

Australian Capital Territory

# Corrections Management (Transitional Release Case Planning) Operating Procedure 2023

Notifiable instrument NI2023–109

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

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## **1 Name of instrument**

This instrument is the *Corrections Management (Transitional Release Case Planning) Operating Procedure 2023*.

## **2 Commencement**

This instrument commences on the day after its notification day.

## **3 Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of corrections services.

Narelle Pamplin  
A/g Commissioner  
ACT Corrective Services  
22 February 2023



<b>OPERATING PROCEDURE</b>	<b>Transitional Release Case Planning</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D26.3</b>
<b>SCOPE</b>	<b>Transitional Release</b>

## STATEMENT OF PURPOSE

To provide instruction to Case Managers (CM) allocated to detainees approved for Transitional Release, on how to develop a Transitional Release Case Plan (TRCP) for a Transitional Release participant.

The CM must ensure a detainee's criminogenic risks and reintegration needs are identified and addressed to reduce both the risk of recidivism and risk to community safety. This will also support the detainee to be potentially released from custody at the earliest possible opportunity.

ACT Corrective Services works in line with the Risk-Need-Responsivity (RNR) Model.

- The risk principle identifies **who** should be treated. Detainees should be matched to treatments based on their level of risk for recidivism, with higher-risk detainees receiving more intensive treatment.
- The need principle describes **what** should be treated. Treatments should target specific criminogenic dynamic risk factors (e.g., antisocial attitudes, criminal peers, antisocial behavioural patterns, substance abuse, poor use of free time, along with family/marital and educational/vocational problems).
- The responsivity principle outlines **how** an detainee should be treated. Services and interventions should be cognitive-behavioural in nature, and tailored to the learning style, motivation, abilities, and strengths of the detainee.

## PROCEDURES

### 1. Transitional Release Case Plan – TRCP (Stage 1)

- 1.1. A CM must prepare a TRCP for a detainee who is a participant in Transitional Release. This must be individualised to the detainee and be developed with the detainee once they have been accepted into Transitional Release.
- 1.2. The TRCP (Stage 1) is to be completed within one week of the detainee entering Transitional Release.
- 1.3. The CM must utilise the approved Transitional Release Goals identified in the [D26.F3. Transitional Release Case Plan](#), for the preparation of the TRCP (Stage 1).
- 1.4. The CM must ensure, that in line with the *Risk Need Responsivity Principles*, the level of treatment services provided to the detainee is proportionate to the detainee's level of risk. For example: High risk of Alcohol/Drug use (as identified by the LSI-R), must equate to a high level of intervention.

- 1.5. In consultation with the detainee, the CM must address all the identified Transitional Release Goals in a TRCP in line with the *D26.5 Transitional Release Staged Approach to Reintegration Operating Procedure*.
- 1.6. The CM must ensure the TRCP (Stage 1) also includes information about:
  - a. the date the TRCP (Stage 1) will be reviewed.
  - b. any external leaves required to address identified goals and tasks, including destination, duration and frequency of the leave.
  - c. any sponsors who will be assessed to supervise the detainee on any external leaves in Stages 2 and 3 to address identified goals and tasks.
- 1.7. The CM must liaise with the following stakeholders (where applicable) during the development of the TRCP (Stage 1):
  - a. allocated Custodial Case Manager
  - b. Forensic Mental Health Service
  - c. ACT Health
  - d. Aboriginal Liaison Officer
  - e. Corrections Program Unit
  - f. Supports and Interventions Unit, including the Disability Liaison Officer
  - g. Alcohol and Drug Team
  - h. AMC Education
  - i. AMC Employment
  - j. Community Operations
  - k. Transitional Release staff
  - l. ACT Child and Youth Protection Services
  - m. family and significant other people, including potential sponsors

This liaison may occur in the form of a case conference with all identified stakeholders.
- 1.8. The CM must draft the TRCP (Stage 1) using the *D26.F3. Transitional Release Case Plan*.
- 1.9. Detainees must be given the opportunity to provide feedback on the drafted TRCP (Stage 1) by the CM before final sign off by the Transitional Release Team Leader (TL).
- 1.10. Once a TRCP (Stage 1) has been drafted and includes the views of the detainee, it must be submitted to the Transitional Release TL for their review and approval.
- 1.11. The Transitional Release TL must provide any feedback/changes to the CM within three (3) working days.
- 1.12. The CM must print a copy of the final TRCP (Stage 1) and provide it to the detainee and all relevant stakeholders within five (5) working days. The CM must upload a signed copy of the plan to External Documents on CORIS.
- 1.13. As the TRCP is a dynamic plan that may change as the detainee's needs change, the CM must coordinate regular reviews in accordance with the *D26.4 Transitional Release Supervision and Case Plan Review Operating Procedure*.
- 1.14. A CM must review the TRCP at or before the review date identified.

## **2. Transitional Release Case Plan - TRCP (Stage 2)**

- 2.1. As part of the TRCP (Stage 2), a review of the TRCP (Stage 1) must occur.
- 2.2. The CM must liaise with any relevant stakeholders as identified above and must organise a case conference to review the TRCP (Stage 1).
- 2.3. The case conference must review the detainee's engagement with the goals and tasks identified in Stage 1 and determine whether the detainee will progress to the next stage in line with the *D26.5 Transitional Release Staged Approach to Reintegration Operating Procedure.*
- 2.4. Any determination regarding progression to the next stage must also take into consideration whether the detainee has consistently displayed behaviour that is:
  - a. honest, even when contrary to the participant's own interests
  - b. positive and supportive to other program participants
  - c. positive to Transitional Release staff (both custodial and non-custodial)
  - d. supportive of a safe and secure living environment that is maintained to a suitable standard.
- 2.5. The CM must record the decision regarding stage progression and any supporting comments on the Stage 1 review section of the *D26.F3. Transitional Release Case Plan.*
- 2.6. The CM must also complete the TRCP (Stage 2) within one week of the decision regarding stage progression.
- 2.7. The CM must complete the TRCP (stage 2) using the same process identified in Transitional Release Case Management Plan (Stage 1) section above.

## **3. Transitional Release Case Plan – TRCP (Stage 3)**

- 3.1. As part of the TRCP (Stage 3), a review of the TRCP (Stage 2) must occur in line with the process identified in section 2 above.
- 3.2. The CM must also complete the TRCP (Stage 3) within one week of the decision regarding stage progression.
- 3.3. The CM must complete the TRCP using the same process identified in section 2 above.

## **4. Transitional Release Case Plan (TRCP) Ongoing Review**

- 4.1. Once a detainee has progressed to Stage 3, a review of the TRCP (stage 3) must occur in line with the *D26.4 Transitional Release Supervision and Case Plan Review Operating Procedure* and follow the process identified in section 2 above.
- 4.2. A case conference must occur to review the detainee's engagement with the goals and tasks identified in Stage 3, but the information will be used instead to determine the frequency of case management engagement in line with the *D26.4 Transitional Release Supervision and Case Plan Review Operating Procedure.*
- 4.3. The Transitional Release TL must determine when the next case conference will occur in line with the *D26.4 Transitional Release Supervision and Case Plan Review Operating Procedure.*

- 4.4. The CM must record the decision regarding case management engagement and any supporting comments on the Stage 3 review section of the *D26.F3. Transitional Release Case Plan.*

## RELATED DOCUMENTS

- Transitional Release Policy
- Transitional Release Case Management Plan Template
- Transitional Release Supervision and Case Plan Review Operating Procedure
- Transitional Release Staged Approach to Reintegration Operating Procedure
- D26.F3: Transitional Release Case Plan



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 25 January 2023

### Document details

Criteria	Details
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Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director Detainee Reintegration
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2022</i>

Version Control			
Version no.	Date	Description	Author
V1	August-22	First Issued	L Spulak
V2	December-22	Continual Revision	J Papadopoulo