

**Wayne County**



**Robert A. Ficano**  
County Executive

**Department Of Children and Family Services  
Juvenile Services Division  
JUVENILE JUSTICE SERVICES HANDBOOK**

**BULLETIN**

**POLICY RELEASE**

**Issued:**

November 3, 2014

**Effective:**

November 7, 2014

**Subject:**

700.14 Standards of Promptness

**Purpose:**

The purpose of this Bulletin is to release a revised summary of policy standards for meeting time requirements defined in the JJSH.

**Implementation:**

Update policy is effective 11-7-14.

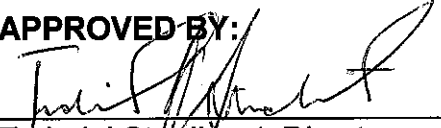
**ISSUED BY:**

  
Sallie Smith-Brown, Assistant Director  
Juvenile Services Division

11-3-14  
Date

**Distribution: Juvenile Justice Services Handbook Holders**

**APPROVED BY:**

  
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Tadarial Sturdivant, Director  
Children and Family Services  
Wayne County

11-3-2014

Date



Robert A. Ficano  
County Executive



**Juvenile Services Division**

## JUVENILE JUSTICE SERVICES HANDBOOK

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### I. Policy

Standards of Promptness define specific timeframes, deadlines and targets for the completion/implementation of policies and procedures. The CMOs, JAC, and Lincoln Center are expected to develop methods and quality assurance processes to facilitate ongoing adherence to the standards in this policy.

### II. Definitions

None

### III. Procedure

#### A. JAC Court Intake Specialist

TASK	SCHEDULED COMPLETION
Referral Received from Court Room via Phone	Immediately go to Court Room
Parent/Caretaker Picked up from Court Room	Parents Met at Court Room within 10 minutes of call
Request Parent/Caretaker to sign Releases if Present	Same Day as Referral if Parent Present in Court Room
Title IVE forms initiated with Caretaker at Interview	Same Day as Referral if Parent Present in Court Room
Register Case on JAIS	Within 24 Hours of Receipt of Court Order or Jurist Referral Form
Forward Medicaid Clearances to designated DHS Contact to facilitate Medicaid eligibility	Within 48 Hours of Referral
Upon Receipt of the Referral Schedule Psychological Services, Psychological/Educational Assessments	Within 24 Hours of Referral
Copies of New Referral Transported to Community JAC for Assessment Specialist and Psychological Services	Within 24 Hours of Referral
Contact Care Management Organization of New Referral with JAIS documents Via	Within 24 Hours of Referral

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Fax	
Schedule AOD testing with SA Services As Needed	Within 24 hours of referral
Assign Detention Security Level	Within 1 Calendar Day

**B. JAC Assessment Specialist**

<b>TASK</b>	<b>SCHEDULED COMPLETION</b>
Interview Detained Youth	Within 3 days of Referral Receipt
Clothing Checklist	Within 10 Business Days
Schedule Home Visit	Within 4 business days of Referral
Complete Home Visit	Within 8 Calendar Days of Referral
Confirm Releases and Documentation with Parent/Caregiver	Within 6 Calendar Days of Referral
Request EPSDT Medical Evaluations from JDF as appropriate for detained youth	Within 7 days of Release of information Signed by Parent/Caretaker
Completes Initial SDM Report (JCAR, Probation Risk)	Within 10 Calendar Days of Referral
Complete Social History	Within 13 Calendar Days of Referral
Obtain Copies of Psychological/Education Assessments	Within 12 Calendar Days of Referral
Complete Assessment Packet	Within 14 Calendar Days of Referral
Transfer Assessment Packet to Care Management Organization via Courier	Within 15 Calendar Days of Referral

**C. Care Management Organizations**

<b>TASK</b>	<b>LEGAL STATUS</b>	<b>SCHEDULED COMPLETION</b>
Remove Youth from WCJDF	Probation Level 2 Commitment	21 days from disposition date
Remove Youth from WCJDF	Probation Level 1	Same date as disposition
Submit Detention LOS Extension to WC-CFS	Commitment, Probation Level 2	Complete on JAIS before Day 21, Day 35 for CFS approval
Submit copy of EPSDT Screens to JAC	Probation Level 1 & 2, Commitment	30 calendar days from disposition
Initial Face to Face Contact with Juvenile in Detention	Probation Level 2, Commitment	Within 3 calendar days of CMO Assignment, Weekly contact until release
Initial Telephone Contact	Probation Levels 1 & 2	1 business day of case

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with Family / Home Visit	Commitment	assignment
Initial In-person Contact with Family / Home Visit	Probation Levels 1 & 2 Commitment	7 business days of receiving the case
Terms and Conditions of Probation Levels 1 & 2	Probation Levels 1 & 2 Commitment	Complete on JAIS, review and obtain signatures at the 1 <sup>st</sup> Home Visit
JAC Clinical Assessment	Probation Levels 1 & 2 Commitment	Keep scheduled appointment
Implement Residential Placement	Probation Level 2 Commitment	21 days from disposition date (or case acceptance, if later)
Initial Probation Supervision and Services Plan (IPSSP)	Probation Levels 1 & 2, Commitment	21 days from disposition date (or case acceptance, if later)
Youth's Drug Screens	Probation Levels 1 & 2 & Commitment	Per JAC schedule
Contact with Parent/Guardian/Family/DHS Worker	Probation Levels 1 & 2, Commitment MCI Ward/Dual Ward	At least once per month
Contact with Youth - Out of Home Care	Probation Level 2, Commitment	One face to face contact per month
Contact with Out of Home Provider	Probation Levels 1 & 2, Commitment	At least once per month
Contact with Youth - In Home Care	Probation Level 1, Commitment	One face to face contact per week by CMO or Ancillary Provider
Contact with In-Home Service Provider	Probation Levels 1 & 2 & Commitment	At least once per month
Updated Probation Supervision and Services Plan (UPSSP)	Probation Levels 1 & 2 Commitment	90 calendar Days from Completion of IPSSP, and Every 90 Calendar Days thereafter until Disenrollment
SDM: Strengths & Needs Assessments and Updates	Probation Levels 1 & 2 Commitment	Initial – within 21 calendar days of disposition in conjunction with IPSSP; Updated - Every 90 days in conjunction with the UPSSP
CAFAS	Commitment, Probation Levels 1 & 2	90 calendar days from completion of Initial CAFAS, and every 90 Calendar Days thereafter; Exit CAFAS
Court Report - Probation	Probation Levels 1 & 2	Report must be prepared for any scheduled hearing <ul style="list-style-type: none"> <li>● Complete on JAIS w/in 2 business days of due date</li> </ul>

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		<ul style="list-style-type: none"> <li>• Discuss, signed by all parties prior to hearing</li> <li>• Submit to Jurist 5 calendar days before hearing</li> </ul>
Petitions	Commitment, Probation Levels 1 & 2	Must be filed 7 calendar days prior to scheduled hearing
Notice of Escape & Writ Petition	Probation Levels 1 & 2 & Commitment	Within 24 hours of notification of juvenile's escape status
AWOL Youth – Contacts	Probation Levels 1 & 2 & Commitment	Monthly attempts to locate Youth and contact Family (letter/phone call)
Jail Youth – Contact	Probation Levels 1 & 2 & Commitment	Once per month, if access is approved
Prison Youth - Contact	Probation Levels 1 & 2 & Commitment	Quarterly telephone calls (if access is approved); One face to face within one month of release
Preliminary Reports	Probation Levels 1 & 2 Commitment Non-Ward	Enter report in JAIS within 2 business days of notification of a reportable event
Case Narrative Entries and Contact in JAIS	Probation Levels 1 & 2, Commitment Non Ward	Within 5 business days
Care Path Summary Report	Probation Levels 1 & 2 Commitment	5 business days after court termination; place in case record
Disenrollment Form	Probation Levels 1 & 2 Commitment	Complete in JAIS 5 business days after court termination

## D. Lincoln Center

Task	Legal Status	Scheduled Completion
Initial Residential Treatment Plan (IRTP)	Probation Level 2 Commitment	Complete on JAIS within 30 calendar days of admission
30-day Planning Conference	Commitment, Probation Level 2	Must occur prior to IRTP completion and be documented in Case Notes and in IRTP
Updated Residential Treatment Plan (URTP)	Probation Level 2 Commitment	Complete on JAIS within 90 calendar days of IRTP completion date, and every 90 days thereafter
Residential Release Plan	Probation Level 2 Commitment	Complete on JAIS within 5 calendar days of program release

## E. Electronic Monitoring (EM/Tether)

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<b>Task</b>	<b>Legal Status</b>	<b>Scheduled Completion</b>
CMO Monitoring of Each Youth in EM Program	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Daily
Adverse Alert Notifications - Documentation of CMO Phone Contact to Youth/Parent	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Within one business day of System Notification
Adverse Alert Notifications - CMO Face to Face Contact with Youth/Parent	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Within two (2) business days of System Notification
Deactivation of Device, Database Disenrollment	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Within 24 hours (1 calendar day) of Decision to Remove Device
EM Termination Form to DAU	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Within 72 hours of Deactivation
Equipment Return Form to DAU	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Within 72 hours of Deactivation
Deliver Equipment to WEB	Probation Level 1 Probation Level 2 Commitment Pre-Disposition	Within 72 hours of Deactivation

**IV.    Exhibits**

None

**V.     References**

None