

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

Probation and Community Intervention - Circuit 13

Department of Juvenile Justice

(State-Operated)

3012 US Highway 301, Suite 700

Tampa, Florida 33619

Review Date(s): July 28-30, 2020



PROMOTING CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY
IN JUVENILE JUSTICE PROGRAMS AND SERVICES



Rating Definitions

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

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

Review Team

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

Paul Sheffer, Office of Accountability and Program Support, Lead Reviewer (Standards 1, 2, & 3)

Kara Brown, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Brenda Comadore, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Tricia Elliott, DJJ Probation, Circuit 10, Juvenile Probation Officer Supervisor (Standards 2 and 3)

Amanda Nelson, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Stephanie Shay, Office of Accountability and Program Support, Deputy Regional Supervisor (Standards 2 and 3)

Jonathan Thompson, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Program Name: Probation & Community Intervention - Circuit 13
Provider Name: Department of Juvenile Justice
Location: Hillsborough County / Circuit 13
Review Date(s): July 28-30, 2020

MQI Program Code: 1188
Contract Number: N/A
Number of Beds: N/A
Lead Reviewer Code: 118

Methodology

This review was conducted in accordance with FDJJ-2000 (Contract Management and Program Monitoring and Quality Improvement Policy and Procedures), and focused on the areas of (1) Management Accountability, (2) Assessment and Performance Plan, (3) Mental Health and Substance Abuse Services, (4) Health Services, and (5) Safety and Security, which are included in the Residential Standards.

Overall Rating Summary

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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

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Standard 3: Intervention Services Probation and Community Intervention Rating Profile

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

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Program Overview

Probation and Community Intervention - Circuit 13 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 three office locations throughout Hillsborough County in Florida. Detention screening is provided by a contracted provider, Agency for Community Treatment Services (ACTS), who provides twenty-four-hour screening and intake services for juvenile offenders, with security and booking provided by the Hillsborough County Sheriff's Office. The circuit management team consists of a chief probation officer (CPO), one assistant CPO, a government analyst, and a reform specialist. The circuit has nine juvenile probation officer supervisors (JPOS), twenty-one senior juvenile probation officers (JPOs), forty-seven JPOs, one administrative assistant, seven secretary specialists, and one staff 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 Juvenile Justice Community Intervention Services (JJCIS) Pathways, Redirections, and IMPACT through Chrysalis. 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 juvenile assessment center (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 JAC screeners and/or JPOs are required to complete the Detention Risk Assessment Instrument, State Attorney Recommendation, Community Assessment Tool (CAT) Pre-Screens, Massachusetts Youth Screening Instrument – Second Version, and other intake documents. Circuit 13 has an interagency agreement with the State Attorney's Office in the 13th Judicial Circuit which indicates the Department is not required to submit State Attorney Recommendations for recommendations regarding filing in juvenile cases. The agreement also indicates the Department will continue to file recommendations for cases which are recommended for non-judicial handling or those considered for referral to the Criminal Felony Division (Adult Court). 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 senior JPO and nine JPOs.

Standard 1: Management Accountability

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

Circuit 13 hired four new staff during the annual review period. The circuit did not have any new volunteers or interns who began working with the circuit during the annual compliance review period. An initial background screening was completed, which included a review of the staff's criminal history report for each of the four new staff prior to their hire date. Each of the staff received an eligible rating from the Department's Background Screening Unit (BSU), and none required an exemption. Each of the four staff completed the Department's pre-employment screening, with a passing score, prior to their hire. The Annual Affidavit of Compliance with Level Two Screening Standards was completed and submitted to the BSU on January 2, 2020, meeting the annual requirement.

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

The circuit had eleven staff applicable for a five-year background rescreening during the annual compliance review period. A review of the Department's Background Screening Unit (BSU) system found ten of the eleven staff received a background rescreening prior to their anniversary date. The remaining staff had a background rescreening submitted thirty-four days after their anniversary date. Each of the eleven screenings found the staff were eligible with no concerns. The circuit had no volunteers or interns who required a five-year rescreening during the annual compliance review period.

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

There have been no Protective Action Response (PAR) incidents during the 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 four new juvenile probation officers (JPO) during this annual compliance review period. A review was conducted on the staff training records, which were maintained in the Department's Learning Management System (SkillPro). Three of the four staff completed phase one, phase two, and received certifications as a JPO. Each of three staff were certified within 180-days of hire. The remaining staff began on March 27, 2020 and is currently working through phase one of training. This staff is scheduled to attend an upcoming JPO academy and is on target for certification within the 180-day requirement. All pre-service training was documented in the Department's Learning Management System (SkillPro) within thirty-days of completion.

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

Nine staff training records were reviewed for annual in-service training requirements. All nine staff exceeded the required twenty-four hours of in-service training. All nine staff received training in the following required courses: Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, suicide recognition, prevention and intervention training, professionalism and ethics, and active shooter training. Three juvenile probation officer supervisors were included in the sample. A review of the training records reflected each of the staff completed at least eight hours of supervisory training. The circuit provided the annual compliance review team with the Probation Central Region in-service training plan, which was last approved by the Department's Office of Staff Development and Training on January 10, 2020. The circuit has an in-service calendar, which is updated yearly, as changes occur. All in-service training was documented in the Department's Learning Management System (SkillPro). All applicable trainings were entered into SkillPro within thirty-days of training completion.

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

Whenever a reportable incident occurs, the program notifies the Department's Central Communications Center (CCC) within two hours of the incident, or within two hours of becoming aware of the incident.

The circuit had twenty-three reportable incidents reported to the Central Communications Center (CCC) during the previous six months. Five incident reports were reviewed. All five incidents were reported within the required two-hour time frame, upon the reporter gaining knowledge of the incident. Two of the incidents were related to office closures, one was related to a youth death, one was in regard to the COVID-19 pandemic, and one was regarding a staff arrest. The annual compliance review team did not find any documentation relating to any additional reportable incidents which had not been reported to the CCC during the annual compliance review period.

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.

A review of thirty-two youth records found two were applicable for reporting an abuse incident. A review of documentation for these two records indicated the Florida Abuse Hotline was called due to a suspected abuse situation for each youth. A review of all Central Communications Center (CCC) reports, and an interview with the chief probation officer revealed there were no internal incident reports for known or alleged abuse by staff since the last annual compliance review. An interview with the assistant chief probation officer revealed the circuit follows the statewide policy and procedures which require all staff to sign the Employee Code of Ethics upon hiring, by utilizing the electronic Departmental on-boarding program in People First.

Standard 2: Assessment Services

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

Thirty-two records were reviewed. Twenty applicable records were reviewed for the completion of a Community Assessment Tool (CAT) Pre-Screen due to new law violations. The circuit has an interagency agreement with the State Attorney's Office in the 13th Judicial Circuit which indicates the Department is not required to submit State Attorney Recommendations for filing recommendations in juvenile cases. The Community Assessment Tool (CAT) Statewide Business Rules state, "In the instance a SAR is not required, the timeframe to complete the intake conference is more flexible and should be completed while the youth is on intake status." Five of the twenty applicable records did not have a CAT pre-screen assessment completed while the youth was on intake status. Each of these youth had their initial CAT done after being placed on probation supervision. The review of the remaining records confirmed eleven youth had a CAT pre-screen assessment and four had a "Cannot Complete" entry entered prior to disposition. All completed CATs were entered in the Department's Juvenile Justice Information System.

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

Thirty-two records were reviewed, and ten were applicable for the completion of a Community Assessment Tool (CAT) Full Assessment. Each of the ten applicable youth records had a completed CAT Pre-Screen which identified the youth as either moderate-high or high risk to reoffend, were referred for Redirections, or a residential placement was anticipated. Each of the ten youth had an initial CAT Full Assessment completed by the juvenile probation officer (JPO) and each of the assessments was completed prior to the development of each Youth Empowered Success Plan.

2.03 Mental Health/Substance Abuse Screening	Satisfactory Compliance
<i>Whenever a youth is referred to the Department for a new law charge (taken into custody or at-large) or taken into custody and screened for a non-law violation of supervision, staff shall complete the MAYSI-2, and applicable sections of the Suicide Risk Screening Instrument (SRSI) in JJIS.</i>	

Thirty-two records were reviewed, of which nineteen were applicable for the completion of a Massachusetts Youth Screening Instrument, Second Version (MAYSI-2) and a Suicide Risk Screening Instrument (SRSI). All nineteen youth had a MAYSI-2 completed by trained staff, and the results indicated a need for a comprehensive assessment for eighteen of the youth. Twelve of the youth were released to the a parent/guardian, and the results of the MAYSI-2 screening and information regarding a local service provider were provided. Three of the MAYSI-2 instruments indicated an elevated risk of suicide, and the reviewed documentation indicated

each of the youth were placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR).

All nineteen of the applicable youth had a Suicide Risk Screening Instrument (SRSI) completed during the screening process. Each SRSI was found to include completed entries in the screening results section. Nine youth had a positive response, and each of the youth was placed on constant supervision and a suicide risk alert was entered into the Department's Juvenile Justice Information System (JJIS). Four of the youth were released to the secure detention center, and each SRSI had notification to the detention center documented in the screening results section. The remaining five youth at risk for suicide were released to a parent/guardian. Each reviewed record reflected the parent/guardian was notified using the Suicide Risk Screening Parent/Guardian Notification Form.

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

Thirteen of the thirty-two reviewed youth records were applicable for a referral for a comprehensive assessment during the intake process. The reviewed documentation reflected all thirteen youth had a referral made for a comprehensive assessment, and referrals for services were made based on the results of the assessment in each record. The records for three of the detained youth who required a comprehensive assessment reflected one was completed while the youth were in the detention center. A review of documentation reflected the comprehensive assessment was forwarded to the center within fourteen days, as required, for two of the three youth.

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

The circuit has an interagency agreement with the State Attorney's Office in the 13th Judicial Circuit which indicates the Department is not required to submit State Attorney Recommendations for recommendations on filing in juvenile cases. The agreement also indicates the Department will continue to file recommendations for cases which are recommended for non-judicial handling or those considered for referral to the Criminal Felony Division (Adult Court). None of the thirty-two reviewed records were applicable for the completion of a State Attorney Recommendation (SAR); however, the circuit was able to provide six SARs for review. All six of the youth were a straight release from the juvenile assessment center (JAC). Any issues or concerns identified during the screening process were discussed further in the narrative sections of the SAR. Each of the youth were recommended for diversion based on the charges, criminal history, and other relevant information. All of the SARs were found to be completed within the appropriate timeframe and were reviewed by the supervisor before submission.

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.

None of the thirty-two reviewed records were applicable for the completion of a Pre-Disposition Report (PDR). PDRs are only required when ordered by the court, or if the Department is making a recommendation for commitment. The circuit was able to provide six applicable PDRs for review, and each of these youth were recommended for commitment. All six PDRs were completed after the completion of a Community Assessment Tool (CAT) Full Assessment. Each of the PDRs included the treatment recommendations from the comprehensive assessment, and each had the assessment attached to the PDR for review. The recommendations in the PDR reflected the treatment needs identified by the CAT. The reviewed documentation reflected each PDR was submitted to the court at least forty-eight hours prior to the disposition, and each was reviewed by a juvenile probation officer supervisor (JPOS) prior to submission. All six of the PDRs included the results of the commitment staffing as part of the recommendation to the court.

Standard 3: Intervention Services

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

Thirty-two youth records were reviewed for the development of an initial Youth Empowered Success (YES) Plan. Thirty-one of the thirty-two records reflected a new Community Assessment Tool (CAT) was completed after the youth’s placement on probation or release from a residential program and prior to the development of the YES Plan. The remaining CAT assessment was completed after the creation of the YES Plan. Youth and parent/guardian participation in YES Plan development was documented in twenty-eight of the reviewed records. There was no documentation in the remaining four records indicating the youth and parent/guardian participated in the YES Plan development. Twenty-nine youth records were applicable for youth signatures. Twenty-seven youth records indicated the initial YES Plan was signed by the youth within thirty days of disposition or release from a residential program. One YES Plan was signed by the youth two days late and one was signed twenty-five days late. The other three YES Plans were not applicable for youth signatures due to COVID-19 alternative measures, which went in place March 18, 2020. In these records the JPO received a verbal acknowledgement from the youth for all goals in the initial YES Plan. Interviews with circuit staff confirmed these YES Plans will be officially signed by family members when safe to do so. Twenty-five youth records were applicable for parent/guardian signatures. Twenty-three of the records reflected the initial YES Plan was signed by the parent/guardian within thirty days of disposition or release from a residential program. One YES Plan was signed by the parent/guardian twenty-five days late and one YES Plan was signed by the parent/guardian two days late. Four youth records were not applicable for a parent/guardian signature, as the youth were over the age of eighteen. The remaining three records were not applicable due to COVID-19 alternative measures. In these records the JPO received a verbal acknowledgement from the parent/guardian for all goals in the initial YES Plan. Thirty-one youth records indicated the initial YES Plan was signed by the juvenile probation officer (JPO) within thirty days of disposition or release from a residential program. The remaining record indicated the initial YES Plan was signed by the JPO two days late. Thirty-one youth records indicated the initial YES Plan was signed by the juvenile probation officer supervisor (JPOS) within thirty days of disposition or release from a residential program. The remaining record indicated the initial YES Plan was signed by the JPOS two days late. Twenty-eight youth records indicated the youth and parent/guardian were provided with a copy of the YES Plan within ten calendar days of approval. Three youth records did not contain documentation of a copy of the YES Plan was provided to the youth and parent/guardian and one youth record contained a late entry which was completed during the annual compliance review.

3.02 Youth Requirements/Change Goal Elements	Satisfactory Compliance
<i>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).</i>	

Thirty-two records were reviewed, of which ten were identified as moderate-high or high risk to reoffend on the Community Assessment Tool (CAT). Each of the ten applicable youth had a

Community Assessment Tool (CAT) Full Assessment completed, as required. The initial Youth Empowered Success (YES) Plan for each of the youth included a Change Goal. The Change Goal in each YES Plan was found to address one of the youth's top three criminogenic needs identified on the youth's CAT Full Assessment. Three of the youth were identified as high risk to reoffend, which requires the provision of an evidence-based intervention to target one of the youth's top three criminogenic needs. None of the youth were receiving an evidence-based service; however, each record included clear documentation indicating the barrier to services for the youth. The thirty-two reviewed initial YES Plans included 222 interventions and Change Goals. A review of documentation determined 205 contained the intervention plan elements (who and what) for the parent/guardian, 210 included the intervention plan elements (who, what, and how often) for the youth, and 216 included the intervention plan elements (who, what, and how often) for the juvenile probation officer (JPO).

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

Seven of the thirty-two reviewed records were applicable for a Pre-Release Notification (PRN). The documentation in the case notebook module for each of the seven records indicated when the PRN was received, and documented the Discharge Summary from the commitment program. The Department concurred with the proposed release date in all seven records. The juvenile probation officer (JPO) notified the committing judge of the program's intent to release and a plan for aftercare supervision utilizing the Request for Release Letter. Each request letter was submitted, with the PRN and a copy of the program's Release Discharge Summary, within three working days of the receipt of the PRN. One of the youth had a release denied by the court, which was shared with the commitment program within five days of the JPO gaining knowledge of the denial.

3.04 Transitional Planning/Reintegration (Critical)	Satisfactory Compliance
<i>The juvenile probation officer (JPO) will actively participate in the transitional planning process for youth who are being released from a residential program.</i>	

Thirty-two records were reviewed, of which seven youth records were applicable for transition planning requirements. A review of the Departments Juvenile Justice Information System (JJIS) case notebook module reflected the juvenile probation officer (JPO) contacted each youth's parent/guardian each month the youth was in a residential program, with the exception of one monthly contact for one youth. Additionally, the case notes documented the assigned JPO participated in the each youth's intervention and treatment team meetings, with the exception of one treatment team meeting for one youth. There were three occasions in which the JPO missed a scheduled treatment team meeting; however, documentation reflected the JPO followed-up with the program within seventy-two hours to get an update on the youth's progress. There was documentation which indicated the JPO assisted the parent/guardian and program staff, when necessary, to ensure communication was conducive with the youth's successful completion of the program.

Each of the seven reviewed records contained documentation reflecting the JPO participated in the transition conference. All seven youth records also documented the JPO had at least one face-to-face contact with the youth while they were in the residential program or telephone contact when the youth was in a residential program over fifty miles away. Additionally, all seven

youth records had documentation reflecting the JPO participated in the exit conference. A review of the case notes confirmed all seven applicable youth records contained documentation indicating a Community-Based Re-Entry Team (CRT) meeting was held. The reviewed case notes reflected all participants in attendance, as well as the transitional goals for each youth. The CRT meetings were based on the Statewide CRT protocol, which included invitations to all required participants using a Microsoft Outlook Calendar invite fourteen days in advance of the meeting date. In five applicable records, a link for video conferencing was sent to all required participants. CRT case summaries addressed all required items in each of the seven youth records.

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

Six of the thirty-two reviewed youth records were for youth who were already participating in services when their Youth-Empowered Success (YES) Plan was developed. Nineteen of the thirty-two records were found to require a referral for intervention and treatment services. A review of documentation in the nineteen records reflected referrals for services were made within ten calendar days of approval of the YES for eighteen of the records. The remaining referral was made fifty-four days late.

Twenty-two of the twenty-five youth records were applicable for a thirty-day follow-up with the provider. In nineteen of the twenty-two applicable youth records, the juvenile probation officer (JPO) conducted a follow-up with the service provider within thirty calendar days of approval of the YES Plan to verify enrollment and/or initiation of services. Two records reflected follow-up was not completed, and another had follow-up completed sixty-eight days late.

A review of documentation reflected progress reports were received from the service provider in twenty of the twenty-two reviewed records, and the JPO documented a review of the reports in eighteen of the records. Fourteen of the progress reports reflected negative reports and/or participation concerns, and the JPO was found to have followed-up on all fourteen applicable records. All pertinent information was found documented in the case notes.

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

The review of thirty-two initial Youth Empowered Success (YES) Plans found a total of 248 juvenile probation officer (JPO) action steps were required within the first ninety-days of supervision, of which 236 actions were completed.

Eleven of the thirty-two records were applicable for a YES Plan for a second ninety-days. The plans included eighty-eight JPO action steps, and a total of eighty-one actions were completed. Three of the thirty-two records were applicable for a YES Plan for a third ninety-day period. The plans included nineteen JPO action steps, and all nineteen were completed by the JPO. All thirty-two records had documentation reflecting JPO completed face-to-face interactions and telephone contacts with the youth, parent/guardian, and providers, as required.

There were twenty-six records in which the JPO should have reviewed written or verbal reports from collateral sources, such as education institutions, employers, counselors, and electronic databases. This was completed in twenty-five of the applicable records.

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

All thirty-two reviewed records were applicable for youth and parent/guardian contact by the juvenile probation officer (JPO). Probation and Community Intervention began using temporary alternative contacts on March 18, 2020 due to the COVID-19 pandemic. This allowed certain contacts to be made by phone for low and moderate risk to reoffend youth, while video call expectations were put in place for youth who were identified as moderate-high or high risk to reoffend on the Community Assessment Tool (CAT). These alternative measures were taken into account by the annual compliance review team for the review of face-to-face contacts.

During the first ninety-day review period, sixty-nine of the seventy reviewed records required youth face-to-face contacts for low and moderate risk youth, which were completed. For the parent/guardian monthly contacts during the first ninety-day review period, sixty-five of the required sixty-seven contacts were made. For the moderate-high and high risk to reoffend youth, forty-nine of the required fifty-five face-to-face contacts were made. All twenty-four required contacts were made with the parent/guardians of these youth.

During the second ninety-day review period, all of the required thirty-three youth face-to-face contacts for low and moderate risk youth were completed. For the parent/guardian monthly contacts during the second ninety-day review, thirty-two of the required thirty-three contacts were made. For the moderate-high and high risk to reoffend youth, fifteen of the required fifteen face-to-face contacts were made. All ten required contacts were made with the parent/guardians of these youth.

During the third ninety-day review period, each of the two required youth face-to-face contacts were completed for low and moderate risk youth. For the parent/guardian monthly contacts during the third ninety-day review, two of the required two contacts were made. For the moderate-high and high youth risk to reoffend youth, two of the required two contacts were made. The one required contact was made with the parent/guardian of this youth.

There were no required monthly contacts for youth or parent/guardians for the fourth ninety-day review period.

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

Each of the thirty-two applicable youth records were reviewed for documentation indicating the juvenile probation officer supervisor (JPOS) reviewed the Youth Empowered Success (YES) Plans. Thirty-one of the thirty-two records contained documentation indicating the initial YES Plans were reviewed by the JPOS within the thirty-day time frame. The remaining review was completed two days late. Twenty-nine records were applicable for a ninety-day supervisory review. Twenty-seven of twenty-nine applicable records contained documentation reflecting the JPOS conducted a case review at least once during the first ninety-day supervisory period; however, two were completed three days late. There were nine youth records applicable for the JPOS to conduct a supervisory review at least once during the second ninety-day review period. All nine of these reviews were conducted 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.*

Community Assessment Tool (CAT) Reassessments are required every 180-days while a youth is on supervision due to a new law violation, new disposition, and/or pre/post testing for certain delinquency interventions. Twenty-five of the thirty-two reviewed records were applicable for a CAT Reassessment. Nine of youth were identified as moderate-high and/or high risk to reoffend and were on supervision over 180 days. Each of the nine youth had a CAT Reassessment completed, as required. Sixteen of the reviewed youth were identified as low or moderate risk to reoffend on the CAT. Each of the youth had a CAT Reassessment completed after being on supervision for 180 days. Sixteen of the thirty-two reviewed youth had either a new law violation, new disposition, and/or pre/post-testing for certain delinquency interventions. Fourteen of the sixteen youth had a CAT Reassessment completed, as required. The other two were not done.

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.*

Twenty-nine of the thirty-two reviewed records were for youth who had been on supervision at least ninety days since the approval of the initial Youth-Empowered Success (YES) Plan. Eighteen of the twenty-nine applicable YES Plans had youth requirements updated in the Department's Juvenile Justice Information System (JJIS) prior to the first ninety-day YES Plan update. Six records were applicable for a Change Goal modification, and the updates were documented in JJIS for all six records. Twenty-five of the twenty-seven records were applicable for target date revisions which were updated in JJIS prior to the first ninety-day YES Plan update. Twenty-three of the twenty-nine records had a new YES Plan saved in JJIS prior to the first ninety-day juvenile probation officer supervisor (JPOS) review. The remaining six were completed late. Two of these were done completed one day late, while the others were done

twelve, fourteen, fifteen, and thirty-three days late respectively. Fourteen plans required the input of each youth and parent/guardian and all fourteen records clearly documented the discussion.

There were fourteen applicable reviewed youth records where ninety-days had passed since the first ninety-day YES Plan review. Youth requirements and Change Goals were updated in JJIS prior to the second ninety-day YES Plan review for all applicable records. Thirteen of the fourteen YES Plans had the target dates updated in JJIS prior to the second YES Plan update. Twelve of the fourteen records had a new YES Plan saved in JJIS prior to the second ninety-day JPOS review. The remaining two records were completed two and four days late, respectively. Twelve plans required the input of the youth and parent/guardian, and all twelve records had the discussion clearly documented.

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>	

Nine closed youth records were reviewed for termination for youth on probation, conditional release (CR), or post-commitment probation (PCP). Six of the reviewed records were for probation youth, two were CR youth, and one was a PCP youth. All nine records indicated the reason for termination due to completion of sanctions. A review of documentation in all seven probation and PCP records indicated a progress report was completed when termination was requested. Both CR youth were sentenced to juvenile sanctions from adult court. One of the two CR records was applicable for a Pre-Release Notification (PRN) and progress report completion when termination was requested, as the other youth appeared in court for a violation hearing and was terminated in court. A PRN was not completed for the one applicable youth; however, a progress report was completed.

An interview with the circuit’s chief probation officer (CPO) indicated the circuit usually hold hearings for youth who are sentenced back from adult court and the youth are typically terminated in court. Documentation in all eight applicable records indicated the completed progress reports were signed by the supervisor prior to submission to the court. Eight applicable records indicated the juvenile probation officer (JPO) checked with local law enforcement or clerk of courts to determine if there were outstanding warrants or charges for the youth which had not been filed. The remaining record was not applicable, as the youth was terminated in court at a violation hearing.

All nine youth records reflected the JPO updated the Department’s Juvenile Justice Information System (JJIS) within five working days of receiving the court’s termination order. Each record contained written documentation reflecting the JPO notified the youth and parent/guardian the youth was no longer under supervision. A review of the records indicated the court retained jurisdiction on five youth, and the JPO notified each youth and parent/guardian the court may find the youth in contempt for failure to make timely payments and may request they enter a voluntary promissory note for payment. In all nine records, the date of admission and termination documented in the records correlated with JJIS.