



DEPARTMENT OF JUVENILE JUSTICE

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January 5, 2010

DJJ Transmittal # 10-01
Effective February 1, 2010

MEMORANDUM

TO: DJJ Staff

FROM: Albert Murray
Commissioner

A handwritten signature in cursive script that reads 'Albert Murray'.

RE: DJJ 2.10, Youth Medical Expenses
DJJ 2.15, State Credit Card Programs
DJJ 20.10, Intake
DJJ 20.11, Detention Decision

DJJ 2.10, Youth Medical Expenses, states that the Department of Juvenile Justice shall assume responsibility for the medical expenses incurred for committed youth. Necessary medical care for youth, as determined by the designated health authority and/or responsible physician, shall not be delayed because of payment issues. This policy replaces the existing DJJ 2.10, Youth Medical Expenses. The policy does not require local operating procedures. The following changes were made to the policy:

- Necessary medical care for youth, as determined by the designated health authority and/or responsible physician, will not be delayed because of payment issues. (See Section III.C.)
- The Payment Responsibility Letter will be included with the agreement with local hospitals. (See Section III.D.)
- The Department will assume financial responsibility for the payment of medical expenses incurred on behalf of committed youth in an RYDC or YDC. (See Section IV.A.)
- Committed youth in an RYDC awaiting an alternate placement may be eligible for Medicaid. If these youth have Medicaid, Medicaid will be considered the primary payer. (See Section IV.B.)
- The process for medical bills for non-committed youth has changed. (See Section V.)

DJJ 2.15, State Credit Card Programs, states that The Department of Juvenile Justice shall comply with the Georgia Department of Administrative Services policies regarding state credit card programs, including the state travel, purchasing, and fuel cards. These programs shall be operated securely and efficiently. This is a new policy that replaces the existing Directive #09-01, State Credit Card Programs. The policy does not require local operating procedures.

DJJ 20.10, Intake, states that Juvenile Court intake proceedings shall be initiated upon the receipt of a written juvenile complaint, petition, transfer from another court, uniform traffic citation, or a Georgia Natural Resources/Game and Fish Division Notice of a Summons, which shall be submitted to the court and referred to a juvenile court intake officer. This policy replaces the existing DJJ 20.10, Intake. The policy requires local juvenile court procedures, which will serve as the local operating procedure. The following changes were made to the policy:

- The DJJ community services offices will not provide intake services to independent courts. DJJ may provide detention alternatives to independent courts. (See Section A.)

- The requirement for face-to-face intakes. (See Section B.)
- The role of responsibilities of the Intake Officer in collecting victim information and entering the information into the Juvenile Tracking System (JTS). (See Section B.)
- Cases held in abeyance without Department services or supervision will not be reported as active cases in the Juvenile Tracking System (JTS). These cases will be reported in JTS as a “no supervision” case. After 90 days, the case will be terminated unless extended by the court for up to an additional 90 day period. (See Section D.1.)
- Cases held in abeyance with Department services or supervision will be reported as active cases in JTS, with a start and end date. (See Section D.2.)

DJJ 20.11, Detention Decision, states that to ensure consistency in the detention assessment and decision making process, all detention decisions will be guided by the Detention Assessment Instrument. This policy replaces the existing DJJ 20.11, Detention Decision. The policy does not require local operating procedures. No changes were made to the policy:

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 2.10, Youth Medical Expenses
- DJJ 20.10, Intake
- DJJ 20.11, Detention Decision

Remove the following directives from the policy manual

- Directive #09-01, State Credit Card Programs
- Directive #09-03, Health Care Staffing
- Directive #09-15, Suicide Prevention

Place the following new policies in the policy manual

- DJJ 2.10, Youth Medical Expenses
- DJJ 2.15, State Credit Card Programs
- DJJ 20.10, Intake
- DJJ 20.11, Detention Decision

Make the proper notations