

Case Plan Policy Best Practice Checklist

- Purpose of a case plan
- Who gets a case plan
 - Who does not get a case plan
- Identified case plan template to use
- Initial case plans
 - What elements should be included
- Ongoing case planning
 - Progress and scoring
 - Frequency of case plan reviews in supervision
 - Linking graduated responses
- Completion of case plans
- Documentation
 - PaJCMS
 - Court Reports
- Training expectations
- Booster expectations
- Supervision/supervisory expectations
- Data collection
- Case Planning Coordinator/Coaches
 - Role
 - Responsibilities
- QA practices
 - Case review process
 - Communication with probation officers
 - Remediation