



November 22, 2016

**TRANSMITTAL #16-15**

**TO: DJJ Staff**

**FROM: Avery D. Niles  
Commissioner**

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

**Re: DJJ 6.6, Social Media  
DJJ 8.8, Use of Isolation  
DJJ 8.22 Searches and Contraband Control  
DJJ 8.23 Transportation of Youth  
DJJ 17.2, Youth and Parent Orientation  
DJJ 18.1, Facility Programs Case Management Services  
DJJ 24.2, COMPASS Administration and Expedited Benefit Application Processing  
for Youth Serving YDC Time  
DJJ 24.3, SSA Pre Release Program  
DJJ 24.5, Social Security and Supplemental Security Income Benefits for  
Committed Youth  
DJJ 24.6, Expedited Benefit Application Processing for Pre-Adjudicated Youth in  
RYDC and Youth in the Community**

**The following policies have been signed by Commissioner Niles. You may access these policies by clicking on the provided links. If a link does not work, you can access the policies directly from the DJJ policy page.**

- ❖ **DJJ 6.6, Social Media – This policy replaces policy dated 4/1/12 and requires no local operating procedures. Some changes include:**
  - Changes made to reflect a new policy title.
  - Major change to the content of this policy is the broadening of the use of social media in addition to blogging which was the focus of the previous policy.
- ❖ **DJJ 8.8, Use of Isolation – This policy replaces policy dated 4/1/16 and requires local operating procedures. Some changes are:**
  - Policy revised for clarification purposes and removal of 24 hour maximum period in Section III E.
- ❖ **DJJ 8.22, Searches and Contraband Control – This policy replaces policy dated 2/1/12 and requires local operating procedures.**

- No substantial changes made to policy
  - Updates to definition section to reflect current practices in the area of searches.
- ❖ **DJJ 8.23 Transportation of Youth - This policy replaces policy dated 3/15/12 and requires local operating procedures. Some changes include:**
- The language on the use of ID bracelet was removed because it is obsolete and no longer in use.
  - Language added to emphasize the need to ensure that the proper youth is being transported.
- ❖ **DJJ 17.2, Youth and Parent Orientation - This policy replaces policy dated 3/15/13 and requires no local operating procedures. Some changes are:**
- No major changes to this policy. Updated to meet ACA standards.
- ❖ **DJJ 18.1, Facility Programs Case Management Services – This policy replaces policy dated 4/18/15 and requires local operating procedures. Some changes are:**
- Updated definition section for congruency with current procedures and other changes like Divisions names, etc.
  - As DJJ moves more in the direction of Evidence Based Practice Programs (EBP), a definition of EBP is now available in policy.
  - This policy lays out the administrative responsibilities for the Regional Program Administrators (RPA). Previous policy did not clearly identify the RPAs programs and case management duties.
  - Policy provides more guidelines in the role and responsibilities of the Designated Program Authority (DPA).
  - New Attachment A, Programs Coverage Plan. Policy provides procedure to support the coverage plan for Programs staff.
  - New Attachment B, Approved Selection of Programs Protocol. This will be a reference guide for the Juvenile Detention Counselors (JDC) to make decisions of appropriate managing team designation for newly admitted youth in secure facilities. It also provides guidelines on course curriculum and requirements necessary for youth to complete before earning certificate of completion
- ❖ **DJJ 24.2, COMPASS Administration and Expedited Benefit Application Processing for Youth Serving YDC Time – This policy replaces policy dated 1/5/16 and requires no local operating procedures.**
- Major changes highlight the role of DJJ in administering and expediting Federal Government Benefits for youth.
- ❖ **DJJ 24.3, SSA Pre Release Program -This policy replaces policy dated 1/1/16 and requires no local operating procedure.**
- Policy revised to include the new contractual agreement for Pre-Release Program for youth's application for Social Security benefits.

- ❖ **DJJ 24.5, Social Security and Supplemental Security Income Benefits for Committed Youth – This policy is new and requires no local operating procedures.**
  - This is a new policy that incorporates the old DJJ 2.5 and includes the processing of Social Security benefits for youth.
- ❖ **DJJ 24.6, Expedited Benefit Application Processing for Pre-Adjudicated Youth in RYDC and Youth in the Community– This policy is new and requires no local operating procedures.**
  - New policy detailing the process of expediting federal programs such as Medicaid, Food Stamps and Parent services for youth in Pre-Adjudication, Probation or in Community Supervision.
- ❖ **Deleted Attachment/Policies:**
  - None
- ❖ **New Policies/Attachments**
  - **DJJ 24.5, Social Security and Supplemental Security Income Benefits for Committed Youth**
  - **DJJ 24.6, Expedited Benefit Application Processing for Pre-Adjudicated Youth in RYDC and Youth in the Community**
  - **DJJ 24.6, Attachment A Application for Benefits (DHS Form 297)**
  - **DJJ 24.6, Attachment B Change Form**
  - **DJJ 24.6, Attachment C COMPASS Community Resource Handbook**
  - **DJJ 24.6, Attachment D COMPASS Transaction Authorization**
- ❖ **Updated Policies**
  - None

**The facility/program/office Director will ensure that all staff are familiar with the contents of the policy manual and receive any training needed to implement the policies and local operating procedures within 30 days of the policy's effective date. (See DJJ 1.4, Establishment and Maintenance of DJJ Policies)**

### **Local Policy Coordinators**

- Please ensure that the policy manuals in your program are updated accordingly and that staff who do not have daily access to the internet receive this information.
- The DJJ intranet Local Operating Procedures Guidelines should be used in the development of local operating procedures.
- As a reminder, per DJJ 1.4, Establishment and Maintenance of DJJ Policies, local operating procedures can never instruct staff to disregard official policy or give instructions that are in conflict with official policy.

INSTRUCTIONS:

Remove the following policies from the policy manual.

**DJJ 6.6, Blogs/Web Diaries**  
**DJJ 8.8, Use of Isolation**  
**DJJ 8.22 Searches and Contraband Control**  
**DJJ 8.23 Transportation of Youth**  
**DJJ 17.2, Youth and Parent Orientation**  
**DJJ 18.1, Facility Programs Case Management Services**  
**DJJ 24.2, COMPASS Administration and Expedited Benefit Application Processing for Youth Serving YDC Time**  
**DJJ 24.3, SSA Pre Release Program**

Place the following policy in the policy manual

**DJJ 6.6, Social Media**  
**DJJ 8.8, Use of Isolation**  
**DJJ 8.22 Searches and Contraband Control**  
**DJJ 8.23 Transportation of Youth**  
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**DJJ 24.6, Expedited Benefit Application Processing for Pre-Adjudicated Youth in RYDC and Youth in the Community**

- Make the proper notations.