



---

# Youth Justice Oversight Committee

---

## Screening and Assessment Work Group

April 21, 2023

### Minutes

The Screening and Assessment Workgroup of the Youth Justice Oversight Committee (YJOC) met on April 21, 2023, from 1:00 p.m. – 3:00 p.m. at the Indiana Office of Court Services – Fuse Conference Center. Judge Trevino chaired the meeting.

1. **Members present in-person.** The following members of the workgroup were present in-person:
  1. Shannon Chambers, Johnson County Probation, Chair
  2. Nichole Phillips, Bartholomew County Probation
  3. Miriah Anderson, Tippecanoe County Probation
  4. Lindsey Grossnickle, Whitley County Prosecuting Attorney's Office
  5. Rob McComb, Allen County Probation
  6. Judge Kim Dowling, Delaware Circuit Court 2
  
2. **Member present electronically.** The following members of the workgroup were present electronically:
  1. Judge Andrea Trevino, Allen Superior Court, Co-Chair
  2. Jordan Morris, St. Joseph County Probation
  3. Marc Kniola, Indiana Department of Correction
  4. Brittany Simmons, Indiana Office of Court Services/JDAI
  5. Kevin Elkins, Lake County Probation
  6. Senator Jean Breaux, Senate District 34
  
3. **Members absent.** The following members of the workgroup did not attend the meeting:
  1. Alison Cox, Porter County Detention Center
  2. Rachel Patterson, Clark County Probation
  3. Kory George, Wayne County Probation
  4. Don Travis, Department of Child Services
  5. Jennifer Sturges, Decatur County Public Defender's Office
  
4. **Staff.** Michelle Goodman, and Leslie Dunn attended as staff from the Office of Judicial Administration.
  
5. **Welcome and introductions.** Judge Trevino called the meeting to order and welcomed the workgroup members.

6. **Approval of February 10, 2023, and March 10, 2023, minutes.** The workgroup reviewed the minutes from the February 10, 2023, and the March 10, 2023, meetings. There were no edits or amendments offered.
7. **Report on the Youth and Family Advisory Group meeting.** Jordan Morris reported on the meeting and the feedback received from those participating. The main feedback emphasized how the assessment process can impact a youth's willingness to be open and honest during the interview, especially since the youth can be fearful about getting into more trouble or getting others into trouble. There was also discussion on probation officer engagement and the need to better explain the purposes and use of the information. The workgroup also briefly discussed the training provided to IYAS users on interviewing skills and case planning. These portions of the IYAS training are overviews with limited practice, but IOCS offers other more in-depth trainings on these topics. Once the Youth and Family Advisory Group provides their formal written feedback, it will be provided to the workgroup for review.
8. **Report on the YJOC meeting of April 12, 2023.** Judge Trevino reported on the presentation to the YJOC, which was the last workgroup report at their meeting. She reviewed the report outline with the recommendations and findings and due to time, there was limited feedback. One main point of discussion included the timing of the referral from the prosecutor to the intake officer for the purpose of completing the diversion tool. The recommendation says to immediately send the referral and IPAC was concerned that there still may be ongoing investigation and other preliminary reviews that could be negatively impacted with this recommendation. This will be further discussed during the next agenda item. Overall, the YJOC meeting went well. The YJOC members will be providing feedback to the workgroups no later than April 28<sup>th</sup> to allow workgroups to further refine their reports.
9. **Discussion on workgroup deliverables and draft report.** Michelle Goodman provided an overview of the draft report format, with the introduction including the deliverables and key definitions pulled from the report outline and action plan; the current foundation section is a summary of the IYAS assessments and the JDAI initiative, which have been discussed or referenced throughout the workgroup meetings; and the findings and recommendations are pulled directly from the report outline the workgroup has been reviewing. There have been some comments provided on the report content that still need to be included and reviewed.

The workgroup briefly discussed whether the work on the human trafficking screener would be included in the recommendations and make it mandatory for use. The workgroup discussed the development of the human trafficking screening tool, the availability of required training for juvenile probation officers to begin using this tool, and the implementation of the INCite Application. The goal would be for all agencies to use this tool by the end of 2023. Judge Trevino noted the scope of the deliverables under H.E.A 1359 for the workgroup. The workgroup discussed including a reference to this tool within the finding section along with other complimentary assessments, like the MAYSI-2. This would also align with the existing IYAS policy provision for including those additional tools in this work. Shannon Chambers indicated that she was willing to consult with the Probation Officer Advisory Board and the Probation Committee to see if they are willing to consider making the human trafficking screener a required tool. As a result of this discussion, it was suggested that a list be maintained of complimentary assessments and provide education to stakeholders on what is available to increase awareness.

The workgroup reviewed the findings and recommendation section of the draft report more specifically. First, the workgroup reviewed the provision requiring detention decision policies be

provided to IOCS. There are other provisions of HEA 1359 that require information on the use of secure detention, so the date in this recommendation should align with that provision. The workgroup agreed to use June 30, 2024, since the other report is a fiscal year report. Next, the workgroup reviewed the provision referenced at the YJOC meeting regarding the timing for the prosecutor to send the referral to the probation department for the assessment. The workgroup discussed the text of IC 31-37-8-1 along with the diversion workgroup report and data workgroup report to ensure any changes would not create additional conflicts. The workgroup also discussed the various policies and procedures used currently to determine which referrals will be diverted, provided informal adjustment, or have a petition filed. After much discussion, the workgroup deleted the second sentence of the IYAS Diversion Tool policy recommendation and added reference to the statute so the timing of the prosecutor's referral for assessment would align with those criteria. This discussion also resulted in editing the proposal to amend the IYAS policy related to the diversion tool, to show it is completed upon referral to the intake officer.

The workgroup also discussed the case flow chart considering the above discussion and written comments received to date. The workgroup determined the comments received on the chart are focused on much more advanced details of the juvenile justice system processes beyond the goal set by the workgroup, which is to document when various assessments are required at each case processing point to assist agencies in aligning practices consistent with H.E.A. 1359 rather than every detail or steps between these key decision points. As a result of the meeting discussion, the workgroup decided to amend the title of the chart to "Assessment Tool utilization for Case Process", amend the paper referral box to include "to intake officer", and split out the Diversion and Informal Adjustments into distinct categories.

**10. Future workgroup meetings.** The workgroup confirmed the following meeting dates for 2023:

- Friday, May 12 from 2:00 p.m. – 4:00 p.m.
- Friday, June 2 from 1:00 p.m. – 3:00 p.m.