

Youth Level of Service/Case Management Inventory

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	Youth Level of Service/Case Management Inventory (YLS/CMI)
POLICY NUMBER:	DCFS/JJS 500.17
EFFECTIVE DATE:	March 8, 2021
APPROVED BY:	Kathryn Roose, Deputy Administrator – Division of Child and Family Services
DATE:	February 23, 2021
SUPERSEDES:	DCFS/JJS 500.17 effective July 1, 2019
APPROVED BY:	Ross Armstrong, Administrator – Division of Child and Family Services
DATE:	February 23, 2021
REFERENCES:	NRS 62E.506, NRS 62E.525, NRS 63.765 Admissions and Placement (DCFS/JJS 500.15); Case Plan (DCFS/JJS 500.20)
ATTACHMENTS:	Attachment A: YLS/CMI Trainer Quality Assurance Checklist Attachment B: YLS/CMI Programs Office Quality Assurance Checklist Attachment C: How to Enter a YLS/CMI into Tyler Supervision

I. SUMMARY

The Division of Child and Family Services (DCFS) Juvenile Justice Services shall utilize the Youth Level of Service/Case Management Inventory (YLS/CMI) risk assessment to guide placement decisions, programming, services, and case planning activities for youth committed to the Division.

II. PURPOSE

The YLS/CMI shall be utilized to monitor changes in risk, develop case management strategies, and identify individualized service interventions supporting progress towards improvement for each youth in the care of DCFS pursuant to NRS.62E.525. The YLS/CMI shall be used with all youth committed to DCFS for placement in a state 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 which 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 which appropriately address risk factors and are responsive to criminogenic needs; and
5. Appropriate responses to parole violations and revocation decisions (NRS 63.765).

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III. DEFINITIONS:

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

- A. AWOL: When a youth is absent without leave and their whereabouts are unknown.
- B. Child and Family Team (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, parents/guardians, service professionals, and the youth's assigned Youth Parole Counselor. Team may also consist of other family members, care providers, or individuals identified as being integral to the youth's environment.
- C. Children's Uniform Mental Health Assessment (CUMHA): A bio-psychosocial assessment tool used to evaluate a child's/youth's mental health status, symptoms, and needs. This assessment, combined with the clinical judgment of the Mental Health Counselor, establishes the basis for the treatment planning process, including treatment goals and services needed to help the child/youth and family resolve or ameliorate symptoms and improve functioning.
- D. Family: The group of individuals who support a youth emotionally, physically, and financially. A family is defined by its members and each family defines itself. May include individuals of various ages who are biologically related, related by marriage, or not related at all.
- E. Tyler Supervision: The web-based case management software system utilized by DCFS.
- F. Youth Level of Service/Case Management Inventory (YLS/CMI): A strength-based, gender informed, risk/needs tool which reliably and accurately classifies and predicts reoffending within male and female youth populations. This inventory draws from interviews, official reports, and other collateral information to produce a detailed evaluation of the risk and need factors of a youth. The results provide a linkage between risk/need factors and the development of a personalized Case Plan. This is an evidence-based risk/need responsivity tool.
 - 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. The initial/pre-dispositional YLS/CMI, per NRS 62E.506, shall be sent to the Admissions Unit Manager or Clinical Program Manager and utilized to inform the initial residential placement program selection based on the YLS/CMI Custodial Norms.
- B. Upon receipt of an initial/pre-dispositional YLS/CMI from county probation, Youth Parole Bureau staff shall enter the assessment into Tyler Supervision in the Assessment Screen as a new YLS/CMI 2.0 using the date the assessment was completed by probation, not the DCFS date of entry.
- C. If the YLS/CMI is expired (over six months old) or is not available from probation, a Youth Parole Mental Health Counselor shall complete a new YLS/CMI and share it with the Admissions Unit Manager or Clinical Program Manager.

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1. The Admissions Unit Manager or Clinical Program Manager shall review and approve the YLS/CMI within seven calendar days.
 2. The PDF report generated in Tyler Supervision after the completion of the YLS/CMI shall only be printed and disseminated after supervisory approval as this is deemed the official report.
- D. Youth Parole Mental Health Counselors shall rate the four items of the Facility Score Sheet relating to the potential for institutional aggression and escape risk (e.g., prior institutional behavior, weapons use). See Admissions and Placement (DCFS/JJS 500.15).
1. The Facility Score Sheet and results of the YLS/CMI assessment (using Custodial Norms) shall be utilized to inform the placement decision and case planning.
- E. The Case Plan shall be created and updated utilizing the results of the YLS/CMI, pursuant to NRS 62E.525. See Case Plan (DCFS/JJS 500.20).

V. ADMINISTRATION OF INITIAL YLS/CMI

- A. If a Youth Parole Mental Health Counselor is required to administer an initial YLS/CMI, the following process shall be followed:
1. 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 (e.g., school records, juvenile history).
 - a. A thorough review of all available information, verification of self-reported information (including data pertaining to residence, school and/or training, and employment) and frequent reference to the scoring instructions shall help to ensure scoring accuracy.
 - i. **The person completing the YLS/CMI shall use the following script prior to beginning the interview with the youth/parent**
“I am going to ask you a number of questions about your life and experiences in order to develop the best Case Plan while you are in our care. In addition to interviewing you and your guardian, I will be reviewing all the information about your case and your experience (court orders, educational information, evaluations, etc.). This will help us in identifying the areas in your life we should focus on for your Case Plan. I may be sharing those areas of need and strengths with you, your family, the residential providers, and other service providers working with us on your Case Plan.”
 - ii. **Youth Interview**
All YLS/CMI assessment interviews with the youth shall be conducted face-to-face unless health and safety issues or any other extenuating circumstances prevent this. 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 youth with their guardians for part of the interview to observe the family dynamic.

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iii. **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 in the comments section at the end of the YLS/CMI.

iv. **Collateral Information**

Every effort must be made to complete the YLS/CMI with more information than the youth interview only. Information from probation, previous YLS/CMI assessments, 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 in order for the YLS/CMI assessment to be considered complete.

2. All YLS/CMI initial assessments shall be completed in Tyler Supervision.
 - a. See "How to Enter a YLS/CMI in Tyler Supervision" Guide (Attachment C).
 - b. The PDF report generated in Tyler Supervision after completion of the YLS/CMI shall only be printed and disseminated after supervisory approval as this is deemed the official report.
 - c. If a YLS/CMI paper copy must be completed due to Tyler Supervision's YLS/CMI 2.0 assessment not working properly, the paper copy shall be entered into Tyler Supervision with seven days of the system working properly.
3. When assessing a youth whose gender identity does not match their sex assigned at birth, use the gender they identify with to score their Total Risk/Need Levels when choosing between Custodial Male and Custodial Female (for the Facility Score Sheet) and when choosing between Community Male and Community Female.

VI. FACILITY PLACEMENT DECISION

- A. The Admissions Unit Manager or Clinical Program Manager shall use the YLS/CMI in conjunction with the Facility Score Sheet to make the initial placement decision, per NRS 62E.525 and Admissions and Placement (DCFS/JJS 500.15).
 1. These decisions shall be based on a combination of the youth's YLS/CMI risk level, weapons use, most recent institutional behavior, escape risk, responsivity factors, and the youth's priority dynamic risk factors (needs) as indicated by the YLS/CMI.
- B. Youth with high or very high levels of risk (based on the YLS/CMI Custodial Norms) shall be considered for placements with higher levels of security as indicated on the Facility Score Sheet.
- C. The youth's YLS/CMI priority dynamic risk factors (needs) should also be a factor in the placement decision to ensure the placement has the type of programming available necessary to meet the youth's risk reduction needs.

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- D. The Admissions Unit Manager, Clinical Program Manager or designee shall send the Facility Score Sheet, YLS/CMI and CUMHA to the facility Superintendent on Mondays for final placement decisions to be made on Tuesdays.
1. If the facility Superintendent disagrees with the initial placement decision, they shall hold an Admissions Team Meeting with the Deputy of Residential Services and the remaining Superintendents to make the final determination regarding the youth's placement.

VII. FACILITY REASSESSMENTS

- A. 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 which has not been obtained during on-going communications with the youth since the prior assessment.
- B. YLS/CMI facility reassessments shall be completed by facility Mental Health Counselors or the designated Case Manager, depending on who is responsible for generating the facility Case Plan.
1. While in a facility, a reassessment shall be completed five months from the date of a youth's admission, regardless of the date of the YLS/CMI used for commitment, and then every 6 months thereafter.
 - a. For youth released before the fifth month, a reassessment shall be conducted 30 days prior to discharge.
 2. Reassessments shall be conducted following any major life event which 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 other major circumstances.
 3. Reassessment risk levels shall be generated based on the YLS/CMI Community Norms to inform release planning.
 4. When assessing a youth whose gender identity does not match their sex assigned at birth, the gender the youth identifies with shall be used to score the Total Risk/Need Levels when choosing between Community Male and Community Female.
 5. Reassessments shall be reviewed and approved by supervisory staff or YLS/CMI Trainers within seven calendar days of completion.
- C. All YLS/CMI reassessments shall be completed in Tyler Supervision.
1. The PDF report generated in Tyler Supervision after completion of the YLS/CMI shall only be printed and disseminated after supervisory approval as this is deemed the official report.
 2. If a YLS/CMI paper copy must be completed due to Tyler Supervision's YLS/CMI 2.0 assessment not working properly, the paper copy shall be entered into Tyler Supervision within seven days of the system working properly.

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VIII. 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 urgent criminogenic need areas.
 - 1. This does not mean youth who fall into the high-risk range on the YLS/CMI shall not be recommended for release.
 - 2. 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.

IX. PAROLE REASSESSMENTS/SUPERVISION

- A. All youth released to the community shall be on intensive supervision for the first 45 days of parole.
- B. Following the first 45 days on parole, all youth shall be placed on a supervision level based on the level identified using their most recent YLS/CMI assessment.
- C. YLS/CMI parole reassessments shall be completed by Youth Parole Counselors after youth are released into the community.
 - 1. Community reassessment shall generate the YLS/CMI risk level using Community Norms.
- D. The first community reassessment shall occur 45 days after release and every six months thereafter, with some exceptions as noted in exceptions to timing of parole reassessments.
- E. Assignment of supervision level is based on each youth's risk level as defined by their most recent YLS/CMI reassessment using YLS/CMI Community Norms:
 - 1. Intensive – High or Very High YLS/CMI risk level
 - 2. Moderate – Moderate YLS/CMI risk level
 - 3. Minimum – Low YLS/CMI risk level
 - a. A youth who has been charged with a juvenile sex offense shall be supervised at a moderate supervision level or higher.
- F. 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.

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- G. A final YLS/CMI should be conducted before a recommendation for parole termination, unless the most recent YLS/CMI was completed within the three months prior to the termination date.
- H. Reassessments shall be reviewed and approved by Youth Parole Unit Managers within seven calendar days.
- I. The PDF report generated in Tyler Supervision after the completion of the YLS/CMI shall only be printed and disseminated after supervisory approval as this is deemed the official report.
- J. For reassessments on parole, Youth Parole Counselors shall gather collateral information from all providers who have been involved in the youth's care and family members for youth who have returned to the community.
- K. Reassessments shall be completed on the same schedule for youth who are in residential treatment, in state or out of state.
- L. Exceptions to timing of parole reassessments:
 - 1. Reassessments will not be completed for youth on AWOL status.
 - a. If a scheduled YLS/CMI reassessment passes while a youth is on AWOL status, a YLS/CMI will be completed as soon as practicable if the youth returns to parole supervision.
 - 2. The YLS/CMI reassessment shall be done following the commission of a new offense prior to the dispositional hearing, unless the most recent YLS/CMI was completed within the last three months.
 - a. The most current risk level shall be shared with the court.
 - 3. Reassessments shall be conducted following any major life event which could have an impact on the youth's risk factors, including but not limited to: any release from a state facility, potential changes in community placement or living arrangement, death of a loved one, or other major circumstances.
 - a. In such cases, the YLS/CMI would not be required again until six months following the most recent assessment.
 - b. Youth Parole Counselors should consult with their Unit Manager regarding whether a YLS/CMI reassessment is needed in such circumstances.

X. TRAINING AND STAFF QUALIFICATIONS

- A. The agency shall maintain an adequate number of YLS/CMI Trainers who attended a training workshop with a YLS/CMI Training Expert and have completed trainer certification.
- B. All staff responsible for utilizing the YLS/CMI tool shall be trained prior to use by a YLS/CMI Training Expert or a YLS/CMI Trainer.
 - 1. Generally, this involves a two to three-day workshop covering:

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- a. Research on delinquency (e.g., trajectories of offending, risk factors, needs factors);
 - b. Procedures for completing the YLS/CMI;
 - c. Two practice YLS scoring cases;
 - d. Agency's policy regarding when and for what cases the initial risk-needs assessment and subsequent re-assessments are to be conducted;
 - e. How results of assessments are to be communicated to appropriate parties and documented; and
 - f. Case planning
2. In addition, staff shall complete scoring on a minimum of three additional standardized practice cases following the workshop training and shall receive feedback on their rating/scoring.
- C. Only YLS/CMI Trainers or supervisory staff with YLS/CMI training may approve a YLS/CMI.
- D. Booster trainings shall be completed by all staff required to 1) complete YLS/CMI assessments or 2) approve YLS/CMI assessments.
- E. Booster training shall be conducted twice a year (currently each January and July) for all staff conducting and approving YLS/CMI assessments.
- F. Booster trainings may be accomplished in two ways:
1. Using a standardized practice case developed by the YLS/CMI Trainers that all staff complete and receive feedback on from trainers either one-on-one or in a group setting.
 2. A case presentation during a staff meeting where all staff individually score/rate a case and a group discussion is held about the most appropriate ratings.
 - a. Booster training should always include scoring a YLS/CMI practice case and designing a Case Plan.
- G. Staff shall complete booster practice cases independently in order for YLS/CMI Trainers to assess each staff member's understanding and ability to properly conduct a YLS/CMI assessment.
1. Staff who fail to complete the booster training shall receive prompts to complete the training.
 2. If they fail to do so, the YLS/CMI Trainer shall work with the staff's direct supervisor to develop a plan for training and corrective action.
- H. For both initial and booster training, staff with a score outside of the Standard Error of Measurement (SEM) of +/- 7 points involving male youth and +/- 6 points involving female youth on practice cases shall receive additional training and individual feedback from a YLS/CMI Trainer, including the completion of an additional practice case to discern whether improvement has been made.
- a. Additionally, staff outside the SEM of +/- 1 point of the consensus rating score for multiple domains may warrant an additional practice case, based on YLS/CMI trainer discretion.

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XI. SHARING OF INFORMATION

- A. The Youth Parole Mental Health Counselor shall provide the following to the Admissions Unit Manager or Clinical Program Manager within three days of case assignment for all youth court mandated for supervision, treatment, and confinement in the custody of DCFS:
1. Most recent YLS/CMI Profile Report with comprehensive comments sections
 2. Completed Facility Score Sheet
 3. CUMHA
- B. The Admissions Unit Manager shall share these documents with the facility Superintendent at the initial placement meeting.
- C. The facility Superintendent shall share these documents with the facility Mental Health Counselor and/or the designated Case Manager and the Child and Family Team (CFT) to complete the initial facility Case Plan.
- D. The facility Mental Health Counselor and/or the designated Case Manager is responsible for conducting YLS/CMI reassessments within the facilities and shall share the results of each reassessment with the CFT to update youth Case Plans.
1. The most current YLS/CMI and the Case Plan shall be discussed at each CFT meeting.
- E. DCFS staff shall not share a YLS/CMI score sheet or information from the YLS/CMI with any party not employed by DCFS.
1. When sharing YLS/CMI information with the courts, the following language shall be used in Disposition/Supplemental reports:

A number of risk and strength factors associated with future re-offending and violence in youth have been consistently identified in the literature. The Youth Level of Service/Case Management Inventory (YLS/CMI) summarizes the available research and expert opinion and this instrument was used to assist in estimating the risk of serious re-offending for this youth.

At the present time, [YOUTH____] presents [low, moderate, high, or very high] risk for re-offending in the community.
- F. The Juvenile Justice Programs Office shall provide the Juvenile Justice Oversight Commission and its subcommittees with data from the YLS/CMI to include:
1. YLS/CMI county data used for the commitment of youth to DCFS.
 2. YLS/CMI statewide data completed during youths' juvenile justice involvement.
- G. The Juvenile Justice Programs Office shall review YLS data on a quarterly basis and submit a report to the Deputy Administrators and the Administrator to include, but not limited to:
1. Youth committed to DCFS without a completed YLS/CMI.
 2. The aggregated risk levels of all youth committed to DCFS.

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XII. QUALITY ASSURANCE

A. Training

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 YLS/CMI Trainers to share results of quality assurance reviews and training requirements of existing staff and/or new staff.
3. Supervisors shall ensure booster trainings are completed by their staff at a minimum of twice per year.
 - a. YLS/CMI Trainers shall develop their own training schedule (minimum twice per year) and document trainings provided and staff attendance at each training.
 - b. This data shall be made available to supervisory staff.
4. YLS/CMI Trainers shall participate in a review committee with a staff member from the Juvenile Justice Programs Office.
5. Supervisors and/or YLS/CMI Trainers shall establish quality assurance and training reports as required by DCFS administration.

B. Quality Assurance

1. Supervisors shall verify all completed YLS/CMI assessment forms/documents are accurate and each identified individual risk area has enough detail in the comments to justify the selection of those risk areas.
 - a. In addition, the supervisor shall review the overall comments to verify the overall risk and supervision level is appropriate.
2. Any overrides should be approved by a supervisor.
 - a. Supervisors shall ensure there is adequate justification documented for the override.
 - b. Supervisory approval must be clearly documented.
3. YLS/CMI Trainers shall utilize the YLS/CMI Trainer Quality Assurance Checklist (Attachment A) to review a minimum of five percent of completed YLS/CMIs each quarter.
 - a. The Juvenile Justice Programs Office shall notify YLS/CMI Trainers when their reviews are due and assign cases to each YLS/CMI Trainer.
4. The Juvenile Justice Programs Office shall review a minimum of five percent of completed YLS/CMIs annually for quality assurance, using the YLS/CMI Programs Office Quality Assurance Checklist (Attachment B).

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5. Staff members shall be referred to a YLS/CMI Trainer for booster training if there is evidence of need for remedial training after reviewing a sample, whether booster training is due or not.

XIII. STANDARD OPERATING PROCEDURES

- A. Each facility and the Youth Parole Bureau shall develop Standard Operating Procedures consistent with this policy to include, but not limited to:
 1. A comprehensive process for completing YLS/CMI reassessments, including what life changing situations require a reassessment.
 2. A step-by-step process for how to complete and utilize the YLS/CMI in decisions throughout a youth's commitment to the facility or parole supervision.
 3. An approval process for YLS/CMI assessments and other identified areas, as needed.