

Australian Capital Territory

Corrections Management (Custodial Case Management Supervision & Case Plan Review) Operating Procedure 2022

Notifiable instrument NI2022–472

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Custodial Case Management Supervision & Case Plan Review) 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.

Ray Johnson APM
Commissioner
ACT Corrective Services
26 September 2022



OPERATING PROCEDURE	Custodial Case Management Supervision and Case Plan Review
OPERATING PROCEDURE NO.	CM1.4
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to Alexander Maconochie Centre (AMC) Case Managers about supervision requirements and Case Management Plan (CMP) reviews.

PROCEDURES

1. Supervision

- 1.1. The AMC Case Manager must identify the offender’s level of need during the development of their case plan.
- 1.2. The AMC Case Manager may only engage with the offender with the offender’s consent.
- 1.3. The level of contact the AMC Case Manager has with the offender is dependent on the offender’s level of need. Based on the offender’s level of need, the AMC Case Manager (Sentenced) must determine minimum contact required according to the following best practice guidelines:

DETAINEES ON REMAND

REMAND*	
Induction	Within five working days
Face to face	Based on level of need as identified during the induction and/or Management Plan and next in court date
Case Management Plan	At one month mark

* Refer to the Custodial Case Management Remand Operating Procedure for further information.

DETAINEES WITH A SENTENCE UNDER SIX MONTHS

NEWLY SENTENCED – First six weeks			
Face to face	Every two weeks		
LSI-R	In first six weeks		
Reintegration Needs Assessment	In first six weeks		
Case Management Plan	In first six weeks		
ONGOING CONTACT*			
	Low*	Medium*	High*
Face to face	1 every 4 weeks	1 every 3 weeks	1 every 2 weeks
Case conferences	At CMP development	At CMP development	At CMP development

* Based on Reintegration Needs Assessment (RNA) Score

DETAINEES WITH A SENTENCE OVER SIX MONTHS

NEWLY SENTENCED – First six weeks				
Face to face	Every two weeks			
LSI-R	In first six weeks			
Case plan	In first six weeks			
CONTACT – First six months				
	Low	Low Medium	High Medium	Maximum
Face to face	1 every 8 weeks	1 every 8 weeks	1 every 4 weeks	1 every 4 weeks
Case Conferences	At CMP development	At CMP development	At CMP development	At CMP development
CONTACT – Seventh month to six months pre-release				
Face to face	1 every 16 weeks	1 every 16 weeks	1 every 12 weeks	1 every 12 weeks
Case Plan Review	Annual*	Annual*	Every 6 months*	Every 6 months*
Case conferences	Annual	Annual	Annual	Annual

* A Case Management Plan review is also required to occur if a detainee's face to face contact level increases due to their level of need.

FOUR MONTHS PRE TRANSITIONAL RELEASE PROGRAM (TRP)				
Face to face	Every two weeks until LSI-R, case plan and TRP application are completed			
LSI-R	In first six weeks			
Case plan	In first six weeks			
CONTACT – Until entry into TRP/TRC or application not approved.				
	Low	Medium-Low	Medium-High	Maximum
Face to face	1 every 4 weeks	1 every 4 weeks	1 every 2 weeks	1 every 2 weeks
Case Conferences	At TRP development	At TRP development	At TRP development	At TRP development

TRP/TRC (To be developed once business case approved)				
ONGOING CONTACT				
	Phase 1	Phase 2	Phase 3	
Face to face	TBD	TBD	TBD	
Case Plan Review	TBD	TBD	TBD	
Case Conferences	TBD	TBD	TBD	

SEVEN MONTHS PRE-EARLIEST RELEASE DATE	
Face to face	Every two weeks until parole application completed or detainee confirmed they will not be applying for parole
Parole application	Detainee to be supported to complete their parole application within four weeks

SIX MONTHS PRE-RELEASE			
Face to face	Every two weeks until Reintegration Needs Assessment and Reintegration Case Plan are completed		
RNA	In first six weeks		
Case Management Plan	In first six weeks		
ONGOING CONTACT			
	Low	Medium*	High*
Face to face	1 every 4 weeks	1 every 3 weeks	1 every 2 weeks
Case conferences	At CMP development	At CMP development	At CMP development

* If Aboriginal and Torre Strait Islander detainees would like to be case managed by an Aboriginal agency they must be referred to Yedding Murra for pre and post release support at the time the RNA and RNP is completed.

2. Changes to Level of Need

- 2.1. The AMC Case Manger (Sentenced) must consider the level of need of the offender when determining the level of contact they have with the offender. However, the level of need of the offender may fluctuate over time and is impacted by factors including but not limited to:
 - a. upcoming court dates/possible release dates
 - b. (dis)engagement with programs
 - c. significant event within the AMC
 - d. significant event within their family
 - e. engagement with NDIS
 - f. any other significant change
- 2.2. During periods of time when the offender's level of need may have been impacted, the AMC Case Manager (both sentenced and remand) must consult with the Team Leader (TL) to decide whether to respond to the offender's level of need as opposed to minimum contact levels.
- 2.3. During these episodes, the AMC Case Manager (Sentenced) is to have face-to-face contact with the offender at a minimum of once every two weeks until it is determined by the AMC Case Manager (Sentenced), in consultation with the TL, that minimum contact levels can recommence.

3. Review

- 3.1. When the issue that resulted in increased contact levels has been adequately resolved, the AMC Case Manager (Sentenced) and the TL must have a formal case discussion regarding contact levels. The AMC Case Manager (Sentenced) must document this discussion in CORIS within one business day.
- 3.2. The AMC Case Manager (Sentenced) must organise a case conference and case plan review when the AMC Case Manager (Sentenced) and TL have determined that minimum contact levels can recommence after a period in which the offender's level of need has increased.
- 3.3. The AMC Case Manager (Sentenced) must discuss with the offender and liaise with the following stakeholders (where applicable) during the case plan review:

- a. allocated Custodial Case Manager
- b. Forensic Mental Health Service
- c. ACT Health
- d. Aboriginal Liaison Office
- e. Corrections Program Unit
- f. Supports and Interventions Unit, including the AMC Disability Liaison Officer
- g. Alcohol and Drug Team
- h. AMC Education
- i. AMC Employment
- j. Community Corrections
- k. TRP staff
- l. ACT Child and Youth Protection Services
- m. family and significant other people

This liaison may occur in the form of a case conference with all identified stakeholders.

- 3.4. For offenders with a sentence over six months, the AMC Case Manager must review the offender's CMP between the seventh month to six months pre-release:
 - a. annually for detainees with low to medium-low reintegration needs
 - b. every six months for detainees with medium-high to maximum reintegration needs

RELATED DOCUMENTS

- Case Management Policy 2022
- Custodial Case Management Case Planning Operating Procedure 2022
- Level of Service Inventory - Revised CI
- Case Management Plan Template
- Transitional Release Program Policy
- Pathways for Support of Sentenced Detainees

Narelle Pamplin
Assistant Commissioner Offender Reintegration
ACT Corrective Services
19 September 2022

Document details

Criteria	Details
Document title:	<i>Custodial Case Management Supervision and Case Plan Review Operating Procedure 2022</i>
Document owner/approver:	Assistant Commissioner Offender Reintegration, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director Offender Reintegration
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2022</i>

Version Control			
Version no.	Date	Description	Author
V1	July-22	First Issued	G Rutherford