STATEMENT OF POLICY

Integrated Offender Management (IOM) is a collaborative case planning and offender management partnership between Whitehorse Correctional Centre (WCC) Case Managers and Offender Supervision and Services (OSS) probation officers and other community partners.

The goal of IOM is to provide coordinated case management, targeting offenders’ risks and needs beginning during incarceration and continuing through reintegration of offenders while on community supervision.

All policies, programs and practices used within Corrections will follow the principles set out in the Corrections Act (2009). Risk/needs assessments, court reports and other case management activities will take into account the unique personal circumstances of all individuals through the use of structured, professional-judgment with particular regard to gendered, ethnic, and cultural differences. Risk/needs assessments, court reports and case management practices are responsive to the particular risk/needs of women, Indigenous or First Nation Persons, persons with complex needs (Mental Health / Cognitive Impairment) or other groups of marginalized individuals.

These considerations include at a minimum the individual and generational history of trauma, residential school trauma and the impact of the processes of assimilative pressures on Aboriginal families and their communities. This is a documented and evidenced process carried out through investigative techniques including collateral contacts, reviewing family history, and an exploration of available community and First Nations programs and supports. These considerations must also include an examination of community and First Nation Government programs and supports that are relevant to determined risk/needs.

AUTHORITIES

Corrections Act 2009: section 16

DEFINITIONS

Case Managers: WCC case managers and OSS probation officers.

Case Management Team: representatives from OSS, WCC, and appropriate representatives providing case management services to an IOM client.

CRIS: Court Registry Information System.

CWC: Community Wellness Court (therapeutic court).
DVTO: Domestic Violence Treatment Option (therapeutic court).

ICCS: Integrated Community Corrections System.

IOM: Integrated Offender Management.

Program: Means a criminogenic program, employment, counseling or any combination of these which promotes addressing individual needs identified in the client’s case plan.

POM: Prolific Offender Management is a multi-partner supervision program for medium to high risk offenders with a history of frequent offences and non-compliance with supervision orders.

YOSI: Yukon Offender Services Inventory is an assessment tool that measures client criminogenic risks and needs.

**PROVISIONS**

1. To meet the criteria for Integrated Offender Management (IOM), an offender must have:
   1.1. a minimum 90-day custodial sentence;
   1.2. a community supervision to follow the sentence in custody (this may include a Probation Order, a Conditional Sentence Order or a pre-existing Community Order that will still be active when the client is released from custody);
   1.3. a YOSI rating of medium or higher.

2. IOM will not include offenders already subject to monitoring and supervision through POM or attached to either DVTO or CWC.

3. The Manager of IOM will maintain a current IOM list of all clients meeting the criteria of IOM and forward this list to OSS a minimum of every two weeks.

4. OSS will provide WCC Case Management staff with any pertinent information from the client’s community case file within 3 working days of receipt of the request.

**Developing and implementing the custody IOM case plan**

5. If there are no valid assessments on WCC or OSS files, a YOSI will be completed as per policy D 4.2 Risk/Needs Assessments. Other assessments and screens will be completed at this time.

6. Throughout the IOM process, the assigned WCC Case Manager will work with the client to develop and implement the custody portion of the IOM Case Plan that focuses on the primary and/or secondary needs areas as identified in the YOSI. The case plan will target the primary need and then, subject to sentence length, address the secondary need of the client.
7. The custody portion of the IOM case plan will be developed in an integrated manner to best serve the client, based on their risk/needs and the availability of programming during their custody sentence. The custody portion of the IOM case plan will be entered within 20 business days of the inmate’s sentence. It will be reviewed and updated at least monthly.

8. The summary of the custody plan, along with a summary of their behavior while incarcerated, must be completed and sent to the OSS case manager within 5 days of the client’s release.

**Transition plan**

9. The transition plan will be developed jointly by WCC and OSS, as well as community partners. In cases where the IOM client will be serving their community sentence outside of Whitehorse, OSS will provide continuity of supervision into the community.

10. The transition plan will focus on short-term factors that could be barriers to successful reintegration into the community.

11. Assigned Case Managers will case-conference with the client a minimum of 4 weeks prior to the client’s release date for the purpose of release planning. These case conferences will continue as long as there are outstanding needs areas to be addressed on the transitional plan.

12. The Custody Case Manager will enter the transition plan on the at least 3 weeks prior to the client’s release date, and send OSS any other pertinent information, including assessments by health professionals.

**Community plan**

13. The community plan addresses the risk/needs factors during the client’s period of community supervision.

14. A review of the YOSI assessment will be completed within 5 weeks of the client’s release from custody and documented as per OSS D 1.2 YOSI Risk/Needs Assessments policy.

15. The plan will be entered into the within 5 weeks of the client’s supervision start date and updated on a monthly basis.

16. The OSS staff member will complete a summary of the client’s progress during their community supervision on the IOM Case Plan at the end of the supervision period no later than 30 days after the Order expires.

**NOTE: Highlighted sections on this page are redactions. Each of the following sections of the ATIPP Act apply to every redaction on this page:**

19(1)(a), (b), (c), (d), (e), (h), (j), (k) & (l), 22(1)(a) & (b)
Parole applications

17. Applying for parole does not change the client’s IOM status. The Case Manager will continue to assist the client in developing and implementing their IOM Case Plan.

18. If an IOM client is released on parole, their IOM process terminates and the Manager of IOM will inform the Manager of OSS of the change in status.

Return to custody

19. If the IOM client returns to custody at any time during the period of community supervision, they will be interviewed by a WCC Case Manager to discuss what went right and/or wrong following their release from custody. The Interview form will be used for this purpose and will be kept on the client’s file. This interview form will be forwarded to the OSS case manager prior to the client’s return to the community.

20. The OSS Case manager will forward a summary of the client’s progress in the community and any relevant documentation to the WCC Case Manager within 3 working days of the client’s return to custody. Both case managers will be notified of the client’s return to custody by the Manager of IOM at the time of assigning the file.

21. The Case Managers will work together to amend the IOM transitional plan as needed in order to help the client make a successful return to the community.

Client file management and record keeping

22. The assigned Case Managers will keep individual case notes documenting all contact with and about the IOM client.

23. All program involvement in the institution and the community will be documented in a timely fashion by the program correctional officers, community program facilitators and the Case Managers. Documentation will include details on program, attendance and overall participation.

24. Case Managers will update the case management plan and save it on at the end of their custody and at the end of their supervision period.

Quality assurance measures

25. Quality assurance measures will be undertaken to ensure that the IOM policy is being followed.

26. Quality assurance processes will comply with the methods and reporting as outlined in the quality assurance reporting policy.

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19(1)(a), (b), (c), (d), (e), (h), (j), (k) & (l), 22(1)(a) & (b)
RELATED POLICIES & DIRECTIVES

Whitehorse Correctional Centre
C 2.1 Inmate Programs: General
D 4.1 Inmate Classification
D 4.2 Risk/Needs Assessments
G 1.18 Quality Assurance Reporting
G 2.33 YOSI Risk/Needs Assessment
G 2.34 IOM Return to Custody Interview
G 2.35 Request for Service Provision

Offender Supervision and Services
A 1.10 Quality Assurance Reporting
D 1.2 YOSI Risk/Needs Assessments
E 1.4 Corrections Request for Service Provision
E 1.6 IOM Return to Custody Interview

HISTORY