

STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE

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

**Probation & Community Intervention Circuit 2**

*Department of Juvenile Justice*

(State-Operated)

2020 Capital Circle SE

32399

Tallahassee, Florida 32399

*Review Date(s): October 6-8, 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:

Waren Garrison, Office of Accountability and Program Support, Lead Reviewer (Standards 1 and 3)

Craig Swain, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Stephanie McKinzie, DJJ Probation, Government Operations Consultant III (Standards 2 and 3)

Juan Youman, Office of Accountability and Program Support, Regional Monitor (Standards 2 and 3)

Program Name: Probation and Community Intervention – Circuit 2 MQI Program Code: 1117  
Provider Name: Department of Juvenile Justice Contract Number: N/A  
Location: Leon County / Circuit 2 Number of Beds: N/A  
Review Date(s): October 6-8, 2020 Lead Reviewer Code: 122

### **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**

<b>Overall Rating Summary</b>
<b>All indicators have been rated Satisfactory and no corrective action is needed at this time.</b>

## 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 2 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 provides services to youth in Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla Counties. The circuit does not provide an official recommendation to the State Attorney; however, the circuit provides recommendations by completing a Pre-Disposition Recommendation (PDR) to the court regarding appropriated sanctions and services for the youth. The Department contracts with Disc Village, Inc. Juvenile Assessment Center (JAC) for the provision of administrative services, detention screening, intake services and security at Leon, Gadsden, Franklin, Wakulla, Jefferson, Liberty, Madison, and Taylor Counties. The JAC provides services twenty-four hours a day, seven days a week. The circuit is comprised of one chief probation officer (CPO), one assistant CPO, one reform specialist, three administrative assistants, one clerk, three juvenile probation officer supervisors (JPOS), three senior juvenile probation officers (SJPO), and eight juvenile probation officers (JPO).

The circuit provides services which include diversion, probation supervision, day treatment, commitment, and transition services. JPOs are responsible for conducting intake and assessment services for all youth presented to the Department with violations of the criminal code. During the intake process, JPOs and/or JAC screeners are responsible for completing the intake wizard in the Department's Juvenile Justice Information System, which captures each youth's demographic information and criminal record. The JPOs and/or JAC screeners are required to complete the Detention Risk Assessment Instrument, State Attorney Recommendation, Community Assessment Tool (CAT) Pre-Screen, Massachusetts Youth Screening Instrument – Second Version, and other intake documents. JPOs are responsible for completing a Youth-Empowered Success Plan for each youth. Youth who are identified with mental health, substance abuse, and/or medical needs are referred by the assigned JPO to appropriate community-based resources. At the time of the annual compliance review, the circuit had six vacant JPO positions. 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>	

According to the circuit's staff roster, twelve staff required a mandatory background screening. The circuit did not utilize any volunteers or interns within the past year. None of the newly hired staff were hired prior to receiving an eligible screening from the Department's Background Screening Unit (BSU).. Three of the applicable staff records contained an exemption from the BSU, as required, prior to working with youth. The circuit administered a pre-employment assessment tool for each newly hired staff. A pre-employment assessment tool with a passing score was documented in each staff record. The circuit provided documentation indicating the Central Communications Center (CCC) Person Involvement Report, the Staff Verification System (SVS), the Florida Department of Law Enforcement (FDLE) Automated Training Management System (ATMS) results, and the personnel record for each staff was reviewed prior to hire. The Affidavit of Compliance with Level 2 Screening Standards was submitted to the BSU on January 6, 2020.

<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 review of the program's staff roster of all applicable staff and volunteers determined four staff were applicable for a five-year background rescreening. A background rescreening was submitted to the Background Screening Unit (BSU) for each staff at least ten business days prior to the five-year anniversary date, as required. All staff received an eligible rating from the BSU.

<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 the 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>	

A review of new employee training records determined nine staff were required to complete Phase One and Phase Two training. Six of the nine staff completed Phase One and Phase Two training within 180 days of hire, as required. The remaining three staff completed training late, where a review of documentation confirmed two of the three staff were granted an extension to complete the required trainings by the North Regional Director for probation. The remaining staff transferred to the circuit from another circuit during the initial 180 days of hire. None of the staff supervised a caseload or had direct contact with any youth prior to completion of all certifications. Each of the nine staff completed the required ninety-six hours for Phase One and 224 hours required training for Phase Two. Each of the nine staff completed training in Protection Action Response (PAR) and certifications in cardiopulmonary resuscitation (CPR) and first aid prior to contact with any youth.

<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>	

Five staff training records were reviewed for training conducted during the last full calendar year. Each staff completed the twenty-four hours of annual required training to include Protection Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, suicide recognition, prevention and intervention, active shooter, and professionalism and ethics. Three of the five staff selected were supervisors. Each supervisor completed the required eight hours of supervisory training in the appropriate areas such as management, leadership, personal accountability, employee relations, communication skills, and fiscal. All training was documented in the Department's Learning Management System (SkillPro) within thirty days of training completion. The program submitted, in writing, a list of in-service training to the Office of Staff Development and Training on December 12, 2019.

**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.*

A review of the Department's Central Communications Center (CCC) revealed the circuit had fifteen incidents reported to the CCC during the previous six months, of which five were reviewed. Each incident was reported within the required two-hour time frame. The incident reports were consistent the Department's requirements. A review of internal incidents/grievances determined no additional incidents should have been reported to CCC.

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

*Any person who knows, or has reasonable cause to suspect, a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined by Florida Statute, or a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care, reports such knowledge or suspicion to the Florida Abuse Hotline.*

The circuit's policy confirmed staff adhere to a code of conduct forbidding staff from using physical abuse, profanity, threats, or intimidation towards youth. All five reviewed staff records contained a signed code of conduct. A review of the Department's Central Communications Center (CCC) reports and an informal interview with the assistant chief probation officer (ACJPO) determined the circuit did not have any staff who knew, or had reasonable cause to suspect, a child was abused. No allegations were made against staff for alleged abuse. There were no indications of abuse not reported to the Florida Abuse Hotline.

## 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>	

Seventeen youth records were reviewed. A review of the Department’s Juvenile Justice Information System (JJIS) determined a new Community Assessment Tool (CAT) was completed for each youth. A Pre-Disposition Report (PDR) was not ordered for any of the youth reviewed.

<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>	

Seventeen reviewed youth records determined three of the youth were identified as moderate-high or high risk to reoffend. Two youth were determined to be a moderate-high risk to reoffend and one youth a high risk to reoffend. Documentation determined each of the three youth received a Community Assessment Tool (CAT) Full Assessment, as required. The remaining youth were identified as low or moderate risk to reoffend on the CAT Pre-Screen and did not require a CAT Full Assessment.

<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>	

Seventeen youth records were reviewed, as the youth were referred to the Department for a new law charge or taken into custody and screened for a non-law violation of supervision. The circuit utilizes a Juvenile Assessment Center (JAC). Each of the youth were administered a Massachusetts Youth Screening Instrument – Version II (MAYSI-2) by a JAC screener. In each record, the MAYSI-2 administered either had all negative responses by the youth or an elevated score. Each youth was referred for a further evaluation. The circuit utilizes JAC screeners to complete the Suicide Risk Screening Instrument (SRSI). Thirteen of the seventeen youth were administered a SRSI and did not have any positive responses on the suicide risk subscales; therefore, the youth were not required to be placed on suicide precautions. The SRSI for each of the youth had completed entries and was signed by the screener. The remaining four youth reviewed did not receive a SRSI, as the JAC screeners who are responsible for the screenings, did not appropriately administer the tool. An interview with the chief probation officer (CPO) revealed the JAC was notified and initiatives have been put in place to correct this and ensure the tool is properly administered. One of the initiatives include a scheduled meeting with the JAC screeners and the probation office to conduct an informal training on the administering of the SRSI. As the deficiencies were identified during the annual compliance review, the frequency of the informal training will be scheduled as needed and one upcoming informal training is scheduled. For example, if the trend non-compliance continues, the circuit will

schedule additional informal trainings. The CPO has compiled a list of each SRSI reviewed during the annual compliance review. The training will focus on the SRSIs reviewed. None of the youth were detained. As reported in the overview, the Department contracts with Disc Village, Inc. JAC for the provision of administrative services, detention screening, intake services and security at Leon, Gadsden, Franklin, Wakulla, Jefferson, Liberty, Madison, and Taylor Counties. The JAC delivers provides services twenty-four hours a day, seven days a week.

<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>	

A review of seventeen youth records found further services were recommended for each of the youth due to the results of the Comprehensive Assessment. A referral for further services was made for each of the youth. None of the youth were held in secure detention. The juvenile probation officers (JPO) did not wait until disposition, but rather immediately referred the youth for services. The JPOs referred the youth to a community-based provider.

<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 has a written agreement with the State Attorney's Office waiving the State Attorney Recommendations (SAR).

<b>2.06 Pre-Disposition Report (PDR)</b>	<b>Satisfactory Compliance</b>
<i>Staff shall prepare the Pre-Disposition Report (PDR) when ordered by the court, detailing the Department's recommendations for disposition and interventions to address needs in the most appropriate, least-restrictive environment reasonably ensuring public safety.</i>	

Seventeen youth records were reviewed. None of the youth records required a Pre-Disposition Report (PDR). In each record, documentation confirmed either the PDR was waived or a plea agreement was reached. Three additional applicable records were reviewed. Documentation in each of the three records determined a PDR was ordered by the court and case notes detailed the Department's recommendations for disposition, as the Department recommended a residential commitment program for each of the youth. In each of the PDRs, the juvenile probation officers (JPO), appropriately, did not attempt to summarize or interpret the Comprehensive Assessment Summary. The PDR included an intervention plan recommending appropriate placement. Case notes determined the youth and parents/guardian were involved with development of sanctions by the JPO, documented recommendation for residential commitment subsequent to a pre-staffing, and staff completed a Community Assessment Tool (CAT). Each PDR was submitted to the court at least forty-eight hours prior to disposition. The JPOs incorporated the recommendations of the Comprehensive Assessment and attached it to the PDR. Each PDR was signed by the juvenile probation officer supervisor (JPOS).

## 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.*

Seventeen youth records were reviewed. Each of the youth were placed on probation, conditional release (CR), or post commitment probation (PCP) supervision. Three youth were identified as moderate-high or high risk to reoffend by the Community Assessment Tool (CAT). The juvenile probation officer (JPO) completed a CAT Full Assessment prior to the development of the initial Youth Empowered Success (YES) Plan for all three applicable youth. The remaining fourteen youth had a CAT Pre-Screen completed prior to the development of the initial YES Plan, as required. The plan was developed within thirty calendar days. The YES plan for each youth was signed by all parties or case notes documented the YES plan was developed, discussed, and agreed by all parties within thirty days. On July 14, 2020, the Department's interoffice memorandum allowed for temporary supervision and intervention alternatives in the wake of the COVID-19 pandemic, and to incorporate the Department of Health guidelines for the prevention of the spread of COVID-19. Case notes clearly delineated the youth and parents/guardians participated in the development of the YES Plan for each youth record reviewed.

### **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).*

Seventeen youth records were reviewed. All court-ordered sanctions relevant to the youth needs were documented in the Department's Juvenile Justice Information System (JJIS). Each of the youth requirements contained at least one specific action step for the youth, parent/guardian, and juvenile probation officer (JPO). Action steps for each youth clearly delineated the actions to be taken and frequency. Three youth were identified as moderate-high or high risk to reoffend by the Community Assessment Tool (CAT). The remaining fourteen youth were identified as low or moderate risk to reoffend on the CAT. The three moderate-high or high risk to reoffend youth each had at least one of the top three criminogenic needs addressed, included an evidence-based intervention, and each had specific action steps for the Change Goal addressed. All seventeen youth records revealed the Change Goals and evidence-based interventions for each youth were completed and addressed, as required. Case notes documented the development of a new Change Goal as the youth completed previous goals.

### **3.03 Pre-Release Notification (PRN)**

**Satisfactory Compliance**

*For all youth being released from a residential program, a Pre-Release Notification (PRN) shall be completed and submitted to the courts for approval.*

A review of seventeen youth records determined five youth were applicable for a Pre-Release Notification (PRN), as the youth were placed on post-commitment probation (PCP) or

conditional release (CR) supervision. Each of the five youth were released from a residential program and a PRN was completed and submitted to the courts for approval. The Department's Juvenile Justice Information System (JJIS) case note module clearly documented receipt of the PRN for each of the youth. In each record, the Department concurred with the youth regarding the proposed release date and a plan for aftercare release. The juvenile probation officer (JPO) provided all appropriate documentation to the judge within three working days of receipt of the PRN for each of the five applicable youth reviewed.

<b>3.04 Transitional Planning/Reintegration (Critical)</b>	<b>Satisfactory Compliance</b>
<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>	

A review of seventeen youth records determined five youth were applicable for transitional planning/reintegration, as the youth were placed on post-commitment probation (PCP) or conditional release (CR) supervision subsequent to the release from a residential program. The Department's Juvenile Justice Information System (JJIS) case notebook module was utilized to determine the outcome of compliance. Documentation included monthly treatment team meetings, monthly telephone contacts with youth's parent/guardian, and conducting a Community Re-Entry Team (CRT) meetings. The juvenile probation officer (JPO) completed CRT meeting notifications to all required participants utilizing Microsoft Outlook Calendar, fourteen calendar days in advance of the youth's scheduled CRT meeting. Case notes determined planning began at the commitment conference.

<b>3.05 Referrals for Intervention and Treatment Services (Critical)</b>	<b>Satisfactory Compliance</b>
<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>	

A review of seventeen youth records determined each youth was appropriate for mental health and/or substance abuse treatment service(s) based upon the youth's Comprehensive Assessment findings and recommendations. Case notes determined the juvenile probation officers (JPO) made direct referrals to the service providers within ten calendar days of the approval of the YES Plans. Case notes determined the JPOs contacted the service provider within thirty calendar days of the approval of the YES Plan for sixteen youth. For the remaining youth, the JPO noted difficulties contacting the youth and did not follow-up with the referral within the required time frame. Case notes determined the JPO did not contact the service provider within thirty calendar days of the approval of the YES Plan for the one youth. Documentation determined the follow up for the one youth was completed approximately sixty days late. For the remaining sixteen youth records, case notes determined the JPOs documented referrals for services, follow-ups with the service providers, youth, and parents/guardians, and any other related contacts with-in the required time frame. Case notes determined the JPO documented the referral information for services identified in youth

requirements and the goals, as the information was shared with the parents/guardians and youth.

<b>3.06 YES Plan Implementation/Supervision</b>	<b>Satisfactory Compliance</b>
<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>	

A review of seventeen youth records determined the juvenile probation officers (JPO) were required to complete 226 youth requirements on the Youth Empowered Success (YES) Plan sanctions and other intervention services, such as requiring to monitor curfew once in a ninety day period or contact the youth and parent/guardian once in a ninety day period. Case notes reflected the JPOs monitored these requirements 548 times, 322 more times than the required 226. Often, the JPO was required to monitor the youth's compliance with court-ordered sanctions once in a ninety-day period; however, the JPO documented sanctions were monitored twice or three times in a ninety-day period. One ninety-day period did not note the JPO monitored the youth's compliance with one sanction, as required by the YES Plan.

A review of the YES Plan sanctions, case notes, and other intervention services determined the JPOs monitored these requirements, as required. The JPOs updated the previous CAT assessment, when applicable, for each youth reviewed. The initial YES Plans were developed and signed or agreed to within thirty calendar days of the disposition. On July 14, 2020, the Department's interoffice memorandum allowed for temporary supervision and intervention alternatives in the wake of the COVID-19 pandemic, and to incorporate the Department of Health guidelines for the prevention of the spread of COVID-19. The case notes reflected each of the youth and parent(s)/guardian(s) participated in the development of the YES Plan and the JPO explained the importance of compliance.

Three of the youth were identified as moderate-high or high risk to reoffend and the remaining fourteen youth were identified as low or moderate risk to reoffend. Each of the three moderate-high or high risk to reoffend youth records each documented at least one of the top three criminogenic needs addressed and the YES Plan included the Department's recognized interventions or evidence-based practices. Case notes determined all of the youth and parents/guardians were informed of the importance of complying with the YES Plans. Each record documented a copy of the approved YES Plan was provided to the youth and parent/guardian within ten calendar days of approval.

<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>	

Seventeen youth records were reviewed. A review of case notes in each record determined during the initial 180-days of supervision, as well as the post 180-days, the youth' supervision was maintained, as according to each of the youth's risk to re-offend level, and a contact with the youth's parent/guardian occurred monthly. Documentation included an array of contacts made at youth reporting centers, the youth's home, school, probation office, or other community-based settings; however, post February 2020, the majority of all contacts were maintained utilizing Department-issued mobile device applications and resources such as

FaceTime, video conferencing, e-mail, and text. On July 14, 2020, the Department's interoffice memorandum allowed for temporary alternatives in the wake of the COVID-19 pandemic, and to incorporate the Department of Health guidelines for the prevention of the spread of COVID-19. At a minimum, one contact with the youth's parent(s)/guardian(s) was completed monthly for each of the youth.

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

A review of seventeen youth records determined a supervisory case review, at least once every ninety calendar days, was required for each youth. Each youth record documented a supervisory case review was completed. Thirty-two of the thirty-four supervisory reviews were completed within thirty days of Youth Empowered Success (YES) Plan approval, as documented by case note entered by the juvenile probation officer supervisor (JPOS) in the case notebook module indicating a formal supervisor review was conducted. A review of documentation for the remaining two supervisory reviews indicated a formal supervisory review was conducted within thirty-three days for one youth and within four months for the remaining youth.

<b>3.09 CAT Reassessment</b>	<b>Satisfactory Compliance</b>
<i>Staff complete CAT Reassessments for youth on probation, conditional release, and post-commitment probation.</i>	

Each of the seventeen reviewed youth records documented the youth received a Community Assessment Tool (CAT) Reassessment within the required timeframe and when deemed appropriate, based the youth's progress with the Youth Empowered Success (YES) Plan sanctions and goals. Some reassessments were conducted by the juvenile probation officers (JPO) to address non-compliance of curfew by the youth, and at other times the JPO updated the plan to reflect a new provider for services. The CAT Pre-Screen was not used in lieu of the CAT Full Assessment.

<b>3.10 Ninety-Day YES Plan Updates</b>	<b>Satisfactory Compliance</b>
<i>Staff adjust the YES Plan to reflect any new needs and progress made during the course of supervision. Staff must make necessary updates to youth requirements and 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.</i>	

A review of seventeen youth records determined each youth required an updated Youth Empowered Success (YES) Plan within the ninety days and sixteen youth required a second update. The juvenile probation officers (JPO) generated a new YES Plan in the Department's Juvenile Justice Information System (JJIS) every ninety days, as required. The JPOs updated all target dates, youth requirements, and goals in JJIS prior to the supervisory case review in each record reviewed.

**3.11 Termination of Supervision****Satisfactory Compliance**

*The JPO requests termination for youth on probation, conditional release, or post-commitment probation upon successful completion of court-ordered sanctions and substantial compliance with restitution and/or court fees. Termination must also be requested if the Department is losing jurisdiction because the youth has reached the maximum age provided in statute or based on the maximum period of supervision applicable to the charge.*

Ten closed records were reviewed for termination of supervision. A progress report to request termination was completed for each youth. The juvenile probation officers (JPO) documented each of the youth exhibited substantial compliance. The Department's Juvenile Justice Information System (JJIS) Community Assessment Tool (CAT) module was utilized to demonstrate changes in criminogenic needs and/or protective factors for each moderate-high or high risk reoffend youth. The JPOs verified the amount of restitution paid with the clerk of court, when applicable, for each youth. At a minimum, the JPOs checked with the sheriff and police department of the youth's home counties to determine if there were outstanding warrants or charges. The circuit utilized the Comprehensive Case Information System (CCIS) to ensure the youth was appropriate for termination. Documentation reviewed in each record indicated the JPOs notified the youth and parents/guardians, in writing, informing them the youth was no longer under supervision with the Department. None of the youth were applicable for a loss of jurisdiction.