

Butler County Adult Probation

Case Plans

1. Case Plans
 - The case plan is a road map.
 - Goals and objectives should be developed for any moderate or high risk area determined by the ORAS.
 - Goals and objectives may be developed in other instances if the offender is required to complete additional tasks that you need to track (indicate that it is ordered by the Judge).
 - Even if ORAS is low, will still need a case plan for the high areas.
2. Four Areas of a Case Plan
 - Need Area (the assessed criminogenic need)
 - Goals (long term outcomes with desired behavioral change)
 - Objectives (short term steps to meet the desired goal)
 - Techniques/Action Plan (how the officer will monitor the objectives)
3. Goals
 - The goal is the “big lifestyle change”.
 - It is defined by the Need Area.
 - Some goals may not be measured.
 - Goals are long-term outcomes.
4. Objectives: **SMART**
 - **Specific** – specific objectives have a much greater chance of being completed.
 - **Measurable** – establish concrete criteria for measuring progress (how much, how many, how will I know when it is accomplished).
 - **Attainable** – identify goals that are important to the offender.
 - **Realistic** – goals must be something the offender is able to work on.
 - **Timely** – completing the goals within a timeframe (no timeframe = no sense of urgency).
5. Technique/Action Plan

How will you help the offender achieve their objectives?

 - Supervision/Compliance Methods – drug screens
 - Referrals – treatment that addresses the offender’s needs
 - In-Person Tools – Carey Guides, homework, office exercises
 - Check-Ins – family, work, treatment providers and offender
6. Final Notes
 - Remember the offender should actively participate in the development of the plan.

- The offender and the officer shall sign the case plan. The case plan will need to be scanned and placed in the S: drive. The offender will be provided a copy of the case plan.
- When developing the case plan take into account where the offender is in the Stages of Change. Document this information.
- Any need not completed should be included in the offender's Aftercare Plan.