



ADMINISTRATIVE OFFICE OF THE COURTS AND PROBATION

Service Interpretive Guidelines **Case Managed Tutoring**

SERVICE DESCRIPTION:

A short-term service which provides face-to-face instruction and guidance to a youth for the purpose of enhancing educational success in a school like setting. The tutor will work with the youth, parent and probation/problem solving court officer to identify barriers and develop a plan for educational success. This service will be utilized only if case managed tutoring is not already being provided as part of the service definition.

Tutor should be actively engaged with the youth throughout the session.

TARGET POPULATION:

This service would typically assist in addressing the needs of a student related to improving school performance. Case managed tutoring is only utilized when all school resources have been exhausted and the Court has ordered the service. Target population are youth identified as high risk in the education domain or a youth whose participation will address overall risk reduction.

Case managed tutoring is a supportive service that can be utilized when a student is struggling in a subject area(s) while enrolled in school. It must be clear in the team plan/goals that this will assist the youth with a better outcome in the student's school performance.

PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:

- In order to access this service, officer must have completed the following steps:
 - Met with family and school to evaluate resources available for the youth
 - Communicate with teacher(s) to identify issues in the subject area
 - Develop an individualized plan
- Individualization of the plan will be determined based on service referral information and relevant collateral documentation.
- Officer must ensure the tutor is supporting the plan in a positive manner through ongoing communication to ensure progress is made and goals are achieved.
- Officer will communicate with the tutor, at a minimum weekly, for updates on the youth's progress and engagement in the service.
- Officer shall verify with the tutor if progress is being made. If progress is not indicated, the tutor shall provide a rationale as to what changes will be made to initiate a plan to increase progress.

- Transition planning begins immediately upon initiation of the service. Officer shall do transition work with the family to prepare the youth to return to school.
- Transition plans will be finalized in the (Individualized Transition Plan) ITP and will include the following:
 - Recommendations for next appropriate educational service
 - Community supports and resources for the youth/family
- Officer will upload all documents to the information management systems