

ABSCONDER

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

**ACCEPTANCE
DATE**

The date the court order that refers or commits the youth to DHS is signed by the court.

**ACCUSED
DELINQUENT**

A person charged with an offense that, if committed by an adult, would be a criminal offense.

**ACCUSED
STATUS
OFFENDER**

A person charged with an offense that would not be a criminal offense if committed by an adult.

**ADJUDICATED
DELINQUENT**

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

**ADJUDICATED
STATUS
OFFENDER**

A person found to have committed an offense that would not be a criminal offense if committed by an adult, and is eligible for services under the Interstate Compact for Juveniles.

**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.

**BEHAVIOR
MANAGEMENT
ROOM**

A room approved by the Bureau of Children and Adult Licensing (BCAL) to be specified as a behavior management room.

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**

The record of a case accepted and opened on the SWSS FAJ and Bridges. The record contains documents necessary to support eligibility and current status.

**Inactive Case
Record**

The record of a case when a youth is discharged from wardship and the case is closed on SWSS FAJ and Bridges. The youth is no longer receiving services or financial assistance.

**CIRCUIT COURT
OFFENDER (CCO)**

Youth 14 through 16 years of age who have been convicted of a Class I offense and are assigned to the department by the circuit court or the Family Division of Circuit Court for a pre-sentence investigation report.

CLASS I OFFENSE

Any one of the crimes listed in JJ3 300 Exhibit I committed by a youth who is 14 through 16 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. Refer to JJ3, Item 300, Exhibit I.

**CLASS II
OFFENSE**

Any one of the crimes listed in JJ3, Item 300, Exhibit II committed by a youth who is between the ages of 12 and 17 and adjudicated by the family division of the circuit court. Refer to JJ3, Item 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. Refer to JJ3, Item 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). Refer to JJ3, Item 300, Exhibit IV.

**CLASS V
OFFENSE**

Any status offense which would not be a crime (felony or misdemeanor) if committed by a person age 17 or older, and community resources have been utilized and failed or have been rejected. Refer to JJ3, Item 300, Exhibit V.

COMPLAINT

A written accusation filed in circuit court charging a juvenile with commission of a criminal offense.

**CONSENT
CALENDAR**

A procedural mechanism provided by court rule MCR 3.932(C) that allows for informal treatment of appropriate cases. If the informal treatment will serve the best interests of the youth and the public, the court may proceed on the consent calendar without authorizing the petition. The youth and the parent or legal custodian must agree to the consent calendar and the youth must waive certain rights. The court can also transfer a case after a petition is authorized, but before disposition occurs. If, at any time, the court

determines it is not in the best interest of the youth or the public to continue on the consent calendar, the court may transfer the case, without a hearing, to the formal calendar.

**DHS OR
DEPARTMENT OF
HUMAN
SERVICES**

The Department of Human Services (DHS) as established by 1939 PA 280.

**DELINQUENT
TEMPORARY
COURT WARD
(DTCW)**

Court ward referred and accepted for care and supervision by the department. The court retains jurisdiction for reviews, violations and discharge from wardship. (1939 PA 288, MCL 712A.1 et seq.) Assigned legal status of 40 in the Service Worker Support System - Foster Care, Adoption, and Juvenile Justice (SWSS FAJ).

**DELINQUENT
WARD**

Any youth who has been adjudicated as a delinquent by a juvenile court and who, at the time the provisions of the Interstate Compact for Juveniles are invoked, is still subject to the court that made such adjudication. (Because there is variation in the age of majority between states, a youth is defined as a juvenile by the age of majority in the state in which he/she was adjudicated, not the age of majority in Michigan.) Delinquency is a term used interchangeably with juvenile justice.

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.

DIVERSION

An informal procedure used by a law enforcement agency or the Family Division of the Circuit Court as defined in the Juvenile Diversion Act, 1988 PA 13. A youth who is apprehended for an offense, or who is the subject of a complaint or petition, may be diverted from formal court procedures and referred to a public or private agency. Eligibility is based on the nature of the offense, the youth's age, background to problems leading to the offense, and character, as well as conduct and behavior in family and school settings.

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 JJ3, Item 300, Exhibit VII for DNA Profile Offense Codes and JR2 230, DNA.

ESCAPE

To leave without lawful authority or failure to return to custody when required.

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.

INITIAL SERVICE PLAN (ISP)

The ISP is the first service plan.

JJOLT, JUVENILE JUSTICE ON-LINE TECHNOLOGY

An automated data collection, case management and management information system for juvenile justice youth. This system is designed to track and record activities of youth within the juvenile justice system. Also referred to as the Juvenile Justice Information System.

JUVENILE

A person defined as a juvenile in any member state under the Interstate Compact for Juveniles, including accused juvenile delinquents, adjudicated delinquents, accused status offenders, adjudicated status offenders, non-offenders, non-adjudicated juveniles, and non-delinquent juveniles.

**JAIS, JUVENILE
AGENCY
INFORMATION
SYSTEM**

An automated data collection, case management and management information system for juvenile justice youth in Wayne County. Also used to monitor contract compliance, track juveniles in the system and issue reports built on a central database.

**JUVENILE
JUSTICE
SPECIALIST (JJS)**

The case worker responsible for delinquent youth referred or committed to DHS for supervision.

**JUVENILE
JUSTICE
ASSIGNMENT
UNIT (JJAU)**

The office within DHS responsible for making placement referrals for delinquent court or state wards to DHS and private residential treatment providers. The unit uses JJOLT to make placement referrals to providers at the secure and non-secure levels. The JJAU coordinates with the Bureau of Child and Adult Licensing in cases where the placement is such that an exception request is required. The JJAU does not make referrals to independent or supervised independent living arrangements.

**JUVENILE SEX
OFFENDER**

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 in the sending or receiving state.

**MICHIGAN LOCAL
AGENCY**

County DHS office, Family Division of the Circuit Court, DHS or private child caring institution, or private child placing agency.

MISACWIS

MiSACWIS is the Michigan Statewide Automated Child Welfare Information System. MiSACWIS is in development and will replace the Service Worker Support System, Foster Care, Adoption, and Juvenile Justice (SWSS FAJ).

**NON-
DELINQUENT
WARD**

Youth who are under the jurisdiction of a court, or a state agency, but have NOT been adjudicated as a delinquent. In Michigan, these are court abuse/neglect wards, MCI & MCI-O wards.

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.

**DHS OFFENSE
CODE**

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

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

Matters pertaining to placement of wards referred to DHS 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 DHS 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. (1958 PA 203, MCL 3.701).

OVERRIDE

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

PAROLE

Any kind of supervision or conditional release of juveniles authorized under laws of the compacting states.

Related Term: Probation (interstate compact).

**PERIMETER
FENCING**

A fence that restricts the entry and exit of individuals from within.

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. (1988 PA 73, MCL 803.221. et seq.)

PROBATION

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

PROBATION

Any kind of supervision or conditional release of juveniles authorized under laws of the compacting states.

Related term: Parole.

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

State 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 17th birthday.

**RECEIVING
STATE**

Under the Interstate Compact for Juveniles, the state that receives a request for supervision of a child or service from another state. In adoption cases under the Interstate Compact on the Placement of Children, the state where the prospective adoptive family is living.

RELEASE

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

REQUISITION

A formal request under Article IV or V of the Interstate Compact for Juveniles, for the return of non-wards, non-delinquent wards, escapees or absconders who refused to voluntarily agree to be returned to their home state.

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 a DHS-approved risk instrument. 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 juvenile jurisdictional age limit established by the state of residence, who has runaway from his/her 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.

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 DHS 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 or moderate risk for re-offending.

Within program buildings and grounds, all services are provided on campus. All individual resident rooms are licensed as Behavior Management Rooms. 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. 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 in secure programs are not eligible for title IV-E funding.

NON-SECURE

One of two DHS 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 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. Benign physical restraint methods are allowable to prevent injury to youth and others. 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.

SENDING STATE

For probation or parole services: the state that has legal jurisdiction, either DHS, court, or private agency, that sends to another state a request for a home study and/or supervision of a youth or service. In adoption cases: the state where the prospective adoptive child is living.

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 JJ3, Item 300, Exhibit VI for Sex Offender Registration Offense Codes. See JR2 231, Sex Offender Registration, and JJ2 263, Sex Offender Registration.

**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.

**SUBSTANTIAL
COMPLIANCE**

Under the Interstate Compact for Juveniles, a juvenile who is sufficiently in compliance with the terms and conditions of his or her supervision so as not to result in initiation of revocation of supervision proceedings by the sending or receiving state.

**SUPPLEMENTAL
UPDATED
SERVICE PLAN**

The Supplemental Updated Service Plan (SUSP) must be completed by the juvenile justice specialist (JJS) when DHS or a private agency is providing case management for the youth. The JJS must send a copy of the completed SUSP to the residential treatment facility

SWSS FAJ

Services Worker Support System - Foster Care, Adoption and Juvenile Justice; a computer support system used to record vital information of youth under state supervision.

TETHER

An electronic tracking device.

**TRAINING
SCHOOL**

A campus-based residential treatment facility operated by DHS.

**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.

WARRANT

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