STANDARD: Written policy, procedure and practice shall require the Immediate Intervention Program (IIP) Agency to administer the YLS/CMI: SRV to youth as directed by this standard.

The following Immediate Intervention Program Staff shall be trained in the YLS/CMI: SRV:
- Immediate Intervention Program Agency staff who directly supervise youth on IIP

In order to administer the YLS/CMI: SRV Immediate Intervention Program (IIP) Staff shall complete the online Kansas Department of Corrections-Juvenile Services training and successfully pass the exam. Upon successful completion staff will be authorized to administer the tool.

The following are YLS/CMI Interview Guide Requirements:
- All interviews with the youth shall be conducted face to face. In the event the youth interview cannot be completed face to face, documentation of the circumstances must be documented in the IIP database.
- Additional information shall be gathered from the youth’s parents, criminal record, and other collateral contacts (school, work, etc.)
- The completed YLS/CMI: SRV form shall be placed in the youth’s case file within five (5) days of completing the interview.
- The completed or blank YLS/CMI: SRV form 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 Immediate Intervention Program Agency.

YLS/CMI: SRV assessments shall be completed within thirty (30) days of IIP acceptance.
YLS/CMI results shall be scanned and emailed to the KDOC Immediate Intervention Specialist within five (5) business days of completion of the YLS/CMI: SRV interview. The youth’s overall risk level shall be used to determine the corresponding interventions. The YLS/CMI: SRV Scoring Form shall not be provided to the youth, parents/guardians, service providers or any other individual who is not YLS/CMI: SRV trained.

All aspects of the YLS/CMI: SRV 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.

Before scoring the assessment assure that all information is correct. If a correction is needed after the assessment has been scored, the Immediate Intervention Program Staff who conducted the assessment shall immediately contact the IIP Statewide Coordinator for further instructions.

DISCUSSION: None.

ATTACHMENTS: None.