

YOUTH SERVICES POLICY

Title: Community Supervision Classification System	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.4
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References: La. R.S. 15:901(E, F, G) and ACA Standards 2-7093, 2-7107, 2-7130, 2-7134, 2-7135, 2-7136, 2-7137, 2-7138, 2-7177 (Juvenile Probation and Aftercare Services), 2-CO-4B-01 (Administration of Correctional Agencies), YS Policy A.5.11 "Video Conferencing", B.2.14 "Secure Care SAVRY", C.2.1 "Escapes, Runaways, Apprehensions, and Reporting", D.9.1 "Placement of Youth in Residential Facilities", D.10.7 "Probation and Parole Supervision", D.10.17 "Probation and Parole Violations", D.10.22 "Interstate Compact for Juveniles", and D.10.32 "SAVRY – Community Based Services"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 01/09/2019

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 under the supervision of YS, who fails to report for probation or parole supervision, the location of the domicile is unknown, or who absents himself from his domicile.

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, the youth violates the terms of the DDA or a new offense is filed against the youth.

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.

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.

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

Runaway - When a youth in YS custody 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. 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 a 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. Youth shall be monitored at an appropriate supervision level based on the objective assessment of identified risk factors, protective factors, youth's compliance with services and court orders along with any other pertinent information.

VI. PROCEDURES:

A. The **Levels of Supervision** are as follows:

- New – new cases prior to completion of the SAVRY
- Low - lowest level of supervision
- Moderate - intermediate level of supervision
- High - high level of supervision
- Intensive - highest level of supervision

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- 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 – youth who have absconded or run away

The PPO/J shall notify the youth and his/her parent of the assigned supervision level and explain the minimum supervision requirements.

- B. The SAVRY “Initial Assessment” and “Reassessment” shall be completed as outlined in YS Policy D.10.32. Upon completion of each SAVRY assessment, the “Supervision Level/Change” form shall be completed identifying an appropriate level of supervision based on the objective assessment of identified risk factors, protective factors, youth’s compliance with services and court orders along with any other pertinent information.

The “Supervision Level/Change” form shall be completed by the PPO/J when the supervision level currently assigned needs to be changed prior to the next SAVRY Reassessment or Quarterly Review being due. The next review date will remain the same.

- C. The PPO/J shall make the initial face-to-face contact with the youth within twenty-four (24) hours of receiving notification that the he/she has been placed on probation, parole or in the custody of YS/OJJ. The 24-hour contact may be made by phone if the PPO/J is unable to make a face-to-face contact with the youth. If contact is not made face-to-face, the reason shall be included in the JETS narrative.

The PPO/J shall provide the after-hours contact information for the OJJ Regional Duty Officer. The PPO/J shall create a case narrative in JETS within seven (7) working days to document the contact and information that was provided.

- D. The PPO/J shall document all required contacts in a case narrative in JETS within seven (7) working days. Narrative entries shall summarize contacts with the youth, parent and collaterals and include all pertinent information. During the contact, the PPO/J shall discuss the youth's compliance with any court ordered conditions as well as his progress towards meeting the goals and objectives identified in the “Individualized Service Plan” (ISP).
- E. The youth shall be photographed and a printed copy with the date, youth’s name and JETS # filed in Section 2 of the case file. An electronic copy shall also be maintained by Agency staff designated by the Regional Manager. An updated photograph shall be taken every six (6) months.

F. New Cases

1. When a new case is received and the SAVRY assessment has not previously been completed, the "Initial Supervision Level" form shall be completed by the PPO/J assigning the supervision level of "New". The next review date will be thirty (30) days from date of disposition (or notification) on probation cases; fourteen (14) days on non-secure cases; and five (5) days when secure custody is recommended by the court.

G. IAA, DDA, Probation 6 months or less

1. Unless a SAVRY assessment has previously been completed or is otherwise required (refer to D.10.32), when a youth placed on an Informal Adjustment Agreement (IAA), Deferred Dispositional Agreement (DDA), or probation supervision for a period of 6 months or less, the "Initial Supervision Level" form shall be completed by the PPO/J assigning the level of "Low".

The PPO/J shall use the Probation Order and other pertinent information obtained during intake to identify the need areas which shall be documented in a case narrative.

2. A "Quarterly Review" form shall be completed by the PPO/J in 90 days assigning a "Low" level of supervision.
3. Youth with an assigned Supervision Level of "Low" should have few or no salient needs requiring intervention. Caution should be taken not to place a youth with a Low supervision level in "Moderate" or "High" risk/need programs. If a significant need is discovered or it is believed a "Low" supervision is not appropriate, a SAVRY Social History and SAVRY Assessment shall be completed to determine the most appropriate supervision level and required interventions.

H. Probation

1. When a youth is placed probation supervision with YS, the PPO/J shall complete the SAVRY assessment as outlined in YS Policy D.10.32. The PPO/J shall also complete the "Supervision Level/Change" form identifying an appropriate level of supervision.
2. A "Quarterly Review" form shall be completed by the PPO/J at 90 days assigning an appropriate level of supervision.
3. Prior to recommending a youth be placed in YS custody, to the extent public safety is protected and the youth is not a threat to himself/herself or others,

efforts shall be made to supervise the youth at the Intensive level of supervision prior to the removal of the youth from his/her home.

I. Probation for Sexual Offense

1. Youth assigned to YS probation supervision on a sexual offense shall be assigned a supervision level based on the identified risk on the most recent SAVRY assessment and Sexual Risk Appraisal, whichever is higher. A "Supervision Level/Change" form shall be completed by the PPO/J identifying an appropriate level of supervision.

J. Interstate Compact for Juveniles (ICJ)

1. When a youth moves out of state prior to completion of the Social History and SAVRY Assessment, the "Initial Supervision Level" form shall be completed by the PPO/J assigning a "Low" level of supervision. The next review date will be in 90 days.

The "Quarterly Review" form shall be completed by the PPO/J, assigning a "Low" level of supervision, every 90 days thereafter documenting the youth's progress as outlined in the ICJ Progress Report.

If the youth returns to Louisiana prior to expiration of the disposition, the PPO/J shall complete the SAVRY Social History, SAVRY assessment and ISP within 30 days of notification of the youth's return.

2. When a youth moves out of state after completion of the SAVRY Assessment, the "Supervision Level/Change" form shall be completed by the PPO/J, assigning a "Low" level of supervision and the next review date will remain the same.

The "Quarterly Review" form shall be completed by the PPO/J, assigning a "Low" level of supervision, every 90 days thereafter documenting the youth's progress as outlined in the ICJ Progress Report.

A SAVRY "Reassessment" will not be completed unless the youth returns to Louisiana prior to expiration of the disposition. The PPO/J shall complete the SAVRY reassessment within 30 days of notification of the youth's return.

K. Probation Dual Supervision/Non OJJ Placements

1. When a youth on probation through a local parish probation office is under Dual Supervision with OJJ, a skeleton file shall be maintained in JETS including the Master, legal documents and progress reports. YS will monitor

the youth's compliance with the contract program. CBS community contract providers shall be advised to contact the local parish probation office if there are any problems/concerns with a youth under dual supervision.

2. When a youth assigned to YS supervision is placed in a juvenile detention center, the PPO/J will make a minimum of one (1) face to face contact per month with the youth regardless of their assigned supervision level.
3. When a youth assigned to YS supervision is placed in an adult jail, the assigned PPO/J shall make a minimum of one (1) collateral contact per month with the jail to confirm the youth is still detained regardless of their supervision level. A face-to-face contact is not required.
4. When a youth assigned to YS supervision is placed in a non OJJ contracted residential program, such as in an inpatient substance use program, psychiatric facility, Youth Challenge Program, Job Corp or other private placement, the PPO/J shall make one (1) face-to-face or phone contact with the youth (when allowed by the program) and one (1) collateral contact with the facility per month, regardless of their assigned supervision level. The PPO/J shall make parental contacts based on supervision level requirements.

If it is determined face-to-face contacts with the youth are warranted and the youth is placed outside of the supervising region, the case shall be transferred for courtesy supervision. (Refer to Policy D.10.7) If the contact with the youth will be made by phone, the region of origin will continue to supervise the youth.

L. Custody Non-Secure and Secure

1. Youth who are assigned to YS custody and living at home pending secure or non-secure placement, shall be supervised according to their current Supervision Level.
2. When a youth in YS custody is placed in a juvenile detention center, the PPO/J shall make a minimum of one (1) face to face contact per month with the youth regardless of their assigned supervision level.
3. When a youth in YS custody is placed in an adult jail, the PPO/J shall make a minimum of one (1) collateral contact per month with the jail to confirm the youth is still detained, regardless of their supervision level.
4. When a youth in YS custody is assigned to a non-secure residential program (including a Psychiatric Residential Treatment Facility (PRTF), Therapeutic Group Home (TGH), shelter, state psychiatric hospital, inpatient substance use treatment center), the PPO/J shall make an initial face to face contact with the youth at the facility within fourteen (14) days of placement.

At the time of the youth's initial placement, if the SAVRY Assessment was not completed in the same calendar month, the PPO/J shall complete a new SAVRY Reassessment. The next review date will be the date of the Administrative Review.

The "Supervision Level/Change" form shall also be completed assigning the supervision level of PL1 if the youth is placed within the region where the parent/permanent plan resides; or PL 2 if the youth is 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.

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. The PPO/J shall make contact with the parent(s)/guardian(s) at their home. If contact with the parent/guardian is not made at the home, the reason shall be documented in a JETS case narrative.

5. When a youth in YS custody is initially assigned to a YS secure care facility, if the SAVRY Assessment was not completed in the same calendar month, the PPO/J shall complete a new SAVRY Reassessment. The "Supervision Level/Change" form shall also be completed assigning a "Secure" level of supervision with a review date of 90 days. The Secure Care Case Manager will complete the SAVRY Assessment and "Supervision Level/Change" form thereafter while the youth remains assigned to a YS secure facility.

The 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 assigned to a secure facility that is not located in the same region as the assigned PPO/J, video conferencing shall be used to reduce the need for extensive travel.

M. Parole

1. When a youth is released from YS custody and placed on parole supervision, the "Supervision Level/Change" form shall be completed by the PPO/J assigning an appropriate supervision level based on the objective assessment of identified risk factors, protective factors, compliance with services and court orders along with any other pertinent information. The next review date will be the date the next SAVRY Reassessment or Quarterly Review would be due, whichever is sooner.

N. Runaway – Probation Supervision and Non-Secure Custody

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1. When a youth assigned to YS supervision or non-secure facility runs away or absconds, the PPO/J shall complete the SAVRY "Supervision Level/Change" form assigning the "Runaway" level of supervision. The next review date will remain the same.
2. If the youth remains on runaway at the time the SAVRY Reassessment is due, the PPO/J shall complete the "Quarterly Review" form identifying the supervision level as "Runaway". The "Quarterly Review" form will be completed every 90 days thereafter until the youth is apprehended.

When the youth is located, the PPO/J shall complete the SAVRY "Reassessment" and "Supervision Level/Change" form assigning the appropriate level of supervision.

- O. The PPO/J shall make collateral contacts with service providers as outlined in D.10.4(a). Collateral contacts shall be made with contract and community based programs who are providing services to the youth.
- P. The assigned PPO/J shall utilize the SAVRY assessment, social history, psychological and psychiatric evaluations, school records, prior services etc. to develop an Individual Service Plan (ISP) that is specific to the most critical needs of a youth. 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. (Refer to YS D.10.32)
- Q. 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 all attempts to provide services, monitor youth at an appropriate level of supervision, and when needed, impose graduated sanctions prior to revocation of probation in JETS. (Refer to YS D.10.17)
- R. The PPO/J shall forward all SAVRY assessments and Supervision forms to the PPS/J for review and electronic approval in JETS. The PPO/J shall document all SAVRY assessments and Supervision forms, as they are completed, in the Review History section of the ISP in JETS.
- S. 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.

Previous Regulation/Policy Number: D.10.4

Previous Effective Date: 10/23/2017

Attachments/References: D.10.4 (a) - Levels of Supervision Chart Jan 2019

OJJ Levels of Supervision Chart

Supervision Level	Youth	Parent/Guardian	Service Provider
New	Within 24 hours (face-to-face)		
Low	Quarterly (face-to-face)	Quarterly (face-to-face or telephone)	
Moderate	Monthly (face-to-face)	Monthly (face-to-face or telephone)	Monthly
High	Twice Monthly (face-to-face)	Monthly (face-to-face or telephone)	Monthly
Intensive	Weekly (face-to-face)	Twice Monthly (face-to-face or telephone)	Monthly
PL1	Monthly (face-to-face at facility)	Monthly (face-to-face at the home)	Monthly
PL2 (assigned region)	Monthly (face-to-face at facility)		Monthly
PL2 (region of origin)		Monthly (face-to-face at the home)	
Secure	When Possible	Quarterly (face-to-face or telephone)	When Possible
Runaway	Based on SAVRY Risk Rating: Low/Moderate-Monthly; High-Biweekly Type of attempts should vary (refer to C.2.1)		