COPP 6.5 Case Planning and Release Review

Youth Detention Centre

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| Principles and Standards In the context of the following:  [Australasian Juvenile Justice Administrators Standards, 2009](https://www.ics.act.gov.au/__data/assets/pdf_file/0003/1342767/AJJA-Standards-2009.pdf):  Interventions demonstrate a capacity to reduce reoffending  Interventions foster an understanding in children and young people of the impact of  offending on victims and communities  [Australian Human Rights Commission National Principles for Child Safe Organisations, 2018:](https://childsafe.humanrights.gov.au/national-principles)  Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Youth Detention Centre (YDC) Custodial Officers and staff.

# Policy

This COPP provides the framework for case planning at a YDC for the assessment, planning and collaborative case-management of a detainee until their release.

Case planning includes an initial assessment to identify the individual needs of a detainee. This informs the planning of throughcare and the management of integrated goal orientated interventions to address identified needs and offending behaviour. Throughcare aims to support the reintegration and transition of detainees returning to the community by providing comprehensive case management until their release.

The Case Planning and Programs Unit (CPPU) is responsible for the coordination and case management of detainees until release. The Youth Justice Officer (YJO) is acknowledged as maintaining primary case management responsibility for sentenced detainees.

The CPPU is responsible for authorising and submitting relevant reports to sentencing and releasing authorities.

The Supervised Release Review Board (SRRB) determines whether a detainee is suitable for release from Detention to the community on a Supervised Release Order (SRO).

Staff shall consider detainees from all cultural backgrounds and ensure they are treated and managed within the principles of substantive equality according to their individual needs.

# Procedures

## Principles of case planning

### Case planning aims to:

### be collaborative by seeking input from multiple stakeholders

### provide detainees with a planned and integrated process

### support detainees in maintaining and building positive relationships

### build on detainees skills, abilities and talents

### empower detainees and their families to take an active role in developing future plans

### provide focused interventions that address the needs of detainee based on a throughcare model

### re-establish links with the community

### address detainees offending behaviour and provide opportunities for successful re-entry into the community.

## Throughcare

### The CPPU utilises a throughcare management approach which aims to support the reintegration and transition of detainees returning to the community by providing comprehensive case management up until their release. Throughcare also identifies and ensures detainees receive the appropriate services to support their reintegration into the community.

## Documentation

### The Senior Case Manager (SCM) shall ensure all documentation and interactions with the detainee is documented in the Total Offender Management System (TOMS).

# Remand and Sentenced Detainees

## Remand detainees

### Community Youth Justice Court Services (CYJCS) in the metro area or the YJO allocated to Court Officer duty in regional children’s courts are responsible for providing the Admissions and Case Planning Unit with the following:

### Custodial Advice form

### any at-risk information immediately after the court appearance, social issues, agency or program involvement

### copy of the most recent court report and psychological report (where available) and any other relevant reports.

### The SCM shall review the detainee’s remand status on TOMS.

### Where a detainee is on remand with bail, the SCM shall determine the status of the bail and document accordingly.

### The SCM shall inform the Manager Case Planning and Programs Unit where a detainee’s bail is not undertaken in an appropriate time frame.

### Where a detainee’s bail is not undertaken within an appropriate time frame, the SCM will liaise with relevant stakeholders and request an early listing before the court.

### All detainees shall be reviewed within 10 business days by the assessment and planning process, when their status changes from arrest to remand.

### A detainee remanded for more than 72 hours shall be allocated to a SCM.

### The SCM and Movements Coordinator shall liaise with the YJO and relevant stakeholders to plan and support relevant throughcare requirements.

### The SCM (or delegate) shall complete appropriate program referrals.

### The YJO will remain the primary Case Manager for detainees who are classified as an ‘open case’ to Community Youth Justice Services.

### Where appropriate, a Multi-Disciplinary Team (MDT) meeting may be held for detainees on remand. The assigned YJO shall be invited to attend.

### The SCM shall give consideration to the Youth Level Service Case Management Inventory (YLS-CMI) and where applicable, consult with the YJO.

## Detention management report

### On request from the court, the SCM shall complete a Detention Management Report (DMR) on TOMS.

### The SCM shall send the DMR via email to the CYJCS and the allocated YJO no less than 48 hours prior to the date of the detainee’s court appearance.

### The DMR shall include the following detainee information and attachments:

### participation in education

### placement and time spent in the Intensive Support Unit or Cue Unit

### involvement in incidents including type of incident and outcome

### participation in programs and psychological intervention

### participation in recreation

### lockdown hours.

## Sentenced detainees

### On the sentencing of a detainee, the CYJCS or the YJO allocated to Court Officer duty in regional children’s courts shall provide the Detention Centre CPPU with a Custodial Sentencing Advice form, with the relevant information.

### Where practicable, the SCM shall be allocated a detainee within 24 hours of sentencing.

### The SCM and CPPU in consultation with the YJO shall co-ordinate all throughcare requirements within the YDC.

### The YJO is acknowledged as maintaining primary case management responsibility for detainees sentenced to a term of detention.

# Case Planning Meetings

## General

### Case planning meetings include discussion by stakeholders on key issues based on the detainee’s current situation and future direction which identifies the requirements for a throughcare plan.

### Case Planning Meetings (CPM) case plans include (but is not limited to):

### Initial detainee meeting

### Admission and Planning Meeting (APM)

### Interim Planning Meeting (IPM)

### Discharge Planning Meeting (DPM).

1. Admission/Discharge Planning Meeting (ADPM)
   * 1. The SCM is responsible for chairing meetings to facilitate the development of the detainee’s throughcare case management plan.
     2. The SCM shall coordinate the relevant CPM date, meeting and attendees in consultation with the YJO.
     3. The SCM may request reports from stakeholders to assist in the case management process.
     4. The SCM (or delegate) will document the relevant meeting and case management plan ensuring that the documentation is accessible to the relevant stakeholders.
     5. In addition to scheduled CPMs, additional meetings may be scheduled in the following circumstances:

### significant change which may compromise the detainee’s release, for example, the detainee is involved in a critical incident or refusing to comply with their management

### at the request of the YJO or SCM.

## Initial detainee meeting

* + 1. The initial detainee meeting provides the first contact between a SCM and a sentenced detainee. The purpose of the meeting is to outline the role of case planning and to provide information relevant to the detainee’s sentence.
    2. The SCM shall determine if a detainee requires a translator. Organising a translator shall be in accordance with [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).
    3. The SCM shall organise and meet the sentenced detainee within 72 hours of allocation.
    4. The SCM shall provide an overview of the case management process to the detainee. The overview shall include but is not limited to:

### important dates, for example, future court dates, early release, expiry etc

### SRRB

### CPMs.

### The SCM shall provide the detainee with a calendar of dates.

## Admission Planning Meeting

### The Admission Planning meeting (APM) is the first multi-disciplinary team meeting for a sentenced detainee involving the detainee and all internal and external stakeholders.

### The APM also provides an opportunity to determine if any assessments have been undertaken and how the detainee is progressing in custody.

### The SCM shall schedule an APM within one month of admission where a detainee is at the Detention Centre for more than 4 weeks.

## Interim Planning Meeting

### An Interim Planning meeting (IPM) is organised where a detainee is at a Detention Centre for greater than 12 months. The IPM includes the detainee and all relevant internal and external stakeholders. The IPM provides a forum to assess any progress the detainee has made whilst in detention and to plan the next period of detention. Consideration is given to throughcare, specifically based on the detainee’s goals or plans upon their return to the community.

### The SCM shall schedule an interim planning meeting 3 - 6 months after the initial admission.

## Discharge Planning Meeting

### The Discharge Planning meeting (DPM) provides an opportunity to report and update the detainee’s achievements and to identify any areas for improvement. The DPM also ensures the detainee’s release plan is in place where a detainee is applying for early release. The DPM also provides an opportunity to discuss and explain the expectations and conditions of an SRO with the detainee.

### Where a detainee is serving a full term of detention, the DPM provides an opportunity for the detainee’s accommodation plans on release to be confirmed and to identify additional throughcare requirements.

### Except for sentences which are for 4 months or less, the SCM shall schedule a discharge planning meeting 4-6 weeks prior to the detainee’s appearance before the SRRB.

### Where a detainee has not consented to making an SRO or has been denied by the SRRB, a discharge planning meeting shall be scheduled by the SCM 4-6 weeks prior to the detainee’s sentence expiry date.

## Admission/Discharge Planning Meeting

### An Admission/Discharge Planning meeting (ADPM) is scheduled when a detainee receives a short term of detention (3 months or less), or their sentence has been backdated significantly.

### An ADPM is a meeting combining the elements of both the Admission and Discharge Planning meetings into one meeting.

# Management

### The SCM shall review information from the, YLS-CMI, relevant reports, liaise with relevant stakeholders and refer the detainee to appropriate programs and services.

### The CPPU shall document the case management plan of sentenced detainees in the Case Planning meetings ensuring that the documentation is accessible to the relevant stakeholders.

### The SCM shall maintain regular contact with the detainee and relevant stakeholders to assess and evaluate ongoing requirements.

# Release

## Detention summary report (DSR)

### The SCM shall complete a Detention summary report (DSR) at the request of the SRRB.

### The DSR shall include the following detainee information:

### progress in education, recreation and counselling etc

### progress in counselling, programs, personal development and psychological intervention

### general behaviour, including incidents and charges

### attachment of program completion reports including Youth Justice Psychological Services and service providers

### discharge arrangements.

### The SCM shall send the completed DSR to the SRRB and a copy to the YJO, 10 business days prior to the SRRB review date.

## Supervised Release Review Board

### The SRRB reviews sentenced detainees in order to release a detainee from Detention[[1]](#footnote-1) .

### The following staff may be invited to attend SRRB reviews:

### Officers and staff members involved in the management of the detainee

### family, responsible adult, caregivers.

### The Release of a detainee shall be managed in accordance with [COPP 13.1 – Release](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

# Annexures

## Related COPPs

* COPP 2.2 – Cultural and [Religious](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) Requirements
* [COPP 13.1 – Release](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Definitions and acronyms

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| Term | Definition |

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| APM | Admission Planning Meeting. |
| ADPM | Admission/Discharge Planning Meeting |
| Case Planning and Program Unit (CPPU) | Responsible for liaising with internal and external service providers and while coordinating and scheduling any program delivery for detainees. |
| CPM | Case Planning Meeting. |
| Commissioner’s Operating Policy and Procedure (COPP) | Operational Instruments that provide instructions to staff how the relevant legislative requirements are implemented. |
| Community Youth Justice Court (CYJCS) | Community Youth Justice Court includes Perth Children’s Court and other children’s courts consistent with the general principles of t*he Young Offenders Act 1994.* |

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| Detainee | Means a person who is detained in a detention centre as defined in s.3 of the *Young Offenders Act 1994*. |
| Detention Summary Report (DSR) | A report prepared for the Supervised Release Review Board as a releasing authority providing information specific to the detainee’s progress as requested by the Supervised Release Review Board. |
| Detention Management Report (DMR) | The report prepared for the Children’s Court as a sentencing authority providing information specific to the individual detainee as requested by the Court. |
| DPM | Discharge Planning Meeting. |
| Guiding Principles for Corrections in Australia, 2018 | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| IPM | Interim Planning Meeting. |
| Multi-Disciplinary Team (MDT) | Multi-Disciplinary Assessment and Planning Team.  The MDT brings together expertise to conduct a detainee’s treatment assessment that includes cultural, health, mental health, psychological, education and security. The MDT provides input for a detainee’s induction, orientation and care process and helps develop the detainee’s care and transitional through care plan. |
| Officers and Employees of Particular Classes | The following descriptions of classes of Officers and employees are prescribed for the purpose of s.11(1a)(b) of the *Young Offenders Act 1994*, in r 49(2) of the *Young Offender Regulations 1995*:  (a) Medical staff who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.  (b) Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers and social trainers.  (c) Program support staff counsellors, program facilitators and librarians.  (d) Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| Open Case | A detainee who is subject to a community based disposition where Community Youth Justice Services maintain primary oversight. |

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| Public Service Officer | An Officer employed in the State Government Public Service, subject to Part 3 of the *Public Sector Management Act 1994* and includes such officers and other persons as are necessary to implement or administer this Act. |
| Remand Detainees | Detainees in detention who are awaiting court outcomes and are not sentenced. |
| Senior Case Manager | An employee of the Department responsible for the case management of a detainee while in custody. |
| Senior Officer | A Youth Custodial Officer who is substantive to this rank, or a Unit Manager, or Youth Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to s.11 of the *Young Offenders Act 1994*. |
| Sentenced Detainee | A Detainee in detention who has been served a term of detention. |
| Staff | Any employee or Officer of the Department of Justice, including a Public Service Officer, Youth Custodial Officer or an employee of a particular class; and any contractor who provides services to the Department of Justice. |
| Superintendent | In accordance with s.3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’ |
| Supervised Release Review Board (SRRB) | The Supervised Release Review Board is responsible for determining the suitability of juvenile offenders (young offenders) for release from detention into the community on a Supervised Release Order (SRO) and to impose the conditions of that Order. |
| The Department | The Department of the Public Service principally assisting the Minister in the administration of the *Young Offenders Act 1994*. |
| Throughcare | Includes case management, rehabilitation support, individual structured assessment and individual case plans created before release and followed through into the community. |
| Total Offender Management System (TOMS) | The computer application used by the Department of Justice for the management of detainees in custody. |
| Unit Manager | A Youth Custodial Officer substantive to this rank or Youth Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer with reference to s.11 of the *Young Offenders Act 1994*. |
| Custodial Officer | An Officer with custodial functions, appointed under s.11(1) of the *Young Offenders Act 1994*; or a person who is appointed under s.11 (1a) (a) as a Custodial Officer. This includes but is not limited to Youth Custodial Officers, Unit Managers and Senior Officers. |
| Youth Detention Centre | A gazetted detention centre declared by the Minister to be a detention centre to accommodate male and female, remanded or sentenced detainees. Refer to section 13 of *Young Offenders Act 1994.* |
| Youth Justice Officer (YJO) | An Officer employed by the Department to supervise, and case manage young people who offend subject to a community supervision order. |
| Youth Level Service - Case Management Inventory (YLS-CMI) | A tool which assesses a detainee’s personal circumstances and the likelihood of reoffending. The tool also provides a detailed evaluation of the detainee’s risks and needs, informing the level and types of intervention required to ensure case planning activities and programs are targeted to the individual. |

## Related legislation

* *Young Offender Act 1994*
* *Young Offender Regulations 1995*

# Assurance

It is expected that:

* The Detention Centre will undertake local compliance in accordance with the Operational [Compliance Manual](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* Women and Young People, Head Office will undertake management oversight as required.
* Operational Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework.](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081)

Independent oversight will be undertaken as required.

# Document Version History

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| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 1.0 | Operational Policy | Approved by A/Director, Operational Projects, Policy, Compliance and Contracts | 3 November 2021 | 6 December 2021 |
| 2.0 | Operational Policy  Memo Reference:  D23/940474  Content Manager Reference:  S23/99472 | Endorsed by the  A/Assistant Commissioner Women and Young People | 9 November 2023 | 18 December 2023 |
| Approved by the Deputy Commissioner  Operational Support | 15 November 2023 |

1. s 132 *Young Offenders Act 1994* [↑](#footnote-ref-1)