



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

# TJJD Admissions Process and Indeterminate MLOS Time Credit



# Introduction

During this presentation we will address the following:

- Documentation needed to get a youth admitted to TJJD;
- What you can expect during this process
- Scheduling an admission appointment; and
- What to expect when a Juvenile Probation Department and Juvenile arrive at Ron Jackson (boys) and Mart (girls).



# Introduction cont.

- Administrative Directives effective 9/1/2022
  - Directs all indeterminate youth pending admission receive time credit
- Two Admission Case Managers Introduction
- Further collaboration with Juvenile Probation Departments

# Admission Case Manager

**Ashton Cabler – [Ashton.Cabler@tjtd.Texas.gov](mailto:Ashton.Cabler@tjtd.Texas.gov)  
(325) 203-3802**

Ashton started a career in criminal justice working for the Justice of the Peace, Pct. 1 in Fannin County while she attended Grayson County College to complete an associates in criminal justice. She went on to graduate from Tarleton State University in 2014 with a BS in Criminal Justice. After graduation from Tarleton, Ashton began working at Ron Jackson SJCC, serving as a case manager on the orientation and assessment dorms for three years before becoming the facility's Institutional Placement Coordinator in 2018. While working as the IPC, Ashton held the interim positions of Program Supervisor for the Intake Department in 2020, and then Case Manager Supervisor briefly in 2022. Ashton took a hiatus from TJJD, and became a Program Specialist with TDCJ in June of 2022, where she oversaw Region VI CRISP Coordination, i.e. crisis response. During the hiatus, Ashton discovered that juvenile justice is where she needed (and wanted) to be.

## Assigned Detention Center

Bexar  
Cameron County  
Collin County  
Ector County  
El Paso County  
Fort Bend County  
Garza County  
Guadalupe County  
Hardin County  
Hidalgo County  
ROP - Hood County  
Lubbock County  
Midland County  
Nueces County  
Randall County  
San Patricio  
Starr County  
Tarrant County  
Taylor County  
Tom Green County  
Valverde County  
Victoria County  
Webb County

# Admission Case Manager

**Stefan Richards** – [Stefan.Richards@tjjd.Texas.gov](mailto:Stefan.Richards@tjjd.Texas.gov)

**(512) 413-9868**

Stefan graduated from University of Mary Hardin Baylor with a BS in Sociology and Behavioral Science with an emphasis in Criminal Justice and has a degree in legal studies (Paralegal). He began his career as a Certified Detention officer / Probation officer in December (1992-1998) and began working for the Texas Juvenile Justice Department in May 2000 at the McLennan County State Juvenile Correctional Facility as a Case Worker. Mr. Richards served in various other roles in TJJD as a program administrator (supervising general programs as well as the intake and assessment unit) (2002 – 2015), Manager I of Facility Programs and Services (2015 – 2019), and as the TDCJ/Court Liaison for the Department of Sentenced Offender until he retired in August 2021.

## Assigned Detention Centers

Angelina County  
Atascosa County  
Bell County  
Brazoria County  
Brazos County  
Dallas County  
Denton County  
Galveston County  
Grayson County  
Gregg County  
Harris County  
Harrison County  
Hays County  
Jefferson County  
McLennan County  
Montgomery County  
Milam - Rockdale  
Smith County  
Travis County  
Van Zandt County  
Wichita County  
Williamson County

# MLOS Time Credit

- Adjustment to MLOS at time of admission
- Credit given from date of disposition to date of admission
- Stage 1 – Safety and Regulation
- Assessing for Specialized Treatment
- “Programming”
- CCF\_511 – Progress Report
- FAQ
- Parent and Student Handbook
- Transition Chronological

# Step 1 – A Juvenile is Disposed to TJJD

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

- Youths name:
- Age (year and months:)
- DOB:
- Sex:
- Race:
- County:
- Full PID:
- Committing offense:
- Indeterminate / Determinate Commitment?
- Commitment date:
- Detention Location:
- Original date they were detained:
- Was commitment to TJJD the departmental recommendation?
- Youth parental contact number and/or email address:
- Prior secure adjudication placement? (yes or no)
- Prior RDA placement? (yes or no)



# Pre-Approval Packets

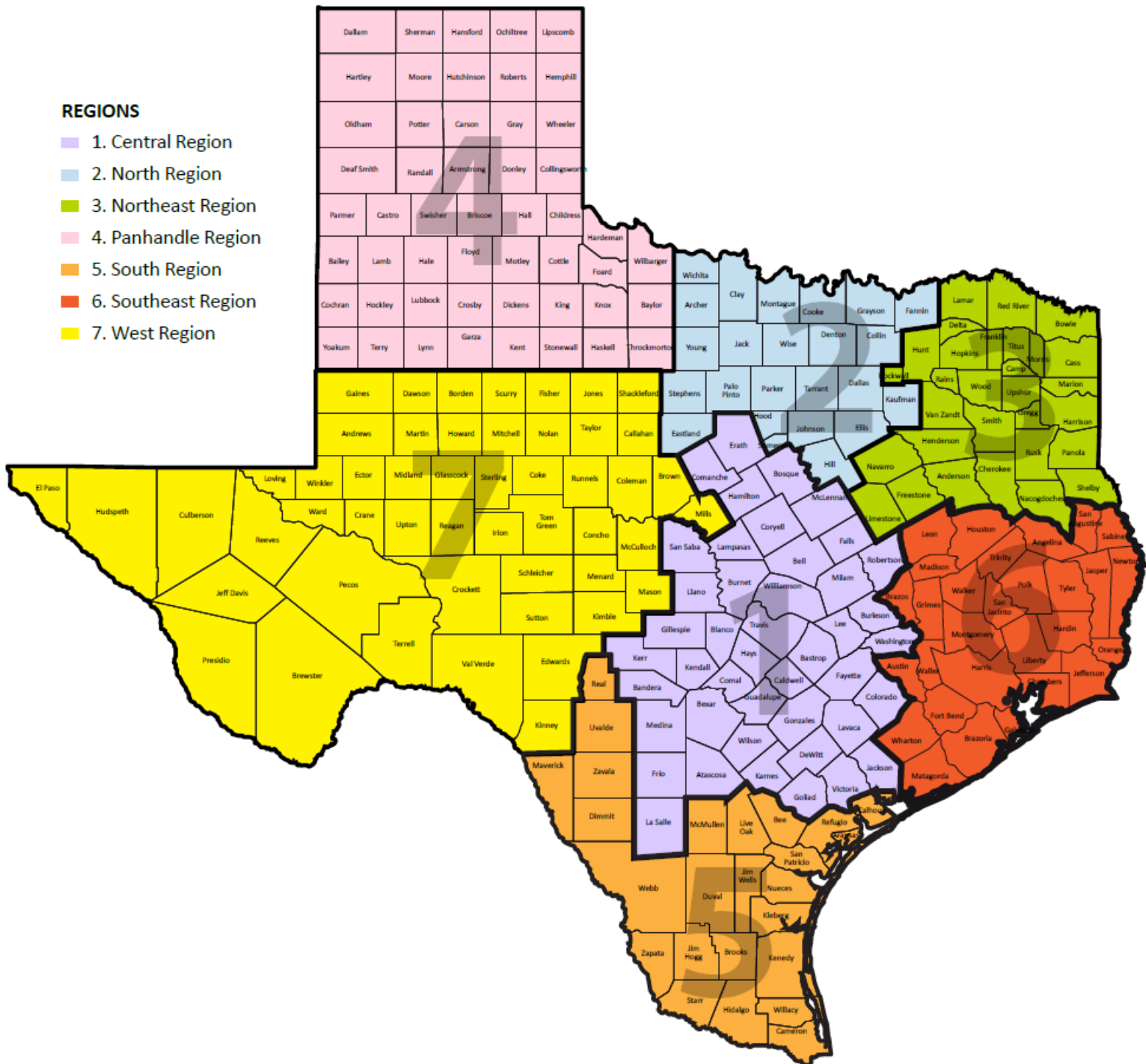


- Please, do not send a pre-approval packet to Intake prior to the youths commitment to TJJD.
- After court, please send the notification to your Regional County Manager so that they can ensure that the youth is on the waitlist.
- Once you've notified your Regional County Manager, then please send documents on the checklist for pre-approval.



### REGIONS

- 1. Central Region
- 2. North Region
- 3. Northeast Region
- 4. Panhandle Region
- 5. South Region
- 6. Southeast Region
- 7. West Region



# Contact Information

<p><b><i>Deborah Harris-Wiggins</i></b> <i>Manager of Regionalization and County Grants</i> 254-722-2450 <i>Deborah.Harris-Wiggins@tjjd.texas.gov</i></p>	<p><b>Jim Wilson (Central – Region 1)</b> Regional County Program Administrator 512-490-7988 James.Wilson@tjjd.texas.gov</p>
<p><b>Marcus Boyd (North – Region 2)</b> Regional County Program Administrator 512-460-0946 Marcus.Boyd@tjjd.texas.gov</p>	<p><b>La'Toyia Barren (Northeast – Region 3)</b> Regional County Program Administrator 254-292-3001 Latoyia.Barren@tjjd.texas.gov</p>
<p><b>Neil Eddins (Panhandle – Region 4)</b> Regional County Program Administrator 806-316-6189 Neil.Eddins.Jr@tjjd.texas.gov</p>	<p><b>Javier Aguilar (South – Region 5)</b> Regional County Program Administrator 959-245-7406 Javier.Aguilar@tjjd.texas.gov</p>
<p><b>David Ellis (Southeast – Region 6)</b> Regional County Program Administrator 512-720-0651 David.Ellis@tjjd.texas.gov</p>	<p><b>Mark Williams (West – Region 7)</b> Regional County Program Administrator 512-460-0849 Mark.Williams@tjjd.texas.gov</p>

# Step 2 – Email Pre Approval Documents

**Ron Jackson Intake Juvenile Correctional Facility**, 611 FM 3254, PO Box 1267 Brownwood, TX 76801

(325) 641-4200 Main Line; [RJ-Intake@tjjd.texas.gov](mailto:RJ-Intake@tjjd.texas.gov)

**Intake Supervisor John Williams (325) 641-4200 ext. 6484**

## Documents Required for Pre-Approval

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

*Please do not send pre-approval paperwork prior to youth being committed to TJJJ*

- 1) Copy of a certified copy of the commitment order.
- 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

- Once Pre-Approval status is obtained, the Regional County Program Administrator will communicate with the Chief Juvenile Probation Officer once an admission date is available.
- Factors that impact scheduling of admissions:
  - Number of youth on the waitlist;
  - Once the youth is committed and placed on the waitlist, the time frame for admission is between 55-60 days before the youth is admitted.

# Step 4 – Your Admission Date is Here

## Documents for Admission Packet

These items are to accompany the youth when transported for admission.

1. Certified Copy of Order of Commitment.
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 TJJD, if applicable.
8. Days in detention for Determinate Sentence youth (**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 applicable.
12. Law Enforcement Incident Reports/Police Records for offense(s) for which the youth is committed, if available.
13. Health Information for Juveniles Committed to TJJD (GEN-401) and any of the youth's pertinent medical and dental records and ALL current medications.
14. Title IV-E eligibility screening information, if available.
15. Address in the committing county for forwarding funds collected to which the community is entitled, if applicable.
16. For youth not born in the United States, information on if they are a US resident and their country of citizenship, if applicable.
17. Noble/PACT users must electronically submit the most recent assessment by selecting **tx-tjjd** from the transfer screen in the Noble platform. **The profile should not be transferred until the youth is scheduled for admission.**

# Updates to the Health Information for Juvenile Committed To TJJD (Gen 401)



## Health Information for Juveniles Committed to TJJD

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DEPARTMENT

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.**



# CCF\_511

## Progress Report -- Youth Awaiting TJJD Admission



# CCF\_511



## Progress Report – Youth Awaiting TJJD Admission

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### Youth and Detention Information

Youth's Name (Last, First, Middle Initial)

Committing County/Judicial District

Date of Birth (MM/DD/YYYY)

Youth's Full PID Number

Date of Court Order Committing to TJJD

Name of Detention Facility

Case Manager

Case Manager Email and Phone Number

### Assessments/Evaluations Completed (attach all evaluation/assessment paperwork to this document)

Physical Assessment

Yes  No If yes, date:

Dental Assessment

Yes  No If yes, date:

CSE-IT Assessment

Yes  No If yes, date:

Vision Assessment

Yes  No If yes, date:

Psychological Evaluation

Yes  No If yes, date:

ACE Assessment

Yes  No If yes, date:

MAYSI Assessment

Yes  No If yes, date:

R-PACT Assessment

Yes  No If yes, date:

# Stage 1 - Safety and Regulation

## Stage 1

*Stage Focus: Safety and Regulation*

<b>Educational / Vocational</b>	
<ul style="list-style-type: none"><li>Youth remains in their assigned area (at least 60-80% of the time)</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"><li>Youth is able to discuss their educational/vocational goals with YST</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"><li>Youth attends educational/vocational work programming (at least 60-80% of the time)</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"><li>Participates in all State academic assessments, if applicable to this review period</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"><li></li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: \_\_\_\_\_

# Stage 1 - Safety and Regulation

<b>Treatment &amp; Intervention</b>	
<ul style="list-style-type: none"> <li>Youth has completed at least: Case Planning, Behavior Techniques, Maximizing Strengths, Problem Solving, Emotional Regulation and Mental Health Carey Guides</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Reviews RPACT results with CM and assists in Case Plan Development</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Meets with YST about risk, protective factors and responsivity need</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Cooperates with team to identify supports and strategies to make safe choices. (at least 60-80% of the time)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Attends services when prompted (CM, MHP, Specialized Treatment, etc.) (at least 60-80% of the time)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Youth is able to express their goals for community reintegration</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: \_\_\_\_\_

# Stage 1 - Safety and Regulation

Daily Life	
<ul style="list-style-type: none"><li>Coaches identify youth has made consistent progress in at least one of their 411 Texas Model Goals</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"><li>No Level II hearings proven true in the last 30 days</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"><li></li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: \_\_\_\_\_

# CCF\_511 (cont.)

## ***Stage1 Focus: Safety and Regulation***

Complete the remaining portion of the form to reflect the youth's progress while awaiting admission to TJJD.

Youth began TJJD rehabilitative program on the following date (MM/DD/YYYY): [REDACTED].

<b>Educational / Vocational Progress</b>	
• Youth remains in assigned area at least 60% of the time.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth is able to discuss educational/vocational goals with detention and TJJD staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth attends educational programming at least 60% of the time.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth participates in all state academic assessments, if applicable to this review period.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Treatment and Intervention Progress</b>	
• Youth understands risk, protective factors, and responsivity needs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• At least 60% of the time, youth cooperates with staff to identify supports and strategies to make safe choices.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Youth attends services when prompted at least 60% of the time.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Youth understands the need for goals for community reintegration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Behavioral Progress</b>	
• Youth meets expected daily behavioral goals at least 60-80% of the time	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional Information Regarding the Youth's Behavior and Progress Pending Admission to TJJD</b>	
[REDACTED]	

# Human Resources Code

Sec. 243.002. ESTABLISHMENT OF MINIMUM LENGTH OF STAY. (a) The department shall establish a minimum length of stay for each child committed to the department without a determinate sentence.

(b) In establishing a minimum length of stay for a child, the department shall consider:

(1) the nature of and seriousness of the conduct engaged in by the child; and







(2) the danger the child poses to the community.




# MLOS Calculation – CCF-040

SEVERITY OF COMMITTING OFFENSE		
<b>Felony Level:</b> <input type="checkbox"/> 1 <sup>st</sup> Degree/Capital <input type="checkbox"/> 3 <sup>rd</sup> Degree <input type="checkbox"/> 2 <sup>nd</sup> Degree <input type="checkbox"/> State Jail		
<b>Presence of:</b> Felony Sex Offense*: <input type="checkbox"/> Yes <input type="checkbox"/> No Felony against Person*: <input type="checkbox"/> Yes <input type="checkbox"/> No Weapon or Firearm: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Weapon, sexual felony and/or felony against person <i>PRESENT</i></b>	<b>Weapon, sexual felony and/or felony against person <i>NOT PRESENT</i></b>
1 <sup>st</sup> Degree/Capital	High	Moderate
2 <sup>nd</sup> Degree: Murder, Manslaughter, Sexual Assault	High	N/A
2 <sup>nd</sup> Degree: All Others	Moderate	Low
3 <sup>rd</sup> Degree	Moderate	Low
State Jail	Moderate	Low

<b>SEVERITY RATING:</b>  <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low
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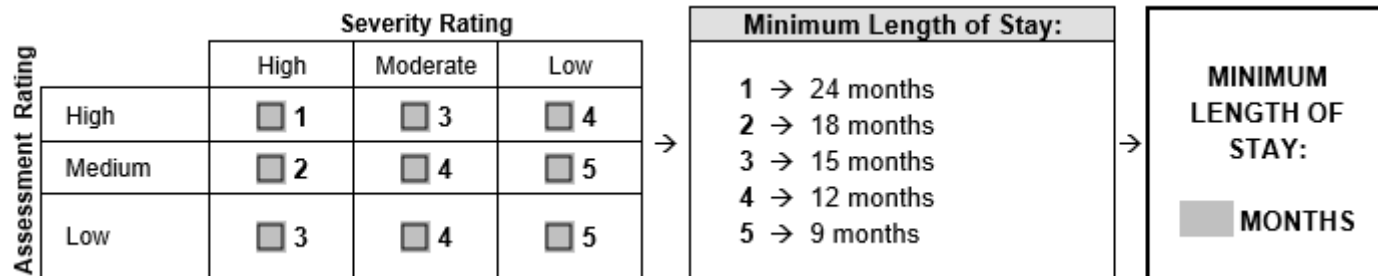
# Reference Guide on CCF-040

ASSESSMENT FACTORS	Answer	Value	Score
1. Number of felony and/or misdemeanor arrests or referrals	<input type="checkbox"/> 1	0	
	<input type="checkbox"/> 2	1	
	<input type="checkbox"/> 3	2	
	<input type="checkbox"/> 4	3	
	<input type="checkbox"/> 5	4	
	<input type="checkbox"/> 6 or more	5	
2. Number of felony arrests or referrals for offenses against person*	<input type="checkbox"/> 0	0	
	<input type="checkbox"/> 1	1	
	<input type="checkbox"/> 2 or more	2	
3. Number of felony and/or misdemeanor convictions or adjudications:	<input type="checkbox"/> 1	0	
	<input type="checkbox"/> 2	1	
	<input type="checkbox"/> 3	2	
	<input type="checkbox"/> 4 or more	3	
4. Age at commitment	<input type="checkbox"/> 17	0	
	<input type="checkbox"/> 16	1	
	<input type="checkbox"/> 15	2	
	<input type="checkbox"/> 10 - 14	3	
5. Any residential placements prior to TJJD commitment	<input type="checkbox"/> No	0	
	<input type="checkbox"/> Yes	1	
<b>Total Score →</b>			

ASSESSMENT RATING LEVEL:
 High (12+)
 Medium (6-11)
 Low (0-5)



# Reference Guide on CCF-040 (cont.)



Youth whose committing offense is of high severity are assigned the following minimum length of stay:

- 24 months, for youth with a high assessment rating;
- 18 months, for youth with a medium assessment rating; or
- 15 months, for youth with a low assessment rating.

Youth whose committing offense is of moderate severity are assigned the following minimum length of stay:

- 15 months, for youth with a high assessment rating;
- 12 months, for youth with a medium assessment rating; or
- 12 months, for youth with a low assessment rating.

Youth whose committing offense is of low severity are assigned the following minimum length of stay:

- 12 months, for youth with a high assessment rating;
- 9 months, for youth with a medium assessment rating; or
- 9 months, for youth with a low assessment rating.

## **Multiple Indeterminate Commitments.**

If a youth is committed to TJJD under more than one indeterminate commitment, a minimum length of stay is assigned for each commitment. The minimum lengths of stay will run concurrently.

## **Concurrent Indeterminate and Determinate Commitments.**

If a youth is committed to TJJD under determinate and indeterminate commitment orders, the minimum period of confinement and minimum length of stay will run concurrently.

The youth is managed as a sentenced offender until he/she is discharged from the determinate commitment.

If a youth completes the determinate sentence before he/she meets discharge criteria for the indeterminate commitment, the youth: is discharged from the determinate commitment; and is: required to serve any remaining minimum length of stay associated with the indeterminate commitment; or the youth will be referred to the Release Review Panel for review if the indeterminate commitment has already been completed.

# **Welcome to TJJD!**

## **Questions?**