



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #12-09

TO: CPMT CHAIRS
CSA COORDINATORS

FROM: SUSAN CUMBIA CLARE

DATE: JULY 5, 2012

SUBJECT: CASE MANAGEMENT AND JUVENILE COURT SERVICE UNITS

This office received the attached communication from the Department of Juvenile Justice regarding limitation of case management by juvenile court service units. Please review the attached memorandum and note the change to Appendix C of the CSA Manual.

cc: William A. Hazel, Secretary of Health and Human Resources
SEC Members
SLAT Members



Mark A. Gooch
Director

COMMONWEALTH of VIRGINIA

Lionel F. Jackson, Jr.
Chief Deputy Director

Department of Juvenile Justice

MEMORANDUM

TO: Susan Cumbia Clare, Executive Director
Office of Comprehensive Services

FROM: Mark Gooch, Director
Department of Juvenile Justice

RE: Assignment of Court Service Unit Staff as Case Managers under CSA

DATE: July 1, 2012

As you are aware, there has been some confusion about the appropriateness of local CPMT policies and/or practices which have resulted in DJJ court service unit staff being asked or assigned to provide case management by local CSA Family Assessment and Planning Teams when the youth involved is not under the jurisdiction of the juvenile and domestic relations court or in which the court service unit has no legal jurisdiction. Some of this confusion may stem from the last sentence of the current language in Appendix C of the Comprehensive Services Act Manual which reads as follows:

APPENDIX C DEPARTMENT OF JUVENILE JUSTICE

THE DEPARTMENT OF JUVENILE JUSTICE (DJJ) PARTICIPATES IN THE VIRGINIA COMPREHENSIVE SERVICES ACT PRIMARILY BY SERVING ON CPMTS (COMMUNITY PLANNING AND MANAGEMENT TEAMS) AND FAPT (FAMILY ASSESSMENT AND PLANNING TEAMS).

DESIGNATED DJJ STAFF SERVE ON THE SLAT (STATE AND LOCAL ADVISORY TEAM) AND SEC (STATE EXECUTIVE COUNCIL) AS REQUIRED BY CODE AND POLICY.

STAFF OF COURT SERVICE UNITS, WHICH ARE FIELD UNITS OF THE DEPARTMENT OF JUVENILE JUSTICE, MAY REFER ELIGIBLE YOUTH AND FAMILIES FOR SERVICES WHICH ARE TYPICALLY STAFFED BY FAPT AND AN IFSP (INDIVIDUAL FAMILY SERVICE PLAN) IS DEVELOPED.

CSU STAFF MAY SERVE IN A CASE MANAGEMENT ROLE AS DETERMINED BY LOCAL CSA POLICY.

The Department of Juvenile Justice has received informal guidance from the Office of the Attorney General that court service unit staff have no proper jurisdiction to provide services, including case management, to youth or families who are not before the court service unit and/or the juvenile and domestic relations court and under the authority of the court service unit to provide probation or other supervision of youth before the court on a delinquency or Child in Need of Supervision matter. Section 16.1-237 of the Code of Virginia spells out the powers, duties and functions of probation and parole officers.

Based on this guidance, DJJ requests that the Office of Comprehensive Services modify the last sentence of Appendix C of the Comprehensive Services Act Manual to read as follows:

CSU STAFF MAY SERVE IN A CASE MANAGEMENT ROLE ONLY WITHIN THEIR STATUTORY AUTHORITY TO SUPERVISE JUVENILES BEFORE THE CSU AND/OR THE JUVENILE AND DOMESTIC RELATIONS COURT UNDER DIVERSION OR COURT-ORDERED SUPERVISION. THIS TYPICALLY LIMITED TO JUVENILES BEFORE THE COURT OR THE CSU ON CHARGES OF DELINQUENCY OR BEING A CHILD IN NEED OF SUPERVISION.

DJJ appreciates your assistance in clarifying this matter through a change to the CSA Manual and dissemination of this change to the appropriate persons and CSA entities.