

**Youth Level of Service/Case Management Inventory
PROBATION POLICY TEMPLATE - Nevada**

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 **without intervention** 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. Risk for sexual recidivism can be assessed using the ERASOR, J-SOAP or other validated sexual recidivism risk assessments for youth.

PURPOSE

Written policy, procedure, and practice shall require that **properly trained personnel** use the Youthful Level of Service/Case Management Inventory (YLS/CMI) for all youths who **must receive a YLS/CMI assessment pursuant to Nevada law.**

The YLS/CMI is to be used **to inform the following decisions: levels of supervision, case planning, dispositional recommendations, referrals to services, placement decisions and response to probation violations.**

RESPONSIBLE PARTIES

Each County Probation Department will be responsible for identifying staff responsible for conducting YLS/CMI initial assessments and reassessments.

A supervisor, as designated in the local probation policy, should review the YLS/CMI assessments for completeness and accuracy.

ADMINISTRATION PROCEDURES

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 you.** In addition, to interviewing you and your guardian, I will be reviewing all the information about your case and your situation. This will help us in identifying the areas in your life that we should focus on in **your case plan.** I **may** be sharing those areas of need and strengths with you, your family, the residential providers, services providers, **the court, your attorney and the prosecutor** working with us on this case

An interview with the youth and parents/guardians shall be completed for each initial 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.

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.

Correcting Scoring: *In circumstances where the party responsible for administering the YLS/CMI is not able to obtain all of the information to accurately rate the YLS/CMI during the initial assessment, it should be corrected within 30 to 60 days after the assessment as new information accumulates. The designated supervisor as listed in the probation policy must approve any corrections. It is important to correct the original YLS/CMI ratings if these were incorrect, rather than to wait for the first re-assessment to correct this information.*

TIMING OF ADMINISTRATION: INITIAL ASSESSMENT

- **Pre-disposition** – the intention of administering the YLS/CMI at this stage is for disposition recommendations and case management planning in courts. **If the YLS/CMI was conducted over 90 days prior, the assessment shall be updated.**

The supervisor will monitor cases on a monthly basis to ensure the YLS/CMI is being completed on all youth *within 20 days of case assignment, per each jurisdiction.*

Other assessment tools may be used in addition, but not in lieu of, the YLS/CMI. The YLS/CMI shall be scored and documented in the designated Case Management System within five (5) business days of

completion of the YLS/CMI Assessment. A copy of the assessment will be placed in the youth's case file, per each jurisdiction.

PROTECTION OF INFORMATION

In probation departments that administer the YLS/CMI prior to adjudication, to guard against the risk of self-incrimination, the designated staff person administering the assessment should not discuss the details of the offense the youth is charged with unless there has been an admission. If the youth does not admit to the offense, the staff person administering the YLS/CMI shall ask if the youth consents to discussing his or her background in order to complete the assessment. If the youth does not consent, the assessment shall not be completed until after adjudication.

In cases where the YLS/CMI is completed prior to adjudication, it is not appropriate to use results of the YLS/CMI in the fact finding (adjudication) decision. It is appropriate to use the results for diversion and disposition decisions. The results of the YLS/CMI should not be discussed pre-adjudication with court actors without the express written consent of the youth's counsel.

TIMING OF ADMINISTRATION: REASSESSMENTS

The purpose of reassessments is to monitor changes in risk and service/supervision needs of the youth. As a general guideline, each youth should be re-assessed with the YLS/CMI no later than 180 days from disposition and no later than every 180 days thereafter until the probation period is concluded.

Each youth must receive a YLS/CMI reassessment prior to filing a formal probation violation.

Decide whether a reassessment should be conducted at case closing.

The following exceptions may apply:

- A reassessment can be conducted every 90 days on high risk youth if the probation department deems it necessary.
- The YLS/CMI should be re-administered before any major changes in placement that involvement movement from a facility to the community or vice versa.
- The YLS/CMI also should be administered when a major life-changing event occurs as defined by the probation department (e.g., commission of new offense; potential traumatic experience; a major incident). In such circumstances, the YLS/CMI would not be required again until six months following the most recent assessment. Decisions regarding whether a reassessment is needed in these cases shall be made in consultation with the supervisor position specified in the local probation policy.

YLS/CMI reassessments should be review and approved by the designated supervisor stipulated in the local probation policy within 7 calendar days.

YLS/CMI SCORING AND NORMS

All assessments conducted within probation departments shall use the community norms from the YLS/CMI 2.0.

TRAINING AND STAFF QUALIFICATIONS

The probation department 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. Probation 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 office. 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) using procedures as outlined in the local probation policies. Staff responsible for completing the YLS/CMI must demonstrate an acceptable level of competence (scoring within a standard error of measurement on all scales). Staff with 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 practice case.

USE OF YLS/CMI INFORMATION IN RECOMMENDATIONS & DECISIONS

Pre-Disposition Recommendations

Determine whether to create a standard disposition recommendations template to be used at a minimum by probation departments

Results of the YLS/CMI must be included in the Pre-Disposition Report, if ordered, or in oral dispositional recommendations in the absence of a written report. Pre-Disposition Reports should include the following:

- The overall YLS/CMI risk rating of low, moderate, or high risk for re-offending.
- The youth's primary criminogenic need areas (maximum of 4) that contribute to his or her risk for re-offending along with a brief narrative description regarding what concerns are present within these areas. These are the areas that should be addressed in disposition and service planning.

What should NOT be included in these reports include specific YLS/CMI item ratings or the score sheets.

Probation Supervision Level

Less Prescriptive Version:

The YLS/CMI risk level will be used to assign the supervision level while youth are on probation. Probation policies will follow best practices as suggested by the risk-need-responsivity framework, which means low risk youth should receive very few contacts and high risk youth should receive more probation contacts.

Probation departments should consider instituting policies related to evidence-based or therapeutic contacts so supervision is not simply about surveillance.

Supervision levels will be adjusted either up or down based on the progress of the case and a YLS/CMI reassessments following the Supervisor's approval.

OR More Prescriptive Version:

Example: The minimum number of face-to-face contacts required for the three risk levels as assessed by the YLS/CMI is as follows:

- | | |
|---------|--|
| Low: | one face-to-face contact every 60 days, one contact with parent/guardian every other month, collateral contacts with school and relevant service providers |
| Medium: | one face-to-face contact every 30 days, one contact with parent/guardian per month, one collateral contact with school and relevant service providers |
| High: | one face-to-face contact every two weeks or one per month if there is documentation that the youth is in intensive services, one contact with a parent/guardian per month, and collateral contacts with the school (which in session) and other relevant service providers |

Minimum requirements do not relieve the probation department from the responsibility of responding to the youth's needs as they arise.

The minimum requirement of a low supervision level for low risk youth should not be superseded unless there is very good reason. More is not better.

Supervision levels will be adjusted either up or down based on the progress of the case and a YLS/CMI reassessments following the Supervisor's approval.

Case Planning

Decide whether a single case plan format should be used across the state

The first service plan will be completed by the [*designated staff*] 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 case plan shall prioritize the need areas rated high (or moderate in some cases) on the youth's YLS/CMI as targets for treatment in the case plan. Services shall be assigned that address as many need areas as possible without overloading the youth and family with services/programming. Appropriate services/programming shall be selected using the customized **service matrix for the probation department**. The general guidelines apply:

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

In general, youth should not be expected to attend more than 3 rehabilitative/therapeutic services at any one time, including services needed for responsivity-related factors, such as mental health treatment. Services that treat or assist with responsivity factors may need to be addressed first **but should not be addressed in lieu of criminogenic needs**.

Review and updating of case plans: Service Plans will be reviewed and adjusted in accordance with the results of the YLS/CMI reassessment by the assigned probation department or other responsible party as designated in the local probation policy.

Additional Uses of the YLS/CMI That May Belong in This Policy

- Recommendation for early termination of probation

Consider Whether a Section is Needed for Information Sharing:

- Sharing of the YLS/CMI score sheet and probation case plan with DCFS for youth committed to DCFS

QUALITY ASSURANCE: SUPERVISOR APPROVAL & CORRECTING YLS ASSESSMENTS

Each probation department shall create a policy of quality assurance that describes procedures for the following:

- YLS/CMI and case plan booster training and training procedures for new staff
- Supervisory oversight and review of the initial YLS/CMI scoring, scoring of reassessments, and the quality of case plans as these relate to results of the YLS/CMI
- Review of YLS/CMI data from Caseload Pro to view how youth are scoring, what criminogenic needs are most frequent, and the use of the YLS/CMI in decisions