



Tennessee Department of Children's Services Protocol

Supervision Level: Tracking, Monitoring, Documenting Juvenile Justice Cases

Supplemental to DCS Policy: 13.1, 13.6, 16.31, Protocol for JJ FPP (Probation, Aftercare and ICJ).

COA Standards: JJCM 6: 6.01, 6.02, 6.03, 6.04

Purpose: To show and document the use of assessment tools in Juvenile Justice work with custodial and non-custodial cases and how to properly handle a violation of probation or aftercare.

Procedure: The level of risk and needs of the youth is identified by a risk assessment which determines supervision and service needs. The results of this assessment are documented in the case file.

Family Permanency Plan – Non-Custodial and Custodial

The intensity of supervision is documented in the Safety Section of the Family Permanency Plan, case recordings and in the quarterly Child and Family Team (CFTM) summary.

Family Service Worker (FSW) Responsibility

- a) Document the youth's risk level, as determined by the community risk assessment, in the Safety section of the permanency plan.
- b) Document what the specific requirements are for the identified level of risk/supervision and include what the FSW is required to do regarding contacting the youth and family in the permanency plan (Non-Custodial cases).
- c) Document what the specific requirements are for the identified level of risk/supervision and include what the FSW is required to do regarding contacting the youth and family as well as describing the type of supervision the youth receives in the custodial placement in the permanency plan (Custodial cases).
- d) Address identified safety and security needs by developing desired outcomes and actions steps in the permanency plan.
- e) Update the permanency plan at least annually or as determined by or the youth's behaviors/circumstances and needs at the direction of the team leader (TL). Any plan revisions include the level of supervision, youth's progress or lack of progress; identify barriers, services being received and next steps.
- f) Document the youth's current supervision level in monthly case recordings and in TFACTS under the Delinquency Information section. The justification for the supervision level is included in the documentation.

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- g) Document in case recordings that needed services have started, document ongoing activities around the services, note progress and how complaints or problems with services are resolved.
- h) Level of supervision, progress, lack of progress, barriers, services, and next steps are addressed and documented in the permanency plan annually or as needed, and at least quarterly in the Family Functional Assessment (FFA) and case recordings.
- i) Complete a community risk reassessment six months after the first assessment. If a situation or circumstance would warrant completing one prior to six months, the FSW must consult the team leader who must approve the early reassessment.
- j) If the youth violates conditions of probation or aftercare rules or are failing to progress in the permanency plan outcomes and actions steps, the FSW consults the TL regarding the necessity of changing the youth to a higher level of supervision and document the conversation in case recordings.

Team Leader (TL) Responsibility

- a) TL reviews and approves the permanency plan. The TL will not approve the plan unless these areas are addressed:
 - ◆ The level of supervision is documented along with specific requirements noted above.
 - ◆ Desired outcomes/actions steps are developed for all areas scoring moderate or high risk on the community risk assessment.
- b) TL does have the option to override supervision levels if the TL determines that a higher level of supervision is needed to meet the youth's needs. If a reassessment is appropriate, one is done. If not, the TL documents their reasons for over-riding the risk assessment score and enters it into TFACTS under case recordings.

Service Monitoring/Quarterly Progress Reviews and CFTM

- a) Quarterly progress reviews of the permanency plan are completed in the context of a CFTM; all team members are to be involved. At the CFTM the level of supervision, especially areas of moderate and high concerns/needs, progress, and services are discussed, reviewed and action steps identified on CFTM summary.
- b) TL's are required to review and approve all CFTM summaries.
- c) Quarterly, the TL and or TC documents case reviews under the Case Conference section in TFACTS. In the case consult, the TL documents:

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- ◆ That the worker has indicated the current youth's level of supervision in case recordings and TFACTS;
- ◆ Progress or lack of progress;
- ◆ Barriers;
- ◆ Next steps; and
- ◆ Note if the above items have been documented by the FSW in the FFA, permanency plan, Quarterly CFTM, and case recordings.