

COOK COUNTY JUVENILE PROBATION AND COURT SERVICES DEPARTMENT Policies and Procedures Chapter: Two Probation Department	Policy # 2.18	Total Pages: 3
	Replaces:	
	Subject: Youth Assessment Screening Instrument (YASI) Protocols	References: Title IV-E, #2.30 Case Plan policy, # 2.16
Effective Date: October 24, 2008	Authorized By: Michael J. Rohan	Annual Review:

POLICY

In order to implement evidence based practices Department wide, it is the policy of the Juvenile Probation and Court Services Department for all delinquent field probation and Intensive Probation Services staff to utilize the Youth Assessment Screening Instrument (YASI) to determine each minor's risk.

DEFINITIONS

Department refers to the Juvenile Probation and Court Services Department.

IDJJ refers to the Illinois Department of Juvenile Justice.

IPS refers to Intensive Probation Services.

The **Youth Assessment Screening Instrument (YASI)** is an assessment that profiles the factors (static and dynamic risk factors and protective factors) that are critical to promoting positive outcomes for juvenile probation clients.

PROCEDURES

All information documented by a Probation Officer in a minor's Youth Assessment Screening Instrument (YASI) must be consistent with the minor's social investigation(s) and case plan(s). Supervisors must ensure that quality and timely YASI's are completed by Probation Officers pursuant to Department policy. Supervisors must also ensure that YASI's are consistent with information documented in a minor's case plan(s) and social investigation(s). For policies specific to case plans refer to Chapter 2, # 2.16.

YASI Protocols

- Initial assessments and case plans must be completed and entered within **thirty (30) days** of disposition.

- Initial assessments and case plans must be completed and entered within **sixty (60) days** of assignment if not pending disposition (such as supervision and transfer of jurisdiction cases). However, neither a YASI nor a case plan is required for courtesy supervision cases and cases transferred from other Illinois counties with less than six (6) months probation/supervision remaining on the court order.
- **Reassessments must be completed four (4) months after the initial assessment was entered and every four (4) months thereafter until case closure.**
- **Case plans must be completed on all cases with updates occurring as the youth progresses. Minimally, case plans must be updated at the time of reassessment.** (For policy relative to Addendums to Case Plan, see Title IV-E policy, #2.30. For policy relative to case plans, see Case Plan policy, #2.16)
- Case plans and YASI's are not necessary in instances when supervision/services will not be provided.
- The YASI is not required for sex offender cases receiving a sex offender evaluation until treatment is completed or unless treatment is not indicated.
- Cases transferred to another Illinois county must have a completed YASI (print full YASI items only for transfers to another county) and the receiving county will complete the case plan.
- All other transfers must have both a YASI and a case plan (exception: delinquent field probation officer not required to complete case plan for cases transferred to IPS). When a case is transferred from one unit/division to another unit/division, the receiving Supervisor must, within two (2) working days, request the electronic transfer of the YASI from the sending Supervisor. The sending Supervisor must electronically transfer the YASI to the new unit/division within two (2) working days of the receiving Supervisor's request. The completion of an electronic transfer must be documented in writing by the receiving Supervisor on the minor's Supervisory Memorandum, with the exception of an IPS transfer where the field probation officer keeps the family folder for a sibling. When the family folder is not transferred to IPS, the IPS Supervisor must document the electronic transfer of the YASI in their created file for the minor.
- YASI Case Closure must be completed within thirty (30) days of case termination or when transferred.
- ID # is the minor's first petition number assigned, either Delinquent or Child Protection.
- "Zip Code" is the zip code where the minor resides.
- Delinquent field probation officers are not required to complete a case plan or YASI for minors while in residential placement or drug treatment until they are returned home. The YASI and case plan must be completed within thirty (30) days of the minor's return home.
- After a case is closed, a new initial assessment must be completed if the youth is subsequently sentenced to a new period of probation.

- If a youth is on a Juvenile Arrest Warrant (JAW) for more than two (2) months, a reassessment must be completed within thirty (30) days of the execution of that warrant. No reassessment is to be completed for youth who are on a JAW.
- If a youth is sentenced to the Illinois Department of Juvenile Justice (IDJJ) with a bring-back order, an assessment must be completed within thirty (30) days of their return. (If a Probation Officer has ongoing contact with a youth in IDJJ on a bring-back order, they may follow the regular schedule of assessment and reassessment.)

*In addition, due to the case sensitivity of the software, the name of the Probation Officer must appear as last name first (space) (no comma) first name last. The youth and Probation Officer name must have the first letter of each name capitalized and the rest of the name in lower case letters. Example: Smith Donald

Approved:



Director

October 24, 2008

Date