

Family Orientation Packet

Revised: May 2022



Bon Air JCC

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Bon Air, Virginia 23235
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www.djj.virginia.gov

“We believe in the capacity to change to promote a healthier and safer community.”

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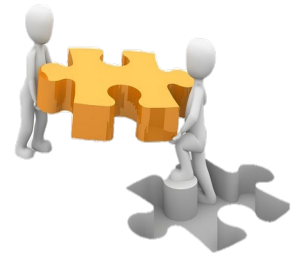
Mission Statement

The Virginia Department of Juvenile Justice protects the public by preparing court-involved youth to be successful citizens.

Vision Statement

The Virginia Department of Juvenile Justice (DJJ) is committed to excellence in public safety by providing effective interventions that improve the lives of youth, strengthening both families and communities within the Commonwealth. We strive to achieve this excellence by meeting the needs of our youth and staff in the following areas:

- **Safety:** Youth and staff need to feel safe in their environment and need a sense of physical and emotional well-being.
- **Connection:** Youth and staff need to feel connected to supportive and caring adults, whether they are family, staff, or coworkers.
- **Purpose:** Youth and staff need to have goals to strive toward, skills to hone, and a sense that they have a valuable role to play in the lives of people and the community around them.
- **Fairness:** Youth need to perceive their environment and interactions as fair and transparent. They need to be held accountable in a manner proportionate to their offense and offense history and similar to other youth in their situation. Staff need to feel that they are treated fairly, compensated adequately, and supported in their efforts to meet the expectations of the department.



Our Facility

Bon Air currently has 17 units that can house approximately 12-16 residents each at any given time. There are security staff members, also called **Resident Specialists** or **RSs**, in the housing units at all times. Other staff members within each unit include **counselors** and **BSU clinicians (therapists)**. The units will also typically have a **Recreation Staff (Rec. Staff)** member. Each unit is managed by a **Community Coordinator (CC)**, and groups of units (usually 3-4) are overseen by the **Community Manager (CM)**. These staff members will also be referred to as the **Unit Staff Team**.

Your child's **Parole/Probation Officer (PO)** and **counselor** will always be the initial contact for any questions you may have during your child's commitment. If the PO or counselor cannot answer a question or accomplish what you need, they will be able connect you with someone who can.

Community Treatment Model (CTM)

Community Treatment Model (CTM) is the behavioral program used at Bon Air. Its purpose is to provide your child with a safe and rehabilitative environment that will foster beneficial, personal life changes. This model uses a relationship-oriented approach that will allow your child to gain the necessary skills to identify and resolve a variety of difficulties. Your child will participate in four therapeutic phases, each consisting of certain tasks and privileges.

Education

If your child has not graduated high school, they will be attending Yvonne B. Miller High School on the Bon Air campus, which is recognized as a public school division by the Virginia Department of Education. Both middle and high school students will attend Yvonne B. Miller High School. There are many ways for your child to complete their high school studies, including standard, advanced, and applied

studies diploma options or GED certificate. The Student Academic Support Service team will work with your child to decide the right option for them based on their educational history, length of stay, and career goals. If your child has an IEP or 504 plan, they are allowed a number of credit accommodation options to earn the verified credits required for a standard diploma. English Language Services, Gifted Services, and Transition services can also be provided. We also offer Advanced Placement courses and College Entrance Exams. The Division of Education (DOE) also provides opportunities for your child if they have already received a high school diploma or alternate. Through various post-secondary programs, your child may be able to obtain certificates, industry certifications, college credits, and/or participate in enrichment opportunities. All students across high school and post-secondary programs participate in our Positive Behavioral Interventions and Supports (PBIS) program. It provides behavioral expectations created by staff and students to be used across the education settings. Students can earn points for meeting these expectations, and use these points to purchase items from a weekly menu, and receive these items in their units. For more information about education, please see page 26 in the Resident Handbook.

Family / Natural Support Involvement

Families and other natural supports are a major cornerstone for a resident's successful reentry. You are valued and appreciated as stakeholders in your child's future. Your involvement and support is one of the most powerful tools we have in making a difference in your child's life; therefore, our intervention efforts within the facility are far more likely to be successful if you are a part of them. As such, family engagement will be a significant part of daily CTM culture, and we look forward to partnering with you to ensure your child's successful reentry. The following are just a few ways you can get involved.

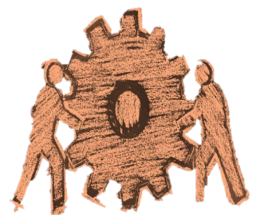
Treatment Team

Treatment Team will be held a minimum of once per month for each resident to assess individual progress and case management needs. Treatment Team will also make initial recommendations for release. Members of the treatment team include your child's Unit Staff Team, your child's Parole/Probation Officer, and, most importantly, you. **It is crucial for you to attend these meetings to participate in critical discussions and decisions about your child** (e.g. prescribed treatments and medications, Phase advancement, off-campus trips, furloughs, etc.). If you are unable to attend in person, you may contact your child's counselor to attend by phone.



Personal Action Plan (PAP)

The Personal Action Plan is an individualized outline of short and long-term goals that each resident develops with the help of the counselor and other unit staff team members. Your child will be asked to consider past, present, and future circumstances that may affect the achievement of these goals. The PAP will be updated throughout your child's commitment, allowing for personal growth. However, your child should not stop making progress in the PAP goals and action steps when released from direct care. The Reentry Advocate will address the PAP upon release and again periodically thereafter. It is imperative that you also assist your child in continuing to strive toward the goals identified in the PAP. This will help ensure that your child's reentry into the community is a success.



Family Engagement Committee

If you are interested in playing a more active role, we encourage you to join the Family Engagement Committee. This group meets monthly and consists of select residents, facility staff, and, most importantly, residents' family members and other natural supports. The goal of the Family Engagement

Committee is to provide a voice for families / natural supports to bridge the gap between what they know about the commitment process and what they feel they need to know. As a part of this group, you will share your concerns, help find ways to make the process more transparent, and work to improve overall family/natural support engagement.

If you would like to find out more about the Family Engagement Committee, email DJJ4families@djj.virginia.gov OR contact one of the following representatives for more details:

Diane Leiter—Family Engagement Coordinator
Phone: 804-314-5242
Email: diane.leiter@djj.virginia.gov

Tamla Brookins—Parent Advocate
Phone: 804-916-0146
Email: tamla.brookins@djj.virginia.gov



Phone Calls

We encourage to you be available for regular phone calls from your child. Although residents may not receive personal incoming calls, all residents will be allowed to make outgoing calls each week. There are two ways residents may make phone calls. Residents may schedule time with their counselor to make supervised phone calls using the “black phone” in the counselor’s office. There is no cost to use these phones. Use of the “blue phones” (described below) is based on your child’s phase privileges. It is important to remember that these privileges (as with all privileges) can be revoked based on resident and/or unit behavior. However, we hope you will encourage your child to achieve higher phases and improved behavior, so you may have more frequent contact. More details on phone use and related phase privileges can be found on pages 30-31 of the Resident Handbook.

All DJJ facilities use Global Tel*Link (GTL) phone services. Residents often refer to the GTL phones as the “blue phone.” Residents may add up to ten (10) numbers to their Approved Call List. These numbers must be approved by your child’s counselor and then the numbers will be sent to GTL. **Once numbers are approved, each person listed must call 877-650-4249 and select option 4 to set up an Advance Pay Account. A minimum of \$25 is required to start the account.** All call types (collect and prepaid) and rate types (local, intrastate, and out of state) cost approximately 4 cents (\$0.0409) per minute. The above phone number can also be used to reload the account as necessary.

If residents need to add and/or remove numbers on their Approved Call List, they should speak with their counselor.

For more information about GTL services, accounts, and payments, please visit their website at www.gtl.net



Mail

Your child will be allowed to send and receive mail while in our facility. Please use the address on the front of this packet when sending mail to your child. All incoming mail will be monitored and any inappropriate content or contraband will be confiscated and returned to sender. Contraband can include (but is not limited to) any weapon, electronic devices (including phones), any drug, gang-related or vulgar images/ paraphernalia, and any other items that may be considered a threat to safety and security. You may not send cash or checks to your child in the mail. **If you would like to send money, you must do so through a money order (made out to your child), which can be obtained at Western Union, any Post Office, and many grocery stores.**

Visitation

It is Bon Air Juvenile Correctional Center's policy to enable and encourage all residents to have visits from family members and other natural supports. Through visitations, your child is able to continue and build relationships that will be beneficial for reentry into the community. For more information, please read the Visitation Reference Guide below.

Visitation Reference Guide

To assure the safety of residents and visitors, the facility visitation guidelines must be strictly followed. Failure to do so may result in the suspension of visitation privileges.

Please refer to the Visitation Rules and Privileges packet for the full visitation policy—**this is only a quick reference guide**. You are expected to abide by all guidelines provided in the full packet. This information may also be found on DJJ's website under the Residential Programs tab.

Visitation Times

Sunday: 8:30 a.m. – 11:00 a.m., 1:00 p.m. – 3:30 p.m.*

Wednesday: 5:00 p.m. – 7:30 p.m.

*Visitors may attend both visitation sessions on Sundays but may **NOT** stay on campus between 11:00 a.m. and 1:00 p.m.



Registration

Only approved visitors will be allowed to attend. The visitation list is developed during a resident's initial intake. If you need to update this list, contact your child's counselor.

Visitors must be registered at least 30 minutes prior to the end of each session. No one arriving after that time will be allowed to visit.

Visitation hours may be shortened on visiting day due to lack of available space, number of visitors, or staff limitations due to emergencies occurring at the facility. Every effort will be made to allow each family a minimum of one hour to visit with their child. In many cases, you will be able to stay throughout the duration of the visitation window.

Admission Requirements

All visitors are searched by a JCC staff member of the same gender identity. If, after the initial search, it is believed that an additional search is necessary, it may be requested with the approval of the shift commander, administrator on call, or superintendent.

Visitors refusing to be searched as requested will be denied entry for the day, and approval for future visits may be reviewed by the superintendent.

All visitors must adhere to the dress code provided in the Visitation Rules and Privileges packet—if a visitor does not meet the dress standards, he or she will be offered a smock. Visitors refusing to wear the smock will be denied entry.

Directions

From the West:

Follow I-64 E. Take exit 186 to I-195 S / Laburnum Avenue toward Powhite Parkway/VA-76. Continue on I-195 S approximately two (2) miles and merge onto Powhite Parkway/VA-76 (\$0.70). In approximately five (5) miles, take the exit for Midlothian Turnpike / US-60 W (\$0.25).

From Midlothian Turnpike (Rt. 60), go West through four (4) traffic lights and turn right at the fifth (5th) light onto Robious Road (watch for Car Pool Car Wash on the right and/or a Four Points by Sheraton on the left. These will be near your turn onto Robious). Turn right at the first (1st) light onto Old Bon Air Road. Continue approximately one (1) mile and turn right at the blue state sign labeled “Bon Air Juvenile Correctional Center.”



From the Southwest:

Follow Route 360 E past Brandermill to VA-288. Take VA-288 N to Powhite Parkway/VA-76. Continue on Powhite Parkway (\$0.75), and after approximately five (5) miles, exit at Midlothian Turnpike / US-60 W. Then follow the directions in **bold** above.

From the South:

Follow I-95 N to exit 67B for VA-150 N/Chippenham Parkway toward US-60/US-360 W. Continue on VA-150 for approximately eight (8) miles and take the exit for Midlothian Turnpike/US-60 W toward Midlothian. From this point, follow the directions in **bold** above.

From the East:

Follow I-64 W (left) and take exit 190 for I-95 S toward Petersburg. In approximately one (1) mile, take exit 74A for VA-195/Downtown Expressway toward Powhite Parkway. Follow signs for Powhite Parkway/VA-150/US-60/VA-288 then merge to stay on VA-76 S (Powhite Parkway). After going through the toll plaza (\$0.70), follow Powhite Parkway to the exit for Midlothian Turnpike/US-60 W (\$0.25). Then follow the directions in **bold** above.

From the North:

Follow I-95 S to exit 79 for I-195 S /I-64 W toward Powhite Parkway/VA-76. Continue following signs for I-195 S/Powhite Parkway/US-60/US-360 W. Continue on I-195 and merge onto Powhite Parkway/VA-76 S (\$0.70). Continue on VA-76 S to the exit for Midlothian Turnpike/US-60 W (\$0.25). From this Point, follow the directions in **bold** above.

For GPS, Phone, or Car Navigation Systems:

If you are using a navigation device, input the address located on the cover page. Your system may register our location as North Chesterfield but will still provide correct directions. Many GPS devices also offer toll-free options if you would like to avoid tolls. Please be aware, these routes often take longer than those with tolls.

Need assistance with transportation? Contact your child’s PO for information on our free transportation service.

In Case of Emergency

Notifications: If there is a local disaster (e.g., weather event), your child’s counselor will contact you as soon as possible to notify you of your child’s status. If the event leads to evacuation, you will be notified of the temporary housing location, to include contact information, upon our arrival at the new facility. You will be provided updates as they are available, and you will be notified again when residents are returned to Bon Air JCC.

You may also check the DJJ website (www.djj.virginia.gov) for any notifications and updates regarding emergencies at the facility. We will update information there as we are able.

Emergency Contact: You are encouraged to share emergency contact information with your child’s counselor. This may include the phone number and address of a relative/friend with whom you might stay if there is an event that forces you to leave your home.

During Visitation: If there is an emergency while you are at the facility for visitation or other family event, please follow the direct instruction of security staff. You will be directed to a safe location to shelter-in-place until the event subsides and all residents, personnel, and visitors can be accounted for. We do not advise anyone to attempt leaving campus during an emergency unless directly instructed to do so.

Additional Information

Additional information can be found on DJJ’s website (the web address is located on the cover page). Many commonly used acronyms and their explanations can be found in the Data Resource Guide located in the “DJJ Resources” section at the bottom right of the DJJ homepage. You will also find the Resident Handbook under the “For Our Families” section at the bottom left of the homepage.


In addition to this orientation document, you should also receive a letter with more information about your child’s commitment and the following additional resources: Visitation Rules and Privileges, disAbility Law Center information, two PREA brochures (How to Report Sexual Abuse, Ombuds Program), and the Resident Handbook. *If you do not receive all of these documents upon your child’s commitment, please contact your child’s counselor.*

While many topics are covered in the Resident Handbook, here are items that may be important to you:

- CTM information and Phase Systems: pp. 2-9
- Appearance Standards: pp. 16-19
- Behavior Interventions and Discipline Reports: pp. 20-23
- Medical and Mental Health Services: pp. 24-25
- Education Services: pp. 26
- Prison Rape Elimination Act (PREA): pp. 33-41

Frequently Asked Questions

Court Process:

- 1. My child has been charged with a crime. What happens in court?** A youth will typically have at least two hearings after being charged with a crime. Those hearings are a pre-trial or detention hearing and an adjudication hearing. If the youth is found guilty/delinquent, there will also be a disposition hearing. A pre-trial hearing is held in order to schedule the youth's adjudication hearing and detention hearings are held to determine whether the youth will be detained until the adjudication hearing. The adjudication hearing is held to determine the guilt or innocence of the youth on the charges that have been filed. If the youth is found guilty/delinquent, the disposition hearing is held to determine the penalty or sentence. A judge will sometimes hold two or more of these hearings right after one another on the same day. 
- 2. Who do I go to with questions while my child's case is pending?** The best person to talk to is your child's attorney. The attorney will know what is going on in your child's case and may be able to help you make a plan to support your child. The Court Service Unit (CSU) in the district of the court hearing your child's case can also provide some information on the process prior to court. The intake officer, who works in the CSU, will likely be your first point of contact.
- 3. Am I able to speak up in court on my child's behalf?** A judge may allow parents to speak up in court, but it might be best to speak to your child's attorney first about what you might like to say. However, you must remember that the attorney works for your child. Attorneys must always represent their clients' best interests, which may conflict with your statements to the court, so they may recommend against it. If you have questions after the hearing, ask your child's attorney or probation officer, or call the CSU if a PO has not yet been assigned.
- 4. Will these charges be on my child's record as an adult?** It depends. Juvenile records have special confidentiality rules attached to them, in order to protect your child's future opportunities. In many cases, these records will be expunged (destroyed) after a certain amount of time. In addition, the court may expunge certain charges if the youth was found innocent/not guilty or the proceeding was otherwise dismissed, and the youth files a motion with the court to destroy the records. However, state law requires that if a child 14 years of age or older is adjudicated delinquent for a felony or if a child is convicted in circuit (adult) court, the court records regarding that adjudication or conviction will be open to the public (unless the judge closes certain records to protect victims or witnesses) and they are not expunged. Also, certain information may be made public for youth adjudicated delinquent of other felony offenses, regardless of their age. In addition, law enforcement may be able to access your child's record for any offense, under certain circumstances. Please ask your child's attorney for guidance on what applies to your child. You can also visit njdc.info to review the Collateral Consequences (CC) guide for Virginia.

If Committed:

5. What happens if my child is committed to the Department of Juvenile Justice (DJJ)? After the disposition hearing, your child will be taken to the local detention home or jail, depending on their age. A commitment packet, which includes basic information about the youth, is completed by the probation officer and forwarded to the Central Admission and Placement (CAP) Unit, who will assist in evaluating your child to determine their treatment needs. The probation officer will reach out to you about scheduling an Initial Family Meeting to orient you to the commitment process and answer any questions you may have. An additional meeting (referred to as the Initial Staffing Team Meeting) will be held soon after commitment to determine, based on your child's treatment needs, where your child will be placed, what services they will receive, and, if they received an indeterminate commitment, how long they will likely remain committed. Parents are highly encouraged to participate in this meeting. However, if your child is 18 years of age or older and they do not consent to sharing confidential information with you, you may not be allowed to participate in portions of this meeting where confidential information will be discussed.

6. How long is my child going to be committed? There are two kinds of commitments: indeterminate and determinate.




- a. Indeterminate: If a youth is committed to DJJ for an indeterminate period of time, then they will have their time calculated by the Central Admission and Placement (CAP) Unit. The initial calculation will be based on the youth's overall risk to re-offend and their most serious charges. Additional factors, including the youth's behavior while in direct care, may affect the amount of time that they remain committed. Except for youth committed for murder or manslaughter, the maximum amount will be no longer than 36 months or until the youth's 21st birthday, whichever comes first. Youth indeterminately committed for murder or manslaughter may be held until their 21st birthday.
- b. Determinate: If a youth is committed to DJJ for a determinate period of time, then the Judge orders a specific period of commitment. Pursuant to § 16.1-285.1, the release date can be no later than your child's 21st birthday or seven years from the date of commitment. However, DJJ may petition the court for a review hearing periodically, and must petition the court every year beginning with the second year after commitment. At a review hearing, the judge decides whether an earlier release is appropriate for the youth.


Note that if your child was sentenced in circuit court, they may have a blended sentence—serving time with both DJJ and the Department of Corrections (DOC).

7. When can I see my child? You will be allowed to see your child according to the visitation policy of the facility in which they are placed. During the Initial Family Meeting, the probation/parole officer will work with you to develop a visitation plan. In addition, within 24 hours of your child's admission to the initial intake facility, their counselor will contact you with information on the visitation policy. If your

child has been placed at the Juvenile Correctional Center (JCC), the visitation procedure and rules are also available online at www.djj.virginia.gov, along with information about transportation assistance.

8. **Who notifies the family about movement to a facility?** Within 24 hours of your child's transport to a facility, a counselor will contact you to provide contact information and answer other questions, as applicable and appropriate. You may also receive a notification from the Court Service Unit of the transfer. 
9. **Can my child be put on medication without my knowledge?** Yes. While your child is in DJJ custody, state law requires that the legal authority to consent to medical treatment is temporarily transferred to DJJ. However, parents are often able to stay informed and involved in decisions by participating in treatment team meetings, which you will be invited to each month if your child is under age 18. After age 18, parents can be informed if the youth has provided approval to release the information. Note that state and/or federal law gives your child, regardless of age, the ability to keep certain mental health, substance abuse, family planning, and contagious or infectious disease information confidential, even from a parent.
10. **My child will be over 18 when they are released. Do they have to return to my home?** No. If your child has turned 18 years of age or will become 18 while they are committed, you do not have to allow them to return to your home. However, we encourage families to participate in treatment and rehabilitative efforts for the youth during their commitment. We provide numerous services in the community when the youth is released in order to assist with the transition home. If a parent declines to have a youth return home, DJJ will help the youth find housing and they may be placed in a halfway home, independent living program, or homeless shelter.

If Placed on Probation or Parole:

11. **My child is on probation/parole; do I need to meet with their Probation/Parole Officer (PO)?** Yes. Typically, if the youth resides in the home or is under the age of 18, the parent's participation is required by court order. In addition, probation/parole officers work very hard to involve the family in the development of the supervision plan because parents/legal guardians are a very important part of the probation/parole and rehabilitation process. 

Please note that if your child is placed on adult probation with the Department of Corrections (DOC), you will need to contact DOC with any questions regarding supervision.

12. **Why do you have to come to my house?** Home visits are an important part of probation/parole. Your child's PO has two main goals when they come to your house: to ensure that your child is actually living at the home, and to provide assistance in making your home a safe, structured, and supportive place for your child to make progress. The PO must also be aware of any barriers to the youth's progress in the community.

- 13. Do I have to participate in counseling and why?** A judge may require you to participate in counseling and/or other services. Youth who are placed on probation or parole will often be provided with ongoing treatment to help them succeed. Your participation in the counseling services will help your child. Your participation in counseling is very important for long-term sustainability. Parents also play a vital role in helping counselors learn how to better assist their client.
- 14. Why can't my child drive anymore (if they had a license)?** As a condition of being placed on probation or parole, or as a result of their specific offense, your child's license may be suspended. A youth can request a restricted license at the disposition hearing or the assigned PO can ask the presiding Judge to reinstate the license or grant a restricted license. You can also learn how they can apply for a restricted license by visiting www.dmv.virginia.gov and clicking on "License Reinstatement."
- 15. If I feel that my child's PO is not advocating for my child, who do I go to?** If you feel that the youth's PO is not adequately serving your child, then you should contact the CSU and request a meeting with the PO's supervisor to discuss your concerns. Please remember that your child's PO is not only concerned with your child's success, but also with the community's safety and the PO may be making decisions with both interests in mind.

Additional Questions?

If you still have questions, please feel free to contact your child's PO, counselor, or another representative at the Bon Air facility. Be sure to read this document thoroughly as some of your answers may be found in other sections. Refer to the "Additional Information" section on page six for a list of other resources.

Important Acronyms and Definitions

Alternative Placements—Direct care residential facilities, other than JCCs, where juveniles are contractually housed for the purpose of specialized treatment programming or transitions from the JCC system back to the community.

BADGE: Balanced Approach Data Gathering Environment—an electronic case management and data system containing the case record on each juvenile beginning at the initial contact with the court and continuing until release from supervision.

Blended Sentence— Circuit Court judges may sentence juveniles transferred or certified to their courts to juvenile or adult sentences, including adult prison time, jail time, or both. When a juvenile receives a blended sentence, the court orders the juvenile to serve the beginning of his or her sentence with DJJ and a later portion in an adult correctional facility. On release from DOC, the youth is typically placed on state probation.

BSU: Behavioral Services Unit—provides intake and exit risk assessment evaluations and treatment services such as mental health, aggression management, sex offender treatment, and substance abuse treatment.

CAP— Central Admission and Placement: responsible for receipt and review of all commitment packets as well as the intake, orientation, and evaluation phase of a resident's direct care admission.

CC: Community Coordinator— supervises the counselors and resident specialist staff in a designated unit. Contact person for families and POs.

CCRC: Central Classification and Review Committee— makes case management decisions involving residents' movement within the residential system (transfers to other facilities, etc.), recommendations for services, requests for off-campus trips, and recommendations for release of major offenders and special decision cases.

CEST— Classification and Evaluation Services Team: The CAP staff, BSU) evaluator, community coordinator, DOE evaluator, and counselor) and supervising Parole Officer who evaluate and interact with the juvenile and who make recommendations under case management procedures concerning the juvenile's treatment, length of stay (LOS), classification, and placement.

CHINS— Child in Need of Services: a child whose behavior, conduct, or condition presents or results in a serious threat to (i) the wellbeing and physical safety of that child or, (ii) if under the age of 14, the well-being and physical safety of another person.

CM: Community Manager— oversees a group of units referred to as a cluster. Direct supervisor of CCs.

Counselor— helps residents work toward reentry.

CPP: Community Placement Program— allows residents to be closer to their home communities while addressing treatment needs, risk factors, and competencies in education, job readiness, life skills, and social skills.

CRCP: Comprehensive Reentry Case Plan—outlines direct care, parole goals, and action steps developed for each resident based on the YASI.

CSU: Court Services Unit— responsible for intake, investigations, domestic relations, custody investigations, and probation/parole services.

CTM: Community Treatment Model— a unit-centric behavior management program that helps residents achieve positive behavior in a constructive, safe manner in accordance with program expectations, treatment goals, resident and staff safety, and the residents' CRCP.

Detention Reentry— The Detention Re-Entry Program shall transition residents from a JCC to a local detention facility thirty (30) to 120 days prior to the residents' scheduled release date from direct care. The goal of the program is to establish connections with communities and families.

Determinate Commitment— Commitment of a juvenile 14 years of age or older as a serious offender. The court specifies the length of stay, has continuing jurisdiction, and must conduct periodic reviews if the juvenile remains in direct care for longer than 24 months. The court may also order a period of determinate or indeterminate parole supervision. The total period of commitment and probation cannot exceed seven years or the juvenile's twenty-first birthday, whichever comes first.

DOE: Division of Education— DOE's goal is to provide residents with quality instruction to improve performance, become college/career ready, and prepare to reenter the community as productive citizens

DJJ: Department of Juvenile Justice

DSP: Direct Service Provider— “sub-contractors,” working through the RSCs to ensure that youth and families have access to a wide array of services, delivered in close geographical proximity to where the youth and families reside, based on their needs as directed by individual service plans.

ERD: Early Release Date— the projected date at which an indeterminately committed juvenile will first be eligible for release consideration as calculated by length of stay guidelines.

FFT: Functional Family Therapy— family-based program that focuses on delinquency, treating maladaptive and acting-out behaviors, and identifying obtainable changes.

ICRC: Institutional Classification and Review Committee— makes decisions about residents' treatment and CTM progress, including phase advancement. They also refer residents to CCRC for larger case management decisions such as off-campus trips and release.

Indeterminate Commitment— the juvenile's length of stay (LOS) range is calculated based on statutory requirements and the LOS guidelines. The commitment may not exceed 36 continuous months, except in cases of murder or manslaughter, or extend past the juvenile's 21st birthday.

IEP: Individualized Education Plan— a written statement designed to meet a student’s unique needs, and must be in effect:

- At the beginning of each school year;
- Before special education and related services are provided for a student; and
- As soon as possible after a parent consents to the IEP.

The IEP is a very important document for students with disabilities and for those who are involved in educating them. The IEP should provide information specific to the student and improve teaching, learning and results. Each student's IEP describes, among other things, the educational program that has been designed to meet their unique needs. State and federal regulations provide information on what must be included in the IEP, but do not specify any required form. There are federal and state requirements for the IEP team and content.

IWP: Institutional Work Program— residents may apply for and attain jobs within the facility.

JCC: Juvenile Correctional Center— secure residential facilities that house post-dispositional juveniles who have been committed to DJJ.

JDC: Juvenile Detention Center —: a local or regional secure residential facility that has construction fixtures designed to prevent escape and to restrict the movement and activities of juveniles held in lawful custody. JDCs may house Pre-D and Post-D juveniles.

LOS: Length of Stay— the length of time a juvenile remains in a facility or in direct care. Factors that affect a juvenile’s length of stay include the seriousness of the offense, the juvenile’s history of offense behavior, the juvenile’s behavior while in direct care, and the juvenile’s progress toward completing treatment goals.

LRD: Late Release Date— the date after which an indeterminately committed juvenile will not be kept in direct care except when the juvenile has not completed a mandatory treatment need or has been found guilty through an administrative due process hearing of an institutional infraction within a specified time.

MHG: Mutual Help Groups— residents and staff come together to discuss issues that help the group develop and mature, are important to the group, and will help the residents make better decisions in the future.

MHSTP: Mental Health Services Transition Plan— developed to help ensure the continuity of services upon release. It is required for all individuals in our care who have a psychological disorder and/or are taking medications for a psychological disorder. Recommended services could include psychiatric medication management, substance abuse relapse, mentor/life skills coach, individual therapy, and sex offender relapse prevention services.

MST: Multi-Systemic Therapy— Family-based treatment that addresses behaviors driven primarily by peer, school, or community factors. Focus is on empowering caregivers.

PA: Personal Advocate— a positive, caring role model and “go-to” person assigned to each resident within his or her housing unit. PAs are typically Resident Specialists; however, counselors, BSU clinicians, and CCs may occasionally serve as PAs.

PAP: Personal Action Plan— resident-created plan for reentry to include personal goals and any strengths, weaknesses, or needs for support a resident identifies as significant in achieving those goals. Residents will review this plan with their PAs at least every 90 days and update it as necessary.

PBIS: Positive Behavioral Interventions and Supports— an evidence-based practice for behavior management through which residents can earn points for meeting behavioral expectations during class time and use those points to purchase items from the “Cougar Menu” each week.

Phase System— as a part of the CTM, residents must complete four phases through which they will have certain goals and privileges to attain. Residents must complete phase IV prior to release.

PO: Parole/Probation officer—probation officers provide supervision and monitoring of a juvenile following a court-ordered disposition placing a juvenile under the supervision of a CSU in the community. Parole officers provide supervision and monitoring of juveniles in the community following their release from commitment.

Post-D— Post-Dispositional: placement of an juvenile, age 14 or older who was adjudicated delinquent of an offense that would be a Class 1 or Class 2 misdemeanor or a nonviolent felony, in a secure local detention facility (1) for up to 30 days or (2) for longer than 30 days but less than six months. A juvenile who has been released from custody of the Department within the previous eighteen months is not eligible for placement in a post-dispositional detention program. If a juvenile is placed in post-dispositional detention for over 30 days, then the program is required to provide “separate services for their rehabilitation.”

Pre-D— “Pre-dispositional Detention” means a juvenile has been placed in local detention facility prior to a dispositional hearing. The decision whether or not to detain a juvenile in a local detention facility prior to trial will be made by the judge, intake officer, or magistrate. A juvenile may be detained if there is probable cause to believe that he committed a felony or a Class 1 misdemeanor.

PREA: Prison Rape Elimination Act of 2003— a federal law that helps officials detect, prevent, and address sexual abuse and sexual harassment against those who are in correctional facilities.

QMIT: Quality Monitoring and Implementation Team— reviews facility and program practices, offers suggestions for improvement, and tracks progress.

RS: Resident Specialist— RS IIs (shift supervisors) and RS Is ensure residents’ safety by providing supervision and support within each unit.

RSC: Regional Service Coordinators— serve as a “general contractor”, providing a single point of contact for services to juveniles in communities. DJJ currently contracts with AMIkids and EBA (Evidence Based Associates) to oversee providers in Virginia, to ensure

that youth and families have access to a wide array of services, delivered in close geographical proximity to where the youth and families reside.

SGA: Student Government Association— the association of residents elects peer leaders and gives residents the chance to serve their peers. When youth have an issue, they can seek relief through the SGA, which advocates for them with the facility administration. The SGA helps youth build leadership, problem-solving, and life skills that will aid them in successfully reentering their communities and continuing on productive paths. SGA members also serve as tour guides for groups and individuals, and are active members of the Family Engagement Committee, working with DJJ and family members to enhance family involvement.

Serious Offender— Residents committed as Serious Offenders are sentenced for a determinate period of time and remain under the jurisdiction of the committing court judge until released or transferred to the adult system. Residents are released from the JCC by the committing court as a result of judicial review or having completed the sentence as specified by the court.

Serious Offenders must be released on the date that completes their sentence or as ordered by the judge at the review hearing regardless of institutional adjustment. Residents committed until a specified birthday shall be released the day before the actual date of their birthday. Completion of identified treatment needs and parole supervision is not required.

SOL: Standards of Learning — a public school standardized testing program in the Commonwealth of Virginia. The standards represent what many teachers, school administrators, parents, and business and community leaders believe schools should teach and students should learn.

Treatment Team—reviews resident progress, case management needs, and the CRCP. Team includes resident's PO, housing unit staff, and parent(s)/guardian(s)

YASI: Youth Assessment and Screening Instrument— a tool used to classify a resident's risk of reoffending by assessing risk, need, and protective factors. Information gathered from the assessment is used to help develop case plans. The YASI is re-administered approximately every 90 days to measure growth.