

YOUTH SERVICES POLICY

Title: SAVRY - Community Based Services	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.32
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References: ACA Standards 2-7130, 2-7134, 2-7135, 2-7143 (Juvenile Probation and Aftercare Services), 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); La. R. S. 15:901(G), YS Policies B.2.14 "Secure Care SAVRY", B.2.16 "Assessment and Treatment of Youth Who Demonstrate Sexual Behavior Problems", D.9.1 "Placement of Youth in Residential Facilities", D.9.13 "Case Assessment Process for Secure Care Placement", D.10.4 "Community Supervision Classification System", D.10.7 "Probation and Parole Supervision" and D.11.1 "Predisposition Investigation and Social History"	
STATUS: Approved	
Approved By: <i>William A. Sommers, Deputy Secretary</i>	Date of Approval: 04/15/2021

I. AUTHORITY:

Deputy Secretary of Youth Services 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 by Community Based Services staff.

III. APPLICABILITY:

Regional Directors, all Regional Managers and all employees of Community Based Services

IV. DEFINITIONS:

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

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

Predisposition Investigation (PDI) – a report prepared for the court by a PPO/J or intern that contains the circumstances surrounding commission of the offense, prior offenses committed by the child, impact on victim, etc., as outlined in Ch. C. Art 890 and a recommendation for the care, treatment, rehabilitation, and placement of the youth.

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) - 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 that 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 has a Low, Moderate or High Summary Risk Rating for future reoffending. (Refer to YS Policy No. B.2.14)

V. POLICY:

It is the Deputy Secretary's policy that a Structured Assessment of Violence Risk in Youth (SAVRY) be completed for all youth under YS supervision for a period in excess of six (6) months or more, in OJJ custody, or on parole supervision, by the assigned Probation and Parole Office/Juvenile (PPO/J). The SAVRY is used as a guide in professional risk assessments and intervention planning for violence and delinquency risk management in youth. The evidence based instrument will assist in identifying risk/needs of the youth and aid in the development of an Individual Service Plan (ISP).

VI. PROCEDURES:

A. SAVRY -- Initial Assessment

1. The SAVRY Initial Assessment shall be administered by the PPO/J in the following circumstances (unless previously completed):
 - a) When a Predispositional Investigation (PDI) Report is ordered - prior to completion of the PDI.
 - b) When a youth is placed on YS Supervision in excess of six (6) months - to be completed within thirty (30) days (unless completed for the PDI).
 - c) 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 youth's probation is extended beyond the initial six (6) months based on behavioral and intervention needs; **or**
 - A significant need is discovered or a Low supervision level may not be appropriate.

The SAVRY Social History, SAVRY and SAVRY ISP shall be completed within thirty (30) days of notification of the new disposition, extension for behavioral needs or identification of a significant need.

- d) When a youth is placed in non – secure custody for a period exceeding thirty days - to be completed within fourteen (14) days (Refer to YS Policy D.9.1).

- e) When the court recommends Secure Custody for a period exceeding thirty (30) days, to be completed within five (5) days (Refer to YS Policy D.9.13)
2. The “SAVRY Social History” must be completed by the assigned PPO/J prior to completing the SAVRY Assessment if one has not previously been completed (Refer to YS Policy D.11.1).
3. The SAVRY “Initial Pre-disposition” or “Initial Post-disposition” assessment form is only completed at the time of the first SAVRY assessment. CBS staff will use the SAVRY “Reassessment – Field” form for all future assessments, including following case closure when the youth returns to YS supervision or custody.
4. Informal Adjustment Agreement (IAA), Deferred Dispositional Agreement (DDA) and youth initially placed on probation for a period of six (6) months or less do not require a SAVRY PDI/Social History, SAVRY assessment, or SAVRY ISP to be completed unless:
 - a SAVRY was previously completed; **or**
 - the youth is adjudicated on a new offense and the new disposition will exceed the initial six (6) months; **or**
 - the youth’s probation, IAA, or DDA is extended beyond the initial six (6) months based on behavioral and intervention needs; **or**
 - a significant need is discovered or a Low supervision level may not be appropriate

B. SAVRY -- Reassessment

1. The SAVRY Reassessment shall be administered by the PPO/J in the following circumstances:
 - a) Probation, parole, non-secure, and secure cases - to be completed every six (6) months. Note: When a youth is currently “assigned” to a YS secure facility, the Case Manager will complete the Reassessment.
 - b) All new adjudications when the disposition is probation, if the SAVRY Assessment has not been completed in the past ninety (90) days - to be completed within thirty (30) days.
 - c) All new/additional adjudications when the disposition is YS custody in excess of thirty (30) days if a SAVRY Assessment has not been completed within the current calendar month.

- d) When a youth is in YS custody, at the time they are placed/assigned to the initial non-secure or secure facility, and the SAVRY Assessment has not been completed within the current calendar month.
 - e) When a major change occurs.
- C. After a SAVRY “Initial Assessment” or “Reassessment” has been completed, the PPO/J shall also complete a SAVRY Supervision Level/Change form identifying an appropriate level of supervision based on the objective assessment of identified risk factors, court order, and any other pertinent information. Once the supervision level is determined, the youth and his/her parents shall be notified, and the minimum supervision standards are explained to them. (Refer to YS Policy D.10.4)
- D. The PPO/J shall forward all completed SAVRY assessments, reassessments, quarterly reviews, and supervision forms to the PPS/J for review and approval via electronic signature in JETS.
- E. The SAVRY Assessment is NOT intended to predict reoffending risk for youth below the age of 12, or sex offenders, based on past behavior or experiences. Therefore, the PPO/J shall refer to the SAVRY Assessment with caution when deciding an override for this particular population. The SAVRY estimates risk for general violence and delinquent reoffending only. Do not use the SAVRY as a means to estimate the risk of sexual reoffending (Refer to YS Policy B.2.16 for psychosexual assessment).
- F. Youth who have exhibited a level of compliance with community supervision and intervention and have a SAVRY Summary Risk rating of low on two consecutive SAVRY Reassessments, shall be considered for case closure. The PPO/J assigned the case shall approach the Court with a recommendation for early release from supervision.

The PPO/J shall refer to the risk level identified by the psychosexual assessment risk rating, when a youth is adjudicated on a sexual offense and/or is participating in the Sexual Behavior Problem Treatment Program when considering approaching the Court for early release from supervision.

G. Individual Service Plan (ISP) – Initial

1. The SAVRY assessment includes social/contextual and individual/clinical risk factors that are dynamic, or subject to change, and protective factors. Risk factors are addressed in specific Need Areas (Disruptive Behavior, Substance Abuse, Family, Mental Health, Education, Peer, Community) on the ISP to assist with case planning.

The assigned PPO/J shall utilize the SAVRY assessment, social history, psychological evaluations, psychiatric evaluations, school records, prior services, etc., to develop an Individual Service Plan that is specific to the most critical needs of each youth under the following circumstances:

- a) When a youth is placed on YS probation in excess of six (6) months, the “SAVRY ISP” shall be fully completed (in JETS and signed) within thirty (30) days of the disposition (or notification) of supervision.
- b) If a youth was originally placed under YS 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 youth’s probation, IAA or DDA is extended beyond the initial six (6) months based on behavioral and intervention needs; **or**
 - a significant need is discovered or a Low supervision level may not be appropriate;

and

 - Upon completion of the SAVRY Social History and Assessment
- c) When a youth is placed in non – secure custody for a period exceeding thirty (30) days, the “Service Plan – Placement 2” shall be fully completed within fourteen (14) days of the initial placement in a non-secure residential program.
- d) When a youth is placed on parole supervision, the “SAVRY ISP” shall be fully be completed within thirty (30) days of the youth’s release from a non-secure or secure facility\YS custody.
- e) When an ISP is not required, the PPO/J shall use the probation order and pertinent information obtained during intake to identify the need areas which shall be documented in a case narrative.

2. The ISP must be completed within the timeframes listed above including all necessary signatures. The ISP shall be signed and dated by the youth, parent/guardian, PPO/J and PPS/J. The “Service Plan – Placement 2” shall also be signed by the facility representative (Refer to YS Policy D.9.1).

A copy of the completed ISP shall be provided to the youth and parent/guardian and documented in a case narrative. A copy shall also be provided to the facility and court on non-secure cases (Refer to YS Policy D.9.1). The original signature page shall be filed in Section 3 of the case record.

3. No more than three (3) need areas shall be identified on the ISP at any time. The PPO/J shall prioritize risk factors rated as “High” (especially critical) on the current SAVRY assessment to target for intervention and included under the appropriate need area on the ISP. If three (3) “High” risk factors are not indicated on the SAVRY, “Moderate” risk factors should be addressed in the ISP. Goals and objectives created to target these areas of need shall be documented under the corresponding ISP heading.

The PPO/J shall use the current SAVRY risk and identified needs in conjunction with the Service Referral Matrix to match the youth with the appropriate level of services. Caution should be taken not place youth identified as “Low” risk/need in “High” risk/need programs.

Youth with SAVRY Summary Risk ratings of Low will generally have few or no salient needs requiring intervention and therefore may not have current goals identified on the ISP. The date and notation shall be documented at the bottom of the ISP, “Youth is currently identified as Low risk and does not have any identified need areas at this time”.

4. ISP goals shall be specific, measurable, attainable, realistic, and time-based and may be modified throughout supervision as need areas change. The youth and his parents shall be given the opportunity to participate in the formulation of the ISP and the assigned PPO/J shall review the identified goals with the youth and parent/guardian in a manner that ensures they fully understand all expectations.
5. If a youth has been deemed a IV-E Candidate, there must be a corresponding goal identified on the ISP to address the current issue that is placing the youth at imminent risk of removal. (Refer to YS Policy D.10.7).

6. When a youth is placed in a secure facility, the PPO/J assigned to the case will participate in the development of the Individualized Intervention Plan (IIP) by the secure care Case Manager. (Refer to YS Policy B.2.14)

H. Individual Service Plan (ISP) -- Update

1. The ISP goals are based on the dynamic risk factors identified on the current SAVRY assessment. As the youth's risk\needs change, the ISP goals shall be reviewed and modified as needed. When a goal has been achieved or is no longer an identified need as determined by the SAVRY, an end date shall be entered.

Any changes to the ISP goals or interventions shall be discussed with the youth and parent/guardian and documented in a case narrative. The dates of all SAVRY Assessments, Reassessments and Supervision forms completed shall be documented in the Review History section of the ISP.

2. At a minimum, "SAVRY ISP" goals shall be updated as follows:
 - a) Quarterly;
 - b) When new needs are identified that require immediate attention;
 - c) Following a SAVRY reassessment

The "Service Plan – Placement 2" goals shall be updated as follows:

- a) When there is a change in non-secure placement
- b) When new needs are identified that require immediate attention;
- c) Following a SAVRY reassessment

I. 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.

- J. The current SAVRY Summary Risk rating, identified need areas and interventions shall be provided to the court or YS contract provider (when applicable) in the "SAVRY Social History", "SAVRY Statement of Findings" or "Administrative\Case Review Report" form.

The completed SAVRY Assessment rating form SHALL NOT be provided to the court or anyone outside of YS. The specific individual risk and protective factor ratings SHALL NOT be outlined or included in any report.

VII. TRAINING AND STAFF DEVELOPMENT

- A. Only YS employees who have completed the required SAVRY training shall complete, review or approve a SAVRY Assessment or Reassessment.
- B. A documented three (3) day (minimum) 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 SAVRY assessments / reassessments. This training shall be entered into the LEO or TREC database.
- C. Documented ratings on a minimum of four (4) 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 Assessment / Reassessment shall receive additional documented training on the following policy issues:
 - 1. YS Policy regarding when and 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 Predispositional Investigations and recommendations to the court.
 - 3. How the results of a SAVRY assessment / reassessment should be used to select appropriate referrals, and ongoing case management.
 - 4. How the result of the SAVRY assessment or reassessment should be used to assist in placement, furlough, and early release recommendations.
 - 5. All policy and SAVRY related training shall be entered into the LEO or 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, updating of the ISP, and service referrals. All booster training shall be entered into the LEO or 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 LEO or TREC database, and maintained by the employee’s supervisor.
- H. Each regional office shall designate two (2) master trainers who shall receive extensive training of the SAVRY Risk Assessment. Additional trainers are at the discretion of the Regional Manager, based upon the size of the office, and due to the potential turnover of master trainers.

VIII. QUALITY ASSURANCE

- A. Quarterly JETS reports are available on SharePoint. Regional Managers, Probation and Parole Supervisors/Juvenile (PPS/J), SAVRY Master Trainers, CQIS staff and the Central Office Program Manager shall review them to ensure the following:
1. Youth are being assessed / reassessed in accordance with policy (i.e., initial assessment, reassessment every six (6) months at a minimum, etc.).
 2. Review assessments of all SAVRY risk ratings by PPS/J to ensure staff is not routinely assigning a single risk category (e.g., all youth assigned come up as “Low Risk”, “Moderate Risk”, or “High Risk”).

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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. Review of SAVRY Supervision Level forms to ensure youth are receiving the appropriate level of monitoring and supervision.
5. Review Need Areas as identified on the SAVRY Assessment or Reassessment to ensure youth are receiving the appropriate service referrals from PPO staff.
6. All SAVRY forms completed are reviewed by the PPS/J, by confirming their electronic approval or disapproval of the rating in JETS.

Previous Regulation/Policy Number: D.10.32
Previous Effective Date: 05/14/2019
Attachments/References: