Minnesota Department of Corrections

Policy Number:	**203.011**
Title:	**Case Management Process – Juveniles**
Effective Date:	**11/5/19**

PURPOSE: To provide case management services for juvenile offenders committed to the commissioner of corrections or placed as a condition of probation.

APPLICABILITY: Minnesota Correctional Facility – Red Wing (MCF-RW), hearings and release unit (HRU)

DEFINITIONS:

Community reentry plan – report specifying conditions relating to transition from the facility to the community.

Comprehensive needs assessment – an assessment conducted prior to the development of the individual treatment plan, containing psychological, educational, health services, chemical health, transitions, and recreation evaluations.

Individual treatment plan – an individualized plan consisting of programming needs, program goals and means of goal achievement which are developed based on the resident's Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0) assessment high-risk domains, and recommendations from the treatment team.

Program progress report – quarterly report of progress toward the goals established in the resident's individual treatment plan.

Treatment team – group of staff consisting of caseworkers, therapeutic recreation staff, teachers, individual education plan (IEP) case managers, mental health staff, chemical health staff, and correctional officers who have regular contact with residents.

PROCEDURES:

A. The caseworker supervisor assigns residents to a caseworker and a living unit. The resident's assigned caseworker is responsible for providing or coordinating case management activities, including case history reviews, need assessments, Individualized Treatment Plans, program progress evaluations, 30-day Treatment Plan reviews, transition/aftercare planning (transition caseworkers), and individual and group counseling.

B. The caseworker initiates and documents orientation and assessment activities for assigned residents, including preparing the Comprehensive Needs Assessment Summary (attached).

C. The caseworker schedules an initial treatment team meeting within 30 days of a resident's arrival. The treatment team reviews and approves program plans, goals, and progress. The resident, the resident's family/guardians, and the resident's parole agent are invited participants in the treatment team process.

D. The caseworker prepares a Juvenile Treatment Plan (attached) based on assessed needs on the Youth Level of Service/Case Management Inventory (YLS/CMI) assessment and treatment team recommendations.

E. The caseworker schedules 30-day treatment plan reviews as well as quarterly progress reports.

F. Upon treatment plan completion, the caseworker must prepare a Juvenile Treatment Plan summary and a Community Reentry Plan (attached) and a pre-parole review report for the officer of the hearings and release unit (HRU). Once the resident has completed the treatment plan, the resident begins a 30-day furlough in the community with the support of the resident's transition caseworker and Community Reentry Plan. At the completion of the 30-day furlough, the transition caseworker summarizes the resident's furlough experience and the completion of the MCF-RW program.

G. All documentation must be filed in the resident's case management file, and retained according to retention schedules. All supervisory reviews of the case management file must be noted in the file.

INTERNAL CONTROLS:

A. All documentation, including the comprehensive needs assessment, treatment plan, progress reports, 30-day treatment plan reviews, and community reentry plan are filed and retained in the resident's case management file according to retention schedules.

B. All supervisory reviews of the case management file are noted in the file.

ACA STANDARDS: 4-JCF-5B-01, 4-JCF-5C-05, 4-JCF-5C-06

REFERENCES:
Minn. Stat. § 241.01
Policy 106.110, "Juvenile Adjustment Reviews"
Policy 106.111, "Juvenile Facility Reviews"
Policy 106.112, "Approval and Modification of Release Plans"
Policy 202.041, "Juvenile Facility Admissions"
Policy 202.050, "Offender/Resident Orientation"
Policy 203.015, "Offender/Resident Risk Assessments"

REPLACES: Policy 203.011, "Case Management Process - Juveniles," 11/3/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: The following forms are located in MCF-RW's shared forms folder:
Comprehensive Needs Assessment Summary (203.011B)
Juvenile Treatment Plan (203.011C)
Juvenile Treatment Progress Report (203.011D)
Community Reentry Plan (203.011E)
Discharge Summary (203.011F)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services

Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services

Instructions
203.011-1RW, "Assessment Process"
203.011-7RW, "Levels of Achievement"