

**THE POLICIES AND
PROCEDURES OF THE
JUVENILE COURT JUDGES'
COMMISSION'S**

**JUVENILE PROBATION
SERVICES GRANT
PROGRAM**



pennsylvania

JUVENILE COURT JUDGES' COMMISSION

March 2025

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INTRODUCTION

Achieving Our Balanced and Restorative Justice Mission Through Pennsylvania's Juvenile Justice System Enhancement Strategy (JJSES)

One of the most significant reforms in the history of Pennsylvania's Juvenile Justice System occurred in 1995, when Act 33 of Special Session No. 1 of 1995 amended the Juvenile Act, statutorily establishing Balanced and Restorative Justice (BARJ) as the mission of Pennsylvania's juvenile justice system, which clearly defined three goals: the protection of the community, the imposition of accountability for offenses committed, and the development of competencies to enable children to become responsible and productive members of the community. Since that time, juvenile justice professionals, community members, and stakeholders throughout Pennsylvania have been working together to implement policies, practices, and programs designed to achieve our BARJ mission.

In 2010, the Juvenile Court Judges' Commission (Commission), the Executive Committee of the Pennsylvania Council of Chief Juvenile Probation Officers (PCCJPO), and the Pennsylvania Commission on Crime and Delinquency (PCCD) conceptualized a new Juvenile Justice System Enhancement Strategy (JJSES), a comprehensive reform effort designed to support the implementation of evidence-based practices and aid in the achievement of our BARJ mission. The first concrete step taken was to create the following statement of purpose, designed to reflect the underlying goals of our system and of the JJSES initiative:

JJSES Statement of Purpose

We dedicate ourselves to working in partnership to enhance the capacity of Pennsylvania's juvenile justice system to achieve its balanced and restorative justice mission by:

- *Employing evidence-based practices with fidelity at every stage of the juvenile justice process;*
- *Collecting and analyzing the data necessary to measure the results of these efforts; and, with this knowledge,*
- *Striving to continuously improve the quality of our decisions, services and programs.*

A JJSES Leadership Team was developed consisting of Commission staff, chief juvenile probation officers, and PCCD staff. In 2011, a JJSES Framework was created to serve as a blueprint for implementing evidence-based practices throughout Pennsylvania's juvenile justice system, and a JJSES monograph was written to describe each element of the JJSES Framework for juvenile justice professionals in Pennsylvania.

In May 2012, Governor Thomas Wingett Corbett Jr. signed Act 42 of 2012 into law, which amended the enabling legislation of the Commission to require that the agency: collect and analyze data to identify

trends and to determine the effectiveness of programs and practices to ensure the reasonable and efficient administration of the juvenile court system; make recommendations concerning evidence-based programs and practices to judges, the Administrative Office of Pennsylvania Courts, and other appropriate entities; and post related information on the Commission's publicly accessible website.

The Commission's Juvenile Probation Services appropriation was increased by \$2.5 million in FY 2013-2014, in conjunction with Governor Corbett's Juvenile Justice Reinvestment Initiative (JJRI), to identify and target evidence-based interventions, assess risk to reoffend, and analyze and collect offender-specific case plan data. The members of the Commission voted unanimously at their May 2013 meeting to require that, as a condition of eligibility for participation in the Commission's Juvenile Probation Services Grant Program (Grant Program), all counties must submit JJSES Implementation Plans, for approval by Commission staff, which address the following:

1. Implementation of the Youth Level of Service/Case Management Inventory™ (YLS) Risk/Needs Assessment;
2. Development of recommendations to the court based upon the YLS results, including the identified risks and needs of each juvenile; and
3. Development of standardized case plans based upon the YLS results, which target the individual risks and needs of each juvenile.

Advancing the JJSES Through the Juvenile Probation Services Grant Program Requirements

During each grant period, the Commission staff are tasked with determining if a county is adhering to the conditions to be eligible to receive Grant Program funds. Recognizing there has not been a clearly defined or objective way to assess adherence to the appropriate use of the YLS and case plan, the Commission directed its staff to develop specific and measurable requirements to assess adherence with the Grant Program conditions, as well as recommended actions if it is determined a county is not adhering to these minimum standards.

Following discussions during the 2023 and 2024 strategic planning session of the Commission staff, PCCJPO, and PCCD, specific and measurable requirements to assess adherence to the appropriate use of the YLS and case plan were developed. At their November 2024 meeting, the Commission judges unanimously endorsed the assessment of county adherence to the Grant Program conditions #1 and #3 listed above, using the measures outlined in the document "Advancing the JJSES Through the Juvenile Probation Services Grant, JJSES Grant Program Requirements: Frequently Asked Questions (FAQ)" (Appendix A). The Commission also unanimously agreed to remove the Grant Program condition #2.

JUVENILE PROBATION SERVICES GRANT PROGRAM POLICIES AND PROCEDURES

Authority

The [Commission's](#) enabling legislation ([The Juvenile Act - 42 Pa. C.S. § 6374.](#)) provides the Commission shall have the power, and its duty shall be to make annual grants to political subdivisions for the development and improvement of probation services for juveniles.

Purpose of Grant Program Funds

The Grant Program was established for the improvement of probation services. Through the Grant Program, the Commission offers direct financial support to all 67 county juvenile probation departments in Pennsylvania for the purpose of offsetting juvenile probation salary costs of county juvenile probation staff and to offer impact grants designed to advance juvenile probation services statewide. Juvenile probation services are advanced through:

1. Implementation and sustainability of the JJSES;
2. Expansion of paid juvenile probation services;
3. Increase and maintenance of salaries for juvenile probation officers to enable a juvenile court to hold and recruit qualified probation officers;
4. Support of training programs for juvenile probation personnel as provided or approved by the Commission;
5. Support of drug and alcohol testing programs in county juvenile probation departments;
6. Support for Commission-sponsored graduate education programs for juvenile probation officers; and
7. Continuation of the Commission-approved services, as applicable, supported during the county's last grant period.

Standards and Conditions

Grant Program funds are awarded upon assurance that the county will comply with the following standards and conditions required for participation in the Grant Program. These requirements include:



1. Adherence to the Juvenile Court Standards Governing the Operation of a Juvenile Probation Merit System.
2. Adherence to the Juvenile Court Standards Governing Juvenile Court Intake.
3. Adherence to the Juvenile Court Standards Governing the Use of Secure Detention Under the Juvenile Act.
4. Adherence to the Juvenile Court Standards Governing Hearings and Administrative Reviews for Children Held in Secure Detention.
 - These standards may be obtained for your review from the following link:
[Juvenile Court Standards](#)
5. Complete and submit a JJSES Implementation and Sustainability Plan (JJSES Plan) that, at a minimum, addresses the use of the YLS and development of standardized case plans based on YLS results which target the individual risks and needs of each juvenile.
6. Implement and adhere to the following regarding the YLS:
 - The juvenile probation department has a YLS policy that contains best practices.
 - The juvenile probation department has an identified YLS Master Trainer who obtains and maintains the required certification or partners with another county that has a certified YLS Master Trainer to provide YLS Master Trainer services.
 - Eighty percent (80%) of applicable juvenile probation officers within the juvenile probation department are trained to administer the YLS assessment.
 - Eighty percent (80%) of all applicable cases have an initial YLS assessment within the Evidence-Based Practices (EBP) timeframe according to best practices recommendations.
 - Eighty percent (80%) of all applicable cases have a YLS reassessment within the EBP timeframe according to best practices recommendations.
 - Eighty percent (80%) of all applicable cases have a closing YLS assessment within the EBP timeframe according to best practice recommendations.

- The YLS Master Trainer, or designee, is required to participate in all scheduled YLS Master Trainer Learning Communities during the calendar year.
 - The juvenile probation department has a service matrix policy.
 - The juvenile probation department has a service matrix.
7. Implement and adhere to the following regarding the development and implementation of standardized case plans based upon YLS results which target the individual risks and needs of each juvenile:
- The juvenile probation department has a case plan policy that contains best practices.
 - The juvenile probation department has an identified Case Plan Coordinator or access to a Case Plan Coordinator.
 - The juvenile probation department has a case plan template according to best practices recommendations.
 - Eighty percent (80%) of all applicable juvenile probation officers within the juvenile probation department are trained in case planning.
 - Eighty percent (80%) of applicable cases have a case plan according to best practices recommendations.
 - The Case Plan Coordinator, or designee, is required to participate in all scheduled Case Plan Learning Communities during the calendar year.
8. Complete and submit a proposed budget.
9. Ensure the compensation provided to juvenile probation officers, including salaries, salary increases and bonuses, is equitable to the compensation provided to other county and court personnel, in accordance with subsection 200.1003 (a) of Title 37 of the Pennsylvania Code.
10. Provide the Commission with certified expenditure reports, schedule of staff salaries, personnel transaction reports, and certification that the compensation provided to juvenile probation officers and juvenile probation personnel who are not covered by collective bargaining agreements, including salaries, salary increases, benefits, and bonuses, is equitable to and competitive with the compensation provided to other county and court personnel, as

well as with those of other components of the county criminal justice system, and/or human service agencies, within the jurisdiction of county government, in a manner, format, and at intervals as determined by the Commission.

11. Participate in the Commission's Statewide Juvenile Court Statistical Program, Outcome Measures Reporting Program, and Detention Monitoring and Reporting Program.

Application Process

The Grant Program application process, which begins in March of each year, consists of three phases. The term of the current grant period is July 1, 2025, through June 30, 2026, and is subject to annual availability of funds. The Commission staff will notify the grantee annually of the amount of Grant Program funds to be awarded and any special conditions or programs for which the funds are intended.

1. Phase one of the application process begins in March of each year and requires the completion and submission of a JJSES Plan in iDashboards for the term of the current grant period to the Commission. See Appendix B for instructions on how to complete and submit the JJSES Plan via the chief's iDashboards user account. Phase one also includes the completion and submission of the YLS Master Trainer and Case Plan Coordinator Partnership Agreements for applicable grantees.
 - JJSES Plans should, at a minimum, address the department's use of the YLS and the development of standardized case plans based on YLS results which target the individual risks and needs of each juvenile.
 - Each county's JJSES Plan should be completed and submitted by June 1st of each year.
 - YLS Master Trainer Partnership Agreement, signed as needed by the county's chief juvenile probation officer and president/juvenile court administrative judge certifying their agreement to partner with another department to receive YLS Master Trainer services during the grant period. The agreement is also signed by the chief juvenile probation officer and president/juvenile court administrative judge of the county providing the YLS Master Trainer services and identifies the YLS Master Trainer(s) providing the services. The chief juvenile probation officer of the department receiving the YLS Master Trainer services must submit the fully executed agreement with their Grant Program application.
 - The YLS Master Trainer Partnership Agreement, for applicable grantees, should be completed and submitted by June 1st of each year.

- Case Plan Coordinator Partnership Agreement, signed as needed by the county's chief juvenile probation officer and president/juvenile court administrative judge certifying their agreement to partner with another department to receive Case Plan Coordinator services during the grant period. The agreement is also signed by the chief juvenile probation officer and president/juvenile court administrative judge of the county providing the Case Plan Coordinator services and identifies the Case Plan Coordinator(s) providing the services. The chief juvenile probation officer of the department receiving the Case Plan Coordinator services must submit the fully executed agreement with their Grant Program application.
 - The Case Plan Coordinator Partnership Agreement, for applicable grantees, should be completed and submitted by June 1st of each year.

- 2. Phase two of the application process begins following the passing of the state budget for the term of the grant period, at which time the Commission staff provide chief juvenile probation officers with required Grant Program application documents for completion and submission. The required Grant Program application documents include:
 - Equitable Compensation Letter, signed by the county's president judge and chairman/county executive and/or commissioners, certifying compensation, including salaries, salary increases and bonuses, provided to the county's juvenile probation personnel is equitable with the compensation, including salaries, salary increases and bonuses, provided to other county and court employees;
 - Financial Statement, signed by the county's comptroller/treasurer and chairman/county executive, certifying an accounting of how the county expended Grant Program funds and interest earned during the last grant period (See Appendix C for instructions on how to complete the Financial Statement);
 - Proposed Budget, signed by the county's chief juvenile probation officer and president/juvenile court administrative judge, providing an accounting of how the county plans to expend Grant Program funds during the current grant period. See Appendix D for instructions on how to complete the Proposed Budget;
 - Proposed Budget Approval Signature Page, signed by the county's chief juvenile probation officer, president/juvenile court administrative judge, and chairman/county executive

and/or commissioners, as well as by the Commission's Executive Director indicating that the county's Proposed Budget has been approved by the Commission;

- Commonwealth Worker Protection and Investment Certification Form, signed by grantees receiving state funds as required by The Worker Protection and Investment Executive Order;
- Juvenile Probation Services Grant Agreement (Grant Agreement), the legal agreement for the Grant Program entered into by and between the Commonwealth of Pennsylvania through the Commission of the Office of General Counsel and the individual grantees, confirming the requirements and responsibilities of all parties. The Grant Agreement is signed by the county's president/juvenile court administrative judge and chairman/county executive and/or commissioners, in addition to the Commission's Executive Director, the Commission's liaison counsel, as well as the Commonwealth's Office of General Counsel, Office of the Attorney General, and comptroller.

Note: Promptly following the receipt of Grant Program application documents, grantees should complete and submit the documents to the Commission via email at RA-OAJCJCGrants@pa.gov. Applications submitted after May 1, 2026, may not be awarded.

3. Phase three of the application process takes place once all requirements of phase one and phase two have been completed, at which time the Commission staff will provide chief juvenile probation officers with the Award Notification/Invoice required for invoicing and payment processing of awarded Grant Program funds.
 - Award Notification/Invoice, details the amount of funds awarded to the juvenile probation department. The Award Notification/Invoice is signed by the county's president/juvenile court administrative judge, chairman/county executive, and chief juvenile probation officer, as well as by the Commission's Executive Director.
 - Upon receipt of the completed Award Notification/Invoice, the Commission staff will process payment of the awarded Grant Program funds to the county.

For the Juvenile Probation Services Grant Program Application Timeline and Checklist, see Appendix E.

Payment Procedures

1. Upon receipt of the completed and signed Grant Program application documents, the Commission staff will review the application to determine adherence to the standards and conditions required to participate in the Grant Program. During this review, the Commission staff will determine and certify that the expenditure of the Grant Program funds during the last grant period and the proposed expenditure of the Grant Program funds during the current grant period conform to Grant Program policies and procedures.
2. The grantee will receive one distribution containing the Grant Program award. Training allocation funds are **NOT** included in this distribution.
3. Grant Program funds shall be kept in an interest-bearing account until expended. Pre-incurred expenditures may be immediately deducted from the Grant Program funds upon receipt of the funds, with the balance being deposited in an interest-bearing account. Interest from the account must be expended for the purpose for which the Grant Program award was intended and must be reported in the subsequent Financial Statement.

Permissible Expenditures

Grant Program funds may be expended primarily for personnel expenses. In addition, these funds may also be expended for operations costs as outlined below.

1. Personnel Expenses:
 - To support juvenile probation officer and/or quality assurance staff salaries to the extent the individual performs juvenile probation services and activities as identified in the JJSES framework.
2. Operations Expenses:
 - To support the implementation and sustainability of the JJSES, not to exceed 10% or \$10,000 of the county's total allocation, whichever is greater. These expenditures may include services/products and activities, a graduated response system, and training related to the JJSES, as well as drug testing equipment.

- The expenditure of awarded funds for operations to support a formalized graduated response system, including the purchase of incentives, will be authorized under the following conditions:
 - The county must include planned expenditures for graduated responses in the Proposed Budget for the current grant period.
 - The county must submit their current graduated responses policy and matrix, and include the most recent review/revision date, to the Commission via email at RA-OAJCJCGrants@pa.gov.
- Operational expenditures outside of this purview will not be approved, such as the purchase of food and/or beverage.

Procedures

1. The Grant Program is subject to audit by Commonwealth agencies and/or their duly authorized representative(s), including audits of actual costs incurred. All expenditure records shall be kept according to generally accepted accounting principles and standards. All detailed records to document expenditures, including quotes, certifications, invoices, receiving records, correspondence, and the like, shall be properly executed and approved and shall be made available to representatives of the Commission, the auditor general of the Commonwealth, and other authorized representatives for examination and audit.
2. Separate accountability for the receipt and expenditure of Grant Program funds shall be maintained in the county's accounting system.
 - All required records should be retained for a period of three years from the expiration or termination of the Grant Agreement, except in those cases where unresolved audit questions may require maintaining some or all records for a longer period. In such an event, all required records should be retained until all pending matters are resolved.
3. Grant Program funds not expended in the grant period for which they are appropriated may, with the Commission's written approval, be carried forward to the following grant period and expended as directed by the Commission. All unexpended funds for which no written authorization has been obtained from the Commission must be returned.

4. Completed Financial Statements and the return of unexpended funds for which no written authorization has been obtained from the Commission are required before the awarding of any subsequent Grant Program funds.

Changes in the Grant Program Application

1. Any change to the Grant Program application and Grant Agreement shall be deemed incorporated into and made a part of the Grant Agreement when written notification of the acceptance has been received from the Commission. No change is to be made until the Commission approves and verifies that the proposed change conforms to the standards and conditions required for participation in the Grant Program.

Resource Materials

The following resources support the Commission's Grant Program:

1. The Juvenile Act
 - Subchapter F, Section § 6374, Power to make grants.
 - Subchapter F, Section § 6375, Funding.
2. 2025-2026 Pennsylvania State Budget, Appropriation 11005, Juvenile Probation Services.

The following resources support the completion of the Grant Program application process:

1. Juvenile Justice System Enhancement Strategy (JJSES) Monograph.
2. Advancing Balanced and Restorative Justice through Pennsylvania's Juvenile Justice System Enhancement Strategy Monograph.
3. Juvenile Probation Services Grant Program Policy and Procedures which includes the following:
 - Appendix A: Advancing the JJSES Through the Juvenile Probation Services Grant Program JJSES Grant Program Requirements: Frequently Asked Questions (FAQ)
 - Appendix B: JJSES Implementation and Sustainability Plan: iDashboards Instructions
 - Appendix C: Fiscal Year 2024-2025 Financial Statement Instructions

- Appendix D: Fiscal Year 2025-2026 Proposed Budget Instructions
 - Appendix E: Juvenile Probation Services Grant Program Application Timeline and Checklist
 - Appendix F: YLS Master Trainer Partnership Agreement
 - Appendix G: Case Plan Coordinator Partnership Agreement
 - Appendix H: Case Plan Template
4. A copy of the county's JJSES Plan from FY 2024-2025.
 5. 2024 county-specific Youth Level of Service (YLS) data.

Tutorials

The Juvenile Probation Services Grant Tutorials provide an overview of the Grant Program, instructions for completing the JJSES Plan in iDashboards, as well as instructions to assist in the completion of the Grant Program application documents. The tutorials may be accessed through the Commission's [JCJC Event Management System \(JEMS\)](#) under the Probation Courses tab.

APPENDIX A

Advancing the JJSES Through the Juvenile Probation Services Grant Program JJSES Grant Program Requirements: Frequently Asked Questions (FAQ)

Requirement 1: Implement and adhere to the grantee responsibilities of the Youth Level of Services/Case Management Inventory (YLS) Risk/Needs Assessment.

1. The juvenile probation department (department) has a YLS policy that contains best practices.

FAQ.

- Where can I find guidance on best practices?
 - Guidance on best practices is available through YLS training materials and other resources provided during implementation.
- How do I submit my department's YLS policy for the Grant Program application?
 - Submit your YLS policy to the Commission via email at RA-OAJCJCGrants@pa.gov following the instructions in the Grant Program Policy and Procedures, as well as the JJSES Plan iDashboards instructions outlined in Appendix B.

2. The department has an identified YLS Master Trainer who obtains and maintains the required certification or partners with another county that has a certified YLS Master Trainer to provide YLS Master Trainer services.

FAQ.

- How can I verify the YLS Master Trainer(s) in my department maintain their certification?
 - Ensure YLS Master Trainers register for certification/re-certification events through the Juvenile Court Judges' Commission's Event Management System (JEMS) and attend as scheduled. The Juvenile Court Judges' Commission (Commission) staff will monitor and verify certification records in JEMS.
- When should a department partner with another county?
 - If your department has yet to designate and certify a YLS Master Trainer, partner with another county to ensure YLS supervision is available for all juvenile probation officers administering the YLS.
- What are the responsibilities of the YLS Master Trainer when partnering with another county?
 - YLS Master Trainer responsibilities remain the same except for approving YLS's for scoring.
- How do I confirm my department's partnership with another county for YLS Master Trainer services?
 - Complete the YLS Master Trainer Partnership Agreement (See Appendix F) to document the YLS Master Trainer services for the grant period.

3. Eighty percent (80%) of applicable juvenile probation officers within the department are trained to administer the YLS assessment.

FAQ.

- What does applicable mean?
 - An “applicable” juvenile probation officer is one who provides direct supervision and/or services to youth.
- How is this requirement measured?
 - For the FY 2025-2026 Grant Program application, no formal measurement is required as the Commission is developing a proficiency database. This database will provide resources to the methods and measurements of this requirement in the FY 2026-2027 Grant Program application.
 - During the current grant period, departments are encouraged to provide training such as introductory level lessons and completion of booster cases for all applicable juvenile probation officers.

4. Eighty percent (80%) of all applicable cases have an initial YLS assessment within the Evidence-Based Practices (EBP) timeframe according to best practices recommendations.

FAQ.

- What is an applicable case?
 - An applicable case is any case requiring a YLS, as defined by the department’s YLS policy.
- What is the EBP timeframe?
 - The initial YLS assessment must be completed within the timeframe outlined in the department’s YLS policy. The recommended EBP timeframe for an initial YLS assessment is between 90 days from the receipt of the written allegation and 30 days post the disposition date.
- How is this requirement measured?
 - This is measured using data entered into the Pennsylvania Juvenile Case Management System (PaJCMS). Starting July 1, 2025, reports and dashboards will provide daily measurement updates.

5. Eighty percent (80%) of all applicable cases have a YLS reassessment within the EBP timeframe according to best practices recommendations.

FAQ.

- What is an applicable case?

- An applicable case is any case requiring a YLS, as defined by the department's YLS policy.
 - What is the EBP timeframe?
 - The YLS reassessment must be completed within the timeframe outlined in the department's YLS policy. The recommended EBP timeframe for a YLS reassessment every six months or at the time of a major life event.
 - How is this requirement measured?
 - This is measured using data entered into the PaJCMS. Starting July 1, 2025, reports and dashboards will provide daily measurement updates.
6. Eighty percent (80%) of all applicable cases have a closing YLS assessment within the EBP timeframe according to best practice recommendations.

FAQ.

- What is an applicable case?
 - An applicable case is any case requiring a YLS, as defined by the department's YLS policy.
 - What is the EBP timeframe?
 - The closing YLS assessment must be completed within the timeframe outlined in the department's YLS policy. The recommended EBP timeframe for a closing YLS assessment is between 30 days prior and 30 days post the case closing date.
 - How is this requirement measured?
 - This is measured using data entered into the PaJCMS. Starting July 1, 2025, reports and dashboards will provide daily measurement updates.
7. The YLS Master Trainer, or designee, is required to participate in all scheduled YLS Master Trainer Learning Communities during the calendar year.

FAQ.

- How will I verify the YLS Master Trainer(s), or designee, in my department has participated in all scheduled YLS Master Trainer Learning Communities?
 - Ensure they register for Learning Communities through JEMS and attend as scheduled. The Commission staff will monitor and verify participation records through JEMS.
- If my department has multiple YLS Master Trainers, do they all need to attend Learning Communities?
 - While attendance is encouraged for all YLS Master Trainers, the chief juvenile probation officer may decide if more than one trainer should participate.

- If my department partners with another county for YLS Master Trainer services, does a designee from my department need to attend Learning Communities?
 - Yes, a designee trained in administering the YLS must participate in Learning Communities. Commission staff will monitor and verify participation records through JEMS.

8. The juvenile probation department has a service matrix policy.

FAQ.

- If my department's YLS policy contains service matrix language, do I need to create a separate service matrix policy?
 - No, including service matrix language in your YLS policy is sufficient. No additional action is required.
- What if my department does not have a service matrix policy?
 - Departments are encouraged to develop a service matrix policy or integrate this language into the YLS policy during FY 2025-2026, as this will be a requirement for the FY 2026-2027 Grant Program application.

9. The juvenile probation department has a service matrix.

FAQ.

- How do I submit my department's service matrix as part of the Grant Program application process?
 - Submit the service matrix to the Commission via email at RA-OAJCJCGrants@pa.gov following the instructions in the Grant Program Policy and Procedures, as well as the JJSES Implementation and Sustainability Plan iDashboards instructions outlined in Appendix B.
- What if my department does not have a service matrix?
 - Departments are encouraged to develop a service matrix during FY 2025-2026, as this will be a requirement for the FY 2026-2027 Grant Program application.

Requirement 2: Implement and adhere to the grantee responsibilities regarding the development and implementation of standardized case plans based YLS results which target the individual risks and needs of each juvenile.

1. The department has a case plan policy that contains best practices.

FAQ.

- Where can I find guidance on best practices?

- Guidance on best practices is available through case plan training materials and other resources provided during implementation.
- How do I submit my department's case plan policy for the Grant Program application?
 - Submit your case plan policy to the Commission via email at RA-OAJCJCGrants@pa.gov following the instructions in the in the Grant Program Policy and Procedures, as well as the JJSES Plan iDashboards instructions outlined in Appendix B.

2. The department has an identified Case Plan Coordinator or access to a Case Plan Coordinator.

FAQ.

- When should a department partner with another county?
 - If your department has yet to designate and train a Case Plan Coordinator, partner with another county to ensure case plan supervision is available for all juvenile probation officers using a case plan.
- What are the responsibilities of a Case Plan Coordinator when partnering with another county?
 - Case Plan Coordinator responsibilities remain the same except for approving case plans.
- How do I confirm my department's partnership with another county for Case Plan Coordinator services?
 - Complete the Case Plan Coordinator Partnership Agreement (See Appendix G) to document the Case Plan Coordinator services for the grant period.

3. The department has a case plan template according to best practices recommendations.

FAQ.

- Where can I find a case plan template with best practice recommendations?
 - The template is available in Appendix H.
- Is my department required to use this case plan template?
 - No, this is a recommended resource for case planning.

4. Eighty percent (80%) of all applicable juvenile probation officers within the department are trained in case planning.

FAQ.

- What does applicable mean?
 - An "applicable" juvenile probation officer is one who provides direct supervision and/or services to youth.
- How is this requirement measured?

- For the FY 2025-2026 Grant Program application, no measurement will be required as the Commission is developing a proficiency database which will include the methods and measurements of this requirement in the FY 2026-2027 Grant Program application.
- During the current grant period, departments are strongly encouraged to ensure training including introductory, completion of booster cases, etc. for all applicable juvenile probation officers.

5. Eighty percent (80%) of applicable cases have a case plan according to best practice recommendations.

FAQ.

- What is an applicable case?
 - An applicable case is any case requiring a case plan, as defined by the department's case plan policy.
- What is the EBP timeframe?
 - The case plan must be completed within the timeframe outlined in the department's case plan policy.
- How is this requirement measured?
 - Starting July 1, 2025, case plans uploaded and identified in the Documents screen of PaJCMS will be included in the dataset used to assess whether the grantee requirement is met.

6. The Case Plan Coordinator, or designee, is required to participate in all scheduled Case Plan Learning Communities during the calendar year.

FAQ.

- How will I verify the Case Plan Coordinator(s), or designee, in my department has participated in all scheduled Learning Communities?
 - Ensure they register for Learning Communities through JEMS and attend as scheduled. The Commission staff will monitor and verify participation records through JEMS.
- If my department has multiple Case Plan Coordinators, do they all need to attend Learning Communities?
 - While attendance is encouraged for all Case Plan Coordinators, the chief juvenile probation officer may decide if more than one coordinator should participate.
- If I have an agreement with another county to receive Case Plan Coordinator services, does a designee from my department have a responsibility to participate in the scheduled Case Plan Learning Communities?



- Yes, a designee trained in developing and monitoring a case plan must participate in Learning Communities. The Commission staff will monitor and verify participation records through JEMS.

APPENDIX B

JJSES Implementation and Sustainability Plan: iDashboards Instructions

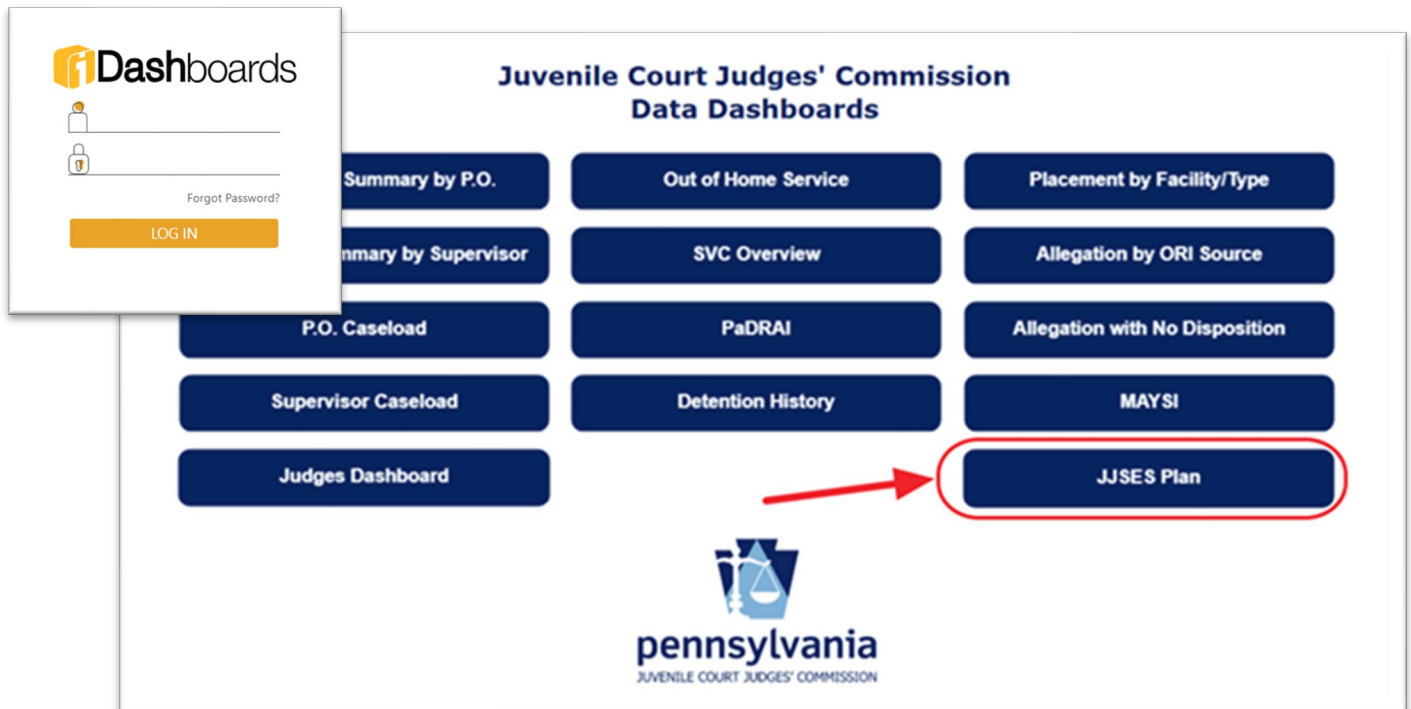
Chief juvenile probation officers will access and complete their county's JJSES Plan via the chief's iDashboards user account.

Note: *The JJSES Plan may only be accessed, viewed, or edited via the chief's iDashboards user account.*

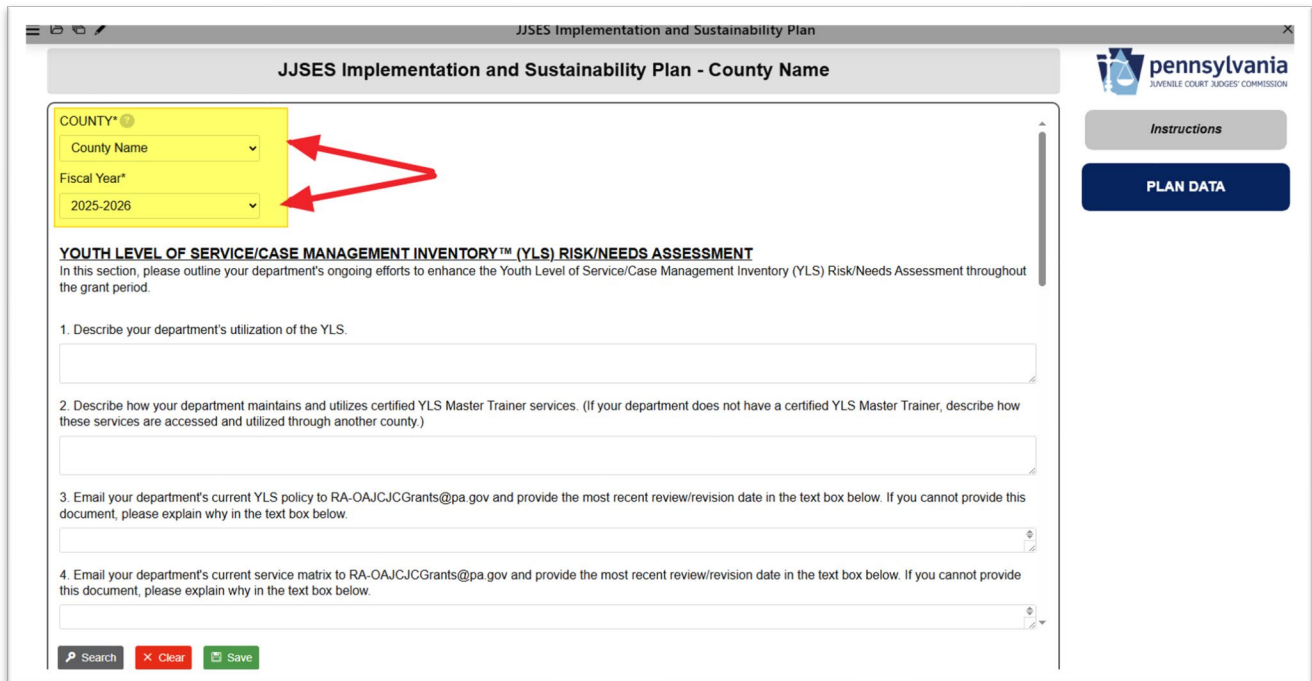
Chief juvenile probation officers will create a new record of their JJSES Plan in iDashboards each grant application period. This record can only be edited during that grant application period.

Note: *Only current records associated with your chief iDashboards user account can be viewed and edited. Historical records are not currently available in the chief's iDashboards user account.*

1. To access your county's JJSES Plan in iDashboards, first log in to your iDashboards user account.
2. Once logged in to your iDashboards user account, select the "JJSES Plan" tile.



- Once you click on the “JSES Plan” tile, you will see the blank JSES Plan where you will enter information to develop your FY 2025-2026 JSES Plan.
- Your county name will be pre-populated. You do not need to select any information from the “County” dropdown field.
- The current fiscal year will be pre-populated. You do not need to select any information from the “Fiscal Year” dropdown field.



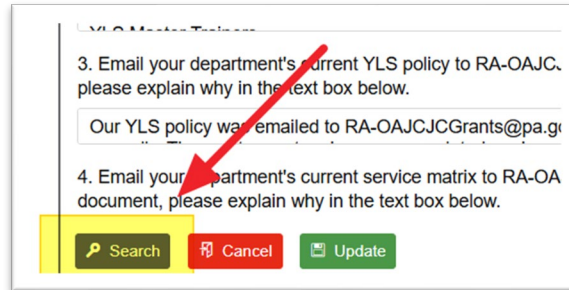
- To create a new record of your county’s FY 2025-2026 JSES Plan, enter information into the fields and click the “Save” button at the bottom of the page.

Note: Each open text field box is limited to 2,000 characters.

- When you save, clear, or exit the record, a new blank record will automatically appear. You can access, view, and edit your saved record using the “Search” function.
- You may save, exit, and make edits to the record as many times as necessary during the grant application period.

7. **Editing records after initial save:** A previously entered record can be edited by accessing the “Search” function using these steps:

- Click on the “Search” button at the bottom of the page.



YLS Master Trainer

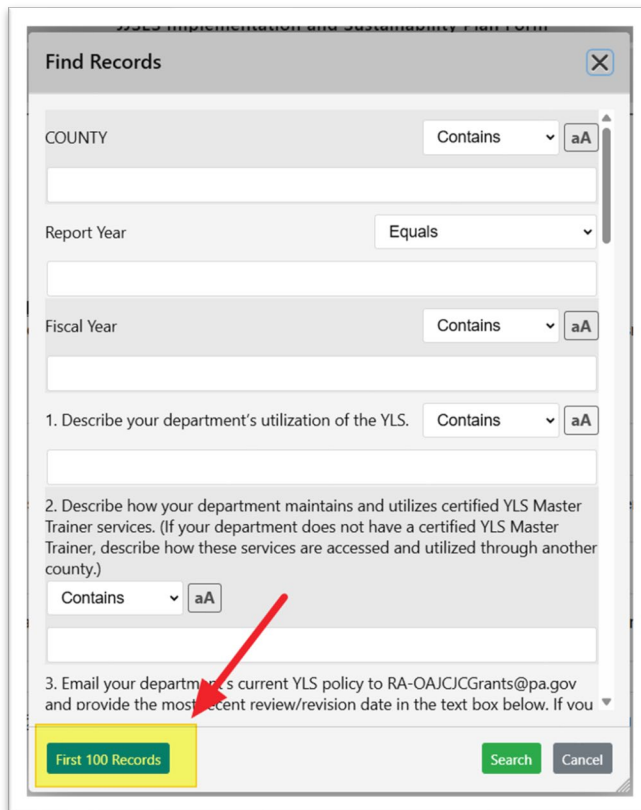
3. Email your department's current YLS policy to RA-OAJC. please explain why in the text box below.

Our YLS policy was emailed to RA-OAJCJGrants@pa.g

4. Email your department's current service matrix to RA-OA document, please explain why in the text box below.

Search Cancel Update

- This will open the “Find Records” dialog box.
 1. Click the “First 100 Records” button at the bottom of the dialog box.
 2. Double click on the record to be edited from the displayed list. The dialog box will close, and your saved record will appear.



Find Records

COUNTY Contains aA

Report Year Equals

Fiscal Year Contains aA

1. Describe your department's utilization of the YLS. Contains aA

2. Describe how your department maintains and utilizes certified YLS Master Trainer services. (If your department does not have a certified YLS Master Trainer, describe how these services are accessed and utilized through another county.) Contains aA

3. Email your department's current YLS policy to RA-OAJCJGrants@pa.gov and provide the most recent review/revision date in the text box below. If you

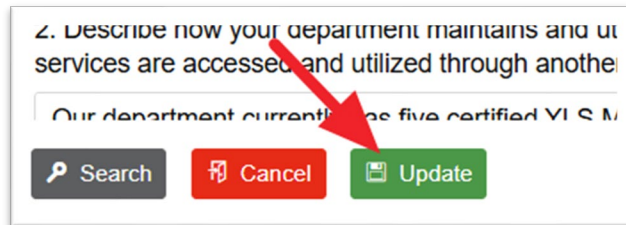
First 100 Records Search Cancel

Note: If there is more than one record, the most recent record will be at the bottom of the list.

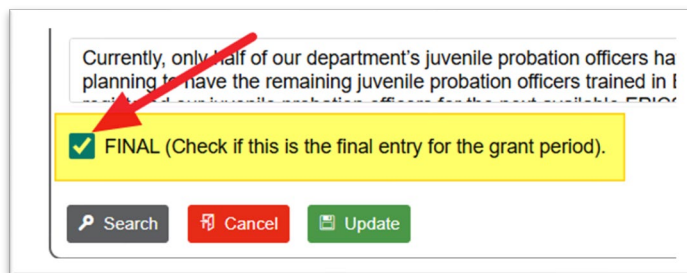
- Click on the “Edit” button at the bottom of the page.



- Once the edits are completed, click the “Update” button at the bottom of the page to save your changes.



8. **Submitting the JJSES Plan:** When all entries and/or edits have been finalized for the grant application period, and you are ready to submit your completed JJSES Plan to the Commission, select the **Final** check box and then the “Save” or “Update” button at the bottom of the page.



Note: No additional edits or records should be developed once the completed JJSES Plan has been submitted to the Commission for the grant application period.

- Chief juvenile probation officers will receive a confirmation email after the Commission has received their completed JJSES Plan for the grant application period.

For technical assistance, please contact the JCJC Help Desk at (717) 477-1199 or ra-jcchelpdesk@pa.gov.

APPENDIX C
Fiscal Year 2024-2025 Financial Statement Instructions

1. Purpose

- To provide an accounting of how the Grant Program funds, and interest earned during FY 2024-2025, were expended.

2. Completion of the Financial Statement

- “AMOUNT OF GRANT RECEIVED”
 - This line is pre-filled and contains the amount of Grant Program funds awarded for FY 2024-2025. Do not enter any information here.
- “INTEREST EARNED FROM FY 2024-2025”
 - If interest was earned:
 - Enter the amount of interest earned by the county from the deposit of the FY 2024-2025 Grant Program funds.
 - If interest was **NOT** earned:
 - If no interest was earned by the county from the deposit of the FY 2024-2025 Grant Program funds, enter \$0.00.
- “FY 2023-2024 APPROVED AMOUNT CARRIED FORWARD TO FY 2024-2025”
 - If a carryover of unexpended Grant Program funds from FY 2023-2024 to FY 2024-2025 was received:
 - Enter the amount of unexpended Grant Program funds previously authorized by the Commission to be carried forward from FY 2023-2024 to FY 2024-2025.
 - If a carryover of unexpended Grant Program funds from FY 2023-2024 to FY 2024-2025 was **NOT** received:
 - If no carryover from FY 2023-2024 to FY 2024-2025 was received, enter \$0.00.

- “JUVENILE PROBATION PERSONNEL”
 - Enter the name of each juvenile probation officer and/or quality assurance staff whose position was supported by the awarded Grant Program funds during FY 2024-2025.
 - “Total Annual Salary” – enter the total annual salary (rounded to the nearest dollar) for each juvenile probation officer and/or quality assurance staff listed.
 - “Percentage of Full-Time Employment” – enter the percentage of full-time employment for each juvenile probation officer and/or quality assurance staff listed.
 - “Percentage of Time in Juvenile” – enter the percentage of time performing duties specific to the juvenile justice system for each juvenile probation officer and/or quality assurance staff listed.
 - “Amount of Grant Expenditure Used to Support Salary” – enter the amount of the FY 2024-2025 awarded Grant Program funds expended to support the salary for each juvenile probation officer and/or quality assurance staff listed. The percentage of the salary supported by Grant Program funds cannot exceed the percentage of time performing duties specific to the juvenile justice system. **NOTE: Only enter the portion of the salary being supported by the Grant Program funds.**
 - If necessary, use Page 2 (second tab on Excel document) to list additional juvenile probation officers and/or quality assurance staff. This amount is automatically transferred and added to the main page (Page 1, first tab on Excel document) in the “Juvenile Probation Personnel amount transferred from Page 2” line.
 - “JUVENILE PROBATION PERSONNEL AMOUNT TRANSFERRED FROM PAGE 2”
 - This line contains formulas and is self-calculating. Do not enter any information here.
 - “JUVENILE PROBATION PERSONNEL TOTAL”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2024-2025 EXPENDED OPERATIONS COSTS”

- “Expense Type” – enter the type of expense for each operational service/product and activity supported by the awarded FY 2024-2025 Grant Program funds.
- “Vendor” – enter the vendor for each operational service/product and activity supported by the awarded FY 2024-2025 Grant Program funds.
- “Quantity” – enter the quantity for each operational service/product and activity supported by the awarded FY 2024-2025 Grant Program funds.
- “General Description” – enter a brief description of each operational service/product and activity supported by the awarded Grant Program funds during FY 2024-2025. Activities should match the activities listed in your previously approved FY 2024-2025 Proposed Budget and JJSES Plan.
- “Amount of Grant Expenditure used for Operations” – enter the amount of the FY 2024-2025 awarded Grant Program funds expended to support each operational service/product and activity listed.
- If necessary, use Page 3 (third tab on Excel document) to list additional operations costs. This amount is automatically transferred and added to the main page (Page 1, first tab on Excel document) in the “Operations costs transferred from Page 3” line.
- “OPERATIONS COSTS TRANSFERRED FROM PAGE 3”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “OPERATIONS TOTAL”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2024-2025 REQUESTED AMOUNT CARRIED FORWARD TO FY 2025-2026”
 - If a carryover of unexpended Grant Program funds from FY 2024-2025 to FY 2025-2026 was requested and approved by the Commission:
 - Enter the amount of unexpended Grant Program funds requested and approved by the Commission to be carried forward from FY 2024-2025 to FY 2025-2026. This amount must be formally requested in writing and subsequently approved by the Commission in writing.



- If a carryover of unexpended Grant Program funds from FY 2024-2025 to FY 2025-2026 was **NOT** requested and approved:
 - If no unexpended Grant Program funds from FY 2024-2025 to FY 2025-2026 were requested or approved by the Commission to be carried forward, enter \$0.00.
- “TOTAL EXPENDITURES”
 - This line contains formulas and is self-calculating. Do not enter any information here.

APPENDIX D
Fiscal Year 2025-2026 Proposed Budget Instructions

1. Purpose

- To provide an accounting of how the Grant Program funds awarded during FY 2025-2026 will be expended.

2. Completion of the Proposed Budget

- “FY 2025-2026 JUVENILE PROBATION SERVICES GRANT AWARD”
 - This line is pre-filled and contains the amount of Grant Program funds to be awarded during FY 2025-2026. Do not enter any information here.
- “FY 2024-2025 APPROVED AMOUNT CARRIED FORWARD TO FY 2025-2026”
 - If a carryover of unexpended Grant Program funds from FY 2024-2025 to FY 2025-2026 was requested and approved by the Commission:
 - Enter the amount of unexpended Grant Program funds authorized by the Commission to be carried forward from FY 2024-2025 to FY 2025-2026. This amount must have been formally requested in writing and approved by the Commission in writing.
 - If carryover from FY 2024-2025 to FY 2025-2026 was **NOT** requested and approved by the Commission:
 - If no unexpended Grant Program funds were requested or approved by the Commission to be carried forward from FY 2024-2025 to FY 2025-2026, enter \$0.00.
- “JUVENILE PROBATION PERSONNEL”
 - Enter the name of each juvenile probation officer and/or quality assurance staff whose position will be supported by the awarded Grant Program funds during FY 2025-2026.
 - “Total Annual Salary” – enter the total annual salary (rounded to the nearest dollar) for each juvenile probation officer and/or quality assurance staff listed.

- “Percentage of Full-Time Employment” – enter the percentage of full-time employment for each juvenile probation officer and/or quality assurance staff listed.
- “Percentage of Time in Juvenile” – enter the percentage of time performing duties specific to the juvenile justice system for each juvenile probation officer and/or quality assurance staff listed.
- “Amount of Grant Expenditure Used to Support Salary” – enter the amount of the FY 2025-2026 awarded Grant Program funds that will be used to support the salary for each juvenile probation officer and/or quality assurance staff listed. The percentage of the salary supported by Grant Program funds cannot exceed the percentage of time performing duties specific to the juvenile justice system. **NOTE: Only enter the portion of the salary being supported by the Grant Program funds.**
- If necessary, use Page 2 (second tab on Excel document) to list additional juvenile probation officers and/or quality assurance staff. This amount is automatically transferred and added to the main page (Page 1, first tab on Excel document) in the “Juvenile Probation Personnel amount transferred from Page 2” line.
- “JUVENILE PROBATION PERSONNEL AMOUNT TRANSFERRED FROM PAGE 2”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “JUVENILE PROBATION PERSONNEL TOTAL”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2025-2026 PROPOSED OPERATIONS COSTS”
 - “Expense Type” – enter the type of expense for each proposed operational service/product and activity that will be supported by the awarded Grant Program funds during FY 2025-2026.
 - “Vendor” – enter the vendor for each proposed operational service/product and activity that will be supported by the awarded Grant Program funds during FY 2025-2026.
 - “Quantity” – enter the quantity for each proposed operational service/product and activity that will be supported by the awarded Grant Program funds during FY 2025-2026.

- “General Description” – enter a brief description of each proposed operational service/product and activity that will be supported by the awarded Grant Program funds during FY 2025-2026.
- “Amount of Grant Expenditure used for Operations” – enter the amount of the awarded Grant Program funds that will be used during FY 2025-2026 to support each proposed operational service/product and activity listed.
- Enter the amount of grant expenditure that will be used during FY 2025-2026 for each operational service/product and activity listed.
- If necessary, use Page 3 (third tab on Excel document) to list additional expenses. This amount is automatically transferred and added to the main page (Page 1, first tab on Excel document) in the “Operations costs transferred from Page 3” line.
- **NOTE:** Operational services/products and activities authorized by the Commission to be carried forward from FY 2024-2025 to FY 2025-2026 must also be listed in this section.
- “OPERATIONS COSTS TRANSFERRED FROM PAGE 3”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “TOTAL EXPENDITURES”
 - This line contains formulas and is self-calculating. Do not enter any information here.

APPENDIX E

Juvenile Probation Services Grant Program Application Timeline and Checklist

Phase 1 – On March 24, 2025, chief juvenile probation officers will have access to the **FY 2025-2026 JSES** Plan in their iDashboards user account. Each county's JSES Plan, as well as the YLS Master Trainer and Case Plan Coordinator Partnership Agreements for applicable grantees, should be completed and submitted by June 1, 2025. The completed YLS Master Trainer and Case Plan Coordinator Partnership Agreements may be scanned and emailed to RA-OAJCJCGrants@pa.gov.

- FY 2025-2026 JSES Plan Submission**
 - FY 2025-2026 YLS Master Trainer Partnership Agreement (if applicable)**
 - FY 2025-2026 Case Plan Coordinator Partnership Agreement (if applicable)**
-

Phase 2 – Following the passing of the state budget, the chief juvenile probation officer will receive the Equitable Compensation Letter, Financial Statement, Proposed Budget, and Commonwealth Worker Protection and Investment Certification Form via email. Subsequently, and following Commission approval of the Proposed Budget, the chief juvenile probation officer will receive the Proposed Budget Approval Signature Page and Grant Agreement via email. Promptly following the receipt of Grant Program application documents, grantees should complete and submit the documents to the Commission via email at RA-OAJCJCGrants@pa.gov. Applications submitted after May 1, 2026, may not be awarded.

- FY 2025-2026 Equitable Compensation Letter**
 - FY 2024-2025 Financial Statement**
 - FY 2025-2026 Proposed Budget**
 - FY 2025-2026 Proposed Budget Approval Signature Page**
 - FY 2025-2026 Commonwealth Worker Protection and Investment Certification Form**
 - FY 2025-2026 Proposed Budget Approval Signature Page**
 - FY 2025-2026 Juvenile Probation Services Grant Agreement**
-

Phase 3 – The Award Notification/Invoice will be emailed to chief juvenile probation officers after successful completion of phases one and two requirements. To complete the Grant Program application process, print the notification/invoice, acquire signatures, date, and return to the email address on the invoice.

- Award Notification/Invoice**
-

If you have any questions concerning the grant process, please contact the Commission's Director of Administration and Grant Programs, Angel R. Stewart, at 717.783.7835 or via email at angstewart@pa.gov.

APPENDIX F
YLS Master Trainer Partnership Agreement

Pursuant to the requirements for participation in the Juvenile Probation Services Grant Program, this agreement certifies that a partnership has been established with _____ County to provide YLS Master Trainer services to _____ County during the FY 2025-2026 Juvenile Probation Services Grant Program period.

The YLS Master Trainer(s) identified below will provide YLS Master Trainer services during the grant period:

YLS Master Trainer Name	Signature	Date
-------------------------	-----------	------

YLS Master Trainer Name	Signature	Date
-------------------------	-----------	------

YLS Master Trainer Name	Signature	Date
-------------------------	-----------	------

This agreement shall be effective immediately upon confirmation from both counties, through their authorized representatives, as reflected in the signatures below:

County Providing YLS Master Trainer Services:

County Receiving YLS Master Trainer Services:

Signature	Date
President/Juvenile Court Administrative Judge	

Signature	Date
President/Juvenile Court Administrative Judge	

Signature	Date
Chief Juvenile Probation Officer	

Signature	Date
Chief Juvenile Probation Officer	

APPENDIX G
Case Plan Coordinator Partnership Agreement

Pursuant to the requirements for participation in the Juvenile Probation Services Grant Program, this agreement certifies that a partnership has been established with _____ County to provide Case Plan Coordinator services to _____ County during the FY 2025-2026 Juvenile Probation Services Grant Program period.

The Case Plan Coordinator(s) identified below will provide Case Plan Coordinator services during the grant period:

Case Plan Coordinator Name	Signature	Date
----------------------------	-----------	------

Case Plan Coordinator Name	Signature	Date
----------------------------	-----------	------

Case Plan Coordinator Name	Signature	Date
----------------------------	-----------	------

This agreement shall be effective immediately upon confirmation from both counties, through their authorized representatives, as reflected in the signatures below:

County Providing Case Plan Coordinator Services:

County Receiving Case Plan Coordinator Services:

Signature Date
President/Juvenile Court Administrative Judge

Signature Date
President/Juvenile Court Administrative Judge

Signature Date
Chief Juvenile Probation Officer

Signature Date
Chief Juvenile Probation Officer

APPENDIX H
Case Plan Template

Field Based Case Plan Template

Juvenile Name: _____ Youth Identifier #: _____ PO Name: _____ PO Contact #: _____

OVERALL TOTAL RISK LEVEL: Low Mod High Very High Date: _____
INITIAL:

	Low	Mod	High	Strength		Low	Mod	High	Strength	<i>Prioritize Top 3:</i>
1. Prior and Current Offenses/Dispositions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Substance Abuse:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.
2. Family Circumstances/Parenting:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Leisure/Recreation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.
3. Education/Employment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Personality/Behavior:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.
4. Peer Relations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Attitudes/Orientation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OVERALL TOTAL RISK LEVEL Low Mod High Very High Date: _____
Reassessment or Closing:
(Circle one)

	Low	Mod	High	Strength		Low	Mod	High	Strength
1. Prior and Current Offenses/Dispositions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Substance Abuse:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Family Circumstances/Parenting:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Leisure/Recreation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Education/Employment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Personality/Behavior:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Peer Relations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Attitudes/Orientation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing this case plan, you acknowledge and agree that you and your child, with the assistance of the juvenile probation officer, have created the goals and activities outlined in this document. _____ AND _____
Note: Identify why any initials may be missing *(youth Initials)* *(parent initials)*

Specific Measurable Achievable Realistic Time Limited



Primary Driver

Risk/Criminogenic Need:	Attitudes/Orientation	Personality/Behavior	Peer Relation
Family/Parenting	Substance Abuse	Education/Employment	Leisure/Recreation

Skill Deficit:

Goal:	Triggers Barriers (circle one)

Activity/Action Step:

1. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity/Action Step:

2. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity/Action Step:

3. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity/Action Step:

4. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Specific Measurable Achievable Realistic Time Limited



Secondary Driver

Risk/Criminogenic Need:	Attitudes/Orientation	Personality/Behavior	Peer Relation
Family/Parenting	Substance Abuse	Education/Employment	Leisure/Recreation

Skill Deficit:

Goal:	Triggers Barriers (circle one)

Activity/Action Step:

1. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity/Action Step:

2. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity/Action Step:

3. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity/Action Step:

4. **Date:**

Not Yet Started	Started	Making Progress	Completed	Removed/Revised
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Specific Measurable Achievable Realistic Time Limited



By signing this document, I agree that I have reviewed the case plan with the juvenile probation officer assigned to the case.

_____/_____/_____
Juvenile and Parent Signature Date

_____/_____/_____
Juvenile and Parent Signature Date

_____/_____/_____
Juvenile and Parent Signature Date

_____/_____/_____
Juvenile and Parent Signature Date

_____/_____/_____
Juvenile and Parent Signature Date

_____/_____/_____
Juvenile and Parent Signature Date