

Juvenile Rehabilitation Division Policy

4.10 Developing Youth & Young Adults through Case Management

Original Date: February 1,
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Sunset Review ~~2021~~ January 1, 2025
Date: Approved by: Jody Becker, Deputy Secretary of Children & Families

Purpose:

The purpose of this policy is to provide guidance on case management duties required to develop and support youth and young adults in a Juvenile Rehabilitation facility or supervision.

Scope:

This policy applies to employees with case management duties.

Policy

1. Providing Residential Case Management
 - a. Management will assign each youth or young adult a residential and community case manager within three business days of intake at the institution.
 - b. Assignment of case managers for transfers within the continuum are completed within three business days.
 - c. Case managers will conduct initial and ongoing case management duties within the established deadlines and create the initial Reentry Plan.
 - d. Reentry Team Meeting (RTM) facilitators will follow the Conducting Reentry Team Meetings procedure below.
 - e. Employees will provide Dialectical Behavioral Therapy (DBT) as the core treatment modality consistent with:
 - i. Individual counseling sessions following DBT Standard 1.
 - ii. Milieu Management following DBT Standard 3.
 - iii. Skills groups following DBT Standard 4.
 - f. Case managers will be offered consultation teams and didactics as staffing allows and consistent with DBT Standard 2.
2. Providing Case Management for Specialized Treatment
 - a. The case manager, community counselor or designee will provide or connect youth and young adults with additional programs and specialized treatment services such as mental health, substance use, and aggressive or sexual behavior as needed.
 - b. Case managers and specialized treatment coordinators or designees must follow Documenting Client Activity and Service Tracking (CAST) procedure to document youth and young adult activities and services in ACT.
3. Providing Aftercare Case Management in the Community
The assigned community counselor will provide:
 - a. Functional Family Parole (FFP) as the core treatment modality
 - b. Additional case management support while in residential care
 - c. Aftercare case management for youth or young adults receiving parole.

Procedures

1. Conducting Reentry Team Meetings (RTM)
 - a. The trained RTM facilitator:
 - i. facilitates an Initial Reentry Team Meeting (RTM) with the youth or young adult, their family, tribal, natural supports, and child welfare social worker (if assigned) within 30 days of intake; and
 - ii. verifies the RTM summary is entered in the RTM case note within seven days.
 - b. The case manager creates the Reentry Plan in ACT within 45 days from intake.

- c. The RTM facilitator:
 - i. conducts Interim RTMs as needed and documents in ACT within seven days.
 - ii. coordinates the scheduling of and facilitates the Release RTM at least 45 days before release date.
 - A. If the release date is less than 120 days from intake, the Initial RTM may be used.
 - B. Youth and young adults transitioning to jail or DOC do not require a release RTM.
 - iii. documents the RTM in the RTM case note in ACT within seven days.
 - ci. The RTM facilitator or designee conducts a Generalization RTM for youth or young adults on parole when transitioning to the generalization phase and documents the RTM in ACT within seven days.
 - cii. The case manager:
 - i. updates the Reentry Plan in ACT within seven days (or by the release date¹ if less than seven days away).
 - ii. provides a copy of the Reentry Plan to the youth prior to release from residence and aftercare services.
2. Documenting Client Activity and Service Tracking (CAST)
- a. The case manager or specialized treatment coordinator:
 - i. creates a CAST activity or service in ACT's Reentry and Transition tab according to the CAST Grid.
 - ii. Selects youth or young adult, location, and activity
 - iii. Enters referral and start date and clicks 'Save' on lower right-hand corner icon.
 - b. The case manager:
 - i. reviews every 30 days for changes and updates CAST as needed.
 - ii. updates and closes CAST within seven days of activity ending (see also exceptions):
 - A. Selects youth or young adult
 - B. Selects item to close from dashboard, clicks 'edit', enters end date.
 - C. Enters one of the following outcomes:
 - I. Completed
 - II. Did not receive service
 - III. Dropped out (voluntarily left)
 - IV. Expelled (required to leave)
 - V. Partially Completed (discharged from JR)
 - D. Enters brief narrative on achievement or treatment progress (program expectations), and clicks 'Save' on lower right-hand corner icon.
 - c. The specialized treatment coordinator updates and closes Substance Use Disorder treatment services within 48 hours of service ending.
 - d. The community counselor updates and closes when the youth or young adult discharges from Parole Aftercare within five business days (Parole Standard 08).

Resources

[CAST Grid](#)
[CAST FAQs](#)
[CF Transition Checklist](#)
[Conducting Community Case Management in Residence](#)
[Conducting Initial Case Management](#)
[Conducting Ongoing Case Management](#)
[Conducting Parole Aftercare Case Management](#)
[JR Release Checklist](#)
[JR Policy Definitions](#)
[Release RTM](#)

¹ 5/20/2021 Technical Edit: Replaced CERD with release date per interim directive.