

**DIVISION CHILDREN AND FAMILY SERVICES
ADMINISTRATIVE MEMO #5-2009**

To: Children and Family Services Administrators, Supervisors, and Specialists

From: Todd L. Reckling, Director
Division of Children and Family Services



RE: Youth Level of Service/ Case Management Inventory Assessment Tool

Date: June 17, 2009

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Purpose: To clarify requirements and procedures for the completion of the Youth Level of Service/Case Management Inventory (YLS/CMI) Assessment Tool.

A YLS/CMI assessment will be completed on all juveniles prior to being committed to the Department of Health and Human Services as juvenile offenders or as status offenders. The assessment will assist in determining the services and programming for the youth and his or her family.

Pre-Dispositional Evaluation

For juvenile offenders the YLS/CMI is to be used in the OJS Pre-Dispositional Evaluation to determine a youth's risk to reoffend and in the initial classification to determine the appropriate level of supervision, placement, and services that are recommended to the court.

Family Assessment

The YLS/CMI is the family assessment for youth who are committed as juvenile offenders or status offenders.

The YLS/CMI will be completed by interviewing the youth, the family, and obtaining relevant information from other sources, in order to make an appropriate assessment determination. The assessment will also reflect the strengths and needs of the youth and his or her family. The eight domains identified in the YLS/CMI will be narrated in the family assessment section on the N-FOCUS system as documentation that a family assessment has been completed.

Case Plan

A completed YLS/CMI assessment and Family Team meetings will assist in the development of the case plan. The case plan will identify the outcomes for the youth while ensuring the safety of the youth and community.

The case plan will target the areas of concern as determined by the YLS/CMI assessment, using both informal and formal services and supports as identified by the youth and family.

The YLS/CMI is an on-going assessment process to be used throughout the youth's commitment to evaluate progress on his or her case plan.

Time Frames

Upon commitment to the Department, the YLS/CMI is to be updated every 6 months from the date of the initial YLS/CMI assessment or if there has been a major change in the youth's or family's circumstances.

A major change in circumstances includes, but is not limited to, the following:

1. Change in type of placement for youth;
2. Completion/termination of a type of intervention for youth;
3. Parole from YRTC (juvenile delinquents only; completed within 60 days following release from the YRTC);
4. New law violation; and,
5. Significant changes in home life.

The update process should proceed as follows:

1. Review every item in every domain of the previous YLS/CMI assessment;
2. For any items in which the youth's status may have changed since the last assessment, either:
 - a. Refer to existing information (e.g., from family team meetings, youth contacts, or service provider reports), and/or
 - b. Gather new information (e.g., by re-interviewing the youth or parents and other relevant sources) to update the items in each domain;
3. Rescore every item in every domain;
4. Calculate a new total risk/need score and risk/need level;
5. For juvenile offenders, update the youth's classification/supervision level;
6. Update the case plan to reflect the YLS/CMI results (i.e., reduction in risk level for any domain and relevant decisions regarding level of supervision, services, and programming); and
7. Document all information in N-FOCUS.