



PLL Case Manager Responsibility Checklist



PLL Case Manager: [Click here to enter name](#)

Case Manager Responsibility Checklist	Time Frame	Comments
<p style="text-align: center;">Rating Scale: 1-3</p> <p>1 = not working at all 2 = working but may need to be adjusted 3 = working well</p>	<p>Evaluation Time Frame: Once a quarter</p>	<p>Add Comments</p>
<p>1. Before any PLL treatment begins Case Manager administers or assists the Therapist to administer PLL Pre-Assessments if applicable; (scans and sends to PLL: smills@gopll.com)</p> <ul style="list-style-type: none"> ✓ <i>CBCL (Parent only)</i> ✓ <i>FACES IV (Youth & Parent)</i> 	<p>Click here to enter date of 1st Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 2nd Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 3rd Review</p>	<p>1 2 3</p>
<p>2. Case Manager joins the PLL Therapist for the Face-to-Face PLL Intake</p>	<p>Click here to enter date of 1st Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 2nd Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 3rd Review</p>	<p>1 2 3</p>
<p>3. Case Manager meets face-to-face with youth and parents separately to complete Ecomap.</p>	<p>Click here to enter date of 1st Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 2nd Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 3rd Review</p>	<p>1 2 3</p>
<p>4. Case Manager attends all 6 PLL Groups to assist PLL Therapist and provides assistance in the following areas</p> <ul style="list-style-type: none"> ✓ <i>Reminder Calls</i> ✓ <i>Transportation</i> ✓ <i>Supplies (Props, Refreshments, etc.)</i> 	<p>Click here to enter date of 1st Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 2nd Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 3rd Review</p>	<p>1 2 3</p>
<p>5. Case Manager drafts the RPN (Risk-Protective Factor-Needs) document from feedback received from the Probation Officer, Case Worker, PLL Therapist, Family, Youth, and/or Formal Assessment Tool (PACT, YASI, YLS)</p>	<p>Click here to enter date of 1st Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 2nd Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 3rd Review</p>	<p>1 2 3</p>
<p>6. Case Manager facilitates monthly CBAT meetings and updates recommendation section of RPN Document based off feedback from CBAT Team Members and Ecomap</p>	<p>Click here to enter date of 1st Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 2nd Review</p>	<p>1 2 3</p>
	<p>Click here to enter date of 3rd Review</p>	<p>1 2 3</p>

7. Case Manager meets with family to discuss RPN (Risk, Protective Factor, Needs) and recommended steps from CBAT Team and helps facilitate the coordination of action items with the family and the community.	Click here to enter date of 1 st Review	1 2 3
	Click here to enter date of 2 nd Review	1 2 3
	Click here to enter date of 3 rd Review	1 2 3
8. Case Manager submits the required PLL documents for PLL CBAT Supervision. (CBAT Supervision is one hour per month via WebEx) ✓ <i>Ecomap (Youth & Parent)</i> ✓ <i>RPN Document</i> ✓ <i>Aftercare Plan (Only Reentry)</i>	Click here to enter date of 1 st Review	1 2 3
	Click here to enter date of 2 nd Review	1 2 3
	Click here to enter date of 3 rd Review	1 2 3
9. Case Manager attends the PLL Supervision (total 3 hours per month) ✓ CBAT Supervision for 1 hour per month ✓ Clinical Supervision for 1 hour twice per month	Click here to enter date of 1 st Review	1 2 3
	Click here to enter date of 2 nd Review	1 2 3
	Click here to enter date of 3 rd Review	1 2 3
10. Case Manager meets with youth in placement to cover Group Teen Breakout Material if running Parent Only Groups. (Use "PLL Teen Breakout Reentry Guide" document; meeting may be face-to-face or via WebEx); If Running Parent & Teen Groups together, Case Manager conducts the Teen Breakouts during the 6 week cohort	Click here to enter date of 1 st Review	1 2 3
	Click here to enter date of 2 nd Review	1 2 3
	Click here to enter date of 3 rd Review	1 2 3
11. Case Manager provides all the information to the PLL Therapist for the "Community" Section in PLL Aftercare Plan so the completed Aftercare Plan can be presented before the youth comes home.	Click here to enter date of 1 st Review	1 2 3
	Click here to enter date of 2 nd Review	1 2 3
	Click here to enter date of 3 rd Review	1 2 3
12. Case Manager administers or assists the PLL therapists in administering the <u>Post-Assessments</u> at the conclusion of PLL (if applicable). ✓ <i>CBCL (Parent Only)</i> ✓ <i>FACES IV (Youth & Parent)</i>	Click here to enter date of 1 st Review	1 2 3
	Click here to enter date of 2 nd Review	1 2 3
	Click here to enter date of 3 rd Review	1 2 3