

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Response Due: 7/20/12	
	Log No.: 12-100	
	Contact: Keith Young; YoungK2@michigan.gov Soleil Campbell; CampbellS6@michigan.gov JJOLT Helpdesk; (517) 335-3537	
	Originating Office: Child Welfare Funding, Grants and Juvenile Programs	
	Subject/Title: Completion of Juvenile Justice Case Service Plans in JJOLT	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> SACWIS <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input checked="" type="checkbox"/> Other: Juvenile Justice Facility Directors	

The Juvenile Justice Online Technology (JJOLT) program began implementation in 2001 and has been used extensively for the case management of delinquent youth placed in detention and residential treatment facilities since 2002. JJOLT currently contains all of the necessary elements for Juvenile Justice Specialists (JJS) to complete the Juvenile Justice Initial Service Plan (DHS-4789), the Juvenile Justice Updated Service Plan (DHS-4790) and the Juvenile Justice Supplemental Updated Services Plan (DHS-4781). However, the use of JJOLT to complete Juvenile Justice case service plans is inconsistently used throughout the state.

As the department works towards providing Data-Driven Decision-Making reports for outcomes and performance monitoring, the data for delinquent youth served by DHS and private agencies is urgently needed. The department values the time spent by case workers providing customer service and wishes to avoid the need to introduce additional spreadsheets for the collection of this data when sufficient technology exists to capture what is needed in an efficient manner.

Timeframes

Effective immediately, all JJSs must begin transitioning to the use of JJOLT to complete all case service plans. All Microsoft Word case service plan templates will be obsoleted and no longer accessible for use as of October 1, 2012.

By September 30, 2012, local office and private agency directors must ensure that all appropriate staff have a user ID and password to sign-on to JJOLT. If a JJS or their supervisor does not currently have access to JJOLT, or their User ID and password have expired, they must contact the JJOLT help desk. The JJOLT help desk can be contacted at (517) 335-3537 from 7:00am-5:30pm EST, Monday through Friday.

Training

Two training webinars will be offered for staff that do not currently use JJOLT to complete service plans. To sign up for either training, email Keith Young by July 20, 2012 and indicate the number of the training. Information on how to connect to the webinar will be sent to participants two days prior to training.

Training #1: July 25, 2012 - 9:00-10:00am EST
Training #2: August 1, 2012 – 9:00-10:00am EST