

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Case Supervision Plan	Policy Number: 44
Number of Pages: 4	Section: XIV
Attachments: A. Case Supervision Plan	Related Standards & References:
Effective Date: April 1, 2018 Revised December 1, 2018 Revised December 1, 2019 Revised March 15, 2020	Approved:  James Maccarone, Director

POLICY

It is the policy of Mississippi Department of Human Services, Division of Youth Services to utilize a Case Supervision Plan to encourage and support youths to comply with the terms of probation and parole and meet established goals during the course of supervision.

The Youth Services Counselors will provide incentives to encourage positive behavior for the attainment of goals set forth in the youth's Case Supervision Plan. Youth Services Counselors will identify and may impose sanctions, in an effort to discourage undesirable behaviors that will prevent the youth from attaining his or her established goals.

DEFINITIONS

- A. Case Supervision Plan:** A plan that Youth Services Counselors utilize with youth and families to facilitate youth in meeting established goals while on probation or parole.
- B. Incentive:** An award provided to youth for meeting established goals as a way of helping them develop positive skills and/or given in the area where a youth is struggling to be effective.

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- C. Probation:** A disposition which allows a youth under the court's jurisdiction to remain in his/her community under the supervision of a Youth Services Counselor, under certain terms and conditions set forth by the court.
- D. Risk/Needs Assessment:** The assessment instrument and process used to classify youth and to determine risk, placement, and level of supervision. The Risk/Needs assessment is used to ensure that youth are served in the least restrictive placement appropriate to the identified risk and needs. The assessment is periodically used to reassess the youth to determine changes in risk and needs. There are three levels of risks to re-offend: Low Risk, Moderate Risk, and High Risk.
- E. Sanction:** A measure imposed for a violation(s) of probation or parole conditions.
- F. Violation:** An act of non-compliance with a condition of probation/parole.

PURPOSE

A Case Supervision Plan will be utilized to assist Youth Services Counselors with developing a formalized written case plan after the disposition of each formal case and shall be updated as the status of the case changes. The Case Supervision Plan will be reviewed every 90 days. Results of the current assessment instrument, the Structured Assessment of Violence Risk in Youth (SAVRY) shall be utilized to develop the Case Supervision Plan. However, it should be noted that a SAVRY assessment is not required for Child in Need of Supervision (CHINS) cases, or other status offenses. In such cases, the Youth Service Counselor shall denote "N/A" in the "Date SAVRY Completed" section of the case supervision plan.

For youth who are adjudicated delinquent and adjudicated CHINS, positive reinforcement, incentives and rewards will be used to reinforce progress. In addition, graduated sanctions will be applied to adjudicated youth when violations of probation occur. (See Policy 42 Attachment B) The Youth Services Counselor will use consequences related to the offense and graduated sanctions for adjudicated youth only as a progressive response to technical violations and misconduct for adjudicated youth.

PROCEDURE

Prior to completing a Case Supervision Plan, an assessment using the current risk assessment tool, the SAVRY, shall be conducted. The risk assessment will identify risk levels and criminogenic need areas, the areas of need determined by the SAVRY. In cases for which a SAVRY is not required, need areas may be identified by conducting a social history, in consultation with the youth and parents. Subsequently, the Youth Services Counselor shall identify one or more objective goals for the youth to complete during the period of supervision. The Youth Services Counselors shall identify the service provider or contact (if any) and the type of service to be rendered that will allow the youth to complete said objective goal. Finally, the Youth Services Counselor shall document the action steps to be taken. Action steps may include

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to attend anger management counseling regularly, attend outpatient alcohol and drug counseling, attend tutoring twice a week, and a myriad of other measurable action steps.

After the risk and needs assessment is completed, the Youth Services Counselor shall develop a case plan with the youth and family. The goal is to help the family advocate for the child and to use community resources effectively in order for them to better address current and future needs. The case plan should build on the youth's strengths and target interventions of those risk and need factors that are most clearly related to the likelihood of the youth reoffending.

Youth Services Counselors will meet with the youth and family members to collaborate and identify goals that the youth can work toward in the community. This collaborative process shall include cases for which a risk assessment is not required (e.g. CHINS cases). Youth Services Counselors will explain and document these goals in youths' Case Supervision Plan. Youth Services Counselors shall identify potential incentives the youth can earn if the youth fulfills action steps and completes the agreed-upon objective goals, in consultation with the youth and the youth's parents or guardian. The Youth Services Counselor shall also identify potential sanctions the youth may receive for violations of probation. Any proposed changes to the conditions or term of probation must be preapproved by the judge/referee, either with a standing agreement, or on a case by case basis, depending on the wishes of the judge/referee.

The Youth Services Counselor will review and discuss the Case Supervision Plan with the youth and parents prior to its implementation. The Youth Services Counselor shall obtain signatures from the youth and a parent when the Case Supervision Plan is developed. When there is a disagreement between the parties involved in the case plan, the Youth Services Counselor will consult with his/her supervisor.

The Case Supervision Plan shall clearly state the goals and action steps to meet the outcomes. Objective goals of a case plan shall be specific, measurable, attainable, relevant, and time-limited.

The Case Supervision Plan is required to be completed after the disposition of all formal probation cases and upon parole from the Oakley Youth Development Center. It shall be updated as the status of the case changes. Results of the SAVRY must be utilized to develop the Case Supervision Plan for delinquency cases. This involves consideration of risk/need factors where the youth was rated low, moderate or high. The service matrix should be used to identify proper services based on these risk/need factors. The Youth Services Counselor may specify up to a maximum of three services at any single time to address up to three of the need areas that represent the youth's most problematic SAVRY domains (this is not a minimum: if there are not three services from which the youth will benefit, no services or fewer services should be assigned). The Case Supervision Plan should be reviewed every 90 days.

The Youth Services Counselor shall consider the family's circumstances in making referrals, and not establish unrealistic expectations by over-referring. The youth's level of risk and need in those areas shall be considered in the assignment of services. High need and high risk youth should generally receive intensive services, as indicated and whenever possible. Low risk youth often do not require services. If a reassessment indicates needs have changed (e.g., some initially

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high risk needs have improved or new need areas have appeared), the case supervision plan shall be modified accordingly (e.g., once a particular service is completed and that need has been addressed, a referral to a new service to address a different need area may be made).

A variety of available community support systems, such as families, schools, employers, service providers and informal supports must be involved in providing services and effective supervision of youth in the community. The Youth Services Counselor will help the family identify strengths, competencies and the resources available to them from the youth's community.

The Youth Services Counselor will monitor and evaluate the progress of the youth on the case plan objectives. The Youth Services Counselor may adjust the case plan based on changes in the youth's family's situation and behavior. Action steps may be added after the initial Case Supervision Plan is created, based on need, making it a dynamic document. The case plan may also be modified as needed. Formal review of the case plan will occur every 90 days and as needed and shall be documented in case notes. A review may be necessary in such cases as when the youth's placement changes, or other life circumstances change.

Youth Services Counselors will document progress and administer graduated incentives for fulfilling action steps listed on the Case Supervision Plan and shall administer a graduated incentive when the youth achieves an objective goal. Possible incentives for fulfilling an action step should be discussed with the youth and his or her parents, based on available incentives, tangible or intangible. Such incentives may include praise, a certificate of completion, increasing curfew to a later time, etc. When an incentive is given for fulfilling an action step, the type of incentive will be noted on the Case Supervision Plan, as well as the date the incentive was received by the youth.

The incentive for achieving an objective goal shall be predetermined when preparing the Case Supervision Plan. The incentive for achieving an objective goal should be more substantial than for completing an action step. Possible incentives for completing an objective goal may include a football, going out for a special dinner with family, a gift certificate, movie tickets, reducing the term of probation, etc. Incentives should be based on locally available options. Once an incentive is given to the youth for achieving a goal, the date the incentive was received shall be noted on the Case Supervision Plan.

When the youth successfully completes the terms and conditions of the youth's probation or parole, the Youth Services Counselor will recommend that the case be closed, judicially if required by their court. If the recommendation is approved, the youth's case will be closed and the probation or parole end date shall be noted on the Case Supervision Plan and on the Probation Contract or Parole Agreement, per related policies. If the designated person doesn't approve the discharge, the case will remain open until permission for closure is granted, or the youth reaches his or her 20th birthday. Until such time as the case is closed, the situation will be reassessed and the Case Supervision Plan may be revised to address other continued need areas, if it is determined there are needs to be addressed at that point.