



Community Assessment Tool (CAT)

Statewide Business Rules

Training and permissions:

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

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

The CAT Process and General Guidelines:

1. The CAT process includes six main steps.
 - a. First, all available records should be reviewed.
 - b. Second, JJIS charges and referrals must up to date. The CAT shall be done after all charges in have been updated correctly according to any charge amendments, petitions, and plea negotiations.
 - c. Third, the youth is interviewed using motivational interviewing techniques.
 - d. Fourth, collateral sources are checked.
 - e. Fifth, the results are entered in JJIS
 - f. Sixth, the results are reviewed.

2. Anytime a CAT is completed, 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.
3. 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.
4. Face to face contact with the youth is always required for an initial CAT interview, pre-screen or full assessment. Remember, the CAT interview is a rapport building exercise and lays the foundation for future critical work in the youth's change process. The Cannot Complete function shall be used when an initial CAT is required but the interview was not able to be completed face to face.
5. 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.
6. Each time a youth under supervision is transferred from one JPO to another, the next required reassessment shall be gathered from face to face interaction between the new JPO and the youth to cover all elements of the assessment.
7. After the six steps of the CAT process are completed, feedback is given to the youth and family regarding the youth's risk to reoffend and a summary of the major risk and protective factors. The CAT Overview Report can be shared with the family if they request a copy of CAT information. Feedback given shall be documented in case notes.
8. 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.
9. Printed versions of CATs are not to be maintained in the youth's file, since they are available in JJIS.

Intake:

All youth referred to the Department for a delinquent act require a CAT, including those already on supervision. The CAT is conducted via face to face interview as a part of the intake conference and intake process. The completion of the CAT is an integral component of the intake process. Remember, an intake conference is required for all youth, including youth screened for detention and those referred to diversion. The intake conference should be completed within 20 days of the receipt of the referral to coincide with submission of the State Attorney Recommendation. In areas where a JAC or screening location completed a SAR, an amended SAR may be submitted to include new information learned during the intake, if necessary. In the instance a SAR is not required, the timeframe to complete the intake conference is more flexible and should be completed while the youth is on intake status. All attempts to complete the intake conference and CAT must be documented in the case notes.

A CAT 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. The CAT must be completed prior to generating the PDR in JJIS.

The CAT shall be completed during the initial intake process and prior to the completion of the PDR. There is no requirement to complete CATs at any other time while a youth is on intake status. The reassessment process applies only to those youth on supervision.

JDAP

Juvenile Diversion Alternatives Program (JDAP) is a diversion program providing case management to youth. The Provider shall ensure each youth receives a CAT Full Assessment within ten (10) calendar days of the date of the Department's or State Attorney's Office referral.

The results of the CAT will outline the risk and needs of the child and will assist in case planning. For youth with no moderate-high or high risk domains, case planning should be focused on a 60 day schedule for completion of the program. For youth with one or more moderate-high or high risk domains, case planning should be focused on a 90-120 day schedule for completion of the program that addresses identified needs.

If youth participating in JDAP receive a new law charge and are referred back to continue the program, a new CAT shall be completed and the case plan shall be updated if there are any changes in risk scores and/or newly identified needs. This process shall be documented in the case notes.

Walker Plans

Youth being supervised by the Department on a Walker Plan require CATs and a YES Plan. The YES Plan will only identify the treatment services required by the plan and establish how often the JPO is following up on the services and will be updated every 90 days in JJIS. Supervisory Reviews will be done every 90 days.

If the plan does not order the Department to supervise the youth, CATs and YES Plans are not required.

Probation:

The CAT shall be completed on all youth being supervised by the Department on probation. All youth will have a new CAT completed after placement on probation (each new probation disposition) 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 CAT for the PDR, an interview is not required, but generating a new CAT is still necessary.

The JPO shall utilize the most current CAT risk to re-offend level to determine the minimum number of monthly face-to-face contacts.

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. 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

when applicable. 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 with the youth's progress. 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.

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 Change 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. Once the youth successfully completes a Change Goal, a new Change Goal will be negotiated if there are further issues needing to be addressed. Once the youth has made positive behavior change and a Change Goal is no longer needed, a supervisor will document this in case notes and a new Change Goal is not required.

If sanctions need to be completed during supervision but are not going to start immediately, 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 begins, the requirement shall be marked as In Progress and action steps must be developed and completed.

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, approved by the JPOS, and signed by all parties within 30 days of the child being placed on probation. An electronic signature for the JPOS is acceptable. Best practice is for the youth and JPO to sign the plan together. The youth and parent must be provided a copy of the initial YES Plan within 10 days of the supervisor's approval of the plan.

Once the youth, parent, JPO and JPOS have signed and dated the initial YES Plan, the JPOS will have 30 calendar days to enter an initial supervisory review note into the JJIS case notebook module. The date of the initial supervisory review note shall serve as the starting point for determining when all subsequent 90-day supervisory reviews shall be due.

Reassessments of all youth on probation must occur on a regular basis. Regardless of risk level, no youth on supervision should go more than 180 days without an updated CAT. If, in the rare case a youth drops from High or Moderate-High risk to reoffend down to Moderate or Low 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. Handwritten 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 in JJIS of the youth's progress that is easy to follow.

Within 14 calendar days of the 90-day supervisory case reviews, the JPO shall notify the youth and parents(s)/guardian(s) of the status of the YES Plan, including any changes made during the supervisory case review. This notification may occur verbally or in writing and shall be documented in the JJIS case notebook module.

Redirections

All youth being referred to a Redirections program require a full assessment at the time of the referral. For youth who wait longer than 45 days for services to commence, a new CAT is required at the start of services. A reassessment must be completed upon program completion. This is done to document progress made by the youth during program participation. This process is critical to help us measure program effectiveness. For any youth receiving services for longer than six months, a reassessment would still be required at six months, and another reassessment at the end of services. If services are going to extend fewer than 14 calendar days beyond six months, a case note must be entered to explain the short extension and only one reassessment is needed at the end of services.

Day Treatment and Juvenile Justice Community Integrated Services

All youth being referred to day treatment or JJCIS 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 CAT full assessment is completed. Within 14 days of admission, a new YES Plan is completed. The provider takes over all CAT, YES Plan, and case review requirements for all youth in their program for the duration of the stay. Immediately prior to release from a JJCIS program, the provider will complete a final CAT, or "exit" CAT. Any reassessment completed within 14 days of release will be considered the exit CAT. 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 the program, the youth will continue on with the CAT assessment process according to the youth's risk to reoffend and other pertinent factors. Release from the program 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 CAT, YES Plan, and case reviews.

The JPOS of the sending unit is responsible for ensuring that the CAT and YES Plan are current prior to sending a request for courtesy supervision, ensuring the appropriate and efficient transfer of cases.

Transfers of Jurisdiction

When jurisdiction is transferred, the receiving county takes over all responsibility for CAT, YES Plan, and case reviews. The sending county will make every effort to ensure the previous CATs 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 CAT 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 CAT 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 CAT. 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 CAT reassessments.

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. Supervisory Reviews will continue on the 90-day schedule.

Jail

Youth in jail may fall into different categories. For an intake youth in jail (or JDC placement of over 60 days), there are no CAT requirements, other than those required to complete reports for court. Any report to court should include information from a recent CAT.

For youth on supervision and in jail (or JDC placement of over 60 days), the JPO is still responsible for monitoring the youth. Based on JPO and JPOS agreement, the CAT process may continue uninterrupted. If it is deemed unnecessary to continue the CAT process while a youth is in jail, a 'cannot complete' should be entered once and the CAT process will resume once the youth is released from jail. A supervisor will document this in case notes. The YES Plan is inactive for a youth in jail.

Within 3 business days of the youth's release from jail, the JPO shall conduct a face-to-face meeting with youth and family to complete a new CAT and to renegotiate action steps contained in the YES Plan, if applicable. The JPO shall remind the youth and family that the same court-ordered sanctions and interventions are in effect as before he/she entered jail.

Absconders

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

Commitment:

All youth being considered for commitment require a full assessment.

Youth committed pending placement and in commitment facilities do not require any CATs by the JPO. The residential facility will utilize the Residential Assessment for Youth (RAY) process. The JPO always has access to view RAY assessments and goals.

Aftercare:

All youth on aftercare require CATs. 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 and the CAT must be completed prior to the YES Plan being developed. The YES Plan for these youth should focus on services recommended by the facility during transition and exit.

Specific item help for aftercare youth is provided in the "Aftercare Youth- CAT Guide" posted to the DJJ website.

Termination:

At the end of a youth's supervision, a final CAT is required. Each youth shall have a final risk assessment entered in JJIS to serve as a marker of the youth's status at the end of supervision. This assessment shall be completed within the last 30 days of supervision.

Once termination has been requested, new YES Plans are no longer required, as long as no new incidents occur.

References:

FAC, 63D- 13.001
FAC, 63D- 13.0022
FAC, 63D- 13.004
FAC, 63T

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