

## Contents

<b>JUVENILE JUSTICE REFORM ACT OF 2018</b> .....	2
Assessments.....	3
CANS Interface .....	3
Written Agreement for Pre-Disposition Risk and Needs Assessment.....	4
Case Plans .....	5
Level 1 – Need.....	6
Level 2 – Goal.....	7
Level 3 – Action.....	8
Print the Case Plan .....	9
Level 4 – Behavior Responses.....	10
Add a new behavior .....	11
Add a new behavior response .....	12
Closing the case plan.....	14
Creating a new case plan .....	14

**JUVENILE JUSTICE REFORM ACT OF 2018**  
**RISK AND NEEDS ASSESSMENT – CASE PLAN – BEHAVIORAL RESPONSES**

**RISK AND NEEDS ASSESSMENT** must be completed when a child is placed on a JUDICIAL DIVERSION FOR A DELINQUENT OFFENSE or ADJUDICATED DELINQUENT. It must be completed within 7 days of adjudication/disposition, excluding non-judicial days. The assessment may be completed prior to adjudication/disposition if the child, parent/guardian, and child’s attorney agree in writing.

See T.C.A. § 37-1-129 and 37-1-164.

A **CASE PLAN** must be completed for every child ADJUDICATED DELINQUENT or UNRULY. If it is a DELINQUENT OFFENSE, the CASE PLAN must be based on the RISK AND NEEDS ASSESSMENT. The CASE PLAN must be developed in consultation with the child’s parents, guardian, or legal custodian, school personnel, and any other appropriate parties. The CASE PLAN must identify actions to be taken by the child and parent/guardian. It also must identify services as appropriate: mental health; substance abuse; educational services; individual, group, or family counseling; restitution; and services to address other concerns.

See T.C.A. § 37-1-173.

**BEHAVIORAL RESPONSES** must be applied to ANY child on PROBATION, DIVERSION, or any OTHER TYPE OF SUPERVISION. BEHAVIORAL RESPONSES must be swift, certain, and proportionate. Responses must provide for a continuum of options to address violations as well as incentivize positive behaviors. The least restrictive behavioral responses shall be used. If the child has a case plan, all violations and positive behaviors shall be documented in the plan within 3 days of the occurrence, excluding non-judicial days.

See T.C.A. § 37-1-173.

# Assessments

Menu | Supervision | Assessments

This also appears on the supervision dashboard

## CANS Interface

If your county has been set up to use the interface, you can create the CANS in the state website. Then go to your person in Quest, and on the assessment screen, simply click the Get CANS Assessments button. This will pull the CANS from the state system into Quest.

When you log in as yourself to do a CANS Assessment, the child's file number is "The unique code used by the court case-management system to identify a youth."

**List Assessments**  
[Redacted] (File# 63566)

Assessment Date	Type	Reason	Score	Assessment Level	Supervision Level
6/18/2019 12:00 AM	(View) Child and Adolescent Needs and Strengths	Initial	0	NA	

Notes: Assessment ID: 50673  
Details: CSEM - 4: MODERATE  
Risk - 6: MODERATE  
Trauma - 4: NA

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Cancel Refresh Lookup **Get CANS Assessments**

It will also put the CANS Assessment as a document under the Person. It will not be attached to any cases just to the person. You can find the document in the dashboard or under the documents link on the Person Detail screen.

**Person Detail**  
[Redacted] (File# 63566)

Addresses | Contact numbers | Emergency contacts | Relatives | Cases | Incidents | Warrants | Aliases | Physical identifiers | Person attributes | Other identifiers | Schools attended | Employers | Financials | Medical alerts | Facility stays | Substance reports | Notes | Notebooks | History | Dashboard | **Documents** | Contacts

\_\_\_\_\_ County Juvenile Services

Written Agreement for Pre-Disposition Risk and Needs Assessment

Juvenile: \_\_\_\_\_ DOB: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Tennessee law requires that you have a risk and needs assessment if you are placed on judicial diversion or found guilty and placed on probation for a delinquent charge. A delinquent charge is a charge that would be a crime if you were an adult.

The assessment is used in making decisions and recommendations about what you will be ordered to do while on probation. It is a tool that measures things in your life where you might need help so that you do not get into further trouble.

The judge may order that the assessment be done before you are placed on judicial diversion, found guilty by the judge, or before anything further happens in court if you, your parent or legal guardian, and attorney (if you have an attorney) agree in writing for you to take the assessment. If you agree to take the assessment, the judge may look at it before any court hearing or trial on your charges.

**By signing this document, you are agreeing that you have read this form and have asked questions about anything you do not understand. You have been provided answers so that you understand. You agree to take the assessment before any hearing on your charges.**

\_\_\_\_\_  
Juvenile's name

\_\_\_\_\_  
Juvenile's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/legal guardian name

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Juvenile's attorney (if applicable)

\_\_\_\_\_  
Juvenile's attorney's signature

\_\_\_\_\_  
Date

# Case Plans

Menu | Supervision | Case Plans

This also appears on the supervision dashboard

## § 37-1-173. Individualized Case Plans and Behavior Responses



- Individualized case plan shall be developed by DCS or supervising authority for every child **adjudicated delinquent or unruly**. Case plan must be updated as appropriate.
- For delinquent adjudication, case plan shall be informed by the results of validated risk & needs assessment conducted within 7 days of disposition, excluding nonjudicial days.
- Case plan must be developed and implemented in consultation with the child's parents, guardian, or legal custodian, school, and other appropriate parties.

Case plan shall:

- Identify actions to be taken by the child and, if appropriate, parents, guardian, or legal custodian, and other appropriate parties to ensure future lawful conduct and compliance with the court's order of disposition, and
- Identify services to be offered and provided to child and, if appropriate, the child's parents, guardian, or legal custodian, and other appropriate parties, including, where appropriate:
  - (i) Mental health and substance abuse services
  - (ii) Education services
  - (iii) Individual, group, and family counseling services
  - (iv) Victim or community restitution, and
  - (v) Services to address other identified relevant concerns.

Your county will need to create its own list of Needs, Goals, Actions, Behaviors, and Behavior Responses. Each county has been set up with a sample list. ([View list](#))

# Level 1 – Need

Supervising [Marshall County Youth Services](#)  
Agency:  
Level:\*  ▾  
Default text  ▾  
(Plan):  
Description:\*   
Target date:    
Status:  ▾  
Status date:    
Notes:

**Level** – Select the appropriate level.

**Default text** – You can set up default text that the officer can select. For example, if there are a list of needs that your county frequently sees, you can have those set up as default text so rather than free type, you can just select the need.

**Description** – If you have selected default text, the description will automatically appear, but you can change it or type anything you wish on this line.

**Target date** – You can select a target date for when this need should be met.

**Status** – When the child is released from the supervision or jurisdiction of the court, you can add the status of successful or unsuccessful for this need.

**Status date** – The date of the status.

**Notes** – This is a note area to be used if desired.

Click the **Update** button to save your work.

## Need/Goal/Objective/Action

I. **Need:** MENTAL HEALTH SERVICES

Target Date: 7/20/2019

This is where notes can go.

A. **Add a new goal**

II. **Add a new need**

# Level 2 – Goal

Once you have the Need established, you can establish your goals.

**This is a new entry.**  
**Need: MENTAL HEALTH SERVICES**

---

Supervising [Marshall County Youth Services](#)  
Agency:  
Level:\*  ▾  
Default text  ▾  
(Plan):  
Description:\*   
Target date:    
Status:  ▾  
Status date:    
Notes:

You can select default text or you can type anything you wish in the description.

You can add a target date and notes if desired.

The status will be added after the child is released.

You can add as many goals as you wish.

Click the **Update** button to save your work.

## Need/Goal/Objective/Action

- I. **Need:** MENTAL HEALTH SERVICES  
Target Date: 7/20/2019  
This is where notes can go.
  - A. **Goal:** Avoid self-harming behaviors/thoughts
    - 1. **Add a new action**
  - B. **Goal:** Stabilize emotions
    - 1. **Add a new action**
  - C. **Add a new goal**
- II. **Add a new need**

# Level 3 – Action

This is where you can put all the services you will provide the children to help them achieve their goals.

**This is a new entry.**  
**Need:** MENTAL HEALTH SERVICES  
**Goal:** Avoid self-harming behaviors/thoughts

---

Supervising **Marshall County Youth Services**  
Agency:  
Level:\* **3 - Action** ▼

---


Default text **-- Select --**  
(Plan):

---

Description:\* **Individual Counseling at Bradford Health Services**

---

Status: **-- Select --** ▼

Status date:  

Notes:

Select the Default Text or free type the service in the Description.

The Requirements that are added to the case are also available to be selected as an action. If you have a requirement of Random Drug Testing, you can just select that in the Default text box.

Level:\* **3 - Action** ▼

Default text **-- Select --** ▼

(Plan): **-- Select --**

Description:\* **@R-PROG/AM - Anger Management**

Status: **@R-PROG/CUR - Curfew**

Status date: **@R-PROG/ESY - Essay To Be Written**

Notes: **A02 - Medication Management (MENTAL HEALTH)**

**A21 - Follow school rules (EDUCATION)**

**A23 - Graduate (EDUCATION)**

Click the **Update** button to save your work.



# Print the Case Plan

Go to the Case Detail screen and add a document called Case Plan. Finish the document, print it, and have everyone sign it.

## Document Detail

Document date/time:

Template:\* List templates containing:

Send notice    Normal    Confidential    Sealed

Document for:\* **Greg Brady**

Case(s):  Greg Brady: Case 1 - Defendant - 83SCJ-2019-JR-4 (Active; Case Filed)

## Case Plan

Juvenile: Greg Brady (7)

Date: May 21, 2019

Domain/Requirement: Substance Use

Goal	Next Action Steps	Timeline
Maintain Sobriety	Random Drug Testing	7/20/2019
	Weekly Probation Appointments	
	Individual Counseling	

Domain/Requirement: School Attendance

Goal	Next Action Steps	Timeline
No more Unexcused Absences	Do homework every evening	7/20/2019
	Set morning alarm every evening	
	Be respectful to teachers	

\_\_\_\_\_  
Juvenile

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Probation Officer

# Level 4 – Behavior Responses

## **T.C.A. § 37-1-173. Individualized Case Plans and Behavior Responses**

DCS and juvenile court providing supervision services must adopt a behavior response system that incorporates the following principles:

- Behavior responses to children on all types of supervision must be swift, certain, and proportionate and provide for a continuum of options to address violations of terms and conditions of supervision as well as incentivize positive behaviors on supervision, and
- Behavior responses must be targeted to child's risk and needs and to the severity of violation.

Behavior response system must be utilized by all supervising authorities involved in the juvenile justice system and in administering behavior responses on probation, home placement supervision, diversion, or any other type of supervision.

Supervising authorities must:

- Use least restrictive behavior responses.
- Document all violations and positive behaviors, the response, and the results of the response in the child's case plan within 3 days of occurrence, excluding nonjudicial days.

If a child violates a term or condition of supervision, we will add a new behavior:

## Add a new behavior

Need: MENTAL HEALTH SERVICES

Goal: Avoid self-harming behaviors/thoughts

Action: Individual Counseling at Bradford Health Services

---

Supervising [Marshall County Youth Services](#)

Agency:

Level:\*

Default text

(Plan):

Description:\*

Target date:

Status:

Status date:

Notes:

Choose POSITIVE OR VIOLATION behavior.

Target date should be the date of the behavior.

You can make specific notes if you wish.

Click the **Update** button to save your work.

## Add a new behavior response

Add how you responded to the violation or positive behavior.

Need: MENTAL HEALTH SERVICES

Goal: Avoid self-harming behaviors/thoughts

Action: Individual Counseling at Bradford Health Services

---

Supervising [Marshall County Youth Services](#)

Agency:

Level:\*

Default text

(Plan):

Description:\*

Target date:

Status:

Status date:

Notes:

Choose the POSITIVE OR VIOLATION RESPONSE you utilized.

Target date should be the date of the behavior.

You can make specific notes if you wish.

Click the **Update** button to save your work.

**Need/Goal/Objective/Action**

**I. Need: MENTAL HEALTH SERVICES**

Target Date: 7/20/2019

This is where notes can go.

**A. Goal: Avoid self-harming behaviors/thoughts**

**1. Action: Individual Counseling at Bradford Health Services**

**a. Behavior: VIOLATION - Failure to keep appointment**

Target Date: 6/17/2019

Missed his appointment at Bradford on 6/17/19

**b. Response: VIOLATION RESPONSE - Verbal admonishment**

Target Date: 6/20/2019

Warned that if any more appointments were missed, I would file a violation.

**c. Behavior: VIOLATION - Has negative attitude**

Target Date: 6/17/2019

Gave me attitude about not thinking she needs to be attending these classes. She doesn't think she has a problem.

**d. Response: VIOLATION RESPONSE - In-Home Detention**

Target Date: 6/20/2019

**e. Add a new behavior** 

**2. Action: Medication Management**

**a. Behavior: POSITIVE - Parents report behavior improvement**

Target Date: 6/23/2019

**b. Response: POSITIVE RESPONSE - Candy/Small Reward**

Target Date: 6/23/2019

**c. Add a new behavior**

**3. Add a new action** 

**B. Goal: Stabilize emotions**

**1. Action: Anger Management**

**a. Behavior: POSITIVE - Completed requirement**

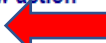
Target Date: 6/23/2019

**b. Response: POSITIVE RESPONSE - Affirmation**

Target Date: 6/23/2019

**c. Add a new behavior**

**2. Add a new action**

**C. Add a new goal** 

**II. Add a new need** 

# Closing the case plan

When the child is released, you can close the Need, Goals, Action, and behavior sections as either Successful or Unsuccessful. You can then save this case plan by creating a document called Case Plan – Final.

## Case Plan - Final

Juvenile: Greg Brady (7)

Date: May 21, 2019

**Sanction:** Substance Use

Target Date: 7/20/2019; Successful as of 5/21/2019

Maintain Sobriety Target Date: 7/20/2019; Successful as of 5/21/2019	Random Drug Testing Successful as of 5/21/2019	POSITIVE - 30 days sobriety Target Date: 4/21/2019; Verbal Praise as of 4/21/2019  Results of the response.
		POSITIVE - 60 days sobriety Target Date: 5/19/2019; Pizza Coupon as of 5/19/2019
		VIOLATION - Positive Drug Screen Target Date: 5/21/2019; Community Service Hours Assigned as of 5/21/2019  Greg was very remorseful and promised to complete the 8 hours of Community Service in the next week.
	Weekly Probation Appointments Successful as of 5/21/2019	POSITIVE - Attended all meetings last 30 days Target Date: 4/21/2019; Verbal Praise as of 4/21/2019
		VIOLATION - No Call/No Show for appointment Target Date: 5/10/2019; Writing Assignments as of 5/10/2019  Assigned a writing project of 500 words on why attending scheduled appointments is important.
	Individual Counseling Successful as of 5/21/2019	

# Creating a new case plan

If the child comes in again on a new offense and you have need to create another case plan, just start over with a new need.

