

STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE

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

**Probation and Community Intervention - Circuit 11**  
*Department of Juvenile Justice*  
(State-Operated)  
18425 M.W. 2<sup>nd</sup> Avenue  
Miami, Florida 33169

*Review Date(s): October 20-21, 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:

<b>Satisfactory Compliance</b>	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.
<b>Limited Compliance</b>	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.
<b>Failed Compliance</b>	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:

Gary Mogan, Office of Accountability and Program Support, Lead Reviewer (Standard 1)

Tonya Gittens, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Gabriel Medina, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Shakela Minns, Office of Accountability and Program Support, Regional Monitor (Standard 3)

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Program Name: Probation & Community Intervention Circuit 11  
Provider Name: Department of Juvenile Justice  
Location: Miami-Dade County / Circuit 11  
Review Date(s): October 20-22, 2020

MQI Program Code: 1186  
Contract Number: N/A  
Number of Beds: N/A  
Lead Reviewer Code: 149

### **Methodology**

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

### **Overall Rating Summary**

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

## Standard 1: Management Accountability Probation and Community Intervention Rating Profile

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

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

## Standard 2: Assessment Services Probation and Community Intervention Rating Profile

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

\* 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 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

\* 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 11 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 has thirteen probation units located throughout Miami-Dade County in Florida. The circuit has one unit designated as the court unit, which provides in-court juvenile probation officers (JPO) and a second unit which serves as an intake unit, primarily for Cite-In, A-Form Management (AFM), Special Warrants, Civil Citation, and Diversion Bounce Out cases. The circuit's management team consists of one chief probation officer (CPO), one assistant CPO (ACPO), a reform specialist, two senior juvenile probation officers (SJPO) designated as liaisons, thirteen juvenile probation officer supervisors (JPOS), twenty-seven SJPOs, fifty-seven JPOs, two other personal service (OPS) JPOs, one senior clerical supervisor, thirteen secretary specialist (SS), and one administrative assistant. The circuit provides services which include diversion, probation supervision, day treatment, commitment, and transition services. The program utilizes specialized services including evidence-based programming, such as Functional Family Therapy (FFT), Trauma Focused-Cognitive Behavioral Therapy (CBT), and Treating Adolescents Coping with Trauma (TACT) servicing the juvenile sex offender population, motivational interviewing, and wrap-around behavioral and mental health/substance abuse services. The circuit has interagency partnerships and agreements with multiple agencies who offer treatment planning, individual and family therapy, mental health evaluations, home visits, substance abuse treatment, targeted case management, psychiatric services, medication management, vocational planning, life skills and personal development, coupled with faith-based opportunities. The JPOs are responsible for conducting intake and assessment services for all youth presented to the Department with violations of the criminal code.

The circuit has a contracted Juvenile Assessment Center (JAC) operated by the Miami-Dade Juvenile Service Department. During the intake process, JPOs and/or the 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 the JAC screeners are required to complete the Detention Risk Assessment Instrument, State Attorney Recommendation, Massachusetts Youth Screening Instrument – Second Version (MAYSI-2), and other intake documents. The circuit entered into an agreement with the State Attorney's Office (SAO) which determined the Department shall continue to submit recommendations to the SAO in all cases with exception of Cite-In cases referred by local police departments, and Civil Citation cases subject to prosecution after prosecution was previously deferred. The 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 ten vacancies, including one JPOS, four JPOs, and three secretary specialist positions. During the COVID-19 pandemic, the circuit followed the direction of the Department's memorandum, dated July 14, 2020, which stipulated staff were to take proactive steps to ensure a safe work environment aimed to protect the health of employees, coupled with safety of the youth and families the Department serves. Circuit staff followed the guidelines regarding making contact with youth on supervision through telephonic communication of FaceTime, Google Duo, WhatsApp, Skype, and/or Zoom. Intakes and commitment staffing were to be held electronically. In compliance with the Centers for Disease Control and Prevention (CDC) guidelines regarding the COVID-19 pandemic, this annual compliance review was conducted off-site.

## **Standard 1: Management Accountability**

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

The circuit follows the Department's policy and procedures to complete an initial background screening on all new staff and volunteers/interns prior to the start date. The circuit hired seven new staff since the last annual compliance review. A review of documentation showed the circuit provided background screenings from the Department's Background Screening Unit (BSU) and Clearinghouse which were completed prior to each new hire and/or start date. None of the reviewed records required an exemption prior to working with youth. Further, none of the reviewed screenings were applicable for a break in service. The Department requires an impact test through the Ergometric and Applied Personnel Research, Inc. as a pre-employment assessment tool for all direct-care position applicants. Reviewed documentation confirmed all seven new staff completed the pre-employment assessment tool with a passing score prior to hire. The circuit submitted an Annual Affidavit of Compliance with Level 2 Screening Standards on November 19, 2019, meeting the Department's annual requirement.

<b>1.02 Five-Year Rescreening</b>	<b>Satisfactory Compliance</b>
<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 five-year background rescreening is required for all staff, contracted providers, and volunteers/interns, with access to youth. The circuit had seven staff applicable for a five-year background rescreening since the last annual compliance review. All background rescreenings were completed at least ten business days, but no more than twelve months, prior to the five-year anniversary. There were no volunteers or interns who were eligible for a five-year background rescreening since the last annual compliance review.

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

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

<b>1.04 Pre-Service/Certification Training</b>	<b>Satisfactory Compliance</b>
<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 maintains a south region probation training plan for all newly hired staff. The Department's Office for Staff Development and Training (SD&T) approved the plan on January 10, 2020. All juvenile probation officers (JPO) must complete Phase One and Phase Two trainings, which consists of attending and passing the Department's Juvenile Probation Officer Academy. As of June 2020, the Juvenile Probation Officer Academy has been conducted virtually due to the COVID-19 pandemic. Circuit administration provided documentation which supported the delays in enrolling staff to the JPO Academy. The circuit had six newly hired direct-care staff applicable for pre-service certification training. The remaining staff is a secretary specialist. Documentation reflected all applicable staff completed Phase One. The six applicable staff are participating in Phase Two training and are still within the first 180 days of employment. The virtual Juvenile Probation Officer Academy is scheduled to be completed on November 6, 2020. Reviewed documentation verified all trainings were entered in the Department's Learning Management System (SkillPro) within thirty days of training completion.

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

Nine staff training records were reviewed for the completion of in-service training. Reviewed staff training records documented all staff completed twenty-four hours or more of the required annual in-service training. Each reviewed staff training record included training in suicide recognition, first aid, cardiopulmonary resuscitation (CPR), active shooter, and professionalism and ethics. Three supervisor training records were reviewed for the required eight-hours of management training in addition to the twenty-four-hours of in-service training. All three records exceeded the minimum of the eight-hours of supervisory training, which included management, leadership, personal accountability, employee relations, and communication skills training. The circuit submitted the training plan to the Department's Office of Staff Development and Training (SD&T) on December 18, 2019. The plan was approved by SD&T on January 10, 2020.

Reviewed documentation verified all trainings were entered in the Department's Learning Management System (SkillPro) within thirty days of training completion.

<b>1.06 Incident Reporting (CCC) (Critical)</b>	<b>Satisfactory Compliance</b>
<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 twenty-four incidents reported to the Department's Central Communications Center (CCC) in the past six months. Twenty-three of the incidents reported to the CCC were incidents related to the COVID-19 pandemic. A review of six incident reports showed each incident was reported within two hours, as required. The program did not have any internal reports and/or grievances which should have been reported since the last annual compliance review.

<b>1.07 Abuse-Free Environment (Critical)</b>	<b>Satisfactory Compliance</b>
<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 circuit follows the Department's policy and procedures to provide an abuse-free environment for youth. The circuit provides unimpeded access to the Florida Abuse Hotline and the Department's Central Communications Center (CCC). In compliance with the Centers for Disease Control and Prevention (CDC) guidelines regarding the COVID-19 pandemic, this annual compliance review was conducted off-site; however, both contact numbers were reported to have been posted in the probation field offices throughout the circuit and at the Juvenile Assessment Centers (JAC). A review of the Child Abuse Tracking Log maintained by circuit administration reflected four child abuse allegations were reported to the Florida Abuse Hotline since the last annual compliance review. Three were accepted for investigations, while one was not accepted. Staff documented the date of the report in the case notes, youth involved, coupled with the case number assigned. The Department policy requires all staff to sign a code of conduct upon hire and the seven reviewed staff records validated this practice.

## Standard 2: Assessment Services

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

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Twenty-six youth records were applicable for a Community Assessment Tool (CAT) Pre-Screen. A review of the documentation showed all twenty-six youth records contained a CAT Pre-Screen completed by a juvenile probation officer (JPO) when the youth was referred for a new law violation or when the youth was taken into custody and screened for a new-law violation of probation. All twenty-six of the initial CAT Assessments were completed during the intake process.

<b>2.02 CAT Full Assessment</b>	<b>Satisfactory Compliance</b>
<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>	

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Twenty-two applicable reviewed Community Assessment Tool (CAT) Pre-Screens found two youth were identified moderate-high risk to re-offend, which required a CAT Full Assessment. Both applicable records had a CAT Full Assessment completed by a juvenile probation officer.

<b>2.03 Mental Health/Substance Abuse Screening</b>	<b>Satisfactory Compliance</b>
<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>	

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Twenty-six reviewed records were applicable for completion of the Massachusetts Youth Screening Instrument, Second Version (MAYSI-2). Twenty-six records showed documentation indicating the MAYSI-2 was completed. Seventeen of twenty-six MAYSI-2 indicated elevated score above the cutoff in any domain. Each of the twenty-six MAYSI-2 assessments were valid screenings, in which the youth did not invalidate the screening by indicating all negative responses. Twenty youth MAYSI-2s indicate a need for a comprehensive assessment. Five applicable youth were released to a parent/guardian. All five applicable youth parents/guardians were provided with the results of the youth screenings and given information as to the location of the comprehensive assessment service provided.

Twenty-six youth records reflected the MAYSI-2 was administered in the Department's Juvenile Justice Information System (JJIS) by a staff who completed the Department's training. Six MAYSI-2 screenings indicated an elevated suicide risk subscale and the youth were placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR). Each of the twenty-six youth records contained documentation of a completed Suicide Risk Screening Instrument

(SRSI) in JJIS by the juvenile probation officer (JPO). All twenty-six SRSIs had completed entries to include a summary and recommendation in the screening results sections. Eight youth had positive “YES” responses. Seven of the eight youth remained in the custody of the Department and all seven documented a suicide risk alert was entered into JJIS. Each youth was placed on constant supervision, the detention center was notified, and the notification was documented on the SRSI. The remaining youth with elevated risk for suicide, based on the SRSI results, was released to the custody of a parent/guardian and documentation indicated the parent/guardian was provided the Suicide Risk Screening Parent/Guardian Notification form and the signed form was permanently filed in the youth’s record.

<b>2.04 Comprehensive Assessment (Critical)</b>	<b>Satisfactory Compliance</b>
<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>	

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Seventeen youth records required a need for further assessment and referral for a Comprehensive Assessment completed by the juvenile probation officer (JPO). Seventeen of the twenty records indicated a referral for services was made based on the recommendations of the Comprehensive Assessment. Seven youth were securely detained and documentation in the youth records found the JPO forwarded the Comprehensive Assessment results to the detention center within fourteen days, as required.

<b>2.05 State Attorney Recommendation (SAR)</b>	<b>Satisfactory Compliance</b>
<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>	

The circuit maintains an interagency agreement between the Department and the State Attorney’s Office, 11th Judicial Circuit, requiring the Department to submit a State Attorney Recommendation (SAR) in all instances except for “Cite-In” cases referred by local police departments and Civil Citation cases subject to prosecution after prosecution was previously deferred. The interagency agreement was signed on August 1, 2019 and is in effect for five years. Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Twenty-four of the twenty-six youth were screened at the Juvenile Assessment Center (JAC). Two youth were not screened at the JAC and were mail-in affidavits. Twenty-four youth records were applicable for a SAR. Each youth’s needs identified by the Community Assessment Tool (CAT), and discussions with the youth and parents/guardians were included within the narrative section of the SAR. No youth were considered for diversion based on charges, criminal history, and other relevant information. Twenty-four SARs were submitted within the applicable required time frame. Documentation showed the supervisor/designee signed all twenty-four applicable SARs prior to submission to the State Attorney’s Office.

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

*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.*

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Fifteen records were applicable for the completion of a Pre-Disposition Report (PDR). Each of the fifteen applicable youth records contained a Community Assessment Tool (CAT) Assessment which was completed prior to the completion of the PDR. Documentation showed the juvenile probation officer incorporated the comprehensive assessment recommendations and attached the assessment to the PDR in each record. The PDR reflected treatment needs identified by the CAT and other sources. All fifteen PDRs were completed at least forty-eight hours prior to disposition, and reviewed PDRs were signed by the supervisor prior to submission of the PDR. One PDR was applicable for a youth who was recommended for commitment, and a staffing was requested.

### **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.*

Thirty-five youth records were applicable and reviewed for the initial development of the Youth-Empowered Success (YES) Plan after a probation disposition or release from a residential program. Thirty-three youth records documented the Community Assessment Tool (CAT) was completed prior to the development of the YES Plan. Two records did not document a new CAT was completed prior to the development of the YES Plan. Thirty-four of the thirty-five reviewed records showed documentation indicating the parent/guardian participated in the development of the YES Plan. There was no documentation reflecting parent/guardian participation for the remaining youth. Thirty-five YES Plans contained the youth's signature and were signed within the thirty days of disposition. Thirty-one YES Plans included the parent/guardian signature within thirty days of disposition. The remaining four youth were eighteen years of age or older and did not require a parent/guardian signature on the YES Plan. Thirty-four YES Plans were signed by the juvenile probation officer within the required thirty days. One YES Plan was not signed. Thirty-three of the thirty-five reviewed YES Plans documented a review and signature by the juvenile probation officer supervisor (JPOS) within the required thirty-day time frame. The remaining two YES Plans were signed late by the JPOS. The YES Plans were signed twenty-six and 100 days late respectively. Thirty-one of the thirty-five reviewed records documented the youth and parent/guardian were provided a copy of the YES Plan upon approval. Documentation for the remaining four records did not show the parent/guardian was provided a copy of approved YES plan.

#### **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 thirty-five youth records found four youth were identified as moderate-high risk reoffend, which required at least one Change Goal on the Youth-Empowered Success (YES) Plan. Three YES Plans included a Change Goal on the YES Plan and addressed one of the youth's top three criminogenic needs. One YES Plan did not. There were no youth identified as high risk to re-offend. There were 163 youth requirements and goals identified on the YES Plans for the youth. There were 163 youth requirements which contained an intervention plan for parent/guardian. There were 163 youth requirements and goals in the initial YES Plans for the juvenile probation officer. Each identified youth requirement or goal contained the intervention plan elements of who, what, and how often.

**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.*

Thirty-five youth records were reviewed, of which nine were applicable for youth placed on post-commitment-probation status. A review of all nine applicable youth case notes documented receipt of a Pre-Release Notification (PRN), discharge summary, and other pertinent documentation provided by the residential program. In all nine records, the Department concurred with each youth's proposed release date and the juvenile probation officer (JPO) notified the committing court of the program's intent to release the youth and plan for aftercare supervision using the Request for Release Letter. Nine records documented the JPO delivered the Request for Release Letter, PRN, and a copy of the program's Release Discharge Summary to the court within three working days of receipt of the PRN. There were no records applicable for the court denying a release request.

**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.*

Thirty-five youth records were reviewed, of which nine were applicable for transition planning. Seven of the nine youth records contained documentation indicating the juvenile probation officer (JPO) was in contact with the parent/guardian by telephone monthly, while each youth was in the residential commitment program. The remaining two records did not document JPO contacts with the program. Seven youth case notes documented the juvenile probation officer (JPO) participated in monthly treatment team meetings for each youth, as scheduled by the residential program. Two records did not document participation by the JPO during treatment team meetings. There was one instance where the JPO was unable to participate in the monthly treatment team meeting. Documentation showed the JPO followed-up the program within the required seventy-two hours for the one instance.

There was clear documentation in all nine records which indicated the JPO assisted the parent/guardian and program staff, as necessary, to ensure communication was conducive to the youth's successful completion of the program. Each of the nine records documented the JPO had at least one contact with the youth during transition phase. Each of the nine records had documentation reflecting the JPO participated in person, telephonically, or if available, through web-based video phone in the transition conference. Reviewed documentation in each of the nine records showed each youth released from a residential commitment program had a Community Re-Entry Team (CRT) meeting conducted based on the statewide CRT Protocol, and each JPO or circuit transition liaison sent a CRT meeting notification to all required participants using Microsoft Outlook Calendar at least fourteen days in advance of the youth's scheduled CRT meeting date.

There were no youth identified as a crossover youth; therefore, the involvement of the Department of Children and Families (DCF) was considered crucial. There were three youth records applicable whereby the DCF case manager was invited. Eight records contained documentation indicating the JPO or circuit transition liaison sent the link for video conferencing to all required participants and one did not. All nine reviewed records had documentation reflecting the CRT summary addressed the appropriate school placement, living arrangements,

needed referrals for community-based services, transportation arrangements, identified family needs, and/or any health insurance coverage.

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

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Nine youth records indicated the youth was already participating in services at the time the Youth-Empowered Success (YES) Plan was approved. Twenty-six youth records were applicable for requiring a referral for services. Each of the twenty-six records contained case notes documenting the youth and/or parent/guardian were referred or provided referral information identified on youth requirements and goals. Twenty-six referrals for services were made within ten calendar days of YES Plan approval. Thirty-five records were applicable for youth on supervision long enough for the juvenile probation officer (JPO) to follow-up with the service provider within the required thirty calendar days of the approval YES Plan to ensure the youth and parent/guardian participated in the provider’s admission process and were receiving services. Thirty-four of the thirty-five youth records verified the JPO received follow-up progress reports from the service provider on a regular basis. One record did not contain documentation indicating the JPO followed-up with the provider. Twenty five of the twenty-six records were applicable for the JPO to follow-up on a progress report due to missed appointments, negative reports, and/or non-participation, and each record documented follow-up was conducted. One record did not document the JPO followed-up on the progress report.

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

Thirty-five youth records were reviewed for Youth-Empowered Success (YES) Plan implementation. Reviewed records found 152 juvenile probation officer (JPO) actions steps were required within the first ninety-day supervision period of the initial 180-days. Reviewed youth records documented the JPO completed 151 action steps within the first ninety-day period. There were eighty-one JPO action steps required by the YES Plan during the second ninety-day supervision period, of which seventy-seven of the action steps were completed. Twenty-one JPO action steps were required by the YES Plan during the third ninety-day supervision period, of which twenty JPO action steps were completed, as required.

Thirty-five youth records indicated the JPO clearly documented face-to-face interactions with youth, parent/guardian, and/or providers. The JPO documented all telephone contacts with the

youth, parent/guardian, and/or providers in each reviewed record. Thirty-five youth records were applicable for the JPO documenting receipt and review of written or verbal reports from collateral sources, such as educational institutions, employers, counselors, and electronic databases. Thirty-three records clearly documented receipt and review of reports and two did not.

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

Thirty-five youth records were reviewed for parent/guardian contact. Thirty-one records were applicable for youth identified as low-risk or moderate-risk to reoffend. Thirty-one of the applicable records documented the juvenile probation officer (JPO) made face-to-face contact with the youth each month during the first ninety-day supervision period, as required. Thirty of thirty-one applicable records documented the JPO made contact with the parent/guardian each month during the first ninety-day period. One was not completed. Four reviewed records were applicable for youth identified as moderate-high risk to reoffend. Each of the four applicable records documented the JPO made face-to-face contact with each youth twice a month during the first ninety-day supervision period, as required. Three of the four records documented contact with the parent/guardian each month during the first ninety-day period. One youth was eighteen years of age or older and parent/guardian contact was not required.

Fifteen reviewed records were applicable for a second ninety-day supervision period. Fourteen of the fifteen records documented the JPO made face-to-face contact with the youth each month during the second ninety-day supervision period for youth identified as low or moderate risk to reoffend. One JPO did not document a contact. Fifteen applicable records documented the JPO made contact with the parent/guardian each month during the second ninety-day period for youth identified as low or moderate risk to reoffend. One record documented the JPO made face-to-face contact with youth twice a month during the second ninety-day supervision period for youth identified as moderate-high risk to reoffend.

Three reviewed records were applicable for a third ninety-day supervision period. Three records documented the JPO made face-to-face contact, as required, with the youth identified as low or moderate risk. Two applicable records documented the JPO made contact with the parent/guardian each month during the third ninety-day supervision period. One youth was eighteen years of age or older and parent/guardian contact was not required. There were no youth identified as moderate-high or high risk to reoffend applicable for a third ninety-day supervision period.

One record documented the JPO made face-to-face contact, as required, with the youth identified as moderate risk to reoffend applicable for a fourth ninety-day supervision period. The one applicable record documented the JPO made contact with the parent/guardian each month during the fourth ninety-day supervision period. There were no youth identified as moderate-high or high-risk to reoffend applicable for a fourth ninety-day supervision period.

**3.08 Ninety-Day Supervisory Reviews****Satisfactory Compliance**

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

Thirty-five youth records were reviewed for a ninety-day supervisory review. Each of the records documented the juvenile probation officer supervisor (JPOS) reviewed the Youth-Empowered Success (YES) Plan. Thirty-one records were applicable for the JPOS to conduct a supervisory case review at least once during the first ninety days of supervision and thirty were completed. One supervisory review was completed ten days late. Thirteen records were applicable for a second supervisory review. All thirteen reviews were completed within the required time frame.

**3.09 CAT Reassessment****Satisfactory Compliance**

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

Thirty-five youth records were reviewed, which included twenty-six probation records and nine post-commitment probation records. Twenty-four youth records were applicable for the completion of a Community Assessment Tool (CAT) Reassessment. Three youth were moderate-high risk to reoffend and twenty-one youth were identified as low or moderate risk to reoffend. A CAT Full Reassessment was completed for each of the three moderate-high youth within 180 calendar days, as required. A CAT Pre-Screen was completed for all twenty-one low and moderate-risk to reoffend youth within 180 calendar days, as required. There were seventeen records applicable for the completion of a CAT Assessments for youth who had a new law violation, new disposition, or pre/post-testing for certain delinquency interventions, and each was completed, as required.

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

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

Thirty-five youth records were reviewed for a ninety-day Youth-Empowered Success (YES) Plan update. Thirty-one reviewed youth records indicated ninety days had passed since the approval of the initial YES Plan. Twenty-five records were applicable for updated requirements. Each of the applicable requirements were updated within the first ninety-day supervision period in the Department's Juvenile Justice Information System (JJIS). Four records were applicable for a Change Goal to be updated in JJIS prior to the first ninety-day YES Plan update, and each was updated, as required. Twenty-seven applicable YES Plans documented target dates were updated in JJIS prior to the first ninety-day YES Plan update. Thirty-one applicable YES Plans were saved in JJIS prior to the first ninety-day JPOS review and at least within ninety days. Seventeen YES Plans were applicable for updates reasonably requiring the input of the youth and parent/guardian and each was documented.

Twenty-three records documented ninety-days had passed since the first ninety-day YES Plan review. All twenty-three applicable youth records documented youth requirements were updated

prior to the second ninety-day YES Plan update. Four reviewed youth records were applicable for Change Goals requiring an update prior to the second ninety-day YES Plan update and each was updated. Twenty-one reviewed YES Plans indicated target dates required updating and each were updated prior to the second YES Plan update. Each of the twenty-three records contained saved YES Plans in JJIS prior to the second ninety-day JPOS review. Eight YES Plans were applicable for updates reasonably requiring the input of the youth and parent/guardian during the second ninety-day supervision period, and each documented input was obtained.

3.11 Termination of Supervision	Satisfactory Compliance
<p><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></p>	

Ten closed records were reviewed for termination of supervision. Documentation in eight of the ten records indicated a progress report was completed when termination was requested. Two youth records were applicable for a loss of jurisdiction and were terminated in court. The juvenile probation officers (JPO) have access to the circuit courts database called the Criminal Justice Information System (CJIS). The circuit’s practice is for JPOs to check the CJIS database at the time of requesting a youth’s termination to ensure a youth has no open warrants or other offenses. In the eight applicable reviewed records, supporting documentation reflected the JPO verified the youth had no additional charges pending or outstanding warrants. Each of the applicable reviewed records reflected the JPO and supervisor reviewed and signed the progress reports prior to submission to the court. Each of the applicable ten records had documentation indicating the JPO updated the Department’s Juvenile Justice Information System (JJIS) within five working days of receipt of the court’s termination order, as required. The ten records further reflected the JPO notified the youth and parent/guardian the youth was no longer under supervision in writing. All ten applicable records contained documentation indicating the date of admission and the date of termination in the youth’s records correlated with JJIS.