

Kansas Department of Corrections

Community Corrections Services



Community Corrections Comprehensive Plan Fiscal Year 2010 Quarterly and Year End Outcome Report Format

Monitoring and evaluation of local agency and risk reduction initiatives with the purpose of determining success, and implementing changes where necessary, is a key component of successful implementation and sustainability. Utilizing research based processes to examine programs and methods proven to be effective (evidence based practices), and evaluation of the degree to which the plan is being implemented as it was intended, are required processes for local initiatives. In the Comprehensive Plan Grant Application, each funded agency explicitly agreed to provide complete and accurate data to the Kansas Department of Corrections (KDOC) regarding the initiative. On a quarterly basis, awardees are required to submit a document describing the progress of the local initiatives.

The Community Corrections Comprehensive Plan Quarterly and Year End Outcome Reports represent updates on the progress of each agency toward stated goals and objectives. These reports will provide agency directors, local stakeholders, and KDOC with information that can help improve efficiency, improve services, assist in effectively allocating resources, and assist in strengthening agency risk reduction practices.

Components of the Quarterly and Year End Outcome Reports

Community Corrections Agency

- State the name of the agency providing the quarterly report.

Implementation Goals

- This section should include those goals and objectives that address the planning and implementation of agency initiatives (e.g., policy development, staff training, securing space, developing partnerships/MOUs, etc.).
- State the implementation goal and objectives as listed in the monitoring and evaluation section of the Community Corrections Comprehensive Plan Grant Application.
- Discuss progress toward meeting each objective by providing data to indicate the degree to which the objective is being met.
- Discuss the activities that have occurred to move the agency toward meeting the stated objective.
- Discuss any challenges that have been encountered in working toward meeting the stated objectives.
- Discuss any modifications that the agency will be making to practice as a result of the information presented on progress toward meeting objectives.
- Copy and paste the reporting format as many times as necessary to accommodate the number of goals and objectives that the agency is working toward.

Outcome Goals

- This section should include those goals and objectives that allow the evaluation of the impact of the initiative (e.g. revocation rate, LSI-R, intervention specific data, etc.).
- State the outcome goals and objectives as listed in the monitoring and evaluation section of the Community Corrections Comprehensive Plan Grant Application.
- Discuss progress toward meeting each objective by providing data to indicate the degree to which the objective is being met.
- Discuss the activities that have occurred to move the agency toward meeting the stated objective.
- Discuss any challenges that have been encountered in working toward meeting the stated objectives.
- Discuss any modifications that the agency will be making to practice as a result of the information presented on progress toward meeting objectives.
- Copy and paste the reporting format as many times as necessary to accommodate the number of goals and objectives that the agency is working toward.

Due Dates for the Quarterly Outcome and Year End Reports

Report Period	Due On Or Before	Signatory Approval Requirement
1 st Quarter: July 1, 2009 – September 30, 2009	October 30, 2009	No
2 nd Quarter: October 1, 2009 – December 31, 2009	January 30, 2010	No
3 rd Quarter: January 1, 2010 – March 31, 2010	April 30, 2010	No
Year End Report: July 1, 2009 – June 30, 2010	October 1, 2010	Yes

Signatory Approval

Signatory approval is not required for the 1st, 2nd, or 3rd Quarterly Outcome Report; however, the information documented in these reports should be shared with the local Advisory Board. The Year End Outcome Report does require full signatory approval; please see the attached signatory approval pages.

Report Submission

The Community Corrections Comprehensive Plan Quarterly and Year End Outcome Reports are due by 5:00pm on the dates outlined above. Please send an electronic copy of each report and a scanned signatory approval document (if required) to your Program Consultant. If the agency is unable to scan the signatory approval document, please send an electronic copy of the report and a hardcopy of the signatory approval pages to:

Kansas Department of Corrections
Community Corrections Division
900 SW Jackson St, 4th Floor
Topeka, KS 66612

**Kansas Department of Corrections
Community Corrections Comprehensive Plan
Quarterly and Year End Outcome Report Format**

Community Corrections Agency: Santa Fe Trail Community Corrections

***Fiscal Year 2010
Report Period***

<u> </u> 1 st Quarter	July 1 st - September 30 th
<u> X</u> 2 nd Quarter	October 1 st - December 31 st
<u> </u> 3 rd Quarter	January 1 st - March 31 st
<u> </u> Year End	July 1 st - June 30 th

State of the Agency (2nd Quarter)

October

October 3, SFTCC completed the first quarter report to the RA JAG Grant and have used the \$3070.00 we were awarded to pay part of ISO Alarcon's salary. We were informed that we should be able to close out this grant once the money has been expended. We completed the required reports and they were received and accepted by the Governor's office.

October 5, SFTCC Subcommittee and Advisory Board met to discuss agencies progress on comprehensive plan. Our agency seems to be on target so far this quarter in meeting stated objectives. During this meeting, ISO Alarcon was sworn in by Judge E. Leigh Hood.

October 13-14, ISO Alarcon completed her LSI-R, Case Management, and ACMS training in Ellsworth. She has now completed the initial training to do all of the duties of her position. On her way back from this meeting, she picked up three bicycles from the Ellsworth Correctional Facility for our bike program.

October 21-22, Director Klecker went to Salina for the KCCA and Directors' meetings. On the way back from this meeting, Director Klecker picked up 3 bicycles from the Ellsworth Correctional Facility. These will be the last bicycles that we can pick up until January.

October 28, Director Klecker and Deputy Director Channell conducted in-house training on establishing boundaries and holding probationers accountable while on probation.

November

November 3&4, Deputy Director Channell attended the Sex Offender management training in Great Bend.

November 17, Director Klecker and Deputy Director Channell attended the Problem Gambling Task Force meeting.

November 18, SFTCC sponsored training for area agencies. Eric Schminke from the Old Pine Tree karate school provided officer safety training in our office. Officers were taught defensive skills, surrounding awareness, and office safety measures as part of this training.

November 18, Director Klecker attended training from the Kansas Racing and Gaming Commission on casino gambling.

November 24, Director Klecker and Deputy Director Channell attended the Western Kansas Directors meeting. During this meeting, Becky Upshaw from the Southwest Kansas Regional Prevention Center in Garden City spoke about a grant that she is writing to improve reentry services.

December

December 9, Deputy Director Channell attended the Gambling Taskforce Meeting at the Government Center.

December 18, Director Klecker went to Salina for the first Comprehensive Plan training session for FY11 grant year.

December 23, SFTCC received in-house training on personality using the True Colors word cluster personality indicator. This training session focused on building our team at SFTCC so that staff can work better and more effectively with each other and the probationers that we work with.

State of the Agency (1st Quarter)

July

The handbook for family members was completed prior to the beginning of FY10 and is being used as part of the meetings with natural communities and the intake process.

July 6, SFTCC Advisory Board meeting discussed the state of the agency and yearend outcomes for FY09 and the board approved report.

SFTCC completed and submitted on time the yearend outcome report for FY09 and the quarterly fiscal report to KDOC for FY09.

July 24, SFTCC received notification that we were awarded \$3,070.00 in RA JAG funds. We had requested approximately \$20,000.00 to offset the projected decrease in FY10 allocations from KDOC.

July 29, SFTCC hosted a 1.5 hour training in "Crime and Gambling" in our office. This training was extended to local area agencies and personnel from the 24th and 25th Judicial District Community Corrections.

ISO II Carr put together a team to review Policies and Procedures (ISO Dubois and ISO Tovar) for FY10. They will start the review process at the end of September or first part of October.

August

August 3, Director Klecker took the Kansas Certified Gambling Counselor's test and became certified.

August 10, Paola Alarcon was hired to fill current case management vacancy. She will start with this agency on August 17th.

August 14th, budget information for RA JAG Grant was updated in portal. This should allow our office to be reimbursed \$3,070.00 in salary for ISO Alarcon's position.

August 18th, SFTCC submitted revised budget for the RA JAG Grant.

August 26th, ISO Dubois conducted training on UAs and the color code system that our agency uses. He informed ISOs about the color codes and how they can be used to address sanctions as well as incentives for probationers being supervised by our agency. He discussed the procedure ISOs use when addressing positive UAs and the use of the sanction table when deciding the best course of action. This information will assist ISOs in dealing with probationer drug and alcohol usage effectively as well as uniformly as an agency.

August 31, ISO Alarcon attended the first part of her ACMS, LSI-R and Case Management training in Ellsworth.

September

September 9th, ISOs and Deputy Director attended the ACMS refresher course in Great Bend.

September 16th, ISO Alarcon attended TOADS training in Wichita.

September 23rd, staff received in-house refresher training on agency's graduated levels of interventions, sanctions and incentives.

Implementation Goals

Goal #1: To review policy and procedure annually and update as needed.

Objective #1: Develop a team that will meet weekly to review a minimum of two policies and procedures each week.

Target Date: 7-30-2009

Progress: SFTCC put together a team to review the policies and procedures for FY10. The review team meets every Thursday and reviews between 2-4 policies each week. *At this time, the review team is about halfway through reviewing the policies and procedures and is on target for completing them as scheduled.*

Discussion / Current Activities: ISO II Carr, ISO Dubois, and ISO Tovar have committed to review and make recommendations for updating our policies and procedures during FY10. ISO II Carr provides copies of the policies and procedures that are to be reviewed by the review team the Monday prior to their meeting. Review team members read through policies and procedures and note areas that need to be discussed or revised for the Thursday meeting. Reviewed policies and proposed changes are forwarded to the Deputy Director and the Director for final approval. Policies needing revision are revised and forwarded to the Advisory Board and County Commissioners for final approval before implementation. Policies that do not require revision are dated to reflect review date. Review team began meeting the last week in September.

Challenges: There are no real challenges to the revision process.

Modifications: At this point, there are no modifications being made to reviewing policies and procedures. Review team is monitoring their progress and if needed, will modify the number of policies it reviews each week to ensure that all policies are reviewed this fiscal year.

Goal #2: Ongoing ISO skills development.

Objective: SFTCC will continue to help develop the skills of our ISOs to provide effective case management that targets probationer behavior. The Director and Deputy Director will provide training sessions that will provide skills training using material out of “Skillsstreaming the Adolescent” and/or “The Probation and Parole Treatment Planner” as well as other material to equip ISOs to do effective case management.

Target Date: Monthly throughout FY10.

Progress: SFTCC has provided monthly skills training for the first quarter of FY10.

Discussion / Current Activities: SFTCC is providing monthly training opportunities for our staff that will equip them to work better with probationers assigned to our agency. In July, we provided training that helped educate our staff to potential concerns that the new state run casino may create with our probationers and how they should respond should problems arise.

August 26th, ISO Dubois conducted training on UAs and the color code system that our agency uses. He informed ISOs about the color codes and how they can be used to address sanctions as well as incentives for probationers being supervised by our agency. He discussed the procedure ISOs use when addressing positive UAs and the use of the sanction table when deciding the best course of action. This information will assist ISOs in dealing with probationer drug and alcohol usage effectively as well as uniformly as an agency.

In September, ISOs traveled to Salina for a four hour ACMS refresher course. Staff received an in-house refresher training on agency’s graduated levels of interventions, sanctions and incentives.

Throughout this second quarter, SFTCC has continued to provide monthly training in areas that assist and further the skills of our ISOs. This quarter SFTCC provided staff with training in establishing boundaries, officer safety, and team building.

Challenges: There have not been any challenges so far FY10.

Modifications: There have been no modifications so far on this implementation goal.

Goal #3: Development of a handbook for family members or significant others.

Objective: To create a handbook to provide our probationers’ family members or significant others so that they understand the conditions of probationers and their role in helping their loved one through this process.

Target Date: July 31, 2009 (COMPLETED)

Progress: This was completed at the end of FY09. It is currently in use.

Discussion / Current Activities: SFTCC developed this handbook to help explain supervision with community corrections and the rules that are needed to be followed. Handbooks are provided during orientation when family members are present or during the natural communities meetings. This helps them know what things need to be accomplished and rules that need to be followed so that they can help reinforce rules and to assist the probationer in successfully completing this program.

Challenges: There have not been any challenges in implementing this goal and it was completed ahead of schedule.

Modifications: None

Goal #4: Continue monitoring system that allows SFTCC to monitor the fidelity pieces of the evidence-based practices initiatives.

Objective: SFTCC conducts a thirty-day case audit to ensure LSI-R, ISP, initial paperwork and referrals are done in a timely manner.

Target Date: Ongoing throughout FY10.

Progress: Deputy Director Channell does a 30-day case audit for all cases sentenced or supervised by this agency.

Discussion / Current Activities: SFTCC wanted to ensure that all probationers assigned to this agency were being worked with in a timely manner. We wanted to make sure that initial paperwork, assessments, and supervision plans were completed within the first 30 days. SFTCC also wanted to make sure referrals to drug and alcohol treatment, mental health treatment, and classes were made. ISOs understand that they have approximately 30 days from the active supervision date to have this accomplished. Deputy Director Channell reviews the LSI-Rs to make sure that they are scored correctly with enough information throughout the document to justify the scores. She verifies that all documentation is contained in the case file and that intervention referrals have been made. An audit form is completed and returned to the ISOs for feedback and corrective action. This form also allows SFTCC to track time sensitive elements of our program.

Deputy Director Channell audits files as designed and has been able to make sure that referrals to time sensitive interventions are being made. This has proven to be a very effective tool in providing ISO feedback. It helps to ensure that their probation starts off well and that the interventions that are needed get scheduled.

Challenges: No challenges at this point.

Modifications: The 30-day case audits seem to be working as designed. A brief statement was added to the form to ensure that ISOs do a self audit prior to submitting the file for review so all time sensitive referrals and items are completed on time.

Goal #5: Have volunteer in place to put together and maintain Community Activities Board.

Objective: To find and utilize a volunteer to put together and maintain a Community Activities Board that outlines positive activities and events taking place in and around Dodge City.

Target Date: 8-31-09

Progress: SFTCC personnel have been gathering information about local activities and events and a bulletin board has been designated to post them on. We had anticipated that a volunteer would be easier to locate but at this point, one has not been identified that would like to maintain this board for our agency.

For a brief period in October and November, SFTCC had a probationer who put together a board to display local pro-social activities as a Community Service Work project. Staff has continued to update this board adding additional activities as we become aware of them and removing outdated information.

Discussion / Current Activities: SFTCC posted an ad on the video that runs at the Village Square Mall announcing volunteer positions. We have not had any interested parties contact us for this position. SFTCC employees stepped up and are posting activities and events that may be of interest to our clients. These activities and events are posted on a designated bulletin board that our probationers walk by to help them become aware of local social and recreational activities. We have also allowed for probationers to receive CSW hours for maintaining this board and have a notice posted in the lobby. At this time, we do not have anyone willing to maintain this board.

For a brief period a probationer assigned to our program undertook putting together a board and gathering information of local activities. We have not been able to find a person who is willing to volunteer to keep it up on an ongoing basis. SFTCC personnel continue to update the board until a volunteer can be found to do this on a consistent basis.

Challenges: SFTCC is still having difficulty in finding a volunteer to maintain the Community Activity Board.

Modifications: SFTCC is offering CSW hours to help maintain this board but has not had anyone actually committed to doing this. We currently have some interested parties discussing it.

Target date has been continued to provide time to locate volunteer. Activities board is currently operational and is updated by paid staff on an ongoing basis.

Outcome Goals

Goal #1: In FY10, SFTCC will implement evidence-based practices on a consistent basis.

Objective #1: SFTCC will maintain ISO caseload size to fewer than 35 probationers for ISOs supervising level I & II probationers.

Target Date: Ongoing throughout FY10.

Progress: SFTCC has been able to maintain caseload sizes to fewer than 35 probationers since we initiated evidence-based practices under SB14.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
Fewer than 35 probationers per caseload	22-32 probationers per ISO caseload	9-31 probationers per ISO caseload		9-32 probationers per ISO caseload

Discussion / Current Activities: SFTCC runs weekly caseload reports for each ISO in TOADS. The Deputy Director uses this report to track probationer assignment and provide an overview of each ISO workload. Each probationer is assigned points depending on their level of supervision and their status. Probationer distribution is based on the number of active probationers each officer is supervising and a point system. Probationers entering our program are assigned to ISOs based on this point system and the ISO who is best suited to work with specific probationers based on the responsivity principle. We no longer have a case manager supervising lower risk/needs probationers due to employee turnover. The case management position has been replaced with an ISO position and will supervise all levels of probationers.

As our new ISO went through training, we gradually increased her case-load so she could learn and apply the skills she was learning without becoming overwhelmed. As she is now fully trained, she will be carrying a full case load. The lower range represents ISO Alarcon's caseload size during this training phase.

Challenges: SFTCC has a limited number of staff who supervises probationers. Assigning probationers using the responsivity principal is difficult and many times results to what fits best. We have ISOs that currently specialize in the case management of SB123 probationers, sex offenders, and mono-lingual Spanish probationers. SFTCC has been able to maintain ISO caseloads to fewer than 35 probationers.

Modifications: At this time, this objective does not require any modifications. We will continue to monitor caseloads and make adjustments to keep them fewer than 35 probationers as long as possible.

Objective # 2: Continue with system for Deputy Director to monitor and evaluate fidelity of ACMS, cognitive skills tools, and case management for supervision officers on a quarterly basis.

Target Date: Ongoing throughout FY10.

Progress: Monitoring system is in place and is being used as designed.

Discussion / Current Activities: Deputy Director Channell set up a monitoring system so that ISO meetings with probationers can be monitored. This allows her to evaluate the use of motivational interviewing, cognitive skill tools, and supervision plans to ensure they are being used effectively. Deputy Director Channell broke down the ACMS training that ISOs received so that she could focus on one aspect at a time. The ACMS training was broken into these areas for evaluation: using open-ended questions, affirmations, reflections, summary (OARS). She developed a tool to evaluate ISOs OARS developmental skills. Probationers meeting with ISOs are listened to through a phone intercom system that allows for less intrusive monitoring. A post interview meeting is conducted with the ISO to provide immediate feedback and offer suggestions for improvement. Deputy Director Channell evaluates a minimum of three meetings per

quarter for each ISO. All monitored interviews are scheduled in advance. Deputy Director Channell put together a desk reference guide for each ISO on ACMS skills and thinking reports.

Challenges: We do not have any challenges at this time and program is working as designed.

Modifications: Deputy Director Channell has been monitoring staff in this area for the last several months and is looking at modifying the evaluation form to include advanced motivational skills. *This has been going as designed and no modifications are being made at this time.*

Objective # 3: ISOs will involve probationer’s natural communities in office visits a minimum of once per month for level 1&2 probationers and once per quarter for level 3&4 probationers in 100% of the probationers actively supervised by SFTCC.

Target Date: Ongoing throughout FY10.

Progress: SFTCC started requiring ISOs to meet with probationer’s natural communities at the end of FY09 to prepare for this new objective for FY10. At this point, ISOs are still struggling to fulfill this objective as designed. ISOs are meeting with probationer’s natural communities but not on a consistent and routine basis. ISOs seem to struggle with getting the probationer’s natural communities members involved in the process and to office visits to meet. Of those probationers that do have meetings, ISOs find the meetings to be very beneficial and productive.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
100% of probationers will have natural communities meeting at 1x per month for level 1&2 probationers and 1x per quarter for level 3&4 probationers.	73/122 or 60% of probationers had natural communities meeting at 1x per month for level 1&2 probationers and 1x per quarter for level 3&4 probationers.	46/116 or 40% of probationers had natural communities meeting at 1x per month for level 1&2 probationers and 1x per quarter for level 3&4 probationers.		119/238 or 50% of probationers had natural communities meeting at 1x per month for level 1&2 probationers and 1x per quarter for level 3&4 probationers.

Discussion / Current Activities: Deputy Director Channell and ISO II Carr are doing the regular audits. ISO II Carr does a weekly audit of one file per ISO to ensure that case management is being conducted per policy and procedure. A monthly audit form is also turned in to Deputy Director Channell indicating when the last natural communities meeting took place. ISOs understand that level 1&2 probationers need to have a natural communities meeting at least once per month and level 3&4 probationers need to have one per quarter. This allows our agency to monitor that these meetings are taking place.

During the natural communities meeting, ISOs discuss probationers' progress, achievements, struggles and other areas that may impact their success. Meetings also allow for concerns that they may have and an opportunity to understand what is being required and why. Any aspects that are not understood can also be discussed to build support.

Challenges: As with any new initiative, our staff had to implement strategies for including natural communities and have faced issues that were not foreseen. Some probationers do not have natural community members that can be easily tapped (i.e. transfer-in probationers in a treatment setting), have natural community members that are willing to involve themselves with probationer or will not make themselves available for meetings. Trying to arrange a meeting with the natural community member where it is convenient for them, the probationer and ISO is a challenge. ISOs seem to be successful in setting up these meetings with a little more than half the client's on their caseloads.

Administrative staff is trying to understand the outcomes that we are currently getting and determine the best course of action to help us reach our projected outcome goals. Beginning third quarter SFTCC will be modifying the outcomes to one Natural Communities meeting per probationer per quarter regardless of supervision level. Natural Community meetings will expand to include telephone conference calls. SFTCC will start a staff incentive where the ISO that has the best percentage rate of Natural Communities meetings for the quarter will receive a \$50.00 savings bond. SFTCC will run this particular staff incentive for the last two quarters.

Modifications: It is still too soon to see where changes need to take place in the inclusion of natural communities. It is likely that we will expand the way meetings take place to include telephone conference calls. No modifications will take place this next quarter until we have several more months of involving natural communities to evaluate this process.

Beginning third quarter, SFTCC will modify the Natural Communities meetings to one meeting per quarter for each probationer and expand those meetings to include telephone conferences with Natural Community members.

Goal #2: In FY10, SFTCC will reduce risk/need domains of the initial LSI-Rs through targeted interventions when compared to subsequent LSI-Rs in 70% of our active probationers.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
Reduction of LSI-R scores in 70 % of active probationers	68% of probationers had reduced scores	59% of probationers had reduced scores		65% of probationers had reduced scores

SFTCC is providing incentives and interventions that are targeting domains of the LSI-R that should reduce scores in subsequent assessments. We are not obtaining the desired outcomes that we anticipated. Administrative staff is looking into this matter to understand why we are not getting the desired outcomes and what we can do to modify current service delivery or interventions that will increase the likelihood of attaining projected outcomes.

Beginning third quarter, ISO-II Carr will put together a form that will help SFTCC have a better understanding of the subsequent LSI-R scores when compared to original assessment scores.

This form will list the raw points for each domain of the assessments and ISOs will be required to explain the comparison score from the subsequent assessment (i.e. no change in domain due to already being a low risk factor and no intervention being provided; lower subsequent score due to D&A intervention targeting high risk factor; higher score due to unidentified drug problem from initial assessment). Administrative staff will evaluate these forms to get a better understanding of what is taking place so that we can determine the best course of action to help us attain our projected outcome. ISO-II Carr is scheduled to train staff on this new form 1-13-10 so that we can make modifications at the earliest time possible.

Objective #1: 100% of probationers will complete the initial LSI-R within the first 30 days of active supervision to SFTCC.

Target Date: Ongoing throughout FY10.

Progress: ISOs have been informed that the LSI-Rs need to be accomplished within the first 30 days of active supervision. Deputy Director Channell ensures that they have been completed when she conducts the 30-day audit. Deputy Director Channell reviews the LSI-Rs to ensure that narratives have sufficient information for scoring and that the assessments are scored properly. She uses the Community Corrections Caseload Report and Court Case Sentencing Activity Report to ensure all actively supervised probationers' files are reviewed.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
100% of active probationers will complete LSI-R within 30-days	19/19 or 100% of probationers completed LSI-R within 30-days	26/26 or 100% of probationers completed LSI-R within 30-days		35/35 or 100% of probationers completed LSI-R within 30-days

Discussion / Current Activities: When a probationer is actively supervised by our office, ISOs are required to submit the file to Deputy Director Channell for a 30-day audit. She audits every probationer file that has been actively supervised by our office to determine that all intake paperwork, assessments (including LSI-R), and supervision plans have been completed. She also makes sure that referrals to required interventions have been made and that everything has been entered into TOADS correctly. This ensures that probationers assigned to our program are referred to the needed interventions and that supervision gets started on the correct path. This whole process allows Deputy Director Channell to assess ISOs strengths and areas that need improvements for in-house training as well.

Challenges: There were no real challenges. Once the process for how the audits were to take place was determined, the routine of auditing was established and seems to be working well.

Modifications: There will be some modifications in the audit form but things seem to be working as planned. The auditing process is going well and the expectations of LSI-R timelines for each probationer are being met.

Objective #2: 100% of probationers who are court ordered to obtain a drug and alcohol evaluation and/or treatment, or score at the moderate level or higher on the alcohol/drug

problem domain of the LSI-R will be referred to the appropriate intervention within the first 30 days after assignment.

Target Date: Ongoing throughout FY10.

Progress: When Deputy Director Channell does the 30-day audit, she reviews the LSI-R, supervision plan, and journal entries to determine that all interventions are in place. Because drug and alcohol use has been identified as the major factor for revocations for our agency, we have made a conscious effort in making interventions in this area a priority.

The self audit modification that was made after the first quarter provided ISOs an additional opportunity to look at case files to ensure that all referrals and specifically that D&A interventions are being made within the first 30 days.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
100% of probationers needing D&A interventions are referred within 30 days	12/14 or 86% of probationers referred to D&A intervention	20/20 or 100% of probationers referred to D&A intervention		32/34 or 94% of probationers referred to D&A intervention

Discussion / Current Activities: Within the first 30-days of active supervision, all probationers are given the LSI-R and a supervision plan is made based on the probationer’s risks, needs, and conditions of probation. ISOs are instructed to deal with alcohol and drug issues first and to deal with them progressively when they persist or arise later in their supervision.

Challenges: We have ISOs that are still fairly new to this process and have overlooked two probationers being referred to the D&A intervention within the first 30 days. This was caught in the 30-day audit and corrected. All referrals were made but two were made after the 30 day window.

Modifications: SFTCC will modify the audit form to include a statement that the ISO must initial to indicate that he or she has completed all things on the checklist before turning the file in to be audited. This will provide ISOs with another opportunity to ensure that referrals are made within the 30 day window.

Objective #3: (Modified first quarter) 100% of probationers who are unemployed but employable at time of assignment to SFTCC who will be actively supervised by our agency will be referred for employment services within the first 30 days.

Target Date: Ongoing throughout FY10.

Progress: OWDS/CM Clark resigned from her position as our OWDS person and our agency lacks the funds to provide OWDS training to another staff member. As a result, we have modified our employment program. Director Klecker absorbed the duties of this program and spent this first quarter assessing the direction in which to go. The first quarter, we had nine (9) unemployed probationers sentenced to SFTCC. Seven (7) were

referred to the unemployment support group and two (2) were not. The two that did not get referred were mono-lingual Spanish probationers who would not have been appropriate for this group that is conducted in English. The ISO who was assigned these probationers provided individual employment assistance in Spanish.

During the second quarter, SFTCC had three probationers not referred to our in-house employment services. One probationer was receiving employment services through the Area Mental Health Center because of other issues and was allowed to obtain this intervention through AMHC service. One probationer was mono-lingual Spanish and was unable to understand program content presented in English (ISO worked with this probationer on an individual basis), and the last probationer was involved in drug/alcohol treatment and was going to attend a reintegration program out of Ford County. Employment was not one of the focal issues the first 30 days since he was transferring to a different location.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
100% of probationers that are unemployed/employable offenders are referred for employment services within first 30 days.	7/9 or 77% referred for employment services within first 30 days	8/11 or 72% referred for employment services within first 30 days		15/20 or 75% referred for employment services within first 30 days

Discussion / Current Activities: Director Klecker is currently providing employment services through the unemployment support group on a daily basis. Unemployed/employable probationers are referred to the unemployment support group where they learn how to identify their marketable job skills from both paid and unpaid experiences. They learn how to complete applications that reflect relevant job skills and target the position that they are applying for, and learn interviewing skills. Other areas such as networking, organization, and time management are discussed so that participants can conduct an effective job search. Individualized help is provided to assist in completing applications, doing web based job searches, applications, and follow-up letters and meetings. Other help is provided as needed. There were a total of 21 probationers that found employment the first quarter who received help through this program. Probationers who find themselves unemployed while assigned to SFTCC are also referred for services.

Challenges: When OWDS/CM Clark resigned her position, it was difficult to decide the direction that SFTCC was going to take this program. We understood that employment services were needed and that direct assistance would be necessary to get the results that we wanted. Director Klecker had the most experience working with the unemployed population and could provide employment services with little training. It was decided that the smoothest transition would be for him to take over this program.

Modifications: The OWDS program was eliminated due to not having an employee who is OWDS trained. The unemployment support group was expanded to include information to help unemployed probationers' secure employment as well as continue to provide motivation and job contact information. This program will be monitored to see if it is attaining the desired outcomes. The objective statement for this outcome measure was modified to reflect this change.

The program format changed so that the unemployment support group was combined with employment class so participants can be provided instruction on current issues. This seemed to provide participants with more relevant and timely information to help them with their job search. Sixteen class participants secured employment during the second quarter.

Goal #3: In FY10, SFTCC will increase the number of probationers successfully terminating from probation by 25% as compared to FY06.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
At least 31 probationers will successfully terminate probation	14 probationers successfully terminated probation	15 probationers successfully terminated probation		29 probationers successfully terminated probation

Objective #1: 100% of probationers assigned to SFTCC that are actively supervised by this agency will attend orientation within the first 30 days of assignment.

Target Date: Ongoing throughout FY10.

Progress: All probationers either assigned to our agency by the court or transferred into our program as a courtesy from another agency will go through and complete the intake process.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
100% of probationers assigned will complete orientation within first 30 days.	22 of 22 or 100% of probationers completed orientation	29 of 29 or 100% of probationers completed orientation		51 of 51 or 100% of probationers completed orientation

Discussion / Current Activities: A probationer that is either assigned to our program from the court or transfers into our program from another agency goes through an intake process. During intake the initial paperwork is completed, conditions of probation are signed, and a urine sample is taken. The probationer is also informed about the rules and expectations of our program and given a handbook for reference. Probationers' are provided a handbook to explain our program standards and to provide more information. We put together a PowerPoint presentation to make the orientation a little more formal and informative and to ensure that probationers are getting consistent information. This presentation also provides an overview of what will take place during the probationary period to include: the LSI-R, supervision plans, referrals to programs, graduated levels of interventions and incentives, and thinking reports. The Orientation Class lays the foundation for what the probationer can expect and should assist in the early buy-in of our program and lead to more successful terminations.

Challenges: There have been no challenges with this objective.

Modifications: No modifications are being made.

Goal #4: In FY10, SFTCC will decrease the number of revocations of probationers by 25% as compared to FY06.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
31 probationers or fewer revoked	6 probationers revoked	6 probationers revoked		12 probationers revoked

Objective #1: Intensive Supervision Officers will use graduated levels of interventions and the response table on 100% of probationers facing disciplinary action for violations.

Target Date: Ongoing throughout FY10.

Progress: SFTCC uses graduated levels of interventions and incentives to address probationer behavior. ISOs are trained in the use of these tools to ensure that probationers are being assisted appropriately. ISOs make every effort to address probationer behavior and ensure that all interventions are exhausted before revocation is sought.

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	Year End
ISOs use graduated levels of interventions and response table on 100% of probationers facing revocation	22/22 (100%) probationers were reviewed through graduated interventions before proceeding with revocation	26/26 (100%) probationers were reviewed through graduated interventions before proceeding with revocation		48/48 (100%) probationers were reviewed through graduated interventions before proceeding with revocation

Discussion / Current Activities: When probationers are assigned to SFTCC for supervision, they are given a handbook that contains the graduated levels of interventions and incentives as well as the response table for violations. ISOs have been trained in the use of these tools and are instructed to exhaust all options at their level (level 1+2 interventions) to redirect behavior. If their efforts do not work, they are expected to staff the case before moving to level 3+4 interventions. ISOs understand that they can staff problems with a supervisor at any time or at the weekly staff meeting for added guidance. Prior to an affidavit being filed with the County Attorney's office requesting revocation, the case must be reviewed and an affidavit approved by a supervisor. While the case is pending revocation, ISOs are expected to look for dispositional alternatives to prison if appropriate to present to the court.

ISOs were given a refresher course in the use of graduated levels of interventions and response table as well as our incentives in September 2009. ISOs are always looking for

additional ways to address offender behavior that will result in positive behavior and successful outcomes.

Challenges: SFTCC does a good job of working with probationers to change behaviors. Interventions are used to address unwanted behaviors and incentives are used to reinforce behaviors we want continued. We are working on trying to ensure that all ISOs are using the tools that they are equipped with consistently and effectively.

Modifications: There are no modifications at this time.