



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

## JUVENILE JUSTICE INFORMATION SYSTEM BUSINESS RULE

---

**SUBJECT:** Youth Requirements & YES Plan

**PROCEDURE NUMBER:** 08-001

**EFFECTIVE DATE:** December 2008

**REVISED DATE:** January 2016, May 2019, January 2020

**PROGRAM AREA(S):** Diversion, Probation, Conditional Release & Post Commitment Probation.

---

### **POLICY/PROCEDURE:**

The Youth-Empowered Success (YES) Plan is the primary planning tool for the administration and organization of case management services for youth on Diversion, Probation, Probation Day Treatment, Conditional Release, and Post-Commitment Probation supervision. The JPO/Contracted Case Manager will use Youth Requirements to prepare YES Plans in JJIS. Change Goals will also be used in the development of some YES Plans, as required by Department policy.

1. Upon entering into a diversion program where YES plans are required or being placed on Department supervision, the JPO/assigned case manager shall enter the negotiated sanctions into the Youth Requirements module in JJIS.
2. All youth will have a new Community Assessment Tool (CAT) completed after placement on supervision and prior to the development of the initial YES Plan.
3. Youth Requirements are to be entered on the referral associated with placement.
  - a. Start dates and projected end dates should be set in collaboration with the youth and family and should be an accurate reflection of how long the action will take to complete.
    - i. The requirement start date is usually the date supervision begins
    - ii. The projected completion date may differ with each requirement; it may be court ordered
4. Change Goals (if applicable) must be entered in Youth Requirements module prior to creating the YES plan.
5. The JPO/assigned case manager must create the YES plan in JJIS and have all parties sign and approve the YES plan within 30 days of the court order per Department Policy.
6. Youth Requirements are to be updated as completed and/or in preparation of court action.
7. If a youth is continued on supervision and/or additional sanctions are negotiated:

- a. The JPO/assigned case manager will add additional sanctions into the Youth Requirements module in JJIS.
  - i. An updated CAT must be completed.
  - ii. The requirements are end dated on the old referral and entered as new requirements on the new referral id with the new start date.
  - iii. Change Goals (if applicable) must be added/updated in Youth Requirements module.
  - iv. The JPO/assigned case manager must create a new YES plan in JJIS and have all parties sign and approve the YES plan within 30 days of the court order per Department Policy.
8. Transfer Supervision Cases – The assigned JPO/Case manager is responsible for updating JJIS prior to transferring the case.
  - a. Adding Youth Requirements
  - b. Updating CAT
  - c. Adding Change Goals (if applicable)
  - d. Creating YES plan
  - e. Once the case has been transferred or courtesy supervision has been established, then the JPO/Case Manager who is providing supervision of the youth is responsible for updating all the above information.
9. Supervisor Case Reviews are conducted on all cases in accordance with Department policy. Prior to supervisor reviews the JPO/case manager who is providing supervision of the youth will be responsible for updating JJIS:
  - a. Review/update Youth Requirements (including Change Goals if applicable)
  - b. Update CAT
  - c. Create a new YES plan.

**REFERENCES:**

Chapter 63D, Florida Administrative Code  
CAT Statewide Business Rules