Detainee Assessments Procedure

When to use this procedure

Use this procedure when conducting detainee assessments to identify risk, criminogenic needs and responsivity of a client.

What is an Assessment Tool?

An assessment tool is an approved standardised list of questions that must be completed when carrying out a client assessment.

Before using this procedure

Is this your first time using this procedure? See and understand:

Duty of care

Client Assessment Policy

Risk Assessment Procedure

Start using this procedure

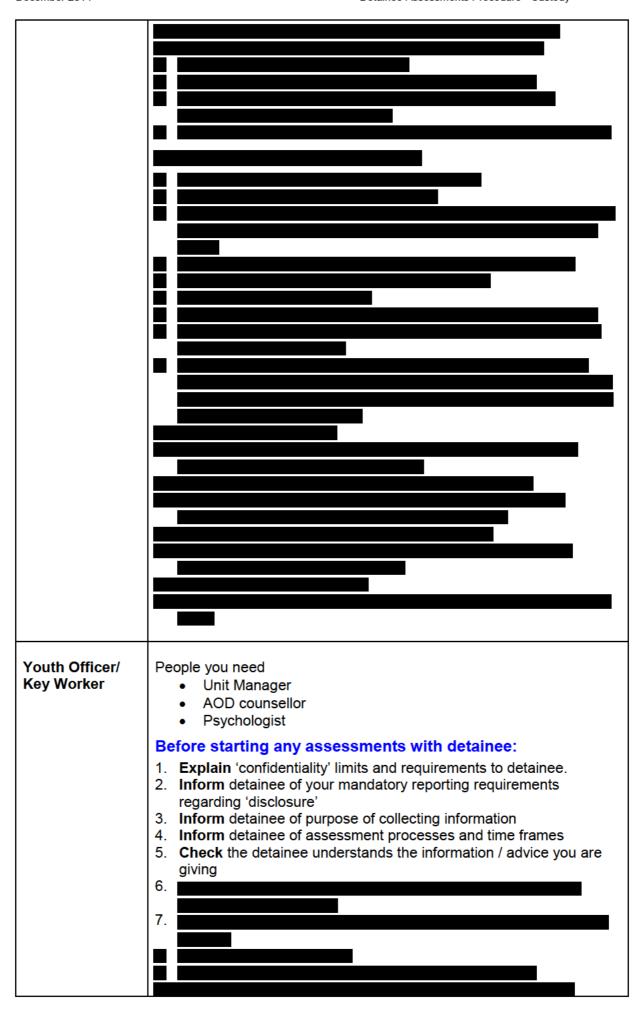
Your responsibilities

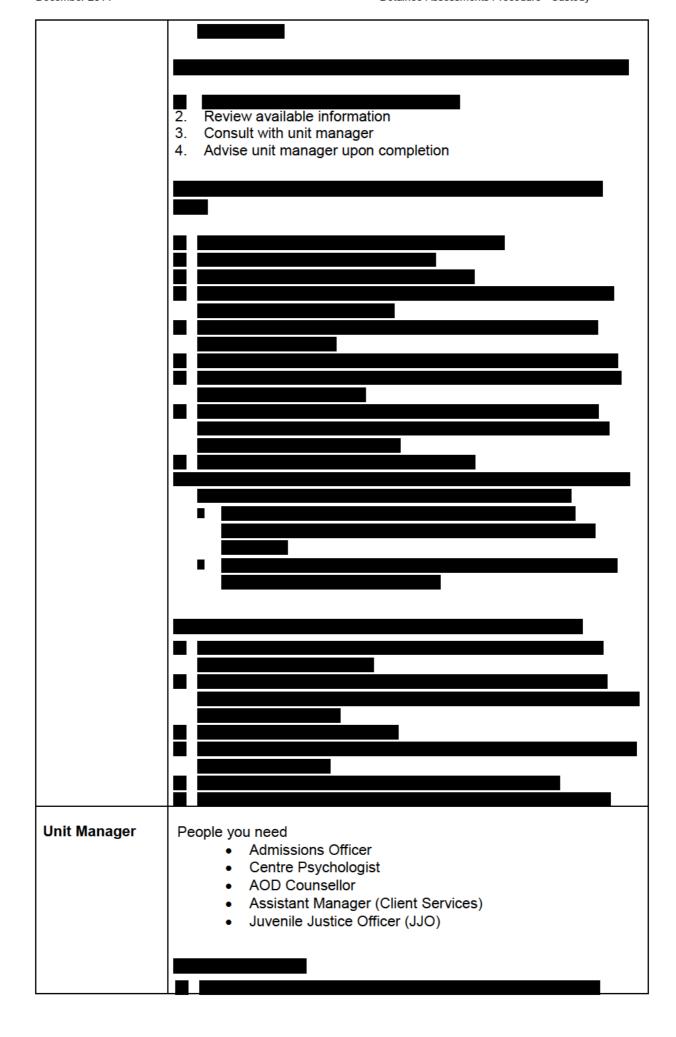
Find your role. Find what you need to do.

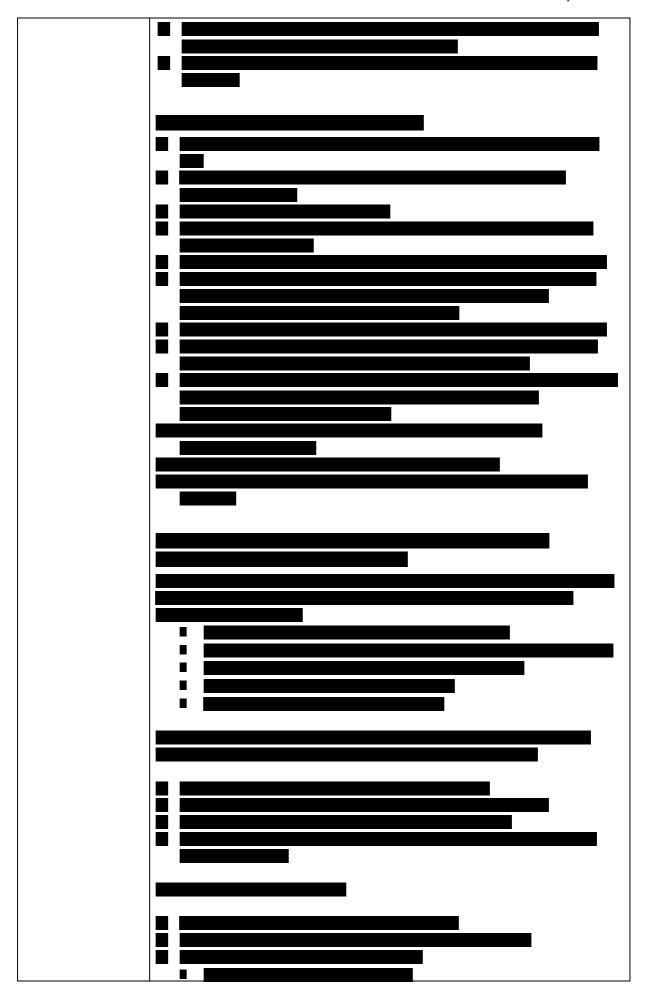
Role	When required	Responsibilities
Admissions Officers	Always	Admissions Officer steps
Youth Officers	Always	Youth Officer steps
Assistant Unit Manager / Shift Supervisor	As directed or in the absence of Unit Manager	Unit Manager steps
Unit Manager	Always	Unit Manager steps
Duty Manager	Always	Duty Manager steps
Psychologist	Always	Psychologist steps
AOD Counsellor	Always	AOD counsellor steps
Assistant Manager (Client Services)	Always	Assistant Manager (client services) steps

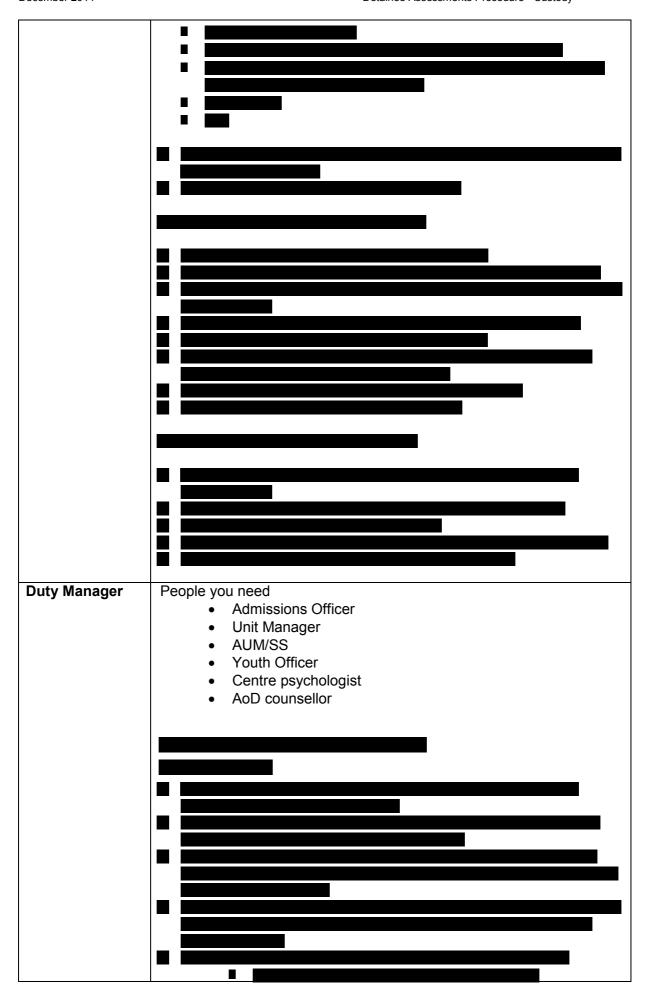
Procedural steps

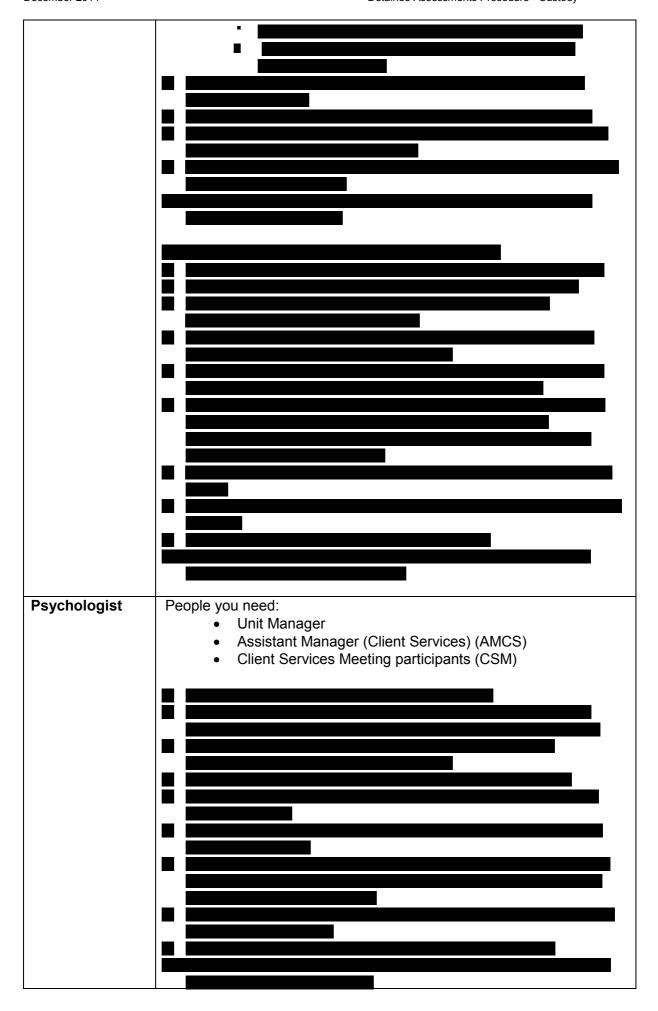
Role	Responsibilities
Admissions Officer	People you need
	 Explain 'confidentiality' limits and requirements to detainee. Inform detainee of your mandatory reporting requirements regarding 'disclosure' Inform detainee of purpose of collecting information Check detainee understands the information / advice you are giving

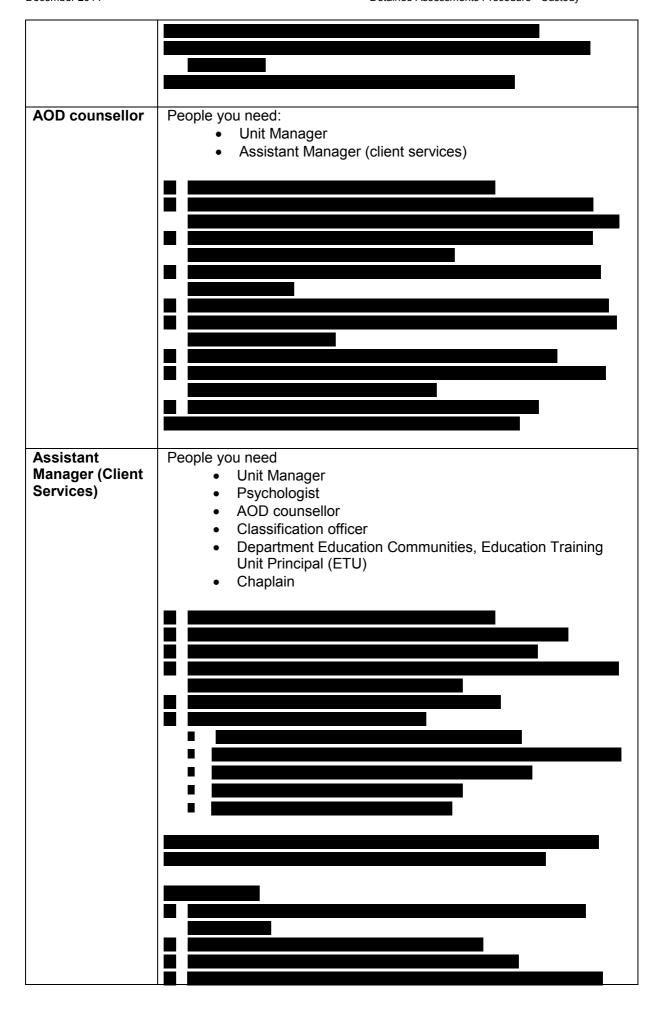


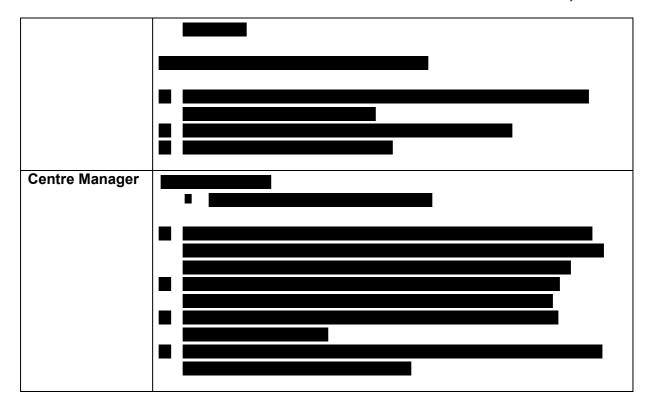












References

Related policy

Client Assessments Policy

Related Procedures

- Admissions
- Detainee Inductions
- Incentive Scheme
- Objective Detainee Classification
- Risk Assessments

Legislation

Children (Detention Centres) Regulation 2010

Part 2 Administration

CLAUSE 5: ADMISSION OF DETAINEES

CLAUSE 6: INFORMATION TO BE GIVEN TO DETAINEES

CLAUSE 7: CLASSIFICATION OF DETAINEES CLAUSE 8: HEALTH AND MEDICAL ATTENTION

CLAUSE 18: EDUCATION AND TRAINING CLAUSE 19: ACCESS TO PROGRAMS





Change log

Date	Reason for change	Details of change
August 2014	Review of Case Management processes	New procedure
December 2014	New Client Consent – Exchange of Information Form	Procedural steps updated to incorporate scanning and destroying of form