




Learning Objectives



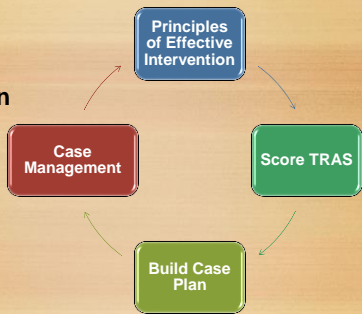
- ▶ Overview of TRAS
- ▶ Overview of Case Planning with the offender
- ▶ Connecting the dots from the TRAS → to the Case Plan → to the Office Visit
- ▶ Chronological Documentation





**Use the TRAS to
reduce offender risk!**

**Differential
Supervision**



Principles of Effective Intervention



- Risk
- Need
- Responsivity
- Professional Discretion

Why Case Plan?



- Provides a structured approach to case management.
- Documents interventions and progress.
- Provides offender with concrete expectations.
- Guides decision making.
- Helps maintain focus on criminogenic needs.

Include Offender in the Process

- Increases buy-in
- Accountability
- Insight will aid in problem prioritization
- High stakes for the offender



4 Components of a Case Plan



- ➔ Problem/Need
- ➔ Goal
- ➔ Objectives
- ➔ Techniques

Examples of Problem/Need



1. Criminal History
2. Education/Employment
3. Family/Social Support
4. Neighborhood
5. Substance Abuse
6. Peer Associates
7. Criminal Attitudes and Behaviors

Prioritizing Needs

Reasons for prioritization:

- Most needy/risky attitudes, values, and beliefs
- Interest of offender and family
- Court order
- Most difficult
- Easiest



Goal



- General statement of long-term outcomes.
- Ask yourself, "What do I want the long-term change/behavior for the offender to be?"
- One goal for each problem.

Objectives

- Short-term steps to reach long-term goal
- Will likely need several objectives to reach goal
- Offender input
- Should be measurable (quantifiable) and stated in “SMART” terms

SMART Objectives

- Specific
- Measurable
- Achievable/Attainable
- Relevant
- Time-bound



Example of a Case Plan

Problem/Need: Criminal attitudes/values

Goal: Develop an understanding of how my law-breaking behavior affects others.

Objectives:

1. I will complete "Thinking for a Change" by November 17, 2017.
2. At each office visit, I will discuss with my CSO the skills I am learning at "T4C."
3. At office visits, I will participate in role-plays with my CSO to demonstrate the skills I'm learning at T4C.
4. I will complete all assignments and bring them in at each visit.

Techniques:

1. CSO will verify that the offender completes T4C by November 17, 2017.
2. CSO will ask the offender what skills he is learning at T4C and how he is applying the skills to his daily life.
3. CSO will ask offender to explain how he is applying skills to his daily life.
4. CSO will engage in role-plays with the offender to allow him to practice the skills he is learning at T4C.

CSO Signature: _____ Date: _____

Offender Signature: _____ Date: _____

Implementing the Case Plan



- Provide the offender with a copy of the case plan.
- Routine case plan “**check-in**” at each office visit.
- Hold the offender accountable to the case plan.
- Revise case plan when the need arises.

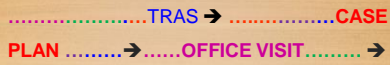


Now that you have all this information, WHAT do you do with it?

Office Visits



CONNECTING THE DOTS



- USE THE **CASE PLAN** TO GUIDE EACH OFFICE VISIT
- THIS ALLOWS YOU TO FOCUS ON THE **PROBLEM / NEED AREA**

Connecting the Dots

- Problem/Need area remains the same.
Example: Substance Abuse
- Case Plans can be changed.
- Case Plans are a living document.
- If the Problem/Need changes, document and justify why.
Example: Mental Health Issues

Example

P: Criminal Attitudes and Behavioral Patterns.

D: On 7-20-17 Offender reported on time and paid \$60 towards his fees however is still behind \$720 and has been put on a payment plan. Offender is working at Walmart in Elgin, Texas and resides at 2401 Monroe Loop in Elgin Texas. Offender provided his CSO his T4C worksheet 5 "stinking thinking" which listed 4 times he used this thinking last week. Offender stated that no negative contact with law enforcement and has made all curfew checks. He reports no use of drugs or alcohol. His last UA on 7-16-17, and it was negative for all substances. Offender stated that his friend Larry came by and picked him up over the weekend. They went to see some old friends from the neighborhood who he used to drink and use. This officer asked what the Offender could have done differently? Offender stated that he realized afterwards he should have asked where they were going before he got in the car. Based on this information, Offender was given the Person –Places & Things worksheet.

A: Offender is making progress but still lacks good decision making skills.

P:1. Offender will complete the Person – Places & Things worksheet by 8-16-17, his next OV.

2. Offender will continue with T4C classes and bring in assignments monthly.
3. Continue to follow the conditions of probation and his new payment plan.

Purpose of the Office Visit

1. Identify potential **problems** with offender
2. Provide information upon which others may act
3. Provide information to the Court
4. Justify your actions
5. Identify changes in status of the offender
6. Make recommendations to the court, counseling agencies, CSR work sites
7. Formally **document information** or events

Remember.....

Every job is a self-portrait of the person who does it. Autograph your work with excellence.



Give yourself credit for all of the hard work you do!

Principles of Good Documentation



Principles of Good Documentation

- All entries should be dated.
- All entries should be relevant.
- **DO NOT** back date a chrono!
- If you forgot to document an event, chrono **“LATE ENTRY”** and use the current date.

OFFICE VISIT CHRONOS



Y U NOT IN COMPUTER?!

Entering a Late Chrono

This will illustrate that as a CSO you are:

- ✓ **Human!!**
- ✓ Credible
- ✓ Honest
- ✓ Integrity
- ✓ Accurate
- ✓ Ethical

Example

07/26/17 Late Entry- This chrono is late because the main server went down over the 4th of July holiday and this CSCD was offline until this morning. CSO RS

Office Visit 07/05/17: The Offender reported that on 06/30/17, he was stopped by Lone Star County Sheriff's Office for speeding. He was issued a written warning. The Offender reported he was on his way to work at that time. A copy of the written warning was made for his file. The Offender has a restricted TX DL and he does have an IID installed as per court order (verified by IID contract and visual inspection of the vehicle on 01/31/17). This Officer reminded the Offender to report any law enforcement contact at least 48 hours of the incident. He understood and apologized. The Offender reported that he was so relieved he had the IID installed the day after he was sentenced to probation.



Example

CHRONO #1.

Problems: Non identified at this time
Data: P only has 4 times left. He brought in his full AA sheet. PO will miss this one. We always catch up on the Rangers and the Cowboys.
Plan: Next appt. set for 11-2-15 @ 10:30

CHRONO #2.

D reported and paid. No violations reported. Next apt issued.

Document all telephone calls and/or collateral contacts relevant to the case.

Example: On 06/15/16, Joyce Smith, LCDC from Lone Star Counseling called to advised that the Offender has failed to report for out-patient substance abuse treatment on 05/20/16; 05/26/16 and 05/31/16. Ms. Smith stated that she will be faxing over an unsuccessful discharge letter. Once received, a staffing will be scheduled with CSO Supervisor Johnson for further action.

Example: JS called said that O has FTR for counseling in May.

CAN I WRITE A VR BASED ON THESE CHRONOS?



DO THEY TELL THE STORY?

When in doubt.....Ask your Supervisor



Why is all of this important?

- Court Expectations
- Case Management – CSO can monitor the Offender's progress or lack thereof
- CJAD – Chronos are necessary to verify that standards have been met. ***Per CJAD each case record shall contain a chronological recording of all significant actions, decisions services rendered, assessments, and evaluations.***

- Internal Case Audits
- Other Officers
- Legal Liability
- Offender deserves accurate account of progress
- YOU DESERVE CREDIT FOR ALL OF YOUR HARD WORK!



Accountability to the Public

Protectors
of the
Community





Reminder: Know your audience

Who reads my chronos?

- ▶ You! (When preparing for an Admin Hearing or Court)
- ▶ Supervisors
- ▶ Directors
- ▶ Judge
- ▶ Fellow Officers
- ▶ County Auditors
- ▶ CJAD Auditors
- Do MY chronos tell the offender/defendant's story?
- Can I write a violation report based on this information?

Two Critical Points Regarding Documentation:

- 1. If the event or action is not documented it

DID NOT HAPPEN!!

- 2. Chronological Recordings are part of the.....

OFFICIAL COURT RECORD!

Probation Officer



What my friends think I do.



What my Dad hopes all that I do.



What probationers think I do.



What my boss thinks I do.



What I think I do.



What I actually do.

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