

CHECKLIST FOR COLLABORATIVE CASE PLANNING

- 1) Have all necessary assessments been completed?
 - a. Clinical
 - b. Criminal risk and need
 - c. other
- 2) What is the clinical diagnosis?
 - a. Substance use disorder
 - b. Mental health diagnosis
 - c. Traumatic Brain Injury
 - d. Other
- 3) Has the risk level been determined?
 - a. High
 - b. Moderate
 - c. Low
 - d. Offense specific i.e. DV, impaired driving
- 4) Have criminogenic need(s) been identified?
 - a. Anti-social cognitions (Criminal thinking)?
 - b. Anti-social associates (Criminal associates)?
 - c. Anti-social personality pattern
 - d. Anti-social history
 - e. Last four of the "big eight"
- 5) Have responsivity factors been identified?
 - a. Homelessness
 - b. Unemployment
 - c. Lack of job skills
 - d. Illiteracy
 - e. Poor education history
 - f. Poverty
- 6) Has consensus been reached on most immediate goals?
 - a. Has the team discussed all assessment findings?
 - b. Determined proximal vs distal goals
 - c. Prioritized specific responses to specific responsivity (clinical, criminogenic, general responsivity)

- 7) Is there clarity on the activities required to achieve the goals?
 - a. What does the veteran need to do?
- 8) Have all necessary Release of information forms been completed and distributed?
 - a. 42 CFR
 - b. HIPPA
 - c. Criminal history ROEs (jurisdiction/agency specific)
 - d. Other
- 9) Are communication lines and time lines clear?
 - a. What and when (frequency) will VJO/treatment communicate to supervision and the entire team
 - b. What and when (frequency) will supervision communicate to treatment/VJO and the entire team.
 - c. What and when will coordinator communicate to the team
- 10) Have action steps for each team member been identified?
 - a. What does the VJO do?
 - b. What will providers do?
 - c. What will supervision/probation do?
 - d. What will the coordinator do?
- 11) What is the time line for the next reassessment and or progress review?
 - a. When is the next court appearance?
 - b. Do the tools used have required or suggested reassessment time frames?