
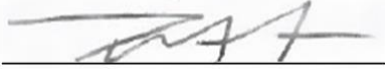


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| CHAPTER 9: SUPERVISION AND CASE MANAGEMENT | | |
|  | STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner:  | PROFESSIONAL STANDARDS: See Section VIII |
| | EFFECTIVE DATE: September 3, 2008 | LATEST REVISION October 7, 2024 |

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 (JCCOs) 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 screening, assessment, case planning, coordination, advocacy, monitoring, and reassessment. JCCOs 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 (JCCO) with a client during which they communicate while they are visible to each other, either in person or virtually (e.g., via video conferencing).
2. Supervised conditional release – any conditional release ordered by a JCCO or a conditional release ordered by a court in which the juvenile is required to abide by specific conditional release requirements under supervision by a JCCO, including a conditional release in which there is a requirement for the juvenile to check in with a JCCO.
3. Unsupervised conditional release – a conditional release ordered by a court in connection with a deferred disposition in which the juvenile is not required to abide by specific conditional release requirements under supervision by a JCCO.

V. CONTENTS

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

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Screening and Assessment

1. Juvenile Community Corrections Officers (JCCOs) shall take advantage of a variety of approved screening and assessment tools to determine the type of resources appropriate to individual cases. These tools may include, but are not limited to, general risk/needs, substance use, problem sexual behavior, and mental health screenings and assessments.
2. A JCCO shall initiate the use of a risk/needs screening and/or 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. Neither the screening nor the assessment shall be completed for a juvenile on unconditional release or unsupervised conditional release, unless and until the juvenile is placed on supervised conditional release, there is an informal adjustment, or there is an adjudication resulting in the juvenile being placed under the supervision of the JCCO. If and when one of these events occurs, the screening and/or assessment shall be completed at that time, except as set out below.
4. Neither the screening nor the assessment shall be completed for a juvenile on a supervised conditional release ordered by a JCCO when the only condition is that the juvenile appear for court on a specified date and at a specified time, unless and until there is an additional condition added to the supervised release or an adjudication. If and when there is an additional condition added or an adjudication resulting in the juvenile being placed under the supervision of the JCCO, the assessment shall be completed at that time.
5. Neither the screening nor the assessment shall be completed for a juvenile on supervised conditional release if it is known that the defense attorney objects, either as a general matter or with respect to the specific juvenile, unless and until there is an informal adjustment or an adjudication. If and when there is an informal adjustment or an adjudication resulting in the juvenile being placed under the supervision of the JCCO, the assessment shall be completed at that time.
6. For every juvenile for whom a risk/needs screening and/or assessment is to be completed, the JCCO shall use the Department approved screening and/or assessment

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tool(s), as applicable, and shall determine which tool(s) to use for the particular juvenile in accordance with the JCCO's training.

7. For a juvenile who is placed on supervised conditional release, the screening and/or 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.
8. For a juvenile who is placed on informal adjustment for less than three (3) months, the screening and/or 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 the juvenile is placed on the period of informal adjustment.
9. For a juvenile who is placed on informal adjustment for three (3) months or more, the screening and/or assessment shall be completed and entered into CORIS no later than within thirty (30) days from the date the juvenile is placed on the period of informal adjustment.
10. For a juvenile who is placed on probation, the screening and/or assessment shall be completed and entered into CORIS no later than within thirty (30) days from the date the juvenile is placed on probation.
11. For a juvenile who is placed on community reintegration status, the assessment shall be completed and entered into CORIS within three (3) months from the date the juvenile is placed on community reintegration status.
12. The JCCO may also make appropriate referrals for additional screenings and/or 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 Office of Child and Family Services) to access other appropriate screenings and/or assessments, such as assessments available through mental health systems.
14. The JCCO may assist the juvenile and the juvenile's parent(s)/guardian/legal custodian, if applicable, to access other appropriate screening and/or assessments.
15. If a juvenile is placed on supervised conditional release or probation or it is otherwise relevant, the JCCO may use screenings and/or assessments 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.

Procedure B: Case Plan Development

1. The Juvenile Community Corrections Officer (JCCO) shall prepare a case plan for juveniles on informal adjustment, deferred disposition with supervised conditional release, or probation that identifies the services, referrals, and other resources needed based upon the screenings and/or assessments, and, if applicable, court-ordered conditions. The case plan shall be maintained as a part of the juvenile's case file.
2. The 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 during juvenile facility classification meetings, including, but

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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 a result of a later reassessment.

3. The case plan shall be prepared with input from the juvenile and, as appropriate and applicable, their parent(s)/guardian/legal custodian, 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 identified goals.
6. Case plan outcome or other notes in CORIS shall reflect the juvenile’s progress toward action steps. The case plan shall be reviewed at least every three (3) months and shall be updated as necessary as the juvenile meets each goal or as their circumstances otherwise significantly change.

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 Office of Child and Family Services 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 Corrections 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)/guardian/legal custodian, as applicable, and collateral contacts.
2. The JCCO shall maintain monitoring standards for all juveniles on supervised conditional release, informal adjustment, probation, and community integration status.
3. Monitoring standards for a juvenile are established according to the juvenile’s assessed risk as follows:
 - a. High/Very High Risk – At least four (4) scheduled face-to-face (when possible) contacts per month. JCCO shall also attempt four (4) collateral contacts each month, which may include family, school, employment, service providers, etc.

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- b. Moderate Risk – Two (2) scheduled face-to-face (when possible) contacts per month. JCCO shall also attempt two (2) collateral contacts each month, which may include family, school, employment, service providers, etc.
- c. Low Risk – One (1) scheduled face-to-face (when possible) contact per month. JCCO may also attempt one (1) collateral contact each month, which may include family, school, employment, service providers, etc.

The JCCO may use their discretion to increase contact standards based upon an acute need.

- 4. 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. A request for an unscheduled home visit shall include justification and any precautions needed to protect the safety of the JCCO and other persons.
- 5. For all out of home placements, the JCCO shall ensure there is included in the above monitoring at least one (1) face-to-face contact per month with the juvenile and the person(s) responsible for the care of the juvenile. This contact may be conducted by another JCCO, who shall report the contact to the supervising JCCO.
- 6. If a JCCO expects to be unable to meet contact standards (e.g., due to vacation, medical leave, etc.) they shall arrange for case load coverage in coordination with the Regional Correctional Manager.
- 7. Contact standards may be increased by the JCCO by one (1) risk level, for a period of time not to exceed one (1) month, in order to address emergent issues related to public safety and/or case plan goals. The reason(s) for any increase must be documented in CORIS.
- 8. If, after one (1) month, the JCCO believes that the juvenile needs to be supervised at a higher level, the JCCO shall reassess the juvenile’s risk level and contact the Regional Correctional Manager for approval.
- 9. All contacts shall be documented in CORIS notes. Also, any variation from the above contact standards shall be documented in CORIS, along with the reason(s) for the variation.

Procedure E: Reassessment

- 1. A risk/needs reassessment may be conducted at any point during supervision following a significant occurrence and/or intervention or if the Juvenile Community Corrections Officer (JCCO) becomes aware of a change in circumstances or new and significant information is discovered.
- 2. The JCCO shall conduct a risk/needs reassessment at least every twelve (12) months of supervision.
- 3. The JCCO shall conduct a risk/needs reassessment at the termination of supervision, provided the supervision period is three (3) months or longer.
- 4. Following each reassessment, excluding the termination reassessment, the case plan may be modified to address current presenting risks and needs.

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- 5. Upon termination of supervision, the JCCO shall close each action step and goal of the case plan, summarizing results.

VIII. PROFESSIONAL STANDARDS

None

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