



A Risk and Needs Refresher

Data Coordinators Conference
Regional Training
2012

Assessment Requirements

- o Completion prior to (or same day as) disposition of a case
- o **ALL** dispositions
 - o Only exceptions → dropped, dismissed, or nonsuited
- o Entry of risk and needs levels into CASEWORKER, JCMS, or county database

Assessment Requirements

- o Only one assessment required per “disposition event”
 - o Multiple referrals disposed on the same day or within 14 days only require **one** assessment
- o The same goes for risk/needs level in the Disposition Screen of monthly extract data

Assessment Requirements

- o What if the case is transferred? Do I still have to complete the assessment?
 - o Assessment must be completed in the county where the case was disposed
- o For transfers, the sending county should complete an assessment and (ideally) send the assessment information to the receiving county

Assessment Requirements

- Generally, the JPO assigned to the case is responsible for completing the Risk and Needs Assessment (RANA)
- Data Coordinators are responsible for ensuring the risk and needs levels are entered into the Disposition Screen of the county database through which data is reported to TJJJ monthly

Assessment Requirements

- o If a disposition does not have a RANA completed and it is older than 2 weeks, there is nothing else to do
- o The most current and accurate information should be used for a RANA.

Assessment Requirements

- However, old assessments **will** still show up on the CDA
 - An assessment was required as of 9/1/2010
 - CDA check starts on 1/1/2011 – checks for blank or invalid risk and needs levels in disposition screen

- Valid Risk/Needs Levels:
 - RANA users – High, Medium, or Low
 - PACT users – High, Medium High, Medium, or Low
 - Y-SLI users – Very High, High, Medium, or Low

How to Obtain Risk and Needs Levels from RANA

- o Log in to the RANA website at <https://www.tjpc.state.tx.us/rana>
- o Verify your Department name at the top of the page (should be department, NOT your county)
 - o For password assistance, contact Kristy.Almager@tjtd.texas.gov

How to Obtain Risk and Needs Levels from RANA

o Click on Search for Existing Assessment



 **Risk And Needs Assessment**

Search for existing assessment | Create new assessment | Reports | Help

Welcome Monica Peters! | [Log out](#)

Risk and Needs assessment form for - TJPC - ADD

Juvenile Information:

(*) Denotes Required Field & "Tab" advances fields

PID Number: *

Referral Number: *

Referral Date: *(MM/DD/YYYY)

First Name: *

Middle Name:

Last Name: *

Gender: *

Date of Birth: *(MM/DD/YYYY)

Date of Risk Assessment: (MM/DD/YYYY)

How to Obtain Risk and Needs Levels from RANA

- o Do **one** of three search options – PID number (enter as a 7 digit number), Last Name, or First Name
 - o The name search options are a “wildcard” search meaning you are allowed to enter only part of name (for instance, the first letter)
 - o Advantage to using the PID search option: you limit your search result

How to Obtain Risk and Needs Levels from RANA



Risk And Needs Assessment

[Search for existing assessment](#) [Create new assessment](#) [Reports](#) ▶ [Help](#) ▶

Welcome Monica Peters! | [Log out](#)

Assessment Search for - TJPC

PID [?](#) (PID needs to be 7 digits. Please prefix PID with leading zeroes if it is less than 7 digits.)

Last Name [?](#)

First Name [?](#)

Department ▼

How to Obtain Risk and Needs Levels from RANA



Risk And Needs Assessment

[Search for existing assessment](#) [Create new assessment](#) [Reports](#) ▶ [Help](#) ▶

Welcome Monica Peters! | [Log out](#)

Assessment Search Results for - TJPC

Total number of records returned: 6

<u>PID Number</u>	<u>Date of Birth</u>	<u>Name</u>	<u>Referral Number</u>	<u>Referral Date</u>	<u>Assessment Date</u>	<u>Status</u>
0009524	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	6/13/2012	Complete
0009521	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/01/2009	Complete
0009523	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	6/13/2012	Complete
0009520	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/01/2009	Complete
0008810	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/15/2009	Complete
0000619	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/07/2009	Complete

How to Obtain Risk and Needs Levels from RANA

Risk And Needs Assessment

Search for existing assessment | Create new assessment | Reports | Help | Welcome Monica Peters! | [Log out](#)

Assessment Search Results for - TJPC

Total number of records returned: 6

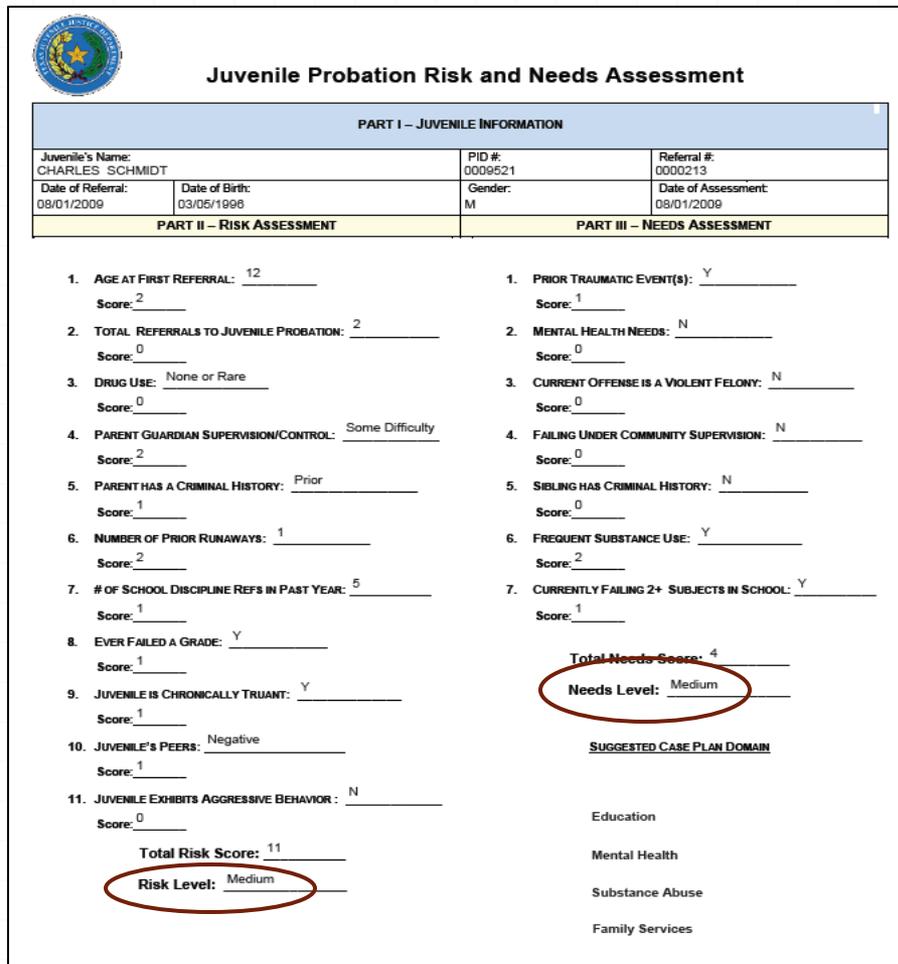
PID Number	Date of Birth	Name	Referral Number	Referral Date	Assessment Date	Status
0009524	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	6/13/2012	Complete
0009521	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/01/2009	Complete
0009523	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	6/13/2012	Complete
0009520	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/01/2009	Complete
0008810	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/15/2009	Complete
0000619	3/05/1996	SCHMIDT,CHARLES	0000213	8/01/2009	8/07/2009	Complete

Update | New Assessment | Add Assessment for existing referral | Add Assessment for new referral | Preview | Delete

Click once on the correct name to highlight it, then click Preview*

*Be sure you have your pop-up blocker turned OFF!!

How to Obtain Risk and Needs Levels from RANA



Juvenile Probation Risk and Needs Assessment

PART I – JUVENILE INFORMATION

Juvenile's Name: CHARLES SCHMIDT		PID #: 0009521	Referral #: 0000213
Date of Referral: 08/01/2009	Date of Birth: 03/05/1998	Gender: M	Date of Assessment: 08/01/2009

PART II – RISK ASSESSMENT

- AGE AT FIRST REFERRAL: 12
Score: 2
- TOTAL REFERRALS TO JUVENILE PROBATION: 2
Score: 0
- DRUG USE: None or Rare
Score: 0
- PARENT GUARDIAN SUPERVISION/CONTROL: Some Difficulty
Score: 2
- PARENT HAS A CRIMINAL HISTORY: Prior
Score: 1
- NUMBER OF PRIOR RUNAWAYS: 1
Score: 2
- # OF SCHOOL DISCIPLINE REFS IN PAST YEAR: 5
Score: 1
- EVER FAILED A GRADE: Y
Score: 1
- JUVENILE IS CHRONICALLY TRUANT: Y
Score: 1
- JUVENILE'S PEERS: Negative
Score: 1
- JUVENILE EXHIBITS AGGRESSIVE BEHAVIOR: N
Score: 0

Total Risk Score: 11
Risk Level: Medium

PART III – NEEDS ASSESSMENT

- PRIOR TRAUMATIC EVENT(S): Y
Score: 1
- MENTAL HEALTH NEEDS: N
Score: 0
- CURRENT OFFENSE IS A VIOLENT FELONY: N
Score: 0
- FAILING UNDER COMMUNITY SUPERVISION: N
Score: 0
- SIBLING HAS CRIMINAL HISTORY: N
Score: 0
- FREQUENT SUBSTANCE USE: Y
Score: 2
- CURRENTLY FAILING 2+ SUBJECTS IN SCHOOL: Y
Score: 1

Total Needs Score: 4
Needs Level: Medium

SUGGESTED CASE PLAN DOMAIN

- Education
- Mental Health
- Substance Abuse
- Family Services

The Risk and Needs Levels are located at the bottom of the page.

How to Obtain Risk and Needs Levels from RANA

o Enter both levels into the Disposition Screen

The screenshot shows a software window titled "Disposition" with a blue header bar. The header bar contains the text "Disposition" and "Last Changed by RDYER on 2/21/2006 11:28 am". The window has three tabs: "General", "Progressive Sanctions", and "User Defined Fields". The "General" tab is active. The form contains several fields and dropdown menus:

- Petition Date: 2/10/2003
- Cause #: 12345
- Attorney: (empty)
- Recommended Disposition: ADJUDICATED - PLACED ON PROBATION
- Disposition Date: 12/10/2002
- Primary Disposition: ADJUDICATED - PLACED ON PROBATION
- Controlling Disposition?: YES
- Diverted To: (empty)
- SJS Date: 7/2/2012
- SJS Strategy Scores: LS: 0, ES: 0, SI: 0, CC: 0
- Determinate Sentence: Years: 0, Months: 0
- Court: (empty)
- Presiding Judge: (empty)
- Risk Level: MEDIUM RISK
- Needs Level: MEDIUM RISK

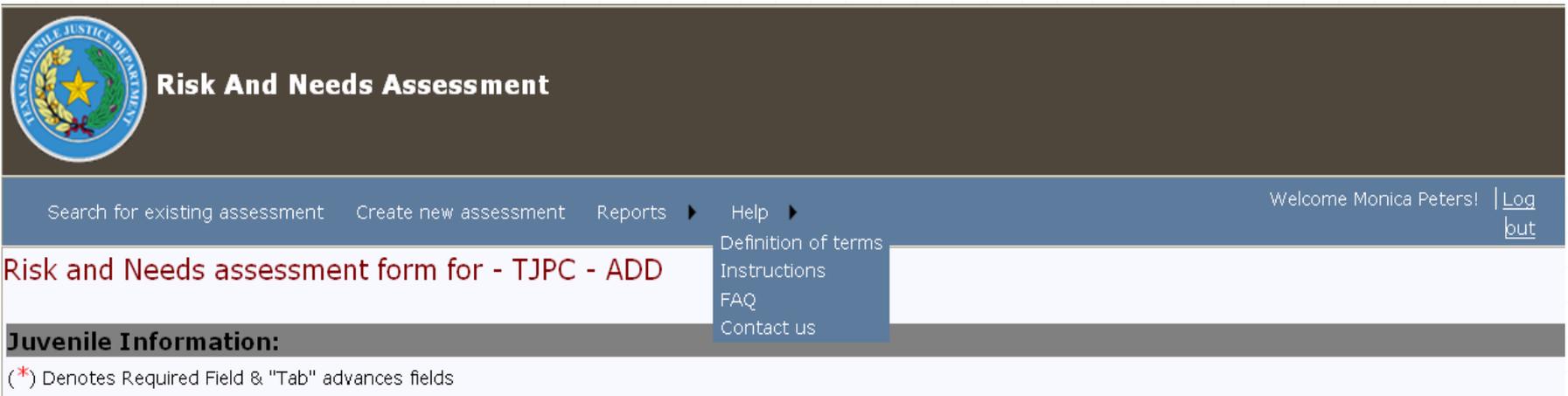
On the right side of the form, there are three buttons: "Save", "Close", and "Delete". The "Risk Level" and "Needs Level" dropdown menus are circled in red.



RANA
Resources

RANA Resources

- o Online – <https://www.tjpc.state.tx.us/rana>
- o Help → Definition of terms; Instructions; FAQ



The screenshot shows the header and navigation area of the Texas Juvenile Justice Department's Risk And Needs Assessment website. On the left is the department's logo, a circular seal with a star and the text "TEXAS JUVENILE JUSTICE DEPARTMENT". To its right is the page title "Risk And Needs Assessment". Below the logo is a navigation bar with links: "Search for existing assessment", "Create new assessment", "Reports", and "Help". The "Help" link is expanded to show a dropdown menu with "Definition of terms", "Instructions", "FAQ", and "Contact us". On the right side of the navigation bar, it says "Welcome Monica Peters!" followed by "Log out" links. Below the navigation bar, the main content area displays "Risk and Needs assessment form for - TJPC - ADD" in red text. At the bottom left, there is a section titled "Juvenile Information:" followed by a note: "(*) Denotes Required Field & 'Tab' advances fields".

RANA Resources

o Definition of terms → A brief definition of all risk and needs factors

Term	Definition
Age at first referral	The juvenile's age at the time they were first formally referred to a juvenile probation department. Age must be between the ages of 10 and 17. Do NOT enter the juvenile's current age unless this is also the age at which their first referral occurred.
Total Referrals	The total number of formal referrals to juvenile probation, including the current referral. The number entered must be at least one.
Drug Use	Occasional use includes use of drugs 6 times per year up to twice a month. Frequent use includes use of drugs three or more times per month. Do Not include use of alcohol or tobacco. Do count inhalants and prescription drugs.
Parent/Guardian Supervision	Answer based on the result of the parent's supervision, not their efforts in trying to supervise. Examples of juvenile behavior indicating parental difficulty controlling or no control include: failure to follow rules set by parent, failure to abide by curfew set by parent, routinely running away or leaving home without permission, drug use, failure to attend school, prior offense/referral history and recurrent physical altercations with parent.
Parent/Guardian Criminal History	A criminal record includes prior juvenile incarcerations and all adult arrests and convictions. Arrests for domestic violence should be considered as a criminal history. Do not consider arrests for traffic violations (including driving with a suspended license) other than DWI or DUI, arrests for immigration violations or arrests for failure to pay child support as an indication of a criminal history.

RANA Resources

- o Instructions → Complete guide to using the RANA, including detailed description of each factor

INSTRUCTIONS

RISK AND NEEDS ASSESSMENT INSTRUMENT

The risk and needs assessment instrument is designed to identify a juvenile's risk of chronic re-offense and their need for specialized services. The assessment should be completed before the disposition of a juvenile's case. An assessment must be completed for all juveniles disposed with the exception of those whose case is dropped, dismissed or non-suited. An assessment does also not have to be completed for a youth 18 years of age or older that is referred to the department and whose case is being considered for certification as an adult. TJJ requires that the assessment be completed as part of the dispositional decision making process.

A completed assessment will indicate whether the juvenile is at high, medium or low risk of chronic re-offense, whether the juvenile has high, medium or low needs and, when used with the risk-based assessment instrument, the case management domains that coincide with the juvenile's risk and need factors.

The questions contained on the assessment should be answered based on official records, current screening and assessment information, and interviews with the juvenile and family. The assessment itself will take only minutes to complete once all the information for the juvenile has been collected. **It is important to complete the assessment as accurately and with the most current information available for the juvenile.** Officers completing the assessment should attempt to verify all information contained on the assessment instrument with information obtained through self-report.

RANA Resources

FAQ → Over 100 frequently asked questions organized by topic

Search for existing assessment Create new assessment Reports ▶ Help ▶

Welcome Monica Peters! | [Log out](#)

Frequently Asked Questions

Here is a list of commonly asked questions/areas where help is requested. If you do not find the answer to your question here then please [contact us](#).

Accessing the Risk and Needs Assessment

When to Use the Risk and Needs Assessment

Juvenile Information Section

Risk Assessment Section

Needs Assessment Section

Saving, Printing, and Running Reports

Index

- Accessing the Risk and Needs Assessment
- When to Use the Risk and Needs Assessment
- Juvenile Information Section
- Risk Assessment Section
- Needs Assessment Section
- Saving, Printing, and Running Reports

RANA Resources

- o Online – <http://www.tjjd.texas.gov/trainingresources>
- o “The ‘When, Why, and How’ of Using the Risk and Needs Assessment Instrument” – TJJJ Sponsored Webinar complete with power point handout and questions from the live presentation

RISK & NEEDS ASSESSMENT

**OVERVIEW
COMMON ERRORS &
IMPORTANCE**

A webinar presented by the Texas Juvenile Justice Department

RANA Resources

o RANA Support

o RANA website → Help → Contact Us

o RANASupport@tjpc.state.tx.us



**RANA Common
Errors**

RANA Common Errors

- o PID Number, First and Last Name, and DOB should all match what is reported in the Child Record of the monthly extract
- o Currently of all assessments with Referral Dates between Jan. 1, 2011 and June 30, 2012 → approx. **300** did not match extract PID number OR name

RANA Common Errors

- o Referral Number and Referral Date should match a formal referral reported in the monthly extract
 - o Assessments between Jan. 1, 2011 and June 30, 2012 → approx. **900** did not match extract Referral Number OR Referral Date
- o Referral Number is NOT
 - Number of referrals
 - Cause number

RANA Common Errors

- o Date of Assessment is the date the assessment is **completed** →
 - o All juvenile information, risk factors, and needs factors have been entered
 - o Does not include Disposition or Contacts information
- o If assessment is later updated, the original Date of Assessment does not need to be changed

RANA Common Errors

- Age at First Referral: The juvenile's age at the time they were first **formally** referred to a juvenile probation department
 - May include probation departments other than your own (if history is known)
- Total Referrals: The juvenile's total number of **formal** referrals
 - Includes current referral (must be at least 1)
 - May include formal referrals to other departments

RANA Common Errors

o Drug Use vs. Substance Use/Exposure

Drug Use:

- Risk factor
- Does not include alcohol
- Use only

Substance Use/Exposure

- Needs factor
- Includes drugs and alcohol
- Use OR exposure

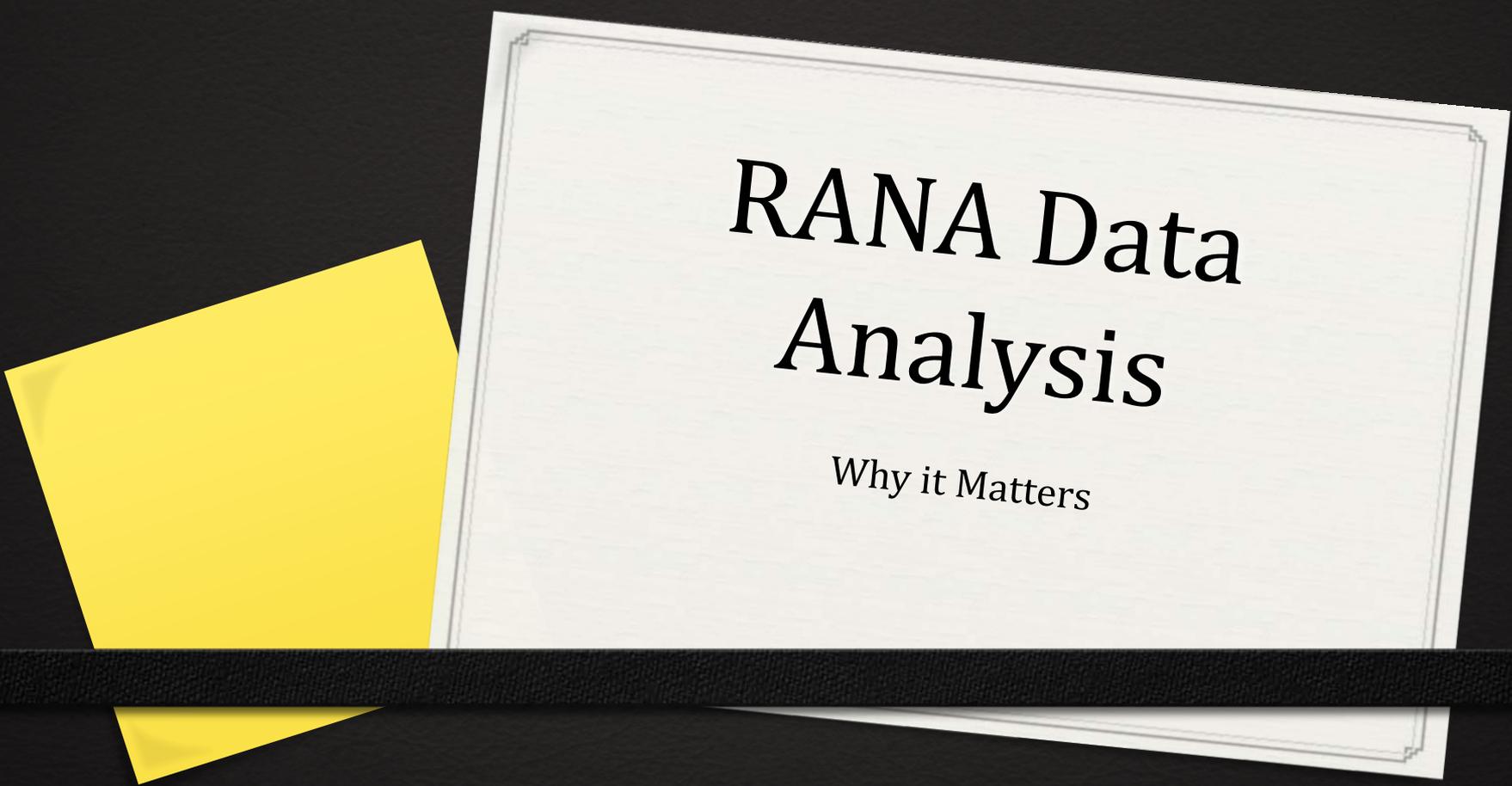
- o If Drug Use is “Frequent” or “Occasional” then Substance Use/Exposure MUST be “Yes”

RANA Common Errors

- Current Offense a Violent Felony: Indicate (Y/N)
 - If multiple offenses are pending, answer “yes” if **any** of the offenses are violent felonies
 - Violent felonies include:
 - Murder/manslaughter
 - Aggravated (felony) Assault or Sexual Assault
 - Indecency with a child by contact
 - Robbery
 - Kidnapping

RANA Common Errors

- o If you discover a mistake in a juvenile's previous or current assessment, you can ALWAYS update!!
- o Update vs. New Assessment for Existing Referral
 - o Change PID/Referral/DOB/Name → Update
 - o If the assessment is old (the case has been disposed for more than 2 weeks), then use New Assessment for Existing Referral to make corrections. If not old, use Update.



RANA Data Analysis

Why it Matters

RANA Analysis

- o The ultimate goal/purpose of using an assessment is to reduce recidivism and maximize the efficiency and effectiveness of service delivery by targeting supervision and services.
- o Getting the most you can out of limited resources

RANA Analysis

○ Errors in your assessment may lead to

- Misclassification of juveniles →
- No targeting of supervision and services →
- Misuse of resources →
- Higher recidivism

RANA Analysis

o Dispositions 1/1/2011 – 6/30/2012

Risk Level	N	Percent
High	5,499	11%
Medium	18,590	36%
Low	27,777	54%

RANA Analysis

Risk Level by Disposition				
	High	Medium	Low	Total
Supervisory Caution	8%	33%	59%	100%
Deferred Prosecution	2%	25%	73%	100%
Adjudicated Probation	20%	48%	32%	100%
TJJJ Commitment	48%	44%	8%	100%
Certified Adult	27%	45%	28%	100%

RANA Analysis

o Juveniles adjudicated to probation 1/1/2011-6/30/2012

Juveniles Adjudicated to Probation by Risk Level	
High	14%
Medium	48%
Low	38%
Total	100%

o Of these juveniles adjudicated to probation, **71%** started a Program within 30 days of their disposition

RANA Analysis

Proportion of Juveniles to start a Program within
30 Days of Disposition by Risk Level

High Risk	Medium Risk	Low Risk
74%	69%	68%

- A higher percentage of high risk juveniles enter programs than low risk juveniles

RANA Analysis

- For departments with fewer programs available, there is a much larger difference between proportion of high risk and low risk juveniles starting a program

Started a Program w/in 30 Days of Probation Disposition		
Number of Programs Available*	Low Risk Juveniles	High Risk Juveniles
3 or fewer programs	23%	52%
4 to 10 programs	61%	63%
More than 10 programs	72%	76%

*Source: TJJD Program & Services Registry

RANA Analysis

- Of juveniles adjudicated to probation, **25%** entered Placement within 30 days of their disposition.

Proportion of Juveniles by Risk Level to enter Placement within 30 Days of Disposition

High Risk	Medium Risk	Low Risk
53%	28%	11%

RANA Analysis

- Of the 521 low risk juveniles who entered Placement, 137 (26%) were low needs as well.
- Low risk/low needs juveniles who entered Placement → nearly **60%** had a Misdemeanor for their current offense

???