See DJJ 17.22, Designated Felon Order Modifications and Terminations, and 20.35, Supervision of Designated Felons by Community Services Staff.

Juvenile Detention Counselor (JDC): The employee who has case management responsibilities for a youth while in a detention facility and shares joint service planning responsibilities with the Community Case Manager.

Operations Support Manager (OSM): DJJ staff responsible for attending the 120 day YCRT meeting in person or via teleconference. They will provide the Reentry Specialist the Working Transition Plan for the 120 day YCRT meeting. Their role will be to address the youth that are transitioning from the YDC to Residential Placement.

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Reentry Resource Coordinator (RRC): Reentry Resource Coordinator will support the Community Case Manager by helping youth and their families with connectivity to resources and services to ensure linkage in their respective communities.

Reentry Specialist (RS): The Reentry Specialist will monitor transition services in facilities of assignment.

Room Board Watchful Oversight (RBWO): The level of residential services needed including the need for supervision of the youth by the residential provider. The categories of RBWO are Base, Additional, and Maximum.

STEP-DOWN: The discretionary release of a youth from secure residential custody to non-secure residential custody during the second half of the restrictive custody portion of a class B designated felon disposition for the youth.

Working/Final Transition Plan: A written plan developed to ensure a youth's smooth reintegration into the community, the development of which begins at admission. It addresses housing, family needs, continued treatment, education, and other areas that impact successful reintegration.

YCRT Meetings: The regularly scheduled meetings at which the youth's reentry needs, Transition Plan, as well as family concerns are discussed.

Youth-Centered Reentry Team (YCRT): Team responsible for identifying, coordinating, and fostering progress of the youth's reentry needs. Team members will consist of: the youth, parent/guardian, JDC, Community Case Manager and, where applicable, the Substance Abuse Counselor, Operations Support Managers, Reentry Resource Coordinators, Social Services Program Consultants, Juvenile Sex Offender Certified Counselors or other relevant staff assigned to the youth. Other members of the team may include mentors, community support members, education staff, security staff, administration, and medical staff.

III. GENERAL PROCEDURES:

- A. The YCRT reentry planning process will support case coordination and management of all reentry-related services for all YDC youth and all committed/long term RYDC youth. The YCRT will meet according to the following frequency:
1. Initial YCRT meeting will be held within 60 days of youth's admission into the facility.
 2. Ongoing YCRT meetings will occur every 90 days or more frequently if deemed necessary by the YCRT.

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3. Pre-release meetings will begin within 120 days of youth's projected release and will occur every 30 days (120, 90, 60 & 30) until youth is released from a secure facility.

B. YCRT Meeting Scheduling:

1. The Reentry Specialist (RS) will collaborate with and schedule all YCRT meetings. The Reentry Specialist will provide a 2 week advance notice of the meeting date to all YCRT members.
2. The Community Case Managers (CCM) and Juvenile Program Manager (JPM) will be notified of all scheduled meetings electronically via calendar invite.
 - a. Operations Support Manager (OSM) will be included in the electronic notification for the 120 day meetings and 60 day meetings for youth scheduled for RBWO placement.
 - b. The Reentry Resource Coordinator (RRC) will be included in the electronic notification for the 60 day and 30 day meetings with the following exceptions: youth going to residential placement, Superior Court sentenced youth going to the Department of Corrections, and Macon YDC youth.
3. For youth who are 18 or older:
 - a. The JDC will obtain the youth's written consent to invite the parent/guardian/family to the YCRT meeting using Attachment A.
 - b. The CCM will obtain the youth's written consent for all community partners invited to the YCRT meeting using Attachment A.

C. YCRT Meeting Attendance:

1. The CCM and appropriate facility members (JSOCCs, JDCs, SSPs, or RSAT counselors) and youth will attend all YCRT Meetings.
2. If the JDC is not available, the Institutional Program Director, Assistant Director of Programs or their designee will attend.
3. CCM will participate face to face at the 120 day and 60 day meetings. For all other YCRT meetings, the CCM may participate via videoconference, teleconference or in person. If the CCM is not available to attend a meeting, the JPM or designee will attend.

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4. For all releasing youth the OSMs will participate in the 120 day meeting. For any youth scheduled for residential placement, the OSM will also participate in the 60 day meeting.
5. Family members and other community invitees (e.g. DFCS) are invited to attend in person or by phone, if available. To assist family and community invitees with attendance the CCM will offer teleconferencing and video conferencing, if available.
6. The YCRT Sign-In Sheet (Attachment C) will be used to document meeting attendance. The Reentry Specialist will maintain the Sign-In Sheets for their respective facilities of assignment. The RS will upload the previous month sign-in sheets to the ORS shared drive monthly.

D. YCRT Meeting Content & Process:

1. YCRT meetings will adhere to the applicable YCRT Agenda version in Attachment B. The YCRT Agendas will be followed for meeting content unless there are extenuating circumstances that are documented in JTS case notes.
2. YCRT meetings will be youth-centered and family-focused. The youth and family will be afforded the opportunity to offer information, make decisions, and take ownership of and responsibility for preparing the youth and family for the youth's return.
3. DJJ staff will use Motivational Interviewing skills to aid in the engagement of all YCRT members.
4. Step-down and Good Behavior eligible youth will be engaged in a discussion of step-down or Good Behavior at every YCRT meeting. The JDC will notify the RS via email of submission of a step-down or Good Behavior Packet as soon as possible. Subsequent notification will occur when a decision has been made.
5. The main subject areas of the YCRT meetings will be the seven (7) domains of aftercare and related subjects as delineated on the YCRT Agendas and the Working/Final Transition Plan.
6. No information will be discussed at the YCRT with parents/guardians or other community members without the youth's expressed release of this specific information (e.g. substance use treatment services, pregnancy, any discussion regarding HIV/AIDS), as indicated by signature on an Authorization for Release of Health Information form (see DJJ Policy 5.5, Attachment K).
 - a. The JDC will obtain the youth's written consent prior to the initial YCRT meeting. If the youth has not signed the consent form prior to the

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meeting, the RS will provide youth with a blank consent form prior to the start of the meeting.

- b. The JDC will place the consent form in the youth's facility case file, and scan it into JTS.

E. Working/Final Transition Plans (See DJJ 20.24, Attachment H):

1. At least 3 days before the 120 day meeting, the OSM will provide a copy of the Working Transition Plan to the RS.
2. At least 3 days before the 60 day meeting, the RS will provide a copy of the Final Transition Plan to the RRC.
3. After receiving the Final Transition Plan the RRC will make any needed adjustments and work in collaboration with the youth, family, and CCM to ensure proper execution of the plan.
4. The RS will maintain the Final Transition Plan through release from YDC for youth transferring to a residential placement, transferring to the Department of Corrections, or youth being released from Macon YDC.

F. YCRT Coordination and Documentation:

1. The JDC will document step-down eligibility and Good Behavior information in Facility Progress Notes and will update YCRT members monthly.
2. The CCM will coordinate alternative placement referrals and will provide monthly updates for all eligible and approved youth. The CCM will also ensure identified services are arranged in the community, with the assistance of the RRC, parent/guardian and any other applicable YCRT members from the community.
3. The Reentry Specialist will coordinate and collaborate with the JDC, SSP, and JSOCC as needed. Reentry Specialists will document the actions taken during the YCRT Meetings in JTS case notes. The documentation will include, but not be limited to the following:
 - a. Discussion of youth's eligibility for step-down or Good Behavior early release;
 - b. If youth is not eligible for step-down or early release, document the reason;

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- c. Summary of all identified aftercare needs areas, including any family needs and any information that relates to the Reentry Checklist module in JTS. The Reentry Checklist is located in JTS under the Reentry Module:
 - i. Reentry Checklist items should be discussed in YCRT meetings and results placed in the Reentry Checklist module on an on-going basis.
 - ii. By the 60 day YCRT meeting, all addressed checklist items should be documented in the Reentry Checklist module.
- d. Any significant changes for youth or family;
- e. Documentation of action steps agreed upon to be undertaken by YCRT members for the next meeting; and
- f. Team member attendance using the Sign-In Sheet (Attachment C) and date agreed upon for next meeting, if applicable.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

LOP should specify facility designation of YCRT meeting days, block of time available to schedule meetings, and meeting location.