

INSTITUTIONAL CASE PLANNING AND CASE REVIEWS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1355, 1356 and 1413
- RESCINDS:** Procedure Manual Item 3-1-306, dated 01/05/21
- FORMS:**
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| Institutional Data Summary Card | (F057-6302) |
| Unit Face Sheet/Intake Assessment Interview | (Automated ICMS) |
| Unit Face Sheet Continuation | (F057-6009-1) |
| IRC Assessment Report | (Automated ICMS) |
| Institutional Casework Report | (F057-6309) |
- PURPOSE:** To establish uniform assessment, case planning and case review procedures for youth in facility programs.

I. GENERAL INFORMATION

- A. The assessment is based on information collected during the admission process with periodic review, which includes the youth’s risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths.**
- B. All youth detained in or committed to departmental facilities will receive services that focus on health, safety, security and general welfare issues. Additionally, committed youth will be provided services that deal with issues of community protection, accountability and developing competencies designed to reduce the likelihood of future delinquent behavior.
- C. There is one standard institutional casework report document that provides **three** different assessments for a youth’s treatment needs/case planning: **Initial Case Plan** (detained youth), **Case Review (detained/committed youth)**, and an **Exit Summary (detained/committed youth)**.
- D. An individual case plan will be developed for each youth who remains in custody **fourteen days** or more. Case plans for detained youth will avoid requiring the youth to discuss or provide information about any aspect of the charges for which the youth is detained. In all other respects, case plans for detained youth will be similar to case plans for committed youth.
- E. In developing case plans, the assigned counselor will evaluate the youth's needs and prioritize at least two, issues for counseling and program emphasis during the youth’s stay in the facility. All issues will consist of a defined objective and a plan of action defining specific goals for each individual youth.

- F. Case plans will be reviewed and updated at designated intervals. Progress toward defined objectives and goals **that includes a description of program resources needed and** will be documented in **bi-weekly** notes and **Electronic Contact Report (ECR)**.
- G. **A transition plan, the contents of which shall be subject to existing resources, shall be developed for post-dispositional youth in accordance with Section 1351.**
- H. **Youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official.**
- I. **Youth will be provided access to available resources to meet the youth's needs.**
- J. In the case of youth identified as developmentally disabled, staff shall contact the Orange County Regional Center for the Developmentally Disabled to ensure that an appropriate individualized treatment plan is developed and that appropriate services are rendered. The 24-hour phone line is (714) 796-5100. Intake and Assessment assistance is available at (714) 796-5354.

II. PROCEDURE

A. Written Observations

1. The youth's assigned Deputy Juvenile Correctional Officer (DJCO) will make written observations as often as necessary to record significant behaviors or events **bi-weekly**. An entry will be made whenever a youth is transferred between Juvenile Hall units or facilities. **Written observations are to be recorded on the Unit Face Sheet Continuation form and Electronic Contact Report (ECR) note in the Institutional Case Management System (ICMS).**
2. Except in emergency situations, when a youth leaves a facility, significant behaviors or events since the last written entry or since the youth entered the facility will be summarized by the DJCO on duty in the unit at the time of the youth's release or transfer.
3. **Bi-weekly** comments prepared by the assigned DJCO will document counseling sessions with the youth, progress toward the objectives and goals established in the Initial Service Plan, the youth's general progress/adjustment, relationships with staff and peers, emotional tone, work and school performance and parent interaction.
4. Additional comments may be made at any time by any staff.
5. All comments will be legible, professional in tone, focus on facts and objective observations and be written with the understanding that they may be subject to subpoena and used in court.
6. Supervising Juvenile Correctional Officers (SJCOs) will review and initial these written observations weekly.

B. Case Planning and Casework

1. **Initial Case Plan (ICP)**

- a. To be completed by the assigned DJCO or other staff as assigned by the SJCO for all youth who remain detained eight days after booking date. It must be reviewed and signed by the SJCO by the **fourteenth** day of custody. It is intended to facilitate casework needs and the development of an initial/preliminary case plan based on available information.
- b. Prior to completing the Initial **Case** Plan, the assigned DJCO will review the Institutional Data Summary Card, Intake Assessment Interview form/report and Unit Face Sheets. The DJCO will also meet with the youth to discuss the youth's adjustment, concerns and desires for rehabilitation, as well as to obtain feedback and suggestions as to what goals the youth sees as a priority.
- c. Based upon information obtained, the DJCO will prioritize all issues appropriate for casework and program focus. From those issues, the counselor will select at least two but no more than four for casework emphasis during the youth's stay in the facility. An **area of focus** for each **goal** will be defined and **short-term action plans** will be set. For example,

Description of Issue: Emotional health – youth seems to be chronically depressed and withdrawn.

Objective: Youth to establish appropriate emotional tone.

Short Term Action Plan:

1. Referred to CEGU on 8/4/20.
2. Support CEGU's effort with youth.
3. Continuous one-on-one counseling.

The importance of the issue with regard to successful facility adjustment and/or the youth's long-term welfare, as well as the availability of appropriate programs in the facility, will be used to determine which issues should receive emphasis.

- a. The Initial **Case** Plan **will be completed by the DJCO along with input from the youth, then signed and dated by both.** The ICP will then be reviewed and signed off by the SJCO.

2. Case Review

- a. To be completed thirty days following the **Initial Case Plan** the Case Review provides the opportunity to review the youth's behavior, adjustment and progress toward casework objectives. It also affords the opportunity to revise or replace casework issues and objectives.

- b. **Based upon information obtained, the DJCO will identify all issues appropriate for casework and program focus. From those issues, the counselor will select at least two but no more than four for casework emphasis during the youth's stay in the facility. A defined objective and action plan (specific goals) will be set for each issue. For example,**

Description of Issue: Behind in-school academic credits.

Objective: Earn school credits to return to district high school or graduate.

Short-Term Action Plan:

- 1. Attend and participate in school on a daily basis.**
- 2. Complete all assigned work.**
- 3. Follow all school rules and refrain from being removed or suspended.**

- c. **The youth's behavior and progress toward goals will be reviewed with the youth in a formal Case Conference. The formal Case Conference presentation will include the casework DJCO and may include the SJCO, the youth's parents/guardians, DPO, school official, CEGU staff, youth advocates such as Project Kinship or Waymakers. Matters discussed during the Case Conference and any modifications to casework goals will be documented on the Case Review report. Documentation of the formal Case Conference will also be made in the DJCO's bi-weekly comments/ECR notes.**
- d. **During the two weeks prior to the youth's release (if known), a counseling session will be conducted with the youth focusing on the youth's behavior and progress toward casework goals during the youth's entire facility stay. During this discussion, special attention will be given to issues critical to helping the youth return successfully to the youth's home community. Matters discussed during the counseling session will be summarized in the Exit Summary.**

3. **Exit Summary**

- a. **To be completed on or before the day the youth is released from custody. This report will focus on the youth's behavior and progress toward casework objectives and goals during **their** entire facility stay. Its primary purpose is to identify issues and establish plans for helping the youth make a successful transition back into **their** home community. Matters discussed during the Exit Review will be summarized in the Exit Summary report.**
- b. **There is a five-day window (two days on either side of the due date) for the counselor to complete the report and for the SJCO to sign it. For example, if a report is due on 10/3/18, the assigned counselor must complete it and get it signed by the SJCO between 10/1/18**

and 10/5/18. If a youth is to be released within two weeks of the Case Review's due date, an Exit Summary may be done in lieu of the Case Review. However, the Exit Summary must be done within the five-day window of the Case Review due date or both reports (Case Review and Exit Summary) must be completed.

- c. When a youth leaves a facility, all significant behaviors and events will be summarized by the DJCO on duty at the time of the youth's release or transfer **Exceptions** will be made in **emergent** situations.
- d. In cases where youth are released shortly after receiving a commitment, the assigned counselor may delay completing the Exit Summary no more than two days.
- e. The SJCO **may** participate in Case **Conferences** and will review and sign all completed, Case Reviews and Exit Summaries.

REFERENCES:

None

J. Baker

APPROVED BY: