

Australian Capital Territory

Corrections Management (Case Management Plans) Operating Procedure 2022

Notifiable instrument NI2022–237

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Case Management Plans) Operating Procedure 2022*.

2 Commencement

This instrument commences on the day after its notification day.

3 Operating Procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

4 Revocation

This operating procedure revokes the previously notified *Corrections Management (Sentence Management Plans) Operating Procedure 2021 [NI2021-329]*.

Ray Johnson APM
Commissioner
ACT Corrective Services
28 April 2022



| Operating Procedure | Case Management Plans 2022 |
|---------------------|----------------------------|
| INSTRUCTION NO. | C7 |
| SCOPE | Case Management |

PURPOSE

To provide instruction to the AMC Case Management Unit (AMC CMU) and AMC Case Managers (AMC CMs) on how to develop a Case Management Plan (CMP) for a sentenced detainee in custody.

PROCEDURES

1. Case Management Plan

- 1.1. An AMC Case Manager (AMC CM) must prepare a Case Management Plan (CMP) for a sentenced detainee, as per section 789 of the *Corrections Management Act 2007*.
- 1.2. The allocated AMC CM must develop an individualised CMP, in consultation with the detainee, within six weeks of the detainee's sentence commencement date.
- 1.3. The AMC CM must complete a Level of Service Inventory – Revised assessment (LSI-R), or utilise a current LSI-R, for the preparation of the CMP. The LSI-R will assist to identify criminogenic risk factors and will contribute to determining eligibility for targeted intervention programs.
- 1.4. The AMC CM must complete all three sections of the CMP, including:
 - a. Detainee Details / Key Information
 - b. Rehabilitation Plan
 - c. Reintegration Plan

2. Detainee Details / Key Information

- 2.1 The AMC CM must complete all questions in the *Detainee Details* section.
- 2.2 Where a detainee is subject to a non-Parole period (NPP), the AMC CM must discuss the Parole Application Process and ask the detainee if they would like any assistance from their AMC CM or another support person with preparing their Parole Application (7 months prior to their NPP). The AMC CM must ensure this discussion is documented with a case note.
- 2.3 During this discussion, the AMC CM must explain to the detainee that other support persons may include, but are not limited to, Aboriginal Liaison Officers, Peer Mentors, Custodial Officers, the Specialist Communities team, and in some cases, an external party.
- 2.4 Where a detainee indicates they would like to be considered for the Transitional Release Program (TRP), the AMC CM must undertake the eligibility and application process as per the *TRP Policy*.
- 2.5 The AMC CM must include any relevant information in the *Key Information* section, inclusive of identified risk factors, as per the LSI-R.

3. Rehabilitation Plan: Identified needs to be addressed (within detainee capability).

3.1 The Rehabilitation Plan must be specific to the sentenced detainee's time in custody.

3.2 In consultation with the detainee, the AMC CM must address all *Identified Needs* in a CMP, with consideration of the following:

| IDENTIFIED NEED | CONTENT / CONSIDERATION |
|--|---|
| Employment / Other recreational activities | <ul style="list-style-type: none">- Discuss employment options and avenues to explore options- Note any employment the detainee engages in, including on the job training requirements- Include any recreational activities |
| Education / Vocation / Training | <ul style="list-style-type: none">- Any education / vocation / training the detainee wishes to undertake. i.e. White Card |
| Cultural connection | <ul style="list-style-type: none">- Where a detainee identifies as Aboriginal and/or Torres Strait Islander, please include the name of the allocated Aboriginal Liaison Officer- Note any cultural activities the detainee plans to engage in i.e. NAIDOC week celebrations, Ramadan |
| Health - Emotional and Personal | <ul style="list-style-type: none">- Liaise with Justice Health / Winnunga Nimmityjah Aboriginal Health Services re any programs, medical regimes the detainee is undertaking- Note any risks of self-harm and outline risk and strategies for managing this risk- Disabilities, noting strategies identified for extra assistance to minimise disadvantage- Note any health issues an associated treatment regimes |
| Alcohol & Drug | <ul style="list-style-type: none">- Historic / current AOD use- Identification of appropriate interventions including referral to the AOD Treatment Team |
| Family & Marital connections | <ul style="list-style-type: none">- Identify community connections- Does the detainee's wish to re-connect with children / family- CYPS involvement |
| Attitudes / Orientation | <ul style="list-style-type: none">- Motivation- Strengths |
| Criminogenic Risk / Programs | <ul style="list-style-type: none">- Refer to the LSIR for areas of risk. |

3.3 All identified needs must be addressed, with the inclusion of:

- an appropriate intervention or activity
- a timeframe for completion
- date completed (completion of the intervention/activity)
- any relevant comments / information relating to the intervention / activity

3.3 The AMC CM must ensure, that in line with the *Risk Need Responsivity Principles*, the level of treatment services provided to the offender is proportionate to the offender’s level of risk. For example: High risk of Alcohol/Drug use (as identified by the LSI-R), must equate to a high level of intervention.

4. Reintegration Plan

- 4.1. The AMC CM must address the Reintegration Pillars within a detainee’s CMP three months prior to the detainee’s earliest relate date.
- 4.2. The Reintegration plan must consider the needs of the detainee upon release from custody.
- 4.3. When addressing the Reintegration Pillars within an CMP, the AMC CM must consider the following:

| REINTEGRATION PILLAR | CONTENT / CONSIDERATION |
|--------------------------|---|
| Accommodation | <ul style="list-style-type: none"> - Where does the detainee plan to reside upon release? (Note: address, contact details of co-resident(s) etc) - If uncertain, what are the detainee’s other accommodation options? |
| Basic Needs | <ul style="list-style-type: none"> - What does the detainee need upon release i.e. clothing, transport, identification? - Is the detainee Throughcare eligible? |
| Health | <ul style="list-style-type: none"> - Will identified health issues/concerns be appropriately managed upon release? By whom? |
| Connections / Companions | <ul style="list-style-type: none"> - Does the detainee have established connections / family / companions in the community? |
| Financial Wellbeing | <ul style="list-style-type: none"> - Has Centrelink been arranged? - Banking? |
| Leisure / Recreation | <ul style="list-style-type: none"> - How will the detainee be spending their free time when released from custody? |

RELATED DOCUMENTS AND FORMS

- LSI-R
- Case Management Plan Template
- Transitional Release Program Policy

Narelle Pamplin
 Assistant Commissioner Offender Reintegration
 ACT Corrective Services
 27 April 2022

Document details

| Criteria | Details |
|--------------------------|--|
| Document title: | <i>Case Management Plans Operating Procedure</i> |
| Document owner/approver: | Assistant Commissioner, Offender Reintegration |
| Date effective: | The day after the approval date |
| Review date: | 3 years after the approval date |
| Responsible Officer: | Senior Director, Offender Reintegration |
| Compliance: | This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2021</i> |

| Version Control | | | |
|-----------------|-------------|----------------|----------|
| Version no. | Date | Description | Author |
| V1 | December-20 | First Issued | T Graham |
| V2 | March-22 | First Revision | K Heidke |