

JUVENILE RISK/NEEDS ASSESSMENT AND REASSESSMENT

AUTHORITY: Departmental Standards

RESCINDS: Procedure Manual Item 2-6-002, dated 01/06/22

FORMS:

- Automated Initial Assessment of Juvenile Risk and Needs
- Automated Reassessment of Juvenile Risk and Needs
- Automated Initial Interim Transfer
- Automated Interim Transfer
- Automated Initial Full Transfer
- Automated Initial Termination
- Automated Termination
- Automated Reactivation

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 automated documents in the Juvenile Risk/Needs Assessment and Reassessment process.

I. GENERAL INFORMATION

- A. A youth must exist in the [REDACTED] before an assessment can be **completed** in the electronic Risk/Needs application. Risk/Needs **assessments** draw from existing ICMS **data** and the Probation [REDACTED].
- B. The Automated Risk/Needs Assessment application is accessed via the Probation Department's Intranet [REDACTED] 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 Risk Needs Assessment**) 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 Assessment** 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. **The Risk/Needs** application has additional sections on youth flags and statuses (including officer safety issues, **special indicators**, and court-ordered registrations). 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. **Ideas should be expressed** in a clear, logical manner. Where conclusions are drawn, **indicate** the premises from which they **were** 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 [REDACTED]. The assessment data for a particular youth can only be added, changed, or deleted by the youth's assigned officer or the **DPO's** 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. Assessments / Reassessments:
1. Offense Info:
 - a. **Initial Assessments: Include the highest sustained (juvenile) offense (crimes against persons, crimes against property, drug sales/use, or other), Offense Code, and Level of Disposition (felony or misdemeanor).**
 - b. **Reassessments: Include any New Law Violations or Probation Violations generated or sustained during this assessment period only. If there were none enter NA in each field.**
 2. Case History:
 - a. **In the "Circumstances Surrounding the Offense" section, summarize the details **related to the circumstances** of the offense, **including pertinent dates and times.****

(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.
 - (3) **Enter the date the matter was sustained by the court, custody time served, the youth's specific court orders, and any future court dates.**
- b. **In the "Narrative Case Summary, Officer Safety, etc." section, provide a brief summary of family dynamics, school information, and any officer safety issues/concerns.**
- c. **In the "Prior Record" section, include prior record information, including previously dismissed applications for petition (which can be found on the youth's [REDACTED]). Do not include any information related to cases previously sealed by the court.**
- 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) **Youth and Family Data Sheet**
 - (6) School Reports
 - (7) CAR Reports
 - (8) Psychological Assessments

3. Risk Scoring:

Answer questions to evaluate **the** 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 DPO can click the override button to change the youth's classification.** The **DPO** can choose to override the classification to a higher one or to a lower one, **depending on the case dynamics.** **Once the override option is used, the DPO must indicate the justification for the override in the "Reason/Comment" box.**
 - b. Overrides of classification normally require the approval of the unit supervisor.
 - c. A perpetrator living with the victim, child abuse, child molestation, **sexual assault**, violence, threat of violence, use of weapon, major sale of narcotic or controlled substance, are **a mandatory High** override within the initial assessment period (45 days).
 - d. Court ordered Gang Terms are **a mandatory Medium or High override** and violational returns from the Administrative **DPO** are a **mandatory Medium or High** override.
 - e. A perpetrator living with the victim is a mandatory **override** to High within the reassessment period, **unless a lower classification is approved by the SPO.**
 - 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 **why the** override is warranted **on the Risk/Need Assessment History screen.**
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 **DPO (if there are outstanding court orders to monitor)** or the Administrative **DPO (if there are no outstanding court orders left to monitor).** The assigned officer will document any supervision needs, pending court dates, **and outstanding** financial obligations.
9. Statuses:

Review statuses from [REDACTED] data and enter **the** status info.

10. Registrations:

Review registrations from [REDACTED] data and enter **the** registration information.

11. Officer Safety:

Review officer safety issues from [REDACTED] data and enter **the** officer safety info.

12. Court Action Items:

a. Schedule completion dates for court actions.

b. Reassessment: Record compliance **with** court actions and enter completion dates.

13. Case Plan:

a. **Initial assessment: The youth's initial case plan is completed separately. Once the initial case plan is submitted and approved, it is embedded in the youth's Risk/Needs assessment and can be accessed by clicking the "Case Plan" tab. Review case plan objectives, the assigned community resources/referrals, and the anticipated completion dates.**

b. Reassessment: **Review the youth's case plan narrative and objectives. Make sure the case plan is current. If a new/updated case plan is needed, use the "Integrated Case Plan" tab in [REDACTED].**

14. Supervision Strategy:

a. **Assessment: In the narrative section, indicate the supervision strategy.**

b. Reassessment: **In the narrative section, indicate the progress under supervision and ongoing supervision strategy.**

c. **If the youth has been assessed as a Title IV-E candidate, document the determination of said findings and progress towards case plan goals and objectives.**

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 supervision strategy narrative.
19. Review Contacts.
20. Review Court Actions/Case Plan Objectives.
21. Review the **financial information**.
22. Review the status of case file documents **and note any missing documents/information (Birth Certificate, Social Security number, etc.)**.
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."
26. 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 Assessment** 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" **assessment** shall be completed. When completing the **assessment**, the DPO shall mark both "Immediate Termination" and "Warrant" to accurately capture the status of the case.
2. If the case has been previously classified, a "Termination from Field Supervision – Warrant" **assessment** 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 **assessment** 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 **assessments** are not to be used when transferring a case to "monitored" status (**Administrative or Field Monitored** caseload) if an initial assessment/reassessment has been completed. This requires **a full** reassessment to remove the case from the research database.

D. Supervising Probation Officer Procedures

1. Quality Assurance Summary (QAS) checklist:

The tabs at the top of the assessment indicate all screens that need to be **reviewed**.

2. The "SPO Edit" function can be used when a minor correction is needed.
3. The **assessment** will be approved or declined and the SPO can add optional comments **prior to saving the assessment**.

E. Acting SPO Assignment

The Automated Risk/Needs Assessment application allows SPOs to **grant** staff Acting SPO access, **which allows them to** 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 end date is reached the Acting SPO permissions are automatically removed.
- d. 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: