
Chapter: **Risk & Needs Assessment**

Classification: **Public Document**

Subject: **Youth Level of Services/Case Management Inventory (YLS/CMI)**
Level of Services/Case Management Inventory (LS/CMI)

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 Risk assessments will be completed for persons in custody or under community supervision by a probation officer, youth worker or correctional case worker (CCW) using the
 - (a) Youth Level of Service/Case Management Inventory (YLS/CMI) for 12-18 years old
 - (b) Level of Service/Case Management Inventory (LS/CMI) for 18 years or older

Risk Assessment

- 2 Initial risk assessments will be conducted as follows, for individuals
 - (a) under community corrections supervision within 45 days of the case being opened to community supervision
 - (b) in adult custody
 - i. sentenced to more than 90 days within the first 30 days of custody
 - ii. remanded, within 60 days
 - (c) in youth custody
 - i. sentenced to more than 30 days within the first 30 days of custody
 - ii. remanded, within 30 days
- 3 Reassessments will be conducted twice a year after the initial risk assessment and at a maximum of six-month intervals.
 - (a) At the discretion of the probation officer, youth worker or correctional case worker, a risk reassessment may be conducted at any earlier time if the individual has a change in circumstance that could lead to an increase in their risk.
- 4 Risk assessments will be completed with input from the individual and collateral contacts as deemed appropriate.
- 5 The risk assessment score will determine the level of community supervision in accordance with Policy and Procedures, Subject No. 14.03.00, [Standards for Supervision, Intervention](#)

Chapter: **Risk & Needs Assessment**

Classification: **Public Document**

Subject: **Youth Level of Services/Case Management Inventory (YLS/CMI)**
Level of Services/Case Management Inventory (LS/CMI)

For: **Correctional Services Division**


Authorized by the Executive Director

[Modes and Case Management Plan.](#)

- 6 The probation officer, youth worker and correctional case worker will complete approved training prior to administering the risk assessment tool.
- 7 Risk assessments will be completed using Justice Enterprise Information Network, JEIN/case management/risks/new.

Secondary Assessments

- 8 In addition to the YLS/CMI or LS/CMI, the probation officer, youth worker or correctional case worker may use supplementary risk and need assessment instruments to further inform the case plan.
- 9 Secondary assessment tools will have the prior approval of Correctional Services.

Override

- 10 The probation officer, youth worker or correctional case worker may use the override function regardless of order type, if it is believed an override will enhance the individual's ability to meet their case plan objectives and comply with court ordered conditions.
- 11 When the override function is used (upward or downward), a detailed explanation for the use of override will be noted in JEIN.
- 12 Overrides will not be used to reduce court mandated conditions or other minimum supervision standards established by Correctional Services.
- 13 Where the risk assessment override function has been used, staff will ensure the CM Supervision Level is updated to reflect the same.

Case Plan

- 14 All individuals will have a case management/reintegration plan developed at the time of the initial risk assessment or reassessment. Criminogenic needs identified by the risk assessment will form the basis of the plan. For community cases see Policy and

Chapter: **Risk & Needs Assessment**

Classification: **Public Document**

Subject: **Youth Level of Services/Case Management Inventory (YLS/CMI)**
Level of Services/Case Management Inventory (LS/CMI)

For: **Correctional Services Division**


Authorized by the Executive Director

Procedures, Subject No. 14.03.00 [Supervision Standards – Intervention Modes](#).

- 15 The case management/reintegration plan will be updated
- (a) when a new risk assessment is completed
 - (b) as necessary to reflect the individuals progress with the current plan, and
 - (c) when there are significant changes to the individual's risk and/or needs