Australian Capital Territory

**Corrections Management (Transitional Release Supervision & Case Plan Review) Operating Procedure 2023**

**Notifiable instrument NI2023–80**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Transitional Release Supervision & Case Plan Review) Operating Procedure 2023.*

**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 corrections services.

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
15 February 2023

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| --- | --- |
| **OPERATING PROCEDURE** | **Transitional Release Supervision & Case Plan Review** |
| **OPERATING PROCEDURE NO.** | **D26.4** |
| **SCOPE** | **Transitional Release** |

STATEMENT OF PURPOSE

To provide instructions to Case Managers (CM) about supervision requirements and Case Management Plan (CMP) reviews for Transitional Release participants.

PROCEDURES

1. Supervision
   1. The CM may only engage with the detainee with the detainee’s consent. If the detainee chooses not to engage with their CM their participation in Transitional Release may be impacted.
   2. The level of contact the CM has with the detainee is dependent on the detainee’s stage within Transitional Release. Based on the detainee’s stage, the CM must determine minimum contact required according to the following best practice guidelines:

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| --- | --- | --- | --- |
| **Transitional Release** | | | |
| **ONGOING CONTACT** | | | |
|  | **Stage 1** | **Stage 2** | **Stage 3** |
| Face to face | Weekly | Weekly | Fortnightly progressing to monthly after six months in the program |
| Case Plan Review | Minimum 4 weeks | Minimum 4 weeks | Every three months |
| Case Conferences | At TRP development and then again at TRP Review | At TRP Review | At TRP review |

1. Changes to Level of Need
   1. Once a detainee has progressed to Stage 3, the CM must consider the level of need of the detainee when determining the level of contact they have with the detainee. However, the level of need of the detainee may fluctuate over time and is impacted by factors including but not limited to:
2. upcoming Sentence Administration Board (SAB) dates/possible release dates
3. (dis)engagement with programs and/or interventions identified in Transitional Release Plan (either internal or external)
4. significant event within the AMC/Transitional Release
5. significant event within their family
6. engagement with NDIS
7. any other significant change
   1. During periods of time when the detainee’s level of need may have been impacted, the CM must consult with the Transitional Release Team Leader (TL) to decide whether to respond to the detainee’s level of need as opposed to minimum contact levels.
   2. During these episodes, the CM must have face-to-face contact with the detainee at a minimum of once every two weeks until it is determined by the CM, in consultation with the Transitional Release TL, that minimum contact levels can recommence.
8. Review
   1. When the issue that resulted in increased contact levels has been adequately resolved, the CM and Transitional Release TL must have a formal case discussion regarding contact levels. The CM must document this discussion in CORIS within one business day.
   2. The CM must organise a case conference and case plan review when the CM and Transitional Release TL have determined that minimum contact levels can recommence after a period in which the detainee’s level of need has increased.
   3. The CM must discuss with the detainee and liaise with the following stakeholders (where applicable) during the case plan review:
9. allocated Custodial Case Manager
10. Forensic Mental Health Service
11. ACT Health
12. Aboriginal Liaison Office
13. Corrections Program Unit
14. Supports and Interventions Unit, including the AMC Disability Liaison Officer
15. Alcohol and Drug Team
16. AMC Education
17. AMC Employment
18. Community Corrections
19. TRP staff
20. ACT Child and Youth Protection Services
21. family and significant other people

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

RELATED DOCUMENTS

* Transitional Release Policy
* Transitional Release Case Planning Operating Procedure 2022
* Transitional Release Case Management Plan Template
* Transitional Release Staged Approach to Reintegration Operating Procedure 2022

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ACT Corrective Services

January 2023

**Document details**

| Criteria | Details |
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| Document title: | *Transitional Release Supervision & Case Plan Review Operating Procedure 2023* |
| Document owner/approver: | Assistant Commissioner Detainee Reintegration, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | Senior Director Detainee Reintegration |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2022* |
| |  |  |  |  | | --- | --- | --- | --- | | **Version Control** | | | | | **Version no.** | **Date** | **Description** | **Author** | | V1 | August-22 | First Issued | L Spulak | | V2 | November-22 | Continual Revision | J Papadopoulo | | |