

North Dakota Juvenile Court Staffing Standards Study

Questions and Documents Requested

	<u>Question:</u>	<u>Answer:</u>
1.	<p>With respect to the state’s “balanced and restorative justice approach to service delivery” in juvenile cases, please provide the following:</p> <p>a. Copies of policy statements and guidelines relating to the implementation of the “balanced and restorative justice approach” as an official policy of the state’s juvenile courts;</p> <p>b. A description of “balanced and restorative justice” programs currently in operation and under the supervision of the juvenile courts (e.g. Family Group Conferences, Victim Offender Meetings, etc.).</p>	<p>a. Refer to “<u>North Dakota Juvenile Court Best Practices Manual</u>”, section 1.1, ND Juvenile Court Mission.</p> <p>b. Refer to “<u>Purchase of Service Agreement</u>”, section II, Scope of Service. Statewide contract with Lutheran Social Services.</p>
2.	<p>Section 2.03 of the RFP indicates that the successful vendor will be asked to “Analyze the strategic goals and objectives of North Dakota’s juvenile courts in light of the balanced and restorative justice process”. Please provide copies of policy statements, directives and other documents describing these strategic goals and objectives and their adoption as official policy of the state’s juvenile courts.</p>	<p>Each unit director sets goals for their respective unit in accordance with the Best Practices Manual.</p>
3.	<p>For each of the 12 juvenile offices in the state, please provide a list of all job categories (including both management and staff categories) and the full time equivalent number of persons in each category to be included in the staffing standards study.</p>	<p>There are 4 juvenile directors, one for each administrative unit.</p> <p>Each of the 12 offices has a supervisor*: juvenile court officer III</p> <p>Each office has either juvenile court officer IIs or Is depending on the length of service.</p> <p>Each office has secretarial support staff, either secretary IIs or Is, depending on length of service.</p> <p>4 juvenile court directors 11 juvenile court officer III 28 juvenile court officer II or I <u>16</u> secretaries 59 total staff FTE</p> <p>*except the Valley City office</p>
4.	<p>With respect to delinquency cases, do the juvenile courts use risk factor weighting? Do they have differential levels of supervision for such cases? Do the weightings apply to intake/pre-trial services or are they only used for supervision purposes?</p>	<p>Juvenile courts in North Dakota use the Youth Assessment Screening Instrument (YASI) and the Massachusetts Youth Screening Instrument Version 2 (MAYSI-2). There are differential levels of supervision for each score.</p>

5.	Please provide copies of the two previous juvenile court staffing studies prepared by the National Center for State Courts in 2005, the National Center for Juvenile Justice in 1999 and any other court staffing studies prepared since then.	See attached: <u>North Dakota Juvenile Court Staffing Standards, 2005</u> <u>North Dakota Juvenile Court Staffing Standards, 1999</u>
6.	We have also found references to a "North Dakota Juvenile Court Staffing Standards Study, 2006". Is this in fact the 2005 study referred to in the RFP or is it another document? If this is another study, please provide a copy of the final report.	2006 refers to 2005.
7.	Which of the standards and recommendations contained in the previous staffing standards studies have been adopted by the SCAO and the juvenile courts?	<ul style="list-style-type: none"> a. The juvenile court offices have been using YASI. b. Don't believe every office took the opportunity to be trained in Motivational Interviewing. c. YASI is used. d. KEYS and other cognitive programs being used. e. Strength based being used. f. Continued collaboration. g. In process of creating performance measures for dependency cases only. h. Have not developed performance measures for delinquency cases as of yet.