

Deputy Probation Officer Core Training

Topic 14.0: Case Planning

Class 14.1: Case Planning

Instructional Time-11 hours

1. Welcome and Introductions
2. Objectives
 - a. Identify the purpose for and importance of a case plan.
 - b. Identify the components of a case plan.
 - c. Identify how assessment tools are used in developing a case plan.
 - d. Identify the difference between need and risk factors and their use in assessment tools.
 - e. Given a sample case file on a new probationer, demonstrate the use of departmentally approved risk and needs assessment tool.
 - f. Given the results of the risk/needs assessment tool, describe how the results are incorporated into a case plan.
 - g. Identify why it is important that an assessment tool has been validated.
 - h. Identify the purpose of a risk/needs assessment in determining appropriate programs.
 - i. Identify criminogenic needs for a probationer which may not be court mandated.
 - j. Given a sample psychological evaluation, identify how the recommendations are incorporated into a case plan.
 - k. Identify when to update/modify case plan and assessment.
 - l. Identify the educational needs/requirements of the probationer for a case plan.
 - m. Identify the specific objectives associated with contacting the probationer and family in the home.
 - n. Explain classification systems for supervision levels.
 - o. List the criteria used in determining the frequency and type of contacts.
 - p. Given a sample case file, generate a written case plan.
 - q. Explain the importance of continued evaluation, monitoring and adjustment of the long-term case plan.
 - r. Explain methods of determining compliance/non-compliance with case plan.
 - s. Identify the factors to consider when modifying a case plan.
 - t. Identify what options are available when reviewing or modifying a case plan.
 - u. Determine who needs to be involved or interviewed when modifying a case plan.
 - v. List the court reports and their components that may be associated with modifications of a case plan.
 - w. Identify the factors to consider for revocation or termination of probation.
 - x. Explain the investigation procedure and collection of information for a supplemental, progress or review report.
 - y. Given a sample case file, prepare a supplemental, progress and review report.
 - z. Given a sample case file, evaluate the probationer's progress with the case plan and generate a modified case plan consistent with the probation order.
3. Introduction of Case Plans and their Purpose
4. Components of a Case Plan
 - a. Goals / Tasks / Outcomes
 - b. Strengths & Desires / Weaknesses & Triggers / Incentives & Sanctions
5. San Diego Supervision Model
6. Evidenced Based Practices
 - a. Purpose of Assessment Tools
 - b. Risk/Need principle

- c. Departmentally Approved Assessment Tools
- 7. Motivational Interviewing / "IBIS" (Integrated Behavioral Intervention Strategies)
- 8. Activities:
 - a. Assessing a sample case
 - b. Case Planning on a sample case
- 9. Risk-Needs-Responsivity
- 10. Criminogenic Needs
 - a. Activity: Listing Criminogenic Needs
- 11. Stages of Change
- 12. Linking to appropriate services and monitoring compliance
- 13. Psychological Evaluations
 - a. Activity: Discussion on sections of a psychological evaluation
- 14. Modifying or updating case plans
- 15. Educational Needs
 - a. Individual education Plan (IEP) / 504 plans
 - b. Education level
- 16. Determining the Supervision Level
- 17. Documentation for Court Reports
- 18. S.M.A.R.T. Goals
 - a. Specific
 - b. Measurable
 - c. Achievable
 - d. Realistic
 - e. Time-targeted
- 19. Activity: Generating Case Plans
- 20. Activity: Sample Court Reports
- 21. Evaluating a probationer's progress
- 22. Closing / Review / Evaluations

