


# ***Adult Case Management Policy***

  
Approved:  
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## **I. Policy**

The methods utilized to accomplish case management shall include a variety of strategies relative to evidence-based research including assessment through validated risk assessment tools, “driver” identification, success planning, enhancing intrinsic motivation, matching appropriate interventions and services, facilitating cognitive restructuring and other groups, developing pro-social skills and engaging positive support systems.

The focus with individuals shall be on the relationship established with the probation officer and include a graduated response of incentives and sanctions toward long-term behavior change. Probation Officer’s focus with individuals shall be on the quality of the exchange that occurs and the means by which Probation staff strives to help individuals accomplish meaningful change as an alternative to incarceration. Case management targets risk reduction by focusing on criminogenic need areas through meaningful contacts, skill building and treatment or service referrals as needed.

Because certain populations of individuals present unique challenges in case management, special approaches to management of these cases shall be taken and special programming used to target these unique needs. Populations will be identified through the use of validated risk assessment tools.

## **II. Purpose**

To ensure the principles of evidence-based practices are fully incorporated into probation supervision practices. Research indicates over supervising low risk individuals is equally detrimental as under supervising high risk individuals. As such, probation staff shall utilize validated risk assessment tools to determine engagement strategies, supervision intensity and treatment and service dosage, ensuring officers supervise and engage individuals at the appropriate frequency and intensity.

## **III. Reference**

[Neb. Rev. Stat. § 47-619](#)

[Neb. Rev. Stat. § 29-2262.02](#)

[Neb. Rev. Stat. § 29-2262.03](#)

[Neb. Rev. Stat. § 29-2262.04](#)

[Neb. Rev. Stat. § 29-2262.05](#)

[Neb. Rev. Stat. § 29-2262.06](#)

Neb. Rev. Stat. § 29-2264

Neb. Rev. Stat. § 29-2266

Neb. Rev. Stat. § 29-2266.01 (2)

Neb. Rev. Stat. § 29-2266.02 (2)

Neb. Rev. Stat. § 29-2267

Neb. Rev. Stat. § 29-2268

Neb. Supreme Court Rule § 6-1901

Neb. Supreme Court Rule § 6-1902

Neb. Supreme Court Rule § 6-1903

Neb. Supreme Court Rule § 6-1904

#### **IV. Procedure**

##### **A. Core Elements of Case Management**

1. Probation officers shall apply the core elements of case management in relationship and in proportion to the validated risk assessment tool, risk classification and as designated by statute. The core elements of case management, which are tenets of Evidence-base Practices, include:
  - a) Assessment, Success Planning and Case Management
    - (1) Use of validated risk assessment tools is required to determine the focus and goals of the success plan. Success plans are implemented through individualized case management, which target interventions to develop skills.
  - b) Engagement to Enhance Motivation
    - (1) Probation officers shall use motivational interviewing skills to engage individuals in behavior change. Internal and external stakeholders and pro-social supports shall be engaged through Probation officer case management efforts to help create an environment for sustainable behavior change.
  - c) Incentives and Sanctions

(1) Incentives and sanctions shall be swift, certain and graduated in nature. Implementation of incentives and sanctions shall be grounded in the core responses, while also tailored to meet the needs of the individual and the circumstances.

d) Skill Training with Directed Practice

(1) The primary focus of Probation officers shall be skill development and skill building with individuals to reduce risk, change behavior and enhance critical thinking. This shall be conducted through interactions between the Probation officer and the individual, as well as targeted and appropriate treatment or service referrals.

B. Classification Levels of Supervision

1. The frequency and intensity of the four core elements of case management is dependent upon the risk level, as determined by validated risk assessment tools. Risk levels are established during the investigation stage, or after sentencing if it is a direct probation. Particular classification levels are reassessed routinely, to ensure interventions and strategies are targeted to the individual. Classification levels include:

a) Specialized Population (AI)

(1) Individuals assessed at the very highest risk levels are classified AI and officers shall implement the four core elements of case management in an intensive and pro-active manner. AI individuals and officers shall be the top priority of supervision resources and AI individual shall account for the largest workload credit among the classification levels. AI classification level includes the following special populations, which have individualized strategies and approaches:

(a) High risk Post-Release Supervision (PRS)

(b) Transitional Intervention Program (TIP)

(c) Reframe

(d) Specialized Substance Abuse Supervision (SSAS)

(e) High Risk Sex Offender

- (f) High Risk Domestic Violence
- (g) High Risk DUI 3<sup>rd</sup> and higher
- (h) Problem Solving Courts

b) Adult Community Based Intervention (CBI)

(1) Individuals assessed at high risk levels are classified CBI and officers shall implement the four core elements of case management in an intensive manner and pro-active manner. CBI individuals and officers shall be the second priority of supervision resources and CBI individuals shall account for the second largest workload credit among the classification levels. CBI classification level includes the following special populations, which have individualized strategies and approaches:

- (a) Medium and Low Risk Post-Release Supervision (PRS)
- (b) Medium and Low Risk Sex Offender
- (c) Medium and Low Risk Domestic Violence
- (d) Medium and Low Risk DUI 3<sup>rd</sup> or higher
- (e) Individuals with a risk assessment above CBR-MH and below AI

c) Adult Community Based Resource Medium High (CBR-MH)

(1) Individuals assessed at medium high risk levels are classified CBR-MH and officers shall implement the four core elements of case management in a selective and targeted manner. CBR-MH. CBR-MH individuals and officers shall be the third priority of supervision resources and CBR-MH shall account for the third highest workload credit among the classifications levels.

(2) Individuals placed on probation for a sex offender registry violation alone, and where no other red flags are present, may be classified as CBR-MH if the current LSCMI indicates the risk level as below the high-risk threshold, following a six (6) month period of specialized supervision.

- d) Adult Community Based Resource Medium Low (CBR-ML), Adult Community Based Resource Low (CBR-L), Adult Community Based Resource Very Low (CBR-VL)
  - (1) Individuals assessed below medium high risk levels are classified CBR-ML, CBR-L or CBR-VL, based upon the validated risk assessment tool. CBR-ML, CBR-L and CBR-VL officers shall engage and supervise individuals at a frequency and intensity commensurate with the validated risk assessment, and a level sufficient to achieve the conditions set forth by the Court. CBR-ML, CBR-L and CBR-VL officers and individuals shall be the fourth priority of supervision resources and the classifications shall account for the fourth, fifth and sixth highest workload credit among the classification levels.
  
- e) Adult Administrative Override
  - (1) Classification level will be overridden into the Adult Administrative Override classification level due to one or more of the following:
    - (a) Traffic case (not to include DUI, Motor Vehicle Homicide, Felony Driving Under Suspension)
    - (b) Probation term of 179 days or less
    - (c) As ordered by a Judge
    - (d) Class V Misdemeanor
  - (2) Adult Administrative Override officers shall engage and supervise individuals consistent with the court order. Adult Administrative Override shall be the fifth priority of supervision resources and the classification shall account for the sixth highest workload credit among the classification levels.
  
- f) Adult Administrative
  - (1) Adult Administrative classification individuals are not available for direct supervision as a result of one or more of the following:
    - (a) Interstate Transfer Out
    - (b) Abscond

- (c) Warrant
- (d) In custody for 31 days or longer
- (e) Appeals
- (f) Deportation

(2) Adult Administrative shall be the final priority of supervision resources and shall account for the lowest workload credit of the classification levels. Cases within this classification are monitored at least every 60 days for any changes in circumstance, which may occur.

C. Reassessment

1. All cases classified at Adult Alternatives to Incarceration (AI), Community-Based Intervention (CBI) Probation and Adult Community-Based Resource Medium High (CBR-MH) Probation shall be reassessed at a minimum of every six months or as situations encountered during supervision of the case dictates. Additionally, a reassessment shall be completed within 30 days prior to discharge or prior to closure in the information management system on all actively supervised adults not classified as Community Based Resource (CBR) medium low, low, very low, administrative override or administrative.
2. Those cases classified as Adult Community-Based Resource Medium Low (CBR-ML) Probation, Adult Community Based Resource Low (CBR – L) and Adult Community-Based Resource Very Low (CBR-VL) Probation risk cases do not require the completion of routine reassessments unless required due to a relocation request, a new law violation or an identified need for increase in supervision level.

D. Overrides

1. In extenuating circumstances, when the assessed supervision level does not match the circumstances, including high profile cases, supervision levels can be overridden. Rationale for an override shall be explicitly articulated in the Nebraska Probation information system.

E. Transition

1. General Transition
  - a) Supervision intensity will be transitioned based upon the individual's risk assessment. Individuals may be transitioned between levels of

supervision officer based upon their risk assessment. When they have had no major violations in the preceding six month period and they are in compliance with probation terms and conditions individuals may be transitioned to a lower level of supervision.

- (1) Major violations include new law violations, absconding from supervision or continued evidence of high risk behaviors

2. Transition for Absconders

- a) Absconder shall be defined as any individual who has avoided supervision for a period of at least 15 days, has failed to report for appointments, programming, testing at the probation office and has failed to report for required treatment or other services. Additionally, the probation officer must provide efforts to locate the individual through known family members and known potential locations, such as home, work, school or other locations. Absconders shall be subject to the issuance of an arrest and detention authorization per Neb. Rev. Stat. § 29-2266, submission of a Violation Report to the prosecuting authority and the case shall be moved to an administrative level of supervision.

3. Specialized Transition

- a) No domestic violence or sex offender individuals on probation in adult court shall be transitioned to a lower level of supervision from an Adult Alternatives to Incarceration (AI) or Adult Community-Based Intervention (CBI) Probation level of supervision while on probation without approval of the Chief Probation Officer and written approval from the Domestic Violence Programs Services Specialist or the Probation Administrator (or Administrator's designee.)

F. Discharge from Probation

1. Probation Officers shall request a formal discharge of individuals from their respective orders of probation as outlined in Neb. Rev. Stat. § 29-2264 and Nebraska Supreme Court Rule § 6-1903.