

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

**BUREAU OF MONITORING AND
QUALITY IMPROVEMENT
PROGRAM REPORT FOR**

Probation and Community Intervention - Circuit 8

Department of Juvenile Justice

(State-Operated)

14107 US Highway 441, Suite 200

Alachua, Florida 32615

Review Date(s): October 6-8, 2020



PROMOTING CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY
IN JUVENILE JUSTICE PROGRAMS AND SERVICES



Rating Definitions

Ratings were assigned to each indicator by the review team using the following definitions:

Satisfactory Compliance	No exceptions to the requirements of the indicator; or limited, unintentional, and/or non-systemic exceptions that do not result in reduced or substandard service delivery; or systemic exceptions with corrective action already applied and demonstrated.
Limited Compliance	Systemic exceptions to the requirements of the indicator; exceptions to the requirements of the indicator that result in the interruption of service delivery; and/or typically require oversight by management to address the issues systemically.
Failed Compliance	The absence of a component(s) essential to the requirements of the indicator that typically requires immediate follow-up and response to remediate the issue and ensure service delivery.

Review Team

The Bureau of Monitoring and Quality Improvement wishes to thank the following review team members for their participation in this review, and for promoting continuous improvement and accountability in juvenile justice programs and services in Florida:

LeAnn Gruentzel, Office of Accountability and Program Support, Lead Reviewer (Standards 1, 2, and 3)

Soffia Aikens, DJJ Probation, Circuit 4, Senior Juvenile Probation Officer (Standards 2 and 3)

Daphne Saunders, DJJ Probation, Circuit 7, Juvenile Probation Officer Supervisor (Standards 2 and 3)

Jennifer Schad, Office of Accountability and Program Support, Regional Monitor (Standard 3)

Program Name: Probation and Community Intervention - Circuit 8
Provider Name: Department of Juvenile Justice
Location: Alachua County / Circuit 8
Review Date(s): October 6-8, 2020

MQI Program Code: 1183
Contract Number: NA
Number of Beds: NA
Lead Reviewer Code: 192

Methodology

This review was conducted in accordance with FDJJ-2000 (Contract Management and Program Monitoring and Quality Improvement Policy and Procedures), and focused on the areas of (1) Management Accountability, (2) Assessment Services, and (3) Intervention Services, which are included in the Probation and Community Intervention Standards.

Overall Rating Summary

Overall Rating Summary
All indicators have been rated Satisfactory and no corrective action is needed at this time.

Standard 1: Management Accountability Probation and Community Intervention Rating Profile

Indicator Ratings		
Standard 1 - Management Accountability		
1.01	* Initial Background Screening	Satisfactory
1.02	Five-Year Rescreening	Satisfactory
1.03	Protective Action Response (PAR)	Non-Applicable
1.04	Pre-Service/Certification Training	Satisfactory
1.05	In-Service Training	Satisfactory
1.06	*Incident Reporting	Satisfactory
1.07	*Abuse Free Environment	Satisfactory

* The Department has identified certain key critical indicators. These indicators represent critical areas that require immediate attention if a program operates below Department standards. A program must therefore achieve at least a Satisfactory Compliance rating in each of these indicators. Failure to do so will result in a program alert form being completed and distributed to the appropriate program area (detention, residential, probation).

Standard 2: Assessment Services Probation and Community Intervention Rating Profile

Indicator Ratings

Standard 2 - Assessment and Performance Plan		
2.01	Community Assessment Tool (CAT) Pre-Screen	Satisfactory
2.02	CAT Full Assessment	Satisfactory
2.03	CAT Reassessment	Satisfactory
2.04	Mental Health/Substance Abuse Screening	Satisfactory
2.05	* Comprehensive Assessment	Satisfactory
2.06	State Attorney Recommendation (SAR)	Satisfactory
2.07	Pre-Disposition Report (PDR)	Satisfactory

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Standard 3: Intervention Services Probation and Community Intervention Rating Profile

Indicator Ratings		
Standard 3 - Intervention Services		
3.01	Youth-Empowered Success (YES) Plan Development	Satisfactory
3.02	Youth Requirement/PACT Goal Elements	Satisfactory
3.03	Pre-Release Notification	Satisfactory
3.04	Transition Planning/Reintegration	Satisfactory
3.05	* Referrals for Intervention and Treatment Services	Satisfactory
3.06	YES Plan Implementation/Supervision	Satisfactory
3.07	Youth and Parent/Guardian Contact	Satisfactory
3.08	Ninety-Day Supervisory Reviews	Satisfactory
3.09	Ninety-Day Yes Plan Updates	Satisfactory
3.10	Termination of Supervision	Satisfactory

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Program Overview

Probation and Community Intervention - Circuit 8 is a state-operated program which serves youth who have been placed on probation, post-commitment probation (PCP), or conditional release (CR) by a circuit court judge. The circuit currently has five office locations throughout Levy, Gilchrist, Bradford, Union, and Baker Counties in Florida. Detention screening in the circuit is accomplished at the Alachua Juvenile Community Resource Center (AJCRC). Circuit staffing consists of one chief probation officer (CPO), one assistant CPO, four juvenile probation officer supervisors, four senior juvenile probation officers (SJPO), fifteen juvenile probation officers (JPO), four other personnel services (OPS) JPOs, two secretary specialists, and one administrative assistant.

The circuit provides services which include diversion, probation supervision, day treatment, commitment, and transition services. The circuit also utilizes specialized services including Detention Alternatives, Project Payback, AMIkids Day Treatment, evidence-based programming such as Family Functional Therapy and Redirections, and several other agencies which provide mental health and substance abuse services, targeted case management, gender-specific services, and family support services. The JPOs are responsible for conducting intake and assessment services for all youth presented to the Department with violations of the criminal code. During the intake process, JPOs are responsible for completing the intake wizard in the Department's Juvenile Justice Information System which captures each youth's demographic information and criminal record. The JPOs completing detention screening are also required to complete the Detention Risk Assessment Instrument, State Attorney Recommendation, Community Assessment Tool (CAT), Suicide Risk Screening Instrument (SRSI), and Massachusetts Youth Screening Instrument – Second Version (MAYSI-2), and other intake documents. JPOs are responsible for completing a Youth-Empowered Success Plan for each youth. Youth who are identified with mental health, substance abuse, and/or medical needs are referred by the assigned JPO to appropriate community-based resources.

At the time of the annual compliance review, the circuit had seven vacancies, including the reform specialist position, one SJPO, two JPOs, and three OPS positions.

Standard 1: Management Accountability

1.01 Initial Background Screening (Critical)	Satisfactory Compliance
<i>Background screening is conducted for all Department employees and volunteers and all contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth and confidential youth records. A contracted provider may provide training and orientation to a potential employee before the screening process is completed. However, these individuals may not have contact with youth or confidential youth records until the screening is completed, the determination is "Eligible," a copy of the criminal history report has been reviewed, and the employee demonstrates he or she exhibits no behaviors warranting the denial of employment. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.</i>	

Since the last annual compliance review, the circuit hired six new staff; three juvenile probation officers (JPO), two other personnel services (OPS) staff, and one secretarial specialist. Each staff had a background screening completed prior to the hire date, with each receiving an eligible rating from the Background Screening Unit (BSU). All three JPOs and two OPS staff completed a pre-employment assessment tool and received a passing score, documented in the employment record. An Annual Affidavit of Compliance with Level 2 Screening Standards was completed and submitted to BSU on August 20, 2020, not meeting the annual requirement. The chief probation officer stated not being aware of the annual requirement and there was a change in the circuit's chief and administrative assistant since last year. The chief, assistant chief, and administrative assistant are now aware of the affidavit which is due no later than January 31st of every year. The date has been added to both the Microsoft Outlook and the circuit's wall calendars. The regional manager is aware of the late admittance and created a correction plan. A plan was created to inform new chiefs, assistant chiefs, and administrative assistants.

1.02 Five-Year Rescreening	Satisfactory Compliance
<i>Background rescreening/resubmission is conducted for all Department employees and volunteers and all contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth and confidential youth records. Employees and volunteers are rescreened every five years from the initial date of employment. When a current provider staff member transitions into the Clearinghouse, the rescreen/resubmission date starts anew and is calculated by the Clearinghouse. (Note: For the new date, see the Retained Prints Expiration Date on the applicant's personal profile page within the Clearinghouse.)</i>	

Since the last annual compliance review, six staff were eligible for a five-year background screening with the Department's Background Screening Unit (BSU). Each staff had a rescreening with an eligible rating from the BSU prior to the anniversary hire date. The rescreening was submitted to the BSU at least ten business days but no more than twelve months prior to the five-year anniversary date.

1.03 Protective Action Response (PAR)	Non-Applicable
<i>The program uses physical intervention techniques in accordance with Florida Administrative Code. Any time staff uses a physical intervention technique, such as countermoves, control techniques, takedowns, or application of mechanical restraints (other than for regular transports), a PAR Incident Report is completed and filed in accordance with the Florida Administrative Code.</i>	

There were no Protective Action Response (PAR) incidents during this annual compliance review period; therefore, this indicator rates as non-applicable.

1.04 Pre-Service/Certification Training	Satisfactory Compliance
<i>Contracted and state non-residential staff are trained in accordance with Florida Administrative Code. Contracted and state non-residential staff satisfy pre-service/certification requirements specified by Florida Administrative Code within 180 days of hiring.</i>	

Three staff training records were reviewed for pre-service/certification training of juvenile probation officers (JPO). Each staff completed all required pre-service training, including Phase One and Phase Two. Two staff were certified within 180 days of hire. One staff were certified outside of the 180 days which a request of an extension of time was not completed. All three staff completed Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, overview of program operating procedures, ethics, suicide prevention, adolescent behavior, risk and needs assessment, and supervision. All training was documented in the Department's Learning Management System (SkillPro).

1.05 In-Service Training	Satisfactory Compliance
<i>Contracted and state non-residential staff completes in-service training in accordance with Florida Administrative Code. Contracted and state non-residential staff completes twenty-four hours of in-service training, including mandatory topics specified in Florida Administrative Code, each calendar year, effective the year after pre-service/certification training is completed.</i>	
<i>Supervisory staff completes eight hours of training (as part of the twenty-four hours of annual in-service training) in the areas specified in Florida Administrative Code.</i>	

Nine staff training records were reviewed for in-service training including three juvenile probation officer supervisors (JPOS). Each training record had documentation of staff exceeding the required twenty-four hours of training with staff training hours between thirty-eight and 115 hours for the 2019 calendar year. Each training record documented the mandatory training of Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, suicide recognition, prevention, and intervention, ethics, and active shooter training. Each JPOS completed between seventeen and forty-six hours of supervisory training, exceeding the eight-hour requirement. Supervisory training topics included management, leadership, personal accountability, employee relations, communications, and fiscal training. All training was documented in the Department's Learning Management System (SkillPro). An annual training plan was signed by the Department's Office of Staff Development and Training on December 19, 2019. The circuit maintains an annual in-service training calendar with monthly training topics which is updated as changes occur.

1.06 Incident Reporting (CCC) (Critical)	Satisfactory Compliance
<i>Whenever a reportable incident occurs, the program notifies the Department's Central Communications Center (CCC) within two hours of the incident, or within two hours of becoming aware of the incident.</i>	

There were eleven incidents reported to the Central Communications Center (CCC) within the past six months. Nine of the incidents were related to the reporting of the public health emergency COVID-19. Three of the public health emergency COVID-19 reports and two other incidents were reviewed. Each incident was reported within two hours of the incident occurring or the circuit becoming aware of the incident. There was no evidence of any additional incidents or grievances which should have been reported to the CCC.

1.07 Abuse-Free Environment (Critical)	Satisfactory Compliance
<i>Any person who knows, or has reasonable cause to suspect, a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined by Florida Statute, or a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, reports such knowledge or suspicion to the Florida Abuse Hotline.</i>	

A review of twenty one youth records and documentation found there was no evidence of any abuse allegations made against any staff in the circuit and no evidence of instances of suspected abuse not being reported. The circuit maintains documentation of incidents concerning alleged child abuse or child neglect being reported to the Florida Abuse Hotline. Five of the incidents were reviewed and four allegations were accepted by the Florida Abuse Hotline. None of the allegations required a call to the Central Communications Center (CCC). All staff receive training upon hire on the Department's Code of Conduct and sign the Department's Receipt of Employee Handbook and Oath of Loyalty form which acknowledges their receipt of the code of conduct.

Standard 2: Assessment Services

2.01 Community Assessment Tool (CAT) Pre-Screen

Satisfactory Compliance

Staff complete the CAT Pre-Screen whenever a youth is referred to the Department for a new law charge.

A review of twenty-one youth records found fifteen were applicable for a Community Assessment Tool (CAT) Pre-Screen to be completed during the intake process. Ten CAT pre-screens were completed in which four records did not have a CAT completed and one was cannot complete CAT; although, the case notes did not reflect the cannot complete. The assistant chief stated due to the COVID-19 pandemic precautions, juvenile probation officers were not able to visit detention centers or conduct video conferences to complete the CATs. Prior to the annual compliance review, the circuit has taken measures to improve completion of the CAT pre-screen during intake through internal audits, training, and utilizations of spreadsheets. The circuit has demonstrated this applied practice within the past four months.

2.02 CAT Full Assessment

Satisfactory Compliance

Staff complete a CAT Full Assessment for youth identified as moderate-high or high risk to reoffend by the CAT Pre-Screen, referred for Redirection services, or if a residential commitment is anticipated.

A review of twenty-one youth records found none were applicable for a Community Assessment Tool (CAT) Full Assessment which no youth identified as a moderate-high or high-risk to reoffend, being referred for Redirections services, or residential placement was anticipated during intake process. Three additional records were reviewed and were applicable for a CAT Full Assessment for youth identified as a moderate-high or high-risk to reoffend during intake. All three records documented a CAT Full Assessment was completed as required.

2.03 Mental Health/Substance Abuse Screening

Satisfactory Compliance

Whenever a youth is referred to the Department for a new law charge (taken into custody or at-large) or taken into custody and screened for a non-law violation of supervision, staff shall complete the MAYSI-2, and applicable sections of the Suicide Risk Screening Instrument (SRSI) in JJIS.

A review of twenty-one youth records found fourteen applicable records documented a Massachusetts Youth Screening Instrument – Version 2 (MAYSI-2) was completed. Eight MAYSI-2 assessments indicated an elevated score above the cutoff in any domain and two assessments were considered invalid to all negative responses from the youth. Nine records documented a need for a comprehensive assessment based on an identified need from the MAYSI-2. Five applicable records documented the parent/guardian was provided the results of the screening and was given information as to the location of the comprehensive assessment provider. All fourteen MAYSI-2 were administered in the Juvenile Justice Information System (JJIS) by a staff member who completed the required training to administer the assessment. For the three youth whose MAYSI-2 indicated an elevated suicide risk subscale, the youth were placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR). All fourteen applicable for a Suicide Risk Assessment Instrument (SRSI) documented the form was completed, signed by the juvenile probation officer (JPO) completing the SRSI, and contained

the completed entries including the summary and recommendations in the screening results sections. Four SRSI assessments documented a need for an ASR. For the four youth who remained in the custody of the Department, a suicide risk alert was entered into JJIS and the youth was placed on constant supervision. Each SRSI documented the detention center was notified. Of the five youth who were released to their parent/guardian, four Suicide Risk Screening Parent/Guardian Notification Forms were provided to the parent/guardian and filed in the youth's case record.

2.04 Comprehensive Assessment (Critical)	Satisfactory Compliance
<i>Youth shall be referred for a comprehensive assessment (e.g., TASC/SAMH) if the MAYSI Form or any other information indicates a need for further assessment.</i>	

A review of twenty-one youth records found nine applicable youth records documented the youth was referred for a comprehensive assessment based on an identified need for further assessment. All nine records documented referrals for services were made based on the recommendations of the comprehensive assessment. Two youth who were placed in secure detention contained documentation the comprehensive assessment was forwarded to the receiving detention center within fourteen days.

2.05 State Attorney Recommendation (SAR)	Satisfactory Compliance
<i>Staff shall complete the State Attorney Recommendation (SAR) to document the Department's recommendation of judicial or non-judicial handling of the case, unless waived pursuant to an Interagency Agreement with the local State Attorney's Office (SAO), or the SAO makes a filing decision prior to the twenty-day deadline for non-detained youth.</i>	

A review of twenty-one youth records found eleven youth records were applicable for requiring a State Attorney Recommendation (SAR). Each record had documentation of a completed SAR. All eleven applicable SARs discussed the attitude of the youth, cooperation of the parent/guardian, ability of the parent/guardian to control the youth, attitudes of the complainant and the victim, information on the youth's involvement or association with a criminal street gang, and any available information related to mental health or substance abuse needs. All eleven applicable records considered the youth for non-judicial action based on charges, criminal history, and other relevant information. All eleven SARs were completed and submitted within the required timeframe; however, ten of the eleven SARs had the supervisor or designee signature prior to submission.

2.06 Pre-Disposition Report (PDR)	Satisfactory Compliance
<i>Staff shall prepare the Pre-Disposition Report (PDR) when ordered by the court, detailing the Department's recommendations for disposition and interventions to address needs in the most appropriate, least-restrictive environment reasonably ensuring public safety.</i>	

A review of twenty-one youth records found six youth records were applicable for requiring a Pre-Disposition Report (PDR). A Community Assessment Tool (CAT) Pre-Screen or Full Screen Assessment was completed in four of the six records prior to the PDR being generated, two were not completed. Three of the six records were applicable to incorporate the recommendations of the Comprehensive Assessment and a copy of the assessment was attached to the PDR. A Comprehensive Assessment was not required for the remaining three records. Each PDR reflected treatment needs identified by the CAT or other sources. Each PDR

were signed by the supervisor prior to submission and five of the six records was submitted to the court at least forty-eight hours prior to disposition. Prior to the annual compliance review, the circuit has taken measures to improve completion of the CAT Pre-screen or Full Screen prior to the completed of the PDR through internal audits, training, and utilizations of spreadsheets. The circuit has demonstrated this applied practice within the past four months.

Standard 3: Intervention Services

3.01 Youth-Empowered Success (YES) Plan Development	Satisfactory Compliance
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Staff complete the YES Plan for youth on Probation, Conditional Release, and Post-Commitment Probation.

Twenty-one youth records were reviewed for Youth-Empowered Success (YES) Plans. Twenty-one records documented a Community Assessment Tool (CAT) was completed after a youth was placed on probation or released from a residential program and prior to the development of the YES Plan. All twenty-one records documented the youth and the parent/guardian participated in the development of the YES Plan. All twenty-one YES Plans were signed by the youth within thirty days of disposition or release from a residential program. All twenty-one applicable YES Plans were signed by the parent/guardian within thirty days of disposition or release from a residential program. All twenty-one YES plans were signed by the juvenile probation officer within thirty days of disposition or release from a residential program. All twenty-one YES Plans were signed and approved by the supervisor within thirty days of disposition or release from a residential program. Seventeen of the twenty-one records documented the youth and parent/guardian were provided a copy of the YES Plan within ten calendar days of approval. There was no documentation of the remaining four youth records being provided a copy of the YES plan within ten calendar days of approval.

3.02 Youth Requirements/Change Goal Elements	Satisfactory Compliance
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For youth identified as moderate-high or high risk to reoffend by the CAT, the YES Plan includes at least one Change Goal. The YES Plan provides appropriate and individualized target dates for the completion of each Youth Requirement and Goal. All youth requirements and goal action steps include the intervention plan elements (i.e., who, what, and how often).

A review of twenty-one youth records found four youth records were applicable for youth who were identified as a moderate-high or high-risk to reoffend according to the Community Assessment Tool (CAT). The initial Youth-Empowered Success (YES) Plan contained a change goal which addressed one of the youth's top three criminogenic needs in four applicable youth records. Three applicable youth identified as high-risk to reoffend; the change goal included a documented evidence-based intervention. There was a total of 163 youth requirements and goals in the initial YES plan. All 163 youth requirements contained the intervention plan elements of who and what for the parent/guardian. A total of 163 youth requirements contained the intervention plan elements of who, what, and how often for the youth. All 163 youth requirements contained the intervention plan elements of who, what, and how often for the juvenile probation officer.

3.03 Pre-Release Notification (PRN)	Satisfactory Compliance
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For all youth being released from a residential program, a Pre-Release Notification (PRN) shall be completed and submitted to the courts for approval.

A review of twenty-one youth records found six youth records reviewed were applicable for a youth who was released from a residential program. Each record documented the receipt of the Pre-Release Notification (PRN), the discharge summary, and other pertinent information provided by the residential program in the case notebook module. Each record documented the Department concurred with the youth's proposed release date. In each record, the juvenile

probation officer utilized the Request for Release Letter to notify the committing judge of the program's intent to release and a plan for aftercare supervision. All six records documented the Request for Release Letter, PRN, and a copy of the program's Release Discharge Summary was submitted to the judge within three working days of receiving the PRN.

3.04 Transitional Planning/Reintegration (Critical)

Satisfactory Compliance

The juvenile probation officer (JPO) will actively participate in the transitional planning process for youth who are being released from a residential program.

A review of twenty-one youth records found six youth records were applicable for transition planning. The Department's Juvenile Justice Information System (JJIS) case notebook module reflected the juvenile probation officer (JPO) was in contact with the parent/guardian while the youth was in the residential program at least once a month by telephone in each of the six applicable records. The case notebook documented the JPO participated in treatment team meetings in five records. The case notebook documented the JPO conducted a follow-up with the program and the youth within seventy-two hours of any missed treatment team meeting in the one remaining applicable record. Each record documented the JPO assisted the parent/guardian and the program staff to ensure communication was conducive to the youth's successful completion of the program. In each record, the JJIS case notebook module reflected the JPO had at least one contact with the youth during the transition phase.

All six youth had a community re-entry team (CRT) meeting documented in the JJIS case notebook module. The case notes documented who was in attendance and the youth's transition plan. Documentation reflected the CRT meeting notification was sent to all required participants using Microsoft Outlook Calendar fourteen days in advance of the youth's scheduled CRT meeting date in all six records. Case records documented the youth, parent/guardian, JPO, regional education coordinator, receiving school district transition contact, transition service providers, representative from the residential program's education department, residential case manager or transition coordinator, residential clinical therapist, and a Career Source representative were invited to the CRT meetings. None were applicable for a youth identified as a Crossover Youth and documented the involvement of the Department of Children and Families. The JPO sent a link for video conferencing for all required participants, if video conferencing was to be utilized for the six records. Each record contained a CRT Case Summary which addressed the appropriate school placement, living arrangements, needed referrals for community-based services, transportation arrangements, needs or barriers the family may have identified, and health insurance coverage.

3.05 Referrals for Intervention and Treatment Services (Critical)	Satisfactory Compliance
<p><i>Staff shall ensure all referrals for services are made as indicated by the court order or as negotiated to address criminogenic needs identified by the CAT (for youth who are moderate-high or high risk to reoffend). Referrals for mental health and substance abuse treatment services are based upon court-ordered requirements. Staff shall develop a follow-up and monitoring plan for all referrals for treatment made as a result of the Comprehensive Assessment and YES Plan. If referred for services, staff follows-up with the service provider within thirty days to ensure the youth and parent/guardian have taken the appropriate steps to initiate services. Staff receives, reviews, and documents written and verbal progress reports from the provider.</i></p>	

A review of twenty-one youth records found eighteen youth records were applicable for referrals for intervention and treatment services. Three of the eighteen youth were already participating in services at the time of the Youth Empowered Success (YES) Plan approval. The remaining fifteen records documented referrals for services were made within ten calendar days at the time of the Youth-Empowered Success (YES) Plan approval. A review of eighteen applicable records of juvenile probation officer (JPO) follow-up with the service provider within thirty calendars of the YES Plan to ensure the youth and parent/guardian participated in the admission process and was receiving services found fourteen were completed within the time frame. One record was not applicable due to the follow-up with the provider was still within the time frame and three records documented late follow-up with the provider. One record was sixty days late, one was one day late, and one was four days late. In all eighteen records, the JPO received, reviewed, and documented progress reports from the service provider on a regular basis in seventeen records. The JPO followed up on progress reports, as needed, in all applicable records.

3.06 YES Plan Implementation/Supervision	Satisfactory Compliance
<p><i>Youth on supervision (probation, conditional release, or post-commitment probation) are supervised in a manner ensuring compliance with the court order and the completion of the YES Plan (youth requirements and goals). Case notes demonstrate compliance (or attempted compliance) with the youth and parent/guardian.</i></p>	

The total number of juvenile probation officer (JPO) actions required by the Youth Empowered Success (YES) plans within the first ninety-day supervision period was 144. The case notebook documented the JPO completed 144 of the identified action steps within the first ninety-day period.

The total number of JPO actions required by the YES plans within the second ninety-day supervision period was sixty-three. The case notebook documented the JPO completed sixty-three of the identified action steps within the second ninety-day period.

All twenty-one reviewed records documented face-to-face interactions with the youth, parent/guardian, and providers. All twenty-one records documented telephone contacts with the youth, parent/guardian, and providers. All twenty-one records reflected the JPO documented a review of written or verbal reports from collateral sources, such as educational institutions, employers, counselors, and electronic databases.

There were no applicable records for the third ninety-day review period.

3.07 Youth and Parent/Guardian Contact**Satisfactory Compliance***Juvenile probation officer (JPO) staff shall maintain on-going and regular contact with the youth and parent/guardian.*

Seventeen of the twenty-one records selected, were youth identified as a low or moderate-risk to reoffend. All seventeen records applicable for a youth identified as a low or moderate-risk to reoffend documented the juvenile probation officer (JPO) made one face-to-face contact with youth each month during the first ninety-day supervision period. All seventeen records documented contact with the parent/guardian(s) each month during the first ninety-day period. Four of the twenty-one records selected, were youth identified as a moderate-high or high-risk to reoffend. All four applicable records for a youth identified as a moderate-high or high-risk to reoffend documented the JPO made two face-to-face contacts with the youth each month during the first ninety-day supervision period. All four applicable records documented contact with the parent/guardian each month during the first ninety-day period.

During the second ninety-day review period, eleven of the twenty-one records selected youth were identified as a low or moderate-risk to reoffend. All eleven records documented the JPO maintained one face-to-face contact with the youth at least once a month for youth identified as low or moderate-risk to reoffend. All eleven records documented contact with the parent/guardian each month during the second ninety-day period. One record was applicable for a youth identified as a moderate-high or high-risk to reoffend. There was documentation the JPO made two face-to-face contacts with the youth each month during the second ninety-day supervision period. There was documentation contact with the parent/guardian each month during the second ninety-day period.

There were no youth applicable for youth and parent/guardian contact during the third and fourth ninety-day review period.

3.08 Ninety-Day Supervisory Reviews**Satisfactory Compliance***Cases under supervision (probation, conditional release (CR), or post-commitment probation (PCP) are reviewed by the supervisor at least once every ninety calendar days.*

A review of twenty-one records found twenty-one records were applicable for a Youth Empowerment Supervision (YES) Plan review. Each record reflected the juvenile probation officer supervisor (JPOS) documented a review of the YES Plan in the case notes. Seventeen of the twenty-one records reviewed were applicable for a supervisory review during the first ninety-day supervision period. The JPOS conducted a supervisory case review at least once during the first ninety-day supervision period in all seventeen applicable records. None of the reviews were late.

All twelve applicable records requiring a review during the second ninety-day supervision period were completed on time.

3.09 CAT Reassessment**Satisfactory Compliance**

Staff complete CAT Reassessments for youth on probation, conditional release, and post-commitment probation.

Three of the twenty-one youth records were youth identified as a moderate-high or high-risk to reoffend needing a Community Assessment Tool (CAT) full reassessment. All three records applicable documented the CAT Full Assessment was completed at least once every 180 calendar days, as required. Ten of the twenty-one youth records, were youth identified as low or moderate-risk to reoffend needing a CAT reassessment. All ten records applicable documented the CAT Reassessment was completed at least once every 180 calendar days as required for each of the ten applicable youth. The CAT Reassessment was completed as required for the one applicable youth with a new law violation, new disposition, or for certain delinquency interventions.

3.10 Ninety-Day YES Plan Updates**Satisfactory Compliance**

Staff adjust the YES Plan to reflect any new needs and progress made during the course of supervision. Staff must make necessary updates to youth requirements and goals and save a new YES Plan in the Department's Juvenile Justice Information System (JJIS) prior to the ninety-day supervisory reviews. When updates are made to the YES Plan reasonably requiring the input of the youth and parent/guardian, this discussion is clearly documented in the case notes. The case notes clearly document any communication regarding the YES Plan.

A review of twenty-one youth records found seventeen youth records were applicable for a first ninety-day Youth-Empowered Success (YES) Plan update. Youth requirements were updated in the Juvenile Justice Information System (JJIS) prior to the first ninety-day YES Plan update for all seventeen records. Change goals were updated in JJIS prior to the first ninety-day YES plan update for all three youth identified as moderate-high or high-risk to offend. Target dates were updated in JJIS prior to the first ninety-day YES Plan update for all sixteen applicable records; one record was not applicable. A new YES Plan was saved in JJIS prior to the first ninety-day supervisory review for all seventeen records. Seventeen of the thirteen applicable records requiring YES Plan updates with the input of the youth and parent/guardian, the discussion was clearly documented in the case notebook module.

A review of twenty-one youth records found twelve youth records applicable for a second ninety-day YES Plan update. Youth requirements were updated in the Juvenile Justice Information System (JJIS) prior to the second ninety-day YES Plan update for all twelve applicable records. Change goals were not required to be updated in JJIS prior to the second ninety-day YES plan update due to no youth was identified as moderate-high or high-risk to reoffend during this time frame. Target dates were updated in JJIS prior to the second ninety-day YES Plan update for all twelve applicable records. A new YES Plan was saved in JJIS prior to the second ninety-day supervisory review all twelve records. The discussion was clearly documented in the case notebook module for eleven of the twelve applicable records requiring YES Plan updates with the input of the youth and parent/guardian

3.11 Termination of Supervision**Satisfactory Compliance**

The JPO requests termination for youth on probation, conditional release, or post-commitment probation upon successful completion of court-ordered sanctions and substantial compliance with restitution and/or court fees. Termination must also be requested if the Department is losing jurisdiction because the youth has reached the maximum age provided in statute or based on the maximum period of supervision applicable to the charge.

Nine closed youth records were reviewed for termination of supervision. All records were probation and with none being conditional release. Seven terminations were requested for early termination. The progress report was completed when termination was requested for all nine probation records. This included the record with a loss of jurisdiction; the request was made at least fifteen working days prior.

In seven applicable records, the juvenile probation officer (JPO) checked with local law enforcement to determine if there were outstanding warrants or charges for the youth prior to requesting termination. In each record, the JPO updated the Department's Juvenile Justice Information System (JJIS) within five working days of receipt of the court's termination order. All nine records contained documentation the JPO notified the youth and the parent/guardian in writing the youth was no longer under supervision.

For six applicable reviewed records, the JPO documented in the notification to the youth and parent/guardian when the court retained jurisdiction for unpaid restitution and/or court fees. Each progress report submitted was signed by the supervisor and each date of admission and termination correlated with JJIS.