

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	505 KAR 1:100 REFERENCES: 3-JTS-3D-07; 5I-17 3-JCRF-5B-10
	CHAPTER: Admissions	AUTHORITY: KRS 15A.069
SUBJECT: Administrative Transfers		
POLICY NUMBER: DJJ 204		
TOTAL PAGES: 3		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall transfer youth within the placement continuum as needed.

II. APPLICABILITY

This policy shall apply to DJJ community offices, facilities, contracted classification placement staff, and to the youth committed or sentenced to the Department.

III. DEFINITIONS

Refer to Chapter 200.

IV. PROCEDURES

- A. An Administrative Transfer Request (ATR) shall be submitted for any committed youth for whom a change or extension within the placement continuum is requested as outlined in the Classification and Placement Manual.
- B. The ATR Committee shall consist of:
 1. Deputy Commissioner of Operations (Chairperson);
 2. Division Director of Community and Mental Health Services;
 3. Chief of Mental Health Services;
 4. Director of Medical Services;
 5. Director of Placement Services;
 6. Classification Branch Manager; and
 7. Division Directors from Residential Services.

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8. Each ATR Committee member may be represented by a designee.
- C. If an extension of out-of-home placement timeframes is requested, one of the following criteria shall be present and documented in the ATR request:
1. Safety concerns for the community or youth exist based on current behavior;
 2. The pending outcome of a Department of Community Based Services (DCBS) investigation on the proposed placement residence, when no other community residence is viable;
 3. The pending outcome of an Interstate Compact referral for a proposed home evaluation or courtesy supervision, when no other community residence is available;
 4. Further out-of-home placement is necessary for completion of treatment;
 5. Youth requests extension due to being fearful to return to the community based on historical threats of violence or retaliation from community acquaintances;
 6. Youth requests extension of timeframe for educational purposes or independent living arrangements not to exceed thirty (30) days; and
 7. The occurrence of a revocation of supervised placement as a result of the issuance of the decision letter from the Director of Community and Mental Health Services for detention or placement.
- D. A request for an Emergency ATR (E-ATR) for an immediate change in classification placement of any committed public offender or sentenced youthful offender currently in classification placement shall be submitted through the chain of command to:
1. The Division Director of Community and Mental Health Services or designee for youth who are placed in a hospital, private child care (PCC), or therapeutic foster care (TFC) setting; or
 2. The respective Regional Division Director or designee for youth placed in a DJJ operated program.
- E. The major criterion for an E-ATR shall be that the youth cannot be safely maintained in the current placement. Criteria for an E-ATR may include:
1. Absent Without Leave (AWOL) attempt in a Group Home setting;
 2. Documented assaultive behavior towards residents or staff after appropriate disciplinary actions are utilized;

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3. Medical or psychiatric conditions arise for which treatment in current setting is not available;
 4. De-Certification by Medicaid in a hospital placement; and
 5. Youth AWOL from placement and picked up on a Commissioner's Warrant with time expiring (KRS 635.100(1) and (4)).
 6. An extension of the out-of-home placement timeframe has become necessary based on information meeting criteria in the Classification and Placement Manual section VII. H., which was not present prior to twenty-one (21) days of the youths anticipated release.
- F. The appropriate Division Director or designee shall forward the approved E-ATR to the Classification Branch and complete notification by phone or e-mail. Classification Branch staff shall review the E-ATR.
1. If criteria are met for a request for lateral level placement, the Classification Branch Manager or designee shall review the request and take action relating to placement.
 2. If criteria are met for a request for higher level placement, Classification Branch staff shall present the E-ATR to the Deputy Commissioner of Program Operations or designee for final approval.

V. MONITORING MECHANISM

Monitoring of this activity shall be by the Classification Branch Manager, Quality Assurance Branch, and the Division Directors on an on-going basis.