1.5.H.4 Juvenile Services Aftercare and Discharge

II Policy:
The Department of Corrections (DOC) may establish an aftercare supervision program to supervise juvenile offenders in the community who have been conditionally released from a facility, program, Human Services Center, detention center, shelter, group home, group care center or residential treatment center (See SDCL § 26-11A-12).

III Definitions:

Aftercare Contract:
An individualized legal contract that establishes the conditions of supervised release. The contract is established through the Comprehensive Offender Management System (COMS) legal cases module, conditions function.

Case Plan:
An individualized service plan that targets a juvenile’s areas of risk and need and prepares him/her for progressively increased responsibility and independence in the community.

Comprehensive Offender Management System (COMS):
A DOC database for management, storage and collection of informational and statistical data pertaining to the Juvenile Services Division and Juvenile Corrections Agent caseloads.

Effective Practices in Community Supervision (EPICS):
The EPICS model assists with development and implementation of case management plans to target the criminogenic needs of higher risk offenders. Juvenile Corrections Agents use this structured approach in their interactions with Moderate, High and Very High-risk offenders. The four components of EPICS are: Check In, Review, Intervention and Homework and Rehearsal.

Exit Survey:
A questionnaire given to the juvenile and parent or guardian to provide information to inform work and provide insight to the DOC on how to improve services provided to juveniles and their families.
Juvenile Corrections Agent (JCA):
For the purposes of this policy, a Juvenile Corrections Agent (JCA) is an employee of the DOC responsible for the supervision of juveniles, pursuant to SDCL § 26-11A-12.

Working Day:
A standard workweek day, Monday through Friday, except for recognized state holidays, recognized national holidays and any other special holidays declared by the Governor of South Dakota or the President of the United States.

Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0):
The YLS/CMI 2.0 is a standardized instrument used to assess criminogenic risk factors, need, and responsivity factors in youth and in the formulation of a treatment plan. The YLS/CMI was revised to the 2.0 version by updating the normative sample with a larger offender group, expanding the age range to include 12 to 18 years old and adding more non-criminogenic needs and responsivity considerations to Part III. This version also includes new recommended cutoff scores based on gender and setting.

IV Procedures:

1. Development of the Juvenile Aftercare Contract:
   A. The goal of the aftercare supervision program is to equip juveniles with the ability to conduct themselves in a lawful manner and prepare them for discharge from the DOC.
   B. The JCA will develop an individualized Juvenile Aftercare Contract through the COMS legal module. A printed version of the contract will be available as an IWP in COMS (See Attachment 1) and reviewed with the juvenile, the juvenile’s parent/guardian/caregiver and treatment facility staff (when applicable), at least thirty (30) days prior to the juvenile’s scheduled release from placement.
      1. The Juvenile Aftercare Contract will be signed by the JCA, the juvenile, the parent/guardian/caregiver and facility representative (when applicable) and maintained in the juvenile’s case file consistent with JCC OM 6.1.E.2 Organization of Files.
      2. The juvenile cannot move to aftercare unless all of the required signatures are obtained and noted on the Juvenile Aftercare Contract (See SDCL § 26-11A-22).

2. Case Planning:
   A. Any juvenile whose YLS/CMI 2.0 assessment results in a score of Moderate, High or Very High will have a case plan developed (See JCC OM 6.1.E.3 Program Planning).

3. Screening of Non-Custodial Caregivers:
   A. If a Juvenile Aftercare Contract includes the juvenile residing with a non-custodial caregiver, the JCA must complete a Home Evaluation (See Attachment 2) and ensure the following background checks are completed:
      1. The JCA will also request and obtain the results of a Central Registry screen from the Department of Social Services (See SDCL § 26-8A-13.1).
a. The potential non-custodial caregiver(s) must consent to the screening by completing the Permission to Screen for Reports of Abuse or Neglect form (See SDCL § 26-8A-13.2 and Attachment 3).
   1) A DOC juvenile cannot reside in the home of any non-custodial caregiver who refuses to consent to the screen.
   2) A juvenile cannot reside in the home of any non-custodial caregiver who has a conviction for child abuse/neglect or a substantiated finding of abuse/neglect against them, unless the placement is approved by the Director of Juvenile Services.

2. The JCA will conduct a check on all potential non-custodial caregivers through the National Sex Offender Registry to determine if they are listed as a convicted sex offender (See http://www.nsopr.gov/).

3. These requirements apply to the non-custodial caregiver and everyone else typically residing in the home who is sixteen (16) years of age or older.

B. An approved caregiver with whom a juvenile is residing must notify the DOC if someone moves into the home (may include other dwellings located on the same property at the home) who has not been cleared against the Central Registry and the National Sex Offender Registry.

   1. The DOC prefers that notification take place prior to the person moving into the home. However, if the approved caregiver cannot give prior notification, the JCA must be contacted with twenty-four (24) hours of the person taking up residence in the home.
   2. The JCA will ensure the required screenings listed in part A of this section are requested within three (3) calendar days and completed as soon as possible.

C. The DOC does not require a Central Registry screen or a National Sex Offender Registry check if the juvenile is residing with a legal guardian, legal custodian or biological parent(s).

4. Release to Aftercare:

   A. A juvenile’s release from inpatient chemical dependency treatment, group placement or residential private placement to aftercare involves the following steps:

      1. The Secretary of Corrections is required to provide notice to the prosecuting state’s attorney and the committing court at least fifteen (15) calendar days prior to the juvenile being released back to their jurisdiction (See SDCL § 26-11A-22).

      2. The Secretary of Corrections has designated the juvenile’s supervising JCA to send the electronic Notice of Conditional Release to the state’s attorney and committing court within the specified time frame. This action is generated when the JCA records a proposed conditional release date in the COMS system. Any changes in release dates must be updated in COMS to generate a subsequent electronic notice.

   B. The JCA will finalize the aftercare process prior to release and implement the aftercare contract upon the juvenile’s release.

   C. The JCA will supervise the juvenile in accordance with Juvenile Community Corrections (JCC) OM 6.4. G.3 Aftercare-Supervision and Sanctioning Guidelines.
5. Monitoring on Aftercare:

A. Monitoring of a juvenile by the JCA ensures service referrals are effective or modified when necessary.
   1. The JCA is required to make contact with a juvenile on aftercare, as explained in JCC OM 6.4.G.3 Aftercare - Supervision & Sanctioning Guidelines.
   2. Contacts will be documented on COMS.
   3. JCAs shall use the EPICS model in their interactions with Moderate, High and Very High risk juveniles (See JCC OM 6.4.G.3 Aftercare - Supervision Sanctioning Guidelines).

B. The JCA will document incidents involving failure to abide by the conditions of the aftercare contract in the COMS Aftercare Violations module. An Aftercare Incident Report form (See Attachment 4) will be available through the IWP process in COMS.
   1. The Aftercare Incident Report will include a description of the incident as well as the action taken to correct the behavior.
   2. The action taken may become a supplemental condition of the aftercare contract.
   3. The JCA will obtain the juvenile’s signature on the aftercare incident report
   4. The JCA will keep a copy of the aftercare incident report in the juvenile’s file.

C. Every violation of the aftercare contract will receive a response.
   1. Responses will be proportionate to the violation.
   2. Refer to JCC OM 6.4.G.3 Aftercare - Supervision & Sanctioning Guidelines for graduated sanction guideline and incentives matrix.

6. Revocation of Aftercare:

A. A JCA can place a juvenile in custody and begin revocation proceedings only if it is alleged the juvenile has violated a condition of the aftercare contract by committing an eligible offense, as delineated in SDCL § 26-11A-15.

B. Revocation of the aftercare contract may result in the juvenile being placed in a group home, private facility, correctional facility or other approved program/plan.

C. If the juvenile violates a condition of his/her aftercare, and the violation is one in which revocation is authorized by SDCL § 26-11A-15, the JCA will:
   1. Notify the JCA supervisor so that planning for the Probable Cause Hearing may begin.
   2. Arrange for temporary detention/shelter location.
   3. Complete the Authorization for Temporary Detention or Shelter through the IWP process in COMS (See Attachment 5).
      a. The JCA will consult with local law enforcement to apprehend the juvenile.
b. Copies of the Authorization for Temporary Detention or Shelter should be provided to local
law enforcement and the temporary detention/shelter facility.

4. Prepare an Affidavit of Probable Cause, through the IWP process in COMS otherwise known as
a Notice of Probable Cause Hearing (See Attachment 6).

D. A law enforcement officer, the JCA or other authorized personnel will take the juvenile into custody
and transport the juvenile to the detention or shelter facility. The JCA must:

1. Verbally notify the juvenile’s parent/guardian/caregiver of the temporary detention/shelter.

2. Schedule the Probable Cause Hearing within twenty-four (24) hours (excluding weekends &
holidays).

3. Serve the Affidavit of Probable Cause (Notice of Probable Cause Hearing) on the juvenile.

4. Notify the parent/guardian/caregiver orally or by copy of the form if possible, of the upcoming
hearing.

E. The JCA supervisor or designee will conduct the Probable Cause Hearing within twenty-four (24)
hours of the juvenile’s placement in temporary detention/shelter.

1. This hearing may be completed telephonically or electronically.

2. The JCA and JCA supervisor will determine the offender’s placement while awaiting the
revocation hearing. The JCA must:

   a. Complete the Aftercare Violation Report through the IWP process in COMS (See
      Attachment 7).

   b. Allow the juvenile the opportunity to waive the Aftercare Revocation Hearing and admit to
      the violation. The parent/guardian/caregiver must sign if the juvenile agrees.

3. If the juvenile waives the Aftercare Revocation Hearing and admits to the violation, the JCA will
forward a copy of the Affidavit of Probable Cause, and the Waiver, which is completed through
the IWP process in COMS to the JCA supervisor (See Attachment 8).

F. If the juvenile does not waive the Aftercare Revocation Hearing:

1. The JCA and the JCA supervisor will work with the Executive Director of the Board of Pardons
and Paroles to schedule the Aftercare Revocation Hearing within forty-five (45) days of the
Probable Cause Hearing. This may involve arranging for court appointed counsel.

2. The JCA will complete the Notice of Aftercare Revocation Hearing through the IWP process in
COMS (See Attachment 9). The completed Notice must be given to the juvenile at least five (5)
working days prior to the hearing.

3. The JCA will arrange for the juvenile’s placement pending revocation. The JCA will work with the
JCA supervisor (JCAS) and Director of Juvenile Services to determine placement prior to the
hearing.

G. The Chairman of the Board of Pardons and Paroles will appoint a two-person panel and will hold an
Aftercare Revocation Hearing within forty-five (45) days of the Probable Cause Hearing. This
hearing may be done telephonically or electronically.
H. If aftercare is revoked through self-admission or action by the Board of Pardons and Paroles, the JCA will:

1. Complete an YLS/CMI 2.0 reassessment to determine risk level and juvenile needs and transfer him/her to appropriate placement.

2. Update all Intake Process requirements (See JCC OM 6.4.A.1 Intake Process).

I. If the Board does not revoke the juvenile’s aftercare, the JCA will ensure the juvenile is returned to appropriate aftercare supervision.


A. A risk and needs evaluation will be conducted for any juvenile remaining under the jurisdiction of the DOC upon his/her nineteenth (19th) birthday (See SDCL § 26-11A-20.1). The evaluation will include:

1. A written summary of the juvenile's progress made while under the jurisdiction of the DOC.

2. The ongoing needs of the juvenile.

3. What risks the juvenile would present to the community or self if discharged.

4. Recommendations regarding further treatment and transition services that may prepare the juvenile for discharge from the DOC.

B. This evaluation process will be initiated by the JCA consistent with JCC OM 6.4.B.2 Classification and Assessment Process and as applicable, JCC OM 6.4.A.2 Sex Offender Requirements.

C. The written summary and any supporting documentation will be forwarded to the Director of Juvenile Services for review.

1. Upon receipt, the Director will schedule a review staffing with the JCA and JCA supervisor.

2. The staffing outcome will be documented in the Contact Logs module in COMS., using the "RAN"- Risks and Needs Evaluation Staffing case note code.

3. The documentation will include any additional referrals made, or other actions taken to ensure the treatment needs of the juvenile and the safety interest of the public are best served.

8. Discharge from the DOC:

A. Consistent with SDCL § 26-11A-20, the JCA may recommend the following discharge types:

1. **Category 1** - As a reward for good conduct and upon satisfactory evidence of reformation.

2. **Category 2** - As a result of a conviction for a new crime committed as an adult, if the juvenile is placed on adult probation or sentenced to the county jail or state penitentiary.

3. **Category 3** - If the juvenile, upon reaching the age of majority, lives outside the jurisdiction of the State of South Dakota and an interstate compact is not available.

4. **Category 4** - If the juvenile is on aftercare, has a suitable placement and discharge is determined to be in the best interest of the juvenile.
5. **Category 5** - The juvenile has reached the age of 21 years.

B. The JCA may submit a request for discharge by completing the “Discharge Summary” via the Contact Logs module in COMS (See Attachment 10). Select Case Note Type "Discharge" and all Contact Subtypes with "Discharge" prefix to create narrative for the summary. The JCA may generate the document through the IWP process in COMS.

1. The summary must include the following information:
   a. Background information.
   b. Aftercare Adjustment.
   c. Reason for Discharge.
   d. Discharge Recommendations.
   e. Documentation of DNA collection (See DOC policy 1.3.C.10 *Offender DNA Collection*).
   f. Discharge Type

C. The JCA will approve the discharge summary through the Contact Logs module in COMS. Select Case Note Type "Discharge" and Contact Subtype "Discharge JCA Pending" to create note indicating approval.

D. The JCA Supervisor will approve the discharge summary as described above using Contact Subtype “Discharge JCAS Approved” to seek any approvals through the Director of Juvenile Services.

E. All discharge requests are due by the 15th of the month.

F. Upon approval by the Director of the Juvenile Services, the Sioux Falls secretary will complete a Discharge Order with the Secretary of Corrections signature included.

G. Upon receipt of the signed discharge order, the case will be closed and filed in accordance with the records retention procedures.

H. The Notice of Discharge (NOD) or final community movement must be entered into COMS by the support staff or JCA.

I. The JCA is required to give fifteen (15) day notice to the States Attorney’s office and committing court prior to the juvenile being discharged. This action is generated as a result of the JCA recording a proposed discharge date in the COMS system. Any changes in discharge date must be updated in COMS to generate a subsequent electronic notice.

9. **Exit Survey:**

A. The JCA will provide the Exit Survey to the juvenile and parent/guardian/caregiver for completion (See Attachment 11) at the time the notice of discharge is entered into COMS.

B. The JCA will submit the completed survey to the West Regional Community Corrections Specialist.
10. Payment of Restitution, Fines, or Other Court Ordered Obligations:

A. A payment schedule will be established at the time of release to aftercare for any restitution to victims, fines, or other court ordered financial obligations.

B. The JCA will include this as a requirement in the aftercare contract. However, no offender will remain under the guardianship and supervision of the DOC for the sole purpose of collection of court ordered restitution.

C. Discharge from the DOC constitutes a complete release from all penalties, excluding unpaid fines, fees, or restitution (SDCL § 26-11A-20).

D. Any victim seeking assistance from the DOC to collect unpaid restitution related to a discharged case, will be advised of their right to pursue collection of the restitution order in the same manner as a judgment against the defendant in a civil action (See SDCL § 23A-27-25.6 and UBC v. Ochs, 2010 SD 30, ¶ 25).

V Related Directives:

DOC policy 1.3.C.10 – DNA Collection
JCC OM 6.4.G.3 – Aftercare-Supervision and Sanctioning Guidelines
JCC OM 6.4.A.1 – Intake Process
JCC OM 6.4.A.2 – Sex Offender Requirements
JCC OM 6.4.B.2 – Classification and Assessment Process
UBC v. Ochs, 2010 SD 30, ¶ 25

VI Revision Log:
New policy in October 2007
(Reviews in 2008-2009 removed)

July 2010: Revised title of policy to include Discharge. Revised formatting of Section 1. Replaced 26-11A-12 with 26-11A-22 in ss (C9 of Development of the Aftercare Contract), replaced same statute in (Attachment 3) and revised picture of same attachment. Revised ss (D of Payment of Restitution, Fines, or Other Court Ordered Obligations) to reference SDCL 23A-27-25.6 and UBC v. Ochs. Added SDCL 23A-27-25.6 and UBC v. Ochs to Section V. Revised other minor wording throughout policy.

September 2010: Revised entire policy statement. Revised definition of Aftercare Contract. Added definitions of Case Plan and EPICS. Added Juvenile to heading of Development of the Juvenile Aftercare Contract, replaced aftercare contract with aftercare supervision program within ss (A), revised ss (B1) to remove reference of JOTS and to include JCM OM 6.1.E.2, deleted former ss (B2) regarding adding and deleting items relating to the contract within JOTS, deleted ss (C1-C8) regarding the directions on developing the aftercare contract and deleted reference to each signature in former ss (C9, now B2) all within (Development of the Juvenile Aftercare Contract). Added section on (Case Planning). Added new ss (A3) regarding EPICS and added incentive matrix to ss (C2) both within (Monitoring a Juvenile on Aftercare). Deleted reference to their jurisdiction regarding committing court within ss (I of Discharge of a Juvenile From the DOC). Added new Attachment 1, Juvenile Aftercare Contract and revised subsequent numbering of Attachments throughout policy.

May 2011: Added "The contract is established through the COMS legal cases module, conditions function." to the definition of Aftercare Contract. Deleted definition of "YLS/CMI (Youth Level of Services/Case Management Inventory): An assessment used to identify a juvenile’s major needs, strengths, barriers, and incentives. The YLS/CMI is also used to select the most appropriate goals for the juvenile and to produce an effective case management plan” and Replaced with” Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0):
Added definition of Corrections Offender Management System (COMS): Added "through the COMS legal module. A printed version of the aftercare contract will be available through the IWP process in COMS to be reviewed" to Section 1 B. Added "electronic" and "This action is generated as a result of the JCA recording a proposed conditional release date in the COMS system. Any changes in release dates must be updated in COMS to generate a subsequent electronic notice." to Section 4 A. 2. Deleted 3. "This action is generated as a result of the JCA recording a proposed conditional release date in the COMS system. Any changes in release dates must be updated in COMS to generate a subsequent electronic notice." to Section 4 B. 2. Deleted 3. "A copy of the Notice of Conditional Release will be kept in the juvenile’s file." Deleted “on the Incident Report-Aftercare form” and Replaced with “in the COMS Aftercare Violations module. An Aftercare Incident Report form will be available though the IWP process in COMS.” to Section 5 B. Added “with the TOPAZ signature pad in COMS.” to Section 5 B.3. Added “through the IWP process in COMS” to Section 6 C. 3. Added “through the IWP process in COMS” to Section 6 E. 2. a. Added “which is completed through the IWP process in COMS” to Section 6 E. 3. Deleted “through the IWP process in COMS” to Section 6 F. 2. Deleted “A member” and Replaced with “The Chairman” and Added “appoint a two-person panel and” Deleted “thirty” and Replaced with forty-five” in Section 6 G. Deleted “Case Note section in JOTS” to Section 7 C. 2. Added “function in JOTS” and Replaced with “via the Contact Logs module in COMS. Select Case Note Type “Discharge” and all Contact Subtypes with “Discharge” prefix to create narrative for the summary. The JCA can generate the document through the IWP process in COMS” to Section 8 B. Deleted 1. “This screen can be accessed through the Main Data Entry Screen, Discharge Summary command button.” in Section 8 B. Deleted “/Behavior” in Section 8 b. Deleted “See field help screen in JOTS for detailed instruction” in Section 8 B. f. Deleted “notify the JCA supervisor via email that the discharge summary has been entered into JOTS” and Replaced with “approve the discharge summary through the Contact Logs module in COMS. Select Case Note Type “Discharge” and Contact subtype “Discharge JCA Pending” to create note indicating approval.” to Section 8 C. Added new D. and E. and Renumbered subsections that follow in Section 8. Added “or final community movement” and Deleted “JOTS” and Replaced with “COMS” in Section 8 J. Deleted “The JCA will send a letter of intent to discharge to the States Attorney and court within the designated time frame” and Replaced with “This action is generated as a result of the JCA recording a proposed discharge date in the COMS system. Any changes in the discharge date must be updated in COMS to generate a subsequent electronic notice” in Section 8 I.

November 2012: Changed title of policy from “Management of Juvenile Aftercare and Discharge” to “Juvenile Aftercare and Discharge”. Deleted “30” days and Replaced with “45” days in Section 6 F.1.

October 2013: Deleted “with the Topaz signature pad in COMS” in Section 5 B. 3.

October 2014: Reviewed with no changes.

December 2015: Deleted “when” and Replaced with “if it is allowed” and Deleted “is accused of violating” and Replaced with “has violated” and Added “by committing an eligible offense as delineated in SDCL” in Section 6 A. Added “a condition” and Deleted “in a manner that warrants revocation is allowed by law” and Replaced with “and the violation is one in which revocation is authorized by SDCL” in Section 6 C.

October 2016: Deleted B. in Section referencing release from STAR. Deleted “Director of Juvenile Community Corrections” and Replaced with Director of Juvenile Services. Deleted “one (1) or both of his/her biological parents” and Replaced with “legal guardian or legal custodian” in Section 3 C.

June 2017: Added Section 9 and Attachment 11.

December 2017: Reviewed with no changes.

October 2018: Reviewed with no changes.

December 2019: Deleted “and the Secretary of Corrections or designee” from Section 3 A. 1. a. Deleted D. in Section 8. Added “approve the discharge summary as described above using Contact Subtype “Discharge JCAS Approved”” and Deleted “use the “My Work” function in COMS as described above to” in Section 8 C.
Juvenile Services Aftercare and Discharge

Mike Leidholt (original signature on file) 12/13/2019
Mike Leidholt, Secretary of Corrections Date
Attachment 1: Juvenile Aftercare Contract

The **Juvenile Aftercare Contract** form will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Case Management/Contact Logs module
3. Select IWP icon on Syscon toolbar
4. Select document type "Aftercare Contract" utilizing the List of Values (LOV)
5. Select "New" and then "Generate" to view document.
Attachment 2: Guideline for Home Evaluations

The Guideline for Home Evaluations form is located at:
M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Juvenile Aftercare Guidelines For Home Evaluations.doc

The gray areas indicate the information that is to be entered.
Attachment 3: Permission to Screen for Reports of Abuse or Neglect

The Permission to Screen for Reports of Abuse or Neglect form is located on the state’s DSS website.

A copy may be printed using Microsoft Word as follows:

1. Click here to access the Permission to Screen for Reports of Abuse or Neglect by:
   a. Placing mouse on the word “here” above
   b. Press and hold the “Ctrl” key on the keyboard
   c. Click the left button of mouse.

The gray areas indicate the information that is to be entered.
Attachment 4: Incident Report - Aftercare

The Incident Report – Aftercare will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Aftercare Violations/Violations & Sanctions module
3. Select IWP icon on Syscon toolbar
4. Select document type "Aftercare Incident Report" utilizing the List of Values (LOV)
5. Select "New" and then "Generate" to view document.
Attachment 5: Authorization for Temporary Detention or Shelter or Detainer During Aftercare

The Authorization for Temporary Detention or Shelter will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Legals/Legal cases module.
3. Select IWP icon on Syscon toolbar.
4. Select document type "Detainer During Aftercare" utilizing the List of Values (LOV).
5. Select "New" and then "Generate" to view document.

![Image of Authorization for Temporary Detention or Shelter form]
Attachment 6: Affidavit of Probable Cause

The Affidavit of Probable Cause will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Aftercare Violations/Violation Response module
3. Select IWP icon on Syscon toolbar
4. Select document type "Affadavit of Probable Cause" utilizing the List of Values (LOV)
5. Select "New" and then "Generate" to view document.
Attachment 7: Aftercare Violation Report

The Aftercare Violation Report will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Aftercare Violations/Violations & Sanctions module
3. Select IWP icon on Syscon toolbar
4. Select document type "Aftercare Violation Report" utilizing the List of Values (LOV)
5. Select "New" and then "Generate" to view document.
Attachment 8: Waiver

The **Waiver** will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Aftercare Violations/Violation Response module
3. Select IWP icon on Syscon toolbar
4. Select document type "Waiver" utilizing the List of Values (LOV)
5. Select "New" and then "Generate" to view document.

![Waiver Image]

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Revised: 12/10/2019
Attachment 9: Notice of Aftercare Revocation Hearing

The **Notice of Aftercare Revocation Hearing** will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Aftercare Violations/Violation Response module.
3. Select IWP icon on Syscon toolbar.
4. Select document type "Notice of Aftercare Revocation Hearing" utilizing the List of Values (LOV).
5. Select "New" and then "Generate" to view document.
Attachment 10: Discharge Summary

The **Discharge Summary** will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCCOM/Community Management.

1. Select offender record in COMS.
2. Select Case Management/Contact Logs module
3. Select IWP icon on Syscon toolbar
4. Select document type "Discharge Summary" utilizing the List of Values (LOV)
5. Select "New" and then "Generate" to view the document.
Attachment 11: Juvenile Exit Survey

The Waiver will be generated as an Integrated Word Processing (IWP) document in COMS located in JCCC/Community Management of click here.