

PROBATION DEPARTMENT DIRECTIVE

No.: 1181

Issued: 02/04/09

Post Until: 03/04/09

SUBJECT: LEVEL OF SERVICE /CASE MANAGEMENT INVENTORY (LS/CMI)

As part of the implementation of Evidence Based Practices (EBP), the Adult Field Services Bureau has implemented the use of the Level of Service/Case Management Inventory (LS/CMI). The LS/CMI is a validated assessment instrument that measures the risk/needs and criminogenic factors of probationers. Information from the LS/CMI will be utilized to assist DPOs with case planning needs and in making appropriate service referrals.

Section 1 is the assessment portion of the tool which includes forty-three questions in eight categories: Criminal History, Education/Employment, Family/Marital, Leisure/Recreation, Companion, Alcohol/Drug Problem, Procriminal Attitude/Orientation, and Antisocial Pattern. This section will generate the risk and needs score.

Section 2 is the Case Planning Initialization, which is a series of 80 additional questions that will provide more accurate information regarding the probationer's behavior and attitudes.

Section 3 is the Case Plan section of the assessment tool. This section of the assessment is to be used to develop a case plan for the probationer which will be implemented as part of the probationer's overall supervision plan. The deputy will be responsible for the development of an appropriate case plan that will address the needs identified in the assessment section of the tool, as well as any needs identified from the Case Plan Initialization and any court ordered conditions of probation.

The LS/CMI is not intended to be the only tool used to assess the level of service required for probationers nor is it to be utilized as an alternative for sound judgment that integrates other sources of information.

DPOs assigned to the following caseload types are required to complete the LS/CMI:

- Family Violence
- Gang
- High Risk Offender (HRO)
- Testing High Risk (THR)
- Sex Registration

The LS/CMI can be accessed on Probnet as follows:

- Click on "Probation Systems"
- Select "Assessments.com"
- From heading Probation Systems, click on "Adult Assessments"

- Type in User ID (employee number)
- Type password
- Press enter

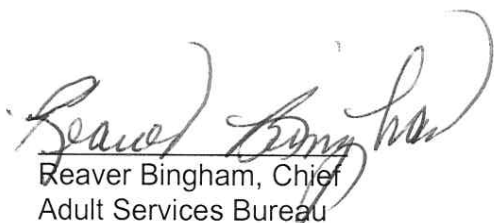
Deputy Probation Officer's Responsibilities:

1. Complete a LS/CMI assessment for each new probationer assigned to the above-indicated caseload types by using the Assessments.com automated system within **30 days** of case assignment. The Case Plan will be completed within **45 days** of assignment of the case to the supervision officer using the Assessments.com automated System. .
2. Place a copy of the completed assessment (graph results) and the case plan in the probationers X file.
3. Record in Adult Probation System (APS) Defendant Chrono Information Data (DCID) that assessment was completed.

Supervising Deputy Probation Officer's Responsibilities:

The SDPO is to ensure that staff completes a LS/CMI using the Assessments.com automated system for each new probationer assigned to any of the above indicated caseloads within the designated timeframe.

Questions regarding this Directive should be referred to the Adult Field Services Bureau Consultant at (562) 940-2525.



Reaver Bingham, Chief
Adult Services Bureau