

Case Planning

OVERVIEW

An individualized case plan shall be created for each youth.

The case plan is the focal point of the youth's supervision. The case plan is created at the onset of the youth's lifecycle and will follow the youth throughout his or her time on supervision. The case planning process is intended to be fully interactive and transparent with the youth.

The case plan clearly defines for the youth, agent, and others, the goals of supervision and how they will be achieved. Goals are to focus on rehabilitation and identified criminogenic needs. They are to be positively stated behavioral outcomes that are specific, measurable, achievable, realistic, and time framed (SMART) goals.

It is not always possible to develop a case plan to encompass all of the risk and need areas that have been identified. In these instances, priorities must be established and progressive case planning implemented.

In order for a case plan to be effective, it must:

- involve input from the youth, DJC staff, and if appropriate, the youth's family members, treatment/service providers, and support system;
- focus on the top two to three criminogenic needs identified by the COMPAS assessment and driver worksheet, so as not to overwhelm the youth;
- contain practical and concrete goals for the youth;
- include short term objectives, allowing the youth to build a sense of accomplishment and achievement;
- build on a youth's strengths;
- incorporate positive reinforcement and incentives; and
- address barriers to success.

PROCEDURE/CASE PLAN DEVELOPMENT

COMPAS will allow agents to choose from a drop-down menu to identify the assessment on which the case plan is based. This drop-down selection automatically becomes the name of the case plan and can be seen on the Person Summary screen, the automatically generated name should not be edited.

Goals and objectives are developed based on assessment results, alternative screening tools, and youth input. Assessed Needs should be the focus of the case plan. The Customized Needs field within COMPAS should only be utilized if the assessment does not identify a priority need, such as sex offender treatment or mental health concerns.

Risk reduction should be the primary purpose for the case plan; therefore, the case plan should not focus on conditions of supervision and contact standards unless they are directly related to a youth's criminogenic needs.

Strengths, triggers, incentives, and sanctions shall be discussed while creating the case plan. These fields shall be completed within each case plan goal listed.

The case plan shall be discussed with the youth at every appointment. This emphasizes the importance of the case plan as well as the responsibilities for goal progression.

The case plan shall be updated monthly and each time there is a change or addition to a goal or task. Updates shall reflect progress or completion of noted tasks as well as any additional goals, skill deficits and tasks to be targeted for the next review period.

TRANSFERS OF SUPERVISION

When inter or intra-division movement occurs, current case plan managers shall facilitate a seamless case plan transition. Examples of transitions include but are not limited to: movement from DJC to DCC, termination/revocation to a Juvenile Correctional Facility (JCF), transfer from one field agent to another, or movement from DJC to DAI.

At the time of transfer, the sending case manager shall review all incomplete tasks/activities and select the completion code of "Unsuccessful" for any that were unsuccessful (failed) as a direct result of the youth's actions or lack thereof. All other incomplete tasks and activities shall be left open for potential continuation in the receiving location. The receiving case manager shall then review the existing incomplete tasks/activities for potential continuation. The receiving case manager also has the option to start new tasks/activities based on Division or site-specific programs or services. In the event that an incomplete task/activity is no longer applicable, the receiving case manager shall close the task/activity by selecting the completion code of "Closed."

DISCHARGE

When a youth discharges from supervision the agent shall enter end dates and completion codes for all goals, tasks, and activities, and close out the case plan.