



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Residential Program Closure Procedures

Related Policy: FDJJ – 8330P

I. DEFINITIONS

Assistant Secretary – A staff with DJJ responsible for a designated program area office.

Commitment Chief – A staff in Residential Services regional office who is responsible for coordinating the placement of youth in residential commitment programs with guidance from the Chief of Classification and Placement.

Contract – A formal written agreement between the Department and an individual or organization for the procurement of commodities or services. The Department’s standard contract for services may consist of the contract terms and conditions, scope of services, exhibits, attachments, amendments, renewal(s), and those portions of the provider’s proposal that have been incorporated by reference. Pursuant to Chapter 287, F.S., a contract must be executed by both parties and in effect prior to services being rendered. The Department’s official contract copy is maintained by the Bureau of Procurement and Contract Administration (BPCA), Office of Program Accountability (OPA).

Contract Manager – The Department’s employee responsible for enforcing the compliance with contract terms and conditions and is the primary point of contact through which contracting information flows between the Department and the provider.

Contract Provider – Any person or business entity that contractually operates a program or provides services on behalf of the Department.

Department – The Florida Department of Juvenile Justice or DJJ.

Facility Assessment – A walk through inspection of the facility to assess the condition of the facility prior to its closure.

Facility Closure Checklist - The checklist completed by the Contract Provider, which covers the areas of personnel, contract providers, youth status, programmatic issues, property, building, outside sources, and grounds for the facility.

Final Disposition – The method used for disposal of authorized surplus property within a specific timeframe.

Juvenile Justice Information System (JJIS) – The informational system used by Department and provider staff to track juvenile related information.

Juvenile Probation Officer (JPO) –The authorized agent of DJJ who performs intake, case management, probation and other community intervention functions for youth alleged to be delinquent and for delinquent offenders. This position follows a youth from entrance to exit from the juvenile justice system.

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Program Closure Team – A team created by the ORS Assistant Secretary consisting of the Regional Director (RD), Senior Management Analyst II (SMA II), Commitment Management staff, Probation staff, Detention staff, OHS staff, DJJ Regional Education Coordinator, and other relevant staff to prepare/assist with the program closure

Property Information Worksheet – The form used to request property tags for found property or contracted property purchased using department funds.

Property Management Office – Section within the Bureau of General Services, Support Services section that performs property functions.

Region – A specific geographical area encompassing several distinct Judicial Circuits. Probation & Community Intervention and Residential Services have three (3) regions, with the North Region being divided by East and West based upon Judicial Circuits.

Regional Director (RD) – The person responsible for the supervision of programs or offices assigned geographically under their span of control.

Residential Administrative Services Director (ASD) – A staff in Residential Services Headquarters who is responsible for all residential administrative functions such as budget and facility issues.

Residential Chief of Classification and Placement – A staff in Residential Services Headquarters who is responsible for commitment placement of youth, bed capacities, and residential program locations.

Residential Commitment Program – A program where an adjudicated youth is placed, as a juvenile offender, for treatment in a residential setting. The program's purpose is to provide the care, custody, control, and treatment needs of the youth within the appropriate adjudicated commitment level to include non-secure, high-risk, or maximum-risk commitment.

Residential General Services Liaison (GSL) – Staff members who work in each of the regions and perform General Service's functions such as inventory and facility work orders.

Residential Services – The branch within DJJ, as established in Ch. 20.316, F.S., responsible for administrative oversight of the residential commitment programs and sites where juvenile offenders are placed due to adjudication and court-ordered commitment, provides services through contracted providers, facilitates training and technical assistance for providers, and provides the placement and classification services for youth adjudicated to commitment.

Surplus Property – Any property broken, obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function.

Transfer/Relocation – The moving of a piece of equipment from one organization code to another or one office, site, or building to another.

Vacant Building Checklist – A form used to conduct a monthly inspection of the vacant facility.

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II. STANDARDS/PROCEDURES

A. Notification of Residential Commitment Program Closure/Contract Termination:

1. The official notification of a program closure or contract termination will be conducted in accordance with FDJJ Procedure 2000 by the Contract Manager. The contract provider shall formally notify existing program staff as soon as feasibly possible following the notification of program closure/contract termination from the Contract Manager.
2. The Office of Residential Services (ORS) Assistant Secretary shall notify the Chief of Classification and Placement of the program closure. Unless prior authorization is granted by the ORS Assistant Secretary no youth shall be admitted into the facility once the contract provider has been notified by the Contract Manager.
3. The ORS Assistant Secretary will create a program closure team consisting of the Regional Director (RD), Senior Management Analyst II (SMA II), Commitment Management staff, Probation staff, Detention staff, OHS staff, DJJ Regional Education Coordinator, and other relevant staff to prepare/assist with the program closure. The lead of the program closure team will be the RD of the applicable region.
 - a. The RD will meet with the contract provider to explain the purpose of the program closure/contract termination and what is needed from the provider.
 - b. The RD will meet with the medical staff and any other required staff concerning record retention and provide necessary guidance as outlined in FDJJ 1316P, Records and Information Management procedure.
 - c. The RD will notify the Bureau Chief of Contract Management to ensure the final invoice is held until the completion of the facility assessment outlined in Section C. of this policy.
4. The RD shall notify the Chief of General Services within two (2) working days of the immediate need for a facility assessment.
5. The RD will instruct the GSL to conduct a final inventory along with the contract provider prior to program closure/contract termination.
6. The RD shall also notify the following parties within two (2) working days of receiving the official program closure/contract termination notification:
 - a. Residential Headquarters Contract Section;
 - b. DJJ Director of Education;
 - c. DJJ Office of Health Services;
 - d. DJJ Office of Staff Development and Training;
 - e. DJJ Office of Program Accountability Director;

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- f. DJJ Monitoring and Quality Improvement Bureau Chief;
- g. DJJ Director of Administration;
- h. DJJ Office of Probation and Community Corrections Assistant Secretary and all Probation Regional Directors;
- i. DJJ Office of Detention Services Regional Director, if applicable; and
- j. All other parties deemed relevant by the ORS Assistant Secretary.

B. Transfer or Release of Youth (Pending program closure/contract termination):

1. Unless prior authorization is granted by the ORS Assistant Secretary no youth shall be admitted into the facility once the contract provider has been notified by the Contract Manager.
2. The contract provider shall ensure all required staffing ratios and intervention/treatment services are maintained until the termination date outlined in the official notification letter.
3. Once the decision is made to close the program/terminate the contract, the contract provider will communicate the program's plan with each youth (transferred to new program or released).
 - a. The contract provider will also communicate to the DJJ Office of Education, so they can begin to assist the youth with transitioning to a new school.
4. The Chief of Classification and Placement/Commitment Chief will work on-site with contract provider's case management staff to determine if any youth are eligible for release.
5. Once a release/transfer plan has been created, the Chief of Classification and Placement/Commitment Chief will send these plans, electronically, to the Assistant Secretary for Probation and all Probation Regional Directors.
6. The contract provider shall ensure the youth's parent/legal guardian, committing Judge, juvenile probation officer (JPO), State Attorney, Public Defender, aftercare provider, and Department of Children and Families (DCF), if applicable, are notified of the youths' transfer to another commitment facility.
 - a. The Commitment Chief and applicable JPOs will be provided a [script](#) to read to parents/legal guardians explaining the event and where their youth will be relocated. The script shall also include frequently asked questions and desired responses.
7. The contract provider shall coordinate the youth's transportation to the new program or applicable regional juvenile detention center.
8. Once all youth have exited the program, the youth's personal belongings will be gathered from each room and placed with their other personal items in storage by the program closure team. All personal belongings will need to be boxed and mailed to the youth's home address (overnight mail courier service with tracking) by the program closure team. A tracking log will be maintained by a member of the program closure team with list of items packed up and package tracking number.

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C. Facility Assessment:

1. The GSL and Facility Services shall coordinate with the contract provider to conduct a detailed facility assessment of the state-owned buildings at the program being closed within 48 hours of Facility Services being notified.
2. Facility Services shall transmit maintenance and repair needs compiled from project manager's on-site assessments as outlined in FDJJ 1315P to the ORS Assistant Secretary, RD, SMA II, and GSL.
3. Facility Services shall provide technical assistance and support to ORS as outlined in FDJJ 1315P to assist the RD and GSL in the planning process for maintenance and repairs of state-owned buildings. The GSL or Facility Services shall coordinate with the vendors for access to the facility.
4. The GSL will input work order requests in the Facility Services work order system as needed.
5. The residential Administrative Services Director (ASD) shall participate in the weekly closure calls hosted by the contract manager to obtain updates from General Services regarding the repairs at the facility. If Facility Services does not participate in the weekly calls the ASD will follow-up every week to obtain an update on needed repairs.
6. The ORS Assistant Secretary, RD, GSL, and Facility Services will discuss the detailed facility assessment with the contract provider and make the determination if the maintenance and repairs will be handled by the contract provider or the Department.

D. Inventory:

1. The GSL shall work with the contract provider to conduct a final inventory prior to the program closure/contract termination. This inventory will include OCO and Non-OCO inventory items.
2. During the final inventory, if equipment is noted as broken or obsolete the GSL shall prepare the Surplus Certification of State Property form and submit to the property management office for approval.
3. For surplus computer equipment (to include digital video recorders), the IT Regional Leader or field staff shall review any surplus request to determine whether items can be used in other areas of the department.
4. If the computer equipment is determined to be useful, it will be removed from the surplus request and transferred to the appropriate office. If the computer equipment is determined to not be useful, IT shall clean or remove hard drives and destroy prior to disposal.
5. Upon receipt of approved surplus request, the GSL along with the contract provider, shall work to dispose of surplus equipment. The GSL shall provide documentation of the final disposition of equipment back to the property management office within 60 days of the authorization being received.

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6. For items to be transferred to another residential commitment program or department office, the GSL shall prepare the Property Transfer/Relocation form. The appropriate signatures will be obtained prior to submission to the property management office.
7. For items located during the final inventory that have not been issued property tags, the GSL shall prepare the Property Information Worksheet to submit to the property management office.
8. The property management office shall issue property tags and send back to the GSL to apply to the property item(s). Once tags are applied, the GSL will sign the Property Information Worksheet and return to the property management office.
9. The contract provider shall work with the Contract Manager and GSL to replace equipment as required by their contract.
10. After equipment has been surplussed or transferred, the GSL shall update the contract inventory spreadsheet, maintain a copy, and submit a copy to the applicable Contract Manager.

E. Youth and Facility Records (Pending program closure/contract termination):

1. All youth education records will need to be closed and prepared for youth's transfer to another program or release. Mental Health and Case Management records will need to be updated and closed so the youth's new program will know where to begin in the youth's progress.
 - a. The program/provider Education, Case Management, and any other appropriate staff will need to update JJIS with release or transfer information.
 - b. Medical staff will coordinate with the Office of Health Services (OHS) to prepare for medical records/charts to be moved with the youth to the receiving program or to the youth's home probation office, if being discharged.
 - c. Each Performance Summary must be updated thirty (30) days prior to the youth's anticipated discharge or transfer to another program. The summary will need to be completed to reflect accurate and up to date information for each youth.
2. For youth being transferred to another program, the records will need to be forwarded to the new program. For youth being released, the records will need to be sent to the home probation office. Each youth record must be provided to the receiving facility at the same time the youth is admitted to the program.
3. Any records that have met retention will need to be disposed of in accordance with [DJJ Specific Retention Schedule](#).
4. If the contract provider has other programs in the state, they will retain all program related records. If the contract provider does not have any other programs in the state, the Residential regional office will maintain the records until the records have met retention.
5. The contract provider will need to ensure the closed files are filed alphabetically.

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F. Transfer of Utilities:

1. The ASD/designee shall obtain account numbers from the contract provider for all utility services (electric, water, sewer, fire alarm, lawn, etc.).
2. The ASD/designee shall contact each utility services company to transfer the existing accounts to a new account for the Department.
3. Monthly invoices are processed and paid by the ASD/designee as long as the facility is vacant.

G. Vacant Facility and Grounds Monthly Inspection:

1. The RD/designee will collect the facility keys and key inventory from the contract provider.
2. The GSL shall purchase no trespassing signs, chains, and locks (if needed).
3. The GSL shall post a sign of contact names and phone numbers in case of an emergency at the facility.
4. The GSL shall conduct a monthly facility and grounds inspection once the facility has been vacated.
5. A [Vacant Building Checklist](#) form will be completed, by the GSL, every thirty (30) days while the facility is vacant.
6. The GSL will maintain a signed and dated copy of the Vacant Building Checklist.
7. A purchase order will be set up by the GSL for lawn service, heating and air conditioning service, fire alarm system service (if required), and plumbing service (if required).
8. If the vacant facility will be used as an alternate relocation site for COOP events, the region can coordinate with another program to keep the facility clean (this could possibly be counted for community service hours) or the GSL can coordinate with the RD to ensure a contracted company/other state agency can assist in ensuring the facility is well maintained.

III. RESPONSIBILITY AND DUTIES

A. Assistant Secretary of Residential Services:

1. Communicate with the contract provider concerning any issues related to the program closure/contract termination.
2. Create a program closure team to handle issues for the program closure/contract termination.
3. Meet with appropriate staff to review the detailed facility assessment provided by Facility Services.
4. Make the determination if a youth will be admitted prior to the closure of the program.

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B. Regional Director:

1. Notify the Chief of Classification and Placement of the program closure/contract termination.
2. Notify the Chief of General Services/Facility Services of program closure/contract termination and the need for a facility assessment.
3. Instruct the GSL to conduct a final inventory with the contract provider.
4. Notify the appropriate DJJ offices concerning the program closure.
5. Ensure youth records are correctly dispersed or disposed.
6. Ensure the vacant facility is maintained and any necessary repairs are made.
7. Coordinate shipment of youth's personal belongings to their home address.

C. Residential Chief of Classification and Placement/Commitment Chief:

1. Review JJIS and work with case management/commitment staff for each youth to determine transfer or release.
2. Read provided script to parent/legal guardian explaining the event and where their youth will be relocated. The script shall also include frequently asked questions and desired responses.

D. Residential Administrative Services Director/designee:

1. Obtain account numbers from the contract provider for all utility services.
2. Contact each utility service company to transfer existing accounts to the Department.
3. Process and pay each utility service monthly invoice.

E. Contract Manager:

1. Notify the contract provider of program closure/contract termination.
2. Coordinate program closure conference calls with Program Closure Team and Contract Provider staff to ensure the Department and Contract Provider are communicating about program close-out activities to ensure a proper transition/closure of the program.
3. Hold final invoice, if applicable.

F. Contract Provider:

1. Notify program staff of upcoming program closure/contract termination.
2. Notify all agencies/vendors of the upcoming program closure (to include school district).
3. Maintain required staffing ratios and interventions/treatment services until the termination date.
4. Instruct all youth of what is occurring and where they will be relocated.

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5. Ensure youth's parent/legal guardian, committing Judge, juvenile probation officer (JPO), State Attorney, Public Defender, aftercare provider, and Department of Children and Families (DCF), if applicable, are notified of the youth's transfer to another commitment program.
6. Coordinate in collaboration with DJJ commitment staff the youth's transportation to new program or detention center.
7. Coordinate maintenance and repairs, as required.
8. Coordinate with GSL to complete a final inventory and dispose of authorized surplus property.
9. Provide facility keys and key inventory to RD/designee.
10. Coordinate transfer of all applicable records.
11. Provide account numbers for utility services to ASD/designee.
12. Update and complete the Facility Closure Checklist for review during program closure conference calls.

G. Residential General Services Liaison:

1. Provide guidance and assistance to the program with the final contract inventory.
2. Prepare and process surplus requests and coordinate final disposition of authorized surplus property.
3. Prepare and process transfer/relocations forms for property being moved from the program.
4. Prepare and process the property information worksheet to request property tags for items found during the final inventory.
5. Update the contract inventory with all corrections and submit to the Contract Manager and maintain a copy.
6. Coordinate with Facility Services and contract provider to complete a detailed facility assessment for maintenance and repairs required prior to program closure/contract termination.
7. Complete work orders, as required.
8. Direct the program of needed repairs, as required.
9. Visit the facility and complete a Vacant Building Checklist every thirty (30) days and maintain a copy. Ensure relevant items are shared with the RD.
10. Ensure monthly services are being completed prior to payment of invoices (i.e., lawn has been mowed, etc.).

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H. General Services, Office of Facility Services:

1. Provide maintenance and repair needs compiled from the project manager’s on-site assessment.
2. Provide technical assistance for the correction of maintenance and repair issues found during the facility assessment.
3. Approve work orders, as required.