

# JSD Case Management Process

Updated: 2.10.2025

## Affinity Groups Learning Sessions

## 1. JCP Procedure (Assessment)

## 2. Contact Standards

## 3. Case Plan (JJIS)

## 4. Opportunity-based Skill Building

## 5. Opportunity-based Incentives

## Graduated Sanctions / Responses

**Case Staffing:** influences decisions throughout the case management process

JCC staff watch: Annie E. Casey videos **"Transforming Probation"** Data Services included.

JCC records themselves with youth. [Reviewed: Video / Audio Tape]

Affinity group of peers + managers of the JCC - and give feedback on interaction

JCC is given notes for future interactions to help create positive guide for youths

1. JCC Assigned youth
2. Video Training
3. Recorded Sessions
4. Group Session Review
5. Group Session Feedback

**New Charge:** 1st meeting, build rapport, social interview

**Complete risk assessment,** 2nd meeting to explain results

**JCP is created**

**The levels are established for contact standards.**

**RIVER**  
(High Risk - Level 1)

**FOREST**  
(Medium Risk - Level 2)

**MOUNTAIN**  
(Low Risk - Level 3)

Redo risk assessment every 3-6 months or if youth has new referral.

1. New Charge: Social Interview
2. Risk Assessment
3. JCP is created
4. Contact standard established
5. Re-do JCP (if necessary)

Based on JCP: identify highest criminogenic needs

Meet with Client

Work with family & client to **create SMART goals** that address needs

If reducing criminogenic factors, reduce number of meetings & vice-versa

**RIVER**  
(Meet 4x month)

**FOREST**  
(Meet 3x month)

**MOUNTAIN**  
(Meet 2x month)

1. Identify needs
2. Meet with Client
3. Create SMART goals
4. Reduce / increase # of meetings based on factors

**Review SMART goals** and case plan with youth & family

**Monitor SMART Goals**

Adjust SMART goals based on progress & change in Case Plan

Incorporate opportunities for growth and incentives into Case Plan:

- Advocacy for Early Probation Termination
- Meals / Groceries
- Gift cards
- Growth opportunities
- Lower contact
- Memberships
- Internships

**Reassess progress in skill building** at 3 months

Work towards advocating for early release from supervision.

1. Review SMART goals & Case Plan
2. Monitor youth progress
3. Adjust goals
4. Reassess progress

**Choose skills to build** based upon criminogenic factors

Review potential providers with youth and family, ie:

- Mentorship
- Support program
- Treatment
- Community engagement opportunities

**Refer youth to services that meet their needs**

**Reassess progress in skill building** at 3 months

at 6-9 months **review** case plan

1. Choose skills to build
2. Review potential providers
3. Refer youth to skill providers

Youth can earn incentives for achieving:

- Attending meetings on time
- Progressing toward SMART goals

Youth progresses toward rewards upon success

Incorporate opportunities for growth and incentives into Case Plan:

- Advocacy for Early Probation Termination
- Meals / Groceries
- Gift cards
- Growth opportunities
- Lower contact
- Memberships
- Internships

Encourage youth to achieve goals within the plan. Work to achieve the mark where we can advocate for early release from supervision.

1. Youth working towards SMART goals & Case Plan
2. Youth earns incentives
3. Reassess progress
4. Work towards advocating for early termination of supervision

JCC receives news of violation

Classify violation into category

**MILD:**  
• Verbal reprimand  
• Review Case Plan / engagement in services

**MODERATE:**  
• Probation Violation  
• JCC intervention (increased programming)

**SERIOUS:**  
• Review hearing/PV  
• Sanction/extend probation

1. Receive violation news
2. Refer back to JCP and determine contact standards on case-by-case basis
3. Classify response based on severity
4. Continue encouraging positive change