

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

Probation and Community Intervention- Circuit 18

Department of Juvenile Justice

(State-Operated)

2224 Sarno Rd

Melbourne, Florida 32935

Review Date(s): April 16-18, 2019



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:

Kamille Payne, Office of Program Accountability, Lead Reviewer (Standards 1, 2, and 3)
Pamela Adams, Office of Program Accountability, Regional Monitor (Standards 2 and 3)
Teresa Andersen, Office of Program Accountability, Deputy Supervisor (Standards 2 and 3)
Tamara Mahl-Adkins, Office of Program Accountability, Regional Monitor (Standards 2 and 3)
Bonita Williams, Office of Program Accountability, Regional Monitor (Standards 2 and 3)
Octavia Young, DJJ Probation, Training Coordinator, Circuit 9 (Standards 2 and 3)

Program Name: Probation and Community Intervention- Circuit 18 MQI Program Code: 1193
 Provider Name: Department of Juvenile Justice Contract Number: N/A
 Location: Brevard and Seminole County / Circuit 18 Number of Beds: N/A
 Review Date(s): April 16-18, 2019 Lead Reviewer Code: 161

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.

Persons Interviewed

- | | | |
|--|--------------------------------|--|
| <input type="checkbox"/> Program Director | _____ # Clinical Staff | _____ # Youth |
| <input type="checkbox"/> DJJ Monitor | _____ # Food Service Personnel | _____ # Direct Care Staff |
| <input type="checkbox"/> DHA or designee | _____ # Healthcare Staff | _____ # Other (listed by title): _____ |
| <input type="checkbox"/> DMHCA or designee | _____ # Maintenance Personnel | |
| _____ # Case Managers | _____ # Program Supervisors | |

Documents Reviewed

- | | | |
|--|--|---|
| <input type="checkbox"/> Accreditation Reports
<input checked="" type="checkbox"/> Affidavit of Good Moral Character
<input checked="" type="checkbox"/> CCC Reports
<input type="checkbox"/> Confinement Reports
<input type="checkbox"/> Continuity of Operation Plan
<input type="checkbox"/> Contract Monitoring Reports
<input type="checkbox"/> Contract Scope of Services
<input type="checkbox"/> Egress Plans
<input type="checkbox"/> Escape Notification/Logs
<input type="checkbox"/> Exposure Control Plan
<input type="checkbox"/> Fire Drill Log
<input type="checkbox"/> Fire Inspection Report | <input type="checkbox"/> Fire Prevention Plan
<input type="checkbox"/> Grievance Process/Records
<input type="checkbox"/> Key Control Log
<input type="checkbox"/> Logbooks
<input type="checkbox"/> Medical and Mental Health Alerts
<input checked="" type="checkbox"/> PAR Reports
<input type="checkbox"/> Precautionary Observation Logs
<input type="checkbox"/> Program Schedules
<input type="checkbox"/> Sick Call Logs
<input type="checkbox"/> Supplemental Contracts
<input type="checkbox"/> Table of Organization
<input type="checkbox"/> Telephone Logs | <input type="checkbox"/> Vehicle Inspection Reports
<input type="checkbox"/> Visitation Logs
<input type="checkbox"/> Youth Handbook
_____ # Health Records
_____ # MH/SA Records
9 # Personnel Records
10 # Training Records/CORE
9 # Youth Records (Closed)
42 # Youth Records (Open)
_____ # Other: _____ |
|--|--|---|

Observations During Review

- | | | |
|--|---|--|
| <input type="checkbox"/> Admissions
<input type="checkbox"/> Confinement
<input type="checkbox"/> Facility and Grounds
<input type="checkbox"/> First Aid Kit(s)
<input type="checkbox"/> Group
<input type="checkbox"/> Meals
<input type="checkbox"/> Medical Clinic
<input type="checkbox"/> Medication Administration | <input checked="" type="checkbox"/> Posting of Abuse Hotline
<input type="checkbox"/> Program Activities
<input type="checkbox"/> Recreation
<input type="checkbox"/> Searches
<input type="checkbox"/> Security Video Tapes
<input type="checkbox"/> Sick Call
<input type="checkbox"/> Social Skill Modeling by Staff
<input type="checkbox"/> Staff Interactions with Youth | <input type="checkbox"/> Staff Supervision of Youth
<input type="checkbox"/> Tool Inventory and Storage
<input type="checkbox"/> Toxic Item Inventory and Storage
<input type="checkbox"/> Transition/Exit Conferences
<input type="checkbox"/> Treatment Team Meetings
<input type="checkbox"/> Use of Mechanical Restraints
<input type="checkbox"/> Youth Movement and Counts |
|--|---|--|

Comments

Items not marked were either not applicable or not available for review.

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)	Limited
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	Positive Achievement Change Tool (PACT) Pre-Screen	Satisfactory
2.02	PACT Full Assessment	Satisfactory
2.03	PACT 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 - Mental Health and Substance Abuse Services		
3.01	Youth-Empowered Success (YES) Plan Development	Satisfactory
3.02	Youth Requirement/PACT Goal Elements	Satisfactory
3.03	* Transitional Planning/Reintegration	Limited
3.04	* Referrals for Intervention and Treatment Services	Satisfactory
3.05	YES Plan Implementation/Supervision	Limited
3.06	Ninety-Day Supervisory Reviews	Satisfactory
3.07	Ninety-Day Yes Plan Updates	Satisfactory
3.08	Termination of Supervision	Limited

* 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).

Program Overview

Probation and Community Intervention - Circuit 18 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 two office locations throughout Brevard County and one in Seminole County in Florida. The Seminole County Juvenile Assessment Center (JAC) is located in Sanford, Florida and is operated by the Seminole County Sheriff's Office. The Brevard County Detention Screening is located inside the Brevard Regional Juvenile Detention Center and is operated by Juvenile Services Program. Any youth who are not detainable are transported, or given notice to report, to Crosswinds, which operates the county-funded JAC to provide assessment and services for youth not detained. The circuit's management team consists of one chief probation officer (CPO), one assistant CPO, one government operations consultant II, seven juvenile probation officer (JPO) supervisors, eight senior JPOs, thirty-four JPOs, two secretary specialists, and one administrative assistant. The circuit provides services which include diversion, probation supervision, day treatment, commitment, and transition services. The program also utilizes specialized services including evidence-based programming, such as Effective Practices in Community Supervision (EPICS), Chrysalis which utilizes Cognitive Behavioral Therapy (CBT), Trauma-Focused CBT, and Seeking Safety which utilizes CBT, Multi-Systemic Therapy, and Thinking for a Change. 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 and/or JAC screeners 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 and/or JAC screeners are also required to complete the Detention Risk Assessment Instrument, State Attorney Recommendation, Positive Achievement Change Tool (PACT) Pre-Screen, PACT Mental Health/Substance Abuse Report and Referral Form, Massachusetts Youth Screening Instrument – Second Version, and other intake documents. The circuit has an agreement in place with the Circuit 18 State Attorney's Office indicating recommendations do not need to be completed if the youth was charged at-large or the youth is currently on supervision or diversion. 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 one vacancy for a JPO position.

Strengths and Innovative Approaches

- Circuit 18 is currently working with a faith-based community partner to offer First Aid Art to probation youth in Seminole County. First Aid Arts was initially provided in the adult jail to the female population and its success led the Department to partner with Northland Church to provide the service in the community to Circuit 18 probation youth.
- NO LIMITS poetry is a ten-week program dedicated to empowering Department youth through spoken and written word utilizing best practices of creative expression to help Circuit 18 youth become more civically engaged and socially competent.
- Several years ago, Brevard County Probation Office implemented an internal charity support program. In 2018, the circuit office was able to donate \$811.00 to the Women's Center, including \$700 in personal items, baby items, food, and clothing. In 2019, Northland Central Space Coast Food Pantry was chosen as the recipient. Throughout the year donations, are collected through fundraisers and the sale of vending items in the circuit office.
- LEAD Florida donated professional-style clothing for youth to have access to for job interviews or other events which require a polished appearance.
- Circuit 18 initiated an embedded JPO program into high schools. This plan was proposed to the Seminole County School Board's head of security, principals at identified high-risk schools, and the superintendent by circuit administration. At the invitation of two high schools acting as pilot schools, a JPO is designated to work out of the school at least once a week, working as a liaison between school administration, School Resources Officers, and the Department. The assigned JPO offers prevention and truancy intervention, and is accessible to the Department youth attending the school.

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. A contract provider may hire an employee to a position that requires background screening before the screening process is completed, but only for training and orientation purposes. However, these employees may not have contact with youth or confidential youth records until the screening is completed, the rating is eligible and the employee demonstrates that he or she exhibits no behaviors that warrant the denial or termination of employment. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.</i>	

A review of the staff and volunteer roster found the circuit had three newly hired staff and one new volunteer during the annual compliance review period. Each of the three staff was found with completed and eligible background screenings in the Background Screening Unit (BSU) system. In addition, documentation supported all required items were reviewed and a pre-employment assessment tool was administered and passed for each of the three staff. One of the staff transferred from a Department detention center without a break in service; therefore, the original background screening was utilized. A completed and eligible background screening was found for the one new volunteer prior to contact with youth. The Annual Affidavit of Compliance with Level 2 Screening Standards was submitted by the circuit to the Department on January 23, 2019.

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>	

A review the staff and volunteer roster found the circuit had seven staff and no volunteers applicable for five-year background rescreening. Each of the seven staff had completed and eligible background screenings in the Background Screening Unit (BSU) system within five years from their last background screening.

1.03 Protective Action Response (PAR)	Limited Compliance
<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>	

The circuit operates on the Department approved Protective Action Response (PAR) plan applicable to all Central Region probation circuits. The circuit had one PAR incident during the annual compliance review period in which one juvenile probation officer (JPO) utilized PAR techniques during an incident with a youth and another JPO witnessed the event. The PAR

report was not completed by the end of the staff members' workday; however, the incident occurred while the JPOs were in the field. The JPO who utilized the PAR technique was taken to the hospital and placed on medical leave as a result of this incident and filled out the PAR report the day he returned from medical leave. The JPO who witnessed the incident completed the PAR report the next day, when she returned to the office. Both of the involved JPOs completed the PAR report. The report was not reviewed by a supervisor, PAR trainer, or the chief probation officer/designee. The circuit provided documentation showing the Central Communications Center (CCC) was notified following the incident due to the staff sustaining injuries; however, the CCC did not accept the report. The circuit is not required to complete a post-PAR interview or medical review with the youth. Mechanical restraints were not used and the youth did not allege abuse following the incident.

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>	

One staff was applicable for the completion of pre-service training during the annual compliance review period; three other new staff were not able to be reviewed as they were currently still within their first ninety-days of employment and in training. The one applicable staff had documentation in the Department's Learning Management System (SkillPro) and in their staff training record of completion of all Phase One and Phase Two training requirements, including the Blended and Probation Officer Training Academies. All required trainings were completed within 180-days of hire.

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 and found each staff had forty-two and one-half hours to sixty-five hours of training during the annual compliance review period, in excess of the twenty-four required hours of annual in-service training. Each staff completed all required training in Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, suicide recognition, prevention, and intervention, and professionalism and ethics. Three staff were applicable for supervisory training and each met the required number of hours in supervisory training with eleven, eight, and nine hours of training completed in management, leadership, personal accountability, communication skills, and employee relations. All training was documented in the Department's Learning Management System (SkillPro). The circuit operates by the annual in-service training calendar submitted to the Department for all probation circuits and further tracks training on an individual training plan for each staff.

1.06 Incident Reporting (CCC) (Critical)**Satisfactory Compliance**

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.

The circuit had five incidents reported to the Central Communications Center (CCC) during the annual compliance review period, each of which was reviewed. Each of the five incidents was reported to the CCC within the required two-hour timeframe. A review of youth and staff records, the abuse call log, internal incidents, and other circuit documentation did not find any incidents which should have been reported to the CCC and were not.

1.07 Abuse-Free Environment (Critical)**Satisfactory Compliance**

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.

The circuit has an affidavit of good moral character in place for all staff to abide by which is located in the employee handbook. This policy outlines the conduct of all juvenile probation officers (JPOs) and the expectation of an abuse-free environment for youth and staff. Postings were found around the circuit office for the Florida Abuse Hotline, which included the number of the hotline as well as numbers for 9-1-1 and the Central Communications Center (CCC). A review of the circuit's abuse call log and youth records found the circuit staff are assisting youth in reporting incidents of abuse, as required. Through this review, no instances of alleged abuse were made against staff during the annual compliance review. Any documentation of abuse allegations of any nature were found to be reported to the Florida Abuse Hotline, as required.

Standard 2: Assessment Services

2.01 Positive Achievement Change Tool (PACT) Pre-Screen

Satisfactory Compliance

Staff complete the PACT Pre-Screen 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.

Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Eighteen youth records reflected the youth's intake date was prior to the annual compliance review period; therefore, the records were not applicable for assessment services discussed in the remainder of standard two. Each of the twenty-four applicable youth had documentation of a completed Positive Achievement Change Tool (PACT) Pre-Screen subsequent to the youth receiving charges and prior to the completion of a State Attorney Recommendation (SAR), if applicable. The PACT Pre-Screen was documented in the Department's Juvenile Justice Information System (JJIS) and reflected the PACT was completed at the time of intake to the Juvenile Assessment Center if youth was taken into custody or at the intake conference if the youth was charged at-large.

2.02 PACT Full Assessment

Satisfactory Compliance

Staff complete the PACT Full Assessment for youth designated Moderate-High or High-risk to reoffend by the Pre-Screen PACT, if being referred for Redirections, or if residential commitment is anticipated.

Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Of the twenty-four applicable youth, four youth were determined to be a moderate-high or high risk to reoffend. Each of these four youth were found to have a completed Positive Achievement Change Tool (PACT) Full Assessment completed prior to the creation of a Youth Empowered Success (YES) Plan.

2.03 PACT Reassessment

Satisfactory Compliance

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

Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Of the twenty-four applicable youth, nineteen youth scored as low or moderate risk to reoffend and eighteen youth were found to have the required Positive Achievement Change Tool (PACT) Pre-Screen Reassessment completed at least once every 180-days. One youth's PACT Pre-Screen Reassessment was completed two days late. Four youth were identified as moderate-high or high risk to reoffend and each was found to have a completed PACT Full Reassessment at least once every 180-days. One additional youth was not applicable for a reassessment, as 180-days had not passed since the first PACT Pre-Screen completed for the youth.

2.04 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 PACT Mental Health and Substance Abuse Screening Report and Referral Form (Form DJJ/PACTFRM 1).

Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Of the twenty-four applicable youth, sixteen youth required a mental health/substance abuse screening. The remaining eight youth were charged at-large and an intake conference was attempted but not able to be held; therefore, the youth were not applicable for mental health/substance abuse screening. Each of the sixteen applicable youth had documentation of a completed Positive Achievement Change Tool (PACT) Mental Health/Substance Abuse Screening Report and Referral Form. Fifteen youth had a completed Massachusetts Youth Screening Instrument - Second Version (MAYSI-2) uploaded into the Department's Juvenile Justice Information System (JJIS), and one youth refused to answer the MAYSI-2; therefore, the MAYSI-2 was marked as not valid. Fourteen youth records documented the PACT Mental Health/Substance Abuse Screening Report and Referral Form documented a need for a comprehensive assessment. Three youth MAYSI-2 results conflicted with the PACT Screening results and each of the three documented the PACT was overrode to indicate a need for a comprehensive assessment. Two youth PACT Screening forms documented staff observations and collateral information revealed the need for further assessment and both PACT Screening Forms were overrode to indicate a comprehensive assessment was required. Eight youth were released to their parent/guardian and each parent/guardian was given a copy of the results of the PACT Screening Report and Referral Form and MAYSI-2. Eight youth were released to the regional juvenile detention center (RJDC), five of which had a need for further assessment, and each of the five youth records reflected the RJDC was given the results of the PACT Screening Form.

Each of the fifteen youth who received a MAYSI-2 at intake had documentation in their youth records the MAYSI-2 was conducted in a confidential manner. Nine youth were applicable for further assessment based on the results of their MAYSI-2 screening and each received a referral as indicated. Three youth received "hits" for suicidal ideation on the MAYSI-2 and each were placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR). For three youth, staff determined the youth was in need of further assessment even though the MAYSI-2 did not indicate a need, and each of the three youth was referred for further assessment. Four youth were identified by the MAYSI-2 or other admission information as needing crisis intervention and each of the four youth records documented the chief probation officer (CPO) was notified and a referral made, as required. For one applicable youth who was identified as a suicide risk and detained, there was documentation the CPO ensured an ASR was conducted within twenty-four hours.

Of the sixteen applicable youth records, fifteen included a completed Department Suicide Risk Screening Instrument (SRSI); one was not completed. Each of the fifteen SRSIs conducted had completed entries, including a summary and recommendations in the "screening results" section of the SRSI. Four youth were applicable for placement on suicide precautions monitoring based on the outcome of their SRSI, three of which were also applicable for suicide precautions based on their MAYSI-2 results. Each of the four applicable youth were placed on suicide precautions as required. Two of the youth were released to the JDC and both of the youth had alerts entered into the JJIS alerts system and the RJDC was notified of their suicide precautions status, as evidenced by their signature on the SRSI. Further, the screener or juvenile probation officer

(JPO) who completed the PACT Screening Form used to this form to communicate both of the two youth were at-risk of suicide. The other two youth were released to their parent/guardian. Both of the youth released to their parent/guardian had documentation in their record their parent/guardian was provided a copy of the SRSI, notified of the need for an ASR, and signed a copy of Department form Suicide Risk Screening Parent/Guardian Notification Form.

2.05 Comprehensive Assessment (Critical)	Satisfactory Compliance
<i>Youth shall be referred for a comprehensive assessment (e.g., TASC/SAMH) if the PACT Mental Health and Substance Abuse Screening Report and Referral Form indicates a need for further assessment.</i>	

Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Of the twenty-four applicable youth records reviewed, fourteen indicated a need for a comprehensive assessment based on the results on the Positive Achievement Change Tool (PACT) Mental Health and Substance Abuse Screening Report and Referral Form. Each of the fourteen youth records documented the youth was referred for a comprehensive assessment. Based on the assessment results, ten youth required referrals for service. Nine of the ten youth who required referrals for additional services reflected the referrals were made. One youth was in a regional juvenile detention center (RJDC) at the time of the comprehensive assessment and documentation was found to support the JDC was forwarded the results of the assessment.

2.06 State Attorney Recommendation (SAR)	Satisfactory Compliance
<i>Staff shall complete the State Attorney Recommendation (SAR) (Form DJJ/PACTFRM 3) 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>	

The circuit has an agreement in place with the State Attorney's Office indicating State Attorney Recommendations (SARs) are not required if the youth are charged at-large, are already under supervision, or are receiving diversion services. Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Fourteen of the twenty-four applicable youth records reflected the youth were screened for detention. Ten youth were charged at-large and were not screened for detention; therefore, a SAR was not required to be completed. A SAR was found for each of the fourteen applicable youth screened for detention. Each of the fourteen SARs were completed after a Positive Achievement Change Tool (PACT) Pre-Screen was completed. Any issues noted in the PACT were documented in the narrative of the SAR for each youth. Nine youth were identified as a low risk to reoffend and each was considered for non-judicial handling. In each of the nine records, the recommendation for judicial handling did not match the youth's risk; therefore, the reasons for the recommendation were explained in the narrative of the SAR. Each of the fourteen SARs were submitted to the court within twenty-four hours, as each of them were completed at the time the youth was screened for detention. Ten of the fourteen SARs were signed by a supervisor prior to submission.

2.07 Pre-Disposition Report (PDR)**Satisfactory Compliance**

Staff shall prepare the Pre-Disposition Report (PDR) (Form DJJ/PACTFRM 5) when ordered by the court, detailing the Department's recommendation for disposition and interventions to address needs in the most appropriate, least-restrictive environment reasonably ensuring public safety.

Forty-two youth records were reviewed and twenty-four were applicable for assessment services. Of the twenty-four applicable records, two included a Pre-Disposition Report (PDR). One additional youth record, where a PDR was ordered, was provided by the circuit. Two youth records reflected the PDR was completed after a Positive Achievement Change Tool (PACT) Full Assessment was conducted. The additional youth was identified as low risk to reoffend and was not being recommended for commitment; therefore, a PACT Full Assessment was not required. Each of the three PDRs included recommendations which reflected needs identified by the PACT. Each of the three PDRs was signed by the juvenile probation officer supervisor and submitted to the court at least forty-eight hours prior to the disposition.

Standard 3: Intervention Services

3.01 Youth-Empowered Success (YES) Plan Development

Satisfactory Compliance

Staff complete the YES Plan (Form DJJ/PACTFRM 4) for youth on Probation, Conditional Release, and Post-Commitment Probation.

Forty-two youth records were reviewed and each was applicable for development of a Youth Empowered Success (YES) Plan. Each of the forty-two youth had documentation the YES Plan was completed after a Positive Achievement Change Tool (PACT) was completed. Youth case notes in the Department's Juvenile Justice Information System (JJIS) reflected each of the forty-two youth and their parents/guardians, if applicable, were involved in developing the YES Plan. None of the youth refused a YES Plan. Forty of the forty-two YES Plans were signed by the youth within thirty days of the youth's disposition; one YES Plan was signed late and one youth did not have a signed YES Plan in the youth's record. Thirty-eight youth were applicable for parent/guardian signatures on the YES Plan and thirty-five were completed within thirty days of the youth's disposition; two were completed late and one was not done, as there was no signed YES Plan in the youth's record. Four youth were over the age of eighteen and were not applicable for parent/guardian signatures on the YES Plan. Forty-one of the forty-two YES Plans were signed by the juvenile probation officer (JPO) within thirty days of the youth's disposition; one was not done, as there was no signed copy of the YES Plan in the youth's record. Forty of the forty-two YES Plans were approved by a supervisor within thirty days of the youth's disposition; two were completed late. The case notes in JJIS reflected thirty-one of the forty-two youth were given copies of their YES Plan.

3.02 Youth Requirements/PACT Goal Elements

Satisfactory Compliance

For youth designated Moderate-High or High-risk to reoffend by the PACT, 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 Requirement and Goal action steps include the intervention plan elements (i.e., who, what, and how often).

Forty-two youth records were reviewed for Youth Empowered Success (YES) Plan youth requirements and Change Goal elements. Fourteen youth scored as moderate-high or high risk to reoffend and were applicable; and each YES Plan reflected a change goal based on one of their top three criminogenic needs identified by the PACT. Five youth scored as high risk to reoffend and each received evidence-based services, as required. The forty-two youth YES Plans reviewed documented 262 youth requirements/Change Goals. Of the 262 requirements, 261 requirements included specific intervention plan elements for the youth and parent/guardian, 230 included specific intervention plan elements for the juvenile probation officer (JPO), and 233 included appropriate target dates for completion.

3.03 Transitional Planning/Reintegration (Critical)**Limited Compliance**

Juvenile Probation Officers actively participate in the transitional planning process for youth who are being released from a residential program on Conditional Release (CR), Post-Commitment Probation (PCP), or Direct Discharge. For conditional release and post-commitment probation youth, the YES Plan must address recommendations from the residential program made during transition and any other criminogenic need(s).

Forty-two youth records were reviewed and twelve were applicable for transition planning/reintegration services. Each of the twelve youth case notes in the Department's Juvenile Justice Information System (JJIS) reflected the juvenile probation officer (JPO) attended the youth's transition and exit conferences at the residential commitment program, held a Community Re-Entry Team meeting, and assisted the program and parent/guardian with conducive communication. Ten of the twelve youth records reflected the JPO attended all treatment team meetings and four of the six instances in which the JPO was not able to attend a treatment team, the JPO documented follow-up with the program within seventy-two hours. Each of the twelve youth case notes documented the transition plan and aftercare services for the youth, as well as included a copy of the transition plan. The initial Youth Empowered Success (YES) Plan for each youth reflected all recommendations from the commitment program, transition conference, exit conference, and discharge summary. Eleven youth records documented referrals for aftercare services were finalized at the exit conference and each was completed, as required; one youth did not have identified needs for service referrals. Ten of the eleven referrals had documentation of follow-up conducted by the JPO within thirty days of making the referral. Each of the twelve youth records also showed documentation the JPO received the Pre-Release Notification (PRN) from the commitment program and submitted it to the court within three days. Eight youth were applicable for face-to-face contact with the JPO at least once during their stay in the residential commitment program and each was completed as required. Eight youth were applicable for monthly telephone contacts between the JPO and the youth's parent/guardian which was transition-focused; four youth were over the age of eighteen and parent/guardian involvement was not required. Of eight youth records, only one documented monthly, transition-focused contact occurred between the JPO and the youth's parent/guardian. Any additional contacts documented between the JPO and the parent/guardian were not transition-focused.

3.04 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 PACT (for youth who are Moderate-High or High risk to reoffend), and youth identified as in need of further assessment on the PACT Mental Health and Substance Abuse Report and Referral Form are referred for and receive a Comprehensive Assessment. Referrals for mental health and substance abuse treatment services are based upon Comprehensive Assessment findings and recommendations and the youth's YES Plan. 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. Staff shall act upon negative reports, such as missed appointments or lack of participation, and document the response in the case notes.</i></p>	

Forty-two youth records were reviewed and thirty-three were applicable for referrals for intervention and treatment services. Twenty-six of the thirty-three applicable youth records reflected the required referrals were made within ten days by the juvenile probation officer (JPO); three were not completed and four were completed late. Of the thirty referrals which were completed, twenty-five youth's case notes in the Department's Juvenile Justice Information System (JJIS) reflected the JPO followed-up with the service provider within thirty days; two youth records documented no follow-up was conducted and three documented follow-up was conducted late. Twenty-two youth were applicable for progress reports from the intervention and treatment services and twenty youth records documented the JPO reviewed the reports as required. Eighteen youth records indicated follow-up was necessary based on a progress report and each was completed as required.

3.05 YES Plan Implementation/Supervision	Limited 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 PACT Goals). Case notes demonstrate compliance (or attempted compliance) with youth, parent/guardian, and staff action steps contained in the YES Plan.</i></p>	

The circuit supervises youth according to the Positive Achievement Change Tool (PACT) risk level, their court order, and the requirements of the Youth Empowered Success (YES) Plan. A review of each youth's case notes in the Department's Juvenile Justice Information System (JJIS) found the juvenile probation officers (JPOs) documented all face-to-face and telephone contacts, as required. In addition, forty youth were applicable for documentation of the JPO's review of collateral reports and each reflected documentation of the reviews were completed. Forty-two youth records were reviewed for supervision based on their YES Plan requirements. The forty-two youth YES Plans included 392 actions to be completed by the JPO within the first ninety-days of the first 180-period of the youth's supervision. The JPOs completed 313 of the 392 actions. In the second ninety-days of the first 180-day supervision period, the JPOs completed eighty-one of the required eighty-six actions. In the first ninety-days of the second 180-day supervision period, the JPOs completed six of nine actions. In the second ninety-days of the second 180-day supervision period, the JPOs completed four of seven required actions.

The JPO is also required to make youth contacts based on the youth's PACT risk level. Thirty-eight of the forty-two youth records reviewed were in compliance with youth supervision and face-to-face contact requirements based on the youth's risk level during the first 180-day period. Thirty-four of thirty-eight youth records reflected the JPO was in compliance with required parent/guardian contacts; four youth were over the age of eighteen and did not require parental contact. During the second 180-day period fifteen youth were applicable for supervision and thirteen of the youth's case notes reflected contacts were made as required.

3.06 Ninety-Day Supervisory Reviews	Satisfactory Compliance
<i>Cases under supervision (probation, conditional release, post-commitment probation) are reviewed by the supervisor at least once every ninety calendar days. The supervisor ensures staff review any instructions given during the review, and ensures they were followed during the subsequent review.</i>	

Forty-two youth records were reviewed and each was applicable for an initial supervisory review of the youth's Youth Empowered Success (YES) Plan. Each of the forty-two youth's case notes in the Department's Juvenile Justice Information System reflected the juvenile probation officer supervisor (JPOS) conducted the initial review of each youth's YES Plan. Thirty-one youth records were applicable for a supervisory review of the youth's YES Plan during the first ninety-days and twenty-seven were completed; four were not completed. Six youth records reflected a need for a supervisory review after the second ninety days and each was completed, as required by the JPOS.

3.07 Ninety-Day YES Plan Updates	Satisfactory Compliance
<i>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 PACT Goals and save a new YES Plan in the Juvenile Justice Information System (JJIS) prior to 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.</i>	

Forty-two youth records were reviewed for Youth Empowered Success (YES) Plan updates prior to ninety-day supervisory reviews. Thirty-one youth records reflected ninety-days had passed since the first supervisory review for the youth's YES Plan. Each of the thirty-one applicable youth reflected the juvenile probation officer (JPO) updated and saved a YES Plan in the Department's Juvenile Justice Information System (JJIS) prior to the first ninety day supervisory review. Twenty-nine YES Plans required updates to the youth requirements and each were completed. Seven of the eight YES Plans, which required the youth's Change Goals to be updated, were completed. Twenty-two YES Plans reflected target dates needed to be updated and each were completed as required. Ten YES Plans included changes which would have necessitated involvement of the youth and parent/guardian and nine youth's case notes documented this occurred as required. Eight youth records indicated the youth were applicable for YES Plan updates prior to the second ninety-day supervisory review; two youth required updates during the second ninety-day period, but before the second ninety-day supervisory review due to new charges being incurred. Each of the eight youth's YES Plans were saved into JJIS prior to the second ninety-day supervisory review as required. Five of the eight youth's YES Plans required updates to the youth requirements and each were completed. One YES Plan required the PACT goals to be updated, which was completed. Each of the six YES Plans which required the target goals to be updated were completed. Four YES Plans included

changes which would have necessitated involvement of the youth and parent/guardian and each youth's case notes documented this occurred as required

3.08 Termination of Supervision	Limited Compliance
<i>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.</i>	

Nine closed youth records were reviewed for termination of supervision. Six of the nine records were applicable for submission of a progress report to the court with the request for termination of supervision or the notice for the loss of jurisdiction and each was completed, as required. Three records indicated the judge terminated probation; therefore, a progress report was not required. One youth scored as a high risk to reoffend on the Positive Achievement Change Tool (PACT) and the juvenile probation officer (JPO) submitted the comparative risk and protective factors with the progress report, as required. Five youth were applicable for a request for a warrant check prior to termination of supervision and each was completed by the JPO. Three youth were applicable for loss of jurisdiction and none of the three youth records documented the JPO submitted a notification to the court at least fifteen working days prior to the loss of jurisdiction. One notification for loss of jurisdiction was completed five days late, one was completed six days late, and one notification was sent after the court lost jurisdiction, seventeen days late. Each of the nine youth records indicated the Department's Juvenile Justice Information System (JJIS) was updated within five days of the youth's termination, the admit and release dates of the youth matched in the youth record and JJIS, and the JPO notified the youth and parent/guardian the youth were no longer under supervision. The court retained jurisdiction for two youth still required to pay fees or restitution and the JPO notified the youth and parent/guardian as required.

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Overall Rating Summary

The following limited and/or failed indicators require immediate corrective action.

Limited Ratings	Failed Ratings
1.03 Protective Action Response (PAR) 3.03 Transitional Planning/Reintegration* 3.05 YES Plan Implementation/Supervision 3.08 Termination of Supervision	