



workforce  
SOUTHWEST WASHINGTON

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**TECHNICAL ASSISTANCE MEMO #23**

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**DATE:** JULY 11, 2016 **REVISION SEPTEMBER 12, 2016**  
**TO:** PARTNER IN CAREERS, YOUTHBUILD STAFF  
**FROM:** AMY GIMLIN, SWWDC DATA AND COMPLIANCE MANAGER  
**RE:** RECIDIVISM

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The following Technical Assistance memo will serve as guidance for documenting recidivism in our YouthBuild program.

Recidivism is defined as the tendency for a convicted offender to reoffend. For the YouthBuild program this is defined one step further to say youth are considered negative for recidivism if the youth is convicted of **any** crime within 12 months of being enrolled in YouthBuild.

Youth must only be marked as “offender” in MIS and therefore entered into the Recidivism measure if, at the time of application they were convicted of a crime within the prior 12 months. If the crime occurred more than 12 months prior, the case manager should enter case notes stating their offender status but the Recidivism flag in MIS **should not** be marked “yes”.

Once on program for 12 months, the case manager must manually go into MIS and mark “yes” or “no” for recidivism depending on if the youth was convicted **of any crime within 12 months of program enrollment**. Recidivism is also considered a “yes” in MIS if the youth cannot engage in the program because of the convicted crime within the first 12 months on program. If the youth is still engage in the program while taking care of any criminal conviction requirements within the 90 day service window, then they are not considered a “yes” in MIS.

To appropriately document recidivism, YouthBuild providers can use court records OR a self-attestation document.

AG