

## JUVENILE JUSTICE CASE OPENING CHECKLIST

Michigan Department of Human Services

- Date Stamped Court Order (JJ2 220)
- Assignment of case from Supervisor
- DHS-3204 Youth Acceptance Notice (JJ2 220 & JJ2 230)
- DHS-4526 Parent/Guardian Notification of Acceptance (JJ2 220)
- Visit/contact the youth within 72 hours or document an explanation why not completed; see JJ2 270
- Packet from Juvenile Court including an original copy of the petition, an original of the order referring/committing the youth to the department, court reports, and other relevant documents (JJ2 220)
- DHS-4737 Victim's Rights Request (if requested)
- DD-4/DD-4A Michigan Sex Offender Registration JJS to assist ward in obtaining and completing form (JJ2 230 & JJ2 263)
- DHS-62 Delinquent Youth DNA Profile Verification (JJ2 230 & JJ2 265)
- DHS-3762 Medical Care Authorization for Minor Child (JJ2 290 & FOM 801) (Copy in case record)
- Written notification to Family Independence Specialist or Eligibility Specialist Supervisor and/or worker (JJ2 230) (A copy must be kept in case record)
- Social Security Card, SS-5 or DHS-3307 Initial Placement Outline (JJ2 230 & FOM 902-16)
- Restitution and Report of Non-Payment of Restitution MC-258 (JJ2 230 & JJ2 260) (SCAO Website)
- Copy of notification to school administration (SWSS-FAJ)
- DHS-4262-bjj-ev Special Education Consent to Evaluate (JJ2 290)
- DHS-3205 Foster Care/Delinquent Ward Benefit Eligibility Record (JJ2 230 & FOM 902-12)
- DHS-352 Initial Determination of Appropriate Foster Care Funding Source (JJ2 230 & FOM 902)
- DHS-3307-A Youth Face Sheet (Complete within 5 days) (JJ2 230)
- If a youth is to remain in detention for more than 30 calendar days, approval must be obtained from the local office director or designee prior to the 30th calendar day (JJ4 470 & FOM 903-2)
- Remove the youth from detention/jail within five calendar days of the acceptance date or document the reason why this cannot be done, if applicable
- DHS-1013 Substance Abuse Screening Instrument (Case management tool only)
- Provide referral information to the Juvenile Justice Assignment Unit (JJAU) if residential placement is needed. (JJ2 230 & JJ7 700)
- Open Medicaid on SWSS-FAJ (JJ2 230 & FOM 803)
- DHS-1354 Third Party Liability Health Insurance Information (JJ2 230 & FOM 803)
- Authorize placement payments if appropriate (JJ2 230 & FOM 803)
- Determination of Care (DHS-470, DHS-470-A or DHS-1495) (FOM 903-3)
- DHS-3600 Individual Service Agreement (FOM 913-3)
- DHS-3377 Clothing Inventory Checklist (FOM 903-9)
- DHS-719 Child Placing Agency Form (FOM 722-1)
- DHS-634 Initial Clothing Order (FOM 903-3)
- DHS-767 Conditions of Placement Agreement (JJ4 400 & JJ4 430)
- DHS-4789 Initial Service Plan (JJOLT within 30 calendar days) (JJ2 230)
- DHS-1664 Youth Yearly Dental Record within 90 calendar days of placement (JJ2 230 & FOM 801)
- DHS-201 Pre-sentence Investigation Report (JJ2 210)
- DHS-221 Medical Passport (JJ2 230)
- DHS-3185 Youth's Placement and Education Record
- DHS-261 DHS Request for a Michigan Birth Record (JJ2 230 & FOM 910)