

## JUVENILE RISK/NEEDS ASSESSMENT AND REASSESSMENT PACKET

- AUTHORITY:** Departmental Standards
- RESCINDS:** Procedure Manual Item 2-6-002, dated 10/26/18
- FORMS:** Juvenile Risk/Needs Assessment Packet (F057-5048AF)  
 -Initial Assessment of Juvenile Risk  
 -Assessment and Reassessment of Juvenile Needs  
 -Juvenile Initial Assessment MIS Data Entry Form  
 -Juvenile Assessment Chrono  
 -Juvenile Interim Chrono
- Juvenile Risk/Needs Reassessment Packet (F057-5049AF)  
 -Reassessment of Juvenile Risk  
 -Assessment and Reassessment of Juvenile Needs  
 -Juvenile Reassessment MIS Data Entry Form  
 -Juvenile Reassessment Chrono  
 -Juvenile Interim Chrono

A Risk/Needs User Manual is available for the proper implementation of the automated chrono.

- PURPOSE:** To guide the proper assessment of youth and obtain uniformity in the frequency and content of documents in the Juvenile Risk/Needs Assessment and Reassessment process.

### I. GENERAL INFORMATION

- A. A **youth** must exist in the Integrated Case Management System (ICMS) before an assessment can be made in the electronic Risk/Needs application. Risk/Needs draws existing data, for display from ICMS and the Probation Financial System (PFS).
- B. The Automated Risk/Needs Assessment application is accessed via the Probation Department's Intranet PROB-NET homepage. It automates the Probation Department's **youth** assessments (initial assessment, reassessment, interim transfer, full transfer, and termination). **Youth** are assessed within 45-days of being declared a ward in Orange County (Initial chrono) and reassessed subsequently every six months, or upon transfer or termination from a field supervision function. When a case is returned from Warrants, Field Monitoring or the Administrative Unit, a Reactivation Chrono will be completed.
- C. The assessment process provides several tools to assist the officer in designing a case plan:
1. Risk scoring - to determine the **youth's** risk of reoffending,

2. Needs scoring – to determine the **youth's** needs to be addressed to support the successful completion of probation,
  3. Case classification (derived from risk/needs scores) – to categorize a **youth** as requiring a low, medium, or high level of supervision,
  4. Narrative case history and supervision strategy, contacts made by deputy probation officers (DPOs) concerning the **youth**,
  5. Case plan objectives with action items and due dates.
- D. In addition to automating the existing forms, the Risk/Needs application has additional sections on **youth** flags and statuses (including officer safety issues and court-ordered registrations), and a document checklist to ensure the case file is complete. A financial section gives an up-to-date view of the **youth's** payment history.
- E. Entries are to be made in a professional manner with correct spelling and grammar. Express ideas in a clear, logical manner. Where conclusions are drawn, state the premises from which they are derived. Avoid editorializing.
- F. This procedure manual item is designed as a basic guide to the procedures in the Juvenile Risk/Needs and Case Documentation process. The "NIC Instruction Booklet for the Juvenile Risk and Needs Assessment Process" should act as the comprehensive reference document to answer operational questions relative to case assessment and documentation under the model probation system.
- G. The Risk/Needs application can be accessed in read-only mode by any staff who have access to ICMS. The assessment data for a particular **youth** can only be added, changed, or deleted by the **youth's** assigned officer or the DPOs supervisor.
- H. Only the DPO's Supervising Probation Officer (SPO), designee, Assistant Division Director or the Division Director, can approve an assessment. SPO approval is required in certain cases, such as those involving case classification overrides. Once an assessment is approved, its data cannot be changed.

## II. PROCEDURE

- A. Case Assessments / Reassessments:
1. Offense Info:
    - a. Type in the type of offense, offense code, and level of offense.
    - b. Initial Assessments: Type of highest sustained (juvenile) offense (crimes against persons, crimes against property, drug sales/use, or other), Offense Code, and Level of Disposition (felony or misdemeanor).
  2. Case History:

- a. Summarize the details of the offense. Include pertinent dates, times and companions.
  - (1) Roles of the participants should be included
  - (2) Include specific information such as extent of the victim's injuries, value of stolen or damaged property or weight of narcotics
- b. Provide a brief summary of family dynamics and court orders.
- c. Include prior record during the initial assessment and prior therapeutic interventions.
- d. Documentation:

Information needed to complete assessments can be gathered from the following:

  - (1) Court Reports
  - (2) JIAS Reports
  - (3) Interviews with the youth and parents
  - (4) Record Checks
  - (5) Family Data Sheet
  - (6) School Reports
  - (7) CAR Reports
  - (8) Psychological Assessments

3. Risk Scoring:

Answer questions to evaluate **youth's risk to the community and risk to reoffend at the time of assessment. Each answer is weighted numerically, and the total score is used to automatically score the youth with a low, medium, or high supervision classification.**

4. Risk Scores Review:

Review scores and change, if necessary.

5. Needs Scoring:

Answer questions to evaluate **youth's** needs.

6. Needs Scores Review:

- a. Review scores and change, if necessary.

7. Overrides: Override the Risk/Need classification, if necessary.
  - a. Once all the risk and needs scores are recorded, the "Override" screen displays, with the total overall classification in the left panel. The officer can choose to override the classification to a higher one or to a lower one.
  - b. Underrides of classification normally require the approval of the unit supervisor.
  - c. A perpetrator living with the victim, child abuse, child molest, violence, threat of violence, use of weapon, major sale of narcotic or controlled substance, are mandatory High override within the initial assessment period (45 days).
  - d. Court ordered Gang Terms are Medium and violational return from the Administrative Unit is a Medium or High mandatory override.
  - e. A perpetrator living with the victim and violational return from the Administrative unit are mandatory overrides to High within the reassessment period.
  - f. Discretionary overrides are available, for special circumstances involving the **youth** or his/her offense, to determine risk to the community. The assigned officer will document the facts in determining that an override is warranted within the Progress on Probation section.
8. Termination from Field:
  - a. If the overall score meets the low criteria (a score of 6 or lower), the case can be a Termination from the field, and sent to the Administrative Unit at the time of the initial assessment.
  - b. If the case score meets the medium risk level (a score of 7 to 14) at the time of the reassessment, it **should** be a Termination from the field, and sent to **the Field Monitoring** or the Administrative Unit. The assigned officer will document any supervision needs, pending court dates, financial obligations and make a recommendation for case termination.
9. Statuses:

Review statuses from ICMS data, and enter Risk/Needs status info.
10. Registrations:

Review registrations from ICMS data, and enter Risk/Needs registration information
11. Officer Safety:

Review officer safety issues from ICMS data, and enter Risk/Needs officer safety info.

12. Court Action Items:
  - a. Schedule completion dates for court actions.
  - b. Reassessment: Record compliance to court actions and enter completion dates.
13. Case Plan:
  - a. Record case plan actions and assign community resources due dates and frequencies.
  - b. Reassessment: Record compliance with case plan actions from previous assessment and add/remove actions, as necessary.
14. Supervision Strategy:
  - a. Type in the narrative supervision strategy.
  - b. Reassessment: type in the progress under supervision.
  - c. Note if the **youth** has been assessed as a Title IV-E candidate and document the determination of said findings.
15. Contacts:

Review the contacts for the assessment period. Add additional contacts to any month if necessary.
16. Document Checklist:

Record which documents are present, requested or missing in the case file.
17. QAS Checklist:

Display the list of all screens that need to be visited for review.
18. Review Reports:
  - a. Review the case history narrative.
  - b. Review the case strategy narrative.
19. Review Contacts.
20. Review Court Actions/Case Plan Objectives.
21. Review Financial Information.
22. Review the status of case file documents.

23. Review the flags, registrations and officer safety issues and make changes as needed.
24. Submit the assessment/reassessment for SPO approval.
25. If approved as Review, the assessment will display in the TASK LIST Screen as "Review Required."  
  
If declined, the assessment will display in the TASK LIST Screen as "Declined."

B. Warrants

**When a warrant is issued the DPO will complete a Termination from the field chrono and send the case to the Warrant Unit. The assigned officer will document any officer safety issues, outstanding court orders, and pending court dates.**

1. **If the case is "new" and has never been entered into ICMS, an "Immediate Termination" chrono shall be completed. When completing the chrono, the DPO shall mark both "Immediate Termination" and "Warrant" so as to accurately capture the status of the case.**
2. **If the case has been previously classified, a "Termination from Field Supervision – Warrant" chrono shall be completed.**
3. **If, at the time the field DPO transfers a case to the Warrant Unit, less than 90 days of the assessment period has passed and no changes have occurred in the Risk/Needs variables, the DPO may elect not to re-score the variables, with SPO approval, by clicking on the immediate termination box which bypasses the scoring.**

C. An interim chrono can be used as follows:

1. When transferring a case to another supervision officer provided no major changes in case status have occurred, and at the time of the transfer, the last assessment was done **within** the past 90 days.
2. Interim chronos are not to be used when transferring a case to "monitored" status (Admin caseload), if an initial assessment/ reassessment has been completed. This requires reassessment to remove the case from the research database.

D. Supervising Probation Officer Procedures

1. Quality Assurance Summary (QAS) checklist:  
  
A menu will be displayed, listing all screens that need to be visited for review.
2. The "SPO Edit" function can be used when a minor correction is needed.

3. The chrono will be approved or declined and the SPO can add optional comments.

E. Acting SPO Assignment

The Automated Risk/Needs Assessment application allows SPOs to assign staff to Acting SPO security access. Staff given Acting SPO access can review, approve, decline or submit (to a Division Director) Risk/Needs assessments.

- a. The user must be a SPO or have Acting SPO access to use this feature.
- b. There are no unit restrictions on who can be made Acting SPO. Any officer in any unit can be made Acting SPO of any unit.
- c. Access is set up with a start and end date. Once the staff's end date is reached the Acting SPO permissions are automatically removed.
- d. The staff will display on the Acting SPO screen for one day more and then will be automatically removed from the screen.

While staff have Acting SPO access, they can also assign others to Acting SPO access.

**REFERENCES:**

Procedures:	2-6-015	Juvenile Chronological History Sheet Entries
	2-1-011	Victims Residing with Perpetrators of Abuse
	2-1-205	Warrants of Arrest for Juveniles
	2-6-013	Juvenile Administrative Caseload
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Department Philosophy and Principles
	B-1	Case Confidentiality- Client's Right to Privacy
	B-3	Case File Management and Security
Other:	NIC Instruction Booklet for the Juvenile Risk and Needs Assessment Process Risk/Needs Training Workbook	

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**APPROVED BY:**