

Youth Level of Service/Case Management Inventory Policy

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY
SUBJECT:	Youth Level of Service/Case Management Inventory (YLS/CMI) Policy
POLICY NUMBER	DCFS/JJ 500.17
EFFECTIVE DATE:	7/1/19
APPROVED BY: DATE: 6/14/19	Kathryn Roose, Deputy Administrator – Juvenile Justice Services <i>K. Roose</i>
SUPERSEDES:	None – New Policy
APPROVED BY: DATE: 6/15/19	Ross Armstrong, Administrator – Division of Child and Family Services <i>R. Armstrong</i>
REFERENCES:	Admissions and Placement Policy; NRS 62B.625; NRS 62E.506; NRS 62E.507; NRS 62E.513; NRS 62E.516; NRS 62E.525
ATTACHMENTS:	Facility Score Sheet; Case Plan

I. SUMMARY:

The Division of Child and Family Services (DCFS) shall utilize the YLS/CMI to guide the decision-making process for youth committed to the Division.

II. PURPOSE:

The YLS/CMI shall be utilized to develop case management strategies and identify individualized service interventions that support progress towards improvement for each youth in care. YLS/CMI should be used with all youth sent to the DCFS for placement in a correctional facility and who are receiving parole supervision to inform the following decisions:

1. Selection of residential placement program, both in program intensity and level of service, case planning, and service referrals during residential placement that are responsive to criminogenic needs;
2. Length of stay projections;
3. Readiness for release to the community and reentry planning;
4. Selection of parole supervision intensity and service interventions that appropriately address risk factors and are responsive to criminogenic needs; and
5. Appropriate responses to parole violations and revocation decisions.

III. DEFINITIONS:

- A. Child and Family Team Meeting (CFT): A family-driven, youth-centered, collaborative service team, focused on the strengths and needs of the youth and family. The team consists of the youth (as appropriate), parents/guardian, service professionals, and the youth's assigned Youth Parole Counselor. The team may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment.

Youth Level of Service/Case Management Inventory Policy

- B. Days: Calendar days.
- C. Youth Level of Service/Case Management Inventory (YLS/CMI): The YLS/CMI is an evidence-based assessment designed to assist professionals in making decisions about a youth's risk for future re-offending and for identifying a youth's need for case planning. The YLS/CMI is a scored, actuarial tool that assesses static risk factors, seven dynamic criminogenic need areas, and responsivity factors.

The YLS/CMI is **not** intended for assessing risk for future sexual offending. It can be used with sex offenders to assess risk of general reoffending but not risk of future sexual offending.

IV. INITIAL REQUIREMENTS

- A. An initial/pre-dispositional YLS/CMI or a recent YLS/CMI reassessment (whichever is most current) completed by Probation shall be sent to the Admissions Unit Manager and utilized to inform the initial residential placement program selection based on the YLS/CMI correctional norms. The Admissions Unit Manager shall obtain the most current YLS/CMI for all youth who are court mandated for supervision, treatment, and confinement and placed in the custody of the DCFS.
- B. If the YLS/CMI is expired (over 6 months old) or is not available from probation, the youth parole mental health counselor shall complete the YLS/CMI and share it with the Admissions Unit Manager. Staff shall conduct the full administration procedures for these YLS/CMI assessments while also considering the youth's most recent YLS/CMI scores if available.
- C. A clinical supervisor and/or a Unit Manager shall review and approve the YLS/CMI within seven (7) calendar days.
- D. Youth Parole Mental Health Counselors shall also rate the four items of the Facility Score Sheet that relate to the potential for institutional aggression and escape risk (e.g., prior institutional behavior, escape risk, weapons use). This score sheet and results of the YLS/CMI assessment (using the correctional norms) shall be utilized to inform the placement decision and the case planning.

V. ADMINISTRATION OF INITIAL YLS/CMI

- A. If a Parole Mental Health Counselor shall be required to administer an initial YLS/CMI to a youth, the following process shall be followed.
- B. An interview with the youth and parents/guardians shall be completed for each intake YLS/CMI Assessment, in addition to a review of all relevant collateral information (school records, juvenile history, etc.). A thorough review of all available information, verification of self-reported information (including that pertaining to residence, school and/or training, and employment) and frequent reference to the scoring instructions shall help to ensure scoring accuracy.

Script for introducing the YLS interview to youth/parent: I am going to ask you a number of questions about your life and experiences in order to develop the best plan for your plan while you are in our care. In addition, to interviewing you and your guardian. I shall be reviewing all the

Youth Level of Service/Case Management Inventory Policy

information about your case and your situation (court orders, educational information, evaluations etc.). This shall help us in identifying the areas in your life that we should focus on in your service plan. I may be sharing those areas of need and strengths with you, your family, the residential providers and services providers working with us on this case.

1. Youth Interview

All YLS/CMI Assessment interviews with the youth shall be conducted face-to-face. Interviews shall follow the format adopted by DCFS and communicated during training and ongoing supervision. The youth should be interviewed **separately** from their parents/guardians. It is often helpful to also interview them with their guardians for part of the interview to observe the family dynamic.

2. Parent/Guardian Interview

Whenever practicable, an interview shall be conducted with the parents/guardians. This interview should be face-to-face unless it is not possible to do so within the timeframe designated in this protocol. Interviews shall follow the format adopted by DCFS and communicated during training and ongoing supervision. In the event a youth's parents/guardians cannot be interviewed, the circumstances must be documented.

3. Collateral Information

Every effort must be made to complete the YLS/CMI with more information than the youth interview only. Information from probation and the original YLS/CMI, prior reports (e.g. school records, employment, legal history, child welfare records, incident reports), and other records pertinent to the YLS/CMI Assessment should be obtained and documented to be considered complete.

VI. FACILITY PLACEMENT DECISION

1. The Admissions Unit Manager shall use the YLS/CMI in conjunction with the Facility Score Sheet to make the initial placement decision. These decisions shall be based on a combination of the youth's YLS/CMI risk level, weapons use, most recent institutional behavior, escape risk, and the youth's priority dynamic risk factors (needs) as indicated by the YLS/CMI.
2. Youth with high levels of risk (based on the YLS/CMI correctional norms) shall be considered for placements with higher levels of security.
3. The youth's YLS/CMI priority dynamic risk factors (need) should also be a factor in the placement decision to ensure the placement has the type of programming available that is necessary to meet the youth's risk reduction needs.
4. The Admissions Unit Manager shall send a summary to the facility Superintendent on Mondays for final placement decisions to be made on Tuesday. If the Facility Superintendent disagrees with the initial placement decision, he or she shall hold an Admissions Team Meeting and make the final determination regarding the youth's placement.

Youth Level of Service/Case Management Inventory Policy

VII. CASE PLANNING

- A. Once youth are sent to the placement facility, a facility mental health counselor and/or case manager shall review results of the YLS/CMI received from the court or county probation at the time of DCFS commitment.
- B. The first case plan in the facility shall be completed by the facility mental health counselor and/or case manager based on the YLS/CMI obtained at admission and the Facility Score Sheet. The case plan must record any expectations placed on the youth in their clinical treatment plan to ensure consistency and that youth are not being expected to attend and complete too many services and activities.
- C. The initial plan shall be finalized with the child and family team (CFT). The Facility Mental Health Counselor or case manager has the ultimate responsibility for updating and finalizing the case plan.
- D. The initial plan shall be finalized within 30 calendar days of admission.
- E. The case plan in both facilities and parole shall prioritize the need areas rated high (or moderate in some cases) on the youth's YLS/CMI as targets for treatment in the service plan. Services shall be assigned that address as many need areas as possible without overloading the youth with services/programming. Staff responsible for case planning shall review the customized *service matrix* for the setting when selecting the appropriate service/programming referrals.

In general, for youth in custody:

- youth categorized as high risk would be expected to participate in a maximum of 3 risk reduction programs at any one time,
- youth categorized as moderate risk would require less programming, and
- youth categorized as low risk should receive little to no risk reduction services.

Note: Youth categorized as high risk should receive the most intensive programming when possible.

- F. For some youth, it shall be essential to provide services/programming that address responsivity factors (e.g., mental health/counseling, learning disability-related services). In these cases, services that treat or assist with responsivity factors may need to be addressed first but should not be addressed in lieu of criminogenic needs present for the youth (e.g., personality/behavior, attitudes/orientation). In these cases, it is still important to follow the guidelines about number of services listed above.
- G. Case Plan Updates for youths in facilities and on parole shall be reviewed in every CFT meeting. The case plans should be reviewed by facility and parole staff who have completed the YLS/CMI case plan training. Case plan reviews occurring immediately following a YLS/CMI reassessment should consider the results of the reassessment and progress and adjust the service plan accordingly.

Youth Level of Service/Case Management Inventory Policy

VIII. REASSESSMENTS

- A. The purpose of the reassessment is to monitor changes in risk, service/programming needs of the youth, and to determine readiness for release. Appropriate administration of the YLS/CMI is critical to determining how well youth have adjusted to residential placement, changes to service options or service intensity following previous reassessments, and transition into the community.
- B. YLS/CMI reassessment interviews shall be conducted with the youth face-to-face using the format adopted by DCFS and communicated during training and ongoing supervision, only to supplement information that has not been obtained during on-going communications with the youth since the prior assessment.
- C. YLS/CMI facility reassessments shall be completed by facility mental health counselors or a case manager, depending on who is responsible for generating the initial case plan within the facility.
 - a. Reassessments shall be completed every three months in the facility from the date of the youth's admission, regardless of the date of the admission YLS/CMI.
 - b. Reassessment risk levels shall be generated based on the YLS/CMI community norms because the intention is to inform release planning.
 - c. Reassessments shall be reviewed and approved by clinical supervisors within seven (7) calendar days.
- D. YLS/CMI parole reassessments shall be completed by youth parole counselors after youth are released into the community.
 - a. The first reassessment shall occur 45 days after release and every six months thereafter with some exceptions as stipulated below.
 - b. Community reassessments shall generate the YLS/CMI risk level using community norms.
 - c. A YLS/CMI reassessment must be completed prior to a revocation and considered in the decision regarding whether to revoke, unless the most recent YLS/CMI was completed within the last three months.
 - d. A final "close out" YLS/CMI should be conducted before a recommendation for parole termination, unless the most recent YLS/CMI was completed within the last three months of the termination date.
 - e. Reassessments shall be reviewed and approved by parole unit managers within seven (7) calendar days.
- E. For reassessments on parole, the youth parole counselors must also gather collateral information from all providers that have been involved in the youth's care and family members for youth who have returned to the community.
- F. Exceptions to timing of parole reassessments:
 - a. The YLS/CMI reassessment must be done following the commission of a new offense prior to the dispositional hearing and shall be shared with the court using the Dispositional Report. Reassessments may also be conducted following any major life changing events that could have an impact on the youth's risk factors, including but not limited to: potential changes in community placement or living arrangement, death of a loved one, or a major incident. In such circumstances, the YLS/CMI would not be required again until six months following the most recent assessment. Youth parole counselors should consult with their

Youth Level of Service/Case Management Inventory Policy

supervisor (Unit Manager) regarding whether a YLS/CMI reassessment is needed in such circumstances.

IX. FACILITY RELEASE/YOUTH PAROLE PLACEMENT

- A. As part of a structured decision-making process, results from the YLS/CMI reassessment conducted prior to release shall be used as one factor in the final decision regarding timing of release from placement.
- B. The relevant information from the YLS/CMI includes both the youth's overall risk level for reoffending in the community, and whether the community has the resources necessary to manage the youth's most pressing criminogenic need areas. This does not mean that youth who continue to fall into the high-risk range on the YLS/CMI shall not be recommended for release. Youth categorized as high risk can be managed successfully in the community when evidence-based services are available to address their needs.
- C. Facility and/or parole staff shall also consider the youth's progress and engagement in programming, aggressive behavior within the institution, and whether the youth's risk level is decreasing.
- D. The following factors may be a part of a release decision:
 - Family dynamics -- where the youth is going to live
 - Education Status
 - Mental Health Services
 - Treatment needs in the community
 - Passing at least 70% of their programming within the previous two months
 - Serious incidents, if there is a serious incident within 30 days of release
 - Progress in drug/alcohol treatment
 - CFT meetings

X. PAROLE SUPERVISION

- A. All youth released to the community shall be on intensive supervision for the first forty-five (45) days.
- B. The first community reassessment shall occur 45 days after release and every six months thereafter unless a new reassessment is required due to a pending disposition or other major life changing event. The community reassessment shall be completed by a youth parole counselor.
- C. Assignment of Supervision Level is based on each youth's risk level as defined by the most recent YLS/CMI Reassessment conducted in the community using community norms. Each supervision level requires the assigned worker make the following number of face-to-face contacts with the youth upon release to the community:
 - a. Intensive is a YLS/CMI risk level of high or very high
 - b. Moderate is a YLS/CMI risk level of moderate
 - c. Minimum is a YLS/CMI risk level of low

Youth Level of Service/Case Management Inventory Policy

- D. The location of contacts for every youth on parole shall be determined by the level of supervision and the recommendation from the child and family team. Types of contacts include home contacts, school, contacts, and phone contacts. In general, the location of contacts shall be driven by the youth's primary criminogenic need areas, risk level, and other relevant factors (e.g., safety). Additional phone contacts may be made for youth who are having negative progress or used as an alternative to face-to-face visits to incentivize good progress.
- E. With the exception of youth categorized at a very high risk, parole supervision level may be adjusted either up or down, with built-in incentives for positive progress and consequences for negative progress. After one month at the assigned supervision level, a youth may be bumped down to the next level of supervision if they have been doing well. For example, youth categorized as high risk may go down to being seen biweekly if they have met all their requirements and are doing well in their services. This does not apply to youth within the first 45 days of release from a facility.

XI. TRAINING AND STAFF QUALIFICATIONS

- 1. Each facility shall aim to maintain three (3) master trainers and there shall be three to four master trainers for parole on the YLS/CMI who attended a training workshop with a YLS/CMI training expert. The Master Trainers should complete master trainer certification on the YLS/CMI, which involves completing an exam and standardized cases following the training workshop. Staff should only perform YLS/CMI Assessments once they have completed office training with a certified Master YLS/CMI trainer.
- 2. Staff who conduct the risk/needs assessment should have completed all of the appropriate training in the tool. Generally, this involves a one to two-day workshop that covers some of the research on delinquency (e.g., trajectories of offending, risk factors, needs factors) and two practice scoring cases. The training should be received from either a qualified national trainer – or from a designated master trainer.
- 3. Staff should complete scoring on a minimum of three additional standardized practice cases following the training and should receive feedback on their rating/scoring. Typically, this is done in groups. This should occur prior to staff using the tool.
- 4. Staff with more “incorrect” responses than average should receive individual feedback from a master trainer.
- 5. All staff who are responsible for completing a risk-needs assessment should receive additional training in the following: 1) the agency's policy regarding when and for what cases the initial risk-needs assessment and subsequent re-assessments are to be conducted, 2) how the results of the assessment are to be communicated to appropriate parties and documented, and 3) case planning.
- 6. Booster trainings for all staff required to complete the YLS/CMI or YLS/CMI reassessments shall be conducted twice a year (generally every six months). Booster trainings can be accomplished in two ways: 1) using another standardized practice case that all staff complete and receive feedback from the master trainers, or 2) have a case presentation during a staff meeting where all staff score/rate the case and there is discussion about the most appropriate ratings. Booster training should always include designing a case plan in addition to scoring the YLS/CMI.

Youth Level of Service/Case Management Inventory Policy

7. Staff who have more than an acceptable number of “incorrect” item ratings at a booster training should receive individual feedback from the master trainers and should complete an additional case to discern whether or not there has been improvement.

XII. SHARING OF INFORMATION

1. The Youth Parole Mental Health Counselor shall provide the following to the Admissions Unit Manager within 14 days for all youth who are court mandated for supervision, treatment, and confinement and placed in the custody of the DCFS to assist with the initial placement decision:
 - a. the most recent (conducted within 6 months) YLS/CMI score form with completed comments sections,
 - b. the YLS/CMI Profile Report with comprehensive comments sections, and
 - c. the completed Facility Score Sheet.
2. The Admissions Unit Manager shall share all three documents with the Facility Superintendent at the initial placement.
3. The Facility Superintendent shall share these documents with the Facility Mental Health Counselor and/or case manager and the CFT to complete the initial case plan.
4. The facility mental health counselor and/or case manager is responsible for conducting YLS/CMI reassessments within the facilities and shall relay the information to the CFT for updating the case plan. The most current YLS/CMI and the case plan shall be discussed at all monthly treatment team meetings.
5. The assigned parole officer shall share the most recent YLS/CMI Profile Report and Case Plan with all providers to which the youth is referred to start a service/programming immediately after release.
6. Parole officers shall not share the YLS/CMI score sheet with any party that is not a DCFS staff person. Youth parole officers shall also provide the YLS/CMI Profile Report and updated case plan from the first YLS/CMI reassessment following release (45-day post-release reassessment) with the providers directly involved in the youth’s care. The case plan shall be reviewed in each team meeting.

XIII. QUALITY ASSURANCE FOR THE YLS/CMI AND CASE PLANS

A. Training (YLS/CMI)

1. Supervisors shall complete the same training as staff and become certified in the YLS/CMI to supervise the quality of their staff’s assessments.
2. DCFS administration, including supervisors, shall establish a communication chain with facility and parole master trainers to share results of quality assurance reviews and training requirements of existing staff and/or new staff.

Youth Level of Service/Case Management Inventory Policy

3. Supervisors shall ensure booster training is completed at a minimum of once per year. Master trainers shall develop their own training schedule (minimum once per year) and document trainings provided and staff attendance at each training. This data shall be made available to supervisory staff.
4. A lead master trainer from each facility and parole office shall participate in a review committee with from a staff member from the Quality and Oversight Unit.
5. Supervisors and/or master trainers shall establish quality assurance and training reports as required by administration.

B. Supervisory and Quality Oversight (YLS/CMI)

1. Supervisors shall verify all completed YLS/CMI assessment forms/documents are accurate and that each identified and individual risk area has enough detail in the comments to justify the selection of those risk areas. In addition, the supervisor shall review the overall comments to verify the overall risk and supervision level is appropriate.
1. Any overrides should be approved by a supervisor. Supervisors shall ensure there is adequate justification documented for the override. Supervisory approval must be clearly documented.
2. Supervisors and/or master trainers shall review a sample, anywhere between five (5) percent and twenty (20) percent based on staff resources, of YLS/CMI for quality assurance to ensure they are correct as compared to the collateral information available. Workers who are struggling with the YLS/CMI shall be referred to DCFS master trainers for booster training whether the worker is due for booster training or not.
3. The Quality and Data Oversight Unit may review a sample, anywhere between five (5) percent and twenty (20) percent based on staff resources, of YLS/CMI periodically for quality assurance as compared to the collateral information available for accuracy and completeness.

C. Case Plan Quality Oversight

1. Supervisors and/or master trainers shall review a sample, anywhere between five (5) percent and twenty (20) percent based on staff resources, of youth case plan for quality assurance to ensure they meet the requirements of NRS 62E.507.
2. The Quality and Data Oversight Unit may review a sample, anywhere between five (5) percent and twenty (20) percent based on staff resources, of case plans periodically for quality assurance to ensure they meet the requirements of NRS 62E.507.

XV. PROCEDURES

- A. Each facility shall develop Standard Operating Procedures consistent with this policy.
- B. The Youth Parole Bureau shall develop Standard Operating Procedures consistent with this policy.

Youth Level of Service/Case Management Inventory Policy

- C. The Standard Operating Procedures shall include a comprehensive process for completing YLS/CMI reassessments.
- D. The Standard Operating Procedures shall include a step by step process for how to complete to utilize the YLC/CMI in decisions throughout the youth's commitment to DCFS.
- E. The Standard Operating Procedures shall include an approval process for YLS/CMI reassessments and other identified areas, as needed.
- F. The Quality and Oversight Unit shall develop review checklists for both the YLS/CMI and the case plan and conduct quality review meetings as outlined in policy.

Youth Level of Service/Case Management Inventory Policy

FACILITY SCORE SHEET

This form is to be completed by the Admissions Unit Manager.

YOUTH NAME: _____ DATE: _____

YLS/CMI

TOTAL SCORE/RISK LEVEL: _____

Range	Risk Level
0 - 9	Low
10 - 21	Moderate
22 - 31	High
32 - 42	Very High

ADDITIONAL QUESTIONS FOR PLACEMENT CONSIDERATION

1. **Current Weapons Involvement:** Choose an item.

This section refers to the committing offense. Do not count those offenses that were amended, denied or dismissed.

Highest: Charge of Possession/Use of a Firearm(s)
High: Charge of Possession/Use of Deadly Weapon(s)
Moderate: Charge of Possession/Use of Other Weapon(s)
None: No Weapons Involvement

Describe Weapons Charges (Describe the circumstances surrounding the weapons charges):

2. **Prior Weapons Involvement:** Choose an item.

This section refers to prior adjudicated charges. Do not count those offenses that were amended, denied or dismissed.

Highest: Charge of Possession/Use of a Firearm(s)
High: Charge of Possession/Use of Deadly Weapon(s)
Moderate: Charge of Possession/Use of Other Weapon(s)
None: No Weapons Involvement

Describe Weapons Charges (Describe the circumstances surrounding the weapons charges):

3. **Current Misconduct Reports While Detained:** Choose an item.

Include information obtained from the Detention Staff and/or current court report.

Highest: Assault or Battery on authority figure in detention.
High: Assault or Battery on a peer where formal charges were filed; 2 or more incidents where the youth had to be placed in physical restraints or physically held by detention or program staff members, or placed on closed status more than three times due to not following the rules of the detention center.

Youth Level of Service/Case Management Inventory Policy

- Moderate:** Assault or Battery on another youth with no formal charges filed (formal consequence within the detention setting) or an incident where the youth had to be in physical restraints or physically held by detention or program staff members on only one occasion for not following the rules of the detention center.
- Low:** One incident when the youth lost level or was written up in the detention log or the behavior was reported to superiors for violating detention rules.
- None:** No current aggressive behavior noted or reported, and youth had not earned a consequence for breaking detention rules.

Explain Misconduct in Detention:

4. Prior Escapes or Runaways:

Choose an item.

Score based on behavior within the last 12 months. Information may be collected from the youth, parents, foster parents, court reports or the previous probation officer

- Highest:** Escape or Attempted Escape from a secure facility (including staff-secure). Youth must have escaped from the actual premises or attempted to escape.
- High:** Planning an Escape from a secure or staff-secure facility. Runaway or escape while on furlough from a staff-secure facility such as Spring Mountain Youth Camp, China Spring, Aurora Pines, or an RTC program like Willow Springs or Spring Mountain, or from a non-secure program where the youth was in a Court-ordered placement.
- Moderate:** Runaway from a non-secure facility such as a drug treatment program or group or foster home; Runaway from parents' home three or more times and where the youth ran away from home for more than 24 hours during one of the runs; runaway from parents' home and gone for more than 7 days.
- Low:** Runaway from parents' home less than 3 times
- None:** No runaway behavior noted.

Describe Escape or Runaway Behavior:

PLACEMENTS OPTIONS

YLS SCORE + ADDITIONAL QUESTIONS Check one box	PLACEMENT OPTIONS
<input type="checkbox"/> YLS Low & no behavior concerns from additional questions Or <input type="checkbox"/> YLS Moderate & no behavior concerns from additional questions	CYC
<input type="checkbox"/> YLS Moderate & one behavior concern from additional questions	CYC or NYTC
<input type="checkbox"/> YLS Moderate & more than one behavior concern from additional questions Or <input type="checkbox"/> YLS High & no behavior concerns from additional questions	NYTC
<input type="checkbox"/> YLS High & one behavior concern from additional questions	NYTC or SVYC
<input type="checkbox"/> YLS High & more than one behavior concern from additional questions Or <input type="checkbox"/> YLS Very High	SVYC

Youth Level of Service/Case Management Inventory Policy

<p style="text-align: center;">Or</p> <p><input type="checkbox"/> YLS Moderate or High with concerns with misconduct in current detention placement or concern with escape or runaway attempts</p>	
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ADDITIONAL CONSIDERATIONS Check boxes (as applicable)	PLACEMENT OPTIONS
<input type="checkbox"/> Female <input type="checkbox"/> Under 15 years of age (male) <input type="checkbox"/> Programming at Facility <input type="checkbox"/> Medical Needs of Youth <input type="checkbox"/> Facility Capacity at the identified Facility	CYC
<input type="checkbox"/> Programming at Facility <input type="checkbox"/> Medical Needs of Youth <input type="checkbox"/> Facility Capacity at the identified Facility	NYTC
<input type="checkbox"/> Programming at Facility <input type="checkbox"/> Medical Needs of Youth <input type="checkbox"/> Facility Capacity at the identified Facility <input type="checkbox"/> Problems at previous correctional placement	SVYC

Comments on Additional Considerations:
