



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Electronic Commitment Packet Procedure

Related Policy: FDJJ - 6005

I. DEFINITIONS

Authority for Evaluation and Treatment (AET) – The document that when signed by a parent or guardian, gives the department the authority to assume responsibility for the provision of necessary and appropriate physical and mental health care to a youth in the department’s physical custody.

Comprehensive Physical Assessment (CPA) - A comprehensive physical assessment (exam) performed by a physician (MD), osteopathic physician (DO), physician’s assistant (PA), or advanced registered nurse practitioner (ARNP). The purpose of this assessment is the establishment of a data point, which is used to facilitate the following:

- (a) Identification and treatment of acute, chronic, and functional medical and dental problems;
- (b) Promotion of growth and development;
- (c) Prevention of communicable diseases; and
- (d) Provision of health education.

Electronic Commitment Packet (ECP) - A compilation of legal, medical, mental health, substance abuse, and social history documents stored in the Juvenile Justice Information System (JJIS) and provided to residential and non-residential commitment facilities for each youth admitted to the program.

Electronic Commitment Packet Checklist – A checklist to ensure that all required and relevant documents needed for an admission to a residential and non-residential commitment program is included in the electronic commitment packet.

Health Care Professional - Physicians, Physician Assistants, Advanced Registered Nurse Practitioners, Registered Nurses, and Licensed Practical Nurses.

Health Related History (HRH)- A standardized, comprehensive medical and health-related questionnaire.

Individual Health Care Record (IHCR) – The unified cumulative collection of records, histories, assessments, treatments, diagnostic tests and other documents which relate to a youth’s medical, mental/behavioral, and dental health, and which have been obtained to facilitate care while the youth is in the custody of a detention center or residential commitment program or which document care provided while the youth is in the custody of these facilities.

Juvenile Justice Information System (JJIS) - The department’s electronic information system, which is used to gather and store information on youth having contact with the department.

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Juvenile Probation Officer (JPO) - An employee of the department or a contracted provider who is responsible for the intake of youth upon arrest and the supervision of youth on court ordered supervision in the community. The JPO serves as the primary case manager for the purpose of managing, coordinating, and monitoring the services provided to and sanctions required of each youth.

Juvenile Probation Officer Supervisor (JPOS) - An employee of the department or a contracted provider who provides first line oversight and management of the JPOs in the unit. The JPOS is responsible for overall direction and guidance of the services provided by the JPO including, but not limited to reviewing the progress of cases, documenting compliance with law and court orders, and approving intervention plans and revisions to intervention plans.

PPD (TB Skin Test) - The skin test for screening for exposure to tuberculosis. This test consists of the intradermal injection of 5 International Units (IU) of the International Standard of Purified Protein Derivative Standard (PPD).

II. STANDARDS/PROCEDURES

A. Creating the Electronic Commitment Packet (ECP):

1. The Juvenile Probation Officer (JPO) shall ensure that the ECP includes all required and other relevant documents as listed on the Electronic Commitment Packet Checklist.
2. The ECP shall not be considered complete until the mandatory items are uploaded into JJIS, the JPO has checked off the "Completed" box and the JPO Supervisor (JPOS) or designee has checked the "Approved" box and saved the packet. Both boxes are located at the bottom of the Electronic Commitment Packet Checklist and serve as electronic signatures.
3. The JPO shall make every effort to complete the ECP, with the exception of court orders, by the date of the disposition hearing. Court orders shall be obtained as soon as possible.
 - a. The JPO shall enter the court order(s) into the ECP within one business day of receiving the signed commitment order(s).
 - b. If the disposition takes place at an adjudicatory hearing, or any other type of hearing besides the disposition hearing, the JPO may not be able to meet the one day time requirement. In these situations, the ECP shall be completed as soon as possible, but absolutely no later than twenty-four (24) hours prior to the day of placement, regardless of whether or not a youth is entering a commitment program from secure detention or from home.
4. Detention healthcare staff shall send the entire hardcopy of the Individual Health Care Record (IHCR) with the youth during transport to the program or facility (not just those documents in the ECP).
5. While it is not mandatory for Detention healthcare staff to scan the entire IHCR, they are required to scan and upload the most current copy of the following forms:
 - a. Authority for Evaluation and Treatment (AET),

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- b. Comprehensive Physical Assessment (CPA),
 - c. Purified Protein Derivative Standard (PPD - TB Skin Test) results (PPD results may be documented on the CPA and accepted as a valid PPD form),
 - d. Health Related History, and
 - e. Immunization Record.
 - f. If there are a few medical documents (e.g., EKG reports), these can be scanned into the "Individual Health Care Record" folder within the ECP.
6. The JPO shall review the ECP to ensure that the medical information is up to date and complete. If necessary, the JPO shall communicate with Detention health care staff if additional/current health care information is needed.
 7. In those cases where a youth is not in the physical custody of a detention center, the JPO shall be responsible for uploading the most current version of the following required health-related documents:
 - a. AET (completed by the parent or guardian);
 - b. Health Related History, Comprehensive Physical Assessment, and PPD results (all three documents to be completed by Licensed Health Care Professionals); and
 - c. Immunization record.
 8. Once the ECP is complete and approved by the JPOS, the original documents that were scanned into JJIS in order to create the ECP shall be filed in the appropriate sections of the youth's case file, ensuring that the medical, mental health and substance abuse clinical records are filed in the Individual Health Care Records in order to meet confidentiality requirements.
 9. Staff are not required to maintain a hard copy of the ECP if the health-related documents are available electronically. As such, staff should not print or file another copy of the ECP for the case file.

III. RESPONSIBILITY AND DUTIES

A. JPO:

1. Shall review and ensure that the ECP includes all required and current documents as listed on the Electronic Commitment Packet Checklist.
2. Shall make every effort to complete the ECP with the exception of court orders, by the date of the disposition hearing.
3. Shall enter court order(s) into the ECP within one business day of receiving the signed commitment order(s). Where disposition takes place at a hearing other than the disposition hearing the ECP shall

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be completed as soon as possible, but absolutely no later than twenty-four (24) hours prior to the day of placement.

4. If additional/current health care information is needed, shall contact the appropriate Detention healthcare staff.
5. Where a youth is not in the physical custody of a detention center, shall be responsible for uploading the most current version of the following required documents: AET (completed by the parent or guardian); Health Related History, Comprehensive Physical Assessment, and PPD results (all three documents to be completed by Licensed Health Care Professionals) and Immunization record.
6. Once the ECP is complete, shall take the original documents scanned into JJIS in order to create the ECP and file them into the appropriate sections of the youth's case file, ensuring that the medical, mental health and substance abuse clinical records are filed into the Individual Health Care Records in order to meet confidentiality requirements.

B. JPOS:

1. Shall review and approve the ECP.

C. Detention Healthcare Staff:

1. Shall send the entire hardcopy of the IHCR with the youth during transport to the program or facility (not just those documents in the ECP).
2. While not mandatory to scan the entire IHCR, shall scan and upload the most current AET, CPA, and PPD (TB Skin Test) results (PPD results may be documented on the CPA and accepted as a valid PPD form), Health Related History, and the Immunization Record.
3. If there are a few limited medical documents (e.g., EKG reports), shall scan this information into the "Individual Health Care Record" folder within the ECP.

IV. ATTACHMENTS N/A