

## Youth Level of Service/Case Management Inventory CORRECTIONS POLICY TEMPLATE

*Areas in italic are explanations or examples that may require customization for each agency*  
Areas not in italic are common procedures that would normally be included in any policy

### EFFECTIVE START DATE:

**THE YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY 2.0 (YLS/CMI 2.0) ASSESSMENT:** 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.

### 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:

**Example:** *Katie will be revising to include language from NRS.*

1. Selection of residential placement program, both in program intensity and level of service, and case planning and service referrals during residential placement that are responsive to criminogenic needs;
2. Recommendations for release to the community; and
3. Selection of parole supervision intensity and service interventions that appropriately address risk factors and are responsive to criminogenic needs.

**Notes about uses from statute:**

- Inform placement decision
- Length of stay – 2 versions, standard or extended – gun charges are extended stays often, facilities may have different LOS worksheets they use; Gina suggested the YLS be used for readiness for release rather than LOS
- Case plan
- Reentry plan
- Responses to parole violations and decision of whether to revoke

### TIMING OF ADMINISTRATION AND RESPONSIBLE PARTIES

#### ADMISSION

An initial/pre-dispositional YLS/CMI or a recent YLS/CMI reassessment (whichever is most current) completed by Probation will be obtained by the assigned youth parole counselor during youths'

**Commented [MOU1]:** To be revised by Katie based on statute

**Commented [MOU2]:** These are notes just here as placeholders

**Commented [MOU3]:** Gina revised this section

admission assessment. This YLS/CMI will be shared with the Admissions Unit Manager and utilized to inform residential placement program selection using the YLS/CMI correctional norms (see XX). The youth parole counselor is responsible for retrieving the most current YLS/CMI for all youth court mandated for supervision, treatment, and confinement and placed in the custody of the DCFS.

### **FACILITY**

Once youth are sent to the placement facility, a facility MH counselor will review results of the YLS/CMI received from the court or county probation at the time of DCFS commitment. The following procedures will be followed during their assessment process:

**1. Expired YLS/CMI (not conducted within the past 6 months)**

In the event the YLS/CMI assessment from probation is more than six (6) months old or is incomplete, the YLS/CMI shall be administered by the MH counselor within the first 30 days of youth entering the facility. Staff shall conduct the full administration procedures for these YLS/CMI assessments while also considering the youth's prior YLS/CMI scores. The results of this new assessment will be utilized to inform case planning.

**2. Current YLS/CMI (conducted within the past 6 months)**

The results of the most recent YLS/CMI assessment completed by probation will be utilized to inform case planning. It will not be necessary for a facility MH counselor to conduct a new YLS/CMI assessment.

### **REASSESSMENTS**

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.

YLS/CMI facility reassessments will be completed by facility MH counselors who are responsible for generating the case plan.

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#### **Notes about timing:**

- Reassessment at 3-mths in facility; have to by statute do it within 6 months
- Next reassessment 45 days after release and then again every 6 months on community supervision
- Moving toward monthly CFTs – need to find out from staff how often the case planning/team meetings are occurring in facilities and see if our proposed YLS reassessment timing aligns well
- Admission date is day #1

#### **Example:**

##### **Reassessments in residential correctional placement:**

- Each youth with a longer stay should be re-assessed in the facility with the YLS/CMI no later than *every six months* regardless of their status.
- *Reassessments for youth in residential placement for short stays will not be required*
- *For revocations for youth that receive a 90 to 120 day stay, reassessments will occur within two weeks after their revocation.*

- Reassessments will be approved by [personnel title] within 7 calendar days.

**Reassessments for youth after return to the Community**

- As a general guideline, each youth should be re-assessed with the YLS/CMI no later than 45 calendar days after release into the community and no later than every six months thereafter until the community supervision period is concluded.
- In addition, the YLS/CMI also should be administered *within 7 days* of a major life-changing event. Major life-changing events that may be considered would include commission of a re-offense, major potential changes in community placement or living arrangement, death of a loved one, or recent major substance use. In such circumstances, the YLS/CMI would not be required again until six months following the most recent assessment. *Staff* should consult with their supervisor regarding whether a YLS/CMI reassessment is needed in such circumstances.
- Reassessments will be approved by [personnel title] within 7 calendar days.

**ADMINISTRATION PROCEDURES: FULL YLS/CMI**

*This section regards how the YLS/CMI is to be completed. It is fairly standard and rarely requires much modification*

**Introducing the YLS interview to youth/parent:**

**Example Script:**

I am going to ask you a number of questions about your life and experiences in order to develop the best plan for your treatment while you are in our custody. In addition, to interviewing you and your guardian. I will be reviewing all the information about your case and your situation (court orders, educational information, evaluations etc.). This will help us in identifying the areas in your life that we should focus on in our treatment plan. I will be sharing those areas of need and strengths with you, your family, the residential providers and services providers working with us on this case.

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 will help to ensure scoring accuracy.

**1. Youth Interview**

All YLS/CMI Assessment interviews with the youth shall be conducted face-to-face. Interviews shall follow the format adopted by [agency] 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 [agency] and

communicated during training and ongoing supervision. In the event a youth's parents/guardians cannot be interviewed, the circumstances must be documented in \_\_\_\_\_.

### 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.

#### **ADMINISTRATION PROCEDURES: REASSESSMENT YLS/CMI**

YLS/CMI reassessment interviews shall be conducted with the youth face-to-face using the format adopted by [agency] 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. The [designated staff] 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.

#### **Which YLS/CMI Norms To Use**

##### **Use the Custodial Norms if:**

- Initial YLS/CMI following commitment
- In general, consider custodial norms whenever there is a question of which placement setting is most appropriate for the youth

##### **Use the Community Norms if:**

- All reassessments of the YLS/CMI in placement or in the community

#### **TRAINING AND STAFF QUALIFICATIONS**

*This section refers to training requirements of staff and master trainers. The section is fairly standard and is unlikely to require much modification except for specifying the personnel and number of master trainers needed.*

Each facility and parole office will have a minimum of two (2) Master trainers 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. [More master trainers may be needed depending on the size of the staff. More than one is essential due to potential turnover of master trainers.]

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.

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.

Staff with more “incorrect” responses than average should receive individual feedback from a master trainer.

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.

### **Booster Training**

Booster trainings should 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. Following either cases rating – booster training should always include designing a case plan in addition to scoring the YLS/CMI.

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.

### **YLS/CMI USE IN PLACEMENT AND RELEASE DECISIONS**

*This section describes exactly how risk assessment information will be used in decisions. The process here will be modified based on decisions about the YLS/CMI protocol by the implementation committee or other decision-makers in the jurisdiction and existing policies and procedures. These are examples*

**Placement decisions:** The YLS/CMI risk level shall be used as a factor for deciding the appropriate setting for the youth based on its security level. Higher risk youth should be placed in environments with more security and a higher staff to patient ratio. The priority need areas from each youth’s YLS/CMI results 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.

**Release decisions:** As part of a structured decision-making process, results from the YLS/CMI reassessment conducted **prior to release** will be used as one factor in the final decision regarding timing of release from placement. 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 will not be recommended for release. High risk youth can be managed successfully in the community when evidence-based services are available to address their needs. *[Designated parties]* 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.

### **USE OF INFORMATION IN SERVICE PLANNING**

*This section describes exactly how risk assessment information will be used in the service or case plan. The process here will be modified based on decisions about the protocol by the implementation committee or other decision-makers in the jurisdiction. This is an example:*

The first service plan in custody will be completed based on the YLS/CMI and other assessments conducted at intake by [*responsible party or parties*] within [*time frame*] of placement in a facility.

The service plan shall prioritize the need areas rated high or critical (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. Appropriate services/programming shall be selected using the customized **service matrix**. In general, for youth in custody:

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

Higher risk youths should receive the most intensive programming whenever possible.

For some youth, it will be essential to provide services/programming that address essential responsivity factors. 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**. In these cases, it is still important to follow the guidelines about number of services listed above.

**Review and updating of service plans:** Service Plan Updates for youths in placement will be reviewed in *every monthly treatment team meeting*. The service plans should be reviewed by individuals who have completed the YLS/CMI service plan training – including [*responsible parties*]. Service plan reviews occurring immediately following a YLS/CMI reassessment should consider the results of the reassessment and progress and adjust the service plan accordingly.

### **USE IN PAROLE SUPERVISION LEVEL**

*Generally risk assessment information is used to assign a supervision level in the community. Supervision will be more effective when involves meetings aimed at rehabilitation and risk reduction rather than surveillance. This section will be determined by agency polices – example below:*

#### Example:

The purpose of contacts is to build a relationship with the family, to work on family and individual youth skills that decrease risk, enhance public safety and help move the youth closer to their current/future goals. Each contact should have a purpose and connection towards each youth's case plan.

#### Number of Contacts

Following the initial transition period, the YLS/CMI Assessment will be used in the selection of aftercare supervision intensity and service interventions that appropriately address risk factors and are responsive to criminogenic needs. Assignment of Aftercare 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:

1. **Low:** One (1) Face-to-face contact every four (4) weeks
2. **Moderate:** One (1) Face-to-face contact every two (2) weeks
3. **High:** One (1) Face-to-face contact every week
4. **Intensive (Very High):** One (1) Face-to-face contact every week

#### Graduated Parole Supervision Level Adjustment

With the exception of very high-risk youth, 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, high risk youth may go down to being seen biweekly if they have met all their requirements and are doing well in their services.

#### Location of Contacts:

The location of contacts for every youth on parole will be determined at the 45-day case conference. In general, the location of contacts will be driven by the youth's primary criminogenic need areas, risk level, and other relevant factors (e.g., safety). For example, youths with Family Circumstances as a primary need area will be seen primarily in the home. This will occur within the following requirements:

- **Home Contacts:** There is a minimum of two home contacts required for every youth; one prior to the 45-day case conference and one at least 75 days prior to termination.
- **School Contacts:** There is a minimum of two school contacts required for every youth; one prior to the 45-day case conference and one at least 75 days prior to termination
- **Phone Contacts:** To facilitate communication in a timely manner. Additional phone contacts can be added as needed for youth who are having negative progress, or used as an alternative to face-to-face visits to incentivize good progress.

#### **SHARING OF INFORMATION**

*This section should provide any details regarding how information from the YLS/CMI should be shared and with whom – for example, service providers. Any specific forms that will be used for this purpose also would be listed here.*

#### Example:

##### **Intake to Placement**

Designated staff will complete the "Intake and Assessment Form" based on the YLS/CMI they conducted. If the YLS/CMI did not need to be updated, the form will be completed based on the existing YLS/CMI information. They will share this form with the residential provider and the assigned worker. The I&A unit will also share the information at the Transitional Meeting (held prior to a youth leaving detention) with all participants.

**Placement and Reassessments**

The assigned worker is responsible for conducting YLS/CMI reassessments and will relay the information to residential providers to update the Case Plan Facesheet. The case plan will be discussed at all monthly treatment team meetings and at each conference.

**Parole**

The assigned worker will share the Case Plan Facesheet with all aftercare providers involved with the youth in order to relay the pertinent information from the YLS/CMI. The case plan will be reviewed in each case conference.

**QUALITY ASSURANCE: SUPERVISOR APPROVAL & CORRECTING YLS ASSESSMENTS**

*This section outlines the quality assurance to be conducted by supervisors. It is important to have supervision in place but this section may be modified based on current management practices in the jurisdiction and resources. This QA section is very brief and many agencies instead include these details in a separate, comprehensive QA policy.*

Supervisors should complete the same training on the YLS/CMI with the staff in order to supervise the quality of their staff's assessments.

Staff members are responsible for notifying the Supervisor of all completed YLS/CMI forms [*OR supervisors will receive monthly reports regarding youth admissions and when their YLS/CMIs were completed*]. Supervisors should check that the YLS/CMI was completed for all required cases as per the region policy.

Supervisors will review the forms and ensure the assessment meets a sufficient level of quality before signing off on the assessment. This review will include ensuring that staff made efforts to obtain appropriate collateral data and considered all available information when rating the YLS/CMI. At a minimum, this should include all existing file information and an interview with the youth. Should staff decide to assign a risk rating that deviates substantially from what might be expected based on what is indicated by the item ratings, the Supervisor should ensure the staff member's written justification for the deviation is appropriate.

Supervisors must approve any major changes to YLS/CMI assessments.

Supervisors should also sign the proposed service plan by ensuring the services/programs are reasonable given the results of the assessment.

**Data Checks**

*This section refers to the minimum data checking for quality assurance purposes. A modification that may be necessary would be to assign designated parties.*

Staff will be properly identified and assigned within the region to quality assurance and data tracking.



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Check the data periodically (e.g., every 3 months) to ensure that the correct classes of youth are being assessed with the YLS/CMI, that all eligible cases are receiving the assessment, and that the assessment is conducted within a timely manner.

Check the data periodically (e.g., every 3 months) by obtaining a print out of assessment ratings by [Designated staff]. Query any parties responsible for administering the YLS/CMI who are routinely assigning a single risk category (e.g., all of their youth are rated as “low risk”, all youth are rated as “moderate risk”, or all youth are rated as “high risk”).

Periodically check a sample of youth or generate an aggregate data print out to see whether youth are receiving the appropriate level of supervision given their overall risk rating.

Periodically check the ratings for a sample of youth to see if they actually received the appropriate service referrals from staff according to the facility’s/agency’s service matrix.

**Feedback Loop**

*This section refers to ensuring there is feedback between those doing the quality assurance checks and the parties responsible for completing the YLS/CMI. The section includes only the minimum information. Changes may need to be made to the designated parties.*

Establishment of a feedback mechanism between the master trainers/Supervisors, regional director and quality assurance personnel is essential. The supervisors should be notified about any staff members who require individual feedback for a number of “incorrect” ratings in order to adjust their monitoring of those staff accordingly. Likewise, the Supervisors and regional directors must see the QA reports.