

RE-ENTRY AND INTERVENTION MANUAL FOR COMMITTED AND PAROLED JUVENILES

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INTRODUCTION

RE-ENTRY INTERVENTION PHASES

1. COMMITMENT
2. INTAKE AND ORIENTATION
3. ASSESSMENT AND PLANNING
4. RESIDENTIAL INTERVENTION
5. TRANSITION
6. COMMUNITY RE-ENTRY

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COMMITMENT PHASE

Purpose: Provides the youth and family with an explanation of the court order for commitment and an overview of the commitment process.

Responsible Staff:

- ✓ Probation and Parole Officer
- ✓ CAP staff
- ✓ Juvenile and Family



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COMMITMENT PHASE

Enhanced Activities:

1. **Facilitate Initial Family Meeting**
2. Develop YASI Family Domain Goals of the Comprehensive Re-entry Case Plan (CRCP)
3. **Conduct case transfer staffing, if reassigned to a Parole Officer**
4. Family Meeting Checklist (Included in manual)



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COMMITMENT PHASE

INITIAL FAMILY MEETING

Family Visitation Plan

- ✓ Parent and juvenile identify family members for visitation
- ✓ Parent and juvenile identify natural supports for visitation (i.e. faith leaders, mentors)
- ✓ Update Family information in the Caseload Alert Information Screen Family Tab.

Documentation Requirements

- ✓ Document detailed narrative of all components of the meeting to include potential family and natural supports for visitation in Badge Caseload Contact section.
- ✓ Insert completed Family Meeting Checklist document in juvenile's case file.



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INTAKE AND ORIENTATION PHASE

Purpose: To assign and transport juvenile to an initial intake facility and orient the juvenile and family to the placement and processes.

Responsible Staff:

- ✓ CAP staff
- ✓ Juvenile and Family
- ✓ PO



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INTAKE AND ORIENTATION PHASE

Visitation Responsibilities:

1. The Counselor shall obtain a list of the juvenile's immediate family members from the Caseload Alert Information Screen-Family Tab Section.
2. The Counselor shall obtain natural support information from the running record in the BADGE Caseload contact section as gathered by the probation officer from the parent/guardian and juvenile.
3. Visitors shall be approved using the following steps:
 - ✓ Consultation with the CSU
 - ✓ A visitor assessment from the PO, when applicable
 - ✓ Written documentation verifying the relationship to the juvenile, when applicable
 - ✓ Prior notification and approval of the facility administrator or designee
 - ✓ **Facility administrator or designee shall render a decision within five business days**

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ASSESSMENT AND PLANNING PHASE

Purpose: To complete all assessments and finalize the individualized CRCP

Responsible Staff:

- ✓ CAP Counselor
- ✓ JCC Counselor
- ✓ PO
- ✓ BSU
- ✓ Guidance Counselor
- ✓ Juvenile and Family
- ✓ Re-entry Advocates for residents with an LOS of 2-4 months or 3-6 months



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ASSESSMENT AND PLANNING PHASE

Primary Activities :

1. Determine method of family attendance in case staffing (In person, telephone, or via video conferencing)
2. Review and explain the most recent YASI results, to include the evaluation summary, behavior analysis, and high risk domain
3. Participate and present and complete the Family Domain and Cover Sheet of CRCP
4. Review and update Family Visitation Plan



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RESIDENTIAL INTERVENTION PHASE

Purpose: To provide the juvenile with the planned treatment interventions and begin preparation for release.

Responsible Person(s): JCC counselor, PO, BSU, DOE, juvenile, and family



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RESIDENTIAL INTERVENTION PHASE

Initial Re-Entry Meeting

Primary Activities:

1. JCC Counselor shall convene the meeting within 30 days of formal placement into the assigned facility beyond intake.
2. Generally, this meeting shall occur during the first treatment team meeting to review the CRCP.
3. PO shall attend meeting **in person or via video conferencing**.
4. JCC Counselor and PO shall coordinate family participation.

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RESIDENTIAL INTERVENTION PHASE

Initial Re-Entry Meeting

Meeting Components: Guided by Treatment Team Form

✓ JCC adjustment:

1. CRCP goals and progress
2. Educational goals and placement
3. Behavior and adjustment



✓ Re-entry planning:

1. Parole placement and service needs (e.g., benefits)
2. Family planning
3. Review and update family visitation plan
4. **Establish a regular schedule for counselor, PO, and resident monthly contact dates**

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RESIDENTIAL INTERVENTION PHASE

Family Contacts

PO shall have in person contact with the parent/guardian monthly to:

- ✓ Share juvenile's progress
- ✓ Prepare for re-entry, such as identifying housing options and other supports
- ✓ Coordinate intervention and services
- ✓ Review and update family visitation plan
- ✓ Provide community resource linkages

Contact shall be coded as Family Progress Report in BADGE to comply with regulations. Family Progress Report/Letter is no longer required.

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RESIDENTIAL INTERVENTION PHASE

Collaborative Contact Responsibilities JCC Counselor/PO/Juvenile

1. The counselor and PO **shall** have monthly contacts, either in-person, by phone, or by video conference, to discuss progress, behavioral issues, and family updates.
2. The PO shall have monthly contact with the juvenile.
3. The PO shall conduct in-person visits at least every ninety (90) days. When the assigned PO is unable to visit 90 days, a representative of the CSU shall make the contact.

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TRANSITION PHASE

Purpose: To complete plans for the juvenile's release and reintegration with family and community release.

Responsible Staff:

- ✓ Juvenile and Family
- ✓ JCC Counselor
- ✓ PO
- ✓ BSU
- ✓ DOE
- ✓ Re-entry Advocate



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TRANSITION PHASE

RE-ENTRY MEETING

Meeting Components: Guided by Treatment Team Form

90 days prior to the release date (generally during scheduled treatment team). PO shall attend in person.

The meeting shall include:

- ✓ *Required MHSTP meeting, if applicable*
- ✓ Review CRCP goals, action steps, and progress
- ✓ Review educational goals and status of school reenrollment process
- ✓ Discussion of juvenile's Personal Action Plan
- ✓ Discussion of behavior and adjustment
- ✓ Discussion of family support and visitation
- ✓ Determine family goals and supports upon release
- ✓ Determine housing placement upon release
- ✓ Determine community treatment and service needs (e.g., benefits)
- ✓ Discussion of re-entry barriers and service needs
- ✓ Discussion of juvenile's proposed facility discharge date

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TRANSITION PHASE

Education Re-enrollment

All staff shall follow the DJJ DOE procedure to ensure successful reentry.

PO shall follow up with the local school division to ensure receipt of transcripts, obtain community reenrollment date and assist family, as needed.



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COMMUNITY RE-ENTRY PHASE

Purpose: To assist the juvenile and family with the juvenile's successful re-entry into the community.

Responsible Staff:

- ✓ Juvenile
- ✓ Family
- ✓ Parole Officer
- ✓ PO Supervisor
- ✓ Service Provider
- ✓ Re-entry Advocate



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COMMUNITY RE-ENTRY PHASE

Primary Activities

1. PO shall review and determine ways to support juvenile's personal action plan.
2. PO shall convene a meeting with the juvenile, family and service providers within 30 days of release.



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COMMUNITY RE-ENTRY PHASE

PO Responsibilities

1. The PO shall monitor and document school attendance, behavior, academic progress, employment, vocational, and/or post-secondary enrollment, as applicable.
2. The Re-entry advocate shall provide employment skills development and employment linkage.

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COMMUNITY RE-ENTRY PHASE

Community Linkage

1. The PO shall conduct a family meeting at least ninety (90) days prior to a juvenile's release from parole supervision.
2. The PO shall invite family and natural community supports.
3. The PO shall discuss and determine the need for the following post-release community linkages:
 - ✓ Treatment and/or services
 - ✓ Housing arrangement plan
 - ✓ Employment and long-term career plan
 - ✓ Continuing education plan
 - ✓ A plan to sustain law-abiding behavior.
4. The Re-entry Advocate shall provide post-release employment and rehabilitative services for the juvenile.



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