

YES PLAN

BUSINESS RULES

Initial creation of the plan:

First, the JPO completes a CAT for all youth being supervised by the department on probation, PCP, or CR. A new CAT is completed post disposition or post release from commitment. All youth must have the CAT completed prior to the development of the initial YES Plan. It is very important initial full assessments for moderate-high and high-risk youth are completed after a rapport building process can begin and specifically for aftercare youth to be given at least two weeks to re-establish routines and relationships.

The youth and family input regarding needs and goals shall be the driving force in the development of the case plan including action steps and target dates. The JPO shall document the development process in the case notes.

Court-ordered sanctions relevant to the youth's needs shall be documented in JJIS in the Youth Requirements module. This means some general conditions or non-task-oriented items on a court order may not be needed on the YES Plan. The plan goals must factor in the youth's readiness to change. The action steps must outline who is responsible for each task. The 'who, what, and how often' must be identified for the youth and JPO. The parent action steps should support the youth and JPO needs and will not necessarily include a 'how often' designation. Remember, the YES Plan dictates how the youth is supervised. The YES Plan is a document that will change regularly as the youth progresses. 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. These dates will often need to be adjusted as the plan progresses.

If sanctions need to be completed during supervision, but are not going to start immediately, action steps are not required and the requirement status shall be marked as pending. The requirement start date shall be estimated and the youth requirement shall be reassessed at each 90-day period. Once the sanction is to begin the action steps must be specified.

For youth that are moderate-high or high risk to re-offend, at least one of the top three criminogenic needs shall be addressed by creating a Change Goal in JJIS. The Change Goal is a performance goal for the youth on his or her YES Plan that specifically documents the criminogenic need to be addressed. Each Change Goal shall contain at least one specific action for the youth, family, and JPO that clearly defines who is responsible, what action should be taken, and how often the action should be taken.

For youth who are identified as high risk to re-offend, the YES Plan shall include a research informed intervention that targets one of the top criminogenic needs, unless the JPO documents in writing barriers to participation and explains the appropriate substitution implemented or explain the barrier, such as the lack of available resources, lack of youth readiness to participate, transportation difficulties, or lack of parental approval for participation.

The initial YES Plan shall be developed within 30 calendar days of disposition or release from residential commitment, and must be signed by all parties including the youth, family, JPO, and Juvenile Probation Officer Supervisor (JPOS). For moderate-high risk, high risk, and aftercare youth, a large portion of the 30-day timeframe should be used to create a meaningful plan. An electronic signature for the JPOS is acceptable. Case notes should indicate when the youth, family, and JPO sign the plan together.

The youth and family shall be informed of the importance of complying and with successfully completing the case plan.

The youth and family shall be provided with a copy of the YES Plan within ten (10) calendar days of approval.

Family requirements are waived whenever a youth is 18 years of age or older, living independently, or otherwise disengaged from his/her family as documented in the case notes.

Referrals for services:

Once the YES Plan is finalized and approved, the JPO shall either provide the youth and family with referral information or make a direct referral to the service provider within 10 calendar days of the approval of the YES Plan. This must be documented in the case notes.

The JPO shall assist the youth and family with making transportation arrangements for required services. If no other options are available the JPO shall provide transportation.

The JPO shall make contact with the service provider within 30 calendar days of the approval of the YES Plan to ensure that the youth and family have participated in the admission process and are receiving services.

The JPO shall ensure that progress reports, written or verbal, are received from the provider on a regular basis. The JPO shall follow-up with the youth and family on any treatment challenges communicated by the service provider and all follow-ups with service providers, the youth, family, or any other related contacts are documented in the case notes.

Case review process:

The JPO Supervisor shall conduct a case review of each case at least once every 90 calendar days while the youth is under supervision.

The JPO shall update all requirements and goals in the Youth Requirements module in JJIS prior to the supervisory review, to include closing completed goals or terminated sanctions, updating action steps and projected completion dates as needed for pending and in-progress goals, and/or adding sanctions or goals to address additional needs identified during the last 90 days. Once this is completed, a new YES Plan shall be generated in JJIS Web Forms. Printing and signing the form is not required. The generation of the YES Plan form every 90 days leaves a record of the youth's progress that is easy to follow.

Other notes to remember:

Handwritten modifications are allowed between formal updates. Updates in JJIS are only required once every 90 days.

Once a Change Goal is successfully completed, another should be negotiated for youth who continue to have needs to be addressed. For youth who have complied with supervision and all needs have been successfully addressed, a Change Goal is no longer required.

Once a high-risk youth successfully completes an evidence-based service, and no other criminogenic need is present, there is no requirement for an additional referral to another intervention.

Once termination is requested, all sanctions should be updated and no further updates are required pending termination.