



**DEPARTMENT OF JUVENILE JUSTICE**

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**DJJ Directive # 14- 08**

**Subject: DJJ 20.24 Community Residential Programs**

**Effective Date: October 20, 2014**

**Approved:**

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Avery D. Niles, Commissioner

**APPLICABILITY:**

**Community Services**

**PURPOSE**

This directive seeks to correct language in policy DJJ 20.24 Community Residential Programs. The Juvenile Program Manager (JPM) will be required to attend the scheduled Utilization Review meeting if the assigned case manager is unable to attend. This requirement is consistent with DJJ 20.22 Placement of Youth.

**DIRECTIVE:**

**Section III. X of DJJ 20.24, Community Residential Programs currently states the following:**

The community case manager will attend, in person, the scheduled Utilization Reviews (UR) for youth on their caseload. If the assigned case manager cannot attend the UR, the JPM will ensure that a case manager with knowledge of the youth's case attends the review. The case manager will document his/her attendance at the UR in JTS case notes within 72 hours.

**This directive seeks to strike paragraph listed above and replace with the following:**

The community case manager will attend, in person, the scheduled Utilization Reviews (UR) for youth on his/her caseload. If the assigned case manager cannot attend the UR, the JPM will attend the review. The case manager/JPM will document his/her attendance at the UR in JTS case notes within 72 hours.

**INSTRUCTIONS:**

**DJJ Policy Manual**

**Place this directive behind DJJ 20.24 Community Residential Programs**

