

**(Youth) Level of Service/Case Management Inventory**  
**(Y)LS/CMI**

**West Virginia Department of Health and Human Resources**

**Bureau for Children and Families**

**Office of Children and Adult Services**

Revised May 1, 2016

## (Youth) Level of Service/ Case Management Inventory

*The following document is intended to provide information and guidance on completion of the (Y)LS/CMI.*

### Introduction

Risk-Needs-Responsivity (RNR) is a model that is highly influential in the approach to guiding offender assessment and treatment. The RNR model contains three core principles. The *Risk principle* involves assessing juvenile's level of risk and matching it to the appropriate level of service. The *Needs principle* requires the assessment of the juvenile's criminogenic needs, and targeting those needs during case planning. Finally, the *Responsivity principle* takes into account the juvenile's unique characteristics while incorporating cognitive behavioral techniques to maximize the positive impact of treatment (Dowden & Andrews, 2004). One example of responsivity may include knowing that a particular youth feels overwhelmed and anxious when in a group setting, and ensuring that their case plan does not include a group counseling service. This type of modeling is the foundation for individualized service planning for juveniles in need of rehabilitation. One such assessment founded on this model of assessment and treatment is the Youth Level of Service Case Management Inventory (YLS/CMI) and the Level of Service Case Management Inventory (LS/CMI).

The YLS/CMI and LS/CMI, (Y)LS/CMI, are designed to provide an assessment of a youth's risk of recidivism, as well as, an indication of areas for intervention based on the assessed risk and need. While the YLS/CMI is targeted for use with those juvenile offenders ages 12- 18, the LS/CMI will be required to be used on those offenders over the age of 18 through the age of 21. However, exceptions can be made for both depending on the circumstances. For example, the YLS/CMI may be used on a child younger than the age of 12 if that child has significant criminal behavior. The LS/CMI may be used on a child who has just come into Department custody who is 17 years of age.

### Statutory Requirements

Several statutes mention and require the use of a standardized risk and needs assessment for juveniles. 49-4-406(a) requires Department staff to conduct an assessment, to include risk and needs, develop a proposed service plan, and hold an MDT for adjudicated status offenders. 49-4-406(b) allows the court, either upon its motion or the motion of another party, to request that the Department complete the assessment, to include a risk and needs, develop a service plan, and hold an MDT for juvenile who are adjudicated delinquent or have been granted a pre-adjudicatory period of improvement. WV Code 49-4-711 (3) & (4) requires the court to consider the results of the risk and needs assessment in all cases of adjudicated juveniles prior to disposition and 49-4-724(b) requires the results of the risk and needs assessment be provided to the court at the time of, or prior to, disposition. West Virginia Code 49-4-724

requests that the Supreme Court to choose and adopt the standardized risk and needs assessment. The Supreme Court chose to adopt the (Y)LS/CMI as this assessment.

The worker must complete this assessment prior to the dispositional hearing of the youth, and may require working with the circuit court to schedule appropriate time frames for completion. When at all possible, the worker should allow at least fifteen (15) days to gather all required documentation, interview collaterals, interview the family, and complete the assessment. Rule 34(b) of the West Virginia Rules of Juvenile Procedure give the Supreme Court the authority to immediately hold a dispositional hearing after adjudication and Rule 34(b)(2) requires the dispositional hearing to occur no later than sixty (60) days post-adjudication for non-detained, and thirty (30) days for detained juveniles. Department staff should seek to obtain, at minimum, the amount of time considered appropriate (15 days) to adequately prepare and conduct the assessment, develop a service plan with the family, and hold an MDT.

## **Procedures**

### *Information gathering*

Assessment of a juvenile may only be completed by a trained and certified user of the (Y)LS/CMI and should only occur after the child welfare worker has reviewed relevant records, spoken with collaterals, and interviewed the juvenile and juvenile's family. Relevant record review may consist of, but are not limited to:

- Available court or probation records
- Past (Y)LS/CMI assessments, if applicable
- Child Welfare Records, if applicable
- Education records
- Medical records

Collaterals may include, but are not limited to:

- Teacher(s), or other school personnel
- Extended family familiar with the youth's situation
- Juvenile Probation Officer
- Past treatment provider(s)

When interviewing the juvenile, the worker must determine what information needs to be obtained. If this is the first time the worker and juvenile are meeting, the worker should attempt to complete the intake process as is outlined in the Department's Youth Services policy. This requires a formal interview to occur of the entire family for the purposes of information gathering. If the worker is already familiar with the juvenile and family, due to recent or current involvement with the child welfare system, the worker should focus interviewing on recent changes in information in order to best complete the (Y)LS/CMI assessment. The attached Interview guide may help guide the information gathering process.

(Y)LS/CMI assessment should be completed and scored within fifteen (15) days, or sooner, of the assessment interview with client.

#### *Assessment*

Prior to completing an assessment online, the worker will need to link the (Y)LS/CMI in the service log: To do this, the worker will:

- Select Non-ASO web screen
- Select the appropriate client's name
- Select service
  - YLS/CMI or LSCMI, provider ID 30225277

To begin the assessment process the worker will need to visit the (Y)LS/CMI assessment site, and:

- Select appropriate assessment (LS/CMI or YLS/CMI 2.0)
- Enter their username and password
- Proceed to the appropriate assessment by clicking on LS/CMI or YLS/CMI.
- Click "add new offender" and proceed entering in the required demographics.

The client's "ID" under "General Information" should be assigned utilizing the client ID that is assigned to the child in the FACTS case. If the family or juvenile does not have a prior case with the DHHR, then a new "Receive Services" intake should be entered into the FACTS system, consistent with already established policies and procedures, prior to adding the juvenile's information to the online assessment database.

Once the worker has entered in the required demographics the worker will:

- Select the appropriate "zone" and "offender type", selecting all that apply.
  - If the youth is charged with a status offense then the worker should select "other" and manually enter the appropriate charge information in the space provided.
- Save the page, once completed, and proceed to the following section.
- Proceed through all pages periodically saving their work until they have answered all questions in Section One which includes eight subcomponents and completed Sections Three, Four, and Five. *It should be noted that some sections will auto-fill answers based on previous responses.*

*Note: Due to the (Y)LS/CMI being a risk and needs assessment designed for corrections two questions will require careful attention. These are Section 1, Part C "Prior Probation" and Section 1, Part D "Prior Custody." "Prior Probation" should be answered as "yes" for any Juvenile Delinquency charge in which they received probation or an improvement period supervised by a probation officer and "Prior Custody" should only be answered "yes" if the youth has been in a Division of Juvenile Services detention placement.*

At the close of the assessment the worker will have the ability to review the “risk rating” associated with the youth information. The worker will need to select the level of supervision consistent with the level of risk. Should the worker suggest a higher level of supervision to be provided than what the risk suggests, the worker may use the “professional override” function to indicate the appropriate risk level. Should the worker choose to utilize this function, the worker must first discuss the results with the worker’s supervisor and why he/she believes the override should occur. If the supervisor is in agreement then the worker may proceed and may allow for an adjustment up or down one level only. The worker must document the details and justification of the override in the space provided on the assessment site. The worker should remember that the professional override is only to be used on less than ten (10) percent of their cases. *If overrides occur in more than the ten (10) percent threshold, it is considered to invalidate the assessment and further training and assistance will be needed.*

The worker should print the “profile report,” offer feedback to juvenile and juvenile’s family, provide the results, and engage the juvenile and family, explore their thoughts and feelings about the assessment results. At this time, it should be considered whether additional assessments may need to be completed. If additional assessments appear warranted the worker should refer to appropriate service providers who may provide these assessments. Some assessments may be obtained through the completion of the Comprehensive Assessment Planning System (see CAPS policy), and the worker should refer for this assessment if s/he has not done so already.

### *Case Planning*

Case plans for juveniles should be individualized to their risk, needs, and responsivity factors and should incorporate services for juvenile’s and their family with the goal of disengagement from Youth Services. Case plans should be an engaged process with the youth and family, obtaining their thoughts, opinions, and preferences whenever possible. The worker will need to proceed by following the youth services policy, Section 9 “Initial Youth Service Court Case Plan” to create a case plan. In considering the results of the (Y)LS/CMI in case planning the worker will:

- Review Youth Service policy Section 9 case planning process, and case plan review process, if necessary
- Determine what changes, if any, must be made to the case plan to incorporate the assessment results
  - Areas where a problem has been identified should be linked to an intervention strategy and service consistent with the level of intensity needed.
  - When multiple needs have been identified, the worker must prioritize which needs must be addressed first. Addressing too many needs at one time will likely overwhelm the juvenile and family.
- Convene an MDT consistent with the established policies and procedures outlined in the YS policy
- Provide copies of the (Y)LS/CMI “profile report”, the case plan, and the recommended changes to the team and discuss the results, as well as any additional assessment

- Complete a case plan review, updating the case plan where necessary, or follow procedures to create a new case plan for court involved youth, if a case plan does not already exist.
- Submit the (Y)LS/CMI “profile report” and copy of the case plan to the court prior to dispositional hearing in accordance with established policies and procedures of the circuit court.

Rule 36(a) of the West Virginia Rules of Juvenile Procedures requires that once a case plan is agreed upon the worker must submit the case plan, along with assessment results and recommendations, to the court and counsel, at least seventy (72) hours prior to the dispositional hearing date. *Rule 36(b) provides instruction on conflicting plans or when an agreement cannot be reached.* If changes are required to the case plan the worker will make the appropriate changes and submit to the court to be made part of the case record.

Once the case plan has been approved the worker will need to make all appropriate referrals to agency service providers and/or residential providers as necessary, and begin coordinating with any informal providers identified. All established documentation policies and procedures should be maintained. The approved Case plan and (Y)LS/CMI “profile report” should be uploaded to the FACTS filing cabinet and made part of the paper file.

#### *Reassessment*

(Y)LS/CMI Reassessments are used to conduct a follow-up to the initial assessment for the youth, allowing the worker to record changes in the youth’s risk level or needs profile. Responses for the youth’s most recent scored assessment are automatically pre-filled into the reassessment obtained through the use of the online assessment site. Therefore, only responses that have changed from the previous assessment need to be entered. Otherwise, the procedure for completing a reassessment is identical to that of a typical (Y)LS/CMI. Results may then be used to make any appropriate changes to the youth’s case plan. A (Y)LS/CMI completed by an outside agency may be utilized if it has been completed within the previous six months.

Reassessments may be completed periodically throughout a youth’s case and must be completed prior to the closing of any case. Reassessments should occur if the youth obtains new charges that they will be adjudicated on, or anytime the worker believes the youth has made enough progress to recommend case closure. Reassessments should also occur every twelve months if the case has not been closed and/or reassessments have not been completed for any other reason. Any completed reassessments should be filed with the court, along with any other required documentation (i.e. revised case plans, court reports, etc.). It is not required for the worker to complete a (Y)LS/CMI reassessment for every case plan review.

Reassessment results may be viewed through a “Profile Report” or compared to previous assessment results through a “Comparative Report”. The profile report must be printed and uploaded to the FACTS filing cabinet and made part of the case record. The worker may choose to utilize the “comparative report” to help illustrate the advancements the youth has made. This may also help to illustrate to a youth where continued improvement needs to be made. The use of the “comparative report”, while beneficial, is not required unless otherwise directed by the court.

### *Case Closure*

When the juvenile has completed their case plan, or sufficient progress has been made which remove the need for Department intervention, and reassessment justifies a reduced level of risk and needs, it may be appropriate to seek case dismissal and case closure. Workers should staff the juvenile's case with the worker's supervisor prior to any recommendation of case closure to the court for authorization to proceed. It is not necessary for a juvenile to have no risk of future involvement to proceed with case closure, but only that the juvenile have a low enough risk that continued treatment in the community may be obtained by the family and continued as needed without Department intervention. Court authorization will be required to close the case as this will require a dismissal of charges.

For those juveniles who are referred to Probation or Division of Juvenile Services (DJS) for continued treatment and/or placement, the worker will proceed to case closure, unless otherwise ordered by the court, after the case transfer has occurred. The worker should provide Probation or DJS with all appropriate case records to assist in case planning.