

Objective of the Unit

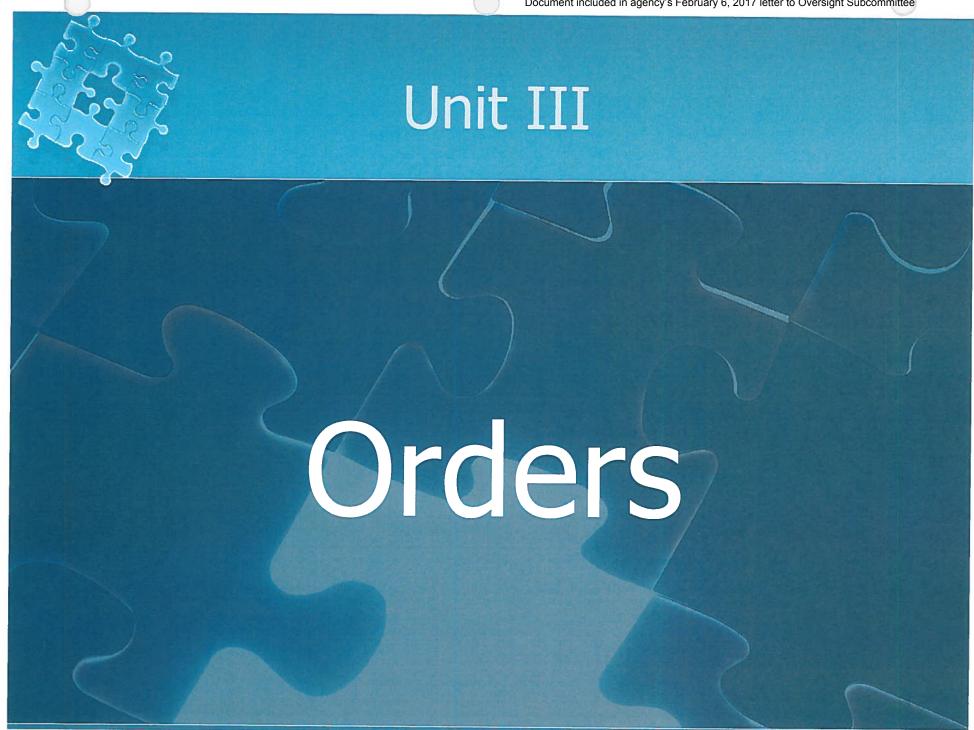
 To provide case managers with the information necessary to manage a probation caseload.



Unit Topics

- Identifying Orders
- Reading Orders
- Reviewing a Form V
- Reviewing Evals
- Updating the CAE
- Making & Monitoring Referrals
- DNA Scheduling
- Case ManagementPlans

- Monitoring
- Earned Compliance Credit
- AlternativePlacement
- Graduated Sanctions
- Violations
- MTCM Review
- Case Closure





Different types of Orders

- Probation
 - Straight Probation (Attachment 3.1)
 - Probation with alternative placement (Attachment 3.2)



Different types of Orders (cont.)

- Commitment / Probation
 - Commitment sooner to be released to placement & probation (Attachment 3.3)
 - Commitment followed by probation (Attachment 3.4)



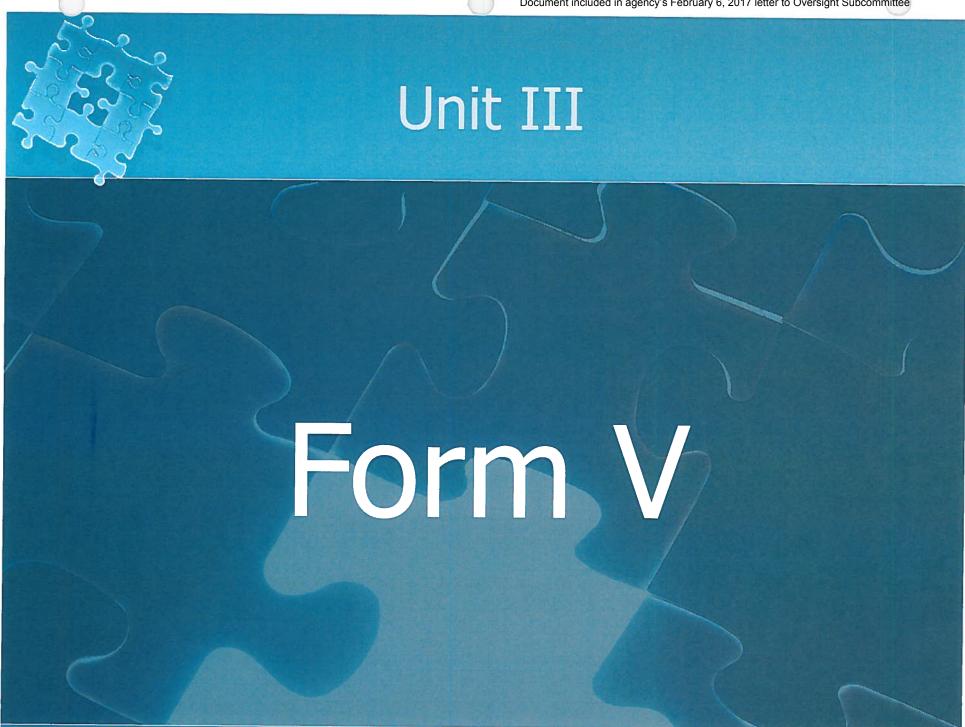
Different types of Orders (cont.)

- Commitment
 - Determinate (Attachment 3.5)
 - Indeterminate (Attachment 3.6)



Different types of Orders (cont.)

- Miscellaneous
 - Order for Transfer (Attachment 3.7)
 - Release of Probation (Attachment 3.8)
 - Pick Up Order (Attachment 3.9)
 - Restitution
 - Conditional Discharge
 - Drug Court





Unit III: Form V

Reviewing a Form V

- See Attachment from Unit I
- Top banner indicates JJMS number, juvenile's name, & date of Form V.
- Top section includes demographic, home, & school information.



Unit III: Form V

Reviewing a Form V (cont.)

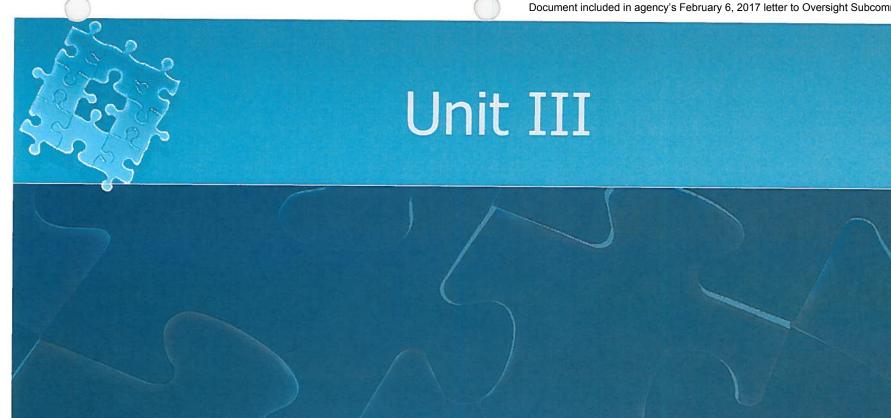
- Contacts section indicates key family members.
- DJJ Personnel section indicates staff involved with case.
- Juvenile's Traits section includes information about DNA & sex offender registries.



Unit III: Form V

Reviewing a Form V (cont.)

- Legal History
 - It is in reverse chronological order.
 - It includes referrals, decisions, dispositions, & orders.
- It is a snapshot highlighting critical information about a case.
- It is filed on the top of section 1.
- There should be only 1 copy in file.



Evaluations



Reviewing an evaluation

- Two basic types
 - Secure Upstate Evaluation Center
 - Local Community Psychologist (Larry Hunnicut)
- Other variants
 - Psychosexual
 - Pre-adjudicatory
 - Competency



- Attachment 3.10
- NOTICE
 - "This report is confidential..."
- FAMILY FUNCTIONING
 - Background information about the juvenile
 & family



- ADOLESCENT FUNCTIONING
 - Juvenile's history of needs & treatment
 - IQ scores can be found in Cognitive Functioning
- ADJUSTMENT TO EVAL. CENTER
 - Secure evaluations only



- SUMMARY
 - A concise synopsis of the entire report.
- STRENGTHS & DSM-IV DIAGNOSES
 - Identified strengths can guide treatment
 - Diagnoses are valuable information for staffing, treatment, & billing purposes



- NEEDS AND RECOMMENDATIONS
 - Provides the evaluator's recommendations for disposition
 - Indicates appropriate services needed to meet the juvenile's needs
 - Guides the CM's court recommendation but can be amended by staffing
 - Should be used to assist with CMP development



Unit III

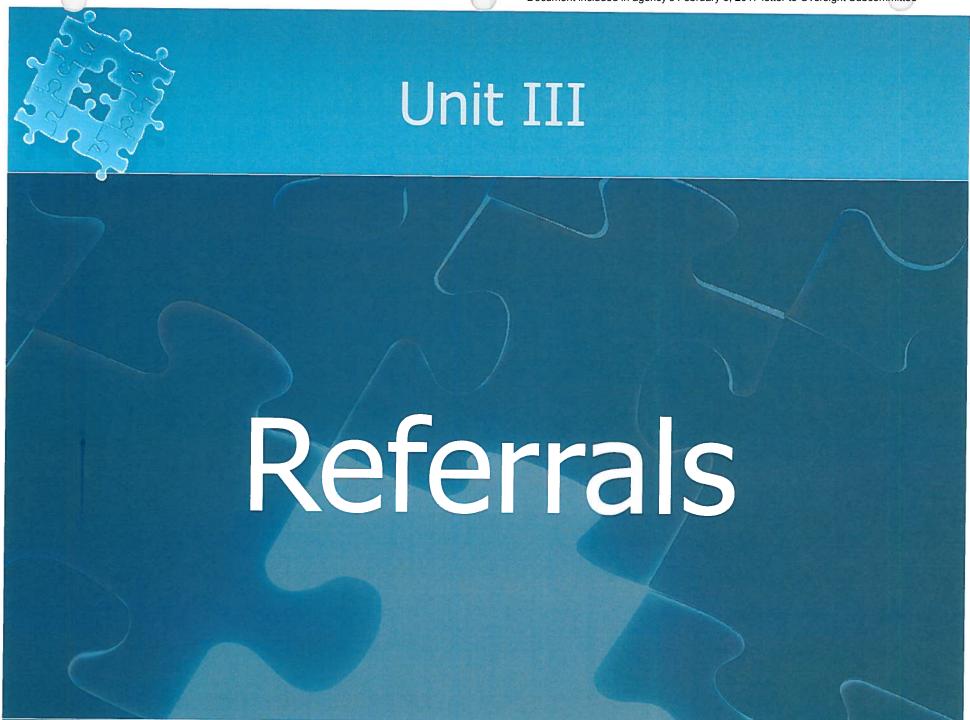
Child Assessment & Evaluation (CAE)



Unit III: CAE

CAE Requirements

- Required update every 6 months and documented on CAE and in Activity Note
- Update as needed and document in Activity Note
- Reformulate every 2 years
- Update JJMS when updating CAE and print a new Form V





Making referrals

- Juveniles should be referred to services that address their needs
- There is a resource drawer with updated referral forms
- Case Managers are encouraged to develop resources to meet needs.



Making referrals (cont.)

- Referrals can be made by
 - Phone
 - Fax
 - E-mail
 - Website
 - Mail

^{*}Some referrals require a medical necessity and prior approval



Making referrals (cont.)

- Referrals can be made:
 - When ordered by Family Court
 - As a graduated sanction
 - To address an identified need



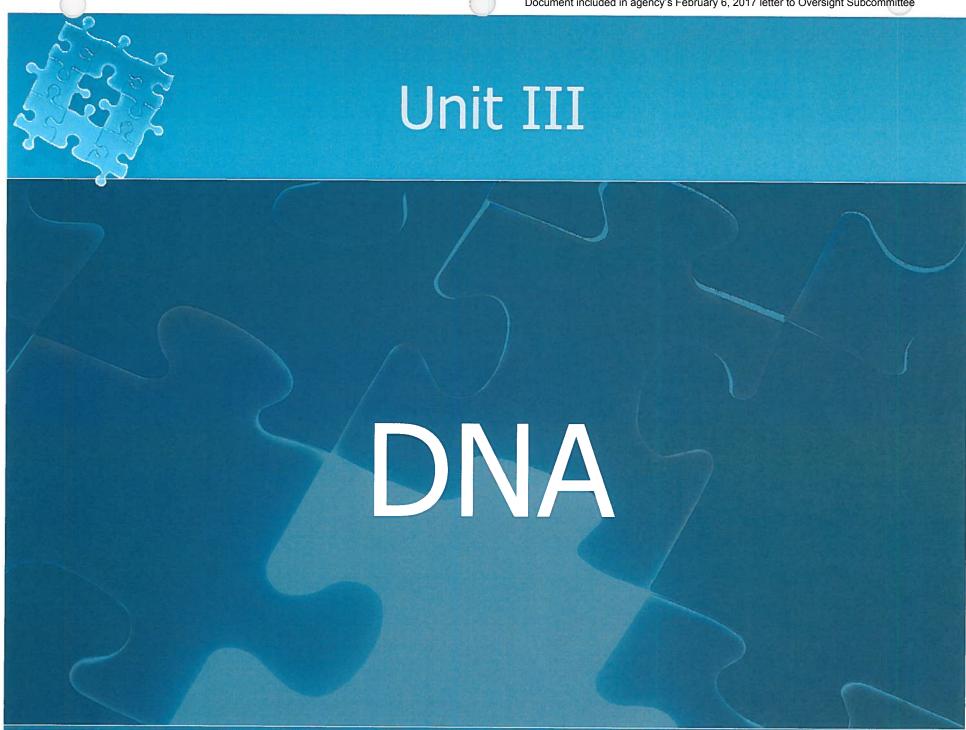
Making referrals (cont.)

- Services requiring Diagnostic
 Assessments & Dept. approval
 - Intensive Family Services
 - Wraparound Services Behavior modification



Monitoring Referrals

- Referrals must be monitored monthly
- Monitoring can be done by
 - Phone calls
 - E-mails
 - Face-to-face contact with community partners
- Document monitoring contacts in Activity Notes.





Unit III: DNA

DNA scheduling

- SC law requires juveniles adjudicated delinquent of qualified offenses to submit a DNA sample to SLED
- Samples are collected in our office by trained staff members



Unit III: DNA

DNA scheduling (cont.)

- Juveniles needing to provide a sample will be flagged in the JJMS alerts section
- The Case Manager will complete a DNA letter & mail it to the juvenile and parent (Attachment 3.11)



Unit III: DNA

DNA scheduling (cont.)

- On the day of the DNA sampling
 - Review with the juvenile & his guardian the Notice of Requirement, Form A-4.2A, & ask them to sign it (Attachment 3.12)



Unit III

Case Management Plan (CMP)



Formulating a CMP

- Case Manager needs to develop a juvenile's CMP within 30 days of case assignment. (Attachment 3.14)
- It is a plan tailored to meet the needs of the juvenile & his family.
- It is the "backbone" of Medicaid Targeted Case Management (MTCM).
- Dates of formulation & Case Manager's signature should match.



Formulating a CMP (cont.)

 Diagnosis code is usually found in the evaluation but can also be a product of records from the Dept. of Mental Health, private doctors or therapists, & other sources.



Formulating a CMP (cont.)

- Strengths may be determined from
 - Evaluation
 - Child Assessment & Evaluation (CAE)
 - Case Manager's observations
 - Other sources
- Case Manager should try to facilitate strength-based ways to meet a juvenile's needs.



Formulating a CMP (cont.)

- Needs may be determined from
 - Court Order
 - Evaluation
 - Child Assessment & Evaluation (CAE)
 - Record with DJJ
 - School records
 - Other sources



Formulating a CMP (cont.)

- Services are referrals, apology letters, community service, etc
- Projected Completion Date should include only month & year.
- Completion dates should be realistic and not all the same
- Case Manager, juvenile, & guardian all need to sign & receive copies of CMP.



Updating a CMP

- Review within 180 days of its formulation
- Reformulate within 365 days
- Update as needed and document on the CMP and Activity Note



Example

John Smith was placed on probation on 4/15/2014 for one year. He has a history of violent outbursts and property destruction. He was ordered to cooperate with DMH and complete 10 hours of community service.



Example

Needs of the Juvenile and Family:

John needs to learn to control his anger in a healthy manner and gain skills to make better decisions in the future.

John needs to experience the benefit of making a positive contribution to his community.

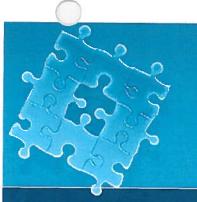


Example

Services and Actions to Meet the Needs, Frequency and Responsible Authority:

Cooperate with a referral to the Department of Mental Health and attend counseling sessions as requested. DMH will monitor compliance.

Complete 10 hours of community service at a location approved by CM. CM will monitor compliance.



Unit III

Monitoring



Levels of Supervision

- Standard
- Moderate
- Intensive *
- Attachment 3.15

*Intensive Supervision is done primarily by ISOs and will not be covered in this lesson



Standard Supervision

- Contact within 5 work days juvenile & parent
- Face to face within 15 work days juvenile & parent
- Monthly face to face with juvenile
- Monthly contact with parent
- Quarterly home visits
- Quarterly face to face if juvenile is placed



Standard Supervision continued

- Electronic monitoring as needed
- Educational Services monthly contact
- Service Providers monthly contact
- Employment Contact monthly review of paycheck stubs
- Staff quarterly with Supervisor



Moderate Supervision

- 2 face to face contacts per month
- 1 must be in the home
- Educational Services every other week
- Staff monthly with supervisor



Unit III

Earned Compliance Credit



- Allows juveniles to earn time off of their probation/parole for good behavior.
- Earn 10 days of credit for each month of probation
- Must have more than 3 months to earn credit
- Credit cannot be taken away once it is earned



What keeps juveniles from earning credit?

- A new referral
- Positive drug screen
- Violating EM/VM schedule
- OSS or expulsion
- Being placed in detention



What keeps juveniles from earning credit? (continued)

- Refusing to comply with conditions of probation
- Receiving notice of being at risk for placement dismissal
- Unsuccessful discharge from placement



Tracking ECC

- ECC Spreadsheet (Attachment 3.16)
- Supervisor requests spreadsheet from Errol Campbell
- Contains sheets for definite and indefinite probation and parole
- Completed monthly for every probation/parole case



Tracking ECC (continued)

- All cases: Enter JJMS, name, and start date
- Definite probation/parole: Use date calculator to determine the length in days
- Indefinite probation: Enter the juvenile's date of birth



Tracking ECC (continued)

- The spreadsheet automatically calculates dates
- Complete an ECC form for every case and file on side 3 (Attachment 3.17)
- Assess the file for ECC compliance monthly on the date indicated
- Document in an Activity Note



Will John receive ECC credit?

- John receives 5 days of ISS
- John was not ordered to have drug screens but he tests positive for marijuana
- A probation violation is filed based on an affidavit by John's mother



Unit III

Alternative Placement



- Juveniles can be placed from the community or institution
- Placement is USUALLY court ordered
- STAP may be used as a graduated sanction
- Community: CM submits multi-agency placement referral packet to Lori Ross (Attachment 2.20)
- Institution: CM sends commitment packet to UEC



Types of Placement

- Therapeutic Foster Care
- Group Home
- Wilderness Camp
- Marine Institute
- Residential Treatment Facility



Monitoring Placement

- Monthly contact with placement
- Quarterly visits to placement
- Monthly contact with parent/guardians
- Monthly contact with education and service providers
- ECC is earned unless juvenile is in danger of unsuccessful discharge



Length of Placement

- Determined by Matrix (Attachment 3.18)
- Based on category of most serious offense and risk score



Unit III

Graduated Sanctions

Unit III: Graduated Sanctions

It is the mission of the South Carolina Department of Juvenile Justice (DJJ) to protect the public and reclaim juveniles through prevention, community services, education, and rehabilitative services in the least restrictive environment.

Unit III: Graduated Sanctions

The Greenville County Probation
Department works with youth to hold
them accountable for their past and
current behaviors while helping them
access the resources necessary to
make better decisions in the future.



Graduated Sanctions

Overview

 An accountability-based series of sanctions that includes incentives, treatment and services.

Purpose

 Keep the juvenile from having to appear in court and to hold the juvenile accountable for his or her actions.

Staffing

- Staff the current issues with your Supervisor to determine if a Graduated Sanction is appropriate or if a probation violation is needed
 - Community Psychologist, Solicitor, or in the Multi Agency Staffing.



Graduated Sanctions

- Options
 - Be Creative Think outside the box
 - Tutor other juveniles
 - Design and send cards to troops
 - Strict Curfew
 - Book report / Paper
 - Community Service
 - Behavior Contract
 - Electronic Monitoring/Voice Monitoring
 - Administrative Hearing
 - STAP



Unit III

Probation Violations

Unit III: Probation Violations

- Types of Violations:
 - Law Violation Juvenile receives a new charge (adult or juvenile)
 - Technical Violation A violation of the conditions of probation



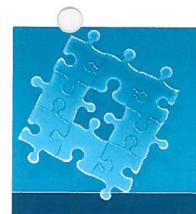
- All violations must be staffed
- Staffing will:
 - Review the conditions of probation
 - Review the violation
 - Consider the seriousness of the offense and violation
 - Ensure graduated sanctions have been implemented
 - Determine whether violation will be filed



- Violation How-To
 - Complete Violation Report in JJMS
 - Complete a PV Complaint Form (Attachment 3.19)
 - Scan and email to Solicitor: PV Complaint form, probation order, supporting documentation (school records, restitution report, etc.)
 - Enter violation as new charge in JJMS



- Violation How-To
 - Have juvenile and parent served for court
 - Staff case in multi-agency staffing (if final recommendation has not been staffed with supervisor)
 - Complete court summary
 - Present case in court (See Intake Court Procedures)



Unit III

MTCM Review



Unit III: MTCM Review

- Within 30 days of receiving case:
 - Assess file billable
 - Formulate CMP billable
 - Complete home visit not billable

ALL THREE ACTIVITIES MUST BE DONE TO BEGIN BILLING!



Unit III: MTCM Review

- Billable Activities
 - Formulating CMP
 - Reformulating CMP
 - Therapeutic Contacts Must be on CMP!
- Non-Billable Activities
 - Required contacts monthly office visit, quarterly home visit
 - ECC Review
 - Any activity when 30-day activities have not been completed



Case Closure



Unit III: Case Closure

- Probation ends by:
 - Earned Compliance Credit reached
 - Probation Order expires
 - Early release requested
- Staff with supervisor for early release
 - Submit Early Release Order to original Judge (Attachment 3.8)



Unit III: Case Closure

- Close Case Management Plan
- Close Probation in JJMS
 - Add disposition of "Probation Requirement Ended" to Probation order
- Remove juvenile from caseload
- Mail letter to parents notifying them of closure
- Submit file to Supervisor for review



The End!

- Tips:
 - Probation is NOT black and white
 - Staff with your Supervisor
 - Document EVERYTHING in an Activity Note
 - When in doubt, STAFF WITH YOUR SUPERVISOR!

QUESTIONS???

CASE MANAGERS EXPECTATIONS

All activities are to be documented in JJMS and in the file within five business days

1. Community visits

- Home to include weekends and evenings
- School meet with client, review records to include attendance and discipline
- Employment verification (if applicable)
- Placement visits to include maintaining contact with Human Service Professionals
- Parent/legal guardian contact

2. Case supervision

- Supervise juv on probation, parole, committed, and diversion contracts following contact chart (Intensive, Mod, Standard, Contract)
- Collect restitution
- Maintain contact with victims
- Ensures community service is completed to include securing sites
- Provides assistance to agencies who run groups in the county office after hours or on weekends
- Monitor juv on house arrest/curfew to include electronic monitoring
- Responsible for submitting probation violations
- Responsible for transporting juv to and from placement and at times, appointments such as mental health, alcohol and drug, etc
- Apply ECC as applicable
- Medicaid services CMP

3. Attend court proceedings

- Detention
- Adjudication
- Dispositional
- Review hearings
- DSS hearings (when applicable)

4. Facility visits

- Juvenile detention centers
- Evaluation centers
- Adult jails
- Broad River Road Campus

- 5. On call 24/7, 365 days a year this includes conducting detention screenings on all juv who are being detained. In some instances, visits to the detention center is necessary
- 6. Meetings
 - IEP
 - Interagency Staffings
 - i. DMH
 - ii. DSS
 - iii. School
 - iv. COC
 - v. AOD
 - Internal staffings
 - i. Court prep
 - ii. Special Needs
 - Staff meetings