



YOUTH COURT SCREENING MODELS

IMPLEMENTATION GUIDE

This guide provides strategies and resources to assist communities in building a youth court screening model to serve as a coordinated, community response for screening youth with mental health and/or addiction issues in the court system.



The Provincial System Support Program (PSSP) at the Centre for Addiction and Mental Health (CAMH) works together with communities and service providers across Ontario to move evidence to action. PSSP works to create sustainable, system-level change and to mobilize implementation support for *Ontario's Comprehensive Mental Health and Addictions Strategy*.

With offices in Toronto and across the province, PSSP is on the ground, collaborating with stakeholders to build a better system through our work in implementation, health equity and engagement, knowledge exchange, evaluation and information management.

For more information about the implementation of youth court screening models, or the Niagara Youth Court Screening Initiative, please contact:

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Upwards of 65-70% of youth who come into contact with the justice system have one or more mental health challenges, including addiction issues, developmental disorders, intellectual disabilities, acquired brain injury and fetal alcohol spectrum disorders. Many of these challenges go unrecognized.¹ Further, the unrecognized mental health challenges are frequently associated with school difficulties, unemployment, poverty and incarceration. With youth in the justice system, these co-existing challenges can lead to a cycle of recidivism, with on-going police involvement, and often further charges. Evidence shows that early identification and intervention of mental health needs can help prevent some of these negative outcomes, with the longer term goal of keeping youth from re-offending.² In many communities, however, there is no consistent approach for identifying the needs of youth in the court system.

Through the Niagara Youth Justice Service Collaborative, the Niagara community developed an evidence-informed intervention, the *Niagara Youth Court Screening Initiative* (NYCSI), which involves a coordinated community response for screening youth for mental health and/or addiction issues in the court system. The model has seen great success in Niagara, and is easily replicable in other communities. This guide provides suggested strategies and resources to assist communities interested in building their own youth court screening models.

BACKGROUND

1.1 Provincial Context: Systems Improvement through Service Collaboratives

NYCSI was established as part of a larger provincial initiative, Systems Improvement through Service Collaboratives (SISC – see <http://improvingystems.ca/>), which is housed under *Open Minds, Healthy Minds: Ontario's Comprehensive Mental Health and Addictions Strategy (the Strategy)*.³ The 10-year *Strategy* was released in 2011. As part of the first three years of the *Strategy*, 18 Service Collaboratives were created in communities across Ontario. These Service Collaboratives focused on improving services for children and youth in three key areas of transition: (1) from community to hospital settings; (2) between health and justice systems; and (3) from child-focused to adult services.

These Service Collaboratives were community-based and community-owned, with implementation support from SISC's sponsor, the Provincial System Support Program (PSSP) at the Centre for Addiction and Mental Health (CAMH). CAMH worked with six provincial ministries* to support the work of the Service Collaboratives. The SISC initiative was guided by several integrated implementation frameworks, including the National Implementation Research Institute's Active Implementation Frameworks grounded in Implementation Science (see <http://nirn.fpg.unc.edu/learn-implementation>), quality improvement, use of best evidence, health equity, and developmental evaluation.

* Ministry of Health and Long-Term Care; Ministry of Children and Youth Services; Ministry of Education; Ministry of Training, Colleges and Universities; Ministry of the Attorney General; and Ministry of Community Safety and Correctional Services.

1.2 Niagara Youth Justice Service Collaborative

Four of the 18 Service Collaboratives were specifically tasked with improving systems and services for justice-involved individuals with mental health and addiction needs. One of these four Service Collaboratives, the Niagara Youth Justice Service Collaborative, began meeting in 2013 to discuss system needs and select an appropriate intervention to address those needs. This diverse group of approximately 30 members from justice, education, health, Aboriginal services, child welfare, mental health, and addiction sectors quickly came to a consensus about a key priority for their local system. They identified the need for a dedicated youth court (the community did not have one), which, in turn, would provide a platform for community service providers to mobilize and collaborate to identify and respond to youth needs. The Niagara Justice Service Collaborative proceeded to develop a plan for a coordinated cross-sectoral initiative – the Niagara Youth Court Screening Initiative (NYCSI, pronounced “nice-ee”), involving evidence-based screening for mental health and addiction issues and the creation of pathways for directing youth to appropriate community services based on their unique needs.

Through strong local leadership and community support, a dedicated youth court was established in St. Catharines at the Robert K. Welch Courthouse in February, 2015. NYCSI was subsequently launched in this location in May, 2015. As of the writing of this guide, youth court is held in St. Catharines one afternoon every two weeks, and the NYCSI Screening Team is present to perform screening and determine service needs for first appearance youth at each court session. A brief overview of NYCSI is provided in [Section 1.4](#) and a more detailed description is available in [Section 3](#) (Detailed Description of NYCSI).

1.3 Rationale for Intervention

The Niagara Youth Justice Service Collaborative’s intervention was informed by the guidelines of the Youth Criminal Justice Act (YCJA)⁴ that currently governs the youth justice system in Canada, as well as by evidence about the needs of justice-involved youth and best practices in screening and early identification.

The YCJA’s Declaration of Principle states that *“the criminal justice system for young persons must be separate from that of adults”* [Section 3(1)b] and that the Act is intended to support *“the prevention of crime by referring young persons to programs or agencies in the community to address the circumstances underlying their offending behaviour”* [Section 3(1)a-iii].⁴ Accordingly, the Niagara Youth Justice Service Collaborative’s intervention enhances alignment of the Niagara system with the YCJA and supports the principles and provisions identified therein.



For more information about the Niagara Youth Court Screening Initiative, please watch this short video:

<http://sho.co/19czk>

The specific focus on screening and pathways to care in NYCSI is based on research showing that mental health and substance use concerns are disproportionately high among the youth justice population.¹ The growing awareness of the prevalence of unmet mental health needs among justice-involved youth has created momentum to enhance the identification of youth needs through systematic, evidence-based screening when youth come into contact with the justice system. Screening is a brief process that can be employed by non-clinicians to identify the need for an immediate response (in cases of suicidal ideation, for example) or further assessment. A standardized, evidence-based approach to screening represents a critical strategy for uncovering youth needs and directing youth towards appropriate services, with the long term goals of addressing a youth's underlying issues, reducing future contacts with the justice system, and enhancing their well-being.⁵

1.4 Overview of the Niagara Youth Court Screening Initiative

The NYCSI Screening Team represents a single point of contact for community services and supports for youth presenting for their first appearance at the Robert K. Welch Courthouse in St. Catharines. Members of the NYCSI Screening Team are physically present in the court house to engage youth and their families/guardians and to complete screening for mental health, addiction, and other health and social needs. Based on the outcomes of screening, discussion with youth/families/guardians, and consultation with other members of the NYCSI Screening Team, any needed follow-up with youth will occur in order to connect them with appropriate services and supports in the community.

Participation in NYCSI is voluntary and involves a thorough process of informed consent. NYCSI is not a diversion program; it is about identifying need and providing resources for health-related issues. Prior to participating in NYCSI, youth consult with duty counsel to ensure there are no concerns that preclude screening by NYCSI. Duty counsel discusses the charges with the youth to flag any serious criminality issues that, as a lawyer, they might not want their client speaking with service providers about at this time. It should also be noted that the NYCSI screening process does not involve asking youth any questions about their criminal charge(s) or legal case.

All youth are asked about their interest in receiving screening in French or being screened by the NYCSI Screening Team member representing the Aboriginal services sector.

For all consenting youth, a NYCSI Screening Team member administers an evidence-based tool, the Massachusetts Youth Screening Instrument-Version 2 (MAYSI-2),⁶ to flag possible mental health and/or addiction issues. In addition to the MAYSI-2, NYCSI screening involves a brief interview between the youth and the designated screening team member that serves to identify other concerns (head injury, housing, employment or education needs, for example). Screening occurs in a private consultation room at the court house. Depending on the youth's wishes, parents/guardians may sit in on the screening process.

If screening reveals imminent risks (such as suicidal ideation), immediate safety planning with youth and appropriate service connections occur. Otherwise, if any needs for services or supports are required or requested, youth are informed that they will be contacted about next steps in the near

future. Results for all youth screened on a given youth court day are reviewed and discussed among the NYCSI Screening Team before the team leaves the court house, in order to facilitate collaborative decision-making about appropriate services based on youth needs and interests. An appropriate NYCSI Screening Team member then follows up with the youth and supports them to access community treatment services and supports.

If screening reveals the need for mental health and/or addiction services, youth are connected with Pathstone Mental Health's Early Intervention Program (hereafter referred to as *Pathstone* and *EIP*, respectively). If risk is high, follow up appointments can be arranged with the EIP program right then. If screening reveals the need for, or interest in, community supports outside of the mental health/addictions sectors (e.g., housing, employment, education), relevant service connections are made.

Because the NYCSI Screening Team includes representatives from Niagara's Extrajudicial Sanctions (EJS) Programs, youth approved for EJS by the Crown Attorney's office are connected with an EJS program representative through NYCSI. Determination of the suitable program is based on youth needs, identified through the NYCSI screening process (if the youth consents to participate in NYCSI) as well as additional information about the youth's case provided by the Crown Attorney's office. Participation in NYCSI does not affect a youth's eligibility for EJS, and details about a youth's EJS file are discussed only amongst the NYCSI Screening Team members who represent EJS programs.

A more detailed description of the NYCSI process is provided in [Section 3](#), with examples of NYCSI-specific resources available in the [Appendices](#).



All NYCSI processes and protocols are guided by the principles of privacy and confidentiality outlined in the YCJA and Ontario's Personal Health Information Protection Act (PHIPA).⁷

IMPLEMENTATION

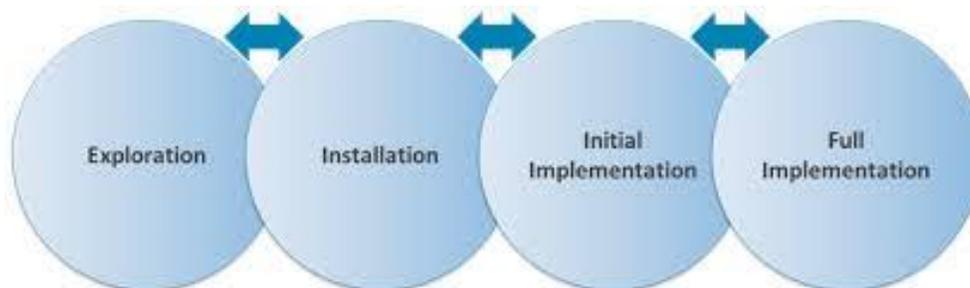
Using Implementation Science to Support the Creation of a New Youth Court Screening Initiative

As noted above, CAMH-PSSP used a set of frameworks based in Implementation Science (which provides evidence on the “how-to” of implementation) to support the Youth Justice Service Collaborative in Niagara. Specifically, CAMH-PSSP used the National Implementation Research Network’s Active Implementation Frameworks to guide the work of the Collaborative (see <http://nirn.fpg.unc.edu/learn-implementation>). It is common for organizations and systems to focus on the benefits of a new program or service without considering the steps and resources needed to get it up and running. In contrast, the Active Implementation Frameworks encourage a deliberate process to help you systematically plan and implement your intervention as well as address the behaviour and environmental changes required to make the intervention effective and sustainable.⁸⁻¹¹

Implementation Science is the study of methods and strategies to promote the uptake of interventions that have proven effective into routine practice, with the aim of improving population health. *Implementation Science* examines what works, for whom and under what circumstances, and how interventions can be adapted and scaled up in ways that are accessible and equitable.¹⁰

Implementation refers to the set of plans, processes, and other supporting activities needed to put a program or initiative (also called an intervention) into practice.¹⁰

Implementation should not be thought of as an event that happens once and is then complete. It is a process that unfolds in complex ways that differ from one context to another. To help stay on track throughout this ambiguous process, the Active Implementation Frameworks outline four stages to support individuals, teams, and organizations to quickly and effectively address issues that arise. These stages are: Exploration (understand and decide), Installation (plan and prepare), Initial Implementation (test and refine), and Full Implementation (maintain and grow).^{8,9}



The following section offers suggestions and strategies to use through the stages of implementation. Systematic, deliberate and consistent implementation will help bring clarity and standardization to your model of youth court screening, and will help sustain it in the future.

2.1 Exploration (Understand and Decide)

Exploration is focused on identifying a problem, issue, or need; selecting an evidence-based or evidence-informed intervention that addresses the problem and fits the community; assessing readiness of your community, partner agencies, and key individuals to implement the intervention; and preparing for implementation. This stage of work takes time and is best undertaken by a small team. It is important to build relationships and partnerships, as well as a clear intervention, to ensure success down the road.^{8,9}

The decision to implement a youth court screening model requires a thorough exploration of the community and context in which it will be implemented. A screening model relies heavily on cross-sectoral collaboration and partnership. Some exploration activities may include:

Knowledge Building:

- Don't reinvent the wheel. Become familiar with other youth court screening initiatives that may help inform your work; Niagara (St. Catharines and Welland), Sarnia and Windsor have all implemented their own models.
- Look for opportunities to align with and/or enhance other justice/mental health programs/initiatives taking place in your community by connecting with community planning tables or committees.

Assessing Readiness/Environmental Scan:

- Assess readiness at the court house:
 - Is there a dedicated youth court in your community?
 - Will the timing of the youth court support the presence of a screening team?
 - Is the youth court judge aware of and interested in this model?
 - Is the Crown Attorney's office aware of and interested in this model?
- Assess readiness at the agency level:
 - Are there agencies that are suitable to form a screening team?
 - Are these agencies able to commit staff resources to do so?

ASSESSING READINESS

Before planning your screening model, it is important to assess your community's readiness for implementation.

Indicators of readiness may include:

stakeholder interest in addressing the needs of youth at court; leadership support; partnership engagement; and, resources available to implement the model.

Several readiness assessment tools exist to assist you in this process.¹¹

Engagement and Communication (create buy-in):

- Identify who will be affected by the changes and should therefore be engaged from the outset.
- Set up meetings with judges, the Crown Attorney's office, legal aid/ duty counsel. You need buy-in from this group for a youth court screening model to happen, since the screening takes place at the court house.
- Identify and engage in early conversations with leadership at potential community partnering agencies. Early engagement is crucial to start developing partnerships and identifying potential screening team members. Youth probation services and the youth mental health court worker program are key early partners.
- Meet with your local Ministry of Children and Youth Services (Justice Division) program supervisor.
- Connect with your local or regional Human Services Justice Coordinating Committee (HSJCC) (if in existence).
- Consider youth and/or family engagement to provide input on what your community might need, and how best to make that happen.

Community Orientation

- Consider hosting a "town hall" or orientation session for interested community partners or potential partners to provide information about the youth court screening model, as well as engage in discussions on if and how the community could commit to building its own model.
 - Some suggested invitees include: youth mental health court workers, youth probation officers, extrajudicial sanctions workers, Children's Aid Society workers, youth justice program staff, children's mental health program staff, John Howard Society staff, addictions workers, Crown attorney's, legal aid, judges, court house support staff, First Nations, Inuit, Métis (FNIM) program staff, and youth shelter staff.
- The orientation meeting can be supported by CAMH staff that have been involved with the development of other models.

Prepare for Implementation:

- Implementation Team - following the orientation session, consider developing an "implementation team" to oversee the development of the youth court screening model within the local context. This group may include staff from the courthouse, directors/managers or staff from various mental health and justice programs, and potential screening team members, among others.
- Terms of Reference – consider developing a terms of reference to define the purpose, scope and structure of your initiative.
- Work Plan – start developing a work plan. Be very clear and specific on the core components of what needs to happen to develop your youth court screening model.
- Financial Considerations – while the development of a youth court screening model does not require financial support per se, it is supported by "in-kind" contributions from many partnering agencies. Conversations should be had about the potential ramifications and impacts of this commitment.

Health Equity

- Consider the health equity needs in your community, as well as potential partners to ensure the needs of all youth are met.
- The Health Equity Impact Assessment (HEIA, see <http://www.health.gov.on.ca/en/pro/programs/heia/>) is a decision support tool that can help walk you through the steps of identifying how your initiative will impact local population groups in differing ways.¹² The end goal is to maximize positive impacts and reduce negative impacts that could potentially widen health disparities between population groups.

Evaluation and Sustainability:

- Remember to consider data collection, evaluation, and sustainability from the start.
- As discussed above, a readiness assessment should be completed to better understand the stage of readiness of your community to develop a youth court screening model.
- Consider developing a Logic Model or Theory of Change to help you become clear on the goal(s) you are trying to achieve with your youth court screening model. For example, this might be: better identification of mental health and addiction needs in youth at court; increased referrals to the youth mental health worker program or other community services; better understanding of the needs of the youth in the court system; or better collaboration across sectors.

EVALUATION

Evaluation is often the last consideration in planning and implementing an intervention. It is, however, important that evaluation be planned from the start, so necessary baseline data or information is identified and collected.¹⁴ Evaluation does not have to be complicated or resource intensive, but it does have to be thoughtful. Collecting too little information or the wrong information will not allow you to adjust your plan as it rolls out, for example. Collecting too much information can be cumbersome to collect, review and incorporate into decision-making. Monitoring both processes and outcomes with the right data and the right amount of data will help you make decisions throughout the implementation process, determine the effectiveness of the process, demonstrate the outcomes of your work, and embrace a culture of continuous quality improvement.⁹

LOGIC MODEL

A Logic Model or Theory of Change helps to clearly articulate the partners, core elements of the model, mechanisms of change, as well as early and long-term anticipated outcomes.¹³

2.2 Installation (Plan and Prepare)

Installation is the stage of implementation planning. Once an intervention has been chosen, engagement and planning must take place to prepare staff at organizations, as well as the system, to use the intervention. Now is the time to develop specific implementation plans, and for agencies to consider how their organizational processes need to change to support the intervention. Roles and responsibilities need to be identified and agreed upon. Coaching and training plans need to be developed and put into place. Financial needs and resources must be considered. This stage requires careful planning, and often takes a good deal of time. Again, this work is best completed by a small implementation team.^{8,9}

By this stage, your community has committed to developing its own youth court screening model. The Installation Stage is where you build the program of operations and determine exactly what the screening team will do in your community. The goal is to build a model that will be sustainable in the future. This section provides suggestions about the work that needs to be completed before the screening team can launch at youth court.

Youth Court Screening Model Specifics:

- Identify the critical components of your model. Consider use of the Practice Profile (see sidebar on next page) to help you develop clear guidelines on what you are trying to achieve, and “stay in scope” as you work out the particulars of your model.
- Identify which youth should be screened.
 - Will screening be offered to all first appearance youth?
 - What about youth who have been flagged for EJS?
- Identify which evidence-based screening tool will be used.
 - Consider looking at various screeners that best suit the identified needs of your community.
 - Consider what screeners are already being used in the community.
- Two tools to consider that are both well researched and can provide valuable information about mental health and addiction needs are:
 - a) Global Appraisal of Needs – Short Screener (GAIN-SS)¹⁵
https://www.assessments.com/assessments_documentation/gain_ss/GAIN-SS%20Manual.pdf
 - b) Massachusetts Youth Screening Instrument (MAYSI-2)¹⁶ <http://www.nysap.us/MAYSI2.html>
- You may wish to develop a supplementary screening form to be used by the screening team that identifies any other questions that youth should be asked while at court.

PRACTICE PROFILE

The Practice Profile is a tool used in the Active Implementation Frameworks to help identify the critical components (essential “ingredients”) of the intervention, and what needs to be done to operationalize these components. This tool can help you identify the gold standard of your screening intervention, as well as acceptable and unacceptable variations.¹⁷

- Identify next steps following screening. Consider a case conference after screening is complete. How and where will the screening team meet? How will decisions “as a team” be made on where each youth goes for service?
- Develop clear pathways to service. Once a youth has been screened and need has been identified, what is the best way for him/her to access service? How does the screening team facilitate this? Consider “warm hand-offs” to ensure there are not any youth that “fall through the cracks”. Be mindful of the services that exist in your community; the goal is not to duplicate service, but ensure efficient access to already existing services.
- Articulate how youth will be tracked. Develop forms and processes to track youth that come through the courts for their first appearance, as well as what happens within the screening process.

Youth Court Readiness:

- Ensure the dedicated youth court is viable in its current context to allow for a screening team to be present. Do changes need to be made? Is there openness and opportunity to address any changes that need to be made?

Internal Processes:

- Implementation Plan – develop an implementation plan (or a work plan). This document can break down the implementation process in smaller tasks, and will allow your team to better understand the tasks that need to be completed to implement the screening model.
- Paperwork – develop the necessary paperwork to both complete the screening and monitor the outcomes from the screenings (appropriate consent forms, an operational guide or manual, process diagrams, work plans, and promotional materials, for example).
- Paperwork Storage – identify how and where the paperwork will be stored. Consider developing a file-sharing site for the screening team members (such as a SharePoint site or a Google Drive). This will give you a platform to place all documents (which are then printable and editable) that will be used by the screening team, as well as a schedule for upcoming court dates.

Screening Team - identify team members and specific roles:

- Consider assigning a screening team lead/coordinator or an implementation coach, to provide oversight to the screening team and ensure the processes that were put in place are working effectively.
- Is there someone to identify and first meet the youth and their families?
- Should specific team members complete the screening?

- Consider any health equity issues in the community, and whether it is appropriate to invite specific screening team member(s) to help address any identified need(s). For example, do you need to be able to provide screening in French?
- Ensure leadership from the agencies represented on the screening team is well aware of the expectations and duties their staff will be undertaking as a screening team member.
- Training – once screening team members are identified, consider training needs. Do team members need to be trained on the screening tool? Do they need to be licensed to use the tool? All screening team members need to be familiar with the processes and paperwork. Do any training tools need to be developed?
- Consider having the agencies involved on the screening team sign a letter of agreement that outlines the shared vision as well as commitment to the process.

Communication:

- Inform other key players about the model being developed. These “other” partners may include police, education partners, funders (such as the Ministry of Child and Youth Services, Justice Division), and other community agencies that may be affected by the intervention, among others.
- Consider the best way to engage with youth at the courthouse. Use of duty counsel? Crown Attorney’s office? Signage? How will the screening team be informed about first appearance youth?
- Branding – consider developing your own youth court screening model materials, such as a logo, brochures, signage, and/or promotional materials.
- Set a date to launch the youth court screening model at court. Prepare all stakeholders who are involved in or impacted by the launch.

Oversight:

- Consider building an “*advisory team*” to monitor the work when the screening model launches at court, as well as oversee the model in the future when it has become sustainable. The advisory team may consist of program managers/leadership, particularly from the agencies represented on the screening team, as well as staff from the courts or other community members.

Evaluation and Sustainability:

- Collect base line data (if possible). These measurements will be needed to determine if changes occur after implementing the youth court screening model. Examples might be: how many first appearance youth currently come through court each youth court day? How many are flagged for potential mental health issues? How many are currently being referred to the youth mental health worker program (the Ministry of Child and Youth Services mandated program to work with court-involved youth with mental health issues)?
- Develop a plan outlining the data that needs to be collected from the youth being screened. This will be informed by the screening tool chosen, as well as the development of the supplementary screening form.
- Data tracking – Consider the best format for data tracking. Excel? A database? Build a platform that allows the screening team to easily record information gathered from the screening. Consider confidentiality issues – should the information be de-identified?

- Consider what the group wants to learn from the development of the youth court screening model and the data being collected. Some key questions may include: what are the numbers of youth being screened, along with age and gender? How many have addiction or mental health issues, or other concerns? What is the number of youth recommended for each pathway to service? What are areas for improvement in the screening model? Was the model implemented with fidelity or adherence to the critical components? What are strengths and weaknesses in the implementation process?
- Reports: Who will be generating or creating reports based on the data collected? In what format? How often? Who does this get shared with? How does it get shared? What kinds of information or reports will be helpful to support future planning and decision making related to the youth court screening model, as well as to program planning in each agency and across the community as a whole?
- Write a sustainability plan. What needs to be put in place to ensure that a youth court screening model can be implemented, and that it can last over time?

2.3 Initial Implementation (Test and Refine)

Initial Implementation is the stage in which the intervention and necessary organizational and system changes are tested in real time. Information from the implementation, coaching, and training plans, as well as other quality improvement and outcome measures inform how well the intervention is working. Rapid improvement cycles, often referred to as Plan-Do-Study-Act or PDSA cycles, can be used to help monitor the implementation.¹⁹ Changes to the intervention should then be made and their impact evaluated as necessary. Even the most rigorous planning cannot predict every possible intended and unintended impact of a change, especially when human behaviour is involved. The use of a coach (or screening team coordinator) is invaluable in this stage. Coaching supports the monitoring of the implementation plan, as well as the changes that need to be made to ensure the work is effective and sustainable.^{8,9}

IMPLEMENTATION DRIVERS

Implementation drivers are the engine of change. They are the cornerstone of Installation and the factors that help make a new practice stick. There are three categories of implementation drivers to consider: competency, organization, and leadership supports.¹⁸

For more information on Implementation Drivers see <http://implementation.fpg.unc.edu/sites/implementation.fpg.unc.edu/files/NIRN-ImplementationDriversAssessingBestPractices.pdf>

In this stage, your community will launch its newly built youth court screening model. You will study how well the model is working at court; if youth are being screened efficiently and effectively; and, if the model is doing what it was set up to do. This stage is about monitoring what is working and what changes need to take place, and taking action to make those changes happen.

Launch your Youth Court Screening model.

- It can sometimes be difficult to transition from planning to actual implementation, but it is important to take the first step to get started and then work on making adjustments as necessary.

Screening Team:

- Screening team meetings – schedule regular team meetings to elicit feedback, provide important information on any changes, and ensure consistency with all team members.
- Screening team lead/coordinator – if assigned, this individual can play a valuable role in overseeing the work that needs to be completed in this stage, and can also act as a liaison between the screening team and the advisory committee.
- Coach - If you have not already done so, consider assigning an implementation coach to facilitate the improvement cycles and work with agencies directly to implement the new processes. The coach may be internal or external. For example, if you have assigned a screening team lead/coordinator, this individual could also act as the coach.
- Ensure that all the screening team members are completing the paperwork correctly.
- Continue to identify training needs of current screening team members.
- Identify if there is a need to bring on new screening team members, and train them accordingly.

COACHING

A key component to consider for successful implementation of any intervention is the role of implementation coaching. Coaching is a guided process that facilitates change or growth for the purpose of achieving a specific goal. The coaching process will differ depending on personal styles and the organization where it is being used, but it is usually associated with support, mentorship, consultation, and supervision. Coaching can be used to support the implementation of a new way of working and ensuring its sustainability.^{8,20} In fact, on-the-job coaching has been shown to improve the uptake of new skills from 5% to 95% compared with training without coaching (including theory, discussion with demonstration, practice and feedback).²¹

The skills, tools, and strategies associated with coaching can be used wherever there is an identified need for: the adoption of a new way of thinking; skill development; rapid change; and/or sustainable change.^{8,21}

Coaching was a significant part of the Niagara Justice Service Collaborative's intervention, and is highly recommended to support the implementation of youth court screening initiatives in other communities. This can be done with the support of an outside resource, such as an intermediary organization like CAMH-PSSP, or you can identify a screening team member to act in the role of a coach. You could identify this individual as the Screening Team Lead or Coordinator.

Improvement Cycles:

- Set up Plan-Do-Study-Act cycles (PDSAs) to help you recognize successes that are happening and track changes that need to be made.¹⁹ Consider how these cycles will be tracked and documented, as well as how you will address any identified changes that need to be made. Some questions to consider:
 - Is the current timing of youth court working?
 - Are youth that are identified as needing screening being screened? Are health equity issues of the youth being met?
 - Look at your data for those youth who declined screening. Any patterns? Any concerns? Any mitigating strategies?
 - Monitor the number of youth being screened. Are there enough screening team members present at court? Too many?
 - Are screening team members showing up as needed? Completing the tasks? Is there feedback for agency leadership?

Internal Processes:

- Make changes to the processes, forms, and paperwork as needed.
- Regularly update the Google Drive/ Sharepoint site that the screening team members use to access the most recent paperwork.

Communication:

- Ensure that well-functioning, on-going feedback loops are established with the Crown Attorney's office, judge(s), and duty counsel, as well as any support staff at the courthouse.
- Inform stakeholders of any changes that are being made. Solicit support from partners/ leadership/ decision makers to work through any challenging issues.
- Consider other community members who need to be informed that the youth court screening team has launched, and any implications for them.

Oversight:

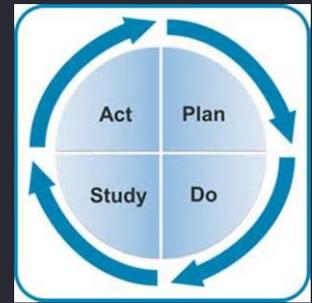
- The advisory team can begin to meet, oversee the improvement cycles and feedback loops, and continue the work on the sustainability plan. This group can be responsible for monitoring the data, as well informing processes that need to be changed. The group can also help advise other key stakeholders in the community about the model, and provide progress updates.

Evaluation

- Process evaluation can be used to gather information once the youth court screening model is operational. Process evaluation helps determine if the model was implemented effectively, what is working, and what changes need to be made.

WHAT IS A PDSA?

The *Plan-Do-Study-Act* cycle involves a “trial-and-learning” approach. PDSA steps are conducted over repeated cycles designed to discover and solve problems, with the end goal of achieving high standards while eliminating error.^{19,22}



- Use early, initial data to help inform your decision making. Consider the following:
 - Are youth that should be screened being screened?
 - Is the process for the screening team to meet with the youth working?
 - Is courthouse staff aware of the screening team and its processes?
 - Is timing of the youth court working well with the screening team process?
 - Are enough screening team members present to screen all youth on the docket each court session? Too many? How is the attendance of the screening team members?
 - Are all screening members trained adequately on their roles?
 - How long is each screening session taking?
 - Are youth receiving accurate and timely pathways to service?
 - Do screening team members find the post-screening meeting helpful to identify the pathways to service?
 - Is the data being recorded accurately into the database after the screening?
 - Is the paperwork that has been developed effectively collecting what it is intended to collect? Is enough information being collected? Too much?
 - Are the needs of identified priority populations being met?
 - Can feedback be collected from the youth (and/or their families) who have been screened? Did they find the screening helpful? Did they understand why they were being screened? Did they (or will they) engage in community services?
- Again, review who is responsible for collecting, analyzing and sharing the data results, and if that process is working.
- As mentioned above, the use of improvement cycles is important to demonstrate how implementation is progressing. Use these improvement cycles to help you react quickly to challenges, and make changes based on evidence.
- Data will let the planning teams know if they are achieving the results they set out to achieve.

PROCESS EVALUATION

Good process evaluation asks if the youth court screening model is running as intended. Process evaluations focus on the implementation of program elements as well as a few key “process mechanisms” that most greatly contribute to the desired outcomes (increased number of referrals and/or increased uptake of health and social services by court-involved youth, for example).²³ Important program elements to consider investigating include:

- Program staff (such as attitudes, buy-in for the screening model, and training);
- Program clients (such as the degree to which the “target audience” – that is, the court-involved youth – were served by the screening team);
- Program materials (including sufficient training, and whether the screening team materials are provided and used); and,
- Organizational structures (determining if the physical space used to screen youth is sufficient, if there are enough funds to run or sustain the model, and if the record-keeping systems are adequate, for example).

This is a good time to revisit the logic model. Direct observation and documentation review (of screening tool training materials, screening processes, and other quality assurance materials, for example) may help answer questions related to the success of the implementation of your youth court screening model.^{24,25}

2.4 Full Implementation (Maintain and Grow)

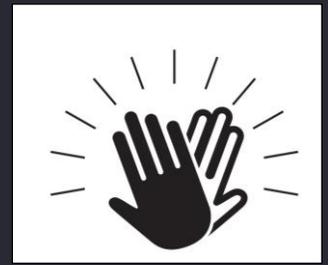
Full Implementation occurs when a newly implemented program becomes fully operational and the new practices are integrated in the day-to-day work. The focus shifts to long-term sustainability, as organizational and community contexts evolve. Once an intervention has reached this stage, a sustainable plan for continued learning, improvement, and training for new staff should be in place.

In this final stage, the goal is for your youth court screening initiative to be “business as usual” at the courthouse. The screening team should be performing effective and efficient screenings at court, and each youth screened should have a clear pathway to appropriate service in the community, depending on their needs. The goal is to have community ownership in the model and for the work to be sustainable over time. It is important to acknowledge that it can take time (months or even years) for interventions to become “business as usual”.

Consider the following activities and questions to help you support the ongoing viability of your screening team model:

Screening Team:

- Plan for turnover. Consider how you will conduct ongoing identification of new screening team members as needed.
- Ensure you have clearly written protocols on how to “train” new screening team members.
- Screening team lead/coordinator. Consider the ongoing role of the screening team lead, which may include: ongoing monitoring of the screening team schedule; identifying the need to bring on new team members; supporting training needs; maintaining regular contact with the Crown attorney’s office, duty counsel, judge(s) or court support staff; liaising with the advisory team; overseeing the ongoing updates to paperwork; and other roles as determined by the team.
- Revisit the Health Equity Impact Assessment tool (HEIA). Are the needs of your community’s identified priority populations being met?



Don't forget to
CELEBRATE the
successes along the
way!

Internal Processes:

- Ensure a process is in place to support ongoing monitoring of youth court dates and scheduling of screening team members.
- Conduct regular monitoring of the practices, as well as the information collected, to ensure that everything remains relevant and there is fidelity to the model you built. For example, you may wish to schedule regular review processes with the screening team (yearly, for example) to review ALL processes and make changes as needed. Be sure to include a process for reviewing and updating the paperwork as needed.

Oversight:

- Set up regular meetings for the advisory team to oversee the youth court screening initiative, and ensure that all operations are running smoothly.
- Considerations for the advisory team include: evaluation outcomes; data sharing opportunities; sharing out opportunities; and, risks to sustainability, along with relevant mitigation strategies.
- The advisory team can also look for opportunities to “grow” – either by expanding the youth court screening model, or by using the outcomes to consider the need for new programming in the community.

Evaluation

- Ensure there is consistency and fidelity to the model of youth court screening that was originally envisioned. Remember that systems are not static. Processes and protocols will need to change as the system evolves, but the core components of the model should not change. The critical components should remain consistent with the original purpose and design of the model: Is there a dedicated youth court in place? Are youth getting screened for mental health, addiction and other issues? Are there clear pathways to service?
- Continue to monitor for challenges and barriers to the input of data into the system (such as password changes, new staff members being trained on data input, new systems, other).
- As per the plan, continue to run scheduled reports that give a summary of the data collected.
- Continue to consider innovative ways to share the data – at both the agency level as well as the system level.
- Seek opportunities to use the data collected for community purposes – funding proposals, new partnerships, or resource shifts/additions, for example.
- Re-visit the sustainability plan – does anything need to change to ensure that the youth court screening model can sustain itself over time? The plan will help lead to ongoing success by ensuring the community is prepared to address potential challenges and have a strategy in place to maintain and strengthen the model built.
- Remember - data will let the planning teams (both the advisory team, as well as the screening team) know if they are achieving the results they set out to achieve.



DETAILED DESCRIPTION OF NYCSI

An example to consider for implementation in other communities

This section provides detailed information about the NYCSI initiative taking place in St. Catharines. It provides specific details about NYCSI activities, processes, and protocols that were created in order to ensure shared understanding among relevant stakeholders, while also providing focused information for training new NYCSI team members and ensuring consistency across the team. NYCSI is an example of a successful community model that other stakeholders and communities seeking to establish a similar youth court screening initiative can reference. Examples of documents pertaining to NYCSI are provided in the [Appendices](#).

For the purposes of this guide, specific program names and roles assigned to the NYCSI Screening Team as of September 2017 are included. Changes in the St. Catharines system could require revisions to these processes or roles. It is recognized that youth justice, health, and human service systems are constantly evolving and that the information described herein may similarly need to evolve to ensure ongoing relevance and appropriateness of the initiative. Efforts to replicate NYCSI in other communities may also involve tailoring of these details to suit the local context, as well as the community's unique needs, capacities, and priorities. As such, this is a living document and should be interpreted and referenced accordingly.

NYCSI Process

3.1 IN ADVANCE OF YOUTH COURT SESSIONS:

- The NYCSI Screening Team receives the St. Catharines youth court docket from the Crown Attorney's office via email one to two days in advance of each youth court session. The Crown Attorney's office has assigned a staff member to be the point person for the Screening Team.
- The Crown Attorney screens all cases for consideration for post-charge diversion programs (specifically, extrajudicial sanctions programs). In the St. Catharines youth justice system, there are three such programs, respectively housed at Pathstone Mental Health, Port Cares, and the Niagara Regional Native Centre.
 - NYCSI Screening Team members representing extrajudicial sanctions programs are notified by the Crown Attorney's office via email of cases pre-approved by the Crown for post-charge diversion. The Screening Team is provided with a summary of the youth's case and an extrajudicial sanctions form requiring further action by the youth/legal counsel/ extrajudicial sanctions program, as appropriate.
- Youth probation officers run the first appearance youth through their information system to see if any are on probation, and if they are, if there any reasons why they may not appear in court.
- Screening Team members communicate their availability in advance of court dates on a Screening Team Availability Chart on a Google Drive used by the NYCSI Team. Depending on the expected volume of youth to be screened by NYCSI (based on the docket), it is not always necessary for all NYCSI Screening Team members to be present at court, in which case the Screening Team consults via email and makes appropriate determination of capacity needs at court that day. Note that the default expectation is that all Screening Team members will attend each youth court session unless otherwise stated.

3.2 THE DAY OF YOUTH COURT - SCREENING PROCESS:

- If a NYCSI Screening Team member is unexpectedly unable to attend youth court, **they notify the entire Screening Team no later than 9:00 a.m.** that day.
- Screening Team members are expected to bring the following items with them:
 - a) Paper copies of the NYCSI Consent for Participation package (ensuring that they have sufficient copies – two per youth required).
 - b) Paper copies of the MAYSI-2, MAYSI-2 Scoring Grid, MAYSI-2 Secondary Screening Form, and the NYCSI Supplementary Screening Form. (Note: Paper copies of all materials are also always kept on hand in a NYCSI lockbox in the legal aid office).
 - c) [Extrajudicial sanctions staff only] Paper copies of extrajudicial sanctions pre-approval forms for youth appearing on that day's docket [to be provided to duty counsel, and for review by extrajudicial sanctions staff to determine program selection (Port Cares/Pathstone) for extrajudicial sanctions youth].
 - d) Any documents/information from previous court sessions requiring further attention by the Screening Team.
 - e) The docket for that day.
 - f) Cell phone (for team communications).
- First appearance youth are expected to arrive at the Robert K. Welch Courthouse at 12:00 p.m., and youth court commences at 2:00 p.m. (this information is provided to youth by the Niagara Regional Police Service). NYCSI Screening Team members arrive in advance of youth arrivals (11:30 a.m.) to engage in the following preparatory activities:
 - a) Secure private consultation rooms for screening and post NYCSI signs on consultation room doors (NYCSI signs are available in the NYCSI lock box which is stored in the legal aid office).
 - b) Set up the NYCSI banner outside of the duty counsel office (which is where the Screening Team members assemble).
 - c) One screening team member will act as the "NYCSI Greeter". See [Appendix A](#) for a full description of the Greeter role. The Greeter notifies the attending duty counsel that the NYCSI Screening Team has arrived and will be ready to receive youth for screening once they have received legal consultation from duty counsel. At this time, the NYCSI Greeter ensures that the duty counsel office has a sufficient supply of NYCSI Youth and Family Brochure see [Appendix B](#).
 - Note: Some youth may have private counsel. The Screening Team has educated many defense lawyers in the Niagara region, and these lawyers are also encouraged to bring their clients to the NYCSI Screening Team to be screened.
 - d) An EJS program representative provides extrajudicial sanctions pre-approval forms (already signed by the Crown Attorney's office) to the attending duty counsel.

- e) The Screening Team collectively reviews the docket and shares any prior knowledge that will affect NYCSI processes that day; for example: the youth is already engaged in mental health services and thus does not require NYCSI screening; or, the youth is known to have a designate and will not be appearing in court. Any special considerations affecting screener assignments to youth are also discussed. Such considerations could include:
- *Known Aboriginal affiliation.* Typically, the NYCSI screening team member (if available) representing the Aboriginal service sector would screen this youth.
 - *Preference for screening in French language.* This information is typically obtained from youth when NYCSI first connects with them at the courthouse the day of their appearance. If preference is for French language screening is indicated, a French speaking screening team member is assigned to screen that youth.
 - *Extrajudicial Sanctions Youth.* Typically, a NYCSI screening team member (if available) representing an extrajudicial sanctions program would screen this youth.
 - *Prior knowledge/relationship.* On a case-by-case basis, any given NYCSI screening team member could be deemed the most appropriate screener (for example, a previous therapeutic relationship exists that would support an effective engagement with the youth). Alternatively, there may be instances where a screener self-identifies a preference not to screen the youth (for example, a personal or professional conflict of interest exists).
- Discuss any protocol/process changes and/or other considerations for the day. This may include, for example: revisions to a NYCSI document or troubleshooting team member absences.
 - Upon arriving at the courthouse at 12:00 p.m., all first appearance youth proceed immediately to the Crown Attorney's office to pick up their disclosure, and subsequently proceed to the legal aid office for initial consultation with the duty counsel. The disclosure has clear instructions written about what the screening team provides, and how to access the service (see [Appendix C](#)). Standing protocol between NYCSI and duty counsel is that duty counsel provides the youth/family/attending guardian with the NYCSI Youth and Family Brochure and, in the majority of cases, directs them immediately to the NYCSI Screening Team. In some cases, duty counsel will recommend that a youth not participate in NYCSI screening without further legal consultation.
 - The NYCSI Greeter receives the youth and explains NYCSI in more detail, including identifying the youth's interest in receiving screening in French or by the NYCSI screening team member representing the Aboriginal sector. If all screening team members are occupied with youth at this time, the Greeter will proceed to complete informed consent using the *NYCSI Consent for Participation* package.
 - Youth who agree to participate in NYCSI screening are introduced by the Greeter to the next available screening team member (unless exceptions have been identified in the screening team pre-court consultation, as indicated above).
 - For youth who decline NYCSI screening, the Greeter completes the appropriate documentation regarding the youth's participation in NYCSI.
 - The NYCSI screener now engages the youth and/or family. See [Appendix D](#) for a complete description of the screener role. A family member/guardian accompanying the youth is welcome to sit in on the screening process to support the youth, if the youth consents to their involvement. The screener brings the youth (and family member/guardian, if applicable) to a private consultation room. Screening should always take place in a private room with the door closed.

Screeners complete the following tasks:

- a) *(If informed consent has not already been obtained by the Greeter)* Review the *NYCSI Consent for Participation* package with the youth and allow them the opportunity to read it and ask any questions. In the case of reading or interpretation difficulties, the screener should verbally review the information and ensure that it is understood by the youth.
- b) The youth (or signature designate) must then complete the signature sections of the *NYCSI Consent for Participation* package. There are two sections in this package that must be addressed:
 - i. Consent to Participate in Screening
 - ii. Consent to Disclose Personal Health Information

Note: Youth can decline to participate in any one or more of the above, subsequently determining the activities to be completed by the screener. The screener signs the completed consent forms as a witness.

- c) The screener engages the youth in the screening process:
 - i. **Complete the NYCSI Supplementary Screening Form** (see [Appendix E](#)). The screener must ensure the youth's basic contact information is recorded immediately and accurately in the event that screening terminates unexpectedly and to ensure that timely follow up with the youth is possible.
 - ii. **Complete the MAYSI-2.** A youth can complete the MAYSI-2 independently (currently it is being completed on a paper version) or with screener assistance, if literacy issues are detected, or if it is client preference.
 - iii. **The Screener scores the MAYSI-2 and interprets the results.** In instances where a score on a MAYSI-2 scale falls above the Caution or Warning cutoff, the screener completes the MAYSI-2 Secondary Screening as described in the MAYSI-2 instructions.
 - d) If there appears to be a need for further service and/or the youth desires further service, the Screener informs the youth that their information will be reviewed with the NYCSI team and that a member of the NYCSI team will follow up with them. If there is no need or desire for further service at that time, the Screener ensures the youth has the NYCSI Youth and Family Brochure, as well as a Niagara Crisis Card.
 - Note: For cases in which the need for early intervention program services is clearly evident to the screener, such as high suicidal ideation and/or consistently high scores across the MAYSI-2, screeners are to proceed immediately to book an appointment with Early Intervention Program staff and provide youth with an Early Intervention Program business card with the appointment date.
- Suicidal Ideation – The NYCSI team developed clear guidelines and processes to follow if a youth does present with high suicidal ideation. See [Appendix F](#).

3.3 THE DAY OF YOUTH COURT – POST SCREENING PROCESS:

- Upon completion of screening of all available first appearance youth, the entire NYCSI Screening Team will participate in a “scrum”. The purpose of the scrum is to discuss each case and, as a team, identify clear pathways to service, as per client need. See [Appendix G](#) for a description of how each case is presented.
- There are four pathways to service, which are described below and also outlined visually in [Appendix H](#) (Process Map for the Screening Team):
 - 1) Youth that present with identified need for follow up on mental health and/or addiction issues are referred to the Early Intervention Program at Pathstone Mental Health.
 - 2) Youth flagged for an extrajudicial sanctions program go to one of two programs (Pathstone Mental Health or Port Cares). These youth could also be referred for other services, if specific needs are identified.
 - 3) Youth who do not have significant mental health and/or addiction needs, but have expressed other “basic needs”, such as housing, employment, education, or other needs, are assigned to a screening team member who follows up directly with the youth. At this time, the youth worker from Youth Resources Niagara acts in this capacity.
 - 4) Youth who identify as First Nation, Inuit or Métis and are seeking services with a First Nation, Inuit or Métis-serving organization will have follow up completed by a screening team member who works with this population (this is currently a worker from the Niagara Chapter of Native Women or the Niagara Regional Native Centre).
- Following the scrum, each screening team member assigned to a particular youth is responsible for follow-up with that youth, is the “keeper” of the youth’s paperwork, and is responsible for data input into the NYCSI database (see below for more information about the database).
- Note: Not all youth show up to court on their scheduled first appearance. One screening team member is responsible for documenting which youth were missed, as these youth will not be identified on the docket as first appearance on their next scheduled court date. This screening team member alerts the screening team the next time that particular youth presents on the docket, at which point the team attempts to locate the youth to see if they are interested in being screened.

NYCSI Database

Data tracking, reporting and performance monitoring are essential elements to ensuring the successful implementation of NYCSI. In the early stages of planning, the Niagara Justice Service Collaborative decided to put one-time funds into the development of a database to provide a mechanism to collect, store and report on the outcomes of NYCSI. The NYCSI database is stored at Contact Niagara, an agency that already hosts a database for the community that collects information on youth with both mental health and developmental needs. The database is on the WebTracker platform.

All non-identifiable information collected from the screening is currently entered into the database, including information from the Supplementary Screener and the MAYSI-2, as well as the pathway outcomes. The youth’s name, address, phone numbers, and parent/guardian names are not entered, nor is information collected about the youth’s criminal charge itself, other than a high level code on the type of charge. Declines are also recorded in the database (coded 001), so the number of declines can be captured.

Only members of the screening team and database administrators have access to the database (they have each been assigned a unique log-in code).

3.4 DATABASE PROCESS:

- Data entry - pathways for each youth following the screening are determined at the screening team scrum. The screening team member who has the file assigned to him/her is then responsible for inputting the information into the database.
- Consents – all signed consent forms are collected by one designated screening team member, and are forwarded to Contact Niagara who is responsible for securely storing the forms.
- The database administrator runs a quarterly report rolling up all the data collected. This information is presented to both the screening team as well as the advisory team.
- The advisory team is responsible for monitoring the data, tracking needs, and using the data for agency and system level decision-making.

CONCLUSION

The goal of a youth court screening model is to better identify mental health, addiction and other needs in court-involved youth, and connect youth with appropriate services in the community. Early identification and intervention can lead to better outcomes for the youth and families with whom we work. The intersection between justice and mental health is an important element to consider in providing quality service for at-risk youth.

The Niagara Youth Court Screening Initiative demonstrates how a community came together to build a model that helps youth and their families receive the supports they need. Cross-sector collaboration and innovative thinking were critical to the success of this model. The model can be explored by other communities, with consideration of fidelity to the core components of a youth screening model (a dedicated youth court, screening based on best evidence, and clear pathways to service) but flexibility to develop the model to match the unique needs of the community. Implementation takes time – give yourself plenty of time to build partnerships, and develop a plan. Thoughtful planning, taking into account both the need to evaluate the intervention, as well as build in sustainability, is key.

The implementation approach and resources presented in this guide are designed to help new communities consider if a youth court screening model is a fit for their community, and to support them to develop and implement their own model. We hope this guide is helpful to you!



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RESOURCES

Active Implementation Frameworks as developed by the National Implementation Research Network (NIRN) – frameworks to consider to guide the development of your youth court screening model

<http://nirn.fpg.unc.edu/>

Evaluation – suggested resources to use when considering outcome and evaluation strategies

<http://www.betterevaluation.org/en/taxonomy/term/684:>

www.open.edu/openlearncreate/mod/resource/view.php?id=52658

Health Equity Impact Assessment (HEIA) - a tool to help you consider potential health equity impacts when developing your model

<http://www.health.gov.on.ca/en/pro/programs/hea/>

Implementation Drivers – an overview of NIRN’s drivers and how they can support your implementation process

<http://implementation.fpg.unc.edu/sites/implementation.fpg.unc.edu/files/NIRN-ImplementationDriversAssessingBestPractices.pdf>

Niagara Youth Court Screening Initiative (NYCSI) – video

<http://sho.co/19CZK>

Niagara Youth Justice Service Collaborative

<http://improvingsystems.ca/projects/niagara-youth-court-screening-initiative-1>

Practice Profile – a tool to help you identify the critical components of your youth court screening model

<http://implementation.fpg.unc.edu/sites/implementation.fpg.unc.edu/files/NIRN-Education-PracticeProfilePlanningTool.pdf>

Readiness Assessment – information on assessing organizational and community readiness, including a template to consider

<http://health.mo.gov/data/interventionmica/ReadinessPreparation.html>

Systems Improvement through Service Collaboratives (SISC) – description of the SISC initiative

www.improvingsystems.ca

Screening Tools – two potential tools that could be used at youth court:

- Massachusetts Youth Screening Instrument-Version 2 (MAYSI-2)
<http://www.nysap.us/MAYSI2.html>
- The Global Appraisal of Needs - Short Screener (GAIN-SS)
https://www.assessments.com/assessments_documentation/gain_ss/GAIN-SS%20Manual.pdf

APPENDICES

APPENDIX A: NYCSI GREETER CHECKLIST

Greeter Checklist

- Check Greeter schedule on Google Drive and ensure availability. If unable to attend on scheduled dates must contact another ST member to cover greeter responsibilities and email team of change.
- Print off docket and fill in Initials on the Greeter Summary Report for all FA and carry overs from previous weeks. Compile a list of First Appearance (FA) youth expected that day to track who is screened, or not.

PRIOR TO COURT

- Review “Greeter’s Script” & make it your own! This means finding a way to convey essential info in a way that feels natural to you!
- Place NYCSI signs on interview rooms. (2-3 if numbers warrant a third) Greeter to inform screeners of which rooms and keep track of screeners in rooms.
- Ensure NYCSI banner is put up, taken down and stored in Legal Aid Office.
- Take black box with NYCSI forms out of Legal Aid Office.
- Make Face to Face contact with Duty council office to request they refer FA youth to NYCSI after they meet the youth.
- Greeter is to be accessible via cell phone for Screening Team (ST) members who are screening and are in need of a secondary ST member for support (i.e. youth at high risk of self-harm). Ensure that all ST members have their number.
- Greeter to meet with Early Intervention Program (EIP) worker at beginning of each court date to obtain her appointment schedule. If she is not available ST members will bring EIP referrals to Greeter to be given an appointment date.
- Approach all youth to ask if this is their FA at court.
- Ensure youth has spoken to Duty Counsel **before** being screened and has disclosure from the Crown’s office.
- Offer youth services that are Aboriginal specific, determine if language barriers may exist. Make note of youth requiring other language including contact information so arrangements can be made for a later date.
- Introduce the youth to be screened to a Screening Team member who is available to screen, or ask the youth to wait for the next available Screener. Facilitate an introduction when appropriate.

COMMENCEMENT OF COURT

- Greeter will inform EIP staff and probation staff at the commencement of court which youth still require screening to allow them to flag the youth to meet with a ST member after they are in court.
- Once court begins Greeter will designate a ST member to sit in body of the court to catch youth missed prior. Greeter will provide said designate with the list of youth to still be screened.
- Greeter will approach youth as they leave the court room with said designate and connect them with an available screener outside the court room.
- Greeter or Designate will go the court clerk office which is on the 2nd Floor of the St. Catharines court house, through the doors marked “Do Not Enter” at the end of the hallway by court rooms 4 & 5. See the court clerk, who sits behind the glass at the front desk, if she could please unlock the meeting room door on the 4th floor for the NYCSI. ***This needs to be done just prior to the meeting so the door is not left open when the room is vacant. At the end of the Scrum the Greeter will go back and ask the court clerk to lock the door. If she is not available the Screening Team will need to find an alternative meeting location.*

SCRUM

- Greeter to notify via text any ST members still in the court room if there is a change in planned scrum location.
- Greeter completes a **Greeter Summary Report** with details of each youth they have made contact with.
- Greeter will complete individual screening team reports for youth that decline.
- Greeter leads the scrum and ensures all youth who have been screened are reviewed in the SCRUM, all data fields are complete on the Consent, Supplementary and MAYSI-2, declines are documented, and appropriate service pathways are determined.
- Greeter ensures the screening paperwork (Greeters Summary Report) has been forward to Pathstone’s EIP worker or their designate before Screeners leave the court house each youth court session.
- During Scrum, Greeter will document any questions, concerns or other notable events to be reviewed at the next meeting.

APPENDIX B: NYCSI YOUTH AND FAMILY BROCHURE

What is the Niagara Youth Court Screening Initiative (NYCSI)?

The Niagara Youth Court Screening Initiative (NYCSI) is a team of service providers who are in Youth Court to help youth figure out if they would benefit from services in Niagara. The NYCSI Team can provide support to youth for mental health, use of substances (alcohol, drugs), gambling, gaming, education, employment, housing, and other needs. Based on a youth's needs and their interest in receiving services, the NYCSI Team can suggest organizations in Niagara that might be able to help.



How does NYCSI work?

When a youth comes to Youth Court in St. Catharines for their first appearance, they will have the opportunity to meet with a member of the NYCSI Team. If the youth agrees, a NYCSI Team member will help the youth complete a questionnaire. Based on this questionnaire and with the youth's input, the team will recommend services in Niagara that will be helpful for the youth.

NYCSI is voluntary and a youth can refuse to participate at any time. Participating in NYCSI is separate from the Court's decision about a youth's case. It is also separate from Extrajudicial Sanctions (EJS) Programs or other court programs that a youth might be eligible for. Participating in NYCSI does not mean that a youth's case will be diverted. With the youth's permission, Duty Counsel will be informed of their participation in services through NYCSI.

After meeting with the NYCSI Team in youth court, then what?

A youth might be referred to a specific program or organization in Niagara that can help them with their needs. Or, the youth might not need extra help or might not want to receive services. If the youth wants help and is interested in receiving services in the community, the NYCSI Team will make arrangements to follow up with the youth to discuss their options for getting help.

NYCSI is a collaboration between health, youth justice, and social service agencies in the Niagara region. For more information about NYCSI, contact Mike Taylor, Executive Director, Youth Resources Niagara, Mike.Taylor@yrn.ca.

If you need immediate help or information, there are resources available.

INFORMATION AND SERVICE ACCESS

211 Dial 2-1-1 from any phone for free, confidential, non-emergency help from community and social services. Information and Referral Specialists answer calls 24 hours a day, 7 days a week, 365 days a year and can provide information on government and community based health and social services. It's free, and offered in over 100 languages. Learn more at www.informationniagara.com

Community Addiction Services of Niagara (CASON) Access to treatment resources for individuals and their families living in the Niagara Region with alcohol, drug and gambling concerns. Call 905-684-1183 or visit www.cason.ca

Contact Niagara Information and services in Niagara for local children and youth who have emotional, behavioural and/or developmental concerns. Call 1-800-933-3617 or visit www.contactniagara.org

Mental Health and Addictions Access Line 24/7 telephone support for Niagara residents (ages 16+) looking to be connected to local mental health and/or addictions services. Needs will be explored to determine the best fit for service. A direct connection to service providers can be made for individuals, ensuring they get connected to support. Call 1-866-550-5205 (Press 2). <http://accesslineniagara.com/>

Le Centre de santé Communautaire Hamilton/Niagara offre une gamme de services en français pour les enfants, les jeunes et leurs familles. Nous offrons des services de santé primaire, des consultations et du soutien dans le domaine de la santé mentale, la toxicomanie ainsi que divers programmes pour les survivants et les survivantes de violence. Nous offrons aussi des services d'établissement pour les nouveaux arrivants ainsi que plusieurs autres ressources pour les personnes d'expression française. Nos services sont gratuits et confidentiels. Appel 905-734-1141 <http://www.cschn.ca/>

Information about the youth justice system and legal assistance for Ontario youth Justice for Children and Youth – <http://jfcy.org/en/rights/criminal-youth-criminal-justice-act/> Legal Aid Ontario – www.legalaid.on.ca

CRISIS SUPPORT

Distress Centre of Niagara

24/7 confidential telephone crisis intervention support service available to anyone in need in the Niagara Region.
St. Catharines, Niagara Falls and area: 905-688-3711, Port Colborne, Wainfleet and area: 905-734-1212, Fort Erie and area: 905-382-0689, Grimsby and West Lincoln: 905-563-6674. www.distresscentreniagara.com

Kids Help Phone

24/7 confidential telephone and online counselling services (English or French) for youth aged 20 and under. Call 1-800-668-6868 or visit www.kidshelpphone.ca

Pathstone Mental Health Crisis Line

If you are a youth or family in crisis and need help immediately, call 1-800-263-4944 (24 hours a day, 7 days a week, 365 days a year). www.pathstonementalhealth.ca

APPENDIX C: ST. CATHARINES YOUTH COURT DISCLOSURE



**Ministry of
the Attorney
General**

**Crown Attorney
Niagara North**

Robert SK Welch Court House
59 Church St – 3rd Floor
St Catharines ON L2R 7N8

905 685 4293

**Ministère
du Procureur
général**

**Procureur de la Couronne
Niagara-nord**

Palais de Justice Robert SK Welch
59 rue Church
St Catharines ON L2R 7N8

905 685 5565

Information for Youth on Hiring a Lawyer, Applying for Legal Aid, and Disclosure

1. This package contains your *screening form* and your *disclosure*.
2. If you want a lawyer, but have not yet hired one, you should hire a lawyer immediately.
3. If you cannot afford a lawyer, and you wish to apply for Legal Aid, you should do so immediately. To apply, call the toll free number, 1-800-668-8258, from Monday to Friday between 8 a.m. and 5 p.m.
4. Disclosure is a paper copy of the Crown's evidence against you. If you hire a lawyer or speak to Duty Counsel, provide these documents to him or her.

Next Steps

1. Go directly to the Legal Aid office on the second floor. Bring this package with you.
2. Duty Counsel will look at your disclosure and talk to you about your legal options.
3. Duty Counsel might suggest that you speak with a service provider from a program called NYCSI, who can meet with you immediately to discuss any needs for services that you might have (housing, employment, counselling, etc).
4. NYCSI is located directly outside the Legal Aid office and is completely voluntary.

IF YOU LOSE THESE MATERIALS, YOU WILL BE CHARGED A FEE FOR A REPLACEMENT COPY.

THESE MATERIALS REMAIN THE PROPERTY OF THE CROWN AND MUST BE RETURNED TO THE CROWN ATTORNEY'S OFFICE AT THE END OF THE CASE. YOU MAY NOT COPY, DISTRIBUTE, PUBLISH, OR UPLOAD THESE MATERIALS OR USE THEM IN ANY WAY EXCEPT FOR THE PREPARATION OF YOUR DEFENCE TO THESE CHARGES.

APPENDIX D: NYCSI SCREENER CHECKLIST

Screener Checklist

- Check and update availability on the Google drive on a regular basis. When unable to attend due to last minute reasons email team when possible; when not possible text or call a team member to communicate.

PRIOR TO COURT

- Arrival at 1200, check in with the greeter to verify screening room for the day (ensure it has a NYCSI sign).
- Ensure both screener and greeter have exchanged mobile numbers.
- Obtain a personal safety device.
- Remain in the area of the Duty Counsel office and support Greeter in approaching youth.

DURING SCREENING

- Have complete sets of NYCSI Consent & Release forms (2 copies), Supplementary Screening Form and MAYSI-2 with secondary screeners at all screenings whether using electronic or hard copies.
- Ensure each youth has spoken to Duty Counsel and obtained disclosure prior to beginning screening.
- Introduce yourself and ask if they have any questions.
- When applicable give the youth and family the option of whether they would like their parent/guardian to stay or wait in foyer.
- Begin the screening by explaining and having the youth complete the NYCSI Consent and Release Form.
 - Ensure limits of confidentiality are clearly explained
 - Note that there are areas that require check marks, initials as well as youth and witness signatures.
 - NYCSI keeps the completed form; youth are given a blank form to take home for reference.
- Following the Consent & Release, it is recommended to complete the MAYSI-2 next. This will uncover any issues that the youth may or may not be aware of. It will also serve as a great tool to guide conversation and seek out information during the NYCSI Supplementary Screening Form.
 - Complete MAYSI and secondary screeners as required
- If suicidal ideation is present, a second NYCSI team member is to be called in to offer support. **DO NOT LEAVE THE YOUTH ALONE.** Send a text message to the greeter to request support. The ST member coming to the room will bring a copy of the safety plan. Follow NYCSI Suicidal Protocol to determine level of risk and to determine plan of action.
 - Low Level Risk – complete NYCSI Safety Plan. Take photo of plan to document for NYCSI and original will be sent with youth for reference when needed.
 - High Level Risk – Complete PERT (Psychiatric Emergency Response Team) form and seek out assistance from parent/guardian and/or court staff to arrange transportation to hospital.

- Youth who screen as high risk in areas on the MAYSI-2 and are willing, are to have an apt scheduled with the Early Intervention Program (EIP) immediately. ST member is to bring youth to EIP worker or Greeter to schedule.
- All youth are to be given Crisis Cards (they are located in the black box) following screening.
- Prior to youth leaving screening room, check that all forms are completed in full.
- Once court has begun the Greeter will designate a ST member to sit in the body of the court to assist with “catching” missed youth. The ST member will be given a list of youth missed. ST member to approach youth as they leave the courtroom and bring them to Greeter or available Screener

SCRUM AND REPORTS

- All youth screened are to have individual screening reports completed.
- All ST members are to attend SCRUM and engage in decision making process. Decision of pathways for each youth is made in SCRUM with input of entire team.
- All hard copy documents are to be given to the representative of determined pathway during scrum (or designate). Ensure EIP worker (or designate) has received all the signed consents forms, to be passed to Contact Niagara for secure storage.
- The individual who receives the hard copies during scrum is responsible for entering the information into the database. To ensure accurate counts this must be completed a few days prior to the next court date.

APPENDIX E: NYCSI SUPPLEMENTARY SCREENING TOOL

DATE: _____ <small>MM/DD/YYYY</small>	SCREENING TEAM MEMBER: _____	YOUTH NAME: _____	COURT: _____
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NIAGARA YOUTH COURT SCREENING INITIATIVE (NYCSI) - SUPPLEMENTARY SCREENING TOOL

CONSENTED TO SCREENING:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, REASON for Decline: <small>(please do not collect any further information)</small>	ID: _____ <small>Youth initials</small>
CONSENTED TO INFORMATION COLLECTION:	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONSENTED TO RELEASE OF INFORMATION:	<input type="checkbox"/> Yes <input type="checkbox"/> No

YOUTH STATUS: First Appearance Brought Forward from Prev. Court Other: _____
PREFERS: Aboriginal services (Native Ancestry) French Language Services No Preference
IS SCREENING BEING DEFERRED: Yes No **NEXT COURT DATE:** _____ (DD/MM/YYYY)

PERSONAL/CONTACT INFORMATION

SURNAME: _____		GIVEN NAME: _____	
BIRTHDATE: <small>((DD/MM/YYYY))</small>		GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER	
CURRENT OR MOST RECENT HOME ADDRESS	STREET	_____	
	POSTAL CODE	_____	
	CITY	_____	
	EMAIL	_____	
PRIMARY LANGUAGE: <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER: _____			
HOME PHONE: _____		ALT. PHONE: _____	
MOBILE PHONE: _____		PRIMARY: <input type="checkbox"/> HOME <input type="checkbox"/> ALT. <input type="checkbox"/> MOBILE	
BEST WAY TO CONTACT YOUTH:			
<input type="checkbox"/> HOME PHONE <input type="checkbox"/> ALT. PHONE <input type="checkbox"/> MOBILE PHONE <input type="checkbox"/> TEXT <input type="checkbox"/> EMAIL <input type="checkbox"/> OTHER			

YOUTH EMAIL:	_____
NON-CUSTODIAL LIVING ARRANGEMENTS:	<input type="checkbox"/> 10-Lives with parents
	<input type="checkbox"/> 20-Lives with guardians(s)/foster parent(s)
	<input type="checkbox"/> 30-Lives independently (e.g., apartment or room rental)
	<input type="checkbox"/> 40-Lives in youth hostel/residential facility (e.g. RAFT, Nightlight)
	<input type="checkbox"/> 50-Stays with friends/relatives temporarily with frequent moves (couch surfs)
	<input type="checkbox"/> 60-No fixed address
	<input type="checkbox"/> 99-Other: _____

CONTACT/LIVING NOTES:	PARENT/GUARDIAN:	
	SURNAME:	_____
	GIVEN NAME:	_____
	PRIMARY PHONE:	_____
	ALT. PHONE:	_____

ABORIGINAL, FIRST NATIONS, METIS, INUIT (FNMI) AFFILIATIONS

Do you self identify as aboriginal?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Are you affiliated with the aboriginal community?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Did any members of your family even attend a Residential School?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Are you currently engaged in any Aboriginal Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A

(if yes, specify services)

DATE: _____ <i>MM/DD/YYYY</i>	SCREENING TEAM MEMBER:	YOUTH NAME:
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CUSTODY

YOUTH IS IN CUSTODY:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
NAME OF FACILITY:	
CITY OF FACILITY:	
FACILITY CONTACT PERSON:	
<u>CUSTODY NOTES:</u>	

EDUCATION/ EMPLOYMENT/ INCOME SUPPORTS

Do you regularly attend school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Are you enrolled in an alternative program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Alternative Program Name:	
Do you find school difficult?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<u>NOTES RE. SCHOOL:</u>	
Are you employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Are you currently receiving any form of social assistance?	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> OW <input type="checkbox"/> ODSP <input type="checkbox"/> EI <input type="checkbox"/> Other (<i>specify</i>) _____
Do you have an application for any form of social assistance under review?	<input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> OW <input type="checkbox"/> ODSP <input type="checkbox"/> EI <input type="checkbox"/> Other (<i>specify</i>) _____
<u>NOTES RE. EMPLOYMENT:</u>	

HISTORY AND BACKGROUND

Do you have a probation officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
If yes, probation officer name:	
Do you have a CAS worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Are you in CAS care?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
CAS Agency Name:	
CAS Worker Name:	
<u>NOTES RE. PROBATION/ CAS:</u>	
Do you currently take any prescription medications?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<u>LIST AND DESCRIBE MEDICATIONS:</u>	
Have you ever lost consciousness for more than 10 minutes after a blow to the head?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Have you lost consciousness after a blow to the head more than once?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<u>NOTES RE. LOSS OF CONSCIOUSNESS:</u>	

DATE: _____ <i>MM/DD/YYYY</i>	SCREENING TEAM MEMBER: _____	YOUTH NAME: _____
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SCREENING FOR MENTAL HEALTH AND ADDICTIONS:

Do you have any mental health concerns or diagnoses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Are you currently receiving any mental health services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Are you currently <u>waiting</u> to receive mental health services that you have been referred for?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Would you like a referral to a service to further explore these issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
<u>DESCRIPTION OF MH CONCERNS AND NOTES:</u>	

ADDICTIONS: HAVE ANY OF THE FOLLOWING CAUSED YOU PROBLEMS WITH WORK, SCHOOL, HOME, RELATIONSHIPS OR SOCIAL EVENTS?

Substance use (<i>e.g., drugs, alcohol, inhalants</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Currently receiving substance use services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Waiting to receive substance use services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Would you like a referral to CASON to explore your decision-making around substance use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
<u>DESCRIPTION OF SUBSTANCE USE AND NOTES:</u>	
Videogame Playing:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Currently receiving relevant VG services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Waiting to receive relevant VG services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Would you like a referral to CASON to explore your decision-making around videogame playing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
<u>DESCRIPTION OF GAMING AND NOTES:</u>	
Gambling:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Currently receiving relevant Gambling services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Waiting to receive relevant Gambling services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Would you like a referral to CASON to explore your decision-making around Gambling?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
<u>DESCRIPTION OF GAMBLING AND NOTES:</u>	
Excessive Internet Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Currently receiving relevant Internet Use services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Waiting to receive relevant Internet Use services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
Would you like a referral to CASON to explore your decision-making around Internet Use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A
<u>DESCRIPTION OF INTERNET USE AND NOTES:</u>	

DATE: _____ <i>MM/DD/YYYY</i>	SCREENING TEAM MEMBER: _____	YOUTH NAME: _____
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MAYSI ADMINISTERED: Yes No (If not, reason) _____

MAYSI Subscales	Score	Rating	Level 2 Administered	MASYI NOTES:
Alcohol & Drug Use		<input type="checkbox"/> Warning (6-8) <input type="checkbox"/> Caution (4-5) <input type="checkbox"/> Low (0-3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Angry – Irritable		<input type="checkbox"/> Warning (8-9) <input type="checkbox"/> Caution (5-7) <input type="checkbox"/> Low (0-4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Depressed – Anxious		<input type="checkbox"/> Warning (6-9) <input type="checkbox"/> Caution (3-5) <input type="checkbox"/> Low (0-2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Somatic Complaints		<input type="checkbox"/> Warning (6) <input type="checkbox"/> Caution (3-5) <input type="checkbox"/> Low (0-2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Suicide Ideation		<input type="checkbox"/> Warning (3-5) <input type="checkbox"/> Caution (2) <input type="checkbox"/> Low (0-1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Thought Disturbance <i>(Boys Only)</i>		<input type="checkbox"/> Warning (2-5) <input type="checkbox"/> Caution (1) <input type="checkbox"/> Low (0)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Traumatic Experiences		Not applicable	Not applicable	

SCREENING FOR BASIC NEEDS

AREA OF BASIC NEED	WOULD BENEFIT FROM ASSISTANCE			WANTS ASSISTANCE			RECOMMEND REFERRAL TO	
	Yes	No	Don't Know	Yes	No	Don't Know	AGENCY NAME	PROGRAM NAME
40-HOUSING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
30-INCOME/ FINANCIAL SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20- EMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10-EDUCATION OR TRAINING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
50-PHYSICAL HEALTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
88-OTHER BASIC NEEDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

DESCRIPTION OF BASIC NEEDS AND NOTES:

DATE: _____ <i>MM/DD/YYYY</i>	SCREENING TEAM MEMBER:	YOUTH NAME:
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SCREENING DISPOSITION: <i>Check all that apply</i>	DISPOSITION NOTES:
<input type="checkbox"/> 00-No Further Services <input type="checkbox"/> 05-EJS Agency Unknown <input type="checkbox"/> 10-EJS/ Diversion-Port-Cares <input type="checkbox"/> 20-EJS/ Diversion-Pathstone <input type="checkbox"/> 25-Diversion- Three Fires <input type="checkbox"/> 30-Youth Resources Niagara-Basic Needs <input type="checkbox"/> 40-NCNW-Aboriginal YIT- Basic Needs <input type="checkbox"/> 50- Early Intervention Program Intake-Pathstone <input type="checkbox"/> 60-CASON <input type="checkbox"/> 70-PERT Required <input type="checkbox"/> 80- Other Disposition (describe in notes) <input type="checkbox"/> 99-Unknown (describe in notes)	
WHEN DID SCREENING BEGIN?	NOTES:
<input type="checkbox"/> 10-Before Court Started <input type="checkbox"/> 20-After Court Started <input type="checkbox"/> 88-Unknown <input type="checkbox"/> 99-Not Applicable (<i>describe</i>)	
SCRUM TYPE:	SCRUM TIME:
<input type="checkbox"/> 00-None <input type="checkbox"/> 10-Partial (2+ screeners participating) <input type="checkbox"/> 20-Full (all screeners in court participate) <input type="checkbox"/> 99-Unknown (<i>describe</i>)	<input type="checkbox"/> 10-Before Court Started <input type="checkbox"/> 20-After Court Started <input type="checkbox"/> 88-Unknown <input type="checkbox"/> 99-Not Applicable (<i>describe</i>)
SCRUM DATE:	NAME OF SCREENER RECORDING SCRUM:
(DD/MM/YYYY)	<i>(if Different from Youth's Screener)</i>
SCRUM NOTES:	

DATE: _____ <i>MM/DD/YYYY</i>	SCREENING TEAM MEMBER: _____	YOUTH NAME: _____
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	Number of Charges	CHECK HERE IF CHARGES ARE UNKNOWN <input type="checkbox"/>
Violent Criminal Code Charges		Homicide
		Attempted murder
		Sexual assault (levels 1-3)
		Assault (<i>includes assault level 3 aggravated, assault level 2 weapon or bodily harm, assault level 1, assault peace officer, assaulting with a weapon or causing bodily harm to a peace officer, aggravated assault to a peace officer, total other assaults.</i>)
		Robbery
		Criminal harassment
		Uttering Threats
		Other violent violations (<i>includes all other charges causing death, total sexual violations against children, total firearms (use of, discharge, pointing), and total forcible</i>)
	<u>Description:</u>	
Property Crime Charges		Breaking and entering
		Theft of motor vehicle
		Theft over \$5,000 (non-motor vehicle)
		Theft under \$5,000 (non-motor vehicle)
		Mischief
		Other property crime violations (<i>includes possession of stolen property, trafficking in stolen property, fraud, identity theft, identity fraud, arson, altering, removing or destroying vehicle identification number (VIN)</i>)
	<u>Description:</u>	
Other Criminal Code charges		Disturb the peace
		Administration of justice violations (<i>e.g., failures to comply; appear; breaches</i>)
		Other violations (<i>e.g., counterfeiting, weapons violations, child pornography, prostitution</i>)
		<u>Description:</u>
Criminal Code Traffic Charges		Impaired driving
		Other Criminal Code traffic violations
		<u>Description:</u>
Federal Statute Charges		Drug violations
		Other Federal Statutes (<i>includes YCJA and other statutes</i>)
		<u>Description:</u>
Total Charges	=	NOTES:



Niagara Youth Court Screening Initiative
SUICIDE INTERVENTION
 Recommended Guidelines
 Version 1 November 2016

Most suicidal young people don't really want to die; they just want their pain to end. About 80% of the time, people who kill themselves have given definite signals or talked about suicide. The key to prevention is to know the signs and what to do to help.

Youth Suicide Prevention Program, 2001-2011

WHAT'S INCLUDED?

- 1 Suicide Risk Factors
- 2 Screening for Suicide Risk
- 3 If a Youth is not in Immediate Danger
If a Youth is at Imminent Risk
- 4 NYCSI Safety Plan Template

In most cases, these situations do not lead to suicide. But, generally, the more signs a person displays, the higher the risk of suicide.

Suicide Risk Factors

- Some Warning Signs of Acute Suicide Risk
- * Threatening to hurt or kill him/herself
 - * Talking or writing about death, dying or suicide
 - * Giving away possessions and pets
 - * Reconnecting with old friends
 - * Seeking methods to kill him/herself
 - * Previous suicide attempt



Adapted from CAMH Suicide Prevention and Assessment Handbook 2010 - page 6

If a youth mentions suicide, take it seriously. Screen for their level of risk and take appropriate action. If they express an immediate plan, or have access to a gun or other potentially deadly means, do not leave them alone. Get help.

Screening for Suicide Risk

Pathstone Mental Health
Crisis Line

1.800.263.4944

Telephone counselling

On-site crisis intervention

24 hours, 365 days a year

PathstoneMentalHealth.ca

Suicide Assessment for Severity of Risk:

1. Do they have a plan? If yes, what is the plan and do they have access to this plan?
2. How often are they thinking about suicide?
3. How badly do they wish to end their life?
4. Have they felt suicidal in the past, or is this the first time?
5. Have they ever attempted suicide before? When?
6. Are they using drugs or alcohol—do they have access?
7. Will they be home alone?
8. Do they take medications for mental health concerns—have they been taking them?

LEVEL OF RISK:	LOW	MODERATE	HIGH
Suicidal ideation frequency (<i>how often?</i>)	Occasional	Intermittent	Continuous
Intensity (<i>how strong?</i>)	Mild	Strong	Overwhelming
Lethality of method	Not high	Possibly lethal	Very lethal
Availability of means	Doesn't have access	Can get access	Details Worked out
Specificity of plan (<i>how, what, where, when?</i>)	Not considered	Considered details	Details worked out

(from Crisis & Trauma Resource Institute Inc. <http://ca.ctrinstitute.com/wp-content/uploads/2015/07/Suicide-Warning-Signs-and-Assessment.pdf>)

"We should get more help. I want to keep you safe by connecting you with someone who can help."

When youth exhibit suicidal ideation, regardless of estimated risk, NYCSI Screening Team members will take immediate action to support the youth's safety and well-being.

If the Youth is not in Immediate Danger

The Screening Team member will call the greeter to request an additional screener.

Together, the screeners, youth, and caregiver(s) (if present) will complete a [safety plan](#) (see template on Page 4).

Screeners will then immediately connect youth with a Pathstone EIP team member.

Safety plans typically outline how the youth should respond to their suicidal urge by outlining coping and problem-solving skills and abilities.

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If a Youth is at Imminent Risk

The Screening Team member who screened the youth will [remain with the youth at all times](#).

The screener will call the greeter to request a second screener join the screening session.

Together the screeners, youth, and caregiver(s) (if present) will determine if the caregiver will take the youth to the [Emergency Department](#) at the nearest hospital or if they need to contact Niagara Regional Police or ambulance for transportation.

If the youth will be transported via ambulance, one of the screeners must notify court security and/or Crown immediately after contacting 911.

Once the youth has been transported to the hospital, the screener will notify the Crown's office and Duty Counsel that the youth will not be in court due to serious concern for the youth's well-being.

The screener will then document the events in detail in the database, in the comments section of the Mental Health tab. Information should include how youth was transported, other screeners present, and notifications to Crown and Duty.

The case will be referred to EIP in the scrum for follow-up.



*Call 911 or go to the
Emergency Department,
if appropriate.*

The NYCSI Safety Plan

SAFETY PLAN	
DATE:	NAME:
What I can do to help myself cope:	
What I need from others if I ask for help:	
Things, people and places that calm me:	
Important things in my life:	
Things that I do / how I know when it's not going well:	
Things I can and will do to keep myself safe.	
The one thing that is most important to me and worth living for is:	
Friends or relatives I can ask for help.	
Name	Phone
Professionals I can contact 24 hours a day, 7 days a week when I am in crisis:	
<input type="checkbox"/> Pathstone 1-800-263-4944 (age 18 & under)	
<input type="checkbox"/> KidsHelpPhone.ca 1-800-668-6868 (age 20 & under)	
<input type="checkbox"/> COAST (Crisis Outreach and Support Team) 1-800-263-4944 (age 16 & older)	

Adapted with permission from the *Be Safe Safety Plan*, [mindyourmind](http://mindyourmind.com), www.besafeapp.ca

APPENDIX G: NYCSI CASE SUMMARY FOR SCRUM

NYCSI Case Summary for Scrum

Purpose: During the scrum, each ST member will take a turn providing a very brief summary of each youth screened that day, using the following structure:

- 1) Demographics – age, gender, Aboriginal/French affiliation
- 2) Pre-identification details from Crown office/docket (EIP, EJS, etc.)
- 3) Recommended pathway/disposition
- 4) Rationale for pathway/disposition
 - a. Youth history with court/probation/services (if known)
 - b. MAYSI scores
 - c. Other needs
 - d. Clinical “Spidey Sense”
- 5) Challenges or questions for other ST members
- 6) Input from other ST members

APPENDIX H: NYCSI PROCESS MAP

Niagara Youth Court Screening Initiative (NYCSI): Process Map

