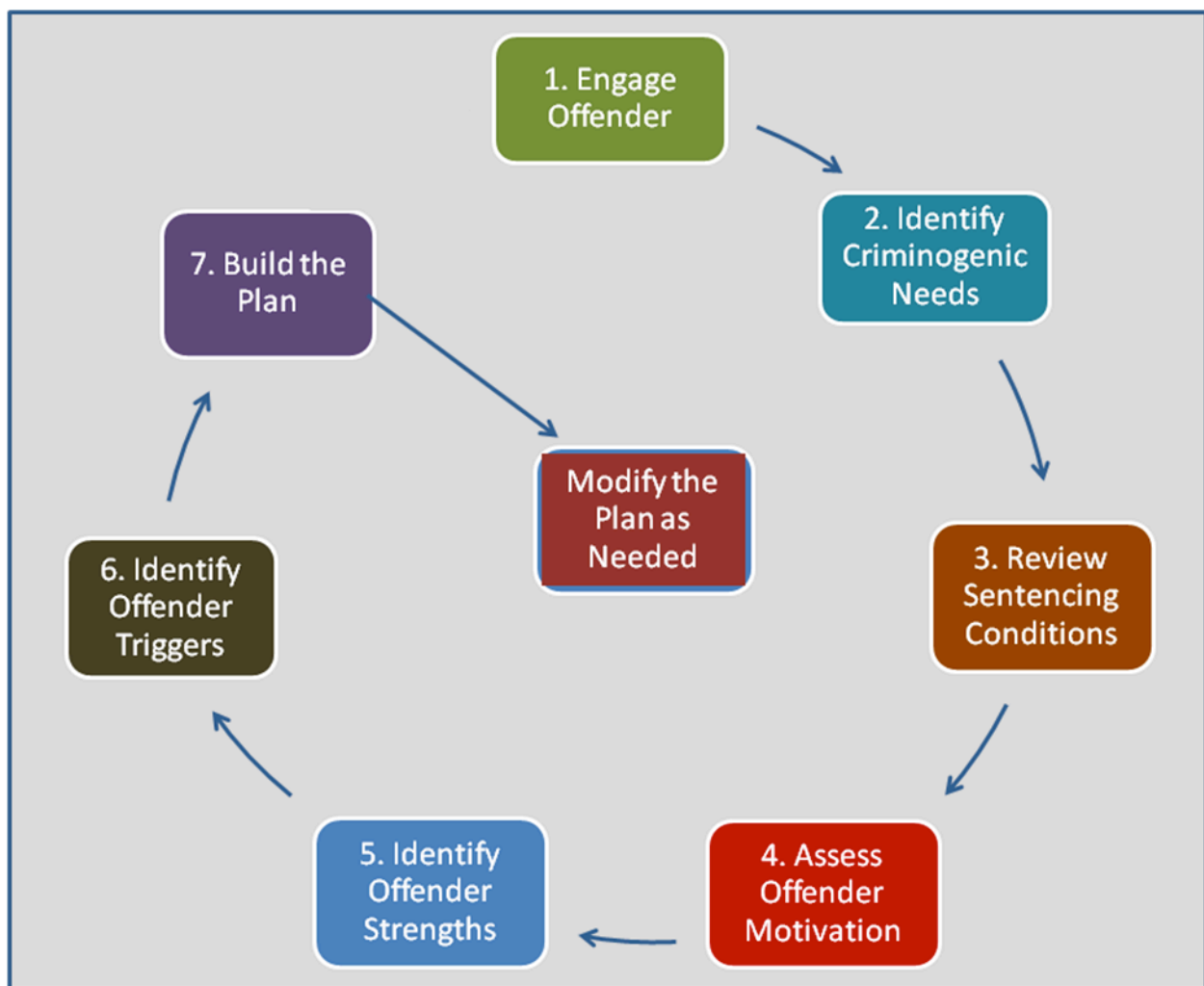


Case Plans Step by Step

Case planning is most effectively conducted through a process which engages the offender, properly targets the needs for intervention, is flexible and adaptable, and used as a form of “contract” between the supervising officer and probationer. The following graphic shows a seven step process to conduct case planning followed by a description of each step. Community corrections agencies in Virginia are encouraged to follow this model to enhance the effectiveness of case planning that leads to risk reduction.



Case Plans Step by Step

For those offenders who are medium to high risk and who will be on supervision go through these steps in this sequence when developing a case plan.

Step	Description
1	Engage the offender by describing what you will be doing, information you will be sharing, roles of each, expectations of supervision, and consequences for misconduct. Emphasize that you want the offender to succeed and the case plan process will serve as a roadmap to increase the likelihood that they will be successful.
2	Identify the criminogenic needs and sequence. Divert the low risk from intensive case planning. Use case plans for medium and high risk. Sort them for sequencing so that the driver and the most influential criminogenic needs are worked on first.
3	Review the sentencing conditions that must be met. These conditions may not coincide with the assessed criminogenic needs. If they are different, make sure offenders understand that BOTH the sentencing conditions AND the criminogenic needs will be addressed throughout their supervision.
4	Assess the offender's motivation to work on the criminogenic needs through motivational interviewing (MI) or structured means such as the decisional balance. If the motivation level is low it may be necessary to apply a motivational enhancement strategy either through MI skills or a short intervention. Caution should be exercised in delaying work too long on needs that are drivers if the risk to reoffend is high.
5	Identify the strengths of the offender and use them to help motivate and give the offenders confidence that they can achieve success with their case plan goals.
6	Identify the triggers (or the "invitation" which is a term that acknowledges that they have control over their decision) and a response plan. Triggers are those people, places, and things that tend to stimulate anti-social behavior or lead to destructive decision making.
7	Build the plan. Complete the plan with the offender so they are a full participant. Seek to increase motivation as the plan is being built. Do not exceed two goals at any one time. Make sure the plan follows the SMART guidelines. Have the offender sign the plan and give him/her a copy.
Thereafter	Use the plan at every session , adjusting it as the situation dictates. Make sure you <ul style="list-style-type: none"> • Reward/affirm progress on the plan • Sanction/express disapproval for anti-social acts • Modify the plan as the need arises • But, above all else, stay focused on the plan as the addressing of the criminogenic needs is what will ultimately drive recidivism down