

Assessment and Case Plan

946.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures to develop an assessment and case plan for youth held in a juvenile facility. This policy applies to all juvenile facility staff.

946.1.1 DEFINITION

Definition related to this policy includes:

Developmental Disability - Applies to those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disabilities or to require treatment similar to that required for individuals with intellectual disabilities, but shall not include other disabilities that are solely physical in nature.

946.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 §§ 1351, 1355 and 1418;
- Juvenile Facility Services Policies: Classification and Individualized Treatment Plans; and
- Welfare and Institutions Code §§ 209, 210, 875 and 885.

946.3 POLICY

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 in a Riverside County Probation Department juvenile facility.

946.4 SECURE TRACK INDIVIDUAL REHABILITATION PLAN (IRP)

Within 30 judicial days of making an order of commitment to a secure track treatment facility, the court shall receive, review, and approve an individual rehabilitation plan that meets the requirements for the youth that has been submitted to the court by the probation department and any other agencies or individuals the court deems necessary for the development of the plan.

946.5 INSTITUTIONAL ASSESSMENT AND CASE PLAN

The information documented on an Assessment and Case Plan can be found in the client management system. The completed document will be retained in the youth's file.

Probation corrections officers (PCOs), assigned as caseworkers, shall review the Assessment and Case Plan for each youth held for at least 30 days or more. 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: substance abuse history, educational

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history, vocational needs, counseling needs, behavioral health needs, consideration of known history of trauma, family strengths, and needs or emancipation skills. Caseworkers shall create objectives that can be measured and establish an action plan with achievable goals that can be completed within a reasonable time frame while the youth is in custody. After the case plan is completed, caseworkers shall conduct a periodic review and evaluation of progress towards meeting case plan objectives with the youth.

If appropriate, the case plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and 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.

Periodic evaluation of progress towards meeting the youth's objectives, including periodic review and discussion of the plan with the youth shall be done. (See Detention Assessment and Case Plan Group Example and Instructional Guide attached).

A transitional and reentry plan shall be developed for youth in accordance with Board of State and Community Corrections Title 15 section 1351. The transitional and reentry plan shall be developed in collaboration with correctional health, behavioral health, Riverside County Office of Education, probation supervision, community-based services, and the Regional Center for the Developmentally Disabled if applicable.

An in-service training shall be made available to all juvenile facility staff on an as needed basis to refresh the requirements for assessments and case plans.

946.6 DEVELOPMENTALLY DISABLED YOUTH

Contact shall be made with a regional center for the developmentally disabled youth who are in need of those services, including provisions of Policy: Individualized Treatment Plans. A directory of regional centers throughout California can be found at the California Department of Development Services [website](#).

Youth with suspected developmental disabilities shall be separated when their safety would be jeopardized in the general population (refer to Policy: Classification).

Youth with suspected developmental disabilities shall be referred to behavioral health staff for evaluation. Upon receipt of an evaluation from behavioral health staff indicating that the youth appears to meet the criteria for a developmental disability, contact shall be made with a regional center for the developmentally disabled within 24 hours, excluding weekends and holidays.

Juvenile facilities which do not have staff available with specific training in diagnosing developmental disabilities must contact a regional center for the developmentally disabled within 24 hours, excluding weekends and holidays, so appropriately trained staff will be able to

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make a diagnosis and determine eligibility for services. If it is not possible to meet the 24 hour deadline, a phone call and a follow-up email notification to the center shall be done as soon as possible, advising the center that the youth is in custody.

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Attachments:

1. [Detention Assessment and Case Plan Group Example and Instructional Guide](#)