

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: KRS 529.010
CHAPTER: Juvenile Services in Community	AUTHORITY: KRS 15A.0652	
SUBJECT: Case Management Screens and Assessments		
POLICY NUMBER: 601.2		
TOTAL PAGES: 3		
EFFECTIVE DATE: February 2, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

The Department of Juvenile Justice shall conduct screenings and assessments on all probated, committed, and sentenced youth to assist in developing appropriate services for youth.

II. APPLICABILITY

This policy shall apply to all Community and Mental Health Services.

III. DEFINITIONS

Refer to Chapter 600.

IV. PROCEDURES

A. Risk and Criminogenic Needs Assessment (RCNA)

1. The Juvenile Service Worker (JSW) shall complete the initial RCNA following adjudication on all public offense cases to guide dispositional recommendations to the Court.
2. The JSW shall complete a RCNA reassessment during case management on probated, committed, or sentenced youth:
 - a. At the time of a new adjudicated public offense, and
 - b. In preparation for case closure.

B. Youth on community supervision who are assessed as High Risk on the RCNA shall be referred by the JSW to an appropriate evidence-based intervention for high risk youth within seven (7) business days and assisted by the JSW in accessing a mentoring program or other pro-social activity and vocational training or opportunities.

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- C. Criminogenic Needs Questionnaire (Needs-Q)
 - 1. The JSW shall complete the assessment within five (5) business days following disposition, unless completed during the PDI process.
 - 2. The JSW shall complete the re-assessment in preparation for case closure.
- D. If the Needs-Q indicates a youth who is remaining in the community having scored for any noted substance abuse, other than experimentation, the JSW shall refer to a community based service provider for further assessment and treatment recommendations within seven (7) business days.
- E. The JSW shall notify the community based treatment provider for further assessment within seven (7) business days when there is knowledge that a youth on community supervision has experienced trauma.
- F. Human Trafficking Screening
 - 1. JSW shall complete a human trafficking screening on each youth within five (5) business days of disposition resulting in probation, commitment, or sentence to DJJ.
 - 2. If the juvenile scores a “yes” for any item on the screening tool or self-reports anytime thereafter, the JSW conducting the screening or receiving the report shall:
 - a. Immediately notify the Cabinet for Health and Family Services (CHFS) via the Child Protective Services hotline at 1-877-KYSAFE1 or the Kentucky Online Child/Adult Protective Services Reporting System at <https://prd.chfs.ky.gov/ReportAbuse/home.aspx>;
 - b. Notify the juvenile’s attorney that the youth may be a victim of human trafficking no later than the next business day via fax or email;
 - c. If the juvenile is a resident of or has resided in another state or country within the last year, call the National Human Trafficking Hotline at 1-888-373-7888 and notify the DJJ Interstate Compact Office;
 - d. If the youth is a foreign national, contact the Catholic Charities of Louisville at 502-974-4947 to request assistance with an eligibility letter and coordinating support services; and
 - e. Up-line to the next line supervisor and DJJ Office of Legal Counsel.
 - 3. A copy of the screening shall be maintained in the juvenile’s individual client record (ICR).
 - 4. The JSW shall collaborate with CHFS to access or provide the appropriate community based treatment services.

V. STAFF TRAINING

The Juvenile Service District Supervisor (JSDS) shall ensure that all community staff are trained the RCNA reassessment process, Needs-Q assessment and reassessment process, and the Human Trafficking screener.

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VI. MONITORING MECHANISM

- A. The Division Director of Community and Mental Health Services or designee and the Quality Assurance Branch shall develop monitoring protocols to be used by the JSDS or Juvenile Service Specialist (JSS) that review the administration of the Needs-Q and Human Trafficking screeners.
- B. DJJ shall implement a RCNA inter-rater reliability plan to support scoring fidelity, to ensure RCNA users are scoring the same risk level and response to questions on the tool, demonstrating correct manual scoring and data entry, and facilitating validation of the RCNA tool.