

Purpose:

A success/case plan is a written document that articulates goals and activities that link a validated risk and needs assessment tool with services, aimed to improve competencies and reduce recidivism. The success/case plan goals and activities will align with the individual's criminogenic needs and meet the SMART (Specific, Measurable, Attainable, Realistic, Time-bound) objectives. The success/case plan will focus on the top two to three criminogenic needs that are likely the driving force of the individual's antisocial behavior. Each success/case plan will be individualized and performance-based, outlining specific goals and activities/action steps designed to manage the individual's risk, address criminogenic needs, and to enhance or develop strengths. The purpose of this policy is to establish uniform guidelines for conducting an assessment-driven success/case plan for improved supervision outcomes.

Policy:

Supervision of criminal justice involved individuals in the community is designed to assist them in making positive changes in their lives and reduce their rate of recidivism. Part of that process involves the use of evidence-based practices and structured tools designed to direct the individual toward a targeted outcome. Success/case plans are used to accomplish this by developing specific activities and strategies for the criminal justice involved individual, to meet key objectives. Success/case planning are implemented in a manner that allows individuals to take ownership of their lives as they work toward completion of their goals. Effective plans adhere to the basic precepts of the risk and needs response principle, which includes:

- Using a validated assessment tool to determine the risk and needs of the individual.
- Matching the level of the intervention to the individual's level of risk.
- Assessing the criminogenic needs of the individual, to target these needs in goal planning (i.e., treatment, etc.).
- Adjusting interventions based on the individual's learning style, motivation to change, abilities, and strengths.

Procedure:

A. Success/ Case Planning

- a. All supervising probation officers must complete an assessment-driven plan for each criminal justice involved individual on their caseload (excluding low risk individuals with six months or less sentences, administrative, non-reporting, and transfer caseloads) within 60 days of assignment. The success/case plan should utilize risk and needs identified on the risk and needs assessment tool and should focus on risk reduction strategies and referrals. Probation Officers should take care to address responsivity factors and utilize the strengths to assist the individual with the greatest chance for success. It is important that the probation officer explain the purpose of the assessment tool to the individual prior to completing the assessment. After the assessment has been completed and scored, the results of the assessment will be shared with the individual to determine their level of agreement with their areas of strength and the criminogenic needs that put them at risk of re-offending.
- b. Each plan should consist of an identified risk factor or need, goals, responsivity, stabilization factors, strengths, objectives, and activities and conditions.

- i. Risk factor or need – domain identified from one of the agencies risk/need assessments or need assessment tools such as antisocial attitudes, substance abuse, mental health, or parental stress. These risk factors or needs can increase an individual’s likelihood of reoffending or failing to complete probation successfully. By addressing these risk factors or needs, the likelihood of success on probation and in the community increases.
 - ii. Responsivity and stabilization factors – barriers to success accomplishing a goal such as lack of transportation, intellectual deficits, or motivational levels.
 - iii. Strengths – assets the individual possesses which can aid in the success of a goal such as persistence, family support, or educational attainments.
 - iv. Action steps– steps the individual must take to accomplish a goal. All objectives must meet the “SMART” criteria meaning that each objective must be **specific, measurable, attainable, realistic, and time-based**.
 - v. Activities - actions a probation officer takes to support the individual in accomplishing an objective. These activities fall into three categories: supervision strategies, referrals to resources and programs, and face-to-face interventions. Probation officers should use a blend of these three activities on each success plan.
 - vi. Conditions – specific court ordered requirements that need to be completed.
- c. Probation officers should utilize motivational interviewing skills during contact visits when discussing the plan.
 - d. Success/case plans should be discussed at each meeting and updated as the individual person completes a goal or has a change in circumstance. Individualized plans should be utilized on an ongoing basis until the need area reduces to the low/moderate level.

B. Additional Guidance / Procedure

- a. Level of Risk – How the level of risk of the individual impacts the development of the success plan. In addition, the level of risk for the specific domain.
- b. Level of Supervision – How the level of supervision and frequency of required contacts impacts the development of the success plan.
- c. Success/Case Plan Development-Introducing the case plan, goals, activities, referrals, interventions. Should be completed within 60 days.
 - i. Monitoring Progress (how often to review, the importance of using MI skills, graduated responses, measuring progress)
 - ii. Closing a Case Plan
- d. Continuous Quality Improvements
 - i. Roles and Expectations for support and CQI efforts
 - Case reviews
 - ii. Advancing staff competency
 - Initial training, booster training, resources