

YOUTH SERVICES POLICY

Title: Secure Care SAVRY	Type: B. Classification, Sentencing and Service Functions
Next Annual Review Date: 06/05/2018	Sub Type: 2. Classification
	Number: B.2.14
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References: US DOJ PREA Standard 115.341 (a); 2-CO-4A-01, 2-CO-4B-01 (Administration of Correctional Agencies); 4-JCF-3A-25, 4-JCF-3D-03, 4-JCF-3D-05, 4-JCF-3D-06-6, 4-JCF-4E-01, 4-JCF-4E-03, 4-JCF-5A-01, 4-JCF-5B-01, 4-JCF-5C-03 (Juvenile Correctional Facilities); YS Policies B.2.1 "Assignment, Reassignment, Release and Discharge of Youth", B.2.2 "Youth Classification System and Treatment Procedures", B.2.3 "Secure Care Intake", B.2.13 "Secure Care Early Release and Step Down to Non-Secure Care", B.2.18 "Reintegration Process" and C.4.1 "Furlough Process and Escorted Absences"	
STATUS: Approved	
Approved By: James Bueche, Ph.D., Deputy Secretary	Date of Approval: 06/05/2017

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To set forth uniform policy and broad procedures governing the use of the SAVRY instrument.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Director of Treatment and Rehabilitations, Facility Directors, Regional Managers, all YS employees, and Contracted Health Care Provider (CHP) staff assigned to make decisions concerning custody levels, furloughs, and early release recommendations.

Facility Directors are responsible for developing written standard operating procedures to implement this policy.

IV. DEFINITIONS:

Classification - The process which determines assignment to a custody level, program participation within available services, and assignment to the most appropriate facility.

Community Based Services (CBS) - Includes all regional probation and parole offices located throughout the state.

Contracted Health Care Provider (CHP) – Contracted licensed practitioners responsible for the physical and mental well-being of the secure care youth population. Services include medical, dental, and mental health services, nursing, pharmacy, personal hygiene, dietary services, health education, and environmental conditions.

Continuous Quality Improvement Services (CQIS) – The Central Office performance-based and results-driven competency and efficiency management system.

Custody Level - An assignment to one of three designations, (i.e. High, Moderate, Low), that relates to the youth's eligibility for, but not necessarily limited to, housing assignment, work assignment, escorted absences, furlough/recreation, early release recommendation and movement within the perimeter of a secure care facility.

Individualized Intervention Plan (IIP) – An initial IIP shall be developed within 48 hours of a youth's arrival to the intake unit at a secure care facility. The *initial IIP* specifies problem areas already identified by the initial or latest SAVRY reassessment conducted by CBS. The goals, objectives, and the methods used to attain them while the youth is in secure care shall be updated during intake, including the role of the youth and the staff. Development of this plan is accomplished through review of the youth's SAVRY, the youth's record, and is a collaborative effort between the intake Case Manager and the youth.

The *formal* IIP is further developed by the assigned Case Manager within seven (7) working days of receipt of the contracted health care provider's Psychological Evaluation. The treatment needs are prioritized based upon a review of the youth's SAVRY dynamic risk factors rated “High”, and in some cases “Moderate”, the youth's record, and any additional recommendations made by the Psychological Evaluation. The *formal* IIP is modified throughout the youth's stay as need areas are identified, partly based on the dynamic SAVRY risk/need factors. The *formal* IIP also identifies follow-up services needed by the youth upon release to facilitate a successful transition and reintegration back into the community. The plan is coordinated with CBS, and shall be used when completing the aftercare plan.

Juvenile Electronic Tracking System (JETS) – The centralized database used to track all youth under OJJ supervision and to record youth case records.

Juvenile Justice Specialists (JJS) – Provides security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility.

Over-ride - Objective consideration that can be used to alter a youth's custody level.

Progress Report - A report submitted to youth's court of jurisdiction on a quarterly basis specifying the youth's SAVRY assessment and rating, and progress or status in the following areas: social/family/and interpersonal issues; behavioral adjustment; substance abuse; education / vocational / employment, peer / prosocial / recreational activities; mental health/medical issues.

The report shall also include, (in the recommendation section of the form), the specific plan and Providers in the community where needed services could be obtained, if the youth would be released from secure custody, as well as recommendations by secure care /CBS staff concerning furloughs, modifications of disposition, early release, and the justification for the recommendation.

Reclassification Staffing - A multidisciplinary treatment team meeting which occurs on a quarterly basis (no later than the last day of the third month following the previous custody classification) between all staff working with or treating a youth for his/her specific needs. The multidisciplinary treatment team meeting shall be comprised of the youth's case manager, a social services supervisor, the dorm group leader, the juvenile justice specialist that supervises the youth, the youth's probation officer (or a representative), a representative from the school (special education teacher if youth is receiving SSD #1 services), the contracted mental health provider (if applicable), a member of the medical staff who is familiar with the youth if he/she is receiving on-going medical treatment, and the youth. The youth's family shall be encouraged to attend as well. Reclassification addresses a youth's IIP and helps monitor the youth's progress, reveal any problem areas that need attention, discuss Code of Conduct violations during the quarter, and discuss interventions that can be utilized to change/alter the youth's behavior; as well as eligibility for escorted absence, furlough or early release and step down to non-secure. At this time the youth's custody level is reclassified by rescoring his reclassification scale using the information gathered, to include any SAVRY reassessment results.

Regional Director – Deputy Assistant Secretary responsible for the oversight of all functions and operations of the CBS Regional Offices and the secure care facility in their assigned Region.

Structured Assessment of Violence Risk in Youth (SAVRY) - The Structured Assessment of Violence Risk in Youth is an evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items which were identified in existing research on adolescent development and on delinquency and aggression in youth. Six protective factors are included in the SAVRY which have also been identified by current research as potentially mitigating the risk of future violence and delinquent activity. The SAVRY utilizes a structured, professional judgment method of assessment, meaning the individual completing the assessment rates the youth on a number of evidence based risk factors and then weighs all the information to come to a final judgment that the youth is Low, Moderate or High Risk for future violence and/or general reoffending.

Training Records Entry Completed (TREC) – The database used to track training hours of all YS employees.

V. POLICY:

It is the Deputy Secretary's policy that individual youth program planning shall encompass a concern for the primary objectives of providing protection for the public, staff, and youth, reducing the risk of delinquent behavior, and enhancing youth growth and development.

This may be accomplished through using evidenced based instruments to help determine the risk/needs of the youth. The SAVRY is used as a guide in professional risk assessments and intervention planning for violence and delinquency risk management in youth. The SAVRY assessment and subsequent reassessments provide emphasis on dynamic risk factors of youth, and aid in the development of an Individualized Intervention Plan, a Transition/Reintegration Plan, and in determining quarterly custody levels for each youth while in secure care.

VI. PROCEDURES:

A. Intake Procedures

1. Upon admission into secure care, a SAVRY assessment and rating completed by CBS shall be forwarded to the intake staff at the assigned secure care facility along with all other information included in the packet. Intake staff who has completed training on the SAVRY shall take the rating into consideration when determining the initial custody level of a youth, along with all other information, to include the commitment document, certified true copy of the court order, court face sheet, assessment summary sheet, pre-disposition or social history, educational assessment, and JETS records.
2. Based upon the information in A.1 above, if the results of the SAVRY assessment summary risk rating for violence and delinquency are "High" or "Low", an over-ride may be recommended and must be approved by the Facility Director as outlined in YS Policy No. B.2.2.
3. The SAVRY is NOT intended to predict reoffending risk for youth below the age of 12 or sex offenders based on past behavior and experiences. Therefore, refer to the SAVRY with caution when deciding on an over-ride for this particular population. Do not use the SAVRY as a means to estimate risk of sexual reoffending. The SAVRY estimates risk for general violence and general delinquent reoffending only. Many sex offenders are low risk for general violence and general delinquent reoffending. This does NOT mean they are low risk for reoffending sexually.

4. When developing an initial IIP, information from the SAVRY assessment shall be utilized. A maximum of three (3) "High" (especially critical) risk/need dynamic factors indicated on the SAVRY assessment shall be identified need areas on the IIP. If three (3) "High" risk/need areas are not indicated on the SAVRY assessment, the "Moderate" need areas identified shall be included.
5. Youth who are immediately placed in secure care by the court shall have a full SAVRY assessment completed upon intake if CBS was unable to complete the assessment prior to transfer.

B. Quarterly Reclassification Custody Level Procedures

1. Only YS employees who have completed all SAVRY training shall complete SAVRY assessments and review SAVRY rating scores.
2. Upon receiving a youth on their caseload, the Case Manager shall review JETS to determine the original date of the SAVRY assessment completed by the PPO/J. The Case Manager shall then determine during which monthly assessment period the original SAVRY assessment six (6) month rating expires, triggering the need to complete a SAVRY reassessment. All staff trained to complete the SAVRY reassessments shall submit the completed SAVRY reassessment to be reviewed and approved by the Facility Treatment Director at the applicable secure care facility.
3. The multidisciplinary treatment team shall make a determination of eligibility for furlough or early release based upon the youth's custody level, following the procedures outlined in YS Policy Nos. C.4.1 and B.2.13.
4. The lack of a SAVRY reassessment at the first quarterly reclassification staffing does not prevent the multidisciplinary treatment team from recommending a furlough or early release at that time, if the youth meets all other eligibility requirements as indicated in YS Policy Nos. C.4.1 and B.2.13. Results from the initial SAVRY completed by CBS can also be considered.
5. A copy of the SAVRY reassessment shall be completed in JETS and approved by the Facility Treatment Director.

C. Individualized Intervention Plan (IIP)

While youth are in secure care custody, many dynamic risk factors on the SAVRY may change. Some of the social history/contextual items and the individual/clinical items are dynamic factors that, if rated "High", should be targets for intervention, and therefore indicated as a new need area on the updated quarterly IIP.

In addition, if a youth has successfully addressed a need, reducing the rating on this need area as "Low", the need area shall be removed from the IIP. The Case Manager shall determine the most critical "High" risk need areas (or "Moderate" risk areas) to address first. A maximum of three need areas shall be addressed on the IIP at a time. The need areas shall be addressed under seven broad areas to include:

- 1) Disruptive behavior problems;
- 2) Mental health/emotional stability;
- 3) Substance abuse problems;
- 4) Family issues;
- 5) Educational;
- 6) Employment needs; and
- 7) Community needs.

In addition, the Case Manager shall address the interventions that will be instituted to address these needs, and which staff shall be responsible for providing the interventions.

The IIP shall be updated at every quarterly reclassification staffing and following SAVRY reassessments. The purpose is to include any new or unaddressed need areas, and to exclude need areas that have been successfully addressed.

The same need areas addressed in the IIP that are indicated on the SAVRY as High (and in some cases Moderate) Risk for a youth shall corresponding reintegration goal under the same seven (7) broad need areas, and appropriate recommendations for follow up of these needs shall also be indicated in the plan. The appropriate parish service referral matrix utilized by the Probation and Parole Officer/Juvenile (PPO/J), shall be referred to when selecting the service options that best address the youth's needs.

D. Progress Reports / Furloughs / Modification of Disposition

1. The SAVRY assessment summary risk rating for violence and general delinquency in addition to specific risk/needs identified as present and are contributing to the youth's delinquency shall be indicated on each progress report, furlough request, or modification of disposition forwarded to a youth's court of jurisdiction. Upon the first quarterly reclassification staffing, the full assessment rating completed by CBS shall be indicated.
2. Subsequent progress reports, furloughs or modification of disposition, shall indicate the latest SAVRY reassessment summary risk rating for violence and general delinquency, as well as those risk/needs factors identified that still continue to contribute to the youth's delinquency, and the date the reassessment was conducted.

3. When making recommendations to the court, the secure care Case Manager shall consider the youth's overall level of risk for re-offending or violent behaviors, as well as the items on the SAVRY assessment/reassessment as contributing to the youth's delinquency.
4. If a furlough or modification of disposition is being recommended by secure care staff for a youth that rates "High" on the SAVRY assessment / reassessment, a packet which includes the youth's progress report, custody reclassification form indicating the over-ride (approved by the Facility Director), and the IIP Summary of Staffing Form shall be forwarded to the appropriate Regional Director for approval before forwarding to the court.
5. Because the SAVRY assessment is part of the youth's treatment record, it shall not be distributed to attorneys or courts. The summary risk rating for violence and general delinquency and individual risk/need factors contributing to the youth's delinquency are to be reported in the same section the custody level is reported on the progress report to the court.

VII. STAFF DEVELOPMENT

- A. Each secure care facility shall designate two (2) master trainers who shall receive extensive training of the SAVRY risk/needs assessment. Additional trainers are at the discretion of the Facility Director, based upon the size of the facility and due to the potential turnover of master trainers.
- B. A documented two (2) day workshop received from either the author of the SAVRY tool, other qualified trainer or designated master trainer must be attended by all staff required to complete assessments / reassessments. This training shall be entered into the Training Records Entry Completed (TREC) database.
- C. Documented ratings on a minimum of two (2) additional standardized practice cases must have occurred, with feedback on ratings from a master trainer, prior to staff utilizing the tool. Documentation shall be maintained by the employee's supervisor.
- D. Documented individual feedback from a master trainer for staff with more than an acceptable number of "incorrect" responses, shall be maintained by the employee's supervisor.
- E. All staff responsible for completing a SAVRY risk/needs assessment / reassessment shall receive additional documented training on the following policy issues:

1. YS Policy regarding when and for what cases the initial SAVRY risk/needs assessment and subsequent reassessments are to be conducted.
 2. How the results of the SAVRY assessments / reassessments are to be communicated in intake reports, progress reports to the court, modifications of disposition and furloughs.
 3. How the results of a SAVRY assessment / reassessment should be used to select appropriate referrals and ongoing case management.
 4. All policy training shall be entered into the TREC database.
- F. Documented SAVRY booster trainings shall be conducted twice per year and shall be accomplished in one of two ways:
1. Utilizing another standardized practice case that all staff shall complete and receive feedback on from a master trainer; or
 2. Utilizing a documented case presentation conducted during a staff meeting, where all staff score/rate the case with discussion about the most appropriate ratings.

Following either case rating, SAVRY booster training shall include a discussion about how the results of the assessment should be used for case management in that particular case, including the disposition recommendation, and updating of the IIP. All booster training shall be entered into the TREC database.

- G. Staff with more than an acceptable number of “incorrect” item ratings at a booster training shall receive additional documented individual feedback from a master trainer, and shall complete an additional case to discern whether or not there has been improvement. The additional one-on-one training shall also be entered into the TREC database, and maintained by the employee’s supervisor.

VIII. QUALITY ASSURANCE – SECURE CARE

- A. Quarterly JETS reports shall be distributed to Facility Directors, Facility Treatment Directors, and all Social Services Supervisors from Central Office for their review to insure the following:
1. Youth are being assessed / reassessed pursuant to YS Policy No. B.2.2 (i.e., secure care intake, every six months, etc.).
 2. Review assessments of all SAVRY ratings by Social Services Supervisors to insure staff is not routinely assigning a single risk category (e.g., all youth assigned come up as “Low” , “Moderate” or “High” Risk).

3. Review SAVRY assessments to ensure staff is not marking items as critical that they rated as “Low” or “Moderate”. Only items rated as “High” should be marked as critical items, and not all items rated as “High” will be critical risk factors.
4. The Facility Treatment Director reviews overall SAVRY ratings to insure youth are receiving the appropriate level of treatment.
5. To review SAVRY ratings to insure youth are receiving, or upon discharge/exit, received the appropriate service referrals from staff.
6. To ensure all SAVRY reassessments completed are reviewed by the Facility Treatment Directors’, by confirming their approval or disapproval of the rating in JETS.

IX. QUALITY ASSURANCE – CENTRAL OFFICE

Quarterly SAVRY reports generated from JETS shall be available in SharePoint for review by the Director of Treatment and Rehabilitation and CQIS.

Previous Regulation/Policy Number: B.2.14

Previous Effective Date: 05/21/2015

Attachments/References: