

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 Road
Melbourne, Florida 32935-3075

Review Date(s): January 21-23, 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:

Paul Czigan, Office of Program Accountability, Lead Reviewer (Standard 1, 2, and 3)
Teresa Andersen, Office of Program Accountability, Deputy Supervisor (Standard 2 and 3)
Marvin "Skip" Bliss, Office of Program Accountability, Regional Monitor (Standard 2 and 3)
Natalie Montgomery, Circuit 10 Probation, Reform Specialist (Standard 2 and 3)
Kimberly Myers, Circuit 6 Probation, Senior Juvenile Probation Officer (Standard 2 and 3)
Bonita Williams, Office of Program Accountability, Regional Monitor (Standard 3)
Bonnie Zeller, Circuit 9 Probation, Juvenile Probation Officer Supervisor (Standard 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): January 21-23, 2020 Lead Reviewer Code: 77

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 and Performance Plan, (3) Mental Health and Substance Abuse Services, (4) Health Services, and (5) Safety and Security, which are included in the Residential Standards.

Overall Rating Summary

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

Limited Ratings	Failed Ratings
2.01 Community Assessment Tool (CAT) Pre-Screen	

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	Limited
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 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 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 which also operates the county's juvenile detention center. The Brevard County Detention Screening is located inside the Brevard Regional Juvenile Detention Center and is operated by Juvenile Services Program. Youth who are not detainable in Brevard County are transported to or given notice to report to Crosswinds, which operates the county funded JAC to provide assessment and services for youth not detained. Youth who are not detainable in Seminole County are transported to the Seminole County JAC for processing and release. The circuit's management team consists of one chief probation officer (CPO), one assistant CPO, one government operations specialist II, seven juvenile probation officer supervisors, eight senior juvenile probation officers, thirty-three juvenile probation officers, two secretary specialists, and one administrative assistant. At the time of the annual compliance review, the circuit had three vacancies, including two JPOs and one senior JPO. 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, Seeking Safety, and Emergen which utilizes CBT, 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, Mental Health/Substance Abuse Report and Referral Form, Massachusetts Youth Screening Instrument – Second Version, and other intake documents. The Circuit has an agreement with the State Attorney's Office (SAO) wherein the SAO does not require the Department's recommendations in their filing decision as it relates to youth already under the supervision of the Department who are not being taken into custody or presented for detention screening after being charged "at large" for a new law offense or when the Department receives a referral subsequent to the State Attorney making a filing decision. 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.

Standard 1: Management Accountability

1.01 Initial Background Screening (Critical)	Satisfactory Compliance
<p><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 contract provider may hire an employee to a position which 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 does not demonstrate he or she exhibits any behaviors which warrant the denial or termination of employment. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.</i></p>	

The circuit conducts background screening for all Department employees, contracted providers, volunteers, and interns who have access to the youth in the circuit. Four new hires and one volunteer had their background screening completed before their hire date. Each of the three applicable new hires completed the pre-employment tool and passed. One new hire was an administrative assistant and not applicable for the pre-employment tool. The circuit submitted the Annual Affidavit of Compliance with Level 2 Screening Standards for both Brevard and Seminole counties on January 14, 2020, to the Department's Background Screening Unit meeting the annual requirement.

1.02 Five-Year Rescreening	Satisfactory Compliance
<p><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></p>	

The circuit had eight applicable five-year rescreening's due since the last annual compliance review. Each of the rescreening's were submitted within the required time frame. The circuit submitted the rescreens to the Department's Background Screening Unit more than ten days prior to the five-year anniversary date for each of the five applicable staff. All of the rescreening's were completed less than twelve months prior to the staff's anniversary date.

1.03 Protective Action Response (PAR)	Non-Applicable
<p><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></p>	

There were no Protective Action Response (PAR) incidents during this 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>	

A review of three new hire's pre-service/certification training records were reviewed for the annual compliance review period. One staff completed their certification within 180 days of hire. Two new hires completed their annual certification late which one was thirteen days late and one was forty-four days late, due to the lack of openings in the academy. All three new hire staff's trainings were entered in the Department's Learning and 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 in-service training records were reviewed for this annual compliance review period. The training records included three supervisors and six senior juvenile probation officers/juvenile probation officers. The circuit submitted their in-service training plan to the regional director on December 18, 2019 which was endorsed by the region. The plan was submitted by the region to the Department's Office of Staff Development and Training on January 10, 2020.

Eight of the nine staff records included documentation of the completion of Protective Action Response (PAR) annual update, cardiopulmonary resuscitation (CPR), first aid, suicide recognition, prevention and intervention, professionalism and ethics, and active shooter trainings. One staff did not have documentation of participation in the four-hour suicide prevention course; however, the staff is a qualified suicide prevention trainer. Documentation was provided to support the staff taught the four-hour suicide prevention course twice within the calendar year. Each of the nine staff records documented more than the required twenty-four hours of in-service training in the calendar year.

All three of the reviewed supervisors records documented completion of at least eight hours of supervisory training in the area of management, personal accountability, employee relations, and communication skills. All trainings were entered in the Department's Learning and Management System (SkillPro). The circuit maintained a training calendar which was through December 2019, with no changes noted.

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>	

The circuit had a total of nineteen Central Communications Center (CCC) reportable incidents since the last annual compliance review. A review of five CCC's were conducted. Each of the

CCC's were reported within the two-hour time frame. During the annual compliance review, the team did not find any incidents which should have been reported to the CCC and were not.

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>	

The Florida Abuse Hotline and the Central Communications Center (CCC) contact information is posted in prominent areas throughout the building. In addition, during intake/orientation, the youth sign documentation acknowledging the staff advised them of the CCC and Florida Abuse Hotline telephone numbers and procedures. A review of each of the three pre-service and nine in-service personnel records included a signed Department Employee Code of Conduct indicating staff received and reviewed the code of conduct expectations. The circuit had a total of nineteen CCC incidents since the last annual compliance review. A review of the CCC reports confirmed none of the incidents were applicable for reporting of abuse incidents.

The chief probation officer and the assistant chief probation officer confirmed through interviews, there were no incidents for alleged abuse since the last annual compliance review. In addition, the circuit maintains a log of occasions in which a juvenile probation officer reports abuse regarding a disclosure from a youth relating to someone in the youth's life which is not a circuit staff. The list included the name of the hotline officer contacted, reason for the call, date of call, and if the call was accepted. One of the selected youth records for review contained case notes indicating the hotline was called and not accepted. A comparison with the circuit list verified the call to the hotline was documented on the circuit's list.

Standard 2: Assessment Services

2.01 Community Assessment Tool (CAT) Pre-Screen	Limited Compliance
<i>Staff complete the CAT Pre-Screen whenever a youth is referred to the Department for a new law charge.</i>	

Forty-four records were reviewed to document the circuit's compliance with completion of the Positive Achievement Change Tool (PACT) Pre-Screen and/or Community Assessment Tool (CAT) requirements which. thirty-two records were applicable. Eighteen of the thirty-two applicable records, contained documentation the PACT or CAT was completed when the referral was received for the youth or within twenty days of the referral. The circuit concurred with the annual compliance review team findings. The circuit conducted their own mock review on November 14, 2019; however, there was no documentation to support corrective action was already applied and demonstrated.

2.02 CAT Full Assessment	Satisfactory Compliance
<i>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.</i>	

Forty-four records were reviewed for Community Assessment Tool (CAT) full assessment. Nine were applicable as a result of the youth's CAT scores resulting as either moderate-high or high. Each of the nine youth received a CAT full assessment within the time frame.

2.03 CAT Reassessment	Satisfactory Compliance
<i>Staff complete CAT Reassessments for youth on probation, conditional release, and post-commitment probation.</i>	

Forty-four records were reviewed and twenty-two were applicable for completion of Community Assessment Tool (CAT) reassessments. Four were either moderate-high or high and the remaining eighteen were either low or moderate on the CAT. Each of the reassessments were completed at least once every 180 calendar days. Fifteen of the twenty-two records were applicable for reassessment as a result of a new law violation, new disposition, or referral for delinquency intervention. In thirteen of the fifteen applicable records, the CAT reassessment was completed.

2.04 Mental Health/Substance Abuse Screening	Satisfactory Compliance
<i>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.</i>	

Twenty-six records were applicable for mental health/substance abuse screening. The Massachusetts Youth Screening Instrument Second Version (MAYSI-2) was completed for all twenty-six applicable records. Each MAYSI-2 administered was completed by a trained staff member. There were five records which indicated an elevated suicide risk. Each youth was placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR). Twenty-

one of the twenty-six applicable records, included the five elevated suicide risk youth which indicated a need for a comprehensive assessment. In twelve of the applicable records, the youth was released to their parent/guardian. In eleven of the applicable records, documentation validated the parent/guardian was provided the results of the screening and given information as to the location of the comprehensive assessment service provider.

Upon intake, twenty-six youth were administered the Suicide Risk Screening Instrument (SRSI) which was entered in the Department’s Juvenile Justice Information System (JJIS) and signed electronically by the juvenile probation officer or juvenile assessment center screener. Each SRSI included a completed summary and recommendations in each section. In eleven of the twenty-six records, the SRSI had positive responses. In each of the eleven records, a mental health referral was completed indicating a need for an ASR.

Fourteen of the twenty-six youth were detained by the Department. Eight youth had documentation of a suicide risk; therefore, an alert was entered in the JJIS and each youth was placed on constant supervision until transported to the detention center. The detention center was notified of the results of the SRSI. Three applicable youth were released to their parent/guardian and a signed copy of the Suicide Risk Screening Parent/Guardian Notification Form was provided.

2.05 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 forty-four records found twenty-one were applicable for a comprehensive assessment. In nineteen of the twenty-one applicable records, the obtained information indicated a need for further assessment and the juvenile probation officer (JPO) referred the youth to a provider. In sixteen of the nineteen records, a referral for services was made based on the recommendations of the comprehensive assessment. The remaining three records did not have recommendations requiring a referral. In five of the nineteen records, the youth were in detention and there was documentation the comprehensive assessment was forwarded to the detention center for four of the five youth.

2.06 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 forty-four records found twenty-four were applicable regarding completion of a State Attorney Recommendation (SAR). In twenty-three of the twenty-four records, the SAR included discussion of issues identified during the screening/intake process which was documented in the narrative section. Twenty-one of the records documented the youth were low or moderate-risk and were applicable to be considered for non-judicial action based on charges, criminal history, and other relevant background information; of the twenty-one, nineteen were considered for non-judicial action. In twenty-two of the twenty-four records, the SAR was submitted within the applicable time frame to court. The remaining two records SARs were not completed. All twenty-two applicable records contained a SAR in which the supervisor/designee signed the SAR before it was submitted.

Circuit 18 has an agreement with the State Attorney's Office (SAO) indicating SARs are not required if the youth are charged at-large, are currently under supervision, or receiving diversion services.

2.07 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 forty-four youth records found eight were applicable for requiring a Pre-Disposition Report (PDR). Each of the eight applicable records documented the PDR was completed after the assessment was completed. Seven of the eight applicable records included the recommendations in the PDR reflected the treatment needs identified by the Community Assessment Tool (CAT) or any other sources and attached a copy to the PDR. One PDR did not attach the CAT assessment or include the recommendations.

Each of the eight records documented the PDR was submitted to court at least forty-eight hours prior to the disposition. All eight PDRs were signed by the supervisor/designee prior to submission to court.

Standard 3: Intervention Services

3.01 Youth-Empowered Success (YES) Plan Development

Satisfactory Compliance

Staff complete the YES Plan for youth on Probation, Conditional Release, and Post-Commitment Probation.

A review of forty-four records were reviewed and each were applicable for a Youth Empowered Success (YES) plan development. In forty-two of the forty-four applicable records reviewed, a new Community Assessment Tool (CAT) was completed after placement on probation or release from a residential program and prior to the development of the (YES) plan. In two records, a new CAT assessment was not completed prior to development of the YES plan. In forty-three records, support was found the youth and parent/guardian participated in the YES plan development. In forty-two of the forty-four records, the initial YES plan was signed by the youth within thirty days of disposition or release from the program. In the two remaining records, one youth signed the YES plan two days late and one youth signed the plan eight days late. In three of the forty-four records, the parent/guardian signature was not required due to the youth being eighteen years of age. Thirty-nine of the remaining forty one records, the parent/guardian signatures were completed within thirty days of disposition or release from a residential program. The remaining two YES plans were signed between seven to twenty-five days late.

Forty-two of the forty-four YES plans were signed by the juvenile probation officer (JPO) within thirty days. Two of the forty-four YES plans were not endorsed by the JPO. Forty-one of the forty-four records, the juvenile probation officer supervisor (JPOS) signed/approved the Yes plan within the required time frame. One plan was signed one day late, one was signed seven days late, and one was signed thirteen days late respectively. Forty-one of the forty-four records, the youth and parent/guardian were provided a copy of the YES plan within ten calendar days of approval. The remaining three plans were between seven and seventeen days late.

3.02 Youth Requirements/Change Goal Elements

Satisfactory Compliance

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 forty-four records found seventeen were applicable for youth requirements/Change Goal elements. Seventeen youth scored moderate-high or high-risk to reoffend. The Youth Empowered Success (YES) plan included a Change Goal. Sixteen of the seventeen applicable youth utilized one of the three highest criminogenic needs as a goal. One utilized a different criminogenic need without documenting the reason. Five of the seventeen youth scored as a high-risk to reoffend. Four of the five youth received an evidenced-based intervention and one documented a barrier to receiving the intervention. There were 319 of 329 youth requirements and goals on the initial YES plan which contained intervention plan elements for the parent/guardian. There were 301 of 329 for the youth and 321 of 329 for the juvenile probation officer (JPO).

3.03 Pre-Release Notification (PRN)**Satisfactory Compliance**

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 forty-four records found nine were applicable for Pre-Release Notification (PRN). A review of the nine applicable records found documentation in the case notebook module the PRN was received, as well as receipt of the discharge summary. In all nine records, the Department concurred with the youth's proposed release date. The juvenile probation officer (JPO) notified the committing judge of the program's intent to release and a plan for aftercare supervision utilizing the Request for Release Letter was submitted to the court. In the nine applicable records the letter, the PRN, and a copy of the program's Release Discharge Summary was delivered to the judge within three working days after receipt of 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 forty-four records found nine were applicable for transitional planning/reintegration. Eight of the nine applicable records, the Department's Juvenile Justice Information System (JJIS) case notebook module reflected the juvenile probation officer (JPO) was in monthly contact with the parent/guardian while the youth was in the residential program. One youth was eighteen years of age and not applicable for monthly contact with the parent/guardian.

Three of nine reviewed records, the JJIS case notebook module reflected the JPO participated in monthly treatment team meetings for each youth as scheduled by the residential program. The JPO was unable to participate in six of the youth's treatment teams; however, in five of the six records there was documentation the JPO completed a follow up within seventy-two hours. There were eight records applicable regarding the JPO assisting the parent/guardian and program staff, as necessary to ensure communication was conducive to the youth's successful completion of the program. Seven documented communication as required.

Eight of nine records reviewed, the JJIS case notebook module reflected the JPO had at least one face-to-face contact with the youth during the transition phase, if within a fifty-mile radius or telephonically if outside the fifty-mile radius. In all records, the JPO participated either in person or telephonically in the transition conference. In all nine applicable records, the youth had a Community Reentry Team (CRT) meeting which was documented in the case notes including who was in attendance and the discussion of the youth's transition plan. In all nine records, the JPO or circuit transition liaison sent a CRT meeting notification to all required participants fourteen calendar days in advance of the scheduled meeting date, as well as the CRT Case Summary addressing the appropriate school placement, living arrangements, needed referrals for community-based services, transportation arrangements, discussion of needs or barriers the family may have identified, and insurance. One youth was a Department of Children and Families (DCF) crossover client and DCF was involved in the transition process.

3.05 Referrals for Intervention and Treatment Services (Critical)

Satisfactory Compliance

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.

A review of forty-four records found forty-two were applicable for referrals for intervention and treatment services. Two records documented no services were necessary at the time of the Youth Empowerment Success (YES) plan approval. Youth were already receiving services in eleven of the forty-four records..

Forty-two records contained documentation the youth and parent/guardian were referred or provided referral information for services identified on youth requirements and goals. Referrals for services were made within ten calendar days of the YES plan being approved in thirty-nine of the forty-two records. In the remaining three records, documentation indicated one was two days late, one was four days late, and one was fifteen days late. The youth were already referred for services or already receiving services in forty-one of the forty-four applicable records. The juvenile probation officer (JPO) followed up with the service provider within thirty calendar days of the YES plan approval to ensure the youth and parent/guardian participated in the admission process and received services in thirty-eight records. In one of the remaining forty-one records, the follow-up was not completed and in two records, the follow-up was twelve and twenty-eight days late, respectively.

Forty-one of the forty-four records were applicable regarding receipt of progress reports from service providers. Thirty-six of the forty-one records the JPO received, reviewed, and documented progress reports from the service provider on a regular basis. Thirty records were applicable regarding follow-up on progress reports by the JPO and one was not completed.

3.06 YES Plan Implementation/Supervision

Satisfactory Compliance

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.

A review of forty-four records found thirty-three were applicable for Youth Empowered Success (YES) plan implementation/supervision. A total of 364 actions were required by the YES plan within the first ninety-day supervision period within the initial 180 days and 321 were completed. A total of 132 actions were required by the YES plan within the second ninety-day supervision period and 103 were completed. There were no actions required by the YES plan within the third ninety-day supervision period.

In all forty-four records, the juvenile probation officer (JPO) documented face-to-face interactions with the youth, parent/guardian, and if applicable with the providers. There were forty-two of forty-four records applicable for the JPO to document telephone contacts with the

youth, parent/guardian, and providers in which all were completed. In all thirty-six applicable records, the JPO documented a review of written or verbal reports from collateral sources such as educational institutions, employers, counselors, and electronic databases.

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

A review of forty-four records found thirty were applicable for youth and parent/guardian contact. In the first ninety-day period, the juvenile probation officer (JPO) had to complete eighty-nine face-to-face contacts with youth who scored low or moderate-risk to reoffend, the JPO completed eighty-nine. Out of eighty contact requirements with the parent/guardian, the JPO completed seventy-nine. In the first ninety-day period, the JPO had to complete ninety-two face-to-face contacts with youth who scored moderate-high or high-risk to reoffend and completed ninety-one. Out of forty-two required contacts with the parent/guardian, the JPO completed forty-one.

In the second ninety-day period, the JPO had to complete twenty-nine face-to-face contacts with youth who scored low or moderate-risk to reoffend, the JPO completed all twenty-nine required contacts with the parent/guardian. In the second ninety-day period, the JPO had to complete thirty face-to-face contacts with youth who scored moderate-high to high-risk to reoffend and completed twenty-nine. Out of twelve required contacts with the parent/guardian, the JPO completed twelve.

In the third ninety-day period, the JPO had to complete two face-to-face contacts with the youth who scored low or moderate-risk to reoffend and completed both. Out of two required contacts with the parent/guardian, the JPO completed both. In the third ninety-day period, there were no applicable youth who scored moderate-high or high-risk to reoffend.

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

A review of forty-four records found forty-three were applicable for ninety-day supervisory review. In one of forty-four records, the first thirty days since disposition or release from commitment program had not yet expired when the record was reviewed. In all forty-three applicable records, the supervisor documented the review of the Youth Empowered Success (YES) plan in the case notes. A total of thirty-four records were applicable regarding the first ninety-day supervisory review. In all thirty-four records, the juvenile probation officer supervisor (JPOS) conducted a supervisory case review at least once during the first ninety-day supervision period. A total of twelve records were applicable regarding the second ninety-day supervisory review and in eleven records, the JPOS conducted a supervisory review at least once during the second ninety-day period. The JPOS review was one day late in one record.

3.09 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 forty-four records found twenty-nine were applicable regarding a ninety-day Youth Empowered Success (YES) plan update. Twenty-five YES plan youth requirements were required to be updated in the Department's Juvenile Justice Information System (JJIS) prior to the first ninety-day YES plan update and all twenty-five were completed. Eight of twenty-nine records were applicable for the Change Goal to be updated in JJIS prior to the first ninety-day YES plan update and eight were completed. Twenty-four of twenty-nine records were applicable for the target dates to be updated in JJIS prior to the first ninety-day YES plan update and all twenty-four were updated. In all twenty-nine applicable records, the new YES plan was saved in JJIS prior to the first ninety-day juvenile probation officer supervisor (JPOS) review. In eighteen of the twenty-nine applicable records, the YES plan updates reasonably required the input of the youth and parent/guardian and the discussion was clearly documented in the case notebook module for each.

There were twelve of twenty-nine youth applicable for the requirements to be updated in JJIS prior to the second ninety-day YES plan update and only one was not completed. Four of the twenty-nine records were applicable for the Change Goal to be updated in JJIS prior to the second ninety-day YES plan update and all were completed. Eleven of the twenty-nine records were applicable for the target dates to be updated in JJIS prior to the second ninety-day YES plan update and only one was not completed. Eleven of the twenty-nine records, required a new YES plan to be saved in JJIS prior to the second ninety-day JPOS review and at least within ninety days of the first updated YES plan. All were completed. In nine of the eleven records, the YES plan update reasonably required the input of the youth and parent/guardian and the discussion was clearly documented in the case notes for each youth.

3.10 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.

There were five closed records reviewed for termination in which four were probation and one was conditional release. In two of the records, the juvenile probation officer (JPO) was to notify the court fifteen working days prior to the loss of jurisdiction. Both records documented notification within the time frame. In the remaining three records, the JPO requested early termination from the court after checking with local law enforcement to determine if there were outstanding warrants. In all five records, the JPO completed a progress report when requesting termination or notification of loss of jurisdiction, as well as the supervisor signing the progress report prior to submitting to the court. In one record, the youth was on conditional release and the notification included a Pre-Release Notification (PRN). In one record the youth was

moderate-high-risk to reoffend and the comparative risk factor scores report was not included with the progress report.

In all five records, the JPO updated the Department's Juvenile Justice Information System (JJIS) within five working days of receipt of the court's termination order or loss of jurisdiction occurred, as well as notifying the youth and parent/guardian in writing the youth is no longer under supervision. None of the records did the court retain jurisdiction. In all five records, the date of admission and date of termination documented in the record correlated with JJIS.