
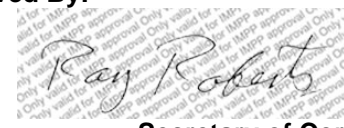


# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  11-113J	<b>PAGE NUMBER</b>  1 of 6
		<b>SUBJECT:</b>  <b>DECISION MAKING: Youthful Level of Service/Case Management Inventory</b>	
<b>Approved By:</b>   Secretary of Corrections	<b>Original Date Issued:</b> <span style="float: right;"><b>07-01-15</b></span>		<b>Replaces Version Issued:</b> <span style="float: right;"><b>N/A</b></span>
		<b>CURRENT VERSION EFFECTIVE: 07-01-15</b>	

<b>APPLICABILITY:</b>	_ ADULT Operations Only	<input checked="" type="checkbox"/> JUVENILE Operations Only	_ DEPARTMENT-WIDE
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**POLICY STATEMENT**

The juvenile correctional facilities shall manage juvenile offenders using a risk management system, utilizing the Youthful Level of Service/Case Management Inventory (YLS/CMI) as an instrument to assess potential risk of re-offending, determine intervention targets, measure change, and establish the foundation for case management practices. The YLS/CMI shall be the primary risk/needs assessment tool. Only staff certified by the KDOC- Juvenile Services shall administer the YLS/CMI.

**DEFINITIONS**

CASIMS: Community Agency Supervision Information Management System. CASIMS is a database designed to gather specific data regarding the supervision of juvenile offenders. The official chronological record of all juvenile offender related activities and contacts is maintained in CASIMS.

Certified Assessor: Any individual who has successfully completed YLS/CMI training conducted by the KDOC – Juvenile Services.

Criminogenic Need: Offender needs that are directly linked to criminal behavior and are dynamic (changeable). Examples of criminogenic needs are: criminal personality; antisocial attitudes, values and beliefs; low self-control; criminal peers; substance abuse; and dysfunctional family.

Need: The requirement for some type of intervention to reduce criminal behavior.

Physically/Mentally Incapacitated Offender: An offender whose physical or mental condition results in the individual's being unable to participate in the YLS/CMI assessment process.

Reassessment: A subsequent assessment conducted after the initial assessment.

Risk: The potential for future criminal behavior.

YLS/CMI Project Manager: KDOC – Juvenile Services staff located at Central Office who oversees the training and implementation for the YLS/CMI.

## **PROCEDURES**

### **I. Juvenile Offender Participation**

- A. The YLS/CMI assessment shall be conducted with the juvenile offender's participation whenever possible.
  - 1. If a juvenile offender is unable or unwilling to fully participate, the assessment shall be completed by:
    - a. Obtaining as much information as possible from the juvenile offender;
    - b. Reviewing all available criminal history sources;
    - c. Reviewing file information, including the RDU report;
    - d. Utilizing collateral contacts;
    - e. Utilizing official documents; and
    - f. Documenting in the assessment and in case notes the refusal or inability to participate and the sources used to obtain/verify information.

### **II. Reception and Diagnostic Unit (RDU) Assessments**

- A. The unit team manager shall assign a corrections counselor (CCII) to administer a YLS/CMI assessment during intake under the following circumstances:
  - 1. Any admission that does not have a YLS/CMI of record in CASIMS; and
  - 2. Any admission with a YLS/CMI of record that is older than 180 days.
- B. The YLS/CMI youth interview shall be conducted within 15 days of the juvenile offender's admission date.
  - 1. The parent interview shall be completed by the Community Supervision Agency staff and forwarded to the RDU within 5 business days of the juvenile offender's admission to the facility.
- C. The YLS/CMI shall be scored and entered into CASIMS prior to the initial program planning conference.

### **III. Application of Assessments**

- A. CCII/Reentry staff shall use the initial YLS/CMI assessment with the latest RDU admission date for case management and reentry planning.
  - 1. As part of effective case management practice, facility staff should continue to review risk/needs of the juvenile offender, and as part of reentry planning, identify updates in status, such as sustained employment during incarceration, completion of risk reduction programs or services, or significant changes in the juvenile offender's circumstances.

### **IV. Pre-Release Reassessments**

- A. The juvenile offender's assigned CCII shall complete a pre-release YLS/CMI reassessment 45 - 60 days prior to release if the juvenile offender is at the juvenile correctional facility for 6 months or longer.
  - 1. The reassessment shall be conducted using the interview guide for juvenile offenders in placement.

2. The reassessment shall be scored using the scoring criteria for juvenile offenders in placement.
3. Community Supervision Agency staff shall be responsible for completion of the parental interview guide upon the request of the CCII at the time the pre-release reassessment is being completed.
  - a. The parental interview will be completed with 5 business days of the request from the CCII.

**V. Physically/Mentally Incapacitated Juvenile Offenders:**

- A. Juvenile offenders with physical or mental disabilities shall receive an assessment.
  1. A juvenile offender's inability to participate shall be documented, and the assessor shall complete the assessment based on file information, case management knowledge of the juvenile offender, and collateral information.
- B. Juvenile offenders with hearing or speech disabilities shall be provided interpreter services by the facility as applicable.
  1. When using an interpreter for assessments, only a certified assessor shall initiate interview questions for the interpreter.

**VI. YLS/CMI Interviews and Interview Guide Requirements**

- A. Face-to-face interviews with the juvenile offender are required for initial assessments and reassessments, except in cases where the offender is unable or unwilling to participate.
  1. The juvenile offender's inability or unwillingness to participate shall be documented in case notes and the certified assessor shall complete the assessment based on file information, case management knowledge of the juvenile offender, and collateral information.
- B. The use of the YLS/CMI Interview Guide by the interviewer is required to help ensure that relevant questions are used in a manner to elicit detailed information.
  1. The interviewer may use additional follow up questions that are not detailed in the interview guides in order to obtain more information to support accurate scoring of the assessment.
- C. The YLS/CMI Interview Guide shall not be provided to the juvenile offender.

**VII. YLS/CMI Documentation Requirements**

- A. Information obtained during the YLS/CMI interview shall be documented in detail and entered into CASIMS.
- B. The quality of the documentation entered into CASIMS shall be such that the quality assurance process can effectively determine the accuracy of assessment scores.

**VIII. YLS/CMI Scoring and Corrections**

- A. The YLS/CMI assessment shall be scored using the Scoring Guide.
- B. The YLS/CMI Scoring Guide shall not be provided to the juvenile offender.
- C. Scoring corrections to already scored assessments shall follow the process outlined below:

1. The CCII who conducted the assessment will contact his/her supervisor to request the correction and provide reason to support the request.
    - a. If applicable, the supervisor will provide informal coaching to the CCII to identify areas where assistance may be needed to prevent future scoring errors.
  2. If the request is approved, the supervisor will forward the request to the Program Director.
  3. The Program Director will then forward the request to the KDOC - Juvenile Services YLS/CMI project manager, who will either approve or deny the request.
    - a. If the request is approved, the KDOC Information Technology division will remove the YLS/CMI from CASIMS in its entirety.
  4. Once the incorrect YLS/CMI is removed from CASIMS, the CCII will then re-enter the assessment.
- D. An override in the overall risk level for the juvenile offender shall require approval from the Program Director prior to the YLS/CMI being scored.

#### **IX. YLS/CMI Quality Assurance**

- A. The Deputy Superintendent or designee of each juvenile correctional facility shall oversee the quality assurance (QA) process at their respective facility. This QA may include:
1. Providing on-going technical assistance to staff;
  2. File reviews;
  3. Addressing QA in the Facility full scale security audit process;
  4. Addressing QA in employee (including supervisory) performance expectations and evaluations;
  5. Generating reports to identify potential problem areas (e.g., specific assessors, trends in scoring errors, timeframe for completion of assessments, etc.);
  6. Booster training, mandatory certification or recertification, and/or retraining as appropriate;
  7. Video or audio taped assessment reviews/critique; and
  8. Required annual inter-rater reliability assessments conducted by the Deputy Superintendent or designee.
- B. Inter-rater Reliability Assessment Process
1. Inter-rater reliability shall be defined as a 5-point variance, which means that the total score should be no greater than 5 points higher or 5 points lower than what is considered to be the correct or "true" score.
  2. Each facility shall administer inter-rater reliability reviews a minimum of one time per fiscal year to ensure YLS/CMIs are conducted in a manner that upholds the validity of the instrument.
    - a. The YLS/CMI annual refresher/recertification conducted by KDOC-Juvenile Services may count as the one time per year, although each juvenile correctional facility is encouraged to conduct additional reviews outside of the refresher training.

## **X. Training and Initial Certification Requirements**

- A. All staff administering a YLS/CMI assessment and their immediate supervisors are required to successfully complete the KDOC-Juvenile Services YLS/CMI 2.5 day training by a certified KDOC – Juvenile Services trainer.
  - 1. All CCIIIs shall be required to obtain YLS/CMI certification.
  - 2. Upon completion of the 2.5 days of training, all staff must successfully pass all aspects of the homework in order to be certified by the KDOC – Juvenile Services to conduct YLS/CMI assessments.
  - 3. All certified YLS/CMI users shall attend and complete any YLS/CMI refresher trainings.
- B. An employee who was certified as a result of a position previously held within KDOC or other agency may be required to successfully complete YLS/CMI initial training/certification to regain certification after terminating employment or being on active military or medical leave for a period exceeding 1 year.
  - 1. Exceptions to the training and/or certification process shall be determined by the KDOC – Juvenile Services YLS/CMI project manager on a case-by-case basis.
  - 2. If circumstances warrant, an alternative, individualized training plan may be arranged.
- C. All training shall be documented in the employee's official training record at the juvenile correctional facility.

## **XI. Re-Certification and Other Quality Assurance Requirements**

- A. In order to maintain certification, those certified shall be expected to attend and complete any YLS/CMI refresher trainings.
  - 1. Re-certification
    - a. Staff shall be required to successfully complete YLS/CMI recertification annually.
    - b. Staff who fail to attempt recertification within the specified time frames or do not achieve a passing score shall be removed as a certified assessor.
      - i. Staff who are removed as an assessor due to failing recertification shall be required to successfully complete the KDOC – Juvenile Services initial YLS/CMI training and certification to regain assessor status.
    - c. Recertification shall be scheduled by the KDOC – Juvenile Services YLS/CMI project manager.
  - 2. Required Annual Assessments
    - a. Staff required to be YLS/CMI certified shall conduct at least one assessment every 12 months, to be completed between July 1 and June 30 each fiscal year.
      - i. Staff who fail to complete an assessment every 12 months shall have their assessor status removed;
      - ii. Supervisors shall be notified in order to address any corrective action, in situations where corrective action is warranted;
      - iii. Supervisors shall work with staff to identify a plan to complete the required assessment for reinstatement;

- iv. The Program Director or supervisor shall notify the YLS/CMI project manager of the plan; and
    - v. Once the plan is achieved, the employee's assessor status shall be reinstated.
  3. Certification may be suspended as determined by quality assurance reviews.
    - a. The need for retraining shall be determined on a case-by-case basis by the Program Director.
  4. Assessments conducted for certification purposes shall not be scored electronically. Instead, a paper process shall be used, and the completed paper form shall be forwarded electronically to the YLS/CMI project manager for review.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

None.

#### **REFERENCES**

4-JCF-5C-07  
CSS-04-102

#### **ATTACHMENTS**

None.