

STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

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

**Probation & Community Intervention Circuit 3
Department of Juvenile Justice"]
(State-Operated)
690 E. Duval St
[Lake City], Florida 32055**

Review Date(s): August 18-20, 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:

Craig Swain, Office of Accountability and Program Support, Lead Reviewer (Standards 1 & 3)

Laura Buen, Office of Accountability and Program Support, Administrative Assistant II (Standard 3)

Jill Foy, Office of Accountability and Program Support, Regional Monitor (Standards 2 & 3)

Lea Herring, Office of Accountability and Program Support, Regional Monitor (Standards 2 & 3)

Program Name: Probation Circuit 3
Provider Name: Florida Department of Juvenile Justice
Location: Columbia, Dixie, Hamilton, Lafayette, Madison, Suwanee, Taylor
County / Circuit 3
Review Date(s): August 18-20, 2020

MQI Program Code: 1178
Contract Number:
Number of Beds:
Lead Reviewer Code: 169

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	Non-Applicable
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 3 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 Columbia, Dixie, Hamilton, Lafayette, Madison, Suwanee, or Taylor counties. The circuit does not have a Juvenile Assessment Center (JAC). The circuit utilizes the JAC in Circuit 2 (Leon County) and the JAC in Circuit 8 (Alachua County). At the time of the annual compliance review, the circuit had a vacancy for one juvenile probation officer (JPO).

During the intake process, JPO 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. JPOs are responsible for completing all intake and assessment services for all youth presented to the Department with a new law violation and/or non-law violation of probation. The JPOs and/or JAC screeners are required to complete the Detention Risk Assessment Instrument, Community Assessment Tool (CAT) screening, Massachusetts Youth Screening Instrument – Second Version, and other intake documents. The circuit has an established agreement with the State Attorney's Office, which waves all State Attorney Recommendations from the circuit probation office.

The JPOs are responsible for completing a Youth-Empowered Success Plan for each youth under supervision. 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's management team consisted of one chief probation officer (CPO), one assistant CPO, one reform specialist, two juvenile probation officer supervisors (JPOS), two senior JPOs, eleven JPOs, and one administrative assistant. The circuit provides services which include, probation supervision, commitment, and transition services. In compliance with the Centers for Disease Control and Prevention (CDC) guidelines regarding the COVID-19 pandemic, and at the request of the Department, this annual compliance review was conducted off-site.

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>	

The circuit has a policy and procedures in place which ensures all new employees, volunteers, and interns undergo a level two background screening prior to hire. The staff roster was reviewed and determined the circuit did not have any volunteers or interns since the last annual compliance review; however, one new employee was hired. Documentation confirmed all pre-employment screenings were completed including, but not limited to, a background screening prior to hiring the new employee. On December 10, 2019, the Annual Affidavit of Compliance with Level 2 Screening was approved by the Department's Background Screening Unit, 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 has a policy and procedures in place to ensure all employees and volunteers receive a five-year background rescreening prior to the employee's five-year anniversary. A review of the staff roster was completed and determined two employees were eligible for a five-year background rescreening since the last annual compliance review. The circuit completed both background rescreenings at least one month prior to the employee's five-year re-screenings and the Department's Background Screening Unit granted an eligible clearance prior to the employee's anniversary date.

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 this annual compliance review period; therefore, this indicator rates as non-applicable.

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

The circuit had one staff who was applicable for pre-service training during the annual compliance review period. The Office of Staff Development and Training granted the staff a ninety-day extension to complete certification training and the staff completed required pre-service trainings, including Phase One and Two. All trainings were entered into the Department's Learning Management System (SkillPro) within thirty days of training 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>	

Five in-service staff training records were reviewed, two of which were for supervisors. Each staff exceeded twenty-four hours of required in-service training, ranging from ninety-seven to twenty-one additional hours. Each of the staff completed all the required trainings, as outlined by the Department. Each of the two reviewed supervisory staff records documented the staff exceeded the additional required eight hours of supervisory training. The North Region Probation Annual Training Plan, which includes Circuit 3, was submitted to and approved by the Department's Office of Staff Development and Training on December 19, 2019. All trainings were entered into the Department's Learning Management System (SkillPro) within thirty days of training completion.

1.06 Incident Reporting (CCC) (Critical)	Non-Applicable
<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>	

There have been no Central Communications Center (CCC) incidents within the last six months outside of the COVID-19 pandemic; therefore, this indicator rates as non-applicable.

1.07 Abuse-Free Environment (Critical)	Satisfactory Compliance
<p><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></p>	

The circuit maintains a policy and procedures which requires all staff to sign the Department's Code of Ethics and Personal Responsibility Procedures. The circuit has information displayed throughout the complex informing staff, youth, and visitors of the telephone numbers for the Florida Abuse Hotline. An interview with the assistant chief probation officer (ACPO) and a review of Central Communications Center (CCC) reports, found there were no allegations of abuse reported during the annual compliance review period. A review of eleven youth records did not support indications of abuse not reported to the Florida Abuse Hotline.

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>	

A review of eight youth records found each youth was eligible for a Community Assessment Tool (CAT). Two of the eight were completed within the required timeframe. One of the remaining six records was marked "Cannot Complete" and another was completed two days late. The remaining four youth records had incomplete CATs during the intake process. In one of the incomplete records, the circuit did not have time to complete the CAT while the youth was in intake status due to the court placing the youth on probation during the arraignment hearing. The circuit was informed of the youth's charges the day of court. In the second incomplete youth record, documentation provided showed the COVID-19 pandemic interfered with the proper handling of this case and did not allow the staff to receive adequate training on the CAT. The circuit did not provide a response for the remaining two youth records. The results of the CATs were documented in the Department's Juvenile Justice Information System (JJIS) after each youth was referred to the Department for a new law charge or for a non-law violation of supervision.

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>	

Eight youth records were reviewed for a Community Assessment Tool (CAT) Full Assessment. Based on the CAT Pre-Screen, none of the youth were identified as moderate-high or high risks to reoffend.

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>	

A review of eight youth confirmed each received a mental health and substance abuse screening in the form of an administered Massachusetts Youth Screening Instrument – Second Version (MAYSI-2). The screenings were completed within the Department of Juvenile Justice Information System. A review of six staff training records confirmed each staff completed the Department's training specific to its administration of the MAYSI-2.

Six of the eight records were applicable for a comprehensive assessment after receiving an elevated score on the MAYSI-2. Each applicable youth was referred for services and the parents/guardians were informed of the MAYSI-2 results and provided additional information concerning the services.

Three of the eight youth records reviewed were applicable for a Suicide Risk Screening Instrument (SRSI) form (MHSA 002) upon intake. In each record, a suicide alert was entered into the Department's Juvenile Justice Information System (JJIS) and two youth were referred for further services within the juvenile detention center. Each applicable youth was referred for services and the parents/guardians were provided the SRSI results and provided additional information concerning the services.

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>	

Eight records were reviewed, of which six were applicable for a Comprehensive Assessment. The juvenile probation officer (JPO) referred the youth for Comprehensive Assessments. Referrals for services were made based on the recommendations of the Comprehensive Assessment in five of the six youth records. The remaining youth remained in secure detention and the JPO forwarded the assessment to the detention center within fourteen days of completion.

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>	

On March 26, 2018, the circuit entered into a five-year agreement with the State Attorney's Office (SAO) in the 3rd Judicial Circuit to wave the responsibility of the circuit to complete State Attorney Recommendations (SAR), unless requested by the SAO. The SAO did not request a SARs for any of the youth.

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

Eight youth records reviewed for a Pre-Disposition Report (PDR). None of the records were applicable for a PDR, as the PDRs were waived by the courts or a plea agreement reached.

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>	

Eleven youth records were reviewed and applicable for a Youth Empowered Success (YES) Plan. In each of the eleven youth records, the youth had a Community Assessment Tool (CAT) completed prior to the development of the YES Plan. In each youth record reviewed, the youth, parent/guardian, and the juvenile probation officer (JPO) participated in the development of the YES Plan. Ten of the eleven YES Plans reviewed, documentation confirmed the YES Plans were signed by the youth, parents/guardians, and JPOs and were approved by the JPO supervisor within thirty days of disposition. The remaining YES Plan was signed three days late by the youth, parent/guardian, and JPO, and approved five days late by the JPO supervisor. Nine of the eleven reviewed youth records indicated the youth and parents/guardians were provided a copy of the YES Plan after it was approved.

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>	

A review of eleven youth records found ten youth were identified as either low or moderate risk to reoffend on the Community Assessment Tool (CAT). The remaining youth was identified as either moderate-high to reoffend on the Full CAT. None of the youth's top three criminogenic needs were incorporated in the Youth Empowered Success (YES) Plan as a Change Goal. However, one of the youth's top three criminogenic needs was addressed as a youth requirement through counseling. There was a total of twenty-four youth requirements in the initial YES Plans, twenty-three of which contained the elements who, what, and how often for the youth, parent/guardian, and the juvenile probation officer (JPO). The remaining youth was eighteen years old and did not require the involvement of a parent/guardian on the YES Plan. Twenty-four youth requirements in the initial YES Plan provided appropriate target dates for completion.

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>	

Three of the eleven records reviewed were applicable for a Pre-Release Notification (PRN). Each of the three youth were released from a residential program and a PRN was completed and submitted to the court for approval. The Department's Juvenile Justice Information System (JJIS) case note module clearly documented receipt of the PRN for each youth. The circuit did not object to any of the PRN submitted by the residential programs. In two of the three records, the circuit notified the court within three days of receiving the PRN. In the remaining youth's case notes, the circuit submitted the PRN over ten days late due to the juvenile probation officer

being on leave when the PRN was received. Each of the three records documented the JPO delivered all appropriate documentation to the judge.

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>	

Three of the eleven records reviewed were applicable for a transitional planning. The Department's Juvenile Justice Information System (JJIS) case notebook module clearly documented the circuit maintained monthly contact with the youth's parents/guardians, program staff, and youth during the time the youth were in the program. All three records showed the juvenile probation officer (JPO) participated in monthly interventions/treatment team meetings, transition, and exit conferences. In all three youth records, case notes documented an Internal Staffing/Community Re-entry Team Meeting (CRT) was held based on the Statewide Community Re-entry Team Protocol. Each youth record also documented the JPO's efforts and role in the CRT meetings, and invitations to all required parties.

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

Three of the eleven reviewed youth records were applicable for referrals for intervention and treatment services. Each of the three applicable records contained documentation of referrals for services were made within ten calendar days of approval of the Youth Empowered Success (YES) Plan. In each youth record, the juvenile probation officer (JPO) followed-up with the provider within thirty calendar days of the approval of the YES Plan. Each of the records documented the JPO followed-up with the provider and youth concerning compliance and progress reports.

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

Eleven youth records were reviewed, and each was applicable for a Youth Empowered Success (YES) Plan. In each of the youth records, a Community Assessment Tool (CAT) was completed prior to the development of the initial YES Plan. Each YES Plan was developed within thirty calendar days of disposition to probation or post-commitment probation, and was signed by all parties, including the youth, parent/guardian, juvenile probation officer (JPO), and JPO supervisor. Documentation confirmed the youth and parent(s)/guardian(s) participated in the

development of action steps and target dates for the completion of all sanctions and goals. In nine of eleven youth record, documentation confirmed a copy of the approved YES Plan was provided to the youth and family within ten calendar days of approval. All records documented all case activities, including face-to-face interactions and telephone contacts with the youth, parent/guardian, and providers, and reviews written or verbal reports from collateral sources.

Eleven youth records were reviewed for YES Plan implementation during the first ninety days of supervision. Documentation provided showed there were a total of fifty-seven action steps required by the circuit; however, the circuit exceeded the expectations by completing 103 action steps within the first ninety-day review period. In each youth record, a new YES Plan was developed prior to the juvenile probation officer supervisor completing the required ninety-day supervisor reviews.

Six of the eleven youth records were applicable for a second ninety-day review. Documentation provided showed there were a total of twenty action steps required by the circuit; however, the circuit exceeded the expectations by completing thirty-seven action steps within the second ninety-day days review period. Each youth record documented a new YES Plan was developed prior to the JPO supervisor's required ninety-day supervisor reviews. None of the youth reviewed had a third ninety-day supervisor review completed.

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>	

Each of the eleven youth records reviewed were applicable for youth and parent/guardian contact. In all reviewed youth records, documentation revealed the juvenile probation officer (JPO) met the required monthly contacts with the youth and parent/guardian during each applicable ninety-day review period.

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

Eleven youth records were reviewed, each youth record was applicable for ninety-day supervisory reviews. Each of the eleven youth records contained a supervisory note initiating the ninety-day review period. Documentation confirmed the juvenile probation officer supervisor (JPOS) conducted a supervisory case review in each youth record at least once every ninety calendar days for each applicable review period, while the youth is under supervision (probation or post-commitment probation).

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

Eleven youth records were reviewed, each of the youth records were applicable for a Community Assessment Tool (CAT) Reassessment. Reviewed documentation confirmed nine of the eleven youth records contained a CAT Reassessment which was completed, as required, and within the required timeframe. The remaining two youth records documented the CAT

Reassessment was completed, as required; however, one was ten days late and the other was two days late.

3.10 Ninety-Day YES Plan Updates	Satisfactory Compliance
<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>	

Each of the eleven reviewed youth records were applicable for Youth Empowered Success (YES) Plan updates. Each of the eleven youth records documented the juvenile probation officer (JPO) made the necessary updates to the youth requirements, target dates, and Change Goals in the Department's Juvenile Justice Information System prior to the supervisory case review. The updates included closing completed or terminated sanctions and goals, updating action steps for pending sanctions and goals to reflect the youth's progress, or adding sanctions or goals to address additional needs identified during the course of supervision.

3.11 Termination of Supervision	Satisfactory Compliance
<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>	

Nine closed records were reviewed for termination of supervision. Documentation provided confirmed the circuit checked with local law enforcement for any outstanding warrants or pending charges for each youth prior to requesting termination. Each record contained a progress report which was submitted to the court requesting termination. In each record, the Department's Juvenile Justice Information System (JJIS) was updated within five days of receipt of the termination orders and the juvenile probation officers (JPO) provided the youth and parent/guardian a copy of the termination orders. In each record, the dates for admission and termination correlated with JJIS. None of the youth reviewed were applicable for loss of jurisdiction.