

STATE OF FLORIDA  
DEPARTMENT OF JUVENILE JUSTICE

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

**Probation and Community Intervention - Circuit 5**  
*Department of Juvenile Justice*  
(State-Operated)  
21 North Magnolia Avenue  
Ocala, Florida 34475

*Review Date(s): September 17-19, 2019*



PROMOTING CONTINUOUS IMPROVEMENT AND ACCOUNTABILITY  
IN JUVENILE JUSTICE PROGRAMS AND SERVICES



## Rating Definitions

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

<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:

Jennifer Schad, Office of Program Accountability, Lead Reviewer (Standards 1 and 3)

Amy Hutto, Office of Program Accountability, Regional Monitor (Standards 2 and 3)

Dennie Ledford, DJJ Probation, Circuit 8, Senior Juvenile Probation Officer (Standards 2 and 3)

Ann McKinnon, DJJ Probation, Circuit 4, Juvenile Probation Officer Supervisor (Standards 2 and 3)

Stephanie McKinzie, DJJ Probation, Statewide Training Coordinator (Standards 2 and 3)

Daniel Merrithew, DJJ Probation, Circuit 7, Chief Probation Officer (Standards 2 and 3)

Jeanna Spellers, DJJ Probation, Circuit 7, Senior Juvenile Probation Officer (Standards 2 and 3)

Program Name: Probation and Community Intervention - Circuit 5  
Provider Name: Department of Juvenile Justice  
Location: Marion County / Circuit 5  
Review Date(s): September 17-19, 2019

MQI Program Code: 1180  
Contract Number: NA  
Number of Beds: NA  
Lead Reviewer Code: 143

### **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**

<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

Circuit 5 Probation and Community Intervention 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 five office locations throughout Marion, Citrus, Hernando, Lake, and Sumter Counties in Florida. The circuit also has a screening unit located near the Marion Regional Juvenile Detention Center. The circuit team consists of one chief probation officer (CPO), one assistant CPO, one reform specialist, seven juvenile probation officer supervisors (JPOS), eight senior juvenile probation officers (SJPO), thirty-eight juvenile probation officers (JPO), four other personnel services (OPS), six secretary specialists, and one administrative assistant. The circuit provides services which include diversion, probation supervision, commitment, and transition services. The circuit also utilizes specialized services including evidence-based programming and promising practices, such as, Redirections and Progressus which utilize cognitive behavioral therapy, family functioning therapy, and trauma therapy. 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, the 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 screeners are also required to complete the Detention Risk Assessment Instrument, State Attorney Recommendation, Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT), Suicide Risk Screening Instrument (SRSI), and Massachusetts Youth Screening Instrument – Second Version (MAYSI-2). 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 two OPS and one JPO vacancies.

## Standard 1: Management Accountability

<b>1.01 Initial Background Screening (Critical)</b>	<b>Satisfactory Compliance</b>
<p><i>Background screening is conducted for all Department employees and volunteers and all contracted provider and grant recipient employees, volunteers, mentors, and interns with access to youth and confidential youth records. A contract provider may hire an employee to a position which requires background screening before the screening process is completed, but only for training and orientation purposes. However, these employees may not have contact with youth or confidential youth records until the screening is completed, the rating is eligible, and the employee does not demonstrate he or she exhibits any behaviors which warrant the denial or termination of employment. An Annual Affidavit of Compliance with Level 2 Screening Standards is completed annually.</i></p>	

Since the last annual compliance review, the circuit hired twelve new staff, ten juvenile probation officers (JPO) and two secretary specialists. Each staff had a background screening completed prior to their hire date with each receiving an eligible rating from the Department's Background Screening Unit (BSU). All ten JPOs completed a pre-employment assessment tool and received a passing score, documented in the employment record. An Annual Affidavit of Compliance with Level 2 Screening Standards was completed and submitted to BSU on January 10, 2019, meeting the annual requirement. An interview with the circuit administration confirmed an employment history and employment verification is completed through the Human Resources Employment System (HRES).

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

Since the last annual compliance review, five staff were eligible for a five-year background screening with the Department's Background Screening Unit (BSU). Each staff had a rescreening completed with an eligible rating from the BSU prior to their anniversary hire date.

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

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



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

Five staff training records were reviewed for pre-service/certification training of juvenile probation officers (JPO). Each staff completed all required pre-service training, including phase one and phase two. Two staff were certified within 180 days of hire. Three staff were certified outside of the 180 days; one by seven days, one by three weeks, and one by six weeks. Two of the staff were in the JPO academy at the 180<sup>th</sup> day. None of the three staff had documentation a request for an extension of time was requested. All training was documented in the Department's Learning Management System (SkillPro).

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

Nine staff training records were reviewed for in-service training to include three juvenile probation officer supervisors (JPOS). Each training record had documentation of staff exceeding the required twenty-four hours of training, with staff completing between forty-five and 124 training hours for the 2018 calendar year. Each training record documented the mandatory trainings for Protective Action Response (PAR), cardiopulmonary resuscitation (CPR), first aid, suicide recognition, prevention, and intervention, ethics, and active shooter training. Each JPOS completed between ten and eighteen hours of supervisory training, exceeding the eight-hour requirement. Supervisory training topics included management, leadership, personal accountability, employee relations, communications, and fiscal training. All training was documented in the Department's Learning Management System (SkillPro). The North Region Probation annual training plan, which includes Circuit 5, was signed by the Office of Staff Development and Training on January 24, 2019. The circuit maintains an annual in-service training calendar with monthly training topics which is updated as changes occur.

<b>1.06 Incident Reporting (CCC) (Critical)</b>	<b>Satisfactory Compliance</b>
<i>Whenever a reportable incident occurs, the program notifies the Department's Central Communications Center (CCC) within two hours of the incident, or within two hours of becoming aware of the incident.</i>	

There were nineteen incidents reported to the Central Communications Center (CCC) within the last six months. Five incidents were reviewed. Each incident was reported within two hours of the incident occurring or the circuit becoming aware of the incident. There was no evidence of any additional incidents or grievances which should have been reported to the CCC.

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

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

A review of youth records and other documentation found no evidence of any abuse allegations made against any staff in the circuit and there was no evidence of instances of suspected abuse not being reported. The circuit maintains documentation of incidents concerning alleged child abuse or child neglect being reported to the Florida Abuse Hotline. Five of the incidents were reviewed and found each allegation was accepted by the Florida Abuse Hotline. None of the allegations required a call to the Central Communications Center (CCC). The circuit ensures youth have unimpeded access to self-report alleged abuse. Observations of the area used by youth in the circuit office had postings of the Florida Abuse Hotline number. All staff receive training upon hire on the Department's Code of Conduct and sign the Department's Receipt of Employee Handbook and Oath of Loyalty form which acknowledges their receipt of the code of conduct.

## **Standard 2: Assessment Services**

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

Thirty-nine youth records were applicable for a Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT) Pre-Screen to be completed during the intake process. Thirty-six PACT/CAT pre-screens were completed. Two records documented a cannot complete PACT/CAT and one record did not have a PACT/CAT completed.

<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>	

Six youth records were applicable for a Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT) Full Assessment for youth who identified as a moderate-high or high-risk to reoffend, were referred for Redirections services, or where a residential placement was anticipated. All six records documented a PACT/CAT Full Assessment was completed, as required.

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

Thirty-nine youth records were reviewed for Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT) Reassessments. Five records were applicable for youth identified as a moderate-high or high risk to reoffend according to the PACT/CAT, and documented a reassessment was completed at least once every 180 calendar days, as required. Twenty-five records were applicable for youth identified as low or moderate risk to reoffend and documented a reassessment completed at least once every 180 calendar days, as required. Eight records applicable for youth identified with a new law violation, a new disposition, or as pre/post testing for certain delinquency interventions, had a PACT/CAT Reassessment completed, as required.

<b>2.04 Mental Health/Substance Abuse Screening</b>	<b>Satisfactory Compliance</b>
<i>Whenever a youth is referred to the Department for a new law charge (taken into custody or at-large) or taken into custody and screened for a non-law violation of supervision, staff shall complete the MAYSI-2, and applicable sections of the Suicide Risk Screening Instrument (SRSI) in JJIS.</i>	

Thirty-two of thirty-seven youth records documented a Massachusetts Youth Screening Instrument – Version 2 (MAYSI-2) was completed. Twenty of twenty-three records documented a need for a comprehensive assessment based on an identified need from the MAYSI-2. Ten of fourteen applicable records documented the parents/guardians were provided the results of the

screening and were given information as to the location of the comprehensive assessment provider. Thirty-five of thirty-seven MAYSI-2 assessments were administered in the Department's Juvenile Justice Information System (JJIS) by a staff member who completed the required training to administer the assessment. For seven youth whose MAYSI-2 indicated an elevated suicide risk subscale, the youth were placed on suicide precautions and referred for an Assessment of Suicide Risk (ASR). Thirty-one of thirty-five records applicable for a Suicide Risk Screening Instrument (SRSI) documented the form was completed, signed by the juvenile probation officer (JPO) completing the SRSI, and contained completed entries including the summary and recommendations in the screening results sections. Ten SRSI assessments documented a need for further assessment. For eight of the nine youth who remained in the custody of the Department, the youth were placed on suicide precautions and referred to the mental health department for an ASR. Each SRSI documented the detention center was notified. For nine of ten youth who were released to their parent/guardian, a Suicide Risk Screening Parent/Guardian Notification Form was provided to the parent/guardian and filed in the youth's case record.

<b>2.05 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>	

Twenty-three of twenty-five applicable youth records documented the youth were referred for a comprehensive assessment based on an identified need for further assessment. Twenty-two of twenty-five records documented referrals for services were made based on the recommendations of the comprehensive assessment. The three remaining records did not have documentation of completed referrals for services. Six of seven youth records for youth who were placed in secure detention contained documentation the comprehensive assessment was forwarded to the receiving detention center within fourteen days.

<b>2.06 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>	

Thirty-seven youth records were applicable for requiring a State Attorney Recommendation (SAR). Each record had documentation of a completed SAR. Thirty-four SARs discussed the attitude of the youth, cooperation of the parent/guardian, ability of the parent/guardian to control the youth, attitudes of the complainant and the victim, information on the youth's involvement or association with a criminal street gang, and any available information related to mental health or substance abuse needs. All twenty-one applicable records considered the youth for non-judicial action based on charges, criminal history, and other relevant information. All thirty-seven SARs were completed and submitted within the required time frame with the supervisor or designee signature prior to submission.

**2.07 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.*

Twenty-two youth records were applicable for requiring a Pre-Disposition Report (PDR). A Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT) Pre-Screen or Full Assessment was completed in each record prior to the PDR being generated. All fifteen applicable records incorporated the recommendations of the comprehensive assessment and a copy of the assessment was attached to the PDR. Each PDR reflected treatment needs identified by the PACT/CAT or other sources. The PDR was submitted to the court at least forty-eight hours prior to disposition in twenty-one of the twenty-two records, with one PDR being submitted late. All twenty-two PDRs were signed by the supervisor prior to submission.

## Standard 3: Intervention Services

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

Forty-six youth records were reviewed for Youth-Empowered Success (YES) Plans. Forty-one records documented a Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT) was completed after the youth were placed on probation or released from a residential program and prior to the development of the YES Plan. All forty-six records documented the youth and the parent/guardian participated in the development of the YES Plan. All forty-six YES Plans were signed by the youth within thirty days of disposition or release from a residential program. All forty-six YES Plans were signed by the parent/guardian within thirty days of disposition or release from a residential program. Forty-five YES Plans were signed by the juvenile probation officer (JPO) within thirty days of disposition or release from a residential program. One plan was not signed by the JPO. Forty-five YES Plans were signed and approved by the supervisor within thirty days of disposition or release from a residential program. One plan was signed late by the supervisor. Forty-two records documented the youth and parent/guardian were provided a copy of the YES Plan within ten calendar days of approval.

<b>3.02 Youth Requirements/Change Goal Elements</b>	<b>Satisfactory Compliance</b>
<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>	

Fourteen youth records were applicable for youth who were identified as moderate-high or high-risk to reoffend according to the Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT). For all fourteen youth, the initial Youth-Empowered Success (YES) Plan contained a Change Goal. Thirteen of the Change Goals addressed one of the youth's top three criminogenic needs. For all six applicable youth identified as high-risk to reoffend, the Change Goal included a documented evidence-based intervention. There were a total of 350 youth requirements and goals in the initial YES Plans. All 350 youth requirements contained the intervention plan elements of who and what for the parent/guardian. A total of 346 youth requirements contained the intervention plan elements of who, what, and how often for the youth. A total of 349 youth requirements contained the intervention plan elements of who, what, and how often for the juvenile probation officer (JPO).

<b>3.03 Pre-Release Notification (PRN)</b>	<b>Satisfactory Compliance</b>
<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 youth records reviewed were applicable for a youth who was released from a residential program. Each record documented receipt of the Pre-Release Notification (PRN) in the case notebook module. All seven records documented the receipt of the discharge summary and other pertinent documentation from the residential program. Each record documented the

juvenile probation officer (JPO) utilized the Request for Release Letter to notify the committing judge of the program's intent to release and a plan for aftercare supervision. All seven records documented the Request for Release Letter, PRN, and a copy of the program's Release Discharge Summary was submitted to the judge within three working days of receiving the PRN. In one record, the court denied the Request for Release Letter; there was documentation indicating the residential program was notified.

<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>	

Seven youth records were applicable for transition planning. The Department's Juvenile Justice Information System (JJIS) case notebook module reflected the juvenile probation officer (JPO) was in contact with the parent/guardian while the youth was in the residential program at least once a month by phone in six of seven records. The case notes documented the JPO participated in treatment team meetings in all seven records. The case notes documented the JPO conducted a follow-up with the program and the youth within seventy-two hours of any missed treatment team meetings in the two applicable records. Each record documented the JPO assisted the parent/guardian and the program staff to ensure communication was conducive to the youth's successful completion of the program. None of the records were applicable for face-to-face contact if the youth was within a fifty-mile radius. All seven youth had a Community Re-Entry Team (CRT) meeting documented in the case notebook module. Documentation reflected notification for the CRT meeting was sent to all required participants using Microsoft Outlook Calendar fourteen days in advance of the youth's scheduled CRT meeting date in all seven records. Case records documented the youth, parent/guardian, JPO, regional education coordinator, receiving school district transition contact, transition service providers, representative from the residential program's education department, residential case manager or transition coordinator, residential clinical therapist, and a Career Source representative were invited to the CRT meetings. One record was applicable for a youth identified as a Crossover Youth and documented the involvement of the Department of Children and Families. For all six applicable records, the JPO sent a link for video conferencing for all required participants, if video conferencing was to be utilized. Each record contained a CRT Case Summary which addressed the appropriate school placement, living arrangements, needed referrals for community-based services, transportation arrangements, needs or barriers the family may have identified, and insurance.

<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>	

Forty-two of forty-six youth records were applicable for referrals for intervention and treatment services. A review of Youth Empowered Success (YES) Plans and the Department's Juvenile

Justice Information System case notebook module determined the youth and/or parent/guardian were referred for or were provided referral information identified on youth requirements and goals in forty-one records. Thirty-nine of forty records documented referrals for services were made within ten calendar days at the time of the YES Plan approval. One referral for services was not completed. Eleven youth were already participating in services at the time the YES Plan was approved. In thirty-seven of the forty-two applicable records, the JPO followed-up with the service provider within thirty calendars of the YES Plan to ensure the youth and parent/guardian participated in the admission process and was receiving services. Two records did not document any follow-up with the provider and four records documented late follow-up with the provider. The JPO received, reviewed, and documented progress reports from the service provider on a regular basis in forty of forty-one records. The JPO followed up on progress reports, as needed, in thirty of thirty-two applicable records.

<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>	

The total number of juvenile probation officer (JPO) actions required by the Youth Empowered Success (YES) Plans within the first ninety-day supervision period was 352. The Department’s Juvenile Justice Information System (JJIS) case notebook module documented the JPO completed 346 of the identified action steps within the first ninety-day period.

The total number of JPO actions required by the YES plans within the second ninety-day supervision period was 131. The case notebook documented the JPO completed 108 of the identified action steps within the second ninety-day period. There were no records applicable for a third ninety-day supervision period.

<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>	

Forty-six youth records were reviewed for youth and parent/guardian contacts. Thirty-one of thirty-two records were applicable for youth identified as low or moderate-risk to reoffend and documented the juvenile probation officer (JPO) made face-to-face contact with youth each month during the first ninety-day supervision period. All thirty-two records documented contact with the parent/guardian each month during the first ninety-day period.

All fourteen applicable records for youth identified as a moderate-high or high-risk to reoffend documented the JPO made face-to-face contact with the youth each month during the first ninety-day supervision period. All fourteen records also documented contact with the parent/guardian each month during the first ninety-day period.

During the second ninety-day review period, all sixteen applicable records documented the JPO maintained face-to-face contact with the youth at least once a month for youth identified as low or moderate-risk to reoffend. All sixteen records documented contact with the parent/guardian each month during the second ninety-day period. For all eight applicable records for youth identified as a moderate-high or high-risk to reoffend, there was documentation indicating the



JPO made face-to-face contact with the youth each month during the second ninety-day supervision period. All eight records documented contact with the parent/guardian each month during the second ninety-day period.

During the third ninety-day review period, four applicable youth records for youth identified as low or moderate-risk to reoffend found there was documentation of the JPO having monthly face-to-face contact with the youth and monthly contact with the parent/guardian. For the one applicable youth identified as moderate-high or high-risk to reoffend, there was documentation of the JPO having monthly face-to-face contact with the youth and monthly contact with the parent/guardian.

There were no youth applicable for youth and parent/guardian contact during the fourth ninety-day review period.

<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>	

Forty-six records were reviewed for ninety-day supervisory reviews. Each record reflected the juvenile probation officer supervisor (JPOS) documented a review of the Youth-Empowered Success (YES) Plan in the case notes. Forty-four of forty-five records were applicable for requiring a ninety-day supervisory review and documented the JPOS completed the supervisory review at least once during the first ninety-day supervision period. One record documented the review was completed late. All twenty-two applicable records requiring a review during the second ninety-day supervision period were completed on time.

<b>3.09 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>	

Forty-five youth records were applicable for a first ninety-day Youth-Empowered Success (YES) Plan update. Youth requirements were updated in the Department's Juvenile Justice Information System (JJIS) prior to the first ninety-day YES Plan update for thirty-six of thirty-eight applicable records. Change Goals were updated in JJIS prior to the first ninety-day YES Plan update for six of seven youth records. Target dates were updated in JJIS prior to the first ninety-day YES Plan update for thirty-eight of forty records. A new YES Plan was saved in JJIS prior to the first ninety-day supervisory review for forty-three of forty-five records. Two YES Plans were completed late. For all thirty-three applicable records, if the YES Plan updates reasonably required the input of the youth and parent/guardian, the discussion was clearly documented in the case notebook module.

Twenty-one youth records were applicable for a second ninety-day YES Plan update. Youth requirements were updated in the JJIS prior to the second ninety-day YES Plan update for all twenty applicable records. Change Goals were updated in JJIS prior to the second ninety-day YES plan update for all seven applicable youth records. Target dates were updated in JJIS prior

to the second ninety-day YES Plan update for all twenty-one applicable records. A new YES Plan was saved in JJIS prior to the second ninety-day supervisory review for all twenty-one applicable records. For the fifteen applicable records, if the YES Plan updates reasonably required the input of the youth and parent/guardian, the discussion was clearly documented in the case notebook module.

3.10 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 youth records were reviewed for termination of supervision. Six records were for youth placed on probation and three records were conditional release youth. All nine records documented a request for early termination. For the six probation records, the progress report was completed when termination was requested. For the three conditional release records, a progress report and a Pre-Release Notification (PRN) was completed when termination was requested. Three of the records were applicable for youth who were identified as a moderate-high or high risk to reoffend according to the Positive Achievement Change Tool (PACT)/Community Assessment Tool (CAT). All three records reflected the Comparative Risk Factor and/or Comparative Protective Factor Scores were included or attached to the progress report when requesting termination. For all nine records, the juvenile probation officer (JPO) checked with local law enforcement to determine if there were any outstanding warrants or charges for the youth prior to requesting termination. In each record, the JPO updated the Department's Juvenile Justice Information System (JJIS) within five working days of receipt of the court's termination order. All nine records contained documentation the JPO notified the youth and the parent/guardian in writing the youth was no longer under supervision. For two applicable records, the JPO documented in the notification to the youth and parent/guardian when the court retained jurisdiction for unpaid restitution and/or court fees. Each progress report submitted was signed by the supervisor and each date of admission and termination correlated with JJIS.