

YOUTH SERVICES POLICY

Title: Assignment of Cases, Reports and Other Activities Next Annual Review Date: 02/23/2017	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.3
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References: ACA Standards 2-7122, 2-7126, 2-7127, 2-7128, 2-7129 (Juvenile Probation and Aftercare Services); YS Policy Nos. D.9.5 "Service Delivery/Case Management", D.10.4 "Community Supervision Classification System", D.10.7 "Probation and Parole Supervision", D.10.10 "Families in Need of Services (FINS)", D.10.34 "Pending Secure and Non-Secure Placement – Provision of Services While in Detention", and D.11.1 "Predisposition Investigation and Social History"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 02/23/2016

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To implement a procedure for case distribution and assignment that is equitable among staff which supports the mission and vision of Youth Services (YS).

III. APPLICABILITY:

Probation and Parole Regional Managers/Juvenile, Probation and Parole Supervisors/Juvenile and Probation and Parole Officers/Juvenile.

VI. DEFINITIONS:

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

Families in Need of Services (FINS) – An approach designed to bring together resources for the purpose of helping families (troubled youth and their parents) to remedy self destructive behaviors by youth and/or other family members.

Individualized Service/Reintegration Plan (ISRP) – An individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISRP is modified throughout supervision as need areas are identified.

Juvenile Electronic Tracking System (JETS) - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

PPO/J - includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

Predisposition Investigation (PDI) - A report prepared for the court by a PPO/J or intern that contains the circumstances surrounding commission of the offense, prior offenses committed by the child, impact on victim, etc., as outlined in Ch. C. Art. 890 and a recommendation for the care, treatment, rehabilitation, and placement of the youth.

Probation and Parole Supervisors - Supervisors charged with overseeing the probation staff in the Community Based Services (CBS) offices located throughout the state.

Regional Managers - Managers of the CBS offices located throughout the state.

Service Coordination - Promotes the development and utilization of a seamless continuum of care in each Regional Service Area. Through partnerships with community based services, youth receive quality resources based on their identified needs. By encouraging service delivery to youth in the regions of their home communities, OJJ promotes family involvement, minimizes removal from the home, and increases the likelihood of successful reintegration when removal is necessary.

V. **POLICY:**

The Regional Manager shall establish a method to equitably assign cases, reports and other activities among the staff. The Regional Manager shall periodically review the overall assignment of responsibilities and make adjustments to maintain relatively balanced workloads.

All probation officers assigned caseload responsibilities shall report to a supervisor who has been trained in supervisory functions.

Each supervisor shall be responsible for continuous review of the case management activities of his/her staff.

In addition, it is the responsibility of the Regional Manager to ensure that the procedures/requirements of the YS policies listed under Section VII of this policy are followed.

VI. PROCEDURES:

- A. Officers may be assigned to either serve a specific parish(s) or court(s), but are assigned cases based on the Service Coordinator Model which provides services to the youth throughout the continuum of care. Generally an officer is responsible for all the cases originating in the court(s). The supervisor may reassign a case to another officer after reviewing it.
- B. Within 24 hours of being notified, excluding weekends and holidays, a youth has been placed on probation or parole or in custody, the supervisor shall assign the case to a PPO/J who shall initiate contact with the youth and his family (Refer to YS Policy No. D.10.7 "Probation and Parole Supervision").
- C. Each officer is responsible for keeping his supervisor advised of all assignments received from the court(s). Each supervisor is responsible for tracking and follow-up of these assignments to ensure timely completion.
- D. Unless otherwise directed, each officer is responsible for gathering the information necessary to enter the case into JETS. The supervisor shall review each new case record for accuracy of content and adherence to policy.
- E. All written reports shall be reviewed and approved by a supervisor for content, form and accuracy prior to being disseminated.
- F. Cases being transferred into the region from another region or state shall be assigned to the officer responsible for the parish in which the youth will reside.
- G. In addition to reviewing the case records of youth returning to court, being staffed for reassignment, or being reclassified, each supervisor shall review randomly selected case records from the caseload of each officer he supervises. Particular attention shall be paid to court documentation, narratives and the ISRP. The narratives should indicate that supervision standards are met and contacts are meaningful. The ISRP shall indicate that the appropriate services are provided.
- H. Regional Managers are authorized to develop additional procedures necessary to implement this policy.

VII. OTHER YS POLICIES WHICH REQUIRE MONITORING/REPORTING OF CASES:

- A. Placement in a residential facility (YS Policy No. D.9.5);
- B. Development of the ISRP (YS Policy No. D.10.4);
- C. Participation of a FINS case (YS Policy No. D.10.10);
- D. Contacts with youth placed in a detention facility pending secure or non-secure placement (YS Policy No. D.10.34);
- E. Preparation of a PDI for the court (D.11.1); and
- F. Order or recommendation by the court pertaining to treatment services (D.15.3).

Previous Regulation/Policy Number: D.10.3

Previous Effective Date: 12/19/2011

Attachments/References: