

STATE OF MICHIGAN



SAGINAW COUNTY TRIAL COURT
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Local Administrative Order

10th Circuit Court 2024 - 12

Use of Screening and Assessment Tools

Pursuant MCL 712A.2f, MCL 712A.15(3), MCL 712A.15(3), MCL 712A.18(9), MCL 722.823, MCL 722.826, circuit court - family divisions are required to use validated risk screening and mental health screening tools, a detention screening tool, and a validated risk and needs assessment tool, as approved by the State Court Administrative Office, at various decision-making points throughout a juvenile case.

IT IS ORDERED:

The 10th Circuit Court – Juvenile and Family Division will administer the following screening and assessment tools:

Risk Screening Tool:

YLS/CMI Short Form (Youth Level of Service/Case Management Inventory)

Mental Health Screening Tool:

MAYSI-2 (Massachusetts Youth Screening Instrument)

Risk and Needs Assessment:

YLS/CMI (Youth Level of Service/Case Management Inventory)

Detention Screening Tool:

MJJAS/OYAS-Detention Screening Tool (Michigan Juvenile Justice Assessment System)

Additional considerations to aid in decision-making regarding:

Case Planning:

The 10th Circuit Court shall utilize the Intake Report for additional case planning.

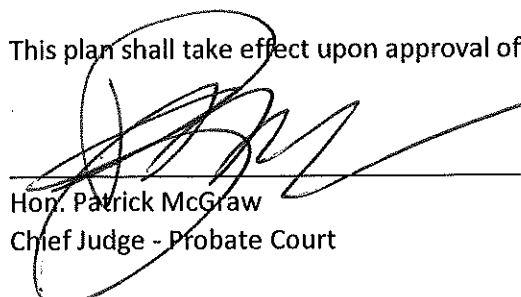
Secure detention placement:

The 10th Circuit Court shall utilize the Initial Saginaw County Detention Phone Screen with Law Enforcement prior to administering the MJJAS to make a final detainment decision. The phone screen addresses factors listed in MCR 3.935(C) and MCR 3.935 (D). The MJJAS Screening Tool assists with appropriateness of detainment.

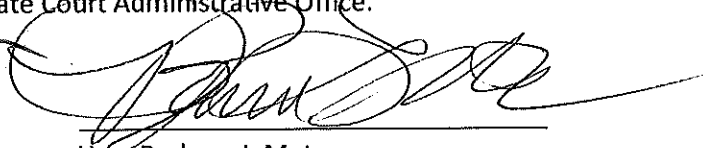
The court has submitted a written policy and procedure for the use of the above identified risk screening, mental health screening, detention screening, and risk and needs assessment tools.

Effective Date

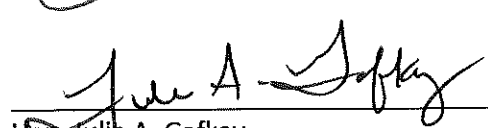
This plan shall take effect upon approval of the State Court Administrative Office.



Hon. Patrick McGraw
Chief Judge - Probate Court



Hon. Barbara J. Meter
Presiding Judge, Juvenile & Family Division



Hon. Julie A. Gafkay
Chief Judge - Circuit Court

**10th Circuit Court - Juvenile and Family Division
Policy for Mandated Use of the MJJAS Detention Screening Tool**

Legislative Authority/Requirements for the Detention screening tool:
MCL 712A.15(3)

Purpose: The purpose of this policy is to mandate the use of the MJJAS (Michigan Juvenile Justice Assessment System) Detention screening tool to ensure that detention decisions within the 10th Circuit Court - Juvenile and Family Division are based on a standardized, evidence-based screening/assessment. This approach aims to promote fairness, consistency, and improved outcomes for youth.

Scope: This policy applies to all judges, intake officers, probation officers, and other personnel involved in the detention decision-making process within the Juvenile and Family Division of the 10th Circuit Court.

Policy Statement: The MJJAS detention screening tool is required to be utilized for all cases where detention is being considered. The tool's objective data will assist in making informed detention decisions and will be integrated into the decision-making process to minimize unnecessary detention.

Procedure:

1. Screening Requirement:

- The MJJAS detention screening tool must be administered prior to any detention decision. This includes after hours lodging, initial hearings, reviews for continued detention, and any other instances where detention is being considered.
 1. After-Hours Lodging – Detention Supervisor completes the MJJAS Detention screening tool and results are attached to the complaint.
 2. Violations of Probation – Probation Officer completes the MJJAS Detention screening tool and provides the results in the violation report to the court/parties.
 3. Pick-up Orders – Probation Officer completes the MJJAS Detention screening tool and provides the results on the complaint form submitted to court.

2. Training and Competency:

- All relevant personnel must complete mandatory training on the MJJAS Detention screening tool, provided by the State Court Administrator's Office. Initial training must be completed prior to administering the MJJAS Detention screening tool, and refresher recertification is recommended every three years.
- Training will cover how to properly administer and score the MJJAS Detention screening tool.

3. Screening Process:

- The *Saginaw County Detention Phone Screen with Law Enforcement* shall be completed during the intake process using information collected from the officer requesting detainment. Results must be accurately recorded and included in the youth's case file, ensuring they are reviewed prior to making any detention decisions.
- The *MJJAS Detention screening tool* should be completed during the intake process, using information collected from the youth, their family, and other pertinent sources. Results must be accurately recorded and included in the youth's case file, ensuring they are reviewed prior to making any detention decisions.

4. Decision-Making:

- Detention decisions should be guided by the MJJAS Detention screening tool results in conjunction with other case factors, including the factors pursuant to MCR 3.935, the severity of the offense, prior criminal history, and any immediate safety concerns.
- For cases where the *Saginaw County Detention Phone Screen with Law Enforcement* indicates you can not detain, Law Enforcement will receive a denial to lodge and no MJJAS Detention screening tool is needed. If the *Saginaw County Detention Phone Screen with Law Enforcement* indicates you can detain, then the MJJAS Detention screening tool is administered.
- For cases where the MJJAS Detention screening tool indicates a low risk of reoffending, detention should be reconsidered, and alternative measures, such as electronic monitoring or community-based programs, should be explored.

5. Review and Oversight:

- The 10th Circuit Court's Juvenile and Family Division will conduct periodic reviews to ensure compliance with this policy and evaluate the effectiveness of the MJJAS Detention screening tool. These reviews will be conducted by the Delinquency Director or Detention Superintendent.
- Any issues or discrepancies noted during these audits should be reported to the Court Administrator for review and necessary action.

6. Documentation and Reporting:

- All decisions involving detention must be documented comprehensively, including the results of the MJJAS Detention screening tool and the rationale for the detention decision.
- Quarterly reports will be generated to track the use of the MJJAS Detention screening tool and detention outcomes, with findings reviewed by the Court Administrator to ensure adherence to the policy.
- All quarterly Reports will be provided to the State Court Administrator's Office for review.

7. Policy Review:

- This policy will be reviewed annually to ensure it remains relevant and effective. Revisions will be made based on feedback from staff, audit results, and evolving best practices.

Enforcement: Compliance with this policy is mandatory. Non-compliance may result in disciplinary measures as outlined in the Court's personnel policies, including potential termination for severe or repeated violations.

Effective Date: This policy is effective as of October 1, 2024. All relevant personnel are required to comply with the policy from this date forward.

Approved By: Todd E. Borders
Court Administrator
10/1/24.

Contact Information: For any questions or further information regarding this policy, please contact Todd Borders at tborders@saginawcounty.com

10th Circuit Court - Juvenile and Family Division
Policy for Mandated Use of the YLS Shortform for Diversion or Consent Calendar Decisions

Consider adding: Legislative Authority/Requirements for a Risk screening tool:

MCL 712A.2f, MCL 722.823, and MCL 722.826

Purpose: To ensure that decisions regarding diversion or consent calendar eligibility for juveniles are based on objective, evidence-based screening/assessments, this policy mandates the use of the YLS (Youth Level of Service) Shortform during the intake process. This approach is designed to enhance decision-making consistency, improve outcomes for youth, and support fair and effective case management.

Scope: This policy applies to all intake officers, probation officers, and other personnel involved in the intake and diversion process within the 10th Circuit Court - Juvenile and Family Division.

Policy Statement: The YLS Shortform must be utilized at the intake stage to assess the appropriateness of diversion or placement on the consent calendar for each juvenile case. The tool's results will guide decisions, ensuring that these choices are made based on standardized risk and needs assessments.

Procedure:

1. Screening Requirement:

- The YLS Shortform must be administered for every juvenile at intake to assist in the decision-making process for diversion programs or consent calendar. Below are the following excluding factors that also assist in deciding if a youth is ineligible for diversion:
 1. Youth already under jurisdiction of the 10th Circuit Juvenile and Family Division.
 2. JJ youth supervised by the MDHHS.
 3. Youth charged with a specified juvenile offense.
- The YLS Shortform should be completed promptly upon the juvenile's entry into the system, prior to any final decision on diversion or consent calendar placement.

2. Training and Competency:

- All personnel responsible for administering the YLS Shortform must complete initial training provided by Peterson Consulting.
- Training will cover proper use of the YLS Shortform, interpretation of results, and integration of the findings into diversion and consent calendar decisions.
- Refresher training is required every two years to maintain accuracy and consistency.

3. Screening Process:

- The YLS Shortform should be completed using information gathered from the juvenile, their family, and any relevant records or sources.
- Results must be recorded accurately in the juvenile's case file, and the findings must be reviewed before making any decisions regarding diversion or consent calendar placement.

4. Decision-Making:

- Diversion and consent calendar decisions should be informed by the results of the YLS Shortform, alongside other relevant factors such as the results of the MAYSI-II, the nature of the offense and any immediate safety concerns.

- If the YLS Shortform indicates a lower risk level, diversion or consent calendar options should be considered. For higher risk cases, alternative measures or additional interventions may be warranted.
- 5. Review and Oversight:**
- The 10th Circuit Court's Juvenile and Family Division will conduct regular reviews to ensure adherence to this policy and evaluate the effectiveness of the YLS Shortform in decision-making. These reviews will be conducted by the Intake Supervisor or Delinquency Director.
 - Any concerns or deviations from policy should be reported to the Court Administrator for review and corrective action.
- 6. Documentation and Reporting:**
- All decisions related to diversion or consent calendar placement must be documented, including the results of the YLS Shortform and the rationale for the decision.
 - Quarterly reports will be generated to track the use of the YLS Shortform and the outcomes of diversion and consent calendar placements, with findings reviewed by the Court Administrator.
 - Quarterly reports shall be provided to the State Court Administrator's Office, as required.
- 7. Policy Review:**
- This policy will be reviewed annually to ensure its continued relevance and effectiveness. Revisions will be made based on feedback, audit results, and advancements in best practices.

Enforcement: Adherence to this policy is mandatory. Non-compliance may result in disciplinary action according to the Court's personnel policies, which may include retraining or other corrective measures.

Effective Date: This policy is effective as of 10/1/24. All relevant personnel must comply with the policy from this date forward.

Approved By: Todd E. Borders
Court Administrator
10/1/24.

Contact Information: For questions or additional information regarding this policy, please contact Todd E. Borders at tborders@saginawcounty.com

10th Circuit Court - Juvenile and Family Division
Policy for Mandated Use of the MAYSI II Screening Tool for Diversion or Consent Calendar Decisions

Legislative Authority/Requirements for a Mental Health screening tool:

MCL 712A.2f, MCL 722.823, and MCL 722.826

Purpose: To ensure that decisions regarding diversion or consent calendar eligibility for juveniles are based on objective, evidence-based screening/assessments, this policy mandates the use of the MAYSI II (Massachusetts Youth Screening Instrument, Second Edition) tool during the intake process. This approach is designed to enhance decision-making consistency, improve outcomes for youth, and support fair and effective case management.

Scope: This policy applies to all clinical personnel, intake officers, probation officers, and other personnel involved in the intake and diversion process within the 10th Circuit Court - Juvenile and Family Division.

Policy Statement: The MAYSI II screening tool must be utilized at the intake stage to assess the appropriateness of diversion or placement on the consent calendar for each juvenile case. The tool's results will guide decisions, ensuring that these choices are made based on standardized assessments of mental health and behavioral risk factors.

Procedure:

1. Screening Requirement:

- The MAYSI II tool must be administered for every juvenile at intake to assist in the decision-making process for diversion programs or consent calendar. Below are the following excluding factors that also assist in deciding if a youth is ineligible for diversion:
 1. Youth currently under jurisdiction of the 10th Circuit Juvenile and Family Division.
 2. JJ youth supervised by MDHHS.
 3. Youth charged with a specified juvenile offense.
- The assessment should be completed promptly upon the juvenile's entry into the system, prior to any final decision on diversion or consent calendar placement.

2. Training and Competency:

- All personnel responsible for administering the MAYSI II tool must complete initial training provided by the 10th Circuit Court's designated training team.
- Training will cover proper use of the tool, interpretation of results, and integration of the findings into diversion and consent calendar decisions.
- Refresher training is required every two years to maintain accuracy and consistency.

3. Screening Process:

- The MAYSI II tool should be completed using information gathered from the juvenile.
- Results must be recorded accurately in the juvenile's case file, and the findings must be reviewed before making any decisions regarding diversion or consent calendar placement.

4. Decision-Making:

- Diversion and consent calendar decisions should be informed by the results of the MAYSI II screening, alongside other relevant factors such as the YLS Shortform results, the nature of the offense and any immediate safety concerns.
 - If the MAYSI II screening indicates a lower level of mental health or behavioral risk, diversion or consent calendar options should be considered. For higher risk cases, additional interventions or alternative measures may be warranted.
- 5. Review and Oversight:**
- The 10th Circuit Court's Juvenile and Family Division will conduct regular reviews to ensure adherence to this policy and evaluate the effectiveness of the MAYSI II tool in decision-making. These reviews will be conducted by the Intake Supervisor or the Delinquency Director.
 - Any concerns or deviations from policy should be reported to the Court Administrator for review and corrective action.
- 6. Documentation and Reporting:**
- All decisions related to diversion or consent calendar placement must be documented, including the results of the MAYSI II screening results and the rationale for the decision.
 - Quarterly reports will be generated to track the use of the MAYSI II tool and the outcomes of diversion and consent calendar placements, with findings reviewed by the Court Administrator.
 - Quarterly reports shall be provided to the State Court Administrator's Office, as required.
- 7. Policy Review:**
- This policy will be reviewed annually to ensure its continued relevance and effectiveness. Revisions will be made based on feedback, audit results, and advancements in best practices.

Enforcement: Adherence to this policy is mandatory. Non-compliance may result in disciplinary action according to the Court's personnel policies, which may include retraining or other corrective measures.

Effective Date: This policy is effective as of October 1, 2024. All relevant personnel must comply with the policy from this date forward.

Approved By: Todd E. Borders
Court Administrator
10/1/24.

Contact Information: For questions or additional information regarding this policy, please contact Todd E. Borders at tborders@saginawcounty.com

10th Circuit Court - Juvenile and Family Division
Policy for Mandated Completion of YLS Assessments for Juveniles at Disposition

Legislative Authority/Requirements for a risk and needs assessment tool:
MCL 712A.18 (9)

Purpose: To ensure that disposition decisions are informed by a comprehensive, evidence-based assessment of each juvenile's risk and needs, this policy mandates the completion of the Youth Level of Service (YLS) assessment for every juvenile at the disposition stage. This approach is designed to enhance decision-making, tailor interventions to individual needs, and improve overall outcomes for youth under supervision.

Scope: This policy applies to all juvenile probation officers and any other personnel involved in the disposition process within the 10th Circuit Court - Juvenile and Family Division.

Policy Statement: The YLS assessment must be completed for every juvenile at the disposition stage. The results of this assessment will inform the Court's decisions regarding the appropriate disposition, ensuring that decisions are based on a standardized evaluation of the juvenile's risk factors and needs.

Procedure:

1. **Assessment Requirement:**
 - The YLS assessment must be completed for all juveniles at the disposition stage, prior to the finalization of any disposition decision.
 - The assessment should be conducted as soon as possible following the adjudication of the juvenile's case and before the disposition hearing.
2. **Training and Competency:**
 - All juvenile probation officers responsible for completing the YLS assessment must undergo initial training provided by Peterson Consulting.
 - Training will include instruction on the proper use of the YLS tool, interpretation of results, and application of findings to disposition decisions.
 - Refresher training is required every two years to ensure continued accuracy and consistency in the use of the YLS assessment tool.
3. **Assessment Process:**
 - The YLS assessment should be completed using information gathered from the juvenile, their family, and any relevant case records.
 - The completed assessment must be accurately recorded and included in the juvenile's case file.
 - The results of the YLS assessment must be reviewed and considered before making any final disposition decisions.
4. **Decision-Making:**
 - Disposition decisions should be guided by the results of the YLS assessment in conjunction with other case factors, such as the nature of the offense and the juvenile's overall history.
 - The YLS assessment results will help determine the appropriate level of supervision, intervention, and support needed for the juvenile.
5. **Review and Oversight:**

- The 10th Circuit Court's Juvenile and Family Division will conduct regular reviews to ensure compliance with this policy and assess the effectiveness of the YLS assessments in the disposition process. This will be conducted by the Delinquency Director.
 - Any issues or discrepancies noted during these audits should be reported to the Court Administrator for review and corrective action.
- 6. Documentation and Reporting:**
- All disposition decisions must be documented, including the results of the YLS assessment and the rationale for the final disposition decision.
 - Quarterly reports will be generated to track the use of the YLS assessment and the outcomes of disposition decisions, with findings reviewed by the Court Administrator.
 - Quarterly reports shall be provided to the State Court Administrator's Office, as required.
- 7. Policy Review:**
- This policy will be reviewed annually to ensure its continued relevance and effectiveness. Revisions will be made based on feedback, audit results, and developments in best practices.

Enforcement: Compliance with this policy is mandatory. Non-compliance may result in disciplinary action according to the Court's personnel policies, which may include retraining or other corrective measures.

Effective Date: This policy is effective as of October 1, 2024. All relevant personnel must comply with the policy from this date forward.

Approved By: Todd E. Borders
Court Administrator
10/1/24.

Contact Information: For questions or additional information regarding this policy, please contact Todd E. Borders at tborders@saginawcounty.com

10th Circuit Court – Juvenile & Family Division

Juvenile Justice Reform Process Development

October 1, 2024

Initial Screening Requirements for Delinquency Intakes

Intake Process – Procedure to be implemented when a delinquency petition is filed with the Court.

- Persons Involved in Procedure – Intake Personnel and Clinical Personnel
- ALL Cases Must Have The Following Assessments Completed: (Exceptions exist)
 1. YLS short Form – Completed by Intake Personnel
 2. MAYSI II Test – Completed by Clinical Personnel
 3. MJJAS (if recommending detention) – Completed by Intake Personnel

NOTE: YLS Short Form and MAYSI II **are not required** for: (These excluding factors are specific to diversion only)

1. Youth Currently Under Jurisdiction of the 10th Circuit – Juvenile & Family Division
 2. Juvenile Justice Youth supervised by MDHHS
 3. Youth Charged with a Specified Juvenile Offenses
- Possible Decisions at Intake based on assessments provided. (Made by Intake Personnel)
 1. Diversion Case – Divert case without Court Knowledge but notify prosecutor. (Process of notification already exists.)
 - a. Complete YLS Short Form and MAYSI II
 2. Consent Calendar Case – Notify Court through Intake Summary
 - a. Complete YLS Short Form and MAYSI II
 - b. Results for each assessment provided in the intake summary.
 3. Formal Case – Notify Court through Intake Summary
 - a. Complete YLS Short Form, MAYSI II & MJJAS if requesting Detention.
 - b. Results for each assessment provided in the intake summary.

Assessment of Needs and Risks for all Delinquency Dispositions

Dispositional Process (including supplemental) – Procedure to be implemented when a delinquency petition is adjudicated and scheduled for disposition.

- Persons involved in this procedure - All Juvenile Probation Officers and MDHHS JJ Workers
- ALL Cases Must Have The Following Assessment Completed
 - Youth Level of Service Assessment (YLS) – For youth assigned a Juvenile Probation Officer.
 - MJJAS Assessment – For JJ youth supervised by MDHHS.
- Notification of assessment results.
 - Dispositional Report must be provided to the Court, client, prosecutor and defense attorney a minimum of 7 days prior to disposition.
 - Dispositional Report must include:
 - YLS regular assessment or MJJAS results – Determined by who supervises the case.
 - MAYSI II results
 - MJJAS results (if requesting Detention)
 - Type/level of Supervision.
 - Length of Supervision
 - Frequency of reviews – Reassessment of YLS or MJJAS
 - Requirements for early release

NOTE: Frequency of reviews with a reassessment will reflect the following mandates.

1. Conducted 90 days since last assessment.
2. The juvenile experiences a major life event.
3. There is major change in juvenile's proceedings.

MCL 712A.18(9) requires the use of a risk and needs assessment for each juvenile prior to disposition. MCL 712A.18(11) and MCR 3.907(E)(4) further requires that a new risk and needs assessment for the juvenile be conducted, shared and used to inform decision making, if any of the following conditions occur:

- *Six months have passed since the juvenile's last risk and needs assessment.*
- *The juvenile experiences a major life event.*
- *There is a major change in the juvenile's proceedings.*

The above reflect the minimum requirements for reassessment based upon the statute. Courts must also comply with the requirements for reassessment based upon the selected tool.

Detention Screening (MJJAS) for Incarceration Requests

Detention Process to Detain Based on Request from Law Enforcement Agency

- Persons involved with this procedure – Detention Supervision
- Continue Initial Request for Authorized/Denied Lodging Screening
 - NO – Denied Lodging
 - Preliminary Yes – Bring Youth in for Assessment (or may do over the phone)
 - Self-Assessment (kid completes w/o assistance)
 - Detention Supervisor does MJJAS Detention Screen
 - Low Risk – Do Not Lodge, Release
 - Moderate Risk – Staffed (use best judgement-can be lodged)
 - High Risk – Lodge
- MJJAS Detention Screening Results must be provided to the Intake Officer with the complaint for all overnighiter requests. (this also includes denied lodging -Release)

Probation/MDHHS Process when Requesting Detainment from the Court

- Persons involved with this procedure – Juvenile Probation Officer and MDHHS JJ Workers
- Request for Detainment
 - **MJJAS scores must be provided to the Court, client, prosecutor and defense attorney a minimum of 7 days prior to a hearing requesting lodging.**
 - Dispositional Hearing - MJJAS scores are included in Dispositional Report.
 - Violation of Probation/Bond Revocation Hearing - MJJAS scores are included in the VOP Report.
 - Pick-Up Order Hearing – MJJAS Scores will be provided by Detention Supervision to Intake Supervisor from when assessed at initial lodging.

Consent Calendar – When Initiated by Court Action in a Hearing

- Persons involved with this procedure. Court Recorder and Delinquency Director
- When Consent Calendar is being considered by Court, the Court will notify the Delinquency Program Director.
 - Juvenile Probation Officer that is assigned by Delinquency Director will complete the Consent Calendar Informal Review (YLS and MAYSI II Scores are included). The JPO will provide this document to the Judicial Officer so that the court can make a data driven decision for Consent Calendar assignment.
 - YLS and MAYSI Scores will be included in the Consent Calendar Case Plan.
 - For Consent Calendar – JPO is not required to complete reassessments (YLS or MAYSI II)

MCL 712A.18(9) requires the use of a risk and needs assessment for each juvenile prior to disposition. MCL 712A.18(11) and MCR 3.907(E)(4) further requires that a new risk and needs assessment for the juvenile be conducted, shared and used to inform decision making, if any of the following conditions occur:

- *Six months have passed since the juvenile's last risk and needs assessment.*
- *The juvenile experiences a major life event.*
- *There is a major change in the juvenile's proceedings.*

The above reflect the minimum requirements for reassessment based upon the statute. Courts must also comply with the requirements for reassessment based upon the selected tool.