



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☒ JUVENILE Operations Only ☐ DEPARTMENT-WIDE

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DECISION MAKING: Youthful Level of Service/Case Management Inventory

Original Date Issued: 07-01-15 Replaces IMPP Issued: 07-01-15 **CURRENT EFFECTIVE DATE: 09-06-23**

Approved By: , Secretary Next Scheduled Review: 07/2026

POLICY

The juvenile correctional facilities shall manage residents using a risk management system, utilizing the Youthful Level of Service/Case Management Inventory 2.0 (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-Community Based Services shall administer the YLS/CMI.

DEFINITIONS

Athena: A database designed to gather specific data regarding the supervision of juvenile residents. The official chronological record of all resident related activities and contacts is maintained in Athena.

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

Criminogenic Need: Resident 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 Resident: A resident 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 Statewide Coordinator: KDOC –Community Based Services staff located at Central Office who oversees the training and implementation for the YLS/CMI.

PROCEDURES

I. Resident Participation

- A. The YLS/CMI shall be conducted with the resident's participation whenever possible.

1. If a resident is unable or unwilling to fully participate, the assessment shall be completed by:
 - a. Obtaining as much information as possible from the resident;
 - 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 during intake under the following circumstances:
 1. Any admission that does not have a YLS/CMI of record in Athena; 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 resident'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 resident's admission to the facility.
- C. The YLS/CMI shall be scored and entered into Athena prior to the initial program planning conference.

III. Application of Assessments

- A. CCII/Reentry staff shall use the initial YLS/CMI 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 resident, 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 resident's circumstances.

IV. Pre-Release Reassessments

- A. The resident's assigned CCII shall complete a pre-release YLS/CMI reassessment 45 - 60 days prior to release if the resident is at the juvenile correctional facility for 6 months or longer.
 1. The reassessment shall be conducted using the interview guide for residents in placement.
 2. The reassessment shall be scored using the scoring criteria for residents 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 within 5 business days of the request from the CCII.

V. Physically/Mentally Incapacitated Residents:

- A. Residents with physical or mental disabilities shall receive an assessment.
 - 1. A resident's inability to participate shall be documented, and the assessor shall complete the assessment based on file information, case management knowledge of the resident, and collateral information.
- B. Residents with hearing or speech disabilities shall be provided interpreter services by the facility when 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 resident are required for initial assessments and reassessments, except in cases where the resident is unable or unwilling to participate.
 - 1. The resident'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 resident, 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 resident.

VII. YLS/CMI Documentation Requirements

- A. Information obtained during the YLS/CMI interview shall be documented in detail and entered into Athena.
- B. The quality of the documentation entered into Athena 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 shall be scored using the KDOC-approved Scoring Guide.
- B. The YLS/CMI Scoring Guide shall not be provided to the resident.
- 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 - Community Based Services YLS/CMI Statewide Coordinator, 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 Athena in its entirety.

4. Once the incorrect YLS/CMI is removed from Athena, the CCII will then re-enter the assessment.
- D. An override in the overall risk level for the resident 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, but is not limited to:
1. Providing on-going technical assistance to staff;
 2. File reviews;
 3. Addressing QA in employee (including supervisory) performance expectations and evaluations;
 4. Generating reports to identify potential problem areas (e.g., specific assessors, trends in scoring errors, timeframe for completion of assessments, etc.);
 5. Booster training, mandatory certification or recertification, and/or retraining as appropriate;
 6. Video or audio taped assessment reviews/critique; and
 7. 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 no more than 5 total scoring errors and +/- 3 point variance from 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- Community Based 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 and their immediate supervisors are required to successfully complete the KDOC- Community Based Services YLS/CMI 2.5 day training by a certified KDOC – Community Based 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 –Community Based 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 – Community Based Services YLS/CMI Statewide Coordinator 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.
 - (1) Staff who are removed as an assessor due to failing recertification shall be required to successfully complete the KDOC –Community Based Services initial YLS/CMI training and certification to regain assessor status.
 - c. Recertification shall be scheduled by the KDOC –Community Based Services YLS/CMI Statewide Coordinator.
 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.
 - (1) Staff who fail to complete an assessment every 12 months shall have their assessor status removed;
 - (2) Supervisors shall be notified in order to address any corrective action, in situations where corrective action is warranted;
 - (3) Supervisors shall work with staff to identify a plan to complete the required assessment for reinstatement;
 - (4) The Program Director shall notify the YLS/CMI Statewide Coordinator of the plan; and
 - (5) 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.

XII. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and residents and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or residents, or an independent duty owed by the Department of Corrections to employees, residents, 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

HISTORY

07-01-15 Original
09-06-23 Revision 1

ATTACHMENTS

None.