



CAMOSUN COLLEGE
School of Arts & Science
Department of Criminal Justice

CRIM-205-002
Case Management
Fall 2018

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/crim.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

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|------------------|--------------------------------------|--------------|--|
| (a) Instructor | Steve Howell | | |
| (b) Office hours | Tuesdays and Thursdays, 1345 to 1430 | | |
| (c) Location | Young 205 | | |
| (d) Phone | 27--3333 | Alternative: | |
| (e) E-mail | howells@Camosun.bc.ca | | |
| (f) Website | | | |

2. Intended Learning Outcomes

(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)

Upon completion of this course the student 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.

3. Required Materials

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

4. Course Content and Schedule

Unit #1 September 4th and 6th 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 11th & 13th 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 13th

Unit #3 September 18th & 20th 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 25th and 27th Assessment Phase

- Taking a social history
- Essential interviewing skills – Active listening, open questions, summarizing, clarifying, seeking more information
- Interviewing pitfalls
- Planning a social history interview

Read Chapters 15 & 16

Unit #5 October 2nd and 4th Skills for Intake and Assessment

- Conducting Social History Interviews

- Read Chapters 7 and 8

Short Assignment #2 due in class on October 4th

Unit #6 October 9th and 11th Intake and Assessment Skills continued

- Risk factors and protective factors/assets
- Static and Dynamic Risk Factors
- Types of Assessment Instruments in Criminal Justice
- Documentation and Report Writing

- Read Chapters 9 and 10

Unit #7 October 16th & 18th Planning Phase

- Using the assessment to identify interventions required
- The Risk – Need – Responsivity Model
- Transtheoretical Model of Change
- Effective interventions

- **Midterm Quiz – October 18th**

- Read Chapters 20 and 21

Unit #8 October 23rd & 25th 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 25th**

Unit #9 October 30th and November 1st Implementation Phase

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

- Read Chapters 22 and 24

Unit #10 November 6th and 8th Implementation Skills

- Motivational interviewing
- Modelling
- Reinforcement and Disapproval
- Problem solving

- Cognitive Restructuring
- Trauma informed practice – serving victims of violence
- **Short assignment #3 due November 8th**
- Read Chapter 12

Unit #11 November 13th & 15th Working within an organization

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

Unit #12 November 20th & 22nd Gender, Cultural and Ethical Issues

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

Read Chapters 2, 4 and 5

Case Management Assignment due November 22nd

Unit #13 November 27^h & 29th Personal Safety and Wellness

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

Short Assignment #4 due November 29th

Unit #14 December 4th and 6th Catch up and Review

- **Final Quiz December 6th**

5. Basis of Student Assessment (Weighting)

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 13 |
| 2. Assessments | October 4 |
| 3. Cognitive Behavioural Programs | November 8 |
| 4. Agencies | November 29 |

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

Due: October 25th

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 22nd

4. Quizzes 30% (15% each)

Dates: October 18th and December 6th

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.

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9

85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.