


Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Case Management – Youth in Custody		
For:	Youth Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Reintegration plans will be developed and administered for individuals serving custodial sentences.
- 1.2 Reintegration plans will be maintained
 - 1.2.1 in a manual file
 - 1.2.2 on the Justice Enterprise Information Network (JEIN)

2. Objectives

- 2.1 The reintegration plan will
 - 2.1.1 set realistic, achievable, and measurable goals for the individual's custody term
 - 2.1.2 address criminogenic needs as determined by the YLS-CMI or LS-CMI
 - 2.1.3 be developed in consultation with the individual
 - 2.1.4 be modified as required


3. Initial Reintegration Plan Profile

- 3.1 An Initial Reintegration Plan Profile, [see form 34.02.00 A](#) will be prepared as part of the Orientation and Education Process with individuals remanded or sentenced to 30 days or more.

4. Case Assignments

- 4.1 Within 2 business days of admission the Day Officer in Charge will assign a youth worker to be responsible for the preparation and monitoring of the individual's reintegration plan.
- 4.2 The Day Officer in Charge will
 - 4.2.1 assign the case on JEIN (OCM) and on Unit Program Review Board Schedule, [see form 34.02.00 B](#)
 - 4.2.2 inform the YW via email

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- 4.3 The assigned youth worker will
 - 4.3.1 coordinate and facilitate the initial reintegration planning conference and other conferences as required in accordance with conferencing rules, (see form 34.08.00-A, Conferencing Rules)
 - 4.3.2 the conferencing rules established in accordance with Section 19 (3) of the Youth Criminal Justice Act will be employed for conferences pertaining to young adults in custody at the Nova Scotia Youth Centre.
 - 4.3.3 develop a temporary absence (TA) or reintegration leave (RL) plan as per Policy and Procedures, Subject No. 34.03.00, *Reintegration Planning – Youth*.
 - 4.3.4 hold weekly meetings with the assigned individual
 - 4.3.5 prepare a Monthly Case Plan, enter on JEIN every four (4) weeks
 - 4.3.6 advise the Day Officer in Charge the case plan has been updated on JEIN on Monday prior to case plan due date

- 4.4 The youth worker will present the following documents to the Unit Review Board
 - 4.4.1 Monthly Case Plan
 - 4.4.2 TA or RL plan and any application(s) approved on the TA or RL plan
 - 4.4.3 individual's unit file

5. Unit Review Board

- 5.1 The Unit Review Board (URB) will meet once per week.
- 5.2 The Day Officer in Charge will record the dates for each upcoming URB on the Unit Program Review Board Schedule, [see form 34.02.00 B](#) and post the form on the unit's office bulletin board.
- 5.3 The URB will consist of the Day Officer in Charge (chair), the individual's assigned youth worker (or another unit youth worker if the assigned youth worker is not available), Teacher, and IWK Social Worker.
- 5.4 In the absence of the Day Officer in Charge, the Day Officer in Charge may designate other staff to act as chair.

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- 5.5 The teacher will record the progress for his/her assigned individuals on JEIN (Activity List - EPP) by the Friday prior to the URB.
- 5.6 The individual will be present for the URB unless circumstances prevent attendance (e.g., on a long-term TA, released from the facility).
- 5.7 The Day Officer in Charge will review the Monthly Case Plan and check JEIN to ensure records are current.
- 5.8 The youth worker will record in JEIN, the URB minutes (including any participant comments and recommendations) as a URB note.
- 5.9 Following the URB, all Monthly Case Plans reviewed during the URB will be recorded by the Day Officer in Charge in a Unit Review Board (Programs) Weekly Report, [see form 34.02.00 D](#).
- 5.10 The Unit Review Board (Programs) Weekly Report will be forwarded to the Youth Custody Manager each Friday.
- 5.11 The Youth Custody Manager will
 - 5.11.1 review all Initial and Monthly Case Plans on JEIN
 - 5.11.2 confirm review as a case note in JEIN


6. Facility Review Board

- 6.1 The Youth Custody Manager will review all Initial and Monthly Reintegration Plan Profiles.
- 6.2 Following review of the profile, the Youth Custody Manager will
 - 6.2.1 forward a copy to the YP's assigned probation officer
 - 6.2.2 return the original for filing in the YP's unit file

7. Individual's Unit File

- 7.1 The individual's unit file will be prepared during the Orientation and Assessment process, see Policy and Procedures, Subject No. 34.01.00.

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- 7.2 The assigned youth worker will review all the material in the YP's unit file.
- 7.3 All unit file binders will be kept in the unit's staff office.
- 7.4 The youth worker or, in their absence, the youth worker's partner will ensure the unit file is kept orderly and up to date.
- 7.5 The Day Officer in Charge will inspect the YP's unit file during the monthly Unit Review Board.


8. JEIN Activity Notes

- 8.1 At the conclusion of each shift, one of the unit youth workers will record their evaluation of each individual for the day in the individuals JEIN activity notes, including information pertaining to
 - 8.1.1 behaviour
 - 8.1.2 program participation
 - 8.1.3 one-on-one sessions
 - 8.1.4 calls
 - 8.1.5 visits
 - 8.1.6 any other significant events or issues
- 8.2 In addition, record any individual contacts or significant events on JEIN OCM under that YP's Activity Notes.
- 8.3 The assigned youth worker will regularly review all JEIN Activity Notes for their assigned individual(s).

9. Program Participation Forms

- 9.1 The assigned youth worker will review the individual's program participation recorded on the Weekly Program Participation Form, Policy and Procedures, Subject No. 31.11.00.

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10. Release of the Individual

- 10.1 The individual's assigned youth worker will complete a Release Plan Profile, [see form 34.02.00 E](#). The form will be approved by the Day Officer in Charge and forwarded to the program administration officer **not less than 48 hours prior to the individual's release date.**
- 10.2 Following the individual's release, the unit file will be closed by the assigned youth worker.
- 10.3 Once all paperwork has been returned to the unit, the assigned YW will transfer all documents from the individual's unit file binder to a numbered light green file folder noting the date of file closure.
- 10.4 The Day Officer in Charge or program worker will deliver the closed file to the administration office
- 10.5 The individual's assigned youth worker will complete the following in JEIN
 - 10.5.1 a release summary (OCM - NSYF Release Summary)
 - 10.5.2 write a final closing case note
- 10.6 Once all JEIN documentation has been updated, the assigned youth worker will close the JEIN OCM file.