

POLICY

SUBJECT: Release from DJS Committed Facilities

NUMBER: RF-745-18

APPLICABLE TO: Residential Facility Staff

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 10/17/18

I. POLICY

The committing court is the releasing authority for youth committed and placed in a Department of Juvenile Services (DJS) operated residential facility. A multidisciplinary treatment team is responsible for establishing expected behaviors and requirements for earning a recommendation of release to the committing court.

II. AUTHORITY

- A. MD Code Ann., Hum. Servs. §§ 9-203, -204, -222(b).
- B. MD Code Ann., Courts and Judicial Proceedings §3-8A-19
- C. American Correctional Association (ACA) Standards, 4-JCF-5I-01 and 4-JCF-5I-02

III. DIRECTIVES/POLICIES RESCINDED

None.

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	October 17, 2018

PROCEDURES

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APPLICABLE TO: Residential Facility Staff

APPROVED: _____ /s/ signature on original

Linda McWilliams, Deputy Secretary

DATE: _____ 10/17/18

I. PURPOSE

To provide guidelines for the establishment of behavioral expectations required for youth to earn a recommendation of release to the committing court.

II. DEFINITIONS

Treatment Service Plan (TSP) means the written document developed jointly with the youth and the youth's parents/guardians/custodians, and, for youth in DJS committed programs, the Treatment Team, which identifies the treatment goals, objectives, services, and service linkages that

- address the needs of the youth and the youth's parent/guardian/custodian;
- address the safety and appropriateness of the youth's placement; and
- are utilized by DJS to make recommendations to the juvenile court for permanency planning (where appropriate), the level of supervision and services required for each youth at disposition and at various stages throughout the youth's involvement with the Department.

Treatment Team means the specialized team of facility staff from multiple disciplines that are responsible for developing an individualized treatment service plan for each youth, monitoring monthly to assess the youth's progress, updating and modifying the plan as required to meet the service needs of youth. Staff from the following disciplines must be represented on the Treatment Team: facility case management specialist, education, security, and behavioral health. Somatic health personnel may participate as appropriate.

III. PROCEDURE

A. Release Authority

1. The committing court is the releasing authority and may set forth specific behavioral expectations for release.
2. The facility Case Management Specialist (CMS) shall work closely with the community CMS to provide requested information to the releasing authority.

B. Release Programming

1. During the admission and orientation process youth shall be given information verbally and in writing that clearly identifies desired behaviors and incentives and unacceptable behaviors and consequences. The behavior management program shall clearly define a system of incentives and progress measures when expected behavioral goals are achieved.
2. In accordance with the *Assessment and Treatment Services Plan Policy and Procedures* an individualized treatment plan shall be developed for each youth.
 - a. The plan shall clearly identify the treatment service needs of youth and the goals to be achieved to earn a recommendation for release.
 - b. Each youth's progress toward achievement of service goals shall be assessed by the treatment team monthly. The youth's progress shall be documented on the treatment service plan which shall be shared with the youth, the youth's parent/guardian/custodian and the community case management specialist.
 - c. This information is readily available to the community case management specialist via a shared electronic record.
 - d. The community CMS shall provide this information to the releasing authority as requested.
3. Release programming shall be in accordance with the youth's individualized treatment service plan (TSP) which shall include a component for transitioning to the community. In accordance with the TSP, youth shall receive individual and family counseling as appropriate.
4. As approved by the release authority youth may be granted home passes. The facility treatment team shall help prepare youth for home passes and shall assess the youth's compliance with expectations during the home pass.
5. At least 30 days prior to release, the facility CMS shall schedule a Treatment Team meeting to complete a Re-entry/Transition Plan for each youth. The plan shall be completed by the treatment team, the community CMS, and the youth's parent/guardian/custodian. The Re-entry/Transition Plan shall include a well-defined and coordinated plan for housing, education, employment, counseling and medical services as appropriate.

6. A youth's recommendation for release shall be approved by the Treatment Team, and be reviewed and approved by the Facility Review Committee and the Superintendent.
7. The facility CMS shall complete and provide a discharge summary which summarizes the youth's accomplishments in placement, and the youth's continuing service needs. The discharge summary shall be forwarded to the community CMS and shall be shared with the releasing authority.

IV. RESPONSIBILITY

The Superintendents are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VII. LOCAL OPERATING PROCEDURES REQUIRED

No

VIII. DIRECTIVES/POLICIES REFERENCED

None

IX. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Release from DJS Committed Facilities
NUMBER: RF-745-18
APPLICABLE TO: Residential Services Employees

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.