



DEPARTMENT OF JUVENILE JUSTICE

3408 Covington Highway, Decatur, Georgia 30032
404-508-6500 FAX: 404-508-7340

DJJ Directive # 15-02

Subject: DJJ 24.24 Community Residential Programs

Effective Date: Immediately

A handwritten signature in black ink, appearing to read "Avery D. Niles".

Approved: _____

Avery D. Niles, Commissioner

APPLICABILITY:

Community Services

DIRECTIVE:

The purpose of this directive is to incorporate new discharge planning procedures at the point of admissions to an RBWO Placement and the incorporation of the Working Transition Plan review into the Utilization Review Meetings. This procedure shall be effective immediately upon dissemination to DJJ Users. Community Services will adhere to the following procedure for youth entering or currently placed in RBWO programs.

Discharge Planning during admission process:

1. Prior to youth entering RBWO Placement, the Community Case Manager will develop a working transition plan (WTP) using attachment H, Working Transition Plan Template.
2. The WTP shall be reviewed and approved by the Juvenile Program Manager and forwarded to the Operation Support Manager for final review and approval before it is uploaded in JTS or submitted to the RPS.
3. The approved WTP will be uploaded into the Correspondence module in JTS by the Community Case Manager within 24 hours after final approval from the Operation Support Manager.
4. Once a youth has been approved for **RBWO Placement**, and an admission date has been scheduled, the RPS will include the WTP in the RBWO placement package.
5. The RPS and the RBWO's assigned Regional Treatment Services Specialist (RTSS) will ensure the **RBWO Placement** provider integrates the youth's service plan and the WTP in the **RBWO Placement's** service plan.
6. For Critical cases in RBWO placements, the Community Case Managers shall **always** seek assistance from the Operation Support Managers.

Working Transition Plan review during Utilization Review Meetings:

1. The RTSS will provide JPPS advance notification of the scheduled utilization reviews.
2. The community case manager and JPM will ensure that the RBWO provider reviews the most updated WTP at a minimum of 7 business days before the scheduled utilization review meeting.

Newly created attachments:

G –Working Transition Plan (guide)

H - Working Transition plan Template

INSTRUCTIONS:

DJJ Policy Manual: Place this directive behind DJJ 20.24 Community Residential Programs.