

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

JUVENILE CASE PLANS

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

To establish standardized completion of Title IV-E/Probation Services case plans.

Definitions:

Title IV-E: Administered by the Department of Health and Human Services, Administration for Children and Families, and provides funding for administrative activities in foster care, as well as pre-placement funds to address the needs of youth at imminent risk for removal to foster care.

Reasonable Candidacy: Youth who have been identified as being at imminent risk of removal from the home, when placement in foster care is the planned arrangement.

Imminent Risk: In order for the youth to be considered a reasonable candidate for foster care, the Probation Department must be involved for the specific purpose of removing the youth from the home and placing him/her into foster care, or mandating services which, if unsuccessful, result in removing the youth from the home and placing him/her into foster care.

Foster Care: Youth who have been removed from the home, either by Children and Family Services (CFS) or Probation, and have been placed into a foster care setting. Youth in this category receive Foster Care funding.

Probation Only Services: Youth on probation who are not likely to be removed from the home. Youth in this category receive probation only services and do not receive Title IV-E funding.

At-Promise: Has the same meaning as "at-risk."

Responsibilities:

I. Probation Officer I/II (PO I/II):

A. Reasonable Candidates:

1. Complete the Evaluation of Imminent Risk and Reasonable Candidacy form to determine whether a youth is at imminent risk of removal from their home and are therefore a reasonable candidate for Title IV-E pre-placement services.
2. For youth clearly identified as a candidate, a case plan addressing the needs and goals of the youth and family must be developed. For reasonable candidates, parts A and B of the case plan must be completed. Document that the plan for the youth is placement into foster care unless stated preventive services are provided and effective.
3. To be a reasonable candidate a youth must:
 - a. Be under the age of eighteen (18).
 - b. Be the subject of a 602 petition.
 - c. Be residing in the home of a parent/legal guardian (out of custody/secure facility).
 - d. Have the legal right to be in the country.
4. Youth and parent/guardian must sign and date the case plan first, and then the PO must sign and date. The case plan effective date is the date a Supervising Probation

- Officer (SPO) signs the case plan. Until the case plan is effective, Title IV-E pre-placement funds cannot be claimed for the youth.
- a. If the PO is unable to obtain parent or guardian signatures, the officer must document in the case plan and CE, all attempts to meet with the family and must then sign the plan. Officers should continue to attempt to meet with the family and obtain parent or guardian signatures, even after the plan has been put in place.
5. If a case is going to court with a placement recommendation the probation officer completes the appropriate case plan to accompany the report to court.
 6. Cases transferred to the Placement Unit must include the updated placement case plan.
 7. Case plans must be completed by the assigned probation officer within thirty (30) calendar days of being declared a ward.
 9. A new case plan must be completed every six (6) months. Risk factors must be addressed in the case plan.
 - a. Documentation must support services/programs provided to address risk.
 - b. Supervision and community service alone are not sufficient programs.
 - c. Demonstrate/document reasonable efforts to prevent removal.
 - d. Include a description of the services offered and provide a referral date.
 - e. Ensure that services and goals for youth and parents are both incorporated into the case plan.
 10. Update and/or modify objectives, completions and new or emerging issues as the needs of the youth and family change.
 11. Document all referrals in CE/Other/Programs.
- B. Probation Services Only:
1. Complete the Evaluation of Imminent Risk and Reasonable Candidacy form.
 2. Complete Section B of the case plan.
 - a. Youth and parent/guardian must sign and date the case plan first, and then the PO must sign and date.
 - b. Case plans must be completed by the assigned probation officer within thirty (30) calendar days of being declared a ward.
 3. A new case plan must be completed every six (6) months. Risk factors must be addressed in the case plan.
 - a. Documentation must support services/programs provided to address risk.
 - b. Supervision and community service alone are not sufficient programs.
 - c. Demonstrate/document reasonable efforts to prevent removal.
 - d. Include a description of the services offered and provide a referral date.
 - e. Ensure that services and goals for youth and parents are both incorporated into the case plan.
 4. Update and/or modify objectives, completions and new or emerging issues as the needs of the youth and family change.
 5. Document all referrals in CE/Other/Programs.
- II. Supervising Probation Officer (SPO):
- A. Ensure at-promise youth are correctly identified as candidates:
 1. Open candidacy in CE/Other/Programs.
 - a. Include a start date for candidacy.
 2. Remove youth from candidacy when appropriate.
 - B. Review and sign the case plan.
 1. A case plan is not *complete or effective* until an SPO has signed the case plan.
 2. Ensure case plans are accurate before signing.

- 3. Sign the case plan only *after* the youth, parent/guardian and PO.
- 4. Implement a method to track case plan due dates.
- C. Add the effective date and protect the document in Caseload Explorer (CE).
- D. Ensure reasonable candidates have face-to-face monthly visits. There are no exceptions.
- E. Ensure youth identified as reasonable candidates receive monthly face-to-face contacts.
- F. Ensure each PO receives adequate and on-going training to identify candidates and complete case plans.
- G. Ensure each PO has their county cellular telephone number and back up officer added to the Justice Benefits Inc. (JBI) Moments system.

Guidelines:

- A. Case plans for reasonable candidates are part of Title IV-E requirements and are State mandated in order for the Probation Department to receive funding reimbursement through Title IV-E funds.
- B. All reasonable candidates must be visited face-to-face at a minimum of once per month.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

All County Letter #14-36
Assembly Bill No. 413
Education Code 96

Issued by:

 8/13/20
Michelle Scray Brown, Chief Probation Officer Date

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