



TEXAS
JUVENILE  JUSTICE
DEPARTMENT



Intake,
Orientation
and
Assessment

THE TEXAS MODEL TRAUMA-INFORMED CORRECTIONS



FOUNDATION

Safety
Empowering



INTERACTION

Connecting
Correcting



GOALS

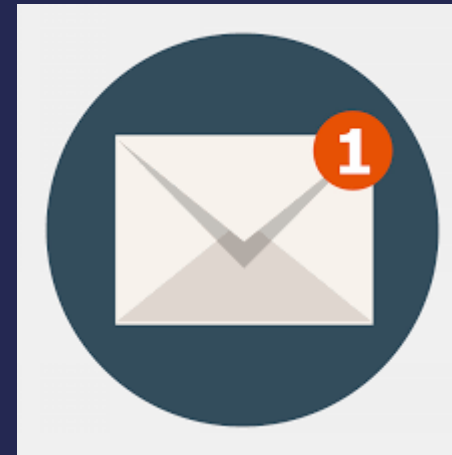
More Emotional Control
Better Decisions



STEP 1 – A JUVENILE IS DISPOSED TO TJJD

Notify your Regional County Program Administrator *via email* with the below information:

- Youth Name
- County
- Disp. Date
- Full PID Number
- DOB (Age & month)
- Sex
- Ind./Det.
- Committing Offense
- Detention Date
- Detention Location
- Has the youth tested positive for COVID (if YES include date)
- If YES, has the youth had a subsequent Negative test (include date)



CONTACT INFORMATION

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STEP 2 – EMAIL PRE APPROVAL DOCUMENTS

RJ-Intake@tjjd.texas.gov

Documents Required for Pre-Approval

These items are to be sent to TJJJ Intake via mail or email before the youth will be scheduled for admission.

1. Copy of a Certified Copy of Order of Commitment.
2. Immunization Record with Dates (DPT, POLIO, MMR).
3. Complete Interagency Application for Placement, with complete referral page.
4. Copy of all prior Petitions, Modifications, Adjudications, and Dispositions. Make every effort to obtain court documents on every referral found in DPS/CCH System.
5. Conditions of Probation on youth committed for a violation of probation.
6. Copy of Birth Certificate, when available.
7. Copy of Social Security Card, when available.
8. Scanned copy of most recent Risk and Needs Assessment

STEP 3 – YOU’VE RECEIVED PRE-APPROVAL STATUS

Required After Pre-Approval Granted

These items are to be sent to TJJID Intake via mail or email after receiving notification of pre-approval.

1. A certified copy of the commitment order, sent via mail.
2. Social History (computerized referral & case history). JCMS departments should include referral history from other JCMS departments, if applicable.
3. Psychological and Psychiatric Reports/MAYSI(s), if available.
4. Contact information sheet for the youth’s parents or guardian. NOTE: If in CPS custody, CPS Case Manager Contact Information.
5. Sex Offender Registration information concerning the youth, if applicable.
6. Education Records, if available.
7. Detention order(s) for offenses for which youth committed to TJJID, if applicable.
8. Days in detention for youth with a determinate sentence (***Per §54.052, Family Code***), if applicable.
9. Name, address, and telephone number of the court administrator in the committing county.
10. DPS Juvenile Reporting form CR-43J (TRN number).
11. Victim Impact Statement/Information Form, if there is one.
12. Law Enforcement Incident Reports/Police Records for offense(s) for which the youth is committed, if available.
13. Title IV-E eligibility screening information, if available.
14. Address in the committing county for forwarding funds collected to which the community is entitled, if applicable.
15. For youth not born in the United States, information on if they are a US resident and their country of citizenship, if applicable.

STEP 4 – YOUR ADMISSION DATE IS HERE

Additional Requirements for Admission

1. A COVID-19 screening form completed no earlier than 12 hours before admission time must accompany the youth.
2. A Health Information for Juveniles Committed to TJJJ form (GEN-401), any of the youth's pertinent medical and dental records, and ALL current medications must accompany the youth.
3. Noble/PACT users must electronically submit the most recent assessment by selecting tx-tjjj from the transfer screen in the Noble platform. The profile should not be transferred until the youth is scheduled for admission.

COVID-19 HEALTH SCREENING FORM

COVID-19 Health Screening Form

A county responsible for transporting a child to the Texas Juvenile Justice Department's Ron Jackson Orientation & Assessment Unit must conduct a screening of the child no earlier than 12 hours prior to transporting the child. This form must be completed to document that screening.

Note: The child will also be screened by TJJD upon arrival at the unit. If that screening indicates the child is need of medical care, the child will not be admitted and the transporter will be required to take the child for medical care.

Clearly **PRINT** information below:

Name: _____ Birthdate (mm / dd): _____

Date & Time of Screening

Has the individual:

		Date Range
Traveled internationally within the last 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when did they return to the USA?
*Within the last 14 days, had contact with anyone who tested positive for COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes when?

Complete the following

		Comments
Temperature at Screening?		
Cough?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Shortness of breath?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

HEALTH INFORMATION FOR JUVENILE COMMITTED TO TJJD (GEN 401)



Health Information for Juveniles Committed to TJJD

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Provide this form for all juveniles transported to a Texas Juvenile Justice Department state-operated facility on commitment. This form should be completed no earlier than five business days before admission date and must be provided electronically prior to transport or must accompany the juvenile.

A. DEMOGRAPHICS

Name (Last, First): _____ County/Facility: _____
DOB: _____ Age: _____ Race: _____ Sex: M F Wt: _____ Ht: _____

B. ALLERGIES

No known drug allergies or other allergies. Allergies (drug, food, insect bites, etc.): _____ Specify: _____

C. CURRENT / CHRONIC HEALTH PROBLEM(S) (Please review instructions on page 2.)

Health Problems

- | | | |
|---|--|---|
| <input type="checkbox"/> 1. None | <input type="checkbox"/> 7. Seizures | <input type="checkbox"/> 13. Intellectual Developmental Disorder |
| <input type="checkbox"/> 2. Asthma | <input type="checkbox"/> 8. Thyroid Problem | <input type="checkbox"/> 14. Mental Illness |
| <input type="checkbox"/> 3. Pregnancy | <input type="checkbox"/> 9. High Blood Pressure | <input type="checkbox"/> 15. Cutting / Other Self-Harm |
| <input type="checkbox"/> 4. Dental Problems | <input type="checkbox"/> 10. Orthopedic Problem / Injury | <input type="checkbox"/> 16. Suicidal |
| <input type="checkbox"/> 5. Diabetes | <input type="checkbox"/> 11. Alcohol / Drug Abuse | <input type="checkbox"/> 17. History of Positive COVID-19 Test (include date and location of test in the space given below and attach a copy of the positive lab result if available) |
| <input type="checkbox"/> 6. Heart Trouble | <input type="checkbox"/> 12. Recent Surgery | |

If any of above checked, please explain: _____

If "Suicidal" checked above, was juvenile placed on suicide precaution/watch prior to TJJD admission? Yes No

If yes, was the juvenile cleared prior to admission? Yes No If yes, date cleared: _____

Pending Specialty Clinic Appointment

None Yes – Type of Appointment: _____

Date/Time: _____

Location: _____

ADDITIONAL CONSIDERATIONS

- UNDER NO CIRCUMSTANCES WILL A YOUTH BE ADMITTED TO TJJD WITHOUT AN IMMUNIZATION RECORD (UNLESS AN UNDOCUMENTED RESIDENT) AND A CERTIFIED COPY OF THE ORDER OF COMMITMENT.
- IF THE COVID SCREENING IS NOT FILLED OUT WITHIN THE TIME FRAME AND DOES NOT ACCOMPANY THE YOUTH, YOU MAY BE TURNED AWAY AT THE GATEHOUSE



INTAKE PROCESS

REVIEW OF ALL INFORMATION PROVIDED FROM COUNTIES, ENTERING INTO OUR DATABASE AND INCORPORATING IT WITH TJJD ASSESSMENTS AND EVALUATIONS

- PREA
- Zero Tolerance – Youth & Staff Assaults
- Safe Housing Assessment
- Medical Exam
- Dental Exam
- Parent Contact
- Fingerprints
- Administer the MAYSI-2
- Suicide Risk Assessment
- Review Youth Handbook
- Review Youth Rights
- Issue property, hygiene

ORIENTATION & ASSESSMENT

approximately 21 days

- Psychological Assessment
- ACE Assessment & Score
- Determine Specialized Treatment Needs
- Determine Length of Stay
- Facility Placement Assignment
- RPACT Assessment
- Youth Service Team Meeting
- Screenings & Assessments
- Parent Packet
- Victim Impact & Commitment Order sent to Victim Services

NEW PROCESS MOVING FROM O&A

When a youth is nearing the completion of the Orientation and Assessment process, the team will send an email to the Regional County Program Administrator of the youths committing county which will provide feedback regarding the youths assessed needs and their associated plan.

We will be sharing the following information specific to their youth:

- Name & TJJD#
- Committing Offense
- Severity Rating
- RPACT Results
 - Risk to reoffend
 - Identified Criminogenic Needs to be targeted
- Identified Specialized Treatment Needs
- Anticipated date that the youth will be transferred to their long term placement

YOUTH SERVICE TEAM MEETINGS & STAGE PROGRESSION

- Youth Service Team Members:
 - Case manager
 - Mental Health Professional
 - Dorm Staff
 - Educational Staff
 - Parent/Guardian
- General Population YST's meet every 30 days. Violence Continuum & Specialty Programs meet weekly
- Assess progress, barriers to success, stage criteria, and transitional readiness

YOUTH WHO ENGAGE IN ASSAULTIVE BEHAVIOR

- Behavior is documented on a Incident Report and entered in CCS system
- Youth receives a Major Rule Violation
- Youth will be referred and admitted to the Regulation Safety Unit (RSU)
- Youth will receive a Level 2 Due Process hearing
- Youth may be placed in the Violence Continuum

Youth engaging in assault of staff will also have the following agency action taken:

- OIG Investigation (with possible arrest and additional charges)
- Staffing with Special Prosecution Unit representative for possible DSO recommitment
- Charged as a Adult (Dependent on age and circumstances)

NEW PROCESS COMING SOON

TRANSITIONAL PLANNING COMMUNICATION

When a youth reaches 120 days to their MLOS a Case Management representative will send youth summary to the TJJD Regional County Program Administrator which will then be shared with Probation staff.

- Current Case Plan
- Current Stage
- Current Specialized Treatment Progress
 - What they have completed, What they still need prior to meeting qualifications for transition
- Any critical medical or medication needs
- Specific supports we anticipate the youth will need when they return to the community
- Anticipated timeline and next steps



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