# YOUTH SERVICES POLICY

<table>
<thead>
<tr>
<th>Title: Community Supervision Classification System</th>
<th>Type: D. Community Based Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Type: 10. Supervision</td>
<td>Number: D.10.4</td>
</tr>
</tbody>
</table>

References:

**STATUS:** Approved

**Approved By:** James Bueche, Ph.D., Deputy Secretary  
**Date of Approval:** 10/23/2017

## 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 assignment of a supervision level and required contacts with youth, parents/guardians, and service providers.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Regional Directors, Regional Managers, and all Community-Based Services (CBS) employees.

## IV. DEFINITIONS:

**Absconder** - A youth, in the custody of or under the supervision of YS, who fails to report for probation or parole supervision, who absents himself from his domicile, or if assigned to a non-secure treatment program is not present on the facility grounds and the failure to report has extended beyond two hours from the time specified and authorized by the facility, or there is reason to believe the youth does not intend to return.

**Community Based Services (CBS)** - Includes all YS, OJJ regional offices located throughout the state.

**Deferred Dispositional Agreement (DDA)** – An agreement which takes place after the youth has been adjudicated delinquent and remains in effect for six (6) months.
unless the court releases the youth prior to the expiration date. The DDA may be extended for an additional six (6) months or longer if the youth is a participant in a juvenile drug court. If the youth violates the terms of the DDA or a new offense is filed against the youth, the court may impose any disposition on the deferred offense(s). If the youth successfully completes the terms and conditions of the DDA, the adjudication is set aside.

**Graduated Sanctions** - An accountability-based, graduated series of sanctions applicable to juveniles within the juvenile justice system to hold such juveniles accountable for their actions. The graduated response grid is a tool used to ensure that sanctions are consistently applied and that youth offenders under supervision will face uniform, immediate, and consistent consequences that correspond to the SAVRY risk seriousness of the probation/parole violation to prevent their subsequent involvement with the juvenile justice system.

**Individual Service Plan (ISP)** – An individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISP is modified throughout supervision as need areas are identified.

**Informal Adjustment Agreement (IAA)** - An agreement entered into by the youth and the prosecutor before there has been a trial or adjudication. It can last for six months. It may be extended for only another six months. If satisfied, the case may be dismissed. If not, the ADA files a petition (who, what, when, where, and how of the offense (Ch. C Art. 844).

**Intensive Supervision** – Intensive Supervision is the highest level of supervision reserved for the most serious violent offenders and chronic non-violent offenders. The objective of intensive supervision is to protect the community, reduce recidivism, rehabilitate, and divert juveniles from further involvement in the juvenile justice system. At a minimum, it requires weekly face to face contacts with the youth. This level of supervision promotes increased accountability and public safety by focusing on youth at risk of probation/parole revocation. CBS staff shall place a youth on Intensive Supervision if he is displaying behaviors that, if continued, would lead to the youth being placed in custody. If this level of supervision does not correct the need areas/behaviors, the case shall be staffed for a more restrictive setting.

**Interstate Compact for Juveniles (ICJ, the Compact)** - A federally established agreement in which the compacting states recognize that each state is responsible for the proper supervision or return of juveniles, delinquents and status offenders who are on probation or parole and who have absconded, escaped, or run away from supervision and control and in so doing have endangered their own safety and the safety of others. The compacting states also recognize that each state is responsible for the safe return of juveniles who have run away from home and in doing so have
left their state of residence. The compacting states also recognize that Congress, by enacting the Crime Control Act, 4 U.S.C. Section 112 (1965), has authorized and encouraged compacts for cooperative efforts and mutual assistance in the prevention of crime.

**Placing Region** - The region from which a placement originates, usually the region where the youth’s parent/guardian resides.

**Predispositional Investigation (PDI)** – a report prepared for the court by a probation officer or caseworker that contains a recommendation for the care treatment, rehabilitation and placement of the youth.

**Probation and Parole Officer/Juvenile (PPO/J)** - PPO/Js assist youth and families in locating, accessing and coordinating networks of support to address needs. PPO/Js shall provide case management services in accordance with need assessments, as well as monitor, as well as monitor compliance with the services provided and court ordered requirements while the youth is in the custody or under supervision of YS.

**Runaway** - When a youth in YS custody placed in a community based program leaves the grounds of the program without authorization; if he fails to return to the program within two hours from the time specified and authorized by the program; or there is reason to believe that the youth does not intend to return.

**Service Referral Matrix** - An inventory of community services specific to a region used to identify and match proper services based on the individual youth’s risk/need factors. This proper matching between risk/needs and services has been shown to be critical in reducing re-offending and likewise improving public safety.

**Structured Assessment of Violence Risk in Youth (SAVRY)** - The SAVRY 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 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 determination that the youth is Low, Moderate or High risk for future violence and/or general reoffending.

**Supervising Region/Assigned Region** - The region assigned to provide courtesy supervision or supervise the youth while placed in a non-secure facility.

**Supervising Officer** - The PPO/J assigned to make contacts with the youth and facility representative while in a non-secure facility.
V. POLICY:

It is the Deputy Secretary's policy to ensure that a classification system is utilized which:

- Identifies each youth's risk/needs with an initial assessment tool;
- Provides an Individualized Service Plan (ISP) to address the youth's needs;
- Reassesses the youth's risk/needs;
- Reviews the ISP; and
- Utilizes agency resources in an efficient and productive manner.

VI. PROCEDURES:

A. When a new case is received and a Structured Assessment of Violence Risk in Youth (SAVRY) has not previously been completed, the "Initial Supervision Level" form shall be completed in the Juvenile Electronic Tracking System (JETS) assigning the supervision level as NEW. For probation cases under OJJ supervision over 6 months, the next review date will be 30 days from the date of disposition (or notification). For custody cases, the next review date will be 14 days from the date of disposition (or notification). If the court recommends secure custody, the next review date will be 5 days from the date of disposition (or notification). (Refer to D.10.32)

B. The PPO/J shall make the initial face-to-face contact with the youth within twenty-four (24) hours of receiving notification that the youth has been placed on probation, parole or in the custody of YS/OJJ. The type and extent of the services available, and the method to access services, shall be made known to the youth and parent/guardian at the initial contact with the PPO/J. The PPO/J shall create a case narrative in JETS within seven (7) working days to document the contact.

C. The youth shall be photographed. The photograph shall be printed and maintained in the case file. An electronic copy shall also be maintained, with identifying information to include the youth's name and Client ID number, by Agency staff designated by the Regional Manager.

D. The Levels of Supervision are as follows:
- Intensive - highest level of supervision
- High - high level of supervision
- Moderate - intermediate level of supervision
- Low - lowest level of supervision
- New - new cases prior to the completion of the SAVRY
- PL 1 - non-secure cases assigned in region of origin
- PL 2 - non-secure case that originated in another region or non-secure cases assigned to a facility outside of the region of origin
- Secure - youth assigned to an OJJ secure facility
- Runaway - absent client or absconder
E. Informal Adjustment Agreement (IAA) and Deferred Dispositional Agreement (DDA) cases do not require a Predispositional Investigation (PDI), Social History, SAVRY or ISP. IAA and DDA cases will be monitored under the Low level of supervision. The “Initial Supervision Level” form shall be completed in JETS identifying the youth’s level of supervision as Low level. The next review date will be the youth’s full term date.

F. Youth under the Office of Juvenile Justice (OJJ) probation supervision for a period of time over six (6) months shall be assigned an appropriate level of supervision based on the objective initial assessment of identified risk factors using the SAVRY Assessment. Upon reviewing the court orders, all pertinent information, and the SAVRY Assessment, the “Supervision Level/Change” form shall be completed to identify the youth’s supervision level. Once the supervision level is determined, the youth and his/her parents are notified, and the minimum supervision standards are explained to them. A SAVRY Reassessment shall be conducted every 6 months. A Quarterly Review shall be conducted at 90 days.

Youth under OJJ probation supervision for a period of time of six (6) months or less shall be assigned a supervision level of Low, unless a SAVRY Assessment was previously completed and indicates otherwise. The “Initial Supervision Level” form shall be completed in JETS identifying the youth’s level of supervision as Low. The PPO/J shall use the Probation Order and other pertinent information obtained to identify need areas in a case narrative. A Quarterly Review shall be conducted at 90 days.

If a probation case was originally placed under OJJ supervision for six (6) months or less and:
- the youth is adjudicated on a new offense and the new disposition will exceed the initial six (6) months; or
- the probation is extended beyond the initial six (6) months based on behavioral needs; or
- a significant need is discovered or if a Low supervision level may not be appropriate a Social History, SAVRY Assessment, and ISP shall be completed within thirty (30) days from the date of the new disposition/extension.

G. Sexual Offenses and Risk Assessment:

If a youth is under OJJ supervision for a sexual offense, the supervision level shall be determined by using results of the SAVRY Assessment and Sexual Risk Appraisal, whichever is higher. The “Supervision Level/Change” form shall be completed to identify the supervision level.
H. ICJ Procedures:

Interstate Compact for Juveniles (ICJ) - If a youth moves out of state prior to the completion of the Social History and SAVRY Assessment, the “Initial Supervision Level” form shall be completed in JETS assigning the Low level of supervision. A Quarterly Review shall be completed every 90 days. The SAVRY Assessment will not be completed. If the youth returns to Louisiana, complete the Social History, SAVRY assessment and ISP within 30 days of notification of return.

If a youth moves out of state after completion of the SAVRY Assessment, the “Supervision Level/Change” form shall be completed assigning the Low level of supervision. A Quarterly Review shall be completed every 90 days. If the youth returns to Louisiana complete the SAVRY Reassessment and update the ISP within 30 days of notification of return.

Quarterly progress reports received from the supervising state shall be filed in the youth’s case record.

ICJ cases from another state that are being supervised in Louisiana will follow guidelines set forth in section F of this policy. If a social history and other information is available that contains the information necessary to complete the SAVRY Assessment, it is not necessary to complete another.

I. Development of the ISP:

An ISP shall be developed using the Service Referral Matrix to match the youth with the appropriate services based on the needs, risk and occasionally protective factors identified by the SAVRY Assessment. The probation order, evaluations and other pertinent information shall be included in the ISP. The plan shall include specific, measurable goals and shall be modified throughout supervision as need areas change. The youth and his parents shall be given the opportunity to participate in the formulation of this plan. Within 30 days of the disposition (or notification) of supervision, the ISP shall be completely developed in JETS and signed by all parties.

If the disposition is supervision for a period of six (6) months or less, the Probation Order and pertinent information obtained shall be used to identify need areas in a case narrative.

If the court orders a disposition of OJJ custody with a recommendation for non-secure placement, the ISP shall be completed within 14 days of the initial placement (refer to YS D.9.1). Upon completion, the signature page shall be filed in Section 3 of the case record.
When a youth is placed in a secure facility, the PPO/J assigned to the case will participate in the development of the service plan created in JETS by the secure care Case Manager. In some cases, the youth may be located in a secure care facility that is not in the same region as his assigned PPO/J; therefore, participation shall be made via video conferencing in order to reduce the need for extensive travel. (Refer to YS Policy A.5.11). The secure case manager will complete the IIP Summary of Staffing to reflect the goals. A copy of the signature page shall be filed in Section 3 of the youth's case record in the regional office.

J. Services are provided based on the youth’s risk, needs and performance, and should support the need for increased or decreased supervision. The Service Referral Matrix shall be used as a resource to match the youth with appropriate services when needed. Graduated sanctions shall be imposed when there is noncompliance with conditions of probation/parole, court orders, and/or treatment. The assigned PPO/J shall document in case narratives in JETS all attempts to provide services, monitor youth at an appropriate level of supervision, and when needed, impose graduated sanctions prior to revocation of probation. Any change in Supervision level shall be documented on the “Supervision Level/Change” and in the Review History section of the ISP in JETS.

K. Service Referral Matrix:

Each Regional Office shall develop a Service Referral Matrix which lists services and community-based programs. The Inventory of Community Based Programs/Service Referral Matrix shall be utilized as a resource to select the appropriate service(s) and shall be revised when changes occur. Additionally, youth who have exhibited a level of compliance with community supervision by scoring two consecutive low Summary Risk Ratings on the SAVRY Reassessment, shall not be considered for additional OJJ services. The PPO/J assigned the case shall approach the Court with a recommendation for early release from supervision.

L. Reassessments:

When a Quarterly review is conducted, a “Quarterly Review” form shall be completed in JETS to document the review. The date of the quarterly review shall be documented in the Review History section of the ISP.

When a Reassessment is conducted, a SAVRY Reassessment form shall be completed in JETS. A Supervision Level/Change form shall also be completed in JETS identifying the supervision level assigned to the youth. The date of the Reassessment and Supervision Level/Change form shall be documented in the Review History section of the ISP.
A youth can only be moved from the Intensive or High level of supervision directly to the Low level of supervision with authorization from the Regional Manager.

When a Quarterly Review and/or SAVRY Reassessment is completed, the ISP shall be reviewed to determine if it is still appropriate. The plan shall be modified if there is significant change in any area of the youth’s behavior, need areas or changes in legal status.

The youth and parent/guardian shall be given the opportunity to participate in any revisions made to the plan. The youth and parent shall be notified of the changes and notification shall be documented in a case narrative. If a copy of the ISP is requested by the youth and/or parent, a copy of the revised plan shall be provided to them.

M. Dual Supervision/Youth in Non OJJ Placements/Runaway:

Dual supervision cases, where a youth is on probation through a local parish probation office and we are only responsible for monitoring the youth in a contract program, shall be opened in JETS. A skeleton file shall be maintained which shall contain the JETS Master, legal documents and progress reports received. OJJ's responsibility is to monitor compliance with the contract programs. The community based programs will be informed to contact the local parish probation office if there are any problems/concerns with a youth under dual supervision.

Youth in detention centers will receive one face to face contact per month regardless of their assigned supervision level. The Summary Risk Rating and Supervision Level will not change unless a new SAVRY Assessment is required and indicates otherwise.

Youth under supervision who are in an adult jail, the assigned PPO/J shall call the jail once per month to confirm the youth is still incarcerated. A face-to-face contact is not required.

For youth under supervision in a non-contractual residential program, such as placement in an inpatient substance abuse or psychiatric facility, Youth Challenge Program, Job Corp or other private placement, one (1) face-to-face contact or phone contact (when allowed by the program) with the youth per month is required along with one (1) collateral contact with facility staff per month. PPO/J shall conduct parent contacts based on supervision level requirements. If it is determined that face-to-face contacts are warranted and the youth is placed out of region, the case shall be transferred for courtesy supervision. If the contact with the youth will be made by phone, the region of origin will continue to supervise the youth.
For youth who have Runaway or Absconded, the “Supervision Level/Change” form shall be completed in JETS to place youth on the Runaway level of supervision. The next review date will remain the same. If the youth remains on runaway at the time a SAVRY Assessment is due, the “Quarterly Review” form shall be completed identifying the youth’s supervision level as Runaway. Once the youth is apprehended, a SAVRY Assessment shall be completed.

N. Custody Cases:

Youth who are assigned to OJJ custody and living at home pending secure or non-secure placement, shall be supervised according to their current Supervision Level.

If a change in supervision level is required, the “Supervision Level/Change” form shall be completed in JETS. The next scheduled review date will remain the same. If a youth is placed in the custody of OJJ for 30 days or less, a SAVRY Assessment is not required.

Youth who have been placed in custody and have been assigned to a non-secure residential program (including a shelter, a state psychiatric hospital, or a substance abuse treatment center) shall have an initial face to face contact with the supervising PPO/J within 14 days of placement at the facility. The supervising PPO/J shall make at least monthly face-to-face contact with the youth and facility representative to discuss the youth’s progress. Monthly face-to-face contacts shall be made with the parent(s)/guardian(s) at their home by the placing region. If contact is not made at the home, reasons shall be documented in a JETS case narrative. The SAVRY Assessment shall be completed by the placing PPO/J.

The “Supervision Level/Change” form shall be completed and the supervision level shall be Placement 1 (PL1) for cases placed within the region where the parent/permanent plan resides, or Placement 2 (PL2) for cases placed outside of the region where the parent/permanent plan resides. The Next Review Date will be the date of the next Administrative Review. The supervision levels of PL1 and PL2 shall not be used for youth in nonresidential programs or who receive in-home services.

When a youth has been placed in custody and assigned to an OJJ secure facility, the assigned PPO/J shall make contact with the youth and facility representative when possible to assess the needs of the youth and plan for reintegration. If the youth is located in a secure facility that is not in the same region as his assigned PPO/J, video conferencing shall be used to reduce the need for extensive travel. The assigned PPO/J shall make quarterly contact with the parent/guardian.
When a youth is assigned to an OJJ secure facility, the assigned PPO/J shall complete the “Supervision Level/Change” form and the supervision level shall be Secure. The “Supervision Level/Change” form will be completed by the Secure Case Manager every 90 days assigning the supervision level of Secure until the youth is released. The reassessment is completed every six months.

O. Parole Cases:

When a youth is released from Non-Secure or Secure custody, the “Supervision Level/Change” form shall be completed and the appropriate supervision level will be assigned using the results of the SAVRY Assessment. The next review date will be the date the next SAVRY Assessment or Quarterly Review is due, whichever is sooner.
# OJJ Levels of Supervision Chart

<table>
<thead>
<tr>
<th>Supervision Level</th>
<th>Youth</th>
<th>Parent/Guardian</th>
<th>Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive</td>
<td>Weekly (face-to-face)</td>
<td>Twice monthly (face-to-face or telephone)</td>
<td>Monthly</td>
</tr>
<tr>
<td>High</td>
<td>Twice monthly (face-to-face)</td>
<td>Monthly (face-to-face or telephone)</td>
<td>Monthly</td>
</tr>
<tr>
<td>Moderate</td>
<td>Monthly (face-to-face)</td>
<td>Monthly (face-to-face or telephone)</td>
<td>Monthly</td>
</tr>
<tr>
<td>Low</td>
<td>Quarterly</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>New (max 30 days)</td>
<td>Within 30 days (face-to-face)</td>
<td>Within 30 days (face-to-face)</td>
<td></td>
</tr>
<tr>
<td>PL1</td>
<td>Monthly (face-to-face at the facility)</td>
<td>Monthly (face-to-face at the home)</td>
<td>Monthly</td>
</tr>
<tr>
<td>PL2 (assigned region)</td>
<td>Monthly (face-to-face at the facility)</td>
<td></td>
<td>Monthly</td>
</tr>
<tr>
<td>PL2 (region of origin)</td>
<td></td>
<td>Monthly (face-to-face at the home)</td>
<td></td>
</tr>
<tr>
<td>Runaway</td>
<td>See YS Policy C.2.1</td>
<td>Monthly (face-to-face or telephone)</td>
<td></td>
</tr>
<tr>
<td>Secure</td>
<td>When possible</td>
<td>Quarterly</td>
<td>When possible</td>
</tr>
</tbody>
</table>