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# Evaluation of Evidence-Based Programs and Services

Division of Child and Family Services (DCFS)  
Juvenile Justice Services (JJS)  
Statewide Policy

<b>POLICY NUMBER:</b>	DCFS/JJS 100.16
<b>EFFECTIVE DATE:</b>	January 1, 2025
<b>APPROVED BY:</b>	Sharon Anderson, Deputy Administrator – DCFS 
<b>DATE:</b>	12/27/2024
<b>SUPERSEDES:</b>	DCFS/JJS 100.16 effective September 28, 2020
<b>REFERENCES:</b>	NRS 62B.600, NRS 62B.615, NRS 62B.620, NRS 62B.640, NRS 233B.050); Quality Assurance, DCFS/JJS 100.11
<b>ATTACHMENTS:</b>	Attachment A: Evidence-Based Practices Definition Matrix Attachment B: Facility Improvement Plan Template
<b>REVIEW DUE BY:</b>	January 1, 2028

## I. PURPOSE

To ensure program effectiveness using evidence-based programs and services for youth committed to Division of Children and Family Services juvenile justice facilities.

## II. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Correctional Program Checklist (CPC): Tool developed by the University of Cincinnati Corrections Institute (UCCI) for assessing correctional intervention programs. The CPC is designed to evaluate the extent to which correctional intervention programs adhere to evidence-based practices (EBP) including the principles of effective interventions.
- B. CPC Review Team: A group of reviewers trained to use the Correctional Programs Checklist with expertise and specialized skill sets in juvenile justice.
- C. Evidence-Based Standards: A set of policies and procedures for DCFS to evaluate a program's effectiveness. The Evidence-Based Practices Definition Matrix is the standard.
- D. Facility Improvement Plan: A collection of strategies for measurable action developed to achieve targeted outcomes of identified need areas.

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- E. Lead Reviewer: Person on the CPC Review Team responsible for facility notifications, review logistics, and finalization of reports.
- F. Validated Quality Assurance Tool: A tool used to evaluate the extent to which intervention programs adhere to the principles of effective intervention. The Correctional Program Checklist is used for annual reviews of state facilities and regional county camps in Nevada.

### III. EVIDENCE BASED PROGRAMS AND SERVICES

- A. Each facility shall offer a variety of programs and services across the juvenile justice system which promote effective and innovative programming (NRS 62B.615).
- B. Each facility may utilize the Nevada Center for Juvenile Justice Innovation (<http://ncjji.ncjj.org/>) for technical assistance and guidance on programs and practices which meet the requirement of the Evidence-Based Practices Definition Matrix (Attachment A).
- C. Each facility shall partner or contract with providers who offer evidence-based programs and services for the treatment of children subject to the jurisdiction of a juvenile court.
- D. Utilization of services include:
  - 1. Programs and services provided by a facility
  - 2. Programs and services provided by contractors and providers

### IV. CORRECTIONAL PROGRAM CHECKLIST (CPC) REVIEWS

- A. Each facility shall receive an annual CPC review (NRS 62B.620, DCFS/JJS 100.11) using the Correctional Program Checklist (CPC).
  - 1. Reviews shall incorporate the most current validated assessment materials.
- B. At minimum, each review shall incorporate:
  - 1. An analysis of the facility's service delivery.
  - 2. A review of the facility's case management procedures.
  - 3. A review of the facility's policies on supervision and behavior management of children placed in the facility.
  - 4. An analysis of the facility's procedures relating to the release of children from the jurisdiction of the juvenile court.
- C. Assessors shall be trained and certified in the use of the CPC prior to completing any reviews.
- D. Review Process:

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1. The DCFS Juvenile Justice Programs Office (JJPO) shall schedule tentative dates for annual CPC reviews for state facilities and regional county camps by January 15 of each year.
  - a. The JJPO shall assign a Lead Reviewer and Co-Reviewer(s) for each scheduled review.
2. The Lead Reviewer shall electronically notify the facility Superintendent/Director and the Deputy Administrator of an upcoming site visit at least six weeks prior to the scheduled review.
  - a. Notification shall include a copy of the CPC Assessment Description, CPC Materials Checklist, and the CPC Staff Survey.
3. The Lead Reviewer shall facilitate a pre-visit conference call with the facility a minimum of 15 business days prior to the site visit.
  - a. This call shall include an overview of the CPC process, a summary of items needed for the review, staff to be interviewed, and obtaining a list of all programming utilized by the facility.
4. The Lead Reviewer shall follow up with a reminder of the site visit a minimum of five business days prior to the review and allow for questions prior to the start of the review.
5. Reviews shall be completed on site, consistent with best practice of the CPC.
  - a. Should circumstances arise reducing the safety or feasibility of an onsite review, all, or portions of the review may be conducted virtually with the approval of the Deputy Administrator.
6. Site visits include the evaluation of programming materials, training records, open and closed youth case records, scheduled interviews with staff and youth, and observation of structured programming.
7. The CPC Review Team shall meet immediately after each site visit to complete the CPC Facility Score Sheet and formulate a plan to write the draft report.
8. The CPC Review Team shall complete a Draft Report within 30 days of completion of the site visit.
  - a. Each team member shall have an equal part in the writing process.
9. The Lead Reviewer shall provide the Draft Report to the Superintendent/Director of the reviewed facility no more than 30 days after completing the site visit.

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- a. The facility shall have 30 days to review the Draft Report and provide feedback to the Review Team regarding any errors or proposed modifications to the report.
- b. After receiving feedback from the facility, the Lead Reviewer shall update the report if appropriate and provide a Final Report to the facility and to the JJPO no later than 90 days after completing the site visit.

NOTE: The facility does not have to provide feedback for the Final Draft.

10. The Lead Reviewer shall provide the completed CPC Scoresheet to the JJPO no later than 90 days after completing the site visit.

11. The JJPO will submit CPC Scoresheets to the University of Cincinnati Corrections Institute (UCCI) within two weeks of receiving the final report from the CPC Review Team.

### **V. FACILITY IMPROVEMENT PLANS**

- A. In the case the CPC Review Team discovers a program or practice which is harmful to youth, the team shall notify the Superintendent immediately during the site visit.
- B. Each facility found not meeting standards (overall CPC score is less than 65 percent) shall provide a Facility Improvement Plan (Attachment B) to the JJPO not more than 30 days after receiving the Final Report.
  1. No Facility Improvement Plan is required for a facility with an overall CPC score of 65 percent or better if none of the domain scores from the current review are in the Low Adherence category (excluding the Quality Assurance Section)
  2. Facilities should address recommendations provided in their Final Report for the Facility Improvement Plan using the CPC domain areas: 1) Program Leadership and Development; 2) Staff Characteristics; 3) Offender Assessment; 4) Treatment Characteristics; and 5) Quality Assurance.
  3. Facilities may choose between five and 10 recommendations, in one or multiple domains, from the Final Report to address in their Facility Improvement Plan.
    - a. Facilities are to be advised to concentrate on recommendations in domains with scores in the Low Adherence and Moderate Adherence categories.

### **VI. QUALITY ASSURANCE REVIEW OVERSIGHT**

- A. Facilities shall provide the JJPO with a status update every 90 days using the Facility Improvement Plan template (Attachment B).
- B. Items on the Facility Improvement Plan shall be addressed prior to the next annual review, with documented progress for each status update.

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- C. The JJPO shall provide a trend analysis of facility CPC scores, all Facility Improvement Plans, and progress made, to the Juvenile Justice Oversight Commission (JJOC) (NRS 62B.600), who has oversight over all Facility Improvement Plans.

### **VII. STANDARD OPERATING PROCEDURES**

- A. This policy shall serve as the standard operating procedure for each facility.
  - 1. Facilities may establish standard operating procedures for this policy or elements of this policy.
- B. The DCFS Juvenile Justice Programs Office shall review this policy every three years, or sooner if deemed necessary (NRS 233B.050).