Milwaukee County Department of Health and Human Services Delinquency and Court Services Division **POLICY & PROCEDURE**	Date Issued: **06/02/2015**	Reviewed:06/01/15 By: **GL/TW** Last Revision:	Section: **ADMINISTRATION**	Policy No: 024	Pages: **1 of 3**
☒ **Delinquency and Court Services Division** ☒ **Children's Court Services Network** ☒ **Purchase of Service Agencies**	Effective Date: **06/01/2015**	Subject: **Case Plan Policy**			

I. POLICY

It is the policy of Delinquency and Court Services Division (DCSD) that the HSW along with the juvenile and their family/guardian collaborate to develop a Case Plan based on the priority domains in the Youth Assessment and Screening Instrument (YASI) that are most directly or closely linked to impact on the youth's future behavior.

II. DEFINITION

Goals and Action Steps are key elements of the case plan. Once the youth has committed to work on a priority domain in the Youth Assessment and Screening Instrument (YASI) the case manager and team should work in a collaborative way to frame the Goals and Action Steps in the youth's language.

Please keep in mind that Court Orders and Plans of Care should **NOT** be used as goals.

Long Term Goal

The Long Term Goal expresses what will be achieved as a result of a behavioral change in the priority domain. It is what will happen over the long term once the change has occurred. The Long Term Goal should be framed in terms of a positive outcome for the youth. It should identify a broad area of change and indicate the benefit of that change.

Short Term Goal

The Short Term Goal identifies the more specific behavioral or attitudinal area of change that the team and youth can work on in a relatively short period of time (1-4 months). The Short Term Goal will usually refer to a specific YASI item or target from a priority domain identified in the conceptualization step. Short term goals can begin with "learn to" or "become aware of" or state the intention to make change in a specific area.

It is not necessary to include "how" the change will be accomplished in the Short Term Goal. There may be more than one Short Term Goal for a Long Term Goal. An example would be: Johnny will learn to generate alternatives- (Pro-Social Choices) to deal with problem situations.

Action Steps

Action Steps help to specify the steps the team and youth will take to pursue a short term goal. Simply stated, it refers to the "how" the short term goal will be achieved. The Action Step must refer specifically to the action that the youth or team members will take to achieve the Short Term Goal.

Once the youth has achieved an Action Step a new one should be assigned until the short term goal has been achieved. Breaking the goal down into action steps that are easily attainable will increase confidence and help to boost the youth's motivation.

Types of Action Steps

There are many different types of action steps and we encourage you to use different types when setting short term goals:

Include Personal Strategies: These are usually referred to as life or coping skill that include cognitive, behavioral and emotional strategies that are pro-social and healthy alternatives to antisocial or criminal behavior.

Identify Informal Supports: Identify whom in the youth's community or facility might help the youth achieve and sustain short and long term goals. Encourage the youth to connect with those individuals.

Identify Formal Supports: Review the menu of services available in the community or facility that might help the youth to achieve his or her goal. Specify all program or service referrals under the action steps. Review progress at your supervision appointments and encourage/inquire how the youth has practiced/demonstrated the new skills learned from the program or service.

Action Steps should be:

A. **Small**

B. **Measurable:** Both the youth and service provider should be able to clearly envision what will be taking place when the action step is performed.

C. **Attainable:** the action step should be important to the youth and something that the youth can achieve.

D. **Realistic:** The action step should be within the youth's control

E. **Timely:** To give the youth immediate success that action steps should be attainable within a relatively short period of time ideally by your next supervision appointment.

III. PROCEDURE

The Case Plan will be completed with the youth/family/team within 30 days from the dispositional hearing. A copy of the plan will be given to family.

The Case Plan will be reviewed with the youth each time you meet with the juvenile per contact standards and it needs to be documented in your case notes in Synthesis.

When reviewing the plan, be sure to check-in on each of priority domain targets to ensure that the youth is not experiencing problems that would elevate risk for re-offending or problem escalation.

The case plan will be formally updated in ORBIS at the time of your YASI reassessment: every 180 days for low risk youth and every 90 days for medium to high-risk. Refer to your Case Notes from your previous appointments and reviews of the case plan to update the plan.

Focus on the short term goals and action steps and review successes. If the youth fails to complete an action step then try to access the obstacles or barriers to achieving the goal. Brainstorm ways to overcome the obstacles or barriers and use these solutions as new action steps. Be sure to develop at least one new action step each time you meet and it should be generally achievable by your next appointment.

A copy of your completed case plan will need be included in all referrals for service.

Reviewed & Approved By: B Thomas Wanta

B. Thomas Wanta, Division Administrator