A Case Management Review Committee is a multidisciplinary team approach that facilitates Local Plans, transition into and out of a location, monitors progress on goals and resolves any particular concerns for a prisoner.

What are the different types of Case Management Review Committees (CMRC’s)?

- There are seven types of CMRC’s – Induction, Case Planning, Review, Parole Application, Transition, Pre Release and Case Conference.

Why are CMRC’s important?

- Enable a consistent approach to managing the prisoner.
- Ensure the goals and strategies developed are suitable and address the prisoner’s identified risks and needs.
- Allow expectations to be clearly communicated to the prisoner.
- Provide a formal process to monitor progress on goals and strategies developed in the Local Plan.
- Reinforce progress and achievements so that the prisoner can maintain behaviour change.
- Provide an opportunity for a prisoner to raise concerns or issues.
- Offer a forum to discuss how to manage a particular issue regarding the prisoner.
- Fulfil a training and quality assurance role in the management of the prisoner.
- Provide a formal process to review permit applications, security rating changes, etc.

How does a CMRC work?

Who is involved?

- Operations Manager as chairperson, or for those CMRC defined as suitable, their delegate.
- Relevant staff with:
  - Knowledge about the prisoner, such as case worker and staff from industries, education and programs.
  - Expertise about issues relevant to the prisoner’s management, such as health staff, Disability Services or Indigenous Liaison Officer.

When do they meet?

- Induction CMRC occurs within seven days of a prisoner’s arrival at the location.
- Case Planning CMRC occurs within two weeks of a prisoner’s LSI or, if required, LS/RNR OR for subsequent locations after initial classification location a Case Planning CMRC should occur within eight weeks of the Induction CMRC.
- Review CMRC occurs every three months for those prisoners with a sentence of less than three years and every six months for those prisoners sentenced to three years or more.
- Parole Application CMRC occurs 12 months prior to a prisoner’s EED.
- Transition CMRC occurs three months after a Parole Application.

What do CMRC’s do?

- Induction CMRC:
  - Facilitate a prisoner’s transition into the location, identify prisoner’s needs, and make arrangements for resolving any immediate issues.
  - Review and confirm any issues identified in assessment processes, the Sentence Plan, as well as information regarding past progress if the prisoner has been reclassified e.g. last CMRC comments, reports regarding transfer.
  - Explain to the prisoner what is expected from them at the location, e.g. involvement in the Local Plan process, location rules and regulations.
- Case Planning CMRC:
  - Review the outcome of the LSI or, if relevant, LS/RNR assessment outcome with the prisoner including the identified highest risks and needs that can be addressed at the location.
– Reinforce the expectation of the prisoners ongoing participation in the Local Plan process and discuss goals for their Local Plan that address their identified risks and needs
– Provide feedback to the prisoner and case worker on the expectations of the Local Plan and progress required to meet the goals.

• Review CMRC:
  – Review the prisoners progress on their Local Plan
  – Evaluate the appropriateness of the Local Plan based on their highest risks and need
  – Ensure the prisoner receives the nominated rewards or sanctions, dependant on compliance with prison rules and regulations and active participation in out of cell hour activities.

• Parole Application CMRC:
  – Facilitate a prisoners application to the Adult Parole Board to be considered for parole
  – Allow for formal process to discuss the parole application process and required participation in programs and or behaviour change with the prisoner
  – Ensure appropriate documentation is compliant and has been completed in order to submit the parole application to the Adult Parole Board.

• Transition CMRC:
  – Ensure the APB outcome is formally advised to the prisoner, including any comments or recommendations
  – Confirm a prisoners participation in transition programs and provide relevant information to the case worker and prisoner to assist in the development of the prisoner’s Local Plan to reflect the Transition Stage.

• Pre Release CMRC:
  – Ensure adequate preparation for release has occurred.
  – Areas to be considered include forms of identification, accommodation upon release, financial arrangements, contacts for employment agencies, outstanding legal matters, medical issues, transportation upon discharge, provision of relevant drug and alcohol information if applicable and, if on an order, post release arrangements with Community Correctional Services.

• Case Conference CMRC:
  – Establish areas of concern or issues to be resolved
  – Review information from relevant sources
  – Devise a plan to manage the situation
  – Set up a mechanism to support and monitor these strategies, incorporate strategies developed into the Local Plan.

What is documented?
• Minutes are taken at every CMRC meeting and entered onto the relevant PIMS module. A record of decisions is to be placed on to the prisoners Individual Management File as soon as practicable after the meeting.
• Minutes must provide an explanation of any decision made inclusive of names of panel members and reason for the CMRC
• Sources of information reviewed on which decisions and recommendations have been based
• Progress on Sentence and /or Local Plan
• Any issues or concerns raised by the prisoner or the committee

• Observations of behaviour and or attitudes of the prisoner
• Actions and strategies taken including who will be responsible for them
• Date and type of next CMRC.

POINTS TO REMEMBER
• A Local Plan Review form is to be completed by the case worker prior to a Review CMRC or Pre Release CMRC.
• The size of the committee needs to be considered when deciding how to manage the CMRC, such as the prisoners learning style and ability, impulsiveness, anxiety and issues.

The Relevant Offender Management Practice Principles
• Offender management processes are based on accurate and up-to-date information
• Level of service and programs are matched to level of risk
• Staff members monitor offenders progress on achieving goals
• Staff, services and programs are responsive to the offender’s learning style and abilities
• Offenders are assisted to have responsibility for developing and implementing their plans to meet their goals
• Offender management processes need to be individualised
• Staff maximise the offenders opportunities for rehabilitation and reduce risk to the community through the nature of their interactions
• Staff support processes of progression and enhance continuum of care.

For further information contact your Offender Management Supervisor