

MICHIGAN DEPARTMENT OF CORRECTIONS

“Expecting Excellence Every Day”



Office of Community Alternatives

Community Corrections Plan and Application
Fiscal Year 2012

CCAB Name: *Washtenaw County*

Application Type: *Annual/Full*

Email the application to:

MDOC-OCC@michigan.gov

and,

Send one copy of the application to:

DEPARTMENT OF CORRECTIONS
Office of Community Alternatives
P.O. Box 30003
Lansing, Michigan 48909

DUE DATE: June 1, 2011

NOTE: CCABs in a multi-year contract will need to complete SECTION I (A, B, C) as well as the new BUDGET form and program descriptions for any proposed program changes.

SECTION I: INTRODUCTION –			
Name of CCAB: <i>Washtenaw County</i>		Federal I.D. Number: <i>36-600-4894</i>	
A: General Contact Information:			
	Contact Person (manager)	Fiscal Agent	CCAB Chairperson
Name:	<i>Renee Wilson</i>	<i>Peter Collinson</i>	<i>Barbara Levin Bergman</i>
Title:	<i>Director</i>	<i>Finance Director</i>	<i>Commissioner – Chair</i>
Address:	<i>4101 Washtenaw Ave</i>	<i>200 N Main</i>	<i>220 N. Main</i>
City:	<i>Ann Arbor</i>	<i>Ann Arbor</i>	<i>Ann Arbor</i>
State:	<i>Michigan</i>	<i>Michigan</i>	<i>Michigan</i>
Zip:	<i>48108</i>	<i>48105</i>	<i>48105</i>
Phone:	<i>734-973-4716</i>	<i>734-996-2395</i>	<i>734-222-6711</i>
Fax:	<i>734-973-4769</i>	<i>734-2226778</i>	<i>734-222-6715</i>
Email:	<i>wilsonr@ewashtenaw.org</i>	<i>collinsonp@ewashtenaw.org</i>	<i>bergmanb@ewashtenaw.org</i>

Type of Community Corrections Board: <i>City/County</i>
Counties/Cities Participating in the CCAB: <i>Washtenaw County – City of Ann Arbor</i>
Date application was approved by the local CCAB: <i>5/24/2011</i>
Date application was approved by county board(s) of commissioners (and city council): <i>6/2011</i>
Date application was submitted to OCA: <i>5/30/2011</i>

B: CCAB Membership	
Representing:	Name (and email if available):
County Sheriff:	<i>Jerry Clayton</i>
Chief of Police:	<i>Matthew Harshberger</i>
Circuit Court Judge:	<i>Hon. Donald Shelton</i>
District Court Judge:	<i>Hon. Julie Creal</i>
Probate Court Judge:	<i>Cynthia Bostwick</i>
County Commissioner(s):	<i>Commissioner Barbara Levin - Bergman</i>
Service Area:	<i>Gynnis Anderson</i>
County Prosecutor:	<i>Brian Macke</i>
Criminal Defense:	<i>Sheila Blakney</i>
Business Community:	<i>John Dunlap</i>
Communications Media:	<i>Thomas Fegan</i>
Circuit/District Probation:	<i>Lisa McElroy</i>
General Public:	<i>Ann Linn</i>
City Councilperson:	<i>Michael Anglin</i>
When were your bylaws last updated (send copy)? <i>4/2011</i>	
Does your CCAB have a “definition of a pattern of violence” that excludes offenders from any PA511 programming? <i>YES, but we consider all locally sentenced offenders on a case by case basis (submit with application)</i>	

C: Summary - Briefly summarize the key points of your Community Corrections Plan:

(all fields permit carriage returns)

1. What programs, practices and policies contribute to a reduction of (or maintenance of low) prison commitment rates: *We continue to believe that pretrial offenders and probation violators, specifically straddle cell offenders, are a perfect target population for our programming and also believe that targeting these populations will continue to assist our overall PCR. We continue to work with our local Circuit Court Probation Department and have seen steady referrals to programming. We propose to continue the existing programs by means of early identification of risk/needs, case planning and identification of probation violators as well as the expansion of services in both the community and in jail. This should allow our local Judiciary, Jail and Probation Department to have the community based resources needed to assist them with public safety, jail crowding, prison commitments and recidivism reduction.*

a. How do they contribute to reduced/maintained PCRs? *These programs have demonstrated a reduction in Washtenaw County's PCR from 24% to 20.2%.*

b. Explain what data/measures show your PA511 funded programs have contributed to reductions in your PCR: *According to the most recent OMNI data, Washtenaw County saw a substantial decline in the PCR from 24% in 2009 to 20.2% in 2010 relatively the same number of overall felony dispositions. This PRC is slightly under the State average of 20.5%.*

OMNI data also indicates a reduction in the PCR specifically for straddle cell offenders (primary target population) from 15.3% in 2009 to 11.2% in 2010.

These figures support strong alternative to jail programming and that Washtenaw County has focused this past year on keeping offenders in the community using local alternative sanctions and services in lieu of prison beds.

2. What programs, practices and policies contribute to improved jail utilization? *Our local Community Corrections Comprehensive Plan has established a clear direction in programming that is available to our Judiciary for pretrial felony diversion. The repositioning of Community Corrections to the front end of the justice system has allowed for all options to be identified at the earliest point of contact with the offender. It is reflected in our reduction in LOS for the felony population seen in last years JPIS data coupled with the CCIS enrollment numbers we experienced in 2008 and 2009, that these program options are what the Judiciary was looking for. With these successes we once again intend to enhance the delivery of the existing programs and expand the substance abuse program and cognitive restructuring program in the community.*

a. How do they contribute to improved jail utilization? *The program delivery of our pretrial verification process, (providing verified information at time of bond to allow for tether and other programming options), has a direct correlation to this. Providing information for appropriate alternative supervision at the time of arraignment is vital to reducing LOS for offenders.*

b. Explain what data/measures show your PA511 funded programs have contributed to improvements in your jail utilization: *JPIS data indicates a reduction in AvLOS for unsentenced felons from 13.5 in 2009 to 12.4 in 2011. This supports that the target population of the Comprehensive Plan (pretrial felons) are being diverted. CCIS data indicates that those individuals are being diverted to pretrial programming through Community Corrections.*

SECTION II: ANALYSIS & STRATEGIC PLAN

A: INTRODUCTION AND INSTRUCTIONS FOR STRATEGIC PLAN:

Strategic Issues, Goals, and Priorities have been established by the Office of Community Alternatives in accordance with Public Act 511 and State Board priorities. CCABs will be required to establish **Objectives** and **Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support State **Goals** and **Priorities**.

Strategic Issues are identified as **Felony Dispositions, Jail Utilization** and **Local Priorities**.

OCA will provide the CCABs with **OMNI Felony Disposition** and **JPIS** data. CCABs shall analyze this data along with local **CCIS data** (reports run locally from Case Manager) and develop **Key Objectives** and supporting **Strategies** that will lead toward attainment of **Goals** and **Priorities** established by the State Board and OCA, as well as local objectives and priorities promoted in the comprehensive plan.

A thorough review of the data should include:

- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and technical probation violation PCRs
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, policies, emerging crimes, offender characteristics, etc.)
- Review your past OCA funding proposals for ideas

Example:

For the Strategic Issue of Felony Dispositions, consider the stated **Goal** and **Priority** as outlined on the following pages and complete an analysis of your county's prison commitment rate data provided by OCA. Establish objectives related to prison commitment rates. For example:

1. Reduce PV commitment rate from 32% to 25%
2. Reduce Straddle rate to from 43% to 35%

Under each **OBJECTIVE** outline in bullet form those **STRATEGIES** (steps) to be taken, including continuing, new and revised programs, or established and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are "new", "continuations," or "modifications," or for short term (this fiscal year) or long term implementation.

Keep in mind that all of the programs for which you are requesting PA511 funding should be identified as strategies. Additionally, policies and practices you propose (such as targeting specific populations or characteristics) are also strategies. Strategies may apply to more than one objective and should be repeated under each objective as appropriate.

For Example, the objective or "Reduce PV rate from 32% to 25%" may have the following strategies:

1. Initiate structured sentencing with jail followed by RS followed by community Cognitive Behavioral Treatment program that targets Level 2 and 3 probation violators. (New, FY 2012)
2. Target PVs Level 2 and 3 PVs as priorities for Residential Services. (Continuation)

The same strategies (with modifications) would be appropriate for the objective of reducing the PCR of Straddle Cell offenders. Further OMNI data analysis may support an additional strategy of:

3. Target CJRP eligible straddle cells, especially those from Group 2 without MDOC status, for local sanctions including _____.

B: Felony Disposition Analysis

(NOTE: Regional CCABs should complete analysis for each county. Carriage returns are permitted in this section.)

Strategic Issue: Felony Dispositions

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties' prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

Goal: Reduce demand for prison resources and related budgetary requirements.

Priority: Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

Your analysis forms the basis for your objectives and strategies. A weak connection between data analysis, objectives and proposed programming (strategies) may result in denial or conditional approval of your plan.

B-1: Using OMNI Felony Disposition data supplied by OCA for CY 2009 and FY 2010:

1. Are felony dispositions increasing, decreasing, or stable? *Overall felony dispositions were stable from 1182 in 09-10 to 1232 in 10-11.*
2. Describe changes within SGL categories. Report rates and elaborate: *In comparing the 08-09 OMNI data with the 09-10 OMNI data the SGL NA category remained relatively unchanged in regard to dispositions. In looking at the target population of straddle cell –group 2, prison dispositions are down from 38.6% to 28.7%. jail/probation dispositions are up from 18.7% to 28.7% and probation dispositions are up from 19.9% to 21.5%.*
3. What, if any, significant changes are reflected in distribution of dispositions among SGL categories? *The most significant changes are reflected in the jail/probation and straight probation dispositions. Increases in those areas support lower prison commitment rates.*
4. Can you attribute any changes to strategies/programs in your comprehensive plan? *Throughout the last year, Community Corrections has pushed to enhance the working relationship with MDOC Field Agents. Providing information on programming available and expanding key treatment services in last year's comprehensive plan, allowed for MDOC Field Agents to have more options in working with an offender. MDOC Field Agents were encouraged to use structured sentencing options (i.e. completing in jail programming then release to community programming).*
5. Describe any changes in criminal justice system stakeholders that may have contributed to changes in rates: *N/A*
6. Describe any changes in felony populations or offender characteristic that warrant a change in your plan: *The substantial reduction in PCR for Washtenaw County from 2009 to 2010 demonstrates strong alternative programming and sanctions at the local level. The current PCR shows that we are targeting the correct group of offenders and offering effective alternatives to prison for Washtenaw County.*
7. Provide additional analysis you feel necessary to explain your prison commitment rates here: [Click here to enter text.](#)

B-2: Key Objectives and Strategies

<p>NOTE:</p> <ul style="list-style-type: none"> • Five objectives are not required; objectives should be measurable and provide sufficient detail so progress can be monitored. • Each objective should be followed by at least one strategy (step, action, policy, program) that will help you achieve your objective. • Your objectives and strategies should be supported by the analysis you did above. If you did not provide analysis for a PV or Group 2 population, you wouldn't develop an objective related to that population. • Keep in mind that all programs for which you are requesting funding are considered strategies. Be sure to clearly identify them as strategies.
<p>1. Objective #1: <i>Continue to promote an increase use of outpatient and residential treatment services for probation violators allowing for comprehensive case planning to determine the most effective sanction or service.</i></p>
<p>Strategies in support of Objective #1 (number and separate strategies by using carriage return [enter]):</p>
<p><i>Continue to meet with MDOC Field Agents to identify probation violators and allow for recommendation of alternative treatment programming through Community Corrections.</i></p>
<p>2. Objective #2: <i>Improve identification of, and increase program participation for, group two straddle cell offenders.</i></p>
<p>Strategies in support of Objective #2:</p>
<p><i>Work with MDOC Field Agents and Judiciary to increase program referrals for group two offenders. Promote utilization of COMPAS assessments to identify needs. Continue to develop diverted felon tether program.</i></p>
<p>3. Objective #3: <i>Promote an increase in cognitive restructuring and substance abuse services both in jail and in community, to be used as a structured sentencing/early release option.</i></p>
<p>Strategies in support of Objective #3:</p>
<p><i>Meet with Judiciary to outline structured sentencing options that include cognitive restructuring group as well as encourage MDOC Field Agents to use community Thinking Matters prior to violation of probation.</i></p>
<p>4. Objective #4: Click here to enter text.</p>
<p>Strategies in support of Objective #4:</p>
<p>Click here to enter text.</p>
<p>5. Objective #5: Click here to enter text.</p>
<p>Strategies in support of Objective #5 :</p>
<p>Click here to enter text.</p>

<p>B-3: Assessment</p> <ul style="list-style-type: none"> • Use OMNI data to track changes in prison commitment rates that were identified as objectives. • Monitor and report on changes in local circumstances or offender populations/characteristics that prevent attainment of your objectives. • Use CCIS data to determine the utilization of your programs by your targeted populations.
<p>What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? <i>We will continue to enhance communication with the MDOC Field Office and the local Judiciary. Special meetings with the key stakeholders to provide educational direction on alternative sanctions/services will be called. We will meet with the Judiciary regarding the impact to the system as a whole (encouraging a systems approach). We will review OMNI data when available. CCIS reports will be reviewed for monthly program participation. Continue to work on accurate JPIS reporting.</i></p>

C: Jail Utilization Analysis:

(NOTE: Regional CCABs should complete analysis for each county.)

Current Jail Utilization

| County | Washtenaw | Click here to enter text. |
|---------------------------------|-----------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| RDC (including offline beds) | 428 | Click here to enter text. |
| Utilization as % of RDC | 84.9% | Click here to enter text. |
| Operational beds # and % of RDC | 404 | Click here to enter text. |

- Does your county have a written county jail population management plan per PA 139 of 2007? **YES – When population exceeds 90% of the RDC for 5 consecutive days, the JPMP is enacted. This plan was developed and agreed upon by the Office of the Sheriff and local Judiciary. It allows for specific releases to occur. The JPMP has two phases utilized to overt declaration of official overcrowding. Please see attached.**
- In CY 2010, did your sheriff initiate a reduction in population because the jail exceeded 95% of RDC for 5 consecutive days per Public Act 140 of 2007? **NO** If YES, explain how this was carried out: [Click here to enter text.](#)
- In CY 2010 how many times did the county declare an official (in writing) jail overcrowding state of emergency (over 100% of RDC for 7 consecutive days) per Public Act 140 of 2007? **5**
- Does your jail submit JPIS data? **YES - Although JPIS appears to be more in line with true population than in years past, there remain some discrepancies with local data. These discrepancies can be attributed to lack of up to date JPIS data submission as well as how an inmate is counted on JPIS vs. local data. When looking at overall utilization and program effectiveness, Washtenaw County is comfortable using local data for specific analysis.**
- What vendor or jail management software is used to report jail utilization? **New World – AS 400. However, Washtenaw County recently approved a new jail management system that will begin in late 2011 early 2012.**

Strategic Issue: Jail Utilization

Jail resources should be prioritized for use by individuals convicted of crimes against persons and/or offenders who present a higher risk of recidivism or risk to the public. Local comprehensive community corrections plans should reduce the demand for jail beds by diverting non-violent and lower-risk offenders, promote recidivism reduction while maintaining public safety and reduce jail overcrowding.

Goal: Operate local jails at 90% or less of the rated design capacity which can reduce the costs and liability for the county.

Priority: Improve jail utilization and reduce need to board inmates in other facilities; avoid releases under the emergency overcrowding act; maintain jail below the rated design capacity.

C-1: Using JPIS data (or local data as available) provide an analysis of local jail utilization including the average daily populations/lengths of stay of jail populations including felon and misdemeanor utilization, sentenced and unsentenced populations, partially sentenced populations, boarders, and offense categories. (Regionals: use carriage return [Enter] to separate information by jail)

- This application uses **JPIS data.**
- Are bookings up, down, or stable? Elaborate: **Stable. According to local data from January to April, bookings were at 2325 in April 2010 and are at 2395 in April 2011**

3. Describe changes in ADP or AvLOS for major population groups: *The jail reports, and the State confirms, that they have not submitted any reports since December 2010. Our current jail management software lacks many things from a data collection point and Washtenaw County is currently in the process of obtaining a new jail management software system sometime before the end of 2011. Data collection is a priority for the new system. Therefore, the accuracy of the JPIS data is in question and does not match the local data obtained through basic population snapshots. That being said, the following is according to the State's most recent JPIS report:*

Average Daily Population % Capacity -

<i>Category</i>	<i>Change</i>	<i>Category</i>	<i>Change</i>
<i>Unsentenced Felons</i>	<i>decreased 7.4%</i>	<i>Unsentenced Misd</i>	<i>decreased 5.5%</i>
<i>Sent Felons prior to admin</i>	<i>decreased 1.4 %</i>	<i>Sentenced Misd prior to admin</i>	<i>decreased .1%</i>
<i>Sent Felons after admin</i>	<i>decreased .5.%</i>	<i>Sentenced Misd after admin</i>	<i>decreased 3%</i>

AvLOS for pre-sentence and sentence population-

<i>Category</i>	<i>Change</i>	<i>Category</i>	<i>Change</i>
<i>Unsentenced Felons</i>	<i>decreased 1.1</i>	<i>Unsentenced Misd</i>	<i>increased .7</i>
<i>Sent Felons prior to admin</i>	<i>increased 3.9</i>	<i>Sentenced Misd prior to admin</i>	<i>increased 5.7</i>
<i>Sent Felons after admin</i>	<i>increased by 7.1</i>	<i>Sentenced Misd after admin</i>	<i>increased 8.8</i>

Review of the Top Ten Offense Categories by percentage of Jail Capacity:

Alcohol related offenses and Probation Violators continue to be in the top three-four offense categories within the jail. Probation Violators AvLOS dropped significantly from 40.3 in 2009 to 25.8 in 2010 and could be attributed to utilization of Community Corrections programming in lieu of incarceration.

4. Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.: *Until recently, Washtenaw County continued to operate above the designed capacity and battle a severe jail overcrowding issue. The utilization of the Community Corrections pretrial program has positively impacted the population as seen by JPIS reports and local data. Additionally, the jail utilizes an earned release program that allows for offenders to petition the Court for early release based off of program participation, good behavior and time served. In 2010 A new Jail Population Management Plan was enacted and a new program diverting CJRP felons to tether through Community Corrections was designed. Currently, a jail expansion project is under way and will add 112 beds to the facility when fully operational as well as adding a new ITR (intake/release center) to process pretrial offenders. As with any overcrowding issue, the stage of overcrowding declared tends to dictate the AVLOS and ADP as well as the intake/release process for offenders.*

C-2: Describe policies and practices that influence jail population:

1. Does the jail have a "bed allocation plan"? **NO**
2. Does the county have a "jail task force" in place to address jail utilization issues? **YES – CJCC (Criminal Justice Collaborative Council). Stakeholders from various departments and positions in the criminal justice system come together and work on increasing collaboration and efficiencies within the system ultimately assisting**

<i>with improving jail utilization and alternative sanction utilization.</i>	
3. How are sheriff's good time and trustee credits awarded/forfeited?	<i>Per Statute</i>
4. Is the jail "closed" to certain types of offenses/offenders/warrants?	<i>NO</i>
5. Does the jail accept boarders from other counties? <i>NO</i> If YES, what is the daily rate charged for a boarder? Click here to enter text.	
6. Does the jail have a county-imposed cap on local bed utilization to provide space for boarding? <i>NO</i> If YES, report number of boarders and the % of the RDC for all boarders. Click here to enter text.	
7. Does the jail accept Parole Violators on MDOC detainers?	<i>YES \$35.00/day</i>
8. Does the jail accept MDOC or Federal boarders under contract? <i>NO</i> If YES, what is the daily rate charged for MDOC and/or Federal boarders? Click here to enter text.	
9. What was the revenue from boarders for CY 2010?	<i>N/A</i>
10. What was the revenue from County Jail Reimbursement in CY 2010?	<i>\$247,180.50</i>
11. Which CJRP "option" did the county select for FY 2011? <i>Option B - \$60 Presumptive Prison...</i> Which will the county select for FY 2012 if given an opportunity to change? <i>Option B - \$60 Presumptive Prison...</i>	
12. Does the jail operate a work release program (offenders leave the jail to work and then return to the jail)? <i>NO</i> If YES, how many beds (number and % of RDC) are work release beds? Click here to enter text. How much are offenders charged to be on work release? Click here to enter text.	
13. Does the jail accept weekend sentences? <i>YES</i> If YES, approximately how many weekenders book in each weekend? <i>3-5</i>	
14. Provide additional analysis you feel is necessary to explain your jail utilization here:	<i>N/A</i>

C-3: Key Objectives and Strategies	
NOTE:	
<ul style="list-style-type: none"> • Five objectives are not required; objectives should be measureable and provide sufficient detail so progress can be monitored. • Each objective should be followed by at least one strategy (step, action, policy, program) that will help you achieve your objective. • Your objectives and strategies should be supported by the analysis you did above. If you did not identify the LOS of misdemeanants in your analysis, you wouldn't develop an objective related to that population. • Refer to the most recent JPIS data (or your local data/snapshot if you don't have JPIS). • Keep in mind that all programs for which you are requesting funding are considered <i>strategies</i>. Be sure to clearly identify them as strategies. 	
1. Objective #1: <i>Reduce ADP by 5-10%</i>	
Strategies in support of Objective #1 (number and separate strategies by using carriage return):	
<i>Continue discussions with the Sheriff's Office regarding new release programs that incorporate Community Corrections supervision and is supported by the Office of the Sheriff, Community Corrections and the Judiciary.(i.e. diverted felon releases to tether, pretrial releases to supervision post exam, earned releases to supervision for program completion and good behavior)</i>	
2. Objective #2: <i>Reduce ADP of sentenced felons by 5%</i>	
Strategies in support of Objective #2:	
<i>Continue to educate on, and utilize, COMPAS assessments for appropriate diverted programming. Enhance the new diverted felon tether program with the Office of the Sheriff. Continue to meet with Judiciary to explore alternative to incarceration options.</i>	
3. Objective #3: <i>Maintain reduction in AvLOS of probation violators as seen from 2009-10</i>	
Strategies in support of Objective #3:	
<i>Continue regular meetings with MDOC Field Office and local Probation Departments. Encourage use of expanding programs and services. Continue to encourage the use of structured release process from in jail programming to community supervision and/or programming by Probation Departments.</i>	

4. Objective #4: Click here to enter text.
Strategies in support of Objective #4:
Click here to enter text.
5. Objective #5: Click here to enter text.
Strategies in support of Objective #5 :
Click here to enter text.

C-4: Assessment
<ul style="list-style-type: none"> • Use JPIS data (or local snapshot if JPIS isn't available) to track changes in jail utilization that were identified as objectives. • Monitor and report on changes in local circumstances or offender populations/characteristics that prevent attainment of your objectives. • Use CCIS data to determine the utilization of your programs by your targeted populations.
<p>What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? <i>We will be working with the jail in developing the new jail management system so that the needed data for jail utilization is easily obtainable and available on a consistent basis. We will also be working closely with the jail on the Population Management Plan and Earned/Early release processes. Assessment reports will be derived from the JPIS reports as well as monthly CCIS reports. Education is the key to any program's success. We will continue to educate our partners in the system about alternative programming, overcrowding issues and encourage a systems approach in solving issues that may arise.</i></p>

D: Local Priorities

Present any local priorities such as development of criminal justice coordinating councils, jail expansion/repair, public education, etc., which have not been identified in the above sections:

The Criminal Justice Collaborative Council (CJCC) has been charged with focusing on alternative sanctions and services for 2011 in addition to cost effective collaborations within the county and the criminal justice system. The Office of the Sheriff will be taking the lead in examining current alternative sanctions and programs, and the needs of the criminal justice system as well as the community. Additionally, the CJCC will be reviewing duplication in services and looking at developing new programs and services to ensure that Washtenaw County is providing the best programming possible, with best practices and at the best cost.

The Office of the Sheriff has had a new administration for the last two years. As a result, we are seeing more collaboration and opportunities to work together as a county to improve utilization of programming and funding. The Sheriff's Administration continues to bring forth new ideas on how to bring various departments together within the county ultimately providing the most benefit to the jail overcrowding issue. The Office of the Sheriff is also focusing on re-entry of the local offender.

The new jail expansion project continues. Full utilization of the additional 112 beds is set for sometime in late 2011.



FY 2012 Program Description

Program Summary Sheet

CCAB: *Washtenaw County*

Select the program code and complete with the local program name. Clearly describe any acronyms.
(You do not need to list Residential Services)

Program 1: *F22 - Pretrial Assessment – Pretrial Screening*

Program 2: *F23 - Pretrial Supervision – PREP Pretrial Supervision*

Program 3: *D04 - Day Reporting – Day Reporting*

Program 4: *D08 - Electronic Monitoring – PREP EM Electronic Monitoring*

Program 5: *G18 - Substance Abuse - Outpatient – Community Corrections Outpatient and In Jail Substance Abuse Treatment*

Program 6: *C01 - Cognitive – Thinking Matters*

Program 7: *I25 - Gatekeeper – STEPS Program Coordinator*

Program 8: *I22 - Assessment – STEPS Program Coordinator*

Program 9: Choose an item.

Program 10: Choose an item.

Program 11: Choose an item.

Program 12: Choose an item.

Program 13: Choose an item.

Program 14: Choose an item.

Program 15: Choose an item.

Program 16: Choose an item.

Program 17: Choose an item.

Program 18: Choose an item.

Program 19: Choose an item.

Program 20: Choose an item.



FY 2012 Program Description

Assessment Services

CCAB: <i>Washtenaw</i>	<i>For OCA Use Only:</i>		
Local Program Name: <i>Pretrial Screening & Assessment</i>	<i>Approved CCIS Code</i>		
Service Provider: <i>CCAB</i>	<i>Approved Projected Enrollment:</i>		
CCIS Service Type: <i>F22 - Pretrial Assessment</i>	<i>Budget Recommendation:</i>		
Projected number of assessments (enrollment): <i>3500</i>	<i>Conditions:</i>		
<i>Coordinator:</i>			
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected? Click here to enter text.			
Program Location (select all that apply):	Jail: <input checked="" type="checkbox"/>	Residential: <input type="checkbox"/>	Community: <input type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>			
If a modification, describe here: Click here to enter text.			
List projected enrollment by member county: Click here to enter text.			

ASSESSMENT SERVICES - Provides for thorough assessment of offender needs:

- COMPAS or other objective, commercial risk/need assessment
- Assessment for substance abuse, mental health, or pretrial services eligibility
- Assessments provided by different service providers will require separate program description forms
- In the future OCA may be recommending use of the modified *Virginia Pretrial Risk Assessment* (author Dr. Marie VanNostrand) as a condition of pretrial funding
- Funding under assessment also includes the task of using results to develop treatment plans and/or recommendations for available services

ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
<i>Reduce ADP</i> <i>Maintain reduction in AvLOS</i> <i>Improve identification of straddle cell offenders</i>
2. Based on your objective(s), what is your target population?
<i>All new arrestee's who are incarcerated on new charges (not yet arraigned) at the jail.</i>

3. Describe the program:
a. Describe eligibility criteria, including exclusionary criteria, for an assessment: <i>No offender is excluded from the pretrial screening and assessment unless they are classified by the jail as uncooperative.</i>
b. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? <i>Day Reporting, PREP, Electronic Monitoring and Random Drug Testing.</i>
c. What assessment instrument is proposed? <i>Currently using assessment developed by</i>



FY 2012 Program Description

Assessment Services

<p><i>Washtenaw County Criminal Justice Collaborative Council. Washtenaw County is participating in the pretrial risk assessment project with Luminosity set to begin in July of 2011. Once complete, Washtenaw County will use the recommended assessment developed by the project.</i></p>	
d.	Is the assessment completed during the presentence investigation period (prior to sentencing)? NO
e.	How are offenders identified and/or referred for an assessment? Daily dockets and bookings are reviewed and new arrestee's awaiting arraignment are indentified. Local court systems are used to confirm case status.
f.	Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? Local Community Corrections staff.
g.	Describe the training or credentials of the person(s) doing the assessment(s) which qualify him/her to do them: Formal collegiate education and/or prior corrections experience. COMPAS training.
h.	What is the cost of the instrument itself, per use? N/A
i.	How much time is anticipated to complete one assessment (not including subsequent development of a recommendation or plan)? 20 minutes
j.	Is the assessment completed through an interview with the offender or would the offender fill out a questionnaire for later scoring? Interview with the offender.
k.	Is subsequent verification of information required prior to making a recommendation or determining eligibility? Yes, attempts to verify all information provided by offender are done prior to completion of screening.
l.	Is the recommendation written? Not Applicable
m.	How much time is it estimated to take to put all information into a recommendation? N/A Explain your response. N/A
n.	Does a substance abuse assessment result in a recommended level of care per ASAM criteria? Not Applicable
o.	How is the information gained from the assessment used in sentencing recommendations? N/A
p.	How is completion of assessment documented and invoiced by the service provider? Through CCIS data collection processes as well as in local data base.
q.	How is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? By the staff who conduct the interviews.
r.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: This is a pretrial screening process and is the first step in the overall comprehensive plan for services. The information obtained during these screenings is vital to the Judiciary in setting bond and referring to pretrial programming. Additionally, information obtained during these screenings can be used by Agents to help identify an offenders needs and begin a case plan.
<p>4. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:</p>	
a.	OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).



FY 2012 Program Description

Assessment Services

- b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
- c. Track the percentage of assessments that result in placement in programming based on assessed risk and/or need.
5. Develop additional performance indicators based on your program as you deem appropriate. Contact your grant coordinator for assistance if necessary.

[Click here to enter text.](#)



FY 2012 Program Description

Supervision Services

CCAB: <i>Washtenaw</i>	<i>For OCA Use Only:</i> <i>Approved CCIS Code</i> <i>Approved Projected Enrollment:</i> <i>Budget Recommendation:</i> <i>Conditions:</i> <i>Coordinator:</i>		
Local Program Name: <i>Pretrial Services (PREP)</i>			
Service Provider: <i>CCAB</i>			
CCIS Service Type: <i>F23 - Pretrial Supervision</i>			
Projected Enrollment: <i>200</i>			
Projected Length of Stay: <i>110</i>			
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected? Click here to enter text.			
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/>	Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>			
If a modification, describe here: Click here to enter text.			
List projected enrollment by member county: Click here to enter text.			

SUPERVISION SERVICES –

- Supervision programs include Day Reporting, Electronic Monitoring, Intensive Supervision and Pretrial Supervision.
- It may be proposed that *Day Reporting* be eliminated as a program type since service typically delivered under DR could be funded under Case Management or Intensive Supervision.
- PA511 funds can not be used to provide Electronic Monitoring Services for MDOC probationers unless it is for pretrial supervision of a probationer with a new charge (call your grant coordinator for exceptions).
- When developing eligibility criteria, think about what behavior or characteristic in addition to addressing PCRs or jail utilization that the program is intended to address.
- Supervision programs are not intended to simply provide access to substance abuse testing absent other supervision activities.
- Costs associated with Substance Abuse Testing may be incurred as “supply” costs in this program’s budget if testing is part of the program design.
- OCA recommends that an objective pretrial assessment be used before defendants are referred for pretrial supervision.

ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
<i>Reduce ADP</i>
2. Based on your objective(s), what is your target population?
<i>Pretrial felons, higher level misdemeanor offenders with a history of failure to appear or repeat drug offenders. Offenders ordered directly by Judiciary at time of arraignment, preliminary exam or bond modification hearings.</i>



FY 2012 Program Description

Supervision Services

3. Describe the program:	
a.	Is an assessment required to determine eligibility? <i>NO. However if the offender is deemed ineligible once referred, appropriate assessments are completed that may include a COMPAS assessment to assist in continued supervision recommendations.</i>
b.	Based on what your program is intended to address within your targeted population, what are your eligibility (including exclusionary) criteria? Be sure to include assessment scores if applicable. <i>Offenders charged with crime class codes A, B or C are excluded per local eligibility requirements.</i>
c.	Are recommendations for the program made in the PSI or PV sentence recommendation? <i>Compliance reports for offenders participating in the program are to be included in the PSI by the MDOC Field Agent.</i>
d.	How else are offenders identified and/or referred to the program? <i>As part of the pretrial screening process. Offenders are then referred to the program by the Judiciary as a condition of bond.</i>
e.	Identify who is responsible for confirming eligibility and describe the process? <i>The Program Coordinator, as well as the Supervision Agent, are responsible for reviewing eligibility upon intake and documentation for CCIS.</i>
f.	Describe your process for addressing referrals not meeting program target/eligibility. <i>The Program Coordinator or Supervision Agent contacts the referring Judiciary or Agent to discuss ineligibility and to present alternative options for supervision. Many times, through coordinating efforts between departments, an appropriate alternative supervision level is obtained.</i>
g.	How is CCIS data gathered/entered? <i>The Supervision Agent is responsible for all CCIS data collection.</i>
h.	Are offenders supervised through (select all that apply): Office Visits: <input checked="" type="checkbox"/> EMS: <input type="checkbox"/> TX Reporting: <input checked="" type="checkbox"/> TX System (e.g. OffenderLink): <input type="checkbox"/> Field Contacts: <input type="checkbox"/> Other (describe): <i>Drug Testing</i>
i.	If using electronic monitoring or other technology (including phone systems) answer and clearly explain the following (use NA if not applicable to your program). NOTE: <i>The MDOC charges \$6.50 per day for radio frequency or Sobrietor units with monitoring, or, \$7.75 per day for both.</i>
i.	What kind of equipment/system: <i>N/A</i>
ii.	Vendor for equipment/service: <i>N/A</i>
iii.	Cost assessed by the vendor per unit/offender/day (clearly describe): <i>N/A</i>
iv.	Is there a separate cost associated (by program and/or vendor) with installation/set-up? <i>N/A</i>
v.	Who does the equipment installation/retrieval? <i>N/A</i>
vi.	Who sets up schedules and/or monitors compliance? <i>N/A</i>
j.	What is the frequency of reporting/contact with the offender? <i>Minimum of once per week unless otherwise ordered by the Court.</i>
k.	How is frequency of reporting/contact determined? <i>By Court order, or positive/missed drug tests. If an offender tests positive on a repeated basis or misses screens regularly, they may be required to report more than once per week for testing and compliance monitoring.</i>



FY 2012 Program Description

Supervision Services

l.	What happens during a typical “report” and how long is it estimated to take? <i>Initial report is standard intake. Review rules, requirements and expectations. Reviews consequences and progressive sanctions for positive or missed tests. Follow up contacts are as needed to address specific needs/issues of the offender noted by Supervision Agent.</i>
m.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <i>Offenders are required to verify employment, school attendance or participation in any treatment services.</i>
n.	Does the program assist offenders with securing identification and/or refer to additional social or supportive services? <i>YES – a variety of social and supportive services are used to assist with offender needs. We work closely with transportation services, mental health services and substance abuse services in the community.</i>
o.	Does the program monitor for new criminal activity? <i>Yes – Agents continually monitor criminal activity through a variety of means such as LEIN, OTIS and local court systems.</i>
p.	This program <i>provides</i> drug/alcohol testing.
q.	Explain involvement in ‘p’ above including the frequency/cost of testing if provided: <i>The offender is placed on a random testing system based off of court ordered frequency or frequency of need derived by substance abuse. The cost is \$10 a test. The Supervision Agent assigns and monitors test results as well as addresses any issues.</i>
r.	How are delivered services (for billing purposes) and offender progress and participation documented by the service provider? <i>We utilize our own client case management software, through a third party vendor. Supervision Agents document and outline each contact with an offender in the system making specific notes on goals obtained, issues addressed and next steps in the case plan. Drug screens and a client financial record are all maintained through this system.</i>
s.	How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. <i>Progress reports are forwarded to the assigned Judiciary and Prosecutor prior to all court proceedings. In addition, violation reports and warrant requests are forwarded by the Supervision Agent when appropriate. All reports include an overall compliance narrative, status of treatment services, employment and educational services, steps in case plan and drug screen results.</i>
t.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <i>N/A</i>
4.	A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.
a.	Will this program reduce prison commitments? <i>YES</i>
i.	If YES, clearly describe how: <i>Offenders who demonstrate compliance with bond supervision may receive local sentence vs. prison commitment, specifically staddle cell or intermediate cell offenders.</i>
b.	Will this program impact jail utilization: <i>YES</i>
i.	If YES, clearly describe how jail credit is awarded <u>and</u> documented for this



FY 2012 Program Description

Supervision Services

program: *Offenders who prove they are compliant and have identified risks and needs through assessment may receive a structured sentencing that will reduce jail admissions and LOS and will be tracked by JPIS and/or local data reports.*

ii. **Estimate how many jail bed days will be saved due to this program and describe how your estimate was calculated:** *19,800. Day for a day calculation. Based off of 180 successful completions of 110 day program. Day in program in lieu of day in jail.*

c. **Is this program intended to impact recidivism?** Choose an item.

i. **If YES, describe how and how it will be measured:** [Click here to enter text.](#)

5. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:

- a. OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
- b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
- c. Track jail bed days saved if applicable to your program design.
- d. Track successful and unsuccessful terminations from the program.
- e. Track the successful /unsuccessful discharge from probation for program completions/failures.

6. Develop additional performance indicators based on your program design such as securing of identification, completion of other monitored programs and conditions, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.

*Pretrial offender appearing for sentencing.
Pretrial offender with no new convictions.*



FY 2012 Program Description

Supervision Services

CCAB: <i>Washtenaw County</i>	<i>For OCA Use Only:</i> <i>Approved CCIS Code</i> <i>Approved Projected Enrollment:</i> <i>Budget Recommendation:</i> <i>Conditions:</i> <i>Coordinator:</i>
Local Program Name: <i>Day Reporting</i>	
Service Provider: <i>CCAB</i>	
CCIS Service Type: <i>D04 - Day Reporting</i>	
Projected Enrollment: <i>240</i>	
Projected Length of Stay: <i>110 Days</i>	
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected? Click here to enter text.	
Program Location (select all that apply):	Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>	
If a modification, describe here: <i>N/A</i>	
List projected enrollment by member county: Click here to enter text.	

SUPERVISION SERVICES –

- Supervision programs include Day Reporting, Electronic Monitoring, Intensive Supervision and Pretrial Supervision.
- It may be proposed that *Day Reporting* be eliminated as a program type since service typically delivered under DR could be funded under Case Management or Intensive Supervision.
- PA511 funds can not be used to provide Electronic Monitoring Services for MDOC probationers unless it is for pretrial supervision of a probationer with a new charge (call your grant coordinator for exceptions).
- When developing eligibility criteria, think about what behavior or characteristic in addition to addressing PCRs or jail utilization that the program is intended to address.
- Supervision programs are not intended to simply provide access to substance abuse testing absent other supervision activities.
- Costs associated with Substance Abuse Testing may be incurred as “supply” costs in this program’s budget if testing is part of the program design.
- OCA recommends that an objective pretrial assessment be used before defendants are referred for pretrial supervision.

ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
<i>Reduce ADP of local jail</i> <i>Reduce ADP of sentenced felons</i> <i>Increase program participation for straddle cell offenders</i>
2. Based on your objective(s), what is your target population?
<i>Sentenced misdemeanor or sentenced felony offenders, probation violators who have demonstrated the likelihood of non compliance or repeat offenses and pretrial offenders who pose a risk for release</i>



FY 2012 Program Description

Supervision Services

on bond.

3. Describe the program:
a. Is an assessment required to determine eligibility? NO
b. Based on what your program is intended to address within your targeted population, what are your eligibility (including exclusionary) criteria? Be sure to include assessment scores if applicable. All offenders are eligible excluding those charged/convicted of crime codes A,B and C.
c. Are recommendations for the program made in the PSI or PV sentence recommendation? Sometimes. Day Reporting compliance is to be included by the MDOC Field Agent in the PSI for those offenders who participated on a pretrial basis. Compliance is to be included in PV reports to the court if used as an alternative to a violation.
d. How else are offenders identified and/or referred to the program? Utilizing pretrial screening and assessment process, internal screening process and utilization of COMPAS assessments when completed. Participants can be referred directly to program by Judiciary and/or Probation Agent.
e. Identify who is responsible for confirming eligibility and describe the process? The Program Coordinator reviews all referrals prior to entry for CCIS information. The Supervision Agent is responsible for completing a COMPAS assessment to identify additional risk/needs or eligibilty concerns.
f. Describe your process for addressing referrals not meeting program target/eligibility. The Program Coordinator or Supervision Agent contacts the referring Judiciary or Agent to discuss ineligibility and to present alternative options for supervision. Many times, through coordinating efforts between departments, an appropriate alternative supervision level is obtained.
g. How is CCIS data gathered/entered? CCIS information is gathered and entered by the Program Coordinator as well as the Supervision Agent at various points throughout the supervision process.
h. Are offenders supervised through (select all that apply): Office Visits: <input checked="" type="checkbox"/> EMS: <input type="checkbox"/> TX Reporting: <input checked="" type="checkbox"/> TX System (e.g. OffenderLink): <input checked="" type="checkbox"/> Field Contacts: <input type="checkbox"/> Other (describe): Drug Testing
i. If using electronic monitoring or other technology (including phone systems) answer and clearly explain the following (use NA if not applicable to your program). NOTE: The MDOC charges \$6.50 per day for radio frequency or Sobrietor units with monitoring, or, \$7.75 per day for both.
i. What kind of equipment/system: N/A
ii. Vendor for equipment/service: N/A
iii. Cost assessed by the vendor per unit/offender/day (clearly describe): N/A
iv. Is there a separate cost associated (by program and/or vendor) with installation/set-up? N/A
v. Who does the equipment installation/retrieval? N/A
vi. Who sets up schedules and/or monitors compliance? N/



FY 2012 Program Description

Supervision Services

j.	What is the frequency of reporting/contact with the offender? <i>Range from daily to twice monthly.</i>
k.	How is frequency of reporting/contact determined? <i>By compliance (past and present) and completion of case management goals.</i>
l.	What happens during a typical “report” and how long is it estimated to take? <i>Each report takes approx 20-30 mins. Basic information/compliance report is updated. Information is reviewed by Agent. Case management goals and strategies for obtaining goals are reviewed with offender. Drug screens are reviewed and discussed. Offender needs are identified and treatment plans reviewed. Current case status is reviewed.</i>
m.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <i>YES – contacts and verification of participation with employers, schools and treatment providers are done.</i>
n.	Does the program assist offenders with securing identification and/or refer to additional social or supportive services? <i>YES – a variety of social and supportive services are used to assist with offender needs. We work closely with transportation services, mental health services and substance abuse services in the community.</i>
o.	Does the program monitor for new criminal activity? <i>Yes – Agents continually monitor criminal activity through a variety of means such as LEIN, OTIS and local court systems.</i>
p.	This program <i>provides</i> drug/alcohol testing.
q.	Explain involvement in ‘p’ above including the frequency/cost of testing if provided: <i>The offender is placed on a random testing system based off of court ordered frequency or frequency of need derived by substance abuse. The cost is \$10 a test. The Supervision Agent assigns and monitors test results as well as addresses any issues.</i>
r.	How are delivered services (for billing purposes) and offender progress and participation documented by the service provider? <i>We utilize our own client case management software, through a third party vendor. Supervision Agents document and outline each contact with an offender in the system making specific notes on goals obtained, issues addressed and next steps in the case plan. Drug screens and a client financial record are all maintained through this system.</i>
s.	How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. <i>Progress reports are forwarded to the assigned Probation Agent, Judiciary and Prosecutor prior to all court proceedings. In addition, violation reports and warrant requests are forwarded by the Supervision Agent when appropriate. All reports include an overall compliance narrative, status of treatment services, employment and educational services, steps in case plan and drug screen results.</i>
t.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <i>This is an intensive supervision program for both pretrial and sentenced offenders designed specifically for those individuals who need a higher level of supervision to ensure compliance and public safety.</i>
4.	A program must meet at least one of the following objectives and there should be consistency



FY 2012 Program Description

Supervision Services

<p>between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.</p>
<p>a. Will this program reduce prison commitments? Choose an item.</p>
<p style="padding-left: 20px;">i. If YES, clearly describe how: Click here to enter text.</p>
<p>b. Will this program impact jail utilization: YES</p>
<p style="padding-left: 20px;">i. If YES, clearly describe how jail credit is awarded <u>and</u> documented for this program: <i>This program provides the Judiciary an alternative to straight jail time and option in release on bond. Probation Agents are offered a more intensive supervision of the offender for those potential or current probation violators in lieu of incarceration.</i></p>
<p style="padding-left: 20px;">ii. Estimate how many jail bed days will be saved due to this program and describe how your estimate was calculated: <i>19,800. Day for day calculation. Projected successful completion of 110 day program for 180 offenders. One day in program in lieu of one day in jail.</i></p>
<p>c. Is this program intended to impact recidivism? YES</p>
<p style="padding-left: 20px;">i. If YES, describe how and how it will be measured: <i>The program allows for risk/needs of an offender to be identified and the appropriate referrals to treatment services made to reduce those risk factors. Providing treatment to offenders reduces recidivism.</i></p>
<p>5. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:</p>
<p style="padding-left: 20px;">a. OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).</p>
<p style="padding-left: 20px;">b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).</p>
<p style="padding-left: 20px;">c. Track jail bed days saved if applicable to your program design.</p>
<p style="padding-left: 20px;">d. Track successful and unsuccessful terminations from the program.</p>
<p style="padding-left: 20px;">e. Track the successful /unsuccessful discharge from probation for program completions/failures.</p>
<p>6. Develop additional performance indicators based on your program design such as securing of identification, completion of other monitored programs and conditions, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.</p>
<p><i>Pretrial offender appearing for sentencing.</i></p> <p><i>Pretrial offender with no new convictions.</i></p> <p><i>Sentenced offender without violation of probation.</i></p>



FY 2012 Program Description

Supervision Services

CCAB: <i>Washtenaw</i>	<i>For OCA Use Only:</i> Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:		
Local Program Name: <i>Electronic Monitoring (PREP EM)</i>			
Service Provider: <i>Contractor</i>			
CCIS Service Type: <i>D08 - Electronic Monitoring</i>			
Projected Enrollment: <i>95</i>			
Projected Length of Stay: <i>110</i>			
Does this program also use DDJR funding? <i>YES</i> If YES, how many OUIL 3rds are projected? <i>40</i>			
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/>	Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>			
If a modification, describe here: Click here to enter text.			
List projected enrollment by member county: Click here to enter text.			

SUPERVISION SERVICES –

- Supervision programs include Day Reporting, Electronic Monitoring, Intensive Supervision and Pretrial Supervision.
- It may be proposed that *Day Reporting* be eliminated as a program type since service typically delivered under DR could be funded under Case Management or Intensive Supervision.
- PA511 funds can not be used to provide Electronic Monitoring Services for MDOC probationers unless it is for pretrial supervision of a probationer with a new charge (call your grant coordinator for exceptions).
- When developing eligibility criteria, think about what behavior or characteristic in addition to addressing PCRs or jail utilization that the program is intended to address.
- Supervision programs are not intended to simply provide access to substance abuse testing absent other supervision activities.
- Costs associated with Substance Abuse Testing may be incurred as “supply” costs in this program’s budget if testing is part of the program design.
- OCA recommends that an objective pretrial assessment be used before defendants are referred for pretrial supervision.

ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
<i>Reduce ADP</i>
2. Based on your objective(s), what is your target population?
<i>Pretrial felons and misdemeanor offenders who have history of Failure to Appear or alcohol related offenses. Pretrial felons and misdemeanors with high risk for continued criminal activity or alcohol use while on bond. OUIL offenders.</i>



FY 2012 Program Description

Supervision Services

3. Describe the program:
a. Is an assessment required to determine eligibility? NO
b. Based on what your program is intended to address within your targeted population, what are your eligibility (including exclusionary) criteria? Be sure to include assessment scores if applicable. <i>All offenders are eligible excluding those charged/convicted of crime codes A,B and C.</i>
c. Are recommendations for the program made in the PSI or PV sentence recommendation? <i>Sometimes. Electronic Monitoring compliance is to be included by the MDOC Field Agent in the PSI for those offenders who participated on a pretrial basis. Compliance is to be included in PV reports to the court if used as an alternative to a violation.</i>
d. How else are offenders identified and/or referred to the program? <i>Utilizing pretrial screening and assessment process, internal screening process and utilization of COMPAS assessments when completed. Participants can be referred directly to program by Judiciary and/or Probation Agent.</i>
e. Identify who is responsible for confirming eligibility and describe the process? <i>The Program Coordinator reviews all referrals prior to entry for CCIS information. The Supervision Agent is responsible for completing a COMPAS assessment to identify additional risk/needs or eligibility concerns.</i>
f. Describe your process for addressing referrals not meeting program target/eligibility. <i>The Program Coordinator or Supervision Agent contacts the referring Judiciary or Agent to discuss ineligibility and to present alternative options for supervision. Many times, through coordinating efforts between departments, an appropriate alternative supervision level is obtained.</i>
g. How is CCIS data gathered/entered? <i>The Program Coordinator and Electronic Monitoring Agent are responsible for entering all required CCIS data.</i>
h. Are offenders supervised through (select all that apply): Office Visits: <input checked="" type="checkbox"/> EMS: <input checked="" type="checkbox"/> TX Reporting: <input checked="" type="checkbox"/> TX System (e.g. OffenderLink): <input type="checkbox"/> Field Contacts: <input type="checkbox"/> Other (describe): Click here to enter text.
i. If using electronic monitoring or other technology (including phone systems) answer and clearly explain the following (use NA if not applicable to your program). NOTE: <i>The MDOC charges \$6.50 per day for radio frequency or Sobrietor units with monitoring, or, \$7.75 per day for both.</i>
i. What kind of equipment/system: <i>Conventional, Alcohol and GPS monitoring</i>
ii. Vendor for equipment/service: <i>MDOC, House Arrest Services and SMART START Michigan</i>
iii. Cost assessed by the vendor per unit/offender/day (clearly describe): <i>MDOC – Conventional \$6.50/day</i> <i>House Arrest Services – Alcohol Until \$6.00/day; SCRAM Unit \$8.00/day; GPS \$5.25/day.</i> <i>SMART START Michigan – Alcohol Unit \$3.50/day</i>
iv. Is there a separate cost associated (by program and/or vendor) with installation/set-up? NO



FY 2012 Program Description

Supervision Services

v.	Who does the equipment installation/retrieval? <i>Community Corrections Staff</i>
vi.	Who sets up schedules and/or monitors compliance? <i>Community Corrections Staff</i>
j.	What is the frequency of reporting/contact with the offender? <i>Range from daily to twice monthly.</i>
k.	How is frequency of reporting/contact determined? <i>By compliance (past and present) and completion of case management goals. Current offense and needs of offender.</i>
l.	What happens during a typical "report" and how long is it estimated to take? <i>Each report takes approx 20-30 mins. Basic information/compliance report is updated. Information is reviewed by Agent. Equipment is checked and downloads completed if needed. Compliance reports are monitored and reviewed for violations which are then discussed/sanctioned. Case management goals and strategies for obtaining goals are reviewed with offender. Drug screens are reviewed and discussed. Offender needs are identified and treatment plans reviewed. Current case status is reviewed.</i>
m.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <i>YES – contacts and verification of participation with employers, schools and treatment providers are done.</i>
n.	Does the program assist offenders with securing identification and/or refer to additional social or supportive services? <i>YES – a variety of social and supportive services are used to assist with offender needs. We work closely with transportation services, mental health services and substance abuse services in the community.</i>
o.	Does the program monitor for new criminal activity? <i>Yes – Agents continually monitor criminal activity through a variety of means such as LEIN, OTIS and local court systems.</i>
p.	This program <i>provides</i> drug/alcohol testing.
q.	Explain involvement in 'p' above including the frequency/cost of testing if provided: <i>The offender is placed on a random testing system based off of court ordered frequency or frequency of need derived by substance abuse. The cost is \$10 a test. The Supervision Agent assigns and monitors test results as well as addresses any issues.</i>
r.	How are delivered services (for billing purposes) and offender progress and participation documented by the service provider? <i>We utilize our own client case management software, through a third party vendor. Supervision Agents document and outline each contact with an offender in the system making specific notes on goals obtained, issues addressed and next steps in the case plan. Drug screens and a client financial record are all maintained through this system.</i>
s.	How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. <i>Progress reports are forwarded to the assigned Judiciary and Prosecutor prior to all court proceedings. In addition, violation reports and warrant requests are forwarded by the Supervision Agent when appropriate. All reports include an overall compliance narrative, status of treatment services, employment and educational services, steps in case plan and drug screen results.</i>
t.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Click here to



FY 2012 Program Description

Supervision Services

enter text.
4. A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.
a. Will this program reduce prison commitments? Choose an item.
i. If YES, clearly describe how: Click here to enter text.
b. Will this program impact jail utilization: <i>YES</i>
i. If YES, clearly describe how jail credit is awarded <u>and</u> documented for this program: <i>Compliance with program may indicate future compliance for alternative to jail allowing for a complete diversion. Reduction in LOS and admissions should be tracked in JPIS and local data collection process.</i>
ii. Estimate how many jail bed days will be saved due to this program and describe how your estimate was calculated: <i>8,800. Day for day calculation. Projected successful completion of 110 day program for 80 offenders. One day in program in lieu of one day in jail.</i>
c. Is this program intended to impact recidivism? <i>YES</i>
i. If YES, describe how and how it will be measured: <i>For OUIL offenders, identification of needs and treatment planning could reduce repeat offenses.</i>
5. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:
a. OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
c. Track jail bed days saved if applicable to your program design.
d. Track successful and unsuccessful terminations from the program.
e. Track the successful /unsuccessful discharge from probation for program completions/failures.
6. Develop additional performance indicators based on your program design such as securing of identification, completion of other monitored programs and conditions, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.
<i>Pretrial offender appearing for sentencing.</i> <i>Pretrial offender with no new convictions.</i>



FY 2012 Program Description

Group/Class Delivered Programming

CCAB: <i>Washtenaw</i>		<i>For OCA Use Only:</i> Approved CCIS Code: Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:	
Local Program Name: <i>Community Corrections Outpatient (In Jail) Program</i>			
Service Provider: <i>Contractor</i>			
CCIS Service Type: <i>G18 - Substance Abuse (Outpatient)</i>			
Projected Enrollment: <i>600</i>			
Projected Length of Stay: <i>30</i>			
Does this program also use DDJR funding? <i>YES</i> If YES, how many OUIL 3rds are projected? <i>35</i>			
Program Location (select all that apply):		Jail: <input checked="" type="checkbox"/>	Residential: <input type="checkbox"/>
		Community: <input checked="" type="checkbox"/>	
Program Status (new, modification, continuation): <i>Modification</i>			
If a modification, describe here: <i>Programs G18 and G19 of the past have been combined into one description. The programs are the same but offered both in the jail and in the community as an intensive outpatient program. They are also used in combination as a structured sentencing option or earned/early release process. The same vendor facilitates both programs with one contract. Given these factors, what used to be separated into 2 program descriptions in past applications, has now been combined into one.</i>			
List projected enrollment by member county: Click here to enter text.			

GROUP/CLASS DELIVERED PROGRAMMING –

- This form is for program activities delivered primarily through a group or class-type structure.
- When developing eligibility criteria think about what behavior or characteristic in addition to addressing PCRs or jail utilization that the program is intended to address.
- Use of individual sessions should be described when asked for.
- New CCIS codes have been established to identify the specialized nature of some programs and their populations.
- Cognitive, Substance Abuse Treatment, Sex Offender Treatment, Employment, Life Skills, and Domestic Violence programs are all programs that would use this form.
- G00 is an option for “other” group-type programming not specifically identified here (discuss with your coordinator first).
- In the future cognitive programs may have separate CCIS codes based on a beginning, intermediate or intensive program design.
- It will be recommended that CCABs receive a memorandum of understanding from local school districts, substance abuse coordinating councils, community mental health agencies, etc., clarifying what services are or are not available for your targeted populations under their existing funding and why/why not PA511 funds are required for these services.

ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:

Reduce ADP



FY 2012 Program Description

Group/Class Delivered Programming

Maintain reduction in AvLOS of probation violators
Continue to promote an increase in outpatient and residential treatment services
Promote utilization of COMPAS assessment to identify needs
Outline structured sentencing options

2. Based on your objective(s), what is your target population?

Convicted OUIL offenders, specifically OUIL III's, probation violators, sentenced and unsentenced offenders with a history of substance abuse or drug/alcohol related offenses.

3. Describe the program:

- a. Based on what your program is intended to address (treatment effects) within your targeted population, what are your eligibility (including exclusionary) criteria? Include requirements for assessments and assessment results. *Class A, B and C offenders are excluded. All participants should score within in 5-7 on the COMPAS assessment.*
- b. Assessment (not screening) is the foundation of evidence-based practices. Referrals to treatment programs should be based upon assessed needs. Please describe your assessment practices below:
 - i. Is a risk and/or need assessment (includes substance abuse or mental health assessment) required **prior to referral** or admission to this program? *YES – prior to referral for those offenders referred by an MDOC Field Agent, COMPAS Assessment. Additionally, the COMPAS assessment is used by the Program Coordinator at Community Corrections upon receipt of referral and prior to placement in outpatient program.*
 - ii. Who completes the assessment? *MDOC Field Agents and Program Coordinator at Community Corrections.*
 - iii. Does the substance abuse assessment result in a recommended level of treatment per American Society of Addition Medicine (ASAM) criteria? *NA*
 - iv. Is there a process to ensure that offenders receive the recommended level of treatment per the assessment? *All referred offenders should fall between 5-7 on the COMPAS assessment. Offenders needing more intensive or acute services are referred to residential or detox programs immediately upon COMPAS assessment findings.*
- c. Are recommendations for the program made in the PSI or PV sentence recommendation? *Compliance is to be included by the MDOC Field Agent in the PSI for those offenders who participated on a pretrial basis. Compliance is to be included in PV reports to the court if used as an alternative to a violation.* Are required assessments completed prior to the recommendation? *Sometimes*
- d. How else are offenders identified and/or referred to the program? *Utilizing pretrial screening and assessment process, internal screening process and utilization of COMPAS assessments when completed. Participants can be referred directly to program by Judiciary and/or Probation Agent.*
- e. Identify who is responsible for confirming eligibility and describe the process. *The Program Coordinator reviews all referrals prior to entry for CCIS information. The Supervision Agent is responsible for completing a COMPAS assessment to identify*



FY 2012 Program Description

Group/Class Delivered Programming

<i>additional risk/needs to eligibilty concerns.</i>	
f.	Describe your process for addressing referrals not meeting program target/eligibility. <i>The Program Coordinator or Supervision Agent contacts the referring Judiciary or Agent to discuss ineligibility and to present alternative options for supervision. Many times, through coordinating efforts between departments, an appropriate alternative supervision level is obtained.</i>
g.	How is CCIS data gathered/entered? <i>CCIS information is gathered and entered by the Program Coordinator at various points throughout the supervision process.</i>
h.	Describe the program design (programs using this description form should be delivered primarily through a group or class structure):
i.	Name of curriculum (if applicable and please spell out abbreviations). <i>12-Step based intensive outpatient treatment program. Utilizes 12 step facilitation, Cognitive Behavioral Therapy, Motivational Enhancement Therapy and Rational Emotive Therapy</i>
ii.	Number of sessions per week per cohort (group): <i>3</i>
iii.	How many cohorts? <i>2</i>
iv.	Length of sessions: <i>2.5 hours</i>
v.	Understanding that some participants may take longer to master skills than others, how many sessions, on average, are anticipated for program completion? <i>12-15</i>
vi.	Identify what skills are taught in this program: <i>12-steps, Culture of Addiction, Culture of Recovery, AA, Stages of Change, Decisional Balance of Changes or Staying the Same, Lifestyle Change, Physical Effects of alcohol/drugs, Process of Relapse, Process of Recovery, Common Problems in Recovery, Relapse Prevention, Anxiety and Conflict, Attitudes and Mental Health, Chemically Dependant Families, Grief and Loss, Forgiveness and Self Esteem, Relapse Prevention Planning, Healthy Relationship Skills, Avoiding Relapse, Self Defeating Behaviors.</i>
vii.	Identify if/how offenders transition between various phases or treatment locations (jail/residential/community) as applicable to your program: <i>Through Court order to complete in jail program and then release to community program. To complete in jail program when community program unsuccessful. Offenders moving in and out of programs have immediate placement into programming. Release to community is based on Court order to complete certain number of days or parts of program before release.</i>
viii.	Are individual sessions part of the program? <i>NO</i>
ix.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <i>N/A</i>
x.	On what basis would individual sessions be used? <i>N/A</i>
i.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: <i>MiCBAP Certified, CARF State of Michigan, LLMSW's</i>
j.	How are delivered services (for billing purposes) and offender progress and participation documented by the service provider? <i>Facilitators are required to keep file documentation on offenders attendance, progress, participation and completion status. These files are shared with the Program Coordinator and documented in our client</i>



FY 2012 Program Description

Group/Class Delivered Programming

<p><i>case management system.</i></p>
<p>k. How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. <i>Progress reports are forwarded to the assigned Probation Agent or Judiciary prior to all court proceedings. In addition, termination, completion and violation reports are forwarded by the Program Coordinator. All reports include an overall compliance narrative, status of treatment services, steps in case plan and drug screen results.</i></p>
<p>l. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <i>N/A</i></p>
<p>4. A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.</p>
<p>a. Will this program reduce prison commitments? Choose an item.</p>
<p>i. If YES, clearly describe how: Click here to enter text.</p>
<p>b. Will this program impact jail utilization: <i>YES</i></p>
<p>i. If YES, clearly describe how jail credit is awarded and documented for this program: <i>The programs are used in combination with one another as a structured sentencing options as well as an earned/early release process from jail. This can be reflected in LOS for offenders and referrals to the program.</i></p>
<p>ii. Estimate how many jail bed days will be saved due to this program and describe how your estimate was calculated: <i>14,700 Day for day calculation. Projected successful completion of day program for 490 offenders. One day in program in lieu of one day in jail.</i></p>
<p>c. Is this program intended to impact recidivism? <i>YES</i></p>
<p>i. If YES, describe how and how it will be measured: <i>Addressing an offenders need and providing appropriate treatment services may result in a reduction in recidivism for those offenders with drug/alcohol related offenses. Repeat participants or continued substance use will be monitored for success rates. Reduction in jail admissions may be reflected in JPIS or local data.</i></p>
<p>5. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:</p>
<p>a. OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).</p>
<p>b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).</p>
<p>c. Track jail bed days saved if applicable to your program design.</p>
<p>d. Track successful and unsuccessful terminations from the program.</p>
<p>e. Track the successful /unsuccessful discharge from probation for program completions/failures.</p>
<p>6. Develop additional performance indicators based on your program design such as newly acquired or improved skills, tests passed, pre/post test results, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.</p>



FY 2012 Program Description

Group/Class Delivered Programming

Reduction in positive drug and alcohol tests once enrolled
Early release from jail
Connection in recovery community



FY 2012 Program Description

Group/Class Delivered Programming

CCAB: <i>Washtenaw</i>	<i>For OCA Use Only:</i> <i>Approved CCIS Code:</i> <i>Approved Projected Enrollment:</i> <i>Budget Recommendation:</i> <i>Conditions:</i> <i>Coordinator:</i>
Local Program Name: <i>Thinking Matters</i>	
Service Provider: <i>Contractor</i>	
CCIS Service Type: <i>C01 - Cognitive Programming</i>	
Projected Enrollment: <i>200</i>	
Projected Length of Stay: <i>45</i>	
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected? Click here to enter text.	
Program Location (select all that apply):	Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>	
If a modification, describe here: Click here to enter text.	
List projected enrollment by member county: Click here to enter text.	

GROUP/CLASS DELIVERED PROGRAMMING –

- This form is for program activities delivered primarily through a group or class-type structure.
- When developing eligibility criteria think about what behavior or characteristic in addition to addressing PCRs or jail utilization that the program is intended to address.
- Use of individual sessions should be described when asked for.
- New CCIS codes have been established to identify the specialized nature of some programs and their populations.
- Cognitive, Substance Abuse Treatment, Sex Offender Treatment, Employment, Life Skills, and Domestic Violence programs are all programs that would use this form.
- G00 is an option for “other” group-type programming not specifically identified here (discuss with your coordinator first).
- In the future cognitive programs may have separate CCIS codes based on a beginning, intermediate or intensive program design.
- It will be recommended that CCABs receive a memorandum of understanding from local school districts, substance abuse coordinating councils, community mental health agencies, etc., clarifying what services are or are not available for your targeted populations under their existing funding and why/why not PA511 funds are required for these services.

ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
<i>Reduce ADP</i> <i>Reduce ADP for sentenced felons</i> <i>Maintain reduction in AvLOS for probation violators</i> <i>Increase programming for straddle cell offenders</i> <i>Promote increase in referrals for cognitive restructuring program</i>



FY 2012 Program Description

Group/Class Delivered Programming

2. Based on your objective(s), what is your target population?

Pretrial felony and misdemeanor offenders. Sentenced felons and misdemeanors and OUIL III offenders who may be given an amended sentence for an early release to continue with the community program from the in-jail programming. The in jail program will primarily target sentenced felons and violators of probation in an attempt to address the straddle cell offender category in the local jail.

3. Describe the program:

- a. Based on what your program is intended to address (treatment effects) within your targeted population, what are your eligibility (including exclusionary) criteria? Include requirements for assessments and assessment results. *Class A, B and C offenders are excluded. Participants should score within in 5-7 on the COMPAS assessment.*
- b. Assessment (not screening) is the foundation of evidence-based practices. Referrals to treatment programs should be based upon assessed needs. Please describe your assessment practices below:
 - i. Is a risk and/or need assessment (includes substance abuse or mental health assessment) required **prior to referral** or admission to this program? *Sometimes. If the offender is referred by an MDOC Field Agent then the COMPAS assessment will have been completed by the Agent prior to referral. If the referral is from outside the MDOC Field Office, the COMPAS assessment is completed by the Program Coordinator prior to program participation.*
 - ii. Who completes the assessment? *Community Corrections Program Coordinator*
 - iii. Does the substance abuse assessment result in a recommended level of treatment per American Society of Addition Medicine (ASAM) criteria? *NA*
 - iv. Is there a process to ensure that offenders receive the recommended level of treatment per the assessment? *All referred offenders should fall between 5-7 on the COMPAS assessment. Offenders needing more intensive or acute services are referred to residential or detox programs immediately upon COMPAS assessment findings.*
- c. Are recommendations for the program made in the PSI or PV sentence recommendation? *Compliance is to be included by the MDOC Field Agent in the PSI for those offenders who participated on a pretrial basis. Compliance is to be included in PV reports to the court if used as an alternative to a violation.* Are required assessments completed prior to the recommendation? *Sometimes*
- d. How else are offenders identified and/or referred to the program? *Utilizing pretrial screening and assessment process, internal screening process and utilization of COMPAS assessments when completed. Participants can be referred directly to program by Judiciary and/or Probation Agent.*
- e. Identify who is responsible for confirming eligibility and describe the process. *The Program Coordinator reviews all referrals prior to entry for CCIS information. The Supervision Agent is responsible for completing a COMPAS assessment to identify additional risk/needs or eligibilty concerns.*
- f. Describe your process for addressing referrals not meeting program target/eligibility.



FY 2012 Program Description

Group/Class Delivered Programming

<p><i>The Program Coordinator or Supervision Agent contacts the referring Judiciary or Agent to discuss ineligibility and to present alternative options for supervision. Many times, through coordinating efforts between departments, an appropriate alternative supervision level is obtained.</i></p>	
g.	How is CCIS data gathered/entered? <i>CCIS information is gathered and entered by the Program Coordinator at various points throughout the supervision process.</i>
h.	Describe the program design (programs using this description form should be delivered primarily through a group or class structure):
i.	Name of curriculum (if applicable and please spell out abbreviations). <i>Thinking Matters</i>
ii.	Number of sessions per week per cohort (group): <i>2</i>
iii.	How many cohorts? <i>3</i>
iv.	Length of sessions: <i>2 hours</i>
v.	Understanding that some participants may take longer to master skills than others, how many sessions, on average, are anticipated for program completion? <i>10-15</i>
vi.	Identify what skills are taught in this program: This is cognitive restructuring theory based program that focuses on thinking errors and core attitudes and beliefs that drive an offender to make choices and/or engage in illegal activity. This group attempts to confront those criminogenic beliefs and provides “new thinking” to the offender to allow for better decision making in the future.
vii.	Identify if/how offenders transition between various phases or treatment locations (jail/residential/community) as applicable to your program: <i>Through Court order to complete in jail program and then release to community program. To complete in jail program when community program is unsuccessful. Offenders moving in and out of programs have immediate placement into programming. Release to community is based on Court order to complete certain number of days or parts of program before release.</i>
viii.	Are individual sessions part of the program? <i>NO</i>
ix.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <i>N/A</i>
x.	On what basis would individual sessions be used? <i>N/A</i>
i.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: <i>Trained in Thinking Matters program facilitation. Background in Federal Law Enforcement.</i>
j.	How are delivered services (for billing purposes) and offender progress and participation documented by the service provider? <i>Facilitators are required to keep file documentation on offenders attendance, progress, participation and completion status. These files are shared with the Program Coordinator and documented in our client case management system.</i>
k.	How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. <i>Progress reports are forwarded to the assigned Probation Agent/Judiciary prior to all court proceedings. In addition, termination, completion and violation reports are forwarded by the Program</i>



FY 2012 Program Description

Group/Class Delivered Programming

Coordinator. All reports include an overall compliance narrative, status of treatment services, steps in case plan and drug screen results.

I. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: [Click here to enter text.](#)

4. A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.

a. **Will this program reduce prison commitments?** [Choose an item.](#)

i. **If YES, clearly describe how:** [Click here to enter text.](#)

b. **Will this program impact jail utilization:** **YES**

i. **If YES, clearly describe how jail credit is awarded and documented for this program:** *This program provides options for structured sentencing release, earned/early release when used in combination with community program or other Community Corrections programs. The community program is used in lieu of incarceration for probation violators. Together this reduces admissions and LOS for offenders in jail.*

ii. **Estimate how many jail bed days will be saved due to this program and describe how your estimate was calculated:** *6525 Day for day calculation. Projected successful completion of 45 day program for 145 offenders. One day in program in lieu of one day in jail.*

c. **Is this program intended to impact recidivism?** **YES**

i. **If YES, describe how and how it will be measured:** *This program addresses specific needs of an offender and attempts to help them identify critical thinking errors that lead to poor (criminal) choices. Better choices for an offender will likely lead them away from committing the same offenses in the future, impacting recidivism.*

5. **PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:**

a. OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).

b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).

c. Track jail bed days saved if applicable to your program design.

d. Track successful and unsuccessful terminations from the program.

e. Track the successful /unsuccessful discharge from probation for program completions/failures.

6. Develop additional performance indicators based on your program design such as newly acquired or improved skills, tests passed, pre/post test results, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.

No new charges while in program

Reduction in positive drug tests while in program

Early releases from jail



FY 2012 Program Description

Group/Class Delivered Programming



FY 2012 Program Description

Gatekeeping/JPM

CCAB: <i>Washtenaw</i>	<i>For OCA Use Only:</i> <i>Approved CCIS Code</i> <i>Approved Projected Enrollment:</i> <i>Budget Recommendation:</i> <i>Conditions:</i> <i>Coordinator:</i>
Local Program Name: <i>Program Coordinator (STEPS)</i>	
Service Provider: <i>CCAB</i>	
CCIS Service Type: <i>I25 - Gatekeeper</i>	
Total Projected Enrollment (for Gatekeeper): <i>700</i>	
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected? Click here to enter text.	
Projected Early Jail Releases (for JPM): Click here to enter text.	
Program Status (new, modification, continuation): <i>Modification</i>	
If a modification, describe here: <i>In past applications, this program was placed under I22 (actuarial assessment). After review it appears that the I-25 (gatekeeper) more closely relates to the program/position.</i>	
List projected enrollment/release by member county: Click here to enter text.	

Gatekeeper and Jail Population Monitoring are necessary *processes* or **FUNCTIONS** rather than programs as we typically think of them.

GATEKEEPER –

- Gatekeeping includes initial screening for program eligibility (not assessment) such as determining if the offender meets established target and preliminary eligibility criteria (SGLs, crime group, PV status, number of priors, etc.) and the subsequent referral and enrollment in programming as appropriate.
- Gatekeepers will complete CCIS data entry for program enrollment and may need to maintain waiting lists if programs are over utilized.
- In CCABs where there are no outside contracts (all services are delivered by managers or CCAB staff) a Gatekeeper program description may not be necessary. Determining eligibility and enrollment into the program can be done at the individual program level. Contact the program section manager or your grant coordinator with questions.
- Projections should be based on the total number of PA511 program referrals that will need to be screened for eligibility, referred, and enrolled in Case Manager.
- Subsequent data entry such as termination/discharge from programming and calculating jail bed savings is a function under administration.

JAIL POPULATION MONITOR (JPM) -

- Jail Population Monitoring is **ONLY** appropriate for jails with acute overcrowding where the primary function is to expedite **EARLY** release of offenders to avoid overcrowding emergencies.
- A JPM is **NOT** to simply facilitate the movement of offenders into already-ordered programs (this could be Gatekeeping) but to expedite releases to immediately reduce the ADP of the jail.
- JPM impact must be monitored so that local practices can be adjusted to **AVOID** the incarceration of those who are consistently released
- Projected enrollment should not be all offenders booked into the jail but the number that are projected to be successfully moved out of the jail (not into jail-based programming).
- OCA supports the following:



FY 2012 Program Description

Gatekeeping/JPM

- Counties seeking JPM funding should have a written jail population management plan per Public Act 139 of 2007. The plan should reflect the use of the JPM to address overcrowding.
- Funding should be limited to a period of years to permit local authorities to make policy changes to avoid jail crowding.

ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Complete "a-p" for GATEKEEPER. If JAIL POPULATION MONITOR go to #2
a. This service functions as a Gatekeeper for <i>PA511 programs only.</i>
b. Are eligibility criteria for all PA511 funded programs established in Case Manager (or through some local system if not using Case Manager)? Explain: <i>Yes. The local CCAB established eligibility criteria to include all offenders with the exception of those charged/convicted of crime class codes A,B and C.</i>
c. Are offenders referred for screening for a specific program or for any program for which s/he may be eligible? Explain: <i>Specific screenings are done for Substance Abuse Treatment Community and In Jail Programs, Thinking Matters and PRS placements. Occasionally screenings will take place from PREP EM and Day Reporting.</i>
d. List referral sources and how referrals are made for screening and enrollment: <i>Judiciary, Magistrates, Probation Agents and Supervision Agents all make referrals. Each program has a specific referral form with the required initial screening information to be filled out by referring party. Referral is faxed/emailed to Community Corrections. An order to Community Corrections indicates which program the offender is to participate in. Intake appointments are then made with the offender and Program Coordinator.</i>
e. How else are offenders identified for program screening/enrollment? <i>Utilizing pretrial screening and assessment process, internal screening process and utilization of COMPAS assessments when completed. Participants can be referred directly to program by Judiciary and/or Probation Agent.</i>
f. What proportion of program enrollment is via direct referrals rather than Gatekeeper initiated placements? <i>60% direct referral 40% indirect</i>
g. Describe the steps taken to determine offender eligibility for a program: <i>COMPAS assessment is completed. CCH is reviewed. Initial referral form and screening information is reviewed.</i>
h. Do all offenders ultimately enrolled in PA511 programming have judicial orders mandating participation? <i>YES</i> Explain: <i>Unless referrals are made by Probation Agent or Supervision Agents.</i>
i. Estimate how long it takes to determine initial eligibility and complete Case Manager/CCIS data entry for a new offender: <i>30-40 minutes</i> For an established offender: <i>15-20 minutes</i>
j. Do you meet with the offender to do the screening or work from referral documents?



FY 2012 Program Description

Gatekeeping/JPM

Explain: <i>Both. An initial intake with screening is completed with the offender. Referral documents are used prior to, and during, the intake process.</i>
k. What PA511 programs does this Gatekeeper screen/refer for? <i>Substance Abuse Treatment (Community and In Jail), Thinking Matters, PRS placements, Day Reporting.</i>
l. Describe non-PA511 programs/services that offenders may be referred to: <i>Electronic Monitoring as a sentenced offender. Drug testing.</i>
m. Describe the process of referring an eligible offender to PA511 programs (what do you do) and how long it takes: <i>Referrals are received from Judiciary or Probation Agents via email or fax. The referral has selected program participation as ordered by the Judiciary or Probation Agent. The Program Coordinator reviews referrals and verifies accuracy of information and eligibility. Program Coordinator sets appointment for intake or attempts to contact client. Opens client record in case manager and in COMPAS suite for CCIS. Program Coordinator follows up with program start dates or failures to report with referring Judiciary or Probation Agent. 10-25 mins.</i>
n. How is the referral source notified of offender enrollment or ineligibility? <i>The Program Coordinator notifies the referring party of a group participation start date. If the offender is ineligible, a notification is sent in the same manner identifying the issues that make the offender ineligible.</i>
o. What proportion of your requested CPS budget is in this line item? <i>60%</i>
p. Review your answers above. Summarize other aspects of this service not specifically identified above that you feel are critical to understanding this function: <i>This is a vital part of our operations. Program referrals being what they are, wait lists for programming exist. This position/duty tracks all incoming referrals to the Community Corrections programs, tracks start-end/termination dates and program participation, and maintains all waiting lists. This position is responsible for 75% of all CCIS information collection.</i>
<i>(Gatekeeper description is complete – Go to #3)</i>
2. For Jail Population Monitor complete :
a. Does the County where this service is requested have a written jail population management plan per Public Act 139 of 2007? <i>Choose an item.</i>
b. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address: <i>Click here to enter text.</i>
c. Based on your objective(s), what is your target population? <i>Click here to enter text.</i>
d. What is the rated design capacity of the jail (s) prior to any bed closures? <i>Click here to enter text.</i>
e. What is the current operational capacity of the jail (s) after bed closures? <i>Click here to enter text.</i>
f. List the average daily population as a % of the rated design capacity of each jail where this service is requested: <i>Click here to enter text.</i>
g. What data/information is used for targeting inmates for release? <i>Click here to enter text.</i>
h. Describe circumstances under which you are called upon to recommend releases: <i>Click here to enter text.</i>
i. Describe the process for identifying and recommending inmates for release and how long that process takes: <i>Click here to enter text.</i>



FY 2012 Program Description

Gatekeeping/JPM

j. Is the judge/probation officer notified of offender release? Choose an item.
k. Describe how inmate releases, recommended releases, and successful movement documented: Click here to enter text.
l. Do you track released inmates by characteristics such as crime class, offense type, legal status, guideline range, etc.? Choose an item.
m. How do you report offender movement to your CCAB and OCA? Click here to enter text.
n. Is information on offender releases used for future planning such as bypassing jail with immediate program placement for specific offenses/offenders? Choose an item.
o. What proportion of your requested CPS budget is in this program line? Click here to enter text.
p. Review your answers above. Summarize other aspects of the service not specifically identified above that you feel are critical to understanding this function: Click here to enter text.
3. FOR BOTH SERVICE AREAS: As Gatekeeping and JPM are not necessarily “programs”, specific contributions toward the below objectives may not be obvious. Answer as appropriate being careful to not double count jail bed days saved in JPM or Gatekeeping <u>AND</u> in the programs offenders may be released /referred to.
a. Will this program reduce prison commitments? YES
i. If YES, clearly describe how: <i>Residential placements are a direct jail bed day saved thus reducing admissions and LOS. Targeting substance abuse needs and criminal thinking reduces the likelihood of continued probation violations ultimately resulting in prison commitment.</i>
b. Will this program impact jail utilization: YES
i. If YES, clearly describe how jail credit is awarded and documented for this program: <i>Placement into alternative programming is a direct jail bed saved. Assessing and placement into the proper programming provides the Judiciary with options in lieu of local incarceration.</i>
ii. Estimate how many jail bed days will be saved due to this program and describe how your estimate was calculated: <i>700. 1 day saved for every intake/screening to participate in community program in lieu of incarceration.</i>
iii. If jail bed days saved can not be calculated, how is impact of this service documented? Click here to enter text.
c. Is this program intended to impact recidivism? YES
i. If YES, describe how and how it will be measured: <i>Identifying and treating target needs of an offender could potentially impact recidivism rates.</i>
4. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:
a. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
b. Track jail bed days saved if applicable to your program design.
c. Percentage of program referrals/enrollments originating with the Gatekeeper or JPM rather than another source such as probation or a judge.
d. CCIS data will be completely and accurately entered for all PA511-funded program enrollments.



FY 2012 Program Description

Gatekeeping/JPM

5. Develop additional performance indicators based on your program design as you deem appropriate. Contact your grant coordinator for assistance if necessary.

[Click here to enter text.](#)



FY 2012 Program Description

Assessment Services

CCAB: <i>Washtenaw</i>	<i>For OCA Use Only:</i>		
Local Program Name: <i>STEPS (Program Coordinator)</i>	<i>Approved CCIS Code</i>		
Service Provider: <i>CCAB</i>	<i>Approved Projected Enrollment:</i>		
CCIS Service Type: <i>I22 - Assessment</i>	<i>Budget Recommendation:</i>		
Projected number of assessments (enrollment): <i>425</i>	<i>Conditions:</i>		
<i>Coordinator:</i>			
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected? Click here to enter text.			
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential:	Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Modification</i>			
If a modification, describe here: <i>In past applications, this program was placed under I22 (actuarial assessment). After review it appears that the I-25 (gatekeeper) more closely relates to the program/position. The program was split between I-25 and I-22.</i>			
List projected enrollment by member county: Click here to enter text.			

ASSESSMENT SERVICES - Provides for thorough assessment of offender needs:

- COMPAS or other objective, commercial risk/need assessment
- Assessment for substance abuse, mental health, or pretrial services eligibility
- Assessments provided by different service providers will require separate program description forms
- In the future OCA may be recommending use of the modified *Virginia Pretrial Risk Assessment* (author Dr. Marie VanNostrand) as a condition of pretrial funding
- Funding under assessment also includes the task of using results to develop treatment plans and/or recommendations for available services

ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
<i>Reduce ADP of sentenced felons</i> <i>Maintain reduction in AvLOS of probation violators</i> <i>Enhance diverted felon program</i> <i>Educate on COMPAS</i> <i>Increase use of outpatient and residential treatment services</i> <i>Improve identification of straddle cell offenders</i> <i>Promote use of cognitive restructuring programs and substance abuse programs</i>
2. Based on your objective(s), what is your target population?
<i>Pretrial and Sentenced Felony and Misdemeanor Offenders. OUIL III's. Straddle Cell Offenders.</i>

3. Describe the program:



FY 2012 Program Description

Assessment Services

a.	Describe eligibility criteria, including exclusionary criteria, for an assessment: <i>A, B and C crime class codes are excluded.</i>
b.	What programs (PA511 and/or locally funded) require this assessment to determine eligibility? <i>Substance Abuse Treatment and Thinking Matters</i>
c.	What assessment instrument is proposed? <i>COMPAS</i>
d.	Is the assessment completed during the presentence investigation period (prior to sentencing)? <i>NO</i>
e.	How are offenders identified and/or referred for an assessment? <i>Referred by Judiciary or Probation Agent. Court ordered to participate in Cognitive Restructuring or Substance Abuse Treatment Services. Referred to programs as "program relative to needs or to be assessed".</i>
f.	Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? <i>Community Corrections staff</i>
g.	Describe the training or credentials of the person(s) doing the assessment(s) which qualify him/her to do them: <i>COMPAS training, and MSW.</i>
h.	What is the cost of the instrument itself, per use? <i>N/A</i>
i.	How much time is anticipated to complete one assessment (not including subsequent development of a recommendation or plan)? <i>30 minutes</i>
j.	Is the assessment completed through an interview with the offender or would the offender fill out a questionnaire for later scoring? <i>Both.</i>
k.	Is subsequent verification of information required prior to making a recommendation or determining eligibility? <i>YES. Intake screening forms are reviewed as well as CCH for past compliance or factors that may disqualify an offender from eligibility.</i>
l.	Is the recommendation written? <i>NO</i>
m.	How much time is it estimated to take to put all information into a recommendation? <i>15 minutes</i> Explain your response. <i>The COMPAS assessment information is entered and results are reviewed for eligibility.</i>
n.	Does a substance abuse assessment result in a recommended level of care per ASAM criteria? <i>Not Applicable</i>
o.	How is the information gained from the assessment used in sentencing recommendations? <i>In Washtenaw County the MDOC Field Office completes a COMPAS after sentencing.</i>
p.	How is completion of assessment documented and invoiced by the service provider? <i>Any COMPAS assessment completed for referral to PA 511 programming are maintained in COMPAS and documented in the client case management software used here at Community Corrections.</i>
q.	How is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? <i>CCIS information is gathered and entered by the Program Coordinator at various points throughout the supervision process.</i>
r.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Click here to enter text.
4. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:	



FY 2012 Program Description

Assessment Services

a. OCA recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
c. Track the percentage of assessments that result in placement in programming based on assessed risk and/or need.
5. Develop additional performance indicators based on your program as you deem appropriate. Contact your grant coordinator for assistance if necessary.
Click here to enter text.



FY 2012 Program Description Administration

Administration –

Administration is defined as those activities and related costs that have been incurred for the overall executive and administrative functions of the local office or other expenses of a general nature that do not relate solely to the operation of a specific program as defined/approved within the local plan. They are costs that by their nature are administrative in support of the overall duties and functions of the local OCA. This category must also include its allocable share of fringe benefits, costs, operation and maintenance expenses, and if applicable, depreciation and interest costs.

NOTE: A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, urine testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, leaf blower).

The form permits text, uses drop-down options, and permits additional text after a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. Identify administrative staff and the duties and responsibilities of those staff:
a. Name and title of CCAB manager: <i>Renee Wilson, Director</i>
b. Name(s) and title(s) of clerical and/or administrative support staff: <i>None</i>
c. Is there a request for funding of other administrative or support personnel such as IT, human resources, etc.? NO If so, describe: Click here to enter text.
d. How frequently are CCAB meetings held? <i>Bi-monthly</i>
e. Describe what is done to prepare/prepare board members for CCAB meetings and who (manager, clerical, etc.) does what: <i>Review previous month's minutes for corrections and next agenda items. Put together agenda for meeting. Coordinate county meeting calendar. Send out meeting reminder notice to members with agenda and previous minutes. Prepare hard copies of minutes, agenda, expenditure reports, and new business items for members. Communicate with members who will be absent on agenda items or necessary information. Answer questions prior to the meeting from the CCAB members. The Director is responsible for all of these duties, as there is no administrative staff.</i>
f. Do your CCAB meeting agenda include the following items (please remember to forward agenda and meeting minutes to our office):
i. Review of prison commitment rates/recent sentencing trends: <input type="checkbox"/>
ii. Jail utilization/state of crowding: <i>X</i>
iii. Program utilization in general and by targeted populations: <i>X</i>
iv. Status of contractual conditions (if applicable): <i>X</i>
v. Status of contractual objectives: <input type="checkbox"/>
vi. Correspondence from Lansing Office of Community Alternatives: <i>X</i>
vii. Expenditures and reimbursements to date: <i>X</i>
viii. What other items are typically on your meeting agenda? <i>Referral trends, changes in programs, new programs, daily operations. Issues in the Criminal Justice System or County that are impacting, or may impact, Community</i>



FY 2012 Program Description

Administration

<i>Corrections. Staffing levels.</i>	
g.	Describe how expenditure reports are processed and forwarded to OCA in Lansing: <i>Washtenaw County Finance department compiles the data and puts together the report. The Director meets with the County Financial Accountant to review report, request changes and answer questions. Once approved by both the County and the Director, the Director electronically forwards the expenditure report to OCA.</i>
h.	How often does the manager meet with, visit, and evaluate contracted programs? <i>Weekly</i> Explain: <i>The facilitators of all contracted programs work directly out of the Community Corrections office. The Director is in contact with the contractors on a weekly basis regarding programming, referrals and any potential issues.</i>
i.	Answer the following two questions only if PA511 funds support the CCAB manager's salary:
i.	How many staff does the manager directly supervise? <i>14</i>
ii.	How much time is spent training, evaluating or disciplining staff? <i>The Director is responsible for all of these areas. The amount of time spent varies depending on staffing levels and new employees. The Director evaluates staff daily as she is the only supervisor in the department.</i>
j.	How often does the manager meet with probation supervisors/officers? <i>MDOC – Quarterly. District Court – as needed</i> Explain: <i>Director and Program Coordinator meet quarterly with MDOC Agents, during a staff meeting, to discuss programs, referrals and any issues that need to be addressed. MDOC Agent sits on the CCAB and is a direct liaison for departments. Director meets on an as needed basis with District Court Agents to discuss new program, issues and referral processes.</i>
k.	How often does the manager meet with the prosecutor? Click here to enter text. Explain: <i>The Prosecutor attends all CCAB meetings. Additionally, the Director works closely with the Assistant Prosecutor to discuss processes and pretrial programming. These conversations are on an as needed basis, but typically occur once a quarter.</i>
l.	How often does the manager meet with judges? <i>As needed</i> Explain: <i>The Director attends various judicial meetings to discuss programming and issues if they arise. The Director also meets with Judges individually to discuss programming relative to specific sentencing practices or to address concerns if they arise.</i>
m.	How often does the manager meet with the sheriff/jail staff? <i>Daily</i> Explain: <i>Community Correction is a division of the Office of the Sheriff in Washtenaw County.</i>
n.	How often does the manager meet with financial support staff? <i>Once per month and quarterly.</i> Explain: <i>Director meets to review state financials once a month with the County Financial Accountant. Overall budget operations are reviewed by the Office of the Sheriff on a quarterly basis.</i>
o.	How often are CCIS data reports run and reviewed for accuracy? <i>Montly</i> Explain: <i>On the 15th of every month, the Director runs a CCIS report from COMPAS and reviews program utilization. The Director meets with the Program Coordinator monthly to review the CCIS reports for accuracy. If areas of concern are noted, the Director meets with the necessary individuals to discuss and develop a plan to address the needs.</i>
p.	How much time is spent reviewing OMNI and jail data? Click here to enter text. Explain: <i>OMNI data is reviewed quarterly, when provided by MDOC. Jail data is reviewed almost weekly as part of a population management plan.</i>



FY 2012 Program Description Administration

q.	How much time is estimated to be spent developing the plan and application? One month. Describe when and how the plan is developed: <i>Administration from the Sheriff's Office and the Director meet to review any CCAB recommendations made. Review local data and discuss strategies in alternative sanction and services. The Director then develops the application. Once the completed application is approved by Administration and the CCAB, the Director submits the application to OCA.</i>
r.	Describe the involvement of other stakeholders or subcommittees in data analysis or plan/program development. <i>The Jail and Office of the Sheriff are involved in data analysis and program planning with Community Corrections on a daily basis. The local CCAB members review and discuss programming, local trends and options for the next grant application during the April meeting. Recommendations are considered for implementation by the Director and Office of the Sheriff.</i>
s.	How are utilization and expenditures monitored? <i>The Director reviews all expenditures and utilization reports on a monthly basis.</i>
t.	What actions are taken when programs are under- or over-utilized? <i>The Director meets with the Program Coordinator monthly to review the CCIS reports for accuracy. If areas of concern are noted, the Director meets with the necessary individuals to discuss and develop a plan to address the needs.</i>
u.	Who develops the subcontracts for CPS funded services? <i>The Director</i>
v.	Who calculates jail bed days saved and how much time is devoted to that task? <i>The Director. Time is spent when drafting the application, reviewing jail data and making projections for enrollments.</i>
w.	What specific tasks are assigned to clerical support and what is the frequency and amount of time dedicated to those tasks? NONE If there is no clerical support, describe clerical tasks/frequency and time demands if performed by the manager: <i>Daily deposits, Monthly invoicing, Monthly accounts payable, Daily transmittals for Treasurer, Contracts – writing and maintaining, Memo of Understanding drafts and execution, Budget oversight and reports, Approval of supply orders, Written communication from department, HR procedures, Weekly Payroll entry, Scheduling, Preparation for Board meetings, Board management, Expenditure reports, Utilization report generation, IT requests, General office coverage/operations. 40-50% of time is clerical.</i>
x.	Does the county have procurement or purchasing policies for contractual services, supplies, and/or equipment? YES Describe: <i>See attached policy.</i>
y.	Please describe the county's policies on travel expense reimbursement (mileage, meal allowance, etc.): <i>All reimburseable expenses. A reimbursement form is filled out and approved by the Department Head. All forms must have proper documentation and receipts attached, if available. Then form is then processed as account payable and funds are deducted from department's operating budget. \$.51 per mile.</i>
z.	Does your county have the facilities to host training (such as for cognitive programs or application training)? YES How many can your facilities comfortably accommodate? 20-30 Would you be interested in hosting training? YES
aa.	Does your county have a computer lab available for computer-based training? YES How many can your computer lab comfortably accommodate? 20-24 Would you be interested in hosting training? YES



FY 2012 Program Description

Administration