


Evaluation of Evidence Based Programs and Services

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	Evaluation of Evidence Based Programs and Services
POLICY NUMBER:	DCFS/JJS 100.16
EFFECTIVE DATE:	September 28, 2020
APPROVED BY:	Kathryn Roose, Deputy Administrator – Division of Child and Family Services
DATE:	09/11/2020
SUPERSEDES:	New Policy
APPROVED BY:	Ross Armstrong, Administrator – Division of Child and Family Services
DATE:	09/11/2020 
REFERENCES:	NRS 62B.600; NRS 62B.615; NRS 62B.620; NRS 62B.640
ATTACHMENTS:	Attachment A: Evidence-Based Practices Definition Matrix Attachment B: Facility Improvement Plan Template

I. SUMMARY

The Division of Child and Family Services (DCFS) shall utilize programs and services which are evidence based and meet established requirements. Program effectiveness shall be evaluated through an annual quality assurance review process.

II. PURPOSE

To ensure program effectiveness using evidence-based programs and services for youth committed to DCFS juvenile justice facilities.

III. 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 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. The Nevada Juvenile Justice Oversight Commission chose the CPC for annual reviews of state facilities and camps in Nevada.
- B. 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.
- C. Facility Improvement Plan: A collection of strategies for measurable action developed to achieve targeted outcomes of identified need areas.

Evaluation of Evidence Based Programs and Services

- D. Lead Reviewer: Person on the Quality Assurance Team responsible for facility notifications, visit logistics, review procedures, and completion of reports.
- E. Quality Assurance Team: A group of reviewers with expertise and specialized skill sets in juvenile justice services.
- F. Reviewer: An individual certified in an evidence-based quality assurance tool to conduct facility and camp reviews.
- G. Validated Quality Assurance Tool: A tool used to evaluate the extent to which correctional intervention programs adhere to the principles of effective intervention. The Correctional Program Checklist is used for annual reviews of state facilities and camps in Nevada.

IV. 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 and/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 the following:
 - 1. Programs and services provided by facility
 - 2. Programs and services provided by contractors and providers

V. QUALITY ASSURANCE REVIEWS

- A. Each facility shall receive an annual quality assurance review (NRS 62B.620) using the Correctional Program Checklist (CPC), a validated quality assurance tool focusing on program effectiveness, to assess whether programs and services demonstrate quality outcomes and meet requirements of evidence-based standards.
- B. Reviewers shall be trained and certified in the use of the CPC.
- C. CPC reviews shall focus on programs and services provided within the facility by analyzing service delivery methods.
- D. Review Process:
 - 1. The Lead Reviewer shall notify the facility Superintendent and the Deputy Administrator of Residential Services of an upcoming Site Visit review six weeks prior to the review.
 - a. This shall include a copy of the CPC Assessment Description, CPC Materials Checklist, and the CPC Staff Survey.

Evaluation of Evidence Based Programs and Services

2. The Lead Reviewer shall facilitate a conference call with the facility a minimum of 20 business days prior to a Site Visit review.
 - a. This call shall include an overview of the CPC process and a summary of items needed for the review.
3. 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.
4. Reviews shall be completed on site, which is 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 Administrator.
5. Site Visit reviews include the evaluation of documents to include programming materials, training records, open and closed youth case records, scheduled interviews with staff and youth, and observation of structured programming.
6. The Quality Assurance Team shall meet immediately after each Site Visit to complete the CPC Facility Score Sheet and formulate a plan to write the draft report.
7. The Quality Assurance Team shall complete a draft report within 30 days of completion of the review.
 - a. Each team member shall have an equal part in the writing process.
8. The Lead Reviewer shall provide the Draft Report to the Superintendent of the reviewed facility 30 days after completion of the Site Visit review and allow 30 days for feedback from the facility.
9. The Lead Reviewer shall provide a Final Report to the reviewed facility and to the Juvenile Justice Programs Office (JJPO) no later than 90 days after completion of the Site Visit review.
 - a. The Lead Reviewer shall provide the completed CPC Scoresheet to the JJPO at the same time the Final Report is provided to the facility.

VI. FACILITY IMPROVMENT PLANS

- A. In the case the Quality Assurance Team discovers a program or practice which is harmful to youth, the team shall notify the Superintendent immediately at the conclusion of the review.
- B. Each facility found not meeting standards with portions of the review shall provide a Facility Improvement Plan (Attachment B) to the JJPO not more than 30 days after receiving the Final Report if the CPC overall score for the facility is less than 65 percent.
 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 (45% or less).

Evaluation of Evidence Based Programs and Services

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 advised to concentrate on recommendations in domains with scores in the Low Adherence and Moderate Adherence categories.

VII. QUALITY ASSURANCE REVIEW OVERSIGHT

- A. Completed Facility Improvement Plans (Attachment B) shall be provided to the JJPO not more than 30 days after receiving their Final Report.
- B. Facilities shall provide a status update to the JJPO every 90 days using the Facility Improvement Plan (Attachment B).
- C. Items on the Facility Improvement Plan shall be addressed prior to the next annual review, with progress clearly documented on each status update.
- D. The JJPO shall provide all Facility Improvements Plans, and progress made, to the Juvenile Justice Oversight Commission (JJOC) (NRS 62B.600), who has oversight over all Facility Improvement Plans.
 1. The JJOC may:
 - a. Recommend a facility increase the number of recommendations or number of domains needing to be addressed if a facility continually falls in the Low Adherence category.
 - b. Provide recommendations on facility improvement via the JJPO.
- E. The JJOC shall address the following on an individual basis:
 1. A decrease in overall score from the previous year.
 2. Lack of progress noted on Facility Improvement Plans.
- F. The Juvenile Justice Programs Office shall provide trend analysis of facilities to the Juvenile Justice Oversight Commission annually (NRS 62B.640).

VIII. STANDARD OPERATING PROCEDURES

- A. Each facility shall create Standard Operating Procedures consistent with this policy, to include:
 1. Establishing mechanisms or protocols for complying with annual reviews.
 2. Planning for facility improvement and follow up processes.
 3. Providing status updates to the JJPO on active Facility Improvement Plans.