

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 	<u>PAGES:</u> 6
<u>CHAPTER:</u> Juvenile Services		<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.	
<u>SUBJECT:</u> YLS/CMI and LS/CMI Application			
<u>DATE:</u> July 1, 2011			

POLICY

This policy establishes the purpose of and implementation plan for the Youth Level of Service/Case Management Inventory (YLS/CMI) and the Level of Service/Case Management Inventory (LS/CMI).

CANCELLATION

This policy has been reviewed and supersedes Policy 500.03 dated October 1, 2009.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, youth reporting centers, treatment programs and those employees associated with direct supervision of residents.

DEFINITIONS

1. **Aftercare Services** – Provide case management services to youth re-entering their communities through support in terms of education, employment, housing, health, relationships, and accessing resources.
2. **Case Management Plan** – method(s) to address the individualized risk and need factors for each resident as identified by the YLS/CMI and/or LS/CMI.
3. **Level of Service/Case Management Inventory (LS/CMI)** – is a checklist that produces a detailed survey of the risk and need factors of youth age 17 and older. It provides a linkage between these factors and the development of a case plan.
4. **Multi-Health Systems, Inc** – company responsible for the training materials and distribution of the YLS/CMI and LS/CMI instruments.

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5. **Quality Assurance** – system to ensure the YLS/CMI and LS/CMI is being implemented as it was designed and dictated by this policy directive.
6. **Residential Programs** – any treatment program approved by the Programs and Treatment Coordinator for residents committed to Division facilities.
7. **Trainer** – staff member trained and certified by a Master instructor to train users in the administration of either the YLS/CMI and/or the LS/CMI.
8. **User** – staff member trained and certified in the administration of either the YLS/CMI and/or the LS/CMI. Users will have participated in a formal training on these instruments and successfully completed a competency test and evaluation period.
9. **Youth Level of Service/Case Management Inventory (YLS/CMI)** – is a checklist that produces a detailed survey of the risk and need factors of youth between the ages of 12-17. It provides a linkage between these factors and the development of a case management plan.

PROCEDURES

1. Staff Training

- a. Staff will be trained as either a user or for informational purposes.
- b. Before users are formally certified on the YLS/CMI and LS/CMI, they will:
 - i. Complete the training class.
 - ii. Pass a knowledge exam with a score determined by Multi-Health Systems or the Programs and Treatment Coordinator. This exam will be administered at the end of the training process.
 - iii. Pass a YLS/CMI and LS/CMI scenario as outlined in Multi-Health Systems, Inc. certification process. The trainees will not be permitted to count their training hours until the process is completed and submitted for evaluation to their designated trainer.
 - iv. Once trained, users will complete live interview assessments as determined by the Programs and Treatment Coordinator and utilize that assessment to score instruments and develop a service plan from that information. These assessments will be submitted to their designated trainer, to include their completed interview guide and accurate assessment scores to complete the certification process.

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- v. Upon successful completion of the certification process, the user will receive documentation indicating certification to administer the YLS/CMI and LS/CMI.

c. Annual Recertification

- i. Division of Juvenile Services' YLS/CMI and LS/CMI certified users will be required to attend mandatory annual re-certification training. The annual training will provide staff with additional scoring practices to assist in identifying common scoring errors and to ensure consistency in scoring trends across the state.
- ii. To obtain re-certification, each annual recertification training participant shall pass a YLS/CMI and a LS/CMI scenario by successfully scoring an actual case with five (5) or less scoring errors.
- iii. Failure to attend and successfully pass the annual training recertification training will result in immediate suspension of YLS/CMI and LS/CMI certification until the staff attends and passes the recertification training process. Failure to pass the recertification process will require the staff member to attend the next available recertification training. The Programs and Treatment Coordinator or designee will send written notification to an individual's direct supervisor and facility director/superintendent reflecting the user's failure to successfully pass the recertification.

- d. An annual informational class will be provided for non-users who have direct contact with residents to help them understand the reasons that the YLS/CMI and the LS/CMI are utilized and what the findings mean.

2. Implementation of the YLS/CMI and LS/CMI assessment tools in Detention Centers and Diagnostic Centers

- a. The Facility Superintendent/Director will establish the primary and secondary users at each facility with the approval of the Programs and Treatment Coordinator. The primary user will be responsible for ensuring the completion of the YLS/CMI and/or LS/CMI on facility residents. The secondary users will be the back-up.
- b. The YLS/CMI and/or LS/CMI will be administered to delinquent residents only in the detention center after 20 consecutive days of placement and prior to day 30, at which time the assessment will be used in the development of a case management plan.

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- c. The corresponding Case Management Inventory Summary Report is due to be completed by the 30th day of consecutive placement (Attachment #1 (YLS) and #2 (LS)). This report summarizes the information provided in the assessment tool and is submitted to the probation officer.
- d. The corresponding case management plan is due to be completed by the 60th day of consecutive placement (Attachment #3 (YLS) and #4 (LS)). The corresponding case management Plan Review is due to be completed every ninety (90) days of consecutive placement (Attachment #5 (YLS) and #6 (LS)).
- e. The corresponding case management plan and associated results of the YLS/CMI and/or LS/CMI are to be utilized as a recommendation to the court for the resident's future case planning.
- f. The YLS/CMI or LS/CMI is to be re-administered every six months of continuous custody with the Division of Juvenile Services.

3. Implementation of the YLS/CMI and LS/CMI assessment tools in Residential Programs

- a. The Facility Superintendent/Director will establish the primary and secondary users at each facility with the approval of the Programs and Treatment Coordinator. The primary user will be responsible for ensuring the completion of the YLS/CMI and/or LS/CMI on facility residents. The secondary users will be the back-up.
- b. If a resident enters a Division of Juvenile Services' residential program and has never had a YLS/CMI or LS/CMI, one will be administered during the intake process.
- c. If the resident has received a YLS/CMI or LS/CMI in the past from a DJS facility but has been out of the custody of the Division of Juvenile Services and re-enters our custody for placement in a DJS residential program, another YLS/CMI or LS/CMI will be administered within thirty (30) days of intake.
- d. If the resident had a YLS/CMI or LS/CMI completed and has been in the continuous custody of the Division of Juvenile Services, the assessment is to be re-administered within six months since the most recent YLS/CMI or LS/CMI.
- e. The information from the YLS/CMI or LS/CMI will be used in the development of a case management plan based on the identified risk/need factors. The resident will in turn be placed in treatment programs which correlate with their identified needs.
- f. Prior to release or discharge, the YLS/CMI or LS/CMI may be administered to assist

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in aftercare planning.

4. Implementation of the YLS/CMI and LS/CMI assessment tools in Youth Reporting Centers and Aftercare

- a. The Youth Reporting Center Director will establish the primary and secondary users at each center. The primary user will be responsible for ensuring the completion of the YLS/CMI and/or LS/CMI on participants. The secondary users will be the back-up.
- b. If a participant enters a Division of Juvenile Services' Youth Reporting Center and has never had a YLS/CMI or LS/CMI, one will be administered within thirty (30) days after the orientation process for participation in the YRC program.
- c. If a resident has received a YLS/CMI or LS/CMI assessment from a DJS facility but leaves DJS custody and re-enters a DJS Youth Reporting Center at a later date, another YLS/CMI or LS/CMI may be administered upon intake if the juvenile has been out of DJS custody for more than sixty (60) days or it is deemed necessary.
- d. The YLS/CMI or LS/CMI is to be re-administered every six months of continuous participation in the Youth Reporting Centers or aftercare.
- e. If the resident had a YLS/CMI or LS/CMI completed while in a detention or diagnostic center and has been in the continuous custody of the Division of Juvenile Services, the assessment is to be re-administered within at least 180 days of the most recent YLS/CMI or LS/CMI assessment.
- f. The information from the YLS/CMI or LS/CMI will be used in the development of a case management plan based on the identified risk/need factors. The participant will in turn be placed in treatment programs which correlate with their identified needs.
- g. For former residents receiving Aftercare Services, the YLS/CMI assessment be administered within ninety (90) days of release and every 180 days thereafter.

5. Quality Assurance

- a. During the initial certification process, a certified YLS/CMI and LS/CMI trainer will be responsible for using the Authorization Checklist when evaluating the initial assessments prior to user certification.
- b. Trainers will randomly pull resident files to perform an audit of the YLS/CMI or LS/CMI assessment process. Strengths and/or concerns will be identified and

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feedback will be provided to the user by the trainer. Users will have mandatory minimums to be determined by the Programs and Treatment Coordinator. If the minimums are not met, the user will be required to attend the next available recertification class.

- c. The trainers will meet periodically to review quality assurance audits and revise training curriculum if necessary.
 - d. The Programs and Treatment Coordinator or designee will ensure that the pertinent data related to the application of the YLS/CMI and LS/CMI is entered into the appropriate database.
6. For standardization purposes, the altering of any format to any Division policy attachment is prohibited, other than to complete the information required on the form itself.
 7. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Robert Humphreys

 Director Date July 1, 2011