



JUVENILE DIVISION
The Superior Court
201 CENTRE PLAZA DRIVE, SUITE 3
MONTEREY PARK, CALIFORNIA 91754-2158

TELEPHONE
(323) 526-6377

CHAMBERS OF
MICHAEL NASH
PRESIDING JUDGE

October 10, 2014

TO: Juvenile Delinquency Court Judicial Officers
Probation Department
All Interested Persons and Entities

FROM: Michael Nash, Presiding Judge 
Juvenile Court

SUBJECT: JUVENILE CAMPS AND COURT PROCEDURES

Effective November 3, 2014, the following protocol will be utilized to clearly define the procedures for committing delinquent youth, aka wards of the court, to camp, releasing a youth from camp, and extending a youth's commitment to camp. In addition, the procedures are designed to provide court oversight of a youth's camp experience, including the development of a community integration plan, and to provide attorneys who represent youth a meaningful opportunity to advocate for their clients while they are in camp. The process will be as follows:

1. Camp commitments will be for 5-7 months or 7-9 months. The 3 month commitment is eliminated.¹
2. The commitment time commences on the date the youth actually enters camp.
3. Any youth can be released prior to the completion of 5 or 7 months upon the court's granting a WIC 778 petition which may be filed by Probation, a parent or other person having an interest in the youth, including the youth himself.
 - a. The petition must show a change of circumstance or new evidence and that the change of order is in the best interests of the youth.

¹ It is the goal that low and moderate risk youth who might otherwise have received a 3 month or more commitment should not receive camp commitments. Instead, Probation will recommend probationary programs which may include services and supervision through Day Reporting Centers where available or other comprehensive community based alternative plans.

- b. In order to show that the change of order is in the best interests of the youth, it should comply with the requirements of the Pre-Release Report (see infra).
4. Before the court rules on any WIC 778 petition, the court clerk must provide notice in compliance with WIC 776.
5. All youth will be released directly from camp at the date of completion of the 5-7 or 7-9 month commitment, or the date determined by a WIC 778 or WIC 777 petition.
 - a. For a 5-7 month or 7-9 month commitment, probation will have the discretion to release a youth at any point within these timeframes. All scheduled release dates will be calculated from the mid-point of each commitment, or 6 months for the 5-7 and 8 months from the 7-9;
 - (1) When probation plans to release a youth prior to the 7 month or 9 month date, a release report will be submitted to the court 30 days prior to the projected release date.
6. Upon a youth's release from camp, the youth should be placed HOP or should be returned to the relative/NREFM caretaker with whom the youth was placed prior to camp. The order for a youth returning to a relative/NREFM placement should be SP and not HOP. If a youth cannot, will not or should not be released HOP or SP relative/NREFM as stated previously, Probation must file a WIC 778 petition to request a suitable placement or an order other than HOP/SP relative. The WIC 778 petition shall report all family finding efforts and identify the proposed placement. No youth shall be held in Juvenile Hall pending placement following the camp release.
7. If a youth in camp is a dual status youth, that is a WIC 300/602 youth, the youth shall be released to DCFS if the youth was in a DCFS suitable placement prior to camp commitment or shall be released to Probation if the youth came from a Probation supervised placement prior to camp commitment. If the youth was on a DCFS HOP order, the youth shall be released to the custodial parent(s). This issue of placement shall be resolved and reported in the Pre-Release Report.
8. No youth may be held in camp longer than 7 or 9 months without the filing and sustaining of a WIC 777 petition.
9. If a WIC 777 petition is sustained, the court may order the camp commitment extended for 1 month, 2 months or may order a new 7 or 9 month commitment.

Subsequent Reports

When the court issues a camp commitment order, Probation will file the following reports with the court in all cases:

- a. 15 day report until the youth actually arrives in camp
- b. 30 day report calculated from the final 15 day report

- c. 120 day report calculated from the final 15 day report
- d. Pre-Release Report scheduled 30 days prior to the scheduled release date on 5-7 and 7-9 month commitments
- e. Post Release Progress Reports within 15 court days after the release from camp.
- f. The court has the discretion to order additional reports at any time during a youth's camp stay.

15 Day Reports

1. 15 Day Reports shall be filed until the youth actually arrives in camp
2. The report will specifically state the reasons for any delay in camp placement and will specifically state what steps are being taken to effectuate the placement as soon as possible.
3. If the 15 Day Report does not specifically state the reasons for any delay in camp placement and does not report what steps are being taken to effectuate placement, the court shall order the youth and the Probation officer(s) responsible for the placement to appear in court to explain and discuss the placement delay. The court shall have the discretion to shorten the time for the 15 Day Report.

30 Day Progress Reports

(30 days from final 15-day review report)

Probation must provide the following information:

1. Youth's arrival date at camp and scheduled release date calculated 6 or 8 months from the date of arrival to camp.
2. Results of any camp assessment (e.g. front-end MDT) performed on the youth prior to entering camp with copy of assessment and case plan attached. An educational case plan must be developed and attached and may be in the form of the Individualized Learning Plan completed by LACOE.
3. Reasons for placement in specific camp
4. Based on recent assessment and review of Probation records, does youth have issues related to substance abuse? Describe the substance abuse services to be provided to the youth at camp and after release from camp. Based on recent assessment and review of Probation records, has youth received mental health services in the past? If so, was a referral to mental health services at camp made?

5. Have the youth's education records been received? If not, why not? If not, what efforts have been made to obtain the records? What are the youth's most recent reading and math test levels? How many credits is the youth behind according to his grade level by age? Is the youth receiving special education services? What is the date of the last IEP? Is there an IEP scheduled to take place while the youth is at camp? Please attach the most recent IEP. If there is an IEP, what is the plan to implement the IEP while the youth is in camp?
6. Will the youth receive any special services such as individual counseling, anger management training, parenting, vocational training or other services?
7. Has there been any contact with the youth's family by Probation since the youth entered camp? If not, why not?
8. Has the youth's family visited camp or attended Family Engagement Day? Are there transportation issues? If so, what has been done to address them?
9. Who is responsible for developing the youth's re-entry plan? What steps have been taken towards re-entry planning?
10. How has the youth adjusted to camp? Please attach any special incident reports. If the camp has a behavioral level system, what level has the youth achieved?
11. The DPO may provide any or all of the above information by attaching a copy of the initial MDT, if the information is contained in the initial MDT.

120 Day Progress Reports
(Calculated from final 15-day review report)

Probation must provide the following information:

1. Updates on implementation of any previously developed case plan
2. Updates on any special services provided to the youth
3. An education update which includes the number of credits the youth is earning in camp and implementation of any IEP. Please attach a copy of any new/updated IEP and the most recent LACOE Educational Programs Grade Report and the updated LACOE Individualized Learning Plan.
4. Any health issues or reports of injuries incurred while at camp.
5. Updates on mental health issues and services provided. Plea
6. Updates on substance abuse issues or services
7. Has there been any contact with the youth's family by Probation since the last report? If not, why not?

8. Has the youth's family visited camp or attended a Family Engagement Day since the last report? Are there transportation issues? If so, what has been done to address them?
9. What steps have been taken towards re-entry planning including family finding if necessary and appropriate?
10. Have there been any behavioral issues since the last report? Please attach any behavioral incident reports. If the camp has a behavioral level system, what level has the youth achieved?

Pre-Release Reports

Following the 120 day progress report, the Court will order a pre-release report scheduled for 30 days prior to the recommended release date on a 5-7 month or 7-9 month commitment. The release report shall contain the following information:

1. The youth's and probations accomplishment of the case plan objectives, including educational goals, while in camp.
2. Where the youth will live and with whom. What efforts have been made to locate family members for a youth who might otherwise be suitably placed in a foster or group home.
3. Date of and results of the home evaluation if HOP or SP relative/NREFM is the plan. Name and phone number of the DPO performing the home evaluation.
4. Information from any transition Multi Disciplinary Team (MDT) [attach a copy of the MDT report]
 - a. School youth will attend and arrangements made for admission to school including a specific appointment with a specific person at the school the youth will attend.
 - b. School credits earned while in camp; how many necessary for GED or diploma
 - c. Will school records and transcripts be available for youth to take upon release?
 - d. Any arrangements for counseling post camp, if applicable
 - e. Any contemplated job training or employment arrangements
 - f. Arrangements for post-camp substance abuse or mental health counseling, if applicable. If no referrals were made for a youth who has a history of substance abuse and/or mental health treatment, why were no referrals provided?

- g. If the youth has an IEP, when contact has been made with the special education liaison at the school district. When is the follow up IEP scheduled after the youth returns to the community?
 - h. Any requested additional conditions of probation.
 - i. Consideration of CDP, WRAP or other in-home services.
 - j. The DPO may provide any or all of the above information by attaching a copy of the transition MDT, if the information is contained in the transition MDT.
 - k. A copy of the updated Individualized Learning Plan by LACOE must be attached.
5. Number of community services hours completed at camp, if applicable
 6. What arrangements have been made to reinstate Medi-Cal, if necessary

Post Release Progress Reports

At the camp pre-release report hearing, the Court shall order the youth to appear for the post release progress report hearing which should be scheduled within 15 court days after the youth's release from camp. Probation shall ensure that the youth is formally cited to court for the date set. Probation shall file a Post Release Progress Report which contains the following information:

1. Where and with whom the youth is living
2. Whether the youth is in fact in school and specific reasons if the youth is not. If not, state what steps were taken to assist youth with enrollment
3. Who the youth's Probation officer is and when the youth met with the DPO following camp release
4. Dates and results of any drug tests performed after release, if that is a condition of probation.
5. A final written community re-entry plan detailing all services to be provided to the youth; the name, address, phone number of all service providers; all actions to be completed by the youth; actions to be completed by the parent, guardian or other caretaker.
6. Attach a copy of the transition MDT that was conducted prior to the youth's release and explain any deviations from the MDT transition plan.

Following the post release progress report, it is recommended that each Court schedule a monthly progress report hearing for six months in which Probation

will report on the implementation of the community re-entry plan by Probation, the youth and all other involved persons and entities.

Psychotropic Medications and Camps

All reports relating to youth committed to camps in Los Angeles County shall contain information regarding youth in camps who are receiving psychotropic medication(s). In preparing these progress reports, Probation is directed to provide the psychotropic medication information listed below on a separate page(s) of the camp progress report. By doing so, the psychotropic medication information can be separated from the rest of the progress report and placed in the confidential information envelope in the youth's file.

1. Is the youth receiving any psychotropic medication while at camp?
2. List all medications and dosages that have been prescribed.
3. List all medications that the youth is actually taking.
4. Was the medication authorized by court order or by consent of the parent or guardian?
5. If the medication was authorized before the youth arrived at camp, did the youth arrive with an adequate supply? Was there any delay in obtaining and/or administering the authorized medication? What was the reason for delay(s)? Did the delay(s) have any negative effect on the youth?
6. Who at the camp is responsible for administering the medication to the youth?
7. Who at the camp is responsible for monitoring the effect of the medication?
8. How is the medication affecting the youth? Are there any perceived positive or negative effects? Please describe.
9. Has the youth been compliant in taking the medication? Has the youth commented on the benefits of the medication or given a reason for not taking the medication?
10. Has the youth seen a doctor about the medication while at camp? When is the youth next scheduled to see a doctor about the medication?

Post release progress reports shall contain the following information on youth receiving psychotropic medication(s):

1. Did the youth leave camp with a supply of medication? For how many days?
2. Prior to leaving camp, has Probation in collaboration with DMH/JCHS ensured that the youth and parent/caregiver understand the need for the medication as well as how and when it must be taken?
3. Are there any issues that the caregiver has regarding the administration of the medication? Has Probation in collaboration with DMH/JCHS ensured that

- the caregiver has the ability to make future medical appointments for the youth and the ability to fill prescriptions for the medication?
4. Are there any issues with reinstatement of Medi-Cal which could affect the ability to obtain the medication?
 5. Has Probation ensured that the youth has an appointment scheduled with the youth's treating physician or a psychiatrist regarding the continued use of psychotropic medication and treatment plan?

It is expected that the judicial officer will require follow-up reports as required by the information received in the post-release progress report.

For youth at camp, a request for court or parental authorization needs to occur for a new medication or a change in dosage for an existing medication. Whenever the Court approves a psychotropic medication request for a new medication or change in dosage, the Court does not need to indicate an order for a progress report on the JV-223 form because, in accordance with this policy, all progress reports will automatically contain psychotropic medication information.

Final Notes

1. All camp reports shall be heard in open court on the record.
2. Probation shall not transport a youth to court for a progress report hearing or a WIC 778 hearing unless specifically ordered to do so by the court on its own motion or ordered by the court after a request by counsel or Probation.
3. The youth shall be present at the Post Release Progress Report. Probation shall formally notice the youth and parent of the date of the hearing, utilizing Judicial Council form JV-635 - Promise to Appear Juvenile.
4. Probation shall transport a youth to court for any a WIC 777 noticed hearing after the court date has been established.
5. Following the Post Release Progress Report hearing, each court will set its own schedule for progress reports.