

ABSCONDER

A juvenile probationer or parolee who hides, conceals or absents themselves with the intent to avoid legal process or authorized control.

**ABSENT WITHOUT
LEGAL PERMISSION
(AWOLP)**

To leave an approved placement in a parent/legal guardian home or own home/independent living without legal permission or fails to return when required; see [JJM 722-03A, Absent with Legal Permission \(AWOLP\) & Escape](#).

**ACCEPTANCE
DATE**

The date the court order that refers or commits the youth to Michigan Department of Health and Human Services (MDHHS) is signed by the court.

**ADJUDICATED
DELINQUENT**

A person found responsible to have committed an offense that, if committed by an adult, would be a criminal offense.

ADULT INMATE

An individual who has reached the age of full criminal responsibility (18 years of age); and has been arrested and is in custody for or awaiting trial on a criminal charge, or is convicted of a criminal offense; and does not include an individual who at the time of the offense, was younger than the maximum age at which a youth can be held in a juvenile facility (20 years of age); and was committed to the care and custody or supervision, including post-placement or parole supervision, of a juvenile correctional agency by a court of competent jurisdiction or by operation of applicable State law. 34 USC 11103(26).

BALANCED AND RESTORATIVE JUSTICE (BARJ)

A philosophy in which the victims, offenders and communities all play key roles in achieving justice through reparation of the harm caused by crime.

CALENDAR MONTH

Each of the twelve named periods into which a year is divided; for example, January, February, etc.

CAREGIVER

For the purposes of The Preventing Sex Trafficking and Strengthening Families Act, PL 113-183, a caregiver is defined as a licensed foster parent with whom a youth in foster care has been placed or a designated official for a child caring institution in which a youth in foster care has been placed to apply the reasonable and prudent parent standard.

CASE RECORD

An orderly collection of documents or packets relating to specific actions, transactions or events required for the delivery of services and financial assistance to a specific client of the department, including electronic records.

ACTIVE CASE RECORD

Electronic case record: all information and documents related to a case that are stored electronically in the Michigan Statewide Automated Child Welfare Information System (MiSACWIS).

Physical case file: all hard copy documents stored in a physical file. For cases serviced by a private child placing agency contracted by MDHHS, this would include physical files at the MDHHS local office and the private child placing agency office.

INACTIVE CASE RECORD

The record of a case when a youth is discharged from wardship and the case is closed in the identified electronic case management system. The youth is no longer receiving services.

**CHILD CARING
INSTITUTION (CCI)**

Child Care Organizations Act, MCL 722.111 defines child caring institution as a child caring facility that is organized for the purpose of receiving minor children for care, maintenance, and supervision, usually on a 24-hour basis, in buildings maintained by the child caring institution for that purpose, and operates throughout the year. Social Security Act, 42 USC 672 further defines child-caring institution as a private child-caring institution, or a public child-caring institution which accommodates no more than twenty-five children, which is licensed by the State in which it is situated or has been approved, by the agency of such State responsible for licensing or approval of institutions of this type, as meeting the standards established for such licensing, except, in the case of a child who has attained 18 years of age, the term shall include a supervised setting in which the individual is living independently, in accordance with such conditions as the Secretary shall establish in regulations, but the term shall not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent.

CLASS I OFFENSE

Any one of the crimes listed in JJM 300 Exhibit I committed by a youth who is 14 through 17 years of age and adjudicated by Circuit Court or the Family Division of Circuit Court. These Class I Offenses can be extended to 21 years of age; see [JJM 300, Exhibit I](#).

**CLASS II
OFFENSE**

Any one of the crimes listed in JJM 300, Exhibit II committed by a youth who is between the ages of 12 and 17 and adjudicated by the Family Division of Circuit Court; see [JJM 300, Exhibit II](#).

**CLASS III
OFFENSE**

Any offense other than Class I or Class II offenses which, if committed by an adult, would be punishable by imprisonment for more than one year or an offense expressly designated by law to be a felony; see [JJM 300, Exhibit III](#).

**CLASS IV
OFFENSE**

Any misdemeanor which, if committed by an adult, would be punishable by imprisonment for one year or less (i.e., low misdemeanor); see [JJM 300, Exhibit IV](#).

**CLASS V
OFFENSE**

Any status offense which would not be a crime (felony or misdemeanor) if committed by a person age 18 or older, and community resources have been utilized and failed or have been rejected; see [JJM 300, Exhibit V](#).

COMPLAINT

A written accusation filed in Circuit Court alleging a commission of a criminal offense by a juvenile.

**CONSENT
CALENDAR**

MCL 712A.2f defines consent calendar as proceeding in an informal manner when the court determines that formal jurisdiction should not be acquired over a youth.

**MICHIGAN
DEPARTMENT OF
HEALTH AND
HUMAN SERVICES**

The Michigan Department of Health and Human Services (MDHHS) created by Executive Order 2015-4. Its powers and duties are described in the Social Welfare Act, MCL 400.1 et seq., 1939 PA 280, as amended.

**DELINQUENT
COURT WARD**

Court ward referred and accepted for care and supervision by the department under the Social Welfare Act, MCL 400.55(h). The court retains jurisdiction for reviews, violations and discharge from wardship. (Probate Code, MCL 712A.1 et seq., 1939 PA 288) Assigned legal status of 40 - Court Ward Delinquent in the identified electronic case management system.

**DIVISION OF CHILD
WELFARE
LICENSING (DCWL)**

DCWL conducts onsite inspections to determine compliance with state law and licensing rules, provides technical assistance and consultation to improve the quality of service and investigates complaints alleging violations of licensing rules or law.

**DETENTION
FACILITY**

45 CFR 1355.20, defines detention facility "in the context of the definition of child caring institution in section 472(c)(2) of the Act means a physically restricting facility for the care of children who require secure custody pending court adjudication, court disposition, execution of a court order or after commitment."

DISCHARGE

Termination of wardship as ordered by the committing or referring court. Results in closing of the relevant program, for example juvenile justice, and closing of the juvenile justice case.

DISPOSITION

The decision by the court as to the resolution of the charge and what conditions will be placed upon the youth following an adjudication.

**DIVERT OR
DIVERSION**

Juvenile Diversion Act, MCL 722.821, as amended defines divert or diversion as the action of a law enforcement official or court intake worker releasing the youth to his or her parent/legal guardian or making an agreement with the youth and his or her parent/legal guardian to refer the youth to a public or private agency to resolve the problem. The decision to divert a youth is based on the nature of the offense, the youth's age, problems leading to the offense, character, and conduct, behavior in family and school settings, as well as any prior diversions.

DNA PROFILE

A genetic profile used for identification and kept on record with Michigan State Police. Youth who have been convicted as an adult

in a criminal court of any felony, attempted felony or select misdemeanors must have a DNA profile submitted. See [JJM 265](#) for DNA Profile Offense Codes.

DUAL WARD

When a youth has an open foster care case and the youth has been referred or committed to MDHHS for delinquency placement and supervision **or** is being supervised by the court.

ESCAPE

To leave without lawful authority or failure to return to custody when required; see [JJM 722-03A, Absent with Legal Permission \(AWOLP\) & Escape](#).

ESCAPEE

A juvenile who has made an unauthorized flight from a facility or agency's custody to which he/she has been committed or referred by a court.

FAMILY TEAM MEETING (FTM)

A deliberate and structured approach to involving youth, families, and caregivers in case planning through a facilitated meeting of family and their identified supports.

FACE-TO-FACE CONTACT

Defined as being held in person. Videoconferencing or any other similar form of technology does not serve as a face-to-face contact for the purposes of meeting the federal requirements set forth in Social Security Act, 42 USC 622(b)(17).

FOSTER CARE

45 CFR 1305.2 defines foster care as "24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child caring institutions, and preadoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and

payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made."

INITIAL SERVICE PLAN (ISP)

The ISP is the first service plan.

JUVENILE

A person defined as a juvenile in any member state under the Inter-state Compact for Juveniles, including accused juvenile delinquents, adjudicated delinquents, accused status offenders, adjudicated status offenders, non-offenders, non-adjudicated juveniles, and non-delinquent juveniles. This is typically a youth under the age of 18, but also includes youth up to age 20 who have been convicted as an adult and sentenced as a juvenile.

JUVENILE COMPETENCY

The Mental Health Code (MCL 330.1001 et seq.) was amended in 2012 to include specific provisions for the determination of juvenile competency to stand trial, effective on March 28, 2013. Competency is not the same as criminal responsibility; it is the youth's ability to understand the charges and proceedings and the ability to assist the youth's attorney with his or her own defense in a meaningful way. Competence to stand trial in juvenile court may differ from the youth's competence to stand trial in criminal court. The issue of a youth's competency to stand trial may be raised by the court or by motion of a party at any time during the proceeding. If the issue of competency is raised, proceedings must cease until competency has been determined

JUVENILE JUSTICE SPECIALIST (JJS)

The Department of Health and Human Services case worker responsible for delinquent youth referred or committed to MDHHS for supervision.

**JUVENILE
JUSTICE
ASSIGNMENT
UNIT (JJAU)**

The office within MDHHS responsible for making placement assignments for delinquent court or state wards to MDHHS and private residential treatment providers. The unit uses the identified electronic case management system to make placement referrals to providers at the secure and non-secure levels. The JJAU coordinates with the Division of Child Welfare Licensing in cases where the placement is such that an exception request is required. The JJAU does not make assignments to independent or supervised independent living arrangements.

**LEAST RESTRICTIVE
ENVIRONMENT**

Supervised community placement, preferably a placement with the juvenile's parent, guardian, relative, or a facility or conditions of treatment that is a residential or institutional placement only utilized as a last resort based on the best interest of the juvenile or for reasons of public safety, Probate Code, MCL 712A.1(j).

MISACWIS

MISACWIS is the Michigan Statewide Automated Child Welfare Information System.

NON WARD

Any youth who is under the juvenile jurisdictional age limit established by the state of residence, and who has **not** been adjudicated as a delinquent, or an abuse/neglect ward.

**MDHHS OFFENSE
CODE**

The three digit code which reflects the nature and severity of the offense. The numerical code is entered in report forms (USP's) used for data collection and structured decision making instruments.

**OUT-OF-TOWN
INQUIRY (OTI)
REQUEST**

Matters pertaining to placement of wards referred to MDHHS for investigation through the Interstate Compact for Juveniles, or vice versa.

**OUT-OF-TOWN
INQUIRY (OTI)
WARD**

Youth adjudicated in an out-of-state jurisdiction and referred to MDHHS through interstate compact (upon the youth's move to the local county) for delinquency services. Jurisdictional authority remains in the originating state in these cases. Interstate Compact for Juveniles, MCL 3.692.

OVERRIDE

To decrease or increase the security level for a youth's recommended placement based on mitigating or aggravating factors.

PETITION

A written request to the court for an order requiring that action be taken or a decision made regarding a juvenile stating the circumstances upon which it is founded.

**PRE-SENTENCE
INVESTIGATION
(PSI) REPORT**

Written report prepared by the JJS upon the request of the court of jurisdiction providing recommendations for sentencing when a youth has been tried as an adult. (Juvenile Facilities Act, MCL 803.221. et seq., 1988 PA 73).

PREVENTION PLAN

The Family First Prevention Services Act, enacted as part of Public Law 115-123 authorized new title IV-E funding for time-limited prevention services for mental health, substance abuse, and in-home parent skill programs for children or youth who are candidates for foster care, including those youth who have been referred per MCL 400.55h or committed per 1974 PA 150 and

currently reside in home are eligible to receive prevention case services.

PROBATION

The status of an offender who has been committed under 1974 PA 150, instead of being sentenced to an adult correctional facility. Jurisdictional authority for youth on probation status remains with the committing court and youth convicted as adults in a designated case and placed with MDHHS.

1974 PA 150, AS AMENDED, MCL 803.302 (YOUTH)

Public ward committed to and accepted by the department for care and supervision according to the following requirements:

- The ward is at least 12 years at the time of commitment by the juvenile court.
- The offense for which the ward is committed occurred prior to the ward's 18th birthday.

QUALIFIED RESIDENTIAL TREATMENT PROGRAM (QRTP)

A Qualified Residential Treatment Program (QRTP) provides services following a child's removal from their own home or ongoing out of home placement. This program has a trauma-informed treatment model that is designed to address the emotional or behavioral needs of children and provide clinical treatment as appropriate.

QUALIFIED RESIDENTIAL TREATMENT PROGRAM (QRTP) INDEPENDENT ASSESSOR

A trained professional or licensed clinician who is not an employee of the State agency and who is not connected to, or affiliated with, any placement setting in which children are placed by the State. Social Security Act, 42 U.S.C. 675a(c)(1)(D)(i).

RELEASE

Termination of a residential placement by order of the committing or referring court.

RESTITUTION

Court ordered monetary responsibility of a youth.

**RETENTION AND
DISPOSAL
SCHEDULE**

As required under state law, a state-approved listing of relevant official records that specifies the maximum time for retention of the records. The maximum time for retention is called the retention period and is based on storage in the local office and storage in the state Records Management Center in Lansing. Schedules include general schedules and agency-specific schedules.

RISK LEVEL

The likelihood that a youth will commit another offense in the future. Also, a quantitative measure of risk based on the Michigan Juvenile Justice Assessment System (MJJAS) assesment. The risk level determination, normally based on numeric rating and converted to levels of low, moderate, or high, is combined with the severity of the youth's most severe offense to produce a recommended placement security level.

RUNAWAY

A child under the age of 18, who has runaway from their place of residence, without the consent of the parent, guardian, person or agency entitled to legal custody or supervision. In Michigan, this definition includes non-wards and non-delinquent wards.

SECLUSION ROOM

Mich Admin Code R 400.4101(z) defines seclusion room as a room or area approved by DCWL for the confinement or retention of a youth. The door to the room may be equipped with a security locking device which operates by means of a key or is electrically operated and has a key override and emergency electrical backup in case of a power failure.

SECURITY LEVEL

The type of residential placement supervision and the level of restrictions that a placement provides; secure or non-secure.

SECURE

One of two MDHHS juvenile justice facility/program security levels. Secure programs are self-contained campus-based programs that provide all necessary resources for residents within their boundaries. Residents have extremely limited access to the community. In addition, secure programs can be campus-based programs that can provide all of the basic resources needed for treatment. Treatment programs may be augmented by staff supervised treatment focused activities in the community. These programs are designed to provide treatment and secure facility custody for a population of Class I and II adjudicated juvenile offenders exhibiting high risk for re-offending.

Within program buildings and grounds, all services are provided on campus. All buildings used by residents must be secured against entrance and egress. Facilities make use of internal security measures, for example, limited public access, key control, cameras, etc. All outdoor resident use areas must have perimeter security fencing.

Supervision in program buildings and campus grounds includes 100% line of sight or appropriate monitoring of youth in locked behavior management rooms. Physical and mechanical restraint systems are allowable when used in accordance with licensing and policy standards. Home visits are only allowed by court order. Residents are only allowed to leave the grounds under direct staff supervision for medical or other emergency situations that receive written approval from the facility director. Residents may be placed into the temporary custody of a non-program person when approved by the court of jurisdiction. Regular off-campus activities may be included as part of the treatment program but must have staff line of sight supervision at all times, and be approved by the court and facility director. Residents approaching successful completion of their treatment program, and showing an acceptable probability for community safety, may participate in structured community based education programs, treatment or employment when accompanied by a program staff or there is a program designated adult on site who will provide supervision.

**YOUTH WITH
PROBLEMATIC
SEXUAL
BEHAVIORS**

A juvenile having been adjudicated for an offense involving sex or of a sexual nature or who may be required to register as a sex offender and be added to the sex offender registry.

NON-SECURE

One of two MDHHS juvenile justice facility/program security levels. Non-secure programs are campus-based programs that utilize staff and program as the main source of security and do not rely on mechanical and structural building and grounds security measures. These programs can provide all of the treatment resources on grounds. These programs may utilize off-grounds, community-provided, resources when the individual resident has shown appropriate progress in their treatment program. Non-secure programs are campus, or non-campus-based programs utilizing community resources where possible. Residents have regular unsupervised access to the community for such activities as education, treatment and employment. These programs are designed to provide treatment and staff custody to a population of Class I and II adjudicated juvenile offenders exhibiting a low or moderate risk for re-offending or Class III, IV or V adjudicated juvenile offenders exhibiting a high risk for re-offending.

Within the buildings and grounds, internal security measures may rely primarily on staff procedures (security equipment not required). No perimeter security fencing is required. Buildings and grounds are not required to have any specific security equipment. Residents frequently participate in off-campus activities. No behavior management rooms can be used.

Individuals and groups may travel within the grounds and buildings unsupervised under staff review and monitoring. The treatment program includes regular staff supervised resident activities in the community, when security reviews support an acceptable probability of youth safety. Supervision may be assigned to an individual's guardian or program designated adult. Residents approaching successful completion of their treatment program and showing high probability for positive behavior may participate in unsupervised, structured community activities such as education programs, treatment or work. Physical restraint methods are allowable to prevent injury to youth and others when used in

accordance with licensing rules and policy standards. No mechanical restraints are allowed. Residents must have a staff available within the facility for counsel or assistance 24 hours a day and seven days a week.

SERVICE PLAN

A presentation of factual and assessed information about the youth and the youth's family. The initial and updated service plans contain the strength/needs and risk assessments which drives treatment. The plans assist the courts, private/public facilities and other treatment providers in making decisions regarding the youth's placement and or treatment.

There are three types of service plans:

- Initial Service Plan (ISP).
- Updated Service Plan (USP).
- Supplemental Updated Service Plan (SUSP).

SEX OFFENDER REGISTRATION

Youth adjudicated or convicted of specified sex crimes must register on this state sex offender listing. See [JJM 300, Exhibit VI](#) for Sex Offender Registration Offense Codes. See [JJM 263, Sex Offender Registration](#).

SIBLING

Means a child who is related through birth or adoption by at least 1 common parent. Sibling includes that term as defined by the American Indian or Alaskan native child's tribal code or custom.

SIGHT AND SOUND SEPARATION (JAIL)

Youth cannot be housed next to adult cells, share dining halls, recreation areas, or any other common spaces with adults, or be placed in any circumstance that could expose them to threats or abuse from adult inmates. This includes "any physical, clear visual, or verbal contact that is not brief and inadvertent" and is required by the Juvenile Justice Delinquency Prevention Act.

**STATUS
OFFENSE**

Acts or actions of a youth, which, if committed by an adult, would not be considered a crime, for example, running away from home, school truancy, and incorrigibility.

**STRUCTURED
DECISION
MAKING (SDM)**

A method that is used to assess the relative needs and risk of re-offense of juveniles and assign treatment resources based upon minimum standards and established criteria.

**SUPPLEMENTAL
UPDATED
SERVICE PLAN**

The Juvenile Justice Supplemental Updated Service Plan (SUSP), is completed when a youth is placed in a private, contracted juvenile justice residential treatment facility, Bay Pines Center or Shawono Center and the facility is completing residential treatment plans. The JJS must send a copy of the completed SUSP to the residential treatment facility.

TETHER

An electronic tracking device used to monitor a youth's whereabouts using global positioning system (GPS).

**TRAINING
SCHOOL**

A campus-based residential treatment facility operated by MDHHS.

**TREATMENT
PLAN**

A written presentation of observation, progress and assessed information about the youth and the youth's family that is developed by the residential treatment facility. The plans assist the courts, the JJS and other treatment providers in making decisions regarding the youth's placement and or treatment. The case worker must contribute to treatment plan development by writing service plans and providing input to the facility treatment team.

Initial Treatment Plan (ITP)

The ITP is the first treatment plan written by the residential treatment facility after the youth is admitted. It records the:

- Youth assessment information.
- Program adjustment.
- Placement-planning information.
- Functional independence.
- Transitional planning services recommendations.

Updated Treatment Plan (UTP)

The UTP must be completed by the residential treatment facility staff and achieves the following purposes:

- Updates the Initial Treatment Plan.
- Evaluates progress/problems of the youth.
- Includes reassessment of the youth's and family needs and strengths.
- Identifies any special services required.
- Evaluates and documents goal completion.
- Addresses medical needs and transitional planning services.
- Includes a reintegration plan to address remaining needs and achieve the permanency goal in the service plan.

Release Treatment Plan

The release plan must be completed by residential treatment facility staff within 14 calendar days of youth release from the facility. The release plan documents the youth's:

- Progress.
- Goal completion.
- Needs/strengths/risk reassessment.
- Reintegration plan status, including remaining needs and specific actions to address those needs.

**UPDATED
SERVICE PLAN
(USP)**

The USP must be completed by the JJS for youth placed in the community, detention, jail or non-contracted facility.

WARRANT

Court order for arrest and detention prepared by the prosecuting attorney and issued or authorized by a court.