



Administrative Policies and Procedures: 11.6

Subject:	Youth Level of Service/Case Management Inventory (YLS/CMI)[®] Assessment Guidelines
Authority:	TCA 37-5-105, 37-5-106, 37-1-137
Standards:	COA: JJCM 2.02, 2.06, 3.04, 6.01
Application:	To All Department of Children's Services Employees Who Administer, Supervise Administration of, or Provide Training on the Youth Level of Service/Case Management Inventory Assessment (YLS/CMI)[®]
Policy Statement:	
The Youth Level of Service/Case Management Inventory (YLS/CMI)[®] risk assessment will be completed on delinquent youth served by the Department of Children's Services who are receiving Probation, Custodial, Aftercare and in-state Interstate Compact on Juvenile (ICJ) services.	
Purpose:	
<p>The <i>YLS/CMI</i> is a standardized evidence based risk assessment tool that provides a foundation for effective case management. The tool is utilized in decision making related to level of care, supervision, placement and treatment planning and interventions for DCS youth who are adjudicated delinquent. The instrument identifies risk, need, and responsivity factors as well as strengths and protective factors. The Family Service Worker (FSW) incorporates the data into a holistic plan that builds on strengths and addresses areas related to recidivism thereby enhancing success and prevention of future delinquent/criminal behavior.</p> <p>The <i>YLS/CMI</i> is an essential component in promoting community safety by reducing the likelihood of re-offending (recidivism) through the application of specific strategies designed to reduce risk and enhance protective factors.</p>	
Procedures:	
A. Initial Requirements	<ol style="list-style-type: none"> 1. All youth who are adjudicated delinquent and on DCS probation, in DCS custody, on aftercare or under in-state Interstate Compact on Juveniles supervision, will have a <i>YLS/CMI</i> completed during the initial assessment process. 2. The <i>YLS/CMI</i> may be completed, but is not required, for youth on pretrial diversion. 3. The <i>YLS/CMI</i> may only be administered by a person certified to complete the assessment, (see section C.2 of this policy). 4. The <i>YLS/CMI</i> will be completed within fourteen (14) calendar days of a youth being placed in DCS custody, placed on DCS Probation or on the date the case

Subject: Youth Level of Service/Case Management Inventory (YLS/CMI) © Assessment Guidelines **11.6**

	<p>is accepted as an ICJ case.</p> <ol style="list-style-type: none"> 5. Information will be obtained through interviews, observations, court records, school records, review of other relevant records and other appropriate evidence based tools. 6. All information must be documented in the <i>Family Functional Assessment (FFA)</i> prior to scoring the <i>YLS/CMI</i>. Documentation must be comprehensive and include information relevant to the <i>YLS/CMI</i> as outlined in <i>YLS/CMI</i> training. 7. The <i>YLS/CMI</i> will be completed after all required information is secured, interviews are completed and documentation completed. The team leader will approve the <i>YLS/CMI</i> and ensure that the proper procedure has been followed regarding integrity of the assessment tool. 8. The <i>YLS/CMI</i> will be entered into TFACTS under the “Assessment” Icon. 9. The FSW who completed the <i>YLS/CMI</i> is responsible for immediately completing form CS-0919, Youth Level of Service Needs Checklist. The identified areas of strengths, needs and risk will be incorporated into the youth’s -Family Permanency Plan (YFIA) for all delinquent case types or other treatment plans as applicable. 10. For youth supervised in the community, the risk score will determine the youth’s supervision level: <i>Very High, High, Moderate, Low</i> and <i>Inactive</i> as outlined in DCS policy <u>13.1 Supervision Levels of Youth Adjudicated Delinquent and FSW Responsibilities..</u> 11. The identified level of risk and the frequency of contacts required must be documented in the Safety Section of the Family Permanency Plan (YFIA) for youth on probation, aftercare and Interstate Compact on Juveniles Supervision.
<p>B. Reassessment</p>	<p>Reassessment will be completed as clinically indicated or every 6 months. The minimal time frame to initiate a Reassessment is three months unless there are situations or circumstances that would warrant completing one prior to three months. Time frames for items are adapted for reassessments; please refer to Reassessment Protocol.</p> <p>A reassessment using the <i>YLS/CMI</i> will take place if any of the following are applicable:</p> <ol style="list-style-type: none"> 1. There are reasons that support a Re-Assessment such as consideration for change in placement level of care, consideration for change in supervision level (Probation/Aftercare/ICJ), consideration for release or discharge, etc. 2. Prior to the release CFTM for a custodial youth. 3. When the Child and Family Team assesses/determines that a youth’s level of risk and need appear to have decreased, the team leader will request that the FSW complete the <i>YLS/CMI</i>.

Subject: Youth Level of Service/Case Management Inventory (YLS/CMI) © Assessment Guidelines

11.6

	<ol style="list-style-type: none"> 4. For youth on Probation or Aftercare and for youth residing in Tennessee being supervised under the Interstate Compact on Juveniles, reassessment will take place prior to making a recommendation for discharge to the court. 5. The FSW has twenty-one (21) working days to complete the <i>YLS/CMI</i> reassessment and submit the results to the team. The FSW will follow the guidelines in the <i>YLS/CMI</i> Protocol. The <i>YLS/CMI</i> Reassessment must be entered into TFACTS.
<p>C. Professional Development and <i>YLS/CMI</i> trainers</p>	<ol style="list-style-type: none"> 1. <i>YLS/CMI</i> training must be conducted by a trainer who has been certified by the master trainer. 2. Anyone administering the <i>YLS/CMI</i> must participate in the <i>YLS/CMI</i> specific training, complete a minimum of two (2) practice cases and have been certified by an approved trainer or master trainer as having successfully completed the certification process. 3. If at anytime the competency of the worker's ability to proficiently administer the <i>YLS/CMI</i> should be in question, the worker may be required to undergo supplemental training and/or supervision until an appropriate level of proficiency can be demonstrated.
<p>D. <i>YLS/CMI</i> assessment scoring sheet usage and control</p>	<p>The <i>YLS/CMI</i> will be entered into TFACTS eliminating the requirement to use the <i>YLS</i> scoring form, however; if the scoring form is used, the following guidelines must be followed.</p> <ol style="list-style-type: none"> 1. The <i>YLS/CMI</i> assessment scoring sheet is a copyrighted instrument with legal protection. A blank <i>YLS/CMI</i> assessment scoring sheet may not be reproduced. 2. Only persons certified to complete the <i>YLS/CMI</i> may have access to blank or completed forms or test items. 3. Forms will be maintained in the Division of Juvenile Justice Central Office. The Juvenile Justice Regional Coordinator will ensure the region has an adequate supply of forms. The Executive Director of Program Planning and Management in the Division of Juvenile Justice will be the keeper of the forms.
<p>E. Communication of <i>YLS/CMI</i> Results</p>	<ol style="list-style-type: none"> 1. Form CS-0919, Youth Level of Service Needs Checklist, will be provided to service providers, contract and state, working with the youth and the family to <u>document</u> the <i>YLS/CMI</i> results. 2. Due to copyright issues, the completed <i>YLS/CMI</i> scoring sheet may not be shared with service providers.
<p>F. Quality Assurance</p>	<ol style="list-style-type: none"> 1. Quality assurance will be maintained using <i>YLS/CMI</i> Trainers, a peer review process, the Juvenile Justice Regional Coordinator and/or continuing education

Subject: Youth Level of Service/Case Management Inventory (YLS/CMI) © Assessment Guidelines **11.6**

	<p>focused opportunities.</p> <ol style="list-style-type: none"> 2. Certification to administer the YLS/CMI will be reviewed and updated on a yearly basis. 3. Person(s) certified to administer the YLS/CMI will be assessed on the <i>Tennessee YLS/CMI File Review Quality Assurance Checklist</i> on a yearly basis. 4. Continuing education focused opportunities such as case consultation, mock cases, YLS/CMI specific meetings, and computer-based training will be available to persons certified to administer the YLS/CMI.
<p>G. Level of Care Decision Matrix Guide</p>	<ol style="list-style-type: none"> 1. The DCS Division of Juvenile Justice Population Management Committee may utilize the <i>Level of Care Decision Matrix Guide</i>. This tool will assist the team as needed to guide appropriate placement recommendations. 2. Regional staff is not required to use this tool.

<p>Forms:</p>	<p><u>CS-0919, Youth Level of Service Needs Checklist</u></p>
<p>Collateral documents:</p>	<p><u>Protocol for Youth and Family Intervention Agreement (YFIA)</u> <i>Youth Level of Service/Case Management Inventory (YLS/CMI)© Assessment Level of Care Decision Matrix Guide</i></p>

Glossary:	
Term	Definition
YLS/CMI Advisor:	An individual who has demonstrated a consistent proficiency in the administration of the YLS/CMI as determined by a YLS/CMI Trainer or YLS/CMI Master Trainer and the YLS/CMI Steering Committee has agreed is appropriate to serve as an advisor.
YLS/CMI Master Trainer:	<p>A YLS/CMI Trainer who has completed the necessary requirements to train and approve individuals to be YLS/CMI Trainers. In addition to meeting all the requirements set forth for a YLS/CMI Trainer, a YLS/CMI Master Trainer will:</p> <ul style="list-style-type: none"> ◆ Hold a doctorate degree in an area specified in the YLS/CMI Trainer definition; ◆ Have significant experience with the YLS/CMI; ◆ Demonstrate a solid understanding of the tool; ◆ Be proficient in accurate scoring of the instrument; ◆ Have successfully participated in the Master Trainer process, and ◆ Be approved and designated by Dr. Robert Hoge, developer of the instrument as a Master Trainer.
YLS/CMI Trainer:	<p>An individual who can:</p> <ul style="list-style-type: none"> ◆ Conduct YLS/CMI Training; ◆ Approve certification of others to administer the YLS/CMI; ◆ Provide consultation; ◆ Conduct quality assurance reviews; and ◆ Provide continuing education activities related to the instrument. <p>The YLS/CMI Trainer must have at a minimum a master’s degree in child development, psychology, social work, counseling or other related field including graduate coursework in testing/measurement and/or assessment and exposure/experience in general assessment. The Trainer must:</p> <ul style="list-style-type: none"> ◆ Be approved by Dr. Robert Hoge, developer of the YLS/CMI, as a Trainer as a part of the initial Tennessee YLS/CMI start up, or ◆ Complied with and completed the Tennessee YLS/CMI Train the Trainer Protocol including approval by a Tennessee YLS/CMI Master Trainer.