



Administrative Policies and Procedures: 11.6

Subject:	Youth Level of Service/Case Management Inventory (YLS/CMI)® Assessment Guidelines
Authority:	TCA 37-5-105 (3), 37-5-106, 37-1-137
Standards:	COA: JJCM 2.02, 2.06, 3.04, 6.01; PA-RTX 3. PREA: 115.341.
Application:	To All Department of Children's Services Employees Who Administer, Supervise Administration of, or Provide Training on the Youth Level of Service/Case Management Inventory Assessment (YLS/CMI)®

Policy Statement:

The **Youth Level of Service/Case Management Inventory (YLS/CMI)®** risk assessment shall be completed on delinquent youth served by the Department of Children's Services who are receiving Probation, Custodial, Aftercare and in-state Interstate Compact on Juvenile (ICJ) services.

Purpose:

The **YLS/CMI** is a standardized evidence based risk assessment tool that provides a foundation for effective case management. The tool is utilized in decision making related to level of care, supervision, placement and treatment planning and interventions for DCS youth who are adjudicated delinquent. The instrument identifies risk, need, and responsivity factors as well as strengths and protective factors. The Family Service Worker (FSW) incorporates the data into a holistic plan that builds on strengths and addresses areas related to recidivism thereby enhancing success and preventing future delinquent/criminal behavior.

The **YLS/CMI** is an essential component in promoting community safety by reducing the likelihood of re-offending (recidivism) through the application of specific strategies designed to reduce risk and enhance protective factors.

Procedures:

A. Initial Requirements	<ol style="list-style-type: none"> 1. All youth who are adjudicated delinquent and on DCS probation, in DCS custody, on aftercare, under in-state Interstate Compact on Juveniles supervision, or on pre-trial diversion has a YLS/CMI completed during the initial assessment process. 2. The YLS/CMI may only be administered by a person certified to complete the assessment, (see section C.2 of this policy). 3. The YLS/CMI is completed using information obtained through interviews, observations, court records, school records, review of other relevant records and other appropriate evidence based tools.
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	<p>4. The YLS/CMI is completed as soon as the information listed above is available. In all cases the YLS/CMI is completed within twenty-one (21) calendar days.</p> <p><u>Custody Cases</u></p> <ul style="list-style-type: none"> ◆ The YLS/CMI is completed prior to the Initial Permanency Planning CFTM for youth placed with contract providers. ◆ The YLS/CMI is completed prior to the Classification Staffing for youth placed at a Youth Development Center. <p><u>Non-Custodial Cases</u></p> <ul style="list-style-type: none"> ◆ The YLS/CMI is completed prior to the development of the Non-Custodial Permanency Plan for youth placed on DCS Probation, pre-trial diversion, or under in-state Interstate Compact for Juveniles (ICJ) supervision. The timeline for ICJ cases begins from the date the case is accepted as an ICJ case. <p>5. All information that supports scoring is documented in the comment box of the TFACTS YLS prior to scoring the YLS/CMI. Documentation is comprehensive and includes information relevant to the YLS/CMI as outlined in YLS/CMI training and YLS procedures. Identified strengths should also be documented.</p> <p>6. The YLS/CMI is scored after all required information is secured, interviews are completed and documentation is present. The team leader ensures integrity of the assessment tool prior to approving the YLS/CMI.</p> <p>7. The YLS/CMI is entered into TFACTS under the “Assessment” Icon.</p> <p>8. The identified strengths, the areas with moderate and high risk, and other significant family/youth needs are incorporated into the youth’s Family Permanency Plan, by the assigned FSW, for all delinquent case types or other treatment plans as applicable.</p> <p>9. For youth supervised in the community, the most recent YLS/CMI overall risk score determines the youth’s current supervision level: <i>Very High, High, Moderate, Low</i> and <i>Inactive</i> as outlined in DCS Policy <u>13.1 Supervision Levels of Youth Adjudicated Delinquent and FSW Responsibilities.</u></p> <p>10. The identified level of risk and the frequency of contacts required is documented in the Family Permanency Plan for all delinquent youth except those in custody.</p>
<p>B. Reassessment</p>	<p>A reassessment is completed every six (6) months for most youth. Reassessments are not required for those youth placed in a Youth Development Center, Level III Residential Placement, or Level IV Residential Placement unless clinically indicated, as outlined in the <u>Protocol for Reassessment of Youth Level of Service (YLS).</u></p> <p>1. If the overall risk level has not improved from the most recent YLS/CMI and the Child and Family Team chooses to proceed with a discharge, a clear explanation is documented in TFACTS prior to case closure.</p>

	<ol style="list-style-type: none"> 2. When a YLS/CMI re-assessment needs to be completed, the FSW has twenty-one (21) calendar days to complete the YLS/CMI reassessment and submit the results to the team. The FSW follows the guidelines in the <u>Protocol for Reassessment of Youth Level of Service (YLS)</u>. The YLS/CMI reassessment is entered into TFACTS or via a paper YLS/CMI form for pretrial diversion cases. 3. Once the reassessment is completed on Pretrial, Probation and Aftercare cases the FSW indicates the youth’s level of supervision in TFACTS.
<p>C. Professional Development and YLS/CMI trainers</p>	<ol style="list-style-type: none"> 1. YLS/CMI training is conducted by a trainer who has been certified by the master trainer. 2. Anyone administering the YLS/CMI participates in the YLS/CMI specific training, completes a minimum of two (2) practice cases and has been certified by an approved trainer or master trainer as having successfully completed the certification process. 3. If at any time the competency of the worker’s ability to proficiently administer the YLS/CMI should be in question, the worker may be required to undergo supplemental training and/or supervision until an appropriate level of proficiency is demonstrated. 4. Certified persons who resign from working in the Juvenile Justice unit, and are gone more than six months, are trained and re-certified to complete the YLS assessment.
<p>D. YLS/CMI assessment scoring sheet usage and control</p>	<p>The YLS/CMI is entered into TFACTS, eliminating the requirement to use the YLS scoring form; however, the paper YLS/CMI scoring form may be used for pretrial diversion cases if they cannot be entered into TFACTS.</p> <ol style="list-style-type: none"> 1. The YLS/CMI assessment is a copyrighted instrument with legal protection. A YLS/CMI assessment scoring sheet may not be reproduced. 2. Only persons certified to complete the YLS/CMI may have access to blank or completed forms or test items. 3. Forms are maintained in the Division of Juvenile Justice Central Office.
<p>E. Communication of YLS/CMI results</p>	<p>DCS providers and Youth Development Centers can secure a copy of the YLS/CMI Summary of Risks from the assigned Family Service Worker or download it from TFACTS.</p>
<p>F. Quality Assurance</p>	<ol style="list-style-type: none"> 1. Quality assurance is maintained using YLS/CMI trainers, a peer review process, the Juvenile Justice Coordinators and by providing case consultations and opportunities for continuing education. 2. Certification to administer the YLS/CMI is reviewed and updated on a yearly basis.

Forms:	<i>None</i>
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Collateral documents:	<p><u>Protocol for Juvenile Justice Family Permanency Plan (Probation, Aftercare, ICJ)</u> <i>Youth Level of Service/Case Management Inventory (YLS/CMI)© Assessment</i> <u>Protocol for Reassessment of Youth Level of Service (YLS)</u></p>
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Glossary:	
Term	Definition
YLS/CMI Master Trainer:	<p>A YLS/CMI Trainer who has completed the necessary requirements to train and approve individuals to be YLS/CMI Trainers. In addition to meeting all the requirements set forth for a YLS/CMI Trainer, a YLS/CMI Master Trainer :</p> <ul style="list-style-type: none"> ◆ Hold a doctorate degree in an area specified in the YLS/CMI Trainer definition; ◆ Have significant experience with the YLS/CMI; ◆ Demonstrate a solid understanding of the tool; ◆ Be proficient in accurate scoring of the instrument; ◆ Have successfully participated in the Master Trainer process, and ◆ Be approved and designated by Dr. Robert Hoge, developer of the instrument as a Master Trainer.

YLS/CMI Trainer:	<p>An individual who can:</p> <ul style="list-style-type: none"> ◆ Conduct YLS/CMI Training; ◆ Approve certification of others to administer the YLS/CMI; ◆ Provide consultation; ◆ Conduct quality assurance reviews; and ◆ Provide continuing education activities related to the instrument. <p>The YLS/CMI Trainer has, at a minimum, a master’s degree in child development, psychology, social work, counseling or other related field including graduate coursework in testing/measurement and/or assessment and exposure/experience in general assessment. The Trainer:</p> <ul style="list-style-type: none"> ◆ Be approved by Dr. Robert Hoge, developer of the YLS/CMI, as a Trainer as a part of the initial Tennessee YLS/CMI start up; or ◆ Complied with and completed the Tennessee YLS/CMI Train the Trainer Protocol including approval by a Tennessee YLS/CMI Master Trainer.
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