

July 2020

Residential Assessment for Youth (RAY)

Statewide Business Rules

Training and permissions:

All staff needing access to the RAY software in the Juvenile Justice Information System (JJIS) to create and update assessments must have successfully completed Motivational Interviewing (MI) training and the Residential Assessment of Youth (RAY) basic training. All staff needing access to complete RAY Assessments/Reassessments, Youth Needs Assessment Summary, Performance Plan, Performance Plan Report and Performance Summaries should be trained in JJIS prior to attending the RAY Training.

This document uses the term Case Manager (CM) to refer to the facility staff that will be completing the RAY functions in JJIS.

Definitions:

(RAY) Residential Assessment for Youth: A JJIS Web based assessment instrument that identifies a youth's criminogenic needs and assists staff in addressing the youth's risk and protective factors.

Youth Needs Assessment Summary: A summary documentation in JJIS of completed evaluations and assessments used to identify strengths and needs. This summary is completed by the case manager and is used to create the youth's Performance Plan.

Performance Plan: A youth's individualized plan that addresses needed delinquency interventions identified through the assessment process and includes measurable goals that the youth is expected to achieve prior to release from a residential commitment program. In developing the Performance Plan address the top three criminogenic needs, but also ensure the treatment team members are providing services/interventions for the *whole person* and are best meeting the youth's individualized needs. This can include but is not limited to addressing

- Youth Skill building
- Educational needs
- Mental Health Needs
- Youth, Family, and JPO concerns/issues
- Transitional needs

Performance Summary: A comprehensive summary of information used to inform the youth, the committing court, the youth's Juvenile Probation Officer (JPO), parent(s), guardian, and other pertinent parties of the youth's performance in the program including status of and progress toward performance plan goals, academic status, behavior and adjustment to the program,

significant incidents (positive and negative) and justification for a request for release, discharge or transfer, if applicable.

The RAY Process

1. The RAY process includes eight main steps:

- a. Review all information included in the Electronic Commitment Packet (ECP).
- b. Interview the youth using MI Techniques.
- c. Gather additional information from collateral sources as needed.
- d. Complete the Initial RAY Assessment in JJIS.
- e. Complete the YNAS in JJIS.
- f. Create the Performance Plan to best address the youth's individualized needs including the top three domains selected on Step 19 of the YNAS
- g. Create the Performance Plan Report and review it with the youth
- h. Create the Performance Summary based on the Due Date selected in the Performance Plan Report

General Guidelines

- 1.** Anytime a RAY is completed, the CM should consider their own clinical observations, information obtained from the family, staff recommendations, educational measures, and other relevant collateral input. The Initial Assessment shall be completed within 30 days of the youth's admission into the program, however, it is highly recommended that the assessment be completed between the 14th and 21st day so the case manager is able to complete all required RAY forms.
- 2.** The RAY interview process should be a rapport building exercise and lay the foundation for future critical work in the youth's change process.
- 3.** All significant and/or critical information not captured specifically in an item can be noted in the comment section of the corresponding domain. For example, the youth tells you they would like to be a Chef when they finish school, but they are too young to be employed. A note could be entered in the comment section of Domain 5 indicating the youth's desire to be a Chef.

4. The Youth Needs Assessment Summary is recommended to be completed within 21 days of the youth's arrival in the program but absolutely no later than the **30th** day. The CM should select the top three domains indicated on step 19 of the YNAS. If for some reason the CM cannot work on one of the top three domains, they must enter a justification in the override section of Step 19 of the YNAS. Then the CM will select another domain.

5. The Performance Plan is recommended to be created within 21 days of the youth's arrival in the program but completed no later than the **30th** day of the youth's arrival. It is recommended that the CM select one goal per domain and select at a minimum of one intervention for the youth and one intervention for the staff. The CM may also select a goal for other domains if needed. These selections should be based on what the youth and staff can accomplish over the next 90 days. Once created, the CM should review the Performance Plan with the youth and appropriate staff.

6. Performance Plan updates and RAY reassessments should clearly reflect changes that have occurred and how the youth has addressed their criminogenic needs.

7. The Performance Summary must be completed at the appropriate time frame as indicated in the Performance Plan Report. This is typically done every 90 days after the creation of the initial Performance Plan Report unless otherwise indicated by Court Order or program specific requirements. The Performance Summary is a key comprehensive overview of information and is often used in justification for release and transfers.

References:

Rule Making Authority 985.64, FS