

Chapter: **YCJA Orders**

Classification: **Public Document**

Subject: **Intensive Rehabilitative Custody and Supervision Sentences – Case Management**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 When a young person has been sentenced to an Intensive Rehabilitative Custody and Supervision (IRCS) sentence, Correctional Services will, in collaboration with identified stakeholders, provide specific case plan, support, treatment and supervision as identified in the IRCS Treatment Plan.

Clinical Responsibilities

- 2 The Manager, Case Management and Social Work Services or designate will
 - (a) review the IRCS file and assign a Forensic Social Worker to the IRCS case
 - (b) provide ongoing clinical oversight, supervision and consultation to the Forensic Social Worker assigned to the case
 - (c) ensure culturally and clinically responsive services are prioritized
- 3 The Forensic Social Worker and contracted service providers will maintain clinical responsibility for the young person's treatment during both the custody and community portion of the IRCS sentence.
- 4 If the young person is subsequently incarcerated in a provincial correctional facility during the term of an IRCS sentence, the Forensic Social Worker and contracted service providers will maintain clinical involvement with the young person and ensure correctional staff are brought into the care team supporting the young person.

Custody Responsibilities


- 5 The Youth Custody Manager, Nova Scotia Youth Centre (NSYC) will
 - (a) assign the IRCS case to a Youth Worker who will act as the case management lead while the young person is serving the custody portion of the IRCS sentence
 - (b) liaise with the Forensic Social Worker and contracted service providers regarding the overall management of the IRCS Treatment Plan
 - (c) approve and forward invoices for payment to the Manager, Correctional Services

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- (d) address with the Manager, Correctional Services any cost or resource related questions/concerns regarding implementation of the IRCS Treatment Plan
- 6 The Youth Worker will
- (a) in consultation with the Forensic Social Worker, coordinate and facilitate the initial, and subsequent case conferences
 - (b) prepare a detailed implementation strategy for the IRCS Treatment Plan following the initial case conferences
 - (c) meet with the young person on a regular basis to offer support and guidance to assist them in achieving the clinical and correctional programming objectives of the IRCS Treatment Plan
 - (d) liaise with the Forensic Social Worker, Probation Officer, educators, and other custody program staff to monitor the implementation of the clinical and correctional programming elements of the IRCS Treatment Plan
 - (e) maintain regular contact with the young person's parents and/or guardian, assigned Probation Officer and other community supports and caregivers
 - (f) in consultation with the Forensic Social Worker and Probation Officer, develop, submit for approval to the Manager, Correctional Services, and implement a reintegration leave plan consistent with the objectives of the IRCS Treatment Plan, to facilitate the young person's successful reintegration into the community
 - (g) prepare the annual "Chronology of Major Milestones" report, Community or Custody
 - (h) inform the Youth Custody Manager immediately of any significant changes regarding the implementation of the young persons' IRCS Treatment Plan, including
 - i. issues of non-compliance
 - ii. changes in placements or programs
 - iii. any changes in the estimated costs for programs and services

Release to Conditional Supervision


- 7 The Youth Custody Manager will ensure reports are prepared for the Youth Justice Court, to set the conditions for release to conditional supervision in accordance with Policy and Procedures, Subject number 20.02.00 – [Release to Conditional Supervision](#).

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- 8 In accordance with Section 96 of the YCJA, the Youth Custody Manager, may, with the approval of the Manager, Correctional Services, initiate an application to the Youth Justice Court recommending that a young person serving the custody portion of an IRCS sentence be released earlier than originally ordered on conditional supervision.
- 9 Prior to making an application, the Youth Custody Manager will consult with all stakeholders to ensure the proposed early release is consistent with the IRCS Treatment Plan.

Community Corrections Responsibilities


- 10 The Senior Probation Officer will
 - (a) assign the IRCS case to a Probation Officer who will take lead on case management while the young person is serving the community portion of the IRCS sentence
 - (b) participate in the initial case conference where the IRCS Treatment Plan is reviewed and ensure the participation of the assigned Probation Officer in subsequent conferences
 - (c) participate in subsequent case conferences when the assigned Probation Officer or delegate is unable to attend
 - (d) liaise with the Youth Custody Manager and Forensic Social Worker to address concerns regarding operational issues related to the IRCS Treatment Plan
 - (e) approve and forward invoices for payment to the Manager, Correctional Services
 - (f) address with the Manager, Correctional Services any cost or resource related questions/concerns regarding implementation of the IRCS Treatment Plan.
- 11 Upon release from custody, the young person will be supervised in accordance with Policy and Procedures Subject No. 20.07.00 [Intensive Support and Supervision](#) for a minimum of six months or until expiration of sentence, whichever comes first. After six months and upon reassessment, the supervision level may be reduced.
- 12 The Probation Officer will
 - (a) liaise with the Youth Worker, Forensic Social Worker, educators, and other custody program staff to monitor the implementation of the clinical and correctional programming elements of the IRCS Treatment Plan.

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- (b) maintain regular contact with the young person's parents and/or guardian, and other community supports
 - (c) participate in case conferences while the young person is in custody
 - (d) work with the Youth Worker to prepare the young person for reintegration into the community
 - (e) provide input to the Youth Worker to assist with the development of the young person's reintegration leave plan
 - (f) when the young person has been released to the community, in consultation with the Forensic Social Worker, coordinate and facilitate case conferences.
 - (g) meet with the young person on a regular basis to offer support and guidance to assist them in achieving the clinical and correctional programming objectives of the IRCS Treatment Plan
 - (h) prepare the annual "Chronology of Major Milestones" report
- 13 The Probation Officer will inform the Senior Probation Officer and Forensic Social Worker immediately of any significant changes regarding the status of the young person, including
- (a) issues of non-compliance
 - (b) a return to custody
 - (c) significant changes in placements or programs
 - (d) any changes in the estimated costs for programs and services that are part of The Plan

Case Conferences


- 14 The Youth Worker or Probation Officer, as the case manager will, in consultation with the Forensic Social Worker organize and facilitate case conferences, including
- (a) the young person
 - (b) custody and community-based Correctional Services staff
 - (c) clinical staff and contracted service providers
 - (d) parents and or guardians
 - (e) other community supports, or caregivers involved with the young person

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- 15 Case conferences will be scheduled
- (a) at a minimum, once every three months, or
 - (b) at any significant point in the young person's IRCS sentence
- 16 The case conference will
- (a) review progress on the clinical and correctional programming elements of the IRCS Treatment Plan
 - (b) address issues regarding implementation of the IRCS Treatment Plan
 - (c) obtain reports from parents and/or guardians, treatment, and correctional program providers
 - (d) revise the IRCS Treatment Plan as necessary and obtain the young person's agreement to any revisions
 - (e) determine the young person's readiness and motivation
 - (f) ensure that all supports are in place to facilitate reintegration to or maintain the youth within the community
- 17 All case conferences will be documented on the Justice Enterprise Information Network (JEIN) under Case Management (CM) by the
- (a) Youth Worker when the young person is in custody
 - (b) Probation Officer when the young person is in the community

Chronology of Major Milestones Report


- 18 When a young person is serving an IRCS sentence, Correctional Services staff will complete a "Chronology of Major Milestones" report to be submitted to the Manager, Correctional Services at the end of each fiscal year and at the end of each IRCS sentence milestone as required by Justice Canada (see form [20.03.01 A](#) and form [20.03.01 B](#)). The report will be completed by the
- (a) Youth Custody Manager or delegate and the Forensic Social Worker, when the young person is in custody
 - (b) Senior Probation Officer or delegate and the Forensic Social Worker, when the young

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