



State of Indiana
 Indiana Department of Correction
 Division of Youth Services

Effective Date	Page 1 of	Number
5/1/2018	7	03-03-102

**POLICY AND ADMINISTRATIVE
 PROCEDURE**
Manual of Policies and Procedures

Title
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8)	03-02-101 03-02-104 03-02-111	ACA JTS Standards

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish standards as to the amount and type of contacts with youth on supervision.

II. POLICY STATEMENT:

The Department shall provide supervision and assistance to youth released from a juvenile correctional facility under community (Parole) supervision. The Department shall establish guidelines for the frequency and type of contacts between the youth on supervision and the Juvenile Reintegration Specialist. The Department shall ensure contacts are documented.

III. DEFINITIONS:

A. **COMMUNITY PLACEMENT:** Youth being placed with a parent/guardian on community (Parole) supervision after release.

B. **DIRECTOR OF JUVENILE PAROLE SERVICES AND JDAI LIAISON/REINTEGRATION SPECIALISTS (Director):** The staff person responsible for overseeing the Juvenile Detention Alternatives Initiatives (JDAI) Liaison/Reintegration Specialist and the delivery of Juvenile Parole services and working directly with local juvenile justice agencies throughout the State.

C. **INDIANA YOUTH ASSESSMENT SYSTEM (IYAS):** A system consisting of six (6) instruments to be used at specific points in the juvenile justice process to identify youth’s criminogenic needs and the youth’s risk to reoffend.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction-Division of Youth Services

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
03-03-102	5/1/18	2	7
Title			
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION			

- D. **INTERSTATE COMPACT FOR JUVENILES PLACEMENT:** Youth being approved for placement in Indiana from another state shall be afforded the same supervision as youth released from Indiana facilities. The sending state determines length of supervision; the receiving state determines level of supervision.
- E. **JDAI LIASION/REINTEGRATION SPECIALIST (Reintegration Specialist):** Staff that oversee youth released from the Department to community supervision (Parole), conduct placement investigations, coordinate with residential providers, and work directly with counties and JDAI teams throughout the State. These staff assist with the coordination of Re-Entry services aimed at successful transition to the community.
- F. **JUVENILE SEXUAL OFFENSE RECIDIVISM RISK ASSESSMENT TOOL-II (JSORATT-II):** Is an actuarial recidivism risk assessment utilized with adjudicated juvenile sex offenders. The goal of this assessment is to identify the risk for sexual re-offense, based on statistical analysis that will facilitate decision making with regards to sex offender specific treatment and community supervision needs.
- G. **NEGATIVE CONTACT:** A negative contact is when the JDAI Liaison/Reintegration Specialist has attempted a positive or related contact unsuccessfully
- H. **PAROLE:** The conditional release to community supervision from a Division of Youth Services (DYS) facility at a time and for a period of time specified by statutory mandates or the Indiana Parole Board.
- I. **POSITIVE CONTACT:** A positive contact is when the JDAI Liaison/Reintegration Specialist has actually interviewed the youth.
- J. **RELATED CONTACT:** A related contact is when the JDAI Liaison/Reintegration Specialist has had contact with a person or persons concerning the youth, or left a voicemail message
- K. **RESIDENTIAL PLACEMENT:** Youth being placed in a Residential Facility shall be afforded the same supervision as a youth on Parole in the community
- L. **YOUTH:** An individual released from a Division of Youth Services (DYS) facility, or from incarceration in another state, under the community supervision (Parole).

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction-Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-102	5/1/18	3	7
Title			
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION			

IV. CONTACT FREQUENCY:

Contacts and the relationship between the youth and the supervising–Reintegration Specialist are the cornerstones in managing and/or changing behavior for youth and a successful reentry. Through contacts, the Reintegration Specialist provides direction and assistance with Re-Entry efforts by monitoring compliance while also maintaining public safety. Contacts are brief interventions which provide the means to monitor the youth’s performance, evaluate goals and provide direction to achieve successful social reintegration. All youth on supervision shall be afforded routine contacts during the initial phase of Community supervision. The first few months after release are crucial to successful reintegration. The Juvenile Reintegration Specialist shall review each youth to determine the services needed, types of contacts and frequency of those contacts to improve the youth’s transition.

The type and frequency of contacts shall be determined based on:

- Youth’s risk level
- Youth’s needs
- Juvenile Reintegration Specialist’s recommendations
- Recommendations from supportive individuals (e.g., family, facility staff, mentors, etc.)

Risk level is determined by the Indiana Youth Assessment System (IYAS) and JSORRAT-II (Juvenile Sexual Offense Recidivism Risk Assessment Tool-II), when applicable.

- High Risk (IYAS) youth shall be seen weekly and will have a minimum of Parole supervision for six (6) months.
- Moderate Risk (IYAS) youth shall be seen weekly and will have a minimum of Parole supervision for a minimum of ninety (90) days.
- Low Risk (IYAS) youth shall be seen weekly and will have a minimum of Parole supervision for a minimum of sixty (60) days.
- High Risk (JSORRAT-II) youth shall be seen weekly and will have a minimum of Parole supervision for six (6) months.
- Moderate Risk (JSORRAT-II) youth shall be seen weekly and will have a minimum of Parole supervision for ninety (90) days.
- Low Risk (JSORRAT-II) youth shall be seen weekly and will have a minimum

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction-Division of Youth Services

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
03-03-102	5/1/18	4	7
Title			
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION			

of Parole supervision for forty (40) days.

A. Community Placement:

1. An initial positive contact shall be made between the JDAI Liaison/Reintegration Specialist and youth at a location designated by the JDAI Liaison/Reintegration Specialist for the purpose of conducting an Initial Interview. The initial interview shall be conducted no later than five (5) working days following release.
2. Thereafter, a face-to-face positive contact shall be made once each week with visits being at home, school, work place, or any other location designated by the JDAI Liaison/Reintegration Specialist to assist with reintegration.
3. The number of contacts may increase if the youth's behavior demonstrates non-compliance to conditions of the youth's Parole.
4. The minimum contact schedule based on the IYAS or JSORRAT-II may be considered to change from the weekly status if the JDAI Liaison/Reintegration Specialist indicates the youth's adjustment is progressing satisfactorily. Documentation to support the recommendation of the request is entered in case notes in the Juvenile Classification and Comprehensive Case Management (CCMS). After staffing and approval from the Director Of Juvenile Parole & JDAI Liaison/Reintegration Services the weekly status shall be modified.

B. Residential Placement:

1. An initial positive contact shall be made between the JDAI Liaison/Reintegration Specialist and youth at the residential facility for the purpose of conducting an initial interview. The initial interview shall be conducted no later than five working days following release.
2. Youth shall be seen weekly and will be on community supervision until a permanency plan is determined and the youth is discharged from residential placement successfully. The JDAI Liaison / Reintegration Specialist shall have regular communication with the residential staff assigned to work with the youth and shall attend team meetings.
3. The minimum contact schedule based on the IYAS or JSORRAT-II may be

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction-Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-102	5/1/18	5	7
Title			
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION			

considered to change from the weekly status if the JDAI Liaison/Reintegration Specialist indicates the youth's adjustment is progressing satisfactorily. Documentation to support the recommendation of the request is entered in case notes in the Juvenile Classification and Comprehensive Case Management (CCMS). After staffing and approval from the Director Of Juvenile Parole & JDAI Liaison/Reintegration Services the weekly status shall be modified.

C. Interstate Compact for Juveniles Placement:

1. An initial positive contact shall be made between the JDAI Liaison/Reintegration Specialist and youth at a location designated by the JDAI Liaison/Reintegration Specialist for the purpose of conducting an Initial Interview. The initial interview shall be conducted no later than five working days following release.
2. Thereafter, a face-to-face positive contact shall be made once each week with visits being at home, school, work place or any other location designated by the JDAI Liaison/Reintegration Specialist to assist with reintegration.
3. The number of contacts may increase if the youth's behavior demonstrates non-compliance to the conditions of Parole.
4. The minimum contact schedule based on the IYAS or JSORRAT-II may be considered to change from the weekly status if the JDAI Liaison/Reintegration Specialist indicates the youth's adjustment is progressing satisfactorily. Documentation to support the recommendation of the request is entered in case notes. After staffing and approval from the Director Of Juvenile Parole & JDAI Liaison/Reintegration Services the weekly status shall be modified.

For the purpose of this policy and administrative procedure, only situations that result in a "face to face" meeting with the youth shall be considered a positive contact. The Juvenile Reintegration Specialist shall maintain electronic records of all contacts, events, and decisions regarding the youth through progress notes documented in the Juvenile Classification and Comprehensive Case Management (CCMS).

IV. TYPES OF INTERVIEW:

The following types of contacts are recognized for the purpose of identifying the kind of

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction-Division of Youth Services

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
03-03-102	5/1/18	6	7
Title			
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION			

interview on which the information recorded in the CCMS case notes is based:

- A. Contacts shall be designated as home/residential placement, employment, school, service provider locations, and other places of contact.
- B. All contacts shall be considered either positive, related, or negative
 - 1. A positive contact is when the JDAI Liaison/Reintegration Specialist has actually interviewed the youth.
 - 2. A related contact is when the JDAI Liaison/Reintegration Specialist has had contact with a person or persons concerning the youth, or left a voicemail message.
 - 3. A negative contact is when the JDAI Liaison/Reintegration Specialist has attempted a positive or related contact unsuccessfully.
- C. The following symbols shall be used in identifying the type of contact in the CCMS case notes:

HP- home positive	SP- school positive
HR- home related	SR- school related
HN- home negative	SN- school negative
EP- employment positive	OP- other positive
ER- employment related	OR- other related
EN- employment negative	ON- other negative
TP- telephone positive	II-Initial Interview
TR- telephone related	
TN- telephone negative	

When the symbols OP, OR, or ON are used, a brief note shall be included explaining the circumstances and location of the contact.

A case note shall be entered for any interview and contact in reference to the youth during the community supervision (Parole) period. The case note is to include the contact code, date, time, and location for any entry. The body of the case note shall include, but not be limited to the following: behaviors, school/employment status, police contacts, substance abuse/addictions concerns, newly identified needs, additional concerns, after care service updates, positive attributes, goals, progress, and permanency/discharge plans. The case note shall reflect the conversation during the meeting.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction-Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-102	5/1/18	7	7
Title			
SUPERVISION CONTACTS FOR JUVENILE REINTEGRATION			

V. APPLICABILITY:

This policy and administrative procedure is applicable to all Juvenile Reintegration Districts and JDAI Liaison/Reintegration Specialists.

signature on file
Robert E. Carter, Jr.
Commissioner

Date