



Community PACT Statewide Business Rules

Positive Achievement Change Tool (PACT)

Training and permissions:

All staff needing access to the PACT software on JJIS to create and update assessments must have successfully completed Motivational Interviewing (MI) training and C PACT Basic training. All staff needing access to create or edit PACT goals and/or approve YES Plans also need YES Plan training. MI training is a prerequisite for PACT training and PACT training is a prerequisite for the YES Plan training. It is strongly recommended that JJIS training be completed prior to PACT training for staff that will be administering the PACT regularly.

This document uses the term Juvenile Probation Officer (JPO) to apply to all DJJ and contracted JPOs, contracted screeners, contracted case managers and any other person working under Probation and Community Intervention screening, assessing, and/or supervising our youth.

The PACT Process and General Guidelines:

- The PACT process includes five main steps. First, all available records should be reviewed. Second, the youth is interviewed using motivational interviewing techniques. Third, collateral sources are checked. Fourth, the results are entered in JJIS and fifth, the results are reviewed.
- Anytime a PACT is done, the JPO shall consider their own observations and all collateral information available from the family, other DJJ staff, school, or other informed persons about the youth and family.
- All significant and/or critical information not captured specifically in an item must be noted in the comment section of the corresponding domain. Examples are abuse

information, criminal or anti-social behavior not captured in domain 1, and family member information not specified in items.

- Face to face contact is always required for an initial PACT interview, pre-screen or full assessment. Remember, the PACT interview is a rapport building exercise and lays the foundation for future critical work in the youth's change process.
- Subsequent reassessments for youth on supervision do not require a formal, face to face interview, rather the use of information gained through supervision of the youth and collateral contacts.
- Each time a youth under supervision is transferred from one JPO to another, the next required reassessment interview shall be face to face between the new JPO and the youth.
- After a pre-screen is completed, feedback is given to the youth and family regarding the youth's risk to reoffend.
- After a full assessment is completed, feedback is given to the youth and family regarding the results, including a summary of the major risk and protective factors. The PACT Overview Report can be shared with the family if they request a copy of PACT information.
- The 'Cannot Complete' function should be used anytime a pre-screen or full assessment is required by administrative rule and cannot be completed within the required timeframe. Cannot completes are one time markers, they are not to be completed on a reassessment schedule.
- Occasionally, professional discretion may be used to make a recommendation or use an intervention that does not match the risk to reoffend score. Professional discretion does NOT negate the responsibility to generate and follow up on referrals for service.
- Printed versions of PACTs are not to be maintained in the youth's file, since they are available in JJIS.

The PACT Mental Health and Substance Abuse Screening Report and Referral Form:

Anytime a new PACT is required by administrative rule for new charges or detention screening, the PACT Mental Health and Substance Abuse Screening Report and Referral Form (PACT MHSA) must also be completed and used to determine whether a referral for further assessment or immediate intervention is required.

This requirement does not apply to reassessments (pre or full), initial placement on probation, reinstatement on probation, or entering aftercare.

Anytime the form is required, but a PACT cannot be completed, the off-line version of the form must be used.

Screening:

All youth presented for detention screening who require a State Attorney Recommendation (SAR) must have a PACT pre-screen completed prior to the SAR. Staff must ensure appropriate information from the PACT is included in the recommendation. All youth at low risk to reoffend should be considered for non-judicial action or diversion.

If, for any reason, a SAR is submitted without benefit of PACT results, and the assigned JPO receives new information that may result in a change in recommendation the JPO will complete a new PACT and then an amended SAR.

All youth being sent to secure detention must have a PACT and the PACT MHSAs must be completed and the results provided to detention staff.

For youth being released to a parent/guardian, the parent/guardian will be informed of the PACT results and provided with a copy of the PACT MHSAs form.

Intake and Diversion:

All youth referred to the Department for a delinquent act require a PACT.

For youth referred for non-judicial action without face to face JPO contact, the above requirement is waived. The cannot complete function is not required.

All youth who require a State Attorney Recommendation must have a PACT pre-screen completed prior to the SAR. Staff must ensure appropriate information from the PACT is included in the recommendation. All youth at low risk to reoffend should be considered for non-judicial action or diversion. If a youth is on supervision and is receiving full assessments, a new full assessment can be used in lieu of the pre-screen.

A PACT must be completed whenever a Pre-disposition Report (PDR) is ordered. A full assessment is required only for youth scoring moderate high or high risk to reoffend and all youth being recommended for commitment. This PACT shall be done after all charges in JJIS have been updated correctly according to any charge amendments, petitions, and plea negotiations. The PACT must be completed prior to generating the PDR in JJIS.

The PACT will be completed during the initial intake conference, prior to completion of the SAR, and prior to the completion of the PDR. There is no requirement to complete PACTs at any other time while a youth is on intake status. The reassessment process applies only to those youth in certain supervised diversion programs or on supervision.

IDDS

Intensive Delinquency Diversion Services programs are for those youth at risk of becoming serious, chronic offenders. When possible, the JPO shall use the PACT to determine if the youth is appropriate for IDDS and those scoring moderate high or high risk to reoffend are eligible for the program. Youth scoring low or moderate may only be referred to IDDS if they meet certain criteria (meaning meeting three of four documented risk factors in family, school, substance abuse, or criminal history).

Once enrolled in IDDS, the IDDS case manager is responsible for completing the required full assessments and YES Plans. The IDDS supervisor is responsible for reviewing and approving the youth's documents. A final assessment is required immediately prior to program completion to document the youth's progress.

Probation:

The PACT shall be completed on all youth being supervised by the Department on probation. All youth will have a new PACT completed after placement on probation and prior to the development of the YES Plan. This allows all the criminal history information to be updated accurately in domain 1, post disposition. If the same JPO completed the PACT for the PDR, an interview is not required, but generating a new PACT is still necessary. This also allows the JPO to begin supervision with the PACT and YES Plan requirements on the same time table (new PACT on every other review period (every 180 days) for pre-screen youth).

The youth and parent/guardian(s) must participate in the development of the YES Plan, and collaboration must be documented by the JPO in the case notes.

The YES Plan goals must assess the youth's readiness for change. Goals are based on 90 day increments. The action steps must outline who is responsible for each task. The 'who, what, and how often' must be identified for the youth and the JPO. The parent action steps should support the youth and JPO needs. Remember, the YES Plan dictates how the youth is supervised. The YES Plan is a document that will change regularly with the youth's progress. Start dates and projected end dates should be set in collaboration with the youth and family. These dates will often need to be adjusted as the plan progresses.

All youth scoring moderate high or high risk to reoffend require a full assessment and at least one of the top three criminogenic needs must be addressed with an appropriate PACT Goal on the YES Plan. Youth scoring high risk to reoffend shall be referred to an evidenced-based intervention to target one of the top three criminogenic needs. The JPO is required to document any barriers to referral and/or participation in an evidence-based intervention.

The YES Plan for a low or moderate risk youth will look markedly different from a YES Plan for moderate high or high risk youth, with more interventions and supervision for the latter.

The initial YES Plan must be completed and signed by all parties within 30 days of the child being placed on probation. The supervisor must also approve the YES Plan in JJIS inside this 30 day window.

All youth receiving charges for a subsequent delinquent act require a new PACT. This is critical to capture new information in the criminal history. If a SAR is required, staff must ensure appropriate information from the PACT is included in the recommendation. This process may be completed by the assigned JPO or a detention screener/JPO.

Reassessments of all youth on probation must occur on a regular basis. Youth with full assessments (typically the moderate high and high risk youth) must be reassessed at least once every 90 days. The reassessment must be completed prior to the supervisory case review. Youth with pre-screens (typically the low and moderate risk youth) must be reassessed, with new pre-screens, at least once every 180 days, also prior to supervisory review. If, in the rare case a youth drops from Moderate-High to Moderate risk, full assessments are no longer required, and pre-screens may be used instead.

The YES Plan must be updated at least once every 90 days, prior to the supervisory review. Hand written modifications are allowed, but every 90 days all updates must be captured in JJIS. This includes generating a new YES Plan in JJIS. Printing and signing the form is not required. The generation of the plan every 90 days leaves a record of the youth's progress that is easy to follow. After each supervisory review, the JPO must notify the youth and family of the status of the plan and the supervisor's approval within 14 days.

Sex Offender Walker Plan youth are subject to all the customary PACT requirements for probation youth.

Diversions Walker Plan youth do not require PACTs.

Redirection

All youth being referred to a Redirection program (FFT, MST, BSFT) require a full assessment at the time of the referral and a reassessment upon program completion. This means no PACTs are required during program participation (with the exception of new law violations). This is done to document progress made by the youth during program participation. This process is critical to help us measure program effectiveness.

Note: When FFT or MST funding is through another source, it is still considered Redirection for the purposes of this rule.

Day Treatment

All youth being referred to day treatment require the full assessment process while in the program, regardless of level of risk to reoffend. Within seven days of the youth's admission, a new PACT full assessment is completed. Within 14 days of admission, a new YES Plan is completed. The day treatment provider takes over all PACT, YES, and case review requirements for all youth in their program for the duration of the stay. Immediately prior to release from day treatment, the provider will complete a final PACT, or "exit" PACT. Any reassessment completed within 14 days of release will be considered the exit PACT. This is done to document progress made by the youth during program participation. This process is critical to help us measure program effectiveness.

If a new law violation occurs while in day treatment, the JPO holds responsibility for completing the SAR, and program shall assist the JPO in completing the SAR as needed.

Once a youth is released from day treatment, the youth will continue on with the full process (MH and H), or will be placed on the pre-screen guidelines/schedule (L and M), depending on risk to reoffend and other pertinent factors. Release from day treatment does not signify a "new" plan, just a continuation of the reassessment and review process.

Courtesy Supervision

For youth on courtesy supervision, the JPO and supervisor where the child is physically located maintain all responsibility for the PACT, YES Plan, and case reviews.

Transfers of Jurisdiction

When jurisdiction is transferred, the receiving county takes over all responsibility for PACT, YES Plan, and case reviews. The sending county will make every effort to ensure the previous PACTs and case reviews are up to date and accurate prior to transfer.

ICJ

All youth being supervised in Florida through ICJ are subject to all the customary PACT requirements. Out of state charges must be manually entered in Domain 1, to correctly capture criminal history information.

For all outgoing ICJ youth, the JPO should make every attempt to complete an initial PACT and negotiate the YES Plan prior to the youth leaving. The YES Plan is negotiated with the family based on the best available information on the situation in the receiving state and will only include the court ordered sanctions. Focus will be on contact (telephone, email, fax, etc.) between the JPO, the youth, and the parent/guardian.

If the youth is not available to meet in person, the 'cannot complete' function will be used for the initial PACT. The YES Plan negotiation will be minimal and completed via telephone to include only the court ordered sanctions.

Youth being supervised through ICJ in another state do not require any PACT reassessments.

For youth that begin supervision in Florida and later move out of state, any open PACT goals in place at the time a youth leaves the state should be closed appropriately. This means if the youth is able to complete a goal, they should do so, and the JPO will document when the goal is completed and close the goal. If the goal will no longer be valid it should be closed immediately.

Youth requirements will be updated as information is received and confirmed. A new YES Plan will be generated in JJIS every 90 days to document progress. Case reviews will continue on the 90 day schedule.

Jail

Youth in jail may fall into different categories. For an intake youth in jail, there are no PACT requirements, other than those required to complete reports for court. Any report to court should take into account information from a recent PACT.

For youth on supervision and in jail, the JPO is still responsible for monitoring the youth. Based on JPO and JPOS agreement, the PACT process may continue uninterrupted. If it is deemed unnecessary to continue the PACT process while a youth is in jail, a 'cannot complete' should be entered once and the PACT process will resume once the youth is released from jail. This decision must be made with the JPOS. The YES Plan is inactive for a youth in jail.

Absconders

If youth has absconded from supervision, at the next due reassessment a 'cannot complete' should be entered. No further PACTs are required until the youth is apprehended. Once the youth is apprehended, a new PACT reassessment schedule should begin.

YES Plans are inactive while a youth is on abscond status. For youth that abscond prior to the development of the initial YES Plan, the YES Plan is not developed until the youth is apprehended.

Demand Status and Administrative Caseloads

Youth on legal supervision status and also on demand status or an administrative caseload, no longer require PACT reassessments. YES Plan updates and case reviews continue.

Commitment:

All youth being considered for commitment require a full assessment.

Youth committed pending placement and in commitment facilities do not require any PACTs by the JPO. The residential facility will utilize the RPACT process. The JPO always has access to view RPACT assessments and goals.

Aftercare:

All youth on aftercare require PACTs. For Post Commitment Probation, Moderate-High and High risk youth require full assessments. All Conditional Release youth require full assessments, due to their committed status. The initial YES Plan must be completed within 30 days of release from commitment. Specific item help for aftercare youth will be provided in the "Aftercare Youth- PACT Help Guide" expected prior to 12/31/12.

Termination:

For youth that have been on a full assessment schedule (typically Moderate High and High risk youth), the Comparative Risk Factor Scores and/or Comparative Protective Factor Scores reports in the JJIS PACT module shall be addressed in the final progress report and attached to the request for termination to demonstrate changes in criminogenic needs and/or protective factors.

For all youth who have open PACT goals at the time of termination, it is imperative the goals are closed appropriately along with the youth requirements.

References:

FAC, 63D- 8.001

FAC, 63D- 9.001

FAC, 63D- 9.003

FAC, 63D- 9.004

FAC, 63D- 10.002

FAC, 63D- 10.003

FAC, 63D- 12.003

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