

**FACILITY CASE PLAN,  
AND TRANSITIONAL/REENTRY PLAN**

<b>AUTHORITY:</b>	Administrative Directive California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1355, 1356 and 1413 <b>Welfare and Institutions Code 210, 875 and 885</b>	
<b>RESCINDS:</b>	<b>Procedure Manual Item 3-15-002 dated 08/18/23</b>	
<b>FORMS:</b>	Institutional Data Summary Card Unit Face Sheet/Intake Assessment Interview Unit Face Sheet Continuation IRC Assessment Report <b>Facility Case Plan</b> (Automated ICMS) <b>Probationer Evaluation Information Report</b> <b>Institutional Casework Log-Sheet</b> <b>Transitional/Reentry Plan</b>	(F057-6302) (Automated ICMS) (F057-6009-1) (Automated ICMS) (Automated ICMS) (Automated ICMS) (F057-6313) (Automated ICMS)
<b>PURPOSE:</b>	To establish uniform assessment, case plan, <b>and transitional/reentry plan</b> procedures for youth <b>housed in a juvenile facility</b> .	

**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 **and needs**.
- B. All youth **housed in a juvenile facility** will receive services that focus on health, safety, security and general welfare issues. Additionally, **post-disposition** 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. **An assessment shall be completed at the time of admission, and a case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission. The information documented on a case plan can be found in the Integrated Case Management System (ICMS). The completed document will be retained in ICMS and may be printed and placed in the youth's file.**
- D. 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 **post-disposition** youth.

**Deputy Probation Correctional Officers (DPCO) assigned to a youth shall create a case plan with documented objectives that can be measured and establish an action plan or short-term action steps with achievable goals that can be completed within a reasonable time frame while the youth is in custody. After the case plan is completed, DPCOs shall conduct a periodic review and evaluation of progress towards meeting case plan objectives which includes a discussion of the plan with the youth every 30 days. The case plan shall be developed with input from the family, supportive adults, youth, and if appropriate, the Regional Center for the Developmentally Disabled.**

**The case plan shall include, but is not limited to, written documentation that provides:**

- (a) Objectives and time frames for the resolution of problems identified in the assessment; and,**
- (b) A plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented.**
- E. An update of the youth's progress shall be documented every 30 days, thereafter, in the case plan. When a youth is housed over 365 days, progress shall be documented every 90 days. Case plan due dates shall be documented using the Institutional Casework Log-Sheet. Youth who transfer between units or facilities may continue with the case plan and due dates.**
- F. When a youth is housed for 30 days or more and is post disposition, the Transitional/Reentry Plan shall be completed prior to the youth's release. A transition plan shall be developed for all post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services. The contents of the plan shall be subject to existing resources.**
- G. Youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or another public official.**
- H. Youth will be provided access to available resources to meet the youth's needs.**
- I. 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 Probation Correctional Officer (DPCO) will make written observations as often as necessary, **but no longer than once every two weeks**, to record significant behaviors or events. Written**

observations should include, but are not limited to, counseling sessions with the youth, progress toward case plan objectives and goals, the youth's general progress/adjustment, relationships with staff and peers, emotional tone, work and school performance and parent interaction.

2. In addition to the youth's assigned DPCO, a Transitional Case Coordinator (TCC) may be assigned to the youth. The TCC is responsible for scheduling and facilitating a monthly Case Conference with the youth which includes inviting the youth's assigned DPCO, the Unit's SPCO, parents/guardians, DPO, school official, CEGU staff, and youth advocates. During this conference, the youth's behavior and progress toward case plan objectives and goals will be reviewed and any modifications to case plan objective/goals will be documented in a case conference report. Documentation of the Case Conference will additionally be made in the DPCO's bi-weekly comments/Electronic Contact Report (ECR) notes, which will assist the assigned DPCO in updating the case plan accordingly.
3. A written observation will be made whenever a youth is transferred between Juvenile Hall units or juvenile facilities. Written observations are to be recorded on the Unit Face Sheet Continuation form and ECR notes in ICMS. 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 assigned DPCO or an on duty DPCO in the unit the youth is housed at the time of the youth's release or transfer.
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 Probation Correctional Officers (SPCOs) will review and initial these written observations weekly.

## B. Facility Case Plan and Transitional/Reentry Plan

### 1. Facility Case Plan

- a. To be completed for each youth held for at least 30 days or more; created and submitted to the SPCO in ICMS within 40 days of admission. Dates shall be tracked on the Institutional Casework Log-Sheet.
- b. Prior to completing the Facility Case Plan, the assigned DPCO will review the Institutional Data Summary Card, Intake Assessment Interview form/report, Probationer Evaluation Information Report, Unit Face Sheets and the TCC Case Conference report, if available. The DPCO 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 DPCO will prioritize all issues appropriate for casework and program focus. From those issues, the **DPCO** 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.
- d. **For each subsequent 30 days a youth remains housed in a juvenile facility (90 days for youth housed over 365), the assigned DPCO shall complete an updated case plan indicating progress toward meeting objective(s)/goal(s). If the objective/goal is still being worked on, progress should be indicated and an updated plan for the next 30 days provided. If the objective/goal is complete, the completion box should be checked. Subsequent case plans shall be submitted to the SPCO in ICMS. Dates shall be tracked on the Institutional Casework Log-Sheet.**

## 2. Transitional/Reentry Plan

- a. **If a youth is housed for 30 days or more and is post-disposition, the Transitional/Reentry Plan shall be completed prior to the youth's release and include the following items: medical and behavioral health, education, probation supervision and community-based services.**
- b. **The assigned DPCO completing the case plan should begin working on the Transitional/Reentry Plan for youth housed over 30 days. This is necessary so the youth can be provided a Transitional/Reentry plan.**
- c. **The Transitional/Reentry Plan shall be developed with input from the family, supportive adults and youth. For youth who are developmentally disabled, also contact the Regional Center. If a youth is additionally assigned to a TCC, the DPCO may work in conjunction with, and pull necessary information from the case conference report for the transitional/reentry plan. Said information includes, but is not limited to the youth's release date, address upon release, transportation upon release, DPO's contact info and reporting instructions, reentry services/community-based referrals, education, behavioral health, and correctional health.**
- d. **The transition plan should be completed by the assigned DPCO 15-30 days prior to known release.**
- e. **Youth must receive a copy of their transition/reentry plan near or on the day of release.**

- f. Once the transitional/reentry plan is completed, it shall be noted on the Institutional Casework Log-Sheet and retained in ICMS.

**REFERENCES:**

None

**T. Duran**

**APPROVED BY:**