

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-402

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CHIEF PROBATION OFFICER REPLACES: 5/16/2018

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**SUBJECT: INSTITUTIONAL ASSESSMENT, CASE PLAN, AND CASEWORK**

**POLICY**

The Probation Department is committed to completing an Institutional Assessment and Case Plan for all youth held in Juvenile Hall or Camp Peterson for 30 days or more and within 40 days of commitment. The assessment shall be based on information collected during the admission process with periodic review. All youth shall be provided appropriate counseling and casework services.

**PROCEDURES**

A. Institutional Assessment and Case Plan

1. Institutional Assessment and Case Plan Responsibility
  - a. An Institutional Assessment and Case Plan will be completed by the Probation Officer III assigned to the Youth Advocacy/Programming Unit for all youth held in Juvenile Hall for 30 days or more until the youth is released.
  - b. The Camp Peterson Probation Officer III is responsible for completing an Institutional Assessment and Case Plan once youth are committed to Camp Peterson.
  - c. The Assigned Placement Officer is responsible for completing an Institutional Assessment and Case Plan once youth have been ordered to out-of-home placement.
  - d. The designated Probation Officer is responsible for completing an Institutional Assessment and Case Plan for youth who are pending transfer hearings and/or are pending Adult Court.
2. Time Requirements
  - a. The Institutional Assessment and Case Plan will be completed with 40 days of admission into Juvenile Hall.
  - b. The POIII of the Youth Advocacy/Programming Unit shall ascertain whether

the youth has a current case plan on file. If there is an existing case plan, the case plan shall be reviewed and updated.

- c. If there is not a current case plan on file, the POIII of the Youth Advocacy/Programming Unit shall ascertain if a case plan is being prepared and in the process of being filed.
  - d. If a case plan is not in the process of being prepared, the POIII of the Youth Advocacy/Programming Unit shall prepare and file an institutional assessment and case plan. Case plans are intended to promote positive youth development.
    - i. The Institutional Assessment and Case Plan shall be filed in JJIS.
    - ii. Paper copies should be routed to the youth's Juvenile Hall Intake File and the Probation Officer File.
  - e. If the youth appears to be developmentally disabled, a request will be made to have an assessment by Valley Mountain Regional Center.
  - f. Case Plans shall be updated every six month.
3. Principles of Positive Youth Development include, but are not limited to:
- a. Education: Promote and support school engagement and attendance.
  - b. Relationships: Promote and support the development of positive peer and adult relationships.
  - c. Health: Provide information, resources, and referrals to support healthy mental and physical development.
  - d. Creativity: Provide information, resources, and referrals to programs that support and encourage creative expressions, including school and community-based opportunities.
  - e. Community: Reward and support efforts at community service, including volunteering or other community building efforts (see rewards and sanctions matrix).
  - f. Work: Provide information, resources, referrals to WorkNet and other school or community based employment training and job development programs.
4. Assessment and Case Plan Requirements
- a. The assessment should include the principles of positive youth development and is a statement of the youth's risk factors, needs, and strengths, including, but not limited to, identification of the following:
    - i. substance abuse history

- ii. educational
- iii. vocational
- iv. counseling
- v. behavioral health
- vi. consideration of known history of trauma
- vii. family strengths and needs

Additional Information that May be Included:

- viii. social relations / peer group
- ix. hobbies and interests (e.g. sports, music, art)
  - x. family counseling
  - xi. child welfare involvement
  - xii. Medi-Cal eligibility / enrollment
- b. The institutional assessment and case plan shall be developed in partnership with the youth and include youth input and engagement. Whenever possible, parents/guardians shall be contacted to inform of the assessment and their input shall be incorporated into the case plan.
- c. The institutional assessment and case plan shall also include input from supportive adults, and the Regional Center for the Developmentally Disabled, if applicable.
- c. The institutional assessment and case plan shall include, but not be limited to, written documentation that provides:
  - i. Individual goals and objectives and time frames for the resolution of problems identified in the assessment.
  - ii. A plan for meeting the objectives that includes a description of program resources needed and individuals responsible for ensuring that the plan is implemented.
  - iii. The date and signature of the youth, probation officer, and Probation Unit Supervisor shall be documented on the case plan.
  - iv. Reasonable efforts shall be made to obtain the youth's parent and/or guardian's signature on the case plan. Attempts shall be documented on the case plan.
  - v. Periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth.
- d. In addition to the above, for post-dispositional youth, the institutional assessment and case plan shall include, but not be limited to, written documentation that provides:

- i. Periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth.
  - ii. A transition or aftercare plan, subject to existing resources, that is completed prior to the youth being released.
  - ii. Contact with the Regional Center for the Developmentally Disabled for youth that are developmentally disabled.
  - iii. Developed with input from the family, supportive adults, the youth, and the Regional Center for the Developmentally Disabled, if appropriate.
  - iv. A referral to the Human Services Agency for Medi-Cal eligibility and enrollment.
- e. Upon the youth's release from Juvenile Detention, the Youth Advocacy Unit will be notified to update the transition or re-entry plan.
- i. The Youth Advocacy Unit will share the transition or re-entry plan with the following:
    - (a). Supervising Probation Officer
    - (b). Behavioral Health Services staff
    - (c). Medical Clinic staff
    - (d). Education staff
    - (e). Community based service provider (if applicable)
  - ii. The supervising probation officer shall use the transition or re-entry plan in conjunction with the Title IV-E Case Plan to coordinate services for the youth.

**B. Counseling and Casework Services**

1. All staff assigned to Juvenile Hall and Camp Peterson are responsible for assisting youth with needs or concerns that may arise.
2. There are a variety of ways to assist youth who are having problems:
  - a. Talking with the youth about his/her concerns encourage youth to express their feelings and concerns through journaling or formal letters or grievances to the Youth Advocate.
  - b. Contacting another staff member more able to address those issues.
  - c. Contacting the Youth Advocate to speak to the youth.
  - d. Notifying a supervisor or administrator so they may arrange for the needed services.

3. All staff will assist youth who request contact with parents, other supportive adults, attorneys, clergy, probation officers, or other public officials, to make contact with those persons. This will be accomplished within existing policies, procedures, and practices of Juvenile Hall and Camp Peterson.
  
4. The Deputy Chief Probation Officer and his/her designees are responsible for providing the education, counseling, and casework services to youth. Youth will be provided access to available resources to meet the youth's needs.