



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, November 2018, July 2019

PROGRAM AREA(S): PROBATION AND RESIDENTIAL

POLICY/PROCEDURE:

JPO/CASE MANAGEMENT – RECOMMEND PRIOR TO COURT

1. A Community Assessment Tool (CAT) 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 (Staffing), 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 the Violation of Probation that is being considered for commitment. Any additional referrals being considered for commitment will be selected as secondary referrals [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 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 within 5 days of commitment disposition
6. Once Youth has been committed and/or placed in residential program:
 1. JPO will refer Youth to Conditional Release/Post Commitment Probation via Probation Resource Booking (using same referral as Conference Summary Probation/Commitment)
 - i. If Youth will be supervised by JPO on PCP/CR or will be a direct discharge, no PRB referral is necessary.

7. Once Youth has been placed in residential program, JPO will update school to reflect DJJ Residential Commitment.
8. 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 CR (using same referral as residential placement) or place Youth on End DJJ Custody if a direct discharge.
 1. JJIS is to be updated within 24 hours of youth's release.
 2. The admission date to PCP/CR should be the same as the release date from residential placement.

JPO/CASE MANAGEMENT – DIRECT COMMITMENTS

1. A Community Assessment Tool (CAT) 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 two (2) working days after receiving the commitment disposition, the JPO must dispose all 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).
3. Within 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 offense(s) or Violation of Probation that was directly committed in court. Any additional referrals that were committed will be selected as secondary referrals.
4. Within three (3) working days after the commitment, the Commitment Manager must complete the Conference Summary-Commitment.
5. JPO must complete the Electronic Commitment Packet (ECP) and have it electronically approved by supervisor within 20 days.
6. Once Youth has been committed and/or placed in residential program:
 1. JPO will refer Youth to Conditional Release/Post Commitment Probation via Probation Resource Booking (using same referral as Conference Summary Probation/Commitment)
 - i. If Youth will be supervised by JPO on PCP/CR or will be a direct discharge, no PRB referral is necessary.
7. Once Youth has been placed in residential program, JPO will update school to reflect DJJ Residential Commitment.
8. 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 (using same referral as residential placement) or place Youth on End DJJ Custody if a direct discharge.
 1. JJIS is to be updated within 24 hours of youth's release.
 2. 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. Upon notification that ECP has been completed and approved or youth is now available for placement; Commitment Manager will place on active to be placed list.
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 (ECP) 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. The projected release date for placement is average length of stay for program.
 - b. When youth's projected release date changes due to changes in performance or other factors, the projected release date is to be updated in the Youth Release module.
 - c. Youth are released using exact date and time of program exit and appropriate release reason using Youth Release module.
 - d. All youth exiting program are placed in in-transit commitment.

- e. Update placement (admission, transfer, release or discharge) within 24 hours of event.
 - i. Placement of youth on inactive status is to be updated within 48 hours of an escape or admission to a juvenile detention center or jail
3. Complete JJIS NEW WEB Forms- Residential and Correctional Facilities Forms
4. Review and Update Alerts as necessary
5. Complete Residential Assessment Tool (RAY) and associated residential case management forms as indicated
 - a. NOTE: Youth must be on program census to complete RAY; release placement must be completed AFTER completing Exit RAY
6. Complete Victim Notifications
7. 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 Transfer Request Form, Commitment/Transfer Packet checklist, and a Transfer Performance Summary to a regional transfer administrator.

Electronic Commitment Packet (ECP) for Transfer Packets – JPO is to create a new ECP, placing transfer request and judge’s approval with commitment order.

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:

Florida Administrative Code 63D: Probation
Florida Administrative Code 63E: Residential Services
Residential Assessment for Youth (RAY) Statewide Business Rules
FDJJ 3400 Victim Rights
FDJJ 6005 Electronic Commitment Packets
FDJJ 8325 Placement of Inactive Youth