

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 1-JDTP-3D-13 KRS 605.090 (1)(a) & (4); 610.120 (3); 635.515(4), (5), & (7);635.070; 635.090(3)(4)
CHAPTER: Day Treatment Services	AUTHORITY: KRS 15A.0652	
SUBJECT: Correspondence to the Court System		
POLICY NUMBER: DJJ 1004		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

The Department of Juvenile Justice (DJJ) shall provide written correspondence to the court system regarding students that have been referred and accepted into DJJ operated day treatment programs.

II. APPLICABILITY

This policy shall apply to DJJ operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. The Superintendent or designee shall ensure completion of the following types of written correspondence to court personnel and the referring judge upon request.
 - 1. Admission letters shall be mailed within seven (7) school days after the student's admission. These intake notification letters shall specify the date of admission, date of the Individual Treatment Planning (ITP) conference, and any other information deemed significant.
 - 2. The student's ITP shall be submitted within forty-five (45) school days of admission and the student's ITP reviews within seven (7) school days of completion.
 - 3. Notification of release letters shall be mailed within seven (7) school days prior to release from the program, except in situations where jurisdiction will expire due to the age of the student. Discharge letters shall specify date of release, reason for release, and school to which the student is being released.

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- B. The Superintendent or designee shall ensure completion of the following types of written correspondence to the parent or caregiver and the Juvenile Services Worker (JSW).
 - 1. The student's ITP shall be submitted within twenty-one (21) school days of admission and the student's ITP reviews within seven (7) school days of completion.
 - 2. Notification of release letters shall be mailed within seven (7) school days prior to release from the program.
- C. For students residing in a group home or therapeutic foster home and attending a day treatment program, all treatment correspondence from the day treatment program shall also be sent to that respective group home or therapeutic foster home.
- D. All written correspondence with the courts shall be approved by signature of the Superintendent or designee to verify that the content of the correspondence is accurate and correct.

V. MONITORING MECHANISM

The Regional Division Director or designee, in conjunction with the Division of Program Services, shall review the expectations set forth in this policy.