

## Juvenile Case Plans

### 522.1 OVERVIEW

This procedure provides guidelines on how to effectively utilize the Client Action Plan (CAP) while case planning with youth, their family, and any natural supports. The CAP standards embrace positive youth development, family support structures, and restorative justice practices. CAP case plans include goals that are individualized, client-driven and aimed at intervening with the most significant primary needs (formerly known as criminogenic needs). Using the San Diego Risk and Resiliency Checkup II (SDRRC-II), officers determine the youth's most significant needs, and how to address those identified needs with the overarching goal of reducing recidivism. Officers will also consider the results of supplemental assessment tools or screenings as they may provide additional insight for working effectively with the youth. When engaging the youth and family, officers include the available support system including family members, friends, mentors, faith-based advisers, school members, advocates, service providers, tribal members, and other pro-social community members. Each team member attending the case planning session is an integral part of the process, as such each member will work toward helping youth achieve their goals and tasks. Each team member's case planning contribution will be captured by using the Team Accountability Tasks.

### 522.2 ASSESSMENT TOOLS

The SDRRC-II is used with all youth to predict recidivism and desistance. The assessment tool results identify risks and needs to assist in determining the proper supervision level. The Resiliency Self-Administered Tool (RSAT), a self-administered questionnaire, enhances the validity and usefulness of the assessment results.

Additional assessments and screening tools for youth:

- (a) Evaluation of Imminent Risk and Reasonable Candidacy (EIRRC) is completed on all youth with a sustained true finding pursuant to Welfare and Institutions Code 602.
- (b) Massachusetts Youth Screening Instrument (MAYSI-2) is completed on youth 12 to 17 years old with a true finding pursuant to Welfare and Institutions Code 602, or youth with scheduled Fast Track hearings.
- (c) Juvenile Sex Offender Recidivism Risk Assessment Tool (JSORRAT) is completed on youth with a Division of Juvenile Justice (DJJ) or Youth Development Academy (YDA) - Secure Youth Treatment Facility (SYTF) commitment who has sustained true findings for identified sex offenses.
- (d) Commercial Sexual Exploitation Identification Tool (CSE-IT) is designed to improve early identification of children who are commercially sexually exploited or at risk of being exploited.

All assessment results are utilized in generating the youth's case plan goals, tasks, and referrals to appropriate service providers.

# San Diego County Probation Department

## Administrative Services Procedure Manual

### *Juvenile Case Plans*

---

#### **522.3 CASE PLANS**

Case plans will be created once a youth has been assessed on the SDRRC-II, the youth's primary needs have been identified, and foster care candidacy has been determined using the EIRRC.

#### **522.4 DETERMINING WHEN TO USE THE CAP**

**Non-reasonable candidates:** During a case planning meeting with the youth, family, and any other natural supports, the officer will act as the case manager and conduct a feedback session. During the session, the officer will review the youth's individual SDRRC-II summary report and develop a client-driven CAP case plan which will include goals and tasks to address the youth's assessed primary needs.

**Reasonable Candidates:** Based on the results of the EIRRC officers will create a Reasonable Candidate Foster Care (RCFC) case plan. In addition, the CAP will also be used to address the youth's primary needs, while the RCFC addresses family needs that could impact the youth's removal from the home to foster care.

**Resource Family Approval (RFA) youth:** For youth who are placed in an approved Resource Family Agency (RFA) home, officers will complete the full RCFC and CAP to address both the youth's foster care and primary needs.

**Foster Care youth:** Officers are to complete the full RCFC for youth in Foster Care placement in a Short Term Residential Therapeutic Program (STRTP). The CAP will not be completed for this population.

#### **522.5 CASE PLAN UPDATES**

Except for youth in a STRTP, the CAP will be updated with the youth, their family, and any other supports available, on a frequent and on-going basis. Considering the CAP is a fluid document, it should be updated regularly. CAP case planning session updates shall be recorded in the Probation Case Management System (PCMS) contact history section of the case plan.

#### **522.6 CASE PLAN EXCEPTIONS**

Officers who supervise Low-Risk Administrative Caseload (LRAC) will have minimal interaction with the CAP case plan and updates will not be required.

Officers should suspend all goals for any youth with an active warrant or juvenile detention orders (JDO) and note in the goal the reason why it was suspended.

When the recommendation for a Disposition Hearing is Probation to the Court (PTC), officers do not need to conduct a pre-disposition Feedback and CAP case planning session. If the Court does not follow the PTC recommendations, and the youth is adjudged, a Welfare and Institutions Code 602 ward, the supervision officer will complete the CAP upon receiving the case.

# San Diego County Probation Department

Administrative Services Procedure Manual

## *Juvenile Case Plans*

---

### **522.7 COMMUNITY RESOURCE DIRECTORY (CRD) REFERRALS**

As needed, youth are to be linked with CRD service providers to assist with their case planning needs. Referrals are to be made through the "tasks" section of the CAP case plan. All referrals made through the CRD must be completed by the officer responsible for the case or with that officer's approval. Officers should follow up to ensure the referral was received. Service providers should be invited and encouraged to attend CAP case planning sessions.