

INSTITUTIONAL CASE PLANNING AND CASE REVIEWS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Sections 1355, 1356, 1413
- RESCINDS:** Procedure Manual Item 3-1-306, dated 05/25/18
- FORMS:** Institutional Data Summary Card (F057-6302)
Unit Face Sheet/Intake Assessment Interview (IRC Printout)
Unit Face Sheet Continuation (F057-6009-1)
IRC Assessment Report (IRC Printout dated 9/11/98)
Institutional Casework Report (F057-6309)
- PURPOSE:** To establish uniform assessment, case planning and case review procedures for youth in institutional programs.

I. GENERAL INFORMATION

- A. 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.
- B. There is one standard institutional casework report document that provides five different assessments for a youth's treatment needs/case planning: Initial Service Plan (detained youth), Behavior Summary (detained youth), 14-day Case Plan (committed youth), Case Review (committed youth), and an Exit Summary (detained/committed youth).
- C. An individual case plan will be developed for each youth who remains in custody ten days or more. Case plans for detained youths 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.
- D. In developing case plans, the assigned counselor will evaluate the youth's needs and prioritize at least two, but no more than four, 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.
- E. Case plans will be reviewed and updated at designated intervals. Progress toward defined objectives and goals will be documented in weekly notes and institutional casework reports.
- F. 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. All Youth - 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 at least once per week. An entry will be made whenever a youth is transferred between Juvenile Hall units or **facilities**.
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. Written observations are to be recorded on the Unit Face Sheet Continuation form.
4. 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.
5. Additional comments may be made at any time by any staff.
6. 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.
7. Supervising Juvenile Correctional Officers (SJCOs) will review and initial these written observations weekly.

B. Detained Youth - Case Planning and Casework

1. Initial Service Plan - 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 tenth day of custody. It is intended to facilitate review of known casework needs and the development of an initial/preliminary case plan based on available information.
2. Prior to completing the Initial Service 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.
3. 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 objective for each issue will be defined and action plan (specific goals) 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.

Action Plan (specific goals):

1. Referred to CEGU on 8/4/98
2. Support CEGU's effort with youth
3. Continuous one-on-one counseling

The importance of the issue with regard to successful institutional 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.

4. Behavior Summary - To be completed thirty days after the due date of the Initial Service Plan and every thirty days thereafter as long as the youth remains in a detained status. The Behavior Summary is intended to review and summarize the youth's behavior and adjustment in the **facility** and assess progress toward previously established casework objectives. It also provides the opportunity to modify or change casework objectives as appropriate.
5. Both the Initial Service Plan and the Behavior Summary(ies) will be signed and dated by both the DJCO and the youth, and both will be reviewed and signed off by the SJCO. Every report must be completely filled out and discussed with the youth prior to receiving his/her signature.

C. Committed Youth - Case Planning and Casework

1. A 14-day Case Plan will be completed for each youth within 14 days of the commitment order or within 14 days of arrival at an outer **facility**, whichever occurs earlier. The 14-day Case Plan calls for reassessing the youth's casework needs in light of the court disposition and current and prior offenses.
2. Prior to completing the 14-day Case Plan, the assigned DJCO will review the Institutional Data Summary Card, Intake Assessment Interview form/report, Unit Face Sheets, Initial Service Plan, Behavior Summaries, and Assessment Center form (for those youths receiving commitments of 90 days or longer). The DJCO will also meet with the youth to discuss the youth's adjustment, concerns, and desires for rehabilitation. When possible, the youth's assigned DPO and parents/legal guardian will be contacted for information and suggestions.
3. 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: Physical health - youth is a hemophiliac

Objective: Prevent serious injury/blood loss

Action Plan (specific goals):

1. Referred to Medical Unit on 8/4
2. Close observation of youth
3. Assign book reading on illness

The importance of the issue with regard to successful institutional 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.

4. Case Review - To be completed thirty days following the due date of the 14-day Case Plan. Like the Behavior Summary, 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. The youth's behavior and progress toward goals will be reviewed with the youth in a formal Case Review. The formal Case Review presentation will include the casework DJCO and may include the SJCO, the youth's parents/guardians, DPO, school official, or CEGU staff. Matters discussed during the Case Review and any modifications to casework goals will be documented on the Case Review report. Documentation of the formal Case Review will also be made in the DJCO's weekly comments.
5. 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 institutional 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.
6. Exit Summary - 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 his/her entire institutional stay. Its primary purpose is to identify issues and establish plans for helping the youth make a successful transition back into his/her home community. Matters discussed during the Exit Review will be summarized in the Exit Summary report.
7. 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.
8. 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.

9. The SJCO will participate in Case Reviews and will review and sign all completed 14-day Case Plans, Case Reviews and Exit Summaries.

REFERENCES:

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APPROVED BY: