



**Youth Detention Facility
OPERATIONS ORDER**

Institutional Assessment and Plan - Title XV 1355

Purpose and Scope Pursuant to California Code of Regulations Title XV Section 1355, youth detained for 30 days or more shall have an assessment and case plan documented in their file, within 40 days of admission. Staff shall utilize the Case Plan application on the departments Intranet site to track and complete case plans for the youth in custody.

Affected Personnel

All sworn staff - YDF

Authority

Title XV, Section 1355, BSCC

Effective Date

November 20, 2019

I. Assessment

- A. An assessment for the youth admitted into custody is based on information collected during the admission process which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance, abuse history, educational, vocational, counseling, behavioral health, and consideration of known history of trauma, and family strengths and needs.

II. Case Plans

- A. The Classification Officer or Sr. Deputy Probation Officers shall be responsible for tracking the completion of the case plans.
- B. Unit staff are responsible meeting with the youth, completing the Probation portion of the case plan and documenting it in a chrono.

- a. Staff shall familiarize themselves with resident's history such as community behavior, Court history, substance abuse and behavioral health/medical issues, prior to completing the case plan;
 - b. If possible, and appropriate, the case plan shall be developed with input from the family and/or supportive adults;
 - c. If the youth has been identified as an Alta Regional client the case plan shall include input from the Regional Center if possible;
 - d. Staff shall meet with the youth, discuss the youth's long term and short term goals considering their strengths and needs;
 - e. Identify programs the youth is currently participating in or discuss any program resources the youth may benefit from;
 - f. Chrono the information discussed with the youth.
- C. All of the disciplines in YDF, Medical, Behavioral Health and SCOE, are responsible for completing their respective portions of the case plan taking into consideration the youth's needs.
- D. Each 30 days the case plan is updated staff should review and discuss the youth's objectives and goals identified in the prior case plan.
- E. The youth shall have a post-dispositional case plan upon release from custody in accordance with Title 15, Section 1351.

Amends/Replaces Previous Order – Assessment and Case Plan, 7/1/11

Authorized By  **Date** 11/19/19
Dave Semon, Division Chief