Classification Checklist Manual:

Instructions for Completing the Classification Checklist

DYS Policy 2: Classification System
Attachment D : Classification Instruction Manual

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Instructions for Completing the Classification Checklist

Preparation

Secure documents from the community counselor including the following items, if available in the pre-admission packet.

Juvenile Personal Data Sheet

Risk Level Determination Sheet

Disposition Order(s)

Adjudication Order(s)

Youth Court Document(s)

Detention Records/Reports

School Reports

Comprehensive Discipline Report(s)

Psychological/Psychiatric Evaluations

Hospital/Treatment Center Evaluations

Hospital/Treatment Center Discharge Summary/Summaries

Social History

Social Summary

Secure Youth Master Treatment File. Refer to the particular Sections to locate the aforementioned documents. Secure the Programming Needs Assessment from the Youth Master File as a resource for checking the correspondence of checklist scores and available data. This may be used as an audit tool since the Programming Needs Assessment (PNA) is completed after the initial intake process and additional data may be available.

Instructions for Completing the Classification Checklist

Scoring

Initiate scoring of each of the 11 items in the Classification Checklist using the pre-admission documents.

Item 1: **Starting Level Risk Score.** Go to Section I of Youth Master File, Placement Determination subsection and review the Risk Level Determination Sheet.

Use the most recent risk score without mitigating or aggravating factors. Record the Starting Risk Level Score in the blank on the Classification Checklist.

Item 2: **Severity of Committing Offense.** Go to Section I of Youth Master File, Placement Determination subsection and review the Risk Level Determination Sheet. Determine if committing offense was a felony. Go to Section I, Legal Documents subsection and review Disposition Order(s), Adjudication Order(s), and Youth Court Document(s) to specify the counts against the youth.

Check all of the items that apply. Total the items and record in the blank.

For auditing purposes, go to Section VII of Youth Master File and review list of charges included in Programming Needs Assessment for another determination of charges.

Item 3: **Severity of Recent Violent Behavior.** Go to Section I, Legal Documents subsection and review any charges/counts within the last 90 days. Go to the following subsections Detention Records, Education Records to review School Reports (especially Comprehensive Discipline Reports), and Prior Mental Health Records to review Psychological/Psychiatric Evaluations, and Hospital/Treatment Center Evaluations or Discharge Summaries.

Look for any incidents of violent behavior.

Go to Section II, Social Summary for data supplied by youth service counselor from the community.

Check all of the items that apply, whether or not the youth was formally charged. Total the items in the first blank. Next multiply the total by two and record the total in the second blank.

For auditing purposes, go to Section VII of Youth Master File and review list of charges included in Programming Needs Assessment for another determination of charges, as well as background information regarding behavior in the detention center.

Item 4: **Escapes and Runaways.** Go to Section I, Legal Documents subsection and review any charges/counts. Go to the following subsections Detention Records to review Detention Center

Records/Reports, and Prior Mental Health Records for Hospital/Treatment Center Reports. Go to Section II, Social Summary for data supplied by youth service counselor in the community.

Look for any indication that the youth has run away or escaped and determine what sort of facility it was.

Check all items that apply. Total the items and record in the blank.

For auditing purposes, go to Section VII of Youth Master File and review family history included in Programming Needs Assessment for another determination of escapes and runaways.

Item 5: **Failure of Previous Treatment.** Go to Section I, Legal Documents subsection and review any reports of failure to complete community programs, expulsion from school, removal from AOP, etc. Go to the Detention Center Records subsection to review Detention Center Records/Reports. Go to the Education Records subsection to review School Records. Go to the Prior Mental Health Records to review the Hospital/Treatment Center Reports (especially Discharge Summaries). Go to Section II, Summary for data supplied by youth services counselor in the community.

Look for reports that the youth has failed to complete, dropped out, or been kicked out of a treatment or educational program.

Check all items that apply. Total the items and record in the blank.

Item 6: **Current Age.** Go to Section I, Photo Sheet; Section II Social Summary and review Juvenile Personal Data Sheet and Social Summary.

Check item that corresponds to youth's current age. Record in blank.

Item 7: **Mental Health Status.** Go to Section I, Prior Mental Health Records subsection and review Psychological/Psychiatric Evaluations and Hospital/Treatment Center Reports (especially Discharge Summaries); Section II Social Summary and review Juvenile Personal Data Sheet (Immediate Psychological Needs) and Social Summary supplied by the youth service counselor in the community.

Look for any serious mental illness (SMI) which includes mood disorders, thought disorders, and other Axis I DSM-IV-TR diagnoses if they impair functioning leading to difficulty or inability to participate in daily activities such as school or rehabilitative groups.

Check all items that apply. Total the items and record in the blank.

For auditing purposes, go to Section VII of Youth Master File and review multiaxial diagnoses included in Programming Needs Assessment for another determination of mental health status.

Item 8: **Impairment of Impulse Control.** Go to Section I, Education Records subsection and review School Records/Reports, Prior Mental Health Records to review Psychological/Psychiatric Evaluations and Hospital/Treatment Center Reports (especially Discharge Summaries); Section II Juvenile Personal Data Sheet (Immediate Medical Needs) and Social Summary.

Check items based on data recorded in admission documents. However, head injury does not require loss of consciousness. Low verbal intelligence is defined as a standardized score or intelligence quotient equivalent to 85 or lower. Check all items that apply. Total the items and record in the blank.

For auditing purposes, go to Section VII of Youth Master File and review results of previous psychological testing included in Programming Needs Assessment for another determination of impairment of impulse control.

Item 9: Substance Use Disorder. Go to Section I, Legal Documents subsection and review any charges or offenses. Go to the Detention Records subsection and review Detention Center Records/Reports (including drug screens), Education Records to review School Records, and Previous Mental Health Records to review Hospital/Treatment Center Reports (especially Discharge Summaries). Go to Section II, Juvenile Personal Data Sheet (Immediate Psychological Needs) Social Summary for data supplied by youth services counselor from the community.

Determine whether the youth has used drugs or alcohol in the past 30 days, within the past year, or has ever been diagnosed with a substance use disorder.

Check all items that apply. Total the items and record in the blank.

For auditing purposes, go to Section VII of Youth Master File and review substance use history included in Programming Needs Assessment for another determination of charges.

Item 10: Negative Attachment. Go to Section I, Prior Mental Health Records subsection and review Hospital/Treatment Center Reports (especially Discharge Summaries). Go to Section II, Social Summary (focus on social/peers and family sections of report) for data supplied by youth services counselor.

Look for indicators that the youth's relationship with either or both parents was seriously disrupted at an early age (e.g., abuse, death, or abandonment of parent). Determine if serious problems exist in the home (e.g., domestic violence, frequent runaway) or if the youth is involved with the juvenile justice system, truants, gangs, or drugs.

Check all items that apply. Total the items and record in the blank.

For auditing purposes, go to Section VII of Youth Master File and review family and social history included in Programming Needs Assessment for another determination of charges.

Item 11: Character Disorder. Go to Section I, Legal Documents subsection and review any previous charges or offenses. Go to the Detention Records subsection and review Detention Center Records/Reports (including drug screens), Education Records subsection to review School Records, and Prior Mental Health Records subsection to review Hospital/Treatment Center Reports (especially Discharge Summaries). Go to Section II, Juvenile Personal Data Sheet and Social Summary for data supplied by youth services counselor from the community.

Check all items that apply to the youth's history of involvement in juvenile justice system, including status offenses, diversion programs, and informal supervisory arrangements.

Check all items that refer to Axis II DSM diagnoses including externalizing (acting out) personality disorders and traits (e.g., narcissism, psychopathy, sadism), diagnosed or emerging.

Total the items and record in the first blank. Next multiple the total by two and record in the second blank.

For auditing purposes, go to Section VII of Youth Master File and review social history and multiaxial diagnoses included in Programming Needs Assessment for another determination of charges.

Instructions for Completing the Classification Checklist

Initial Placement

Total all the scores in the 11 blanks. This total is the classification score. Compare the classification score to the score ranges. Make classification decision (high, medium, or low structure) regarding the need for structure based on the classification score or decision to override as recorded on classification from (XII.2.C).

High structure=   19 or higher

Medium structure=   12-18

Low structure=   11 or lower