

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

Circuit 6 Community Supervision
Department of Juvenile Justice
(State-Operated)
955 26th Street South
St. Petersburg, Florida 33712

Review Date(s): April 9 - 11, 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:

Marvin D. Bliss, Office of Program Accountability, Lead Reviewer (Standard 1, 2 and 3)
Tricia M. Elliot, DJJ Probation, JPO Supervisor, Circuit 10 (Standards 2 & 3)
Jonathan Thompson, Office of Program Accountability, Regional Monitor (Standards 2 & 3)
Stephanie Lobzun, Office of Program Accountability, Regional Monitor (Standards 2 & 3)
Toni DeIRegno, Office of Program Accountability, Regional Monitor (Standard 2)
Jamila Bacchus, Office of Program Accountability, Regional Monitor (Standards 2 & 3)
Canitha Taylor, Office of Program Accountability, Regional Monitor (Standards 2 & 3)
Amanda Nelson, Office of Program Accountability, Regional Monitor (Standards 2 & 3)
Brenda Comadore, Office of Program Accountability, Regional Monitor (Standard 2)

Program Name: Circuit Six Community Supervision
 Provider Name: State Operated
 Location: Pinellas County / Circuit 6
 Review Date(s): April 9 2019 to April 11, 2019

MQI Program Code: 1181
 Contract Number: NA
 Number of Beds: NA
 Lead Reviewer Code: 173

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

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 checked="" 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
18 # Personnel Records
9 # Training Records/CORE
5 # Youth Records (Closed)
45 # Youth Records (Open)
_____ # Other: _____ |
|--|---|---|

Observations During Review

- | | | |
|---|---|--|
| <input type="checkbox"/> Admissions
<input type="checkbox"/> Confinement
<input checked="" 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)	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	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	Satisfactory
3.04	* Referrals for Intervention and Treatment Services	Satisfactory
3.05	YES Plan Implementation/Supervision	Satisfactory
3.06	Ninety-Day Supervisory Reviews	Satisfactory
3.07	Ninety-Day Yes Plan Updates	Satisfactory
3.08	Termination of Supervision	Satisfactory

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Program Overview

Probation and Community Intervention - Circuit Six 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 nine office locations throughout New Port Richey, Dade City, Clearwater, St. Petersburg, and Pinellas Counties in Florida. There are contracted Juvenile Assessment Centers (JAC) in Pinellas and Pasco Counties. The circuit's management team consists of one chief probation officer (CPO), one assistant CPO, one government operations consultant II (or reform specialist), nine juvenile probation officer (JPO) supervisors, seventeen senior JPOs, fifty-four JPOs, and ten administrative support staff. The circuit provides services which include diversion, probation supervision, day treatment, commitment, and transition services. The circuit also utilizes specialized services including evidence-based programming, such as Cognitive Behavioral Therapy (CBT) provided by Redirection services, Thinking for a Change and Impact of Crime curriculums which are provided by Paxen, and Aggression Replacement Therapy (ART), Trauma Focused CBT, and Cannabis Youth Treatment (CYT) provided by AMLkids Day Treatment Services. Other individualized services include JPOs who specialize in the supervision of high risk chronic offender youth in collaboration with the Pinellas County Sheriff's Office, sex offender youth-specific caseloads, foster care specific caseloads, commitment caseloads, Girls Court, where targeted females are given tools to be successful in the community, a specialized JPO for gender-specific case management services, and JPOs who specialize in electronic monitoring and monitoring of prolific juvenile offender (PJO) youth. The circuit has JPO liaisons for court, disproportionate minority contact (DMC), human trafficking, transition, faith-based, gangs, and cost of care. The circuit also has an Field Training Officer (FTO), who is dedicated to providing and tracking required and enhancement trainings for circuit staff. Juvenile Arrest Avoidance Project (JAAP) continues to be the Civil Citation program in Pinellas County in which many community partners are involved. This project focuses on first, second, and third time misdemeanants who are diverted from the court system. The Civil Citation program in Pasco County is provided through a contract with Pasco County Sheriff's Office.

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 Recommendations, Positive Achievement Change Tool (PACT) Pre-Screen assessments, PACT Mental Health/Substance Abuse Report and Referral Forms, Massachusetts Youth Screening Instrument – Second Version assessments, and other intake documents. JPOs are responsible for completing a Youth-Empowered Success Plan for each youth. Youth who are identified with mental health, substance abuse, and/or medical needs are referred by the assigned JPO to appropriate community-based resources. At the time of the annual compliance review, the circuit had no vacancies.

Strengths and Innovative Approaches

- The circuit held an opioid awareness event in collaboration with Anona United Methodist Church. This amazing event brought awareness, information, and resources to the community through the faith-based network. The day consisted of a key note speaker who provided the attendees with a wealth of information on the opioid crisis in Pinellas County. There was also a panel discussion with representation from law enforcement, local social service agencies, and substance abuse experts. In addition, a survivor of opioid addiction gave his testimony of personally going through this crisis. Eckerd Connects presented the number of youth coming into state care due to this crisis and the dire need for foster homes. There was a wide array of resource tables for attendees to obtain information on the services provided in Pinellas County as it relates to substance use/abuse. Approximately 280 people attended this event with sixty-five congregations in attendance and eighty-seven social service agencies.
- The circuit held its thirteenth Bridging the G.A.A.P. (Gaining Appreciation by Adjusting Perspectives symposium) event in Pinellas County. In collaboration with PACE Center for Girls, St. Petersburg Police Department, Pinellas County Sheriff's Office, Clearwater Police Department, and Gulfport Police Department, this successful event was a question and answer symposium looking for ways to improve communication between youth and law enforcement. This event was unique, as it consisted of an all-female panel, including female police officers and moderated by a female judge. There was great dialogue related to police brutality, dealing with suicidal calls, entering dangerous situations, taking the side of parents/guardians, treatment of women in a man dominated field, youth attitude when questioned by police, and legal search/warrant questions. This powerful event truly allowed girls to speak from the heart and develop relationships with the police officers.
- Circuit 6 Probation & Prevention staff partnered with the St. Petersburg College Center for Public Safety to host its third Salon Talk workshop in Seminole County. Salon Talk is a human trafficking awareness workshop geared towards hair and nail salons in addition to others in the business community, as they are on the front lines of victim identification. Approximately sixty attendees obtained valuable information from a presentation by the Department of Children and Families Statewide Human Trafficking Director, as well as the Department's Director of Human Trafficking Intervention. The talk was followed by a panel discussion which featured experts in the subject of human trafficking, a human trafficking survivor sharing her story, and a Corporal from the Pasco Sheriff's Office concluded with a call to action. The local news station captured the highlights of this successful awareness event.

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. 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></p>	

A review of the staff and volunteer rosters found eighteen newly hired staff and two volunteers required an initial background screening since the last annual compliance review. An initial background screening was completed, prior to hire, for each newly hired staff and volunteer. The circuit uses the ERGO pre-employment assessment tool on all new hires and a copy was found in all eighteen new hire staff records. The circuit submitted an Annual Affidavit of Compliance with Level 2 Screening Standards to the Department's Background Screening Unit (BSU) on December 17, 2018.

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 has a written policy and procedures in place, along with a tracker, indicating the dates all of the staffs' five-year background re-screenings are due. There were no staff or volunteers eligible for a five-year background re-screening during the annual compliance review period.

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

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

The circuit hired nine new juvenile probation officers during this annual compliance review period. A review of the nine training records revealed five of the nine staff members completed phase one, phase two, and received certification as a juvenile probation officer (JPO) within the 180-day requirement. Two of the nine staff members were not applicable for attending the academy due to being rehired and previously completing the academy trainings and being certified as a juvenile probation officer. They did complete the following required trainings: Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, and use of an automated external defibrillator (AED) prior to working with youth. Each of the staff were certified within 180 days of their hire date. The other two staff completed phase one training and are on target to complete phase two and earn their JPO certifications 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 and the Department's Learning Management System (SkillPro) were reviewed for required in-service training. All nine staff completed annual training and hold current certifications in cardiopulmonary resuscitation (CPR), first aid, and the use of an automated external defibrillator (AED). Each staff completed training in suicide prevention, professionalism and ethics, and Protective Action Response (PAR). All staff far exceeded the twenty-four-hour annual training requirement, completing between forty-one and sixty-two hours of training. Training records for five supervisors were reviewed and indicated each supervisor exceeded the eight-hour annual requirement for training in management related topics. The annual training plan was submitted and approved by the Office of Staff Development and Training on December 28, 2018.

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>	

Central Communications Center (CCC) reports for the last six months were reviewed. All reportable incidents were reported to the CCC in a timely manner. There was no evidence in the records or other documentation reviewed of any reportable incidents not reported to the CCC.

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 a policy and procedures which requires all staff to sign the Department's Code of Conduct, as well as to provide an environment in which youth, staff, and public feel safe, secure, and not threatened by any form of abuse or harassment. A review of Central Communications Center (CCC) reports since the last annual compliance review indicated there were no abuse allegations made against any staff in the circuit. The circuit maintains a folder with documentation of all reports made to the Florida Abuse Hotline, which reflected staff reported suspected abuse of youth which included instances of youth reporting allegations of abuse to juvenile probation officers (JPO) and lack of supervision in the home

Standard 2: Assessment Services

2.01 Positive Achievement Change Tool (PACT) Pre-Screen	Satisfactory Compliance
<i>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.</i>	

Thirty-one of forty-five reviewed youth records were applicable for a Positive Achievement Change Tool (PACT) Pre-Screen. Twenty-six of the records contained a PACT Pre-Screen Assessment which was completed when the youth were taken into custody for a new law violation. Five youth records reviewed were marked as "Cannot Complete." Twenty-six youth were identified as low or moderate risk to re-offend, and ten youth were identified as moderate-high or high-risk to re-offend. Each of the PACT Pre-Screen Assessments were completed prior to the State Attorney Recommendations, when required.

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

Twenty-six reviewed Positive Achievement Change Tool (PACT) Pre-Screens found ten applicable youth classified as moderate-high or high-risk to re-offend and of those ten, five required a PACT Full Assessment. A PACT Full Assessment was completed by a juvenile probation officer (JPO) for all five of the applicable youth. In all five of the applicable records, the assessment was completed prior to the development of the Youth Empowered Success (YES) Plan.

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

The juvenile probation officers (JPO) complete Positive Achievement Change Tool (PACT) Reassessments for youth who have been placed on either probation, conditional release, or post-commitment probation. A review of thirty-six youth records determined all of the youth were placed on probation. A PACT Full Reassessment was completed at least once within 180-calendar days for all ten youth identified as moderate-high or high-risk to reoffend. For twenty-six of twenty-six youth designated as low or moderate-risk to re-offend, a PACT Pre-Screen Reassessment was completed at least once within 180-calendar days. Nine reviewed youth records were applicable for a PACT Reassessment following a new law violation, new disposition, or pre/post testing for certain delinquency interventions. Nine of the youth records contained a new PACT Reassessment.

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).

Thirty-six applicable reviewed youth records found twenty-four contained a completed Positive Achievement Change Tool (PACT) Mental Health and Substance Abuse Referral form completed, as required. Twenty-two of the applicable reviewed youth records contained the Massachusetts Youth Screening Instrument, Second Version (MAYSI-2) form completed in the Department's Juvenile Justice Information System (JJIS). Twenty-four records documented a need for a comprehensive assessment. The PACT Mental Health and Substance Abuse Screening Report and Referral form was completed in all twenty applicable reviewed records. Thirteen youth were released to their parent/guardian and reviewed documentation supported ten were applicable for the parent/guardian to be provided the results of the PACT or MAYSI-2 results. Each of the parents/guardians were given information as to the location of the comprehensive assessment provider. Three youth were eighteen years of age or older and did not require parent/guardian notification. In all ten applicable records, it was documented the parent/guardian was provided the Suicide Risk Screening Parent/Guardian Notification Form and a signed copy was retained in the record. Three youth who were released were over the age of eighteen and did not require notification to the parent/guardian. Five applicable reviewed youth records indicated the MAYSI-2 results conflicted with the PACT results in identifying a need for further assessment; therefore, the results of the PACT were overridden and a referral for further assessment was made.

All twenty-two applicable youth records contained documentation verifying the MAYSI-2 was administered on the day of admission, in a confidential manner, and each indicated a referral was made for further evaluation if required. Three youth whose MAYSI-2 and/or PACT assessments indicated elevated suicide risk subscales were placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR). Eleven youth records indicated four had staff observations or collateral contacts indicated a further need for assessments regardless of the results of the PACT, MAYSI-2, or Suicide Risk Screening Instrument (SRSI). Sixteen applicable youth records indicated a need for further assessment, crisis intervention, or emergency services and the screening officer ensured notifications were made and a referral was entered into JJIS. Five applicable youth records required an ASR with in twenty-four hours and supporting documentation indicated they were completed, as required. Twenty-two applicable reviewed records documented the juvenile probation officer (JPO) used the PACT Mental Health and Substance Abuse Screening Report and Referral Form and contained documentation showing, upon intake, the Suicide Risk Screening Instrument (SRSI), was administered in JJIS. In seven applicable records indicating the youth was detained, a suicide risk alert was entered into JJIS and the youth was continued or placed on constant supervision until an ASR was completed.

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>	

Thirty-six records were reviewed and twenty-one documented the youth required a referral for a comprehensive assessment. All twenty-one reviewed records indicated the referral was made to the contracted provider. In each of the twenty-one applicable records, documentation reflected a referral for services was made, based on the recommendations of the comprehensive assessment. Both applicable records for youth held in secure detention contained documentation showing the juvenile probation officer forwarded the results of the youth's comprehensive assessment to the detention center.

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>	

Twenty-three youth records of the thirty-six reviewed required a State Attorney Recommendation (SAR) based on the interagency agreement criteria. Issues identified in the Positive Achievement Change Tool (PACT) assessment for the twenty-three youth were discussed in the narrative sections of the SAR. Nine of the twenty-three youth were identified as low-risk to reoffend. Although none of the low-risk youth were recommended for non-judicial action or diversion, the recommendations were explained in the narrative of the SAR. Each of the SARs were approved by the juvenile probation officer supervisor and submitted within the required timeframe.

2.07 Pre-Disposition Report (PDR)	Satisfactory Compliance
<i>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.</i>	

Five of the thirty-six reviewed records were applicable for completion of a Pre-Disposition Report (PDR). Five youth were identified as moderate-high or high-risk to reoffend and applicable for a Positive Achievement Change Tool (PACT) Full Assessment. All five of the PDRs contained recommendations reflective of the youth needs by the PACT or other sources. All five PDRs indicated the juvenile probation officer (JPO) and JPO supervisor signed the PDR and submitted it to the court at least forty-eight hours prior to the disposition hearing.

Standard 3: Intervention Services

3.01 Youth-Empowered Success (YES) Plan Development	Satisfactory Compliance
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Staff complete the YES Plan (Form DJJ/PACTFRM 4) for youth on Probation, Conditional Release, and Post-Commitment Probation.

Thirty-six records were reviewed for the initial development of the Youth-Empowered Success (YES) Plan, and each record indicated the juvenile probation officer (JPO) completed the appropriate Positive Achievement Change Tool (PACT) Assessment prior to the development of the YES Plan. Thirty-five of the thirty-six reviewed youth records indicated the youth and parent/guardian participated in the development of the YES Plan, with one youth being eighteen years of age or older. Thirty-five of the thirty-six youth signed the YES Plan within thirty days of being placed on probation; one was not signed by the youth. The parent/guardian documented their signature in thirty-five of thirty-six applicable YES Plans reviewed. One youth record revealed the youth was eighteen and did not require a parent/guardian signature and one record indicated the YES Plan was signed late by the youth, JPO, and the parent/guardian. The assigned JPOs and JPO supervisors documented their signatures in thirty-five of thirty-six applicable YES Plans reviewed and within the required thirty-day time frame. All thirty-six applicable reviewed youth records had supporting documentation to reflect the youth and the applicable parent/guardian were provided a copy of the YES Plan.

3.02 Youth Requirements/PACT Goal Elements	Satisfactory Compliance
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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).

Ten youth were identified as moderate-high or high risk to re-offend based on the results of the Positive Achievement Change Tool (PACT) and required a Change Goal to be included on their Youth-Empowered Success (YES) Plan. All ten reviewed youth records revealed the YES Plans included at least one Change Goal. Eight of the ten youth were identified as high risk to re-offend on their PACT and seven included an evidence-based intervention which targeted one of the top three criminogenic needs. One of the eight was missing the barriers of involvement with an evidence-based intervention in the development of the YES Plan.

Forty-two youth records were reviewed to determine appropriateness of action steps in the YES Plan. The action steps clearly defined who would be responsible, the action to be taken, and the frequency the action was to be monitored and/or completed for most of the requirements/goals. There were 215 youth requirements and Change Goals identified on the initial YES Plans in the forty-two reviewed youth records. The YES Plans contained the intervention plan elements (who and what) for the youth and parent/guardian in 215 requirements, and (who, what, and how often) for the juvenile probation officer (JPO) in 215 requirements. Youth requirements in the initial YES Plan provided appropriate target dates for completion in 214 of 215 youth requirements.

3.03 Transitional Planning/Reintegration (Critical)**Satisfactory 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).

A review of seven post-commitment probation (PCP) records revealed the juvenile probation officer (JPO) maintained monthly contact with the youth, parent/guardian, and residential commitment manager monthly with minor exceptions. There was documentation in all seven reviewed records indicating the JPO attended treatment team meetings or followed-up on the treatment team meetings if they could not attend. There was documentation in five of the seven records indicating the JPO attended the exit, transition, and Community Re-Entry Team (CRT) Meetings. All meetings were held separately, and all information relayed at the meeting was documented in each youth's case notes. Two of the seven youth records reviewed indicated the JPO could not attend the exit but follow-up within seventy-two hours was made and documented within the case notes. Each of the seven PCP records contained a completed Pre-Release Notification (PRN) forwarded to the court within three days of the JPO's receipt. There was also documentation in all seven records showing the JPO forwarded the signed PRN to the program.

All seven reviewed PCP records contained requirements on the Youth Empowered Success (YES) Plan, which were discussed and finalized at the transition conference, exit conference, and the CRT meeting. All seven records contained documentation the JPO made referrals for services prior to the youth's release from the program.

3.04 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 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.

A review of documentation supported each of the thirty-one applicable reviewed youth records required a referral for intervention and treatment services. All of the records contained documentation indicating the required referrals were made within ten-calendar days of the Youth-Empowered Success (YES) Plan being approved. Thirty-one of thirty-one applicable reviewed youth records indicated the juvenile probation officer (JPO) conducted a follow-up with the service provider within thirty-calendar days of the YES Plan being approved in order to verify enrollment and/or initiation of services. Twenty-seven of twenty-eight applicable youth records contained documentation indicating the JPO received, reviewed, and documented progress

reports from the provider. Nineteen of the the youth records contained progress reports requiring follow-up, including actions relating to negative reports, missed appointments, or non-participation. In all nineteen applicable records, the required follow-up was documented in the case notes.

3.05 YES Plan Implementation/Supervision	Satisfactory Compliance
<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>	

A review of forty-two youth records found a total of 236 juvenile probation officer (JPO) action steps were required within the first ninety-day supervision period, with 233 of these actions steps completed, as required. There were eighty applicable JPO action steps required by the Youth Empowered Success (YES) Plans during the second ninety-day supervision period, with seventy-six completed, as required. A total of 110 JPO action steps were required in the third ninety-day period and reviewed documentation supported 109 were completed. There were fifty-five JPO action steps post-180 days during the fourth ninety-day period and fifty-four were completed, as required. The JPOs documented forty telephone contacts with forty applicable youth and all forty-applicable parent/guardian telephone contacts. The JPO documented receipt and review of written or verbal reports from thirty-six of thirty-eight applicable collateral sources. One youth who required a comprehensive assessment had it completed within time frames; however, the provider refused to share it with the JPO, which in turn caused the JPO to miss requirement. The other youth record reviewed was missing a case note for a required contact. The JPO documented thirty-nine of the required forty face-to-face interactions with the youth and parent/guardian. One youth record reviewed found a note missing for a face-to-face meeting.

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 for supervisory reviews. All forty-two reviewed records contained documentation within the case notes indicating the juvenile probation officer supervisor (JPOS) documented a review of the initial Youth-Empowered Success (YES) Plan. Thirty-six YES Plans were in place long enough to require a ninety-day supervisory review. All thirty-six applicable reviewed youth records contained documentation showing a supervisory case review was completed at least once during the first ninety-day supervision period. Seventeen youth were applicable for review during the second ninety-day period and each documented the JPOS conducted a supervisory case review at least once during the second ninety-day supervision period.

3.07 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 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.

Thirty-four of the forty-two youth reviewed records indicated ninety days had passed since the approval of the initial Youth-Empowered Success (YES) Plan. Twenty-eight updates were made in the Department's Juvenile Justice Information System (JJIS), prior to the first ninety-day YES Plan update. Eight applicable Positive Achievement Change Tool (PACT) Change Goals were updated and twenty of twenty applicable target dates were updated in JJIS, prior to the first ninety-day YES Plan update. A new YES Plan was saved in JJIS, prior to the first ninety-day juvenile probation officer supervisor (JPOS) review, in thirty-one of thirty-one applicable reviewed records. Six YES Plans were updated and saved in JJIS including input from the youth and parent/guardian. There were twelve applicable reviewed records in which ninety days has passed since the first ninety-day YES Plan review. The youth requirements and target dates for all twelve were updated in JJIS prior to the second ninety-day YES Plan update. One youth with applicable PACT Change Goals were updated in JJIS prior to the YES Plan update. A new YES Plan was saved in JJIS prior to the third ninety-day JPOS review. This youth's YES Plan updates requiring the input of the youth and parent/guardian documented the discussion in the case notes

3.08 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.

Five youth records were reviewed for termination of supervision. Three of the records were for youth identified as high-risk to reoffend, one youth was moderate-risk, and the remaining one was low-risk to reoffend. In each of the five records, the progress report was completed requesting termination. None of the records were applicable for loss of jurisdiction. There was documentation in all five records indicating the juvenile probation officer (JPO) completed a check with local law enforcement for outstanding warrants or charges not filed. There was documentation of the request, the response, and reference in the progress report. A check was completed in each record. Three youth who were high-risk to reoffend were applicable for completion of the comparative risk factors report, including a discussion of the risk factors in the progress report and attaching the comparative risk factors to the progress report requesting termination. Three of the progress reports discussed the comparative risk factors report and had shown improvement.

Program Name: Circuit 6 Community Supervision
Provider Name: State of Florida
Location: Pinellas County / Circuit 6
Review Date(s): April 9 - 11, 2019

MQI Program Code: 1181
Contract Number: NA
Number of Beds: NA
Lead Reviewer Code: 173

Overall Rating Summary

Overall Rating Summary

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