

# Youth Assessment and Screening Instrument (YASI) IMPLEMENTATION CHECKLIST

## County Implementation Team ongoing activities:

1. Serve as ongoing leaders, organizers and champions for the YASI
2. Participate in bi-weekly/monthly calls with DCF and other counties in implementation phase. Send checklist Excel to DCF prior to monthly call to share progress
3. Provide practitioners with DCF and Orbis updates
4. Monitor data and evaluation tracking
5. Communicate with agency staff and system stakeholders via DCF’s YASI-specific templates and distribution lists when issues arise or feedback is requested
6. Disseminate booster training materials, facilitate training for new staff

Implementation Pre-Work	Date Completed/ Notes
<input type="checkbox"/> <b>Establish Agency Implementation Team, provide names/emails to DCF for listserv. Implementation Team should include (at a minimum):</b> <ul style="list-style-type: none"> <li>○ County director and/or YJ supervisor</li> <li>○ 1-3 YJ workers</li> <li>○ Local stakeholders (i.e. judiciary, DA, PD, service providers – see list below)</li> </ul>	
<input type="checkbox"/> <b>Send 2-page YASI informational handout to:</b> <ul style="list-style-type: none"> <li>○ Judicial/Court administration</li> <li>○ District Attorneys</li> <li>○ Public Defenders/defense attorneys</li> <li>○ Service providers</li> <li>○ Other child-serving agencies, (behavioral health, schools)</li> <li>○ Law enforcement</li> <li>○ Community partners</li> </ul>	
<input type="checkbox"/> <b>Schedule initial informational meeting with aforementioned stakeholder groups (and Criminal Justice Coordinating Council [CJCC] if active), to introduce them to the YASI, case plan and implementation process</b>	
<input type="checkbox"/> <b>Schedule agency kick-off/webinar with Orbis</b>	
<input type="checkbox"/> <b>Complete YASI change readiness survey and disseminate to all stakeholders for their completion</b>	
<input type="checkbox"/> <b>Review results of YASI change readiness survey and request additional assistance/support from DCF as needed</b>	
<input type="checkbox"/> <b>Complete current youth justice case flow timeline</b> <ul style="list-style-type: none"> <li>○ Re-map youth justice case flow based on incorporation of the YASI pre-screen and full assessment</li> </ul>	
<input type="checkbox"/> <b>Develop county specific YASI procedures based on DCF YASI policy, practice guidance and research and submit to DCF</b>	
<input type="checkbox"/> <b>Complete service mapping/matrix in conjunction with providers</b> <ul style="list-style-type: none"> <li>○ Include type, location of services, and criminogenic need addressed by each</li> </ul>	

- Develop/determine short-term YASI data tracking solutions and request additional assistance/support from DCF as needed**
- Generate reports on the following:**
  - Funding available/dedicated to services, both contracted and/or provided in-house
  - Current proportion of open/active cases in out-of-home care
  - Current youth placement lengths by 'episode' (with DCF assistance as needed)
- Determine handling of existing data in CaseWorks (only for counties currently utilizing YASI)**
- Identify staff to be trained and provide names and email addresses to WCWPDS youth justice training coordinator**
- Select and sign up for training dates and locations**
- Supervisor obtain login credentials from Orbis and share username/password with trained staff**
- Create a plan to 'count' activities identified in the logic model (e.g. educational/training opportunities)**
- Develop plans for:**
  - Receiving continuous feedback on the implementation process and YASI tool from stakeholder groups**
  - Ensuring fidelity to YASI policies**
  - Ensuring fidelity to YASI tool which will include:**
    - Accountability (Supervisors)
    - Formal incident reviews
    - Interrater reliability (scenarios, case studies)
    - Training (boosters – that will include case vignettes to look at consistency of ratings.)
    - Process for identifying when a YASI is missed/incomplete and recording why
- Allow staff on-the-job learning time to familiarize themselves with Collaborative CaseWorks (CCW) I and II**
- Review Collaborative CaseWorks (CCW) I and II test results and seek additional training/coaching as needed for individual staff**
- Identify staff interested in becoming master trainers/coaches and provide approval for participation in train-the-trainer sessions**
- Schedule regular (quarterly at a minimum) meeting with aforementioned stakeholder groups (and Criminal Justice Coordinating Council [CJCC] if active) to share data, troubleshoot issues/concerns and obtain feedback**