

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-102
	SUBJECT: YOUTHFUL LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (YLS/CMI)	PAGE: 1 of 6
REFERENCES: YLS/CMI Youth and Parental Interview Guides, YLS/CMI File Review, Interview Quality Assurance Checklist, Kansas YLS/CMI Scoring Key		DATE ADOPTED: 3-1-2017 DATE REVIEWED: 1-4-2017

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-Juvenile Services two and one half (2.5) day training and successfully pass exams and all aspects of the homework. Upon completion the Community Supervision Staff officer shall be provided with access to the YLS/CMI tab within CASIMS.

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 an annual YLS/CMI refresher training. 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 two and one half (2.5) day training and successfully pass all aspects of the homework. Any exceptions to the training and/or certification process shall be determined by the Contracted Services Manager 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 Temporary KDOC-JS custody juveniles shall not have a YLS/CMI administered.

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STANDARD (cont.):

The following are YLS/CMI Interview Guide Requirements:

- Youth and parental interview guides shall be completed for 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 as an Auxiliary Contact/Chrono in the Community Agency Supervision Information Management System (CASIMS).
- 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-JS 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.

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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 CASIMS.
- 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 thirty (30) 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.

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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 Key and documented in CASIMS 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 CASIMS. The juvenile's overall risk level shall be used to determine the corresponding supervision level. The YLS/CMI Scoring Key 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-JS 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.

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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
- 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)
- Twice a year observe each certified YLS/CMI assessor conducting a YLS/CMI interview (youth and parental) and complete form KDOC-0181 Interview Observation Checklist. KDOC-0181 shall be maintained in each officer’s file and provided to KDOC-JS upon request

KDOC-JS will conduct inter-rater reliability quality assurance and provide each Judicial District the results upon their completion. Staff who fail to achieve inter-rater reliability within the specified time frames or do not achieve a passing score may lose YLS/CMI certification status.

DISCUSSION: A YLS/CMI assessment is not required for juveniles changing supervision type (i.e. JISP to CM) 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. parent/guardian/family member interviews, teachers, mentors, court records, case files, school transcripts, past experiences with the youth, etc.)

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STANDARD (cont.):

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 CASIMS 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.

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-JS.

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