
Chapter: **Facility Case Management**

Classification: **Public Document**

Subject: **Nijki Living Unit (NLU)**

For: **Adult Custody**


Authorized by the Executive Director

Policy

- 1 Correctional Services recognizes that individuals who are incarcerated and suffer from chronic and persistent mental health issues, brain injury and developmental disability, are vulnerable within the institutional setting. The appropriate placement and services can improve individual safety, outcomes and institutional security.

Guiding Principles

- 2 Nijki Living Unit comes from the Indigenous language and translates to “where I will heal”. Nijki is pronounced “Neech Gee”.
- 3 The Nijki Living Unit (NLU) is a safe and secure environment that recognizes and addresses the needs of a vulnerable population by
 - (a) appropriately assessing individuals based on needs and risk factors
 - (b) enhancing access to programs, case management and social work services
- 4 An incarcerated individual’s placement in NLU is voluntary. Decisions regarding placement, discharge, case planning and services are made from a clinical perspective and in the best interest of the individual.

Admission Criteria

- 5 The incarcerated individual exhibits a pattern of behavior, predominantly due to their cognitive functioning that impedes successful placement in traditional day rooms. The individual’s cognitive functioning causes them to be at risk from others and are deemed to be better managed in NLU, including
 - (a) diagnosed brain injury
 - (b) developmental/cognitive disability
 - (c) acute medical issue
 - (d) dementia

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- 6 Other factors that may impact placement decisions include
- (a) detrimental behavior demonstrated by the individual
 - (b) individual's compatibility within the living unit
 - (c) their motivation to participate

Admission Procedure

- 7 Correctional Services or Correctional Health Services staff will refer individuals for consideration for the NLU program to the social worker responsible for NLU.
- 8 After an initial assessment the social worker will
- (a) complete the Nijki Living Unit Admission Form ([34.10.00-A](#))
 - (b) forward the completed form to the deputy superintendent responsible for NLU
- 9 The NLU case management team will assess all referrals to NLU. The NLU case management team will include
- (a) social worker
 - (b) correctional case worker
 - (c) assistant deputy superintendent
 - (d) teacher (as requested)
 - (e) program officer (as requested)
- 10 Individuals will be assessed prior to admission during the weekly NLU team meeting. Previous admission is not grounds for a new admission but may be considered.
- 11 The CCW and social worker will assess the individual for suitability by
- (a) completing a file review
 - (b) conducting an interview with the individual
 - (c) collecting additional information from collateral contacts, i.e., Correctional Health Services, Correctional Services staff, community stakeholders

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- 12 Once a placement is approved at the weekly NLU meeting, the individual will be moved from their current facility placement to NLU or in the case of a transfer between provincial correctional facilities as soon as operationally possible.
 - 13 If there is not an immediate vacancy for individuals approved for placement in NLU, they will be placed on a triaged (identified order of urgency) waitlist, which will be maintained by the case management team.
 - 14 When a vacancy occurs in NLU, the first person on the triaged waitlist will fill the vacancy. The waitlist will be updated as new candidates for admission are identified. Placement on the waitlist will be based on need not order of referral. In situations where consensus cannot be reached during the weekly NLU meetings, the unit manager will forward the referral to the Manager, Case Management & Social Work services and deputy superintendent responsible for NLU, for further consultation. Final placement decisions will be referred to the superintendent, see Decision Tree form [31.05.00-B](#).

Transition from the Nijki Living Unit

- 15 The purpose of the living unit is to provide a safe, secure and supportive environment that may enable transition to other facility living units. Individuals placed in NLU will be assessed for transition from the living unit by the multidisciplinary NLU team to determine suitability for
 - (a) reintegration to other facility living units
 - (b) transfer back to their facility of origin if they are no longer engaged in programming or willing to adhere to expectations of the unit, in accordance Policy and Procedures, Subject No. 27.05.00, [Transfers Between Provincial Correctional Facilities](#)

Roles and Responsibilities

- 16 The assigned deputy superintendent is responsible for
 - (a) the operation and general oversight
 - (b) program integrity
- 17 The assistant deputy superintendent is responsible for
 - (a) daily operations

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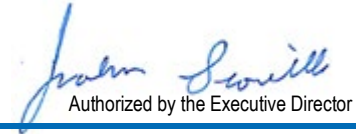
- (b) attending weekly NLU meetings
- 18 The Manager, Case Management & Social Work Services is responsible for the clinical and case management activities, as well as providing clinical consultation regarding
- (a) questionable admissions
 - (b) discharges
 - (c) confinement and sanctions
- 19 The CCW assigned to the NLU will
- (a) within the first week of admission, meet with each individual
 - (b) following initial meeting, meet with each individual at a minimum, every two weeks to provide ongoing case management services
 - (c) conduct living unit rounds a minimum of three times per week
 - (d) begin the discharge/release planning within the first two weeks of admission given the complex needs of the individuals and include referral to external service providers, when necessary
 - (e) record all contacts with individuals on JEIN under OCM/Activity Tab
 - (f) attend weekly NLU meeting
- 20 The social worker assigned to NLU will
- (a) within the first week of admission meet with each individual to begin the assessment and clinical case planning process
 - (b) meet with each individual a minimum of once every two weeks
 - (c) conduct living unit rounds a minimum of three times per week
 - (d) complete a clinical case plan for each individual within the first two weeks of admission
 - (e) in consultation with Correctional Health Services, provide correctional officers working with individuals in NLU, a brief assessment including the primary mental health issues and strategies for the correctional officers to employ in the day room when these issues surface
 - (f) record interactions on JEIN/OCM under activity notes
 - (g) record clinical notes in the Social Work folder on the shared (I) drive

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- (h) attend weekly NLU meeting
- 21 The program officer assigned to the NLU will
- (a) provide programming to individuals living in NLU, ensuring programming is individualized and delivered to individuals based on their needs and level of comprehension
 - (b) consult with social work and CCW to develop an understanding of the individual need
 - (c) record all contacts with individuals on JEIN/OCM/Activity Notes/Case Note provide programming for each individual in NLU in accordance with their case plan
 - (d) attend weekly NLU meeting
- 22 The teacher(s) assigned to NLU will
- (a) provide programming to individuals living in NLU to prepare them to attend and be successful in educational programs
 - (b) attend weekly NLU meetings as requested
 - (c) record all contacts with individuals on JEIN/OCM/Activity Notes/Case Notes
- 23 Correctional Officers assigned to NLU will
- (a) provide direct supervision for NLU
 - (b) read the summaries for individuals living in NLU provided by Social Work
 - (c) establish clear boundaries and expectations
 - (d) model prosocial behaviours
 - (e) be active in the living unit and proactively interact with the NLU population
 - (f) complete the daily Running Notes describing the behaviours and interactions of each individual assigned to NLU
 - (g) report any concerns or escalating behaviors to the social work/healthcare teams
 - (h) attend the weekly NLU meeting

Disciplinary Interventions

- 24 Disciplinary infractions that occur with individuals in NLU will be managed and documented

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in accordance with Policy and Procedures, Chapter 42, [Disciplinary System](#). However, the following measures will be used as appropriate

- (a) alternatives to the formal disciplinary process
 - (b) cell confinement, maximum 3 hours, will only be used as a de-escalation tool and individuals will be released once their behaviour has become acceptable
 - (c) consultation with a member of the case management team, i.e. social worker, correctional case worker or the Manager, Case Management & Social Work Services and the assistant deputy superintendent (ADS) to determine appropriate intervention
- 25 If further intervention is deemed necessary due to ongoing detrimental and/or disruptive behavior, the deputy superintendent or in their absence, the manager on duty responsible for the unit will
- (a) consult with Correctional Health Services to determine if
 - i. placement in the health care unit would be beneficial for follow up and to stabilize the individual, or
 - ii. the individual should remain in NLU with the implementation of additional intervention measures
 - (b) at the earliest opportunity, consult with the social worker or the Manager, Case Management & Social Work Services to discuss the case/NLU reintegration plan for the individual

Living Unit Lock-in

- 26 When it is operationally necessary to lock-in living units, the deputy superintendent, or where there is a requirement after normal business hours, the on-call manager, will be contacted. The deputy superintendent or on-call manager will consider the following
- (a) vulnerability of individuals housed in NLU
 - (b) other options that maybe be employed to minimize the negative impact on NLU
- 27 The superintendent will be immediately advised when it is operationally necessary to lock-in NLU with an anticipated unlock timeframe. All lock downs will need to be formally documented, with details on dates and times of lock down and unlocks.