

**THE POLICIES AND PROCEDURES
OF THE JUVENILE COURT
JUDGES' COMMISSION'S
JUVENILE PROBATION SERVICES
GRANT PROGRAM**

Revised July 2026



Pennsylvania
**Juvenile Court
Judges' Commission**



Table of Contents

INTRODUCTION	3
Achieving Our Balanced and Restorative Justice Mission Through Pennsylvania's Juvenile Justice System Enhancement Strategy (JJSES)	3
<i>JJSES Statement of Purpose</i>	<i>3</i>
Advancing the JJSES Through the Juvenile Probation Services Grant Program Requirements	4
JUVENILE PROBATION SERVICES GRANT PROGRAM POLICIES AND PROCEDURES	6
Authority	6
Purpose of Grant Program Funds	6
Standards and Conditions	6
Application Process	9
Grant Requirements	11
Grant Requirements Review and Support Process	12
Grant Requirements Action Plan	12
Payment Procedures	13
Permissible Expenditures	13
Procedures	14
Changes in the Grant Program Application	15
Resource Materials	15
Tutorials	16
APPENDIX A	17
JJSES Grant Program Requirements: Frequently Asked Questions (FAQ)	17
APPENDIX B	24
JJSES Implementation and Sustainability Plan: iDashboards Instructions	24
APPENDIX C	28
YLS Master Trainer Partnership Agreement	28
APPENDIX D	29
Case Plan Coordinator Partnership Agreement	29
APPENDIX E	30
Fiscal Year 2025-2026 Financial Statement Instructions	30



APPENDIX F	33
Fiscal Year 2026-2027 Proposed Budget Instructions.....	33
APPENDIX G.....	36
Juvenile Probation Services Grant Program Application Timeline and Checklist.....	36
APPENDIX H.....	37
Grant Requirements Action Plan	37
APPENDIX I	41
Case Plan Template.....	41



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 term, 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 sessions 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)” (See 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 to support the development and improvement of juvenile probation services throughout Pennsylvania. Through the Grant Program, the Commission provides direct financial support to all 67 county juvenile probation departments to offset juvenile probation personnel costs and to support statewide initiatives that advance evidence-based juvenile probation practices consistent with the JJSES. 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 term.

Standards and Conditions

The following standards and conditions establish the minimum requirements for participation in the Grant Program. These requirements are intended to support the implementation and sustainability of evidence-based practices, promote consistency across Pennsylvania's juvenile probation departments, and ensure awarded grant funds are used in accordance with the purposes of the Grant Program.



Participation in the Grant Program requires adherence to the following standards and conditions:

1. Adherence to the following Juvenile Court Standards, which may be obtained for your review from the following link: [Juvenile Court Standards](#)
 - a. Juvenile Court Standards Governing the Operation of a Juvenile Probation Merit System.
 - b. Juvenile Court Standards Governing Juvenile Court Intake.
 - c. Juvenile Court Standards Governing the Use of Secure Detention Under the Juvenile Act.
 - d. Juvenile Court Standards Governing Hearings and Administrative Reviews for Children Held in Secure Detention.
2. 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.
3. Implement and adhere to the grantee responsibilities 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 review YLS assessment 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 practices 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.
4. Implement and adhere to the grantee responsibilities 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 Case Plan Coordinator services.
 - 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.
 5. Complete and submit a proposed budget.
 6. 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.
 7. 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.
 8. 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 begins in March of each year and consists of three phases designed to guide counties through planning, application, and award of grant funds. The term of the current grant period is July 1, 2026, through June 30, 2027, 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.

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 1 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 term (see Appendix C for the YLS Master Trainer Partnership Agreement). 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 1 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 term (see Appendix D for the Case Plan Coordinator Partnership Agreement). 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 1 of each year.

Phase Two of the application process begins following enactment of the Commonwealth budget and notification by the Commission of the amount of Grant Program funds available for the current grant term. At that time, the Commission staff will provide chief juvenile probation officers with the required Grant Program application materials for completion and submission. The required Grant Program application materials 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 term (see Appendix E 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 term (see Appendix F 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 and the Commission's liaison counsel, as well as the Commonwealth's Office of General Counsel, Office of the Attorney General, and comptroller.

Submission of Grant Program Application Materials: Promptly following the receipt of Grant Program application materials, grantees should complete and submit the materials to the Commission via email at RA-OAJCJCGrants@pa.gov. Grant Program application materials should be submitted no later than March 1, 2027. Applications submitted after May 1, 2027, may not be awarded.

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.

See Appendix G for the Juvenile Probation Services Grant Program Application Timeline and Checklist.

Grant Requirements

In addition to all grantee responsibilities outlined in the Juvenile Probation Services Grant Agreement, counties are expected to meet the minimum requirements of the Grant Program, including the JJSES grantee responsibilities outlined in Appendix A, throughout the grant term. When minimum expectations are not met, the Commission will work collaboratively with the county to identify needed steps and supports; however, continued unmet expectations may impact eligibility for the Grant Program funds in the following grant term. To be considered for funding in the following grant term, a county may be required to complete a Grant Requirements Action Plan (Action Plan) that outlines the steps the county will take,



timelines, and planned supports to meet minimum expectations (see Appendix H for the Grant Requirements Action Plan).

Grant Requirements Review and Support Process

The Commission staff monitor the JJSES grantee responsibilities throughout the grant term using information submitted by counties through required Grant Program documents, statewide information systems, training records, and other grant-related reporting. The purpose of this review is to assess progress toward meeting the identified JJSES grantee responsibilities, identify opportunities to provide technical assistance and support, and promote the consistent implementation of evidence-based practices throughout Pennsylvania's juvenile justice system.

When available information indicates that a county may not have met one or more identified JJSES grantee responsibilities, the Commission staff will review the available information and contact the chief juvenile probation officer to discuss the information, identify any data quality concerns or other relevant circumstances, and provide the county with an opportunity to clarify the information before a determination is made.

Following this review, if the Commission determines that one or more identified grantee responsibilities have not been met, the Commission will notify the county of the identified JJSES grantee responsibility(ies) and provide instructions for completing an Action Plan.

Grant Requirements Action Plan

The Action Plan applies only to the JJSES grantee responsibilities identified by the Commission regarding the implementation and sustainability of the YLS and standardized case planning. The Action Plan is not intended to address other administrative, fiscal, or contractual requirements of the Grant Program.

The Action Plan is intended to support counties in developing a plan to address the identified JJSES grantee responsibility(ies). The Action Plan provides an opportunity for the county to identify planned action steps, responsible personnel, implementation timelines, and any technical assistance or supports requested from the Commission.

Counties are required to complete only the section(s) of the Action Plan corresponding to the JJSES grantee responsibility(ies) identified by the Commission. Sections not identified by the Commission do not require a response.

Upon receipt of the completed Action Plan, the Commission staff will review the proposed plan and continue to work collaboratively with the county to support implementation, monitor progress, and assist the county in meeting the identified JJSES grantee responsibility(ies).



Payment Procedures

Following approval of the Grant Program application materials, the Commission will process and distribute awarded grant funds in accordance with the following procedures.

1. Upon receipt of the completed and signed Grant Program application materials, the Commission staff will review the application to verify that the county has met the standards and conditions for participation in the Grant Program and that the proposed and prior expenditures comply with 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 must be expended solely toward juvenile probation officer salaries and to support the implementation and sustainability of the JJSES and evidence-based practices with no exceptions, in accordance with the approved budget.

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 term.
- 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 term for which they are appropriated may, with the Commission's written approval, be carried forward to the following grant term 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

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. FY 2026-2027 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 Policies 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: YLS Master Trainer Partnership Agreement
 - Appendix D: Case Plan Coordinator Partnership Agreement
 - Appendix E: Fiscal Year 2025-2026 Financial Statement Instructions
 - Appendix F: Fiscal Year 2026-2027 Proposed Budget Instructions
 - Appendix G: Juvenile Probation Services Grant Program Application Timeline and Checklist
 - Appendix H: Grant Requirements Action Plan



- Appendix I: Case Plan Template
4. A copy of the county's JJSES Plan from FY 2026-2027.
 5. County-specific YLS data available in iDashboards.

Tutorials

The Juvenile Probation Services Grant Tutorials provide an overview of the Grant Program and instructions for completing the JJSES Plan in iDashboards, as well as instructions to assist in the completion of the Grant Program application materials. 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 Service/Case Management Inventory™ (YLS) Risk/Needs Assessment.

1. The department has a YLS policy that contains best practices.

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

- a. How can I verify the YLS Master Trainer(s) in my department maintain their certification?
 - i. Ensure YLS Master Trainers register for certification/recertification events through JEMS and attend as scheduled. The Commission staff will monitor and verify certification records in JEMS.
- b. When should a department partner with another county?
 - i. If your department has yet to designate and certify a YLS Master Trainer, partner with another county to ensure YLS Master Trainer services are available for all juvenile probation officers administering the YLS.
- c. What are the responsibilities of the YLS Master Trainer when partnering with another county?
 - i. YLS Master Trainer responsibilities remain the same except for approving YLS assessments for scoring.
- d. How do I confirm my department's partnership with another county for YLS Master Trainer



services?

- i. Complete the YLS Master Trainer Partnership Agreement (see Appendix C) to document the YLS Master Trainer services for the grant term.

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

a. What does applicable mean?

- i. An applicable juvenile probation officer is one who provides direct supervision and/or services to youth.

b. How is this requirement measured?

- i. The Commission staff will monitor training records in JEMS.
- ii. During the current grant term, departments are encouraged to ensure training such as introductory level lessons and completion of booster cases for all applicable juvenile probation officers.

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

a. What is an applicable case?

- i. An applicable case is any case with a qualifying disposition (e.g., informal adjustment, consent decree, deferred adjudication, probation, placement, and continuance on previous disposition), or as defined by the department's approved YLS policy.

b. What is the EBP timeframe?

- i. The EBP timeframe for an initial YLS assessment is from the receipt of the written allegation to 30 days after the first non-pending disposition. The initial YLS assessment must be completed within the EBP timeframe outlined, or as defined by the department's approved YLS policy.

c. How is this requirement measured?

- i. This is measured using data entered into the Pennsylvania Juvenile Case Management System (PaJCMS). PaJCMS reports and iDashboards provide daily measurement updates.



5. A minimum of eighty percent (80%) of all applicable cases have a review YLS assessment within the EBP timeframe according to best practices recommendations.

- a. What is an applicable case?
 - i. An applicable case is any case with a qualifying disposition requiring a review YLS assessment, or as defined by the department's approved YLS policy.
- b. What is the EBP timeframe?
 - i. The EBP timeframe for a review YLS assessment is every 180 days, or at the time of a major life event, or within 90 days of the placement end date. The review YLS assessment must be completed within the EBP timeframe outlined, or as defined by the department's YLS policy.
- c. How is this requirement measured?
 - i. This is measured using data entered into PaJCMS. PaJCMS reports and iDashboards provide daily measurement updates.

6. A minimum of eighty percent (80%) of all applicable cases have a closing YLS assessment within the EBP timeframe according to best practice recommendations.

- a. What is an applicable case?
 - i. An applicable case is any case with a qualifying disposition requiring a closing YLS assessment, or as defined by the department's approved YLS policy.
- b. What is the EBP timeframe?
 - i. The EBP timeframe for a closing YLS assessment is between 30 days prior to and 30 days after the case closing date. The closing YLS assessment must be completed within the EBP timeframe outlined, or as defined by the department's YLS policy.
- c. How is this requirement measured?
 - i. This is measured using data entered into PaJCMS. PaJCMS reports and iDashboards 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.

- a. How will I verify that the YLS Master Trainer(s), or designee, in my department has participated



in all scheduled YLS Master Trainer Learning Communities?

- i. Ensure they register for Learning Communities through JEMS and attend as scheduled. The Commission staff will monitor and verify participation records through JEMS.
- b. If my department has multiple YLS Master Trainers, do they all need to attend Learning Communities?
 - i. While attendance is encouraged for all YLS Master Trainers, the chief juvenile probation officer may decide if more than one Master Trainer should participate.
- c. If my department partners with another county for YLS Master Trainer services, does a designee from my department need to attend Learning Communities?
 - i. Yes, a designee trained in administering the YLS must participate in Learning Communities. The Commission staff will monitor and verify participation records through JEMS.

8. The department has a service matrix policy.

- a. If my department's YLS policy contains service matrix language, do I need to create a separate service matrix policy?
 - i. No, including service matrix language in your YLS policy is sufficient. No additional action is required.

9. The department has a service matrix.

- a. How do I submit my department's service matrix as part of the Grant Program application?
 - i. Submit the service matrix to the Commission via email at RA-OAJCJCGrants@pa.gov following the instructions in the Grant Program Policies and Procedures, as well as the JJSES Implementation and Sustainability Plan iDashboards instructions outlined in Appendix B.

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

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

- a. Where can I find guidance on best practices?
 - i. Guidance on best practices is available through case plan training materials and other



resources provided during implementation.

b. How do I submit my department's case plan policy for the Grant Program application?

i. Submit your case plan policy to the Commission via email at RA-OAJCJCGrants@pa.gov.

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

a. When should a department partner with another county?

i. If your department has yet to designate and train a Case Plan Coordinator, partner with another county to ensure Case Plan Coordinator services are available for all juvenile probation officers using a case plan.

b. What are the responsibilities of a Case Plan Coordinator when partnering with another county?

i. Case Plan Coordinator responsibilities remain the same except for approving case plans.

c. How do I confirm my department's partnership with another county for Case Plan Coordinator services?

i. Complete the Case Plan Coordinator Partnership Agreement (see Appendix D) to document the Case Plan Coordinator services for the grant term.

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

a. Where can I find a case plan template with best practice recommendations?

i. The template is available in Appendix I.

b. Is my department required to use this case plan template?

i. No, this is a recommended resource for case planning.

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

a. What does applicable mean?

i. An applicable juvenile probation officer is one who provides direct supervision and/or services to youth.

b. How is this requirement measured?



- i. The Commission staff will monitor training records in JEMS and the Proficiency Database.
- ii. During the current grant term, departments are strongly encouraged to ensure training such as introductory lessons and completion of booster cases for all applicable juvenile probation officers.

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

- a. What is an applicable case?
 - i. An applicable case is any case requiring a case plan as defined by the department's approved case plan policy.
- b. What is the EBP timeframe?
 - i. The case plan must be completed within the timeframe outlined in the department's case plan policy.
- c. How is this requirement measured?
 - i. 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.

- a. How will I verify the Case Plan Coordinator(s), or designee, in my department has participated in all scheduled Learning Communities?
 - i. Ensure the Case Plan Coordinator(s) registers for Learning Communities through JEMS and attend as scheduled. The Commission staff will monitor and verify participation records through JEMS.
- b. If my department has multiple Case Plan Coordinators, do they all need to attend Learning Communities?
 - i. While attendance is encouraged by all Case Plan Coordinators, the chief juvenile probation officer may decide if more than one Case Plan Coordinator should participate.
- c. 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?

- i. 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

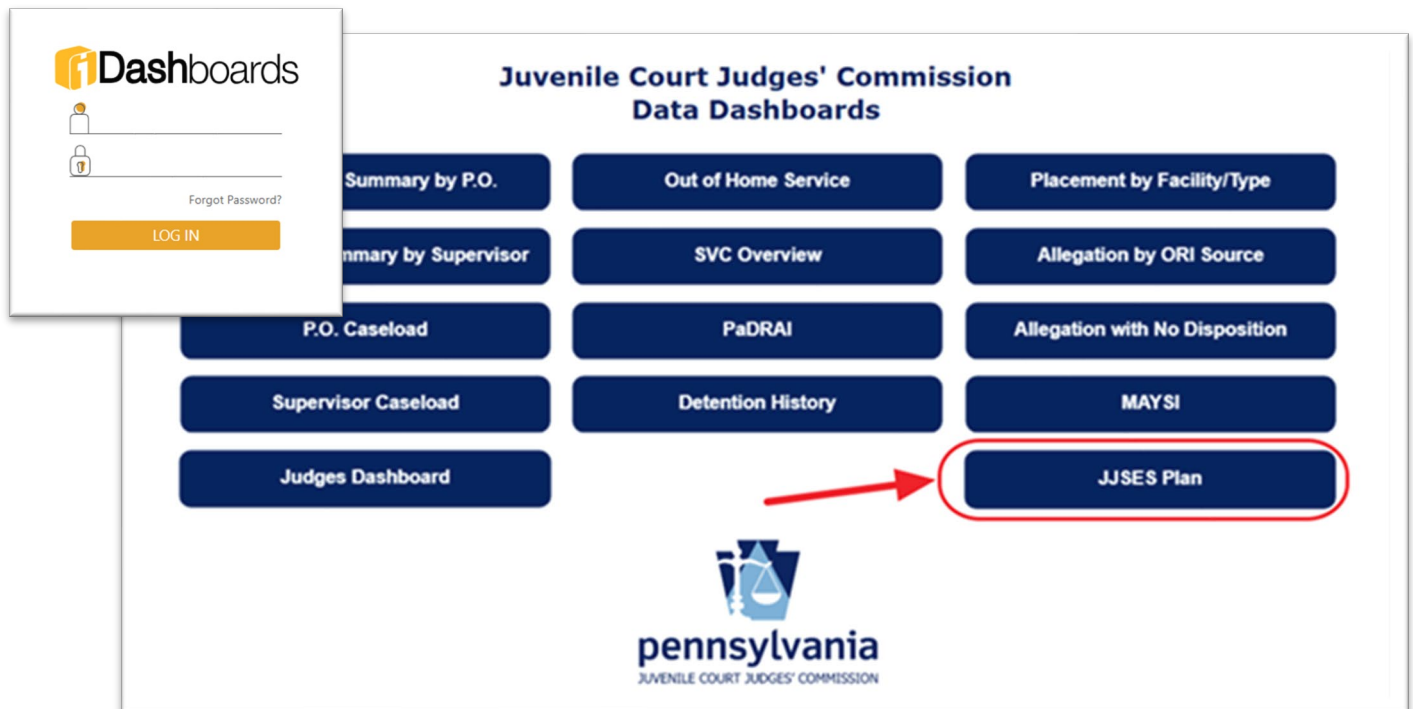
Chief juvenile probation officers will access and complete their county's JJSES Plan via the chief's iDashboards user account.

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.





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

6. To create a new record of your county’s JSES Plan, enter information into the fields and click the “Save” button at the bottom of the page. You can access, view, and edit your saved record using the “Search” function.

Note: Each open text field box is limited to 4,000 characters.

- When you save, clear, or exit the record, a new blank record will automatically appear (there is no “Saved” popup, but the record will be saved and accessible via the “Search” function).

Note: Only one new record should be created during the grant application period. Do NOT create a new record; you must use the “Search” function to edit a previously saved record.

- You may save, exit, and make edits to the record as many times as necessary during the grant application period.

Note: Only one new record should be created and only one user should create or edit the record during the grant application period.



7. **Editing records after initial save:** A previously saved 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.gov

4. Email your department's current service matrix to RA-OAJC 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: When there is only one record previously entered, that record will be immediately populated to the form. If there is more than one record, the most recent record will be at the bottom of the list.



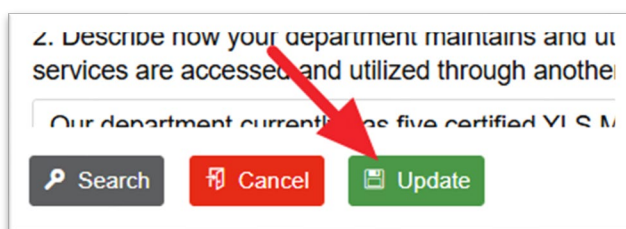
Pennsylvania Juvenile Court Judges' Commission

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

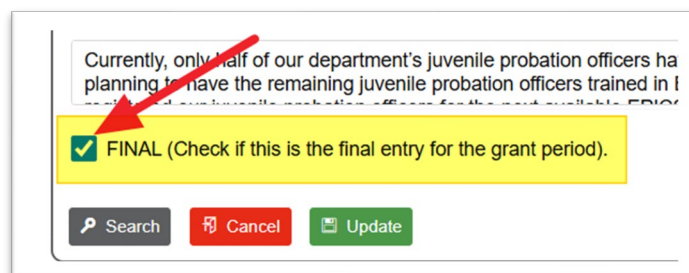


Note: To paste copied text into an iDashboards open text field box, use the keyboard shortcut **Ctrl + V** (Windows/Linux) or **Command + V** (Mac).

- 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 click 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 from Commission staff following their review of the completed JJSES Plan for the grant application period.

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



APPENDIX C

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 2026-2027 Juvenile Probation Services Grant Program period.

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

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:

Signature	Date
President/Juvenile Court Administrative Judge	

Signature	Date
Chief Juvenile Probation Officer	

County Receiving YLS Master Trainer Services:

Signature	Date
President/Juvenile Court Administrative Judge	

Signature	Date
Chief Juvenile Probation Officer	



APPENDIX D

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 2026-2027 Juvenile Probation Services Grant Program period.

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

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 E

Fiscal Year 2025-2026 Financial Statement Instructions

1. Purpose

- To provide an accounting of how the Grant Program funds, and interest earned during FY 2025-2026, were expended.

2. Completion of the Financial Statement

- “AMOUNT OF GRANT RECEIVED”
 - o This line is pre-filled and contains the amount of Grant Program funds awarded for FY 2025-2026. Do not enter any information here.
- “INTEREST EARNED FROM FY 2025-2026”
 - o If interest was earned:
 - Enter the amount of interest earned by the county from the deposit of the FY 2025-2026 Grant Program funds.
 - o If interest was **NOT** earned:
 - If no interest was earned by the county from the deposit of the FY 2025-2026 Grant Program funds, enter \$0.00.
- “FY 2024-2025 APPROVED AMOUNT CARRIED FORWARD TO FY 2025-2026”
 - o If a carryover of unexpended Grant Program funds from FY 2024-2025 to FY 2025-2026 was received:
 - Enter the amount of unexpended Grant Program funds previously authorized by the Commission to be carried forward from FY 2024-2025 to FY 2025-2026.
 - o If a carryover of unexpended Grant Program funds from FY 2024-2025 to FY 2025-2026 was **NOT** received:
 - If no carryover from FY 2024-2025 to FY 2025-2026 was received, enter \$0.00.
- “JUVENILE PROBATION PERSONNEL”
 - o 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 2025-2026.



- o “Total Annual Salary” – enter the total annual salary (rounded to the nearest dollar) for each juvenile probation officer and/or quality assurance staff listed.
- o “Percentage of Full-Time Employment” – enter the percentage of full-time employment for each juvenile probation officer and/or quality assurance staff listed.
- o “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.
- o “Amount of Grant Expenditure Used to Support Salary” – enter the amount of the FY 2025-2026 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.**
- o If necessary, use page 2 (second tab in 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 in Excel document) in the “Juvenile Probation Personnel amount transferred from page 2” line.
- o “JUVENILE PROBATION PERSONNEL AMOUNT TRANSFERRED FROM PAGE 2”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- o “JUVENILE PROBATION PERSONNEL TOTAL”
 - This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2025-2026 EXPENDED OPERATIONS COSTS”
 - o “Expense Type” – enter the type of expense for each operational service/product and activity supported by the awarded FY 2025-2026 Grant Program funds.
 - o “Vendor” – enter the vendor for each operational service/product and activity supported by the awarded FY 2025-2026 Grant Program funds.
 - o “Quantity” – enter the quantity for each operational service/product and activity supported by the awarded FY 2025-2026 Grant Program funds.



- o “General Description” – enter a brief description of each operational service/product and activity supported by the awarded Grant Program funds during FY 2025-2026. Activities should match the activities listed in your previously approved FY 2025-2026 Proposed Budget and JSES Plan.
- o “Amount of Grant Expenditure Used for Operations” – enter the amount of the FY 2025-2026 awarded Grant Program funds expended to support each operational service/product and activity listed.
- o If necessary, use page 3 (third tab in Excel document) to list additional operations costs. This amount is automatically transferred and added to the main page (page 1, first tab in Excel document) in the “Operations costs transferred from page 3” line.
- “OPERATIONS COSTS TRANSFERRED FROM PAGE 3”
 - o This line contains formulas and is self-calculating. Do not enter any information here.
- “OPERATIONS TOTAL”
 - o This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2025-2026 REQUESTED AMOUNT CARRIED FORWARD TO FY 2026-2027”
 - o If a carryover of unexpended Grant Program funds from FY 2025-2026 to FY 2026-2027 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 2025-2026 to FY 2026-2027. This amount must be formally requested in writing and subsequently approved by the Commission in writing.
 - o If a carryover of unexpended Grant Program funds from FY 2025-2026 to FY 2026-2027 was **NOT** requested and approved:
 - If no unexpended Grant Program funds from FY 2025-2026 to FY 2026-2027 were requested or approved by the Commission to be carried forward, enter \$0.00.
- “TOTAL EXPENDITURES”
 - o This line contains formulas and is self-calculating. Do not enter any information here.



APPENDIX F

Fiscal Year 2026-2027 Proposed Budget Instructions

1. Purpose

- To provide an accounting of how the Grant Program funds awarded during FY 2026-2027 will be expended.

2. Completion of the Proposed Budget

- “FY 2026-2027 JUVENILE PROBATION SERVICES GRANT AWARD”
 - o This line is pre-filled and contains the amount of Grant Program funds to be awarded during FY 2026-2027. Do not enter any information here.
- “FY 2025-2026 APPROVED AMOUNT CARRIED FORWARD TO FY 2026-2027”
 - o If a carryover of unexpended Grant Program funds from FY 2025-2026 to FY 2026-2027 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 2025-2026 to FY 2026-2027. This amount must have been formally requested in writing and approved by the Commission in writing.
 - o If carryover from FY 2025-2026 to FY 2025-2027 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 2025-2026 to FY 2026-2027, enter \$0.00.
- “JUVENILE PROBATION PERSONNEL”
 - o 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 2026-2027.
 - o “Total Annual Salary” – enter the total annual salary (rounded to the nearest dollar) for each juvenile probation officer and/or quality assurance staff listed.
 - o “Percentage of Full-Time Employment” – enter the percentage of full-time employment for each juvenile probation officer and/or quality assurance staff listed.



- o “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.
- o “Amount of Grant Expenditure Used to Support Salary” – enter the amount of the FY 2026-2027 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.**
- o If necessary, use page 2 (second tab in 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 in Excel document) in the “Juvenile Probation Personnel amount transferred from page 2” line.
- “JUVENILE PROBATION PERSONNEL AMOUNT TRANSFERRED FROM PAGE 2”
 - o This line contains formulas and is self-calculating. Do not enter any information here.
- “JUVENILE PROBATION PERSONNEL TOTAL”
 - o This line contains formulas and is self-calculating. Do not enter any information here.
- “FY 2026-2027 PROPOSED OPERATIONS COSTS”
 - o “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 2026-2027.
 - o “Vendor” – enter the vendor for each proposed operational service/product and activity that will be supported by the awarded Grant Program funds during FY 2026-2027.
 - o “Quantity” – enter the quantity for each proposed operational service/product and activity that will be supported by the awarded Grant Program funds during FY 2026-2027.
 - o “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 2026-2027.
 - o “Amount of Grant Expenditure Used for Operations” – enter the amount of the awarded



Grant Program funds that will be used during FY 2026-2027 to support each proposed operational service/product and activity listed.

- o Enter the amount of grant expenditure that will be used during FY 2026-2027 for each operational service/product and activity listed.
- o If necessary, use page 3 (third tab in Excel document) to list additional expenses. This amount is automatically transferred and added to the main page (page 1, first tab in Excel document) in the “Operations costs transferred from page 3” line.
- o **NOTE:** Operational services/products and activities authorized by the Commission to be carried forward from FY 2025-2026 to FY 2026-2027 must also be listed in this section.
- “OPERATIONS COSTS TRANSFERRED FROM PAGE 3”
 - o This line contains formulas and is self-calculating. Do not enter any information here.
- “TOTAL EXPENDITURES”
 - o This line contains formulas and is self-calculating. Do not enter any information here.



APPENDIX G

Juvenile Probation Services Grant Program Application Timeline and Checklist

Phase 1 – On April 13, 2026, chief juvenile probation officers have access to the **FY 2026-2027 JJSES Plan** in their iDashboards user account. Each county's JJSES 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, 2026. The completed YLS Master Trainer and Case Plan Coordinator Partnership Agreements may be scanned and emailed to RA-OAJCJCGrants@pa.gov.

- ☐ **FY 2026-2027 JJSES Plan Submission**
- ☐ **FY 2026-2027 YLS Master Trainer Partnership Agreement (if applicable)**
- ☐ **FY 2026-2027 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 materials, grantees should complete and submit the materials to the Commission via email at RA-OAJCJCGrants@pa.gov. Applications submitted after May 1, 2027, may not be awarded.

- ☐ **FY 2026-2027 Equitable Compensation Letter**
- ☐ **FY 2025-2026 Financial Statement**
- ☐ **FY 2026-2027 Proposed Budget**
- ☐ **FY 2026-2027 Commonwealth Worker Protection and Investment Certification Form**
- ☐ **FY 2026-2027 Proposed Budget Approval Signature Page**
- ☐ **FY 2026-2027 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, obtain the necessary county officials' signatures, date, and submit the document via email to 69183@pa.gov and copy awork@pa.gov.

- ☐ **Award Notification/Invoice**

For questions concerning the grant process, please contact Angela Work, Deputy Director, at awork@pa.gov.



APPENDIX H

Juvenile Probation Services Grant Program: Grant Requirements Action Plan

Purpose

The Grant Requirements Action Plan (Action Plan) supports counties in developing and implementing a plan to address identified JJSES grantee responsibilities associated with the Juvenile Probation Services Grant Program (Grant Program). The Action Plan applies only to the JJSES grantee responsibilities related to the implementation and sustainability of the Youth Level of Service/Case Management Inventory™ (YLS) and standardized case planning. It is not intended to address other administrative, fiscal, or contractual requirements of the Grant Program.

The Action Plan is intended to support collaboration between the Juvenile Court Judges' Commission (Commission) and county juvenile probation departments by documenting identified JJSES grantee responsibilities, planned action steps, implementation timelines, technical assistance, and progress toward successful completion.

Section I – Review Information (Completed by Commission Staff)

County	
Grant Term	
Date Action Plan Issued	
Action Plan Due Date	
JCJC Contact	

Identified JJSES Grantee Responsibility(ies)

Requirement 1 – YLS

- | | | |
|--|---|---|
| ☐ Department YLS Policy | ☐ Initial YLS Assessment | ☐ YLS Learning Communities |
| ☐ YLS Master Trainer | ☐ YLS Reassessment | ☐ Service Matrix Policy |
| ☐ YLS Staff Training | ☐ Closing YLS Assessment | ☐ Service Matrix |

Requirement 2 – Standardized Case Planning

- | | | |
|--|---|---|
| ☐ Department Case Plan Policy | ☐ Case Plan Staff Training | ☐ Case Plan Learning Communities |
| ☐ Case Plan Coordinator | ☐ Case Plan Completion | |



Summary of Review

Provide a brief summary of the information reviewed, discussion with the chief juvenile probation officer, any relevant clarification received, and the identified JJSES grantee responsibility(ies) requiring an Action Plan.

Instructions

Complete one JJSES Grantee Responsibility Action Plan for each identified JJSES grantee responsibility. Duplicate the Action Plan page as needed and attach each completed page to this Action Plan Initiation page.



Pennsylvania
**Juvenile Court
Judges' Commission**

JJSES Grantee Responsibility Action Plan (Completed by Chief Juvenile Probation Officer)

Complete one Action Plan for each identified JJSES grantee responsibility identified by Commission staff.

Action Plan #	
Identified JJSES Grantee Responsibility (Completed by Commission staff)	

Current Status

Describe the department's current status related to the identified JJSES grantee responsibility, including any activities already underway to address the identified area.

Planned Action Steps

Describe the specific action steps the department will implement to address the identified JJSES grantee responsibility.

Responsible Person(s)

Identify the individual(s) responsible for coordinating and implementing the planned action steps.

Target Completion Date(s)

Identify the anticipated completion date(s) for implementing the planned action steps.

Technical Assistance or Support Needed from the Commission

Identify any technical assistance, training, resources, or other support needed from Commission staff to assist the department in implementing the Action Plan.

County Certification

I certify this Action Plan accurately reflects the department's planned actions to address the identified JJSES grantee responsibility.

Chief Juvenile Probation Officer Signature:	Date:
Juvenile Court Judge Signature:	Date:



Pennsylvania Juvenile Court Judges' Commission

County Progress Updates

Document the significant progress, completed action steps, and other updates throughout implementation of the Action Plan.

Date	Progress Update	Updated By

Follow-Up (Completed by Commission Staff)

Complete this section to document follow-up activities, technical assistance provided, and the status of the Action Plan.

Review Date	
Commission Staff Reviewer	

Action Plan Status

- ☐ In Progress
- ☐ Additional Support Needed
- ☐ Action Plan Successfully Completed

Technical Assistance or Support Provided/Comments



APPENDIX I

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:	☐	☐	☐	☐	5. Substance Abuse:	☐	☐	☐	☐	1.
2. Family Circumstances/Parenting:	☐	☐	☐	☐	6. Leisure/Recreation:	☐	☐	☐	☐	2.
3. Education/Employment:	☐	☐	☐	☐	7. Personality/Behavior:	☐	☐	☐	☐	3.
4. Peer Relations:	☐	☐	☐	☐	8. Attitudes/Orientation:	☐	☐	☐	☐	

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:	☐	☐	☐	☐	5. Substance Abuse:	☐	☐	☐	☐
2. Family Circumstances/Parenting:	☐	☐	☐	☐	6. Leisure/Recreation:	☐	☐	☐	☐
3. Education/Employment:	☐	☐	☐	☐	7. Personality/Behavior:	☐	☐	☐	☐
4. Peer Relations:	☐	☐	☐	☐	8. Attitudes/Orientation:	☐	☐	☐	☐

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.

Note: Identify why any initials may be missing

(youth Initials) AND _____
(parent initials)

Specific Measurable Achievable Realistic Time Limited



Pennsylvania
**Juvenile Court
Judges' Commission**

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

Activity/Action Step:

2.	Date:			
Not Yet Started	Started	Making Progress	Completed	Removed/Revised

Activity/Action Step:

3.	Date:			
Not Yet Started	Started	Making Progress	Completed	Removed/Revised

Activity/Action Step:

4.	Date:			
Not Yet Started	Started	Making Progress	Completed	Removed/Revised

Specific Measurable Achievable Realistic Time Limited



Pennsylvania
**Juvenile Court
Judges' Commission**

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

Activity/Action Step:

2.	Date:			
Not Yet Started	Started	Making Progress	Completed	Removed/Revised

Activity/Action Step:

3.	Date:			
Not Yet Started	Started	Making Progress	Completed	Removed/Revised

Activity/Action Step:

4.	Date:			
Not Yet Started	Started	Making Progress	Completed	Removed/Revised

Specific Measurable Achievable Realistic Time Limited



Pennsylvania
**Juvenile Court
Judges' Commission**

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