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Chapter: **Facility Case Management**

Classification: **Public Document**

Subject: **Orientation and Assessment- Youth in Custody**

For: **Youth Custody**

  
Authorized by the Executive Director

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## Policy

- 1 The Orientation and Assessment process will provide an orientation for sentenced or remanded young persons to the facility, its routines, programs, and services.
- 2 The Orientation and Assessment process will
  - (a) inform young persons about facility rules and regulations
  - (b) familiarize young persons with facility programs and services
  - (c) utilize various assessment tools and gather information from collateral contacts for reintegration planning and initial placement of the young person within the facility

## Procedures

- 3 Upon admission to the facility, staff will complete the Self-Identified Admission Questionnaire in accordance with this Policy and Procedures [38.00.00, Admission to a Correctional Facility](#)
- 4 Once assigned to a unit, the Youth Worker will:
  - (a) assign the young person a room
  - (b) issue amenities (bedding, deodorant, toothbrush, comb, soap)
  - (c) issue a Young Persons Handbook
- 5 As soon as operationally possible, the Youth Worker will meet with the young person and complete the following orientation procedures
  - (a) have the young person sign a Young Person Handbook Receipt, see form [34.01.00 A](#), indicating they received the handbook
  - (b) place the signed Young Person Handbook Receipt in the young person's unit binder
  - (c) when not completed during the admission process, complete a direct admission phone call to the young person's parent/guardian to inform them of the young person's placement, court outcome, procedures for visits, mail, phone calls, canteen, and to allow the young person to speak briefly with his/her parent/guardian


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- 6 If the admission call has been completed during the admission process, the Youth Worker may place a follow-up call to the parent/guardian.
  - 7 For young persons in care, the Youth Worker will call the assigned Social Worker. After regular business hours, the Youth Worker will leave a message with the on-call social worker and call the young person's group home or foster parent.
  - 8 The Youth Worker will review the following forms signed by the young person during the admission process
    - (a) Institution Rules and Regulations
    - (b) How to Report Abusive or Inappropriate Behaviour, in accordance with policy and procedures Subject No. 5.04.00 ([Complaint Process](#)) and Subject No. 5.06.00 ([Allegations](#)).
  - 9 The Youth Worker will complete a list of visitors on the Record of Personal Visits, see form [34.01.00 B](#) and ensure the list
    - (a) contains a maximum of 10 names drawn from approved visitors in accordance with Policy and Procedures section, [44.01.00](#) , Entitlements
    - (b) is forwarded to the Day Manager or designate for approval
  - 10 The Day Manager or Designate will
    - (a) forward the approved visitor list to Central Control
    - (b) approve any additions to the approved visitor list

### **Introductory Letter**

- 11 The administrative support staff will prepare an introductory letter and a facility brochure for the Officer In Charge (OIC) to mail to the young person's parent or guardian. If the young person is a ward of the court, the letter and brochure will be sent to the social worker.
- 12 If the young person is under eighteen years of age, the Youth Worker will
  - (a) include a copy of the Canada Revenue Agency form [#RC66E](#), Canada Child Benefits Application for use when the young person returns home


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- (b) complete the Canada Revenue Agency form [#RC64E](#) Children's Special Allowances, and forward this to the OIC to forward this to the program administrator officer

### **Clothing**

- 13 The Youth Worker will ensure
- (a) clothing belonging to the young person is laundered prior to issue
  - (b) the young person is provided with additional facility clothing, where required, in accordance with section [38.03.00](#), of Policy and Procedures, *Young Person's Personal Property*

### **Unit Orientation**

- 14 The Youth Worker will provide an orientation to the unit including a tour of the unit and an explanation of
- (a) restricted access areas
  - (b) the fire evacuation plan
  - (c) the weekly program schedule/daily routine
  - (d) the daily cleaning schedule
  - (e) laundry procedures
  - (f) access to reading materials and games

### **Young Person Files**

- 15 The Youth Worker will prepare a unit file binder as follows
- (a) In the case of a readmission, Administration Office staff are to retrieve closed files (light green numbered file folders) for the unit. The binder and any closed files are to accompany the young person upon transfer to another unit.
  - (b) For short term remands, file information/paperwork is placed in the Overnight/Weekend Admission folder kept in the unit staff office.
- 16 The Youth Worker will


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- (a) complete the Initial Orientation Checklist, see form [34.01.00 C](#), and place the completed form in the young person's unit file binder
  - (b) open or create the Case Management (CM) file on the Justice Enterprise Information Network (JEIN), in accordance with Policy and Procedures section [14.00.00](#), Opening and Closing Files.

### **Orientation to Programs and Services**

- 17 Newly admitted young persons will be provided orientation to the following
  - (a) core unit programs
  - (b) chaplaincy services
  - (c) health care
  - (d) disciplinary level system
  - (e) daily living skills

### **Assessment**

- 18 As directed by the OIC or Program Worker, a Youth Worker will complete all or part of an assessment package on an assigned young person. A full assessment package includes
  - (a) assessments in the following areas
  - (b) interviews (young person and young person's parent/guardian)
  - (c) information from collateral contacts
  - (d) a YLS/CMI
  - (e) an Initial Reintegration Plan Profile, see form [34.02.00 A](#)
- 19 Initial Reintegration Plan recommendations will be based on information obtained during the assessment process as it applies to the young person's YLS/CMI.
- 20 The Program Worker or OIC will
  - (a) ensure the Probation Officer is contacted for information
  - (b) contact other community resources when additional information is required


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- 21 An ISAY (Institutional Security Assessment-Youth) assessment will be completed upon admission, and a YLSCMI will be completed within 30 days of admission. For those young persons sentenced to less than 30 days, information gathering and YLS/CMI will be completed but an Initial Reintegration Plan is not required.
- 22 For remanded young persons, all or part of the assessment package may be completed as determined on a case-by-case basis considering
- (a) the nature of the offense
  - (b) the length of remand
  - (c) previous involvement with Correctional Services
  - (d) availability of a current YLS/CMI and/or a recent PSR
- 23 If there is no current YLS/CMI, one will be completed, in accordance with Policy and Procedures, Subject [No. 28.01.00, Youth Level of Service/Case Management Inventory \(YLSCMI, Level of Service/Case Manage Inventory \(LS/CMI\)\)](#)

#### **YCJA Breaches**

- 24 The Program Administration Officer will forward a copy of the Notice of Review to the young person and the young person's /Youth Worker. The Youth Worker will
- (a) upon receipt, make arrangements for the young person to place a direct call to the parent/guardian to inform them of the date and time of the review
  - (b) encourage the young person to notify their lawyer of the review date and time
  - (c) will document, as a case note on JEIN under Case Management (CM), who was contacted, when and, if contact was unable to be made, the reason, in accordance with Policy and Procedures Subject [No. 14.00.00, File Management Process](#)