

Juvenile Probation Services Grant Program Requirement Dashboard User Guide – Youth Level of Service (YLS)

August 2026



**Pennsylvania
Juvenile Court
Judges' Commission**

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Introduction

Welcome to the Juvenile Probation Services Grant (JPSG) Program Requirement Dashboard User Guide. This dashboard serves as a critical monitoring and data tool to ensure county juvenile probation departments are meeting necessary evidence-based practice (EBP) metrics and JPSG program requirements.

Purpose

The primary purpose of the JPSG Program Requirement Dashboard - YLS is to provide and track data to demonstrate whether county juvenile probation departments are utilizing the Youth Level of Service (YLS) assessment in accordance with EBP requirements, a mandatory condition for receiving JPSG funding. The dashboard data is based on information entered into the Pennsylvania Juvenile Case Management System (PaJCMS). The dashboard logic was created using the [Youth Level of Service Inventory Ratings & User Guide 2024](#).

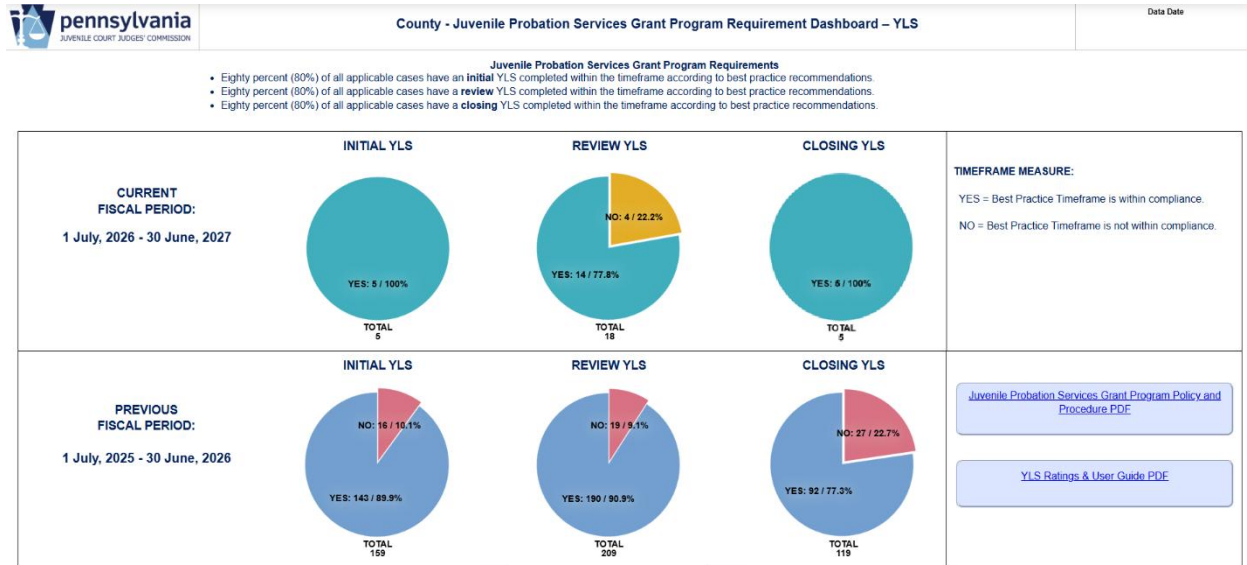
Specifically, the dashboard measures:

- Whether initial, review, and closing YLS assessments are being completed.
- Whether these assessments are being conducted within required EBP time frames.
- Whether each assessment contains a valid score.

Intended Audience

The dashboard is designed for juvenile probation departments and their leadership to self-monitor compliance with the EBP requirements. Additionally, it is used by the Juvenile Court Judges' Commission (JCJC) JPSG Program Manager with support from your assigned court consultant to review outlier cases, track regional performance, and assist counties in maintaining compliance.

Section 1: Overview



Why and How to Use the Dashboard

To maintain eligibility for JPSG program funding, counties must maintain a compliance threshold where 80% or more of applicable cases meet EBP time frame and scoring parameters during the fiscal year (July 1 to June 30).

Departments should use this dashboard to:

- **Monitor Live Compliance Status:** Identify which youth are currently flagged as compliant ("YES") or non-compliant ("NO") based on EBP time frames.
- **Prevent Non-Compliance Flags:** Ensure initial YLS assessments are completed between receipt of the written allegation and 30 days after the first non-pending disposition, review YLS assessments are completed using a true 180-day count rather than calendar months, and closing assessments are completed within 30 days of case termination.
- **Identify Outliers:** Cross-reference unexpected "Non-Compliant" statuses (such as youth with active warrants or interstate compact cases) to prepare for data reviews with the JCJC JPSG Program Manager with support by your assigned court consultant.
- **Ensure Accurate PaJCMS Data Entry:** PaJCMS data entry informs compliance counts on the dashboard. For example, verify that youth on Administrative Supervision are correctly indicated in the "Juvenile Record", so they are accurately excluded from the review-eligible population in the dashboard. To locate the "Juvenile Record" in

PaJCMS, from the juvenile's home screen choose "Open/Close Juvenile Record" from the Actions tab at the top of the page. The option to place a juvenile on Administrative Supervision is made by clicking the radio button in the middle of the page.

Pennsylvania Juvenile Case Management System PaJCMS 6.9.4 Database 6.9.4 00:50:49 LogOff

Home Juvenile Actions Victim Users Management Tools Admin Tools

Please correct the entries listed below.

- There is a probation record for with no release date.
- There is a delinquency supervision status record with no end date.

Juvenile Record List for

Action	Status	Open Date	Close Date	Supervised By Your Dept.	Admin Supervision
✓	Open	03/27/2026		No	No

[View Old Outcome Measures](#)

Add/Edit Juvenile Record

03/27/2026
Open Date*

Close Date

☐ Supervised by Your Dept.

Is this juvenile being placed on Administrative Supervision? ☐ Yes ☒ No

Case List

Case Number	Allegation Date	Docket#	Allegation Source	Probation Officer	Status
	03/27/2026		POLICE DEPARTMENT		OPEN

Created: Last Updated:

Important Clarifications

- Youth are included even if no YLS assessments were completed. A youth will be included for compliance purposes if their first non-pending disposition occurred in the fiscal year.
- YLS assessments without a valid score are considered incomplete and are flagged in the non-compliant count (unless still within the time frame parameters).
- The YLS assessment date is when the YLS is started, not the date when it is scored or the date it is approved.
- Tracking Cycle: The dashboard tracks data across the active fiscal year (July 1 – June 30).
- Update Time Frame: The dashboard automatically updates with each YLS assessment completed, dispositions entered, and when EBP time frames lapse.
- Evaluation Structure: Data is youth-based, not case-based. Because a youth may have multiple active cases or multiple valid assessments across a single fiscal year, the system updates compliance flags based on the most recent tracking logic.
- When a youth has an active warrant or is an interstate compact case transferred to another state, the youth will still appear in the count for compliance.

- Currently there is no way to account for this in the dashboard. Each county will work with their assigned JCJC court consultant to review outlier cases like this.
- Although YLS assessments are not required for informal adjustments open 90 days or fewer, best practice is to complete initial, review, and closing YLS assessments in accordance with the designated EBP time frames.
- Certain transfer situations are excluded (see *Closing YLS section*).

Who Is Included in the Dashboard?

Applicable youth included in the dashboard are those who meet all of the following:

- Age 10 or older at referral
- First non-pending disposition is one of the following and occurred during the fiscal year:
 - Informal Adjustment (if open more than 90 days)
 - Consent Decree
 - Deferred Adjudication
 - Probation
 - Placement
 - Continuance on Previous Disposition
 - Accepted Courtesy Supervision (*review and/or closing YLS assessments only – See Transfer of Disposition and Transfer of Supervision Section on page 16 for more information*)
- Most serious charge is not failure to comply with an MDJ sentence only
- Youth was active during the fiscal year

Section 2: Dashboard Drill Downs

Primary Drill Downs

County ID	County JID	Disposition	Assessment Type	Open Date	Close Date	Assessment Date	Prior Assmnt	Disposition Date	Prior Placement Start	Prior Placement End	Active Placement	EBP Compliant
		Probation	Review	07/12/2022		02/23/2026	05/27/2025	10/13/2022	11/04/2024	11/20/2025	>>>	YES
		Probation	Review	07/12/2022		05/11/2026	02/23/2026	10/13/2022	11/04/2024	11/20/2025	>>>	YES
		Probation	Review	03/10/2025		11/20/2025	05/21/2025	06/26/2025			>>>	YES
		Probation	Review	03/10/2025		02/18/2026	11/20/2025	06/26/2025			>>>	YES
		Placement	Review	04/20/2023		09/16/2025	06/14/2023	08/07/2023	08/15/2023	07/10/2025	>>>	YES
		Probation	Review	04/21/2023		07/03/2025	11/15/2024	06/20/2023	11/22/2024	05/15/2025	>>>	YES
		Probation	Review	04/21/2023		08/13/2025	07/03/2025	06/20/2023	11/22/2024	05/15/2025	>>>	YES
		Probation	Review	04/21/2023		06/02/2026	08/13/2025	06/20/2023	11/22/2024	03/19/2026	>>>	YES
		Placement	Review	07/13/2023		08/15/2025	06/05/2025	08/28/2023	08/29/2023	04/04/2025	>>>	YES

How to Access the Primary Drill Downs

There are two levels of drill down functions available within the dashboard, primary and secondary. The primary drill down function is accessed by clicking on the compliant ("YES") or non-compliant ("NO") sections of the pie charts. By clicking either section, the dashboard will display a drill down of data populated by the youth in the data pool. Depending on which pie chart is clicked (initial, review, or closing), the chart will display data such as the county ID, county JID, disposition type, YLS assessment type, open and close date, YLS assessment date, prior YLS assessment date, disposition date, prior placement start and end date, active placement start date, and whether or not the YLS assessment is compliant with the specified EBP time frame.

Secondary Drill Downs

Juvenile History ID	County JID	Date	Action
☐			
		11/01/2023	Juv Hist Open
		10/25/2023	Case Open: 0000000
		10/25/2023	Case Open: 0000000
		02/06/2024	> YLS - INITIAL
		02/08/2024	Disposition: Consent Decree
		08/01/2024	> YLS - REVIEW
		08/08/2024	Disposition: Continuance of previous disposition
		12/05/2024	> YLS - REVIEW
		05/14/2025	> YLS - REVIEW
		09/18/2025	> YLS - CLOSING
		09/29/2025	Case Closed: 0000000
		09/29/2025	Case Closed: 0000000
		09/29/2025	Juv Hist Close

How To Access the Secondary Drill Downs

The secondary drill down function is accessed from the primary drill down chart by clicking a specific youth from the primary drill down chart. The secondary drill down chart will display case-specific actions such as the juvenile history open dates, case open dates, dates of initial, review, and closing YLS assessments, disposition types and disposition dates, case close dates, and juvenile history close dates.

Important Clarifications

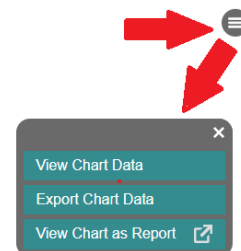
- “No Score” indicates a YLS assessment was started but not submitted for scoring (see screenshot below).
- “No YLS” indicates a YLS assessment was never completed (see screenshot below).

County JID	Disposition	Open Date	Close Date	Disposition Date	Assessment Date	EBP Compliant
	Placement	04/17/2025	06/05/2026	05/12/2025	12/17/2025	NO
	Probation	01/03/2024		01/23/2026	03/25/2026	NO
	Consent Decree	06/13/2024		09/20/2024	12/03/2025	NO
	Informal Adjustment	10/09/2024		11/25/2024	08/21/2025	NO
	Consent Decree	10/09/2024		12/16/2024	05/11/2026	NO
	Probation	01/31/2025	12/17/2025	05/23/2025	07/09/2025	NO
	Probation	01/31/2025	05/08/2026	03/21/2025	No Score	NO
	Consent Decree	03/24/2025	04/08/2026	04/28/2025	11/18/2025	NO
	Placement	03/24/2025		06/18/2025	No YLS	NO

How to Export the Drill Down Data

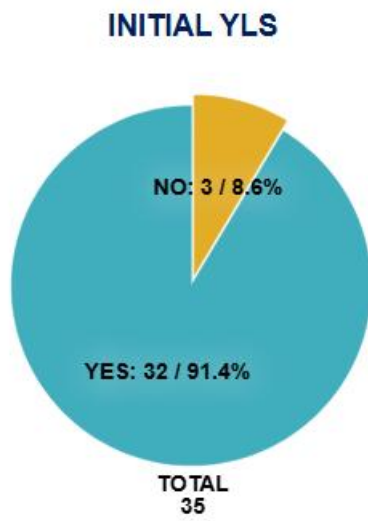
Initial YLS Best Practice Timeframe Measure FY 2026-2027

County JID	History Open	History Close	Disposition Date	Disposition	Assessment Date	EBP Compliant
	03/05/2025		07/21/2026	Consent Decree	07/16/2026	YES
	12/30/2025		07/09/2026	Consent Decree	07/02/2026	YES
	01/13/2026		07/16/2026	Consent Decree	07/01/2026	YES
	02/09/2026		08/06/2026	Consent Decree	08/02/2026	YES
	03/10/2026		07/21/2026	Consent Decree	07/14/2026	YES
	03/25/2026		07/16/2026	Consent Decree	07/08/2026	YES
	04/14/2026		08/06/2026	Consent Decree	07/15/2026	YES
	05/14/2026		07/16/2026	Probation	07/09/2026	YES
	05/26/2026		07/28/2026	Consent Decree	07/23/2026	YES
	06/16/2026		07/30/2026	Consent Decree	07/29/2026	YES
	07/27/2026		08/06/2026	Probation	08/06/2026	YES
Count	11					



The dashboard data for cases indicated as outside of the specified EBP time frame is able to be exported to an excel spreadsheet. When you access the JPSG Program Requirement Dashboard – YLS, click on the “No” section of the pie chart for the initial, review, or closing YLS assessments to view the drill down chart. Click on the menu icon located in the top right corner of the chart and then select “Export Chart Data” from the drop-down menu to view data in an excel spreadsheet. This will allow you to refer to the spreadsheet when searching specific cases in PaJCMS rather than having to navigate back and forth between PaJCMS and iDashboards.

Section 3: Initial YLS Assessments



To receive a “YES” in the compliant count:

An initial YLS assessment must be completed between:

- The earliest written allegation date linked to the first non-pending disposition
- 30 days following the first non-pending disposition date

How the Dashboard Evaluates Initial YLS Assessments

For each eligible youth, the dashboard considers:

1. Was there a qualifying first non-pending disposition in the fiscal year?
2. Was an initial YLS assessment completed after the earliest written allegation date linked to the first non-pending disposition?
3. Was the YLS assessment completed within 30 days after that first non-pending disposition?
4. Does the YLS assessment contain a valid score?

Note: Youth without an initial YLS assessment or without a valid score are flagged in the non-compliant count.

Important Clarifications

- Youth who require a YLS assessment with fewer than 30 days remaining in the fiscal year are considered in the compliant count if the EBP time frame has not yet expired. In general, youth are automatically considered in the compliant count until

they are no longer within the time frame parameters described above (e.g., 30 days after the first non-pending disposition date).

- Youth with disposition of accepted courtesy supervision are excluded from compliance calculations for initial YLS assessments.

Initial YLS Assessment Examples

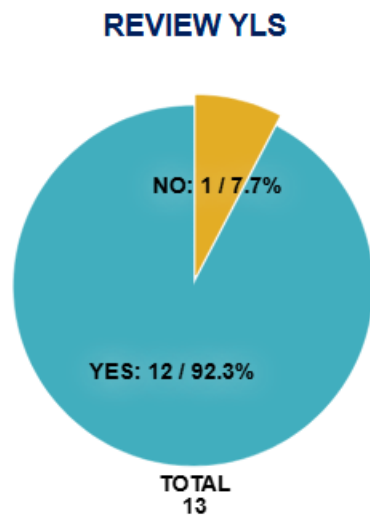
Compliant ("YES")

- **Pre-Disposition On-Time YLS Assessment:** A juvenile probation department receives a written allegation on February 10. The juvenile probation department starts and completes an initial YLS assessment with a valid score on April 1. The youth goes to court and receives a disposition of Probation on April 13 (YLS assessment was completed between receipt of written allegation and 30 days after the first non-pending disposition).
- **Post-Disposition On-Time YLS Assessment:** A youth receives a disposition of Probation on October 1. The juvenile probation department starts and completes an initial YLS assessment with a valid score on October 15 (YLS was completed 14 days after the disposition, within the 30-day window).
- **Pending Window:** A youth receives a qualifying disposition on June 20, meaning there are fewer than 30 days remaining in the fiscal year. Because their 30-day EBP time frame has not yet expired, they are automatically counted as compliant.

Non-Compliant ("NO")

- **Late YLS Assessment:**
 - A youth is placed on a Consent Decree on February 1. The juvenile probation department does not start the initial YLS assessment until March 15 (more than 30 days after the disposition).
 - A department holds off on completing a youth's initial YLS assessment until after the 30-day mark because they want to wait and sync it with an upcoming court date.
- **Missing Valid Score ("No Score"):** A youth has an initial YLS assessment started 10 days after the disposition; however, the YLS assessment was started but not submitted for scoring.

Section 4: Review YLS Assessments



To receive a “YES” in the compliant count:

A review YLS assessment must be completed:

- Every 180 days, OR
- At major life events (the dashboard does not capture major life events as needing a review YLS assessment; this is left to professional discretion)

How the Dashboard Evaluates Review YLS Assessments

For each eligible youth, the dashboard considers:

- If the initial YLS assessment was completed prior to the disposition date, was a review YLS assessment completed within 180 days from the disposition date, OR
- If the initial YLS assessment was completed in the 30-day time frame after the disposition date, was a review YLS assessment completed within 180 days from the date of the initial YLS assessment, or within 90 days of the placement end date?
- Does the YLS assessment contain a valid score?

Note: Youth who enter into placement are not evaluated for a review YLS assessment while they are in placement. They become eligible for evaluation upon release of placement, at which time a review YLS assessment must occur within 90 days.

Note: A youth remains in the compliant count until they are outside the 180-day time frame or they enter placement. Once the 180-day time frame elapses, the youth is included in the non-compliant count if a valid review YLS assessment has not been completed.

Note: Youth without a review YLS assessment or without a valid score are flagged in the non-compliant count.

Important Clarifications

Review compliance is based on each YLS assessment, not on cases.

- YLS assessments are not linked to a single case
- A youth may have multiple cases
- Using cases inflates counts and distorts compliance measures

When a youth is in a placement not captured in the Out-of-Home Service screen (but rather the Services screen) in PaJCMS, the youth will still be included in the compliance count. This happens when youth are in a dependency placement or when a youth voluntarily enter a treatment facility (e.g., drug and alcohol).

- Currently there is no way to account for this in the dashboard. Each county will work with the JCJC JPSG Program Manager and their assigned court consultant to review outlier cases like this.

Review YLS Assessment Examples

Compliant ("YES")

- 180-Day Timeframe: A youth's last YLS assessment was on January 1. The juvenile probation department completes a new review YLS assessment with a valid score on June 15 (165 days later, within the 180-day window).
- Post-Placement Window: A youth is released from an official out-of-home delinquency placement on March 1. The juvenile probation department completes the review YLS assessment on May 10 (70 days later, within the required 90-day post-release window).

Non-Compliant ("NO")

- Six-Months vs. 180 days: A department uses calendar months instead of a true 180-day countdown. Because several months in the stretch had 31 days, the YLS assessment is completed 184 days after the last one, flagging the youth as non-compliant.
- Hidden Placement: A youth voluntarily enters into a residential drug and alcohol program that is tracked on the Services screen rather than the Out-of-Home Service screen. PaJCMS still considers them under community supervision, and because

180 days pass without a review YLS assessment, they flag as non-compliant (these youth should be discussed with the JCJC JPSG Program Manager and your assigned court consultant, as they can be manually removed from your compliance count).

- **Active Warrant:** A youth on juvenile probation flees and has an active warrant issued against them. The dashboard logic cannot dynamically exclude active warrants, so the 180-day clock keeps running and flags them as non-compliant (these youth should be discussed with the JCJC JPSG Program Manager and your assigned court consultant, as they can be manually removed from your compliance count).
- **Administrative Supervision Error:** A youth is placed on Administrative Supervision (which does not require a YLS assessment), but the county forgets to check "Yes" for Administrative Supervision in the Juvenile Record in PaJCMS. The dashboard keeps them in the eligible pool, and they flag as non-compliant.

Add/Edit Juvenile Record

11/03/2021

Open Date*

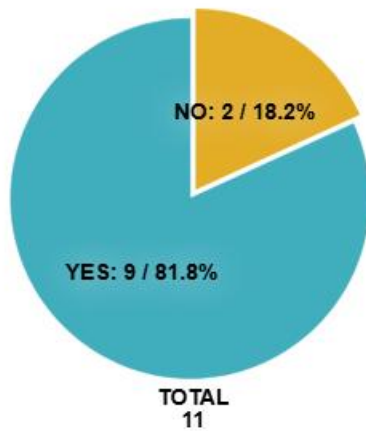
Close Date

☐ Supervised by Your Dept.

Is this juvenile being placed on Administrative Supervision? ☐ Yes ☒ No

Section 5: Closing YLS Assessments

CLOSING YLS



To receive a “YES” in the compliant count:

A closing YLS assessment must be completed within:

- 30 days before, OR
- 30 days after the Juvenile History Close Date

Note: The Juvenile History Close Date should be entered as the date supervision was terminated according to the signed court order.

How the Dashboard Evaluates Closing YLS Assessments

For each eligible youth, the dashboard considers:

1. Did the Juvenile History Close Date occur during the fiscal year?
2. Was a closing YLS assessment completed?
3. Was the closing YLS assessment completed within 30 days before or after the Juvenile History Close Date?
4. Does the YLS assessment contain a valid score?

Note: Youth without a closing YLS assessment or without a valid score are flagged in the non-compliant count.

Closing YLS Assessment Examples

Compliant ("YES")

- **Standard On-Time YLS Assessment:** A youth's case is scheduled to close on November 30. The juvenile probation officer completes the closing YLS assessment on November 15 (15 days before closure) or December 10 (10 days after the close date).

Non-Compliant ("NO")

- **Forgotten YLS Assessment:** A youth's Juvenile History Close Date is entered into the system on April 1, but the juvenile probation officer forgets to complete a closing YLS assessment.
- **Late YLS Assessment:** A youth's case closes on May 1, but the closing YLS assessment is not started or completed until June 15 (45 days after the close date).

Section 6: Transfer of Disposition and Transfer of Supervision (Courtesy Supervision)

Initial YLS

If a first non-pending disposition is entered before the transfer, the originating county completes the initial YLS assessment. If the transfer happens before this disposition, the receiving county completes the initial YLS assessment. Once transferred, the originating county is excluded from all review and closing assessment requirements according to the [Youth Level of Service Inventory Ratings & User Guide 2024](#).

Why?

- The initial YLS assessment is tied directly to the first non-pending disposition and must be completed within 30 days of that event. The county that officially issues and handles that disposition is the county that "owns" the youth's entry into PaJCMS and should complete the initial YLS assessment.
- Once a youth's case is officially transferred to another county, the originating county loses legal jurisdiction and active contact. According to the [Youth Level of Service Inventory Ratings & User Guide 2024](#), the receiving county should be completing any subsequent YLS assessments. The dashboard logic excludes these cases from the originating county, so they aren't penalized for cases over which they no longer have legal jurisdiction.

Youth with a disposition of Accepted Courtesy Supervision are excluded from the receiving county's initial YLS assessment compliance count.

Why?

- Under courtesy supervision, the youth has already received their formal disposition in their home (originating) county. The home county is responsible for the disposition; therefore, they must complete the initial YLS assessment.
- The receiving county is taking over an already active case. Requiring them to complete an initial YLS assessment would result in duplicate baseline assessments for a youth.
- If the initial YLS assessment is not included in the referral packet sent to the receiving county, the home county should be contacted to obtain this document or complete an initial YLS assessment.

Review and Closing YLS Assessments

Following a disposition of Accepted Courtesy Supervision, the receiving county will be evaluated for compliance for the review and closing YLS assessment requirements for that youth. The 180-day time frame for the review YLS assessment will begin on the date of acceptance by the receiving county. The originating county will not be evaluated for compliance for the youth after the Accepted Courtesy Supervision disposition occurs.

Why?

- Although the originating county maintains the legal jurisdiction over the case, the receiving county is the one providing supervision of the youth. According to the [Youth Level of Service Inventory Ratings & User Guide 2024](#), the youth's risk factors, behaviors, and life events change locally; therefore, the receiving county's juvenile probation officers can most accurately assess the youth's progress every 180 days (review) or evaluate their status when supervision ends (closing).

Section 7: Resources

It is recommended that dashboard users review the following resources for further information.

Youth Level of Service Inventory Ratings & User Guide

Pennsylvania Council of Chief Juvenile Probation Officers Assessment Committee

[Youth Level of Service Inventory Ratings & User Guide 2024](#)

JCJC Help Desk

For questions regarding the dashboard or PaJCMS data entry, please contact the JCJC Help Desk at 717-477-1199 or ra-jcjchelpdesk@pa.gov.