

Community Supervision Standards	CHAPTER:	STANDARD NO.
	SUPERVISION	CSS-04-102
Kansas Department of Corrections- Division of Juvenile Services State of Kansas	SUBJECT:	PAGE: 1 of 6
	YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	
REFERENCES: YLS/CMI Youth and Parental Interview Guides, Kansas YLS/CMI Scoring Guide	DATE ADOPTED:	1-1-2013
	DATE AMENDED:	1-9-2023
	DATE REVIEWED:	1-9-2023

STANDARD: Written policy, procedure and practice shall require the Community Supervision Agency to administer the YLS/CMI to juveniles as directed by this standard.

The following Community Supervision Staff shall be certified in the YLS/CMI:

- Community Supervision Agency staff who directly supervise juvenile offender cases
- All Community Supervision Agency Supervisors who provide supervision to staff administering the YLS/CMI

To become YLS/CMI certified Community Supervision Staff shall attend the full Kansas Department of Corrections (KDOC) three (3) day training and successfully pass exams and all aspects of the homework. Upon completion the Community Supervision Staff shall be provided with access to the YLS/CMI module within the Kansas Department of Corrections case management system.

For Community Supervision Staff to remain certified the staff shall, at a minimum, complete one (1) YLS/CMI assessment annually and attend and successfully complete any YLS/CMI refresher/booster trainings. If staff are unable to meet this minimum, they should contact the YLS/CMI Statewide Coordinator. Certified staff who fail to conduct a minimum of one (1) YLS/CMI per year shall have their certified status removed and be required to re-attend the full three (3) day training and successfully pass all aspects of the homework. Any exceptions to the training and/or certification process shall be determined by the Director of Community Based Services and the YLS/CMI Statewide Coordinator on a case-by-case basis.

Interstate Compact for Juveniles-Out of the State of Kansas (ICJ-Out) and youth directly discharging from a Juvenile Correctional Facility (JCF) shall not have a YLS/CMI administered.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-102
	SUBJECT: YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	PAGE: 2 of 6
REFERENCES: YLS/CMI Youth and Parental Interview Guides, Kansas YLS/CMI Scoring Guide	DATE ADOPTED: DATE AMENDED: DATE REVIEWED:	1-1-2013 1-9-2023 1-9-2023

STANDARD (cont.):

The following are YLS/CMI Interview Guide Requirements:

- Youth and parental interview guides shall be used on all YLS/CMI's
- All interviews with the juvenile and parent(s)/guardian(s) shall be conducted face to face. In the event the juvenile or parent(s)/guardian(s) interviews cannot be completed face to face, documentation of the circumstances must be documented in the KDOC case management system
- The completed interview guides shall be placed in the juvenile's case file within five (5) days of completing the interview
- The completed or blank YLS/CMI Interview Guides shall not be provided to the youth, parents/guardians, service providers, or any other individual who is not YLS/CMI certified
- Youth and/or parents with hearing or speech disabilities, or for those who have English as a second language, shall be provided with interpreter services by the Community Supervision Agency
- Only Community Supervision Agency staff members who are certified through KDOC as YLS/CMI assessors may conduct youth and/or parental interviews

Initial YLS/CMI assessments shall be completed for Juvenile Intensive Supervised Probation (JISP), Case Management (CM) and ICJ-In juveniles within thirty (30) days of court ordered supervision or ICJ acceptance.

YLS/CMI reassessments shall be completed for JISP, CM, CR and ICJ-In juveniles no later than 180 days following the completion of the previous YLS/CMI and every 180 days thereafter.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-102
	SUBJECT: YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	PAGE: 3 of 6
REFERENCES: YLS/CMI Youth and Parental Interview Guides, Kansas YLS/CMI Scoring Guide	DATE ADOPTED: DATE AMENDED: DATE REVIEWED:	1-1-2013 1-9-2023 1-9-2023

STANDARD (cont.):

Youth committed to a Juvenile Correctional Facility (JCF) shall have the following requirements:

- Youth shall have a YLS/CMI assessment administered at admission by JCF staff if the youth is a direct commit or a reassessment is due. If a YLS/CMI was completed less than six (6) months prior to the admission by a Court Services Officer, the Community Supervision Officer shall notify the Receiving and Diagnostic Unit (RDU) at the JCF. The Community Supervision Officer shall enter the Court Services YLS/CMI into KDOC case management system
- Community Supervision Agency Staff shall complete the parental interview guide and forward to the Reception and Diagnostic Unit (RDU) at the Kansas Juvenile Correctional Complex (KJCC) within five (5) business days of the youth's admission to the facility
- If a youth's 180 day reassessment is due while the youth is in the JCF the reassessment will not be done. JCF staff will complete a discharge YLS/CMI reassessment 45-60 days prior to release if the youth's JCF stay will be longer than six (6) months
- Community Supervision Agency Staff shall be responsible for the completion of the parental interview guide upon the request of the JCF at the time the discharge reassessment is being completed within five (5) business days of the request
- If the youth's JCF stay will be shorter than six (6) months Community Supervision Agency Staff shall be responsible for the completion of the YLS/CMI. This is to be completed within thirty (30) days of the youth's release from the correctional facility
- If a youth is admitted and released from the correctional facility before their 180 day reassessment is due the officer will reassess when the YLS/CMI is due and not 30 days after release.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-102
	SUBJECT: YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	PAGE: 4 of 6
REFERENCES: YLS/CMI Youth and Parental Interview Guides, Kansas YLS/CMI Scoring Guide	DATE ADOPTED: 1-1-2013 DATE AMENDED: 1-9-2023 DATE REVIEWED: 1-9-2023	

STANDARD (cont.):

Until a YLS/CMI assessment is completed the juvenile shall be supervised on level two (2). Once a YLS/CMI assessment is completed the juvenile shall be assigned to the appropriate supervision level in accordance with contact standards. The Community Supervision Agency Supervisor may override the juvenile’s supervision level by one level lower or higher.

YLS/CMI results shall be scored by using the Kansas YLS/CMI Scoring Guide and documented in KDOC case management system within five (5) business days of completion of the YLS/CMI interview(s). Justification for marking and not marking each individual subcomponent of the YLS/CMI domains shall be documented in KDOC case management system. The juvenile’s overall risk level shall be used to determine the corresponding supervision level. The YLS/CMI Scoring Guide shall not be provided to the youth, parents/guardians, service providers or any other individual who is not YLS/CMI certified.

A YLS/CMI shall not be completed on a youth that has had a YLS/CMI completed by Court Services within the past 180 days. For youth that have had a YLS/CMI completed by Court Services within the past 180 days the reassessment will be due no more than 180 days following the Court Services assessment date.

A YLS/CMI shall be completed within thirty (30) days of youth being located that was previously on AWOL status.

All aspects of the YLS/CMI shall be deemed confidential. The overall risk and need levels (i.e. John Doe: Moderate Risk, Criminal History Domain: High Need, Peers Domain: Low Need) may be released to parties directly related to the youth’s case that has at a minimum received a KDOC YLS/CMI 101 Training. The full YLS/CMI, excluding interview guides and personal notes, can be shared with anyone certified to administer the risk assessment.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-102
	SUBJECT: YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	PAGE: 5 of 6
REFERENCES: YLS/CMI Youth and Parental Interview Guides, Kansas YLS/CMI Scoring Guide	DATE ADOPTED: DATE AMENDED: DATE REVIEWED:	1-1-2013 1-9-2023 1-9-2023

STANDARD (cont.):

Quality assurance mechanisms regarding the YLS/CMI shall be performed by a Community Supervision Agency Supervisor for the following:

- Review and approve any YLS/CMI that has item 8e. (Callous; little concern for other) marked as a risk factor
- Approval on all YLS/CMI overrides (i.e. only movement of one level up or down, overrides not used more than 10% of a caseload unless the Community Supervision Officer has a specialized caseload)
- Ensure the YLS/CMI is being used to aid in the juvenile’s supervision planning (i.e. youth who score higher on the YLS/CMI are receiving higher levels of supervision and services at a longer duration than lower risk youth, strengths and responsivity factors that were identified in the YLS/CMI are incorporated into the supervision plan)

DISCUSSION: A YLS/CMI assessment is not required for juveniles changing supervision type (i.e. JISP to JCF) or for changing supervision levels.

Collateral information, written or verbal, should be obtained from various sources to assist in developing a more thorough understanding of the youth’s areas of risk and needs. (i.e. Court Services, Department of Children and Families (DCF) and/or their contractors, parent/guardian/family member interviews, teachers, mentors, court records, case files, school transcripts, past experiences with the youth, etc.)

Community Supervision Staff should seek supervisor approval prior to marking item 8e. (Callous; little concern for other) as a risk factor. If the supervisor and CSO agree that this item should be marked, they should provide a referral to the local community mental health center.

Before scoring the assessment within the KDOC case management system assure that all information is correct. If a correction is needed after the assessment has been scored, the Community Supervision Staff who conducted the assessment shall immediately contact the YLS/CMI Statewide Coordinator for further instructions.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Community Supervision Standards	CHAPTER:	STANDARD NO.
	SUPERVISION	CSS-04-102
Kansas Department of Corrections- Division of Juvenile Services State of Kansas	SUBJECT:	PAGE: 6 of 6
	YOUTH LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	
REFERENCES: YLS/CMI Youth and Parental Interview Guides, Kansas YLS/CMI Scoring Guide	DATE ADOPTED:	1-1-2013
	DATE AMENDED:	1-9-2023
	DATE REVIEWED:	1-9-2023

DISCUSSION (cont.):

For juveniles terminating from supervision within 30 days of an assessment due date, a YLS/CMI will not be required. If a juvenile would be extended past this thirty (30) day timeframe at any point, a YLS/CMI would be required. Documentation of all such instances is required to be entered in the KDOC case management system.

In order for the Community Supervision Agency Supervisors to perform the quality assurance mechanisms listed in this standard it is essential that they are trained and certified as a YLS/CMI user by the KDOC.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.