

Milwaukee County Department of Health and Human Services Division of Youth and Family Services POLICY & PROCEDURE	Original Date Issued: 07/01/2016 Last Revision Date: 08/01/2016	Current Review Date: 12/21/2017 Current Review By: LG	Section: SERVICE RELATED	Policy No: 030	Pages: Page 1 of 3
<input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS) <input type="checkbox"/> Detention Center <input checked="" type="checkbox"/> DYFS Services Network <input type="checkbox"/> Purchase of Service Agencies	Current Effective Date: 08/01/2018	Subject: Global Appraisal of Individual Needs (GAIN) Assessment Policy			

I. Policy

It is the policy of the Division of Youth and Family Services (DYFS) to provide adequate and effective services to all youth identifying the need. DYFS acknowledges a high percentage of youth who enter the youth justice system struggle with Alcohol or Other Drug Abuse (AODA). Therefore, it is the policy of DYFS to screen all youth entering the juvenile justice system for AODA needs and link them with appropriate clinical services.

II. Process

AODA concerns upon entry to the Juvenile Justice System. When youth have a drug related charge, a positive UA, suspected drug use, and/or a positive indicator on the Youth Assessment Screening Index (YASI) he/she must be referred to a Licensed AODA therapist trained to assess with the Global Appraisal of Individual Needs (GAIN) assessment through a contracted DYFS provider. Additionally, youth should be referred for a GAIN assessment if at any point in the case any of the aforementioned conditions apply and no exceptions apply.

The benefits of the GAIN assessment include:

- Determine if AODA diagnosis present.
- Recommendations for appropriate AODA services.
- HSW coordinates/facilitates AODA services recommended as part of youth's case plan.

III. Procedure

A. Referral for GAIN Assessment

1. DYFS youth are required to have a GAIN Assessment if one or more of the following apply:
 - a. Discuss substance usage history with parent/guardian and/or youth.
 - b. Review of delinquency history for charges related to substance use or behavior involving the use of substances.
 - c. Drug related charge
 - d. Positive Urinalysis (UA)
 - e. Suspected Drug Use
 - f. Positive substance abuse indicator on the Youth Assessment Screening Instrument (YASI) domain
2. Complete referral form (in Synthesis, Demographics Forms Tab) for youth within 5 days of YASI risk assessment results to Licensed AODA therapist with in Division of Youth and Family Services

(DYFS) Network for GAIN assessment.

3. The Referral Form should include additional information:
 - a. List date assessment needed by in special accommodations.
 - b. List all Providers involved with youth case.
 - c. Provide case plan or any relevant social/emotional information that may benefit the provider with their assessment if applicable.
4. Assist AODA Licensed Therapist in facilitating appointment with youth expeditiously.
5. If youth does not show for their GAIN appointment, assist GAIN Provider in scheduling next appointment. If there are barriers preventing this appointment (transportation, etc.), assist family to resolve barrier.
6. If GAIN Provider is not able to obtain release of information from juvenile's parent/guardian, HSW will assist GAIN Provider in getting release signed.
7. If at any time the youth is not available for the assessment to be completed due to long term incarceration out of state or AWOL behavior the HSW will withdraw the referral and notify referred provider of the change of referral status as well as document the changes in Synthesis. If a youth returns to the community the HSW will need to re-refer the youth for an assessment.
8. All GAIN assessments will be delivered to the DCSDAdmin@milwaukeecountywi.gov via email and uploaded into Synthesis with 1 business day of receipt from the assessor. DYFS Staff will upload to Synthesis and forward to assigned HSW.
9. HSW or Case Manager must take into consideration all recommendations made through the GAIN assessment and make appropriate referrals within 10 business days of receipt of GAIN assessment results.
10. If there are questions or concerns regarding recommended services, HSW or Case Manager is expected to meet with immediate supervisor to discuss concerns within required referral time frame.
11. If concerns are not resolved with supervisor, HSW or Case Manger will schedule a staffing with the Quality Assurance Specialist-AODA to develop an appropriate plan of action.
12. HSW will document efforts to implement services from GAIN recommendations in Synthesis.
13. Exceptions to following recommendations of the GAIN assessment must be documented in Synthesis including alternative plan of action to address AODA needs of the youth.
14. HSW will monitor progress of AODA specific services and document in Synthesis.

B. Licensed AODA Provider Responsibilities

1. Licensed AODA therapists will be trained on administering the Global Appraisal of Individual Needs (GAIN) assessment tool.

2. Licensed AODA therapists must be approved by DYFS management to provide this service.
3. Provider will make minimum 3 phone calls to youth to schedule assessment.
4. Provider will notify HSW with email regarding when assessment appointment is set. This allows the HSW to provide collaborative reminders for the youth appointment.
5. If youth no-shows for scheduled assessment, the provider should email the HSW to notify them.
6. If scheduling difficulties continue, coordinate with HSW and other Providers involved to assist in scheduling the juvenile's next GAIN Assessment appointment.
7. After 3 contact attempts, Provider will send letter requesting contact from juvenile. Provider will also email HSW and HSW Supervisor to notify of attempts and request coordination assistance.
8. If no response from HSW and/or Supervisor within 3 business days, email HSW, HSW Supervisor, and the assigned Section Manager requesting coordination assistance.
9. All client contact attempts will be documented in Synthesis

Reviewed & Approved By:



Mark Mertens, Division Administrator