

## Counseling and Casework Services in JDACs and SYTFs (Title 15, Section 1355 and 1356)

<b>Effective Date:</b>	2/28/24
<b>Revised Date:</b>	2/28/24
<b>Issuing Authority:</b> Chief Probation Officer	

### 609.1 PURPOSE:

To ensure the availability of appropriate counseling, periodic assessments/reviews, case planning, and other casework services for youth in the Juvenile Detention and Assessment Centers (JDACs) and Secure Youth Treatment Facilities (SYTFs).

### 609.2 DEFINITIONS:

Caseload Counselor (CLC): A Probation Corrections Officer/designee who is responsible for ensuring the availability of appropriate counseling and casework services for youth in JDACs and TFs. They complete applicable casework responsibilities including, but not limited to completing evaluations, case plans, treatment plans, meeting with youth, and assisting youth with their needs/concerns, etc.

Multi-Disciplinary Team (MDT) Meeting: A meeting held by Probation, Forensic Adolescent Services Team (FAST), Medical Services, Food Services, and Educational staff, who assess, evaluate, and develop treatment strategies for youth who have identified behavioral, medical, or special needs, to assist with their adjustment to detention.

### 609.3 GUIDELINES:

- A. This procedure does not replace or relinquish responsibilities outlined in the Roles and Expectations of a PCO procedure.
- B. The applicable casework and/or required documentation for PCOs assigned to the SYTF will be determined by the SYTF Administration.
- C. Per the Release of Youth procedure, each youth is provided a community resource pamphlet "Who Can Help Me In The County of San Bernardino" at the time of release from the JDAC and TF to assist in the transition/aftercare plan.

### 609.4 RESPONSIBILITIES:

- I. Probation Corrections Officer (PCO)/Designee in the JDAC:
  - A. Daily/Weekly assessment and casework includes, but is not limited to:

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1. Counseling: Incorporate talking to youth, building rapport, and conducting individual and group counseling sessions during crisis and non-crisis situations.
  2. Develop and implement a case plan with attainable goals while evaluating the youth's receptiveness and progress.
  3. Ensure youth receive assistance with needs or concerns that may arise.
  4. Ensure youth receive assistance in requesting contact with parents, other supportive adults, attorneys, clergy, probation officers, or other public officials and provide access to available resources to meet youth's needs.
  5. CLC Meeting(s): Meet with assigned youth, no less than one (1) time each week. Document pertinent information discussed in a CE Behavioral Note.
  6. Documentation: Provide documentation of matters related to the youth, (e.g., incidents, behaviors, events, actions, conversations, directives, etc.) to preserve information and maintain a record of the actions of youth and staff in CE.
  7. Detention Behavior Summary (DBS):
    - (a) Complete the DBS weekly. Include documentation of the youth's behavior, including positive and negative interactions with peers, staff, and authority figures, participation in groups, school, activities, recreation, and referrals/participation in appropriate counseling services. Include pertinent information from counseling, crisis intervention, CLC meetings, CE documentation, and any assistance provided to contact parents, guardians, supportive adults, probation officers, social workers, clergy, or attorneys.
    - (b) Complete a DBS for court hearings the youth is required to attend, except for Detention Hearings.
      - i. Include all weekly behavior summaries since the youth last appeared before the Court.
      - ii. Ensure the DBS is reviewed and signed by a supervisor.
      - iii. Place four (4) copies of the DBS in the Court Liaison mailbox, at least two (2) days before the hearing date.
      - iv. Place the original signed copy in the youth's facility file.
  8. For youth on the MDT agenda:
    - (a) Submit a DBS at least one (1) day before the MDT meeting to allow attendees the opportunity to review the report before the meeting.
    - (b) Be prepared to discuss/answer questions about the youth during the MDT meeting.
- B. Monthly assessment and casework includes, but is not limited to:
1. Thirty (30) Day Casework Report (case plan):

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- (a) The initial thirty (30) day casework report shall be completed as soon as possible, but no later than forty (40) days from the youth's date of entry.
- (b) Report documentation shall include, but is not limited to the youth's risk factors, needs, and strengths, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs. The plan shall be developed as much as possible with input from the family, supportive adults, youth, and the Regional Center for the Developmentally Disabled if appropriate.
- (c) Each treatment goal shall include, but is not limited to:
  - i. Objectives and time frames for the resolution of problems, (for necessary services) which are initially identified in the Assessment and Classification Packet and/or self-identified. Refer to the Housing Assessments and Classification procedure.
  - ii. An action plan for meeting the objectives, which includes a description of program resources needed and the individuals responsible for assuring the plan is implemented.
  - iii. Evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth.
- (d) After the case plan is complete, review the plan with the youth.
  - i. The youth and CLC/designee shall date and sign the case plan.
  - ii. Submit the completed case plan to the supervisor for signature and place the original in the youth's facility file.
  - iii. Reassess/update the case plan report every thirty (30) days after the initial report is completed and document progress and significant changes.

#### 2. Transition (aftercare) plan:

- (a) If appropriate, the transition plan shall be developed, as much as possible with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.
- (b) The contents of which shall be subject to existing resources shall be developed for post-dispositional youth to coordinate transitional and reentry services including but not limited to medical and behavioral health, education, probation supervision, and community-based services linking the youth and family with supportive aftercare programs/resources to meet the youth's needs.

#### II. Probation Corrections Officer (PCO)/Designee in a SYTF:

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- A. Daily/Weekly/Monthly assessment and casework includes, but is not limited to:
  - 1. Adhere to Section I. A,1-6.
  - 2. Weekly Evaluations:
    - (a) Complete the ARISE Weekly Caseload Evaluation and document the youth's goals and progress in the program.
    - (b) Complete the MDT Weekly Progress Report when applicable.
  - 3. Monthly Reviews:
    - (a) Complete the Treatment Team Review pursuant to the Treatment Team Meeting procedure.
  - 4. Treatment Plans:
    - (a) Complete the ARISE Rehabilitation Plan. The plan shall address the youth's casework needs, including but not limited to identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of the known history of trauma, family strengths/needs, and family reunification.
    - (b) If appropriate, the plan shall be developed, as much as possible, with input from the family, supportive adults, and the youth.
    - (c) Document the treatment needs/services/objectives/goals, action plans for meeting the objectives, and the evaluation of progress including periodic reviews and discussions with the youth.
    - (d) Update the rehabilitation plan every 6 months to assess the youth's progress, and ensure the needs/services/objectives/goals are relevant.
  - 5. Report observations and concerns about youth's problems including but not limited to substance abuse, family crisis, reunification, counseling, public health, and behavioral health in the weekly evaluations, monthly reviews, and applicable team meetings.
- III. Probation Corrections Supervisor I/II (PCSI/II)/Treatment Facility Supervisor (TFS):
  - A. Ensure evaluations, progress reports, reviews, and treatment plans are completed as applicable.
  - B. Ensure DBS reports that are required for court are reviewed and signed.
  - C. Conduct a weekly review of CE files to ensure evaluations are completed.
    - 1. Ensure documentation by CLC/designee demonstrates a professional reflection of effective case management.
    - 2. Document the review in CE.
  - D. Participate in the MDT process to provide evaluations and recommendations for each youth as applicable.