
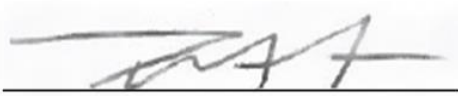


POLICY TITLE: CASE MANAGEMENT		PAGE 1 OF 6
POLICY NUMBER: 9.1		
CHAPTER 9: SUPERVISION AND CASE MANAGEMENT		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: September 3, 2008	LATEST REVISION November 7, 2023

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Juvenile Community Corrections

III. POLICY

Juvenile Community Corrections Officers shall use case management to identify the criminogenic needs and associated risk factors of juveniles referred by law enforcement and the services and interventions necessary to address these needs and risks. Case management consists of assessment, case planning, coordination, advocacy, monitoring, and reassessment. Juvenile Community Corrections Officers shall ensure all significant decisions, actions, and events regarding juveniles referred by law enforcement and/or under supervision are documented.

IV. DEFINITIONS

1. Face-to-face contact - a contact by a Juvenile Community Corrections Officer with a client during which they communicate while they are visible to each other, either in person or virtually (e.g., via video conferencing).

V. CONTENTS

- Procedure A: Assessment
- Procedure B: Case Plan Development
- Procedure C: Coordination and Advocacy
- Procedure D: Monitoring
- Procedure E: Reassessment

VI. ATTACHMENTS

[Attachment A: Juvenile Screening Tool](#)

VII. PROCEDURES

Procedure A: Assessment

1. Juvenile Community Corrections Officers shall take advantage of a variety of approved assessment tools to determine the type of resources appropriate to individual cases. These assessments may include, but are not limited to, substance use, problem sexual behavior, and mental health assessments.
2. A Juvenile Community Corrections Officer (JCCO) shall initiate the use of the approved risk and needs assessment by gathering the appropriate information when conducting the preliminary investigation for a juvenile referred to the Department by law enforcement, unless the JCCO has determined that further action requiring ongoing supervision is not required and has entered "NFA" into CORIS.
3. The assessment shall not be completed for a juvenile on unconditional release or unsupervised conditional release, unless and until there is an informal adjustment or adjudication. If and when there is an informal adjustment or adjudication, the assessment shall be completed at that time.
4. The assessment shall not be completed for a juvenile on supervised conditional release, if the defense attorney objects, unless and until there is an informal adjustment or adjudication. If and when there is an informal adjustment or adjudication, the assessment shall be completed at that time.
5. The approved assessment tool is the Juvenile Screening Tool (Attachment A), except that the approved assessment tool is the YLS/CMI if the juvenile has previously been referred by law enforcement or if the charge is for a felony-level juvenile offense (murder, or a Class A, B, or C offense) or an assault, regardless of class.
6. For juveniles who are placed on supervised conditional release, the assessment shall be completed and entered into CORIS as soon as practicable after the placement on supervised conditional release, but no later than within thirty (30) days from the date a juvenile is placed on the supervised conditional release.
7. In addition to using the assessment for case plan development as set out below if and only if a juvenile is later placed on informal adjustment or probation, the JCCO may use the assessment for the purpose of making recommendations to the defense attorney, prosecutor, and/or court as to the services, referrals, and other resources needed by the juvenile.
8. For juveniles who are placed on informal adjustment for less than (3) months, the assessment shall be completed and entered into CORIS as soon as practicable after the period of informal adjustment begins, but no later than within thirty (30) days from the date a juvenile is placed on the period of informal adjustment.
9. The assessment tool shall be completed and entered into CORIS within thirty (30) days from the date a juvenile is placed on a period of informal adjustment of at least three (3) months.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
9.1 Case Management	9. Supervision and Case Management	Page 2 of 6 11/7/23R

10. The assessment tool shall be completed and entered into CORIS within thirty (30) days from the date a juvenile is placed on probation.
11. The assessment tool shall be completed and entered into CORIS within three (3) months from the date a juvenile is placed on community reintegration status.
12. The JCCO may make appropriate referrals for additional assessments to determine mental health, behavioral, and substance use related needs.
13. The JCCO may work, as needed, with liaisons from the Department of Health and Human Services (DHHS) Office of Child and Family Services (OCFS) to access other appropriate assessments, such as assessments available through mental health systems.
14. The JCCO may assist the juvenile and, if applicable, the juvenile's parent or guardian to access other appropriate assessments.

Procedure B: Case Plan Development

1. The Juvenile Community Corrections Officer (JCCO) shall prepare a case plan for juveniles on informal adjustment or probation that identifies the services, referrals, and other resources needed based upon the assessments, and, if applicable, court-ordered probation conditions. The case plan shall be maintained as a part of the juvenile's case file.
2. The Juvenile Community Corrections Officer (JCCO) shall prepare a case plan for juveniles to be placed on community reintegration that identifies the services, referrals, and other resources needed based upon information received from the juvenile facility during classification meetings, including but limited to, the Community Reintegration Meeting. This case plan may be modified later as a result of completing the required assessment tool after the juvenile is placed on community reintegration status or as otherwise provided in Procedure E below.
3. The case plan shall be prepared with input from the juvenile and, as appropriate and applicable, their parent(s) or guardian, representatives of involved state agencies, community providers, and natural supports (e.g., teachers, coaches, friends, etc.).
4. The case plan shall be entered into CORIS by the JCCO within forty-five (45) days from the start of supervision.
5. The case plan shall include SMART (strategic, measurable, attainable, realistic, timely) action steps that address risk factors and juvenile client identified goals.
6. Rewards may include, but are not limited to, gift cards, activity trips, praise. Sanctions may include, but are not limited to, writing assignments, community service work, curfew adjustments.
7. Case plan outcome or other notes in CORIS shall reflect the client's progress toward action steps. The case plan shall be reviewed at least every three (3) months and shall be updated as necessary as clients meet each goal or as circumstances otherwise significantly change.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
9.1 Case Management	9. Supervision and Case Management	Page 3 of 6 11/7/23R

Procedure C: Coordination and Advocacy

1. The Juvenile Community Corrections Officer (JCCO) shall advocate for appropriate services and resources as identified in the case plan in the best interest of the juvenile and the community.
2. The JCCO may work, as needed, with liaisons from the Department of Health and Human Services (DHHS) Office of Child and Family Services (OCFS) to access appropriate services, such as services available through mental health systems.
3. The JCCO may facilitate the juvenile’s access to services and resources as necessary. Referrals by the JCCO shall be made using approved release of information forms in accordance with Department Policy (JCC) 8.1, Confidentiality of Juvenile Community Correction Client Information.
4. The JCCO shall participate, as applicable, in collaborative team meetings, in order to ensure services for the juvenile are appropriate and well-coordinated.

Procedure D: Monitoring

1. The Juvenile Community Corrections Officer (JCCO) shall ensure the juvenile’s case plan is implemented. Progress toward meeting action steps shall be assessed through face-to-face contacts, oral and written communication with the juvenile and the juvenile’s parent(s) or guardian, as applicable, and collateral contacts.
2. The Juvenile Community Corrections Officer (JCCO) shall maintain monitoring standards for all juveniles on conditional release, informal adjustment, probation, and community integration status.
3. The contacts needed to meet monitoring standards for juveniles on conditional release shall be determined by the JCCO on a case by case basis, and need not include face-to-face contacts, unless the JCCO determines them necessary based on the conditions imposed.
4. The contacts needed to meet monitoring standards for juveniles on informal adjustment shall be determined by the JCCO on a case by case basis, and need not include face-to-face contacts, unless the informal adjustment is for at least (3) months.
5. The contacts needed to meet monitoring standards for juveniles on probation or community integration status shall include face-to-face contacts.
6. Monitoring standards for juveniles on probation or community reintegration status are established according to the juvenile’s assessed risk as follows:
 - a. High/Very High Risk – At least four scheduled (4) face-to-face (when possible) contacts per month. JCCO shall attempt four (4) collateral contacts each month which may include family, school, employment, service providers, etc. All contacts will be documented in CORIS notes.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
9.1 Case Management	9. Supervision and Case Management	Page 4 of 6 11/7/23R

- b. Moderate Risk – At least two scheduled (2) face-to-face (when possible) contacts per month. JCCO shall attempt two (2) collateral contacts each month which may include family, school, employment, service providers, etc. All contacts will be documented in CORIS notes.
 - c. Low Risk – At least one scheduled (1) face-to-face (when possible) contacts per month. JCCO may attempt one (1) collateral contacts each month which may include family, school, employment, service providers, etc. All contacts will be documented in CORIS notes.
7. Home visits may be conducted at the discretion of the JCCO in collaboration with their Regional Correctional Manager and these contacts may be scheduled or unscheduled. Request for unscheduled home visits shall include justification and an action plan to include officer safety.
 8. For all out of home placements, the JCCO shall ensure there is at least one (1) face-to-face contact per month with the client and the person(s) responsible for the care of the juvenile. This contact may be conducted by another Juvenile Community Corrections Officer, who shall report the contact to the supervising JCCO.
 9. Any variation from contact standards shall be documented in CORIS along with the reason for the variation.
 10. If a JCCO expects to be unable to meet contact standards (example vacation, medical leave, etc.) they shall make arrangements for case load coverage in coordination with the Regional Correctional Manager.
 11. Juvenile Community Corrections Officers (JCCOs) may use their discretion to increase contact standards based upon acute needs.
 12. Contact standards may be increased by the JCCO by one (1) level, for periods of time not to exceed one (1) month, in order to address emergent issues related to public safety and/or case plan goals. Reason(s) for any increase must be documented in CORIS.
 13. If, after one (1) month, the JCCO believes that the juvenile needs to be supervised at a higher level, the JCCO shall reassess risk level and contact the Regional Correctional Manager for approval.

Procedure E: Reassessment

1. A risk and needs reassessment may be conducted at any point during supervision following a significant occurrence and/or intervention or as other significant changes arise.
2. The Juvenile Community Corrections Officer (JCCO) shall conduct a risk and needs reassessment at least every twelve (12) months of supervision.
3. The JCCO shall conduct a risk and needs reassessment at the termination of supervision provided the supervision period is three (3) months or longer.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
9.1 Case Management	9. Supervision and Case Management	Page 5 of 6 11/7/23R

4. Following each reassessment, excluding the termination reassessment, the case plan may be modified to address current presenting risks and needs.
5. Upon termination of supervision, the JCCO shall close each action step and goal of the case plan, summarizing results.

VIII. PROFESSIONAL STANDARDS

None

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
9.1 Case Management	9. Supervision and Case Management	Page 6 of 6 11/7/23R