
	<b>DCYF Standard Operating Procedure</b>	
	<b>1338.2 WRITING DISPOSITIONAL ASSESSMENT REPORTS</b>	
	Policy Directive: <b>22-69</b> Effective Date: <b>January 2023</b> Implements Policy: <b><u>1338</u></b>	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP outlines how Dispositional Assessment Reports are written.

### **Procedure**

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. The Dispositional Assessment Report (Form 1338) incorporates:
  - A. Information gathered during the interviews with the child and family;
  - B. Outcomes from a Comprehensive CANS Assessment; and
  - C. All other relevant information gathered.
  
- II. The JPPO completes Form 1338 by summarizing what was learned in the appropriate sections, to include:
  - A. Reason for Dispositional Assessment: An introduction summary of the current proceedings regarding the adjudicated child;
  - B. Official statement regarding offense: A narrative on the adjudicated petition(s) from the perspective of the arresting officer, petitioner, and prosecutor. The JPPO may address the following, as deemed pertinent:
    1. Whether the child acted alone or with others;
    2. Role of participants and disposition of any adult/child co-defendants;
    3. Motivation for the offense (e.g., personal gain, retribution, chemical dependency);
    4. Whether the offense was premeditated or committed on impulse;
    5. Time of day or night the offense was committed;
    6. Whether the offense involved weapons, violence, or intoxicants; or

7. Injuries or losses sustained by the victim;
- C. Child's statement regarding offense: Narrative summary of the information obtained from the interview of the child that provides the child's perspective of the offense;
  - D. Parental statement regarding offense: A narrative summary of the information obtained from an interview of the child's parents/legal guardians. This should include their perspective on what had occurred up until the child's offense, what they believe happened regarding the offense, and what has occurred since;
  - E. Victim impact statement (when available): A narrative summary of the information obtained from an interview of the victim(s) and/or their family. This will include information regarding any injuries or losses sustained by the victim resulting from the offense and whether restitution is being sought or is appropriate;
  - F. Family history: A narrative that includes:
    1. A description of significant members of the child's family, to include parents, siblings, and other household members, as well as guardians or missing/non-involved parents if applicable;
    2. Any prior family involvement with law enforcement, JJS or CPS, as well as any prior placement or SYSC history; and
    3. Any other pertinent information involving significant events that impact the family;
  - G. Health history: A narrative summary regarding the child's:
    1. Physical health history (including any health-related concerns);
    2. Mental health history (including any evaluations, diagnosis, and treatment);
    3. Any substance use history (including any substance-related concerns, recent evaluations, diagnosis, or treatment); and
    4. Prescribed medications;
  - H. Educational history: A narrative summary that includes the child's:
    1. Special education status;
    2. Attendance record;
    3. Conduct, behavioral infractions, behavioral assessments, or disciplinary actions (e.g., detention, suspension, expulsion); and

4. Any other pertinent educational information;
- I. Employment history: A summary of any current and prior paid employment of the child and parents/guardians, including full-time, part-time, seasonal, and temporary employment, or self-employment;
- J. Hobbies and activities: Information regarding the child's extracurricular or pro-social activities;
- K. Prior juvenile record: Includes a summary of any:
  1. Prior law enforcement contact, diversion program referrals, or JJS involvement; and
  2. Any prior court involvement;
- L. Comprehensive CANS outcomes: A bulleted list of:
  1. Strengths; and
  2. Actionable items;
- M. Summary: An overview of the significant findings based on the information gathered and the completed Comprehensive CANS, which may include:
  1. The safety concerns presented by the child in view of the present offense, any offense history, and their response to prior interventions;
  2. The impact of the present offense upon the victim and the community;
  3. The age, maturity, sophistication level of the child, as well as their attitude about the offense (accepting or minimizing responsibility; boastful or remorseful; denial; etc.);
  4. The most significant strengths and needs of the child and family; and
  5. Additional specifics as the JPPO determines appropriate; and
- N. Dispositional recommendations: A list of the JPPO's recommendations to be considered by the Court.
  1. Recommendations must be made in adherence to statute.
- III. The JPPO attaches any supporting documentation referenced in the Dispositional Assessment Report (i.e. police reports, supplemental evaluations, school documentation, provider reports, etc.).
- IV. The JJ Supervisor may review Dispositional Assessment Reports at their discretion.

- V. The JPPO files the Dispositional Assessment Report (Form 1338), proposed court orders, [Form NHJB-2986-F Conditions of Release \(Probation\) Individual Plan](#), and attached documents with the Court and provides copies to all parties of the case at least 5 business days prior to the dispositional hearing unless the Court sets a different deadline.

### Applicable Forms

Form	Title
1338	Dispositional Assessment Report

### Glossary and Document Specific Definitions

[A - B](#)   [C - D](#)   [E - F](#)   [G - I](#)   [J - L](#)   [M - N](#)   [O - Q](#)   [R - S](#)   [T - V](#)   [W - Z](#)

### Document Change Log

PD	Modification Made	Approved	Date
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