

Youth Level of Service/Case Management Inventory Policy

DEPARTMENTS OF JUVENILE SERVICES STATEWIDE POLICY	
SUBJECT:	Youth Level of Service/Case Management Inventory (YLS/CMI) Policy DRAFT
POLICY NUMBER:	Departments of Juvenile Services Statewide Policy
EFFECTIVE DATE:	
APPROVED BY: DATE:	John Munoz, Deputy Administrator – Juvenile Justice Services
SUPERSEDES:	None – New Policy
APPROVED BY: DATE:	Ross Armstrong, Administrator – Division of Child and Family Services
REFERENCES:	NRS 62B.625; NRS 62E.506; NRS 62E.507; NRS 62E.513; NRS 62E.516; NRS 62E.525
ATTACHMENTS:	None

I. SUMMARY:

Each Department of Juvenile Services shall utilize the Youth Level of Service/Case Management Inventory (YLS/CMI) as required by state statute. This policy represents the minimum standards for the use of the YLS/CMI.

II. PURPOSE:

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.

III. DEFINITIONS:

- A. Youth Level of Service/Case Management Inventory (YLS/CMI): 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.

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IV. GENERAL REQUIREMENTS

- A. Each County Probation Department shall be responsible for identifying staff responsible for conducting YLS/CMI initial assessments and reassessments.
- B. Written policy, procedure, and practice shall require that properly trained personnel use the YLS/CMI for all youths who must receive a risk and needs assessment pursuant to Nevada law.
- C. A supervisor, as designated in the local probation policy, shall review the YLS/CMI assessments for completeness and accuracy.
- D. The intention of administering the YLS/CMI 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.
- E. 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 shall include the following:
 - a. The overall YLS/CMI risk rating of low, moderate, high, or very high risk for recidivism.
 - b. The youth's primary criminogenic need areas (maximum of 4) that contribute to his or her risk for recidivism along with a brief narrative description regarding what concerns are present within these areas. These are the areas that should be addressed in dispositional and case planning.
- F. The supervisor shall 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.
- G. 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 shall be placed in the youth's case file, per each jurisdiction.
- H. All assessments conducted within probation departments shall use the community norms from the YLS/CMI 2.0.

V. ADMINISTRATION PROCEDURES – INITIAL ASSESSMENT

- A. 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 shall be reviewing all the information about your case and your situation. This shall 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.

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- B. 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 shall 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.

- C. 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.

VI. REASSESSMENTS

- A. 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.
- B. Probation departments shall be responsible for conducting reassessments prior to any level of care change, including reintegration into the community from residential placements.
- C. A reassessment shall be conducted if there is a new petition filed for youth under supervision if the last YLS/CMI is older than 90 days at a minimum.

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- D. Any reassessments conducted earlier than 180 days are left up to the discretion of the probation office.
- E. YLS/CMI reassessments should be reviewed and approved by the designated supervisor as stipulated in the local probation policy.

VII. TRAINING AND STAFF QUALIFICATIONS

- A. Each probation department shall have their own local Master trainer(s) on the YLS/CMI who attended a training workshop with a YLS/CMI training expert. The Master Trainer(s) 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.
- B. 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.
- C. 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.
- D. Staff with more “incorrect” responses than average should receive individual feedback from a master trainer.
- E. 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.
- F. Booster trainings should be offered once a year 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.

VIII. PROBATION SUPERVISION LEVEL

- A. The YLS/CMI risk level shall be used to assign the supervision level while youth are on probation. Probation policies shall 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.
- B. Probation departments should consider instituting policies related to quality contacts, so supervision is not simply about surveillance.

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

IX. CASE PLANNING

- A. This policy shall conform to current Nevada Law. An individualized case plan is required for youth on supervision, consent decree, and petitioned informal supervision by a probation officer.
- B. The first individualized case plan shall be completed by the staff designated by the probation office based on the YLS/CMI, MAYSI-2, and other assessments conducted within a reasonable timeframe following disposition.
- C. 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. 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:
 - a. 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,
 - b. moderate youth would require less programming, and
 - c. low risk youth should receive little to no risk reduction services.
- D. 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.
- E. Case Plans shall be reviewed and adjusted in accordance with the results of the YLS/CMI reassessment or as a result of new court orders by the assigned probation officer or other responsible party as designated in the local probation policy.

X. INFORMATION SHARING

- A. The probation department shall share the YLS/CMI score sheet, narrative output from the YLS/CMI (pre-disposition report, etc), and probation case plan with the following when applicable:
 - Department for Children and Family Services (DCFS) for youth committed to DCFS
 - The regional camps for youth sent to regional camps
 - Receiving probation department for courtesy supervision within Nevada and outside of Nevada on interstate compact
- B. Probation departments shall share relevant information from the YLS/CMI as needed with service providers to ensure coordination of care.

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XI. PROTECTION OF INFORMATION FOR YLS/CMI CONDUCTED PRE-ADJUDICATION

- A. 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 for which the youth is charged. 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.

XII. QUALITY ASSURANCE: SUPERVISOR APPROVAL & CORRECTING YLS ASSESSMENTS

- A. Overrides to the YLS/CMI overall risk level (Part IV) only shall be kept to a minimum, in no more than eight (8) % of cases. Any override shall require supervisory approval before the YLS/CMI is finalized.
- B. Each jurisdiction shall address how to achieve quality assurance in their policy 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