


Supervision

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	Supervision
POLICY NUMBER:	DCFS/JJS 600.01
EFFECTIVE DATE:	February 1, 2022
APPROVED BY:	Domonique Rice, Deputy Administrator – Division of Child and Family Services
DATE:	1/31/2022
SUPERSEDES:	DCFS/JJS 300.12 Supervision effective September 30, 2019
APPROVED BY:	Cindy Pitlock, Interim Administrator – Division of Child and Family Services
DATE:	1/31/2022 
REFERENCES:	NRS 62B.390, NRS 62E.505, NRS 62E.506 , NRS 62E.550, NRS 62F, NRS 62H.220, NRS 62I, NRS 63.470, NRS 63.765, NRS 63.780; Documentation Standards (DCFS/JJS 100.13); Mental Health Treatment Plan (DCFS/JJS 400.06); Child and Family Team (DCFS/JJS 500.02); Family Engagement (DCFS/JJS 500.13); Admissions and Placement (DCFS/JJS 500.15); Youth Level of Service/Case Management Inventory (DCFS/JJS 500.17) Screening and Evaluation (DCFS/JJS 500.18); Case Plan (DCFS/JJS 500.20)
ATTACHMENTS	Attachment A: Parole Release Tool Attachment B: Parole Incentives Attachment C: Graduated Response Matrix

I. POLICY

The Division of Child and Family Services (DCFS) is responsible for appropriate facility placement, community supervision, and access to services, with the goals of rehabilitation, reducing the probability of recidivism, and protecting the community.

II. PURPOSE

To ensure a statewide uniform policy for supervision of youth while they are in the care of DCFS.

III. DEFINITIONS

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

- A. Admissions Team: A team, typically comprised of the Parole Clinical Program Manager and Parole Unit Manager, who use the completed Facility Score Sheet, Children’s Uniform Mental

Supervision

- Health Assessment (CUMHA), Youth Level of Service/Case Management Inventory (YLS/CMI), disposition reports, and other relevant evaluations, provided by the sending county probation department, to identify the appropriate placement and to arrange the date, time, and transportation to identified facility or program.
- B. Amended Conditions of Parole: A version of the original conditions of parole revised to reflect specific changes in parole conditions.
 - C. Case Management: The coordination of services on behalf of committed youth to assess, plan, implement, coordinate, monitor and evaluate the options and services required for each youth to meet their needs.
 - D. Case Plan: A document created through a collaborative, structured, and strength-based process identifying goals, objectives/activities, and target dates to mitigate risk factors.
 - E. Certification: The juvenile court may certify a youth for proper criminal proceedings as an adult to any court which would have jurisdiction to try the offense if committed by an adult, if certain requirements are met per NRS 62B.390.
 - F. 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, 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.
 - G. Clinical Program Manager: A supervisory clinician who makes clinical decisions within Youth Parole. This position is part of the Admissions Team and supervises the Youth Parole Mental Health Counselors (MHCs).
 - H. Community Service: A requirement of an adjudicated youth to perform unpaid work for the community as part of their conditions of parole.
 - I. Conditions of Parole (COP): Written rules explaining to youth under parole supervision their responsibilities while they are on parole status.
 - J. Diverted Youth: A youth committed to the custody of the Division of Child and Family Services who was diverted from correctional care to an alternative placement.
 - K. Family: A youth's family is the group of individuals who support a youth emotionally, physically, and/or financially. A family is defined by its members and each family defines itself. A family can include individuals of various ages who are biologically related, related by marriage, or not related at all.
 - L. Furlough: Per NRS 63.470, the temporary release of a youth from a correctional facility for a period not to exceed ninety days for the purpose of treatment. While a youth is on furlough, they are under the supervision of the Chief of the Youth Parole Bureau.
 - M. Graduated Response Matrix: A graduated series of sanctions, including treatment and services, to hold juveniles accountable for their actions, to protect communities from the effects of juvenile delinquency, and to prevent the juvenile's subsequent involvement in the juvenile justice system.

Supervision

- N. Incentive: A reward provided to a youth contingent upon meeting a goal identified in their Case Plan.
- O. Interstate Compact for Juveniles (ICJ): The agreement pertaining to the legally authorized transfer of supervision and care, as well as the return of youth, from one state to another per NRS 62I.
- P. Juvenile Sexual Offender (JSO): Youth adjudicated for a sexual offense as defined in NRS 62F.
- Q. Nevada Rapid Indicator Tool (NRIT): An assessment tool utilized to determine if a youth is a confirmed commercial sexual exploitation of a child (CSEC) victim or at risk of sexual
- R. Recidivism: A youth's tendency to relapse into a previous condition or mode of behavior after the initial intervention of the Juvenile Justice System.
- S. Restitution: Court ordered compensation for loss, damage, or injury per NRS 62E.550.
- T. Revocation of Parole: As defined in [NRS 63.780](#), the Chief of Youth Parole may recommend to the juvenile court a youth's parole be revoked, and the youth be re-committed to a state facility.
- U. Sanction: A response provided to a youth contingent upon failure to meet a goal, or by violating any guidelines set by a youth's Case Plan or Conditions of Parole. Sanctions may include additional or reinstated restrictions or additional support or treatment, based on the violation and the youth's risks and needs.
- V. Special Conditions of Parole: Written rules explaining to youth the special and specific requirements in addition to the standard requirements of parole. Special Conditions of Parole are specific to Juvenile Sexual Offenders (i.e., JSO COP).
- W. State Facilities: A facility operated by the state for the detention, treatment, and rehabilitation of youth, including Summit View Youth Center, Nevada Youth Training Center, and Caliente Youth Center.
- X. YLS/CMI (Youth Level of Service/Case Management Inventory): 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 responsibility 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. GENERAL PROCEDURES

- A. Each youth committed to DCFS shall be assigned a Youth Parole Counselor (YPC) and a Youth Parole Mental Health Counselor (MHC) from the Youth Parole Bureau (YPB) within three days of the YPB receiving the court-ordered commitment per Admissions and Placement (DCFS/JJS 500.15).

Supervision

- B. YPCs shall meet with newly committed youth in detention within 14 days of being assigned the case, and prior to the youth's transport to a state facility or treatment program (diverted youth).
- C. The Parole MHC shall conduct all required assessments, which shall include the Nevada Rapid Indicator Tool (NRIT; DCFS/JJS 500.18), the Facility Score Sheet (DCFS/JJS 500.15), and the CUMHA (DCFS/JJS 400.06).
- D. The Parole Clinical Program Manager shall ensure all relevant documentation, including a recent (within 6 months) YLS/CMI is included in the commitment packet for the youth.
 - 1. If the YLS/CMI is not received or is expired, the Parole Clinical Program Manager shall provide the sending county two business days to provide it. If it is not provided, the Parole MHC shall conduct a YLS/CMI per Youth Level of Service/Case Management Inventory (DCFS/JJS 500.17).
- E. Once all documentation is received from the sending county and all assessments are completed, the Admissions Team shall consider individual youth needs, risk levels, and supervision levels when recommending a youth for placement in a state facility or community-based provider, including Residential Treatment Centers.

V. SUPERVISION STATUS AND REQUIREMENTS

- A. Youth shall be considered on supervision status once they are admitted into a state facility or transferred to Nevada through the Interstate Compact for Juveniles (ICJ). In the youth's Personal Information Screen of the DCFS electronic case management system:
 - 1. Facility staff shall correctly identify the current supervision level while in a facility.
 - a. Supervision level shall remain "Facility" the entire time the youth is in a facility regardless of the YLS/CMI identified risk level.
 - 2. Youth Parole Bureau (YPB) staff shall correctly identify the current supervision level prior to facility commitment and while under parole supervision.
- B. Upon release from a facility, all youth shall be placed on Intensive Supervision for the first 45 days.
 - 1. YPB staff shall indicate Very High/Intensive or High/Intensive based on the identified risk level on the YLS/CMI.
 - 2. If the identified risk level on the YLS/CMI is Moderate or Low, still select High/Intensive for these 45 days.
- C. Within 45 days of facility discharge, the YPC shall complete a YLS/CMI reassessment to adjust the community supervision level to match the supervision level of the reassessment.

Supervision

VI. LEVELS OF SUPERVISION

A. **Facility** – Level of contact or monitoring required while youth are in a state facility. This is not determined by YLS/CMI risk level, but placement in a state facility.

1. While youth are in a facility, they shall be supervised by the YPB using the following guidelines:
 - a. YPCs shall have monthly contact with the primary family member/guardian of the youth while they are in a facility. This contact may be in person, virtually, by email, or by phone.
 - b. YPCs shall attend all CFT meetings scheduled by a facility.
 - c. YPCs shall have monthly contact with the assigned facility MHC and/or Case Manager (phone or email) for progress updates.
2. This level of supervision is identified in the electronic case management system as Facility.

B. **Intensive** – The highest level of supervision in the community requiring close weekly monitoring. All youth shall be placed on Intensive Supervision for the first 45 days following release from a state facility. Additionally, following the first 45 days of supervision, all youth assessed with the YLS/CMI with a Total Risk/Need Level of High or Very High shall be on Intensive Supervision.

1. The following guidelines apply to Intensive Supervision:
 - a. YPC shall meet weekly with the youth.
 - b. Two face-to-face meetings per month (one in the home).
 - c. Weekly contact with parents or placement, in person or by phone.
 - d. As applicable, YPC shall contact a school, vocational program, employer, or any treatment provider the youth is involved with one time per month.
 - i. If the youth is employed, contact shall consist of verification of work hours, nature of employment, and pay stubs.
 - ii. If the youth is enrolled in school, contact shall include progress reports and/or report cards.
 - e. YPC shall randomly drug test youth who have substance abuse identified as a primary need area in the YLS/CMI, at least one time per month.
 - f. YPC shall randomly inspect cell phones, computers, and any electronic device which may appear to have access to the internet.
 - g. Deviations of supervision requirements shall be approved by a Unit Manager or Chief of the Youth Parole Bureau and noted in the DCFS electronic case management system.
2. This level of supervision is identified in the electronic case management system as Very High/Intensive or High/Intensive.

Supervision

- C. **Moderate** – Youth who are assessed with a YLS/CMI Total Risk/Need Level of Moderate shall be on Moderate Supervision (except for their first 45 days following release from a state facility, during which time they shall be on Intensive Supervision).
1. The following guidelines apply to Moderate Supervision:
 - a. YPC shall meet with the youth two times per month.
 - b. One face-to-face per month in the home.
 - c. Contact with parents or placement once per month in person or by phone
 - d. YPC shall contact a school, vocational program, employer, or any treatment provider the youth is involved with one time per month, as applicable.
 - i. If the youth is employed, the contact shall consist of verification of work hours, nature of employment, and pay stubs.
 - ii. If the youth is enrolled in school, contact shall include progress reports and/or report cards.
 - e. YPCs shall randomly drug test youth who have substance abuse identified as a primary need area which may be alcohol or an identified controlled substance at least once every 60 days.
 - f. Deviations of supervision requirements shall be approved by a Unit Manager or Chief of Youth Parole Bureau and noted in the DCFS electronic case management system.
 2. This level of supervision is identified in the electronic case management system as Moderate.
- D. **Low** – Youth who are assessed with a YLS/CMI Total Risk/Need Level of Low shall be on Low Supervision (except for their first 45 days following release from a state facility, during which time they shall be on Intensive Supervision).
1. The following guidelines apply to Low Supervision:
 - a. YPC shall meet with the youth a minimum of one time per month, and contact may be face-to-face.
 - b. Contacts with parents or placements are made once per month in person or by phone.
 - c. Youth are expected to provide pay stubs and work hours if employed, or progress reports if enrolled in school.
 - d. Deviations of supervision requirements shall be approved by a Unit Manager or Chief of Youth Parole Bureau and noted in the DCFS electronic case management system.
 2. This level of supervision is identified in the electronic case management system as Low.

Supervision

- E. **Out of State Placements** – Placements, or diversions, in a residential facility or group home outside the state of Nevada.
1. Youth who are in a treatment program outside of Nevada shall be supervised by YPB using the following guidelines:
 - a. YPC shall supervise youth according to the facility level guidelines while they are out of state. Required contacts and CFT participation may be by phone or virtually.
 - b. YPC shall request monthly written progress reports from service providers for those months when a CFT meeting is not conducted.
 - c. YPC shall contact youth's parent at least once per month by phone.
 2. This level of supervision is identified in the electronic case management system as Out-of-State.
- F. **Juvenile Sex Offenders** – Defined as an offense per NRS 62H.220.
1. YPC shall supervise juvenile sex offenders at the Intensive or Moderate supervision levels based on their YLS/CMI risk level. However, since youth classified as a Juvenile Sex Offender cannot be supervised at a level lower than Moderate, if the youth is assessed at a Low Total Risk/Need Level, the YPC shall supervise them at a Moderate supervision level.
 2. This level of supervision is identified in the electronic case management system as JSO-Intensive or JSO-Moderate.
- G. **Courtesy Supervision of ICJ Youth** – Youth on parole/probation from another state who are placed in Nevada for a specified period.
1. ICJ youth shall be supervised based on their assessed YLS/CMI risk level.
 - a. An initial YLS/CMI shall be completed upon case initiation/transfer to the State and every six months thereafter until case closure.
 2. This level of supervision is identified in the electronic case management system as ICJ-In.
- H. **Furlough** – Approved temporary leave from a state facility for any reason.
1. This level of supervision is identified in the electronic case management system as Furlough.

VII. CASE MANAGEMENT

A. Family Engagement

1. The YPC shall attempt to include the youth's family in formal meetings and case planning to the extent possible. Refer to Family Engagement (DCFS/JJS 500.13) and Child and Family Team (DCFS/JJS 500.02).

Supervision

B. Case Plans

1. The YPC shall have an Active Case Plan for each youth on their caseload and complete reviews and updates per Case Plan (DCFS/JJS 500.20).
2. To ensure quality contacts, the YPC shall base all contacts with youth on assessing progress of goals and activities within the Case Plan.

C. Reentry Planning

1. The YPC shall participate in the final facility CFT meeting at least 30 days prior to the youth's discharge, to develop the Aftercare Plan. Refer to Case Plan (DCFS/JJS 500.20).

D. Conditions of Parole

1. The YPC shall be responsible for preparing and completing written Conditions of Parole (Standard, Amended, or Special) for each youth they are assigned to supervise.
 - a. Conditions of Parole are individualized for each youth, with some standard conditions and some individualized conditions.
 - b. The YPC shall review Conditions of Parole with the youth prior to facility discharge and immediately after discharge.
 - c. Prior to the youth's release into parent/guardian custody, Conditions of Parole shall be signed by the following:
 - i. Youth
 - ii. Parent/Guardian
 - iii. Youth Parole Counselor
 - iv. Unit Manager
 - d. Once signed by all parties, the Conditions of Parole are filed with the court.

E. YLS/CMI Re-assessments

1. YPCs are responsible for YLS/CMI reassessments 45 days after facility discharge and then every six months thereafter, unless an exception is present, per Youth Level of Service/Case Management Inventory (YLS/CMI; DCFS/JJS 500.17).

F. Parole Incentives (NRS 63.765)

1. Incentives shall be used to encourage compliance and progress with court ordered community service, restitution, and the Conditions of Parole.
2. The Parole Incentive Matrix (Attachment B) may be utilized to determine appropriate incentives. The YPC may use additional responses not listed.
 - a. The response shall be documented in the electronic case management system in the Sanction/Incentive Screen.

Supervision

G. Violations of Parole (NRS 63.765)

1. All arrests, petitions, and alleged violations of Conditions of Parole shall be investigated upon discovery by the assigned YPC.
2. The Graduated Response Matrix (Attachment C) may be utilized to determine the appropriate response (also called a sanction) based on a sliding scale pursuant to NRS 63.765.
 - a. The YPC may use additional responses not listed.
 - b. The response shall be documented in the electronic case management system in the Sanction/Incentive Screen.
 - c. A parole violation may lead to an arrest for a new delinquent offense or for multiple parole violations. In this case, documentation would be as a new arrest.

H. Missing

1. When a YPC is unable to locate a youth or a youth has been reported being absent by the parent/guardian, school, employer, or service provider, the following shall occur:
 - a. An initial attempt to locate.
 - b. If unable to locate, a Bench Writ or Arrest Warrant is prepared for the District Attorney and the Judge to review/sign. Once approved, it is entered into the National Criminal Justice Information System (NCJIS).
 - c. Documentation of Writ of Attachment is entered in the electronic case management system with an individual flag – Missing.
 - d. An attempt to locate shall be made monthly and documented in the electronic case management system.
 - o Activities: >YP-Youth > Admin (Location)

I. Emergency Response

1. Notification:
 - a. When a Unit Manager (UM) is notified of any emergency or after-hours situation, the UM shall immediately notify the Chief of Parole and the assigned YPC who shall serve as the lead in coordinating and responding to emergency or after-hours situation.
 - b. When a YPC is notified directly of any after hours or emergency, they shall immediately notify their assigned UM.
 - c. YPCs or other YPB staff may be utilized to notify family members in the event of an emergency, at the request of a facility. Note: Notification of family members is ongoing and may be required on multiple occasions.

Supervision

- d. The YPB may be required, at the request of a facility, to assist with contacts between youth and their family members by any of the following methods if they have been evacuated due to an emergency:
 - i. The purchase of burner cell phones.
 - ii. The use of a state issued cell phone.
 - iii. Transport to a local governmental office having working telephones or video conference equipment which can connect with other governmental locations in the state convenient for the family.
2. Documentation
 - a. YPB staff utilized to contact family members in the event of an emergency shall document all contacts (staff to family and youth to family) as an Activity in the electronic case management system, with a special indication the type of emergency and the facility affected per Documentation Standards (DCFS/JJS 100.13).
3. Communication
 - a. The Chief of Parole shall be responsible for communicating with the Deputy Administrator or Administrator.

J. Grievances

1. Youth and parents or guardians shall be verbally advised of their ability to file a written grievance with the YPCs Unit Manager at the time of the initial contact by the YPC.

K. Termination from Parole

1. Youth shall be recommended for termination from supervision when they meet one of the following criteria:
 - a. Youth has met all the requirements on the Parole Release Tool (Attachment A)
 - b. Youth has reached the statutory age of 21 when the Juvenile Court and Youth Parole no longer have jurisdiction
 - c. Court Order
 - d. Certified
 - e. Died
2. YPCs shall prepare a Termination Report/Order, containing a recommendation for termination and obtain necessary approvals, unless the termination is part of a disposition.

VIII. LENGTH OF STAY ON SUPERVISION

- A. There are no statutes to guide the determination of how long youth shall be on community supervision after release from a facility, but best practice suggests six months is the average and longer stays on parole do not reduce recidivism.

Supervision

1. One article from the PEW Trust suggests youth aged 17 and younger benefit from supervision of at least four months, and youth aged 18 and older benefit from supervision of at least three months.
 2. These recommendations shall be utilized to begin assessing youth for termination of parole.
- B. Youth aged 17 and below, with exception of juvenile sex offenders, shall be evaluated for release at four months using the Parole Release Tool (Attachment A).
1. Youth meeting all requirements shall be recommended to the juvenile court for release.
- C. Youth aged 18 and above, with exception of juvenile sex offenders, shall be evaluated for release at three months using the Parole Release Tool (Attachment A).
1. Youth meeting all requirements shall be recommended to the juvenile court for release.
- D. Youth not meeting all requirements shall be re-evaluated using the tool every three months until they meet the requirements and are ready for release.
- E. Youth shall be terminated from parole no later than their 21st birthday.
- F. Youth shall be terminated from parole upon their date of death.
- G. Youth under community supervision from another state through ICJ are supervised under the same guidelines as a Nevada youth, unless the sending state provides a set amount of time for supervision.
- H. Juvenile sex offenders shall be on community supervision for a minimum of three years from the date of their most recent adjudication as a sex offender or until their 21st birthday, whichever is sooner, pursuant to NRS 62F. Note: The court may release a juvenile sex offender sooner, on a case-by-case basis based on the nature of the crime.

IX. REVOCATION OF PAROLE

- A. The Chief of the Youth Parole Bureau may recommend a parole revocation to the juvenile Court pursuant to NRS 62E.505 if the Chief or their designee has determined:
1. Appropriate alternatives which could meet the needs of the youth do not exist or were previously used to attempt to meet such needs and proved unsuccessful; and
 2. The youth pose a public safety risk based on their risk of reoffending, as determined by a risk assessment conducted pursuant to NRS 62E.506, any history of delinquent behavior, and the seriousness of the offense committed by the youth.
- B. The Chief of the YPB may not recommend a youth's parole be revoked to a juvenile court, and the youth be committed to a facility if the Superintendent of the facility determines:
1. There is not adequate room or resources in the facility to provide the necessary care
 2. There is not adequate money available for the support of the facility
 3. The youth is not suitable for admission to the facility

Supervision

X. CERTIFICATION

- A. If the District Attorney files a motion to certify the youth to adult status, the YPC may be required to prepare or obtain the following documentation prior to the scheduled Certification Hearing.
 - 1. Any evaluations or tests ordered by the Court
 - 2. Certification Report

XI. DOCUMENTATION REQUIREMENTS

- A. YPB staff shall update youth records in the DCFS electronic case management system per Documentation Standards (DCFS/JJS 100.13).
- B. YPCs shall update the supervision level in the youths' Personal Information Screen as required.
- C. YPCs shall document all contacts (youth, parent/guardian, school, employer, CFT, service provider) in the electronic case management system as Activities within five days of the contact.
- D. Parole Mental Health Counselors shall:
 - 1. Input all YLS/CMI assessments and reassessments in the Assessment Screen.
 - 2. Complete and upload all NRITs (Nevada Rapid Indicator Tool) into the Assessments Screen.
 - a. New Assessment > NRIT > Date, Time, and Assessor who completed the NRIT
 - b. Upload Completed NRIT to Assessment Documents
 - 3. Upload all completed CUMHAs under Psychology Documents.
- E. Youth Parole Counselors are required to conduct YLS/CMI reassessments.
 - 1. All reassessments shall be entered in the Assessment Screen as a new YLS/CMI 2.0.
- F. YPCs shall upload a completed Parole Release Tool (Attachment A) to the Assessment Screen as a New Assessment > Parole Release Tool.
- G. YPCs shall document, as an Activity, attempts to terminate parole which are not successful, and the reason provided by the juvenile court.
- H. YPCs shall document both sanctions and incentives in the electronic case management Sanctions/Incentives Screen.
 - 1. A new arrest shall be documented in the Referrals Screen.

XII. QUALITY ASSURANCE

- A. YPB Unit Managers shall review a representative sample of Youth Parole Counselors cases for adherence to state statues, policy, and procedures quarterly.

Supervision

- B. This review shall ensure Youth Parole Counselors are meeting their responsibilities for:
 - 3. Documentation Standards (DCFS/JJS 100.13)
 - 4. Obtaining supervisory reviews and approval as required
 - 5. Gathering, maintaining, and creating and all court related documents
 - 6. Supervision of youth based on their assigned supervision level. (Section VI).

XIII. POLICY MODIFICATIONS

- A. The Chief of Parole may modify aspects of this policy in the event of a global, national, state, or local emergency for an identified period, in writing, to be approved by the Deputy Administrator of Community Services and the Deputy Administrator of Quality and Oversight.
- B. This policy does not require a Standard Operating Procedure (SOP).