



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

**Administrative Directive #7 FY 2017**

To: Orientation and Assessment Unit Staff  
Infirmery Staff

From: David Reilly, Executive Director

Subject: Use of Certified Mail

Date: May 10, 2017

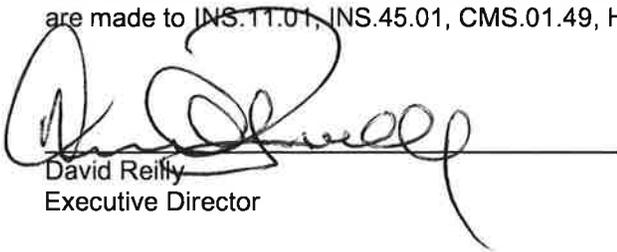
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In order to reduce postage costs, I am directing staff at the Orientation and Assessment (O&A) Unit to immediately discontinue the use of certified mail when sending any of the items in the parent orientation packet. All items that make up the parent orientation packet (including the Notice of Provision of Medical Care, HLS-860) are to be sent by regular mail. See INS.11.01 for a list of these items.

Additionally, O&A staff must provide the infirmery with a copy of each completed HLS-860 so it can be scanned into the youth's electronic health record in lieu of the certified mail receipt. The HLS-860 has been revised to include the youth's name and TJJD number and additional contact information for the parent/guardian. Please be sure to use the updated form.

TJJD procedures currently contain conflicting time frames regarding when the HLS-860 must be sent. Please note that the correct time frame is no later than *one workday after the youth's arrival* at the O&A Unit. This is the same time frame as the rest of the parent orientation packet.

This directive will remain in effect until it is rescinded or superseded or until corresponding revisions are made to INS.11.01, INS.45.01, CMS.01.49, HSP.11.01, and HHS.70.05.

  
David Reilly  
Executive Director