





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 8 - Programs

Policy Number:	8.13
Policy Name:	Institutional Assessment and Plan
Authority:	Title 15: 1355, 1356, 1413
Replaces:	8.13 Assessment and Plan (1/01/2019)
Effective Date:	12/18/2020
Related Policies and Procedures:	3.01 - Admission, Referral, Screening, and Classification 8.05 - Counseling and Supporting Youth 8.13a - Institutional Assessment and Plan Attachment 8.14 - Monitoring and Assessment of Programs
Related Forms:	30-day Assessment and Plan
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

It is Juvenile Hall policy to assess each youth during the admission's process and to use the information collected to develop an individualized case plan including a transitional plan upon release.

- i. The assessment is based on information collected during the admission process, with periodic reviews, 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.
- ii. The Institutional Case Plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission. The Institutional Case Plan shall include, but not limited to, written documentation that provides:
 - a. Objectives and timeframes for the resolution of problems identified in the assessment.
 - b. A plan for meeting the objectives that includes a description of the program resources needed and individuals responsible for assuring that the plan is implemented.
 - c. Periodic evaluations of progress towards meeting the objectives including periodic reviews and discussions of the plan with the youth.
 - d. A transition or re-entry plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Title 15 Section 1351. In as much as possible and if

appropriate, the transition or re-entry plan shall be developed with input from the family, supportive adults, youth, and the Regional Center for Developmentally Disabled.

II. PURPOSE

Case plans created to support Juvenile Hall youth shall be based on proper assessments that are validated for the facility's population, strength-based, trauma-informed, and allowing for a systematic chronological evaluation of a youth's history to ensure appropriate programs and services. In as much as possible and if appropriate, case plan development shall involve input from the family, supportive adults, youth, and the Regional Center for Developmentally Disabled and shall be revisited regularly to update a youth's progress, needs, and strengths.

III. PROCEDURE

General Procedures for Assessments and Plans

- i. The Director of Juvenile Hall or designee shall initiate an Institutional Assessment and Plan for each youth held in detention for 30 days or more. The Institutional Assessment and Plan must be completed by a Juvenile Hall staff member no later than 40 days from the date of admission.
- ii. The Admissions Counselor or designee will complete the admissions pre-assessment form and place a copy in the 30-Day Assessment and Plan folder.
- iii. The case plan shall have objectives and timeframes for resolution. The case plan shall include a description of program resources needed and the individual responsible for assuring the plan is implemented. The Institutional Assessment and Plan shall be placed in the youth's folder and made accessible to the youth's assigned Probation Officer.

- iv. The Institutional Assessment and Plan shall include a transition plan developed for post dispositional youth in accordance with Title 15 Section 1351. The contents of the transition plan shall be subject to existing resources.
- v. Post-Disposition youth shall have a Periodic Review completed every 14 days. It shall include substance abuse, vocational, educational, strengths of youth and family, trauma, and single parent homes for his/her release plan. All pre-adjudicated youth shall be referred to AIIIM Higher for programming that might fit his/her needs.
- vi. In as much as possible and if appropriate, the case plan and the transition or re-entry plan shall be developed with input from the youth, family, supportive adults, and the Regional Center for the Developmentally Disabled when applicable.
- vii. The plans shall include pre-release and discharge plans for continued health care in accordance with the provisions of Title 15 Section 1413. SPY shall share plan information with Juvenile Hall staff and the assigned Probation Officer for inclusion in the youth's Probation Plan.
- viii. Juvenile Hall shall ensure the availability of appropriate counseling and casework services for all youth. Juvenile Hall shall ensure youth receive assistance with needs or concerns that may arise, youth receive assistance in requesting contact with parents or other supportive adults, attorney, clergy, probation officer or other public official and/or youth are provided access to available resources to meet the youth's needs.

Institution Assessment and Plan documents attached.