

# 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)

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## 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 <sup>APM</sup>  
Commissioner  
ACT Corrective Services  
15 February 2023



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

- 1.1. 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.
- 1.2. 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:

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

### 2. Changes to Level of Need

- 2.1. 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:
  - a. upcoming Sentence Administration Board (SAB) dates/possible release dates
  - b. (dis)engagement with programs and/or interventions identified in Transitional Release Plan (either internal or external)
  - c. significant event within the AMC/Transitional Release
  - d. significant event within their family
  - e. engagement with NDIS

- f. any other significant change
- 2.2. 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.
- 2.3. 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.

### **3. Review**

- 3.1. 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.
- 3.2. 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.
- 3.3. The CM must discuss with the detainee 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.

### **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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January 2023

#### Document details

Criteria	Details
Document title:	<i>Transitional Release Supervision &amp; Case Plan Review Operating Procedure 2023</i>
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 <i>Corrections Management (Policy Framework) Policy 2022</i>

Version Control			
Version no.	Date	Description	Author
V1	August-22	First Issued	L Spulak
V2	November-22	Continual Revision	J Papadopoulos