



CAMOSUN COLLEGE
School of Arts & Science
Department of Criminal Justice

CRIM-205-D01A/B
Case Management
Fall 2020

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

Instructor: Blair Fisher, M.Ed
Office: Young 205
Office Hours: Wednesdays 9-11am
Phone: 250 370-3109
E-mail: fisherb@camosun.bc.ca
Seminar & Labs: Monday 9:30-11:20am; Thursdays 3:30-4:20 or 4:30-5:20pm

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

(a) Texts

Summers, N. (2019) *Fundamentals of Case Management Practice: Skills for the Human Services, Fifth Ed.* Toronto: Cengage

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

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 week, students will be introduced to the concepts associated with that week's material. More skills-based components will be added in the latter modules of each week including case management groupings where skills will be

applied by your case management team on a variety of scenarios with your fictitious client. These latter modules will also be used to critique report writing and complete course exercises. 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.

CLASS SCHEDULE OF TOPICS AND READINGS

(subject to revision)

Week #1 September 7th to 11th

- Introduction to the course
- Website for course (D2L)
- Introduction to textbook
- Overview of assignments
- Course expectations
- Strengths and weaknesses questionnaire

Week #2 September 14th to 18th

- Introduction to Case Management
- Defining case management
- The process of case management
- Principles & Goals of case management
- Assign lab groups
- Team building exercise
- Assignment #1 due
- Read Chapter 1

Week #3 September 21st to 25th

- Understanding the context of Case Management
- Models of case management
- Roles in case management
- Client profiles exercise
- Assignment #2 due
- Read Chapter 3

Week #4 September 28th to October 2nd

- The assessment phase of case management
- Application of services
- Case Assignment
- Documentation & report writing
- Addiction Severity Index-lite & Intake Assessment Form exercise
- Assignment #3 due
- Read Chapter 4 and Chapter 5

Week #5 October 5th to 9th

- Effective intake interviewing skills
- Attitudes & characteristics of interviewer
- Essential communication skills
- Interviewing pitfalls
- Read Chapter 7, 8 and 9

Week #6 October 12th to 16th

- Effective Interviewing Skills
- Assignment #4 due
- Read Chapters 10 and 11

Week #7 October 19th to 23rd

- Cycle of Behavioural change
- Motivational Interviewing video
- Read Chapter 12

Week #8 October 26th to 30th

- Service delivery planning
- Revisiting the assessment phase
- Developing a plan for services
- Identifying services
- Institutional case management
- CJ practitioner research
- Assignment #5 due
- Read Chapter 14 and Chapter 18

Week #9 November 2nd to 6th

- Building a case file
- Medical evaluations
- Psychological Evaluations
- Social Histories
- Assignment #6 due
- Read Chapter 16

Week #10 November 9th to 13th

- Service coordination
- Making referrals
- Monitoring services
- Working with other professionals
- Advocacy
- Teamwork
- Social History Assignment due in lab
- Read Chapter 19 and Chapter 22

Week #11 November 16th to 20th

- Working within the organizational context
- Understanding the organizational structure
- Managing resources
- Improving services
- Ethical and legal issues
- Assignment #7 due
- Read Chapter 2 and Chapter 24

Week #12 November 23rd to 27th

- Surviving as a case manager
- Survival skills
- Prevent burnout
- Time management
- Community Resources
- Assertiveness
- Personal safety
- Boundaries
- Case management in community vs institutional settings
- Assignment #8 due
- Read Chapter 6

Week #13 November 30th to December 4th

- Case Management Report Work
- Wrap-up
- No reading this week

Week #14 December 7th to 11th

- Case Management Reports due Dec 7 by 6pm

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

1. Seminar assignments/Exercises (8) 40%

Guidelines for assignments will be distributed and explained each week. Some of the assignments will assist you in developing your final Case Management Report.

2. Social History 20%

Social History: *Using the information on your assigned client, write up the social history based on the form found on the D2L and using the headings as provided. This document should be approximately 4 pages in length and should use a professional tone, appropriate language, and be concise. It should be written using the third person voice and should report on the pertinent details of your client based on your assigned role with her/him. The final heading **Impressions and Recommendations** should be the only section in which you are drawing your own conclusions. Please type up the client's history by using the form provided and expanding the areas as necessary. This will be evaluated out of a total of **20 marks** for quality, clarity, comprehensiveness, insight into the client's social history vis-a-vis the presenting problem and for using proper report writing language and tone. This should be written using Times New Roman 12-point font with double spacing. This will also form as a report in your final Case Management Report.*

Quality of information:	4 points
Relevance of information:	4 points
Identifying the Presenting Problem:	2 points
Client Strengths, Resources & Success	2 points
Impressions/Recommendations	4 points
Report writing skills	4 points

Due: November 13th, 2020 at 6:00pm

3. Case Management Report 40%

Guidelines - Case Management Report

The case management report 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. The report requires that you apply the three phases of case management to a criminal justice client: assessment, planning and the consideration of an implementation strategy. The report will take the form of a number of documents introduced in class. Your assignment is to create a case management plan for your client based on your assigned role with him or her. Your case file will include the following documents:

- 1. Social History (with revisions from previous submission) (5 marks)**
- 2. Community Risks/Needs Assessment (5 marks)**
- 3. Referral Form (2 marks)**
- 4. Case Management Plan (Intervention plan) (10 marks)**
- 5. Intake Summary (10 marks)**

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

Due December 7th, 2020 at 6pm

6. Grading System

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

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

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.

INSTRUCTIONAL EXPECTATIONS AND REQUIREMENTS

1. Attendance & Participation

If you are sick or injured and cannot participate in the weekly activities of the course please let me know as soon as possible. The longer it takes before this occurs, the less likely leniency will be shown on expected assignments and due dates. Given the current global circumstances we need to be open and clear if any situation arises that may affect your course performance. Extensions can be given for only one assignment per student for this course and only with at least 72 hours notice. Procrastination is not a reason for an extension. If you have any problems accessing any of the material, please let me know as soon as possible.

2. Class Preparation

You are expected to complete the assigned readings each week. This often becomes increasingly more difficult as the semester moves along and as the completion of assignments takes a great deal of your time. Manage your time in consideration of this. Keeping up with the

weekly modules will be important for your overall success in this course. You should be reasonably successful if dedicating 6 hours per week to this course. That includes classes, reading, modules, and assignments

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 course.

4. Course Completion Requirements

You must complete the Social History and Case Management Report to receive a passing grade in this course. Unfortunately, if you do not complete these two requirements, you will receive an F grade. All late work must be handed in by December 11th at 4:30pm.