

## CRIM 205 – Fall 2017

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<b>Instructor:</b>	<b>Stephen Howell, B.A., M.Phil. (Cantab)</b>
<b>Office:</b>	<b>Young 205</b>
<b>Office Hours:</b>	<b>Tuesdays: 1:20 to 2:00 p.m.</b> <b>Thursdays: 11:30 – 12:30</b>
<b>Phone:</b>	<b>250 370-3333</b>
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<b>Lecture:</b>	<b>Thursdays, Young 316: 2:30 – 4:20 p.m.</b>
<b>Labs:</b>	<b>Tuesdays, 001A Young 217 11:30 a.m. – 12:20 p.m.</b> <b>001B Young 220 12:30 – 1:20 p.m.</b>

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### CALENDAR DESCRIPTION:

This course introduces students to the principals of case management, specifically intake, assessment, planning of intervention strategies and evaluation of interventions. Interview and report writing skills are emphasized.

### LEARNER OUTCOMES:

After successful completion of this course, you will be able to:

1. Describe the elements of case management and evaluate the effectiveness of interventions within criminal justice practice.
2. Apply the three phases of case management to criminal justice clients, including client assessment, planning, and implementation.
3. Write professional reports consistent with legal and organizational requirements.
4. Outline a variety of ethical and legal issues pertinent to the case management process.

### REQUIRED TEXT:

Summers, Nancy (2016) *Fundamentals of Case Management Practice* (Fifth Edition).  
Boston, Cengage Learning

## **COURSE CONTENT & SCHEDULE:**

The primary purpose of this course is to introduce students to general case management as it is practiced within criminal justice and human services related professions. Each Thursday students will be introduced to the concepts associated with the following week's labs. Lab sessions on Tuesdays will be skills based, and time will be used to practice interviewing and other case management skills.

The text will play a significant role in helping you to master the subject matter of this course. It is important that each chapter be read prior to the scheduled class as this is the assumption under which I will be instructing. Furthermore, there are classes during which you will be required to bring the textbook for use in group work.

### **CLASS SCHEDULE OF TOPICS AND READINGS** *(subject to revision)*

#### **Unit #1 September 7<sup>th</sup> and 12<sup>th</sup> Introduction to the Course/ Personal Orientation and Strengths for Case Management**

- Website for course (D2L)
- Introduction to textbook
- Overview of assignments
- Course expectations
- Strengths Questionnaire and Self Assessment

#### **Unit #2 September 14<sup>th</sup> & 19<sup>th</sup> Introduction to Case Management**

- Defining case management
- The process of case management
- Principles & Goals of case management
  
- Read Chapter 1

#### **Short Assignment #1 due in class on September 19<sup>th</sup>**

#### **Unit #3 September 21<sup>st</sup> & 26<sup>th</sup> The Criminal Justice Context**

- The legal and public safety environment for case management
- Voluntary vs. Involuntary clients
- Models of case management
- Roles in case management
  
- Read Chapter 3

**Unit #4 September 28<sup>th</sup> and October 3<sup>rd</sup> Assessment Phase**

- Taking a social history
- Static and Dynamic Risk Factors
- Types of Assessment Instruments in Criminal Justice
- Documentation and Report Writing

Read Chapters 15 & 16

**Unit #5 October 5<sup>th</sup> and 10<sup>th</sup> Skills for Intake and Assessment**

- Attitudes & characteristics of interviewer
- Essential interviewing skills – Active listening, open questions, summarizing, clarifying, seeking more information
- Interviewing pitfalls
  
- Read Chapters 7 and 8

**Short Assignment #2 due in class on October 10<sup>th</sup>**

**Unit #6 October 12<sup>th</sup> and 17<sup>th</sup> Intake and Assessment Skills continued**

- Interviews for Social History Assignment
  
- Read Chapters 9 and 10

**Unit #7 October 19<sup>th</sup> & 24<sup>th</sup> Planning Phase**

- **Midterm Quiz October 19<sup>th</sup>**
  
- Using the assessment to identify interventions required
- The Risk – Need – Responsivity Model
- Transtheoretical Model of Change
- Effective interventions
  
- Read Chapters 20 and 21

**Unit #8 October 26th & 31st**

**Planning continued**

- Building a case file
- Case plan formats
- Writing Goals and Strategies
- Identifying and securing services
- Community vs. Institutional case management
  
- Read Chapter 23 and 25

**Social History Assignment due October 31st**

**Unit #9 November 2nd & 7th Implementation Phase**

- Making referrals
- Co-ordinating, collaborating, integrating
- Monitoring and recording progress
- Advocacy
- Re-assessment and plan revision
  
- Read Chapters 22 and 24

**Short Assignment #3 due November 7th**

**Unit #10 November 9th and 14th Implementation Skills**

- Motivational interviewing
- Modelling
- Reinforcement and Disapproval
- Problem solving
- Cognitive Restructuring
- Trauma informed practice
  
- Read Chapter 12

**Unit #11 November 16th & 21st**

**Working within an organization**

- Organizational structure
- The role of policy
- Clinical supervision
- Quality Assurance and Improvement
- Reading TBA

**Unit #12 November 23rd & 28th Gender, Cultural and Ethical Issues**

- Same gender vs. opposite gender practitioner/client relationships
- LGBTQ clients
- First Nations clients
- Clients from different cultures
- Boundaries
- Ethical dilemmas

Read Chapters 2, 4 and 5

**Short Assignment #4 due November 23rd**

**Unit #13 November 30th & December 5th Personal Safety and Wellness**

- Safety in offices and home visits
- Secondary trauma
- Time management
- Work/Life Balance
  
- Reading TBA

**Case Management Assignment due November 30th**

**December 7th – Final Quiz**

**METHODS OF EVALUATING YOUR LEARNING**

**1. Short Assignments/Exercises (4) 10%**

Assignments will be distributed and explained during labs and time MAY be provided during labs to complete these. Each of the four assignments is worth 2.5 points. Attendance at labs is critical to receiving the information required to properly complete each assignment. Some of the assignments will assist you in developing your Social History and final Case Management Report.

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|-----------------------------------|--------------|
| 1. Personal Strengths             | September 19 |
| 2. Assessments                    | October 10   |
| 3. Cognitive Behavioural Programs | November 7   |
| 4. Agencies                       | November 23  |

## 2. Interview/Social History 20%

Using the information on your assigned client, write up the social history employing the format and headings found on D2L. This document should be concise (approximately 4 pages in length) and should use a professional tone, appropriate language, and correct grammar. (See Writing Guide for Criminal Justice) It should be written using the third person voice and report the pertinent details of your client based on your assigned role with her/him. The final section “*Summary and Impressions*” is the only section in which you express your own perspective and opinions. This social history will form a part of your final Case Management Report.

Accuracy and relevance of information:	5 points
Identifying significant issues	5 points
Summary and Impressions	5 points
Report writing skills	5 points

**Due: October 31st**

## 3. Case Management Package 35%

The case management package assignment requires that you apply the knowledge and skills learned in the context of Crim. 205 to your assigned client for the purposes of creating a case file. You will apply the three phases of case management to the same client who was the subject of your social history. The package will include the following documents, introduced in class:

1. Revised Social History (5 points)
2. Risks/Needs Assessment (5 points)
3. Referral Form (2 points)
4. Case Management Plan (Intervention plan) (10 points)
5. Progress Report (5 points)

Report writing skills (8 points)

A detailed breakdown of the grading criteria and expectations for this report will be available on D2L.

**Due November 30th**

## 4. Quizzes 30% (15% each)

**Dates: October 19<sup>th</sup> and December 7<sup>th</sup>**

## 5. Attendance and Participation – 5%

Up to 3% will be awarded for your attendance at seminars and labs, and up to 2% for your participation in the seminars.

# INSTRUCTIONAL POLICIES

## 1. Attendance & Participation

As noted above, regular attendance and active participation is required. It is expected that you will arrive on time, be attentive, non-disruptive, constructive and respectful.

Using headphones, engaging in text messaging, looking at voice messages or email, surfing the internet or other means of disengaging with your classmates and the learning process is not accepted in this class. Electronic devices may be removed from you or you may be asked to leave the class.

If you are absent from class due to illness and injury and do not wish to lose points, you may provide a doctor's note on your return to class. A doctor's note is **mandatory** if you have missed a quiz, and a quiz may **only** be written on a different day in the event of serious illness or injury, a death in the family or other substantiated personal emergency

## 2. Class Preparation

You are expected to complete the assigned readings before coming to class. This often becomes increasingly more difficult as the semester moves along and as the completion of assignments and preparation for exams takes a great deal of your time. Manage your time in consideration of this.

## 3. Late Penalty

All assignments must be completed and submitted on the date and at the time assigned. Late penalties are 10% per day starting from the time each assignment is due (This will be the beginning of the class on the due date unless otherwise noted). Extensions will be given if they are legitimately warranted and approved by me at least 72 hours in advance of the assigned due date. There will be a maximum of one extension per student for the semester.

## 4. Plagiarism, Cheating & Academic Dishonesty

Plagiarism is theft! All assignments in this course are **individual** assignments and any resemblance between your work and the work of other students, current or previous, will generate questions about your academic integrity. Any sources of information, whether

reflected in direct quotes, or paraphrases, must be cited. See the College calendar for full information about plagiarism, and refer to the Criminal Justice Writing Guide for guidance on citations.

### **5. Course Completion Requirements**

You **must** complete all evaluative requirements (two quizzes, four seminar assignments, and one Social History and one Case Management Package) to receive a passing grade in this course. Unfortunately, if you do not complete all requirements, you will receive an F grade.