

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: RISK ASSESSMENTS

CATEGORY: CLINICAL SERVICES

Policy

It is the IDJC's intent to operate within best practice treatment modalities. The IDJC recognizes the importance of a classification system that includes an [assessment](#) of each juvenile's risks, needs, and [responsivity](#) factors. The IDJC is committed to keeping juveniles in custody at appropriate levels of confinement only as long as necessary.

The IDJC has developed and will use custody level assessment and reassessment tools, which suggest [levels of custody and care](#) based upon information from both static and dynamic [risk/need](#) factors (See also [criminogenic](#), [criminogenic need](#), [criminogenic risk](#)).

The Initial Custody Level Assessment (ICLA) is a guide for placement from Observation and Assessment (O&A) to an appropriate level of custody and care or to provide a clear basis for override. The Progress Assessment/Reclassification (PA/R) tool helps the IDJC document progress made and thus also helps justify recommendations for [release](#) or [transfer](#) to lower levels of custody and care or to provide a clear basis for override.

The approved ICLA or PA/R level must be equal to or less than the facility security level at the time of placement. A juvenile's classified risk score must be appropriately matched with a level of service or provider that is able to safely manage the juvenile's behavior(s) and adequately address the juvenile's treatment needs.

Placement decisions will be made in partnership with the [community treatment team](#) and [facility treatment team](#), which emphasizes working together from the initial O&A through treatment programming and eventually reintegration planning. It is vital that the treatment teams utilize available assessment tools when placing juveniles.

Operating Procedures

I. Initial Custody Level Assessment

The ICLA is one part of the comprehensive observation and assessment completed by the Clinician within 15 business days of the date the juvenile enters the regional O&A. Refer to Observation and Assessment Evaluations (404) policy/procedure.

- A. The Clinician assigned to the juvenile during O&A completes the ICLA. Guidelines for scoring the items are in the ICLA worksheet and the ICLA Scoring Guide and are followed closely.
- B. Within the ICLA worksheet, there is an area to record the priority problem areas and specialized needs for each juvenile. These areas do not affect the outcome score on the ICLA. The Clinician documents these needs and treatment priorities on the worksheet. The Clinician takes into account both of these items and incorporates them when writing the service plan for goals in residential care treatment or sometime thereafter.
- C. As education records are received, the education records technician notifies the clinical group in the region conducting the O&A if a juvenile is eligible for special education. The Clinician or [Juvenile Services Coordinator \(JSC\)](#) contacts the education records technician or the Education Program Manager for assistance with educational issues concerning juveniles.
- D. The Clinician provides a report of the ICLA, including the score and recommended custody level, during the O&A staffing.
- E. The Clinician finalizes the ICLA within two business days of the staffing. Refer to Section III, Custody Level Overrides.
- F. The Clinician submits the ICLA when complete and an auto-notification is sent to the Clinical Supervisor.
- G. The Clinical Supervisor reviews the ICLA within three business days.
 - 1. The Clinical Supervisor indicates the approved level and enters the corresponding date of the decision on the last page of the ICLA.
 - 2. If the Clinical Supervisor disagrees or has concerns with the level or an override recommendation, the last page is left blank, indicating that it was not approved.
 - 3. The Clinical Supervisor contacts the assigned Clinician to discuss the problem and come to a resolution. The assigned Clinician and Clinical Supervisor collaborate to update and approve the ICLA.
- H. An updated ICLA is completed for all subsequent O&A Evaluations conducted due to recommitment.

II. Assessing Progress

A. Progress Assessment/Reclassification

The IDJC Progress Assessment/Reclassification (PA/R) is completed by the Rehabilitation Specialist if the juvenile is placed at a regional facility, or by the JSC, if the juvenile is placed with a contract provider.

1. The case manager administering the PA/R may be prompted to assess specific measures related to substance abuse disorder and sexual-misconduct, if indicated by the particular juvenile's needs.
2. Scoring guidelines for each item on the PA/R, including any associated enhancement, are provided in the IDJC Progress Assessment/Reclassification Scoring Guide.

B. Youth Level of Service/Case Management Inventory

If the juvenile is placed in an IDJC level 2 reintegration placement or in an IDJC level 1 home-based placement and remains in IDJC custody, the JSC utilizes the [Youth Level of Service/Case Management Inventory](#) (YLS/CMI) to assess progress and risk.

C. Timeline for Reassessment (PA/R and YLS/CMI)

1. The PA/R is completed every other month from the juvenile's date of arrival into a standard treatment program.
2. The PA/Rs are performed more frequently than required as specified above, if needed, such as when a juvenile is considered for transfer to another program and the most recent PA/R is not likely to reflect accurately the juvenile's current level of progress.
3. The final PA/R is completed no earlier than 30 calendar days and no later than 10 calendar days prior to a juvenile's estimated date of transfer or release from a state facility.
4. The custodial version YLS/CMI is completed no earlier than 30 calendar days and no later than 10 calendar days prior to a juvenile releasing or transferring to a reintegration provider or level one home placement from a regional facility or contract residential treatment provider.

When at a reintegration provider or home-based placement, the community version YLS/CMI is completed by the JSC no later than 60 calendar days after the juvenile arrives and every 90 days thereafter. If the length of the reintegration placement is less than 60 calendar days, the YLS/CMI completed at the facility will suffice. The JSC sends the completed YLS/CMI to the juvenile's JPO.

5. If a juvenile is on escape status, in staging, held in jail, or otherwise not in active programming for a period exceeding the assessment timeline (60 days for standard program), no PA/R is needed; however, the JSC documents the status of the juvenile in the IJOS Contact Notes at the same calendar day interval. When the juvenile is back in program, the PA/R resumes when juvenile has been in program 60 calendar days.

D. PA/R scores for each item should reflect the consensus of the facility treatment teams and not just the assessment of the case manager. The

content of the progress report and the PA/R support each other in reflecting each juvenile's progress or lack thereof.

E. Juveniles Placed at Regional Facilities

1. The Rehabilitation Specialist gathers information from the facility and community treatment teams on the progress of the juvenile. Using the PA/R worksheet and scoring guide, the Rehabilitation Specialist completes the PA/R in IJOS. With direction from the Rehabilitation Specialist, the facility and community treatment teams come to consensus on recommendations for the PA/R.
2. Upon completing the PA/R in IJOS, the Rehabilitation Specialist sends the PA/R to the community treatment team (JSC and the JPO) for feedback. Based on the feedback from the facility and community treatment teams, the Rehabilitation Specialist submits the PA/R.
3. When the treatment team is in consensus that an increased length of time in program is necessary to accomplish treatment goals, the Rehabilitation Specialist, through IJOS, submits an updated scheduled release date on the approval page of the PA/R.
4. Any further treatment planning, transfer planning, or release planning that may be indicated as a result of the PA/R score are discussed in the monthly staffing.

F. Should the treatment team(s) not be able to reach consensus on a custody level, the problem solving process, as outlined in the Case Management for Juveniles (401) policy/procedure, is followed.

G. Once the recommendations for level are documented on the PA/R, the case manager submits the PA/R to the regional Clinical Supervisor for approval. An auto-notification is sent to the JSC and the Clinical Supervisor.

H. The Clinical Supervisor reviews the PA/R within three business days.

1. The Clinical Supervisor indicates the approved level and enters the corresponding date of the decision on the last page of the PA/R.
2. If the Clinical Supervisor disagrees or has concerns with the placement or an override recommendation, the last page is left blank, indicating that it was not approved. The Clinical Supervisor contacts the case manager to discuss the problem and come to a resolution. The case manager and Clinical Supervisor collaborate to update and approve the PA/R.

I. Once the Clinical Supervisor approves the PA/R, a notification is sent from IJOS to the case manager who submitted the PA/R and others.

1. If further action related to transfer of placement or release from IDJC custody is approved, the case manager follows the appropriate policy and procedure for this action.
 2. Upon notification of a PA/R approval, the [file manager](#) sends a copy of the PA/R to the JPO and, if applicable, the contract provider.
- J. Only the Clinical Supervisor who approves the PA/R is able to make any changes.

III. Custody Level Overrides

If the evaluator (Clinician or case manager) or a member of a treatment team believes that a juvenile's identified risk score is higher or lower than the ICLA or PA/R indicates, a specific custody level override is justified and documented. An override to a higher or lower level of custody requires approval by the Clinical Supervisor.

- A. Every override is specifically justified and documented on the ICLA or PA/R. The evaluator documents the justification in the "Special Considerations Comments" text box provided and selects a recommended override level on the last page of the ICLA or PA/R.
- B. The Clinical Supervisor documents or reviews and approves the override justification when approving the ICLA or PA/R.
- C. Overrides are tracked by the Placement Manager and Clinical Supervisors, who closely monitor the percentage of overrides. Professional judgment is an important component of a classification system. If the percentage of cases being overridden reaches or exceeds 10 percent to 15 percent, this is an indication that the tools are being applied inconsistently or incorrectly, or that the tools are not functioning as intended. Either situation requires corrective action.

IV. Case Management Quality Assurance

- A. IDJC case managers and supervisors engage in daily case management quality assurance (QA) practices in order to meet standards established by the IDJC.
- B. IDJC conducts formal, semi-annual quality assurance reviews of the ICLA, PA/R, and YLS/CMI process by using standardized tools to check timeliness and quality.
- C. The forms that guide the QA process are completed by the facility quality improvement team. Specific guidelines are listed on each region's QA forms.
- D. After completion of the case management quality assurance review, an overview is conducted by region, with the assistance of QIS, to discuss the outcomes and any efforts to improve outcomes.

- Reference:* [Glossary of Terms and Acronyms](#)
 IDAPA 05.02.01, “Rules for Residential Treatment Providers”
 Levels of Care in Custody (see the [Case Management Handbook](#))
 Initial Custody Level Assessment Worksheet
 Initial Custody Level Assessment Scoring Guide
 Progress Assessment/Reclassification Worksheet
 Progress Assessment/Reclassification Scoring Guide
- Related Policies:* [Case Management for Juveniles \(401\)](#)
 [Custody Review Board Referral Process \(434\)](#)
 [Observation and Assessment Evaluations \(404\)](#)
 [Release of Juveniles from IDJC Custody \(437\)](#)
 [Staging Juveniles \(410\)](#)
 [Transfer of Juveniles in IDJC Custody \(431\)](#)
- Related Forms:* Initial Custody Level Assessment (IJS)
 Progress Assessment/Reclassification (IJS)
 Reintegration Progress Assessment/Reclassification (IJS)