



**SAN MATEO COUNTY  
PROBATION DEPARTMENT  
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 5  
Classification and Separation  
§1355**

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**Topic                    Institutional Assessment and Plan**

**Policy**                    The purpose of this policy is to ensure the Department uses effective case management that determines program needs for each youth while the youth is detained and implements strategies to reduce recidivism by supporting the youth's successful reintegration into the community.

It is the policy of the Department to provide effective case management of youths while they are detained in the San Mateo County Probation Department - Juvenile Facilities. The facility administrator shall develop and implement written policies and procedures for assessment and case planning. Probation staff shall assess, develop a case plan for, and reassess youth with longer stays in juvenile facilities.

**1355.1 ASSESSMENT** (create link here)

Initial and periodic risks and needs assessments essential for developing individual case plans should be conducted in the youth's primary language and should include (15 CCR 1355):

- a. Documentation that supports appropriate program placement and also includes consideration of the health care treatment plan (15 CCR 1413).
- b. Facilitation of counseling services, contacts, and communication with parents/ guardians, families, attorneys, clergy, probation/parole officers, and others when indicated (15 CCR 1356).
- c. Coordination of discharge planning to link the youths and families with supportive aftercare programs and other resources to continue to meet the needs of youths and/or families after youths are released into the community (15 CCR 1413).
- d. Within 72 hours of admission, each youth shall have an assessment completed by their assigned Group Supervisor.

The assessment is based on information collected during the admission process with periodic review, 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, consideration of known history of trauma, and family strengths and needs.

Staff should only administer assessment and screening instruments/tools designed specifically for youth populations at admission, during orientation to the facility, and during periodic reviews to collect information related to the youth's risk factors, program needs, strengths, and challenges.

Staff shall utilize valid and reliable juvenile assessment instruments designed to address specific subject matter, including substance use, abuse, and dependency; mental health history; educational needs; vocational/employment training; work history; prior counseling and treatment experiences; behavioral health needs; trauma (e.g., physical abuse, sexual abuse); and family dynamics (e.g., strengths, needs) (15 CCR 1431).

The assessment findings shall be stored in the youth's case file and shared and coordinated with authorized recipients who have both the right to know and a need to know during case conferences to ensure proper programming placement and continuity of services consistent with the youth's individualized service plan.

### **1355.2 INSTITUTIONAL CASE PLAN**

A case plan, and post-adjudicated transition plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission. The case plan, including the transition plan, shall include, but not be limited to, written documentation that provides:

- a. A plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented.
- b. Objectives and time frames for resolution of issues identified in the case plan, periodic evaluation of progress, and other requirements set forth in 15 CCR 1355.
- c. Periodic evaluation of progress toward meeting the objectives, including periodic review and discussion of the plan with the youth.
- d. A transition plan, the contents of which shall be subject to existing resources, shall be developed for post-dispositional youth in accordance with Section 1351.
- e. As much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Golden Gate Regional Center (Regional Center for the Developmentally Disabled).