



Mental Health Screening & Evaluation Policy

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY
SUBJECT:	Mental Health Screening & Evaluation Policy
POLICY NUMBER:	DCFS/JJ 500.18
EFFECTIVE DATE:	7/8/19
APPROVED BY: DATE: 7/8/19	Kathryn Roose, Deputy Administrator – Division of Child and Family Services 
SUPERSEDES:	None – New Policy
APPROVED BY: DATE: 7/9/19	Ross Armstrong, Administrator – Division of Child and Family Services 
REFERENCES:	Admissions and Placement Policy; NRS 62B.625; NRS 62E.507; NRS 62E.525

I. SUMMARY:

The Division of Child and Family Services (DCFS) shall screen all youth committed to a state facility for the presence of mental health problems and suicide risk factors upon admission.

II. PURPOSE:

To provide youth with the appropriate services based on their needs.

III. DEFINITIONS:

- A. Certified Screeners: A facility staff member who has training and supervision experience to conduct mental health screenings or assessments.
- B. Comprehensive Mental Health Assessment: A standardized process that includes a review of mental health records, an interview, and observations to identify the nature, severity, and risks of any mental health problems that may affect a youth’s emotional, social, or cognitive function in a secure facility.
- C. Massachusetts Youth Screening Instrument Version 2 (MAYSI-2): A behavioral health screening tool to assess immediate needs of youth in a secure setting. The MAYSI-2 is a standardized reliable, fifty-two (52) question true or false method for screening youths age twelve (12) through seventeen (17) entering the juvenile justice system, to identify potential behavioral health problems in need of immediate attention.
- D. Qualified Mental Health Professional (QMHP): Mental health staff with education, training, and experience adequate to perform the duties required in accordance with professional standards.

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IV. INITIAL REQUIREMENTS

- A. The local probation department shall send any mental health evaluations or assessments completed while the youth was in their custody in the commitment paperwork.
- B. A clinical supervisor and/or a Unit Manager shall review the incoming screening tool and any additional mental evaluations or assessment to assess if the information identified will be used in the facility placement decision.

V. SCREENING AND ASSESSMENT AT ADMISSION

- A. Admitting staff may obtain information from transport staff upon arrival of the youth such as:
 - a. The youth's behavior during the transport, and/or
 - b. Any observations during transport that indicate that the youth may want to harm themselves.
- B. Admitting staff shall document any information shared by transport staff in reference to Section V.A. in a manner identified by the facility so the information is provided to the certified screener or QMHP.
- C. Within four (4) hours of admission to a DCFS facility, a certified screener or QMHP shall administer the MAYSI-2 to assess the youth's current mental health needs and risk of suicide. Note: If a MAYSI-2 has been conducted anytime within the previous four (4) weeks while in a local juvenile detention facility, staff may choose to utilize the results of that MAYSI-2, or they may conduct a new MAYSI-2.
- D. Facility staff shall not use the results of the MAYSI-2 for court proceedings.
- E. On a case by case basis, the superintendent or their designee may notify a youth's parent/guardian that the MAYSI-2 has raised concerns about some aspect of the youth's mental health. If the facility superintendent or their designee chooses to inform the parent/guardian, this shall be done without divulging the youth's overall score or their answers to specific questions. The reason for notifying the parent/guardian shall be documented in the youth's case file.
- F. Within seven (7) days of admission, the youth shall be given a comprehensive mental health assessment by a QMHP.
- G. Information from both the MAYSI-2 and the comprehensive mental health assessment may be included in the mental health treatment plan based on facility and QMHP processes.

VI. ADMINISTRATION OF THE MAYSI-2

- A. The MAYSI-2 shall be administered within four (4) hours of admission by a certified screener or QMHP using either a paper questionnaire or directly into the data management system.
- B. The MAYSI-2 is the only required screening tool to be administered at admission pursuant to NRS 62B.625. Each facility may administer additional screening tools at their discretion.

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- C. The MAYSI-2 shall be administered to any youth who is required to leave the state facility for greater than 24 hours for instances such as, but not limited to, medical/dental appointments, court, or family visits within four (4) hours of their return.
- D. The MAYSI-2 becomes less reliable the more times it is used. It is recommended that it shall not be administered more than two (2) times within a four (4) week period.
- E. The tool shall be administered in a private setting, so the youth feels safe and able to answer the questions truthfully.
- F. The youth shall receive a standard set of instructions for why they are participating in this screening tool to include:
 - 1. This tool is used to identify any special needs the youth may have;
 - 2. The results of this tool shall ensure the youths safety in the facility;
 - 3. The results will not be shared with the youth's parents or the court and will only be used to ensure continued safety during their entire stay at the facility;
 - 4. The questions shall be answered for what is true for the youth during the past few months utilizing yes/no responses to the set of questions; and
 - 5. The results may require a referral to a facility mental health counselor or an outside mental health professional for a comprehensive mental health assessment.
- G. If the youth is learning impaired or has a disability, the administering staff shall read and, if needed, explain each question to the youth. To determine if a youth has difficulty reading and/or comprehending the questions, staff may have the youth read the first question aloud and have them explain the meaning of the question to the staff. If the youth has difficulty with reading or comprehending the question, a staff member may read and explain each question from a separate paper copy and allow the youth to enter yes/no on the computer or circle yes/no on their own paper copy.
- H. If the youth provides the answers on a paper questionnaire, the administrating staff or other identified state staff shall enter the answers from the questionnaire into the current data system. The data system will present a total score and identify "cautions" and "warnings" based on the responses.
 - a. The process to enter data from a paper questionnaire include:
 - i. Access the Assessment Screen under the name of the youth.
 - ii. Select MAYSI-2 Boys for males or MAYSI-2 Girl for females.
 - iii. One question at a time will be displayed. Input the answers to each question and save. The system will move to the next question. Note: All questions must be answered, or the system will not allow the entire screening to be saved and scored.
 - iv. Once completed, the results shall appear (see Section VI.G for how the results will appear).

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- I. The facility may allow youth to provide answers directly into the data management system.
 - a. The process for the youth to enter data directly into the data management system include:
 - i. Access the Assessment Screen under the name of the youth;
 - ii. Select MAYSI-2 Boys for males or MAYSI-2 Girl for females;
 - iii. Check the box “Create Client View” and save;
 - iv. The system provides a link and an access code. Select the link, input the youth’s date of birth and access code and the questions shall appear, one question at a time. The youth may be allowed to answer the questions directly, or staff may assist the youth in real time. The system will display one question at a time. All questions must be answered.
 - v. Once completed, the results shall appear (see Section VI.G for how the results will appear).
- J. The tool shall indicate a critical case that requires staff or clinical response to an identified “caution” or “warning” for any of the six areas measured (a through f below) or if certain number of the 5 Traumatic Experience items were endorsed (based on individual facility operational procedures), which include:
 - a. Alcohol/Drug Use
 - b. Angry/Irritable
 - c. Depressed/Anxious
 - d. Somatic Complaints
 - e. Suicide Ideation
 - f. Thought Disturbance
- K. Based on individualized results, youth may be required to respond to additional questions (e.g. Second Screening Questions), assessments, or evaluations.

VII. ADMINISTRATION OF A COMPREHENSIVE MENTAL HEALTH ASSESSMENT

- A. Within seven (7) days of admission, the youth shall be given a comprehensive mental health assessment by a QMHP. This assessment is not a follow up to the MAYSI-2, nor shall it be used in lieu of the MAYSI-2. Youth may be seen and evaluated sooner based on the results of the MAYSI-2 screening.
- B. A comprehensive mental health assessment shall be used to determine what mental health services the youth requires during their entire stay at a facility, if any.
- C. The comprehensive mental health assessment shall drive the youth’s individualized case plans pursuant to NRS 62E.507 and 62E.525.
- D. QMHPs shall make every effort to complete a comprehensive mental health assessment on every youth, but if one cannot be completed, the reason(s) shall be clearly documented on the assessment.

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VIII. DATA REQUIREMENTS

- A. Facilities may be asked to provide the following data at any time:
 - a. Total number of new admits per month
 - b. Total number of MAYSI-2 assessments completed within four (4) hours of admission per month
 - c. Total number of comprehensive mental health assessments completed within seven (7) days
 - d. Total number of refusals to complete a comprehensive mental health assessment

IX. PROCEDURES

- A. Each facility and the Youth Parole Bureau shall develop Standard Operating Procedures consistent with this policy.
- B. The Standard Operating Procedures (SOP) shall include a step by step process for how staff will respond to each of the six (6) measured areas on the MAYSI-2 based on “caution” or “warning” to include time frames and staff duties.