



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

JUVENILE JUSTICE INFORMATION SYSTEM BUSINESS RULE

SUBJECT: COMMITMENT

PROCEDURE NUMBER: 99-003

EFFECTIVE DATE: NOVEMBER 2, 1999

REVISED DATE: September 17, 2002, January 6, 2005, June 2009, March 2012, January 2013, January 2016

PROGRAM AREA(S): PROBATION AND RESIDENTIAL

POLICY/PROCEDURE:

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| JPO/CASE MANAGEMENT |
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1. A CPACT Full Assessment is required to complete the Conference Summary-Probation. If one cannot be completed, it must be indicated using the “cannot complete” function.
2. Within three (3) working days before the Commitment Conference or two (2) working days following a direct court ordered commitment, the Juvenile Probation Officer (JPO) will complete a Conference Summary-Probation form for the youth. The primary referral must contain the most serious offenses or be violation of probation being considered for commitment. Any additional referrals being considered for commitment will be selected as secondary referrals. [Unless a direct commitment, referrals must be on Intake status].
3. Within three (3) working days after the commitment conference, the Commitment Manager must complete the Conference Summary-Commitment.
4. Within two (2) working days after receiving the commitment disposition, the JPO must dispose all of the related charges by selecting the appropriate Commitment disposition that identifies the correct placement level. The JPO must notify Commitment Manager per Circuit policy that the youth was committed (within 1 business day of the disposition). If the primary referral used for the Conference Summary Probation is not disposed to Commitment, the JPO shall request in the email that the referral associated with the Conference Summary Commitment be changed.
5. JPO must complete the Electronic Commitment Packet (ECP) and have it electronically approved by supervisor.
 - Electronic Commitment Packet (ECP) for Transfer Packets - Create new ECP, placing transfer request and judge’s approval with commitment order.
6. Once Youth has been placed in residential program:
 - JPO will refer Youth to Conditional Release/Post Commitment Probation via Probation Resource Booking
 - i. If Youth will be supervised by JPO on PCP/CR or will be a direct discharge, no PRB referral is necessary.
 - JPO will update School to reflect DJJ Residential Commitment

7. Upon release from residential placement, JPO will update PCP/CR placement via Youth Placement Probation for youth who will be supervised by a state-operated JPO on PCP or C R or place Youth on End DJJ Custody if a direct discharge.
 - JJIS is to be updated within 24 hours of youth's release.
 - The admission date to PCP/CR should be the same as the release date from residential placement.

COMMITMENT MANAGEMENT

1. Within two (2) working days of being properly notified, the Commitment Manager must place the youth on a facility waiting list:
 - a. Commitment Manager will place youth on a wait list that most appropriately meets youth's needs.
 - b. Commitment Manager will utilize the vacant beds that meet youth's needs, unless youth can be placed in a program that is full, within 5 days or they have requested waiver of the five days through the Assistant Secretary for Residential Services or designee.
 - c. Commitment Manager will 'Reserve' bed if vacancy exists.
 - d. Commitment Manager will place youth on 'Unable to Place' when a placement is available but Youth is unavailable for placement due to absconding; adult jail; OHS clearance; commitment packet is not ready; or youth is otherwise unavailable.
2. Immediately upon notification that ECP has been completed and approved or youth is now available for placement; Commitment Manager will remove youth from "Unable to Place" status.
3. The Commitment Manager will coordinate transportation to program with the JPO and/or facility.
4. Commitment Manager will ensure that the program maintains accurate census information and accurate projected release dates.
5. The Commitment Manager will be notified by the facility when a youth:
 - has been released from a residential commitment facility;
 - is ready for readmission into a residential commitment facility;
 - is being transferred to/from another residential commitment facility or minimum risk day treatment.
6. Commitment Managers will maintain the 'Non-placement Reconciliation' for each youth in their Circuit on a weekly basis

COMMITMENT PROGRAM

Designated, trained provider staff will:

1. Review Electronic Commitment Packet once a Youth has been placed on waiting list and notified that packet has been approved.
2. Maintain Facility Census - Admit; Release; and update Projected Date of Release
 - a. Youth are admitted using exact date and time of entering facility with most appropriate admit reason using youth placement facility module. Admissions must be done within 8 hours of youth entering facility.

- b. Youth are released using exact date and time of program exit and appropriate release reason using youth release module. Releases must be done within 8 hours of youth exiting facility.
 - c. All youth exiting program are placed in in-transit commitment.
 - d. When projected release date changes due to changes in performance or other factors, youth's projected release date must be updated in the youth release module within 8 hours.
3. Complete RPACT and associated residential case management forms as indicated
 4. Complete Victim Notifications
 5. Track the intensity and duration of delinquency interventions provided to youth in Evidenced Based Services module

ADMINISTRATIVE TRANSFERS

A residential commitment program may request to transfer a youth to a higher, lower or same restrictiveness level program by submitting a Request for Transfer form and a Transfer Performance Summary to a regional transfer administrator.

Administrative Transfers are addressed in JJIS by commitment manager creating a new wait list record.

1. The commitment manager selects the appropriate previous waiting record (almost always, this will be the last program that youth was placed in, then clicks "transfer", which creates a new waiting record)
2. The commitment manager then edits the conference summary as appropriate, re-selecting the correct referral for placement if necessary and updating needs / services for the youth.
3. Commitment manager can then select the new waiting record and go to waitlist to select program.

Note: if youth is transferred from CR, CM would utilize the waiting record that represents commitment program that youth was last in prior to release to the CR status.

REFERENCES:

Administrative Rules 63E-Residential Services
RPACT Guidelines
Residential Policy Memoranda
Residential Rule
FDJJ 3400 Victim Rights
FDJJ 6005 Electronic Commitment Packets
FDJJ 8325 Placement of Inactive Youth