

## MENTAL HEALTH SCREENING

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-405, dated 09/28/15
- FORMS:** Massachusetts Youth Screening Instrument (MAYSI-2)  
MAYSI-2 Scoring Key  
Scoring Summary Profile
- PURPOSE:** To establish **procedures** for administering a mental health screening assessment (MAYSI-2) to youth in Juvenile Hall.

### I. GENERAL INFORMATION

- A. The MAYSI-2 is a standardized assessment tool designed to assist Juvenile Hall staff in identifying detained youth who may have mental health needs requiring professional intervention. (See attached assessment).
1. The assessment consists of a two-sided questionnaire containing 52 questions designed to detect behavioral mental health issues which could present problems for the youth while in custody.
  2. Youth may read the assessment themselves. The MAYSI-2 is designed to accommodate a 5<sup>th</sup> grade reading level and requires 10 to 15 minutes to complete. It should be read out loud by staff to youth that cannot read.
  3. It can be administered individually or in groups.
- B. Scoring requires about 3 minutes and does not require clinical expertise to administer, score or interpret.
1. The assessment has 7 scales for boys and 6 scales for girls. Each scale has 5 to 9 items. Girls are not scored on the "Thought Disturbance" scale, even if they provide answers. (See attached scales).
    - a. Count the number of "Yes" responses for each scale to score the assessment and transfer the totals to the scoring summary profile.
    - b. Each scale (except Traumatic Experiences) has a "Caution" and "Warning" cut off point. Caution is defined as a youth that has scored at a level that can be said to have possible clinical significance. Warning is defined as a youth that has scored at a level that is exceptionally high in comparison to other youth in the juvenile justice system. Scores on the Traumatic Experiences scale are not weighted towards a caution or warning cut off. Instead, positive responses are simply totaled and reported.

- c. **Youth** that score in the “Caution” and “Warning” areas will be referred to the Clinical Evaluation and Guidance Unit (CEGU) for immediate attention and intervention.

Results of all MAYSI-2 assessments will be forwarded to CEGU, regardless of the cut off scores.

2. An assessment must to be completed on every youth that is booked **into** Juvenile Hall by the police, Deputy Probation Officer (DPO), Court or out of county transportation staff. **Youth** will generally be assessed within three days after they have been admitted into Juvenile Hall. **Youth** assessed within the previous 90 days will not be re-assessed.

Youth who are directly admitted into Juvenile Hall from a psychiatric hospitalization or youth who are placed on level II or III suicide status and transferred into Unit Q, will not need to have the MAYSI-2 administered as they will automatically be referred and seen by a CEGU therapist within 24 hours.

## II. PROCEDURE

- A. Screening staff will obtain a blank assessment forms and score keys are available to screening staff in the Intake Services office, located on the second floor of the Administrative wing of Juvenile Hall. Screening staff will:

1. Fill in the information for each youth that is going to be assessed on both the MAYSI-2 form and score key. Put the youth's J/DL# and entry date on the top right corner of the MAYSI-2 form. Write the J/DL# above the youth's name on the score key.
2. Ask Unit staff to hold youth from school so the MAYSI-2 can be administered. Intake Services staff may not hold back youth for medical / dental or visits to be assessed unless the medical unit or dental unit can push their appointments back. Intake Services Staff may not hold back youth from attending court. Screening staff will call the youth's unit to make certain that the youth will be in the unit prior to going there.
3. Briefly review the youth's institutional file to obtain general knowledge about the youth (disciplinary log, detention report, CEGU consults etc.). Screening staff will also want to ask unit staff for their observations/input about the youth's adjustment/behavior while in custody. Make a note on the score key if the youth has been seen by CEGU (recently or in the past) so as to alert CEGU staff that the youth may have an assigned therapist.
4. Ask to speak with the youth. Try to use the Quiet Room or place a chair at a table away from the group if other youth are present. Screening staff will need to ensure an appropriate level of privacy from other youth without compromising safety and security. *Remain sensitive to the unit activities/schedule.*
5. Introduce yourself to the youth and explain why you are assessing them (ex. explain that every youth that enters JH is asked these questions). Try to help the youth feel as comfortable as possible so, that they will answer the questions openly and honestly.

6. Give the youth a golf pencil and allow the youth to complete the assessment on his or her own. More than one youth may be given the assessment at the same time as long as the youth work on their own and cannot see each other's responses. Make certain to supervise the youth and be available to answer any questions that may come up.
  7. Do not ask the youth any questions about his/her current charges. Do not allow the youth to tell you anything about his/her current charges. Youth who have not been adjudicated may have a protective order, and soliciting information about their current court case may violate that protective order.
- B. There may be situations (extreme suicidal ideation, disclosure of physical/emotional/sexual abuse, etc.) where you will need to contact CEGU immediately by phone for follow up intervention. Refer to PMI **3-12-003** (Referral of Youth to Mental Health) for policies and procedures for making CEGU referrals. Be sure to notify unit staff of any referrals to CEGU.
- C. There may be situations where you will need to complete a Child Abuse Report (CAR) on the youth (ex. If they disclose to you that they have been physically or sexually abused and have never reported it). Refer to PMI **3-3-008** (Child Abuse Reporting and Investigation Responsibilities of Deputized Probation Staff) for policies and procedures for reporting suspected child abuse. Be sure to notify unit staff of any CAR reports submitted.
- D. An assessment can take 10 minutes or longer to complete depending on the youth and his or her reading ability. Try to be discreet and respect the youth's privacy with regard to sharing personal details of the assessment with others unless it is something that would be helpful for the unit staff to know (ex. A youth states "he feels like hurting himself").
- E. Briefly review the assessment after a youth turns it in to make certain that all the questions are answered with either "yes" or "no" and that there are not any questions left blank.

Refer to the MAYSI-2 manual for further details on the on the assessment tool. (See attached Preface. The complete manual is kept in the office of the Assistant Division Director in charge of Unit Q).

### III. SCORING THE MAYSI-2

- A. Scores for MAYSI-2 scales are tallied by the number of "YES" answers circled by the youth for that scale. "No" or blank answers are not scored. Screening staff will;
1. Obtain a copy of the score key from the Intake Services office located on the second floor of the Juvenile Hall Administration building.
  2. On page one, line up the arrow on the left side of the Score Key with the arrow on the right side of the questionnaire. This is critical to accurate scoring of the assessment.
  3. On page 2, circle the numbers that the minor marked "Yes" and place an X on each question that the minor left blank. Line up the arrow on the right

side of the score key with the arrow on the right side of the score key and repeat the process.

4. Do not use the *Thought Disturbance* scale when scoring for a female youth (the instrument is not validated for females on this scale). Also, there are two different *Traumatic Experience* Scoring Keys for male and female youth. At the top of the scoring key, that scale is marked “TE-boys” or “TE-girls” to differentiate between the two scoring keys.
5. Count the number of items that were circled for a given scale and transfer the total to the Scoring Profile, which is on the reverse of the scoring key.
6. Youth that score a 2 or 3 in the Traumatic Experience area fall into the “*Caution*” area. Youth that score a 4 or a 5 in the Traumatic Experience area fall into the “*Warning*” area.
7. Youth that score in the “Warning” area in any category will receive a red dot label on the top upper right of the Scoring Profile. Youth that score in the “Caution” area overall will receive a *yellow* dot label on the top upper right of the Scoring Profile. Each colored dot will serve to highlight the need for immediate CEGU intervention and follow up.

#### IV. ROUTING COMPLETED ASSESSMENTS

- A. A copy of all completed and scored MAYSI-2-assessments will be forwarded by Intake Services staff to the Clinical Evaluation and Guidance Unit (CEGU), which will be responsible for evaluating and responding to the mental health needs of each individual youth in Juvenile Hall. Based on the MAYSI-2 results and other available information (psychological history, previous CEGU consults, etc.) CEGU staff will triage each youth for the need/priority of follow up treatment intervention services. Treatment recommendations determined by CEGU staff will be submitted on a CEGU/Probation feedback form. The youth’s name, date of birth and J/DL# will be listed in the top right corner of the page. Intake Services staff will receive a copy of these forms from CEGU and will forward a copy of each form to the appropriate DPO. A copy is also to be attached to the corresponding completed MAYSI-2 assessment for each youth.
- B. A copy of each completed and scored MAYSI-2, as well as the attached CEGU/Probation feedback form, will be maintained in the Intake Services Office.
- C. As time permits, Intake Services staff will go through the CEGU/Probation feedback forms and look up the DPO of each youth listed in ICMS using the J/DL#. A cover letter is to be attached to the front of the feedback form, which will then be routed to the assigned DPO.
- D. Occasionally there will be situations where a DPO has not yet been assigned to a particular youth. Intake Services staff will route the feedback form for those youth to the appropriate Supervising Probation Officer based on the city where the minor lives.
- E. Intake Services staff will count how many forms were routed and log the amount on the Quarterly Report Tracking Log for CEGU Feedback forms under the appropriate month/date.

- F. Based on staffing and other factors, CEGU will evaluate and respond to each youth's mental health needs based on severity of issues, need for intervention, availability of appropriate services, casework dynamics, outside resources available, prior intervention efforts and/or the youth's and parents' cooperation with any treatment plan. Results of the MAYSI-2 screening are but one of many factors considered in arriving at appropriate intervention decisions for each youth detained at Juvenile Hall.

**REFERENCES:**

Procedures:	3-3-008	Child Abuse Reporting and Investigation Responsibilities of Deputized Probation Staff
	3-12-003	Referral of Youth to Mental Health
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	B-1	Case Confidentiality-Client's Right to Privacy
	B-2	Inter- and Intra-Agency Confidentiality

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