



Welcome to eFocus, an electronic newsletter produced by the NYS Division of Criminal Justice Service–Office of Probation and Correctional Alternatives (OPCA).

OPCA publishes this newsletter to further its goal of promoting public safety through probation services and other community corrections programs. We welcome your suggestions.

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New York State Division of Criminal Justice Services (DCJS)  
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1. **YASI Transitions to CaseWorks** – DJCS has successfully transitioned YASI to CaseWorks for all juvenile probation and non-probation agency users in New York State. This accomplishment required more than a year of work from a talented team of professionals including program, technology, fiscal and research representatives to complete. The new CaseWorks software and its accompanying e-learning training will dramatically improve the accuracy and efficiency of juvenile risk and need assessment that will lead to improved outcomes for justice system involved youth and their families and improved public safety. As probation professionals know, the foundation of evidence-based work is the use of scientifically validated risk and need assessments, the targeting of criminogenic needs, focused case planning and programming and periodic reassessment to measure improvement along the way.

With the introduction of CaseWorks, the integration of YASI and Caseload Explorer was terminated. This will allow the user to edit the Legal History domain within the assessment software, which we expect will result in more accurate results. Other software enhancements in CaseWorks include:

***Show all feature; Auto-save function; Additional reporting options; Flexible printing options; Data field validation within domains and across domains; Improved Youth Score Summary format; the ability to transfer assessments across counties as needed; and, the ability to batch transfer cases between Probation Officers within the same department.***

The upgrade also includes a new CaseWorks e-learning online course for new staff with no prior YASI training and a YouTube video embedded in the software for those who need to learn how to navigate the new CaseWorks software.

CaseWorks is available through a new URL, which has been sent to all YASI users, along with a list of usernames and passwords for their staff. The software requires Internet Explorer version 7 or higher and the Adobe Flash browser plugin. As always, Orbis Support can be reached at 1-888-682-7720, option 3 between 9:30-5:30 Eastern Time, or at [support@orbispartners.com](mailto:support@orbispartners.com).

Please note that as part of the migration, certain business rules were applied to ensure integrity of the user and client data. These rules addressed duplicate staff accounts; missing staff usernames; missing dates of birth for youth; cases without staff owners and duplicate youth names. It is also important to note that in the prior YASI software, Case Type and Status Type information were erroneously reversed. This has been fixed in CaseWorks. Case Types now include JD, PINS, Young Offender and Youthful Offender. Status Types now include Intake, Investigation, and Supervision.

With the deployment of CaseWorks, all of the custom YASI reports that were available on the IJ Portal also required changes. County Profile and Client Assessment reports have been made available. Custom reports associated with other YASI Domains are being finalized and will be available in a follow-up release.

OPCA expresses its appreciation to all who made this process such a success.

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**2. OPCA Hosts Pretrial Focus Group** - Nearly 50 representatives of pretrial programs from various probation departments, county agencies, and community organizations gathered in Albany at DCJS on October 30 to participate in a Pretrial Services Focus Group. David Parilla Jr. of the Crime and Justice Institute (CJI) at Community Resources for Justice, presented the results of the "Assessment of Pretrial Services in New York State" report produced by the CJI for the New York State Association of Pretrial Service Agencies (NYAPSA) and the NYC Criminal Justice Agency (CJA). This report was generated from the 2013 Pretrial Program Survey distributed to NYS pretrial programs.

The afternoon session featured a review of New York State pretrial program standards, quarterly reporting and a program panel presentation that included, Steuben County Probation Director Cheryl Crocker, Dutchess County Probation Supervisor Jonathan Heller and Washington County Alternative Sentencing/Youth Bureau Director Mike Gray, , and was moderated by Executive Director of Pretrial Services and President of NYAPSA Craig McNair. Participants who expressed interest in working with OPCA to update to the NYS Pretrial Service Standards will be contacted at a later date. Thank you to all who participated.

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**3. OPCA hosts first County Re-entry Task Force (CRTF) Technical Assistance Day** – On Sept. 30, OPCA hosted its first CRTF Technical Assistance Day for co-chairs and coordinators. Training was delivered by DCJS staff and included important information on CRTF membership and referral processes, contract and reporting requirements, the recently developed Memorandum of Understanding (MOU) and the significance of providing cognitive behavior interventions (CBI).

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**4. OPCA Trainings**

Thinking For a Change (T4C) Training Conducted in Albany in November: OPCA's Nancy Andino and Schenectady County Probation Supervisor Barbara Cervasio recently provided T4C facilitator training in Albany. T4C is comprised of a 25-lesson cognitive behavioral change intervention for use with medium- and high-risk individuals, including social skill, cognitive self-change and problem solving skill building. By the end of this year, nearly 150 professional staff will have been trained to provide the CBI T4C groups, including staff from probation, ATI, CRTF, jails and the Department of Community Corrections and Supervision (DOCCS).

OSST/Peace Officer/Fundamentals of Probation Practice (FPP) Training Graduates 32 New Probation Officers: In October, OPCA conducted the second OSST/Peace Officer/FPP class for 2014. Thirty-two graduates representing 21 counties were issued Certificates of Completion documenting their successful completion of the 88.5 hour curriculum. The next class will be held in March.

Caseload Explorer regional meetings were held in Albany, Cortland, Jefferson, Monroe and Warren counties throughout October. The meetings informed probation departments about new features that will be rolled out, encouraged CE users to discuss issues with OPCA staff and each other and provided an opportunity for users to make CE training recommendations. Wendy Colello, a representative from NYS ITS, was also available to discuss the interaction between the IJ Portal IPRS system and CE. These meetings were very productive and allowed participants to exchange ideas as well as make suggestions for future enhancements and trainings.

Training on Supervision of Ignition Interlock Device (IID) Non-Installers: Gary Govel, Shaina Kern, and Maureen McKeown from OPCA recently presented a live meeting on the topic of Supervision of Ignition Interlock Device (IID) Non-Installers. More than 240 people attended including probation officers and conditional discharge monitors. The recording has been uploaded to the IJ Portal. It is located under Resources, Reference Library, Probation and Training. If you are unable to access the IJ Portal and are interested in viewing the recording, please e-mail Maureen McKeown at [Maureen.McKeown@dcjs.ny.gov](mailto:Maureen.McKeown@dcjs.ny.gov).

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**6. Recent 2014 State Director's Memoranda**

**2014-5: DCJS Certification Form – Probation Adjustment of Certain Juvenile Delinquency (JD) Matters**

All State Director's Memoranda are available online via the IJ Portal. To access them, log on to the IJ Portal, and click on Resources, Reference Library, Probation and Director's Memoranda.

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**7. Awards, Events, Additional Trainings and News**

October was Domestic Violence Awareness Month. On Oct.15, the Rensselaer County Probation Department, led by Probation Director Laura Bauer and the Rensselaer County Department of Social Services, led by Director of Assistance Programs Tony Burke joined together to "Shine the Light on Domestic Violence" and showed support for the New York State Office for the Prevention of Domestic Violence (OPDV) Domestic Violence Awareness campaign by wearing purple.



Probation Director John Cicchetti introducing Niagara County Strategic Partners at the Niagara County Public Safety Training Facility for the Justice Mental Health Collaboration program.



Dan Abreu greets the Erie County JMHCPC workgroup members on Sept. 18 as part of the Justice Mental Health Collaboration Program.



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9. **Practice Tip:** Probation directors and supervisors have a resource which helps to identify and resolve supervision cases that exceed the Maximum Expiration Date (MED) without a Declaration of Delinquency to ensure that the department remains below the 5% threshold. In order to determine which cases fall into this category, please visit the IJ Portal, Resources, Reporting Services, IPRS Reports, Legacy Reports and select the report called Active Cases beyond MED. Select your county in the dropdown menu and sort by PO ID, Probationer Name, Reg. Number, NYSID, Case Number, Docket Number or Expiration Date. If you have any questions regarding this report, please contact Colleen Thorn at [colleen.thorn@dcjs.ny.gov](mailto:colleen.thorn@dcjs.ny.gov) or (518) 457-7410.

To properly account for sex offenders who are incarcerated for the quarter for the SORA quarterly report, the supervising probation officer would visit the probationer at the jail during the quarter, create a contact event for the probationer in Caseload Explorer, select "Home Contact" under "Contact", select "Yes" for "Contact with Offender" and select "Jail" for the "Place" field.

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10. **Quick Fact:** It is recommended that the Probation Department request written confirmation from the Court that the request to withdraw the VOP has been approved or denied, and whether or not the probationer's appearance on the VOP is still required.

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