



OPERATING PROCEDURE	Programs and Interventions
OPERATING PROCEDURE NO.	CM1.5
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to Alexander Maconochie Centre (AMC) staff about case management of programs and interventions for offenders.

PROCEDURES

1. Induction

- 1.1. During the induction process the AMC Case Manager (Sentenced) must:
 - a. provide an outline of possible interventions the offender may need to engage in
 - b. discuss the Transitional Release Program (TRP), including eligibility criteria and application process
 - c. encourage the offender to participate in programs and interventions that will optimise their readiness for release. This will particularly assist offenders who will need to apply for parole.

2. Case Management Plans (CMPs)

- 2.1. The AMC Case Manager (Sentenced) must ensure that CMPs:
 - a. state how the offender's criminogenic risks and needs will be addressed by identifying the appropriate interventions and programs to be undertaken within the AMC
 - b. identify when each intervention must be completed based on the offender's sentence length and program availability
 - c. identify the offender's view about engaging in the TRP and how they will be supported to meet the eligibility criteria, to be considered for the program.
- 2.2. Once a CMP has been developed, the AMC Case Manager (Sentenced) must ensure the goals and interventions identified in the plan are implemented and/or coordinated through ongoing and proactive case management.
- 2.3. The AMC Case Manager (Sentenced) must support and encourage all offenders to use their custodial period productively through active engagement with identified offence-specific and offence-related interventions to help reduce the risk of recidivism, and increase the opportunity to be released at the earliest possible opportunity.
- 2.4. The AMC Case Manager (Sentenced) must have ongoing discussions openly and clearly with the offender regarding the need to complete offence-specific and offence-related programs. They must refer to information from the *LSI-R, Pre-Sentence Report* (where available) and any sentencing remarking makes by the Magistrate or Judge to support their decision making about

what interventions need to be completed and must seek the consent of the offender before any referral.

- 2.5. The AMC Case Manager (Sentenced) must discuss with the offender during CMP development when each intervention will be completed based on sentence length and program availability.
- 2.6. The AMC Case Manager (Sentenced) must have regular contact (as outlined in the *Custodial Case Management Supervision and Case Plan Review Operating Procedure*) with the offender to influence outcomes relating to intervention and program attendance and engagement.
- 2.7. For Aboriginal and Torres Strait Islander offenders, the AMC Case Manager (Sentenced) must liaise with the Aboriginal Liaison Officer (ALO) during CMP development and provide a copy of the CMP to the ALO (as outlined in the *Custodial Case Management Case Planning Operating Procedure*) to ensure the supports and interventions being provided to the offender are culturally appropriate and supports offered by the two teams are consistent and not duplicated.

3. Referrals

- 3.1. All referrals for the Corrections Programs Unit are to be created in CORIS by the AMC Case Manager (AMC CM) or the Community Corrections Officer (CCO) as part of the case plan development and review process. The AMC Case Manager (Sentenced) and AMC Case Manager (Remand) must refer to the *Custodial Case Management and Community Corrections Programs Referral Operating Procedure* (currently in draft).
- 3.2. The AMC Case Manager (Sentenced) may also facilitate referrals to the ACTCS Supports and Interventions Unit for those offenders with identified vulnerabilities because of mental health, disability and/or other complex needs and who may benefit from assisted care or one-on-one interventions, such as counselling. For all referrals to the ACTCS Supports and Interventions Unit, the AMC Case Manager (Sentenced) must use the *ACTCS Supports and Interventions Unit referral form* and submit to the ACTCS Supports and Interventions Unit email address: ACTCSspecialistcommunities@act.gov.au
- 3.3. Offenders must be provided the opportunity during induction, case planning and ongoing case management by the AMC Case Manager (Sentenced) to participate in employment and education while in custody to help support a meaningful and structured routine and the development of new skills.
- 3.4. If an offender expresses an interest in being referred to AMC Employment, the AMC Case Manager (Sentenced) must advise the offender to speak with the accommodation area's Custodial Officer (CO) who must facilitate this.
- 3.5. If an offender expresses an interest in being referred to the AMC Chaplain or Seasons for Growth, the AMC Case Manager (Sentenced) must contact the AMC Chaplain by email: Peta.Thorpe@act.gov.au

4. Transitional Release Program (TRP)

- 4.1. The AMC Case Manager (Sentenced) must discuss the TRP with all sentenced offenders during the induction process and ensure information is provided to the offender about the purpose

of the program, its structure, and its eligibility criteria (more information is available in the *Transitional Release Program Policy*).

- 4.2. During the induction, the AMC Case Manager (Sentenced) must provide the offender with information about the earliest time at which they could apply for TRP should they meet the eligibility criteria.
- 4.3. The AMC Case Manager (Sentenced) must regularly speak with the offender about the TRP during offender contacts and during CMP reviews. These discussions must focus on how the offender is progressing towards the goal of TRP and whether there are any barriers that need to be addressed to help them become eligible for TRP at the earliest possible time. Offenders must also be encouraged by the AMC Case Manager (Sentenced) to identify and demonstrate commitment to their identified reintegration goals, so they are eligible for the TRP at the earliest opportunity.
- 4.4. In the two months prior to the offender being able to potentially participate in the TRP, the AMC Case Manager (Sentenced) must discuss the TRP application with the offender, identify TRP goals and complete the application in accordance with the *TRP Policy*.
- 4.5. The AMC Case Manager (Sentenced) must ensure the TRP Case Manager is aware of any TRP applications and include the TRP Case Manager in the development of the offender's TRP goals to ensure they are achievable and realistic.

RELATED DOCUMENTS

- Case Management Policy
- LSI-R
- Pre-Sentence Report
- Custodial Case Management Remand Operating Procedure
- Programs Referral form
- ACTCS Supports and Interventions Unit referral form
- Custodial Case Management Case Planning Operating Procedure
- Custodial Case Management Supervision and Case Plan Review Operating Procedure
- Transitional Release Program Policy



Narelle Pamplin
Assistant Commissioner Offender Reintegration
ACT Corrective Services
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