

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

**CORRECTIONAL ASSESSMENT AND INTERVENTION SYSTEM (CAIS)
JUVENILE ASSESSMENT AND INTERVENTION SYSTEM (JAIS)**

Authority:

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Purpose:

To establish a process for completing the CAIS and JAIS assessment tool.

Definitions:

CAIS/JAIS: The CAIS and JAIS are evidence-based approaches to the supervision of youth and adult offenders. The assessment measures recidivism risk as well as the strengths and needs of the offender. The assessment determines the most appropriate supervision level and assists staff with identifying treatment and reentry programs that will best address the offender's needs. The assessment also identifies the offender's supervision strategy group based on their characteristics, recidivism risk level, and service needs. A supervision strategy group is a category of supervision and intervention approaches. These supervision approaches assist the officer in prioritizing the development of a course of intervention to address specific issues with the offender relevant to their particular supervision strategy group.

Case Plan: The case plan is developed using the offender's service needs and strengths identified in the Full Assessment. The case plan provides a plan of action to address an offender's needs and identifies goals while incorporating their strengths.

Evidence-Based Practice(s) (EBP): Evidence-based practices in Criminal Justice are reliable research-based approaches focused on reducing offender risk, which aids in the reduction of recidivism and improves public safety. CAIS and JAIS are used as part of the Department's EBPs.

Initial Risk Assessment: The Initial Risk Assessment is completed for all offenders at Orientation and Assessment. This assessment measures only the offender's risk of recidivism and determines their level of supervision.

Full Assessment: The Full Assessment is an interview-structured tool that is completed by the assigned supervision officer. The findings from the Full Assessment aids in case planning, identifies appropriate supervision strategies, identifies the offender's primary service needs to be addressed, and ultimately result in the assignment to a supervision strategy group.

Reentry: The transition of offenders from prisons or jails back into the community.

Reassessment: A periodic review completed by the assigned officer that assesses the status of an offender.

Break in Supervision: A break in supervision is defined as having no contact for any period of time due to a bench warrant resulting from a violation of probation/supplemental petition; a new criminal charge at the officer's discretion; or a period of six (6) or more months of no contact despite the supervision officer's attempts to contact the offender.

Responsibilities:

- I. Adult Orientation and Assessment (O&A) Unit Officers shall:
 - A. Complete the CAIS Initial Risk Assessment for all offenders reporting for O&A within two (2) business days of the offender first reporting to the O&A Unit. If the Initial Risk Assessment cannot be completed when the offender reports to O&A, the objective should be to complete the assessment within the next business day.
 - B. Ensure the file is transferred to the Supervision unit promptly, preferably by the end of the second business day after the offender first reported to the O&A Unit.

- II. Adult Supervision Officers shall:
 - A. Complete a CAIS Full Assessment for Community Supervision cases within thirty (30) days of case assignment.
 - B. Complete an update to the original Full CAIS Assessment in applicable sections when there is a break in supervision.
 - C. Remove the original Full CAIS Assessment upon completing the updated CAIS Full Assessment.
 - D. Complete a CAIS Reassessment for Community Supervision cases every twelve (12) months. If the offender is placed on probation for an additional case, with no break in supervision, the new case shall be captured in the Reassessment.
 1. For offenders in warrant status or in custody, a 12-month Reassessment is not required.
 2. Should the due date for a Reassessment fall within ninety (90) days of the scheduled supervision expiration, a Reassessment is not required; however, a closing Reassessment shall be done.
 3. At the conclusion of supervision, a closing Reassessment shall be completed for recording terminal successes or failures during the period of supervision.
 - E. Case plans:
 1. Case plans are required for adult offenders identified in the Casework Control (CC), Selective Intervention-Situational, and Selective Intervention-Treatment (SI-T) Strategy Groups only.
 - a. Use the CAIS Full Assessment report to create a case plan addressing the offenders' primary service needs. The officer and offender will collaborate to develop the case plan.
 - b. Sign the case plan and have the offender sign the case plan. Give a copy to the offender and place the original copy in the offender's file.
 - c. Complete the case plan within thirty (30) days of case assignment.
 - d. Update and/or modify case plan objectives, completions, and emerging issues, as the offender's needs change when necessary or every six (6) months. If the offenders' supervision is within ninety (90) days of expiration, a case plan update is not required.
 - e. Document all referrals to treatment and/or programming in Caseload Explorer (CE)–Other–Treatment–New Program.
 2. Case plans are not required for offenders in Special Services Units (e.g. Sex Offender, Driving Under the Influence, Domestic Violence, etc.).

- III. Juvenile Investigations Officers shall:
 - A. Complete a JAIS Initial Risk Assessment for all cases when a Dispositional Report,

Juris/Dispo, or Dispositional Memo has been ordered by the court.

IV. Juvenile Supervision Officers shall:

- A. Complete the appropriate CAIS or JAIS Full Assessment for youth on Juvenile Probation within forty-five (45) days of case assignment.
 1. Complete a JAIS Full Assessment for youth under 18.
 2. Complete a JAIS Full Assessment for 18 and 19-year-olds who live with parents and are in school.
 3. Complete a CAIS Full Assessment when an 18-year-old or older is living independently.
- B. Complete the JAIS Reassessment every six (6) months from the date of assessment or reassessment, to coincide with case plan reviews.
- C. Placement and Extended Foster Care (EFC)/AB12 youth with continued wardship originally assessed with JAIS who turn 18 while still receiving services, will be reassessed with JAIS until their 20th birthday at which time CAIS will be completed.
- D. Complete CAIS for those reaching the age of 20.

V. Supervising Probation Officer (SPO) shall:

- A. Ensure compliance with this procedure during monthly caseload audits.
- B. Ensure the appropriate CAIS or JAIS assessments have been completed before transfer.
- C. Approve appropriate overrides and document justification for the override in CE and CAIS or JAIS.

Guidelines:

- A. Officers should be familiar with the overall CAIS and JAIS process and operations.
- B. All adult cases shall have an Initial Risk Assessment completed before transfer. The Initial Risk Assessment score shall determine if the case is transferred to General Supervision or Community Supervision. Initial Moderate and High Risk Assessment scores shall be transferred to Community Supervision. Initial Low Risk Assessment scores shall be transferred to General Supervision unless overridden by a Supervisor.
- C. Offenders with Split Sentences and six (6) months or less of supervision will only use the CAIS Initial Risk Assessment.
- D. Special Services Units (e.g. Drug Court, Domestic Violence, Mental Health, Sex Offender, etc.) will use separate assessments specific to those types of offenses.
- E. CAIS does not apply to sex offender cases; however, they may be assigned to supervision based upon the Initial Risk Assessment if they are ineligible for Static-99 assessments.
- F. If a youth is found to be a suitable candidate (Title IV-E Eligible) and scores Low, the case will be overridden to Medium.
- G. Refer to the Juvenile Case Plan procedure for the juvenile case plan process.
- H. For juvenile offenders on adult probation:
 1. JAIS will be used for youth under the age of 18 and for those aged 18-19 who live with parents and are in school.
 2. CAIS will be used for those reaching the age of 20.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

EvidentChange.org

CAIS/JAIS

Policy:

Employee Responsibility

Procedures:

Caseload Audits

Juvenile Case Plans

Issued by:



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Date

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